



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

Review  
mandated services aid terms

to become familiar with the various



Grade Eight Science Test (GEST)	\$145
NYS English as a Second Language Achievement Test (NYSESLAT)	\$110

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.
- \_\_\_\_\_ 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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- 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](mailto: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

- 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 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 and address must be typed on the MSA-1 form.
  - If the school's name is not on the MSA-1 form, it must be typed on a separate sheet of paper and attached to the MSA-1 form.
  - If the school's address is not on the MSA-1 form, it must be typed on a separate sheet of paper and attached to the MSA-1 form.

. Attendance must be recorded once daily, summarized periodically, and maintained on file by the school. PAR applies to grades Kindergarten through 12<sup>th</sup> 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.

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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.

The 3<sup>rd</sup> through 8<sup>th</sup> 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.

includes administrators, principals, and teachers performing administrative functions.

as a classification includes a homeroom teacher for attendance purposes, those acting as proctors during examination periods, or scoring examinations.

includes clerks, typists, stenographers, some business office staff and aides.

– 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 per week (including 1 hour for lunch).

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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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