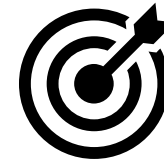


PUTTING STUDENTS FIRST



# Knowledge Café July 2024



State Aid and Financial Planning Service

# Agenda

2





- ❑ SBO Calendar for August 2024
- ❑ Kathy's Corner – Making the most of the summer – tips to help various Business Office departments
- ❑ Details of how to prepare the 180 Days Calendar claim form and determining the SWD student counts reported on Lines 19-54 of Form A
- ❑ Questions and Answers





# SBO Calendar for August 2024

3

	Task	Due Date	Filing Requirement	Notes	Priority
	School District Income Verification (SDIV) - Review of ORPTS-assigned school codes by school districts	8/4	Annually	<a href="#">SDIV Program Resources</a>	Recommended Best Practice
	Final Review and Correction of Fall 2023 Enrollment and Free & Reduced Price Lunch (FRPL) Counts Affecting your District's State Aid	8/5	Annually	Review the Three-Year Enrollment Summary Report available on the Information and Reporting Services Portal (IRSP). <b>The due date of 8/5 is used as an approximation here.</b> Last year the Fall 2022 FRPL counts were required by the week of August 7 <sup>th</sup> . Please check for updated communications from the State Aid Unit in July 2024.	Recommended Best Practice
	Submit school tax rates and school tax bill data files to <a href="mailto:school.taxrates@tax.ny.gov">school.taxrates@tax.ny.gov</a>	8/12	Annually	<b>The due date of 8/12 is used as an approximation here.</b> Please check for updated communications from the NYS DTF for the 2024-25 tax rate due date.	Required
	Attorney Reporting  See: <a href="#">NYSED Application Business Portal Login</a>	8/14	Annually	Due 45 days after the close of the fiscal year - EL §2053. Use NYSED Business Portal - SED Monitoring and Vendor Performance.	Recommended Best Practice
	Billings (transportation, use of facilities, health services, parentally placed non-public etc.)	8/31	Monthly		Recommended Best Practice



# SBO Calendar for August 2024

4

Task	Due Date	Filing Requirement	Notes	Priority
Budget Status Reports to Board of Education including revenue and appropriation status reports	8/31	Monthly	Commissioner's Regulations 170.2(p) requires the treasurer to render a budget status report for the BoE and for the use of those staff members assigned responsibility for administration of specific portions of the budget, on at least a quarterly basis (monthly if budget transfers have been made since the last report). The report should include estimated revenues, revenues received to date, and estimated revenues yet to be received, original appropriations, adjustments and transfers, revised appropriations, expenditures, encumbrances, and unencumbered balances. Other information may be included, as necessary.	Required
Business Office Orientation for New School Employees (if applicable)	8/31	Annually		Recommended Best Practice
Cash Flow and Fund Balance - modify assumptions, update, and review for accuracy	8/31	Monthly		Recommended Best Practice
Direct Certification matching process DCMP (food service)  See: <a href="#">DCMP information</a>	8/31	Annually		Recommended Best Practice
Federal and State Cafeteria Reimbursement Form	8/31	Monthly		Recommended Best Practice
LEA Consolidated Application for ESSA-Funded Programs	8/31	Annually	<a href="https://www.nysed.gov/essa/schools/consolidated-application">https://www.nysed.gov/essa/schools/consolidated-application</a>	Required
Monthly Profit/Loss Statements for School Food Service	8/31	Monthly	Perform analysis on prior month's activities	Recommended Best Practice
Payroll Reports – ERS/TRS Payments and Reports	8/31	Monthly	ERS: Due the 7th day of the month following the report period. TRS: Due within 10 business days after the end of the previous month.	Recommended Best Practice





# SBO Calendar for August 2024

5



Task	Due Date	Filing Requirement	Notes	Priority
Prepare Final Cost Reports for capital construction projects as soon as certified as substantially complete and all outstanding bills are paid	8/31	Monthly		Recommended Best Practice
Prepare for accounting and reporting of Community Schools Set-Aside funds due in annual September SAMS filing through NYSED business portal (SS-8)	8/31	Annually	Due 9/2 - EL §3601. Programmatic questions can be directed to the Office of Student Support Services. Questions related to operation or submission of the SAMS form should be directed to State Aid.	Recommended Best Practice
Prepare Forms - A, FT, FB, and ST-3	8/31	Annually	Due 9/2 - EL §3601. <b>As 9/2 is Labor Day, we get an extra day this year! Due 9/3/24.</b>	Recommended Best Practice
Prepare Management Discussion and Analysis for Financial Statements	8/31	Annually		Recommended Best Practice
Prepare Tax Warrant and Collection Process for BoE Approval (CSDs & UFSDs)	8/31	Annually	The Board of Education must approve the tax warrant by the warrant date. Warrant dates will vary throughout the state but on or before 9/1 for Central Schools and Union Free Schools, on or before 10/1 for Small Cities and Big Five. In Nassau County, Long Island the tax warrant date is August 15th. Suffolk County warrant date is October 1st.	Required
Publish Annual Financial Statement	8/31	Annually	If not done in July (small city school districts must publish their Annual Financial Statement within three months of the close of the fiscal year)	Recommended Best Practice
Review BOCES invoices for appropriate services and charges	8/31	Monthly		Recommended Best Practice
State and Federal Projects - review of expenditures and revenues. Submit FS-25's request for funds to Grants Finance	8/31	Monthly	This is the form that must be submitted to request additional State and Federal grant funds. Districts may only request funds to cover expenses already incurred and 30 days of anticipated expenses. Payments totaling up to 90% of a grant's budget total may be requested	Recommended Best Practice





