



# Getting Ready for State Aid Claim Forms: *What Data Should You Gather Now?*

**Coffee Talk**  
**July 2020**

# Agenda – Forms A, FB, and FT

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- Who are the pupils you count for enrollment and attendance?
- What are the impacts on State Aid?
- When are the deadlines for reporting?
- Where to input information?
- Why are you required to submit claim forms?
- How do you fill out, submit, certify, and revise claim forms?

# Why do you submit Claim Forms?

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- Current Year Aid (2020-21)
  - ▣ Based on 2019-20 expenses
  - ▣ Based on 2019-20 data
  
- Next Year's Aid Projection (2021-22)
  - ▣ Based on 2020-21 projected expenses
  - ▣ Based on 2020-21 projected data



# When are State Aid Claim Forms Due?

	Due Date for Submission of Data	Principal Purpose of the Data File
<b>Original State Aid Claim Forms Submission</b>	<b>September 1, 2020 *</b>	<b>1. Reporting Actual 2019-20 Expenses and Data for 2020-21 Aid</b> <b>2. Projecting 2020-21 Expenses and Data for 2021-22 Aid</b>
<b>Revisions</b>	<b>October 15, 2020 **</b>	<b>NYS Executive Budget Proposal</b>
	<b>January 15, 2021 **</b>	<b>NYS Budgetary Negotiations and Final Enacted Budget</b>
	<b>April 15, 2021 **</b>	<b>Adjusted State Fiscal Projections or Final NYS Budget (If State Budget is late and Governor and Legislature elect to use latest revised data)</b>

\* Original State Aid Claim Forms are due by statute on September 1 or the first day of business in the month of September

\*\* NYSED recommends submitting revisions by mid month to ensure inclusion in the following month's state database

# What is the process to complete State Aid Claim forms?

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1. Gather Data/ Close the Books
2. Verify Data/ Is it Reasonable?
3. Enter Data in SAMS
4. Run Edit Report/ Address any Edits
5. Superintendent Certifies and Submits

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## **Are you Really Done?**

Do you have revisions?

Do you have a Claims Verification?

# Where do you submit Claim Forms?

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SAMS Log in  
and Help  
documents

The screenshot shows the NYSED.gov website with the 'State Aid' section selected. The left sidebar contains a 'Topics' menu with the following items: View District Data, 2019-20 Calendar of Deadlines, 2019-20 State Aid Handbook, Topics, SAMS, SAMS Logon, SAMS 2019-20 Help, Training Material, SAMS Public Reports, General State Aid Information, Forms, Contact Us, and Links to Related Sites. The main content area is titled 'State Aid Management System (SAMS)' and includes a 'Contact: State Aid Unit' section, a description of the SAMS system, a 'Latest News' section with two announcements (08-12-2019 and 09-11-2018), a 'SAMS User IDs and Passwords' section, and a 'State Aid Claims Verification Process' section.

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State Aid Management System (SAMS)

Contact: State Aid Unit

The State Aid Management System (SAMS) is a secure information system that facilitates the collection and processing of data required by the New York State Education Department (NYSED) to distribute annual state aid to all New York school districts. SAMS is accessible to authorized users from each school district, staff from the State Aid unit of the Education Department, and other authorized users from various state agencies.

Latest News

08-12-2019

Now Available - [2019-20 Claim Forms are now available in SAMS](#)

For SAMS operating instructions/training materials go to [SAMS/Training Materials](#)

09-11-2018

Now Available - [2018-19 BOCES State Aid Claim Forms are now available in SAMS](#)

For SAMS operating instructions/training materials go to [SAMS/Training Materials](#)

SAMS User IDs and Passwords

For assistance with user IDs, Passwords and/or using the SEDDAS system, you may contact NYSED using the following:

Help Desk E-mail: [seddas@nysed.gov](mailto:seddas@nysed.gov)

You can visit <http://www.p12.nysed.gov/seddas/seddashome.html> for more information. Check out the [FAQ](#) section under the Training Materials link.

State Aid Claims Verification Process

Information regarding the New State Aid Claims Verification Process and new SAMS Automated Claim Verification Component.

<https://stateaid.nysed.gov/sams/>

Entity Name

BEDS Code

Claim Year

**SAMS**NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM

Welcome

CORE

[Home](#) | [Issue Reporting](#) | [Help](#) | [Logout](#)[Entity Info](#) |[Forms](#) |[Claim Verifications](#) |[Activity Log](#) |[Reports](#) |

### CORE SAMS Homepage

**Note: There is a known issue with SAMS and Microsoft's newest version of Internet Explorer 11.**

Education Department staff is attempting to resolve this issue.

In the meantime, you can do the following to address this matter:

1. Downgrade to an earlier version of Microsoft's Internet Explorer or,
2. Use an alternate web browser (Mozilla's Firefox or Google's Chrome browsers are the recommended browsers).

**SAMS - [Latest News and Updates](#)**

**Verify that your  
Entity  
information is  
up to date**

# SAMS Continued


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Entity Name

BEDS Code

Claim Year 2020-21 [SET VALUES](#)

**SAMS**  
NEW YORK STATE EDUCATION DEPARTMENT  
STATE AID MANAGEMENT SYSTEM



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Core Forms

Form A and Schedules:

Form FB : Building And Misc.:

Form FT : Transportation:

Form BP : Bus Purchase:

ST-3 Forms and Schedules (Financial):

RSU Forms and Schedules:

CPSE Administrative Forms and Schedules

Schedule F6 : Bus Amortization:

NYSED Only Form Set:

Claim Forms

[State Aid Homepage](#) | [Contact Us](#)

Ver 1.7.35

Reporting  
2019-20  
Actual  
information  
for  
2020-21 Aid



# Form A and Schedules

## Form A and Schedules:

[Form A \(Attendance\)](#)

[Schedule A-1 Religious Holidays First Semester](#)

[Schedule A-2 Attendance Report First Semester](#)

[Schedule A-3 Religious Holidays Second Semester](#)

[Schedule A-4 Attendance Report Second Semester](#)

[Schedule A-5 Days of Session Matrix](#)

[Schedule A-6 Decimal Days of Actual Session Worksheet](#)

[Schedule A-7 Enrollment - Central High School Districts Only](#)

[Schedule A-8 Extraordinary Condition Days](#)

[Schedule B - Dual Enrollment](#)

[Schedule C - Designation of Textbook, Software, Library Materials and Hardware Expenses](#)

[Schedule P - Additional Data for Calculations](#)

[Schedule U1 - Charter School Enrollment and FTE](#)

[Form A Edit Report](#)

[Form A Certification](#)

### Tips:

- Have others help gather data
- Many of the student tracking software packages generate reports that can be used to complete various schedules noted here
- *Review* data for reasonableness
- Keep backup of where information came from for:
  - Audit support
  - Next year's reference

# Gather Data for Form A

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- Print blank Form A and distribute to applicable offices

PPS Office

Special Ed Office

CIO

- Explain the process to assigned staff

**“This information determines how much State Aid we Receive!”**

- Is it Reasonable?

# Form A

## *Projecting Enrollment*

11

### □ **Data used for Aid Projections**

- **Foundation Aid** (public school enrollment)
- **Private Excess Cost Aid** (resident public school enrollment, including resident charter school enrollment)
- **Transportation Aid** (resident public and nonpublic enrollment for the aid ratio)
- **Charter School Transitional Aid** (charter school and public school enrollment)
- **Full Day K Conversion Aid** (1/2 K and full day K enrollment)
- **Urban Suburban Transfer Aid** (BEDS inter-district urban suburban transfer enrollment)
- **Textbook Aid** (resident public and nonpublic enrollment)
- **Software, Hardware & Library Materials Aid** (attending public and nonpublic enrollment)
- **UPK Aid** (UPK enrollment)

6b.	2021-22 Projected Full Day Kindergarten Enrollment (Includes enrollment of resident students attending charter schools)	IMPORTANT: Revise this estimate if your 2020 October BEDS day enrollment is significantly different than original Form A projection.	175	(2021-22 School Year)
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# Form A

## *Reporting Attendance*

13

- **Data used to calculate ADM, ADA, RWADA, TAPU, TAFPU, TWFPU, TWPU used for aid projections**
  - Building Aid (RWADA ratio)
  - Foundation Aid (ADM, TAFPU, TWPU, TWFPU)
  - Transportation Aid (RWADA used to calculate TRA selected sharing ratio)
  - Public Excess Cost Aid (TAPU)
  - BOCES Aid (RWADA ratio)
  - Computer Hardware Aid (RWADA ratio)



# Form A

## PART II Attendance

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### Entries 11-15: Calculates Equivalent Attendance (EA) Program

- ▣ If BOCES program generates BOCES Aid, do not report here
- ▣ If enter information here, also need to complete Entry 83
- ▣ COSER # - from BOCES invoices
- ▣ Hours of instruction for students 16-21 not on regular day school register

	2018-19 School Year from SED File	2019-20 School Year (Actual) EDP Form #10	2020-21 School Year (Projected) EDP Form #38
9.	Not Used		
10.	Not Used		

### Part II: Additional Pupil Counts Included in Total Adjusted Average Daily Attendance and Average Daily Membership

A: Instructional Contact Hours of Students not on a Regular Day School Register - Used to Calculate Equivalent Attendance (Note: If you intend to answer Entry 15, BOCES equivalent hours, complete Entries 11 and 12.)

