



SY2023-2024 Mandates & Archives

Office of Religious & Independent School Support (ORISS)

Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)

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Mandate 1: Pupil Attendance Report (PAR)

Mandate:

- Attendance must be recorded once daily, summarized periodically, and maintained on file by the school.

Expenses & Calculation Notes:

- Reimbursement is for the costs of the administration of attendance.

Eligible Grades & Subjects:

- PAR applies to kindergarten through 12th grade only.
 - Kindergarten students are defined as those children who are or turn five years of age by December 31 of the school year in question.
- Do not include enrollment of:
 - Nursery school or Pre-K students
 - Teachers
 - Post graduate students
 - Pupils with disabilities who are enrolled pursuant to a contract with a public-school district or the New York State Education Department (NYSED).

Eligibility Terms & Conditions:

- Attendance must be recorded once daily, summarized periodically, and maintained on file by the school.

Mandate 2: Elementary & Intermediate Assessment in English Language Arts & Math (EIA)

Mandate:

- Reimbursement for the administration of Grades 3-8 Math & English Language Arts (ELA) exams administered and reported to NYSED's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Information Repository System (SIRS).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the costs of the administration of these exams.
- Printing Costs
 - Are reimbursed at the rate of \$86 per grade for those schools that do not have their tests graded by a Regional Scoring Center.

Eligible Grades & Subjects:

- Grades 3-8 Math & English Language Arts (ELA)

Eligibility Terms & Conditions:

- R&I schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material to have their scores reported and reimbursed.
- Computer Based Testing (CBT) record keeping-Schools are encouraged to familiarized themselves with the [School Administrators Manual](#) appendices for the certificates. This School Administrator's Manual serves to guide school administrators in general test administration activities for both paper and computer-based testing.
- The school must maintain all records, including:
 - Proof of mailing
 - A record of the students' scores
 - A copy of the answer sheet(s)
 - For CBT administration, maintain security of all secure materials associated with CBT, including printed student login tickets, session access codes, and Proctor PINs.
 - For CBT administration, after the conclusion of the test, securely destroy all used scratch paper, reference sheets, printed student login tickets, session access codes, and Proctor PINs.
- The website for NYSED's [Office of Curriculum, Assessment and Educational Technology](#) will contain the schedules and information about the administration of these tests.

Mandate 3: Basic Educational Data System (BEDS)

Mandate:

- To receive MSA-CAP services reimbursement, basic school, staff, and pupil information must be reviewed and updated, and the BEDS Report of Religious and Independent schools must be filed with NYSED by the established deadline.

Reimbursable Expenses & Calculation Notes:

- Reimbursement for the filing of BEDS data submission.
- Include only those teachers and staff members that participated in Pupil Attendance Reporting (PAR).
- Do not include Pre-K teachers in your claim.

Eligibility Terms & Conditions:

- For information about this mandate go to [BEDS Enrollment Website](#).

Mandate 4: Regents Examinations (RE)

Mandate:

- Regents exams must be administered, scored, the results interpreted, and reported in level 0 of Student Information Repository System (SIRS).
- R&I schools that administer any of the Regents Examinations must contract for data collection, scanning, and reporting services with a Regional Information Center (RIC).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration of NYS Regents Exams.
 - All Regents exams must be administered in accordance with all rules.
 - The website for the [Office of State Assessment](#) will contain the schedules and information about the administration of these tests.
 - This includes retesting.
- Student Enrollment
 - The principal of the school where the student is enrolled is responsible for reporting the examination score **and** the school where the student is enrolled is eligible to receive reimbursement for the examinations.
 - Do not claim examination results for students enrolled in other schools, even if the students attended class and/or were tested in the Religious and Independent school.
- Second Language Proficiency (SLP)
 - Administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

Eligibility Terms & Conditions:

- Religious and Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material to have their scores reported and reimbursed.
- The school must maintain all records, including:
 - Proof of mailing
 - A record of the students' scores
 - A copy of the answer sheet(s)
 - Retests
 - The online system will populate your Regents counts with the number of exams that your RIC reports to the State which does not include retesting of students.
 - A school requesting reimbursement for retests must be prepared to submit supporting documentation, if requested.
 - Reporting correctly in Level 0 will accomplish this task.