# SBO Calendar for August 2024

6

Task	Due Date	Filing Requirement	Notes	Priority
Submit Transportation Leases to the Office of Education Management Services	8/31	Annually	Aid on leases begins 12 months after the lease begins. Only leases approved by Education Management Services will be aided.	Recommended Best Practice
Tax Collectors Notice	8/31	Annually	Publish twice in two newspapers with 1st notice one month before taxes are due on 9/30 to inform property owners of 9/1 to 9/30 tax collection period. Required by RPTL §1322.	Recommended Best Practice
Teacher and support staff Salary Statements - update if necessary	8/31	Annually		Recommended Best Practice
Transportation Contracts - must be signed by contractor & Board President or designee on or before the date service begins. Must be signed by Superintendent on or after the contract agreement date	8/31	Annually	Executed contracts must be submitted to SED within 120 days of the start of service. Transportation Aid will be prorated if the contract is signed after start of service regardless of 120 days.	Recommended Best Practice
Transportation Information - bus route, pick-up time, drop-off etc.	8/31	Annually		Recommended Best Practice
Treasurer's Report	8/31	Monthly	Report on prior month's activities	Required
Update meal pricing in food service point of sale systems - BoE approved for full meal prices, input updated federal and state meal reimbursement rates See: <a href="#">School Lunch Annual Reimbursement Rates</a>	8/31	Annually		Recommended Best Practice



# Topics Covered Last July



7

- *School District Income Verification (SDIV) program* –
  - What is the purpose of the program?
  - Why is it beneficial to participate in the program?
  - How to participate in the program.
- *Review data reported to SIRS before the deadline* –
  - 3-Year BEDS enrollment summary – what it is, why it is important and how to review/revise the data.
- *Attorney Reporting*
  - Done through the Business Portal, then under SED Monitoring and Vendor Performance System – Education Management Services.
  - Whom and what to include in the report.

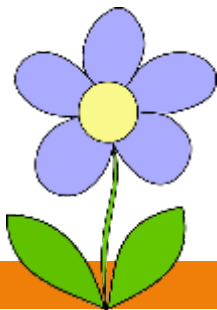


8

## Kathy's Corner

Monthly Section – Thoughts from a Newer SDBL





# *Kathy's Corner*

**A Conversation with a Seasoned  
Business Official...**

**Making the Most of the Summer –  
Tips to Help Various Departments**



# Board Agenda Review

10

- Review all contracts for 9/1 to ensure you have them in place for the new year
- Out-of-District Placement contracts
- Look ahead to planned time off and schedule people that you need to communicate with

# Closing Year-End and Opening New-Year

11

- ❑ Be sure to schedule your audit sooner than later
- ❑ Schedule staff to help during this process and what will need to be pulled ahead of time
- ❑ It is a busy time of year as closing books can take some work, so plan ahead!

# Claim Forms

12

- Projections – Impact on Aid
  - It is important to work with department heads with the data to ensure that the information is reasonable because of the impact on state aid
  - Know the lines on the claim forms that will drive aid and ensure folks have information needed in order to gather data accurately
  - Be careful not to over inflate projections

# Accounts Payable

13

- Encumbrances - need to be sure that they are set up and dated properly
- Separate invoices properly
  - ▣ Essentially working with last year and current year

# Payroll

14

- If the district has new contracts, make sure that payroll knows so folks are paid properly
- Ensure salary titles are listed properly, e.g., 12-month vs. 11-month vs. 10-month titles – and salary structure is properly set up





15

## Digging into How To Gather Information for the Claim Forms – Part 1

What Every SBO May Need to Know



# Preparing Claim Forms

16

[Expand All](#) | [Collapse All](#)

☒ Core Forms

☒ [Form A and Schedules:](#) Clean

☒ [180 Days Calendar:](#) Certified

[180 Days Calendar Waiver Form](#) Ready

[180 Days Calendar Form](#) Ready

[180 Days Calendar Certification](#) Certified

[180 Days Calendar Edit Report](#) Reviewed By SED

☒ [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

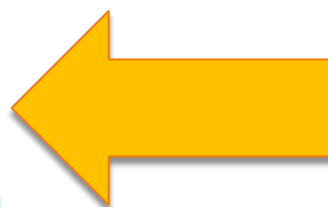
☒ [CPSE Administrative Forms and Schedules](#) Clean

☒ [Schedule F6 : Bus Amortization:](#) Clean

☒ [Administrative Compensation Information:](#) Clean

☒ [Property Tax Report Card:](#) Clean

☒ [NYSED Only Form Set:](#)



# 180 Day Calendar Form Example

17

## 180 Days Calendar Data

K-6 = 900 hours  
7-12 = 990 hours

Enter the information from the Summary tab of the Model Calendar (or from your districts calculation(s), using the same methodology) for each school, and grade level variation, as needed, to the table below. Required items for each line are the actual annual number of Instructional Days (Total Days), and the Instructional Hours (Total Hours). (Note that if one school includes grades 6-12, district should complete one row for grade 6, as they are under the K-6 instructional hour requirements, and another row for grades 7-12). If an additional line is needed for a school, please click the + sign at the beginning of that line, and an additional line will be opened. To delete a row, click Delete at the end of that row. All rows listed (for each school and grade variation) must be completed in order to Ready the form set for Superintendent Certification. Note that the session days being reported on the 180 Day Calendar form should match what is being reported on Sch A5, line 6, for each grade level, as these two formsets are both collecting session days. Please email [180days@nysed.gov](mailto:180days@nysed.gov) if you have other questions or issues.

