



OFFICE OF SPECIAL EDUCATION  
ASSISTANT COMMISSIONER

February 2017

TO: District Superintendents  
Superintendents of Public Schools  
Superintendents of State-Operated and State-Supported Schools  
Public School Administrators

Directors of Special Education  
Directors of Pupil Personnel Services  
Chairpersons of Committees on Special Education  
Organizations, Parents and Individuals Concerned with Special Education

Christopher Suriano

Revised Procedures for Administering State Assessments over Multiple Days  
to Students with Disabilities

of this memorandum is to provide schools with updated procedures for the  
n of State assessments

<sup>1</sup> over multiple days. The information in this  
memorandum updates guidance previously issued by the Office of Special  
Education.

Effective immediately, schools are no longer required to request prior approval from the  
New York State Education Department (NYSED) to administer State assessments over  
multiple days through the submission of written narratives signed by a school official,  
copies of a student's individualized education programs (IEPs) or Section 504  
accommodation plans (504 plans), and evaluation materials. Instead, schools must now

the administration of State assessments over multiple days, as outlined in Section IV of this memorandum.

for that student administered in that school without the submission of additional Assurance forms to NYSED. However, if a student for whom a school was authorized to administer State assessments over multiple days transfers to another school, the student's new school would need to submit an Assurance of Multiple Day Administration of SAE daysan



## Attachment A

### New York State Education Department Assurance of Multiple Day Administration of State Assessments

#### INSTRUCTIONS

Use the attached Assurance of Multiple Day Administration of State Assessments (Attachment A) form for each student in the school district who will receive multiple day administration of State assessments consistent with the student's IEP or 504 plan. This assurance should be submitted to the Department as soon as possible after the student is recommended for multiple day test administration to ensure that the provision of this accommodation is authorized prior to the State assessment administration period in which the student will receive this accommodation (March through June for elementary/intermediate assessments or January, June or August for high school level examinations). This form must also include the name and signature of the school's Chief School Officer (or his/her designee). This assurance, along with Department authorization to administer State assessments over multiple days, will apply to all subsequent State assessment periods for which the student is enrolled in this school district, provided multiple day testing is recommended in the student's IEP or 504 plan. A copy of the signed assurance and Department Authorization must be retained in the student's education record for purposes of data collection and/or monitoring. Completed Assurance of Multiple Day Administration of State Assessments (Attachment A) forms should be faxed to NYSED's Office of Special Education at (518) 473-5387 or mailed to:

New York State Education Department  
Office of Special Education  
89 Washington Avenue, Room 309 EB  
Albany, NY 12234

Attention: Multiple Day Testing



## Attachment B

## Attachment B