

- Payroll records showing gross salaries and allowable fringe benefits for only the employees providing each mandated service must be accessible upon request

Definitions of Terms - Review **Attachment 2 Definitions** to become familiar with the various mandated services aid terms

Grade Eight Science Test (GEST)	\$145
NYS English as a Second Language Achievement Test (NYSESLAT)	\$110
*per teacher	
**per grade level tested	

Science Kits The costs of test kits will be reimbursed as follows:

- Grade Four Science Test (GFST) - \$200, Grade Eight Science Test (GEST) - \$250, Regents Earth Science (RE) – at cost for the 2016-17 school year.
- **Note:** Each grade 4 and 8 test kit contains 30 set-ups, which serves up to 30 students. Schools that have fewer than 30 students taking the exam must use the remaining set-ups for the tests administered in subsequent years.
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Online Filing

- Schools must have a User ID, Password and access to use the online system at <http://portal.nysed.gov>. To obtain a User ID, contact the SEDDAS Help Desk at 518-473-8832 or email seddas@nysed.gov.
- For online system claims, the Chief Executive Officer or Financial Officer as identified in SEDREF must agree to the online certification statement prior to submission.
- Information entered for each mandate claimed must be saved before proceeding to the next mandate. Schools are encouraged to print and save a copy of the completed applicable mandated screens, as well as review for accuracy prior to submitting

Paper Filing

- Directions for completing the Schedule A/Worksheet and the MSA-1 are located on the cover pages of each form.
- The BEDS Code, Institution Code and OSC Vendor ID must be completed on the MSA-1 Please consult SEDREF if you do not know this information.
- All entries must be legible and be typewritten or in ink. Pencil is not acceptable.
- The first page of Form MSA-1 (the certification page) must include the school's identifying information and the **original** signature of the Chief Executive or Financial Officer as identified in SEDREF. Photo or other copy will not be accepted and will be returned.
- The school's name
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SUMMARY OF MANDATES

1. Pupil Attendance Report (PAR). Attendance must be recorded once daily, summarized periodically, and maintained on file by the school. PAR applies to grades Kindergarten through 12th grade only. Do not include enrollment of nursery school or Pre-K students and teachers, post graduate students or pupils with disabilities who are enrolled pursuant to a contract with a public school district or the State Education Department. Kindergarten students are defined as those children who are, or turn five years of age by December 31 of the school year in question.

2. Elementary and Intermediate Assessment in English Language Arts and Math (EIA).
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English as a Second Language, specialized in Special Education or Reading Teachers, and some English Language Arts teachers. In order to enhance the appropriate administration of this test, schools may wish to access trainings provided by the Regional Bilingual Education Resource Network (RBERN), or by any educational entities delegated by either RBERN or the Office of Bilingual Education to be comparable. Schools are encouraged to contact either the New York City Office of English Language Learners or the Office of Bilingual Education for more information.

19. RIC and Scoring Center. The 3rd through 8th grade tests may be scored by Regional Scoring Centers. (Note: If your tests are graded by a Scoring Center, no printing costs are separately reimbursed under Mandate 2, EIA.) The cost for this scoring will be reimbursed. The Scoring Center Costs must include only the amount billed by the Scoring Center and paid by the school or a sponsoring organization. All elementary exams, NYSESLAT, NYSITELL and Regents exams require scanning and that the student data be recorded and maintained by a Regional Information Center (RIC). The RIC costs should be added to those for the Regional Scoring Centers. Documentation on both the scoring and scanning payments must be maintained and accessible upon request.

DEFINITIONS

1. **“Administrative”** includes administrators, principals, and teachers performing administrative functions.
2. **“Classroom Teacher”** as a classification includes a homeroom teacher for attendance purposes, those acting as proctors during examination periods, or scoring examinations.
3. **“Support Staff”** includes clerks, typists, stenographers, some business office staff and aides.
4. **“Hours in Work Day”** – total number of hours employee is expected to be performing required duties less any time for lunch or hours may be claimed based on either a 5 (elementary) or 5.5 (secondary) hours workday. **“Hours in Work Day”** shall be defined as the number of hours an employee is expected to work in a workday, exclusive of time for lunch, breaks, and other non-work activities. **“Hours in Work Day”** shall be defined as the number of hours an employee is expected to work in a workday, exclusive of time for lunch, breaks, and other non-work activities. **“Hours in Work Day”** shall be defined as the number of hours an employee is expected to work in a workday, exclusive of time for lunch, breaks, and other non-work activities.

Insurance, and Union Welfare benefits. The following items cannot be included as fringe benefits:

- Dues;
- Reimbursement to the employee for any expense incurred as a result of employment;
- Room and board;
- Parsonage;
- Housing, meals and clothing;
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