DISTRICT DATA COORDINATOR MEETING
SEPTEMBER 14, 2023
AGENDA

A. WELCOME AND ANNOUNCEMENTS

* Welcome
* Update DDC Contact Form
  - Resources for new DDCs
* 2023-24 DDC Meeting Schedule
  - October 2023 DDC change to Thursday Oct. 19. 2023
* CIO 101 'A Year in Data Reporting' Workshop Offerings
  - October 6, 2023 – 9:00am to 1:00pm
  - October 10, 2023 - 9:00am to 1:00pm
* Special Education Reporting - http://www.p12.nysed.gov/sedcar/data.htm#subschedule
  - Special Ed 101 Data Reporting Workshop – Oct. 31 or Nov. 14
* NYS 2023-24 CBT Roadshow – October 11, 2023 - 8:30am – 12:30am
* User Accounts Maintenance across all Systems
  - User Account files have been posted to your SFTP site
* SFTP Clean Up
  - All files prior to 2022-23 will be deleted on October 13, 2023
* Updating District personel in SEDREF
* 2023-24 SDS Service Offerings
* Staffing Updates

B. FIRST ANNUAL - AWARD FOR OUTSTANDING ACHIEVEMENT

- **A certificate and a your name memorialized here on all 2023-24 DDC meeting agendas for the first DDC/Data Team that successfully locks their Demo file in Level 0**

C. SCHOOL DATA BANK SERVICES

* NYSAA Administration & Trainings
  - Dr. Sharon Hayes, Asst. Administrative Coordinator
    - Contact: scoring@esboces.org

D. LEVEL 0 UPDATES

* Closing out 2022-23 Data
* Level 0 Updates
  - New Fields for 2023-2024
  - Code additions/deletions
  - Reminders from SED
  - New Level 0 Verification Checks
* Level 0 Trainings – Welcome to the 'Zero Zone' - https://calendly.com/dwtshelp

Charles King, Divisional Administrator
Elaine Conlin, Program Administrator
Peter Desjardins, Program Administrator
Sharon Mayrant, Admin. Coordinator

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, 3-8 ELA/Math & Sci, NYSAA
* Regents Exams
    - August Regents

F. Student Management / Special Education Systems

* Elaine Conlin Program - Administrator
    - (631)-844-5750 econlin@esboces.org
* Help Desk Email addresses
    - PowerSchool: PowerSchoolHelp@esboces.org
    - eSchool: esdHELP@esboces.org
    - Infinite Campus: InfiniteCampusHelp@esboces.org
    - School Tool: SchoolToolHelp@esboces.org
    - Special Ed Helpdesk: SPEDhelp@esboces.org

G. Updates on Data Tools, Required Collection, and Reporting Reminders

* 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**
* Loading 2022-23 Staff Evaluation Data
* Updated guidance on reporting Nurses, Counselors and other non-teaching certificated staff
* Use of Crisis Codes for newly arriving students
* NYSITELL- Emergency 10 Day Requirement Waiver

H. Questions From the Field

THINGS TO DO NOW
Load Staff Evaluation Data to 2022-23 Level 0 – Oct 19th Deadline
Load Demographic, Enrollment, SCEE, and CIA - Nov 16th Deadline
BEDS Reporting Opens October 5th
Districts who send ELL students to a BOCES programs must add the 0231 Program Code to the Student's Level 0 Profile
2023-24 Level 0 Opens in late September for 2023-24 data

Eastern Suffolk BOCES
Educational Services That Transform Lives

STUDENT DATA SERVICES

District Data Coordinator
Contact Information for 2023-2024

As per SED recommendations, the following person is designated as the Data Coordinator for the district to coordinate revisions to and maintenance of student management systems(s), the submission of data to Level 1, the verification of data reports, and the use of data to inform policy.

Please complete this form, even if there is no change of information.
Please indicate a primary contact and back-up contact.
Please return completed form to DWTShelp@esboces.org

District _____

Primary Contact _____ **Title** _____

Building Address _____

Work Phone _____ **Fax #** _____

Alternate Phone # _____ **E-Mail** _____

Back-up Contact _____ **Title** _____

Building Address _____

Work Phone _____ **Fax #** _____

Alternate Phone # _____ **E-Mail** _____

Signature _____ **Date** _____

Print Name and Title _____

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Charles King, Divisional Admin
Peter Desjardins, Program Admin
Elaine Conlin, Program Admin
Sharon Mayrant, Admin Coord

Eastern Suffolk BOCES

Educational Services That Transform Lives

David Wicks
District Superintendent

Darlene Roces
Director, Regional Information Center

Charles King
Divisional Administrator, Student Data Services

Peter Desjardins
Program Administrator, Student Data Services

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

Eastern Suffolk BOCES

Educational Services That Transform Lives

CIO 101 - "Planning a Year in Data Reporting"

LOCATION: Instructional Support Center at Sequoya

DATES AND TIMES: Friday Oct. 6, 2023 - 9:00 am - 1:00 pm

OR Tuesday Oct. 10, 2023 - 9:00 am - 1:00 pm

AUDIENCE: District Data Coordinators / Staff responsible for submitting data throughout the year

DESCRIPTION: Join us to discuss all aspects of being a District Data Coordinator, and how best to map out a plan for reporting data throughout the year. We will review roles and responsibilities, SED requirements, and Student Data Services resources.

A major portion of the session will include a question and answer session with Student Data Services staff to address your needs.

This session is appropriate for all administrators or other data team members involved in the reporting of data to the state data repository system. This workshop will take a deep dive into developing a plan to best meet all data requirements throughout the year.

Advanced registration is required

To register online please visit http://datacentral.esboces.org

Student Data Services (SDS) has transitioned the registration process for events to utilize Frontline Professional Learning (formerly My Learning Plan – MLP) WebReg. Those participants who do not have an MLP account will need to create a free WebReg account in order to register for SDS events.

Charles King, Divisional Administrator

Peter Desjardins, Program Administrator

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STUDENT DATA SERVICES

Eastern Suffolk BOCES

Educational Services That Transform Lives

Student Data Services

Special Ed. Reporting 101

DATES & TIMES: October 31st or November 14th
9:00am – 12:00pm

LOCATION: Instructional Support Center at Sequoya or via Zoom

AUDIENCE: District Data Coordinators/PPS Directors / Directors of Special Education

DESCRIPTION: This workshop is specifically intended for administrators who are involved in the process of reporting special education data to the State Education Department. Any district team members involved in the data reporting process are welcome to attend. Topics will be especially relevant to District Data Coordinators, Special Education Directors, and Pupil Personnel Services Directors. Topics discussed will include:

- The flow of data from source systems to SED
- Understanding VR Reports and Special Ed. data requirements
- Special Education Deadlines
- PD System entitlements and certification
- Best practices to verify the accuracy of Special Education data

Advanced registration is required

To register online please visit http://datacentral.esboces.org

Student Data Services (SDS) has transitioned the registration process for events to utilize Frontline Professional Learning (formerly My Learning Plan – MLP) WebReg. Those participants who do not have an MLP account will need to create a free WebReg account in order to register for SDS events.

Charles King, Divisional Administrator
cking@esboces.org **/ (631) 244-4240**

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STUDENT DATA SERVICES

2023-24 New York State CBT Roadshow

DATES & TIMES: October 11, 2023 8:00 am – 12:30 pm

LOCATION: Instructional Support Center at Sequoya or via Zoom

- AUDIENCE: District Testing Administrators

Overview

The New York State Regional Computer-Based Testing (CBT) Fall Training Sessions are intended for school/district-level administrators and will focus on administrative and software preparation for computer-based testing. This year's presentation will focus specifically on training schools new to computer-based testing.

The training will provide:

- Information on the Nextera Admin and Nextera Test Delivery / Questar Secure Browser platforms
- A high-level review of the computer-based scoring platform, ScorePoint
- Attendees will learn where to find valuable resources available on CBT Support
- Troubleshooting common issues during their CBT administration
- Hear about best practices, and CBT technology tips

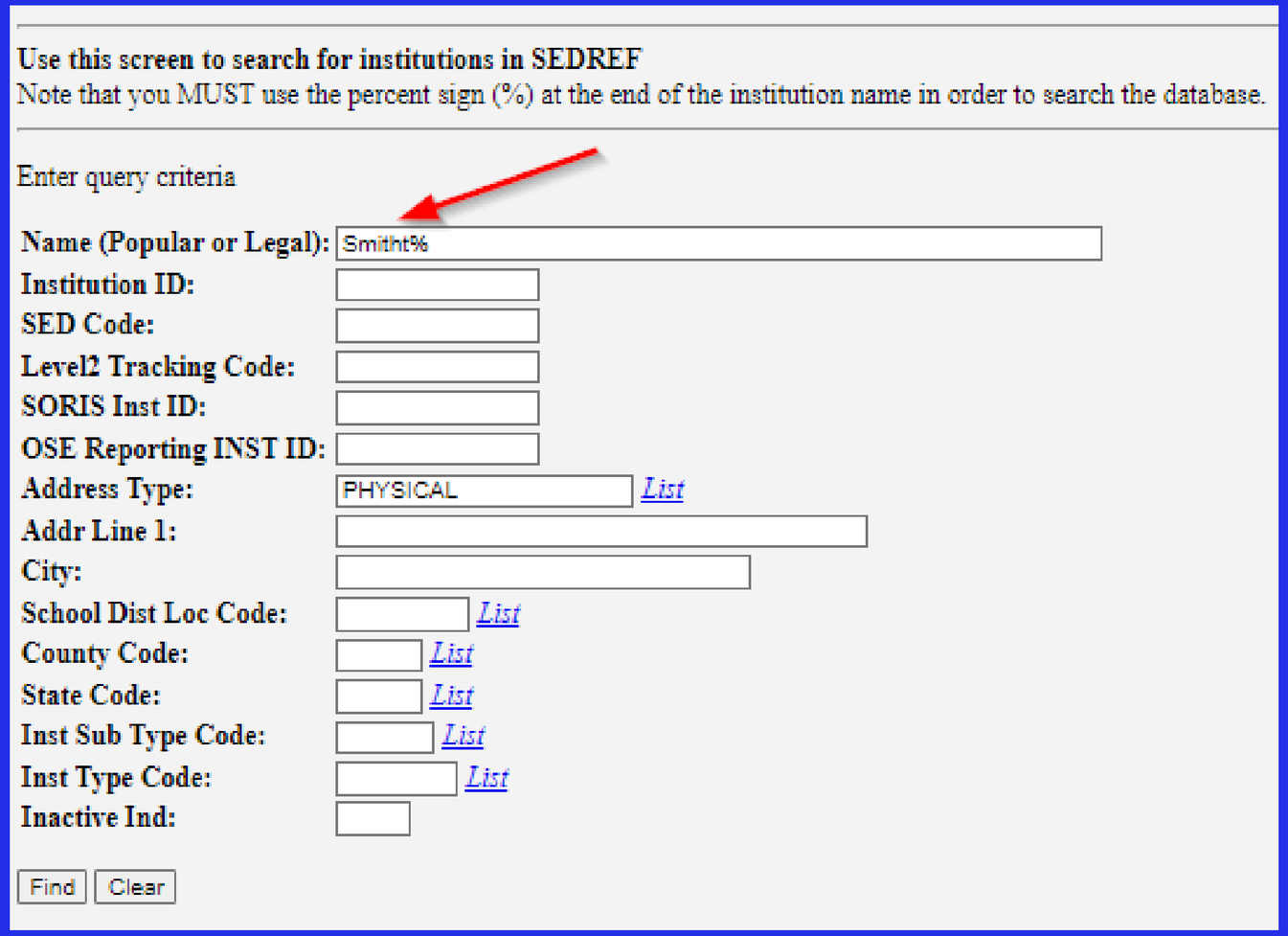
To register online please visit please scan the QR Code or visit http://datacentral.esboces.org/events

HOME

Updating SEDREF

What is in SEDREF?

1. Go to: https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup
    a. Enter all or part of your district in the name field
    b. Follow with %
2. Click the 'Find' Button



What is in SEDREF?