11.	COSER # (102, 402, 123, ...)			
12.	BOCES BEDS Code (Press F2 for Help)			
13.	Not Used			
14.	Equivalent Attendance Hours - District Operated			
15.	Equivalent Attendance Hours - BOCES			
16.	Not used			

# Form A

## PART III Attendance

15

### Entries 19-54:

#### Special Education FTE

Must meet minimum service time requirements for each category (60% or more of the day/20% or more of the week or consultant teacher for min. of 2 hours per week)

In-district, BOCES and another district special education programs ONLY

Do not include enrollment of students in:

Dual enrollment students from a nonpublic school

Private school under 4402 or 4407 contracts

Private school 4405

State Operated school (Rome/Batavia)

State supported

Special Act schools

Chapter 47,66,721 OPWDD students

Nonresident/runaway homeless youth eligible for Incarcerated Youth Aid

2018-19 Total

2019-20 Total

2020-21 Total

#### Part III: Full-Time-Equivalent Enrollment (FTE) of Students with Disabilities

Note: Full-Time-Equivalent (FTE) Enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <http://stateaid.nysed.gov/fecalc/calcfte.htm>

##### A: District Operated Programs - Resident (60% or more of the school day)

19.	K-3 FTE	39.75	33.98	34.00
20.	4-6 FTE	25.78	18.80	19.00
21.	7-12 FTE	46.30	45.70	46.00

##### B: District Operated Programs - Non-Resident (60% or more of the school day)

22.	K-3 FTE			
23.	4-6 FTE			
24.	7-12 FTE			

##### C: BOCES Operated Programs-Resident (60% or more of the school day)

25.	K-3 FTE	2.90	6.00	6.00
26.	4-6 FTE	2.55	2.75	3.00
27.	7-12 FTE	11.90	10.75	11.00

##### D: Other School District Programs - Resident (60% or more of the school day)

28.	K-3 FTE			
29.	4-6 FTE			
30.	7-12 FTE		1.00	1.00

##### E: District Operated Programs - Resident (20% of the week)

31.	K-3 FTE	43.20	35.70	36.00
32.	4-6 FTE	50.98	59.28	60.00
33.	7-12 FTE	111.36	107.15	108.00

# Form A

## PART III Attendance

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20% of the school week for Grades 4-12 is 5 periods but not less than 180 minutes/wk.

Note: for projections for Consultant Services it is minimum of 2 hours or combination of consultant services and resource room for 3 hours/week if CSE approved

Students in ungraded classes counted K-3 if under 9 yrs., Grade 4-6 for 9-12 yrs., and Grade 7-12 if 13 yrs. and older

FTE should be computed using the FTE Calculator:  
<https://stateaid.nysed.gov/ftecalc/calcfte.htm>

	2018-19 Total	2019-20 Total	2020-21 Total
<b>F: District Operated Programs - Non-Resident (20% of the week)</b>			
34. K-3 FTE			
35. 4-6 FTE			
36. 7-12 FTE			
<b>G: BOCES Operated Programs - Resident (20% of the week)</b>			
37. K-3 FTE			
38. 4-6 FTE			
39. 7-12 FTE		1.00	1.00
<b>H: Other School District Programs - Resident (20% of the week)</b>			
40. K-3 FTE			
41. 4-6 FTE			
42. 7-12 FTE			
<b>I: District Operated Programs - Resident (Consultant teacher services)</b>			
43. K-3 FTE	10.25	15.48	15.00
44. 4-6 FTE	5.58	6.85	7.00
45. 7-12 FTE	32.03	19.88	20.00
<b>J: District Operated Programs - Non-Resident (Consultant teacher services)</b>			
46. K-3 FTE			
47. 4-6 FTE			
48. 7-12 FTE			
<b>K: BOCES Operated Programs - Resident (Consultant teacher services)</b>			
49. K-3 FTE			
50. 4-6 FTE			
51. 7-12 FTE			
<b>L: Other School District Programs - Resident (Consultant teacher services)</b>			
52. K-3 FTE			
53. 4-6 FTE			
54. 7-12 FTE			



# Form A

## Adjustments to Attendance

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### Resident Students

#### Entries 55-57

Resident Students with disabilities attending another Public School

#### Entries 59-61

Resident Students in other Public Schools or BOCES Nondisabled Students ONLY

#### Non Resident Students

#### Entries 62-64

Nonresidents within district Disabled and Nondisabled Students

#### Big 5 Districts & Non-Components of BOCES ONLY

#### Entries 65-70d

**Part IV: Full Time Equivalent Enrollment (FTE) of Resident Students with Disabilities (SWD) Educated Full Time in another Pub Sch District (Used to calculate additional weighted average daily attendance (WADA).)**

Note: Full-Time-Equivalent (FTE) Enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <http://stateaid.nysed.gov/ftecalc/calcfte.htm>

55.	FTE of K-3 Resident SWD in Other Public School		
56.	FTE of 4-6 Resident SWD in Other Public School		
57.	FTE of 7-12 Resident SWD in Other Public School		
58.	Not Used		

**Part V: Adjustments to Attendance (Used to calculate resident pupils for pupil wealth measures.)**

A: Adjustments to 2019-20 Attendance Based Upon Net Registrations in Other Public Schools or BOCES of Certain Resident, Nondisabled Students

59.	1/2 K Resident Students in Other Public Schools/BOCES		
60.	K-6 Resident Students in Other Public Schools/BOCES		
61.	7-12 Resident Students in Other Public Schools/BOCES		

B: Adjustments to 2019-20 Attendance Based Upon Net Registrations in this School District of Certain Non-Resident Students, including Non-Resident Students with Disabilities

62.	1/2 K Non-Resident Students in this School District		
63.	K-6 Non-Resident Students in this School District	24	21
64.	7-12 Non-Resident Students in this School District	96	85

# Form A

## Occupational Education

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### Entries 65-66:

Enrollment in district or BOCES operated trade & industrial, technical, agriculture and health occupations occupational education programs in the areas of in Grades 10-12. Also include in Entries 69-70 or 70a-70b.

### Entries 67-68:

Enrollment in district or BOCES operated Business and Marketing occupational education programs.

For Big 5  
and Non-Comp.  
Districts only

#### Part VI: Occupational Education Program Enrollments and Attendance in the Five Large Dependent City School Districts of Buffalo, Rochester, New York City, Syracuse and Yonkers and Non-Components of BOCES

##### A: Grades 10-12 Occupational Education Program Enrollment (Big 5 + Non-Comp)

65.	Trade, Etc. District Operated			
66.	Trade, Etc. BOCES Operated			
67.	Bus & Mkt District Operated			
68.	Bus & Mkt BOCES Operated			

##### B: Grades 10-12 Aggregate and Possible Aggregate Attendance During 2019-20 (Big 5 + Non-Comp Only)

69.	Aggregate Attendance of All Students in Grade 10-12		
70.	Possible Aggregate Att of All Students in Grade 10-12		
70a.	Dist Oper Aggregate Att of All Students in Trade, Etc.		
70b.	Dist Oper Possible Agg Att of All Students in Trade, Etc.		
70c.	Dist Oper Aggregate Att of All Students in Bus & Mkt		
70d.	Dist Oper Possible Agg Att of All Students in Bus & Mkt		

#### NEW SECTIONS C. & D. below are for reporting Grade 9 data ONLY

##### C: Grade 9 Occupational Education Program Enrollment (Big 5 + Non-Comp)

G9 65.	Trade, Etc. District Operated	
G9 66.	Trade, Etc. BOCES Operated	
G9 67.	Bus & Mkt District Operated	
G9 68.	Bus & Mkt BOCES Operated	

##### Grade 9 Aggregate and Possible Aggregate Attendance During 2019-20 (Big 5 + Non-Comp Only)

G9 69.	Aggregate Attendance of All Students in Grade 9	
G9 70.	Possible Aggregate Att of All Students in Grade 9	
G9 70a.	Dist Oper Aggregate Att of All Students in Grade 9	
G9 70b.	Dist Oper Possible Agg Att of All Students of Trade, Etc. in Grade 9	
G9 70c.	Dist Oper Aggregate Att of All Students in Bus & Mkt in Grade 9	
G9 70d.	Dist Oper Possible Agg Att of All Students in Bus & Mkt in Grade 9	

# Form A

## Attendance

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### Summer School Sessions

Summer 2019 and Summer 2020

District operated programs ONLY

#### Entry 71a:

**Actual** student attendance hours

#### Entry 71b:

Possible student attendance hours

Only up to 90 hours per student may be reported

Hours used to determine TAFPU related to summer school for Foundation Aid

2018-19 School Year  
SED File

2019-20 School Year  
(Actual) EDP Form #10

2020-21 School Year  
(Projected) EDP Form #38

**Part VII: Attendance in District Operated Summer School Sessions Not BOCES Aidable Programs.** [Click here for Summer School Handbook](#) For State Aid purposes, no student may be counted for more than 90 hours of attendance during the summer session (see Commissioner's Regulation 110.3)