Duplicate Row	SED Code	School Name	Grade Start	Grade End	Total Days	Total Hours	Last Update
+		ELEMENTARY SCHOOL	Grade Start: K ▼	Grade End: 6 ▼	180	1004	9/11/2023 8:47:40
+		JR/SR HIGH SCHOOL	Grade Start: 7 ▼	Grade End: 12 ▼	180	994	9/11/2023 8:47:40



# Highlights from Instructions

18

- At the bottom of the form set, there will be a “save” and a “ready” button. District can “save” the data at any point. The form set will need to be marked as “ready” once all data has been entered and saved, in order for the Superintendent to certify. Once the form set has been certified, no changes will be allowed by the district, unless an email is sent to [OMSSAMS@nysed.gov](mailto:OMSSAMS@nysed.gov) to request decertification.
- Please note that both the 180 Calendar Form AND the 180 Day Calendar Waiver form need to be set to “ready” status when complete, to allow for Superintendent certification. For further information regarding the 180 Day Model Calendar, please see our website: [Model Calendars](#).
- Please note that all revisions to the 180 Day Calendar form set must be made under “official data” in SAMS, as this form set does not exist under revision data. This is different from all other form sets.

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

## State Aid

[View District Data](#)

Go Clear

2023-24 Calendar of Deadlines

2024-25 State Aid Handbook

Topics

Attendance and Enrollment

BOCES

Building

Charter Schools

Payment

Special Education

ST-3

Transportation

SAMS

General State Aid Information

Forms

Contact Us

Links to Related Sites

NYSED / State Aid / Topics / Attendance and Enrollment

### Attendance and Enrollment Information

Contact: [OMSSAMS@nysed.gov](mailto:OMSSAMS@nysed.gov)

[Attendance and Enrollment Frequently Asked Questions \(FAQ\)](#)

[FTE Calculator](#)

[Instructional Materials Aid](#)

[Instructional Time Waiver Decisions](#)

[Model Calendars](#)

[Regulations, Guidance & Emergency Declaration Application](#)

[SAMS Help](#)

### Attendance Latest News

**2-7-2024**

[Library Materials Aid Now Includes Digital Materials](#)

**12-7-2023**

**Now Available: 180 Day Model Calendar Available for Completion**

The 180 Day Calendar for the 2023-24 School year is now available for district use. The 2024-25 School Year Model Calendar has been released for planning purposes only. [Model Calendars](#)

**12-1-2023**

[Asian Lunar New Year & Diwali Guidance](#)

**08-25-2023**

[Directions for Schedule A-8 \(Extraordinary Condition Days and State of Emergency Days\)](#)

**02-3-2023**

**Reminder:** The Office of State Aid has posted a [list of Frequently Asked Questions about attendance](#), including information regarding instructional hours and session days for state aid purposes.

Use the model calendar for 23-24 to gather the information to be reported on the 180 Day Calendar Form

## 20





# Use the Drop Downs Available

21

	A	B	C	D	E	F	G	H
1								
2	School District:	ADDISON						
3	Select School:	--Select District from Drop-Down--						
4	Starting Grade:	ADDISON						
5	Ending Grade:	ADIRONDACK						
6	Grade Level Group:	AFTON						
7	FIXED	AKRON						
	Date	ALBANY						
		ALBION						
		ALDEN						
		ALEXANDER						
8		ALEXANDRIA						
9		ALFRED ALMOND						
10	8/31/2023	ALLEGANY-LIMES						
11	9/1/2023			0.00				
12	9/4/2023							
13	9/5/2023			0.00				
14	9/6/2023	8:00 AM	2:30 PM	6.50				
15	9/7/2023	8:00 AM	2:30 PM	6.50				



	A	B	C	D	E	F	G	H
1								
2	School District:	ADDISON						
3	Select School:	ADDISON MIDDLE/HIGH SCHOOL						
4	Starting Grade:	2-Digit BEDS:						
5	Ending Grade:	570101040002						
6	Grade Level Group:	VALLEY EARLY CHILDHOOD SCHOOL						
7	FIXED	TUSCARORA ELEMENTARY SCHOOL						
		ADDISON MIDDLE/HIGH SCHOOL						
		CD Hours Available:						
		26						
		EDIT						
		EDIT						
		FIXED						
		EDIT						
		EDIT						
		EDIT						



# To Add a Building

22

2023-24 School Year										
School District:	ADDISON									
Select School:	ADDISON MIDDLE/HIGH SCHOOL		12-Digit BEDS:	570101040002						
Starting Grade:	7									Total D
Ending Grade:	12									
Grade Level Group:	7-12	Hours Required:	990	SCD Hours Available:		26				
FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	EDIT	FIXED	EDIT	FIXED
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes	Session Count
Last two weeks of August								0	No Class - Prior to Sept 1	0
8/31/2023	Last day of August							0	No Class - Prior to Sept 1	0
9/1/2023			0.00					0		0
9/4/2023	HOLIDAY								No Class - Labor Day	0
9/5/2023			0.00					0	Supt Conference Day	1
9/6/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/7/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/8/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/11/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/12/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/13/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/14/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/15/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/18/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/19/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/20/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/21/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/22/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/25/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/26/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/27/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/28/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
9/29/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
10/2/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
10/3/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
10/4/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1
10/5/2023	8:00 AM	2:30 PM	6.50	10	25		15	340		1

Move or Copy

Move selected sheets

To book:

2023-24 School Year Model Calendar\_v4.xlsx

Before sheet:

