



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

April 2015

TO: Superintendents of Public Schools
District Superintendents of BOCES

FROM:

Kathleen Moorhead

SUBJECT: Instructional Technology Plans

The New York State Education Department (NYSED) has created an application for the electronic collection of district instructional technology plans. The Instructional Technology Plan survey is designed to allow districts the opportunity to compile all data related to their technology planning and needs in one location. The data collected in the survey may be used as the basis for funding opportunities and will satisfy the New York State Education Department's requirement that all school districts submit technology plans per Part 100.12 of the Commissioner's Regulations. The regulation states: "To be eligible for aid for instructional computer hardware and technology equipment expenses pursuant to Education Law, section 753, school district shall develop and maintain a plan, in a format prescribed by the commissioner, for the use of the instructional computer technology equipment." (<http://www.p12.nysed.gov/part100/pages/10012.html>).

All New York State public school districts are required to complete the survey. Districts are encouraged to utilize the Model Schools staff members that are available to assist with preparing their plans. Regional Information Centers will provide certified plan reviewers who will work with districts until the reviewer can certify that all components of the survey have been completed as required. The Big 5 districts will work directly with NYSED.

The Instructional Technology Plan survey questions, a link to the application and other supporting resources are available online at:
<http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/home.html>.

The deadline to submit the survey is October 16, 2015. The survey data covers the three-year period from July 1, 2015 to June 30, 2018. Annual updates to the survey are required.

If you have questions regarding the Instructional Technology Plan please contact the NYSED office of Educational Design and Technology at edtech@nysed.gov or via phone at (518) 474-5461. Thank you for your continued assistance with this important work.