Eastern Suffolk **BOCES**

Educational Services That Transform Lives

DISTRICT DATA COORDINATOR MEETING
NOVEMBER 18, 2022
AGENDA

STUDENT **DATA** SERVICES

A. WELCOME AND ANNOUNCEMENTS

* Welcome
* 2022-23 DDC Meeting Schedule
* DDC Contact Form

B. RESTARTING THE ESSA ACCOUTABILITY SYSTEM

* NYSED Office of Accountability
  * Theresa Billington - Assistant Commissioner for the Office of Accountability

C. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS

D. 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
  * Synergy: SynergyHelp@esboces.org
  * Special Ed Helpdesk: SPEDhelp@esboces.org

E. REPORTING REMINDERS

* Verifying and correcting Teachers Out of Certification

F. LEVEL 0 UPDATES

* Level 0 November Reminders
  * Location Code Updates
  * Level 0 Tips, Tricks and Pitfalls
  * 2022-23 Pre School w/Disability changes
  * Reporting Prior Year Assesments
  * Troubleshooting Course/Instructor/Assignment
  * Deleteing Staff Snapshot records
  * Reporting Work Based Learning
* Level 0 Trainings – Welcome to the 'Zero Zone' - https://calendly.com/dwtshelp

G. SCHOOL DATA BANK SERVICES

* Vanessa Biagioli-Dittrich – Program Administrator
  * (631) 419-1688 vdittric@esboces.org

H. TEST SCANNING AND REPORTING

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

* Updating Contact Forms – Test Scoring Contact

* NYS Assessments, 3-8 ELA/Math & Sci, NYSAA
  - 2022-23 Elementary and Intermediate Testing Schedule
  - 2023-24 Preliminary 3-8 Elementary, Intermediate & Regents Testing Schedules
  - ES BOCES Preliminary Testing Timeline
  - NYS Testing Sort Order Form
  - NYSAA Updates
  - CBT Updates
    - Activation of All Schools and Districts in the Nextera Administration System for the 2023 Grades 3-8 English Language Arts and Mathematics Tests
    - All NYS 3-8 Scoring Materials will be housed in the NEXTERA system, regardless of CBT or PBT status

* NYSITELL
  - ****DO NOT USE COPIES OF ANSWER SHEETS****
  - Ordering Answer Sheets
  - Summer NYSITELL students
    - Be sure to enter an enrollment record in Level 0 so scores can be assigned to students

* NYSESLAT
  - Assigning 0231 Program Code for ELL Eligible Students
    - Districts who send students to a BOCES program are still responsible for add the 0231 Program Code to a Student's Level 0 Profile

* Regents Exams
  - January 2023 Regents Examination Schedules
  - January Regents Workshop: Friday, December 2, 2022
  - End of Support for GTS80 Scanner

I. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING

* Data Deadlines – http://datacentral.esboces.org Services → Data & Reporting → Public Schools → Deadlines

* **The weekly deadline for loading and locking data in Level 0 is Thursday at 5:00pm.**
  - Data will be pulled from Level 0 at 12:00 noon on Monday, Tuesday, Wednesday, and Thursday. No data will be pulled from Level 0 on Friday.

* 2022-23 SIRS Special Education Reporting
  - Special Education BEDS Day Snapshot
    a. Deadline for data loading: **Thursday, January 5, 2023**
    b. Deadline to Certify VR 1-9: **Monday, January 9, 2023**
  - 2022-23 Year-End Deadline – **Thursday, August 17, 2023**
  - **Report of the Month: SIRS 401 – Reasonableness Report**

J.   NYSED UPDATES

*   SIRS-113 English Language Proficiency (ELP) Accountability Report
   - The 2021-22 English Language Proficiency (ELP) SIRS 113 Report was released on October 11 for informational purposes.
   - Information displayed in this report will be used to make 2022-23 accountability status determinations.

*   Free Virtual Training Opportunity for the NYSED Application Business Portal for Financial Reporting Requirements
   - https://vimeo.com/731760598

*   2021-22 Grades 4-8, 9-12 growth results, were posted to the IRSP for informational purposes only.
   - Please see the attached file layouts which we will post at the following location http://www.p12.nysed.gov/irs/beds/PMF/home.html

*   SIRS Updates
   - Update to Table of Reporting Responsibilities for School-Age Students, #6; Ch. 2
   - Updates to Table of Reporting Responsibilities for Preschool Students, #2; #3; Ch. 2.
   - Updates to Enrollment Record for Students with Disabilities (Special Guidance), Ch. 2.
   - Updates re: years of teaching experience, Staff Snapshot Template, Ch. 3.
   - Update re: principal assignment codes, Staff Assignment Template, Ch. 3.

K.   OTHER BREAKING NEWS

L.   ADJOURN

THINGS TO DO NOW
BEDS IMF Due November 18, 2022
Finalize FRPL student certification and data loading
Start verifying Special Ed Snapshot Data for Jan. Deadline
Start parent surveys for the Digital Resource Data Collection
Order 3-8 NYSTP & January Regents Exams
Load 2022-23 Demographic and Enrollment files to Level 0
Load Student Data Attendance for Sept. & Oct.

Charles King   Elaine Conlin   Peter Desjardins   Sharon Mayrant

Divisional Administrator   Program Administrator   Program Administrator   Admin. Coordinator

2022-2023 MEETING DATES

District Data Coordinator

Friday	September 16, 2022	9:00 a.m. – 12:00 p.m.
Friday	October 14, 2022	9:00 a.m. – 11:30 a.m.
Friday	November 18, 2022	9:00 a.m. – 11:30 a.m.
Friday	December 16, 2022	9:00 a.m. – 11:30 a.m.
Friday	January 13, 2023	9:00 a.m. – 11:30 a.m.
Friday	February 17, 2023	9:00 a.m. – 11:30 a.m.
Friday	March 17, 2023	9:00 a.m. – 11:30 a.m.
Wednesday	April 26, 2023	9:00 a.m. – 11:30 a.m.
Friday	May 19, 2023	9:00 a.m. – 11:30 a.m.
Friday	June 16, 2023	9:00 a.m. – 12:00 p.m.

****For 2022-23, we are anticipating all DDC meetings to be held in person, with an option to attend virtually. Zoom invites for all meetings will be sent to those who register shortly before each scheduled meeting****

District Data Coordinator
Contact Information for 2022-2023

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 dyouberg@esboces.org or
fax @ (631)240-8966

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 _____

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

Out of Certification Verification

Correcting Errors in Course Codes to Reduce and/or Eliminate Teachers Out of Certification

Changes to ePMF

▲ All of this information will be pulled directly from Level 0 data

   ▲ Course Instructor

   ▲ Staff Snapshot

   ▲ Student Course Entry / Exit

▲ Principals / District Administrators will need to review the SIRS 328 and SIRS 329 report in October (the DDC should upload the reports to Level 0 as early as possible)

Accessing the Reports in L2RPT

- Log into L2RPT on Data Central
- Click on: Team Content- District- SEDDAS- Staff
  - SIRS 328 - Staff Out of Certification Verification Report
  - SIRS 329 - Staff Certification Report

SIRS 328
Staff Out of Certification Verification Report

Staff Out of Certification Verification Report

Data Contained in the Student Information Repository System

School Year	2020-21 ⌄
District Name	DISTRICT_KEY ⌄
School Name	Select School Location ⌄
Certified Status	Select Certified Status ⌄

⌄

Finish

Data Refresh Date:

Set to **NO** to view teachers out of certification

School Year	2020-21
District Name	
School Name	All Locations
Certified Status	No

Location Name -a-	Name -b-	Staff ID -c-	Course Code -d-	Course Name -e-	Course Section -f-	Local Course Name -g-	Primary Lang -h-	Certified -i-	Charter Exemption -j-	FTE -k-	Primary Ind -l-	Special Ed Ind -m-	ENL Ind -n-	Incidental -o-
			51045	Reading (grade 5)	05-READ-3	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-1	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-10	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-2	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-10	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-11	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-12	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-15	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-6	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-7	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-8	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-9	Specialized Reading	ENG	No	No	1	Yes	No	No	No

- This report shows all teachers whose certifications do not meet the requirements for the Course Code(s) associated with them in your Student Information System.
- Please note that in this example, Corrective Reading is most likely AIS which has its own code. You may find that this is a very common error.
- Another common error is that the Special Ed, ENL or Incidental Indicator is set to incorrectly set to No.

AIS codes

You may find many errors for teachers providing Academic Intervention Services.

Please refer to the list below. This information is pulled from the SIRS manual, page 115.

What course codes should districts use to report Academic Intervention Services (AIS) for Grades K-6?

- Districts should use the following course code(s) based on the content area:
  - 51996- Eng Lang & Lit- Supplemental
  - 52996- Mathematics- Supplemental
  - 53996- Life & Phys Sci- Supplemental
  - 54996- Social Sci & Hist- Supplemental

What course codes should districts use to report Academic Intervention Services (AIS) for Grades 7-12?

- Districts should use the following course code(s) based on the content area:
  - 01996- Eng Lang & Lit- Supplemental
  - 02996- Mathematics- Supplemental
  - 03996- Life & Phys Sci- Supplemental
  - 04996- Social Sci & Hist- Supplemental

NYSED has created a course code specific to librarians

- Library Media Specialists must have a Staff Snapshot record
  - They **should not** be identified as a 'TEACHER' or 'PRINCIPAL' (Leave Blank)

- Use code: 99000- Library (Library Media Specialist)- All Grades.
  - Librarians should also be reported in Course Instructor Assignment.
    - **NYSED would not expect a Student Class Entry Exit record for that course and section**

- **An elementary school library manager without library or school media certification**
  - should be reported using course code 99899 - Library Manager Elementary.
    - This assignment identifies a staff person assigned to a prior to secondary building where no certified school media specialist exists.

SIRS 329
Staff Certification Report

▲ Now that you have seen who is teaching out of certification, it is important to understand their certification area.

▲ This report can be run by entire district, by building, and by individual teacher.

Location Code -a-	Location Name -b-	Staff ID -c-	Name -d-	Date of Birth -e-	Job Description -f-	Certification Area Code -g-	Certification Area Description -h-	Certification Effective Date -i-	Certification Expiration Date -j-	Certification Type Code -k-	Certification Type Description -l-
					TEACHER	0126	Students With Disabilities (Birth - Grade 2)	Apr 26, 2018		0084	Professional Certificate
					TEACHER	3013	Early Childhood Education (Birth- Grade 2)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	3014	Childhood Education (Grades 1-6)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	9014	Students With Disabilities (Grades 1-6)	Aug 15, 2018		0084	Professional Certificate

New York State
Student Information Repository System (SIRS) Manual

NYS-Level 0

New York State Education Dept. - Level 0

LEVEL ZERO NEW FEATURES AND REMINDERS

STUDENT DATA SERVICES

Eastern Suffolk BOCES

Regional Information Center
Student Data Services

Important code changes new for 2022-23

LOCATION CODE CHANGES!!!!

