



Report of School Closure and Report of School Re-Opening

Part b of Education Law §15 and [Circ Reg 155.17\(f\)](#), each charter school, county board of cooperative educational services (BOCES) and special education district, the charter school district of the City of New York and each charter school shall file the Circ 155.17(b) emergency notification with the State Department of Education by the date of the Report of School Closure. <sup>1, 2</sup> This period shall be

- Charter schools shall be required to file the Report of School Closure with the State Department of Education by the date of the Report of School Closure.
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State Department of Education shall file the Report of School Closure with the State Department of Education by the date of the Report of School Closure. The Report of School Closure and the Report of School Re-Opening are available on the SED My Access Site at [www.seddocs.org](#) in the NYSED Base Portal. If you are unable to access the site, please contact the SED My Access Site Helpdesk at [myaccess@seddocs.org](mailto:myaccess@seddocs.org).

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Attachment A  
How the 2020-21 School Reopening – Instructional Models Report will be accessed on the SED  
My Ed Performance System

The **2020-21 School Reopening – Instructional Models** Report will be accessed on the SED  
My Ed Performance System by clicking the link

Part 155.17(f) - Report of School Closure

The Report of School Closure shall be filed by the Chief Executive Officer of the LEA (school district, BOCES, or charter school) with the State Education Department.

1. On the [NYSED BasPal](#);
2. On the LEA's website;
3. Emailing SEDDAS email address;
4. Under the heading "MyAccount" on the NYSED MyAccount and Vedo Performance System;
5. On the "School Closure" page;
6. In the BOCES or the "Report of School Closure" form, which requires the following:

- 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
- date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)

When the information is received, the Report of School Closure shall be filed with the State Education Department.