



SY2023-2024 Mandates & Archives

Office of Religious & Independent School Support (ORISS)

Mandated Services Aid (MSA) & Comprehensive Attendance Policy (CAP)

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Mandate 1: Pupil Attendance Report (PAR)

Mandate:

- Attendance must be recorded once daily, summarized periodically, and maintained on file by the school.

Expenses & Calculation Notes:

- Reimbursement is for the costs of the administration of attendance.

Eligible Grades & Subjects:

- PAR applies to kindergarten through 12th grade only.
Kindergarten students are defined as those children who are or turn five years of age by December 31 of the school year in question.
- Do not include enrollment of:
Nursery school or Pre-K students
Teachers
Post graduate students
Pupils with disabilities who are enrolled pursuant to a contract with a public-school district or the New York State Education Department (NYSED).

Eligibility Terms & Conditions:

- Attendance must be recorded once daily, summarized periodically, and maintained on file by the school.

Mandate 4: Regents Examinations (RE)

Mandate:

- Regents exams must be administered, scored, the results interpreted, and reported in level 0 of Student Information Repository System (SIRS).
- R&I schools that administer any of the Regents Examinations must contract for data collection, scanning, and reporting services with a Regional Information Center (RIC).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration of NYS Regents Exams.
All Regents exams must be administered in accordance with all rules.
The website for the [Office of State Assessment](#) will contain the schedules and information about the administration of these tests.
This includes retesting.
- Student Enrollment
The principal of the school where the student is enrolled is responsible for reporting the examination score **and** the school where the student is enrolled is eligible to receive reimbursement for the examinations.
Do not claim examination results for students enrolled in other schools, even if the students attended class and/or were tested in the Religious and Independent school.
- Second Language Proficiency (SLP)
Administration of the Second Language Proficiency (SLP) exam is not a reimbursable expense.

Eligibility Terms & Conditions:

- Religious and Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material to have their scores reported and reimbursed.
- The school must maintain all records, including:
 - Proof of mailing
 - A record of the students' scores
 - A copy of the answer sheet(s)
 - Retests

The online system will populate your Regents counts with the number of exams that your RIC reports to the State which does not include retesting of students.
A school requesting reimbursement for retests must be prepared to submit supporting documentation, if requested.
Reporting correctly in Level 0 will accomplish this task.

Mandate 7: Registration of High School (RHS)

****ONLY APPLICABLE ONCE****

Mandate:

- The high school registration program involves the submission of an Application for Religious and Independent Secondary School Registration, review of data concerning student achievement, and a visit from NYSED's Office of Religious and Independent School Office (ORISS).
- Upon the completion of the aforementioned process, ORISS recommends registration status.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for some expenses related to the RHS process.
- A claim can only be made for the school year that the application process was completed.
- For more information, visit the ORISS website.

Eligibility Terms & Conditions:

- For timely approval of the registration application, the school should follow-up with ORISS on any requests for more information.
- Visit [High School Registration](#) page for more information on the high school registration process.

Mandate 8: State School Immunization Program (SSIP)

**** NYC, ROCHESTER, & BUFFALO ONLY****

Mandate:

- Religious and Independent schools must develop and enforce a school immunization program.
- Such immunization programs shall include the collection, verification, and completion of the individual pupil immunization records.
- The school must complete and return the New York State Annual School Immunization Survey Summary Form by the required deadline.
- New York City schools must send the form to the NYC Health Department & Mental Hygiene Immunization Program; all other eligible schools must send the form to the NYS Department of Health Immunization Program.
- New York City and State Health Department audits must be completed when required.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for administration and reporting of the SSIP.
- Schools may not claim a greater amount of students than claimed in enrollment.

Eligibility Terms & Conditions:

- The new appropriation limits participation in this program to schools that have immunization records on file with the New York State Department of Health.

Mandate 9: Documentation of Integration of Required Instruction in 7th & 8th (DIRI)

Mandate:

- The requirements for technology education, home and career skills, and library and information skills may be met by the integration of the NYS Learning Standards of such subjects into other courses in accordance with the criteria found in Section 100.4(2) of the Commissioner's Regulations.

Reimbursable Expenses & Calculation Notes:

- Only the 7th and 8th grade teachers participating in fulfillment of the mandate should be included.

Eligibility Terms & Conditions:

- R&I schools must document the manner in which it has implemented the regulations, and the documentation must be kept on file in the school and be readily accessible.

Mandate 10: Graduation Report for Religious &

- Beginning with the 2023-24 claim year, a graduation program or list of students on letterhead will no longer be accepted to document participation in Mandate 10.

Mandate 11: Grade Five* Science Test (GFST)

Mandate:

- The Grade Five Elementary-Level Science Test must be administered and reported to the New York State Education Department's Office of Information and Reporting Services through a contract with a Regional Information Center (RIC) for scanning and reporting in the Student Repository System (SIRS).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration and reporting of GFST.

Eligible Grades & Subjects:

- Grade 5 Science Test
- Grade 4 Science Test was discontinued in 2022 and grade 5 established as the elementary science exam.

Eligibility Terms & Conditions:

- Religious & Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material to have their scores reported and reimbursed.
- Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of answer sheets.
- The [Office of Curriculum, Assessment and Educational Technology](#) website will contain the schedules and information about the administration of these tests.

Mandate 12: Expenditure for Travel Costs to Examination Storage Sites (TSS)

Mandate:

- Some schools are required to pick up secure examinations being stored at a neutral site.

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for some travel costs to examination storage sites.

Eligibility Terms & Conditions:

- A copy of an Approved Program Test Storage Plan must be filed with the New York State Education Department.
- All examinations included in the mandates are secure examinations.

Mandate 13: NYS Scholarships for Academic Excellence Application (SAE)

Mandate:

- The Scholarships for Academic Excellence (SAE) provide high school students that are the top student(s) in their respective high school at the end of their junior year with a scholarship to attend an institution of higher education located in New York State.

Reimbursable Expenses & Calculation Notes:

- The mandate reimburses for staff work relating to submission of the Scholarships for Academic Excellence Nomination Summary Form, listing the nominee(s) and the ind (or)-3 (dem)-3 o 1212 126 529.32 Tm[and the4gdst6on loc s)15TjE

Eligibility Terms & Conditions:

- Religious and Independent schools must adhere to the required deadlines and follow the RIC's conditions for acceptance of material in order to have their scores reported and reimbursed.
- Proof of mailing should be maintained by the school, as well as a record of the students' scores and a copy of the answer sheets.
- The website for the Office of Curriculum, Assessment and Educational Technology at [Office of Curriculum, Assessment and Educational Technology](#) will contain the schedules and information about the administration of these tests.

Mandate 15: See Inactive Mandates

Comprehensive Attendance Policy (CAP)

Mandate:

- CAP was promulgated by the Board of Regents for all schools in June, 2002. The attendance policy must encompass the nine points outlined in [Commissioner's Regulations 104.1 \(i\)\(link is external\)](#).

Reimbursable Expenses & Calculation Notes:

- Reimbursement is for the administration of the institutions CAP.
- The formula used to calculate CAP reimbursement is as follows:

<i>Reimbursable Expenses & Calculations</i>
Teachers K-6 expenses = ([Teachers hourly salaries] x [K-6 enrollment]) x (0.17)
Administrative K-6 expenses = ([Administrative hourly salaries] x [K-6 enrollment]) x (.125)
Support staff K-6 expenses = ([Support staff hourly salaries] x [K-6 enrollment]) x (.125)