Eastern Suffolk BOCES
Educational Services That Transform Lives

STUDENT DATA SERVICES

A. WELCOME AND ANNOUNCEMENTS

* Welcome

* 2023-24 DDC Meeting Schedule

* Special Education Reporting - http://www.p12.nysed.gov/sedcar/data.htm#subschedule
  - VR 1-9 Due Jan. 4, 2024

* SFTP New Policy
  - Files posted to the SFTP site will only be available for two weeks

* ISR Update

* Superintedent's Update

B. ANNUAL - AWARD FOR OUTSTANDING ACHIEVEMENT

2023 – John Contess | 2024 - | 2025 -

C. SCHOOL DATA BANK SERVICES

* Vanessa Biagoli-Dittrich
  - Upcoming SDBS Workshops
    - Contact: scoring@esboces.org

D. LEVEL 0 UPDATES

* Level 0 Updates
  - SIRS Reporting Reminders
    - Test Description Changes
    - New Course Codes
    - Update to Migrant Indicator
    - Staff Data
      a. Removing Staff Snapshot Records

* New Link for 'The Zero Zone'
  - Level 0 Trainings – Welcome to the 'Zero Zone' - https://calendly.com/dwtshelp

E. TEST SCANNING AND REPORTING

* Help Desk for Data Warehouse and Test Scanning
  - Email: DWTShelp@esboces.org or Tel: 631-218-4195

* Updating Contact Forms – Test Scoring Contact Form

* NYS Assessments Updates

* Regents Exams
  - January Regents Workshop – December 7, 2023
  - January Regents Exam Schedule
  - Timeline
  - First Admin of Next Gen Algebra I
  - *__Important__* New Procedure for sending Pre-Print file

Charles King	Elaine Conlin	Peter Desjardins	Sharon Mayrant	Sharon Hayes Ed.D
Divisional Administrator	Program Administrator	Program Administrator	Admin. Coordinator	Admin. Coordinator

F.   DATA REPORTING **S**YSTEMS
   *   Dr. Sharon Hayes – Admin. Coordinator
       • COGNOS Refurb Update

G.   STUDENT **M**ANAGEMENT / **S**PECIAL **E**DUCATION **S**YSTEMS
   *   Elaine Conlin Program - Administrator
       • (631)-844-5750   econlin@esboces.org

H.   UPDATES ON **D**ATA **T**OOLS, **R**EQUIRED **C**OLLECTION, AND **R**EPORTING **R**EMINDERS
   *   Data Deadlines – https://datacentral.esboces.org/Services/Data-Reporting/Deadlines
       • **The weekly deadline for loading and locking data in Level 0 is Thursday at 5:00pm**
       • 2023-24 Year-End Deadline – **Thursday, August 15, 2024**
   *   Release NYS 3-8 Data from Embargo
   *   Multi Day Regents Accomodation for SWD & ELL Students

I.   QUESTIONS **F**ROM THE **F**IELD

THINGS TO DO NOW
🚂 **Load Special Ed VR 1-9 Data – Jan. 4 Deadline**
🚂 **BEDS Day FRPL Data – Jan. 4 Deadline**
🚂 **January Regents Sort order form & Test Room File - ASAP**
🚂 **Order NYSESLAT Exams from Metritech online system**
🚂 **Happy Thanksgiving 😊**

David Wicks
District Superintendent

Darlene Roces
Director, Regional Information Center

Charles King
Divisional Administrator, Student Data Services

Peter Desjardins
Program Administrator, Student Data Services

Eastern Suffolk
BOCES

Educational Services That Transform Lives

2023-2024 MEETING DATES

District Data Coordinator

Thursday	September 14, 2023	9:00 a.m. – 12:00 p.m.
Friday	October 19, 2023	9:00 a.m. – 11:30 a.m.
Wednesday	November 15, 2023	9:00 a.m. – 11:30 a.m.
Friday	December 15, 2023	9:00 a.m. – 11:30 a.m.
Friday	January 19, 2024	9:00 a.m. – 11:30 a.m.
Wednesday	February 14, 2024	9:00 a.m. – 11:30 a.m.
Thursday	March 14, 2024	9:00 a.m. – 11:30 a.m.
Friday	April19, 2024	9:00 a.m. – 11:30 a.m.
Friday	May 17, 2024	9:00 a.m. – 11:30 a.m.
Friday	June 14, 2024	9:00 a.m. – 12:00 p.m.

Middle States Accredited

Instructional Support Center at Sequoya • Student Data Services
750 Waverly Avenue • Holtsville, NY 11742
Phone: 631-244-4240 • Fax: 631-240-8966 • E-mail: cking@esboces.org

AWARD FOR

OUTSTANDING ACHIEVEMENT

For the Achievement of being the first to Load and Lock Level 0 data in the 2023 - 2024 School Year

John Contess

This certificate entitles you to a **no** expense paid lunch with Charlie at the Subway restaurant of his choosing

Charles King
Charlie King
Head Data Guy

Peter Desjardins
Peter Desjardins
The other, taller data guy

NYS-Level 0

New York State
Student Information Repository
System (SIRS) Manual

NEW FEATURES VERSION AND STATE REPORTING REMINDERS

Eastern Suffolk
BOCES

Regional Information Center
Student Data Services

STUDENT
DATA
SERVICES

SIRS reminders

New items, rule changes, and code changes for 2024

New items, rule changes, and code changes for 2024

SIRS reminders

- Removed **ALTREG** and **CCR** test groups All AP and IB exams should be reported under ADV test group

New items, rule changes, and code changes for 2024

SIRS reminders

- Removed **ALTREG** and **CCR** test groups All AP and IB exams should be reported under ADV test grou

Test Group: "ADV" for all Advanced Assessments

*AICE English Examination	AICE English	ELA	00119	Alpha
*AP Language and Composition	AP Language and Comp	ELA	00120	Numeric Standard
*AP Literature and Composition	AP Literature and Comp	ELA	00121	Numeric Standard
*AICE Mathematics Examination	AICE Math	Math	00127	Alpha
*AP Calculus AB Examination	AP Calculus AB	Math	00128	Numeric Standard
*AP Calculus BC Examination	AP Calculus BC	Math	00129	Numeric Standard
*IB Mathematics Higher Level	IB Math High Lvl	Math	00126	Numeric Scale
*IB Mathematics SL	IB Math SL	Math	00125	Numeric Scale
*IB Mathematics Studies Standard Level	IB Math Studies Std Lvl	Math	00124	Numeric Scale
*IGCSE (International General Certification of Secondary Education) Mathematics	IGCSE	Math	00130	Alpha
*AP Biology	AP Biology	Science	00135	Numeric Standard
*AP U.S. History	AP US History	Social Studies	00136	Numeric Standard
*AP World History	AP World History	Social Studies	00137	Numeric Standard
*IB Language A: Literature – English - HL	IB Language A: Literature – English - HL	ELA	01225	Numeric Scale
*IB Language A: Literature – English - SL	IB Language A: Literature – English - SL	ELA	01226	Numeric Scale
*IB Language A: Language and Literature – English - HL	IB Language A: Language and Literature – English - HL	ELA	01227	Numeric Scale

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest Identifier:
	LOTE :: 2024-06-30 ⌄	World Languages Checkpoint B ⌄

New items, rule changes, and code changes for 2024

- ## SIRS reminders

  - LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:		*Subtest Identifier:
	LOTE :: 2024-06-30	⌄	World Languages Checkpoint B ⌄

  - Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest IIdentifier:
	LOTE :: 2024-06-30 ⌄	World Languages Checkpoint B ⌄

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

Program Fact

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest Iidentifier:
	LOTE :: 2024-06-30 ⌄	World Languages Checkpoint B ⌄

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

Program Fact
- Removed 0330 – Title I Migrant Services

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest Identifier:
	LOTE :: 2024-06-30 ⌄	World Languages Checkpoint B ⌄

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

Program Fact

- Removed 0330 – Title I Migrant Services
  - ➤ Report Migrant students with migrant indicator in Student Lite Template

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest Iidentifier:
	LOTE :: 2024-06-30	World Languages Checkpoint B

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

Program Fact

- Removed 0330 – Title I Migrant Services
  - ➤ Report Migrant students with migrant indicator in Student Lite Template
  - ➤ Will receive notification letter from Migrant office

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:	*Test Description and Version:	*Subtest Identifier:
	LOTE :: 2024-06-30 ⌄	World Languages Checkpoint B ⌄

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – **02050**

- Grade 5 Science Course Code – Grade 5 Science - **53235**

Program Fact

- Removed 0330 – Title I Migrant Services
  - ⋎ Report Migrant students with migrant indicator in Student Lite Template
  - ⋎ Will receive notification letter from METS office
  - ⋎ Migrant students remain eligible for METS for 36 consecutive months

New items, rule changes, and code changes for 2024

SIRS reminders

- LOTE Checkpoint B is now World Languages Checkpoint – B

*Student ID:

*Test Description and Version:
LOTE :: 2024-06-30

*Subtest Iidentifier:
World Languages Checkpoint B

- Added Regents Algebra I (NGLS) – Jun New Course Code for Algebra I – 02050

- Grade 5 Science Course Code – Grade 5 Science - 53235

Program Fact

- Removed 0330 – Title I Migrant Services

L.I. - Metro Migrant Education Tutorial & Support Services (METS)
Director
migranteducation@esboces.org
631-548-7700

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

November 16, 2023 - DATA DEADLINE (Published On: 08/23/2023)

Staff Snapshot, Staff Assignment Data Due

Preliminary 2023-24 data due. Staff Snapshot must be loaded to SIRS prior to loading any other staff or course data.

Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):

*Assign. Category: *Assign. Code:

PMF

Percent Time:

Assign. Field:

*Location Code:

*Assign.Date:

Completion Date: Assign. Title:

*Grade Level:

Programs Code:

Contracted in private :: Contracted in private
Contracted in public :: Contracted in public
Contracted out private :: Contracted out private
Contracted out public :: Contracted out public
In district :: In district

Import Validat

Delete Record

Curr. Staff / Add New   Clear

Staff Assignme

No Staff Assignment Records found.

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):

*Location Code:

*Assign. Category: *Assign. Code:

PMF

*Assign.Date: Completion Date: Assign. Title:

Programs Code:

*Grade Level:

Percent Time:

Import Validat...

Delete Record

Curr. Staff / Add New   Clear

Estimate the percent of time the staff member will actually work in the building or district. For example, for a staff member working approximately half time, report 50 percent (50). Do not report more than 100. For itinerant teachers working in your LEA, report the amount of time they work in your LEA only. Only required for social workers, counselors, nurses, school psychologists. Refer to SIRS manual for codes.

Staff Assignme...
No Staff Assig...

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

Staff Assignment Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):

*Assign. Category: *Assign. Code:

PMF

*Location Code: *Assign.Date: Completion Date: Assign. Title: *Grade Level:

Percent Time: Assign. Field: *Assign.Date: Programs Code:

Import Validat

Delete Record

In district :: In district
Contracted out public :: Contracted out public
Contracted out private :: Contracted out private
Contracted in public :: Contracted in public
Contracted in private :: Contracted in private

Staff Assignme

No Staff Assignment Records found.

Curr. Staff / Add New   Clear

Report the appropriate code for staff employed by the district that work in the district, out of the district, or are contracted from an outside agency and work in the district. Required for social workers, counselors, nurses, school psychologists. Refer to SIRS manual for codes.

Staff Assignment-New Fields

Staff Assignment

Assignment Field Codes (Field 9)

New in 2023-24

Applicable to School nurses, school counselors, social workers, and psychologists (see Assignment codes on next slide)

In district: Staff person is providing direct services to students in their own LEA.

Contracted in public: Staff person was contracted from another public LEA to come to this public LEA to provide direct services.

Contracted in private: Staff person was contracted from a private entity, not a school district, BOCES, or charter school to come to this public LEA to provide direct services.

Contracted out public: Staff person employed in this public LEA is contracted to provide direct services to another district, BOCES, or charter school.

Contracted out private: Staff person employed in this LEA is contracted to provide direct services to a nonpublic school.

Report a record for each building as applicable.

Staff Assignment-New Fields

Staff Assignment

Staff assignments to report in Fields 9, 18 Codes

New in 2023-24

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

Staff Assignment-New Fields

New items, rule changes, and code changes for 2024

Staff Assignment

Staff assignments to report in Fields 9, 18 Codes

New in 2023-24

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

November 16, 2023 – DATA DEADLINE (Published On: 08/23/2023)

Staff Snapshot, Staff Assignment Data Due

Preliminary 2023-24 data due. Staff Snapshot must be loaded to SIRS prior to loading any other staff or course data.

Staff Assignment-New Fields

- Preliminary **Staff Snapshot & Staff Assignment** data due **Thursday, November 16, 2023**

- Preliminary **Course Instructor Assignment & Student Class Entry/Exit** due **Thursday, January 25, 2024**

  - Be sure to report Special Education and English as a New Language teachers in their own courses or by using the correct indicator/teacher role on the course section.

  - Be sure to report librarians by assigning them to the course 99000- Library (Library Media Specialist).

  - Check out SIRS Manual for new course codes for counselors who teach classes.

- Final **Teacher Out of Certification** data due **Thursday, May 16, 2024**

  - The official NYS Out of Certification match is performed based on data through May 16, 2024. SIRS-328 Out of Certification report will be frozen as of this date.

  - Recommendation: Give appropriate HR staff SEDDAS entitlements to the Staff folder in L2RPT so they can review the SIRS-328 and SIRS-329

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

- Preliminary **Staff Snapshot & Staff Assignment** data due **Thursday, November 16, 2023**

Staff Assignment-New Fields

- Preliminary **Staff Snapshot & Staff Assignment** data due **Thursday, November 16, 2023**

- Preliminary **Course Instructor Assignment & Student Class Entry/Exit** due **Thursday, January 25, 2024**

  - Be sure to report Special Education and English as a New Language teachers in their own courses or by using the correct indicator/teacher role on the course section.

  - Be sure to report librarians by assigning them to the course 99000- Library (Library Media Specialist).

  - Check out SIRS Manual for new course codes for counselors who teach classes.

Staff Assignment-New Fields

- Preliminary **Staff Snapshot & Staff Assignment** data due **Thursday, November 16, 2023**
- Preliminary **Course Instructor Assignment & Student Class Entry/Exit** due **Thursday, January 25, 2024**
  - Be sure to report Special Education and English as a New Language teachers in their own courses or by using the correct indicator/teacher role on the course section.
  - Be sure to report librarians by assigning them to the course 99000- Library (Library Media Specialist).
  - Check out SIRS Manual for new course codes for counselors who teach classes.
- Final **Teacher Out of Certification** data due **Thursday, May 16, 2024**
  - The official NYS Out of Certification match is performed based on data through May 16, 2024. SIRS-328 Out of Certification report will be frozen as of this date.

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

- Preliminary **Staff Snapshot & Staff Assignment** data due **Thursday, November 16, 2023**

- Preliminary **Course Instructor Assignment & Student Class Entry/Exit** due **Thursday, January 25, 2024**

  - Be sure to report Special Education and English as a New Language teachers in their own courses or by using the correct indicator/teacher role on the course section.

  - Be sure to report librarians by assigning them to the course 99000- Library (Library Media Specialist).

  - Check out SIRS Manual for new course codes for counselors who teach classes.

- Final **Teacher Out of Certification** data due **Thursday, May 16, 2024**

  - The official NYS Out of Certification match is performed based on data through May 16, 2024. SIRS-328 Out of Certification report will be frozen as of this date.

- Recommendation: Give appropriate HR staff SEDDAS entitlements to the Staff folder in L2RPT so they can review the SIRS-328 and SIRS-329

Staff Snapshot Delete Process

New items, rule changes, and code changes for 2024

New items, rule changes, and code changes for 2024

Staff Snapshot Delete Process

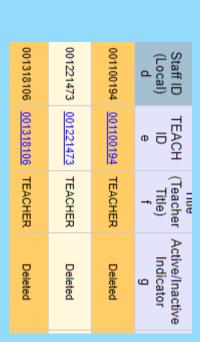When you hit the delete button on a Staff Snapshot record (Hard Delete) this message appears

Staff Snapshot Delete Process

When you hit the delete button on a Staff Snapshot record (Hard Delete) this message appears

Import Validation Messages:

You are about to delete 0 Staff Assignment, 0 Staff Attendance, 0 Staff Evaluation, 0 Staff Tenure and 0 Course/Instr/Assign records in the selected district and school year. Are you sure you want to DELETE ALL DATA FOR THIS STAFF? If yes, then click the Delete-Proceed button below to finalize the deletion of this staff's Level 0 data.

Delete-Proceed

Validate & Save   Clear

Staff Snapshot Delete Process

When you hit the delete button on a Staff Snapshot record (Hard Delete) this message appears

Import Validation Messages:

You are about to delete 0 Staff Assignment, 0 Staff Attendance, 0 Staff Evaluation, 0 Staff Tenure and 0 Course/Instr/Assign records in the selected district and school year. Are you sure you want to DELETE ALL DATA FOR THIS STAFF? If yes, then click the Delete-Proceed button below to finalize the deletion of this staff's Level 0 data.

Delete-Proceed   Validate & Save   Clear

The record remains in Level 0 and is exported to Level flagged deleted (Soft Delete)

New items, rule changes, and code changes for 2024

Staff Snapshot Delete Process

When you hit the delete button on a Staff Snapshot record (Hard Delete) this message appears

Import Validation Messages:

You are about to delete **0** Staff Assignment, **0** Staff Attendance, **0** Staff Evaluation, **0** Staff Tenure and **0** Course/Instr/Assign records in the selected district and school year. Are you sure you want to DELETE ALL DATA FOR THIS STAFF? If yes, then click the Delete-Proceed button below to finalize the deletion of this staff's Level 0 data.

Delete-Proceed

Validate & Save   Clear

The record remains in Level 0 and is exported to Level flagged deleted (Soft Delete)

Shows in the SIRS 320 as deleted an is excluded from all other SIRS reports

New items, rule changes, and code changes for 2024

Staff Snapshot Delete Process

When you hit the delete button on a Staff Snapshot record (Hard Delete) this message appears

The record remains in Level 0 and is exported to Level flagged deleted (Soft Delete) Shows in the SIRS 320 as deleted an is excluded from all other SIRS reports

Import Validation Messages:

You are about to delete 0 Staff Assignment, 0 Staff Attendance, 0 Staff Evaluation, 0 Staff Tenure and 0 Course/Instr/Assign records in the selected district and school year. Are you sure you want to DELETE ALL DATA FOR THIS STAFF? If yes, then click the Delete-Proceed button below to finalize the deletion of this staff's Level 0 data.

Delete-Proceed

Validate & Save

Clear

New York State Education Department

Staff Snapshot Detail Verification Report

Data Contained in the Student Information Repository System

Staff ID (Local) d	TEACH ID e	Title (Teacher Title) f	Active/Inactive Indicator g
001100194	001100194	TEACHER	Deleted
001221473	001221473	TEACHER	Deleted
001318106	001318106	TEACHER	Deleted

Student Data Services
Level 0 Training
ZERO ZONE

TIME: 9:00 AM to 12:00 PM (1/2 hour training slots)

LOCATION: Zoom meetings by appointment

DATES: Every Tuesday

AUDIENCE: Any district personnel involved with Level 0 and state data reporting

PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE

At: https://calendly.com/dwtshelp/

You request has been resolved.

Bill Ritchie
Regional Information Center
Eastern Suffolk BOCES
Need assistance? - Welcome to the Zero Zone
DWTShelp@esboces.org
750 Waverly Avenue
Holtsville, NY 11742
Phone: (631)-218-4171

Please refrain from sending Personally Identifiable Information (PII) via emails or attachments. Please use secure transmission methods. If it is necessary to send PII to ESBOCES staff, please use our Secure Courier email system.

PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE

At: https://calendly.com/dwtshelp/

PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE

At: https://calendly.com/dwtshelp/

You request has been resolved.

Bill Ritchie
Regional Information Center
Eastern Suffolk BOCES
Need assistance? - Welcome to the Zero Zone
DWTShelp@esboces.org
750 Waverly Avenue
Holtsville,, NY 11742
Phone: (631)-218-4171

Please refrain from sending Personally Identifiable Information (PII) via emails or attachments. Please use secure transmission methods. If it is necessary to send PII to ESBOCES staff, please use our Secure Courier email system.

To... sampleuser@district.org
Cc...
Subject   Helpdesk support

Send

Eastern Suffolk BOCES
Educational Services That Transform Lives

Student Data Services
Level 0 Training

ZERO ZONE

TIME: 9:00 AM to 12:00 PM (1/2 hour training slots)

LOCATION: Zoom meetings by appointment

DATES: Every Tuesday

AUDIENCE: Any district personnel involved with Level 0 and state data reporting

PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE
At: https://calendly.com/dwtshelp/

Select a Date & Time

December 2021

< >

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Tuesday, December 14

9:00am
9:30am
10:00am
10:30am
11:00am
11:30am

Eastern Time - US & Canada (11:05am) ▼

Powered by Calendly

GO BIRDS!!

Test Scoring Updates 2023-2024

Preliminary Test Scoring Timeline

Eastern Suffolk BOCES
Educational Services That Transform Lives

IMPORTANT TEST SCORING DATES 2023-2024
Preliminary Timeline (As of 11/14/23)

Activity	NYSAA	ELA 3-8	Math 3-8	NYSESLAT	Science 5 & 8	Jan. 2023 Regents	June 2023 Regents	Aug. 2023 Regents
Test Room/PBT files posted to the district SFTP site	NA	1/15	1/15	NA	1/15	1/23-1/24	6/4, 6/14 - 6/25	8/19 - 8/20
Sort Order Form	NA	12/15	12/15	NA	12/15	12/14	TBD	TBD
CSV files for Regents PRINTING	NA	NA	NA	NA	NA	12/14	TBD	TBD
Data Pull - for PRINTING	NA	1/15	1/15	2/12	1/15	TBD	NA	TBD
Data Pull - for EDITING	NA	4/30	4/30	TBD	NA	NA	NA	NA
Administration of Tests	3/13 - 6/9	P 4/10 - 4/12 C 4/8 - 5/17	P 5/7 - 5/9 C 4/8 - 5/17	SPEAKING 4/15 -5/24 L,R,W 5/13-5/24	PERFORMANCE 4/8 - 5/17 WRITTEN 4/8 - 5/17	1/23-1/24	6/4, 6/14 - 6/25	8/19 - 8/20
Make-up Testing	Must be given within the testing window	P 4/15 - 4/17 Must be given within the testing window	P 5/10 - 5/14 Must be given within the testing window	SPEAKING & L/R/W Must be given within the testing window	PERFORMANCE & WRITTEN Must be given within the testing window	NA		NA
Scoring of Constructed Response	NA	Scoring of PBT must be completed by 4/30	Scoring of PBT must be completed by 5/22	SPEAKING is scored as it is administered Scoring of PBT must be completed by 5/22	TBD	as required	Rating Day 6/26	as required
Final Date to Submit Answer Sheets to Scanning Center* (May be returned before this date)	NA	P 4/30	P 5/22	TBD	TBD	NA	NA	NA

Phone: 631-218-4195
Fax: 631-240-8967

Contact DWTSHelp@esboces.org

P = Paper based testing
C = Computer based testing

Sort Order Form

Eastern Suffolk BOCES

Student Data Services

Answer Document Sort Selection
Return by December 15, 2023

STUDENT DATA SERVICES

District: _____ Contact Name: _____

Phone: _____ E-Mail: _____

PLEASE NOTE: In Spring 2024, all students in Grades 5 and 8 will be required to take ELA, Math and Science Tests via CBT. The other grade levels may also participate in CBT, but paper-based testing will still be available for these students. If you are testing via CBT, please indicate below if SDS will be supplying the login tickets.

