

Educational Design & Technology



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

Office of Standards and Instructional Programs
Dr. Santosha Oliver, Assistant Commissioner

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To: BOCES District Superintendents
Superintendents of Public Schools

From: Santosha Oliver, Assistant Commissioner

Subject: Instructional Technology Plans

Date: June 27, 2025

This memo provides information to public school district administrators on the submission of the 2026-2029 Instructional Technology Plans (ITPs). In accordance with Part 100.12 of Commissioner's Regulations, all New York State public school districts are required to develop and maintain ITPs.

Approved ITPs for the 2022-2025 cycle remain valid through June 30, 2026, based on this memo. New plans, covering the period from July 1, 2026, to June 30, 2029, must be submitted to the New York State Education Department (NYSED) for final review by June 30, 2026.

The ITP survey is intended to serve as the framework for a district's comprehensive technology plan—one that aligns closely with broader goals for improving teaching and learning using instructional technology. Districts are encouraged to build upon this framework in a more detailed local plan to share with their communities.

NYSED collects and reviews ITPs every three years via a survey in the SED Vendor Monitoring and Performance System, accessed through the NYSED Business Portal. This survey allows districts to compile all relevant data related to technology planning in one place. Submission and NYSED approval of the completed survey satisfies the regulatory requirement to maintain a district technology plan. Please note that while some questions from previous surveys have been removed or revised for better alignment with regulations, those topics may still be relevant to local planning discussions. Additionally, NYSED often receives technology-related inquiries from parents, stakeholders, or community members and may refer them to the district's publicly posted ITP for relevant information.

The new ITP Guidance document, which includes the 2026-29 ITP survey questions, is available on the NYSED website. The survey will be available on the SED Vendor Monitoring and Performance System within the NYSED Business Portal by July 18, 2025.

BOCES Regional Information Centers (RICs) will provide NYSED-trained plan reviewers who will work with districts on technology planning and review district-submitted survey responses. RICs will set earlier, interim survey submission deadlines to allow time for the RIC review and certification process. These interim deadlines will vary by region. RIC reviewers will forward surveys to NYSED for final review.

The Big 5 City School Districts (Buffalo, Rochester, Syracuse, Yonkers, and the New York City DOE) will work directly with NYSED staff in the Office of Educational Design and Technology. Only public-school districts are required to submit an ITP survey.

Commissioner's Regulations do not require ITPs for BOCES, charter schools, religious and independent schools, nonpublic schools with an approved special education program (853 Schools), State-Supported Schools (4201 Schools), State-Operated Schools, approved private preschool special class and special class in an integrated setting programs, and these schools will therefore not have access to the ITP survey in the SED Vendor Monitoring and Performance System.

Upon NYSED approval of the ITP surveys, districts will receive an email message documenting the approval. Please note that physical letters will not be sent.

If you have questions or concerns regarding the Instructional Technology Plan process or need to update your current plan, please contact the NYSED Office of Educational Design and Technology at edtech@nysed.gov.

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