1. Select the entry for your district
    a. Inactive buildings are displayed for informational purposes

Home | Menu | General Query Search | Start New Search | Current List | Internal Help | Public Help | Login

Popular Name	Institution ID	Address Type	Institution Sub Type	Full Address	Active Date	Inactive Date
SMITHTOWN CHRISTIAN SCHOOL	800000036860	PHYSICAL	CHRISTIAN FUNDAMENTALIST	1 HIGBIE DR SMITHTOWN NY 11787	07/01/1980	
SMITHTOWN CSD	800000036899	PHYSICAL	INDEPENDENT CENTRAL	26 NEW YORK AVE SMITHTOWN NY 11787	07/01/1980	
SMITHTOWN ELEMENTARY SCHOOL	800000036906	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	51 LAWRENCE AVE SMITHTOWN NY 11787	07/01/1980	
SMITHTOWN FIRE DISTRICT	800000055985	PHYSICAL	FIRE DISTRICTS	100 ELM AVE. SMITHTOWN NY 11787	08/08/2002	
SMITHTOWN FRESHMAN CAMPUS	800000036901	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	660 MEADOW RD SMITHTOWN NY 11787	07/01/1992	06/30/2005
SMITHTOWN HIGH SCHOOL-EAST	800000036910	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	10 SCHOOL ST SAINT JAMES NY 11780	07/01/2005	
SMITHTOWN HIGH SCHOOL-WEST	800000036893	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	100 CENTRAL RD SMITHTOWN NY 11787	07/01/1992	
SMITHTOWN HISTORICAL	800000036871	PHYSICAL	HISTORICAL SOCIETIES	239 MIDDLE COUNTY RD SMITHTOWN NY 11787	07/01/1980	
SMITHTOWN HS WEST	800000036892	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	100 CENTRAL RD SMITHTOWN NY 11787	07/01/1980	06/30/1992
SMITHTOWN MS	800000036878	PHYSICAL	PUBLIC SCHOOL INDEPENDENT CENTRAL	10 SCHOOL ST ST. JAMES NY 11780	07/01/1992	06/30/2005
SMITHTOWN TEACHER CENTER	800000071748	PHYSICAL	OTHER LOCAL GOVERNMENTS	26 NEW YORK AVE SMITHTOWN NY 11787	10/25/2011	

Records 1 to 11 of 11

What is in SEDREF?

1. Your district SEDREF page contains alot of information. Including your BEDS #, Addresses and Phone Numbers, and State Mandated Administrator Contacts

Institution Data

Inst Id:	800000036899	Legal Name:	SMITHTOWN CENTRAL SCHOOL DISTRICT
Popular Name:	SMITHTOWN CSD	Corporate Name:	
Label Name:	SMITHTOWN	Type of Incorporation:	
Inactive?:	N	SED Code:	580801060000
Inst Type Desc:	SCHOOL DISTRICTS	SED Code Effective Date:	07/01/1980
Inst Sub Type Desc:	INDEPENDENT CENTRAL	Grade Org Code:	
Level 2 Tracking Code:		Grade Org Desc:	
SORIS Inst ID:		SORIS Inst Name:	
OSE Reporting Inst ID:		OSE Reporting Inst Name:	
Non Public Registration Code:		County Code:	58
Non Public Registration Desc:		County Desc:	SUFFOLK
Non Public Registration Start Date:		School Dist Of Location:	580801
Dist Type Desc:	MAJOR	County of School Dist Code:	58
SDL Description:	SMITHTOWN CSD	Record Type Code:	3
Active Date:	07/01/1980	Record Type Desc:	PUBLIC SCHOOL DISTRICT (IMF)
Inactive Date:		Comm Dist Type:	LARGE CENTRAL DISTRICTS AND VILLAGE DISTRI
Needs Resource Code:	6	Charter School Approval Code:	
Needs Resource Desc:	LOW NEEDS	Charter School Approval Desc:	
EDEN NCES LEA ID:	3627060	EDEN NCES SCH ID:	
EDEN LEA Type:	1	EDEN Sch Type:	
EDEN LEA Description:	Regular local school district that is NOT a component of a supervisory union	EDEN School Type Desc:	
EDEN LEA Op Status:	1	EDEN Sch Op Status Code:	
EDEN LEA Op Status Desc:	Open	EDEN School Op Status Desc:	
SDW Indicator:		Transfer School Indicator:	
CSE Placement Eligible:		Medicaid Provider Number:	01383480
Established Date:	07/01/1980	Successor INST Id:	
Parent INST Id:		Successor Name:	
Parent Name:			
Assembly District #:	8	Assembly District Year:	2020
Congressional District #:	3	Congressional District Year:	2020
Senate District #:	2	Senate District Year:	2020
OSC Vendor ID on SEDREF:	1000000995	OSC Vendor Status on SEDREF:	A
OSC Vendor Location on SEDREF:		OSC Address Sequence Number on SEDREF:	
Payee Name on SEDREF:	SMITHTOWN SCHOOL DISTRICT	OSC Address Line 1:	26 NEW YORK AVE
OSC Address Line 2:		OSC Address Line 3:	
OSC City:	SMITHTOWN	OSC State:	NY
OSC Zip:	11787-3435	OSC Country:	USA
OSC Open For Ordering Flag:	Y	OSC Disabled Veteran Classification:	N
OSC Small Business Classification:	N	SED Approved For Payment:	Y

Address Type	Address Line 1	Address Line 2	City	State	Zip	Zip + 4	Country	Foreign Postal Code	GIS Longitude (X)	GIS Latitude (Y)	OITS GIS Accuracy Code
PHYSICAL	26 NEW YORK AVE		SMITHTOWN	NY	11787	3435	US		-73.199152311	40.8543085705	0
MAILING	26 NEW YORK AVE		SMITHTOWN	NY	11787	3435	US				

Records 1 to 2 of 2

Institution Contacts

Contact Type	Contact Value	Extension	Active Date	Inactive Date
US PHONE	(631)382-2006		07/08/2011	
US FAX	(631)382-2010		07/01/2007	
URL	www.smithtown.k12.ny.us		07/01/2007	

Records 1 to 3 of 3

Administrative Positions

Admin Pos Type	Salutation	First Name	Middle Initial	Last Name	Title	Active Date	Inactive Date
3-8 TESTING COORDINATOR	MR.	PAUL		STRADER	DISTRICT 3-8 TESTING COORDINATOR	12/01/2015	
ADDITIONAL CONTACT	MR.	ROBERT		BOCCIO	ADDITIONAL CONTACT	07/29/2021	
ADDITIONAL CONTACT	DR.	KEVIN		SIMMONS	ASSISTANT SUPERINTENDENT	10/04/2021	
ADULT EDUCATION PROGRAM MANAGER	MS.	PATRICIA		RUSSO	DIRECTOR	08/05/2008	
BOARD OF EDUCATION PRESIDENT	MR.	MATTHEW		GRIBBIN	BOE PRESIDENT	10/07/2020	
CHIEF EXECUTIVE OFFICER	DR.	MARK		SECAUR	SUPERINTENDENT	09/15/2020	
CHIEF FINANCIAL OFFICER	MR.	ANDREW		TOBIN	CFO	08/15/2016	
DATA PROTECTION OFFICER	MR.	JOHN		NOLAN	DATA PROTECTION OFFICER	05/26/2020	
DIRECTOR OF SPECIAL ED	MR.	DANIEL		HELMES	DIRECTOR OF SPECIAL EDUCATION	10/09/2020	
HR ADMINISTRATOR	MR.	NEIL		KATZ	HR ADMINISTRATOR	05/03/2022	
INFORMATION OFFICER	MR.	JOHN		NOLAN	DISTRICT DATA COORDINATOR	07/13/2019	
NYSAA TESTING COORDINATOR	MS.	CHRISTINE		O'NEILL	DISTRICT NYSAA TESTING COORDINATOR	12/01/2015	
ST-3 CONTACT	MS.	ANNE		LEODIS	ACCOUNTANT	08/04/2005	
STATE AID CONTACT	MR.	ANDREW		TOBIN	CFO	07/10/2013	
TITLE I COORDINATOR	MS.	KELLIE		MCKEON	TITLE I COORDINATOR	11/13/2019	
TRANSPORTATION CONTACT	MS.	MARY		AUGUGLIARO	TRANSPORTATION SUPERVISOR	09/30/2005	

Records 1 to 16 of 16

HOME

What is in SEDREF?

1. If you find that your contacts need to be updated

Admin Pos Type	Salutation	First Name	Middle Initial	Last Name	Title	Active Date	Inactive Date
3-8 TESTING COORDINATOR	MR.	PAUL		STRADER	DISTRICT 3-8 TESTING COORDINATOR	12/01/2015	
ADDITIONAL CONTACT	MR.	ROBERT		BOCCIO	ADDITIONAL CONTACT	07/29/2021	
ADDITIONAL CONTACT	DR.	KEVIN		SIMMONS	ASSISTANT SUPERINTENDENT	10/04/2021	
ADULT EDUCATION PROGRAM MANAGER	MS.	PATRICIA		RUSSO	DIRECTOR	08/05/2008	
BOARD OF EDUCATION PRESIDENT	MR.	MATTHEW		GRIBBIN	BOE PRESIDENT	10/07/2020	
CHIEF EXECUTIVE OFFICER	DR.	MARK		SECAUR	SUPERINTENDENT	09/15/2020	
CHIEF FINANCIAL OFFICER	MR.	ANDREW		TOBIN	CFO	08/15/2016	
DATA PROTECTION OFFICER	MR.	JOHN		NOLAN	DATA PROTECTION OFFICER	05/26/2020	
DIRECTOR OF SPECIAL ED	MR.	DANIEL		HELMES	DIRECTOR OF SPECIAL EDUCATION	10/09/2020	
HR ADMINISTRATOR	MR.	NEIL		KATZ	HR ADMINISTRATOR	05/03/2022	
INFORMATION OFFICER	MR.	JOHN		NOLAN	DISTRICT DATA COORDINATOR	07/13/2019	
NYSAA TESTING COORDINATOR	MS.	CHRISTINE		O'NEILL	DISTRICT NYSAA TESTING COORDINATOR	12/01/2015	
ST-3 CONTACT	MS.	ANNE		LEODIS	ACCOUNTANT	08/04/2005	
STATE AID CONTACT	MR.	ANDREW		TOBIN	CFO	07/10/2013	
TITLE I COORDINATOR	MS.	KELLIE		MCKEON	TITLE I COORDINATOR	11/13/2019	
TRANSPORTATION CONTACT	MS.	MARY		AUGUGLIARO	TRANSPORTATION SUPERVISOR	09/30/2005	

Records 1 to 16 of 16

For contact info changes, including CEO, a change request must be made on the Institution's letterhead and must include:

- **School BEDS code**
- **email address and phone number of the new individual**
- **effective date of the change**
- **signature of current superintendent or principal**

Please email the request to *datasupport@nysed.gov*

DIGITAL RESOURCE SURVEY SERVICE

The completion of this form indicates subscription to the Student Data Services Digital Resource Survey Service for the 2023-24 school year.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

SERVICE OPTION (must select one option)

☐ **Option #1 - Full Printing, Scanning and Reporting**
$500 set-up fee + $1.56 per student (student count will be determined by previous year's district wide January BEDS Day count)

☐ **Option #2 - Select Printing, Scanning and Reporting**
$500 set-up fee + $1.56 per student (student count is based on file provided in original student lite file and subsequent files throughout the year)

☐ **Option #3 - Digital File** - $1,000 per district

This service allows Student Data Services to load Digital Resource Survey data directly to Level 0 and Level 1.

The _____ School District understands that they are responsible for locking data in Level 0 and verifying the accuracy of all data.

_____ _____
Signature Date

Please email the completed form to dwtshelp@esboces.org
Please call (631) 218-4195 with any questions

AP Advantage

DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2023-2024 school year at a cost of $2,000.00.

This service includes matching students to their AP Scores, posting data to Level 0 and Level 1, and creating SMS specific files.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

PHONE/EMAIL: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐	Infinite Campus	☐	eSchool
☐	PowerSchool	☐	SchoolTool

The _____ School District understands that this service allows Student Data Services to load all Advanced Placement exam scores directly to Level 0 and Level 1 and that they are responsible for verifying the accuracy of all AP scores.

_____ _____

Signature Date

Please email the completed form to DWTShelp@esboces.org

REGENTS
DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services Regents Data Load Service for the 2023-24 school year. The cost for this service for 2023-24, which includes the August, January and June Regents exam periods, is $1,560.44

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐ Infinite Campus ☐ eSchool

☐ PowerSchool ☐ SchoolTool

This service allows Student Data Services to load all Regents exam scores directly to Level 0 and Level 1.

The _____ School District understands that they are responsible for verifying the accuracy of all Regents scores via L2RPT.

_____ _____

Signature Date

Please email the completed form to dwtshelp@esboces.org.
Please call (631) 218-4195 with any questions.

AWARD FOR

OUTSTANDING ACHIEVEMENT

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

YOUR NAME HERE

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

Full Service Scoring 2023-2024
NYSAA

Sharon Hayes Ed.D.

Assistant Administrative Coordinator

School Data Bank Services – Assessment

Services

NYSAA 2023-2024

2023-24 NYSAA Test Window:

- Monday, March 11, 2024 – Friday, June 7, 2024

Annual State Fall Training

- Self directed online Oct 3rd – Nov 17th

  OR

- ESBOCES Facilitated Training Oct 27th – Nov 21st

Q & A Sessions *Training must be accessed before attending Q&A

- Oct 25th at 12pm and Nov 15th at 3pm

NYSAA 2023-24 Preparation Checklist

- KITE is available
- In KITE deactivate staff that are not longer with your schools and add new staff
- New District Test Coordinator (DTC)? Send an email to Jacqueline Harnett (Jacqueline.Harnett@nysed.gov) with their name, email and district/school
- Annual State Fall Training invitations have been sent out. This is for self directed online training. Do not sign up for this if you are being trained through ESBOCES.