	July-August 2018	July-August 2019	July-August 2020
71a. Total <u>Actual</u> Student Aggregate Attendance hours In District Operated and Approved Summer School Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>
71b. Total <u>Possible</u> Student Aggregate Attendance Hours In District Operated and Approved Summer School Programs	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Form A

## Attendance Schedules

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Religious Holidays - Schedule A-1 (Actual Semester 1) & Schedule A-3 (Actual Semester 2)

ADA - Schedule A-2 (Actual Semester 1 2019-20) & Schedule A-4 (Actual Semester 2 2019-20)

- Project 2020-21 ADA & ADM

Schedule A-5 – Days of Session Matrix

- Must total at least 180 days:

- Days attendance recorded
- 13 total Regents Days
- 4 Supt. Conf. Days

- Extraordinary Condition Days are NOT routine Snow Days**

Schedule A-8 – Request for approval of 2019-20 Extraordinary Condition Days

- Submit if necessary on claim year 2020-21 Schedule A-8. SED will provide comment with approval/disapproval. If approved, days will display by grade grouping on Schedule A-5

[Schedule A-1 Religious Holidays First Semester](#) Ready  
[Schedule A-2 Attendance Report First Semester](#) Ready  
[Schedule A-3 Religious Holidays Second Semester](#) Ready  
[Schedule A-4 Attendance Report Second Semester](#) Ready  
[Schedule A-5 Days of Session Matrix](#) Ready  
[Schedule A-6 Decimal Days of Actual Session Worksheet](#) Ready  
[Schedule A-7 Enrollment - Central High School Districts Only](#) Ready  
[Schedule A-8 Extraordinary Condition Days](#) Ready

Based on State Aids review, the request for excusal has been:

If Disapproved, reason for disapproval:

# Schedule A-4

21

Possible Aggregate Attendance = sum of the total daily membership for each day in session

Aggregate Attendance = sum of the total number of students actually attending school for each day in session

Include:

- Resident students
- Non-resident students attending FT
- Native American students that reside on a NY reservation
- Students living on federally owned land/property
- Resident students receiving home/hospital instruction

Don't Include:

- Home-schooled children
- Children attending Tech Valley High School

## Schedule A4: Attendance Report - Second Semester of the 2019-20 School Year

Part I.									
Semester 2:	Possible Aggregate Attendance	Aggregate Attendance	Adjusted Aggregate Attendance	Actual Session (NOTES 1 & 2)	Net Session	ADA (Adj. Aggregate Attendance/ Net Session)	Unadj. ADA (Aggregate Attendance/ Actual Session)	Poss. Aggregate Attendance/Actual Session (NOTE 3)	Total Actual Session Days
1. A.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
2. P.M. Kdg.			0		0.000	0.00	0.00	0.00	0.000
3. Full Day Kdg.	15,176	14,540	14,540	86.000	86.000	169.06	169.06	176.46	176.000
4. Grade 1	15,639	14,965	14,965	86.000	86.000	174.01	174.01	181.84	176.000
5. Grade 2	16,066	15,342	15,342	86.000	86.000	178.39	178.39	186.81	176.000
6. Grade 3	14,418	13,742	13,742	86.000	86.000	159.79	159.79	167.65	176.000
<b>Sub-Total</b>									
7. Full Kdg.-3	61,299	58,589	58,589						
8. Grade 4	17,119	16,307	16,307	86.000	86.000	189.61	189.61	199.05	176.000
9. Grade 5	20,349	19,432	19,432	86.000	86.000	225.95	225.95	236.61	176.000
10. Grade 6	19,424	18,439	18,439	86.000	86.000	214.40	214.40	225.86	176.000
<b>Sub-Total</b>									
11. Grades 4-6	56,892	54,178	54,178						
12. Grade 7	17,592	16,772	16,772	86.000	86.000	195.02	195.02	204.55	176.000
13. Grade 8	17,850	17,099	17,099	86.000	86.000	198.82	198.82	207.55	176.000
<b>Sub-Total</b>									
14. Grades 7-8	35,442	33,871	33,871						
15. Grade 9	20,579	19,704	19,704	77.000	77.000	255.89	255.89	267.25	163.000
16. Grade 10	19,977	18,971	18,971	77.000	77.000	246.37	246.37	259.44	163.000
17. Grade 11	20,071	19,181	19,181	77.000	77.000	249.10	249.10	260.66	163.000
18. Grade 12	22,457	21,211	21,211	77.000	77.000	275.46	275.46	291.64	163.000
<b>Sub-Total</b>									
19. Grades 9-12	83,084	79,067	79,067						
<b>20. Totals</b>	<b>236,717</b>	<b>225,705</b>							

### Part II. Average Daily Attendance and Average Daily Membership

	2018-19 School Year from SED File	2019-20 School Year (Actual)	2020-21 School Year (Projected)
<b>A: Attendance</b>			
21. 1/2 Day K UNWTD ADA (SCH A)	0.00	0.00	
22. Full Day K-3 ADA (SCH A)	696.44	680.34	680
23. Grades 4-6 ADA (SCH A)	618.12	630.35	630
24. Grades 7-12 ADA (SCH A)	1,430.63	1,396.22	1,335
<b>B: Membership</b>			
25. 1/2 Day K ADM	0.00	0.00	
26. Full Day K-3 ADM	725.61	710.50	711
27. Grades 4-6 ADM	645.38	659.89	660
28. Grades 7-12 ADM	1,493.92	1,456.22	1,440

# Schedule A-5

22

Short Session Deduct:  
Particular grade group  
with < 180 days of  
session

Deduction to Foundation  
Aid

1/180 of Foundation Aid  
for each day short

180 Days

Schedule A5: Days of Session Matrix (Regular Day School)

Number of days when:	A.M. Kdg.*	P.M. Kdg.*	Full day Kdg.	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
1. Attendance was recorded (A2+A4)	0.000	0.000	176.000	176.000	176.000	176.000	176.000	176.000
2. Regents and/or Basic Competency Examinations were administered	Max=14	Max=14	Max=14	Max=14	Max=14	Max=14	Max=14	Max=14
3. Superintendent's conference days were held	Max=4	Max=4	4	4	4	4	4	4
4. Extraordinary conditions resulted in school closings which were excused by the Commissioner			0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only
(Do Not Report snow days Except for 1/2 Day K)								
5. Half-day Kindergarten was excused to allow for teacher workshops or parent teacher conferences			Only one day Difference is Allowed Here.					
6. Total Days **	0.000	0.000	180.000	180.000	180.000	180.000	180.000	180.000

Number of days when:	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
1. Attendance was recorded (A2+A4)	176.000	176.000	176.000	163.000	163.000	163.000	163.000
2. Regents and/or Basic Competency Examinations were administered	Max=14	Max=14	Max=14	13 Max=14	13 Max=14	13 Max=14	13 Max=14
3. Superintendent's conference days were held	4 Max=4	4 Max=4	4 Max=4	4 Max=4	4 Max=4	4 Max=4	4 Max=4
4. Extraordinary conditions resulted in school closings which were excused by the Commissioner	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only	0 SED Only
(Do Not Report snow days Except for 1/2 Day K)							
5. [Not Applicable for these grades]							
6. Total Days **	180.000	180.000	180.000	180.000	180.000	180.000	180.000

\*\* To assist in the completion of Schedule A5, a Days of Session worksheet is available at [https://stateaid.nysed.gov/attendance/xls\\_docs/201718\\_formA\\_daysofsession\\_wksheet.xlsx](https://stateaid.nysed.gov/attendance/xls_docs/201718_formA_daysofsession_wksheet.xlsx)

## Schedule B Dual Enrollment

23

Pupils enrolled in non-public schools within your district who receive any services from your district in the areas of special education, occupational education or gifted education are reported here

Include resident & non-residents

Use FTE Calculator

Report 1, 2, 3, 4 periods a day

For Grades K-3: 1 hour = 1 period, etc.

Schedule B: Dual Enrollment Attendance Worksheet  
(Total dual enrolled ADA will be automatically transferred to Entries 16, 17, 18, and 72 of Form A)  
Press F2 for help

Duration of Daily Services Provided by the District	Grades K-3	Grades 4-6	Grades 7-8	Grades 9-12
<b>I. Career Education: Enter aggregate attendance* of dual enrolled students in career education programs.</b>				
One Period per Day				
Two Periods per Day				
Three Periods per Day				
Four Periods per Day				
<b>II. Gifted Education: Enter the aggregate attendance* of dual enrolled students in gifted education programs.</b>				
One Period per Day				
Two Periods per Day				
Three Periods per Day				
Four Periods per Day				
<b>III. Special Education Attendance: Enter the aggregate attendance* of dual enrolled students with disabilities receiving special education programs or services.</b>				
One Period per Day				
Two Periods per Day				
Three Periods per Day				
Four Periods per Day				
<b>IV. Special Education Full-Time-Equivalent Enrollment: Enter the full-time-equivalent enrollment** of dual enrolled students with disabilities receiving special education programs or services.</b> Note: Full-time-equivalent (FTE) enrollments should be computed using the "FTE Calculator" on the State Aid Internet site at <a href="http://stateaid.nysed.gov">http://stateaid.nysed.gov</a> .				
One Period per Day				
Two Periods per Day				
Three Periods per Day				
Four Periods per Day				
	<b>2018-19 School Year from SED File</b>	<b>2019-20 School Year (Actual) EDP Form #10</b>	<b>2020-21 School Year (Projected) EDP Form #38</b>	
<b>V. Summary Totals:</b>				
1. Total Elementary Dual Enrolled ADA	0.00	0.00		
2. Total Secondary Dual Enrolled ADA	0.00	0.00		
3. Total Dual Enrolled ADA	0.00	0.00		
4. Total Secondary ADA of Dual Enrolled Pupils with Disabilities Receiving Special Education Services for Two or More Periods per Day	0.00	0.00		
5. Total Weighted FTE Enrollment of Dual Enrolled Pupils with Disabilities	0.00	0.00		
6. Total UnWeighted FTE Enrollment of Dual Enrolled Pupils with Disabilities	0.00	0.00		

\*Aggregate Attendance (ATT) is the total sum of student attendance days for all dual enrolled pupils in each specific category.