Important code changes new for 2022-23
LOCATION CODE CHANGES!!!

School Name	Incativated Location Code	Valid Location Code
Variety Child Learning Center	048918	090135
Eden II School	041766	091978
Brokville Center for Children Svc	049087	056822

Important code changes new for 2022-23
LOCATION CODE CHANGES!!!

School Name	Incativated Location Code	Valid Location Code
Variety Child Learning Center	048918	090135
Eden II School	041766	091978
Brokville Center for Children Svc	049087	056822

MORE???

Important code changes new for 2022-23
LOCATION CODE CHANGES!!!

School Name	Incativated Location Code	Valid Location Code
Variety Child Learning Center	048918	090135
Eden II School	041766	091978
Brokville Center for Children Svc	049087	056822

MORE???

Please contact dwtshelp@esboces.org with any location code issues

Important code changes new for 2022-23

Level 0 Tips/Tricks and Pitfalls!

➤ No data missing Enrollment Records will move to Level 2

Demographics Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's WF error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Note: 4 student(s) with demographic records have no enrollment records, and will NOT be exported to Level 1. (See 'No Enrollment Rpt' for more info)

Validate Now

Demographics Report Choices:

● Dist. Import Errors (Error Rpt #1)	● Dist(s) Summary	● Dist School Summary	● Dist Upload Log Dates	● Dist. Dup. IDs	Run Verification Rpt
● Blank Fields	● Lock History	● View Verif. Errors (Error Rpt #2)	● Unlock History	● No Enrollment Rpt	● Import Log
					◉ Import Message Log

141 Student(s) with a Demographic record and no associated enrollment record:

Student ID:	LastName:	First Name:	Loc. Code:	Loc. Name:
1000006610	LastName1	Student1	0011	Sample Campus Location
1000006620	LastName10	Student10	0011	Sample Campus Location
1000005469	LastName1006	Student1006	0011	Sample Campus Location
1000005467	LastName1008	Student1008	0011	Sample Campus Location
1000005457	LastName1012	Student1012	0011	Sample Campus Location
1000005433	LastName1031	Student1031	0011	Sample Campus Location
1000005422	LastName1033	Student1033	0011	Sample Campus Location
1000005418	LastName1036	Student1036	0011	Sample Campus Location

Important code changes new for 2022-23

Student Daily Attendance error report new default sort and columns!!

Added Last Name, First Name, and Location Name:

425 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Attend. Date:	Error Msg:
000101135			0002		2022-09-01	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
000101135			0002		2022-09-02	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
000101135			0002		2022-09-06	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
000101135			0002		2022-09-07	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
000101135			0002		2022-09-09	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
000101135			0002		2022-09-12	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.

Important code changes new for 2022-23

Student Daily Attendance new filter for suspension data on an individual student!

Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...
...Must start the day after eligibility determination.

Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

...Must start the day after eligibility determination.

Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...
...Must start the day after eligibility determination.

Current Student: Record Status: **Valid** Last Update: **10/31/22 08:41 AM** By: **Bill Ritchie**

*denotes a required field

Field	Value
*Student ID:	100007822
*Location Code:	0000 :: Wyandanch District Wide
Service Provider BEDS Code (State Location ID):	
*Beginning Date:	
*Record Program Category:	
2022-08-31	Type of Disability
*Program Code:	5786 :: Pre-School Student with a Disability
Ending Date:	
Exit Reason Code 1:	
PGM Participation Info Code:	
Program Duration:	
Prog. Intensity:	Provider Type Code:
Orig. Prog. Date:	(CTE/ELL Eligible Programs) (Primary Nighttime Residence)
Program Comment:	

Import Validation Messages:

Delete Record	Validate & Save	Curr. Student / Add New	Clear

Program Fact Records:

	Status:	Student ID:	Location:	Begin Date:	End Date: Prog. Code and Description:	Category
View	Valid	100007822	0000 :: District Wide	2022-08-31	5786 :: Pre-School Student with a Disability	Type of Disability

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

🚫 All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

🚫 **All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field**

| 001690057 | 0007 | Middle School | ENLENT6 | 2 | 7 | CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language. |

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

🚫 **All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field**

001690057	0007	Middle School		ENLENT6	2	7	CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.

🚫 **All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field**

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

🚫 **All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field**

001690057	0007	Middle School	ENLENT6	2	7	CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.

🚫 **All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field**

001405684	0003	Elementary School	ICTREAD4	1	1	CI8030: Primary Special Ed Instructor Indicator must equal Y for ICTREAD4/Grd 4 ICT READ linked to 99002/Special Class (SelfContained) -K-6 Elementary.

Reporting Prior Year Assessments – Level 0

Current Student: Student317 LastName317 Record Status: **Valid** Last Update: 2/3/20 01:32 PM By: **Bill Ritchie**

*denotes a required field

*Student ID:	*Test Description and Version:	Subtest Identifier:	*Test Location:
100006609	Regents ::	Regents :: Common Core Algebra I	0011 :: Sample Campus Location
*Test Date:	2021-06-30		Scoring Model Code:
2018-06-05	ENG :: English		N/A :: Not available

School Year (prior year records): 2022-06-30

*Std. Achieved Code: 35 :: Scored 85 - 100

Survey Indicator: Alt. Std. Achieved Code: 44 :: Level 4

Alpha Score:	Numeric Score:	Norm Curve Eq.:	Raw Score:	Scale Score:	Percent Score:	Local Stanine:	National Stanine:
	85						

Nat. % By Age:	# Items Correct:	Obj. Master Score:	Deg. Read Power:	Intel. Quotient:	Stand. Perf. Index:	Stand. Perf. Level:	Grade Equivalent:

Import Validation Messages:
Success! The record validated with no import errors. However no verification checks were performed on this record.

| Delete Record | Validate & Save Student Data | Curr. Student / Add New | Clear |

1. **Test Description and Version** - Year the student took the test = **Prior Year**

2. **Test Date** – Use the first date of Regents Period for the year exam was taken = **Prior Year**

   (Level 0 will change date if incorrect date reported)

3. **School Year** – The current School Year date = **Current Year**

CAN'T BE USED FOR JUNE 2022 US HISTORY EXEMPTION

Use Level 0 Historical

How to troubleshoot a missing course instructor

What to do when you get this error in Student Class Entry Exit:

4 verification error(s).

Student ID:	Student Last:	Student First:	Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								CE7818: W/F - No matching Course/Instr/Assign

CE7818: This error says that there is no teacher assigned (course instructor assignment) for the **location/course/section/term** that students are assigned to (student class entry exit).

Take a screen shot of this error

Screen shot:

4 verification error(s).

Student ID:	Student Last:	Student First:	Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								CE7818: W/F - No matching Course/Instr/Assign

Screen shot:

4 verification error(s).

Student ID:	Student Last:	Student First:	Student Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
...	...	...	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								rF7R1R: W/F - No matching Course/Instr/Assign

From the Level 0 main screen click reports -> course

New York State Education Dept. – Level 0

| Elect. Import | Manual Input | L1-Data Prep. | Reports | Admin | Help | Log Off |

User Account: Bill Ritchie (britchie). Current Password   **Level 0 Version:**
Current # of users logged on: 7   **View All Users**

My Profile Info

Reports
- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- **Course**
- Course/Instr/Assign
- Day Calendar

District:

Download Chosen Report to: ● .txt file ○ .csv file   Downlo... Download

Click on "Course/Tchr/Student"

Course Report Choices:

Run Verification Rpt

- ● Dist(s) Summary
- ● Dist. School Summary
- ● Dist. Upload Log Dates
- ● Import Log
- ● View Verif Errors (Error Rpt #2)
- ● Unlock History
- ○ Course/Tchr/Student
- ● Import Message Log
- ● Dist Import Errors (Error Rpt #1)
- ● Lock History

Screen shot:

4 verification error(s).

| Student Student Student Loc | Location: (Click to View Loc/Course/Section/Term Students): | Course Section Term | | | Error Msg: |
ID: Last: First: Code:		Code: Code: Code:			
--- --- 0001		3100 (4) 2			CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
					CE7818: W/F - No matching Course/Instr/Assign

This will provide you with a list of all courses and sections that have both a teacher and student assigned

Course Report Choices:

| ● Dist. Import Errors (Error Rpt #1) | ● Dist(s) Summary | ● Dist. School Summary | ● Import Log | **Run Verification Rpt** |
● Lock History	● View Verif. Errors (Error Rpt #2)	● Unlock History	● Import Message Log	
			● Dist. Upload Log Dates	● Import Log
			○ Course/Tchr/Student	● Import Message Log

3100	53231	1	1	16
3100	53231	(2)	1	19
3100	53231	3	2	30
3100	53231	5	1	1
3100	53231	6	1	17

Find the course with your error and you will see that no teacher is assigned to that section

Make sure to check the location, course, section and term.

Level 0 Deleting Staff Snapshot Records

Staff Snapshot *Active/Inactive Status

To Delete a Staff Snapshot record:

If a staff snapshot record is incorrectly loaded and sent to Level 1, it can be deleted by marking the Active/Inactive status as "D" for Deleted.

Current Staff: Record Status: Last Update: By:

Staff Snapshot Manual Entry:
*denotes a required field
TEACH Name:

Field	Value	Field	Value	Field	Value
*First Name:	Master	Middle Name:		*Last Name:	Yoda	*Birth Date:	896 BBY	*Gender:	M :: Male
*Teach ID: (Alt. Staff ID)	001234567	*Staff Id:	001234567	*Email Address:	OGJedii@republic.org	*Active/Inactive:		*Itinerant Staff:	N :: No

A :: Active
D :: Deleted
I :: Inactive

*Primary Location Code:
0000 :: Sample District Wide

*Years Educational Exp. in District: 99

*Annual Salary: infinite c

Annual Contract Work Days: 365

*Employment Basis: 1

Certification Exempt. Code: Y :: Yes

Teacher Title: TEACHER

Teach. Hire Date:

Professional Dev. Indicator:

*Total Years Educationa Exp.: 99

Principal Title:

Prin. Hire Date:

*Education Level: 9 :: Doctorate

Separation Reason Code:

Exit Date:

*Hisp. Indicator:

Race 1 Code:

Race 2 Code:

Race 3 Code:

Race 4 Code:

Race 5 Code:

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*Deleting staff snapshot records from Level 0 does not delete them from Level 1.

Work Based Learning Students

Work Based Learning Students

SIRS Manual

State Course Code 22202W

Work Based Learning Students

SIRS Manual

State Course Code 22202W

The work-based learning code 22202W should only be reported one time during the student's secondary enrollment. Hours are cumulative across years and courses. Providers should keep track of the total hours of work-based learning for each student and report the code when a student has acquired a total of at least 54 hours.