NYSAA 2023-2024 Updates

Design updates in Kite Educator Portal System

1. Under the Reports tab, you will see a new drop down for Alternate Assessments Reports. This is to access DLM score reports. In addition, under the Data Extracts tab, data has been broken down into sub categories in order to easily generate the correct extract.

2. There have been updates to the Dashboard tab, so DTCs can monitor testing readiness and progress.

3. Proctor role is not available during the 2023-2024 school year. **Anyone administering NYSAA must go through Test Administrator Training.**

4. First Contact Survey data must be entered yearly. It will no longer be rolled over from previous year.

NYSAA 2023-2024 Updates- cont.

Design updates in Kite Educator Portal System

5. Access to Self-Facilitated Online Training is now via the Education Portal under Training tab.

6. Student Portal Kite Client v9.0 will be used in 2023–2024, with design changes. Android applications are available this year.
*Please make sure student devices have the correct platform installed for testing.

Other updates

7. In Spring 2024, NYSAA-eligible students who meet the age criteria for 5th grade are expected to take **Grade 5 Science**. Science will be assessed annually in grades 5, 8 and once at the secondary level prior to exiting school.

8. NYSAA-eligible students need to be identified in the state data warehouse by Wednesday Nov. 8th, with the program service code 0220.

NYSAA School Admin Manual

NYSED-NYSAA and DLM-NY websites have been updated.

https://www.nysed.gov/state-assessment/nysaa-school-administrators-manual

NYSAA 2023-2024 Birthdate Chart

Assessments by Birth Date/Age for Ungraded Students in 2023–24

Assessments	Birth Dates	Reaches This Age Between September 1, 2023 and August 31, 2024
Grade K: NYSESLAT	Any date after August 31, 2017	6
Grade 1: NYSESLAT	September 1, 2016—August 31, 2015	7
Grade 2: NYSESLAT	September 1, 2015—August 31, 2016	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2014—August 31, 2015	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013—August 31, 2014	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2012—August 31, 2013	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010—August 31, 2011	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science,	September 1, 2009—August 31, 2010	14
Grade 9: NYSESLAT	September 1, 2008—August 31, 2009	15
Grade 10: NYSESLAT	September 1, 2007—August 31, 2008	16
Grade 11: NYSESLAT	September 1, 2006—August 31, 2007	17
Grade 12: NYSESLAT	Born on or before August 31, 2006	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2005—August 31, 2006	18

NYSAA 2023-2024 Birthdate Chart

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.

2023-24 NYSAA Administration Training

School Data Bank Services – Assessment Services offers two facilitator-led workshop options.

*Note two workshops are offered in-person, all others are virtual.

Workshop Dates (Select One)	Training Type	Time
November 8, 9, *13 or 15	Full-Day	8:30 a.m. - 2:30 p.m.
October 27 November 3, *6 or 21	Half-Day AM	8:30 a.m. - 11:30 a.m.
October 27 November 3	Half-Day PM	12:00 p.m. - 3:00 p.m.

*In person workshop

COST: **Full-Day**: $ 147.71 **Half-Day**: $ 71.77

AUDIENCE: Grade 3-8 and HS Special Education Teachers Administering DLM and NYSAA for ELA, Math, Science

LOCATION: Virtual Workshop – Details will be provided by email

REGISTER: https://webreg@esboces.org or Frontline (My Learning Plan)

INSTRUCTOR: New York State Alternate Assessment (NYSAA) Training Network Specialists (AATN's)

Assessment Dates 2024

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

6 weeks

Each 1 week

* 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.

Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya

Educational Support Services

School Data Bank Services – Assessment Services

Email: scoring@esboces.org

Phone: 631-244-4243

Eastern Suffolk BOCES Board and Administration

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Lisa Israel

Vice President
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Chief Operating Officer
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www.esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

HOME

NYS-Level 0

New York State
Student Information Repository
System (SIRS) Manual

New York State Education Dept. - Level 0

LEVEL 0
NEW FOR 2024

Eastern Suffolk BOCES

Regional Information Center
Student Data Services

STUDENT DATA SERVICES

New items, rule changes, and code changes for 2024

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

Staff Assignment-New Fields

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

STAFF ASSIGNMENT

Field Number	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all staff + = Required only for specified staff	Key Field	NYS, Regional, or Local Purpose	Instructions or Rules	Format	Recommended Codes	BOCES Collection:
6	10	*ASSIGNMENT DATE	K	NYS Reporting	First day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. This cannot be a future date.	date yyyy-mm-dd		Yes
7	10	*COMPLETION DATE		NYS Reporting	Last date in this assignment or building or grade level, whichever comes first. Do not report unless the assignment has ended. This cannot be a future date.	date yyyy-mm-dd		Yes
8	8	ASSIGNMENT JOB CODE			Leave blank.			
9	50	+ASSIGNMENT FIELD		NYS Reporting	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.		Refer to SIRS Manual for codes.	Yes
10	30	ASSIGNMENT ROOM			Leave blank.			
11	50	ASSIGNMENT SITE			Leave blank.			
12	20	ASSIGNMENT PROGRAMS CODE		Local use only				
13	20	OBSOLETE			Leave blank.			
14	20	OBSOLETE			Leave blank.			
15	24	ASSIGNMENT PRIMARY FUND SOURCE CODE			Leave blank.			
16	20	ASSIGNMENT QUALIFICATION STATUS CODE			Leave blank.			
17	25	SUBJECT CODE			Leave blank.			
18	4,0	+PERCENT TIME ASSIGNED		NYS Reporting	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.			Yes
19	3	ASSIGNMENT FIELD STATUS			Leave blank.			

Data should be reportable to the SIRS by January 2024.

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

9	50	+ASSIGNMENT FIELD		NYS Reporting	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.

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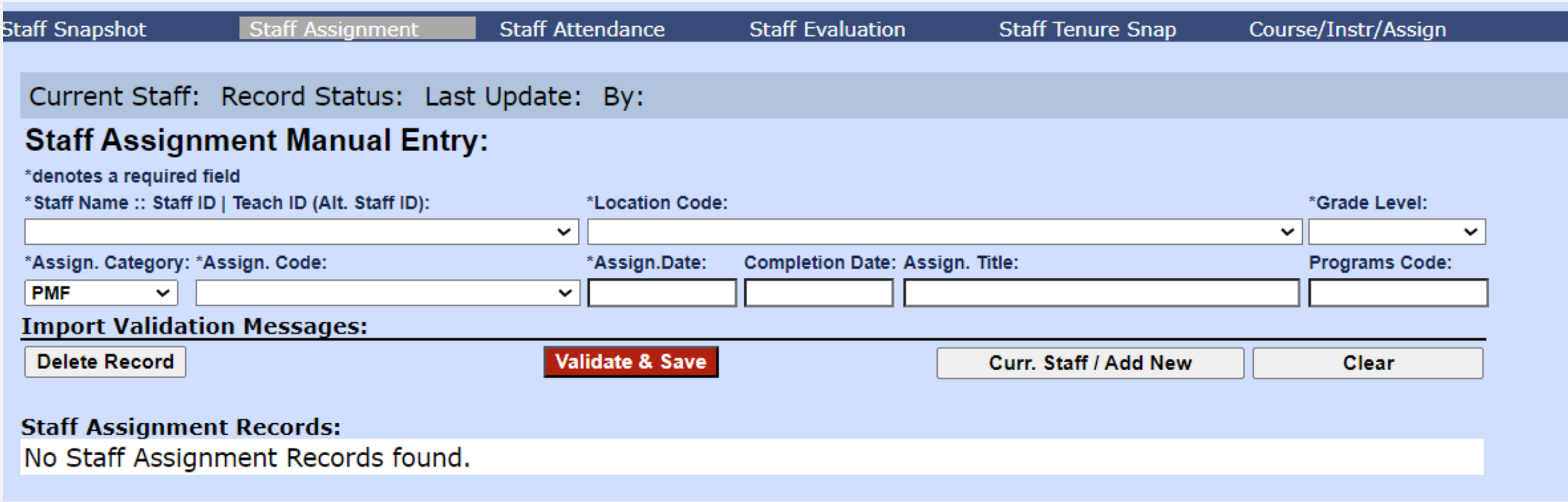
New items, rule changes, and code changes for 2024

Staff Assignment-New Fields



New items, rule changes, and code changes for 2024

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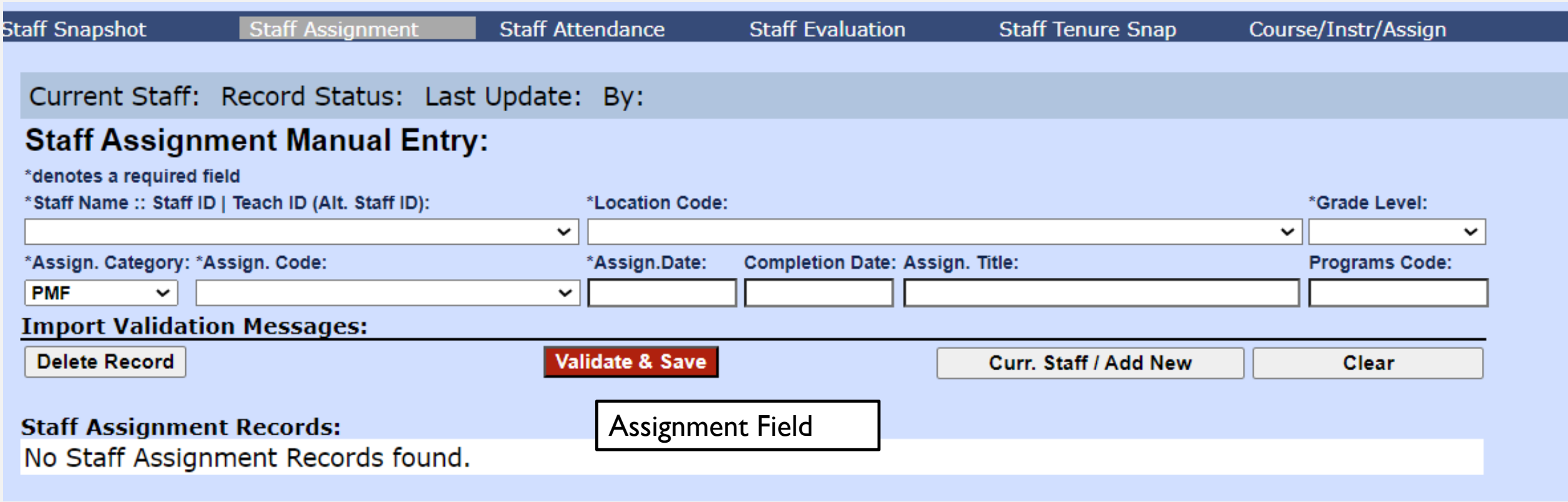

New items, rule changes, and code changes for 2024

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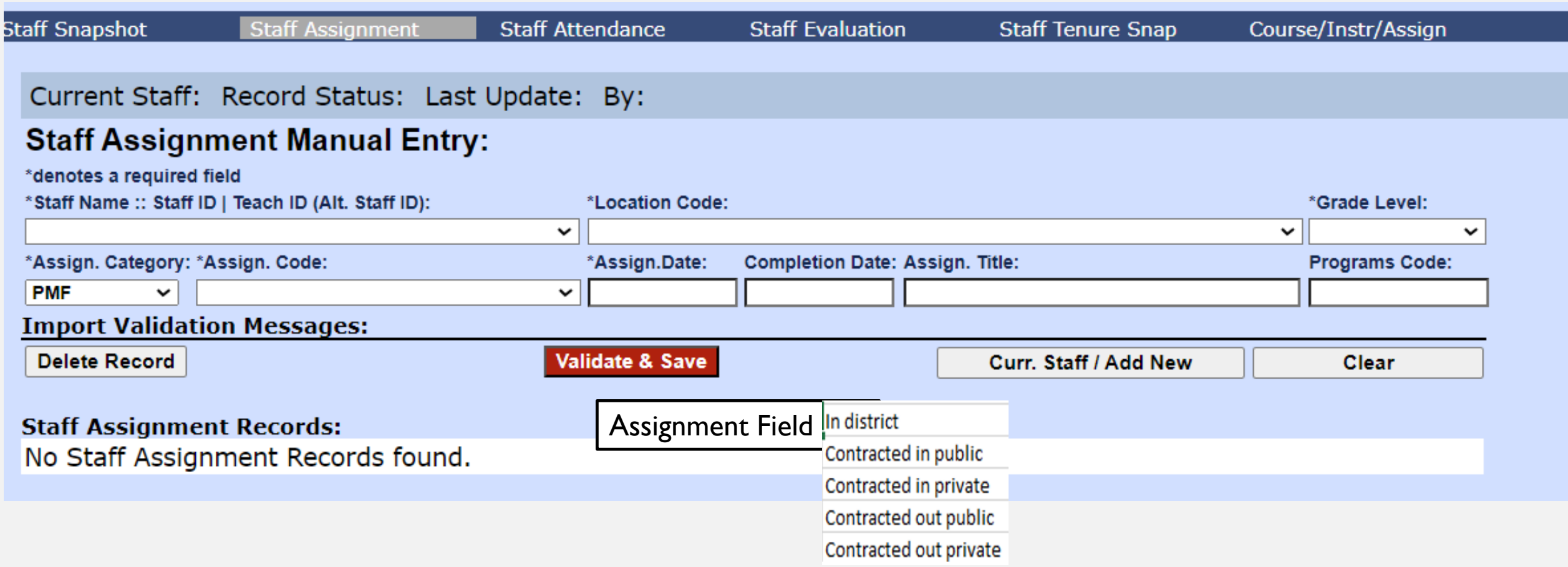