\*\*Full-time-equivalent enrollment (FTE) is the total sum of student full-time-equivalent enrollment of all dual enrolled students with disabilities in each specific category as defined in Section 175.6 of the Regulations of the Commissioner of Education.



# Instructional Materials Aids

24

- ST-3
  - Instructional Materials
    - **Textbooks** A xxxx.48 (except A 2250)
    - **Computer Hardware** A 2630.22, A 2630.4 lease, A 2630.4 repair, A/V 9785.6 and A/V 9785.7 installment purchase
    - **Software** A 2630.46
    - **Library Materials** A 2610.46
- Schedule C
  - Change in statute allowing flexibility
  - Allows for the reallocation of excess expenditures (exceeding maximum aid in any category) to a different category in which expenditures are not sufficient to earn maximum aid.
  - No reallocation of excess software, hardware or textbook expenses allowed in order to claim Library Materials Aid
  - To be completed only when district reported expenses (on the ST-3) are less than the corresponding maximum allocation for each Instructional Materials Aid category



# Schedule C

## Example of Reallocation

25

### Designation of Textbook, Software, Library Materials and Hardware Expenses

Aid Area	1. District Reported 2019-20 Expense Eligible for Instructional Materials (ST-3)	2. 2020-21 Maximum Aid Allocations	3. District Designated 2019-20 Expense for Instructional Materials Aids Calculations
A - Textbook	199,465	173,178	179,028
B - Software	23,650	44,087	44,087
C - Library Materials	24,257	18,393	24,257
D - Instructional Hardware	173,278	45,724	173,278
E - Total:	420,650	281,382	420,650

Under

Under spent Software by \$20,437 (\$44,087 - \$23,650) so moved \$20,437 from Textbooks which had exceeded minimum by \$26,287 (\$199,465 - \$173,178). Now both categories have maximized aid.

# SAMS Reminders

26

- If you issued debt between 7/1/19 and 6/30/20 for purchasing school buses, complete and certify Form set Schedule F6 by **September 1, 2020** even if none of your other SAMS forms are complete.



# Form FT

[Contents](#) | [Index](#) | [Search](#)

27

Reminder: Most pages in SAMS System have a Help page.

Go to page you have question on and click on the **Help** button.



When you share forms with others to complete, please give them a copy of the Help pages too!

- Getting Started
  - About SAMS
  - File Import Specs
  - System Requirements
  - What's New?
- Getting and Using Help
- Form A and Schedules
- Form FB and Schedules
- Form FT and Schedules**
  - Form FT
  - Non Allowable Pupil Decimal Worksheets
  - Schedule G: Transportation
  - Schedule H: Transportation Supplies and Materials
  - Schedule I: Contractual Trans Expense for District Operated Programs
  - Schedule J: Trans Contract Expenses
  - Schedule K: Public Service Carriers
- Schedule F6: Bus Purchase Amortization
- Form ST-3 and Schedules
- Administrative Compensation Information Form
- CPSE
- Property Tax Report Card
- RSU Forms and Schedules

# Example of Help Screen

## Directions For Form FT

### (Entry 110a) ACTUAL [4 decimals]

Section 3602(7)(d) of the Education Law and Section 156.7 of the Regulations of the Commissioner of Education specify a methodology for deducting expenditures related to the transportation of nonallowable pupils in calculating Transportation Aid. Under this methodology school districts are required to provide documentation of the proportion of transportation services provided to nonallowable pupils expressed as a nonallowable pupil decimal. Such documentation must be submitted to the Education Department only when one or more of the following events occur.

- Three years have elapsed since such documentation was last submitted to the Education Department
- The school district has revised its mileage or other policy regarding pupils eligible for transportation services.
- A new school building has been opened. An existing school building has been closed. It is determined that the existing nonallowable pupil decimal was incorrectly calculated.
- The school district has altered existing school bus routes, equipment or staffing in order to provide transportation of children to or from a universal prekindergarten program operated pursuant to Section 3602-e of the Education Law.
- The school district reorganizes with one or more other districts.
- The district has not begun claiming transport of children in established Child Safety Zones as allowable.

If one of these events has occurred in your school district, you must complete the Nonallowable Pupil Decimal Worksheet included in SAMS.

# Form FT

## Transportation Mileage Data

29

### Entry 111:

District Owned Bus Mileage- Regular Routes

### Entry 114:

District Owned Bus Mileage- 4408 Summer sped only

### Entry 115a:

District Owned Bus Mileage- Other Purpose trips (Athletic and field trips)

### Entry 115b:

District Owned Bus Mileage- Regular District Operated Summer School **Do not** include mileage to BOCES operated programs

### Form FT: Transportation Data

Form FT - Transportation Data 2020-21	Claim Year	2018-19 School Year SED File (Prior)	2019-20 School Year EDP Form #10 (Actual)	2020-21 School Year EDP Form #38 (Projected)
---------------------------------------	------------	---	---	--

### Part X. Transportation Expenditures

110a. Nonallowable Pupil Decimal	← Due <i>once</i> every 3 years →	0.0058 (from SED or NPD worksheets)	
110b. Enter the Date of the First Day of School that students attended (in MM/DD/YYYY format) Note school year above each column			
111. District Owned Bus Mileage - Regular Routes	904,327		
112. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Transportation (Not Education Law 1709(25)(h))	1,263		
113. District Owned Bus Mileage - For Buses Leased or Contracted to Others for Non-Resident Preschool or DFY (Education Law 1709(25)(h))			
114. District Owned Bus Mileage - 4408 Summer	18,460		
115a. District Owned Bus Mileage - Other Purposes (Excluding Regular District Operated Summer School)	37,075		
115b. District Owned Bus Mileage - Regular District Operated Summer School (Excluding 4408 and BOCES Operated)			
116a. Does your district use computerized routing software for either district owned transportation or contracted pupil transportation?	<input type="checkbox"/>		
116b. If yes to entry 116a above, enter the vendor name and the software program name in the fields below.			
Vendor Name:	<input type="text"/>		
Software Program Name:	<input type="text"/>		

Work with Transportation Director to gather data

# Form FT

## Transportation Financial Data

30

### Entries 117 & 118: active employee benefits

Employer expense  
for active employees  
(individual  
coverage only)

**Entry 125a:**  
Computerized  
routing for contracted  
bus programs ONLY  
(A5540.4 or  
A5581.49)

Purchase of software  
>\$9,999 needs SED  
approval

District operated  
programs report  
computerized routing  
expense on  
Schedule H and/or  
Schedule I

### Entries 127 – 129:

Numbers includes  
public and non-public  
students

	2018-19	2019-20	2020-21
117. Employee Benefits for Transportation Employees (Not Supervisor's Office)	973,877		
118. Employee Benefits - Transportation Supervisor's Office	56,055		
119. Special Act or Less Than 8 Teacher Districts Only: Enter a "4" if Claiming Transportation Aid			
120. Unapproved District Operated Transportation Computerized Routing			
121. Not Used			
122. Total Unapproved Transportation Contract Expenses (Schedule J) (SED Use)	0	0	
123a. Expenditures in Excess of Approved Transportation Contracts (SED Use)			
123b. Expenditure Deduction for Transportation Contracts Not Bid (SED Use)			
124a. Expenditure Deduction for Transportation Contracts Filed Late (SED Use)			
124b. Expenditure Deduction for Transportation Contracts with Agreement Date After Start of Service (SED Use)			
125a. Purchase of Computerized Bus Routing System (Contract Transportation Only)			
125b. Computerized Bus Routing Annual Program Licensing or Service Maintenance Fees (Contract Transportation Only)			
126. Unapproved Contract Transportation Computerized Routing (Contract Transportation Only)			
127. Number of Students Transported on District Operated Buses	3,033		
128. Number of Students Transported on Contract Buses			
129. Number of Students Transported on Public Service Carriers			
130. Number of Nonpublic Students Transported	176		
131. Expenditures for Nonpublic Transportation Services	315,235		
132. Expenditures of District Shuttle for Academic Programs			
133. Transportation Expenditures for Academic Field Trips			

Work with Payroll and/or Treasurer to calculate fringes,  
Transportation Director for student counts, routing info.

# Form FT

## Transportation Financial Data

31

### Entries 164 – 167:

Buses planned to be purchased/leased in 2020-21 – affects the tax cap

### Entries 174 and 175:

Assistant Drivers Report salaries and benefits of aides and monitors not required by an IEP - not aidable! Salaries and benefits of loading zone monitors – not aidable!