Work Based Learning Students

SIRS Manual

State Course Code 22202W

The work-based learning code 22202W should only be reported one time during the student's secondary enrollment. Hours are cumulative across years and courses. Providers should keep track of the total hours of work-based learning for each student and report the code when a student has acquired a total of at least 54 hours.

Course ID	Course Name	Course Description
22202W	Approved CTE Program Work-Based Learning - 54 Hours Plus	Use for courses that consist of sustained interactions with industry or community professionals in real workplace settings or simulated environments at an educational agency. This code is also used for registered CTE WBL programs (WECEP, GEWEP, CEIP, paid or unpaid CO-OP).

Work Based Learning Students

SIRS Manual

State Course Code 22202W

These courses populate column aa "Count Ever Enrolled in Workbased Learning"
on the SIRS 344 CTE Concentrator report.

New York State Education Department

CTE Concentrator 4-Year Aug Cohort Outcomes in NYSED-Approved Programs Report

Data Contained in the Student Information Repository System

Regents Diplomas with Advanced Designation with CTE Endorsement (n)	CDOS (o)	Skills & Achievement (p)	Still Enrolled (q)	Transferred to AHSEPP/ HSEPP (r)	Dropped Out (s)	% Graduated (t) = (h/g)*100	Count ELA Regents Proficiency (u)	% ELA Regents Proficiency (v) = (u/g)*100	Count Math Regents Proficiency (w)	% Math Regents Proficiency (x) = (w/g)*100	Count Science Regents Proficiency (y)	% Science Regents Proficiency (z) = (y/g)*100	Count Ever Enrolled in Workbased Learning (aa)	% Ever Enrolled in Workbased Learning (bb) = (aa/g)*100
0	0	0	0	0	0	100%	1	100%	0	0%	1	100%	0	0%
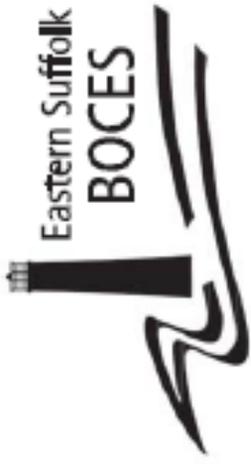
Eastern Suffolk BOCES

Educational Services That Transform Lives

Student Data Services

ZERO ZONE
Level 0 Training

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

LOCATION: Zoom meetings by appointment

DATES: Every Tuesday

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

PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE

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

Select a Date & Time

December 2021

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

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

Tuesday, December 14

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

Eastern Suffolk
BOCES

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At: https://calendly.com/dwtshelp/
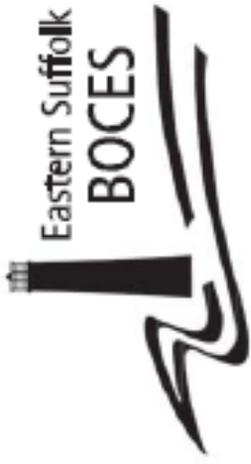
Testing Coordinator/Scoring Contact Information 2022-2023

Please identify the Test Coordinator/Scoring contact person for your district and return this completed form to Eastern Suffolk BOCES.

Please indicate a primary and secondary contact person.

School District Name _____

District BEDS number _____

Primary Contact _____

Contact Title _____

Work Phone # _____ *Alternate Phone #* _____

Email _____ *Fax #* _____

Secondary Contact _____

Contact Title _____

Work Phone # _____ *Alternate Phone #* _____

Email _____ *Fax #* _____

Authorized Signature _____ *Date* _____

Print Name and Title _____

Please return completed forms to Student Data Services
Email: **DWTSHelp@esboces.org**

Student Data Services

Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

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January 2022

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

FROM: Steven E. Katz

SUBJECT: 2022–23 Elementary- and Intermediate-level Testing Schedule

2022–23 School Year

Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA **English Language Arts, Mathematics, and Science**		Monday, March 13 – Friday, June 9	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts	**Paper -based**	Wednesday, April 19 – Friday, April 21*	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4	Thursday, May 4
	Computer -based	Wednesday, April 19 – Wednesday, April 26	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4	N/A
Grades 3-8 Mathematics	**Paper -based**	Tuesday, May 2 – Thursday, May 4	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17	Wednesday, May 17
	Computer -based	Tuesday, May 2 – Tuesday, May 9	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17	N/A
NYSESLAT Speaking		Monday, April 17 – Friday, May, 26	Make-ups must be given within the testing window	Speaking is usually scored as it is administered.	TBD
NYSESLAT Listening, Reading, Writing		Monday, May 15– Friday, May 26	Make-ups must be given within the testing window	TBD	TBD
Grade 8 Science Performance Test		Tuesday, May 23 – Friday, June 2	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 15
Grade 8 Science Written		Monday, June 5	Tuesday, June 6 – Friday, June 9	Following make-up dates, but no later than Thursday, June 15	Thursday, June 15

*In Spring 2023, some schools may be closed on Friday, April 21st in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21st may use Monday, April 24th as an administration date for these exams.

In Spring 2023, there will not be an administration of the Grade 4 Science Test. This is to support the transition to the new Grade 5 Elementary-level Science Test measuring the new NYS P-12 Science Learning Standards, which commences in Spring 2024.

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

November 2022

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

FROM: Zachary Warner

SUBJECT: Tentative Dates for the January 2024, June 2024, and August 2024 Regents
                  Examination Periods and 2024 Elementary- and Intermediate-level Testing

We are providing the tentative dates for the January, June, and August 2024 Regents Examination periods, and the tentative 2024 Elementary- and Intermediate-level testing schedule at this time in order to solicit your feedback. Please share the tentative dates with the appropriate officials in your schools/districts. School personnel are asked to consider these tentative dates carefully and to send feedback by **December 2, 2022,** to the Department at emsctesting@nysed.gov. Our goal is to provide the final dates for these exams by the end of December to assist schools/districts with developing their 2023-24 school calendars.

Tentative dates for the January 2024 Regents Examination period:

Tuesday, January 23 through Friday, January 26.

Tentative dates for the June 2024 Regents Examination period:

Tuesday, June 4* (the first administration of the new Regents Examination in Algebra I)

Friday, June 14 through Wednesday, June 26.

No State examinations will be administered on June 17 for schools that may be closed for the observance of Eid al-Adha; it will be designated as a Rating Day for schools that are not closed. No State examinations will be administered on Wednesday, June 19 in observance of the Juneteenth holiday. Wednesday, June 26 will be a second Rating Day; no State examinations will be administered on this date.

Tentative dates for the August 2024 Regents Examination period:

Monday, August 19 and Tuesday, August 20

Tentative Dates for 2024 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** **Grades 3-8 mathematics** **Grades 5 & 8 science**	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Completed by Friday, May 24	N/A
Paper-based testing	**Grades 3, 4, 6, 7 English Language Arts**	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17	Tuesday, April 30	Tuesday, April 30
	Grades 3, 4, 6, 7 mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	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

For both paper-based and computer-based English Language Arts 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. This rule is school-specific and need not be observed as across the district.

IMPORTANT TEST SCORING DATES 2022-2023
## Preliminary Timeline (As of 9/16/22)

Eastern Suffolk BOCES — Educational Services That Transform Lives

Activity	NYSAA	ELA 3-8	Math 3-8	NYSESLAT	Science 8	Jan. 2023 Regents	June 2023 Regents	Aug. 2023 Regents
Test Room files posted to the district SFTP site	NA	1/16	1/30	NA	3/4	1/24-1/27	6/1, 6/14-6/22	8/16-8/17
Sort Order Form	NA	12/15	12/15	NA	12/15	12/17	TBD	TBD
CSV files for Regents PRINTING	NA	NA	NA	NA	NA	12/17	TBD	TBD
Data Pull - for PRINTING	NA	1/16	1/30	2/14	3/4	TBD	NA	NA
Data Pull - for EDITING	NA	5/4	5/17	TBD	6/15	NA	NA	NA
Administration of Tests	3/13 - 6/9	P 4/19 - 4/21* C 4/19 - 4/26	P 5/2 - 5/4 C 5/2 - 5/9	SPEAKING 4/17 -5/26 L,R,W 5/15-5/26	PERFORMANCE 5/23 - 6/2 WRITTEN 6/5	1/24 - 1/27	6/1, 6/14 - 6/22	8/16 - 8/17
Make-up Testing	Must be given within the testing window	P 4/24 - 4/28 C 4/24 - 4/28	P 5/5 - 5/11 C 5/5 - 5/11	SPEAKING and L,R,W must be given within the testing window	PERFORMANCE Must be given within the testing window WRITTEN 6/6 - 6/9	NA	NA	NA
Scoring of Constructed Response	NA	P and C 4/24 - 5/4	P and C 5/5 - 5/17	SPEAKING is scored as it is administered L,R,W TBD	PERFORMANCE May start immediately following administration WRITTEN Following make-up dates but no later than 6/15	as required	Rating Day 6/23	as required
Final Date to Submit Answer Sheets to Scanning Center* (May be returned before this date)	NA	P 5/4	P 5/17	TBD	6/15	NA	NA	NA

Phone: 631-218-4195
Fax: 631-240-8967
Contact DWTSHelp@esboces.org

P = Paper based testing
C = Computer based testing

*In Spring 2023, some schools may be closed on Friday, April 21 in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21 may use Monday, April 24 as an administration date for these exams.

Student Data Services
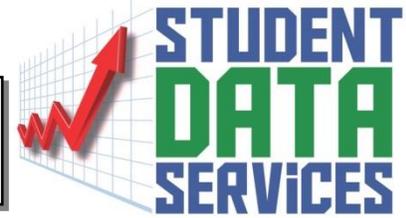
Answer Document Sort Selection
Return by December 15, 2022

Eastern Suffolk BOCES
Educational Services That Transform Lives

STUDENT DATA SERViCES

District: _____ **Contact Name:** _____

Phone: _____ **E-Mail:** _____

Please circle the appropriate sort sequence for testing materials

Test Name	Test Date Ranges	Grade(s)	Print Sorts *(All Sorts are alphabetical within school and/or room)*			
ELA	April 19–21	3	SCH	HR	TR	CBT
		4	SCH	HR	TR	CBT
		5	SCH	HR	TR	CBT
		6	SCH	HR	TR	CBT
		7	SCH	HR	TR	CBT
		8	SCH	HR	TR	CBT
Math	May 2–4	3	SCH	HR	TR	CBT
		4	SCH	HR	TR	CBT
		5	SCH	HR	TR	CBT
		6	SCH	HR	TR	CBT
		7	SCH	HR	TR	CBT
		8	SCH	HR	TR	CBT
Science	June 5	~~4~~	~~SCH~~	~~HR~~	~~TR~~	~~CBT~~
		8	SCH	HR	TR	CBT

My district will not be administering: _____ Math 8 _____ Science 8 **(check if applicable)**

SCH = SCHOOL

HR = HOMEROOM

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

CBT = COMPUTER BASED TESTING (CBT IS SOLELY USED FOR INFORMATIONAL PURPOSES). Please note this is NOT a sort option.

