



Gemma C. Rinefield, D.Ed.  
Assistant Commissioner  
Office of Student Support Services  
89 Washington Avenue, Room 1B1  
Albany, NY 12242  
Phone: (518) 409-0100 Web: <http://www.p12.nysed.gov/ss/>

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To: District Superintendents of BOCES  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

From: Gemma Rinefield 

Subject: 2024-25 School Year Report of School Closure and Report of School Reopening  
Report of School Closure 2024

There are no changes to the reporting requirements or process for the Report of School Closure and Reopening in the 2024-25 school year.

Each public school district, BOCES and charter school must submit a Report of School Closure whenever a school building closes for instruction in response to an emergent situation and activation of its Emergency Response Plan. These reports provide immediate notification to the Commissioner regarding an emergency closure and the building's subsequent reopening as required by Education Law §215 and [Commissioner's regulations §155.17\(f\)](#).

Reasons for submitting a Report of School Closure and corresponding Report of School Reopening for building closures may include, but are not limited, to:

- A threat of violence or harm to the school or school community
- Water main breaks
- Communicable diseases
- Extraordinary adverse weather conditions (excluding snow days)
- Natural disasters such as floods
- Power outages.

The Report of School Closure and the Report of School Reopening are available in the SED Monitoring and Vendor

If you have questions about the Report of School Closure or Report of School Reopening, please contact the Office of Student Support Services [SSS@nysed.gov](mailto:SSS@nysed.gov) (518) 486-6090.

Attachment A

Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building level school safety plan resulting in the closure of a school