Submitting a New York State School Funding Transparency
Underfunded High-Needs School Report

This document contains detailed step-by-step instructions for submitting a report required pursuant to Education Law §3614 for “underfunded high-need” schools, as determined on a list produced by the Director of the Division of the Budget (DOB) consistent with a formula prescribed in statute, on how the district shall prioritize funding within the district to such schools. A list of identified schools and additional information can be found at http://www.oms.nysed.gov/faru/StateSchoolFundingTransparency.htm.


2. Click on SED Monitoring and Vendor Performance System
3. Click on “View Surveys for State Aid.” Note, while the State Transparency Report is occurring through the Office of State Aid, the Underfunded High-Need Schools Report is not needed for State Aid calculations.

4. Each school identified within your district should appear in the list under “Inbox.” Select “View” to complete the survey for a particular school. If no schools appear on the list, confirm that your district has schools identified at the main webpage; if there are none, you do not need to submit a report; if there are schools, please contact SSFTF@nysed.gov.
5. Fill out the survey for the school and click “Save.” Questions 1 through 4 must be filled out completely for each survey. Question 5 is optional, and allows for upload of supporting documentation. Supporting documentation may not substitute for questions 1 through 4.
6. When satisfied final answers are accurate and complete, the Superintendent must certify each form.

7. Once submitted, completed schools will appear in your “Outbox.” Surveys for unsubmitted schools will remain in your “Inbox.”

As with other SED Monitoring Surveys, other users within the district may enter survey responses, however, Superintendents must complete the final certification and submission.