Summary  
2023-24 EXAMPLE MS HS Worksheet  
Sheet1  
(move to end)

☒ Create a copy

OK Cancel

Summary

2023-24 EXAMPLE MS HS Worksheet

Sheet1

To Add a Building:

Right click on the Worksheet Tab, select “Move or Copy” option, check the “Create a copy” box, pick where you want the new tab to go and click “OK”

# Superintendent Conference Days

23	A	B	C	D	E	F	G	H	I	J	K	L	M				
<b>2023-24 School Year</b>																	
School District:	ADDISON																
Select School:	ADDISON MIDDLE/HIGH SCHOOL			2-Digit BEDS:	570101040002												
Starting Grade:	7																
Ending Grade:	12																
Grade Level Group:	7-12	Hours Required:	990	SCD Hours Available:	26									Total Days	Total Hours	Total SCD Hours	
FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	EDIT	FIXED	EDIT					FIXED	FIXED	EDIT	
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes					Session Days Counted	Instructional Hours Counted	Superintendent's Conference Day Time Utilized	
Last two weeks of August								0	No Class - Prior to Sept 1					0	0.00		
8/31/2023	Last day of August								0	No Class - Prior to Sept 1					0	0.00	
9/1/2023			0.00					0						0	0.00		
9/4/2023	HOLIDAY								No Class - Labor Day					0	0.00		
9/5/2023			0.00					0	Supt Conference Day					1	6.50	6.50	
9/6/2023	8:00 AM	2:30 PM	6.50	10	25		15	340						1	5.67		
9/7/2023	8:00 AM	2:30 PM	6.50	10	25		15	340						1	5.67		
9/8/2023	8:00 AM	2:30 PM	6.50	10	25		15	340						1	5.67		

$$6.50 \text{ (average day)} \times 4 = 26$$

## 6. Reporting Superintendent Conference Days:

- For full-day Superintendent's Conference Days, leave columns B-H blank, and enter the number of hours utilized in column M (Superintendent's Conference Day Time Utilized).
- For partial-day Superintendent's Conference Days, fill out columns B-H as described above, but do not include any of the Superintendent's Conference Day time in Start Time or End Time. Separately enter the number of hours utilized in column M (Superintendent's Conference Day Time Utilized).
- For Superintendent's Conference Days held during the last two weeks of August, separately enter the number of days in cell K9 and the total number of hours utilized over those days in cell M9.
- For any additional professional development or parent-teacher conference time above the allowable 4 Superintendent's Conference Days, do not include amounts in this worksheet.
- Please note that the total allowable Superintendent's Conference Day hours will not populate accurately in cell G6 until the calendar is completed for the year.



# Total Days/Hours Check

24

2023-24 School Year																
School District:	ADDISON															
Select School:	TUSCARORA ELEMENTARY SCHOOL		12-Digit BEDS:	570101040001												
Starting Grade:	K															
Ending Grade:	6															
Grade Level Group:	K-6	Hours Required:	900	SCD Hours Available:	25	6.25 (average day) x 4 = 25										
FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	EDIT	FIXED	EDIT							
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes							
Last two weeks of August								0	No Class - Prior to Sept 1				0	0.00	0	<--- Distri
Last day of August								0	No Class - Prior to Sept 1				0	0.00	0	<--- Distri
8/31/2023			0.00					0					0	0.00		
9/1/2023								0					0	0.00		
9/4/2023	HOLIDAY								No Class - Labor Day				0	0.00		
9/5/2023			0.00					0	Supt Conference Day				1	6.25	6.25	
9/6/2023	8:00 AM	2:15 PM	6.25	10	25	30	15	295					1	4.92		
9/7/2023	8:00 AM	2:15 PM	6.25	10	25	30	15	295					1	4.92		

Total Days = Minimum is 180, anything lower than that will show up in red.

Total Hours = Minimum for K-6 is 900, 7-12 is 990 – waiver may be available in 23-24. NOTE: No waivers currently available in 24-25!

Total SCD Hours = Maximum Superintendent Conference Days hours is 4 x average daily hours.

# Adjust Calendar for District Specific Closings

25

2023-24 School Year

2023-24 School Year													
School District:	ADDISON												
Select School:	ADDISON MIDDLE/HIGH SCHOOL	▼ 2-Digit BEDS:	570101040002										
Starting Grade:	7										Total Days	Total Hours	
Ending Grade:	12											Total SCD Hours	
Grade Level Group:	7-12	Hours Required:	990	SCD Hours Available:		26					187	1061.50	
												26.00	
FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	EDIT	FIXED	EDIT		FIXED	FIXED	EDIT
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes		Session Days Counted	Instructional Hours Counted	Superintendent's Conference Day Time Utilized
11/8/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/9/2023	8:00 AM	2:00 PM	6.00	10	25		15	310	Early Release Day		1	5.17	
11/10/2023			0.00					0	Veteran's Day		0	0.00	
11/13/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/14/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/15/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/16/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/17/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/20/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/21/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/22/2023			0.00					0	Closed for Thanksgiving		0	0.00	
11/23/2023	HOLIDAY												
			0.00					0	No Class - Thanksgiving		0	0.00	
11/24/2023									Closed for Thanksgiving		0	0.00	
11/27/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	
11/28/2023	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67	