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

When completed, please fax this form to Student Data Services at (631) 240-8967 or email as stated above.
Please call Student Data Services at (631) 218-4195 with any questions.

Test Scoring Updates
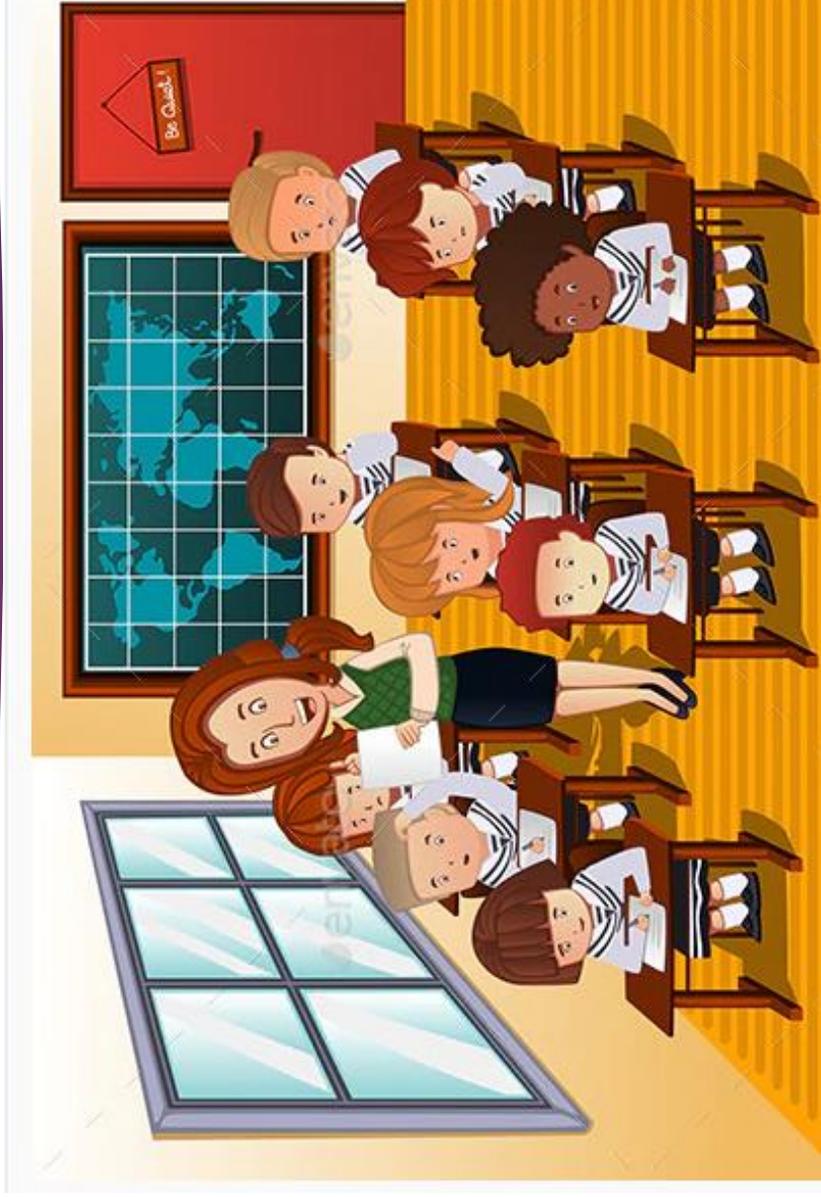
NYSAA

- Use Dates to Remember memo as a guide

- Everyone involved should have a KITE login by now

- **Wednesday, November 23rd-Rostering available for students who were reported on time**

- **For students not reported on time, they can be manually entered into KITE**

- How to report a NYSAA student in Level 0:

    -Enrollment

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

    -Programs

    0220-Eligible for Alternate Assessment **and**

    Type of Disability

ELA and Math

▲ Deadline to order CBT or PBT is **December 9th**

▲ You must select CBT or PBT on the first screen

▲ Review the memo from SED on the Procedures for Requesting, Shipping and Storing Materials for the Spring 2023 ELA, Math and Science Assessments

Please note for the Grades 3-8 ELA and Mathematics Tests only, schools must carefully check the selection of paper versus computer format for the operational tests for each grade level requested in addition to their field test format selection.

Students to be Tested-Special Exceptions

▲ Use Birth Date/ Age for Ungraded Students chart to determine testing grade

▲ Now is the time to check that all the **Out of District** students are reported in the correct locations-**DO NOT** use 0011 enrollment code for students who are parentally placed in non-publics!

▲ Math:

The Grades 6-8 Mathematics Tests. Grades 6-8 students who are receiving instruction in a commencement-level mathematics course and will take a Regents Examination in mathematics are not required to take the respective Grade 6, 7, or 8 Mathematics Test. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.

Science

- Science 8 is only available on paper for Spring 2023

- Science 5 and 8 will have its first administration in the **2023-24** school year all CBT

- If you are not giving the Science 8 because everyone is taking the Regents-tell us and we won't print sheets for you

Students to be Tested-Special Exceptions

- **Grade 8 Science:**

  ▲ Grades 7 and 8 students who are receiving instruction in a commencement-level science course and will take a Regents Examination in science are not required to take the Intermediate-level (Grade 8) Science Test. School districts are allowed to administer only the Regents Examination in science to these students, eliminating the need for students accelerated in science to take both tests.

NYSESLAT

- ▲ **DO NOT** enter an 0231 code in 2022-23 data for students who should have ended in 2021-22!!

- ▲ Make sure to report 0231 **and** a program code

- ▲ NYSESLAT move to CBT has been **delayed**

Students to be Tested-Special Exceptions

▲ **NYSESLAT:** *For students who fit this description, use Program Code 0242*

English Language Learners (ELLs). Schools are permitted to exempt from the 2023 Grades 3-8 ELA Tests only those ELLs (including those from Puerto Rico) who, on April 1, 2023, will have been attending school in the United States for the first time for less than one year. Recently arrived ELLs may be eligible for *one exemption* from the administration of the Grades 3-8 ELA Tests. Sub.

CBT Updates

- ▲ Scoring Entity should be **Optimum Solutions Corporation** (OSC) if you are contracting with ESB Full Service Scoring

- ▲ DEC. 8th is the deadline to upload Demo, Enrollment and Programs to be used for Simulation

- ▲ Simulation Dates for schools participating in CBT : January 17th-January 27th

- ▲ Schools may select the grades, content area and days to be used for the simulation. This is a local decision and does not need to be reported to SED.

- ▲ Tech Readiness Checklist will close 12/30/22-no extensions will be granted

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

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

ASSISTANT COMMISSIONER, OFFICE OF SPECIAL EDUCATION
89 Washington Avenue, Room 301M EB
Albany, New York 12234

May 2022

To: District Superintendents
Superintendents of Schools
Principals of Public, Religious, and Independent Schools
Charter School Leaders
Special Education Teachers

From: Zachary Warner
Director, Office of State Assessment
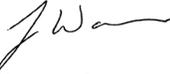
Christopher Suriano
Assistant Commissioner, Office of Special Education

Subject: Administration of the New York State Alternate Assessment in the 2022-23 School Year

This memorandum provides important information about the administration of the New York State Alternate Assessment (NYSAA) beginning with the 2022-23 school year. Students eligible to participate in the NYSAA are assessed in English language arts (ELA), mathematics, and science using the Dynamic Learning Maps (DLM) Alternate Assessment System. The NYSAA is part of the State testing program that measures student knowledge on Essential Elements, which are alternate achievement standards that are reduced in depth and breadth from the learning standards.

NYSAA in Science

In December 2016, the Board of Regents adopted the new P-12 Science Learning Standards which are based on the Framework for K-12 Science Education developed by the Research Council and the Next Generation Science Standards. The DLM Essential Elements in science are specific statements of knowledge and skills that are linked to the grade-level expectations in the Framework for K-12 Science Education.

Students participating in the NYSAA in science are assessed once each at the elementary, middle, and high school levels. Beginning with the 2023-24 school year and thereafter, NYSAA eligible students will be tested in science in grade 5, grade 8, and one time in high school. As the Board of Regents and the Department work to implement the science learning standards, **students eligible to participate in the grade 4 NYSAA in science will not be tested in the 2022-23 school year**. Instead, these students will be tested in grade 5 the following year (spring 2024). This is consistent with the implementation of the Elementary- and Intermediate-level Science Assessments.

NYSAA in English Language Arts and Mathematics

Students will continue to take the NYSAA English language arts and mathematics tests in grades 3-8 and once in high school. As in past years, these tests will measure the DLM Essential Elements in ELA and math. The Department and DLM Consortium staff are currently working together on alignment studies to link the New York State Next Generation Learning Standards with the DLM Essential Elements. However, these linkages will not impact the student experience or how teachers prepare students for the assessment. The Essential Elements in these subject areas remain unchanged.

The Department and the DLM Consortium will continue to work cooperatively to ensure that students, teachers, and administrators have the necessary supports for successful assessment. If you have questions about the alternate assessment, please contact the Office of State Assessment by phone at (518) 474-5902 or by email at emscassessinfo@nysed.gov. Questions about special education should be directed to the Office of Special Education by phone at (518) 473-4818 or by email at speced@nysed.gov.

Zachary Warner
Director
Office of State Assessment

June 2022

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

FROM: Zachary Warner

SUBJECT: Birthdate Ranges for Students with Disabilities Participating in the 2022-23
New York State Alternate Assessment (NYSAA)

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2022-23 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 518-474-5900 if you have any questions regarding the birthdate ranges for students participating in the NYSAA.

Birthdate	NYSAA Grade and Component	Reaches this Age Between September 1, 2022 and August 31, 2023
September 1, 2013–August 31, 2014	Grade 3 ELA and Math	9
September 1, 2012–August 31, 2013	Grade 4 ELA and Math*	10
September 1, 2011–August 31, 2012	Grade 5 ELA and Math	11
September 1, 2010–August 31, 2011	Grade 6 ELA and Math	12
September 1, 2009–August 31, 2010	Grade 7 ELA and Math	13
September 1, 2008–August 31, 2009	Grade 8 ELA, Math, and Science	14
September 1, 2004–August 31, 2005	Secondary-Level ELA, Math, and Science**	18

*NYSAA-eligible students who meet the age criteria for 4th grade will not be tested in science in the 2022-23 school year. Instead, these students will be tested in grade 5 the following year (spring 2024). Do not roster students to 4th grade Science for spring 2023 NYSAA.

**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). NYSAA-eligible secondary-level students who were expected to participate in the spring 2020, spring 2021, or spring 2022 NYSAA administration but could not do so are not expected to take the NYSAA before they exit school.

