



# SEDMON Preschool Variances

Overview/Guide: June 2023



# Agenda



Goals/Purpose



Survey Walkthrough

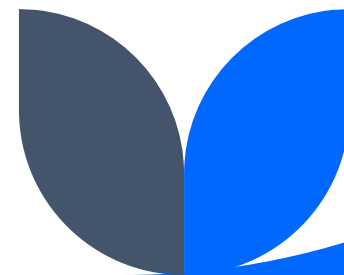
Preschool Variance by Notification  
Preschool Variance by Approval



Additional Information

# Goals/Purpose

Identify the changes in the Preschool Variance process,  
Complete a Preschool Variance by Notification,  
Complete a Preschool Variance by Approval, and  
Identify where to find additional information.



# What has changed?

Surveys are completed online

Paper copies are not submitted via e-mail, fax, or USPS

Acknowledgements are sent via e-mail

Paper copies are not sent via USPS

Approvals are sent via e-mail

Paper copies are not sent via USPS

# Accessing SEDMON Preschool Variance Surveys

The task of inputting information can be delegated by the CEO through the State Education Department Delegated Account System (SEDDAS).

The CEO retains exclusive rights to submit and certify surveys.

<https://www.p12.nysed.gov/seddas/seddas-complete-user-guide.pdf>

<https://www.p12.nysed.gov/seddas/guides/monitoring-vendor-performance-system-mini-guide.pdf>

Log into the Business Portal  
(<https://portal.nysed.gov/abp>)

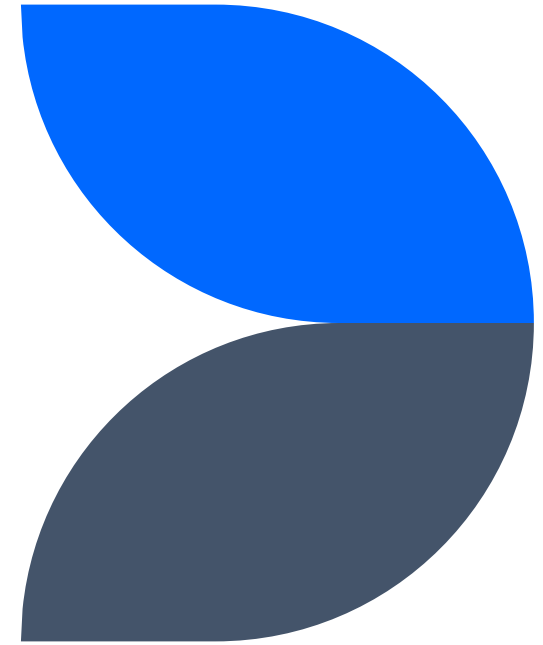
Choose SED Monitoring and Vendor Performance System under *My Applications*

## Delegating Rights in SEDMON via SEDDAS



# Preschool Variance by Notification

1<sup>st</sup> student over-enrollment



# Acknowledgement E-Mail

Replaces physical letter previously sent via USPS

Sent from [ITS-SEDMON@nysed.gov](mailto:ITS-SEDMON@nysed.gov) or [preschoolvariance@nysed.gov](mailto:preschoolvariance@nysed.gov)

Sent to e-mail address linked to CEO

Subject line will read *Acknowledgement for Preschool Class Size Variance by Notification [2/10]-month Notification*

First line is the Identifying Label

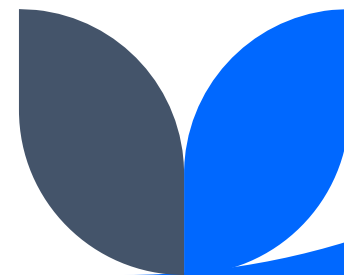
Does not include student name or other Personal Identifiable Information (PII)

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2-month cycle

July - August

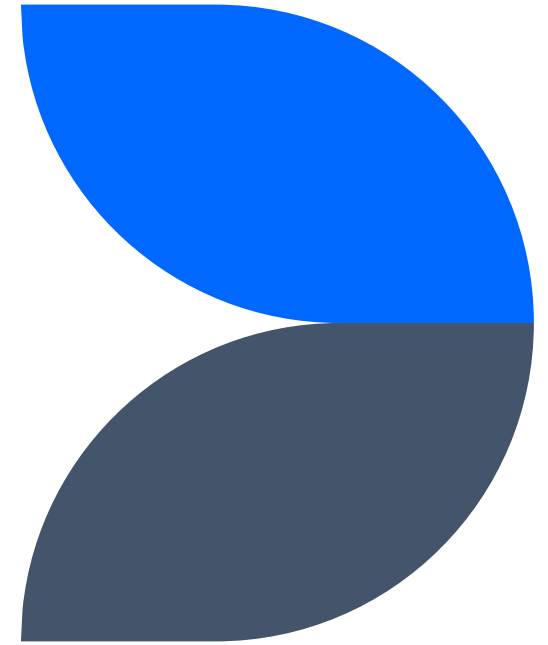
Opens May 1<sup>month</sup>





# Preschool Variance by Approval

2<sup>nd</sup> student over-enrollment



# Authorization E-Mail



Number of Students Number of Teachers Number of Supplementary School Personnel

Special Education Student/Staff Ratio 0 0 0 Entity Visible

Entity	Number of Students	Number of Teachers	Number of Supplementary School Personnel
1	0	0	0
2	0	0	0
3	0	0	0
4	0	0	0
5	0	0	0
6	0	0	0
7	0	0	0
8	0	0	0
9	0	0	0
10	0	0	0
11	0	0	0
12	0	0	0
13	0	0	0
14	0	0	0
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100	0	0	0

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2-month cycle

- July - August

Opens May 1 month 278.73 21.0 Tf1 0 0 1 7.488 330.0 Tm0 g0 G0812