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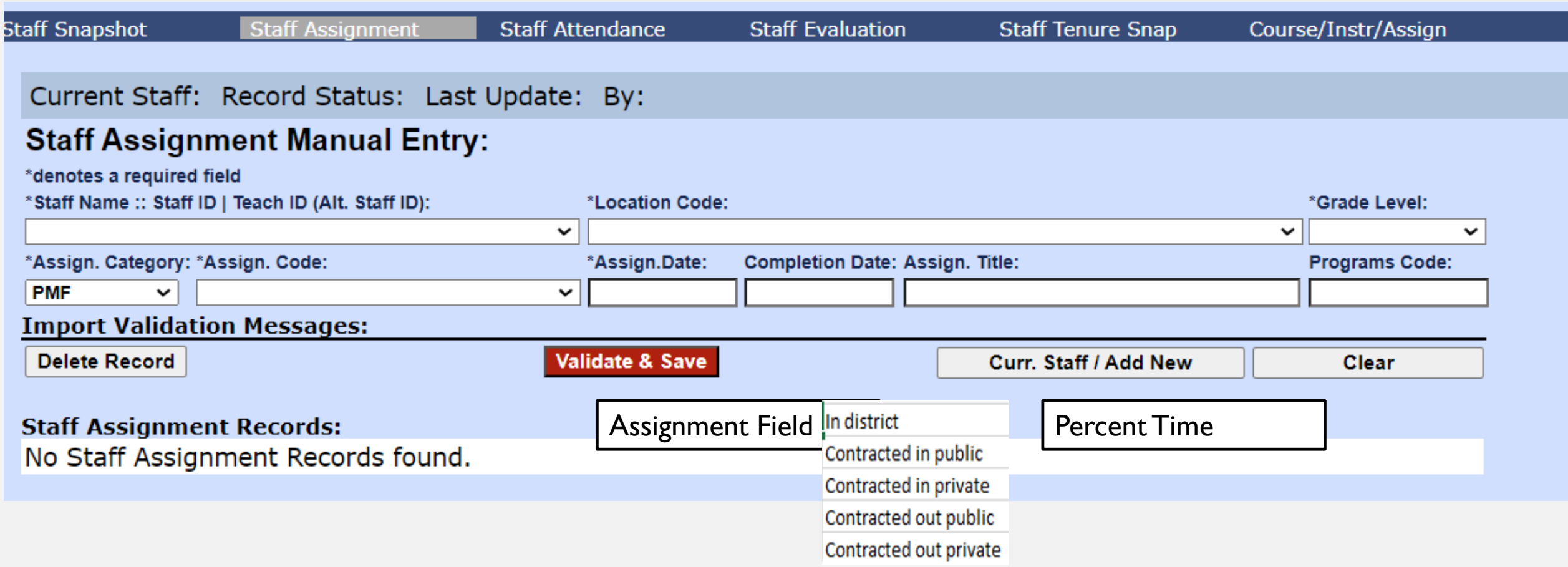
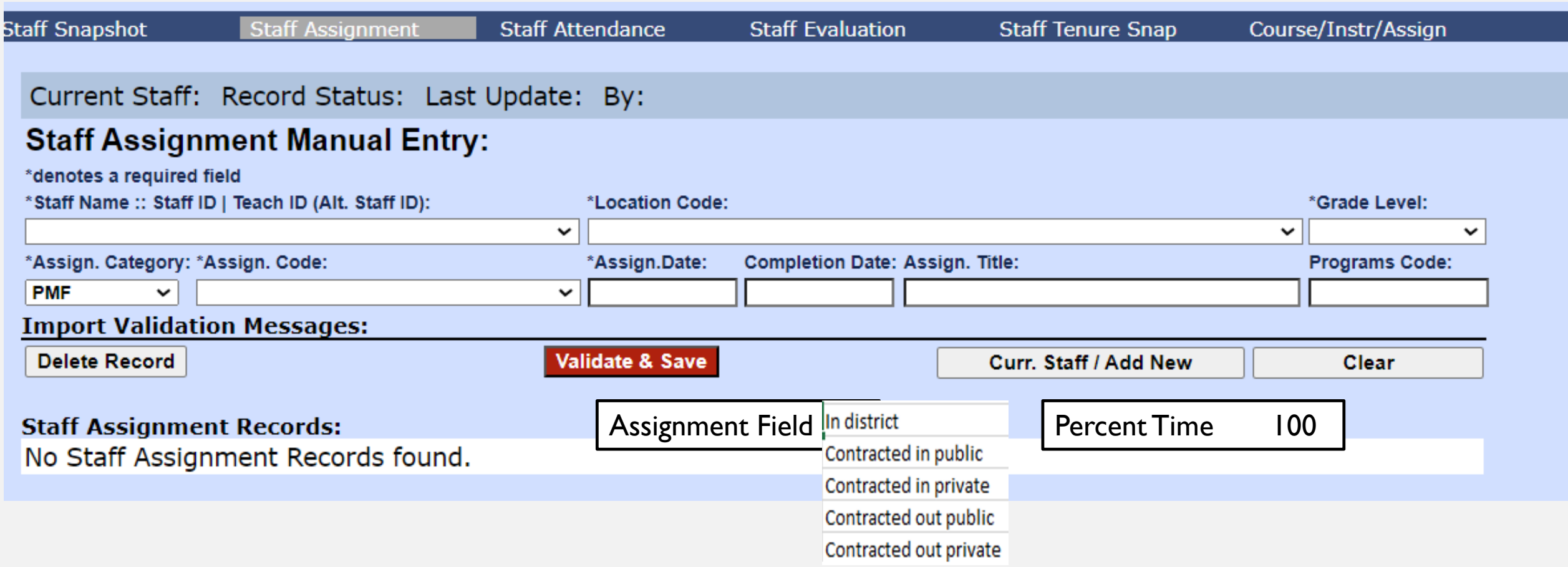


New items, rule changes, and code changes for 2024

Staff Assignment-New Fields



New items, rule changes, and code changes for 2024

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.

New items, rule changes, and code changes for 2024

Staff Assignment-New Fields

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Assignment Field Codes (Field 9)

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Report a record for each building as applicable.

New items, rule changes, and code changes for 2024

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)

DATE ADDED	SCHOOL_YEAR_DATE	TEMPLATE	FIELD	ACTION	LOOKUP_NAME	CODE	DESC
8/21/2023	2023-07-01	Staff Assignment	9	ADD	ASSIGNMENT FIELD	In district	In district
8/21/2023	2023-07-01	Staff Assignment	9	ADD	ASSIGNMENT FIELD	Contracted in public	Contracted in public
8/21/2023	2023-07-01	Staff Assignment	9	ADD	ASSIGNMENT FIELD	Contracted in private	Contracted in private
8/21/2023	2023-07-01	Staff Assignment	9	ADD	ASSIGNMENT FIELD	Contracted out public	Contracted out public
8/21/2023	2023-07-01	Staff Assignment	9	ADD	ASSIGNMENT FIELD	Contracted out private	Contracted out private

New items, rule changes, and code changes for 2024

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

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

Course Data

Course Instructor Assignment (CIA), Student Class Entry Exit (SCEE)

Reminders

- Use unique sections when reporting courses/sections in a building.
- Instruction coming to a school from another district/BOCES can be reported using the Itinerant indicator in Staff Snapshot for the teacher.
- Select assignments (e.g. Librarian Code 99000..) reported in CIA do not need a SCEE record, refer to SIRS Manual.
- Use the Special Ed and ENL Indicators for staff.
- It is not necessary to send multiple course/sections for the same students for full-year courses.
- Courses should not be reported at the district level. Students should be reported in a building.

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

AP & IB Course & Assessment Codes

- All Advanced Placement and International Baccalaureate courses must be reported with their respective assessments.

- Districts should only be reporting AP and IB courses approved by the College Board and IB.
- New assessment codes are often created each year and made available on the vendor Add/Delete document http://www.p12.nysed.gov/irs/vendors/home.html .
- Districts should be ready to load AP & IB Assessment data when they receive results from IB and the College Board in July and before the NYSED data warehouse closes in August. Vendors should be prepared to assist as needed in July.

End of Year AP/IB Reminders!

All Students enrolled in AP or IB course MUST be reported using the corresponding AP/IB State Course Code.

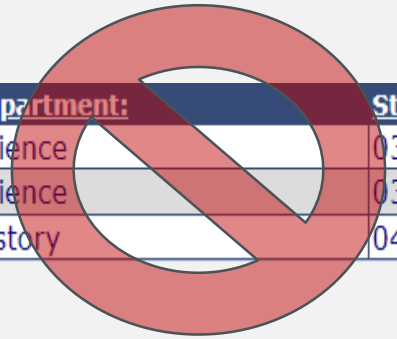
DO THIS

Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03056
AP-154	AP Physics	Science	03165
AP-153	AP World	History	04057

AP/IB State Course Code

NOT

Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03051
AP-154	AP Physics	Science	03151
AP-153	AP World	History	04052NF



Regents State Course Code

End of Year AP/IB Reminders!

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DO THIS

Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03056
AP-154	AP Physics	Science	03165
AP-153	AP World	History	04057

AP/IB State Course Code

NOT

Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03051
AP-154	AP Physics	Science	03151
AP-153	AP World	History	04052NF

Regents State Course Code

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

8300 Enrollment Code

- For students who stop attending school while they are still of compulsory school age, the 8300 Reason for Beginning Enrollment Code should be reported immediately after entering the appropriate Reason for Ending Enrollment Code 400 - Compulsory age student.
- The 8300 should continue to be reported each year until the end of the school year in which the student turns 16 (or 17 in select districts).
- If an 8300 enrollment is the only enrollment record for a student in a school year, the grade level of UNK (Unknown) should be reported.
- The 8300 enrollment code should not be used by charter schools.

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

New SIRS Codes for 2023-24

Template	Code	Description
Staff Assignment	2203	DIRECTOR SCH HEALTH SERVICES- PHYSICIAN
Staff Assignment	2204	DIRECTOR SCH HEALTH SERVICES- NURSE PRACTIONER
Staff Assignment	2214	PHYSICIAN ASSISTANT
Staff Assignment	4611	CERTIFIED ATHLETIC TRAINER
Staff Assignment	0717	DIRECTOR DIVERSITY EQUITY INCLUSION
Course	**02050**	**Algebra I**
Course	60205	Computer Science Discoveries - Elem
Course	60206	Computer Science Discoveries - Sec
Course	12168	Visual Merchandising and Presentation
Course	10050	Data Analytics
Course	10056	Artificial Intelligence
Course	21057	Drone Technology
Partner Project Fact (Program Outcome Code)	07	High school credential and degree

For the most up-to-date listing refer to the code change document including assessment codes and course catalog on the vendor page.

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

Removed Codes for SIRS in 2023-24

Template	Code	Description
Staff Assignment	2209	NURSE PRACTITIONER
Staff Assignment	2202	DIRECTOR SCH HEALTH SERVICES
Course	60204	Computer Science Discoveries
Course	**02052CC**	**Algebra I (Common Core)**
Programs	0330	Title I Migrant Services

For the most up-to-date listing refer to the code change document including assessment codes and course catalog on the vendor page.