Please circle the appropriate sort sequence for testing materials (choose only one)

Test Name	Grade(s)	Print Sorts for Paper Based Testing (All Sorts are alphabetical within school and/or room)					Computer Based Options (Print Login Tix*)
ELA	3	SCH	SCH	HR	TR	HR	CBT
	4	SCH	SCH	HR	TR	HR	CBT
	5	SCH	SCH	HR	TR	HR	CBT
	6	SCH	SCH	HR	TR	HR	CBT
	7	SCH	SCH	HR	TR	HR	CBT
	8	SCH	SCH	HR	TR	HR	CBT
Math	3	SCH	SCH	HR	TR	HR	CBT
	4	SCH	SCH	HR	TR	HR	CBT
	5	SCH	SCH	HR	TR	HR	CBT
	6	SCH	SCH	HR	TR	HR	CBT
	7	SCH	SCH	HR	TR	HR	CBT
	8	SCH	SCH	HR	TR	HR	CBT
Science	4	SCH	SCH	HR	TR	HR	CBT
	8	SCH	SCH	HR	TR	HR	CBT

SCH = SCHOOL ■ HR = HOMEROOM ■ CBT = COMPUTER BASED TESTING (Please note this is NOT a sort option)

TR = TESTROOM (test room file must be submitted; see additional information below). This sort requires roster verification before printing.

*LOGIN TICKETS will require submission of a file similar to the TR file (see additional information below)

All files for Test Room (TR) sort or login tickets MUST be emailed to Karen Barbaro at: kbarbaro@esboces.org AND Lisa Zwerling at: lzwerlin@esboces.org OR submitted through the SFTP site. If files are submitted through the SFTP site, an email MUST be sent to kbarbaro@esboces.org AND lzwerlin@esboces.org indicating the files have been posted.

When completed, please email as stated above. Please call Student Data Services at (631) 218-4195 with any questions.

Test Room File Layout

File Layout for Testing Room Import

Required/Optional	Field	Length	Position	Comments
R	Room Code	1	1	T=Test Room H=Homeroom
R	Student ID	9	2-10	Left fill with zeros
Required if Room Code = T Otherwise Leave blank	Measure	3	11-13	800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Science 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Science
R	Room	8	14-21	Alpha/Numeric
O	Filler	4	22-25	
O	Teacher's Last Name	25	26-50	
O	Teacher's First Name	20	51-70	

*Room and Teacher name combinations must be unique.
For example: Room 101 can only be linked to Mrs. Smith

The file has to be a fixed length text file delivered either in a PRN or TXT file format.

File name format: TR_DistrictName_Assessment_Year

(i.e.) TR_DistrictName_ELA3_2017

*All Test Room (TR) files MUST be emailed to Karen Barbaro at: kbarbaro@esboces.org AND Lisa Zwerling at: zwerlin@esboces.org OR submitted through the sftp site. If the files are submitted through the sftp site, an email MUST be sent to kbarbaro@esboces.org AND lzwerlin@esboces.org indicating the files have been posted.

NYSAA

- ▼ Students will be available in KITE starting Nov. 22nd
- ▼ If a student is not in KITE, check if the student has demo, enrollment and programs correctly reported
- ▼ If all data is accurate, the student can be manually added to KITE
- ▼ You may need our help to add a student, don't be shy-call us
- ▼ Administration Dates **March 11, 2024-June 7, 2024**
- ▼ NYSAA SAM is available and posted to datacentral

Questions about NYSAA administration and training??

Contact scoring@esboces.org

ELA and Math

- Online ordering system is now closed

- If there is a problem with the order or you need to order additional exams, contact the Office of State Assessment

- Alternate language versions of the Math assessments are only available on paper

- Student can answer on a paper answer sheet and paper booklet **or** the student can respond on the computer in English or their alternate language

- What the students will see on the screen will be in English

Science

- Alternate languages versions for the Science assessments are only paper based (same guidance as Math)

- There are Question Samplers available to practice:

  https://ny.nextera.questarai.com/tds/#practice

- 15% of the questions on the assessment will be based on the science investigation

- FAQs about Science Investigations are posted with the print packet

PBT in a CBT World

Who is this for??

▼ Students with IEPs or 504 plans that state they can take the exam on paper

▼ Students for Math and Science who are taking an alternate language on paper

What do I have to do?

▼ Submit a file with this student information so we can print answer sheets

(File layout in the print packet)

What if we don't know in advance?

⌄ We will also send extras but it is always better to have pre-printed materials with name and id

PBT in a CBT World File Layout

File Layout for PBT Import

This file must be submitted for any students taking PBT (Paper-Based Tests) while other students in the same building and grade are scheduled to take CBT (Computer-Based Tests).

	Position	Length	Comments	Example
BEDS Code	1	6	text	580123
Year	7-10	4	number	2018
Subject	11-14	4	ELA or Math	ELA
Level	15-16	2	text	03
Student ID	17-25	9	text	12345789

The file has to be a fixed length text file delivered either in a PRN or TXT file format.

File name format: PBT_DistrictName_Assessment_Year

(i.e.) PBT_OurTownCSD_ELA3_2018

*All PBT files MUST be emailed to Karen Barbaro at: kbarbaro@esboces.org AND Lisa Zwerling at: lzwerlin@esboces.org OR submitted through the SFTP site. If the files are submitted through the SFTP site, an email MUST be sent to kbarbaro@esboces.org AND lzwerlin@esboces.org indicating the files have been posted.

PLEASE CALL Student Data Services at 631-218-4195 with any questions.

NYSESLAT

- Speaking session is 4/15-5/24

- Listening/Reading/Writing is 5/13-5/24

- Someone in the district should have received an email regarding the ordering process from MetriTech

- If not, contact MetriTech directly at *NYSESLAT@metritech.com or 1-800-747-4868*

- Ordering memo is posted with the print packet

- **NEW for 2024**: Grade 1 test! Grades 1 and 2 were tested on Level 2 in previous years. This year they will be separated. Now there will be 7 levels of NYSESLAT!

NYSESLAT vendor is MetriTech-DO NOT contact Pearson

NYSITELL

- Scores from the summer are now available on L2RPT-SIRS 104 NYSITELL Summary Report as long as you reported demo and enrollment

- Please send us a form if you need to order sheets-DO NOT MAKE copies

- Please make sure that all answer sheets have the correct 9-digit student id written on them

- Make sure you are testing on the right sheet in the right date range

CBT Timeline

- ▼ 12/7/23- Simulation PreID Demo/Enrollment/Programs due by 5:00pm
- ▼ 12/20/23-Simulation Student/Class/Test tabs open
- ▼ 12/29/23-Tecnology Readiness Checklist closes-required for very building
- ▼ 1/16/24-1/26/24-Simulation Testing Window-required for every building

CBT Support website s your friend

cbtsupport.nysed.gov

Contact Information

We are your first line of defense! If we can't solve the problem, we will escalate it to CBT Support.

Call SDS: 631-218-4195

Email: dwtshelp@esboces.org

Thanksgiving-I am one happy turkey

▼ I am thankful for my awesome team:

Bill Ritchie

Karen Barbaro

Barbara Ball

Yika Blair

Diane Franco

Lisa Reed

▼ The best leadership: Charlie King and Peter Desjardins

December 2022

TO: District Superintendents
Superintendents of Public Schools
Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Zachary Warner

SUBJECT: 2023–24 Elementary- and Intermediate-level Testing Schedule

In the June 2022, Statewide Implementation of Computer-Based Testing memorandum, the New York State Education Department set forth details regarding plans to fully transition to computer-based testing (CBT) for the Grades 3–8 English Language Arts (ELA) and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests. In Spring 2024, all students in Grades 5 and 8 will be required to take ELA, mathematics, and science Tests via CBT. The other grade levels may also participate in CBT, but paper-based testing will still be available for these students.

One of the benefits that comes with the implementation of computer-based testing is greater flexibility with the testing schedule. For the 2023–24 school year, there will be a singular multiple-week window to administer the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests. The expanded computer-based testing window also provides greater flexibility to schools that do not wish to test during the April 8 solar eclipse and those that may close for the observance of Eid al-Fitr. Schools that are offering only paper-based tests for Grades 3, 4, 6, and/or 7 and are closed on Wednesday, April 10 in recognition of Eid al-Fitr may use Monday, April 15 as an administration date for these exams.

Spring 2024 will also be the first administration of the new Grade 5 and Grade 8 Science Tests aligned to the NYS P-12 Science Learning Standards. Additional information on the new science tests is available on the Office of State Assessment's website.

For both paper-based and computer-based ELA and mathematics testing, schools will select two consecutive days within the respective administration windows to administer assessments for each grade level and subject. Schools must test the entire grade on the same two consecutive school days for each subject. For science, the entire grade must test on the same day. These rules are school-specific and need not be observed as district-specific.

Schools with students in a CBT grade that must test on paper per an Individualized Education Program (IEP) or Section 504 Accommodation Plan, or because they require an alternate language edition of the mathematics or science test that is not available on computer, should test on the same days as their CBT grade cohorts.

2023–24 School Year Elementary- and Intermediate-level Testing Schedule

Operational Test		Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA **English Language Arts, Mathematics, and Science**		Monday, March 11 – Friday, June 7	Make-ups must be given within the testing window	N/A	N/A
Computer-based testing	**Grades 3-8 English Language Arts**	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Must be completed by Friday, May 24*	N/A
	Grades 3-8 Mathematics				
	Grades 5 & 8 Science				
Paper-based testing	**Grades 3, 4, 6, 7 English Language Arts**	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17	Must be completed by Tuesday, April 30*	Tuesday, April 30
	Grades 3, 4, 6, 7 Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	Must be completed by Wednesday, May 22*	Wednesday, May 22
NYSESLAT Speaking		Monday, April 15 – Friday, May 24	Make-ups must be given within the testing window	Speaking is usually scored as it is administered	TBD
NYSESLAT Listening, Reading, Writing		Monday, May 13 – Friday, May 24	Make-ups must be given within the testing window	TBD	TBD

* Teachers may not begin to train for scoring or rate student responses until the primary administration of the specific grade-level test that they are rating have been administered in the teachers' school.

September 2023

To: District Superintendents
              Superintendents of Public Schools
              Principals of Public Schools
              Leaders of Charter Schools
              Leaders of Religious and Independent Schools
              Regional Bilingual Education Resource Networks (RBERNS)

From: Zachary Warner

Subject: 2024 New York State English as a Second Language Achievement Test: New Grade 1 Test and Mode of Administration

This memorandum provides two updates related to the spring 2024 administration of the New York State English as a Second Language Achievement Test (NYSESLAT).

Introduction of Grade 1 Test

Based on feedback from New York educators, the 2024 NYSESLAT will separate the Grades 1-2 band into distinct assessments. While the Grade 2 test will remain the same as the prior Grades 1-2 band, the new Grade 1 test has been developed specifically for students in that grade. A test sampler with examples of Grade 1 questions as well as directions for administration is available on the Office of State Assessment's NYSESLAT webpage. Following the administration of the NYSESLAT in spring 2024 (see the 2023-24 testing schedule), English as a New Language (ENL) educators will meet to review the expectations for students and recommend achievement standards (also known as "cut scores") for the new Grade 1 test.

Mode of Administration

In October 2022, a memo was issued to notify the field of a delay in the transition of the NYSESLAT to computer-based testing (CBT). That memo stated that "the first administration of computer-based NYSESLAT and NYSITELL assessments will remain within the planned window for statewide implementation of computer-based testing." This intention remains and it is expected that the NYSESLAT and NYSITELL will transition to CBT in spring of 2026, the final year of the Grades 3-8 implementation. This timeline will allow for the ongoing Graduation Measures initiative to include discussions of the needs of English Language Learners and to consider recommendations from the Blue Ribbon Commission regarding opportunity and equity in obtaining a diploma. As a result, the spring 2024 and spring 2025 NYSESLAT administrations will be paper based.

Please contact the Office of State Assessment with questions about the NYSESLAT at (518) 474-5902 or emscassessinfo@nysed.gov.

June 2023

TO: District Superintendents
Superintendents of Schools
Special Education Directors
Chairpersons of Committees on Special Education
Project Managers for the Level I Data Repositories

FROM: Zachary Warner

SUBJECT: Birthdate Ranges for Students with Disabilities Participating in the 2023-24
New York State Alternate Assessment (NYSAA)

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2023-24 NYSAA. Students should be tested based on their birthdate in the content areas indicated for each grade level. Please contact the Office of State Assessment at 518-474-5902 or by email at emscassessinfo@nysed.gov if you have any questions regarding the NYSAA.

Birthdate	NYSAA Grade and Component	Reaches this Age Between September 1, 2023 and August 31, 2024
September 1, 2014–August 31, 2015	Grade 3 ELA and Math	9
September 1, 2013–August 31, 2014	Grade 4 ELA and Math	10
September 1, 2012–August 31, 2013	Grade 5 ELA, Math, and Science*	11
September 1, 2011–August 31, 2012	Grade 6 ELA and Math	12
September 1, 2010–August 31, 2011	Grade 7 ELA and Math	13
September 1, 2009–August 31, 2010	Grade 8 ELA, Math, and Science	14
September 1, 2005–August 31, 2006	Secondary-Level ELA, Math, and Science**	18

*NYSAA-eligible students who meet the age criteria for 5th grade are expected to take Grade 5 Science this year.

**NYSAA-eligible students who do not meet the age criteria above for the secondary level and will be exiting school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old).

Reminder: all NYSAA-eligible students noted in the secondary-level age range above are assigned to the Grade 9 cohort in Educator Portal, regardless of the actual grade that the student is enrolled in at school. The grade must be 9 in the Educator Portal system.

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

ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT
89 Washington Avenue, Room 775 EBA
Albany, New York 12234

October 2023

TO: District Superintendents
                Superintendents of Public Schools
                Principals of Public, Religious, and Independent Schools
                Leaders of Charter Schools

FROM: Zachary Warner

SUBJECT: Additional Guidance on the 2023–24 Elementary- and Intermediate-level
                Testing Schedule

The purpose of this memorandum is to provide additional guidance on the 2023–24 Elementary- and Intermediate-level Testing Schedule including sample scenarios to assist schools and districts with planning for test administration.

COMPUTER-BASED TESTING

One of the benefits that comes with the implementation of computer-based testing (CBT) is greater flexibility with the testing schedule. The 2023–24 Elementary- and Intermediate-level Testing Schedule reflects that greater flexibility. For the 2023–24 school year, there will be a multiple-week window to administer the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests.

	Operational Test	**Administration Window**	**Make-up Dates**
Computer-based testing	Grades 3-8 English Language Arts	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window
	Grades 3-8 Mathematics		
	Grades 5 & 8 Science		

For the computer-based ELA and mathematics tests, schools will select two consecutive school days within the administration window for the primary test administration for each grade level and subject. **Schools must test the entire grade, except for make-up testing, on the same two consecutive school days.** More than one grade level may be tested on the same two consecutive school days. For the computer-based science tests, schools will select one day within the administration window for the primary administration for each grade level. Schools must test the entire grade, except for make-up testing, on the same day. Schools may administer the Grades 5 & 8 Science Computer-based Tests on the same day. These rules for the ELA, mathematics, and science computer-based tests are school-specific and need not be observed as district-specific. If the school district so chooses two different schools within the district may administer the same grade tests on computer on different consecutive days within the administration window.

Schools with students in a CBT grade that must test on paper per an Individualized Education Program (IEP) or Section 504 Accommodation Plan or will be taking an alternate language edition of the mathematics or science test, should test on the same days as their CBT grade classmates.

Make-ups for the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests must be given during the administration window. Schools may begin administering make-ups on the school day immediately following their primary administration days. Schools should be prepared and are expected to administer make-ups until the end of the administration window, regardless of school or district plans for primary administration dates.

PAPER-BASED TESTING

Schools that are offering only paper-based tests for the Grades 3, 4, 6, and/or 7 ELA and Mathematics Tests will select two consecutive school days within the paper-based testing administration windows for their primary administration.

Operational Test		Administration Window	Make-up Dates
Paper-based testing	Grades 3, 4, 6, 7 English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17
	Grades 3, 4, 6, 7 Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14

Each Local Education Agency (LEA—district, charter, religious, or independent school) should choose two consecutive school days for the primary test administration for each grade of the test within the established testing windows. These two days may differ by grade. All schools within the LEA that are administering the paper-based tests to students should adhere to the same locally selected primary testing days to the extent this is feasible.

Make-ups may begin on the school day immediately following the last day of the primary test administration. If an LEA chooses the first and second days of the administration window as its primary testing days for a certain grade, make-ups may begin on the third day. All make-ups for schools only offering paper-based tests for the Grades 3, 4, 6, and/or 7 ELA and Mathematics tests must be completed by the end of the respective make-up window.

Religious and Independent Schools who due to religious beliefs, do not make use of technology in the classroom and therefore will only be offering paper-based tests, must administer the Grades 3-8 ELA and Mathematics Tests during the respective ELA and Mathematics paper-based testing administration windows and make-up dates. For the Grades 5 & 8 Science Tests, these religious and independent schools will select one day within the multiple-week window, (Monday, April 8, 2024 – Friday, May 17, 2024) to administer the paper-based science tests for each grade level. The Grades 5 & 8 Science Tests may be administered on the same day. Make-ups must be given during the multiple-week administration window.

CONTACT INFORMATION

Attached are sample scenarios based on the 2023-24 Elementary- and Intermediate-level Testing Schedule. If you have any questions regarding the 2023-24 Elementary- and Intermediate-level Testing Schedule, please contact the Office of State Assessment at 518-474-5902 or send an e-mail to emscassessinfo@nysed.gov for assistance.

SAMPLE SCENARIOS

Scenario 1

For the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, can School A elect to administer the mathematics tests first, followed by science, and then ELA?

Answer: Yes, the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests can be administered in any subject order within the administration window.

Scenario 2

For the ELA computer-based Tests, School B would like to administer the Grades 5 and 8 tests on separate days, is that allowed.

Answer: Yes, students within the same grade must test on the same days, but schools can select different days to administer the tests for each grade level. For example, School B could administer the two sessions of the Grade 5 ELA Computer-based Test on the first two days and the two sessions of the Grade 8 ELA Computer-based Test on the third and fourth days of the administration window.

Scenario 3

For the Mathematics Computer-based Tests, School C would like to administer the Grades 5 and 8 Tests on the same days, is this allowed?

Answer: Yes, schools can administer more than one grade level on the same two consecutive school days. For example, School C could administer the Grades 5 and 8 Mathematics Computer-based tests on the first two days of the administration window. The start time of each test may be staggered by grade level to accommodate staffing and space needs (e.g., Grade 5 starts at 9:00 a.m., while Grade 8 starts at 11:00 a.m.).

Scenario 4

For the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, School D would like to allow one week of make-ups immediately after their primary administration for each subject test. Would this be allowed?

Answer:
School D cannot limit their make-up dates to just one week for each subject test. Schools are expected to administer make-ups for the Grades 3–8 English Language Arts (ELA) and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests until the end of the computer-based testing administration window.

<u>Scenario 5</u>

For the Grades 3-8 ELA and Mathematics Tests, School E is administering computer-based tests for grades 5 & 8 and only offering paper-based tests for the other grades. School E would like to align their testing dates. Can School E use the paper-based testing administration dates and paper-based testing make-up dates for computer-based testing too?

Answer: School E can use the paper-based testing administration dates for their computer-based testing administration dates because the paper-based testing administration dates fall within the computer-based testing administration dates. School E <u>cannot</u> align the make-up dates though as schools are expected to administer make-ups for the computer-based ELA and Mathematics tests up until the end of the computer-based testing administration window which is after the end dates for the make-up windows for schools only offering paper-based tests for the ELA and Mathematics tests.

<u>Scenario 6</u>

School F has students in a CBT grade that must test on paper per an IEP. Can these students test on the same days as their CBT classmates even if the CBT days are outside the paper-based testing administration dates and make-up dates?

Answer: Yes, schools with students in a CBT grade that must test on paper per an IEP or Section 504 Accommodation Plan, or because they require an alternate language edition of the mathematics or science test should test on the same days as their CBT grade classmates even if the dates are outside the paper-based testing administration dates and make-up dates. The paper-based testing administration dates and make-ups dates are for schools only offering paper tests for a grade level.

<u>Scenario 7</u>

For their primary administration of the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, School G would like to administer more than one subject test at a time. May School G administer Session 1 of the mathematics test to their grades 5 & 8 students in the morning and the science test to them in the afternoon?

Answer: No, for the primary administration of the Grades 3–8 ELA and Mathematics Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, schools must select different dates for each subject test.

TO: District Superintendents
               Superintendents of Schools
               Principals of Public, Religious, and Independent Schools
               Leaders of Charter Schools

FROM: Betty A. Rosa, Commissioner

SUBJECT: Statewide Implementation of Computer-based Testing

DATE: June 16, 2022

The purpose of this memo is to provide details regarding the New York State Education Department's (NYSED or "the Department") plans for statewide implementation of computer-based testing (CBT) for the Grades 3-8 English Language Arts (ELA) and Mathematics Tests, the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests and the New York State English as a Second Language Achievement Test (NYSESLAT).

Computer-based testing has been successfully implemented for elementary- and intermediate-level testing in 48 states[1] and it is critical that New York now also transition to modern approaches to assessment that are in line with the 21st Century instruction and learning being fostered in classrooms. There are many opportunities that come with full implementation of CBT and NYSED is exploring ways to harness these benefits once all students are participating in computer-based testing. Throughout the transition, NYSED will work diligently to partner with educators, school staff, community members, and parents to provide all of the necessary support for this critical update to the assessment program.

History of Computer-Based Testing in New York State

The New York State Testing Program began transitioning to a computer-based testing model in 2016 when the New York State Alternate Assessment (NYSAA) started using Dynamic Learning Maps (DLM). DLM is a computer-delivered adaptive assessment measuring a student's achievement of the ELA and mathematics learning standards at a reduced level of depth, breadth, and complexity. This assessment provides the opportunity to customize the assessment to the individual abilities and needs of the student, is designed to measure a wide range of proficiencies of students, is more efficient to administer and score, and provides useful information to teachers to inform future instruction for the student. The NYSAA Science transitioned to DLM in spring 2018.