### Part XII. Total Cost of Buses to be Purchased and New Buses Leases During the 2020-21 School Year for Projection of 2021-22 Transportation Capital Aid

164. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 7/1/20 and 12/31/20, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.			
165. Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 1/1/21 AND 6/30/21 to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.			
166. Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/20 and 12/31/20.			
167. Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/21 and 6/30/21			
174. Salaries Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils			
175. Employee Benefits Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils			
176. Projected Transportation Contract Expenditures for Regular Routes (Schedule J Column Fa)	0	0	
176a. After 4 Transportation Expenditure Pursuant to section 3627 of the Education Law (NYC Only).	0		
<ul style="list-style-type: none"> <li>Entry 176a should ONLY include NYC After 4 actual and projected expenditures.</li> <li>After 4 actual expenditure amounts should also be reported on the Schedule J form</li> <li>After 4 projected expenditure amounts should be included in the projection amount reported in line 176.</li> </ul>			
177. Projected Transportation Contract Expenditures for Other Purposes (Schedule J Column G) Excluding District Operated Summer School	0	0	
178. Projected Transportation Contract Expenditures for District Operated Regular Summer School (Schedule J Column Fb)		0	
179. Projected Transportation Contract Expenditures for Chapter 173 pass through (Refer to Schedule J)	0	0	
180. not used			

Goes on TRA-EST for the following year

# Form FT

## Transportation Financial Data

32

- Entries 164 and 165 – Report the estimated total purchase price of buses (Do not report the annual debt service payment!)
  - ◆ Entry 164 - Report estimated total purchase price for buses with a purchase order issued between 7/1/20 to 12/31/20
  - ◆ Entry 165 - Report estimated total purchase price for buses with a purchase order issued between 1/1/21 to 6/30/21
  
- Entries 166 and 167 – Report the estimated total cost of bus and/or garage lease
  - ◆ Do not report the annual lease payment
  - ◆ Garage leases less than \$10,000 are eligible for Transportation Aid
  - ◆ Entry 166 - Report the estimated total cost of new bus leases and bus garage leases that begin between 7/1/20 and 12/31/20
  - ◆ Entry 167 - Report the estimated total cost of new bus leases and bus garage leases that begin between 1/1/21 to 6/30/21



# Form FT

## Schedule G

33

- ◆ Transportation Equipment
  - ◆ Expenses reported in ST-3 Schedule A4c accounts A5510.2 and A5530.2
  - ◆ Report only AIDABLE expenditures
  - ◆ Do not include vehicles
  - ◆ Do not include bus purchases
  - ◆ Include expenditures for Transportation Supervisor's office
  - ◆ Other Miscellaneous – must specify
  - ◆ See “Help” screen for additional information regarding prior approval requirements for the purchase of equipment

### Schedule G: Transportation Equipment

Do not include vehicles on this Schedule.

NOTE: Do not include expenditures for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.

#### List of Aidable and Non-aidable Items

The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH G	Item	ST3 A5510.2 OR A5530.2 Only	Cost
1.	Air compressor		
2.	Air lift jack (in ground is not aidable)		
3.	Answering machine		
4.	Antifreeze recycling machine		
5.	Asbestos brake cleaner system		
6.	Base radio station		
7.	Bead seater		
34.	Radios		
35.	Snow blower		
36.	Start-all unit		
37.	Tire Balancer/Alignment machine		
38.	Tire changer		
39.	Two way radios		
40.	Wheel Balancer/Alignment machine		
41.	Other Miscellaneous Equipment Specify: <input type="text"/>		
42.	Other Miscellaneous Equipment Specify: <input type="text"/>		
43.	Other Miscellaneous Equipment Specify: <input type="text"/>		
44.	Other Miscellaneous Equipment Specify: <input type="text"/>		
45.	Other Miscellaneous Equipment Specify: <input type="text"/>		
46.	Transportation Supervisors Office Equipment		
47.	Non-Aidable (SED Use):		
48.	Total Transportation Equipment for 2018-19 (Sum #1 Thru #46, Minus #47):		0
49.	Projected Total Transportation Equipment for 2019-20		

Note account  
code

Note amount spent

Save

Reset

Save & Ready

# Form FT

## Schedule H

35

- ◆ Supplies and Materials District Operated Programs only
  - ◆ Expenses reported in ST-3 Schedule A4c accounts A5510.45 and A5530.45
  - ◆ Report only AIDABLE expenditures
  - ◆ Report automotive parts only for vehicles and buses that transport students
  - ◆ Other Miscellaneous – must specify

### Schedule H: Transportation Supplies and Materials

NOTE: Do not include expense for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.

#### List of Aidable and Non-aidable Items

The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH H	Item	ST3 A5510.45 or A5530.45 Only	Cost
1.	Fuel		
2.	Oil and Other Lubricants and Fluids, automotive (i.e. Antifreeze, Windshield Wash, Diesel Fuel Additives or Exhaust Fluid, etc.)		
3.	Bus and Automotive Parts and Supplies for vehicles assigned to regular routes. (Parts for other transportation department vehicles are not to be claimed here but should be claimed as an operating expense.)		
4.	Tires		
5.	Garage Supplies		
6.	Transportation Office Supplies and Forms		
7.	Cleaning Supplies		
8.	Custodial Supplies		
9.	Welding Supplies		
10.	Equipment Parts (parts for the repair of existing equipment)		
11.	Small Tools		
12.	Meeting & Training Materials		
13.	Union contracted Aidable staff allowances (uniforms, clothing, shoe, tool allowance, safety equipment)		
14.	Onboard Computers - including software training		
15.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
16.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
17.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
18.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
19.	Other Miscellaneous Materials & Supplies Specify: <input type="text"/>		
20.	Total Transportation Supplies and Materials for 2019-20 Sum #1 - #19):		0
21.	Non-Aidable Supplies and Materials for D.O. Transportation (SED Use)		
22.	Net Aidable Supplies and Materials		0

Save

Reset

Save & Ready

# Form FT

## Schedule I

37

- ◆ Contractual Transportation Expense District Operated Programs only
  - ◆ Expenditures reported in ST-3 Schedule A4c accounts A5510.4, A5510.49 or A5530.4
  - ◆ Report only AIDABLE expenditures
  - ◆ Do not report pupil transportation contracts
  - ◆ Line 20-23 – BOCES Transportation related shared services
  - ◆ Other Miscellaneous – must specify

### Schedule I: Contractual Transportation Expenses for District Operated Programs

**NOTE:** Do not include expenditures for any of the items included in the Non-aidable section of the List of Aidable and Non-aidable anywhere on this schedule. Only include expenditures for aidable items on this form.

#### List of Aidable and Non-aidable Items

Contact The Office of Educational Management Services, Pupil Transportation Unit regarding Bus Lease and Garage Rental approval requirements at phone (518) 474-6541 or [Transportation@nysed.gov](mailto:Transportation@nysed.gov)

**Do not include bus or garage lease claims on this form. Bus and garage leases are amortized based on the approval from the Office of Educational Management Services, Pupil Transportation Unit.**

The Office of Educational Management Services and /or the State Aid Office will be contacting selected districts to clarify / verify contractual expenditures claimed below. Districts must retain and make available upon request substantiating documentation for all claimed expenditures.

SCH I	Item	ST3 A5510.4, A5510.49 OR A5530.4 Only	Cost
1.	Utilities (Heat, Lights, Electricity, Phones, Public Water & Public Sewer, etc.)		
2.	BOCES Bus Driver Training Services (Activity Code 7131)	A5510.49	
3.	BOCES Bus Maintenance Services (Activity Code 7320)	A5510.49	
4.	Repairs to Buses (Not Maintenance Contracts)		
5.	Garage Repairs (including parts and supplies)		
6.	Insurance on Buses		
7.	Insurance on Garage		
8.	Maintenance Contract (other than BOCES Bus Maintenance Co-Sers).		
9.	GPS (Global Positioning System) on district buses: contractual Expenditure only. (Report associated hardware Expenditure on Schedule G) <a href="#">Information regarding GPS services and systems</a>		
10.	Laundry Service		

**Expense for NYSDOT-approved GPS systems on district-owned buses is eligible for State Transportation Aid starting with 2015-16 expense for 2016-17 aid.**

The New York State Department of Transportation (DOT) approves certain Global Positioning Systems (GPS) on school buses. Therefore the cost of purchasing and installing DOT – approved systems on district-owned buses will be an aidable expense for Transportation Aid starting with 2015-16 expense for 2016-17 aid. Also starting with 2015-16 expense for 2016-17 aid, the expense for GPS services will be eligible for Transportation Aid.

This change does not apply to equipment purchased for or installed on contracted buses: vendor expense for GPS purchase and installation, charged to and paid for by districts in addition to the cost of existing or new competitively bid contract, is not now and will not in subsequent claim years be an approved expense for Transportation Aid.

# Form FT

## Schedule J

39

- ◆ Transportation Contracts
  - ◆ Expenditures reported in ST-3 Schedule A4c accounts A5540.4 and A5581.49
  - ◆ Do not include summer special education transportation or maintenance of buses (Schedule I)
  - ◆ SED approval and contract number required to generate aid – link to approved contracts on form
  - ◆ Read the Help tab when completing
  - ◆ Make sure the regular route and other purpose expenses are reported in the correct column

**Schedule J: Contract Bus Expense**

2020-21

**Claim Year - Page 1**  
as of 07/14/2020 09:56 AM

Report below transportation expenditures for contracted pupil transportation **including** BOCES transportation contracts for noon shuttles.

