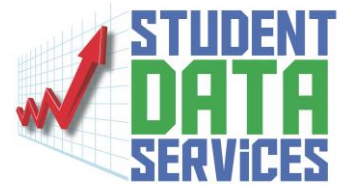




DISTRICT DATA COORDINATOR MEETING
MARCH 3, 2022
AGENDA



a. WELCOME AND ANNOUNCEMENTS

- a. Welcome
- b. 2021-2022 DDC Meeting Schedule
- c. System Account Maintenance – Posted to SFTP
- d. Verifying CIO Listed in SEDREF
- e. Student Daily Attendance Data Warehouse Charges
- f. Updated ‘Year in Reporting’ Timeline
- g. 2022-25 Instructional Tech Plan; *Submission to RIC Deadline April 1, 2022*
- h. Staffing Updates

b. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS

c. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS

- a. 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

d. SCHOOL DATA BANK SERVICES

- Vanessa Biagioli-Dittrich - Administrative Coordinator
 - (631)-419-1688 vdittrich@esboces.org

e. REPORTING REMINDERS

- Student Attendance
- Digital Equity Surveys

f. LEVEL 0 UPDATES

- Level 0 Reminders
- The Zero Zone

g. TEST SCANNING AND REPORTING

- a. Help Desk for Data Warehouse and Test Scanning – DWTShelp@esboces.org or 631-218-4195
- b. NYS 3-8 ELA/Math/Science
 - 2022-23 Draft Testing Schedule
 - 2021-22 Elementary and Intermediate Testing Schedule
 - Computer Based Testing
 - March 10, 2022 Data Extract for Math
 - Updates to Testing
 - NYS Testing QC *LITE* – *What every test coordinator needs to know*
 - Individual Student Report- ISR Order Form **Due Friday, May 20, 2022**

- c. Regents Exams
 - June 2022 Regents Examination Schedules
 - Regents Exam Delivery Timeline
 - Regents Rosters
 - Regents Scanning Workshop – April 28, 2022
 - Regents Data Loading Service
 - AP Advantage Loading Service
- d. NYSITELL
 - ****DO NOT USE COPIES OF ANSWER SHEETS****
 - Please order Scan Sheets using the NYSITELL Answer Sheet Order Form on Datacentral.esboces.org
- e. NYSESLAT
 - Quality Control Workshop: **March 22, 2022**
- ii.
 - Metritech directly contacted school principals regarding ordering exams
 - If you have questions about ordering the test, please contact MetriTech at NYSESLAT@metritech.com or 1-800-747-4868.
- f. NYSAA
 - NYSAA Test Window: Monday, March 14, 2022 – Friday, June 10, 2022
 - All 0220 students must have a First Contact Survey and Personal Needs Profile
- h. **UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING**
 - a. Data Deadlines – <http://datacentral.esboces.org> Services → Data & Reporting → Public Schools → Deadlines
 - b. **The weekly deadline for loading and locking data in Level 0 is Thursday, 5:00pm.**
 - c. 2020-21 SIRS Data Collection and Reporting Requirements
 - BEDS Day – **Wednesday, October 6th**
 - 2021-22 Year-End Deadline – **Thursday, August 18, 2022**
 - d. Migrant Student/McKinney Vento Updates
 - American Rescue Plan (ARP-HCY) Subgrant information
 - Title I monitoring regarding migrant children
 - Julia Schnurman, FEOP Program Coordinator
 - Jschnurm@esboces.org
 - e. Information from SED
 - NYSED Report Card Releases
 - New UPK Collection Date
 - Upcoming Data Deadlines
 - f. Questions From the Field
 - g. Other Breaking News
- i. **ADJOURN**

<u>THINGS TO DO NOW</u>	
1.	Be sure to load ELL Eligible (0231) program codes for all NYSESLAT eligible students
2.	Be sure all NYSAA Eligible (0220) have a complete First Contact Survey and Personal Needs Profile
3.	CBT Schools should be sure Programs Fact, Demographic and Enrollment data is submitted in L0
4.	Keep entering Digital Equity Survey data
5.	Check UPK enrollments and Programs codes