Mandate 5: See Inactive Mandates

****INACTIVE MANDATE**** See Inactive Mandate Section for details.

Mandate 6: Calculator Expenses (CE)

Mandate:

- Specific calculators must be made available to students during the administration of some Regents Exams.

Reimbursable Expenses & Calculation Notes:

- Reimbursement for the costs of **four function/scientific and graphing calculators** used in the administration of certain math and science tests.
- Reimbursement Rates
 - \$15 per calculator (flat rate)
 - Maximum of \$110 per graphing calculators (flat rate)

Eligible Grades & Subjects:

- Eligible subjects:
 - Math
 - Living Environment
 - Chemistry
 - Earth Science
 - Physics
- Grade 6, 7 & 8
 - Grade 6: Schools may choose either a four-function calculator with square roots or a scientific calculator.
 - Grades 7 & 8: Students must use scientific calculators for the revised math tests.
- Pupils administered an Algebra I, Algebra II, or Geometry Regents Exam must be provided with the use of a graphing calculator without symbol manipulation.

Eligibility Terms & Conditions:

- Only scientific and/or graphing calculators are eligible for reimbursement.
- Reimbursement is only provided for the eligible grades and subjects.
- The calculators are the property of the school and should be loaned to the students for exam purposes.
- Schools must retain purchase documentation.
- Schools must maintain an inventory records of the calculators.

Mandate 7: Registration of High School (RHS)

****ONLY APPLICABLE ONCE****

Mandate:

- The high school registration program involves the submission of an Application for Religious and Independent Secondary School Registration, review of data concerning student achievement, and a visit from NYSED's Office of Religious and Independent School Office (ORISS).
- Upon the completion of the aforementioned process, ORISS recommends registration status.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for some expenses related to the RHS process.
- A claim can only be made for the school year that the application process was completed.
- For more information, visit the ORISS website.

Eligibility Terms & Conditions:

- For timely approval of the registration application, the school should follow-up with ORISS on any requests for more information.
- Visit [High School Registration](#) page for more information on the high school registration process.

Mandate 8: State School Immunization Program (SSIP)

**** NYC, ROCHESTER, & BUFFALO ONLY****

Mandate:

- Religious and Independent schools must develop and enforce a school immunization program.
- Such immunization programs shall include the collection, verification, and completion of the individual pupil immunization records.
- The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline.
- New York City schools must send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools must send the form to the NYS Department of Health Immunization Program.
- New York City and State Health Department audits must be completed when required.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for administration and reporting of the SSIP.
- Schools may not claim a greater amount of students than claimed in enrollment.

Eligibility Terms & Conditions:

- The new appropriation limits participation in this program to schools that have immunization records on file with the New York State Department of Health.

Mandate 9: Documentation of Integration of Required Instruction in 7th & 8th (DIRI)

Mandate:

- The requirements for technology education, home and career skills, and library and information skills may be met by the integration of the NYS Learning Standards of such subjects into other courses in accordance with the criteria found in Section 100.4(2) of the Commissioner's Regulations.

Reimbursable Expenses & Calculation Notes:

- Only the 7th and 8th grade teachers participating in fulfillment of the mandate should be included.

Eligibility Terms & Conditions:

- R&I schools must document the manner in which it has implemented the regulations, and the documentation must be kept on file in the school and be readily accessible.

Mandate 10: Graduation Report for Religious & Independent Schools (HSGR)

Mandate:

- Religious and Independent schools are now responsible for reporting all students who were awarded a local or Regents diploma, Career Development & Occupational Studies Commencement Credentials or Skills & Achievement Commencement Credential in the Student Information Repository System (SIRS).
- Information about the electronic graduation report process is available on the [Information Reporting Services](#) website.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for some expenses related to graduation reporting.

Eligible Grades:

- GRADE 12 ONLY

Eligibility Terms & Conditions:

- Graduation Reporting must be completed with your local RIC and filed by the end of August annually to be eligible for claiming reimbursement.