---

[1] https://nces.ed.gov/programs/statereform/tab2_22.asp
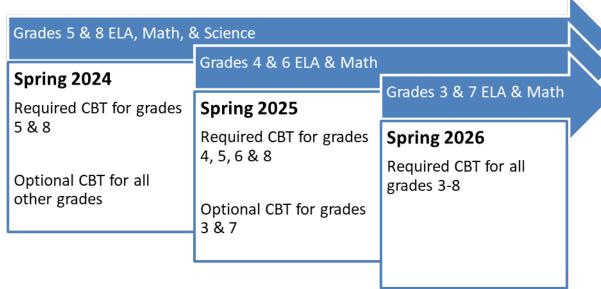
The transition to computer-based testing for the Grades 3-8 English Language Arts (ELA) and Mathematics testing program began with optional participation in computer-based field tests in 2016. This was followed by optional participation in CBT in the spring operational tests in 2017 and schools have been provided the opportunity to choose their testing format since that time. Although technical issues occurred in 2019, NYSED is confident in the contractor's improvement measures including a move to cloud-based servers (Amazon Web Services) and the robust quality assurance steps implemented in preparation for the 2020 test administration which was ultimately cancelled. The Spring 2021 administration period successfully tested over 140,000 students and NYSED is confident in the system capabilities necessary for scaling up participation. Several weeks ago, more than 230,000 students from over 1,000 schools participated in CBT with no significant technical concerns.

In the past two school years, schools and districts have made unprecedented investments in technology infrastructure and educator training to ensure that students could receive instruction in a variety of computer-based modalities during the COVID-19 pandemic. Historic infusions of federal and state funding in the form of COVID-response grants and state aid increases have made available critical fiscal resources that can assist districts and charter schools needing to upgrade their infrastructure and devices. With the availability of these unprecedented resources, NYSED is moving forward with an implementation plan for computer-based testing that will allow districts to make strategic investments that will support 21st Century teaching, learning, and assessment.

Plans for Full Implementation of CBT in Grades 3-8

Since the introduction of CBT in the Grades 3-8 ELA and Math testing program, the optional nature of participation in CBT for this program has impacted opportunities to fully harness the benefits of testing on computer. Such potential advantages include faster turnaround of student results, additional flexibility in administration windows, reduced administrative preparation, reduction or elimination of standalone field testing, an exploration of adaptive testing models, and fiscal savings for districts. Many of these options reduce burdens on teachers and school staff which can translate into additional instructional time for students.

The model and timeline for the Department's planned implementation are shown on the following page. In Spring 2024, all students in Grades 5 and 8 will be required to take ELA, Math, and Science Tests via CBT. The other grade levels may also participate in CBT, but paper-based testing will still be available for these students. In Spring 2025, Grades 4 and 6 will also be required to test via computer for ELA and Math and, finally, all students in Grades 3-8 will participate in CBT beginning in Spring 2026. NYSED strongly encourages all schools, and especially those that have not yet administered CBT, to participate in computer-based field testing in Spring 2023 as field testing offers the opportunity for schools to assess their technology readiness for CBT and provides administrators, teachers, and students an opportunity to become familiar with CBT in a low-stakes testing environment.

Grades 5 & 8 ELA, Math, & Science		
Spring 2024 Required CBT for grades 5 & 8 Optional CBT for all other grades	Grades 4 & 6 ELA & Math	
	Spring 2025 Required CBT for grades 4, 5, 6 & 8 Optional CBT for grades 3 & 7	Grades 3 & 7 ELA & Math
		Spring 2026 Required CBT for all grades 3-8

The implementation model requires the oldest students in each grade band (i.e., 3-5 and 6-8) to transition to CBT first. Grade 3 students will not be required to test on computer until the final year, Spring 2026. This model has proven successful in many other states that have already fully implemented computer-based testing at the elementary- and intermediate-levels. Additionally, the order of grade-level implementation in each subsequent year ensures that students continue to test on computer once they have started, regardless of the school or district the child attends.

Plans for Implementation of CBT for NYSESLAT & NYSITELL

The implementation of required computer-based testing for the NYSESLAT will also begin in Spring 2024. However, this model will transition fully to CBT that year for all grades, except for Grades K and 1 which will remain as paper-based tests. As with the full implementation of the computer-based NYSAA in one year, NYSED can best support educators and students taking the NYSESLAT if Grades 2-12 transition simultaneously. The New York State Identification Test for English Language Learners (NYSITELL) will also be available on computer for Grades 2-12 beginning in Spring 2024. All schools field testing for the NYSESLAT in Grades 2-12 will move to computer in Spring 2023 in an effort to provide an opportunity for students, teachers, and administrators to become familiar with the testing system prior to full-scale implementation.

Additional Guidance on CBT Implementation

Additional and more specific guidance for the implementation of computer-based Grades 3-8 Tests and NYSESLAT will be forthcoming in the 2022-23 school year. For those schools that have already participated in CBT, there will be very few changes from their current experience. NYSED is grateful for the ongoing partnerships with those schools that have participated in CBT. This work has resulted in the improvement and refinement of CBT administrations. As more schools implement CBT, NYSED looks forward to providing support to ensure a seamless rollout for schools.

Questions about computer-based testing should be directed to the Office of State Assessment via email at CBTsupport@nysed.gov or by calling (518) 474-5902.

2024 Edition
New York State
Alternate Assessment

School Administrator's Manual

THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of The University

Table of Contents

General Information about the New York State Alternate Assessment (NYSAA)

About the NYSAA

The NYSAA is part of the New York State Testing Program that measures student knowledge of the Essential Elements (EEs) in the academic areas of [English Language Arts (ELA)](#), [mathematics](#), and [science](#) for students with severe cognitive disabilities. The EEs are alternate achievement standards that are reduced in depth, breadth, and complexity from the State's grade-level academic achievement standards. They have been adopted by the State for students with severe cognitive disabilities.

NYSAA-eligible students are assessed using the Dynamic Learning Maps® (DLM®) Alternate Assessment System. New York is part of the DLM consortium of state education departments that use and develop the DLM Alternate Assessment System. Accessible Teaching, Learning, and Assessment Systems (ATLAS) at the University of Kansas facilitates the DLM Consortium in partnership with the Center for Literacy and Disability Studies at the University of North Carolina at Chapel Hill.

The NYSAA is a computer-based adaptive assessment that allows for optimal student accessibility and provides useful guidance to help inform instruction. Students are assessed annually in ELA and mathematics in Grades 3-8 and one time at the secondary level prior to exiting school.

Students participating in the NYSAA in science are assessed once each at the elementary, middle, and high school levels. Beginning with the 2023-24 school year and thereafter, NYSAA-eligible students will be tested in science in Grade 5, Grade 8, and one time at the secondary level (Grade 9 cohort) prior to exiting school. For more information, refer to the [Administration of the New York State Alternate Assessment in the 2022-23 School Year](#) memorandum.

Contact Information

For assistance with NYSAA policy, testing accommodations, Kite Educator Portal (EP) accounts, student IDs, test administration, or test security questions, please contact the Office of State Assessment (OSA) at 518-474-5902 or via email to emscassessinfo@nysed.gov.

For technical support for the EP or Student Portal platforms, please contact DLM at 1-855-277-9751 or via email to DLM-support@ku.edu.

NYSAA Eligibility and Participation Criteria

Students with severe disabilities, as defined in section 100.1(t)(2)(iv) of the [Regulations of the Commissioner of Education](#), are eligible for participation in the NYSAA. "Students with severe disabilities" refers to students who have limited cognitive abilities combined with behavioral and/or physical limitations and who require highly specialized education and/or social, psychological, and medical services in order to maximize their full potential for useful and meaningful participation in society and for self-fulfillment. Students with

severe disabilities may experience severe speech, language, and/or perceptual-cognitive impairments and challenging behaviors that interfere with learning and socialization opportunities. These students may also have extremely fragile physiological conditions and may require personal care, physical/verbal supports, and assistive technology devices.

Students to be Tested

Only students with severe cognitive disabilities are eligible for the NYSAA. A school's Committee on Special Education (CSE) determines annually whether a student with a severe cognitive disability is eligible to take the NYSAA. The CSE's decision must be documented in the student's Individualized Education Program (IEP). Refer to the [Eligibility Criteria for Participation in the New York State Alternate Assessment (NYSAA) (memo & checklists)](#) and the [Office of Special Education](#) website for the criteria that the CSE must use to determine eligibility for the NYSAA.

Once a student is determined eligible by the CSE, the [Birthdate Ranges for Students with Disabilities](#) memorandum [(Appendix A)](#) should be referred to in order to determine the student's grade and subjects to be administered based on the student's chronological age.

The CSE annually reviews and determines whether students with severe cognitive disabilities are eligible to take the NYSAA, and this decision is documented on the student's IEP.

English Language Learners (ELLs)
For ELLs who are NYSAA eligible, there is a one-time exemption from the State's ELA assessment. Schools are permitted to exempt from the 2024 ELA NYSAA only those ELLs who, on April 1, 2024, will have been attending school in the United States for the first time for less than one year. However, these students must take the NYSAA in all other subjects appropriate to their age-equivalent grade level. For further explanation, please refer to the [SIRS Manual](#) and search on "NYSESLAT and Accountability."

Out-of-District Students
If a student is placed outside the school district of residence, it is the school district or school that the student is attending that is responsible for testing the student. For example, if a school district placed a student at a BOCES, the BOCES is responsible for testing the student. If the student is placed at a nonpublic school with an approved special education program (853 School), a Special Act School District, a State-Operated School, State-Supported School (4201 School) (see list of [approved schools](#)) or at an approved [out-of-State residential school](#), that school is responsible for testing the student.

Homebound Students
Homebound students (also known as home-tutored students) fall into two categories: students who remain enrolled in a school but are provided temporary instruction in the home and students who are unable to attend school for the remainder of the school year because of a physical, mental, or emotional illness or injury substantiated by a licensed physician or, for students with disabilities, are placed in homebound instruction by the CSE and are instructed at home or in a hospital by a tutor provided by the district of

responsibility. The school district providing instruction in the home or hospital is responsible for testing the student.

Home-Instructed Students
NYSAA students who are home-instructed (home-schooled) are not eligible for the NYSAA. For further information, see [section 100.10(h) of the Regulations of the Commissioner of Education](#).

Medically Excused
Under certain circumstances, a school administrator may grant a medical excuse from the NYSAA testing requirement for a student with a severe disability. Students with severe disabilities are allowed to be medically excused when the student is too incapacitated to be tested because of an illness or injury resulting from a significant medical emergency, as documented by a medical practitioner. The medically excused option is reviewed by a school district administrator on an individual student basis. School administrators should work with parents to obtain documentation from a medical practitioner. For more information, refer to [Process to Medically Excuse a Student with a Severe Cognitive Disability from Participation in the New York State Alternate Assessment (NYSAA)](#).

Who May Administer the NYSAA

Pursuant to Section 102.3 of the [Regulations of the Commissioner of Education](#), "Building principals are responsible for administering [State] examinations and maintaining the integrity of examination content and programs, in accordance with directions and procedures established by the commissioner." Principals are responsible for ensuring that all staff authorized to administer the NYSAA comply with the requirements and instructions contained in this manual and all DLM-issued manuals.

The NYSAA is a secure State exam. Only qualified personnel should administer the NYSAA. Qualified personnel should be certified teachers or administrators able to carry out standard examination procedures and should have special training in administering the NYSAA.

In public and charter schools, the staff administering the NYSAA should be certified teachers. In religious and independent schools, it is highly recommended that the staff administering the NYSAA be certified teachers. The principal is responsible for making the final determination as to whether a teacher may administer the NYSAA.

In the DLM system, only a user with the role of teacher who has completed the DLM Required Test Administrator Training can administer the NYSAA to students who have been rostered to them. Please refer to the [Data Management Manual](#) for further information on User Roles.

Kite Educator Portal Account and User Roles

EP is the administrative application through which staff and educators manage student data and retrieve reports and extracts.

Each user in EP is assigned a role, which gives that user permission to access specific student data within the assigned school and/or district. The role of District Test Coordinator (DTC) needs to be assigned in EP by OSA.

Once the DTC has activated their account, they can then set up other user accounts. For further information on adding users, refer to the Data Management Manual.

New York Approved Roles in Educator Portal	Description	Manuals and guides to help users understand their roles and processes
District Test Coordinator (DTC)	A person at the district level who is able to perform test coordinator functions. Can add roles and users in a district and the component buildings. Can upload enrollment and roster files and modify student records. **This role is a good match for district Data Stewards and Assessment Coordinators.**	DTCs often use the Assessment Coordinator Manual, Data Management Manual, and Educator Portal User Guide.
Building Test Coordinator (BTC)	A person in the building who is able to perform test coordinator functions. Can assign roles to users and add users in an individual building. Can upload enrollment, roster, and Test Exit Clear (TEC) files for the building only.	BTCs should refer to the Data Management Manual and the Educator Portal User Guide.
Teacher	Educators have access only to the records for those students linked to their account by a roster. Can view student records and edit some information. Can view and edit First Contact Survey (FCS) and the Personal Needs and Preferences (PNP) Profile. **This role is a good match for the test**	Teachers need to read and understand the topics addressed in the Test Administration Manual, which provides further guidance and screen shots. Teachers should also refer to the Accessibility Manual to better understand the accessibility supports and test administration practices allowed and not allowed.

	administrator, educator, or test examiner.	Teachers should also familiarize themselves with the Educator Portal User Guide.
Building User	Can access records for all students in that building. Can view student records and edit some information.	Data Management Manual and Educator Portal User Guide for extracts and reports.
District User	Has limited access to all students in the district with some view and edit permissions.	Data Management Manual and Educator Portal User Guide for extracts and reports.
District Superintendent	Has view and edit permissions for users, students, and rosters in a district.	Data Management Manual and Educator Portal User Guide for extracts and reports.

Preparing to Administer the NYSAA

In the beginning of the school year, the DTC/BTC should familiarize themselves with the Assessment Coordinator Checklist (Appendix C), Important Dates to Remember, and Administration Schedule.

In addition, the DTC/BTC should share the Educator Checklist (Appendix D) and Important Dates to Remember with those in the role of teacher. The DTC or BTC should also share the Technology Coordinator Checklist (Appendix E) with District or Building Information Technology (IT) staff.

Administration Schedule

The 2023-24 NYSAA Test Window takes place **Monday, March 11, 2024, through Friday, June 7, 2024.** The assessment must be completed, or the appropriate special circumstance codes entered by June 7, 2024.

Important Dates to Remember

08/31/2023	Kite Student Portal Update to Kite Student Portal for 2023-24.
09/11/2023	ELA, Math, & Science Instructionally Embedded Assessment opens. • 09/11/2023-02/23/2024 • 12/23/2023-01/01/2024 window closed
10/02/2023	DLM Required Test Administrator Training opens.
10/03-11/17/2023	NYSAA-DLM Virtual Training • Virtual Training Window: 10/03-11/17/2023 • Prior registration required Live Q&A sessions: • 10/25/2023 12-1 pm • 11/15/2023 3-4 pm More information to follow. Virtual Training must be viewed prior to participation in a live Q&A session.
10/20/2023	Recommended deadline to complete review of user information in Educator Portal. Make corrections, add new users and delete users no longer needing accounts.
10/30/2023	Printed manuals sent to schools.
11/10/2023	NYSAA-eligible students need to be identified in the state data warehouse with the program service code **0220** to be included in the NYSED enrollment pull. Districts/Schools utilizing the Instructionally Embedded Window must comply with this deadline.
11/13/2023	NYSED pull of students identified as NYSAA-eligible for loading of enrollment file to Educator Portal.
11/17/2023	NYSED loads enrollment file to Educator Portal.[*]
11/22/2023	Rostering of students begins for entities relying on NYSED load of enrollment data.
11/30/2023	Recommended deadline to complete First Contact Survey (FCS) and Personal Needs Profile (PNP) for participation in spring assessment to utilize the Instructionally Embedded Window**.**

---

[*] Districts/schools can enroll and subsequently roster students prior to the NYSED load of enrollment data; they do not have to wait for NYSED to load the enrollment file. Districts/schools must verify the student's State id (NYSSIS) if they plan to enroll the student themselves to avoid duplicate enrollments.

01/29/2024	English and Spanish translations of Parent Brochures sent to schools.
02/12/2024	Final date for braille marked in PNP Profile.
02/19/2024	Recommended deadline to complete FCS and PNP for participation in spring assessment.
03/4/2024	Shipment of braille forms or embossing paper to school.
03/11/2024	Spring assessment window opens.
06/07/2024	Spring assessment window closes.
07/24/2024	Last day to download and save all Data Extracts in Educator Portal pertinent to district needs.

Test Security

The NYSAA is considered a secure State exam, and, as such, principals are responsible for ensuring that **all** staff authorized to administer the NYSAA comply with the requirements and instructions contained in this manual and in all DLM-issued manuals.

To minimize the number of testing irregularities, principals should conduct a review of the test administration procedures prior to each test administration with all staff responsible for test administration. Test administrators and other educational staff who support implementation are responsible for complying with the following **Kite Test Security Standards**:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means, including posting to, or discussing questions on social media platforms.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Users will not give out, loan, or share their passwords with anyone. Allowing others access to an EP account may cause unauthorized access to private information. Access to educational records is governed by federal and State law.
4. Those who violate the Kite Test Security Standards may be subject to New York State Education Department Regulations and/or the Test Security and Educator Integrity Office policies governing test security.

DLM Required Test Administrator Training

There is **required** online training for all staff administering the NYSAA. The training and quizzes are accessed in the EP via the Training tab. To complete the training, the teacher will log into EP using their own username and password. The required online training will be available until the testing window closes.

All staff assigned to the teacher role in the EP will be automatically enrolled in this course. Teachers will have to activate their EP accounts prior to accessing this training. New teachers who did not go through training in the previous years will be assigned New Teacher training. Returning teachers, who administered the previous year, will be enrolled as returning teachers.

The new teacher training consists of four modules and the returning teacher training only has one module. Each teacher must successfully complete the modules with a passing score of 80% on the post-tests before administering the NYSAA to a student.

Teachers can receive Continuing Teacher and Leader Education (CTLE) (Appendix I) hours for the Required Test Administrator Training noted above and for any of the DLM Professional Development Modules, as well as the annual fall Training, offered through NYSED and DLM.

Student Enrollment in the Kite Educator Portal

NYSAA-eligible students need to be identified in the State data warehouse with the program service code 0220 by November 10, 2023, to be included in the NYSED enrollment pull scheduled for November 13-17, 2023.

For students enrolled after this date, the DTC/BTC will need to add these students manually in EP. To add students manually, please see the Instructional video or refer to the Data Management Manual.

New York State Student Identification System (NYSSIS)

NYSSIS (Appendix B) is a NYSED-developed technology that assigns and maintains a unique 10-digit number or student identifier based on an LEA-submitted set of student demographic data that is fed into a matching algorithm and returned with either a matched ID, a new ID, or placed in a Hold Queue for manual resolution. IDs are used to provide longitudinal continuity for a student's records over their time in the NYS Student Information Repository System (SIRS).

Each student enrolled in EP must have a NYSSIS ID included in their enrollment record. District student management systems will contain NYSSIS IDs. They can also be found using NYSED's NYSSIS application system. District/Building Test Coordinators will need an account created and entitled to the NYSSIS application through the State Education Department Delegated Account System (SEDDAS) application located in the NYSED application business portal. In a nonpublic or charter school, the principal of that school must entitle access; in a public school, contact the district superintendent; for BOCES, the BOCES superintendent at the main location entitles access; and for a BOCES RIC, contact your director. Refer to Appendix B.

If you are having difficulty locating the NYSSIS ID, please contact OSA via email. Do NOT enter students into Kite without using the correct NYSSIS ID as this will create duplicate enrollments in Kite, which will need to be fixed at the State level.

Transferring of Students

When a student transfers from one district to another within New York State, especially during the testing window, it is best practice to transfer a student rather than exit them. By using the transfer option, the student's FCS and PNP, as well as any completed testlets, will transfer with them. To transfer students between districts, please contact OSA and provide the NYSSIS ID and district as well as the building to which the student will be transferred.

Exit Codes

In some situations, it may be appropriate to use an Exit Code (Appendix G) to remove a student from EP prior to testing. Students must be enrolled in EP to be exited from the system. The District/Building Test Coordinator can exit students from EP. See the Data Management Manual for directions on exiting students. The best practice is to exit students before the assessment window opens.

Rostering Students

Once students are enrolled in EP, DTC/BTCs must then create rosters. Rosters link students to their teacher (test administrator) for each subject being tested and provide test administrators access to their students' information in EP. Rosters can be created manually or by using a roster upload template file.

First Contact Survey

Once a student is rostered to a teacher, the teacher must complete the student's First Contact Survey (FCS). The FCS is a collection tool in EP that the teacher uses to provide information about the student's communication method, any assistive technology devices the student might use, motor or sensory impairments the student may have, and the student's academic performance. The items on the FCS are used to link the student with assessments that are at the most appropriate level of complexity in each subject. The DLM assessments are known as testlets.

Testing Accommodations and Accessibility Supports

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking State assessments. It is the principal's responsibility to ensure that students receive their testing accommodations and that those staff who will be providing them are appropriately trained. Teachers are advised to become familiar with the accommodations specific to the NYSAA.

The CSE determines an individual student's testing accommodations based on the student's needs. The student's IEP provides the testing accommodations to be used for the student.

The DLM alternate assessment system provides accessibility supports that allow NYSAA-eligible students to meaningfully participate in the NYSAA. These accessibility supports enable administrators and teachers to customize the NYSAA assessments to meet the individual needs of students. A student's IEP must clearly document all testing accommodations, including accessibility supports, that will be provided to the student when participating in the NYSAA.

Prior to testing, the teacher selects the accommodations in the Personal Needs and Preferences (PNP) Profile to be provided during the assessment, based on the testing accommodations indicated on a student's IEP. Teachers should refer to the [Accessibility Manual](#) and the [Accessibility Supports memo.](#)

Braille
The last day to request the shipment of Braille forms or embossing paper is February 12, 2024. In the PNP Profile, the teacher would select the correct braille form for the student. Braille forms are available in Unified English Braille (UEB) for ELA and science and Nemeth code for math. DLM supplies uncontracted braille forms for ELA, math, and science, but not for all EEs and linkage levels. Braille should not be selected for emerging braille readers. Braille should be selected only if the student is proficient enough in braille to demonstrate their knowledge, skills, and understanding of the EEs in the DLM alternate assessment by independently reading uncontracted braille. There are other accessibility options for students who do not read uncontracted braille, such as Alternate Form-Visual Impairment, magnification, human read aloud, or spoken audio. Refer to the [Accessibility Manual](#) for further information on Braille and Alternate Form-Visual Impairment supports.