Presentation available at: <https://www.questar.org/knowledge-cafe/>

# Counting Regents Examination Days

26

2023-24 School Year														
ADDISON														
School District:	ADDISON MIDDLE/HIGH SCHOOL		12-Digit BEDS:		570101040002									
Select School:											Total Days	Total Hours	Total SCD Hours	
Starting Grade:	7													
Ending Grade:	12													
Grade Level Group:	7-12	Hours Required:	990	SCD Hours Available:	26									
	FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	FIXED	EDIT	FIXED	FIXED	EDIT		
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes	Session Days Counted	Instructional Hours Counted	Superintendent's Conference Day Time Utilized	Reminders	
1/15/2024	HOLIDAY								No Class - Martin Luther King Day		0	0.00		
1/16/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/17/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/18/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/19/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/22/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/23/2024	8:00 AM	2:30 PM	6.50					390	Secondary Regents Examination Day	1	5.67		<---Potential Regents Examination Day for S	
1/24/2024	8:00 AM	2:30 PM	6.50					390	Secondary Regents Examination Day	1	5.67		<---Potential Regents Examination Day for S	
1/25/2024	8:00 AM	2:30 PM	6.50					390	Secondary Regents Examination Day	1	5.67		<---Potential Regents Examination Day for S	
1/26/2024	8:00 AM	2:30 PM	6.50					390	Secondary Regents Examination Day	1	5.67		<---Potential Regents Examination Day for S	
1/29/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			
1/30/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
1/31/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/1/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/2/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/5/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/6/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/7/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/8/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/9/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
2/12/2024	8:00 AM	2:30 PM	6.50	10	25		15	340		1	5.67			

To enter Regents days, please note there is a drop down option in column J on the appropriate dates. If a district chooses 'Secondary Regents Examination day', the district will get the average number of instructional hours it provides on non-examination days. A start/end time must be entered in columns B & C, or the day will not be counted in the session day total. Please choose the correct option for the grade level being reported (e.g., elementary, secondary, or blank) and enter the appropriate times (columns B-C & E-H).

Regents Examination Days can only be counted for grades 7-12 if grades 7-8 are in the same building as HS.

If your 7-8 grade students come to school on Regents Exam Days, do a separate calendar for those grades.



# Days when Regents Exams are Occurring – K-6

2023-24 School Year													
School District:	ADDISON												
Select School:	TUSCARORA ELEMENTARY SCHOOL	12-Digit BEDS:	570101040001										
Starting Grade:	K										Total Days	Total Hours	Total SCD Hours
Ending Grade:	6												
Grade Level Group:	K-6	Hours Required:	900	SCD Hours Available:	25						187	939.33	25.00
													Green = Compliance Red = Noncompliance
FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	EDIT	FIXED	EDIT	FIXED	FIXED	EDIT	
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes	Session Days Counted	Instructional Hours Counted	Superintendent's Conference Day Time Utilized	Reminders
1/15/2024	HOLIDAY								No Class - Martin Luther King Day	0	0.00		
1/16/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/17/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/18/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/19/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/22/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/23/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		<---Potential Regents Exam
1/24/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		<---Potential Regents Exam
1/25/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		<---Potential Regents Exam
1/26/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		<---Potential Regents Exam
1/29/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/30/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
1/31/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/1/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/2/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/5/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/6/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/7/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/8/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/9/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		
2/12/2024	8:00 AM	2:15 PM	6.25	10	25	30	10	300		1	5.00		

Children K-6 are expected to go to school when Regents exams are being held and attend their regular day.



	A	B	C	D	E	F	G	H	I	J	K	L	M	
	2023-24 School Year													
School District:	ADDISON													
Select School:	ADDISON MIDDLE/HIGH SCHOOL			▼ 2-Digit BEDS:	570101040002									
Starting Grade:	7										Total Days	Total Hours	Total SCD Hours	
Ending Grade:	12													
Grade Level Group:	7-12	Hours Required:	990	SCD Hours Available:			26				187	1061.50	26.00	
	FIXED	EDIT	EDIT	FIXED	EDIT	EDIT	EDIT	FIXED	EDIT		FIXED	FIXED	EDIT	
Date	Start Time	End Time	Hours Between Start/End	Homeroom (Minutes)	Lunch (Minutes)	Recess (Minutes)	Passing Time (Minutes)	Instructional Minutes	Notes		Session Days Counted	Instructional Hours Counted	Superintendent's Conference Day Time Utilized	Reminders
3/7/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/8/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/11/2024	8:00 AM	2:30 PM	6.50	10	25		15	340	2 Hour Snow Delay		1	5.67		
3/12/2024	9:00 AM	2:30 PM	5.50	10	25		15	280	3 Hour Snow Delay		1	4.67		
3/13/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/14/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/15/2024			0.00					0	Supt Conference Day		1	6.50	6.50	
3/18/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/19/2024	8:00 AM	2:30 PM	6.50	10	25		15	340	For days with a 2-hour delay or early release, no time adjustment needs to be made. CR175.5 allows districts to claim up to 2 hours as instructional time on those days. Please note that for delays or early releases beyond the 2 hours, the start and end time, as well as changes to non-instructional time, will need to be updated. For example, a district with a 3-hour delay would adjust start times by 1 hour, showing the time above the allowed 2 hours, and note the reason in column J (Notes).					
3/20/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/21/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/22/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/25/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/26/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/27/2024	8:00 AM	2:30 PM	6.50	10	25		15	340						
3/28/2024	8:00 AM	2:30 PM	6.50	10	25		15	340			1	5.67		
3/29/2024			0.00					0	Spring Break		0	0.00		



# Review Your Calendars

29

- ❑ Look for changes to the calendar that occurred during the year:
  - ❑ Weather emergencies
  - ❑ Building specific issues – e.g., no heat in Elem School
  - ❑ Solar Eclipse
  - ❑ Extra days given around Memorial Day
  - ❑ Heat related closures in June
- ❑ Adjust calendars, as needed



*verify*

# Summary Tab → To Claim Form

30

</

You do not have to submit the excel template with your claim forms submission.

