



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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TO: School District Superintendents
BOCES District Superintendents
School District Business Officers
Special Education Directors

FROM: Dr. Kimberly Young Wilkins

RE: Review Process for Updated District Continuity of Learning Plans

Purpose/Background

On April 27, 2020, the New York State Education Department (NYSED or “the Department”) issued a guidance memo notifying districts that previously submitted Continuity of Learning plans would need to be updated to reflect the current and emerging needs of all students during the extended school closures.

The responses previously submitted in response to Executive Order 202.4 were returned to allow district staff time to provide updated responses. In addition, districts were required to address newly added prompts within the plan template and either upload their comprehensive continuity of learning plan or provide a district web address where those materials are available online. Updated Continuity of Learning plans were due to the Department no later than May 4, 2020.

To facilitate a timely and consistent review, Continuity of Learning plans submitted by districts are being reviewed by NYSED staff using a standard review protocol. Plans that do not fully address the new prompts will be flagged with a reviewer comment and unsubmitted back to the district for revisions. Districts are required to update plans by addressing the reviewer comments and re-submit for review within two business days.

Upon re-submission, NYSED reviewers will re-review plans and mark as resolved responses that now meet the criteria in the review protocol. Plans where the resubmitted responses address all reviewer comments will be marked in the system as “Process Complete.”

Plans with responses that still do not meet standard review criteria will remain flagged, but the plan will not be unsubmitted back to the district for additional edits. Instead, plans with flagged responses will remain in the system as “Submitted.”

If a district wishes to make additional edits/updates to the Continuity of Learning plan or if you have any questions regarding the required updates, please reach out via email to ContinuityofLearning@nysed.gov.