



THE STATE EDUCATION DEPARTMENT UNIVERSITY OF THE STATE OF NEW YORK
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TO: District Superintendents
Superintendents of Public Schools
Public School Administrator V

FROM: Rose Le 5oy [REDACTED]

DATE: February 1, 2017

SUBJECT: Instructional Technology Plans

This memo provides information regarding changes to the District Instructional Technology Plan submission, certification, and approval process.

2017 Only

2017 is Year 3 of the three-year Instructional Technology Plan (ITP) cycle that began in 2015. In 2017, Districts will not be required to update their ITPs. Plans approved in 2016 will remain in approved status until the deadline for 2018 submission.

Districts that wish to update their plans, such as those who wish to ensure alignment with Smart Schools Investment Plans, will be able to do so in the SED Monitoring System beginning February 6, 2017. The 2017 ITP Survey covers the same time period as the initial three year plan; from July 1, 2015 to June 30, 2018. The questions in the 2017 survey are the same as 2016. Updates made in 2017 will be sent directly to NYSED for review and approval, and will not require certification through a Regional Information Center.

The deadline for updates to 2017 plans is October 16, 2017.

2018 and beyond

Districts will be required to submit a new three-year Instructional Technology Plan in 2018, and every three years afterward. Submission of a technology plan is required under Part 100.12 of the Commissioner's Regulations. Plans submitted in 2018 must cover the period from July 1, 2018 to June 30, 2021. Information on the certification and approval process will be provided in advance of the window for 2018 submission.

Annual updates in years 2 and 3 of the 2018-21 plan (and subsequent three-year plans) will not be required, but districts will be able to update Instructional Technology PlanS if they wish to do so. Year 2 and 3 updates will not require certification before submitting to NYSED for approval, though districts are encouraged to utilize RIC and/or Model Schools staff members when preparing their updates.

If you have questions or concerns regarding the changes to the Instructional Technology Plan process, please contact the NYSED Office of Educational Design and Technology at edtech@nysed.gov or via phone at (518) 474-5461.