- Beginning with the 2023-24 claim year, a graduation program or list of students on letterhead will no longer be accepted to document participation in Mandate 10.

Mandate 11: Grade Five* Science Test (GFST)

Mandate:

- The Grade Five Elementary-Level Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration and reporting of GFST.

Eligible Grades & Subjects:

- Grade 5 Science Test
- Grade 4 Science Test was discontinued in 2022 and grade 5 established as the elementary science exam.

Eligibility Terms & Conditions:

- Religious & Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material to have their scores reported and reimbursed.
- Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets.
- The [Office of Curriculum, Assessment and Educational Technology](#) website will contain the schedules and information about the administration of these tests.

Mandate 12: Expenditure for Travel Costs to Examination Storage Sites (TSS)

Mandate:

- Some schools are required to pick up secure examinations being stored at a neutral site.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for some travel costs to examination storage sites.

Eligibility Terms & Conditions:

- A copy of an Approved Program Test Storage Plan must be filed with the New York State Education Department.
- All examinations included in the mandates are secure examinations.

Mandate 13: NYS Scholarships for Academic Excellence Application (SAE)

Mandate:

- The Scholarships for Academic Excellence (SAE) provide high school students that are the top student(s) in their respective high school at the end of their junior year with a scholarship to attend an institution of higher education located in New York State.

Reimbursable Expenses & Calculation Notes:

- The mandate reimburses for staff work relating to submission of the Scholarships for Academic Excellence Nomination Summary Form, listing the nominee(s) and the individual student application forms.

Eligible Grades & Subjects:

- High school, end of their junior year

Eligibility Terms & Conditions:

- The selection criteria for nominees for the Scholarships for Academic Excellence must be published and made available to students at the beginning of the school year.
- A high school must use uniform criteria for the selection of scholarship nominees, applicable to all competing students.
- The criteria must be in accordance with the requirements and timelines established by the New York State Education Department's Office of K-16 Initiatives and Access Programs.
- **Beginning in 2025**, scholarship nominations will be accepted through [SED Monitoring](#) only. This new online process discontinues the paper form. For more information on the 2025 Scholarships for Academic Excellence (SAE), please visit the [SAE website](#).

Mandate 14: Grade Eight Science Test (GEST)

Mandate:

- The Grade Eight Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration and reporting of the GEST.

Eligible Grades & Subjects:

- Grade 8 Science Test

Eligibility Terms & Conditions:

- Religious and Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed.
- Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of the answer sheets.
- The website for the Office of Curriculum, Assessment and Educational Technology at [Office of Curriculum, Assessment and Educational Technology](#) will contain the schedules and information about the administration of these tests.

Mandate 15: See Inactive Mandates

INACTIVE MANDATE See next Inactive Mandate Section for details.

Mandate 16: See Inactive Mandates

INACTIVE MANDATE See next Inactive Mandate Section for details.

Mandate 17: Pesticide Neighbor Notification (PNN)**Mandate:**

- The School Pesticide Neighbor Notification Law requires all Religious and Independent schools to notify parents and interested parties prior to pesticide applications in instructional and administrative buildings and grounds, as well as playgrounds and athletic fields.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration of the PNN.

Eligibility Terms & Conditions:

- The school must establish written pesticide notification procedures according to the provisions outlined in Section 155.24 of the Commissioner's Regulations.
- The procedures and a record of the notice(s) must be kept on file locally.

Mandate 18: NYS English as a Second Language Achievement Test (NYSESLAT) and NYS Identification Test for English Language Learners (NYSITELL)

Mandate

- The NYSESLAT is designed specifically for limited English proficient (LEP) students to determine proficiency in the English language.
 - The NYSESLAT must be administered according to the rules, regulations and guidelines issued by the NYSED.
 - Student answer sheets must be sent to the RIC or large city scoring Center for scoring by the required deadline listed on the [NYSESLAT Website](#).
- The NYSITELL replaces the Language Assessment Battery-Revised (LAB-R) as the approved means of initially identifying ELLs, in New York State.
 - The purpose of the NYSITELL is to assess the English Language proficiency of new entrants whose home language is a language other than English, as indicated on the Home Language Questionnaire.
 - It is used to determine if students need bilingual and/or ESL services.
 - NYSITELL must be administered in accordance with the rules, regulations and guidelines issued by NYSED.
 - Student answer sheets must be sent to the RIC or large city Scoring Center for scoring and reporting to the Department.

