



Dear ESSAA Member,

David Frank, the NYSED Assistant Commissioner of the Office of Education Policy, periodically shares important updates regarding New York State Education Laws, Commissioner's Regulations, and Federal Guidelines with our leadership team. This information is valuable for public school administrators as they carry out their daily responsibilities. Below is the latest update from NYSED, which includes essential "Must Know" information on various key state and federal policies and programs that impact our members across the state.

As information evolves, we'll keep you informed about developments affecting New York State school administrators. Note, the most critical time sensitive information is labeled 'MUST KNOW.'

Your ESSAA Team

[Click here to view archived copies of NYSED Updates on our website](#)

ACTION REQUIRED

2024-2025 NYS Prekindergarten Final Program Report Now Available

- In accordance with Education Law §3602-e(13), all LEAs receiving UPK/SUFDPK funding are required to submit a Final Program Report annually.
- The 2024-2025 NYS Prekindergarten Final Program Report survey is now available to be completed in the SED Monitoring and Vendor Performance System (MVPS).
- **Final Program Report submissions are due by July 31, 2025**
- Please note that staff must have a district-level SEDDAS account to access this survey. Please refer to the SEDDAS User Guide and the MVPS Quick Guide for further information on creating SEDDAS accounts.
- *Any questions regarding the Final Program Report survey or how to complete it can be directed to the Office of Early Learning at OEL@nysed.gov with the subject line 2024-2025 NYS Prekindergarten Final Program Report.*

MUST KNOW

Official Transcripts Required for Teaching Assistant (TA) Applications

- All TA applications filed on or after **June 1, 2025**, will require official transcripts sent to the Office of Teaching Initiatives (OTI).
- Photos of diplomas will no longer be accepted for applications filed on or after June 1, 2025.
- Official transcripts can be transmitted to OTI in the following ways:
 - Emailed from the school district to transcriptsoti@nysed.gov.
 - Mailed via USPS to the applicant, who would then mail the sealed envelope to OTI, or mailed by the school district.
 - Submitted by a third-party vendor, such as Parchment or National Student Clearinghouse.
- GED submissions can still be submitted by the applicant but must include the GED ID#. *Please see the [OTI website](#) for more information.*
- *Please see the [Contact Us webpage](#) to reach out to OTI with questions.*

MUST KNOW

Requirement for Internship Certificate, Superintendent Statement Postponed

- The requirement for Internship Certificate applications to have a school district recommendation is postponed until further notice.
- *Please see the [Contact Us webpage](#) to reach out to OTI with questions.*

MUST KNOW

Memo on Weather and Extreme Heat Conditions During June and August Regents Examination Period ([attachment](#))

- With the onset of warmer weather, NYSED is reminding administrators of flexibilities that may be used during the administration of June and August Regents Examinations to ensure the health and safety of everyone in school buildings.
- While there are no provisions for weather-related cancellations or rescheduling of June and August Regents Examinations, schools may choose a location to administer the exams that differs from their typical practice should it be deemed necessary based on weather conditions, including extreme heat.
- Exams must remain secured prior to, during, and after transportation to any alternate location.
- *Please contact the Office of State Assessment at examrequest@nysed.gov or by phone at 518-474-8220 with any questions.*

MUST KNOW

Facilities Planning – Fire Safety/Project Management System is Now LIVE!

- The Office of Facilities Planning (OFP) has successfully launched the new Facilities Planning - Fire Safety/Project Management application, now available through the [NYSED Application Business Portal](#)
- *Districts may now complete the following tasks through the portal:*
 - **Submit a New Project Request (formerly known as a Letter of Intent). The system will automatically assign a building project number, and a response letter can be printed directly from the system.**
 - **Search for projects and view detailed project information.**
 - **Obtain and print building permits.**
 - **Access the following key reports, which are also available without logging in:**
 - [Cost Index](#)

- [Change Order Status](#)
- [Project Status](#)
- [Fiscal Associate List](#)
- [Regional Cost Factor](#)
- For step-by-step instructions on using the system, please refer to the [District Users Guide](#).
- *If you have any questions, contact us at FPMS@nysed.gov.*

MUST KNOW

Requirement to Adopt Policy Promoting Student Voter Registration[\(attachment\)](#)

- Per a 2023 [amendment to section §5-507](#) of NYS Election Law, all public school districts, boards of cooperative educational services (BOCES), charter schools, and non-public schools are required to adopt policies that promote student voter registration and pre-registration.
- Effective this school year (2024-2025), schools must develop and implement a voter registration plan that provides students with access to voter registration and pre-registration applications throughout the school year.
- Beyond registration logistics, schools must educate students on New York State's voter registration and pre-registration requirements, including age, residency, and deadlines. This information should be incorporated into government, civics, and social studies curricula where applicable.
- For additional guidance on voter registration, please contact the [New York State Board of Elections](#).
- Resources to support schools in civic education instruction can be found on the [Office of Standards and Instruction's Civic Readiness Initiative webpage](#).
- *For questions regarding this memorandum or civics education, please contact the Office of Standards and Instruction at P12StandardsInstruction@nysed.gov or 518-474-5922.*