SED may do a claims verification and ask for a copy of the template at a later date.

Keep a copy of your completed excel template.

# Completing the 180 Day Calendar Portion of the Claim Forms

31

Expand All | Collapse All

Core Forms

- Form A and Schedules: Clean
- 180 Days Calendar: Certified
  - 180 Days Calendar Waiver Form Ready
  - 180 Days Calendar Form Ready
  - 180 Days Calendar Certification Certified
  - 180 Days Calendar Edit Report Reviewed By SED
- 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:

After completing the *180 Days Calendar Form*, if you need a waiver, complete the *180 Days Calendar Waiver Form*.

Next run the *180 Days Calendar Edit Report*.

This form set needs to agree to Form A-Schedule A5 Line 6, so you will need to complete those claim forms before this set is certified.

Once the two match, then have the Superintendent certify the forms using the *180 Days Calendar Certification* link.

# Schedule A5: Days of Session Matrix

32

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 Basic Competency Examinations were administered								
3. Superintendent's conference days were held	0 Max=4	0 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	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only
5. State of Emergency Closure Days	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only
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	169.000	169.000	169.000	169.000
2. Regents Basic Competency Examinations were administered		0 Max=12	0 Max=12	7 Max=12	7 Max=12	7 Max=12	7 Max=12
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	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only
5. State of Emergency Closure Days	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only	SED Only
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, the [180 Day Model Calendar worksheet](https://www.questar.org/knowledge-cafe/) is available.

Must agree with  
180 Day Calendar

From Schedule A8

# If You Don't Have 180 Days, Review Schedule A8 Options

33

2023-24 SAMS

Form A

Schedule A8: REPORTING OF 2022-23 SCHOOL YEAR EXTRAORDINARY CONDITION DAYS AND STATE OF EMERGENCY CLOSURE DAYS

Complete Form A Schedule A8 to request the State Aid Office to disregard the required 2023-2024 State Aid reduction if one or more schools of the district were in session less than 180 days in the 2022-2023 school year due to an extraordinary condition(s) pursuant to Education Law Section 3604 (7) or if a State or Local State of Emergency was declared requiring the closure of schools pursuant to Education Law Section 3604 (7)(1). Please know these days will not show up or add to district total days on Schedule A-5 - Days of Session Matrix until required steps are completed, reviewed and approved by SED.

To assist in the completion of Schedule A8, a Days of Session worksheet is available at [https://stateaid.nysed.gov/attendance/htm\\_docs/attendance\\_900\\_990\\_Hour\\_Requirement\\_memo.htm](https://stateaid.nysed.gov/attendance/htm_docs/attendance_900_990_Hour_Requirement_memo.htm)

## Extraordinary conditions

Extraordinary conditions include only the following: Extraordinarily adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, lack of electricity, natural gas leakage, unacceptable levels of chemical substances, or destruction of a school building either in whole or in part.

If reporting Extraordinary Condition Days, a maximum of 5 days can be requested for any grade. In the chart below, only enter information for session day deficiencies if the school(s) / district could not make up the day(s) by using, for secondary grades, all scheduled vacation days prior to the first scheduled Regents examination day in June, and for elementary grades, all scheduled vacation days prior to the last scheduled Regents examination day in June. Please choose the appropriate Reason for Session Closure from the drop-down list in that column.

## State of Emergency Closure

A State of Emergency Closure can only be used if the district was required to close a school or schools due to a properly executed declaration of a state or local state of emergency. In the chart below, only enter information for session day deficiencies if there was a properly executed declaration of a state or local state of emergency. Please choose "State of Emergency" as the Reason for Session Closure from the drop-down list in that column. Districts must also review the posting titled [Emergency Declarations Cancelling Sessions Days](#), noting the required documentation that needs to be submitted before the penalty for session less than 180 days can be disregarded:

To be eligible, districts must submit documentation to State Aid at [180days@nysed.gov](mailto:180days@nysed.gov) and appropriately report the day in SED Monitoring. A copy of the executive order must be submitted as an attachment. Districts must also submit a letter drafted and signed by District counsel making the determination that the district was required to close a school or schools due to a properly executed declaration of a state or local state of emergency, for any day(s) on which session was previously scheduled. This letter must provide:

- The specific declaration of a state or local state of emergency pursuant to article two-B of the Executive Law
- A brief description of the portion of the declaration that required closure
- The date(s) of session previously scheduled and impacted by the declaration
- A list of impacted buildings and the grade levels they serve

For each date reported below, choose "Yes" from the drop down box in the appropriate Grade column, and choose the appropriate Reason for Session Closure from the drop down list in that column:

Date (MM/DD/CCYY)	AM K	PM K	Kdg	1	2	3	4	5	6	7	8	9	10	11	12	Reason for Session Closure	School/Building or Whole District
1.																	
2.																	
3.																	
4.																	

**Extraordinary Conditions** – up to 5 days, per grade – only available after all breaks have passed.  
**State of Emergency Closure** – Needs a properly executed declaration of a state or local emergency to claim.