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

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, NY 12234

EXAMINATION SCHEDULE: JANUARY 2023

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

JANUARY 24 TUESDAY	JANUARY 25 WEDNESDAY	JANUARY 26 THURSDAY	JANUARY 27 FRIDAY
9:15 a.m.	**9:15 a.m.**	**9:15 a.m.**	**9:15 a.m.**
English Language Arts	Geometry	Global History & Geography II	Physical Setting/Earth Science
			Physical Setting/Chemistry
1:15 p.m.	**1:15 p.m.**	**1:15 p.m.**	<u>**Uniform Admission Deadlines**</u>
Living Environment	Algebra I	Algebra II	Morning Examinations – 10:00 a.m.
	Physical Setting/Physics*		Afternoon Examinations – 2:00 p.m.

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

January 2023 Regents Timeline

Eastern Suffolk BOCES
Educational Services That Transform Lives

STUDENT DATA SERVICES

Date	Task / Event
December 15	Order – Sort Form due Pre-print file due Student demographic and enrollment records loaded to Level 0
January 4 - 6	Preprinted answer sheets delivered to schools
January 11 - 13	Scanner Testing Period
January 16	Martin Luther King Jr. Day (Holiday)
January 24 – 27	**Examination Schedule**
February 10	Deadline for **In-District scanning** Deadline for **returning answer sheets to BOCES** (for Districts not scanning their own answer sheets)

December

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Student Data Services will print and deliver uniform answer sheets that must be used for the Regents administration. These answer sheets allow collection of the item data. Please indicate the Number of Exam booklets ordered for the January 2023 Regents exams.

Subject	Sort (PLEASE CIRCLE ONE)			# of Exam Books Ordered
English Language Arts	School	Teacher	Course Section	
Living Environment	School	Teacher	Course Section	
Geometry	School	Teacher	Course Section	
Algebra I	School	Teacher	Course Section	
Physics	School	Teacher	Course Section	
Global History & Geography II	School	Teacher	Course Section	
Algebra II	School	Teacher	Course Section	
Earth Science	School	Teacher	Course Section	
Chemistry	School	Teacher	Course Section	

Note: Physics continues to be a restricted exam in January. That means the Physics exam will be administered, but **we do not print Physics answer sheets for scanning in January.** Answer sheets are included in the test booklet.

District:_____School: _____

Contact #1 Name: _____

E-mail address: _____

Phone: _____   FAX: _____

Contact #2 Name: _____

E-mail address: _____

Phone: _____   FAX: _____

E-mail form to Student Data Services at dwtshelp@esboces.org **no later than December 15.**
If you have questions please contact us at (631) 218-4195.

CSV Preprint File Layout
For Regents Administration
with Field Names, Lengths, Definitions and Examples

Eastern Suffolk BOCES

STUDENT DATA SERViCES

* Requires data   –   � gray box   Does not require data

An Excel Template is posted on DataCentral under Regents Scanning/Processing Information

Field Name	Definition	Width	Example
*DistrictCode	DataWarehouse District Code	8 characters	NY180202
*LocationCode	DataWarehouse Location Code	Up to 6 characters	0002
*Version	DataWarehouse Version	10 character school year end date	Ex. 2023-06-30
*AdminMonth	Month of Exams	3 characters	Jan, Jun or Aug
*StudentID	Student ID #	9 character local Student ID	000007879
*LastName	Student's Last Name	20 characters	Smith
*FirstName	Student's First Name	20 characters	John
*GradeLevel	Student's DW Grade Level	2 characters	Ex. 08 or 09, or 10 (single digits need leading zeros)
CourseSection	Local Course Code + Local Section Code; combined with "-"	**20 characters ONLY Beware Of Long Course Names!**	"Algebra 2 Trig" – is ok "Algebra 2/ Trigonometry" is TOO LONG!
TeacherName	Teacher Name as it needs to appear on answer sheet	30 characters	Smith, Jane
*StateCourseCode	See attached chart	5 characters, or 7 characters for Common Core	Ex. 03101 (Chemistry) Ex. 02052CC (Algebra I)
DistrictName	Use only when an override of the Level 0 lookup of District Name is needed	30 characters	LEAVE THESE 2 FIELDS BLANK FOR JANUARY & JUNE! We get your district name and school from the first 2 fields – DistrictCode and LocationCode
School	Use only when an override of the Level 0 lookup of Location Name is needed	30 characters	

An Excel Template is posted on Data Central under Services>Data and Reporting>Regents>Public>Processing Information>Preprint File Template. The Excel file has to be saved as a .csv file

Only ONE file is required with ALL the subjects included.
Your File name should begin with your district name first
(e.g. Central SchoolDistrict_Jan2023 Regents)

(Over)

CSV Preprint File Layout for
Regents Administration

File specifications:

• File needs a header record with field names:
"DistrictCode","LocationCode","Version","AdminMonth","StudentID","LastName","FirstName",
"GradeLevel","CourseSection", "TeacherName","StateCourseCode","DistrictName","School"

• All data is considered text and should be in quotes

• All fields require data except CourseSection, TeacherName, DistrictName, School.

• DistrictName and School **SHOULD BE LEFT BLANK FOR JAN AND JUNE** (**include place holders in CSV record**). If these fields are filled, then the District and Location table Level 0 lookups will not occur (allows pre-printing for students in districts outside the RIC region or preprinting a district name that is different from what is included in the DistrictID barcode on the form).

• Fields:
DistrictCode = DW District Code - 8 characters (example: NY180202)
LocationCode = DW LocationCode - up to 6 characters (example: 0002 or 033937)
Version = DW Version - 10 character school year end date (example: 2023-06-30)
AdminMonth = 3 char - Jan, Jun or Aug
StudentID = 9 char local Student ID (example: 000007978)
LastName = Student's Last Name - 20 char
Firstname = Student's First Name - 20 char and will be truncated at 30 characters when printed on answer sheet
GradeLevel = Student's DW Grade Level - 2 char (example: 09)
CourseSection = Local Course Code + Local Section Code; combined with "-" 20 char (example 0300-01)
TeacherName = Teacher Name as it needs to appear on answer sheet (usually "Last Name, First Name") - 30 char
StateCourseCode = 5 char, 7 for Common Core - see chart on next page
DistrictName = <u>LEAVE BLANK FOR JAN AND JUNE</u> - 30 char (use only when an override of the Level 0 lookup of District Name is needed)
School = <u>LEAVE BLANK FOR JAN AND JUNE</u> - 30 char (use only when an override of the Level 0 lookup of Location Name is needed)
Note:
　　　In the case of Walk-ins, if no teacher name is available, you can leave this field blank or populate with the word "Staff"

　　　In the case of Walk-ins, if no Course/Section is available, you can leave this field blank or populate with the name of the exam, e.g. "Earth Science" Remember, **keep exam names under 20 characters!**

REGENTS JANUARY 2023
IN-DISTRICT SCANNER TEST CERTIFICATION

**Please e-mail this form back to Student Data Services at
dwtshelp@esboces.org.**

**Scanner Testing Period:
Wednesday, January 11 through Friday, January 13, 2023**
NO SCANNERS SHOULD BE TESTED AFTER JANUARY 13, 2023
SO THAT THE TESTING PERIOD DOES NOT INTERFERE WITH THE
ADMINISTRATION PERIOD

District: _____

USE THE ANSWER SHEET PROVIDED BY ESBOCES FOR THE TEST
(can be found on our website at DataCentral.esboces.org.)
After every scanner in district is tested and determined ready to scan the
January Regents, please fill in the following information for each scanner.

Scanner Login(s)	Date Tested

Name: _____ Phone: _____

E-Mail: _____

Please call Student Data Services at (631) 218-4195 with any questions.

Eastern Suffolk BOCES

Educational Services That Transform Lives

Student Data Services

Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya

DATES: December 2, 2022

AUDIENCE: Any District Personnel Involved With Regents Scanning

DESCRIPTION:

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

PLEASE REGISTER ON OR BEFORE November 29, 2022
At: **http://datacentral.esboces.org/**

Charles King, Divisional Administrator

STUDENT DATA SERVICES

IS MY DATA REASONABLE?

USING THE SIRS 401 TO COMMUNICATE WITH YOUR DATA COORDINATOR

PRESENTED BY PETE DESJARDINS

28 OCTOBER, 2022

MAIN POINTS

WHAT ARE THESE DATA AND HOW DID THEY GET THERE?

HOW WAS I SUPPOSED TO KNOW THAT WE DIDN'T REPORT IT?

WHAT SHOULD I DO IF THE DATA LOOKS WRONG?

How Does the Data populate these Reports?

DATA IS COLLECTED FROM DISTRICT PERSONEL AND ENTERED INTO: SMS, SPECIAL ED SYSTEM, HR SOFTWARE

DATA ARE EXTRACTED IN A SERIES OF FILES THAT GET LOADED INTO LEVEL 0 AND CHECKED FOR ERRORS

LEVEL 0 DATA IS MOVED TO THE LEVEL 1 CENTER AND USED IN LOCAL REPORTS

LEVEL 1 DATA IS CHECKED FOR ERRORS AND SENT TO LEVEL 2

I'M NOT AN EXPERT, HOW DO I MANAGE MY DATA?