2021-2022 MEETING DATES

Updated 12/21

District Data Coordinator

Wednesday	September 15, 2021	9:00 a.m. – 11:30 a.m.
Tuesday	October 19, 2021	9:00 a.m. – 11:30 a.m.
Tuesday	November 16, 2021	9:00 a.m. – 11:30 a.m.
Friday	December 17, 2021	9:00 a.m. – 11:30 a.m.
Wednesday	February 2, 2022*	9:00 a.m. – 11:30 a.m.
Thursday	March 3, 2022*	9:00 a.m. – 11:30 a.m.
Friday	April 8, 2022	9:00 a.m. – 11:30 a.m.
Wednesday	May 11, 2022	9:00 a.m. – 11:30 a.m.
Thursday	June 9, 2022	9:00 a.m. – 11:30 a.m.

****Updated dates. Original dates of 1/12, 2/11, and 3/15 have been rescheduled***



District Data Coordinator Contact Information for 2021-2022

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 _____

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

February 10, 2022

Dear Colleagues,

First and foremost, I hope this email finds you and your family healthy and well. It has always been a primary goal of Student Data Services to foster a strong partnership with all of our districts and schools to help assist in the collection/reporting of mandated data.

As you may be aware, the New York State Education Department introduced new requirements for districts involving the reporting of Student Daily Attendance in late fall 2020. Prior to this new mandate, only negative student attendance was reported (meaning if a student was absent). With these new requirements, present codes are required along with a modality for indicating a method of instruction for every student, every instructional day. This increased the records in the data warehouse from approximately 4 million to 40 million records.

In addition, Student Data Services is required to store Data Warehouse records in perpetuity, meaning records will grow exponentially each year. The new requirements for increased student attendance data storage will impact data acquisition (Level 0) and the data storage components. Costs will increase as significantly more space will need to be allocated to account for the additional records.

Due to these factors, there will be an increase in the New York State required reporting data warehouse charge of \$1.92 per student, beginning with the 2022-23 school year. In order to assist in your budget planning, we will be rolling out this new charge gradually over the next three years. Therefore, districts will incur an additional charge of:

- \$0.64 per student for 2022-23
- \$1.28 per student for 2023-24 (\$0.64 + \$0.64)
- \$1.92 per student for 2024-25 (\$0.64 + \$0.64 + \$0.64)

It is our pleasure to continue working with you to support all of your state reporting and assessment needs. If you have any questions, please do not hesitate to contact me. Please continue to take good care of yourselves and your families.

Respectfully,



Charles King
Divisional Administrator



2022-2025 Instructional Technology Plan Information and Guidance

Overview

This document is intended to provide guidance for districts on the creation and submission of the District Instructional Technology Plan Survey.

Regulation

Per Part 100.12 of Commissioner's Regulations, all New York State public school districts are required to develop and maintain instructional technology plans. Plans must cover three school years, and key components of the Plans must be submitted to NYSED for approval every three years. The method by which NYSED collects information on District Instructional Technology Plans is a survey through the [SED Monitoring and Vendor Reporting System](#).

NYSED Vision for District Instructional Technology Plans

District Instructional Technology Plans, required by Commissioner's Regulation 100.12, will support the mission of the NYS Board of Regents, which is to ensure that every child has equitable access to the highest quality educational opportunities, services and supports in schools that provide effective instruction aligned to the state's standards, as well as positive learning environments so that each child is prepared for success in college, career, and citizenship.

NYSED Goals

Through District Instructional Technology Plans*, districts will address how they are meeting the Educational Technology expectations of the Board of Regents, as articulated in the [Statewide Learning Technology Plan](#).

Districts will identify how they will:

- Develop a strategic vision and goals to support student achievement and engagement through the seamless integration of technology into teaching and learning;
- Provide technology-enhanced, culturally- and linguistically-responsive learning environments to support improved teaching and learning;
- Increase equitable access to high-quality digital resources and standards-based, technology-rich learning experiences;
- Design, implement, and sustain a robust, secure network to ensure sufficient, reliable high-speed connectivity for learners, educators, and leaders; and
- Provide access to relevant and rigorous professional development to ensure educators and leaders are proficient in the integration of learning technologies.

