

**APPLICATION FOR STATE OF EMERGENCY DAYS
PURSUANT TO EDUCATION LAW 3604(7)**

School District Name: _____

Six-Digit BEDS Code: _____ Date Submitted: _____

A State of Emergency Closure can only be used if the district was required to close a school or schools due to a properly executed declaration of a state or local state of emergency.

To be eligible, districts must complete the following steps:

1. Report the day(s) the district was required to close in SED Monitoring.
2. Have District Counsel complete the application below and sign the certification.
3. Email the completed application to State Aid at OMSSAMS@nysed.gov, with ATTN. Attendance in the subject line.
4. Submit a copy of the relevant executive order as an attachment to the email.
5. Complete Schedule A8 in SAMS according to the instructions listed on the form set and in the Help Menu.

Date(s) Impacted: _____

Whole District Impacted: Select Schools/Buildings Impacted:

Please Note if Select Schools/Buildings were impacted, please attach a list.

District Counsel should read and evaluate the following bulleted statements, and District Counsel should place an "X" in each check box affirming each statement:

- I have reviewed the specific state or local declaration of emergency.
- I have reviewed Article 2-B of the Executive Law and determined that the specific declaration of emergency was either executed by the state or a properly executed local state of emergency pursuant to such Article.
- I have reviewed section 3604(7)(i) of the Education Law, and determined that the district was required to close the school or schools due to a properly executed declaration of a state or local state of emergency pursuant to article two-B of the executive law.*

* A formal declaration does not need to explicitly direct the closure of school buildings. A non-exhaustive list of orders that may require closure of school buildings includes the following: emergency declarations that close major arterial roads or infrastructure to non-emergency traffic, prohibit pedestrian traffic, limit gatherings that could impact schools, evacuate certain areas, gather in specific locations, control or limit access to publicly regulated utility services, or shelter-in-place orders. Days where session was canceled are eligible for this "state of emergency" process only if the emergency declaration itself directly or indirectly required school closure. The description of a storm or recitation of potential impact in an emergency declaration is not sufficient, on its own, to show the declaration required school closures. Please note that even though a district may be eligible to claim a State of Emergency Day, they are strongly encouraged to make up the day to the best of their ability.

Certification:

As District Counsel for the above-referenced school district, I attest and certify below that to the best of my knowledge, information, and belief all the statements and information contained herein are accurate and complete.

For School District Counsel:

District Counsel Name: _____ District Counsel Signature: _____

Date of Signature: _____