
SMART SCHOOLS

12 Regional Information Centers

Investment Plan Process - Checklist*

- ✓ Complete NYSED Instructional Technology Survey
- ✓ Submit to RIC for Review and Certification
- ✓ Submit to NYSED when certified by RIC
- ✓ Receive Approval Letter from NYSED
- ✓ Post NYSED Tech Survey or Technology Plan on Website
- Develop Draft Smart Schools Investment Plan
- Post Plan on District Website (30 days prior to public hearing)
- Provide Notice to Public Regarding Hearing Date (2 weeks prior to public hearing)
- Host Public Hearing (May be at the same time as a regular BOE meeting)
- Receive Community Feedback
- Revise and Finalize SSIP Based on Feedback
- Receive Approval from District Board of Education for Preliminary Plan
 - Note: If the SSIP needs to go through the Office of Facilities Planning, the Preliminary Review must be done before submission of the SSIP through the Portal as a project number will need to be provided
- Submit Plan through SSIP Portal within the SEDDAS Business Portal
- Receive Approval from Smart Schools Review Board
- Receive Approval from Appropriate NYSED Offices as Needed
- Post Plan to District Website
- Begin Purchase and Implementation Process
 - Please note that this is done through a reimbursement model and it may take approximately 60 days for the district to receive monies after submitting for reimbursement.
- Resubmit Additional Investment Plans for Approval as Needed

*Please note that these processes may change pending release of further guidance.