**DO NOT INCLUDE** contracts for Summer 4408 transportation or for maintenance of school buses. Summer 4408 transportation expenditures must be reported under the ST3 Special Aid Fund. Maintenance contracts should be claimed under Schedule I.

List each contract separately, entering the **actual expense** incurred, not the Anticipated Cost listed in the "Show All Contracts" link below. **DO NOT OMIT** unapproved contracts that the district utilized during the year.

Enter known contract or extension numbers in Column A even if approval is pending or if the contract was disapproved.

Total expenditures claimed on this Schedule plus Form FT Ent 125a plus 125b must match the ST-3 total in account codes A5540.4 and/or A5581.49.

For additional information, or for information about recording fuel costs, see Help files.

SED Contract Number (Letter and 6 #'s + Letter) A	Contractor Name B	Contract Type C	Number Buses/ Pupils/ Miles/ Trips D	Number Months or Days E	Expend Regular Routes F(a)	Exp Regular District Op Summer F(b)	Exp Other Purposes (See Help) G	Expend Chapter 173 Pass Through H
---	-------------------------	--------------------	---	----------------------------------	-------------------------------------	---	--	--

[Show All Contracts](#)

1.								
2.								
3.								
4.								
5.								
6.								
120.								
121.								
122.								
123.								
Total Expenditures for 2019-20					(#996)	(#997)	(#998)	(#999)
Total Unapproved Expenditures for 2019-20								

**Note:** If a contract that you submitted to SED for this school year does not appear in the Approved Transportation Contract list, please contact the Pupil Transportation Unit at (518) 474-6541 or by email at [Transportation@nysed.gov](mailto:Transportation@nysed.gov).

Pursuant to Education Law Section 3602 (7), transportation aid is to be paid only for approved expenses. Any unapproved expenditures shown above will be deducted from the calculation of transportation aid (See 2019-20 TRA output report entry #115).



## Schedule J: Trans Contract Expenses

[Top](#) [Previous](#) [Next](#)

[Print Topic](#)

[Click here for information on New Transportation Contract Expense Claim Process](#)

### Directions For Schedule J

List each contract separately.

- Fuel for transportation contracts should be coded in the ST-3 in codes A5540.4 and A5581.49 and reported on this schedule. If fuel costs are in addition to the basic contract amount, show such costs as a separate contract immediately below the basic contract amount identified by the contractor's name followed by "Fuel".
- If bus attendee costs are in addition to the basic contract amount, show costs as a separate contract immediately below the basic contract amount identified by the contractor's name followed by "Attendee".
- Contracts for maintenance of school buses which are recorded on the ST-3 in either A5510.4, A5530.4 or A5510.49 (BOCES maintenance costs), should NOT be recorded on this schedule.
- Contracts for summer school for students with disabilities under Section 4408 of the Education Law should be recorded in the Special Aid Fund F5541.4, F5551.4 or F5582.4 and not claimed for aid on Schedule J.
- GPS systems and software purchased for use on contract buses are not a transportation aidable expense and should not be recorded in any transportation account code or on any transportation Schedule. This expense should be reported as a regular operating expense.

### Column A

**Contract Number** - Indicate the letter and the 6 digit contract number with possible letter at the end which was assigned to the contract by the Educational Management Services Unit of the State Education Department, not the district assigned number. If the transportation contract has not yet been assigned a number you may enter the expenses without the contract number; however, **if the contract has not been approved by Educational Management Services, but a contract or extension number is available to you when completing the schedule, you must enter it in Column A.** After completion of the Schedule J, any expenses reported on Schedule J in column F(a), G or H without an approved contract number entered in Column A will be considered non-aidable transportation expenses and will be excluded from the calculation of Transportation Aid.

# Form FT

## Schedule K

42

- Expenditures from the General Fund for Public Service Carriers

**Schedule K: Expenditures from the General Fund for Public Service Carriers**

	Name of Carrier	Rate (2D)	Method	Total Number of Total Pupils Transported K-12	Total Expenditures for Allowable Pupils Including Students with Disabilities	Total Expenditures for Regular District Operated Summer School	Total Expenditures for Nonallowable Pupils	All Other Purposes Excluding District Operated Summer School
	A	B	C	D	E	F	G	H
1.			▼					
2.			▼					
3.			▼					
4.			▼					
5.			▼					
6.			▼					
7.			▼					
8.			▼					
9.			▼					

# Final Steps for Form FT

43

Run Edit Report and resolve any issues noted. If change ST-3 A5510-A5581 codes need to update Schedules.

Superintendent **must** certify.

Edit Reports & Superintendent Certification required for each section

## Form F Transportation Edit Exception Report

Run New ▼

Run Report

State Aid Homepage | Contact Us

Ver 1.6.86

**You have read-only access to this form at this time. Do not attempt to save any data.** ←

## Form FT - 2020-21 State Aid Certification

Important - Required for Aid Payment.

Change in Certification Process - You no longer need to have the certification form notarized and do not need to submit hard copy. Please submit electronically only. The Superintendent must submit the certifications for Form sets A, F & ST-3 for State Aid purposes. However, the district is still required to complete, print and submit the hard copy of the OSC ST-3 certification.

### Form FT 2020-21 | State Aid Certifications

This certification form must be completed using the State Aid Management System. In accordance with the Electronic Signatures and Record Act (ESRA), an electronic signature is an electronic sound, symbol or process, attached to or logically associated with an electronic record and executed and or adopted by a person with the intent to sign the record. An electronic signature is considered to be "attached to or logically associated with an electronic record" if the electronic signature is linked to the record during the transmission and storage. Therefore, when clicking on the "Certify" button below, such process shall be considered the electronic signature of the Superintendent of Schools or in the case of a city school district with a population of one million or more, the electronic signature of the Chancellor. Certification forms received after September 2nd may delay the payment of State Aid to the district.

### AFFIDAVIT OF SUPERINTENDENT OR CHANCELLOR

I, the undersigned Superintendent of Schools, or the Chancellor, of this school district for which the following report is made, do attest that to the best of my knowledge, information, and belief 1) all the statements and data contained in the 2019-20 State Aid claim Form set FT are accurate and complete; and 2) in completing such forms the data entered was visually compared with data from the prior year's forms as appropriate as provided by the State Education Department and that the Form set FT edit exception report was reviewed by the Superintendent of Schools or the Chancellor.

# Form FB

## Building/Financial Data

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### Entry 136:

Report here projected 2020-21 total capital outlay expenses including budgetary appropriations, non-borrowed EXCEL and Capital Outlay Exception Expenditures. Please include the amount reported in Entry 137 in this total. Therefore, this total should be equal to or greater than the expenses reported in Entry 137. (used for the 2020-21 estimated Non Resident Tuition calculation).

### Entry 137:

Projected Capital Expense <\$100,001, report estimated 2020-21 capital outlay expenses

### Entry 140:

Projected 2020-21 Expenditures for metal detectors and security cameras. Only up to \$35,000 in eligible expenses may be claimed for aid

### Form FB: Building Data

Form FB - Building Data 2020-21 Claim Year	2018-19 School Year SED File (Prior)	2019-20 School Year EDP Form #10 (Actual)	2020-21 School Year EDP Form #38 (Projected)
--	--	---	--

### Part XI. Miscellaneous Data for Aid and Projections

136. **2020-21 Projected Total Capital Expense (Not Borrowed Monies).** In addition to budgetary appropriations, please include **2020-21** Projected Expenses shown in Item 137 (last column) and the non-borrowed projected EXCEL expenditures that will be transferred from the General Fund to the Capital Fund. Do not include non-borrowed projected EXCEL expenditures that will be recorded directly in the Capital Fund. Note: Entry 136 projection is used for the estimated Non Resident Tuition calculation.
137. Of the Expenses reported in Item 136 above, report only **2020-21** Projected Capital Outlay Exception Expense for Emergency projects, project less than \$100,001, or Small City Debit Limit Waiver.
138. Not Used
139. Not Used
140. Expenditures for Purchase and Installation of Stationary Metal Detectors, Security Cameras and Safety Devices.
- Note:** To apply for **2020-21** aid for these items please refer to Form FB, Schedule N. Regarding the projected expense above, please read the memo in attached link for further instructions. See detailed instructions in the help file.  
<http://emsc32.nysed.gov/facplan/SecurityCameraMCA051711.html>
- For information on the NYSAFE Act and its impact on school district building aid, please refer to the memo in the following link:  
[https://stateaid.nysed.gov/build/html\\_docs/nysafe+3602.6-c.htm](https://stateaid.nysed.gov/build/html_docs/nysafe+3602.6-c.htm)

# Form FB

## Building/Financial Data

45

135.	Expenditures associated with transportation up to 50 miles for students in foster care (Do not include expenditures for mileage in excess of 50)		
148.	Estimated Revenues for Insurance Recovery in the Capital Fund (H2680)		
149.	Metropolitan Transit Authority Expenditures (New York City Only)		

### Part XII. Total Cost of Buses to be Purchased and New Buses Leases During the 2019-20 School Year for Projection of 2020-21 Transportation Capital Aid

164.	Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 7/1/19 and 12/31/19, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.		791,668
165.	Total Purchase Price (Not Borrowing Amount or Debt Service Payment) of All Buses/Vehicles With Purchase Order Date Between 1/1/20 AND 6/30/20, to be used 100% of the Time For Pupil Transportation and Assigned to a Regular Route.		
166.	Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 7/1/19 and 12/31/19.		
167.	Total Cost (Not Annual Payment) of All New Bus Leases and Transportation Aidable Garage Rental Agreements that Began or Will Begin Between 1/1/20 and 6/30/20.		
174.	Salaries Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils		
175.	Employee Benefits Paid to Assistant Drivers (Monitors, Aides, and Escorts not required by IEP) on Buses Transporting Non-disabled Pupils		
176.	Projected Transportation Contract Expenditures for Regular Routes (Schedule J Column Fa)	88	3,769 0
176a.	After 4 Transportation Expenditure Pursuant to section 3627 of the Education Law (NYC Only).	0	

- Entry 176a should ONLY include NYC After 4 actual and projected expenditures.
- After 4 actual expenditure amounts should also be reported on the Schedule J form
- After 4 projected expenditure amounts should be included in the projection amount reported in line 176.