New items, rule changes, and code changes for 2024

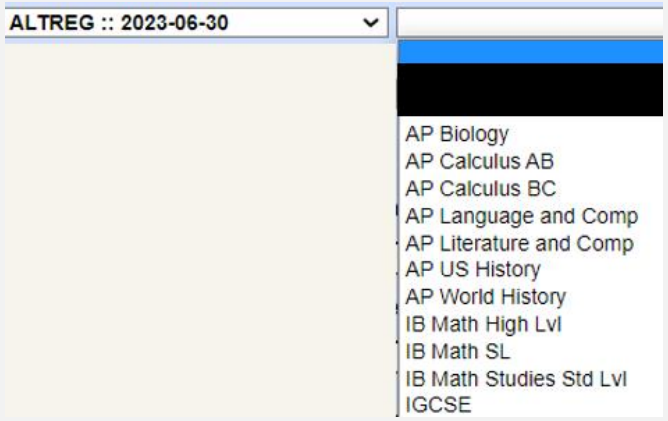
From the NYSED Vendor Meeting

Test groups **CCR** and **ALTREG** will now be **ADV** (advanced)

New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

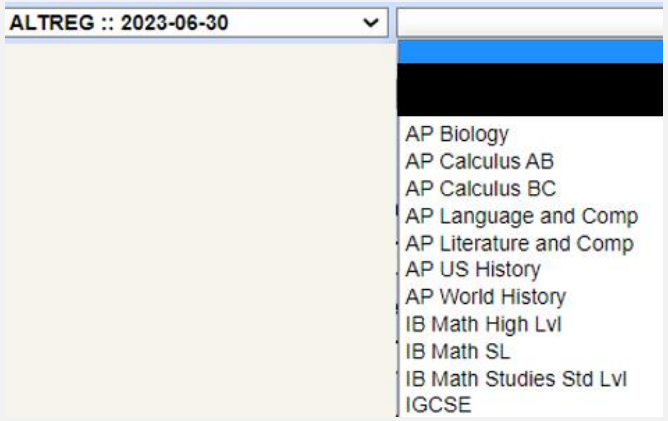
Test groups **CCR** and **ALTREG** will now be **ADV** (advanced)

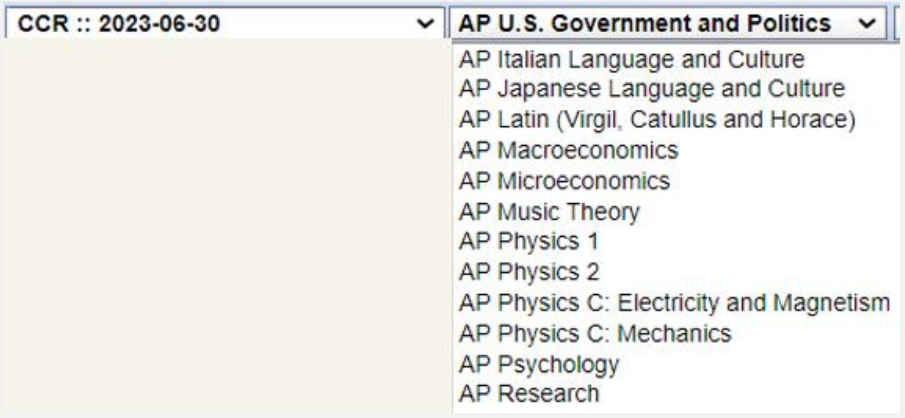


New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

Test groups **CCR** and **ALTREG** will now be **ADV** (advanced)





New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

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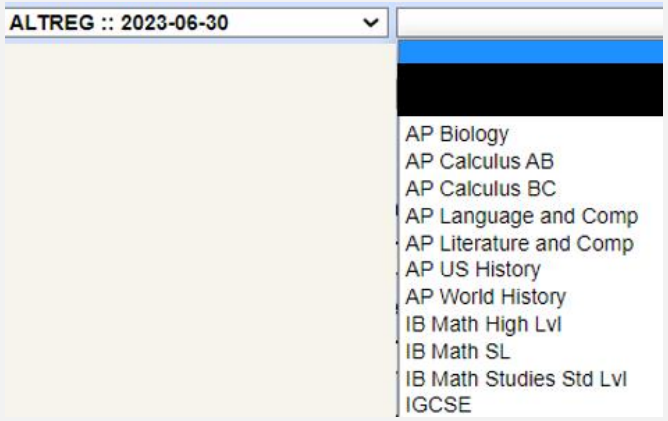
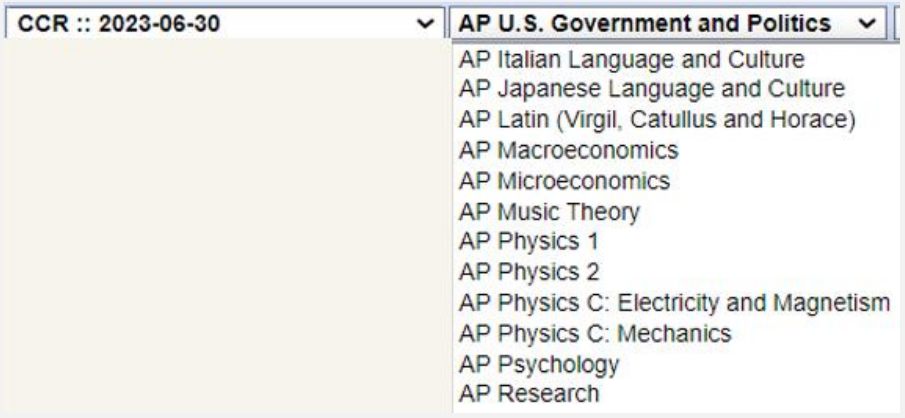




Notes

Assessment Test Descriptions (Groups) of **CCR and ALTREG will be deleted in 2023-24.** ALL IB, AP, IGSE, and AICE assessments previously mapped to these Test Descriptions should **now be reported with Test Desc ADV** identifying them as advanced assessments.

New items, rule changes, and code changes for 2024

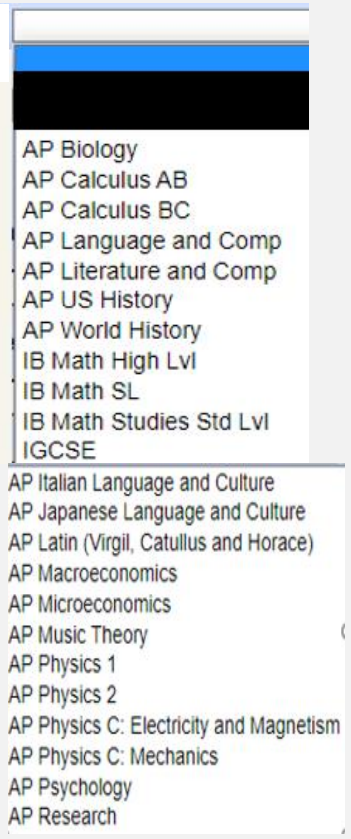
From the NYSED Vendor Meeting

Test groups **CCR** and **ALTREG** will now be **ADV** (advanced)

Notes

Assessment Test Descriptions (Groups) of **CCR and ALTREG will be deleted in 2023-24.** ALL IB, AP, IGSE, and AICE assessments previously mapped to these Test Descriptions should **now be reported with Test Desc ADV** identifying them as advanced assessments.

ADV :: 2024-06-30



New items, rule changes, and code changes for 2024

From the NYSED Vendor Meeting

Modified SIRS Codes for 2023-24

Template	Code	New Description
Assessment Fact	LT000	**World Languages** Exempt
Assessment Fact	LT001	**World Languages** Pathway Exam - Other
Assessment Fact	LT002	**World Languages** Pathway Exam - French
Assessment Fact	LT003	**World Languages** Pathway Exam - Spanish
Assessment Fact	LT004	**World Languages** Pathway Exam - Italian
Assessment Fact	LT005	**World Languages** Pathway Exam - Chinese
Assessment Fact	LT006	**World Languages** Checkpoint B
Test Group LOTE assessment descriptions changed from LOTE… to World Languages…		

For the most up-to-date listing refer to the code change document including assessment codes and course catalog on the vendor page.

New or modified assessment codes will be created in late July.

New items, rule changes, and code changes for 2024

From the Level 0 Team

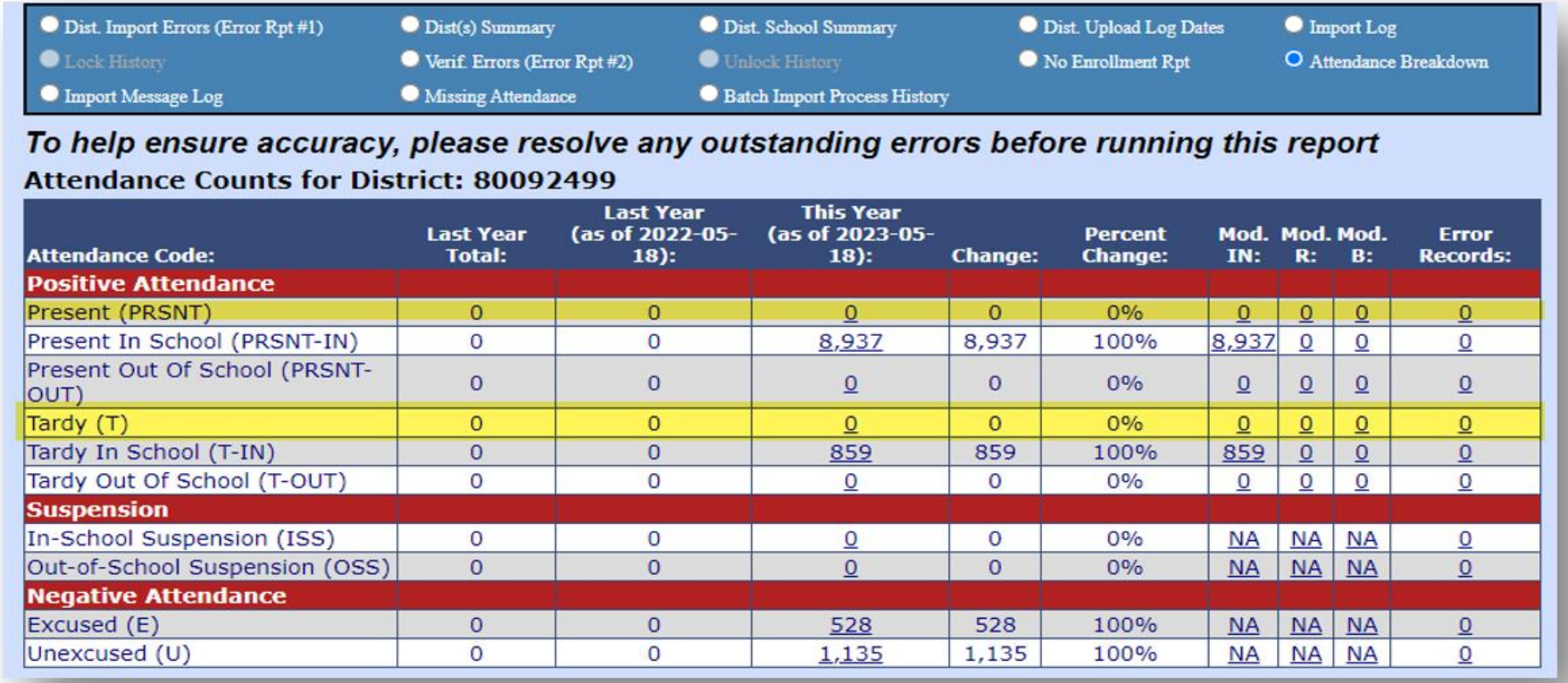
New items, rule changes, and code changes for 2024

From the Level 0 Team

f. **Data Quality requests:**

i. **Student Daily Attendance** – Missing Attendance Report

1. Include 0055 enrollment for BOCES by default
2. Removed Present (PRSNT) and Tardy (T) in the Attendance Breakdown Report for Student Daily Attendance



Dist. Import Errors (Error Rpt #1) | Dist(s) Summary | Dist. School Summary | Dist. Upload Log Dates | Import Log
Lock History | Verif. Errors (Error Rpt #2) | Unlock History | No Enrollment Rpt | Attendance Breakdown
Import Message Log | Missing Attendance | Batch Import Process History

To help ensure accuracy, please resolve any outstanding errors before running this report

Attendance Counts for District: 80092499

Attendance Code:	Last Year Total:	Last Year (as of 2022-05-18):	This Year (as of 2023-05-18):	Change:	Percent Change:	Mod. IN:	Mod. R:	Mod. B:	Error Records:
Positive Attendance									
Present (PRSNT)	0	0	0	0	0%	0	0	0	0
Present In School (PRSNT-IN)	0	0	8,937	8,937	100%	8,937	0	0	0
Present Out Of School (PRSNT-OUT)	0	0	0	0	0%	0	0	0	0
Tardy (T)	0	0	0	0	0%	0	0	0	0
Tardy In School (T-IN)	0	0	859	859	100%	859	0	0	0
Tardy Out Of School (T-OUT)	0	0	0	0	0%	0	0	0	0
Suspension									
In-School Suspension (ISS)	0	0	0	0	0%	NA	NA	NA	0
Out-of-School Suspension (OSS)	0	0	0	0	0%	NA	NA	NA	0
Negative Attendance									
Excused (E)	0	0	528	528	100%	NA	NA	NA	0
Unexcused (U)	0	0	1,135	1,135	100%	NA	NA	NA	0

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a Teacher is linked to the same Location, Course, Section, Term, with multiple Start Dates and No End Date prior to most recent start date, you will receive the following error:

- CI8028 v19.0 W/F End date/Start date overlap for Course: XXXX, Section: XXXX, Teacher: XXXXXXXXX, Term: XX

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a Teacher is linked to the same Location, Course, Section, Term, with multiple Start Dates and No End Date prior to most recent start date, you will receive the following error:

- CI8028 v19.0 W/F End date/Start date overlap for Course: XXXX, Section: XXXX, Teacher: XXXXXXXXX, Term: XX

	Status:	Course Code:	Location:	Inst. Start Date:	Inst. End Date:	Section	Term	Primary Inst. Ind	Special Ed. Inst. Ind	ENL Inst. Ind:	Incidental Ind:
View	Valid	ENG110 :: English 9		2022-09-06		5	4	Y	N	N	N
View	Valid	ENG110 :: English 9		2022-10-06		5	4	Y	N	N	N

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a Teacher is linked to the same Location, Course, Section, Term, with multiple Start Dates and No End Date prior to most recent start date, you will receive the following error:

- CI8028 v19.0 W/F End date/Start date overlap for Course: XXXX, Section: XXXX, Teacher: XXXXXXXXX, Term: XX

	Status:	Course Code:	Location:	Inst. Start Date:	Inst. End Date:	Section	Term	Primary Inst. Ind	Special Ed. Inst. Ind	ENL Inst. Ind:	Incidental Ind:
View	Valid	ENG110 :: English 9		2022-09-06		5	4	Y	N	N	N
View	Valid	ENG110 :: English 9		2022-10-06		5	4	Y	N	N	N

002210389	Teacher102	Teacher102	0003	CI8028: End date/Start date overlap for Course: ENG110, Section: 5, Teacher: Teacher102 Teacher102, Term: 4 - Please Review.