*And related data collection efforts

Submission Process

1. As in years past, public school district superintendents, or their designees, will submit essential information about the District Instructional Technology Plan through a survey issued through the [SED Monitoring and Vendor Reporting System](#).
2. Districts will complete the sections and enter answers into the survey. Districts are encouraged to work with local technology committees, Regional Information Center (RIC) and/or BOCES Model Schools staff, as appropriate and applicable.
3. For Rest-of-State districts, once the District CEO submits the survey, the survey will be sent to your local RIC, where NYSED-certified RIC Reviewers will review the submitted plans for thoroughness and completeness. Once the RIC Reviewer and the District are in agreement that the answers are complete, the RIC Reviewer will submit the plan to NYSED.
 - Buffalo, New York City, Rochester, Syracuse, and Yonkers (the Big Five) will work directly with NYSED staff for certification and approval.
4. NYSED will review plans and may communicate with RIC Reviewers or the Big 5 Districts if answers are not complete or thorough. The RIC Reviewer may be required to communicate with the District for clarification or additional information. Once any concerns are addressed, plans will be approved.

Access to the Survey

To access the SED Monitoring and Vendor Performance System:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your username and password;
4. Click on “SED Monitoring and Vendor Performance System” under My Applications;
5. Select “View Surveys for Ed Tech;”
6. Find the 2021-2024 Instructional Technology Plan
7. Click on ‘view’ to begin/continue to input information.

The superintendent will have automatic access to the plan. The superintendent will need to delegate access to the person or persons completing the plan through SEDDAS, the SED Delegated Account System, which manages access to SED web-based applications through the Application Business Portal. Granting these permissions will NOT provide access to any other information in the portal. The superintendent is the only individual that has submit/certify rights and will therefore need to submit the plan when it is ready to be reviewed. For questions regarding the entitlement process, please see the [SEDDAS mini guide](#) for entitling users to SED Monitoring.

Changes to District Instructional Technology Plan Survey for 2022-2025

The format of the District Instructional Technology Plan Survey remains the same. The following changes have been made from the 2018 plan:

- Question added about how this plan builds upon the previous three-year Instructional Technology Plan.
- Question added about how this plan has changed from the previous plan in response to the COVID pandemic.
- A new section III has been added titled “Goal Attainment.” This section adds questions about District-level attainment of the goals laid out in the 2010 Statewide Learning Technology Plan. All subsequent sections have been renumbered.
- Goals will now be introduced in Section IV and only listed once, removing the necessity of copying and pasting goal information from one section to another.
- Additional emphasis has been placed upon the detailing of evaluation metrics used by the district related to goal achievement and has been moved to Section IV, question 5.
- Additional target populations have been added as an option for each goal.
- Question added to explain the strategies the district plans to implement to address the need, where practicable, to ensure equitable learning “everywhere, all the time”.
- Question added about how districts plan to utilize technology to address the needs of students experiencing homelessness and/or housing insecurity.
- Questions five through thirteen that were located in Section VI, Administrative Management Plan, have been removed.

The survey questions are organized into the following categories:

- I. District LEA Information:** Name and title of administrator responsible for entering the data.
- II. Strategic Technology Planning:** Mission, vision, planning process, changes from previous years plan, professional development, and measurement and evaluation.
- III. Goal Attainment:** District-level attainment of the goals laid out in the 2010 Statewide USNY technology plan .
- IV. Action Plan:** Goals, alignment of district goals with NYSED goals, target populations, additional target population (optional), action steps, stakeholders, anticipated completion date.
- V. NYSED Initiatives Alignment:** Meeting academic standards, strategies to ensure equitable learning “everywhere, all the time”, serving students with disabilities, serving English as a New Language /Multilingual learners, serving students experiencing homelessness and/or housing insecurity, and facilitating culturally-responsive instruction.
- VI. Administrative Management Plan:** Staffing plan, investment plan, link to information for parents and school communities related to technology for students and families posted on district website.

VII. Sharing Innovative Educational Technology Programs (optional): An opportunity to share the district’s innovative projects and practices with other districts.

Timeline

The three-year plan covers July 1, 2022 to June 30, 2025.