# Form FB

## Building/Financial Data

46

### Entry 174:

If district plans to issue debt in 2020-21 enter "1", if not, enter "2"

### Entry 175:

If school buildings sold in 2019-20 then complete this section and report as noted to Louise Gallerie, NYSED

174. If the District has issued or intends to issue debt between 7/1/20 through 6/30/21 (SA-132 Bond or SA-135 BAN) for capital construction projects, please enter a "1" on this line. All borrowing forms (including SA-132 forms for refunding bonds) are required to be submitted to SED. See memo below for further details.



If the District has not issued or does not intend to issue debt between 7/1/20 through 6/30/21 (SA-132 Bond or SA-135 BAN) for capital construction projects, please enter a "2" on this line. Please note important information regarding required borrowing form submissions per link below: [https://stateaid.nysed.gov/build/html\\_docs/sa132\\_sa135\\_deadline\\_1116.htm](https://stateaid.nysed.gov/build/html_docs/sa132_sa135_deadline_1116.htm)

175. School Buildings Sold Between 7/1/19 through 6/30/20

Please enter a) the official name of any school building sold or transferred to an entity other than the school district (or city, for Big5), if such building is no longer operated by the district as public elementary or secondary school, b) building number, c) revenue received as a result of the transaction, and d) date building was sold.

Please submit supporting documentation to substantiate the revenue reported on Form FB line 175 and also included in the amount reported on the ST-3 line A2660 or V2660 Sale Of Real Property. The documentation should include the building name and address, the sale price of the building, revenue received, date of sale, seller's and purchaser's signatures & any other pertinent documentation available. Additional documentation may be requested by State Aid staff and a SAMS revision of Form FB line 175 and ST-3 line A2660 or V2660 may be required if the revenue reported cannot be verified. The supporting documentation must be sent to State Aid and may be either faxed to (518) 473-9808, e-mailed to Louise.Gallerie@nysed.gov or mailed to the address below:

New York State Education Department  
Office of State Aid  
507 West Hall, Education Building  
89 Washington Avenue  
Albany, New York 12234

For more information regarding Aid on Sale or Transfer of School Buildings, see: [https://stateaid.nysed.gov/build/html\\_docs/aid\\_on\\_sale\\_of\\_building\\_memo.htm](https://stateaid.nysed.gov/build/html_docs/aid_on_sale_of_building_memo.htm)

	Official Name of Building	4 digit Building No.	Revenue Received	Date Building was sold
A.				
B.				
C.				
D.				
E.				

If more than 5 buildings were sold, please use the spreadsheet template in link below to submit required data. See attached link for further instruction: [https://stateaid.nysed.gov/build/xls\\_docs/sale\\_of\\_5\\_or\\_more\\_buildings.xls](https://stateaid.nysed.gov/build/xls_docs/sale_of_5_or_more_buildings.xls)

# Interest Rate Reduction Waiver Application Form

47

- Waiver application and preliminary approval
- Displays your district's retro and prospective projects that will be subject to the interest rate reduction beginning 2021-22
  - ▣ Includes an estimate of the total Building aid impact over the remaining life of the aid on the project
- Districts should complete the form even if an application for waiver was previously submitted and if a waiver were approved previously

# Interest Rate Reduction Waiver

48

## Interest Rate Reduction Waiver Application Form

For complete details on the Bond and Project data: [Explanation of Project and Bond Data](#).

For instructions on filling out the form, please see the SAMS Help file.

### Reasons for Waiver Request:

1. Bond Issued as Non Callable
2. Already refinanced; additional advance refunding not permitted. Bond not currently callable until future date
3. Refunding this bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing

#### Options:

1. No, not cost beneficial to apply
2. No, this is not eligible for waiver
3. Yes

### Prospective Project Waiver Application

Project Number	2021-22 Estimated Single Year Aid Impact	Estimated Total Aid Impact over Remaining Life of Project	Are you applying for a waiver for this project?	Date of Bond Issue Currently Financing this Project (Enter In MM/DD/YYYY Format)	Reason for Waiver Request
0009	006	2	9		

### Summary Of Estimated Aid Impact

2020-21 Estimated Aid Impact: All Projects	2020-21 Estimated Aid Impact: Excluding Waived Projects	Estimated Aid Impact Over Remaining Life: All Projects	Estimated Aid Impact Over Remaining Life: Excluding Waived Projects
2	2	9	9

Reset

Save

Save And Ready

#### Options:

1. Bond issued as non callable
2. Already refinanced, additional advance refunding not permitted
3. This bond would not meet savings threshold in NYS Local Finance Law
4. District would exceed its constitutional debt limit as a result of refinancing



# Schedule M2 Lease Expenditures

49

- ❑ Report here itemized 2020-21 and 2021-22 approved expenditures for the lease of school buildings as approved building projects.
- ❑ Approved expenditures may not exceed the approved cost allowance when added to previously claimed lease expenditures.
- ❑ Actual expenditures claimed for building projects on this schedule should also be entered on the ST-3 at Account Code A1620.4 in the ST-3 General Fund.
- ❑ Projects eligible for the 10% incentive must be for a term of more than 5 years.
- ❑ Check the SA-130 for each individual project, to make sure there is a Capital Outlay Allowance before claiming the expense for aid on this Schedule.

# Schedule M2 Lease Expenditures

50

## Schedule M2: 2020-21 in 2021-22 Lease Expenditures

Building Project Code (7 digits)	Date of Voter Authorization	2020-21 Actual Capital Expenditures (Not Borrowed)	2021-22 Estimated Capital Expenditures (Not Borrowed)	Reorganization Incentive	Lease >5 Year
----------------------------------	-----------------------------	--	---	--------------------------	---------------

Report here itemize 2020-21 or 2021-22 approved expenditures for the lease of school buildings as approved building projects. Projects eligible for 10% incentive must be for a term of more than 5 years.

Note: Only expenditures that are aidable pursuant to Section 3602(6) of the Education Law (Building Aid) should be listed here.

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Expense Eligible for 10% Incentive Aid (Approved after 6/30/2005)

Lease Expense for Reorganization Incentive Aid and 10% Incentive (Approved after 6/30/2005)

Lease Expense Eligible for Regular Building Aid (NOT 10% after 6/30/2005)

Lease Expense Eligible for Regular Building Aid and Reorganization Incentive (NOT 10% after 6/30/2005)

# Schedule N

## Security Cameras, Metal Detectors and Other Safety Equipment

51

Allows districts to claim Building Aid on costs for metal detectors, security cameras, partitions and other security devices (electronic security systems and hardened doors)



- Maximum cost allowances
  - ▣ \$2,000 - per security camera
  - ▣ \$35,000 - Total security camera expense
  - ▣ \$6,000 - per metal detector
  - ▣ \$1,000 to \$5,000 – per internal and external hardened door
- Aided in subsequent year
- Purchase and installation of security cameras in excess of \$35,000 must be included in/applied for as a regular capital project (need Facilities Planning approval)
  - ▣ Aid generated via assumed amortization
- Items must be included in a district's safety plan

## Schedule N – Security Cameras, Metal Detectors and Other Safety Equipment 1 of 2

**Schedule N - Security Cameras, Metal Detectors And Other Safety Equipment 2020-21 | Claim Year**

**2019-20 | School  
Year**

**1. Security Cameras**

a. Number of Units Purchased and Installed

b. Total Purchase and Installation Expense

c. Maximum Allowable Cost (# units X \$2,000)

d. Aidable Expense (Lesser of total expense or maximum allowable cost)

Comment:

0
0

**2. Metal Detectors**

a. Number of Units Purchased and Installed

b. Total Purchase and Installation Expense

c. Maximum Allowable Cost (# units X  
\$6,000)

d. Aidable Expense (Lesser of total expense or maximum allowable cost)

Comment:

0
0

**3. Not Used.**

## Schedule N – Security Cameras, Metal Detectors and Other Safety Equipment

### 2 of 2

#### 5. Exterior Hardened Doors

a. Number of exterior doors hardened (single door = 1, double door = 2)

b. Total purchase and installation expense

c. Maximum allowable cost (#units x \$5,000)

d. Are these items included in school district safety plan?

e. Please provide the name and license number of the NYS Registered Architect or Licensed Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards:

(Note: If either the name or license number is not provided, the expense will not generate aid.