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, & 0888), Grade Levels (PKH, PKF, PS & GD) enroll codes (4034, 5555, 5654, 5905 & 8300)), does not have any Course Instructor Assignment records, you will receive the following error:

- CI8032 v19.0 W/F There are no Course Instructor Assignment records reported for Location: XXXXXX

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, & 0888), Grade Levels (PKH, PKF, PS & GD) enroll codes (4034, 5555, 5654, 5905 & 8300)), does not have any Course Instructor Assignment records, you will receive the following error:

- CI8032 v19.0 W/F There are no Course Instructor Assignment records reported for Location: XXXXXX

Loc. Code:	School: (Click on School to view staff members)	Valid Records:
0000		0
0001		0
0003		598
0004		309
0006		251

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Course Instructor Assignment:

If a location, with students enrolled (excluding BOCES, Non-Publics, OODP and enrollment state locations (0666, 0777, & 0888), Grade Levels (PKH, PKF, PS & GD) enroll codes (4034, 5555, 5654, 5905 & 8300)), does not have any Course Instructor Assignment records, you will receive the following error:

- CI8032 v19.0 W/F There are no Course Instructor Assignment records reported for Location: XXXXXX

Loc. Code:	School: (Click on School to view staff members)	Valid Records:
0000		0
0001		0
0003		598
0004		309
0006		251

CI8032: There are no Course Instructor Assignment records reported for Location: 0001 - Please review.

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Day Calendar:

Excluding locations OODP, Home schooled (0888), UPK (0666) & District level (0000) and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 & 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:

- DC2418 v19.0 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Day Calendar:

Excluding locations OODP, Home schooled (0888), UPK (0666) & District level (0000) and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 & 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:

- DC2418 v19.0 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled

Loc. Code:	School: (Click on School to view days)	Valid Records:
0777	Homebound	0

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Day Calendar:

Excluding locations OODP, Home schooled (0888), UPK (0666) & District level (0000) and excluding Enrollment Codes 0033, 4034, 5555, 5905, 8294 & 8300, if student enrollment exists for a location and no Day Calendar records exist for that location you will receive the following error:

- DC2418 v19.0 W/F No Day Calendar records exist in the current School Year for Location Code xxxx:description, where students are enrolled

Loc. Code:	School: (Click on School to view days)	Valid Records:
0777	Homebound	0

DC2418 - No Day Calendar records exist in the current School Year for Location Code 0777 – Please review

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Enrollment:

With the exception of Non-public and Charter schools, when a student has only an enrollment Entry Code 8300 during the school year, the Grade Level should be “UNK”, or you will receive the following error:

- EE2089 v19.0 Grade Level "UNK" required when a student only has an enrollment Entry Code 8300 during the school year: & bad data

New items, rule changes, and code changes for 2024

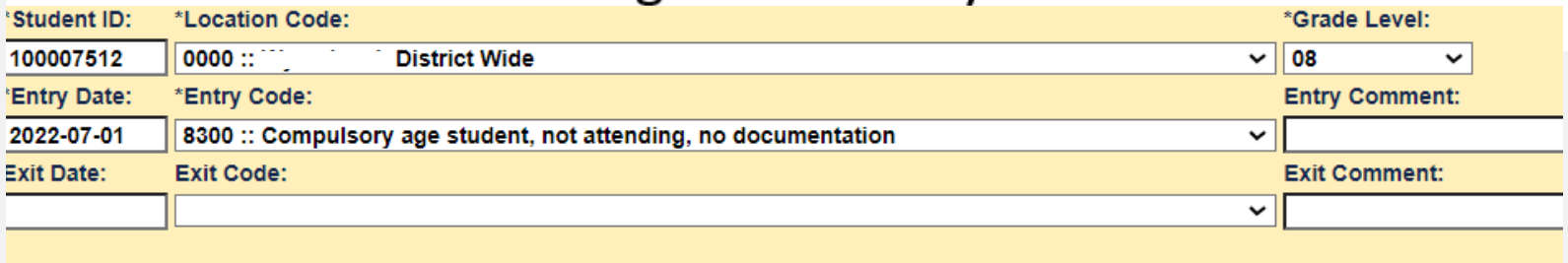
From the Level 0 Team

Changed from Information Warning to Error

Enrollment:

With the exception of Non-public and Charter schools, when a student has only an enrollment Entry Code 8300 during the school year, the Grade Level should be “UNK”, or you will receive the following error:

- EE2089 v19.0 Grade Level "UNK" required when a student only has an enrollment Entry Code 8300 during the school year: & bad data



New items, rule changes, and code changes for 2024

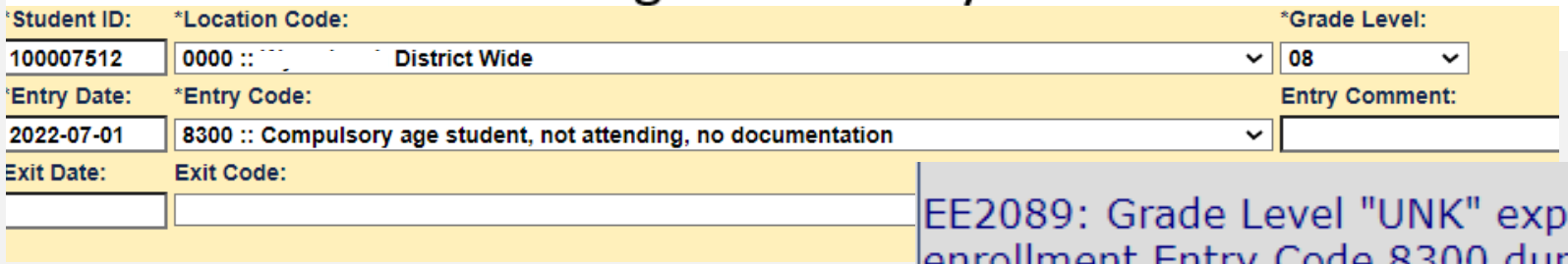
From the Level 0 Team

Changed from Information Warning to Error

Enrollment:

With the exception of Non-public and Charter schools, when a student has only an enrollment Entry Code 8300 during the school year, the Grade Level should be “UNK”, or you will receive the following error:

- EE2089 v19.0 Grade Level "UNK" required when a student only has an enrollment Entry Code 8300 during the school year: & bad data



New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Staff Assignment:

Excluding location OODP, if a location, with students enrolled (excluding enroll codes 4034, 5555, 5654, 5905, 8294 & 8300), does not have any Principal (1102-1110) Assignment records, you will receive the following error:

- SA7617 v19.0 W/F Location: XXXXXX is missing Principal Staff Assignment

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Staff Assignment:

Excluding location OODP, if a location, with students enrolled (excluding enroll codes 4034, 5555, 5654, 5905, 8294 & 8300), does not have any Principal (1102-1110) Assignment records, you will receive the following error:

- SA7617 v19.0 W/F Location: XXXXXX is missing Principal Staff Assignment

SA7617: Location: _ Elementary School is missing Principal Staff Assignment - Please review.

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Student Class Entry Exit:

If Course is "Prior to Secondary" and Dual Credit Indicator is equal to "Y", you will receive the following error:

- CE7823 v19.0 W/F Dual Credit Indicator cannot be equal to "Y" for Prior to Secondary Course Code XXXX in Location XXXX: & bad data

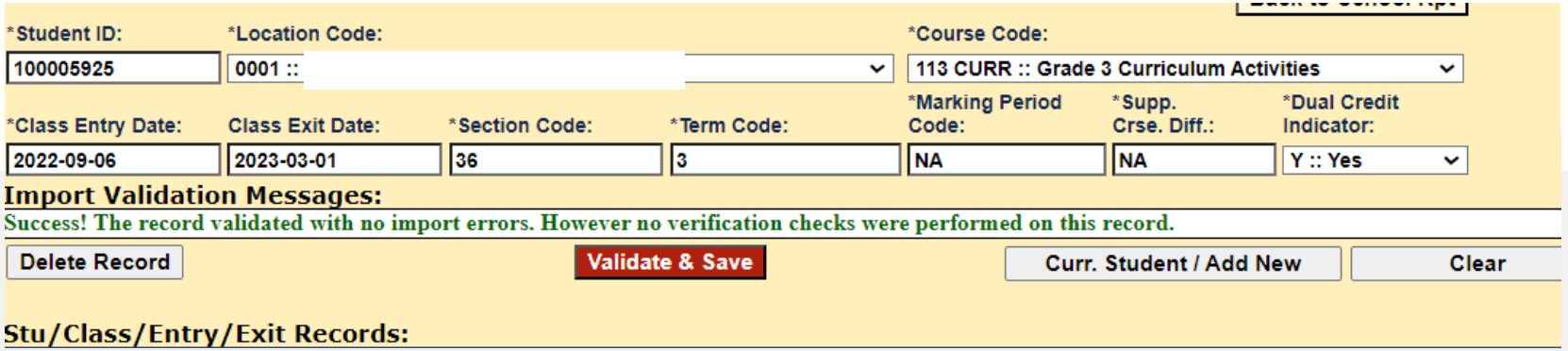
New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Student Class Entry Exit:

If Course is "Prior to Secondary" and Dual Credit Indicator is equal to "Y", you will receive the following error:



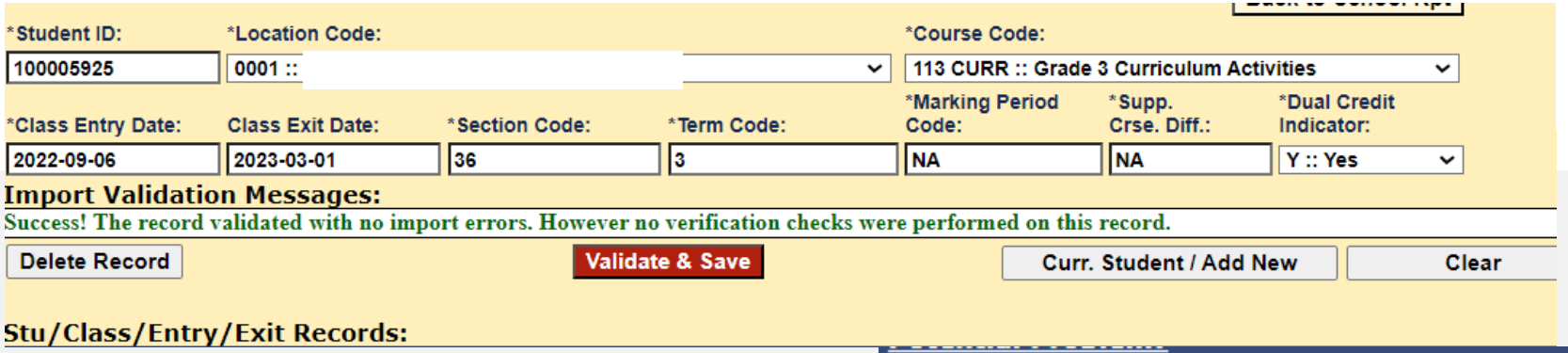
New items, rule changes, and code changes for 2024

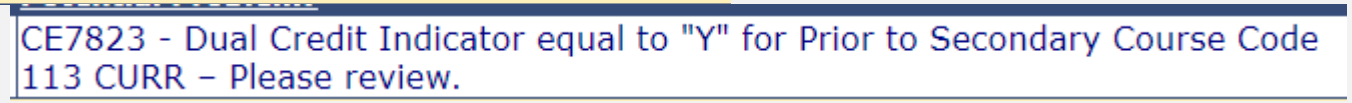
From the Level 0 Team

Changed from Information Warning to Error

Student Class Entry Exit:

If Course is "Prior to Secondary" and Dual Credit Indicator is equal to "Y", you will receive the following error:





New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Student Class Grade Detail:

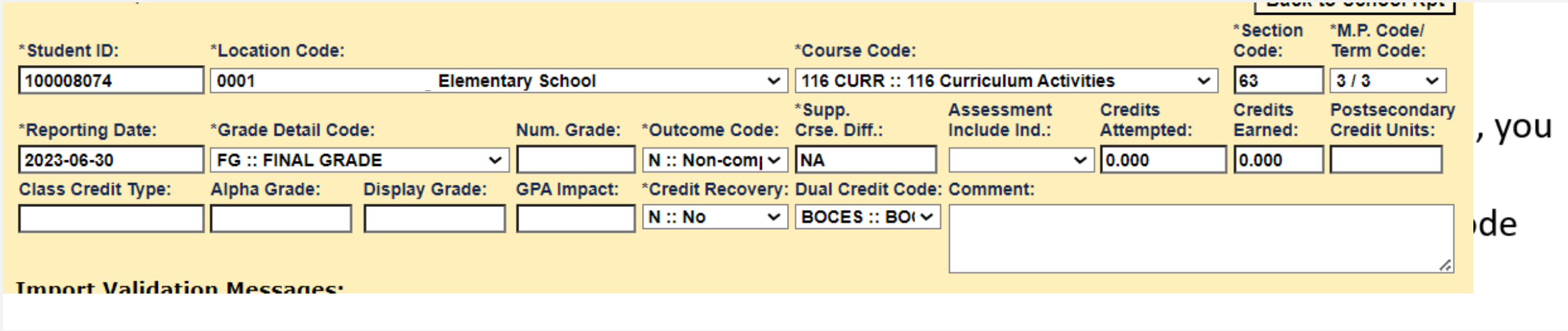
If Course is "Prior to Secondary" and Dual Credit Code is not blank within the same location, you will receive the following error:

- SG7035 v19.0 W/F Dual Credit Code must be blank for Prior to Secondary Course Code XXXX: & bad data

New items, rule changes, and code changes for 2024

From the Level 0 Team

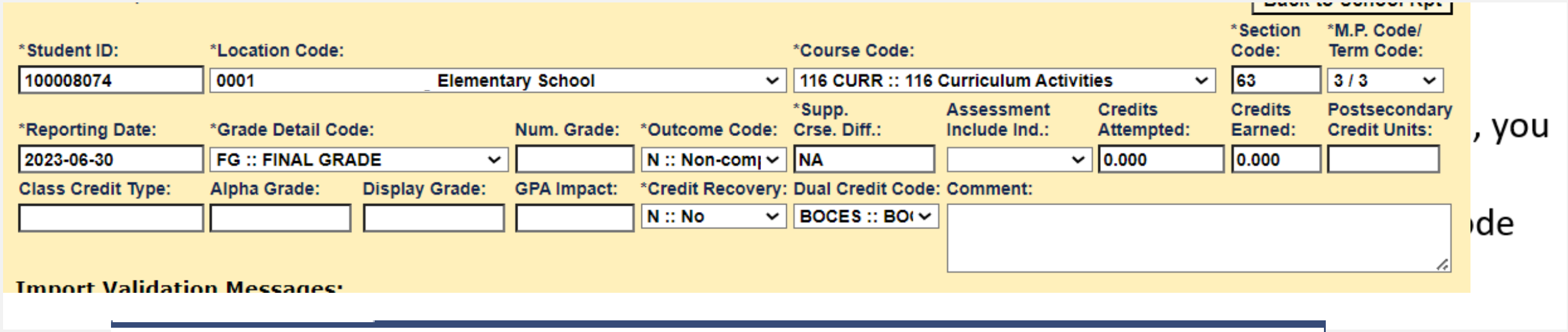
Changed from Information Warning to Error



New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error



SG7035 - Dual Credit Code should be blank for Prior to Secondary Course Code 116 CURR – Please review.

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Student Daily Attendance:

If a student is reported with a State Attendance code of ISS and either PRSNT-OUT or T-OUT on the same day, you will receive the following error:

- DA2322 v19.0 W/F A State Attendance Code (PRSNT-OUT or T-OUT) cannot be reported with a State Attendance Code of ISS (In-school suspension) on the same date (YYYY-MM-DD):& bad data

If a student is reported with State Attendance Code of OSS and either PRSNT-IN or T-IN on the same day, you will receive the following error:

- DA2323 v19.0 W/F A State Attendance Code (PRSNT-IN or T-IN) cannot be reported with a State Attendance Code of OSS (Out-of-school suspension) on the same date (YYYY-MM-DD): & bad data

New items, rule changes, and code changes for 2024

From the Level 0 Team

Changed from Information Warning to Error

Student Daily Attendance:

If a student is reported with a State Attendance code of ISS and either PRSNT-OUT or T-OUT on the same day, you will receive the following error:

- DA2322 - A State Attendance Code of (PRSNT-OUT or T-OUT) has been reported with a State Attendance Code of ISS (In-school suspension) for this student on 2023-03-23 – Please review

If a student is reported with State Attendance Code of OSS and either PRSNT-IN or T-IN on the same day, you will receive the following error:

- DA2323 - A State Attendance Code of (PRSNT-IN or T-IN) has been reported with a State Attendance Code of OSS (Out-of-school suspension) for this student on 2023-03-23 – Please review

Test Scoring Updates 2023-2024

NYSAA

- Administration Dates **March 11, 2024-June 7, 2024**
- Reference the date of birth chart to know which level test the student should take
  - **NYSAA Birth Chart**
- NYSAA SAM is available on DataCentral
  - **NYSAA School Admin Manual**
- Check email for KITE Invitation
  - If the contact for NYSAA is incorrect in SEDREF, the wrong person or no one will receive the Kite invitation
  - **Change District Info in SEDREF**
- **Wednesday , November 8 at 5:00pm-**loading deadline to report NYSAA Eligible Students
- How to report a NYSAA student:

  -**Enrollment**

  student must be ungraded use grade13 (K-6) or grade 14 (7-12)

  -**Programs**

  0220-Eligible for Alternate Assessment ***and***

  Type of Disability

Questions about NYSAA administration and training??

Contact scoring@esboces.org

ELA and Math

- ELA and Math scores from 2022-23 will be released by the end of September but we do not have a date yet
- The 2023-24 schedule has not changed-Watch out for the tight schedule-more guidance coming

  (Please find full guidance here)

  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.

- Online ordering system will open at the end of September and close the first week of December-we will let you know exact dates when we get them from SED
- CBT is mandatory for grades 5 and 8
- Paper testing available for students with IEPs in grades 5 and 8

NYSESLAT

- If you did not end services by the close of 2022-23 with the **3011** code you must end the 0231 code in Level 0 Historical when it opens
- After ELA scores are released, you will have to end any students who meet the criteria for **3022** in Level 0. Level 2 will be open to report this ending code only!
- 3022 – *ELL Eligibility Exit Using NYSESLAT score and NYSTP or Regents score*. Report ENL Program in that year for the student.

  scored at the Expanding level on the NYSESLAT,

  AND

  either scored Proficient (Level 3 or 4) on the NYSTP grades 3-8 ELA assessment *OR* scored 65 or higher on a Regents examination in English *OR* passed a NYSED Approved Regents Examination Alternative in English.

- DO NOT enter 0231code in 2023-24 data for students who should have ended in 2022-23
- Make sure to report 0231 **and** a program code
- Look out for information on field testing for CBT NYSESLAT

NYSESLAT Exit Code 3022

- ELL Eligible Students with ELA Proficiency Scores
  - This report will help identify students that can end with the 3022 **after 3-8 ELA scores are released**
    - ReportNet > Validation > NYSAA/NYSESLAT/NYSITELL > ELL Eligible Students with ELA Proficiency Scores

Science

- **Science 5 and 8 are only available computer based this year with the exception of students with IEPs that require paper**
- 15% of the questions on the assessment will be based on the science investigations
- The investigations are not a standardize test and do not need to be reported to SED
- Grade 7 or 8 students taking Regents in lieu of the 8th grade science are not required to complete the investigations
- This is the link to memo regarding the new science requirements:

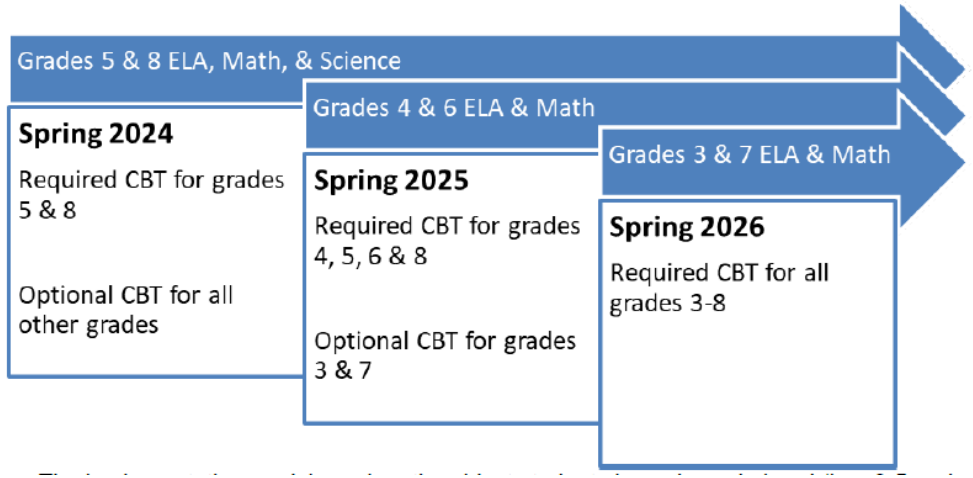
  Science Requirements Link

NYSITELL

- Online ordering system in now open to order additional tests if you need them
  - Ordering Information
- Please send us a form if you need to order sheets-DO NOT MAKE copies
  - **NYSITELL Order Sheet**
- Please make sure that all answer sheets have the correct 9-digit student id written on them
- Once Level 0 opens, you must report demo and enrollment so we can move the NYSITELL scores for the new entrants to Level 2
- You make apply for a waiver of the 10 day rule for testing new entrants based on the increase of new arrivals into the US. If you do not get approved for the waiver, the 10 day rule applies.

CBT

- Important dates to be released shortly
- 1-2 people from every district should be attending the CBT Roadshow on Oct. 11th
- SED will be here in person and we would like you in person also. There will be a remote option for additional staff to join the meeting.
- We will be offering additional CBT training on future dates



Topic: 2022-23 Staff Evaluation

Data Deadline: October 19, 2023

Certification Deadline: October 27, 2023

Educator Evaluation Implementation

- Districts should be actively working on completing and loading their Staff Evaluation data
- SIRS reporting requires each teacher/principal is to have the following
  - Student Performance Score (**REQSP**)
    - Calculation agreed to in your 3012-d plan
    - Cannot be based on NYS 3-8 testing data
  - Observation/School Visit (**REQOB**)
    - Completed by the district
  - A composite score that follows the HEDI rubric (**REQOC**)

2022-23 Superintendent's Statement of Confirmation of Staff Evaluation Implementation and Rating Verification

- The certification form can be found on the NYSED Application Business Portal in the Monitoring & Vendor Performance System
  - NYSED Quick Guide to MVPS
- "Complete 2022-23 Staff Evaluation Rating data must be submitted by October [19], 2023 for a district to be eligible for their increase in State aid"

Intended Audience

District Data Coordinators, District Administrators

Summary

Due Date	**October 19, 2023 (Data) & Oct. 27, 2023 (Certification)**
Key Information	• Districts should be actively working on loading their Staff Evaluation data • Superintendents Staff Evaluation certification deadline Oct. 27, 2023
Next Steps	☐ Load Staff Evaluation Data to Level 0 ☐ Use SIRS 326 to verify your data ☐ Complete certification in the Monitoring & Vendor Management Page
Support Documents	• Staff Reporting Presentation • 2022-23 Educator Eval FAQ

Relevant Resources

- SIRS Manual - https://www.p12.nysed.gov/irs/sirs/sirs-manual.pdf

Topic: Reporting Staff, School Nurses & Non Teaching Staff

Deadline: November 16, 2023

New for 2023-24, all school districts and charter schools should report complete data for social workers, nurses and guidance counselors.

All non-teaching professional staff, including building principals, must be reported for Personnel Master File (PMF BEDS) and Annual Professional Performance Review (APPR) purposes through the Staff Assignment Template. This data will also be used to populate data in your School Report Card.

- To determine "non-teaching professionals," refer to the non-teaching assignment codes found on **SIRS Pg. 106 (New Codes) & Pg. 180**
  - If there is not an exact assignment description (i.e. title) for a staff person, choose the assignment from the PMF non-teaching codes that most closely matches the staff person's current assignment
- Report one (1) record for each location, assignment related to the staff person.
  - If a staff member is responsible for assignments within more than one building in the LEA, they should report each of those specific buildings.
    - EX. Elementary Guidance Counselor split between 3 buildings will have 3 Staff Assignment records
  - This includes pupil personnel (e.g. counselors, social workers) and health services staff (nurses).
- If staff have district-wide responsibility, they may be reported with the district code.
  - The district-wide code should not be used to aggregate multiple building assignments for counselors, social workers or nurses as that may negatively affect School Report Card data

Do not report clerical staff, bus drivers, maintenance, teaching assistants, teacher aides, or food service workers.

