**\*\*SAMPLE LETTER FOR LSAs\*\***

**NOTE: This letter is being provided as a possible template for the LSA to use in obtaining substantial equivalence pathway information in accordance with Part 130 of the Commissioner’s Regulations. LSAs should adjust this letter to fit its individual needs and place it on its own letterhead, not NYSED’s.**

**LSA LETTERHEAD**

Dear Religious and Independent School Official:

We hope the school year is off to a good start. As part of the requirements of the state education law, the New York State Education Department (NYSED) requires each year that all Local School Authority (LSA) must inform the Department of the pathway each nonpublic school in its boundaries has selected to use to demonstrate the substantial equivalence of its instruction. Your school/institution has been identified as one within our school district boundaries.

The deadline for each LSA to report the pathway for your school/institution to NYSED is December 1, 2024 (and each December 1 thereafter). As such, your school must inform us of the pathway your school has selected to demonstrate the substantial equivalence of its instruction no later than **ENTER DATE HERE**. This will provide our team the time needed to submit this information to NYSED prior to the deadline.

The substantial equivalency pathways established by New York State Regulation are as

follows:

1. Registered high schools and their affiliated lower grade programs;
2. State-approved private special education schools, state-operated, or state-supported schools;
3. Accreditation by an approved accreditor;
4. Schools with International Baccalaureate programs;
5. Federally approved schools;
6. Regular use of approved assessments demonstrating academic progress;
7. Traditional approach of LSA reviews with either LSA or Commissioner’s determination, where applicable.

Kindly let us know which option you are selecting and provide very brief rationale/evidence (this might include a letter from an approved accreditor or proof of assessment administration including the participation rate for such assessment) to support your selection no later than **ENTER DATE HERE** by **METHOD OF NOTIFICATION**.

More information on this process including an implementation guidance document, and the pathways, including the list of NYSED approved accreditors and assessments, can be found on the NYSED’s [Substantial Equivalency](https://www.nysed.gov/nonpublic-schools/substantial-equivalency) webpage at.

Thank you for your assistance and attention to this matter. You may contact us with any

questions that you may have.

Respectfully,