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)

f. Aidable expense (Lesser of total expenses or maximum allowable cost)

Comment:

Name:

License #:

#### 6. Interior Hardened Doors

a. Number of interior doors hardened

b. Total purchase and installation expense

c. Maximum allowable cost (#units x \$1,000)

d. Are these items included in school district safety plan?

e. Please provide the name and license number of the NYS Registered Architect or Licensed Professional Engineer that reviewed and approved the design and installation of the SAFE work as compliant with the current building code and reference standards:

(Note: If either the name or license number is not provided, the expense will not generate aid.

Please contact the Office of Facilities Planning at 518-474-3906 if you have questions about this requirement)

f. Aidable expense (Lesser of total expenses or maximum allowable cost)

Comment:

Total Aidable Expense for Purchases and Installation of Security Cameras, Stationary Metal Detectors, Safety Devices for Electronic Security Systems, Exterior Hardened Doors and Interior Hardened Doors (Schedule N lines 1d+2d+4f+5f+6f)

Note: See Line 45 on the BLD3 output report for aid calculation.

# Schedule W Water Testing

54

- Additional guidance at:

[https://stateaid.nysed.gov/wtr/html\\_docs/state\\_aid\\_guidance\\_for\\_water\\_remediation.html](https://stateaid.nysed.gov/wtr/html_docs/state_aid_guidance_for_water_remediation.html)

## Schedule W - Water Testing

### Notes:

1. Include in the 'Actual' column data from testing conducted during the 2019-20 school year.
2. Costs reported in the 'Actual' column will generate 2020-21 However, districts may be contacted by the Office of Facilities planning to discuss the information reported below, and in some instances districts may be asked to revise.
3. Remedial measures should not be reported on this form if they could be eligible for regular Building Aid. Please contact the Office of Facilities Planning immediately if you are not certain whether to report certain remedial costs here.
4. Pursuant to New York State Department of Health (NYS DOH) regulation: Districts must retain all records of test results, determinations that a building is lead-free, and waiver requests for ten years. Copies of such documentation shall be immediately provided to the NYS DOH, local health department or State Education Department, upon request.
5. For additional information see links below:
  - [NYS DOH Regulation Section 67-4](#)
  - [Guidance on State Aid for Water Testing](#)

## Schedule W - Water Testing

2019-20  
School year  
(Actual)

### 1. Testing of Potable Water Outlets

- a. Number of Potable Water Outlets Tested
- b. Number of 'first - draw' water samples collected
- c. Number of samples yielding lead concentration above the action level (15 parts per billion)
- d. Number of confirmatory water samples collected to: verify initial findings of lead contamination (required by EL 3602 (6-h) for remediation costs to be eligible for aid), assist in problem assessment to determine remediation and/or verify that lead levels are at or below action level post-remediation (pursuant to New York State Department of Health (NYS DOH) regulation Section 67-4.4).
- e. Total cost of all water testing conducted
- f. Average testing cost

0

### 2. Not Used

### 3. Total testing cost for aid

0
---



# Schedule F6

## Bus Amortization

55

- ❑ For principal, interest, and related information for each capital debt borrowings for bus purchases between 7/1/20 and 6/30/21
- ❑ Must be reported to SED via SAMS no later than **September 1<sup>st</sup>**
  - ❑ Separate certification required
- ❑ This information is necessary to calculate the statewide average interest rate used for the assumed amortization of certain transportation capital expenses
- ❑ Enter only new borrowings, do not include borrowings that were issued in previous years
- ❑ Any Schedule F6 that is submitted late will be rejected back to the district and the data will not be used in the calculation of the statewide average interest rate
- ❑ The actual debt service reported on this schedule will not be used as a basis for payment, it will only be used to calculate the statewide average interest rate



# Schedule F6

## Bus Amortization

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Schedule F6: Bus Amortization

2020-2021

Claim Year - Page 1

Official - as of 07/14/2020 09:53 AM

Only For New Borrowings Made Between 7/1/19-6/30/20

Borrowing Amount	Date of Borrowing	1 <sup>st</sup> Year 2019-2020	2 <sup>nd</sup> Year 2020-2021	3 <sup>rd</sup> Year 2021-22	4 <sup>th</sup> Year 2022-23	5 <sup>th</sup> Year 2023-24	6 <sup>th</sup> Year 2024-25
1. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	P = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. Int Rate: <input type="text"/>	<input type="text"/>	I = <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
21. <input type="text"/>	Total Principal:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: P = Principal  
I = Interest



# Form Tree – 180 Days

57

**Expand All | Collapse All**

**Core Forms**

- ☒ Form A and Schedules: Clean
- ☒ 180 Days Calendar: Certified
  - ☒ 180 Days Calendar Walver Form Ready
  - ☒ 180 Days Calendar Form Ready
  - ☒ 180 Days Calendar Certification Certified
- ☒ Form FB : Building And Misc.: Clean
- ☒ Form FT : Transportation: Clean
- ☒ Form BP : Bus Purchase:
- ☒ ST-3 Forms and Schedules (Financial): Clean
- ☒ RSU Forms and Schedules: Clean
- ☒ CPSE Administrative Forms and Schedules Clean
- ☒ Schedule F6 : Bus Amortization: Clean
- ☒ Administrative Compensation Information: Clean
- ☒ Property Tax Report Card: Clean
- ☒ NYSED Only Form Set:

Attendance Matters!



Every Student, Every School, Every Day

# 180 Days Calendar Data

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## 180 Days Calendar Data

You may upload your School Calendars by clicking the button below and selecting each calendar you wish to upload. Please remove or hide all calendar tabs that are not ready to be submitted, as your calendar could be rejected if they remain. Please ensure the tab names for the calendars are in the format XXXXXXXXXXXX\_YYYY, where X is the SED Code found in the table below and Y is the grade(s). Please ensure cell B5 (Grade Levels:) is correctly filled in otherwise your calendar will be rejected. **Note: Please ensure each school you wish to upload is in its own separate tab, you can do this by right clicking a tab you have filled out and clicking move or copy, then selecting create copy.** Please review your list below for SED Codes and contact State Aid if you have a school not on the list. If you encounter any issue please contact State Aid at [180days@nysed.gov](mailto:180days@nysed.gov) with the subject 'SAMS submit failure'

Browser: No files selected

SED Code	School Name	K	1		2		3		4		5		6		7		8		9		10		11		12		Standard Day				
		Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Start Time	End Time	Instructional Hours	Non Instructional Hours	SCD (Superintendent Conference Day) Hours	
491302080005	WEST SAND LAKE ELEMINTARY SCHOOL	180	901	180	901	180	901	180	901	180	901	180	901	0	0	0	0	0	0	0	0	0	0	0	0	00:55:00 AM	03:20:00 PM	5.17	1.25	19.26	
491302080006	ALGONQUIN MIDDLE SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	0	180	1011	180	1011	0	0	0	0	0	0	0	07:45:00 AM	02:25:00 PM	5.8	0.87	20.01	
491302080009	ALGONQUIN MIDDLE SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	180	1011	0	0	0	0	0	0	0	0	0	0	07:45:00 AM	02:25:00 PM	5.8	0.87	20.01	
491302080004	POESTENKILL ELEMINTARY SCHOOL	180	901	180	901	180	901	180	901	180	901	180	901	0	0	0	0	0	0	0	0	0	0	0	0	00:55:00 AM	03:20:00 PM	5.17	1.25	19.26	
491302080001	SAND LAKE-MILLER HILL SCHOOL	180	901	180	901	180	901	180	901	180	901	180	901	0	0	0	0	0	0	0	0	0	0	0	0	00:55:00 AM	03:20:00 PM	5.17	1.25	19.26	
491302080002	ARFRII PARK HIGH SCHOOL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	182	1039	182	1039	182	1039	07:40:00 AM	02:10:00 PM	5.82	0.88	18.5		

# SAMS Edit Exceptions & Certifications

59

- Run Edit Exceptions when all data is entered
  - Correct or provide an explanation for all errors
    - Explanations should be documented and verifiable
    - DO NOT ignore edits
    - If you can't fix the problem - CALL FOR HELP!
- Certifications - final step that sends the data to SED
  - Answer the supplemental questions (Form A)
  - Can only be submitted using the Superintendent's User ID and password
  - Separate certification for each form set (Form A, FB, FT, ST-3, Supplemental Schedules)

# Next Coffee Talk

60

Preparing the State Aid Claim Forms: How to Complete and Key Areas to Review to Maximize Aid

August 19, 2020 @ 9 a.m.

[Coffee Talk Zoom Link](#)

Meeting ID: 931 2422 5339

Password: 886493

# Thank you

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Questar III

State Aid & Financial Planning Service

10 Empire State Boulevard

Castleton, NY 12033

(518) 477-2635, Option 1

[sap.questar.org](http://sap.questar.org)

[@qiiisap](mailto:@qiiisap)