



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>.

1. Log in to the NYSED Application Business Portal at <http://portal.nysed.gov>

The screenshot shows the top navigation bar with 'NYSED Home' and 'Portal Home' on the left, and 'Reset Your Password' and 'Log In' on the right. The 'Log In' button is circled in red. Below the navigation bar is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. To the right, it says 'Application Business Portal' and 'Portal Dashboard'. A blue bar with a person icon and the text 'My Applications' is visible. Below this bar, a message states: 'In order to view secure applications, you must be logged in. Please Log In to continue to your NYSED Business Portal Applications.'

2. Click on SED Monitoring and Vendor Performance System

The screenshot shows the top navigation bar with 'NYSED Home' and 'Portal Home' on the left, and 'Change Your Password' and 'Log Out' on the right. Below the navigation bar is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. To the right, it says 'Application Business Portal' and 'You are logged in as'. A blue bar with a person icon and the text 'My Applications' is visible. Below this bar, a link for 'SED Monitoring and Vendor Performance System' is circled in red. To the right of this link is a light blue box with the text: 'Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)'

- 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.

NYS ED .gov SED Monitoring Dashboard Help (SUBMIT CERTIFY)

Dashboard for

Welcome Message

Welcome to the NYSED Survey System (SEDMonitoring). You are seeing this page as you have been assigned Surveys by Multiple Areas. Please select a System from the list below to view Surveys for that System.

System	Actions
Ed Tech	View Surveys for Ed Tech
Smart Schools Bond Act	View Surveys for Smart Schools Bond Act
State Aid	View Surveys for State Aid
Testing Ground	View Surveys for Testing Ground

- 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.

Welcome Message

Owners

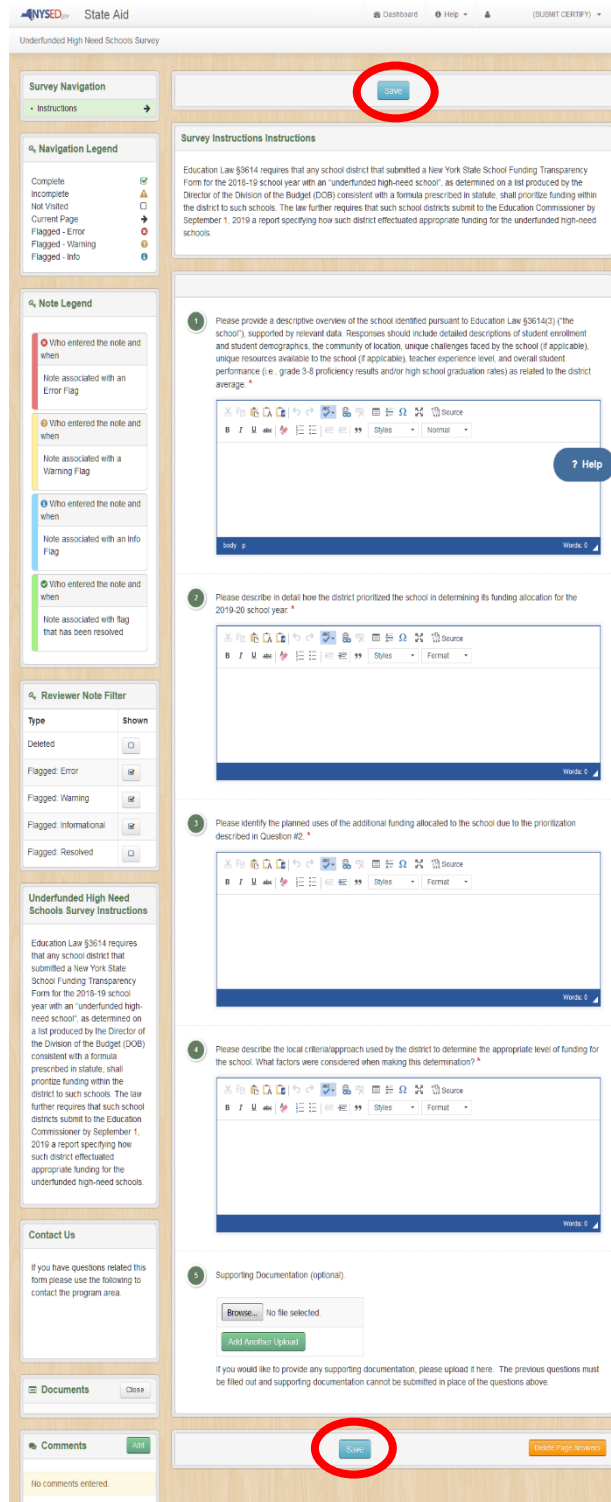
- Ed Tech (1)
- Smart Schools Bond Act (1)
- State Aid (3) →
- Testing Ground

Inbox (3) Outbox

Search:

Survey Recipient	Survey	Cycle	Status	Due Date	Actions
BELLEVUE ELEMENTARY SCHOOL	Underfunded High Need Schools Survey	2018	Not Submitted	9/01/2019	View Print Print Blank
DELAWARE PRIMARY SCHOOL	Underfunded High Need Schools Survey	2018	Not Submitted	9/01/2019	View Print Print Blank
SYRACUSE LATIN SCHOOL	Underfunded High Need Schools Survey	2018	Not Submitted	9/01/2019	View Print Print Blank

- 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.