# Form A and Schedules

34

[Expand All](#) | [Collapse All](#)

☐ Core Forms

☐ [Form A and Schedules: Clean](#)

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



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

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

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

[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](#)

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

[Schedule A-8 Extraordinary Condition and State of Emergency Requiring Closure Days](#) Ready

[Schedule B - Dual Enrollment](#)

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

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

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

[Form A Edit Report](#) Clean

[Form A Certification](#) Certified

# Tips on SWD Counts – Form A, Lines 19-54

35

## 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/ftecalculator.htm>

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

19.	K-3 FTE	33.02	26.05	25.00
20.	4-6 FTE	14.62	10.69	12.98
21.	7-12 FTE	5.00	8.05	12.00

### 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	1.68	1.00	2.00
26.	4-6 FTE	3.00	2.92	1.00
27.	7-12 FTE	6.70	7.33	7.00

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

28.	K-3 FTE	2.00		
29.	4-6 FTE		1.00	0.00
30.	7-12 FTE			

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

31.	K-3 FTE		13.00	11.00
32.	4-6 FTE	10.00	6.21	13.00
33.	7-12 FTE	59.88	44.85	36.00

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

34.	K-3 FTE			
35.	4-6 FTE			
36.	<u>7-12 FTE</u>			

### G: BOCES Operated Programs - Resident (20% of the week)

37.	K-3 FTE			
38.	4-6 FTE			
39.	7-12 FTE			

FTE counts are split by placement, residency status, level of service and grade level.

# Tips on SWD Counts – Form A, Lines 19-54

36

## H: Other School District Programs - Resident (20% of the week)

40.	K-3 FTE			
41.	4-6 FTE			
42.	7-12 FTE	4.98	5.00	3.93

## I: District Operated Programs - Resident (Consultant teacher services)

43.	K-3 FTE	2.32	1.23	2.00
44.	4-6 FTE	1.00	3.74	2.00
45.	7-12 FTE		0.00	2.00

## J: District Operated Programs - Non-Resident (Consultant teacher services)

46.	K-3 FTE		
47.	4-6 FTE		
48.	7-12 FTE		

## K: BOCES Operated Programs - Resident (Consultant teacher services)

49.	K-3 FTE		
50.	4-6 FTE		
51.	7-12 FTE	4.00	2.00

## L: Other School District Programs - Resident (Consultant teacher services)

52.	K-3 FTE		
53.	4-6 FTE		
54.	7-12 FTE		

**Note:** Students reported here add 1.41 x FTE to Foundation Aid pupil counts

You need to verify the reasonableness of the information being reported for the 23-24 year, the projected counts for 24-25 and how they compare to what was reported for 22-23.

Review the backup that generated this information and retain for future reference.

# 2023-24 TOTAL FTE (ENTRIES 19 - 54) (ACTUAL)

## Instructions

37

- Enter the **full-time-equivalent enrollment** (FTE) during 2023-24 of students with disabilities in the grade grouping (K-3, 4-6 or 7-12), school of placement (district operated, BOCES or other public school), residency status (resident or nonresident) and intensity of special education service provided (60% of the school day, 20% of the school week or consultant teacher for 2 hours per week, except that the committee on special education may recommend that a student with a disability who also needs resource room services in addition to consultant teacher services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week) as indicated in the specific entry title.

**FTE Calculator For Attendance in the 2023-2024 School Year  
(FTE 10, 12, or 2 month placements)**

To determine FTE of  
SWD for attendance:

Go to:

[https://stateaid.nyse  
d.gov/ftecalc/calcfte.  
htm](https://stateaid.nyse<br/>d.gov/ftecalc/calcfte.<br/>htm)

Calculation of Full Time Equivalent (FTE) attendance especially for student attendance for pupils with handicapping conditions, for incarcerated youth enrolled in approved educational programs pursuant to Part 118 of this Title and for homeless children attending the school district of current location or any FTE pursuant to section 175.6 of the Commissioner's Regulations.

**IMPORTANT: Click here for instructions**

Enter the LEACODE of your organization:

Enter a Password (Excluding special characters):

In order to be able to Save, Edit or Delete FTE data, you must Enter a LEACODE and a Password in the boxes above, then click "Save/Retrieve Records".

Note: The Password is stored as plain text (not encrypted) for the purpose of the FTE calculator only, and is viewable by certain SED staff. DO NOT use a password that you wish to remain private. The combination of LEACODE and the Password uniquely identify one set of data.

"Program Weeks", "Student Weeks", and "FTE" boxes in Table I are read-only. They will be filled when you select "Beginning" and "Ending" dates using the select boxes below the table. The "LEA Code" and "Student Number" boxes are filled when you click on the "Retrieve Saved Records" button above

**FTE Table I**

LEA Code	Student Number	Program Weeks	Student Weeks	FTE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Beginning Date of  
Program or Service**

**Beginning Date of Student  
Enrollment in Program or Service**

**Ending Date of  
Program or Service**

**Ending Date of Student  
Enrollment in Program or Service**



# FTE Calculator Example

39

Per 180  
Calendar  
work:  
School year  
was 9/5/23-  
6/26/24

Sample #1  
Student  
attended  
10/24/23-  
6/26/24

"Program Weeks", "Student Weeks", and "FTE" boxes in Table I are read-only. They will be filled when you select "Beginning" and "Ending" dates using the select boxes below the table. The "LEA Code" and "Student Number" boxes are filled when you click on the "Retrieve Saved Records" button above

FTE Table I

LEA Code	Student Number	Program Weeks	Student Weeks	FTE
	Sample #1	40	33	0.825

4

1

Beginning Date of  
Program or Service

September 5, 2023 ▼

Ending Date of  
Program or Service

June 26, 2024 ▼

Beginning Date of Student

Enrollment in Program or Service

October 24, 2023 ▼

Ending Date of Student

Enrollment in Program or Service

June 26, 2024 ▼

2

3

Generate FTE

# 2023-24 TOTAL FTE (ENTRIES 19 - 54) (ACTUAL)

40

- Enter the **full-time-equivalent enrollment (FTE)** during 2023-24 of students with disabilities **in the grade grouping (K-3, 4-6 or 7-12)**, school of placement (district operated, BOCES or other public school), residency status (resident or nonresident) and intensity of special education service provided (60% of the school day, 20% of the school week or consultant teacher for 2 hours per week, except that the committee on special education may recommend that a student with a disability who also needs resource room services in addition to consultant teacher services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week) as indicated in the specific entry title.