The deadline to submit the plan to NYSED is June 30, 2022. Interim deadlines will be set by the District’s Regional Information Center.

Structure of the Guidance

The following pages outline the specific information that districts will be required to enter into the SED Monitoring system survey. Guidance is provided in italics below each question.



**New York State
Student Information Repository
System (SIRS) Manual**

New York State Education Dept. - Level 0

HELPFUL REMINDERS AND STATE REPORTING



Student Over 21 – Recovery Services

SIRS Manual

- **Code 0021 — Over 21 enrollment:** This code should be used to report any student who turned 21 in the previous school year and who is returning to school for either compensatory or recovery educational services. This code can be reported by any LEA providing instruction to this population of students and should be the only entry enrollment used for these students.

Student Over 21 – Recovery Services

SIRS Manual

- **Code 0021 — Over 21 enrollment:** This code should be used to report any student who turned 21 in the previous school year and who is returning to school for either compensatory or recovery educational services. This code can be reported by any LEA providing instruction to this population of students and should be the only entry enrollment used for these students.

*Student ID:	*Location Code:	*Grade Level:
<input type="text" value="993001326"/>	<input type="text" value="0002 ::"/>	<input type="text" value="12"/>
*Entry Date:	*Entry Code:	Entry Comment:
<input type="text" value="2021-07-01"/>	<input type="text" value="0021 :: Over 21 Enrollment"/>	<input type="text"/>
Exit Date:	Exit Code:	Exit Comment:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Import Validation Messages:

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

1. Student turning 22 years of age

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

1. Student turning 22 years of age =

* Must be reported with a 0021 on or after 9/1 for those students receiving compensatory recovery services

Student Over 21 – Recovery Services



For the 2022 School Year

1. Student turning 22 years of age =

*** Must be reported with a 0021 on or after 9/1 for those students receiving compensatory recovery services**

ERROR: An enrollment Entry Code of "0021" is required as of September 1st for a student turning 22 years old during the current school year

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

2. Student turning 23 years of age or older & receiving compensatory recovery services

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

2. Student turning 23 years of age or older & receiving compensatory recovery services

*** Must be reported with a 0021**

Student Over 21 – Recovery Services



For the 2022 School Year

2. Student turning 23 years of age or older & receiving compensatory recovery services

*** Must be reported with a 0021**

ERROR: An enrollment Entry Code of "0021" is required for a student turning 23 years of age or older during the current school year

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

3. Student 21 or under

Student Over 21 – Recovery Services

RULES

For the 2022 School Year

3. Student 21 or under

*** Cannot be reported with a 0021**

Student Over 21 – Recovery Services

RULES

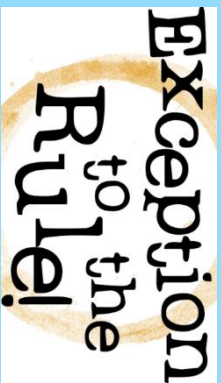
For the 2022 School Year

3. Student 21 or under

* Cannot be reported with a 0021

ERROR: An enrollment Entry Code of "0021" is invalid for a student turning 21 years of age or younger during the current school year

Student Over 21 – Recovery Services



For the 2022 School Year

Student Over 21 – Recovery Services



For the 2022 School Year

- Multiple enrollment records ARE permitted for the 0021 code for the same dates

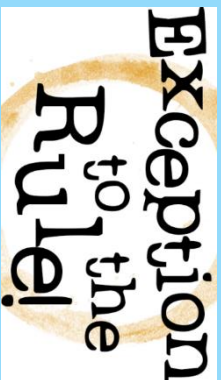
Student Over 21 – Recovery Services



For the 2022 School Year

- Multiple enrollment records ARE permitted for the 0021 code for the same dates
- The 0021 code CAN be used to enroll a student in an AHSEP program

Student Over 21 – Recovery Services



For the 2022 School Year

- Multiple enrollment records ARE permitted for the 0021 code for the same dates
- The 0021 code CAN be used to enroll a student in an AHSEP program
- The 0021 code CAN be exited with all the same exit codes as 0055
 - 816 - Earned a High School Equivalency (HSE) Diploma
 - 066 – Ended enrollment fo instructional reporting only