Oral Translations for English Language Learners
The DLM test system does not provide translated forms of the NYSAA. It is available in the English language only. Therefore, when testing English Language Learners in the NYSAA, it is permissible for a school to orally translate text that is visible on the computer screen into the student's native language. Unless exceptions are noted on the Testlet Information Page (TIP) or at the beginning of a test section, the text can be translated, and the students' answers accepted in English or their own native language. The school is responsible for the translation process and procedure for the DLM assessments. Refer to [The Provision of Oral Translations for the New York State Alternate Assessments in English Language Arts, Mathematics, and Science](#) for further information.

In addition, for the writing question in the ELA writing testlet, ELLs may provide their responses in their native languages, unless exceptions are noted in the Testlet Information Page (TIP) or at the beginning of a test section. Districts and schools should plan for translation services, as they are responsible for the translation process and procedure.

The Office of Bilingual Education and World Languages and the Regional Bilingual Education Resource Networks (RBERNs) can assist schools in locating people who can aid in the translations. A directory of the RBERNs is available.

Test Administration Resources

Practice Activities and Released Tests

It is recommended that teachers and students familiarize themselves with the DLM alternate assessment system by taking part in the practice activities and reviewing released testlets. Practice activities are designed to familiarize users with how testlets appear in Student Portal. One practice activity is for students and the other is for teachers. Released testlets are like actual testlets. These testlets contain items that align to EEs at designated linkage levels. The Guide to Practice Activities and Released Testlets and the Test Administration Manual have instructions for accessing these resources.

Instructionally Embedded (IE) Assessment

The IE assessment is another way for teachers and students to become more familiar with the DLM alternate assessment system. IE assessments are computer-delivered alternate assessments that are intended to be relaxed, constant, and integrated with classroom instruction. The IE assessments are testlets very much like those used for summative DLM assessments Teachers have the option to administer the IE Assessments during the fall and winter months. It closes prior to the required spring assessment window opening. The FCS must be completed prior to accessing the IE Assessment. The FCS is analyzed and used to determine the recommended linkage level for each EE for each subject in the Instruction and Assessment Planner. Teachers can choose EEs immediately after submitting the FCS and can accept the system recommended linkage level or select a different one. The Educator Portal User Guide and Test Administration Manual has instructions for how to use the IE Assessment.

During Testing

Test Tickets

The DLM assessments are known as testlets. A testlet is a grouping of three to nine items, depending on the subject. Each testlet begins with an engagement activity that is designed to motivate students, provide a context, and activate prior knowledge.

Once the testing window opens and the teacher has completed all the steps to prepare to administer the NYSAA, they must retrieve a student's test ticket, access the Testlet Information Page (TIPs), and prepare test materials as noted in each TIP. If the testing window is open and there are no testlets available for the student, please see Appendix K for troubleshooting tips.

Prior to testing, teachers will need to access test tickets in EP. Test tickets contain the student's name and password to access the SP where they take the NYSAA. Test tickets are located under the Manage Tests tab. Teachers can access the test ticket only if they have completed the DLM Required Test Administrator Training. This document may be printed, but it is a secure document and needs to be handled securely. If printed, it should be destroyed after testing.

Testlet Information Pages (TIPs)

Prior to administering a testlet to a student, the teacher must access the TIPs associated with each new testlet that becomes available. The TIPs provide detailed information about a specific testlet, including certain test materials needed for the testlet, alternate text for human read aloud, and more. TIPs are available in the EP after each testlet is assigned to a student. TIPs are secure documents and need to be handled securely. If printed, they should be secure destroyed after testing.

Test Materials

The TIP for each testlet identifies information and materials needed for each testlet, if any. Prior to testing, the teacher should carefully review the TIP and gather materials for testing in advance. Sometimes materials are required and cannot be substituted, but substitutions are allowed in most cases. If a testlet requires materials, the TIP will state the specific materials mentioned in the testlet and describe their attributes so that test administrators may find appropriate substitutions. Refer to the Test Administration Manual for more information on materials needed, substitutes allowed, and supports not allowed. There is additional test material guidance specific to ELA, math, or science.

Writing Testlets

The DLM system uses information from the First Contact survey about the student to determine which type of writing testlet the student should receive. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. Because these skills focus on understanding letters, words, and the expression of ideas through words, picture or word selection is not an appropriate method of composing text for the DLM alternate assessment writing testlets. When the testlet response options refer to "writing" or "the student wrote," this can include any method the student uses for writing. For more information on the Writing testlets refer to Appendix J.

The student's writing product must be kept on file at their district for a period of one year following test administration.

Submitting Writing Testlets

It is also strongly recommended that teachers submit the student writing testlet sample in EP to DLM. EP allows for the secure upload of student writing samples that can be directly linked to each student. These are used for validity evidence and research purposes. Uploading a writing sample does not impact scoring. For further information, refer to Submitting Writing Samples in Educator Portal on the DLM NY page.

Special Circumstance Codes

If a student cannot participate in the NYSAA, a special circumstance code (Appendix F) can be entered to provide an explanation as to why the student was not tested. Only the District/Building Test Coordinators (D/BTC) can enter special circumstance codes for students. These codes are specific to each school year's testing window only and to the subject for which they are entered. Special circumstance codes can be entered only during the testing window and must be entered prior to the close of the testing window.

For more on entering special circumstance codes, please refer to the Special Circumstance Codes Directions for NY on the DLM NY page.

Test Completion

Please note that test administrators will receive notification in EP that testlets have been completed for a student in a content area; for example, a student completed 2 out of 9 testlets in ELA. In addition, test administrators should keep a chart tallying the number of testlets students have completed to compare with the expected number to be completed as found in the TAM (see chart below). Note that field tests are not included in this count (see below). **District Test Coordinators must run a Data Extract Report to determine that all testing for each subject has been completed.**

NUMBER OF TESTLETS FOR SPRING ASSESSMENT

Grade	Math Testlets	ELA Testlets	Science Testlets	Field Testlets
3	8	9	Not tested	0 or 1
4	8	9	Not tested	0 or 1
5	8	9	9[*]	0 or 1
6	7	9	Not tested	0 or 1
7	7	9	Not tested	0 or 1
8	8	9	9	0 or 1
High School-cohort grade 9	7	9	9	0 or 1

---

[*] NYSAA-eligible students who meet the age criteria for 5th grade are expected to take Grade 5 Science this year.

Field Testing

Once all required spring assessments are complete, there may be zero or one field test delivered in each of the content areas. The field test testlet may be harder or easier than the last operational testlet the student completed for the Essential Element. If it is too difficult for the student, the student or test administrator may leave a response unanswered or choose an option indicating the student did not respond (if available), and then submit the testlet. Student responses on field test testlets will not be scored. Test administrators can expect each field testlet to take the same approximate time to administer as an operational testlet. Test administrators are strongly encouraged to deliver the field testlets, which help build a larger operational bank of available testlets. Please see the chart on page 16 for the number of testlets delivered per grade level. Field tests will not be counted in the total tests delivered. After you have completed the required testlets, please go back into EP to see if a field testlet, which is labeled with NA, is available just as you would check for an operational assessment. Remember: After you have completed the required testlets, please go back into EP to see if a field testlet has become available.

Teacher Surveys

Teacher surveys will be delivered in Student Portal again this spring. The survey is optional, but it is strongly recommended that the survey be completed. The survey is accessed under the "Other" tab. It does not pop-up during student test administration. Utilize the Exit Does Not Save button should it be accidently opened by the test administrator or student during testing. Please complete the survey.

Reporting Irregularities and/or Misadministration

Pursuant to Section 102.3 of the Regulations of the Commissioner of Education, "Building principals are responsible for administering [State] examinations and maintaining the integrity of examination content and programs, in accordance with directions and procedures established by the commissioner." Accordingly, the building principal is responsible for all aspects of the school's test administration and must take appropriate measures both to prevent, as much as possible, and to investigate all security breaches and irregularities associated with the administration and scoring of the test. In addition, the principal where the misadministration took place must report the following testing irregularities and misconduct by students—in writing, on school letterhead, and signed by the principal—to OSA via email to emscassessinfo@nysed.gov. New York City public schools must also email testsecurity@schools.nyc.gov.

Testing Irregularities or student test misconduct that must be reported:
- All student infractions of NYSED's policy prohibiting the possession or use of cell phones and other communications devices during State assessments. A student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing.
- All test administrator infractions regarding violation of the Kite Security Agreement, including reproducing the assessment (i.e., printing, storing, saving, taking screen

shots, etc.) as well as sharing login credentials or providing unauthorized access to the assessment.
- All confirmed cases of students cheating.
- All instances of school officials or staff members providing students with unauthorized/inappropriate testing accommodations or tools when not included on the students IEP.
- All instances of school officials or staff members providing students with other nonstandard test administrations, unrelated to cheating.
- All instances of student testing being completed at the wrong grade level and/or subject and the testing window closed. **Note:** If testing window is still open, the school should contact OSA by phone at 518-474-5902 or via email to emscassessinfo@nysed.gov to ensure the student takes the correct grade and subject test prior to the test window closing.
- All instances of a student taking an assessment by using another student's login credentials.

The report, signed by the principal where the misadministration took place, must include:
- The school's Basic Educational Data System (BEDS) code,
- The school district and school name,
- The subject and grade of the NYSAA,
- A brief description of the incident,
- The number of students affected,
- NYSSIS ID numbers of affected students, and
- The principal's determination as to whether the incident constitutes a misadministration. If the incident is determined to be a misadministration, then the principal must submit a corrective action plan indicating how they will prevent the incident from occurring again.

Mandatory Reporting of Testing Improprieties by Adults
NYSED's Office of School Personnel Review and Accountability (OSPRA) handles all reports of testing improprieties by adults involved in the administration and scoring of State tests. School officials and personnel are required to report any incident of testing misconduct by an educator or other adult involved in testing. Reports should be made via the OSPRA website by submitting the incident report form located on the main page under the tab "Report Educator Test Fraud."

No adverse action, including dismissal and any disciplinary action, may be taken against an employee who files a mandatory report of testing misconduct because the employee filed a report. Anyone who takes such unwarranted adverse action against another employee may face disciplinary action by NYSED.

Examples of Improper Testing Conduct Reported to OSPRA:
- All suspected or confirmed cases of a school official or staff member giving aid or impromptu lessons on specific test content to students immediately before or during a state test.
- All instances of a test administrator completing the assessment for a student.

- All suspected or confirmed cases of a test administrator altering student responses on the assessment.
- All instances of an administrator or teacher instructing another administrator or teacher to alter or interfere with student responses.

Coding of Invalid Tests

Any breaches or irregularities, except interruptions caused by power outages or alarms, may be determined by the school or by OSA to invalidate a student's test results. In cases where a student's test has been invalidated, the administrator must:

1. Notify OSA of the administrative error via phone at 518-474-5902 or via email to emscassessinfo@nysed.gov. In order to expedite accurate reporting, provide the BEDS code, district and school building name, subject, grade, and NYSSIS IDs.
2. If the testing window is still open, the district should also enter the special circumstance code, "State Use 1 (10001)", in the EP. Directions for entering special circumstance codes, can be found on the NYSAA Test Administration Resources website.
3. If the testing window has closed, then NYSED will document that a misadministration has occurred.
4. On the L2RPT SIRS-301 Tested/No Tested Confirmation Report verification report, a student for whom an administrative error occurred will not receive a valid score and will appear as "not tested."

Circumstances that Should Not Be Reported as Administrative Errors

Please contact OSA during the test administration if there is a circumstance where it might not be appropriate to invalidate a student's test result. For example, the NYSAA test window is open, and a student was tested at an incorrect grade level. The district can amend the student's grade level in EP and test the student at the correct grade level while the test window is open. In these circumstances, OSA will work with district administrators to provide further guidance. If such circumstances occur, the administrator should notify OSA immediately for further assistance.

After Testing

Reporting of NYSAA Results

There are two versions of NYSAA Score Reports available: A NYSED version and a DLM version.

The **NYSED score reports** are available through NYSED's L2RPT system in the SIRS-502 Score Report – NYSAA. These are available in September. The District Data Coordinator at each district will have information on how to access this system. The NYSED score report is intended to be shared with parents.

The **DLM Individual Score Reports** are available in EP in August of each school year. Please refer to the Educator Portal User Guide for specific instructions for accessing the reports.

DLM Individual Student Score Reports consist of two parts: a Performance Profile, which summarizes skill mastery for related content (e.g., a specific conceptual area or domain) and for the subject overall, and a Learning Profile, which describes the skills, as they relate to each EE, that were included in the assessment and how the student's mastery of these skills compares to alternate achievement grade-level expectations. A student-specific score report is available for each subject on which a student was assessed.

Individual Student Score Reports will be available for students who participated in one or more testlets of the NYSAA in ELA, mathematics, and/or science. These are for teacher use ONLY.

DLM Performance Profile

The Performance Profile provides a report of the student's overall performance in a subject. Please note that there is no exact correlation between mastering a particular linkage level on a specific EE and the overall performance level in the subject.

- Reports include only valid student records as determined by State-level review of results. If a student record was invalidated during the State's two-week review window, the student will not have an Individual Student Score Report.

DLM Learning Profile

A Student Learning Profile Report describes the student's mastery of certain skill levels for each assessed EE. For every EE in ELA and mathematics, there are skills at five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor. For every EE in science, there are skills at three linkage levels: Initial, Precursor, and Target. These levels are shown in columns on the Learning Profile. The Target level represents the grade-level expectation for students with the most significant cognitive disabilities. Each student is assessed on one linkage level for all EEs on the blueprint, except for Writing. Students are typically not assessed at every linkage level and may not be assessed on every EE.

A Student Learning Profile Report provides one piece of evidence to help inform instruction of NYSAA students and helps to build a bridge between the alternate achievement standards, the State assessment, and teaching.

DLM Class- and School-Level Results

The Class Results Report provides a summary of results for all students who were rostered to the teacher. The report lists individual students, the number of EEs tested, number of skills mastered, and their final achievement level. Each school receives Class Results Reports for every teacher with students enrolled in the DLM alternate assessment. The students are arranged alphabetically by grade level. All subjects assessed are included on the report.

The School Results Report contains the same information as the Class Results Report along with the teacher for each student added in an additional column. Records for the entire school are organized by grade and then by teacher and student in alphabetical order.

DLM District- and State-Level Results

The District Results Report provides one table of results. Each row shows the number of students assessed at that grade and subject and the number of students who achieved at each performance level. The last column indicates the percent of students at the target or advanced levels. The State Results Report has the same formatting and provides the same type of information for all student records in the State.

How Reports Are Distributed

NYSED NYSAA Score Reports are available to the student's CSE-responsible school through the Statewide Level 2 Reports (L2RPT in the Student Information Repository System (SIRS)). L2RPT reports are generated in a Cognos reporting environment independently hosted by each RIC/Big 5 Level 1 data center (or other hosting site) on its own servers. For help with accessing L2RPT, refer to [Information and Reporting Services (IRS).](#)

DLM NYSAA Individual Student Score Reports (ISRs) are available through the EP platform. The reports will only contain information pertaining to the testlets that the student completed. The Performance Profile would indicate that the student has a zero on performance or no levels mastered for EEs that were not assessed, and the Learning Profile would indicate that a student was not assessed on those EEs.

An EP user with the role of District Superintendent, DTC, BTC or Teacher will have access to Individual Student Score Reports (Learning and Performance Profile Reports) for students who were assessed the previous spring. To access the reports, the authorized user logs into EP.

EP users with the role of District Superintendent, DTC, or BTC will select Alternate Assessment from the Reports dropdown menu. Next the authorized user selects the End-of-Year tab and Student (Individual) or Students (Bundled). EP users with the role of Teacher will have access to Student Learning Profile Reports for students who are rostered to them for the current school year's assessment. Teachers will have access to the reports by logging into the EP platform and selecting the Student Report Archive from the Reports tab dropdown.

Questions regarding the Individual Student Score Reports may be directed to OSA.

Data Extracts

The deadline to save 2023-24 Data Extracts in EP is by **July 24, 2024**. After that the system clears out in preparation for next year.

If you want or need to save the test reports, please refer to the [Assessment Coordinator Manual](#) for types of extracts you can access and the [Educator Portal User Guide](#) for explanations of each report.

To access the Data Extracts: Log in to EP and select the REPORTS tab. Then, select DATA EXTRACTS from the drop-down menu. A list of available extracts will display. The list will vary depending on the user's role. The amount of data in the extracts will also vary depending on the user's role. Select the New File button in the Action column to the right of the desired extract's name to access the extract. If the extract has been accessed previously, a pop-up message will explain that the previous extract will be deleted. To proceed with the request, select the Yes button. Once generated, which may take a few minutes depending on the amount of data involved, the extract will appear as a downloadable CSV file in the File column. CSV files are like Microsoft Excel spreadsheets and can be filtered and sorted as desired.

Downloaded extracts must be securely saved or deleted since they contain private information. Follow State and district test security policies and procedures.

Appendices

A. [Birthdate Ranges for Students with Disabilities Participating in the 2023-24 New York State Alternate Assessment (NYSAA)](#)

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2023-24 NYSAA. Students should be tested based on their birthdate in the content areas indicated for each grade level.

Please contact OSA if you have any questions regarding the birthdate ranges for students participating in the NYSAA.

Birthdate	NYSAA Grade and Component	Reaches this Age Between September 1, 2023 and August 31, 2024
September 1, 2014–August 31, 2015	Grade 3 ELA and Math	9
September 1, 2013–August 31, 2014	Grade 4 ELA and Math	10
September 1, 2012–August 31, 2013	Grade 5 ELA, Math, and Science[*]	11
September 1, 2011–August 31, 2012	Grade 6 ELA and Math	12
September 1, 2010–August 31, 2011	Grade 7 ELA and Math	13
September 1, 2009–August 31, 2010	Grade 8 ELA, Math, and Science	14
September 1, 2005–August 31, 2006	Secondary-Level ELA, Math, and Science[**]	18

---

[*] NYSAA-eligible students who meet the age criteria for 5th grade are expected to take Grade 5 Science this year.

[**] NYSAA-eligible students who do not meet the age criteria above for the secondary level and will be exiting school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old).
Reminder: All NYSAA-eligible students noted in the secondary-level age range above are assigned to the Grade 9 cohort in Educator Portal, regardless of the actual grade that the student is enrolled in at school. The grade must be 9 in the Educator Portal system.

B. NYS Student Identification System (NYSSIS ID)

What is a NYSSIS ID?
NYSSIS (NYS Student Identification System) provides **unique statewide identification numbers to all students** participating in the NYS PreK - 12 Student Information Repository System (SIRS), also called the statewide (Level 2) student data warehouse (https://www.p12.nysed.gov/irs/sirs/). The SIRS provides a single source of standardized individual student records for analysis at the local, regional, and State levels to improve student performance and to meet State and federal reporting and accountability requirements. NYSSIS IDs are a unique 10-digit number assigned to each NY student and used to provide continuity for a student's records (including State testing) over their time in the NY. (https://www.p12.nysed.gov/irs/sirs/).

How do I access the NYSSIS ID?
You need an account created and entitled to the NYSSIS application through the SEDDAS application located in the NYSED application business portal (https://portal.nysed.gov). In a nonpublic or charter school, the principal must entitle access; in a public school, contact the district superintendent; for BOCES, the BOCES superintendent at the main location entitles access; and for BOCES RIC, contact your director.

What if I am new or there are changes in my district/school?
A nightly automated process runs to create accounts and entitle/un-entitle accounts to the NYSSIS web application for the CEO position of a public district, BOCES district, charter school, non-public school and BOCES RIC **based on the existing data submitted to SEDREF (https://www.oms.nysed.gov/sedref/) from your institutional school building location or district building location**. This process handles a staff change in the CEO position of an institutional location. All account entitlements of the previous CEO will be transferred to the new CEO of the same institutional location.

What if I cannot locate the NYSSIS ID #?
Contact the Office of State Assessment at EMSCASSESSINFO@nysed.gov or Computer Based Testing at CBTSupport@nysed.gov for more assistance in obtaining the NYSSIS ID # for a student.

Moreover, the LEA (school/district) may need to work with their contracted Level 1 data center to submit their student data to get a NYSSIS ID if the student record(s) have not been submitted to the NYSSIS system yet. (Turnaround time can be less than an hour).

C. Assessment Coordinator Checklist

Task	Completed
Step 1: Read and become familiar with the NYSAA SAM, the DLM Assessment Coordinator Manual, Test Administrator Manual, and Accessibility Manual.	
Step 2: Work with your Technology Team to make sure your district can receive emails from kite-support@ku.edu.	
Step 3: Obtain a DTC account in Kite® Educator Portal or designate account for District/Building Test Coordinator (DTC/BTC). To request a DTC account, please email the Office of State Assessment (OSA) or CBT Support.	
Step 4: Complete the Security Agreement in Kite Educator Portal.	
Step 5: Sign up for Test Updates.	
Step 6: Review users listed in Educator Portal. Add new users as needed and deactivate users no longer in the school or district.	
Step 7: Ensure educators have completed the Security Agreement. **Run Report: Security Agreement Completion**.	
Step 8: Ensure all teachers administering the NYSAA have completed the DLM Required Test Administration Training. **Run Report: Training Status Extract** to monitor required training completion.	
Step 9: Work with the Technology Coordinator to make sure that Kite Student Portal has been installed or updated on all devices used for testing prior to testing.	
Step 10: Identify NYSAA-eligible students to be assessed. o Plans for uploading or activating students with the aid of SED or completing the task as the DTC o Make sure all students have NYSSIS IDs.	
Step 11: Create Rosters to connect students to a teacher in each tested subject area	
Step 12: Accessibility and Accommodations o Ensure the Personal Needs and Preferences (PNP) Profile and First Contact survey (FCS) have been completed for each student. **Run Reports: PNP Settings and First Contact Survey File extracts.** o Request Braille materials, if needed and indicated in PNP, by contacting the OSA by February X, 2024, o Make arrangement for Language Translator if needed o Make sure the students are set to receive the appropriate Accommodations and Accessibility features as documented in their IEP.	

Step 13: Data Clean-up. Verify all student and teacher information is correct prior to the start of the Testing Window	
Step 14: Plan for Test Administration. Secure locations for testing, plan for additional staffing, or for staff changes.	

Step 15: Testing window Opens
   o Monitor and support test administration.
   o Confirm all eligible students have been tested prior to the end of testing. Run the DLM Test Administration Monitoring Extract to ensure all eligible students have completed testing.	

Step 16: Enter the appropriate Special Circumstance Code for students not tested prior to the end of the test administration period.	

For assistance with NYSAA policy, testing accommodations, EP accounts, student IDs, test administration, or test security questions, please contact the Office of State Assessment (OSA) at 518-474-5902 or via email.

For technical support for the Kite Educator or Student Portal platforms, please contact DLM at 1-855-277-9751 or via DLM-support@ku.edu.