# What Grade to Report SWD Under?

41

- Students in ungraded classes should be counted as grades K-3 if under 9 years of age, as grades 4-6 if ages 9 through 12 and as grades 7-12 if 13 years old or older as of September 1, 2023.
- For remaining children, report under the 23-24 school year column the grade they were in during 23-24 and under the 24-25 school year column the grade they are expected to be in during 24-25.

# School of Placement/Residency

42

- Enter the full-time-equivalent enrollment (FTE) during 2023-24 of students with disabilities in the grade grouping (K-3, 4-6 or 7-12), **school of placement (district operated, BOCES or other public school), residency status (resident or nonresident)** and intensity of special education service provided (60% of the school day, 20% of the school week or consultant teacher for 2 hours per week, except that the committee on special education may recommend that a student with a disability who also needs resource room services in addition to consultant teacher services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week) as indicated in the specific entry title.

# School of Placement/Residency Status

43

## □ Options:

### □ **District-operated program – Residents**

- Examples of programs: Self-contained classrooms or therapists provide services within the district buildings, etc.

### □ **District-operated program – Non-Residents**

- Examples of non-residents – tuition paying students, children of employees that live outside the district

### □ **BOCES operated program**

### □ **Other School District program**

- Example – a neighboring district runs a program for autistic children and your district pays tuition for your students to attend (your CSE oversees – the other district is a vendor)



# Level of Services

44

- Enter the full-time-equivalent enrollment (FTE) during 2023-24 of students with disabilities in the grade grouping (K-3, 4-6 or 7-12), school of placement (district operated, BOCES or other public school), residency status (resident or nonresident) and **intensity of special education service provided (60% of the school day, 20% of the school week or consultant teacher for 2 hours per week, except that the committee on special education may recommend that a student with a disability who also needs resource room services in addition to consultant teacher services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week) as indicated in the specific entry title.**



# Level of Services

45

- **60% of the day**

- Example: Instructional day is 5 hours. If in Special Education classes for at least 3 hours a day, child would be reported here.

- **20% of the week**

- For SWD enrolled in a period based program in grades 4-12, 20% of the school week may be interpreted as 5 periods but not less than 180 minutes of instruction per week except that the committee on special education may recommend that a SWD who also needs consultant teacher services in addition to resource room services, may receive a combination of such services consistent with the student's IEP for not less than three hours each week.

- **Consultant teacher**

- Minimum of two hours per week or combination of resource room and consultant teaching totaling three hours per week.



# Who Isn't Counted on Lines 19-54

46

Do not include enrollment of students:

- ▣ In dual enrollment status from a nonpublic school, (*Sch. B*)
- ▣ In a charter school, (*Sch. U*)
- ▣ In a private school under a 4402 or 4407 contract (private school 4405 students),
- ▣ In a state operated school for the blind or deaf (Rome or Batavia 4405 students),
- ▣ In a state supported school for the blind or deaf,
- ▣ In a special act school district,
- ▣ Students eligible for aid pursuant to Education Law 3202(5) (Chapters 47, 66 and 721 - OPWDD students),
- ▣ Nonresident homeless or runaway homeless students eligible for aid pursuant to Education Law 3202(8),
- ▣ Students claimed for Incarcerated Youth Aid pursuant to Education Law 3602(13).



# Conclusion



47

- Provide the instructions to colleagues that are providing data for the claim forms.
- Review information provided and check for reasonableness.
- If unsure, reach out to SED:

Form A (Attendance)	Erica Rizzo Jeremy Bollam	<a href="mailto:OMSSAMS@nysed.gov">OMSSAMS@nysed.gov</a> <a href="mailto:OMSSAMS@nysed.gov">OMSSAMS@nysed.gov</a>
Form FB (Building)	Caylyn Agans	<a href="mailto:caylyn.agans@nysed.gov">caylyn.agans@nysed.gov</a>
Form FT (Transportation)	Jeremy Bollam	<a href="mailto:OMSSAMS@nysed.gov">OMSSAMS@nysed.gov</a>
School Calendar/180-Days	Erica Rizzo Jeremy Bollam	<a href="mailto:OMSSAMS@nysed.gov">OMSSAMS@nysed.gov</a> <a href="mailto:OMSSAMS@nysed.gov">OMSSAMS@nysed.gov</a>
ST-3	Ashley Weil	<a href="mailto:ashley.weil@nysed.gov">ashley.weil@nysed.gov</a>

- We also have a guidebook - *Workbook for 2024-25 General State Aid Claim Forms* – which will be available shortly.
- Give us a call!



(518) 477-2635, option 1



# Questions?

48

## State Aid and Financial Planning Service

Questar III BOCES  
10 Empire State Boulevard  
Castleton, NY 12033

518-477-2635

Option 1 (SAP)

<http://sap.questar.org>

twitter.com/qiisap - @qiisap



### 2024-25 Webinar Schedule:

07/17/24	01/22/25
08/14/24	02/19/25
09/18/24	03/19/25
10/23/24	04/16/25
11/20/24	05/21/25
12/18/24	06/18/25