Deleting Staff Snap Snapshot Records

Deleting Staff Snap Snapshot Records

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:

*First Name: Middle Name: Last Name:

Master

Yoda

896 BBY

M :: Male

*Teach ID: (Alt. Staff ID)

*Staff Id:

*Email Address:

*Active/Inactive:

*Itinerant Staff:

001234567

001234567

OGJedi@republic.org

▼

N :: No

*Primary Location Code:

*Years Educational Exp. in District:

*Annual Salary:

A :: Active

D :: Deleted

I :: Inactive

0000 :: Sample District Wide

99

infinite c

365

Certification

Professional

*Total Years

Annual Contract

Work Days:

365

*Employment Basis: Exempt. Code:

Teacher Title:

Teach. Hire Date:

Dev. Indicator:

Educational Exp.:

Principal Title:

Prin. Hire Date:

1

Y :: Yes

TEACHER

▼

99

▼

*Education Level:

Separation Reason Code:

Exit Date:

*Hispanic Indicator:

Race 1 Code:

9 :: Doctorate

▼

Race 2 Code:

Race 3 Code:

Race 4 Code:

Race 5 Code:

▼

▼

▼

▼

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

Student Digital Resources *NEW* features

Student Digital Resources **NEW** features

Level 0 **17.02** Student Digital Resources **NEW** Info Report check

New Info report check for SDR Survey with missing enrollment:

- Students with a Survey at a Location without corresponding enrollment at that location will receive the following warning:
- **DR6421 17.02** Missing enrollment for Student Digital Resource Survey in location XXXX – Please review

Student Digital Resources NEW features

New York State Education Dept. - Level 0

Elect. Import

Manual Input

L1-Data Prep.

Reports

Admin

Help

Log Off

Level 0 Version: 17.02a

Elect. Import

Manual Input

L1-Data Prep.

Information/Warning Reports

Data Quality Reports

Dashboard

RIC Level Reports

Demographics

Enrollment

Program Fact

Assessment

Assess/Acc/Mod

Course

Course/Instr/Assign

Day Calendar

Location M.P.

SE Event

SE Snapshot

Stu/Class/Entry/Exit

Stu/Class/Gr/Detail

Stu/Credit/GPA

Stu/Attend/Codes

Stu/Daily/Attend

Student Digital Resources

User Account: Bill Ritchie (britchie). Current Password

Current # of users logged on: 5

View All Users

District:

NY580301 : District

Download Chosen Report to:

☒ .txt file

☐ .csv file

Download

Information/Warning Reports

Any findings displayed in these reports represent possible problems. These reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist)

STUDENT DIGITAL RESOURCES

Run Report

☒ .txt

☐ .csv

STUDENT DIGITAL RESOURCES Records

Student Digital Resources NEW features

District: NY580301 District School Year: School Year Ending 2022-06-30

Download Chosen Report to: .txt file .csv file Download

Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):
STUDENT DIGITAL RESOURCES Run Report .txt .csv

1 Student Digital Resources information error(s).

Show Distinct Information Messages Only

Student ID:	Last Name:	First Name:	Loc. Code:	Potential Problem?
993001252	Sample1	Sample 1	0002	DR6421 : Missing enrollment for Student Digital Resource Survey in location 0002 - Please review.



Student Digital Resources NEW features

Current Student: **Sample 1 Sample1** Record Status: **Valid** Last Update: **2/22/22 09:43 AM** By: **Bill Ritchie**

*denotes a required field

Back to Info Rpt

*Student ID: 993001252

*Location Code: 0002 :: High School

*Primary Learning Device Type Code: LAPTOP :: LAPTOP

*Primary Learning Device Provider Code: SCHOOL :: SCHOOL

*School Provided Device Indicator: Y :: Yes

*Primary Learning Device Access Code: NOT SHARED :: NOT SHARED

*Primary Learning Device Sufficiency Indicator: Y :: Yes

*Internet Access In Barrier Code: NONE :: NONE

*Internet Access In Residence Indicator: Y :: Yes

*Internet Access Type Code: RESBROADBAND :: RESIDENTIAL BROADBAND

*Internet Performance Code: Y :: Yes

*Survey Date: 2021-09-01

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Student Digital Resources Records:

Status:		Location:		Device Type Code:	School Device Indi:	Survey Date:
View	Valid	0002 ::	High School	LAPTOP	Y	2021-09-01

Student Digital Resources NEW features


Current Student: **Sample 1 Sample1** Record Status: **Valid** Last Update: **11/9/21 02:17 PM** By: **Bill Ritchie**

*denotes a required field

*Student ID:

993001252

*Location Code:

0003 :: 

Middle School

*Grade Level:

08

*Entry Date:

2021-07-01

*Entry Code:

0011 :: Enrollment in building or grade

Entry Comment:

Exit Date:

Exit Code:

Exit Comment:

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Enrollment Records:

Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
Valid	993001252	0003 :: 	2021-07-01	0011			08

Student Digital Resources NEW features

Missing Surveys Report (Reports > Student Digital Resources > Missing Surveys)

- Added a Demographic export – Plan to use the Enrollment Location (BOCES will use the overall BOCES Location).
- Added checkboxes to 1) *Include 0055 Enrollments...* & 2) *Include Incomplete Survey Students in Export*
- Added Survey Status Column which differentiates between no and partial Survey data (None or Incomplete).



New York State Education Dept. - Level 0

Elect. ImportManual InputLI-Data Prep.ReportsAdminHelpLog Off

Level 0 Version: 17.02

User Account: Katie Duell (kduell). Current Password Expires on 4/19/2022

Current # of users logged on: 1View All UsersView/Update My Profile Info

District: NY999999 : Anywhere School District

School Year: School Year Ending 2022-06-30

Download Chosen Report to: .txt file.csv fileDownload

Student Digital Resources Report Choices:

Dist. Import Errors (Error Rpt #1)

View Vest. Errors (Error Rpt #2)

Dist(s) Summary

Dist. School Summary

Dist. Upload Log Dates

Import Log

Lost History

Uncheck Filter(s)

No Enrollment Rpt

Import Message Log

Missing Surveys

Run Verification Rpt

**Missing Surveys report for Enrollment Codes (0011,5544,7000,7011) only. Locations (Non-Pubs,0888,000P) and Pre-School/Pre-K and GED Grade Levels are excluded from the report.

Location Filter:

☐ Include 0055 Enrollments in missing surveys list

☐ Include Incomplete Survey Students in Export

District Demo Export for Missing Survey Students

277 current enrollments without a Student Digital Resources survey:

Student ID:	Student Last:	Student First:	Grade:	Enroll Code:	Loc. Code:	Loc. Name:	Entry Date:	Exit Date:	Survey Status:
990901245	Any	Stephanie	03	7000	0000	Anywhere District Loc	2021-07-01		None
990900109	Anyhow	Brendan	13	0011	0002	Elementary School 2	2021-10-02		None
990901623	Anynew	Dan	06	0011	0002	Elementary School 2	2021-07-01		None
990901073	Anyold	Brendan	KF	0011	0002	Elementary School 2	2021-07-01		None

MBK Program Service Codes

MBK Program Service Codes

Current Student: Record Status: Last Update: By:

*denotes a required field

*Student ID: *Location Code:

Service Provider BEDS Code (State Location ID):

*Beginning Date: *Record Program Category:

*Program Code:

Higher Education

Ending Date: Exit Reason Code 1:

Orig. Prog. Date: Prog. Intensity: Provider Type Code:
(CTE/ELL Eligible Programs) (Primary Nighttime Residence)

Import Validation Messages:

Delete Record

Validate & Save

- 4004 :: Liberty Partnership Program (LPP)
- 4005 :: MBK Challenge
- 4007 :: MBK Exemplary School Models and Practices (ESMP)
- 4006 :: MBK Family and Community Engagement (FCEP)
- 4009 :: MBK Fellows (FP)
- 4008 :: MBK Native American (NAP)
- 4027 :: NYC P-Tech Grades 9-14 Early College and Career High School
- 4026 :: NYS P-Tech Program
- 4015 :: Science and Technology Education Program (STEP)
- 4037 :: Smart Scholars

Program Fact Records:

No Program Fact Records found.