D. Educator Checklist

Task	Completed
Step 1: Read and become familiar with the NYSAA SAM, [DLM Test Administration Manual (TAM), Accessibility Manual, and Educator Portal User Guide](#)	
Step 2: Test administrators must have an account set up in [Kite® Educator Portal](#), If you do not have an account in Educator Portal, please contact you DTC.	
Step 3: Complete the Security Agreement in Educator Portal	
Step 4: Complete the DLM Required Test Administrator Training in Educator Portal via the Training tab. NOTE: All training requirements must be completed before the test administrator will have access to a student's Kite Student Portal log-in information.	
Step 5: Complete Personal Needs and Preferences (PNP) Profile and First Contact Survey (FCS) in Educator Portal NOTE: The information from the FCS generates the student's first testlet's adaptive linkage level.	
Step 6: Kite® Suite: Kite Student Portal is used for assessing students and the most current version must be [downloaded](#) on student testing devices.	
Step 7: Test administrator preparations ○ Sign up for [Test Updates](#) ○ Verify that the student information in Educator Portal is correct. ○ Share the NYSAA Parent Brochure with Parents ○ Review the student's IEP and Testing accommodations ○ Plan for the need for additional resources- Translator, Braille, additional staff, separate location, etc. ○ Refer to Retrieve Testlet Information Page and Gather Materials section of the TAM.	
Step 9: Test administration period March 11—June 07, 2024 ○ Notify the DTC or BTC if any Special Circumstance Codes need to be entered prior to the close of the Testing Window	

If you need assistance, please contact your DTC/BTC.

E. Technology Coordinator Checklist

Task	Completed
Step 1: Become familiar with your roles and responsibilities for the DLM assessment by reading the Technology Specifications Manual.	
Step 2: Evaluate the technology requirements for the DLM assessment.	
Step 3: Analyze network(s) and devices at testing sites.	
Step 4: Advise Assessment Coordinator/district leadership on any technical issues or concerns.	
Step 5: Oversee any necessary infrastructure and/or network preparation as well as device preparation based on technical requirements.	
Step 6: Ensure all student testing devices have the current version of Kite Student Portal installed.	

F. Special Circumstance Codes

For directions on how to enter special circumstance codes, refer to the [Special Circumstance Codes Directions.](#)

NYSAA Not-Tested Category	NYSAA Not-Tested Description	DLM Special Circumstance Code in Kite Educator Portal
Absent	The student was in attendance for fewer than 30 school days as a NYSAA-eligible student between March 11-June 7, 2024 (ELA, Mathematics, and Science) and it was determined that there was not enough time to assess the student.	Chronic Absences (13813)
Arrived After Cutoff Date for Test Administration	The student arrived in the district too late for the district to enter the student into the Kite Educator Portal and complete the assessment. The cutoff date is generally three weeks prior to the closing of the test window.	Other (9999)
Medically Excused	The student was too incapacitated to be tested because of an illness or injury resulting from a significant medical emergency, as documented by a medical practitioner. The medically excused option is reviewed by a school district administrator on an individual student basis. Students taking the NYSAA are not considered medically excused from testing because of their disability.	Medical Waiver (3454)
Took Another Assessment to Fulfill Testing Requirement	The student took another approved assessment (i.e., a New York State general assessment, (or approved alternative) or Regents Examination (or approved alternative)) to fulfill the testing requirement in a particular content area.	Other Reason for Non-Participation (13831)

Parent Refusal	The student was not administered the NYSAA based on a parent refusal of the NYSAA assessment. This does NOT include students who were unable to engage in the assessment at the time of the testing for whom a valid score of zero is appropriate.	Parent Refusal (13820)
Misadministration/ Reporting Irregularities	The building principal is responsible for all aspects of the school's test administration and must report testing irregularities and misconduct by students and staff—in writing, on school letterhead, and signed by the principal—to OSA via fax to 518-474-1989 or by email to emscassessinfo@nysed.gov. Examples of misadministration, include, but are not limited to: • All test administrator infractions regarding the violation of the Kite Security Agreement, including reproducing the assessment or sharing login credentials. • All instances of test administrators providing students with unauthorized testing accommodations. For more information refer to the Test Security Unit's website at https://www.nysed.gov/educator-integrity/report-educator-test-fraud.	State Use 1 (10001)
	DO NOT USE	State Use 2 (10002)

Note: In some situations, it may be more appropriate to exit or transfer a student rather than enter Special Circumstance Codes. If a student moves to a new district or school, the sending school can exit the student from EP or contact the NYSED to transfer the student to the new district. For a full list of possible exit reasons, please visit the DLM Data Management Manual.

G. Exit Circumstance Codes

DLM Exit Code in Kite Educator Portal	Exit Code Description	NYSAA Clarification
1	Student transferred to a public school in the same district.	Contact NYSED to transfer student between schools.
2	Student transferred to a public school in a different district.	Contact NYSED to transfer student to different district if testing has begun in order to transfer completed testlets.
3	Student transferred to a public school in a different state.	
4	Student transferred to an accredited private school.	Ex: Special Acts, 853s, 4201s, State-operated, and NYS-approved out-of-State schools
5	Student transferred to a nonaccredited private school.	Ex: Independent/secular, religious
6	Student transferred to home schooling.	Section 100.10(h) Regulations of the Commissioner of Education
10	Student death.	
13	Student reached maximum age for services.	Section 200.5(a)(5)(iii) of the Regulations of the Commissioner of Education
14	Student discontinued schooling.	Ex: Dropped out
16	Student moved within the US and is not known to be in school.	This is different from code 3, in which the student was known to transfer.
17	Unknown educational services provided to student.	
18	Student data claimed in error/never attended.	Ex: Student is not eligible, based on birthdate chart, but was mistakenly enrolled.
30	Student no longer meets eligibility for alternate assessment.	Ex: A CSE meeting was held, and the student's graduation program has changed.
98	Unresolved exit for student.	

H. Quick DLM Reference and Resource Guide

A quick reference and resource guide to direct educators and test administrators to frequently accessed DLM test administration information. NOTE: *Facilitators who do not have an Educator Portal account must access the DLM Required Test Administrator Training via https://training.dynamiclearningmaps.org/login/index.php.

DLM website dynamiclearningmaps.org (Select your state under the For States tab)	Kite® Educator Portal educator.kiteaai.org	DLM® Required Test Administrator Training educator.kiteaai.org	Kite® Student Portal application
Manuals (e.g., TEST ADMINISTRATION MANUAL, ACCESSIBILITY MANUAL)	DLM security agreement	*Facilitator Guide for Required Test Administrator Training	Tech personnel download the app to student testing devices
Blueprints, Essential Elements, linkage levels	Student rosters	Guide to DLM Required Test Administrator Training	Login using students' usernames and passwords
Guides (e.g., EDUCATOR PORTAL USER GUIDE, Guide to DLM Required Test Administrator Training, Guide to Practice Activities and Released Testlets)	PNP profile and First Contact survey	Test Administrator Training modules	Students' testlets
Link to Professional Development modules at dlmpd.com	Testlet Information Pages (TIPs)	Test Administrator module post-tests	Practice testlets using demo student profiles from the Guide to Practice Activities and Released Testlets (demo.sue29, etc.)
Other DLM resources and state-specific resources	Retrieval of students' usernames and passwords	Test Administrator Training completion certificate	

I. Continuing Teacher and Leader Education (CTLE)

A registered holder of a professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during every five-year registration period if they practice in a NYS Public or Non-Public School, Special Act District, or BOCES.

Acceptable CTLE must be taken from a sponsor approved by the New York State Education Department.

Acceptable CTLE shall be study in the pedagogy or content area of any certificate title held by the individual.

The 2023 annual fall NYSED-sponsored NYSAA (DLM) facilitated training and the 2023-24 Test Administrator Training self-directed trainings are available for CTLE credit. All requests for CTLE must be submitted within the school year the training was taken.

To receive credit, please email emscassessinfo@nysed.gov, and provide the following:
- ✓ your name as it appears on your New York State teaching certification,
- ✓ your email, school, and location,
- ✓ name and type of training,
- ✓ date, and
- ✓ copy of training completion certificate.

Any questions, email emscassessinfo@nysed.gov or call 518-474-5902

J. Writing Testlets

There are two types of writing testlets:
- **Emergent writing** testlets are used for students who do <u>not</u> yet have or are working on early symbolic understanding.
- **Conventional writing** testlets are used for students who have symbolic understanding and can use writing tools to communicate.

To read more about writing testlets, visit [Instructional Resources](#).

The DLM system uses information from the First Contact Survey about the student to determine which type of writing testlet the student should receive.

The DLM alternate assessment writing testlets are designed to measure student ability for between two and six Essential Elements. The Initial and Distal Precursor levels are combined in an Emergent writing testlet. The Proximal Precursor, Target, and Successor levels are combined in a Conventional writing testlet. Emergent and Conventional writing testlets are available for every grade.

In both types of writing testlets, students use the orthography-based tools that they use for writing in everyday instruction. Many students taking DLM alternate assessments will need the support of a test administrator to assist them in accessing a writing tool. The tools must offer students access to all 26 letters of the alphabet. The following writing tools are always allowable for use in writing testlets:
- pens or pencils
- white boards
- traditional keyboards using word processing software
- adapted keyboards that include all 26 letters of the alphabet
- tablet computer keyboards using word processing software
- any keyboard using word-prediction software
- alternate pencils, including alphabet flip charts, talking word processors, eye gaze displays of letters, and letter-by-letter dictation of any sort
- a test administrator acting as a scribe, provided that the student is dictating letters to construct words.

The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. Because these skills focus on understanding letters, words, and the expression of ideas through words, picture or word selection is not an appropriate method of composing text for the DLM alternate assessment writing testlets. When the testlet response options refer to "writing" or "the student wrote," this can include any method the student uses for writing.

During the use of both types of writing testlets, the test administrator and the student participate in an engagement activity related to choosing a topic on which to write. In Emergent writing testlets, students often choose from a list of topics that they have been

exposed to during instruction. Students taking Conventional writing testlets also write about familiar topics. The system does not pre-select topics for writing assessments. If able, the student should independently select a subject on which to write. The subject should focus on an informational topic that is relevant to instruction and familiar to the student.

With writing testlets, the test administrator delivers a structured writing activity to the student. The test administrator follows a series of onscreen instructions that guide the activity. The activity assesses the student's abilities to use writing to communicate about information at an appropriate level given the student's symbolic understanding.

> Educator Directions:
>
> Say: You are going to write about a person, place, or object today. What would you like to write about?"
>
> Give the student time to make a choice about a topic used in shared reading and during instruction. If the student is unable to select a topic, select a topic for the student to write about. When the student is ready to begin, select "NEXT."

The test administrator is given prompts to ask the student to engage in writing tasks. The test administrator answers questions in Student Portal to evaluate the student's response after each prompt.

> After the student has finished writing, choose the highest level that describes your evaluation of the final product. Spelling is not evaluated in this item.
>
> - Wrote facts, details, or other information related to the topic
> - Communicated about facts, details, or other information related to the topic, but did not right
> - Wrote at least one word related to the topic
> - Wrote a word or words that were not related to the topic
> - Wrote letters
> - Wrote marks or selected symbols other than letters
> - Did not communicate or write about the topic

The student's writing product must be kept on file at their district for a period of one year following test administration.

Additional modules associated with emergent and conventional writing are located on the [DLM Professional Development](#) site.

Teachers can submit student writing sampled directly into EP, which allows for secure uploading of student writing samples that can be directly linked to each student. Samples are used for validity evidence and research purposes only. Note, uploading a writing sample does not impact scoring. Schools can reference the [Submitting Student Writing Samples in Education Portal](#) directions on the DLM NY page.

K. Frequently Asked Questions and Answers (FAQ)

1. Why Don't I See Testlets?

There are several tasks that must be completed in order to administer testlets to students. When test administrators (teachers or others who are testing students) report that they are not able to administer testlets, please check to be sure that all tasks below have been completed:

- The Security Agreement in EP has been read, agreed to, and signed. The First Contact Survey has been completed and submitted.
- Test administrators have the role of Teacher in EP. Test administrators need to have the educator identifier field associated with their EP account populated with either their TEACH identification number or their email.
- The Required Test Administrator training has been completed and all quizzes have been passed with a score of 80% or higher. Reminder: once you complete and pass the quizzes, you must go back to the landing page and accept the certificate, or the course is not recognized as complete. Students are rostered to the test administrator in either ELA, Math, or Science, or all subjects if applicable. If a student is rostered to a course instead of the content area, they will not be assigned testlets. One roster per subject.
- Reminder: if you are using the Instructionally Embedded (IE) assessments, you will not see anything under Test Management like you do in the spring. IE is located in the Instruction and Assessment Planner. Refer to the Educator Portal User Guide for more information.

2. What grade should be used for high school students taking a NYSAA?

All NYSAA-eligible students noted in the secondary-level age range in the Birthdate Range memo are assigned to the Grade 9 cohort in EP, regardless of the actual grade that the student is enrolled in at school, including ungraded.

3. Is there a list available of users, students and rosters who have already been loaded into the EP System?

District and Building Test Coordinators can export reports out of the EP system for all user, enrollment and roster data that has been submitted to date. Refer to the Educator Portal User Guide for more information.

Here is how to extract the reports:

<u>Users</u>

- o Once logged into EP, go to the blue REPORTS tab, and then select DATA EXTRACTS.
- o Select NEW FILE in the 'Action' column for the 'Users' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district users. Select a school for a school-specific report.
- o Click on "OK".
- o Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You will then be able to click the CSV link to download it.

<u>Enrollment (students)</u>

- o Once logged into EP, go to the blue REPORTS tab, and then select DATA EXTRACTS.
- o Select "New File" for the 'Current Enrollment' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district enrollment. Select a school for a school-specific report.
- o Click on "OK".
- o Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You will then be able to click the CSV link to download it.

<u>Rosters</u>

- o Once logged into EP, go to the blue REPORTS tab, and then select DATA EXTRACTS.
- o Select "New File" for the 'Roster' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district rosters. Select a school for a school-specific report.
- o Click on "OK".
- o Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You will then be able to click the CSV link to download it.

4. **How do I obtain a TEACH ID?**

- In EP, the Educator Identifier for public school/charter/BOCES teachers is the New York State TEACH ID. This is a required field.
- If a TEACH ID is unknown, please enter the teacher's email in this field as this is a required field.
- You can also visit the TEACH website to obtain an educator ID.
- Access TEACH Accounts and IDs for more information.

5. **How are student usernames and passwords set and what if a student cannot type them?**
   - Students must have a username and password to access Student Portal and take the NYSAA.
   - The username and password are assigned to the student from within EP.
   - They are not created by the student or the teacher.

   - Educators can view student usernames and passwords in EP under MANAGE TESTS. Select TEST MANAGEMENT, then select SEARCH. Under 'Test Ticket,' select the PDF icon to access the student's username and password, The Test Ticket can be printed, but is a secure document and must be securely destroyed.
   - Teachers can log in for students if the student is unable to do it themself.

6. **Who must take the Required Test Administrator Training?**

   All teachers who plan to administer the NYSAA must take the Required Test Administrator Training every year they administer the NYSAA. Teachers who took the training last year are considered Returning Teachers in the system. Teachers new to NYSAA testing and teachers who skipped a year administering the NYSAA are considered NEW teachers in the system.

7. **What if I do not see a student when rostering?**

   If the DTC does not see students after NYSED does the November upload, then the DTC will have to manually enroll the student. See the Data Management Manual.

8. **Why does the student have a different grade level then the grade level indicated in the Birthdate Chart?**

   Many NYSAA students are ungraded, therefore, the student should be tested at the grade level indicated in the Birthdate Chart that is aligned to their date of birth.

2024 Edition

New York State

Alternate Assessment

School Administrator's

Manual

THE UNIVERSITY OF THE STATE OF NEW YORK

THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

INSTRUCTIONS FOR SUBMITTING
NEW YORK STATE IDENTIFICATION TEST FOR ENGLISH LANGUAGE LEARNERS (NYSITELL)
EXAMINATION REQUESTS ONLINE

Once you have completed the Worksheet for Developing Online Requests (DET 1362)*, you are ready to submit your request via the online examination request system using the following directions.*

IMPORTANT NOTES

❑ Be sure to use the "Next Page" and "Previous Page" buttons to move between screens within the online examination request system. If you use your browser's forward and back buttons, the information just entered on the screen that you are leaving will not be recorded in the Department's database.

❑ Similarly, on the final page ("Review and Submit"), you must send the data that you entered by using the "Submit Your Request" button at the bottom of that page. If you close the screen without submitting the entire request by use of that button, the Department will not receive your examination request.

---

1. Go to https://portal.nysed.gov/abp and click the "Log In" button in the upper-right corner of the screen. Enter the username and password (case-sensitive), and then click "OK."

   > All questions regarding usernames and passwords for public schools **must** be directed to your Delegated Administrator in your local school district, and for religious and independent or charter schools, the SEDDAS Help Desk.

2. You will then be taken back to the NYSED Business Application Portal web page. Under the heading "My Applications" toward the top of that page, click on "Examination Request System."

3. A dialogue box displaying the "Request Agreement" will appear, detailing your obligations as principal to comply with the requirements for the storage and handling of secure examination materials for the tests you have requested. Carefully read the agreement and click "Accept" to indicate your agreement.

4. Select the *New York State Identification Test for English Language Learners* Examination Period from the drop-down menu and click "Go." This will bring you to the "School Information" page.

5. Carefully review the "School Information" page to verify that all information listed for your school is accurate and complete. Fields highlighted in green for contacting the school principal are required. Required fields left blank on this page will trigger an error message that will prevent you from proceeding with your request until you enter the missing information. Please enter or update as needed the phone and fax numbers for your school and the e-mail addresses for the principal and an alternate contact. **It is imperative that e-mail addresses are kept up to date as the Department sends important communications by e-mail, including passwords for scoring materials.**

   The online examination request system has the capacity to receive and store two e-mail addresses for each school—the principal and an alternate contact. Only the text highlighted in green (phone number, fax number, and e-mail address) may be updated here. Changes to any other fields, such as school address, principal name changes, etc., can be made only by contacting Information and Reporting Services. Schools must also fax such changes to the Department's Office of State Assessment (OSA) Operations Group at 518-474-2021.

6. In the next section titled "Examination Storage Plan," click the button that describes the location to which your school's examinations are to be shipped and stored.

7. If you wish to have your examinations shipped to and stored in a location **other** than at your school, you must make arrangements with the principal of the receiving school. Once arrangements with the principal of the receiving school have been made, complete and fax the NYSITELL "*Examination Storage Plan*" (DET 1361) for the alternate location to OSA at 518-474-2021. (In order to complete the "Examination Storage Plan" for the alternate location, you will need the following information about the school that has agreed to receive and store your tests: principal's name, BEDS Code, school/building name, address, phone number, fax, and e-mail.)

    Note: Alternate storage location information faxed to the OSA Operations Group will not appear on the online examination request system until five business days from the date of receipt.

8. When you are finished reviewing and/or updating the information on the "School Information" page, click the "Save and Proceed to Request Examinations" button at the bottom of the page. The online examination request system will allow you to view only the types of New York State tests that your school is eligible to request.

9. When the next page opens, you may enter the quantities needed for each regular and/or large-type edition, based on the number of students who you have estimated will be taking the exam. When you have finished entering all exam quantities needed for your school, use the "Next Page" button to navigate to the "Review and Submit Your Examination Request" page.

10. Carefully review your examination request. If you need to change your request, click the "Previous Page" button until you have reached the page on which you want to make changes. When all changes have been made, click the "Next Page" button until you are returned to the "Review and Submit" page.

11. When you have determined that all of the information listed is correct, click the "SUBMIT AND CERTIFY YOUR REQUEST" button. **CAUTION: If you close the "Review and Submit" screen without submitting the entire request by use of that button, the Department will not receive your exam request.**

12. The next page will advise you that your exam request has been submitted to the Department's database and you will receive a confirmation of your request via e-mail within three business days. All school information and exam quantities entered during this session will be saved **ONLY IF** they were sent to the Department via the "**S**UBMIT AND **C**ERTIFY **Y**OUR **R**EQUEST" button on the "Review and Submit" page.

    To order tests for another Exam Cycle, use the drop-down menu on the left side of this page under "Jump To A Different Exam Cycle" to select the next group of tests to be ordered and repeat this process.

13. Once your examination requests have been properly submitted, close this window to return to the NYSED Business Application Portal page. To exit the NYSED Application Portal, click "Log Off" in the upper-right corner of the Portal page.

> Any questions about your school's exam request may be directed to examrequest@nysed.gov. Questions about testing programs, policies, and procedures may be sent to emscassessinfo@nysed.gov.

September 2023

TO: Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Clara DeSorbo   *Clara DeSorbo*

SUBJECT: Procedures for Requesting, Shipping, and Storing the New York State Identification Test for English Language Learners (NYSITELL)

This memorandum provides essential information concerning the process for requesting the New York State Identification Test for English Language Learners (NYSITELL) for administration to students in the 2023–24 school year. Directions for using the Department's online examination request system are included in this memorandum, as well as in the Instructions for Submitting NYSITELL Examination Requests Online (DET 1363) and the NYSITELL Worksheet for Developing Online Requests (DET 1362).

New for 2023–24: ELL Identification Timeline Waiver
On August 16, 2023, the Office of Bilingual Education and World Languages issued guidance addressing the unanticipated influx of asylum-seeking students and families during the 2023–24 school year.
With such an unusually high enrollment of students who are speakers of languages other than English in Local Educational Agencies (LEA) throughout parts of New York State, it is expected that some LEAs may have difficulty conforming to the standard 10-day timeline for administering the NYSITELL and placing eligible students in an appropriate language acquisition program. Therefore, LEAs serving recently arrived asylum seekers with school-age children can apply for a waiver that will afford **up to 30 school days** from the date of a student's enrollment to complete this process. After the 30 school day period granted by this waiver has ended, all ELL identifications will again be required to be completed within 10 school days of a student's initial enrollment.
LEAs seeking a waiver from the pre-established ten-day timeline specified in Commissioner's Regulations Part 154-2.3(g) must complete and submit the "Attestation in Support of Waiver of the ELL Identification and Placement Timeline for Recently Arrived Children and Youth" form through the NYSED Business Portal at https://portal.nysed.gov/abp. The waiver will be available to qualifying LEAs until further notice. The standard identification period of ten days will apply to all LEAs that do not receive a waiver.
Questions regarding LEA eligibility or any other aspect of the ELL identification timeline waiver can be directed to the Office of Bilingual Education and World Languages (OBEWL) at obewl@nysed.gov.

GENERAL INFORMATION ABOUT THE NYSITELL

As prescribed by Commissioner's Regulations (CR) Part 154.2.3 (a), all public and charter schools must follow all steps in the initial and reentry process of English Language Learners (ELLs). This includes administering the Home Language Questionnaire (HLQ) and conducting an individual interview with students who have indicated on the HLQ that a language other than English is spoken at home. Further guidance regarding the identification of ELLs can be found on the ELL Identification & Placement/Home Language Questionnaire web page. Religious and independent schools, though not required to do so, are encouraged to administer the NYSITELL to identify ELLs. The results of the NYSITELL will determine the level of ELL services that must be provided to the students in accordance with Part 154-2.3(g).