- THE BEST WAY TO KNOW WHAT IS GOING ON WITH YOUR DATA IS TO ASK QUESTIONS

- THE SIRS 401 REASONABLENESS REPORT WILL GIVE YOU AN EASY WAY TO FIND 'POSSIBLE' DATA ISSUES

- THESE COMPARISONS WILL GIVE YOU A QUICK WAY TO START ASKING QUESTIONS

USING THE L2RPT SYSTEM
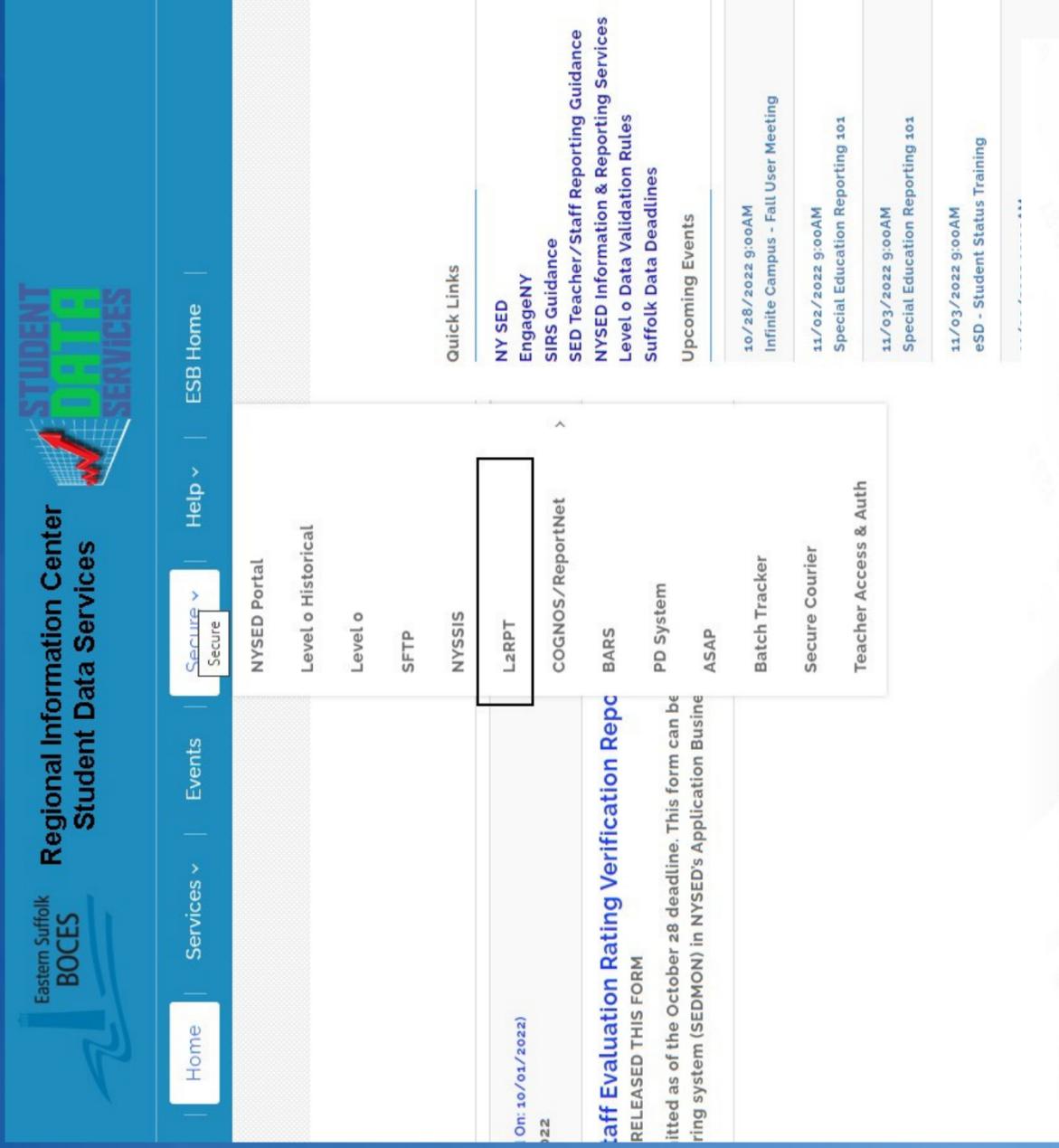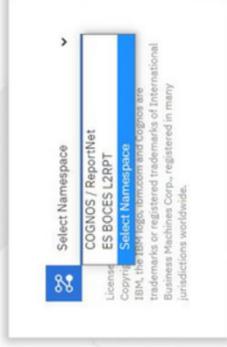
- **IN THE SECURE SECTION OF DATACENTRAL SELECT "L2RPT"**

- **PARDON THE REDUNDANCY, SELECT "L2RPT" AGAIN**

- **LOGIN REQUIRES YOUR NYSED PORTAL USERNAME AND PASSWORD**

USING THE L2RPT SYSTEM

Eastern Suffolk BOCES

- Home
- Search
- My content
- **Team content**
- Recent

SEDDAS > District >
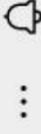
- Accountability
  2/24/2021 11:06 AM
- Annual Outcomes
  11/12/2020 1:18 PM
- Attendance
  2/11/2021 12:18 PM
- BEDS
  11/20/2019 8:34 AM
- Course
  10/15/2019 11:42 AM
- CTE
  5/24/2021 9:45 AM
- Higher Ed Programs
  8/11/2022 9:18 AM
- Post Secondary
  8/16/2017 4:02 PM
- **Reasonableness**
  8/16/2017 4:02 PM
- Score Reports
  4/27/2022 11:52 AM
- Staff
  4/14/2020 1:41 PM
- Student Profile
  9/28/2021 11:54 AM
- Tested / Not Tested
  7/20/2021 2:20 PM
- Total Cohort Report
  7/20/2021 2:10 PM
- UIAS
  8/16/2017 4:04 PM

Welcome to the Data Warehouse

Student Information Repository System (SIRS) Reporting

ent Information Repository System (SIRS)

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

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RPT) or Level 1 R
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to do so will result in loss of access

Studen

and reports, you are acknowl

y with access to PII, private or

Eastern Suffolk BOCES

- Home
- Search
- My content
- Team content
- Recent

> Reasonableness

- Drill Throughs
  2/18/2019 2:23 PM
- SIRS-401 Reasonableness Report
  10/25/2022 11:30 AM
- SIRS-402 Regional Reasonableness Report
  10/27/2022 1:32 PM
- SIRS-405 Annual Ass ... At-A-Glance Report
  8/8/2022 1:10 PM

USING THE L2RPT SYSTEM
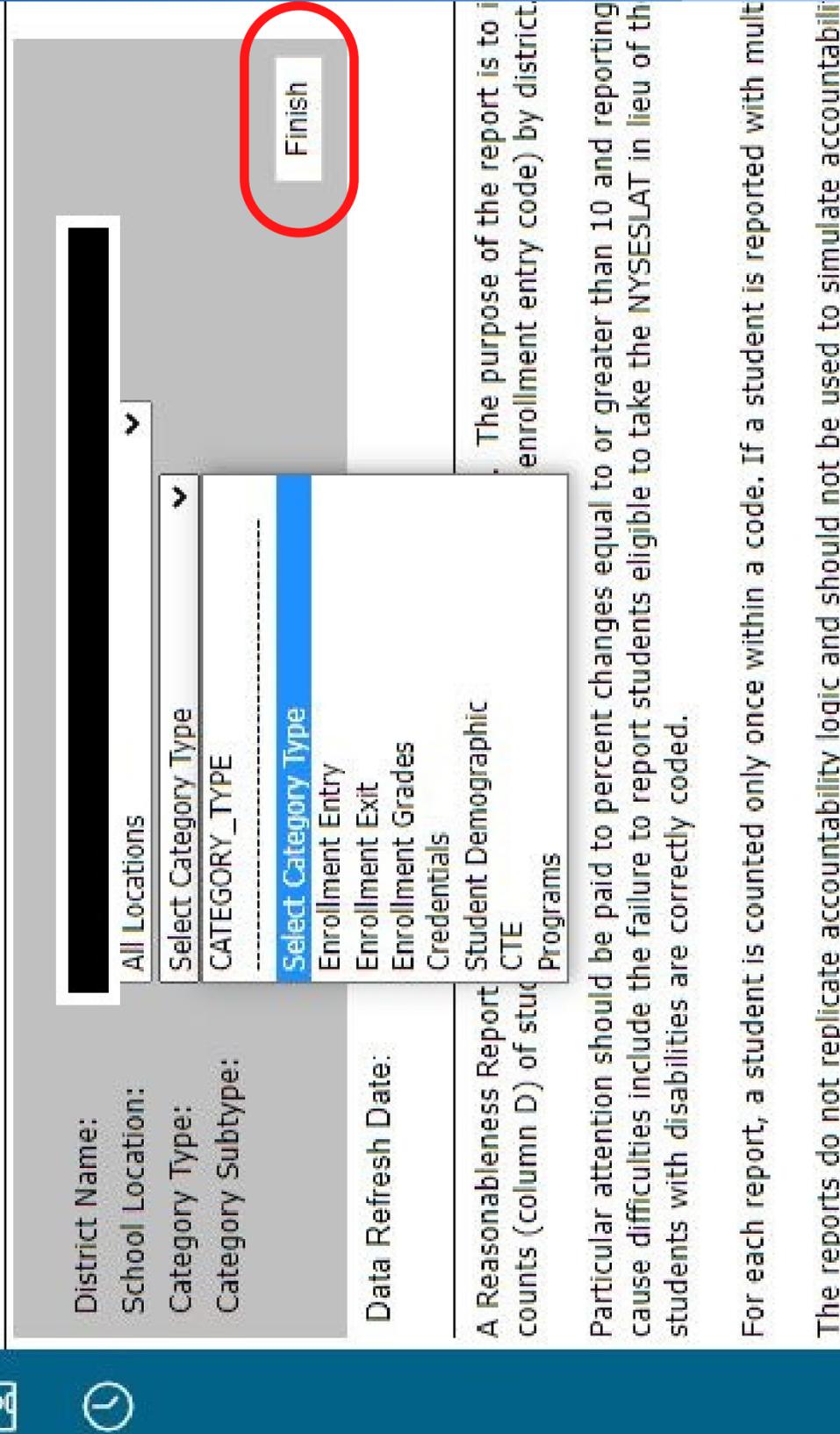
- IN THE LOCATION MENU YOU MAY FILTER THIS REPORT BY SCHOOL

- BE SURE TO SELECT A CATEGORY AND CLICK FINISH

New York State Education Department

Reasonableness Report
Data Contained in the Student Information Repository

District Name:

School Location: All Locations

Category Type: Select Category Type / CATEGORY_TYPE

Category Subtype:

Select Category Type
Enrollment Entry
Enrollment Exit
Enrollment Grades
Credentials
Student Demographic
CTE
Programs

Data Refresh Date:

Finish

A Reasonableness Report counts (column D) of stud

The purpose of the report is to i enrollment entry code) by district

Particular attention should be paid to percent changes equal to or greater than 10 and reporting cause difficulties include the failure to report students eligible to take the NYSESLAT in lieu of th students with disabilities are correctly coded.

For each report, a student is counted only once within a code. If a student is reported with mult

The reports do not replicate accountability logic and should not be used to simulate accountabili

BEST PRACTICE FOR USING THE SIRS 401

PLEASE USE THE FOUR FOLLOWING QUESTIONS WHEN CONSIDERING THE REST OF THIS PRESENTATION

- WHY DOES THE DATA LOOK LIKE THIS?

- WHAT DISTRICT POLICY OR PROCEDURES WERE INVOLVED IN GETTING THIS DATA TO LEVEL 2?

- WHEN IS THE LAST TIME WE WILL BE ABLE TO FIX THIS DATA?

- HOW CAN WE BE SURE THAT THIS IS CORRECT?

