



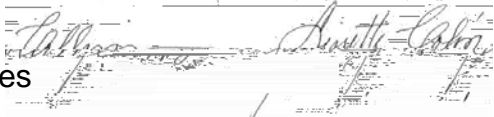
Office of P-12

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TO: Superintendents of Public Schools, Directors of Charter Schools  
Administrators, Coordinators, Directors of ELL Programs

FROM: Lisette Colón-Collins, Assistant Commissioner   
Office of Bilingual Education and World Languages

SUBJECT: **CR Part 154 Comprehensive Plan for the Education of English  
Language Learners / Multilingual Learners**

DATE: September 2016

All Local Educational Agencies (LEAs) in New York State must comply with Part 154 of the Commissioner’s Regulations (CR Part 154), which establishes standards for school districts having English Language Learners (ELLs)/Multilingual Learners (MLLs), to assure that such students are provided opportunities to achieve the same educational goals and standards that have been established by the Board of Regents for all students. In accordance with CR Part 154, each school district shall provide ELLs/MLLs equal access to all school programs and services offered by the district, commensurate with the student’s age and grade level, including access to programs required for graduation.

Under CR Part 154, all LEAs are required to develop a Comprehensive ELL Education Plan (CEEP) to meet the educational needs of ELLs/MLLs (

How do I submit my district's Comprehensive ELL Education Plan and Data Report?

1. The CR Part 154 Comprehensive ELL Education Plan is to be completed online via the SED Monitoring System which can be accessed through the [NYSED Applications Business Portal](#). You must be registered to use the Portal, but please note that most New York State LEAs are already registered and have access to the system. You will receive an email notification annually when the survey becomes available. It will automatically appear in your list of surveys when you log into SED Monitoring as it becomes available.
2. Instructions for completing the CEEP are available upon logging in to the portal and selecting the survey.
3. Complete the CR Part 154 data/information report by downloading the form at <http://www.p12.nysed.gov/biling/bilinged/CRPart154.html>. Guidance and instructions on entering the data are given on the Data Information Report form.
4. Once you have completed entering your district's data into the spreadsheets, please upload the Excel file to the last page of the online CEEP survey. On the last page of the survey you will see "Browse" and "Upload" buttons. Completed data forms should not be sent to OBEWL either by mail or email. They must be submitted via SED Monitoring along with the CEEP. The CEEPs and Data/Information Reports are due to SED by **Monday, November 21, 2016.**

The following describes the information that must be submitted:

**CR Part 154 Comprehensive ELL Education Plan:**

All LEAs that did not have any ELLs/MLLs enrolled in the 2015-16 school year must complete