In-person NYSITELL screening is mandated; the test cannot be administered remotely. The NYSITELL can only be administered to a student once upon initial entry to a New York State public school or upon the student's reentry after two years or more outside the New York State public school system. A school may not re-administer the NYSITELL if a student's prior New York State school fails to provide that student's NYSITELL score to a new school. Additional information concerning the administration of the NYSITELL can be found in the Guide to the NYSITELL.

ACCESSING THE ONLINE EXAMINATION REQUEST SYSTEM

A username and password are required for access to the online examination request system, which is available in the NYSED Business Portal at https://portal.nysed.gov/abp. If you were the principal of the same school during the 2022–23 school year, the expectation is that you know your username and password.

If you were the principal of the same school during the 2022–23 school year but you have forgotten or need to reset your password, use the "Reset Password" utility available at https://portal.nysed.gov/abp. More information on this utility may be obtained via e-mail from the Department's Delegated Account System (SEDDAS) Help Desk at seddas@nysed.gov.

If you are a **new** principal and do not have a valid username and password, determine which of the following situations applies to you.

- **Principals of New York City Public Schools:** Contact your Borough Assessment Implementation Director (BAID) at your Borough Assessment Office (BAO) to obtain your username and password.

- **Principals of Public Schools or BOCES Programs Located Outside of New York City:** Contact your School Superintendent or Delegated Administrator to obtain your username and password.

- **Principals of Religious and Independent or Charter Schools:** Contact the (SEDDAS) Help Desk at seddas@nysed.gov to obtain a username and password. If you are a new principal for your school and have not yet done so, you must notify the Department's Office of Information and Reporting Services via email at datasupport@nysed.gov that you are the new principal. This notice must be written on school letterhead and must include your school's BEDS Code, your full name, your e-mail address and phone number, the effective date of change, and the signature of the current superintendent or principal.

All questions regarding usernames and passwords must be directed as indicated above.

REQUESTING NYSITELL MATERIALS

All regular and large-type editions of the NYSITELL **must** be requested through the Department's online examination request system. Telephone requests will not be accepted. The Department will accept and enter online, on the school's behalf, *only* requests that are submitted by fax for the *braille edition* of the NYSITELL.

At this time, principals may request their initial NYSITELL materials in the online examination request system by placing the request in the *most current* exam request session available. Throughout the school year, principals may return to the online exam request system to revise or add any supplemental quantities as needed by accessing the most currently available request session at that time.

Request the quantity of tests your school estimates it will need to administer to new entrants for the 2023–24 school year. It is very important that you carefully check the confirmation notice for accuracy to ensure that the correct quantities of test materials will be shipped to your school. If a confirmation has not been received after three business days, please contact the Office of State Assessment's (OSA) Operations Group by phone at 518-474-8220, fax at 518-474-2021 or via e-mail to examrequest@nysed.gov.

Note: The 2018 edition of the NYSITELL is the latest edition. Schools possessing unused copies of the 2018 edition may use them to administer the test.

Guidelines for requesting specific materials for the NYSITELL are provided below. A request must be submitted for each school building in which the tests will be administered.

- *Regular Test Booklets:* Indicate the number of test booklets that you will need for each grade. Your school will be sent the number of test booklets requested rounded up to the next multiple of 25, except Level I, which is rounded up to the next multiple of 20.

- *Large-Type Test Materials:* Indicate the **expected number** of students who will need large-type test materials at each grade for students whose Individualized Education Programs (IEPs) or Section 504 Accommodation Plans (504 Plans) specifically require this accommodation. Schools may not submit requests for these special editions of the NYSITELL unless they will be needed for actual administrations. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.

- *Braille:* The braille edition of the NYSITELL cannot be requested via the online examination request system. Braille editions must be requested in a separate letter that is written on school letterhead, signed by the principal, and faxed to the Department at 518-474-2021. The letter must specify the **exact quantity** and grades needed for students whose IEPs and 504 Plans specifically require this accommodation. Schools may request these special editions of the NYSITELL in this manner at any time in the future, should the need arise.

- *Directions for Administration:* The Department will send schools quantities of the *Directions for Administration* commensurate with the number of tests requested.

> *Answer Sheets:* Schools are required to contract with a Regional Information Center (RIC) or a large-city scanning center for answer sheets and examination data processing services for the NYSITELL. The complete list of RICs and large-city scanning centers is available on the Department's website. New York City religious and independent schools must contract with a scanning center outside of the city. Questions about the requirement to scan answer sheets should be directed to OSA. Questions about data collection and reporting services should be directed to your RIC or large-city scanning center, or to the Office of Information and Reporting Services at 518-474-7965.

SHIPPING NYSITELL TEST MATERIALS

Initial requests for materials will be shipped expeditiously to arrive at schools as soon as possible. Materials requested in subsequent sessions will be shipped routinely so as to arrive at schools within a reasonable timeframe for administration. All test shipments will be delivered by FedEx between the hours of 8:00 a.m. and 5:00 p.m.

EXAMINATION STORAGE REQUIREMENTS

Every principal requesting State tests must provide all information and affirmations required by the online request system. Your agreement to the security pledge on the first screen indicates that you understand and agree to store all of the NYSITELL materials in a secure storage location as soon as they are received. Access to the test materials must be restricted in order to ensure that test security is maintained.

The principal of each school requesting the NYSITELL materials is responsible for making the necessary arrangements to safeguard the test materials delivered to the school. If the building where the tests will be administered does not have a secure location large enough to hold the test materials, arrangements must be made to store the test materials at an alternate location. Enclosed in each delivery is a shipping notice listing the materials included. Use the shipping notice and your school's confirmation notice to inventory the materials received. **Under no circumstances may the sealed packages of secure test materials be opened during this inventory.**

When requesting your tests on the online examination request system, **if you indicate that your tests will be stored at an alternate storage location other than that indicated in the shipping information, you are required to complete the *Examination Storage Plan* (DET 1361), available on the online examination request system, and fax it to OSA at 518-474-2021.**

Except for the purpose of taking inventory of the test materials when they are received, secure test materials for the Listening, Reading, and Writing sections of the NYSITELL may not be removed from the secure storage location until the day on which the administration of that section of the test is scheduled. The sealed packages of secure test materials must not be opened during the inventory.

Since the teachers score the Speaking section as they are administering it individually to students, teachers must be given the opportunity to familiarize themselves with the materials for that part of the test prior to beginning administration. Principals must caution teachers to safeguard these materials whenever they are outside of the secure storage location.

The NYSITELL is a secure test. No one may make notes of any of the questions from the test. The school principal may authorize school personnel to make photocopies of secure NYSITELL test materials should the school's supply be insufficient, but the principal must ensure that all original and photocopied NYSITELL materials are stored in the school's designated secure location.

The materials for the NYSITELL remain secure after test administration and should be retained in a secure location in the school for administration to new entrants who enroll in the school later in the school year. The NYSITELL test materials should **not** be returned to the Department if no longer needed. They should be securely destructed.

CONTACT INFORMATION

For questions regarding the requesting, storing, and administering of test materials or any of the other information in this memorandum, contact the Operations Group at 518-474-8220 or via e-mail to examrequest@nysed.gov.

For other questions regarding the NYSITELL, call OSA's main number at 518-474-5902 or via e-mail to emscassessinfo@nysed.gov.

If you have any questions regarding the ELL identification process, please e-mail the Office of Bilingual Education and World Languages.

Fax supplemental requests and Examination Storage Plans to 518-474-2021. Other faxes regarding test administration may be sent to 518-474-1989.

NEW YORK STATE IDENTIFICATION TEST FOR ENGLISH LANGUAGE LEARNERS (NYSITELL) WORKSHEET FOR DEVELOPING ONLINE REQUESTS

This worksheet may be photocopied and used to prepare your school's online request for the NYSITELL for submission to the Department.

Be sure to retain in your files the final version of this worksheet that matches the online examination request submitted to the Department. You will need to use that version for checking the confirmation notice, which will be sent to your principal by e-mail within three business days of the submission of your online request.

> This worksheet should be retained at the school.
> DO NOT submit this worksheet to the State Education Department.

School Name _____ **Date** _____

New York State Identification Test for English Language Learners (NYSITELL)	Regular	Large Type	Braille*
Grade K			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

The braille edition of NYSITELL cannot be requested via the online examination request system. Braille editions must be requested in a separate letter signed by the principal and faxed to the Department at 518-474-2021. The letter must specify the exact quantity needed for students whose IEPs/Section 504 Plans specifically require this accommodation.

DET 1362 (8-23)

NYS-Level 0

New York State
Student Information Repository
System (SIRS) Manual

REGENTS REMINDERS

Eastern Suffolk
BOCES

Regional Information Center
Student Data Services

STUDENT
DATA
SERVICES

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

Office of State Assessment
Albany, NY 12234

EXAMINATION SCHEDULE: JANUARY 2024

Students must verify with their schools the exact times that they are to report for their State examinations.

JANUARY 23 TUESDAY	JANUARY 24 WEDNESDAY	JANUARY 25 THURSDAY	JANUARY 26 FRIDAY
9:15 a.m.	**9:15 a.m.**	**9:15 a.m.**	**9:15 a.m.**
English Language Arts	Geometry	Global History & Geography II	Physical Setting/Earth Science
	U.S. History & Government		Physical Setting/Chemistry
1:15 p.m.	**1:15 p.m.**	**1:15 p.m.**	**Uniform Admission Deadlines**
Living Environment	Algebra I	Algebra II	Morning Examinations – 10:00 a.m.
	Physical Setting/Physics*		Afternoon Examinations – 2:00 p.m.

* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

Regents January 2024 Workshop!

Eastern Suffolk BOCES

Educational Services That Transform Lives

Student Data Services

Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya

DATES: December 7, 2023

AUDIENCE: Any District Personnel Involved With Regents Scanning

DESCRIPTION:

- Order Form and Timeline
- Pre-print File Verification
- Scan Sheet Preparation
- Processing tips and techniques
- Scanning demonstration
- Error Messages with Correction methods
- Batch tracking website
- ASAP Score Reports
- Scanning Deadlines

PLEASE REGISTER ON OR BEFORE November 30, 2023

At: http://datacentral.esboces.org/

Charles King, Divisional Administrator

STUDENT DATA SERVICES

Regents January 2024 Timeline!

Regents January 2024 Timeline!

Eastern Suffolk BOCES

Educational Services That Transform Lives

January 2024 Regents Timeline

STUDENT DATA SERVICES

Date	Task / Event
December 14	Order – Sort Form due
	Pre-print file due
January 3 - 5	Student demographic and enrollment records loaded to Level 0
January 10 - 12	Preprinted answer sheets delivered to schools
January 15	Scanner Testing Period
	Martin Luther King Jr. Day (Holiday)
January 23 - 26	Examination Schedule
	Deadline for In-District scanning
February 9	Deadline for returning answer sheets to BOCES (for Districts not scanning their own answer sheets)

December

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Regents January 2024 NYSED memo!

Regents January 2024 NYSED memo!

Memo outlines the schedule for NGLS Regents exams

Regents January 2024 NYSED memo!

- Memo outlines the schedule for NGLS Regents exams
- First NGLS Regents is Algebra I June of 2024

Regents January 2024 NYSED memo!

- Memo outlines the schedule for NGLS Regents exams
- First NGLS Regents is Algebra I June of 2024

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

ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT
89 Washington Avenue, Room 775 EBA
Albany, New York 12234

January 2023

TO: District Superintendents
Superintendents of Schools
Charter School Leaders
Principals of Public, Religious, and Independent Schools

FROM: Zachary Warner

SUBJECT: Implementation Schedule for New Regents Examinations in Mathematics, Science, and English Language Arts

The purpose of this memorandum is to detail the New York State Education Department's implementation schedule for new Regents Examinations in mathematics, science, and English language arts. These exams will measure student achievement in terms of the NYS Next Generation Learning Standards (NGLS) in Mathematics and English Language Arts and NYS P-12 Science Learning Standards. The chart below shows the timeline, by school year, for the rollout of each of the new Regents Examinations.

2023-24	2024-25	2025-26
• Algebra I	• Geometry • Earth & Space Sciences • Life Science: Biology	• Algebra II • Chemistry • Physics • English Language Arts

Regents January 2024 NYSED memo!

- Memo outlines the schedule for NGLS Regents exams
- First NGLS Regents is Algebra I June of 2024

January 2023

TO: District Superintendents
Superintendents of Schools
Charter School Leaders
Principals of Public, Religious, and Independent Schools

FROM:

SUBJ:

The pur
implem
English
NYS Ne
Arts and

school year, for the rollout of each of the new Regents Examinations.

2023-24
- Algebra I

2024-25
- Geometry
- Earth & Space Sciences
- Life Science: Biology

2025-26
- Algebra II
- Chemistry
- Physics
- English Language Arts

2023-24	2024-25	2025-26
• Algebra I	• Geometry	• Algebra II
	• Earth & Space Sciences	• Chemistry
	• Life Science: Biology	• Physics
		• English Language Arts

Regents January 2024 NYSED memo!

- Memo outlines the schedule for NGLS Regents exams
- First NGLS Regents is Algebra I June of 2024

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

ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT
89 Washington Avenue, Room 775 EBA
Albany, New York 12234

TO: District Superintendents
Superintendents of Schools
Charter School Leaders
Principals of Public, Religious, and Independent Schools

FROM: Zachary Warner

SUBJECT: Implementation Schedule for New Regents Examinations in Mathematics, Science, and English Language Arts

January 2023

The purpose of this memorandum is to detail the New York State Education Department's implementation schedule for new Regents Examinations in mathematics, science, and English language arts. These exams will measure student achievement in terms of the NYS Next Generation Learning Standards (NGLS) in Mathematics and English Language Arts and NYS P-12 Science Learning Standards. The chart below shows the timeline, by school year, for the rollout of each of the new Regents Examinations.

2023-24	2024-25	2025-26
• Algebra I	• Geometry • Earth & Space Sciences • Life Science: Biology	• Algebra II • Chemistry • Physics • English Language Arts

First and Last Administration of New Regents Examinations

Exam Title	First Administration of New Exam	Last Administration of Current Exam
Algebra I	June 2024	January 2024
Geometry	June 2025	January 2025
Earth & Space Sciences*	June 2025	June 2026
Life Science: Biology*	June 2025	June 2026
Algebra II	June 2026	January 2026
Chemistry*	June 2026	June 2027
Physics*	June 2026	June 2027
English Language Arts	June 2026	January 2026

* For science, the new learning standards are not as strongly aligned to the prior standards. As a result, there will be an overlap period of the old and new exams for four administrations. This will ensure that students can complete the exam that matches the instruction they received.

Regents Important for sending Regents files!!!

Regents Important for sending Regents files!!!

Good afternoon,

As we discussed at the November DDC meeting, beginning **November 1st**, files on our SFTP site will only be available for two weeks from the date they are posted. If you have any files that are needed, please log in and download them locally. We recently posted BARS reports for 3-8 assessments on your district site. Please download these reports prior to expiration, as they will be deleted in the coming days.

Please share as appropriate in your district or school.

Thank you,

Charlie

Charles King
Divisional Administrator, Student Data Services
Regional Information Center
Eastern Suffolk BOCES
Instructional Support Center at Sequoya
750 Waverly Avenue, Holtsville, NY 11742
Phone: 631-244-4240 / Fax: 631-240-8967
Email: cking@esboces.org
Website: http://datacentral.esboces.org

Regents Important for sending Regents files!!!

When sending Regents preprint files....

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

➤ Send the file to the SFTP site by December 23

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

➢ Send the file to the SFTP site by December 23

➢ Email dwtshelp@esboces.org to let us know it is there!

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:
- Send the file to the SFTP site by December 23
- Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:
- Send the file to the SFTP site by December 23
- Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:
- Send file using secure courier

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

➤ Send the file to the SFTP site by December 23

➤ Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:

➤ Send file using secure courier

➤ Send file using secure courier to dwtshelp@esboces.org

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

➤ Send the file to the SFTP site by December 23

➤ Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:

➤ Send file using secure courier

➤ Send file using secure courier to dwtshelp@esboces.org

➤ Forget to notify dwtshelp@esboces.org that your file has been posted

Regents Important for sending Regents files!!!

When sending Regents preprint files....

What to do:

- ➤ Send the file to the SFTP site by December 23
- ➤ Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:

- ➤ Send file using secure courier
- ➤ Send file using secure courier to dwtshelp@esboces.org
- ➤ Forget to notify dwtshelp@esboces.org that your file has been posted
- ➤ Only notify certain team members that your file has been posted

Regents Important for sending Regents files!!!

When sending Regents preprint files….

What to do:

- Send the file to the SFTP site by December 23
- Email dwtshelp@esboces.org to let us know it is there!

What NOT to do:

- Send file using secure courier
- Send file using secure courier to dwtshelp@esboces.org
- Forget to notify dwtshelp@esboces.org that your file has been posted
- Only notify certain team members that your file has been posted

If we ask you for a file you have already sent we appreciate your patience.

Eastern Suffolk BOCES
Educational Services That Transform Lives

Student Data Services

Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya

DATES: December 7, 2023

AUDIENCE: Any District Personnel Involved With Regents Scanning

DESCRIPTION:

- **Order Form and Timeline**
- **Pre-print File Verification**
- **Scan Sheet Preparation**
- **Processing tips and techniques**
- **Scanning demonstration**
- **Error Messages with Correction methods**
- **Batch tracking website**
- **ASAP Score Reports**
- **Scanning Deadlines**

PLEASE REGISTER ON OR BEFORE November 30, 2023
At: **http://datacentral.esboces.org/**

Charles King, Divisional Administrator

STUDENT DATA SERVICES

Programming Office Updates

Sharon Hayes Ed.D.

Administrative Coordinator

Regional Information Center

Eastern Suffolk BOCES

ReportNet Software Update

➤ COGNOS/ReportNet software will be updated.
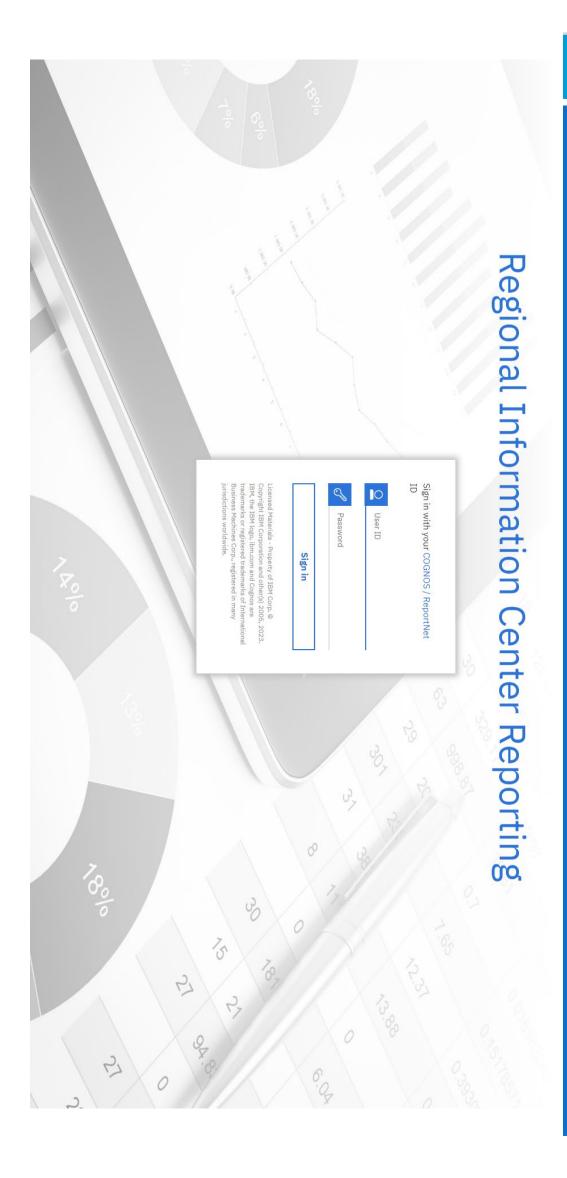
➤ New software will go "live" on December 1, 2023

The data is the same data; the presentation is a little different.

*Note:

Clear your browser's cache to ensure proper functioning of the website

Current ReportNet Login Screen

Regional Information Center Reporting

Eastern Suffolk BOCES

STUDENT DATA SERVICES

Sign in with your COGNOS / ReportNet ID

User ID

Password

Sign in

Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2023. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.