BARS Regents Score Projection Tool

- All projections will use staff and course data that has been loaded to Level 1
- Score Projection data will update each time a district loads Staff and Course data

Intended Audience

District Data Coordinators, District Administrators

Summary

Due Date	**November 16, 2023**
Key Information	• All non-teaching certificated staff should be reported through SIRS • NYSED has changed the way nurses and counselors are reported • Please make an effort to report your nurses as specified on SIRS pg. 106
Next Steps	☐ Check SIRS 318 for inclusion of staff in their assignment location ☐ For missing staff follow instructions attached below ☐ Verify the change by checking the SIRS 318 on the following day ☐ Last chance to load data is November 16, 2023
Support Documents	• Finding TEACH IDs • Reporting Librarians • SIRS Pg. 106 (New Codes) & Pg. 180

Topic: Use of Crisis Codes 2023-24

A crisis/disaster is a large scale, known/named situation which causes the displacement of people due to its severity. Disasters may include but are not limited to natural, civil, or health crisis, conflict, or a disaster-induced event (Pg. 128 SIRS).

Students of compulsory school age presented at the school for registration that may or may not have all required documentation due to a disaster must be reported with the appropriate crisis/disaster code (category).

- This would be reported only in the school year in which the impacted student is first presented at the school for registration.
- If the student also meets the criteria as an Immigrant student, Program Service Code 8282 must also be reported in Programs Fact.
- Report this information to SIRS (via L0) as early as possible each school year, including students who registered over the summer.
- See Page 193 in SIRS Manual.

Crisis/Disaster codes **should not** be used for students, already enrolled in a district

- For example, a student who resides in a district and whose home suffers a catastrophic fire is not eligible for a crisis code.
- A student from outside the district who lost their home to wildfires and comes to register in your district, is eligible for the “Natural” crisis code.

Intended Audience

Registration, District Data Coordinators, McKinney-Vento Liaisons

Summary

Due Date	**N/A**
Key Information	• A youth of compulsory school age presented at the school for registration that may or may not have all required documentation due to a disaster must be reported with the appropriate crisis/disaster code
Next Steps	☐ Districts should evaluate their current procedure and be sure to capture this data for newly registered students
Support Documents	SIRS Manual Pgs. 129 & 194 NYSED 2023-24 SIRS Reporting Memo (See Pg. 3) NYSED Vendor Update Page

Relevant Resources

- SIRS Manual - https://www.p12.nysed.gov/irs/sirs/sirs-manual.pdf

HOME

Topic: Updated guidance on ELL placement timelines

The New York State Education Department (NYSED) announced information on available flexibility to the English Language Learner (ELL) Identification and Placement Timeline for districts that have been impacted by the influx of asylum seekers and other recently arrived students. This flexibility will extend the timeline (i.e., the deadline for administering the NYSITELL) from 10 school days to 30 school days.

In order to claim this flexibility, LEAs must submit a form affirming the arrival of these students in their communities and providing information about these students and their previous ELL population. Superintendents and charter school leaders can access this form through the SED Business Portal.

Click here to access and download this memorandum.

Further questions regarding LEA eligibility or any other aspect of the ELL identification timeline waiver can be directed to obewl@nysed.gov

Intended Audience

ELL Program Admins, Registration, District Data Coordinators, NYSITELL Test Admins

Summary

Due Date	**N/A**
Key Information	• Due to an influx of recently arrived students extend the timeline (i.e., the deadline for administering the NYSITELL) can be extended from 10 school days to 30 school days by completing a NYSED form
Next Steps	☐ Districts should evaluate their current procedure and decide if the waiver is warranted
Support Documents	**N/A**

Relevant Resources

- SIRS Manual - https://www.p12.nysed.gov/irs/sirs/sirs-manual.pdf

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of Education Policy

Elisa Alvarez, Associate Commissioner
Office of Bilingual Education and World Languages
55 Hanson Place, Room 594
Brooklyn, New York 11217
Tel: (718) 722-2445 / Fax: (718) 722-2459

89 Washington Avenue, Room 505 EB West
Albany, New York 12234
Tel: (518) 474-8775/ Fax: (518) 474-7948

TO: District Superintendents
Superintendents of Schools
Administrators of Public and Charter Schools
Bilingual/ELL Coordinators/Directors

FROM: Elisa Alvarez

SUBJECT: English Language Learner (ELL) Identification and Placement for Recently Arrived Children and Youth

DATE: August 16, 2023

Communities across New York State are experiencing an influx of recently arrived and asylum-seeking students and families in advance of the 2023-24 school year. The Board of Regents and the New York State Education Department (NYSED or "the Department") are committed to supporting Local Educational Agencies (LEAs) in the delivery of high-quality educational services to all students, including recently arrived children and youth. This memorandum provides important information for LEAs regarding the English Language Learner (ELL) identification process outlined in Commissioner's Regulations Part 154-2.3(a) and available resources to support students and families.

Available Flexibility to Identification and Placement Timelines

Due to an unanticipated increase in the enrollment of speakers of languages other than English, it is expected that some LEAs may have difficulty conforming to the standard 10-day timeline for administering the New York State Identification Test for English Language Learners (NYSITELL) and placing eligible students in an appropriate language acquisition program. LEAs serving recently arrived asylum seekers with school-age children, will therefore be afforded ***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 identifications will again be required to be completed within 10 school days of a student's initial enrollment.

LEAs seeking a waiver from the 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. The waiver will be available to qualifying LEAs until further notice. The standard identification period 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.

Required Services and Available Supports for Newly Arrived Students

Please be advised that all children in New York State, regardless of their immigration or citizenship status, have the right to attend school full time so long as they meet the age and residency requirements established by state law. Please see the Department's Student Registration Guidance, Guideline for Refugee and Immigrant Vaccination Requirement, and 2018 field memo for information on requirements related to enrollment of recently arrived children. For health/immunization records and residency questions contact the Office of Student Support Services at StudentSupportServices@nysed.gov.

In addition, please note that recently arrived students in temporary housing are entitled to protections and services under The McKinney-Vento Homeless Assistance Act. As a reminder, the McKinney-Vento Homeless Assistance Act states that children and youth who lack "a fixed, regular, and adequate nighttime residence" will be considered homeless. This applies to students in a wide range of temporary living situations, including shelters and emergency or transitional housing; students living in hotels, motels, trailer parks, or campgrounds due to lack of alternative adequate housing; and, to students who are "doubled-up" with friends or relatives due to loss of housing, economic hardship, or lack of adequate alternative accommodations.

Homeless students are entitled to immediate enrollment in school, even if they lack documents normally required for enrollment, or have missed application or enrollment deadlines during any period of homelessness. For further information about the McKinney-Vento Act, the rights of students experiencing homelessness, and for strategies that LEAs and schools can implement to meet such students' needs, please visit NYS-TEACHS or call 1-800-388-2014. LEAs can also contact State McKinney-Vento Coordinator Jane Fronheiser in the Office of ESSA-Funded Programs at (518) 473-0295 or jane.fronheiser@nysed.gov.

Information to support asylum seekers and other recently arrived immigrants can be found on s Immigrants and Newcomers page on OBEWL's website. Information includes:

- Civil rights for newcomers and immigrants
- CUNY Initiative on Immigration and Education resources including the Supporting Immigrants in Schools resource guide and professional development modules
- A guide to community-based organizations for immigrants
- Best practices for instruction including the Advanced Literacies for Academic Success topic briefs
- Contact for the Regional Bilingual Education Resource Networks

Additional support for newly arrived students who are children of migratory agricultural workers or migratory fishers, or for students who are migratory agricultural workers or fishers themselves, and who have made a "qualifying move" within the last 3 years are also be available through the New York State Migrant Education Tutorial and Support Services (METS) Program Centers.

These centers provide direct educational programs and services to migrant children at homes and in schools. They also link migrant families with necessary academic, social, and health services and provide direct services to migrant families in the areas of academic assistance, advocacy, coordination with schools and community agencies, and other outreach activities. Please use the interactive map or the METS page to find contact information for the Program Center that serves your county.

HOME

Topic: Use of Crisis Codes 2023-24

A crisis/disaster is a large scale, known/named situation which causes the displacement of people due to its severity. Disasters may include but are not limited to natural, civil, or health crisis, conflict, or a disaster-induced event (Pg. 128 SIRS).

Students of compulsory school age presented at the school for registration that may or may not have all required documentation due to a disaster must be reported with the appropriate crisis/disaster code (category)

- This would be reported only in the school year in which the impacted student is first presented at the school for registration.
- If the student also meets the criteria as an Immigrant student, Program Service Code 8282 must also be reported in Programs Fact.
- Report this information to the SIRS as early as possible each school year, including students who registered over the summer.
- See Page 193 in SIRS Manual

Crisis/Disaster codes **should not** be used for students, already enrolled in a district, who have suffered an illness, fire, or other displacement from their home. For example, a student who resides in a district and whose home suffers a catastrophic fire is not eligible for a crisis code. A student from outside the district who lost their home to wildfires and comes to register in your district, is eligible for the “Natural” crisis code.

Intended Audience

Registration, District Data Coordinators, McKinney-Vento Liaisons

Summary

Due Date	**N/A**
Key Information	• A youth of compulsory school age presented at the school for registration that may or may not have all required documentation due to a disaster must be reported with the appropriate crisis/disaster code
Next Steps	☐ Districts should evaluate their current procedure and be sure to capture this data for newly registered students
Support Documents	**N/A**

Relevant Resources

- SIRS Manual - https://www.p12.nysed.gov/irs/sirs/sirs-manual.pdf

Eastern Suffolk BOCES

Educational Services That Transform Lives

frontline education

Frontline IEP Trainings

STUDENT DATA SERVICES

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

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Eastern Suffolk BOCES

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frontline education

Frontline IEP Trainings

STUDENT DATA SERVICES

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*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

Until further notice, we will be presenting our **Frontline Special Education Class Workshops conveniently on line via Zoom Remote Learning**. All trainings will be using web-conferencing software that will allow you the choice of either one on one or group training. This will allow you to join at a pre-scheduled time and ultimately allows for better time management and Flexibility.

Date	Training/Class	Brief Description
Anytime	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.
Anytime	Listings and Selects	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.
End of Sept. through Start of Jan.	October Snapshot Reporting for the 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
Anytime	Custom Letters	Learn how to create, upload and modify your own Custom Letters.
Start of Jan. through March	Annual Review Prep	A review of the Frontline Annual Review prep guide. (District/Agency Preferences, School Year Calendars, School Closings and BOE Dates, Recommended School Information, etc.)
May through July	Year-End Reporting for the Data Warehouse	A review of the reports and exports for use in reporting data to Warehouse and PD data system. Events extracts, Year-end snapshot, Preschool Outcomes, and Suspension.

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

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

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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 (Train the Trainer)	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**	9:00-12:00 **IN-PERSON**
October 24, 2023	eSD Security	9:00-11:00 **WHB/Online**
November 2, 2023	eSD Grade Reporting and Setup	9:00-11:00 **WHB/Online**
November 6, 2023	eSD Student Status	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**

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

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, § 303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Eastern Suffolk BOCES

Educational Services That Transform Lives

Infinite Campus Fall Train[HOME]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

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Eastern Suffolk BOCES
Educational Services That Transform Lives

PowerSchool Summer/Fall 2[HOME] 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**
October 2023 TBD	**PowerSchool v 23.5** **"Enhanced User Interface"** **This course will cover enabling, navigating and utilizing the new security and favorites features for the EUI!**	**9:00 to 11:00**
December 2023 TBD	**Long Island** **PowerSchool User Meeting** **"In Person"**	**8:30 to 12:00**

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.

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

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Rev. 6/13/2023

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

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 does not 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 in a timely manner.

	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 Servic

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 does not 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 in a timely manner.

	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 dwtshelp@esboces.org

Eastern Suffolk BOCES

Educational Services That Transform Lives

HOME

THE INFORMATION ON THIS FORM IS STRICTLY CONFIDENTIAL

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 District Data Coordinator _____ **Date:** _____
(Signature)

HOME

Eastern Suffolk BOCES
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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 District Data Coordinator _____ **(Signature)** **Date: _____**

Student Data Services

Charles King, Divisional Administrator Peter Desjardins, Program Administrator

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Eastern Suffolk BOCES

Educational Services That Transform Lives

HOME

STUDENT DATA SERVICES

THE INFORMATION ON THIS FORM IS STRICTLY CONFIDENTIAL

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

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Account Authorization for HR Data Submission Level 0 Access

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		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		Upload	
Staff Name: _____ Staff E-Mail: _____	Read		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		Upload	
Staff Name: _____ Staff E-Mail: _____	Read		Read		Read		Read		Read	
	Write		Write		Write		Write		Write	
	Lock		Lock		Lock		Lock		Lock	
	Upload		Upload		Upload		Upload		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

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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.

Eastern Suffolk BOCES

Educational Services That Transform Lives

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

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Eastern Suffolk BOCES

Educational Services That Transform Lives

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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 District Data Coordinator _____ **Date:**_____
(*Signature*)

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

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Eastern Suffolk BOCES

Educational Services That Transform Lives

STUDENT DATA SERVICES

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: _____

Middle States Accredited

Regional Information Center • Student Data Services
750 Waverly Avenue • Holtsville, NY 11742

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:_____

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