



June 2025

Notice to Superintendents of School Districts Operating Less Than 12 Grades:

Required Filing of Instruction Contracts

Section 2042 of the Education Law specifies that every contract for the education of school children (Instruction Contracts) must be in a form prescribed by the Commissioner of Education and a copy of each contract must be filed with the Commissioner. Since your school district does not operate a grade one through twelve program and contracts with one or more other public school districts for the education of some or all of your resident students, you must file a copy of each such contract for the upcoming school year, no later than 60 days after the service begins.

If you have not filed copies of all instruction contracts executed by your school district for the upcoming school year, or any previous school years as required by the statute, please do so. Copies of such instruction contracts should be filed with State Aid no later than 60 days after the service begins, please mail to:

New York State Education Department
State Aid Office
Room 507 West Hall, Education Building
89 Washington Avenue
Albany, New York 12234

The required form, "Instruction Contract, Form SA-10" is available on the State Aid website: <https://stateaid.nysed.gov> in the "Forms" area.

Questions concerning instruction contracts may be addressed to the Office of Educational Management Services at (518) 474-6541.

Enclosure