New ReportNet Login Screen

Eastern Suffolk
BOCES

STUDENT
DATA
SERVICES

Regional Information Center Reporting

Log in

Namespace

COGNOS / ReportNet

User ID

Password

Login

Eastern Suffolk BOCES

Current ReportNet Home Page

Welcome to the Data Warehouse ∨

Home
Search
My content
Team content
Recent

+ New
Manage

Student Information Repository System (SIRS) Reporting

Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.
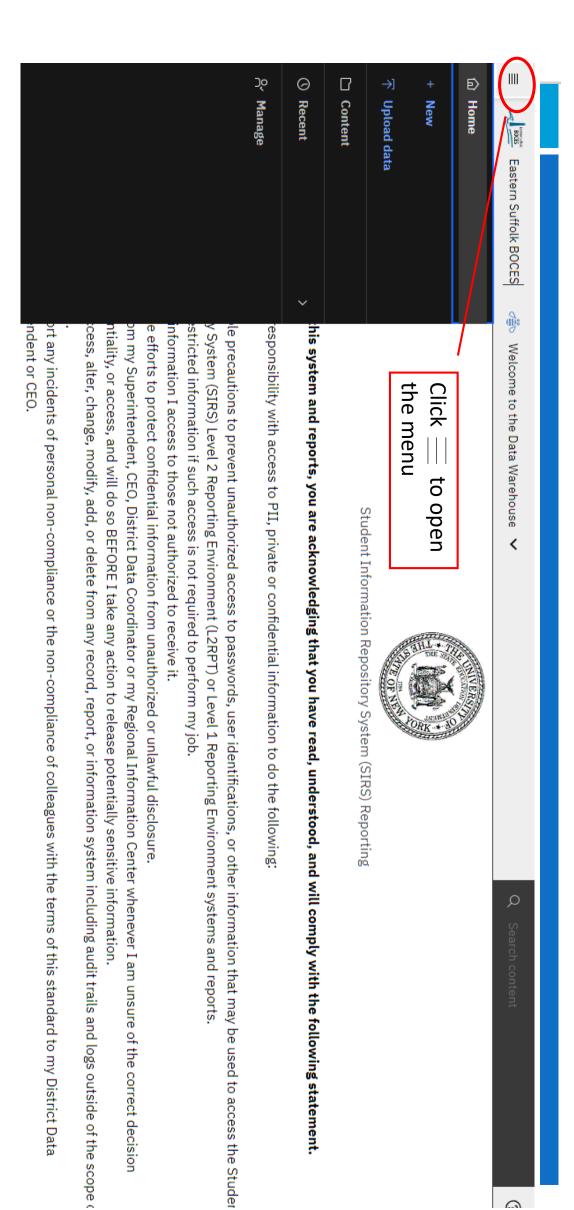
I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users 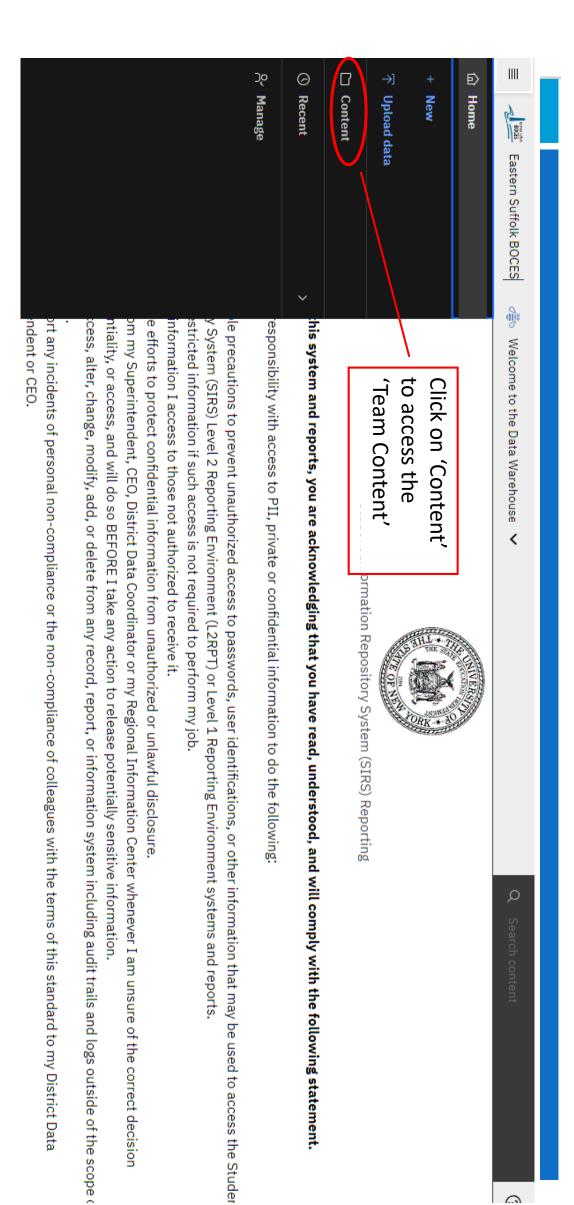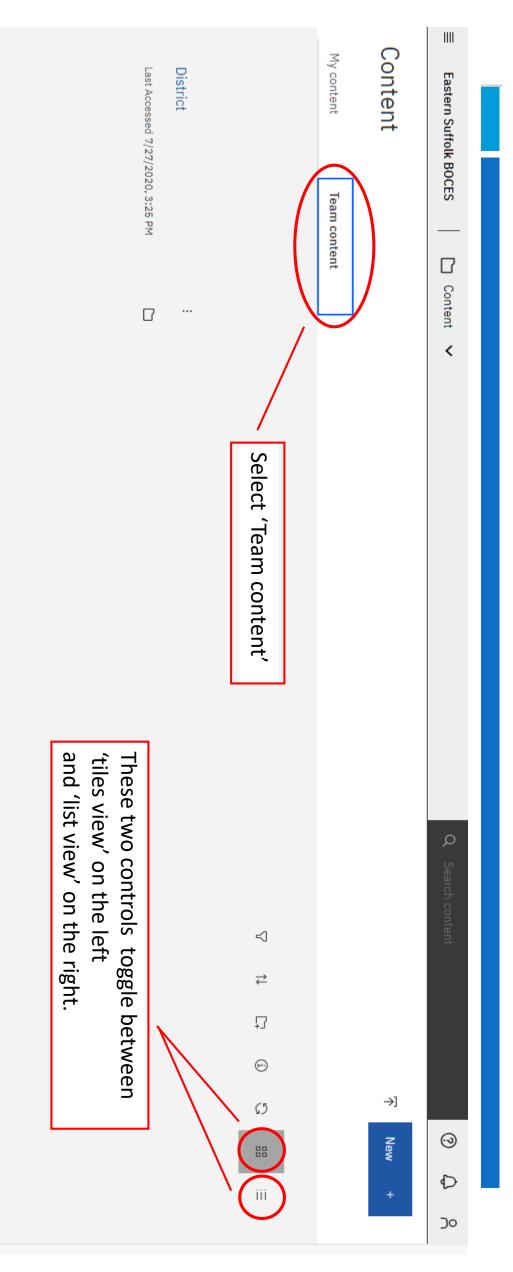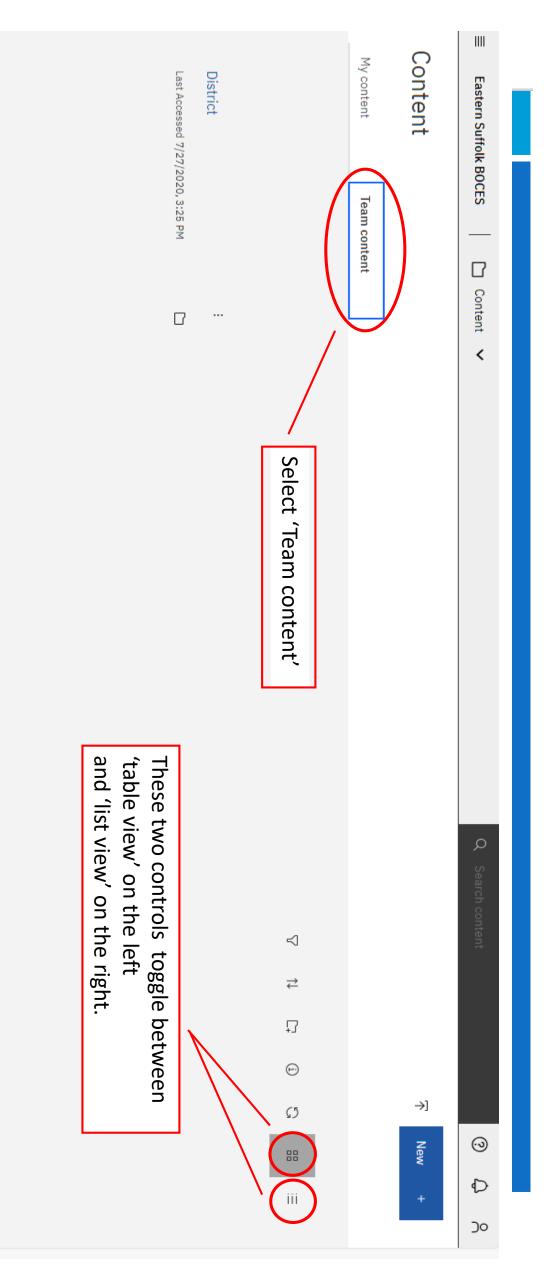may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

New ReportNet Home Page

Student Information Repository System (SIRS) Reporting

Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.

- I will not access any restricted information if such access is not required to perform my job.

- I will not disclose any information I access to those not authorized to receive it.

- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.

- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.

- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.

- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

Current ReportNet Home Page

STUDENT DATA SERVICES

Eastern Suffolk BOCES

Home

Search

My content

Team content

Recent

Manage

New

Welcome to the Data Warehouse

This menu has been collapsed into ≡ in the upper left corner

Student Information Repository System (SIRS) Reporting

Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.
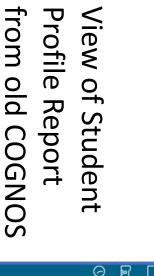
New ReportNet Home Page

Eastern Suffolk BOCES

STUDENT DATA SERVICES

Eastern Suffolk BOCES | ← Welcome to the Data Warehouse ∨   Search content

This is where the menu from the side has moved to.

Student Information Repository System (SIRS) Reporting

Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

Eastern Suffolk BOCES

STUDENT DATA SERVICES

Eastern Suffolk BOCES | Welcome to the Data Warehouse ∨

Search content

Home

+ New

→ Upload data

☐ Content

⊘ Recent

⧍ Manage

Click ☰ to open the menu

Student Information Repository System (SIRS) Reporting

...responsibility with access to PII, private or confidential information to do the following:

...this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

...le precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Studen...
...y System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.
...stricted information if such access is not required to perform my job.
...information I access to those not authorized to receive it.
...e efforts to protect confidential information from unauthorized or unlawful disclosure.
...om my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision
...ntiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
...cess, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope o...
...
...ort any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data
...ndent or CEO.

New ReportNet Home Page

Eastern Suffolk BOCES

STUDENT DATA SERVICES

Eastern Suffolk BOCES | Welcome to the Data Warehouse

Search content

Home

+ New

→ Upload data

☐ Content

⊘ Recent

👤 Manage

Click on 'Content' to access the 'Team Content'

...ormation Repository System (SIRS) Reporting

...his system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

...esponsibility with access to PII, private or confidential information to do the following:

...le precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Studen
...y System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.

...stricted information if such access is not required to perform my job.

...information I access to those not authorized to receive it.

...e efforts to protect confidential information from unauthorized or unlawful disclosure.

...om my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision
...ntiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.

...ccess, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope o
...:

...ort any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data
...ndent or CEO.

New ReportNet Home Page

Eastern Suffolk BOCES

Content

My content | Team content

District

Last Accessed 7/27/2020, 3:25 PM

Select 'Team content'

These two controls toggle between 'tiles view' on the left and 'list view' on the right.

New +

Student Data Services

Content

Eastern Suffolk BOCES | Content ∨

My content   Team content

District

Last Accessed 7/27/2020, 3:25 PM

Select 'Team content'

These two controls toggle between 'table view' on the left and 'list view' on the right.

New +

New ReportNet

Eastern Suffolk BOCES | Content ∨

District

My content | **Team content**

Team content / District

Dashboards
Last Accessed 8/2/2023, 10:55 AM

Validation
Last Accessed 2/28/2020, 10:33 AM

High School
Last Accessed 2/28/2020, 10:33 AM

NYSSIS
Last Accessed 7/27/2020, 2:09 PM

Special Education
Last Accessed 2/28/2020, 10:33 AM

After you select 'District' the default view is 'tiles view'.

Select the control on the right to get 'list view'.

New +

New ReportNet

Eastern Suffolk BOCES | Content

Search content

New +

District

My content | Team content

Team content / District

This is the new 'list view'.

Name	Type	Last Accessed
Dashboards	Folder	8/2/2023, 10:55 AM
High School	Folder	2/28/2020, 10:33 AM
NYSSIS	Folder	7/27/2020, 2:09 PM
Special Education	Folder	2/28/2020, 10:33 AM
Validation	Folder	2/28/2020, 10:33 AM

Eastern Suffolk BOCES

STUDENT DATA SERVICES

Old ReportNet

Eastern Suffolk BOCES

Old view

Welcome to the Data Warehouse ⌄

- ⇥ Home
- 🔍 Search
- 🗂 My content
- 📋 Team content ◉
- 🕑 Recent

Team content 〉 District

- 📄 Dashboards
  8/2/2023 10:55 AM
- 📄 High School
  2/28/2020 10:33 AM
- 📄 NYSSIS
  7/27/2020 2:09 PM
- 📄 Special Education
  2/28/2020 10:33 AM
- 📄 Validation
  2/28/2020 10:33 AM

Student Information Repository System (SIRS) Reporting

and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

y with access to PII, private or confidential information to do the following:

ns to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (S:

RPT) or Level 1 Reporting Environment systems and reports.

formation if such access is not required to perform my job.

I access to those not authorized to receive it.

protect confidential information from unauthorized or unlawful disclosure.

rintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, a

n to release potentially sensitive information.

change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.

ents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

:honest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access

Comparison of
Old ReportNet to New ReportNet

Old view

New view

Eastern Suffolk BOCES

STUDENT DATA SERVICES

View of Student Profile Report from old COGNOS
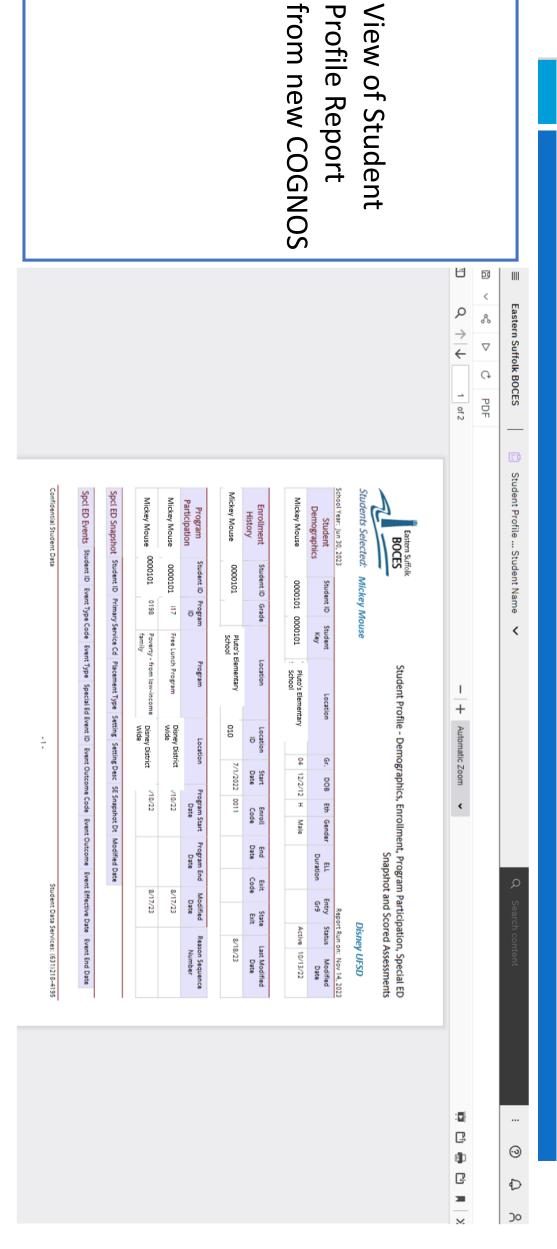
Comparison to New Student Profile Report

Eastern Suffolk BOCES

Student Data Services

View of Student Profile Report from new COGNOS

Eastern Suffolk BOCES | Student Profile ... Student Name

PDF   1 of 2

Student Profile - Demographics, Enrollment, Program Participation, Special ED Snapshot and Scored Assessments

School Year: Jun 30, 2023

Students Selected: *Mickey Mouse*

Disney UFSD

Report Run on: Nov 14, 2023

Student Demographics

Student ID	Student Key	Location	Gr.	DOB	Eth Code	Gender	ELL Duration	Entry Gr9	Status	Modified Date
Mickey Mouse	0000101	0000101 : Pluto's Elementary School	04	12/2/12	H	Male			Active	10/13/22

Enrollment History

Student ID	Grade	Location	Location ID	Start Date	Enroll Code	End Date	Exit Code	State Exit	Last Modified Date
Mickey Mouse	0000101	Pluto's Elementary School	010	7/1/2022	0011				8/18/23

Program Participation

Student ID	Program ID	Program	Location	Program Start Date	Program End Date	Modified Date	Reason Sequence Number
Mickey Mouse	0000101	I17	Free Lunch Program	Disney District Wide	//10/22	8/17/23	
Mickey Mouse	0000101	0198	Poverty - from low-income family	Disney District Wide	//10/22	8/17/23	

Spcl ED Snapshot

Student ID	Primary Service Cd	Placement Type	Setting	Setting Desc	SE Snapshot Dt	Modified Date

Spcl ED Events

Student ID	Event Type Code	Event Type	Special Ed Event ID	Event Outcome Code	Event Outcome	Event Effective Date	Event End Date

Confidential Student Data

Student Data Services: (631)218-4195

- 1 -

Comparison of Student Profile Reports

Old view

Student Profile – Demographics, Enrollment, Program Participation, Special ED Snapshot and Scored Assessments

Disney UFSD

Report Run on: Nov 14, 2023

School Year: Jun 30, 2023

Students Selected: *Mickey Mouse*

Student Demographics

	Student ID	Student Key	Location	Gr.	DOB	Eth	Gender	ELL Duration	Entry Gr9	Status	Modified Date
Mickey Mouse	0000101	0000101	Pluto's Elementary School	04	12/2/12	H	Male			Active	10/13/22

Enrollment History

	Student ID	Grade	Location	Location ID	Start Date	Enroll Code	End Date	Exit Code	State Exit	Last Modified Date
Mickey Mouse	0000101		Pluto's Elementary School	010	7/1/2022	0011				8/18/23

Program Participation

	Student ID	Program ID	Program	Location	Program Start Date	Program End Date	Modified Date	Reason Sequence Number
Mickey Mouse	0000101	98	Poverty - from low-income family	Disney District Wide	0/22	8/17/23		
Mickey Mouse	0000101	5817	Free Lunch Program	Disney District Wide	0/22	8/17/23		

Spcl ED Snapshot | Student ID | Primary Service Cd | Placement Type | Setting | Setting Desc | SE Snapshot Dt | Modified Date

Spcl ED Events | Student ID | Event Type Code | Event Type | Special Ed Event ID | Event Outcome Code | Event Outcome | Event Effective Date | Event End Date

Confidential Student Data

- 1 -

Student Data Services: (631)218-4195

New view

Student Profile – Demographics, Enrollment, Program Participation, Special ED Snapshot and Scored Assessments

Disney UFSD

Report Run on: Nov 14, 2023

School Year: Jun 30, 2023

Students Selected: *Mickey Mouse*

Student Demographics

	Student ID	Student Key	Location	Gr.	DOB	Eth	Gender	ELL Duration	Entry Gr9	Status	Modified
Mickey Mouse	0000101	0000101	Pluto's Elementary School	04	12/2/12	H	Male			Active	10/13/22

Enrollment History

	Student ID	Grade	Location	Location ID	Start Date	Enroll Code	End Date	Exit Code	State Exit	Last Modified Date
Mickey Mouse	0000101		Pluto's Elementary School	010	7/1/2022	0011				8/18/23

Program Participation

	Student ID	Program ID	Program	Location	Program Start Date	Program End Date	Modified Date	Reason Sequence Number
Mickey Mouse	0000101	i17	Poverty - from low-income family	Disney District Wide	/10/22	8/17/23		
Mickey Mouse	0000101	0198	Free Lunch Program	Disney District Wide	/10/22	8/17/23		

Spcl ED Snapshot | Student ID | Primary Service Cd | Placement Type | Setting | Setting Desc | SE Snapshot Dt | Modified Date

Spcl ED Events | Student ID | Event Type Code | Event Type | Special Ed Event ID | Event Outcome Code | Event Outcome | Event Effective Date | Event End Date

Confidential Student Data

- 1 -

Student Data Services: (631)218-4195

Comparison of Student Profile Reports

Controls at the Top of the Reports

The controls at the top of the page have changed their look, but not their function

Report Output

Share

Refresh

Run

Select a format
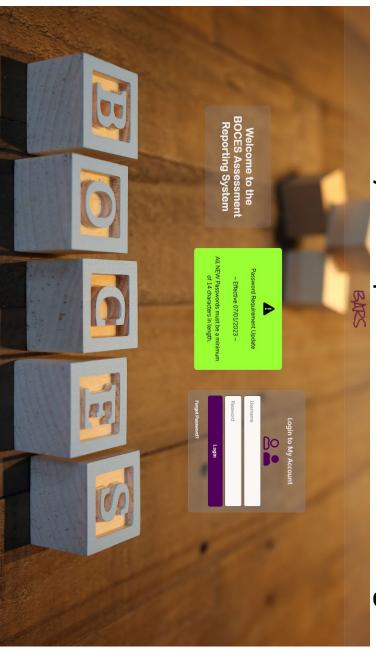
BOCES Assessment Reporting System - BARS

BARS server has recently been updated.

We are continually updating the menus and functionality of BARS to make it more user friendly.

If you run into any issues please contact us at **ProgHelp@esboces.org**

Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya

Regional Information Center

Student Data Services – Programming Office

Email: ProgHelp@esboces.org

Eastern Suffolk BOCES Board and Administration

To: BOCES District Superintendents
          School Superintendents
          Public School Leaders
          Charter School Leaders
          Regional Information Center Directors
          Data Warehouse Project Managers

From: Jason Harmon, Deputy Commissioner, P-12 Operational Support

Subject: 2023 Assessment Data Embargo Release

Date: October 4, 2023

The New York State Education Department (NYSED or "the Department") appreciates and recognizes the importance of making 2022-23 student assessment data available as soon as possible. On September 13, 2023, the Department provided the Grades 3-8 English Language Arts (ELA) and mathematics (math) assessment data to districts and schools to share with parents via individual student reports and to inform instructional programming. Those data were considered preliminary because they had not yet gone through the local district review and verification period (frequently referred to as "Summer Clean Up"), which closed on September 29, 2023.

Now that the review and verification period has closed and statewide quality checks have been completed, the 2022-23 student assessment data are considered final as of October 4, 2023, and are no longer under embargo.

As a result of the embargo release, the 2022-23 school-level and district-level assessment data that are currently available in the Level 2 Reporting (L2RPT) Environment may be shared and discussed at the discretion of local school and district leaders. Likewise, Level 1 Instructional Reports with regional data may be shared and discussed at the discretion of local school and district leaders. This includes, but is not limited to, sharing at school or district board of education meetings, charter school governing board meetings, stakeholder meetings, community engagement team meetings, or otherwise releasing to the public.

NYSED is now engaged in the labor-intensive process of updating assessment reports based on the final data. These aggregated reports of individual school and district data, along with statewide totals, will be shared with the public in the 2022-23 New York State School Report Card via the Department's Public Data Site. The public release of all final state assessment data is anticipated by early December.

Please be reminded that the delay of publicly releasing 2022-23 assessment data is because the spring 2023 assessments were new tests measuring the new Next Generation Learning Standards. As a result, additional analyses and NYS educator input were necessary to establish the achievement standards (also known as "cut scores") for performance on each of the tests. Next year, those additional steps will not be necessary because the established cut scores will carry forward. As a result, the Department anticipates an earlier timeline for data availability.

Next Steps, Support, and Additional Assistance

For Districts and Charter Schools outside of New York City

For general assistance with data reporting, verification or questions about data contained in SIRS, please contact your RIC or Big 5 Data Coordinator. For information concerning SIRS reports and resources, please refer to the L2RPT support page. If you need any further data related assistance, please contact the Office of Information and Reporting Services (IRS) by entering your question directly to our Datasupport helpdesk via the blue "HELP" icon at the bottom right corner of each IRS subpage.

For New York City Department of Education Schools

If you need additional support, please reach out to your Academic Policy, Performance, and Assessment (APPA) Specialist within the NYCDOE. The Office of Information Reporting Services or Datasupport at NYSED will not be able to assist you.

For All New York City Charter Schools

All NYC Charter Schools should contact the NYCDOE Charter School Help Support Desk and submit a ticket.

Thank you for your ongoing efforts to engage families and communities and ensure that all students are provided with the supports needed to support successful outcomes in the 2023-24 school year.