BEST PRACTICE FOR USING THE SIRS 401

- THE SIRS 401 SHOWS DATA CURRENTLY SITTING IN THE LEVEL 2 WAREHOUSE

- THIS DATA REFRESHES DAILY

- IT IS A COMPARISON BETWEEN THE PRIOR AND CURRENT YEAR FOR:
  - ENROLLMENT
  - GRADUATION CREDENTIALS
  - DEMOGRAPHIC/SUBGROUP
  - CTE
  - PROGRAMS

SubType	Code	Description	Last Year (A)	This Year (B)	Change (C) (B)-(A)	Percent Change (D) ((C)/(A))*100
Type of Disability	0351	Former Student with a Disability	61	82	21	34%
Type of Disability	PS	Preschool Disability	169	139	-30	18%
Type of Disability	SA	School Age Disability	697	663	-34	5%
ELL Eligibility	0231	ELL Eligible	105	84	-21	20%
ELL Eligibility	0232	Former ELL Student	38	50	12	32%
ELL Eligibility	0233	Ever ELL Student	106	131	25	24%
ELL Programs	5709	English as a New Language	105	84	-21	20%
ESEA	0286	Title I - Part A: Improving Basic Programs (other than 5533)	578	189	-389	67%
Other	0198	Poverty - from low-income family	1,027	945	-82	8%
Other	0220	Eligible for Alternate Assessment	44	44	0	0%
Other	0242	Eligible to take the NYSESLAT for ELA Accountability	3	0	-3	100%
Other	0264	Section 504 Plan	193	180	-13	7%
Other	1232	Students with Interrupted Formal Education (SIFE)	1	0	-1	100%
Other	5806	Reduced-Price Lunch Program	96	119	23	24%
Other	5817	Free Lunch Program	927	853	-74	8%
Other	8262	Homeless Student Status	25	30	5	20%
Other	8271	CDOS Credential Eligible Coursework	32	14	-18	56%
Other	8282	Immigrant Children and Youth Status	37	34	-3	8%
Other	8292	Student with a Parent on Active Duty in the Armed Forces	11	12	1	9%
Other	8300	Child in Foster Care	0	4	4	100%
Other	8312	Received Seal of Biliteracy	3	0	-3	100%
Safety Net	SN	Safety Net	19	14	-5	26%
Summer School Participation	SSP	Summer School Participation	69	101	32	46%

BEST PRACTICE FOR USING THE SIRS 401

- THIS REPORT SHOULD BE USED AS A FOCAL POINT FOR ASKING QUESTIONS ABOUT DATA REPORTING

- HIGHER LEVEL DISTRICT ADMINS SHOULD LOOK AT AT THIS AT LEAST ONCE A MONTH OR A WEEK BEFORE A DATA DEADLINE

- EVERYTHING IS FIXABLE...UNTIL IS ISN'T
  - DEADLINES FOR REPORTING CAN ALWAYS BE FOUND ON DATACENTRAL.ESBOCES.ORG

THANK YOU

QUESTIONS?

TO: BOCES District Superintendents
           School District Superintendents
           School District Business Officers

FROM: James Kampf, Director of Audit Services

DATE: August 2022

SUBJECT: **Training Now Available** – New York State Education Department (NYSED)
           Financial Reporting Requirements for School Districts and BOCES

Purpose/Background

Pursuant to the applicable Laws and Regulations, school districts and BOCES are required to annually submit the requisite financial information to the NYSED Application Business Portal (Business Portal) and to the Federal Audit Clearinghouse (FAC):

Law/Regulation	Summary of Requirements
Annual Audit: New York State Education Law §2116-a(3) and Commissioner's Regulations §170.12(e)(1),(2)	All school districts, except those employing fewer than eight teachers, and each BOCES shall obtain an annual audit of its records by an independent certified public accountant or an independent public accountant. A copy of the audit report shall be furnished to the Commissioner on or before October 15 following the end of the fiscal year audited (January 1 for the Big 5 school districts of Buffalo, Rochester, Syracuse, Yonkers, and NYC).
Annual Extra Classroom Activity Funds Audit: Commissioner's Regulations §172.3(d) and §172.2	All school districts having a population of less than one million and an educational program beyond the 6th grade, shall have their extraclassroom activity (ECA) funds audited at least annually in conjunction with the audit of the District records. A copy of the ECA audit report shall be uploaded to Survey 2/3 in the Business Portal on or before January 15 following the end of the fiscal year audited (February 1 for the Big 5).
Corrective Action Plans: Commissioner's Regulations §170.12(e)(4)	All school districts and BOCES must submit board approved corrective action plans (CAPs) in response to any findings contained in an external audit report or management letter; a final audit report issued by the district's internal auditor; a final audit report issued by the State Comptroller; a final audit report issued by the State

	Education Department; or a final audit report issued by the United States or any office, agency, or department thereof within 90 days of receipt of such report or management letter. **The CAP shall include expected date(s) of implementation.**
Single Audit or Program-Specific Audit: Uniform Guidance 2 CFR §200.501(a) Uniform Guidance 2 CFR §200.512(a)(1),(d) Uniform Guidance 2 CFR §200.511(c)	All school districts and BOCES that expend $750,000 or more in federal awards during the year must have a Single Audit or Program-Specific Audit conducted for that year. For Single Audits or Program-Specific Audits, all school districts and BOCES must submit the data collection form and the reporting package to the FAC within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period. For Single Audits or Program-Specific Audits, all school districts and BOCES must submit a CAP to address each finding in the Single Audit or Program-Specific Audit. **The CAP must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date.**
Single Audit Exemption Form: Uniform Guidance 2 CFR §200.501(d)	All school districts and BOCES that expend less than $750,000 in federal awards during the year must complete a Single Audit Exemption Form and upload it to Survey 4 in the Business Portal by the applicable due date.
Internal Audit Function: New York State Education Law §2116-b(1) and Commissioner's Regulation §170.12(b)	All school districts and BOCES, (except for the exempt school districts that employee less than eight teachers or have general fund expenditures totaling less than $5,000,000 in the previous school year or have actual enrollment of less than 1,500 students in the previous school year) shall establish an internal audit function.

Training for Financial Reporting Requirements

NYSED is committed to ensuring that local officials have the necessary training and guidance available to facilitate the successful submission of all required financial information to the Business Portal. Consequently, the Office of Audit Services (OAS) shared a PowerPoint presentation and video in September 2021 which applies to the 2021 annual cycle in the Business Portal. For the 2022 annual cycle, OAS updated the PowerPoint presentation and the corresponding on-demand, pre-recorded video to answer frequently asked questions and clarify requirements for new and existing District officials and other stakeholders. The training presents the Laws/Regulations for all of OAS' reporting requirements and the corresponding due dates, highlights some common errors, and

discusses expectations that are essential for an efficient process. We encourage everyone to listen to the recorded presentation as their schedule allows.

Information and Assistance

Additional information regarding the Business Portal submissions can be found in the revised 2022 Business Portal Tutorial which is updated annually. Furthermore, each survey in the Business Portal contains a supporting documentation tab, which contains quick references for that survey along with a link to the 2022 Audit Reference Manual. Our website contains frequently asked questions (FAQS) that may be of assistance to your District. We appreciate the time and effort that each of you devote to ensure your District's submissions are accurate and filed in a timely manner.

Questions regarding this memo and/or any feedback regarding this training can be sent to FSandSingleAudit@nysed.gov. Thank you very much for your time.

c: Commissioner Betty A. Rosa
        Sharon Cates-Williams
        James Baldwin
        Angelique Johnson-Dingle
        Jason Harmon
        Emily DeSantis
        Association of School Business Officials of New York
        New York State School Boards Association
        New York State Council of School Superintendents

English Language Proficiency (ELP) for Accountability Report Guide

About the Report

The *English Language Proficiency (ELP) Accountability Report* allows districts and schools to view data they reported in the Student Information Repository System (SIRS) that was used to calculate ELP levels for making school and district accountability determinations under New York State's Plan to comply with the Every Student Succeeds Act (ESSA). For more information about New York's ESSA Plan, the New York State accountability system, and how each of the accountability indicators is used to determine school and district accountability statuses, please visit the NYSED Every Student Succeeds Act information website.

This report does not need to be certified; however, it should be reviewed for accuracy. The underlying data used to create this report are in the SIRS-302 Tested/Not Tested Confirmation All Assessments Reports, which is required to be certified.

This report includes two worksheets: **ELP Summary** and **ELP Detail:**

The **ELP Summary** report includes elementary/middle and high school Progress Rate, Success Ratio, ELP level, and ELL student count, aggregated by accountability subgroup.

The **ELP Detail** report includes student-level demographics; initial year, previous year, and current year ELP level, quartile, and NYSESLAT score; proficiency, progress, and ELL exit status indicators; years identified as ELL; probability of making sufficient progress; ELP level and quartile required in the next reporting year; and the method used to determine sufficient progress required in the next reporting year.

ELP SUMMARY REPORT

- **ELL Student Count (a):** The number of continuously enrolled students identified as ELLs who had valid NYSESLAT results in the current year, previous year, and initial year sufficient to compute Sufficient Progress in ELP. For schools with fewer than 30 student results in the current year, prior year results are combined with current year results if the sum of the results in both years is greater than or equal to 30. ELL Student Count includes results from all years that contributed towards the applicable outcomes.

- **Benchmark (b):** The sum of the individual probabilities that continuously enrolled ELL students will make Sufficient Progress on the NYSESLAT divided by the number of continuously enrolled students tested on the NYSESLAT. Individual student probabilities are based on the statewide probability of similar students making

Sufficient Progress, using a student's initial ELP level and number of years receiving ELL services to create comparison groups. A Benchmark is calculated uniquely for each school and district, and the subgroups for which the school or district is accountable.

- **Progress Rate (c):** The number of continuously enrolled students that made Sufficient Progress divided by the number of continuously enrolled ELL students. Sufficient Progress toward ELP is made by exiting ELL status, meeting the annual ELL progress target, or meeting the safe harbor goal. A Progress Rate is calculated uniquely for each school and district, and the subgroups for which the school or district is accountable.

- **Success Ratio (d):** The Progress Rate divided by the Benchmark. A Success Ratio is calculated uniquely for each school and district, and the subgroups for which the school or district is accountable

- **ELP Level (e):** Level assigned to the subgroup based on the Success Ratio and the table below.

Success Ratio	ELP Level
0.00 – 0.49	1
0.50 – 0.99	2
1.00 – 1.24	3
1.25+	4

- **Two Years Data Used:** Data in this report are single year data only. If there are fewer than 30 students in a subgroup, when calculating final accountability outcomes, two years of data for that subgroup will be combined.

- **Former SWD Included:** If there are 30 or more students with disabilities in the subgroup, when calculating final accountability outcomes, former students with disabilities will be included in the students with disabilities subgroup.

ELP DETAIL REPORT

This report includes student demographic and assessment data as reported in the SIRS and calculated ELP Level.

- **NYSSIS ID:** Unique statewide student identifier assigned by the New York State Student Identifier System (NYSSIS).

- **Student Name:** Student last and first name as reported in the Student Lite template.

- **Location**: School where the student was enrolled, as indicated by the BEDS of location reported for the student.

- **Grade**: Instructional ("grade") level for the student, as determined by the school district and as reported in the Grade Level field of the Student Lite and School Entry/Exit templates. See "Grade Level Codes and Descriptions" in the *SIRS Manual*.