FYI

FAFSA Completion Update

- As of April 24, 2025, 53.5% of New York's estimated Class of 2025 has submitted a FAFSA, totaling approximately 113,600 submissions—an increase of nearly 10% compared to last year.
- New York ranks 7th in the nation for FAFSA submissions. The national average is 47.7%.
- Several districts, including Eldred CSD, Herricks Public Schools, and Babylon UFSD, have FAFSA submission rates above 80%.
- Last year, New York students left over \$220 million in Pell Grants unclaimed. Completing the FAFSA is essential to maximizing access to state and federal aid.
- To check your district's progress, visit the [FAFSA Tracker Interactive Map](#).
- Students can begin the [FAFSA](#) [here](#).
- *Please visit the [Federal Student Aid](#) webpage if you have any questions.*

FYI

Current Diploma Requirements and the Graduation Measures Initiative

- In November 2024, Department staff presented [NY Inspires: A Plan to Transform Education in New York State](#). This plan provides a timeline for implementing the [recommendations of the Blue Ribbon Commission on Graduation Measures](#).
- **Until specific changes are approved by the Board of Regents, the current graduation requirements remain in effect for all public school students in New York State.** As such, all schools and students must continue to follow

the requirements of the current system. This includes the current diploma assessment requirements (e.g., Regents Examinations).

- Additional guidance can be referenced in questions 21 and 22 of the [Graduation Measures FAQ](#).
- *Questions related to the Graduation Measures initiative may be directed to GradMeasures@nysed.gov. Questions related to the current diploma requirements may be directed to the Office of Standards and Instruction at emscgradreq@nysed.gov.*

FYI

National Physical Education and Sport Week – May 1-7, 2025[\(attachment\)](#)

- May 1-7, 2025, is National Physical Education and Sport Week, held during National Physical Fitness and Sports Month to celebrate the essential role of physical education in supporting student well-being.
- Schools are encouraged to celebrate the week with inclusive activities such as physical literacy showcases, activity challenges, and community walk-and-roll events, which provide opportunities to promote student voice, foster school culture, and build lifelong skills through movement and wellness.
- Please see the attached memo and visit the [Office of Standards and Instruction's website](#) for additional information and celebration ideas.
- *Questions may be directed to the Office of Standards and Instruction at P12StandardsInstruction@nysed.gov or (518) 474-5922.*

FYI

District Assessment Procurement Guidance[\(attachment\)](#)

- The Office of State Assessment is excited to share a new document designed to help district and school teams select high-quality assessment products that address their specific information needs.
- This tool outlines four activities designed to inform the assessment procurement process:
 - Conducting an assessment inventory;
 - Clarifying information needs and the intended uses of results;
 - Identifying desired assessment features; and
 - Evaluating the technical quality of potential assessment options.
- The District Assessment Procurement Guidance document is available on the Office of State Assessment's [Statewide Assessment Strategy](#) webpage.
- *Please email the [Office of State Assessment](#) or call 518-474-8220 with any questions.*

FYI

Statewide Numeracy Conference on May 13, 2025[\(attachment\)](#)

- The New York State Education Department (NYSED), in collaboration with BOCES, the Big 5 school districts, and the small city school districts, will be hosting a webinar on Tuesday, May 13, 2025, from 9:00 AM – 3:00 PM at designated BOCES, Big 5, and small city school district sites.
- This event, which will be a hybrid webinar with in-person discussion and presentations, will provide New York State administrators and numeracy leaders with an opportunity to strengthen their knowledge of evidence-based practices for the teaching of mathematics in PK-12 education.
- Individuals must attend in person and register through their local BOCES, Big 5, or small city school district site.
- The keynote speaker, and creator of the briefs, will be Dr. Deborah Loewenberg Ball. Dr. Ball is the William H. Payne Collegiate Professor at the University of Michigan, and the Director of TeachingWorks.

- NYSED and Dr. Ball will release a new series of numeracy briefs that are grounded in research, are written for practitioners, and provide scientific and useful information to support responsible teaching of mathematics across grades PK-12.
- The agenda will include an overview of the eight briefs, with time to reflect and discuss with colleagues, and the NYSED team.
- *Registration questions can be sent to Amalia Schiff at Amalia.Schiff@nysed.gov.*



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