Attn: DDC, Spec Ed, ENL Admins, Principals, Testing Coordinators

Due Date: Before Testing Begins

Helpdesks:
Special Ed: MultipleDayTesting@nysed.gov
ELLs: NextDayCompletion@nysed.gov
District Data: DWTShelp@esboces.org

Multiple Day Test Administration is a testing accommodation for students with an IEP/504 who, because of their disability-related needs, are unable to complete a State assessment in a single day or testing session.

- This accommodation should be made/reviewed by the CSE on an annual basis
  - Each student will require an Assurance form to be emailed to NYSED and a copy kept on file at the school
    - Please note: a student requires one form be submitted **ONCE** for all exams in that School Year
  - Assurance Forms must be emailed to MultipleDayTesting@nysed.gov **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - Multi Day Admin Security Certification
    - Multi Day Parents Security Certification
- In the subject line of the email you must include:
  - **Multiple Day Administration**
  - The Testing Location BEDS Code
    - In the SEDREF query enter the name of the testing location
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

Next-Day Completion of Testing is reserved for English Language Learners (ELLs) and eligible former ELLs, to extend the time to take multiple Regents Examinations.

- ELLs and former ELLs who have been granted the **accommodation of extended time AND** are scheduled to **take two Regents Examinations on the same day**, may also be granted the Next-Day Completion of Testing accommodation.
- This accommodation can be given to ELL Students who have already been given the extended time accommodation
  - Each **school/location** must complete the Next Day ELL Assurance form
    - Each student known to eligible for the accommodation can be included
    - Schools who submit the form on time, may give the accommodation to those students
  - Assurance Forms must be emailed to NextDayCompletion@nysed.gov **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - Next Day Admin Security Certification
    - Next Day Parents Security Certification
- In the subject line of the email you must include:
  - **Next Day Administration**
  - The Testing Location BEDS Code
    - In the SEDREF query enter the name of the testing location followed by % (EX. School Name%)
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

Summary

Due Date	**Before Exam Begins**
Key Information	Students who require multiple days of testing must have the proper assurances completed and returned to NYSED before testing begins
Next Steps	☐ Districts should identify any SWD/504/ELL student who may qualify for these accommodations ☐ Districts should complete the assurances as stated in their respective NYSED memo and email to the respective mailbox ☐ Copies of the assurance form, Exam Security Cert, and Parent Cert must be kept for future audit purposes
Support & Documents	ELL Testing Accommodations SIRS Manual

Eastern Suffolk BOCES

frontline education.™

STUDENT DATA SERVICES

Frontline IEP Trainings

Educational Services That Transform Lives

There is no charge for these classes for districts participating in our support.
*If your district does not participate in our support, the cost for each class is as follows:

Half Day - $330.00/Full Day - $550.00

NEW

Join us for our **Frontline Special Education Class Workshops** trainings will be at the
Westhampton Beach BOCES
215 Old Riverhead Rd. Westhampton Beach
631-844-5720

Date	Training/Class	Brief Description
October 3, 2023 9:30 am - 12:30 pm	New User Training for Central Office Personnel	This class is for all new Frontline IEP users. We will navigate through the software to gain a better understanding of how this program works including understanding the graphic & format indicators, generating letters and reports, creating & finalizing IEP documents.
May 23, 2024 9:30 am - 12:30 pm	Year End Reporting for Data Warehouse	This class is a short review of how to generate reports and exports for use in reporting data to the Data Warehouse. VR1-9
June 13, 2024 9:30 am –12:30 pm	Year End Reporting for Data Warehouse	This class is a short review of how to generate reports and exports for use in reporting data to the Data Warehouse. VR1-9
November 16, 2023 9:30 am –12:30 pm	Custom Letters	Learn how to create, upload and modify your own Custom Letters.
December 19, 2023 9:30 am –12:30 pm	Listings and Select	A Listing is a query of the information & data that is stored in a student's document or record within the district's Frontline IEP database. These can be used for informational purposes to create checklists, or to be sure that your data is clean and uniform. Please feel free to bring ideas for listings and selects you may wish to create for your district.
August 15, 2024 9:30 am –12:30 pm	New User Training for Central Office Personnel	This class is for all new Frontline IEP users. We will navigate through the software to gain a better understanding of how this program works including understanding the graphic & format indicators, generating letters and reports, creating & finalizing IEP documents.

Call or email to schedule a training session
Steve or Irene - 631-844-5720 - spedhelp@esboces.org

Sharon Mayrant, Administrative Coordinator
Student Data Services
631-844-5756

Eastern Suffolk BOCES

Educational Services That Transform Lives

Student Data Services

Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya

DATES: December 7, 2023

AUDIENCE: Any District Personnel Involved With Regents Scanning

DESCRIPTION:

- **Order Form and Timeline**
- **Pre-print File Verification**
- **Scan Sheet Preparation**
- **Processing tips and techniques**
- **Scanning demonstration**
- **Error Messages with Correction methods**
- **Batch tracking website**
- **ASAP Score Reports**
- **Scanning Deadlines**

PLEASE REGISTER ON OR BEFORE November 30, 2023
At: **http://datacentral.esboces.org/**

Charles King, Divisional Administrator

STUDENT DATA SERVICES

Eastern Suffolk BOCES

Educational Services That Transform Lives

eSchool Training

(ISCS) Instructional Support Center @ Sequoya
750 Waverly Ave, Holtsville, NY 11742
(WHB) Raymond A. DeFeo Admin Bldg
215 Old Riverhead Rd, Westhampton Beach, NY 11978
Helpdesk Phone Number: 631-844-5722

STUDENT DATA SERVICES

Summer/Fall 2023 Class Schedule

Class descriptions can be found on Data Central and *http://www.eschooldata.esb.site.eboard.com*

There is no charge for districts participating in our support service.
If your district does not participate in our support service the cost for each class is Half Day - $300 / Full Day - $500.

July 27, 2023	eSD Registration	9:00-12:00 **WHB/Online**
August 10, 2023	eSD Basic Overview	9:00-11:00 **WHB/Online**
August 16, 2023	eSD Attendance	9:00-12:00 **WHB/Online**
August 29, 2023	eSD Teacher Connect Elementary	9:00-11:00 **WHB/Online**
August 30, 2023	eSD Teacher Connect Secondary	9:00-12:00 **WHB/Online**
September 19, 2023	eSD Guidance	9:00-11:00 **WHB/Online**
September 28, 2023	eSD Health	9:00-11:00 **WHB/Online**
October 3, 2023	eSD Administrative Assistant	9:00-11:00 **WHB/Online**
October 11, 2023	eSD Administrator	9:00-12:00 **WHB/Online**
October 19, 2023	**eSD USER MEETING**	12:30-3:30 **IN-PERSON**
October 24, 2023	eSD Security	9:00-11:00 **WHB/Online**
November 6, 2023	eSD Student Status	9:00-11:00 **WHB/Online**
November 8, 2023	eSD Grade Reporting and Setup	9:00-11:00 **WHB/Online**
November 14, 2023	eSD Discipline	9:00-11:00 **WHB/Online**
November 21, 2023	eSD Portal	9:00-12:00 **WHB/Online**
November 30, 2023	eSD Custom Reports	9:00-11:00 **WHB/Online**
December 6, 2023	eSD GURU Boards	9:00-11:00 **WHB/Online**
December 12, 2023	ZAPS and API Setup	9:00-11:00 **WHB/Online**

Train the Trainer

Student Data Services
Elaine Conlin - Program Administrator
(631-844-5750)

Eastern Suffolk BOCES

Educational Services That Transform Lives

**Infinite Campus Fall Training Schedule
2023-2024**
(WHB) Raymond A. DeFeo Admin Building
215 Old Riverhead Rd, WHB, NY 11978

Infinite Campus Helpdesk - (631) 844-5721

STUDENT DATA SERVICES

Class Schedule

Class descriptions can be found on *https://datacentral.esboces.org*
as well as on our Infinite Campus eBoard at *http://www.infinitecampus.esb.site.eboard.com*

Classes will be offered on-line.
The Fall user meeting will be a hybrid - onsite and on-line.

For districts participating in our support, there is no charge for these classes.
If your district does not participate in our support, the cost for each class is as follows:
Half Day - $400.00   Full Day - $600.00
For identification purposes, we require that you register for classes using your school district email account.

By Request	Basic Navigation - New Look	Half Hour Sessions
September 29, 2023	**Attendance End User**	**9:00 - 11:30**
October 13, 2023	**Health End User**	**9:00 - 11:30**
October 27, 2023	**Fall User Meeting**	**9:00 - 11:30**
November 3, 2023	**Ad Hoc**	**9:00 - 11:30**
December 1, 2023	**Walk in Scheduler**	**9:00 - 11:30**
December 8, 2023	**Calendar Roll**	**9:00 - 11:30**

**To register online, please visit http://datacentral.esboces.org and select the
Events Tab on the menu bar at the top.
Choose the event for which you want to register and
select the "Click Here to Register" link.
This will open up Frontline formerly My Learning Plan.
Click on the ENROLL button.**

Student Data Services
Elaine Conlin, Program Administrator
631-844-5750

Eastern Suffolk BOCES
Educational Services That Transform Lives

PowerSchool Fall/Winter2023-24 Training
PowerSchool Help Desk: 631-844-5723

WHB DeFeo Admin Bldg (DAB)
215 Old Riverhead Rd,
Westhampton Beach, NY 11978

Instruct Support Ctr @ Sequoya (ISC)
750 Waverly Ave,
Holtsville, NY 11742

STUDENT DATA SERVICES

	PowerSchool Support is offering: *"Personalized District Training"* We will create a program to meet to your district's needs. Training provided via zoom or in-person at our Westhampton Beach Site. Individuals and groups welcome. Please contact us to set up a date and time for your training.	
Tues, Wed, Thurs July & August 2023	**End of Year Process Workshop** Please schedule your dates and times via phone or email: "In Person or Zoom Available"	**9:00 to 11:30 Or 12:30 to 3:00**
Wednesday, November 9, 2023	**Long Island PowerSchool User Meeting** **Please register on Data Central**	**8:30 to 12:00**
Wednesday, November 15, 23	**PowerSchool "Interactive" Lunch and Learn At the ISC @ Sequoya** PowerSchool Representatives will be providing an "interactive" lunch and learn. This event is open to all districts and lunch will be provided. Please join us after the DDC meeting to learn more about what PowerSchool has to offer.	**11:30 to 1:00**
Wed, Thurs Jan. 24th & 25th	**PowerScheduler Workshop w/Gerry Mullady** Defeo Building Westhampton Beach	**8:30 to 3:00**
Wed, Thurs Feb. 7th & 8th	**PowerScheduler Workshop w/Gerry Mullady** Defeo Building Westhampton Beach	**8:30 to 3:00**
Tuesday, March 12th	**PowerScheduler Workshop w/Gerry Mullady** Defeo Building Westhampton Beach	**8:30 to 3:00**

There is no charge for these classes for districts participating in our support.
If your district does not participate in our support, the cost for each class is as follows:
Half Day - $300.00 / full Day - $500.00

Advance registration is required. **No walk-ins please.**
Due to limited seating, registration is required 48 hours in advance of the class.
To register online, please visit http://datacentral.esboces.org and select the Events Tab on the menu bar at the top.
Choose the event for which you want to register and click on the "Click Here to Register" link.
This will open up My Learning Plan. Click on the ENROLL button.

Eastern Suffolk BOCES

Educational Services That Transform Lives

Schooltool
DAB - Raymond A DeFeo Bldg
215 Old Riverhead Rd, WHB NY 11978

Schooltool Helpdesk - 631-844-5724
Helpdesk Email - schooltoolhelp@esboces.org

STUDENT DATA SERViCES

SCHEDULING SEASON IS COMING

Request your training session now

CONTACT US NOW TO SET UP YOUR ONE-ON-ONE TRAINING
INCLUDING THE NEW GRADEBOOK

Schooltool Flex Training
for 2023-2024!

With these fluid times we still find ourselves in, the
ESBOCES Schooltool Help Desk is happy to offer
Flex Training for our districts. Let us know what training
or "refreshing" your district requires (*7-day prior notice
required & one topic per webinar*) and we will prepare
and schedule the requested in-person training or virtual webinars.

Flexible/Virtual & In-Person

Workshops & Trainings Available

**Student Data Services
Elaine Conlin, Program Administrator
631-844-5750**

NYSITELL
ASAP Account Request for NYSITELL Reports

Please submit contact information for 1-2 staff members who will be provided access to the web-based ASAP NYSITELL Reporting Application.

The ASAP application <u>does not</u> have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.

These staff members will be expected to disseminate ALL NYSITELL SCORE REPORTS to appropriate building personnel <u>in a timely manner</u>.

	1st Account Designee	2nd Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to NYSITELL outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

These accounts cannot be restricted to a specific school or department!

District Level Administrator or District Data Coordinator:

Signature: _____

Name: _____Title:_____

District: _____ Date: _____

E-Mail: _____Phone: _____

Please FAX completed form to: (631) 240-8967 Attn: Barbara Ball
or email bball@esboces.org

Eastern Suffolk BOCES

Student Data Services
750 Waverly Avenue
Holtsville, NY 11742
631-218-4195

STUDENT DATA SERVICES

REGENTS
ASAP Account Request for Regents Reports

Please submit names of 2 staff members who will be provided access to the web-based ASAP Regents Reporting Application.

The ASAP application <u>does not</u> have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.

These staff members will be expected to disseminate ALL REGENTS SCORE REPORTS to appropriate building personnel <u>in a timely manner</u>.

	1st Account Designee	2nd Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to Regents exam outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

These accounts cannot be restricted to a specific school or department!

District Level Administrator or District Data Coordinator:

Signature: _____

Name: _____ Title: _____

District: _____ Date: _____

Email: _____ Phone: _____

When completed, please email this form to <u>dwtshelp@esboces.org</u>

Eastern Suffolk **BOCES**

Educational Services That Transform Lives

STUDENT **DATA** SERViCES

ASAP Regents Report Access

De-Authorization Form

When completed, please fax this form to dwtshelp@esboces.org

Complete this section to identify the person(s) to be **removed from having ASAP Regents Report Access**!

School District / Agency: _____

Last Name: _____ First Name: _____

Email Address: _____

Last Name: _____ First Name: _____

Email Address: _____

Last Name: _____ First Name: _____

Email Address: _____

If you have any questions, please contact Student Data Services at (631) 218-4195

**************************IMPORTANT**************************

I, _____ request that the person(s)
(PLEASE PRINT)

named above be removed from having access to ASAP Regents Reports for this district.

District Level Administrator or _____ Date: _____
District Data Coordinator   (Signature)

Eastern Suffolk BOCES

Educational Services That Transform Lives

STUDENT DATA SERVICES

Security Form – Level 0 Warehouse
Complete and fax to Student Data Services at (631) 240-8967
or email britchie@esboces.org and bball@esboces.org

Complete this section to identify the person authorized to access Level 0 with *District Admin access*.

School District / Agency: _____

Last Name: _____ First Name: _____

Telephone #: _____ Building: _____

Position Title: _____

Email Address: _____

ID AND PASSWORD SELECTION AND PROCEDURE

Each authorized user of the system will be given a unique User ID and password.
- Use this form to request an individual ID.
- The District Level Administrator or District Data Coordinator, in the district must sign the Level 0 security form. We require two (2) business days turnaround after the form is received
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be 8 or more characters; letters, numbers and special characters. They **are** case sensitive.
- User Names and Passwords are not to be shared.
- If a password is lost, forgotten, or stolen, contact Student Data Services (631) 218-4195

*********************** **IMPORTANT** **************************

 **As the District Level Administrator or District Data Coordinator of _____
I give permission for the person named above to receive a User ID and password for Level 0 with *District Admin access*. However, I understand that I am ultimately held responsible for confirming that the data in Level 0 is correct and ready for submission to the Level 1 Data Warehouse. In order to accomplish this I will be given an ID and Password with *District Admin/Lock access*.**

District Level Administrator or_____ **Date:** _____
District Data Coordinator   **(Signature)**

Student Data Services
Charles King, Divisional Administrator   Peter Desjardins, Program Administrator

Level 0/HR Access
De-Authorization Form

Complete and fax to Student Data Services at (631) 240-8967
or email britchie@esboces.org and bball@esboces.org
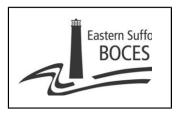
Complete this section to identify the person/s to be **REMOVED from having Level 0 access or HR Access**

School District/Agency: _____

Last Name: _____ First Name: _____

Email Address: _____ Circle one: **all Level 0   HR only**

Last Name: _____ First Name: _____

Email Address: _____ Circle one: **all Level 0   HR only**

Last Name: _____ First Name: _____

Email Address: _____ Circle one: **all Level 0   HR only**

**************************IMPORTANT***************************

I, _____ request that the person/s
(PLEASE PRINT)

named above be removed from having access in Level 0 for this district.

DDC/District-Level Administrator _____ Date: _____
(Signature)

Student Data Services
Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

Account Authorization for
HR Data Submission
Level 0 Access

Eastern Suffolk BOCES

STUDENT DATA SERViCES

This form authorizes Student Data Services to create Level 0 accounts for the people named below which will provide access, with the specified rights, to process HR data.
(It is recommended that 2 people be given accounts.)

Please indicate Staff Name and email for requested accounts and specify level of access:

Staff Name AND E-Mail	Categories — Please Check ☑ All the Apply				
	Staff Assignment Permissions	Staff Evaluation Permissions	Staff Snapshot Permissions	Staff Tenure Permissions	Staff Attendance Permissions
Staff Name: _____ Staff E-Mail: _____	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload
Staff Name: _____ Staff E-Mail: _____	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload
Staff Name: _____ Staff E-Mail: _____	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload	Read Write Lock Upload

Level of Access explanations:
- Read: See all HR data that has been loaded to Level 0
- Write: Includes all Read access AND access to import and enter data
- ****Lock: Preferred Level of access AND required for at least 1 person**
  - Includes all Read and Write access AND ability to approve data submission to NYSED
- Upload: *Caution* - Includes all Read, Write and Lock access AND ability to Create a file for district archive purposes (HOWEVER, that process removes the "check" that approves data submission to NYSED – assign this access level with careful consideration) *FAX Completed form to Student Data Services 631 240-8967*
  or email **britchie@esboces.org** and **bball@esboces.org**

I authorize the creation of Level 0 accounts to the person(s) named above for the purpose of processing HR data to the New York State Education Department.

_____   _____
Signature of Superintendent   *Print Name*

_____   _____
District   *Date*

Student Data Services
Charles King, Divisional Administrator   Peter Desjardins, Program Administrator

Student Data Services
NYSITELL Answer Sheet
Re-Order Form

Student Data Services will print and deliver answer sheets that must be used for the administration of the NYSITELL. These answer sheets allow for the collection of item data.

If you need to re-order additional answer sheets, please indicate the **Number of Answer Sheets** requested for each level below.

Levels	**Number of Answer Sheets**
I	
II	
III	
IV	
V	
VI	
VII	
VIII	

District:_____School: _____

Contact #1 Name: _____Date:_____

E-mail address: _____

Phone: _____   FAX: _____

Contact #2 Name: _____

E-mail Address: _____

Phone: _____   FAX: _____

Please email this form to Student Data Services at dwtshelp@esboces.org .
If you have any questions, contact us at the above email address
or call Barbara Ball (631) 419-1614 or Bill Ritchie (631) 218-4171.

THE INFORMATION ON THIS FORM IS STRICTLY CONFIDENTIAL

STUDENT DATA SERVICES

ReportNet Access Form
Complete and Fax to Student Data Services (631) 240-8966
or email Laura Barranco at lbarranc@esboces.org

School District / Agency: _____

Last Name: _____ First Name: _____

Telephone #: _____ Building: _____

Position Title: _____

Email Address: _____

SELECTION AND PROCEDURE ID AND PASSWORD

Each authorized user of the system will be given a unique User ID and password.

-Use this form to request an individual ID.

-The District Data Coordinator (DDC) or District level administrator must sign the ReportNet Access Form. We require two (2) business days turnaround after the form is received.

-Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.

-Passwords associated with individual User IDs (ex., MYNAME) need to be at least 8 characters with letters, numbers and special characters. They **are** case sensitive.

-If a password is lost, forgotten, or stolen, email Laura Barranco at lbarranc@esboces.org

****************************IMPORTANT***************************

I, _____ (please print name) give permission for the person named to receive a User ID and password to access ReportNet.

District Level Administrator or_____
District Data Coordinator   **(Signature)**

Title _____   **Date:** _____

Student Data Services

Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

Eastern Suffolk **BOCES**

Educational Services That Transform Lives

STUDENT **DATA** SERVICES

ReportNet Account
De-Authorization Form

Complete and Fax to Student Data Services (631) 240-8966
or email Laura Barranco at lbarranc@esboces.org

Complete this section to identify the person(s) to be **removed from having ReportNet Access!**

District Name: _____

Last Name: _____First Name: _____

Email Address: _____

Remove access to: _____ **ReportNet** _____ **Optional School Data Bank reports** _____ **Both**

Last Name: _____First Name: _____

Email Address: _____

Remove access to: _____ **ReportNet** _____ **Optional School Data Bank reports** _____ **Both**

Last Name: _____First Name: _____

Email Address: _____

Remove access to: _____ **ReportNet** _____ **Optional School Data Bank reports** _____ **Both**

If you have any questions, please contact Laura Barranco at (631) 244-4282

**************************IMPORTANT*************************

I, _____ request that the person(s)
            (Please Print)
named above be removed from access to ReportNet for this district.

District Level Administrator or _____ _____ Date:_____
District Data Coordinator   **(*Signature*)**

Student Data Services
Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

SFTP Access Request

Please submit the names of two staff members who will be provided access to the SFTP (Secure File Transfer Protocol) site. Access will allow the staff members to send and receive files from Eastern Suffolk BOCES securely.

Complete and Fax to Student Data Services (631) 240-8966
or email Laura Barranco at lbarranc@esboces.org
Phone: 631-244-4282

School District/Agency _____

Contact _____Title _____

Building Address_____

Work Phone # _____Fax # _____

Alternate Phone # _____Email _____

Contact _____Title _____

Building Address_____

Work Phone # _____Fax # _____

Alternate Phone #_____Email _____

District Level Administrator or District Data Coordinator

Signature:_____**Date:**_____

Print Name and Title:_____

Eastern Suffolk
BOCES

Educational Services That Transform Lives

STUDENT
DATA
SERVICES

SFTP Access Removal Form

Please fill out and submit this form if access to the SFTP
(Secure File Transfer Protocol) site is to be removed.

Please remove access to the SFTP site for the person(s) below:

School District/Agency _____

Contact _____Title _____

Building Address_____

Work Phone _____Fax # _____

Alternate Phone # _____EMail_____

Contact _____Title _____

Building Address_____

Work Phone _____Fax # _____

Alternate Phone # _____ EMail _____

Complete and Fax to Student Data Services (631) 240-8966
or email Laura Barranco at lbarranc@esboces.org
Phone: 631-244-4282

District Level Administrator or District Data Coordinator:

Signature:_____**Date:**_____

Print Name and Title:_____

Middle States Accredited