Reimbursable Expenses & Calculation Notes:

- If only teachers employed by the public school perform the teacher functions for the NYSESLAT exam, schools may only claim the Administrative and Support functions for reimbursement.
- Teachers who administer the NYSESLAT and/or NYSITELL exam should have a “highly qualified background”, as noted by the NYS Department of Education’s Office of Bilingual Education.
 - “A highly qualified background” is defined as teachers certified in English as a Second Language, specialized in Special Education or Reading Teachers, and some English Language Arts teachers.

Eligible Exams:

- NYSESLAT & NYSITELL

Eligibility Terms & Conditions:

- Proof of mailing should be maintained by the school.
- To enhance the appropriate administration of this test, schools may wish to access trainings provided by the Regional Bilingual Education Resource Network (RBERN), or by any educational entities delegated by either RBERN or the Office of Bilingual Education to be comparable.
- Schools are encouraged to contact either the New York City Office of English Language Learners or the Office of Bilingual Education for more information.

Mandate 19: RIC & Scoring Center

Mandate:

- The 3rd through 8th grade tests may be scored by Regional Scoring Centers.

Reimbursable Expenses & Calculation Notes:

- Reimbursement of scoring by Regional Scoring Centers for grades 3-8 tests.
 - If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.
- The Scoring Center Costs must include only the amount billed by the Scoring Center and paid by the school or a sponsoring organization.
- The RIC costs required by these tests and the filing of the High School Graduation Report should be added to those for the Regional Scoring Centers.

Eligible Grades & Subjects:

- Grades 3-8 testing.
- All elementary exams, NYSESLAT, NYSITELL and Regents exams require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC).

Eligibility Terms & Conditions:

- Documentation on both the scanning and scoring RIC payments must be maintained and accessible upon request.

Inactive Mandates

These mandates are no longer active. Records maintained here to archive historic data/information.

Inactive Mandate 5:

Regents Competency Testing Program (RCTP)

The Regents Competency Test are no longer offered by New York State Education Department

Inactive Mandate 15:

Grade Eight Social Studies Test (GESST)

The Grade Eight Social Studies are no longer offered by New York State Education Department.

Inactive Mandate 16:

Grade Five Social Studies Test (GFSST)

The **Grade Five Social Studies Test (GFSST)** are no longer offered by New York State Education Department.

Comprehensive Attendance Policy (CAP)

Mandate:

- CAP was promulgated by the Board of Regents for all schools in June, 2002. The attendance policy must encompass the nine points outlined in [Commissioner's Regulations 104.1 \(i\)\(link is external\)](#).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration of the institutions CAP.
- The formula used to calculate CAP reimbursement is as follows:

Reimbursable Expenses & Calculations
Teachers K-6 expenses = ([Teachers hourly salaries] x [K-6 enrollment]) x (0.17)
Administrative K-6 expenses = ([Administrative hourly salaries] x [K-6 enrollment]) x (.125)
Support staff K-6 expenses = ([Support staff hourly salaries] x [K-6 enrollment]) x (.125)
Teachers 7-12 expenses = ([Teachers hourly salaries] x [7-12 enrollment]) x (4.13)
Administrative 7-12 expenses = ([Administrative hourly salaries] x [7-12 enrollment]) x (.35)
Support staff 7-12 expenses = ([Support staff hourly salaries] x [7-12 enrollment]) x (.50)

Eligibility Terms & Conditions:

- All religious and independent schools must have such a policy on file and may be asked to produce the policy during a site visit or claim review.
- CAP claims are made at the same time as the MSA claim for a specific year. A school is not eligible for CAP in a particular school year if it has not filed the MSA-CAP claim for that year.