NYS State Aid | Dashboard | Help | (SUBMIT CERTIFY)

Underfunded High Need Schools Survey

Survey Navigation

- Instructions

Navigation Legend

- Complete
- Incomplete
- Not Visited
- Current Page
- Flagged - Error
- Flagged - Warning
- Flagged - Info

Note Legend

- Who entered the note and when
- Note associated with an Error Flag
- Who entered the note and when
- Note associated with a Warning Flag
- Who entered the note and when
- Note associated with an Info Flag
- Who entered the note and when
- Note associated with flag that has been resolved

Reviewer Note Filter

Type	Shown
Deleted	<input type="checkbox"/>
Flagged - Error	<input type="checkbox"/>
Flagged - Warning	<input type="checkbox"/>
Flagged - Informational	<input type="checkbox"/>
Flagged - Resolved	<input type="checkbox"/>

Underfunded High Need Schools Survey Instructions

Education Law §3614 requires that any school district that submitted a New York State School Funding Transparency Form for the 2018-19 school year with an “underfunded high-need school”, as determined on a list produced by the Director of the Division of the Budget (DOB) consistent with a formula prescribed in statute, shall prioritize funding within the district to such schools. The law further requires that such school districts submit to the Education Commissioner by September 1, 2019 a report specifying how such district effectuated appropriate funding for the underfunded high-need schools.

Contact Us

If you have questions related to this form please use the following to contact the program area.

Documents

Comments

No comments entered.

Save

Survey Instructions Instructions

Education Law §3614 requires that any school district that submitted a New York State School Funding Transparency Form for the 2018-19 school year with an “underfunded high-need school”, as determined on a list produced by the Director of the Division of the Budget (DOB) consistent with a formula prescribed in statute, shall prioritize funding within the district to such schools. The law further requires that such school districts submit to the Education Commissioner by September 1, 2019 a report specifying how such district effectuated appropriate funding for the underfunded high-need schools.

1 Please provide a descriptive overview of the school identified pursuant to Education Law §3614(c) (“the school”), supported by relevant data. Responses should include detailed descriptions of student enrollment and student demographics, the community of location, unique challenges faced by the school (if applicable), unique resources available to the school (if applicable), teacher experience level, and overall student performance (i.e., grade 3-8 proficiency results and/or high school graduation rates) as related to the district average.*

2 Please describe in detail how the district prioritized the school in determining its funding allocation for the 2019-20 school year.*

3 Please identify the planned uses of the additional funding allocated to the school due to the prioritization described in Question #2.*

4 Please describe the local criteria/approach used by the district to determine the appropriate level of funding for the school. What factors were considered when making this determination?*

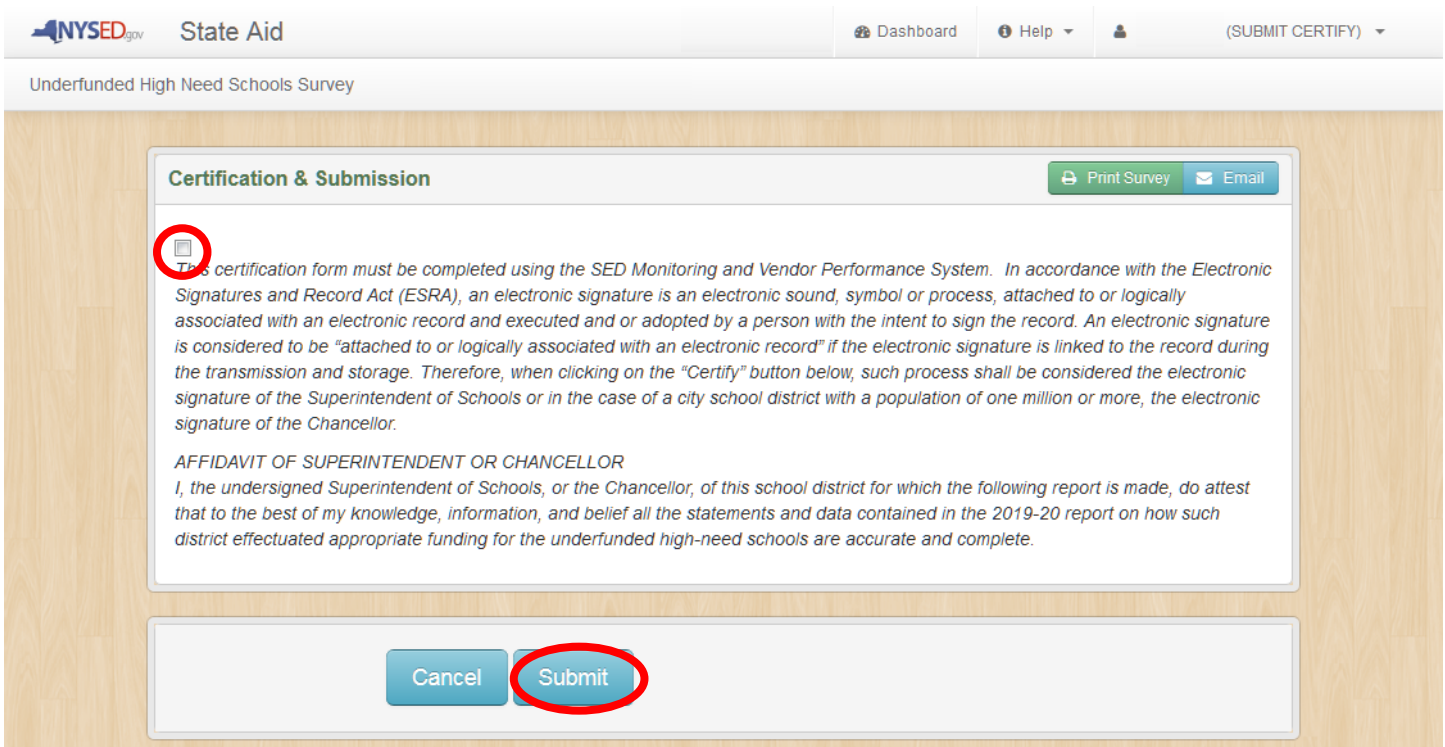
5 Supporting Documentation (optional)