- **Ethnicity:** Code that indicates the student's race or ethnicity (A = Asian/Pacific Islander, B = Black or African American, H = Hispanic or Latino, I = American Indian or Alaska Native, M = Multiracial, W = White). Students reported with "Yes" in the Hispanic/Latino Ethnicity Indicator field in the Student Lite template are counted as Hispanic, regardless of race. Students reported with "No" in the Hispanic/Latino Ethnicity Indicator field are included in the ethnicity group as indicated by the Race Code reported in the Student Lite template. If multiple Race Codes are reported for a non-Hispanic/Latino student, the student is counted in the Multiracial group.

- **Economically Disadvantaged:** Students reported with program service code 0198 (Poverty – from low-income family) in the Program Service Code field of the Programs Fact template anytime during the school year or as of the date of their last enrollment record. These students are included in the economically disadvantaged accountability subgroup.

- **English Language Learner (ELL)**: Students reported with program service code 0231 (ELL Eligible) in the Program Service Code field of the Programs Fact template. These students are included in the ELL accountability group.

- **Disability**: Student disability as reported using the appropriate disability program service code in the Program Service Code field of the Programs Fact template. Student disability is shown if the student was reported with a disability at any time during the school year or as of the date of the student's last enrollment record. These students are included in the students with disabilities accountability subgroup.

- **Former Student with a Disability**: Student reported with a disability program service code in the Program Service Code field of the Programs Fact template anytime in the school year in at least one of the two previous reporting years but not at any time in the current reporting year. These students are included in the students with disabilities accountability subgroup for index calculations if the count of students with disabilities is equal to or greater than 30.

- **SIFE**: English Language Learners/Multilingual Learners who have attended schools in the United States (the 50 States and the District of Columbia) for less than twelve months and (1) upon initial enrollment in such schools are two or more years below grade level in literacy in their home language; and/or (2) are two or more years below grade level in math due to inconsistent or interrupted schooling prior.

- **Initial Year NYSESLAT Total Scale Score:** Student's Total Scale Score from the New York State English as a Second Language Achievement Test (NYSESLAT) in the

student's initial year of taking the NYSESLAT. Total Scale Score derived from summing the scale scores for each modality (Listening, Reading, Writing, and Speaking).

- **Previous Year NYSESLAT Total Scale Score:** Student's Total Scale Score from the New York State English as a Second Language Achievement Test (NYSESLAT) in the previous year. Total Scale Score is derived from summing the scale scores for each modality (Listening, Reading, Writing, and Speaking).

- **Current Year NYSESLAT Total Scale Score:** Student's Total Scale Score from the New York State English as a Second Language Achievement Test (NYSESLAT) in the current year. Total Scale Score is derived from summing the scale scores for each modality (Listening, Reading, Writing, and Speaking).

- **Initial Year ELP Level**: Initial English Language Proficiency Level as determined by performance on the student's first administration of New York State English as a Second Language Achievement Test (NYSESLAT).

- **Previous Year ELP Level**: Previous year English Language Proficiency Level as determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT).

- **Previous Year ELP Level and Quartile:** Level and Quartile of Previous Year English Language Proficiency Level as determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT). Provided in the format "[Level] - [Quartile]."

- **Current Year ELP Level**: Current year English Language Proficiency Level as determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT).

- **Current Year ELP Level and Quartile:** Level and Quartile of Current Year English Language Proficiency Level as determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT). Provided in the format "[Level] - [Quartile]."

- **ELA Proficient:** For grades 3-8, whether a student scored 3 or above on the New York State ELA assessment. For grades 9-12, whether a student scored 65 or above on the Regents Exam in English.

- **Made Progress**: Whether a student demonstrated Sufficient Progress toward English Language Proficiency by exiting ELL status, meeting annual ELL Progress Target, or meeting the criteria for Safe Harbor.

- **Exited ELL Status:** Whether a student met the criteria to exit ELL status. Official exit from ELL status completed by student's school.

- **Years Identified as ELL**: Number of years student has been identified as ELL.

- **Probability of Making Sufficient ELP Progress in Current Year:** Statewide probability of student making Sufficient Progress in the current year based on the performance level achieved on the New York State English as a Second Language Achievement Test (NYSESLAT) in the initial year student took the NYSESLAT and the number of years student has been identified as ELL.

- **ELP Level Required in Next Reporting Year:** Required English Language Proficiency Level needed by student in next year to make Sufficient Progress. English Language Proficiency Level determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT).

- **ELP Level and Quartile Required in Next Reporting Year:** Required English Language Proficiency Level and Quartile needed by student in next year to make Sufficient Progress. English Language Proficiency Level Quartile determined by performance on the New York State English as a Second Language Achievement Test (NYSESLAT).

- **Method to Determine Sufficient ELP Progress Required in Next Reporting Year:** Whether required English Language Proficiency Level and Quartile in the next reporting year is determined using Annual Progress (AP) or Safe Harbor (SH). When Annual Progress and Safe Harbor differ in the English Language Proficiency Level and Quartile required to make Sufficient Progress, the lower of the two is used. If Annual Progress and Safe Harbor require the same English Language Proficiency Level and Quartile to make Sufficient Progress, Annual Progress identified as Method. Note: The English Language Proficiency Level and Quartile noted to demonstrate Sufficient Progress in the next reporting year does not include the option for students to make Sufficient Progress by exiting ELL status using the following methods:

  1. Grades 3-8: Scoring at the Expanding/Advanced level on the NYSESLAT and 3 or above on the New York State ELA assessment within the same school year.
  2. Grades 9-12: Scoring at the Expanding/Advanced level on the NYSESLAT and 65 or above on the Regents Exam in English.

- **District Only**: Students must be continuously enrolled to be included in school and district results. Students with a District Only value of 'Y' are not included in school results.

- **Year**: Reporting year for the student record.

Eastern Suffolk BOCES

Educational Services That Transform Lives
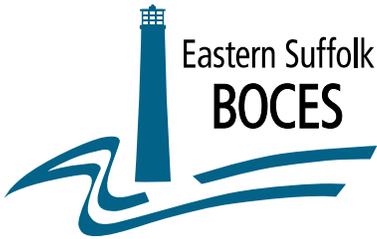
eSchool Training

(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 2022 Class Schedule

Class descriptions can be found on Data Central
as well as on the eSchool eBoard at *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 20, 2022	eSD Registration	9:00-12:00 **ONLINE**
August 11, 2022	eSD Basic Overview	9:00-12:00 **ONLINE**
August 17, 2022	eSD Attendance	9:00-11:00 **ONLINE**
August 29, 2022	eSD Teacher Connect Elementary	9:00-12:00 **ONLINE**
August 30, 2022	eSD Teacher Connect Secondary	9:00-12:00 **ONLINE**
September 20, 2022	eSD Guidance	9:00-11:00 **ONLINE**
September 29, 2022	eSD Health	9:00-11:00 **ONLINE**
October 6, 2022	eSD Administrative Assistant	9:00-11:00 **ONLINE**
October 11, 2022	eSD Administrator	9:00-12:00 **ONLINE**
October 18, 2022	eSD Grade Reporting and Setup	9:00-11:00 **ONLINE**
October 24, 2022	eSD Security	9:00-11:00 **ONLINE**
October 27, 2022	**eSD USER MEETING**	9:00-12:00 **ONLINE**
November 3, 2022	eSD Student Status	9:00-11:00 **ONLINE**
November 9, 2022	eSD Discipline	9:00-12:00 **ONLINE**
November 15, 2022	eSD Portal	9:00-12:00 **ONLINE**
November 17, 2022	eSD Custom Reports	9:00-12:00 **ONLINE**

Train the Trainer

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

Eastern Suffolk BOCES
Educational Services That Transform Lives

Infinite Campus Fall Training Schedule
2022-2023
(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 until further notice.

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.

September 7, 2022	**Basic Navigation**	**9:00 - 11:30**
September 23, 2022	**Health Admin**	**9:00 - 11:30**
October 7, 2022	**Attendance Admin**	**9:00 - 11:30**
October 28, 2022	**Fall User Meeting**	**9:00 - 11:30**
December 2, 2022	**Calendar Roll**	**9:00 - 11:30**

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

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

Eastern Suffolk BOCES

Educational Services That Transform Lives

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STUDENT DATA SERVICES

Frontline IEP Trainings

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

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

PowerSchool 2022-23 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 "Personalized" Training

We will provide training tailored to your district's needs via zoom. Please contact us to set up a date and time for your training. Individuals or groups welcome.

Thursday August 25, 2022	**PowerSchool Beginning of Year Preparation Workshop "Zoom Format"**	9:00 to 10:30
Thursday November 10, 2022	**PowerSchool Long Island User Meeting** Defeo Building Westhampton Beach	8:30 to 11:30
Tues, Wed, Thurs. Jan. 24, 25 & 26, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday February 8, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00
Weds. & Thurs. March 1 & 2, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday March 15, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00
Tues. & Weds. April 18 & 19, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday May 3, 2023	**PowerScheduler Workshop w/Gerry Mullady** *Workshop via Zoom, subject to change*	8:30 to 3:00

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

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

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

Eastern Suffolk BOCES

Educational Services That Transform Lives

**Schooltool User Meetings
2022-2023**

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

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

STUDENT DATA SERViCES

SAVE THE DATES!
SIGN UP NOW!

Fall

**November 16, 2022
Virtual & In-Person
ESBOCES—DeFeo Building**
215 Old Riverhead Road
Westhampton Beach, NY 11978

Spring

**April 4, 2023
Virtual & In-Person
Nassau BOCES—Robert Lupinskie Center**
1 Merrick Avenue
Westbury, NY 11590

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**

Eastern Suffolk BOCES

Educational Services That Transform Lives

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

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

STUDENT DATA SERViCES

SIGN UP NOW

Schooltool Fall User Group
November 16, 2022

Schooltool Flex Training for 2022-2023!

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

Flexible/Virtual & In-Person
Workshops & Trainings Available

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

Eastern Suffolk
BOCES

Educational Services That Transform Lives

Synergy Training
(WHB) Raymond A. DeFeo Admin Bldg
215 Old Riverhead Rd, Westhampton Beach, NY 11978
Helpdesk Phone Number:
631-844-5726

STUDENT
DATA
SERViCES

2022 Webinars

Edupoint offers ongoing webinars at no cost for districts that subscribe to their Student Management System. To register, visit https://www.edupoint.com/Services/Training/Webinar-Registration

Gradebook New features - 9/22 & 10/27, 2:00

Distance Learning Portal – 9/23, 12:00 & 9/27, 3:00

Update Grades w/TVUE Options & Printing RCs - 9/27, 12:00

Assessment - Sharing Options - 9/28, 1:30
Assessment - Assessment Home 10/26, 1:30

2023 New Features Replay –9/30 1:00pm

NYS Monthly Webinar Series - 10/13, 10:30

MTSS Training Session: Early Warning System 10/6, 1:30

Advance registration is required

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