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November 5, 2024

To: District Superintendents of BOCES  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

From: Gemma Rinefierd 

Subject: 2024-25 School Year Report of School Closure and Report of School Re-Opening

**Report of School Closure 2024-25**

There are no changes to the reporting requirements or process for the Report of School Closure and Re-Opening in the 2024-25 school year.

Each public school district, BOCES and charter school must submit a Report of School Closure whenever a school building closes for instruction in response to an emergent situation and activation of its Emergency Response Plan. These reports provide immediate notification to the Commissioner regarding an emergency closure and the building's subsequent reopening as required by Education Law §215 and [Commissioner's regulations §155.17\(f\)](#).<sup>1</sup>

Reasons for submitting a Report of School Closure and corresponding Report of School Reopening for building closures may include, but are not limited, to:

- A threat of violence or harm to the school or school community
- Water main breaks
- Communicable diseases
- Extraordinary adverse weather conditions (excluding snow days)
- Natural disasters such as floods
- Power outages.

The Report of School Closure and the Report of School Re-Opening are available in the SED Monitoring and Vendor Support System application via the [NYSED Business portal](#). More information on the reports, and how to access them, is provided in Attachment A below.

For State Aid purposes, all closures during the 2024-25 school year must also be accurately reflected on the 2024-25 [180-day calendar spreadsheet](#) that the reporting entity is required to submit in September 2025 as a part of its SAMS Form A submission. For additional questions on the spreadsheet and SAMS process, please contact [OMSSAMS@nysed.gov](mailto:OMSSAMS@nysed.gov).

<sup>1</sup> Pursuant to Education Law §215 and [Commissioner's regulations §155.17\(f\)](#), each superintendent of a school district, every board of cooperative educational services (BOCES), county vocational education and extension board, the Chancellor of the City School District of the City of New York, and each charter school leader shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated resulting in the closure of a school building. Charter schools are required to meet the requirements pursuant to Education Law §§2853(2), 2854(1)(b) and Commissioner's Regulation 155.17.

If you have questions about the Report of School Closure or Report of School Re-Opening, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

## Attachment A

### Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building-level school safety plan resulting in the closure of a school building pursuant to Commissioner's Regulation 155.17(f)

The **Report of School Closure** form must be submitted by the Chief Executive Officer<sup>1</sup> of each LEA (school district, BOCES, or charter school) using the following steps:

1. Go to the [NYSED Business Portal](#)
2. Click on the "Log In" button
3. Enter your existing SEDDAS username and password
4. Under "My Applications" click the link to "SED Monitoring and Vendor Performance System"
5. Click the link for "School Closure"
6. In the inbox, CEO's will see the "**Report of School Closure**" form, which requests the following information:
  - *school(s) that were closed*
  - *the date of closure and anticipated duration of closure (if known)*
  - *the reason for closure, including any relevant documents, such as a closure order from a county Department of Health and*
  - *date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)*

When it is determined it is safe to re-open the school(s), the **Report of School Re-Opening** form must be submitted by the **Chief Executive Officer of each LEA (school district, BOCES, or charter school)** using the following steps

1. Go to the [NYSED Business Portal](#)
2. Click on the "Log In" button
3. Enter your existing SEDDAS username and password
4. Under "My Applications" click the link to "SED Monitoring and Vendor Performance System"
5. Click the link for "School Closure"
6. In the inbox, CEO's will see the "**Report of School Re-Opening**" form which requests the following information:
  - *school(s) that were closed*
  - *the dates of closure and re-opening*
  - *the reason for closure*
  - *description of how instruction was provided during the closure period*
  - *a description of re-opening procedures*

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov). If you have questions about the information to be reported related to school closure, please contact the Office of Student Support Services at [SSEC@nysed.gov](mailto:SSEC@nysed.gov) or (518) 486-6090.

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<sup>1</sup> The Chief Executive Officer (CEO) of each public school district, charter school, and BOCES, as recorded in [SEDREF](#), has been entitled to enter information into SED Monitoring and the School Closure electronic application in SEDDAS. If the CEO information in SEDREF is incorrect, the entity must update it by following the instructions [here](#).