No file selected


If you would like to provide any supporting documentation, please upload it here. The previous questions must be filled out and supporting documentation cannot be submitted in place of the questions above.

Save

6. When satisfied final answers are accurate and complete, the Superintendent must certify each form.



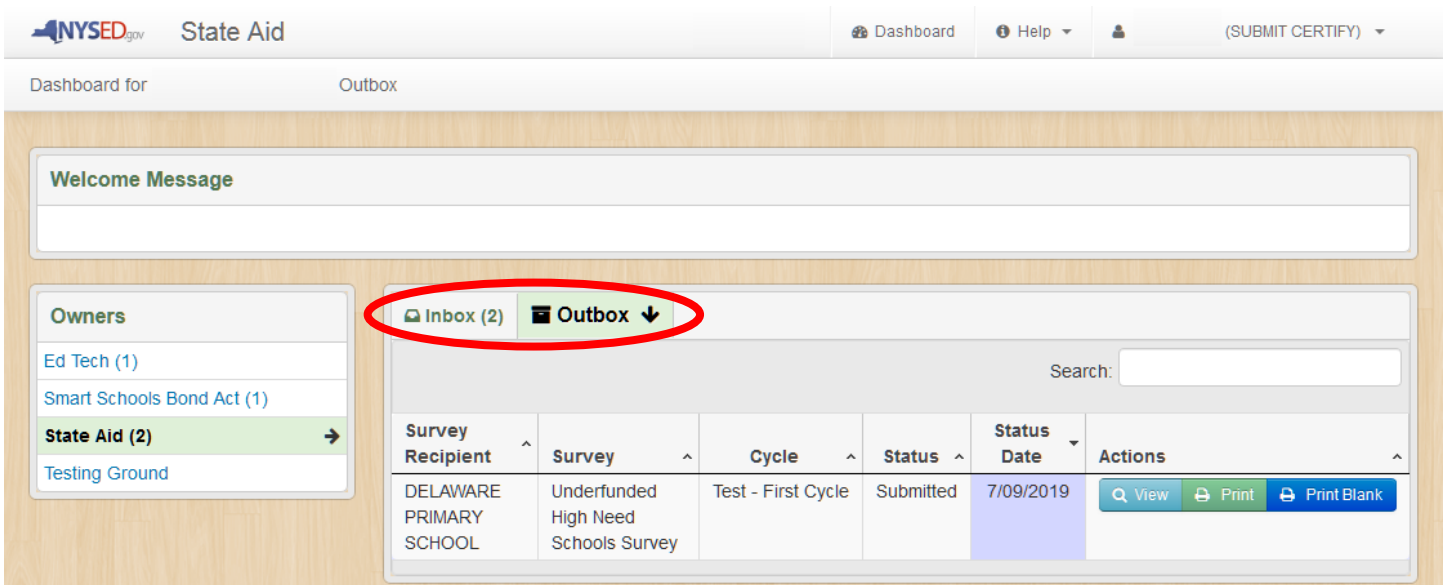
Certification & Submission Print Survey Email

 This certification form must be completed using the SED Monitoring and Vendor Performance 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.

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 all the statements and data contained in the 2019-20 report on how such district effectuated appropriate funding for the underfunded high-need schools are accurate and complete.

Cancel Submit

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



Dashboard for **Outbox** Dashboard Help (SUBMIT CERTIFY)

Welcome Message

Owners
Ed Tech (1)
Smart Schools Bond Act (1)
State Aid (2) →
Testing Ground

Inbox (2) Outbox ↓

Search:

Survey Recipient	Survey	Cycle	Status	Status Date	Actions
DELAWARE PRIMARY SCHOOL	Underfunded High Need Schools Survey	Test - First Cycle	Submitted	7/09/2019	View Print Print Blank

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