

INSTRUCTIONS & GUIDANCE

for 2025-26 Accountability Plan Progress Report (“APPR”)

PURPOSE:

Every SUNY-authorized school is held accountable to the goals outlined in its [Accountability Plan](#), a document formalized in its charter agreement with SUNY. Every year, schools must report on student achievement and progress towards the goal areas included in their Accountability Plans.

RECOMMENDED RESOURCES:

- 2025-26 SIRS Reports on BEDS Enrollment, Tested/Not Tested for ELA, Math and Science, Cohort Tested for Regents, etc.; via Level 2 portal
- For previous year’s Effect Size and mean growth percentile data: the school’s 2024-25 Accountability Summary; via Epicenter
- For high schools: 2025-26 High School Data Submission should be completed first and used to inform this document
- For district comparison data (3-8 assessments, high school graduation, Regents data): data.nysed.gov
- For the school’s ESSA Accountability Status: portal.nysed.gov
- For historical data and narrative: school’s 2024-25 APPR submission; can be found in Epicenter or the SUNY CSI website

Guidance For All Schools:

1. The deadline for submission of the APPR is **September 15, 2026**. Schools with extenuating circumstances may request an extension as necessary. As it does every year, the Institute will post the finalized APPRs onto its website.
2. **Text Highlighted in Grey = explanation or guidance for an entry.** Before submitting the finished report, schools should remove the existing **grey** text entirely and replace it with information to complete the report.
3. Goal language included in the APPR should be directly aligned to the goal language in the school’s Accountability Plan.
4. Charter schools with Accountability Plans that contain additional measures beyond the required measures and/or conditions on renewal should report on these under the “Additional Context and Evidence” sections for each goal area.
5. The Institute strongly recommends that schools supplement data for required measures with results from national norm-referenced tests or internally developed assessments under each goal area. Schools that wish to report additional internal exam results may use the sample tables available in Appendix A.
6. For measures that include a district comparison data point, please use the previous year’s (2024-25) data if the reporting year’s (2025-26) district data is not yet available.

7. Schools should use the Institute’s 2025-26 APPR template, which can be found [here](#). Schools may elect to copy and paste narratives, action plans, and other text from the previous year’s APPR if it is still applicable. Please ensure that all instances of years are updated prior to submission.

Additional Guidance For K-2 Schools:

1. Schools that do not yet enroll students in state testing grades are still required to complete an APPR. In the absence of state test results, schools should report results from internally developed assessments, nationally norm-referenced tests, and/or any other evaluation method under each goal area.
2. Schools should provide tabulated achievement or growth results if available under the “Results and Evaluation” section of each goal area.

Additional Guidance For 9-12 Schools:

1. Schools serving students in 9th – 12th grades must submit a student-level data file in addition to the APPR as part of the required annual reporting to the Institute. These data should align to and corroborate the high school achievement outcomes reported in the APPR. For example, the number of students included in the 2022 Total Cohort for Graduation and the 2025-26 four-year graduation rate reported in this document should be able to be calculated from this high school data submission. The student-level data file is due at the same time as the APPR, submitted via the separate task assigned to the school in Epicenter (High School Data Submission).
2. Schools can find their Total Cohort data in the SIRS-201 report in the Level 2 portal.