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/>



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

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

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am

Tuesday, December 14

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am



Educational Services That Transform Lives

Student Data Services

ZERO ZONE

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Educational Services That Transform Lives

Student Data Services **ZERO ZONE** Level 0 Training

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ADVANCE**

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





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

Assistant Commissioner
Office of State Assessment

Updated December 2021

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

FROM: Steven E. Katz *Steven E. Katz*

SUBJECT: 2021–22 Elementary- and Intermediate-level Testing Schedule

2021–22 School Year

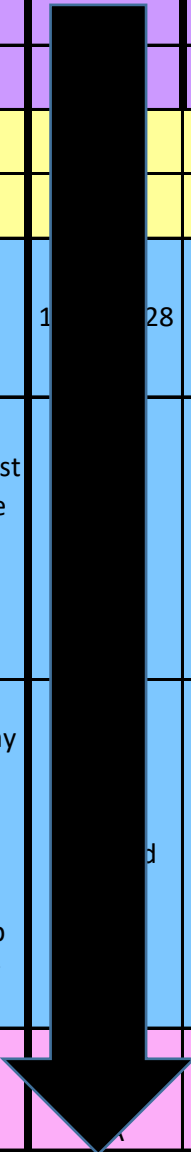
Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Date to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science		Monday, March 14 – Friday, June 10	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts	Paper-based	Tuesday, March 29 – Thursday, March 31	Friday, April 1 – Friday, April 8	Friday, April 1 – Wednesday, April 13	Wednesday, April 13
	Computer-based	Tuesday, March 29 – Tuesday, April 5	Friday, April 1 – Friday, April 8	Friday, April 1 – Wednesday, April 13	N/A
Grades 3-8 Mathematics	Paper-based	Tuesday, April 26 – Thursday, April 28	Friday, April 29 – Monday, May 9	Friday, April 29 – Thursday, May 12	Thursday, May 12
	Computer-based	Tuesday, April 26 – Wednesday, May 4	Friday, April 29 – Monday, May 9	Friday, April 29 – Thursday, May 12	N/A
NYSESLAT Speaking		Monday, April 11 – Friday, May 20	Make-ups must be given within the testing window	Speaking is scored as it is administered.	Monday, June 6
NYSESLAT Listening, Reading, Writing		Monday, May 9– Friday, May 20	Make-ups must be given within the testing window	Monday, May 23 - Monday, June 6	Monday, June 6

Operational Test	Administration Dates	Make-up Dates	Scoring Dates	Final Date to Submit Answer Sheets to Scanning Centers
Grade 4 Science Performance Test	Tuesday, May 24 – Friday, June 3	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 16
Grade 4 Science Written Test	Monday, June 6	Tuesday, June 7 – Friday, June 10	Following make-up dates, but no later than Thursday, June 16	Thursday, June 16
Grade 8 Science Performance Test	Tuesday, May 24 – Friday, June 3	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 16
Grade 8 Science Written Test	Monday, June 6	Tuesday, June 7 – Friday, June 10	Following make-up dates, but no later than Thursday, June 16	Thursday, June 16

Field Test		Administration Dates
NYSESLAT		Monday, February 28 – Friday, March 11
Grades 3-8 English Language Arts and Mathematics	Computer-based	Monday, May 16 – Friday, June 3
	Paper-based	Monday, May 23 – Friday, June 3
Grades 5 and 8 Science	Computer-based	Monday, May 16 – Friday, June 3
	Paper-based	Monday, May 23 – Friday, June 3

IMPORTANT TEST SCORING DATES 2021-2022

Preliminary Timeline (As of 1/12/22)

Activity	NYSAA	ELA 3-8	Math 3-8	NYSESLAT	Science 4 & 8	Jan. 2022 Regents	June 2022 Regents	Aug. 2022 Regents
Test Room files posted to the district SFTP site	NA	1/10	1/24	NA	2/12	Canceled	NA	NA
Sort Order Form	NA	12/7	12/7	NA	12/7		4/22	7/29
CSV files for Regents PRINTING	NA	NA	NA	NA	NA		4/22	7/29
Data Pull - for PRINTING	NA	1/10	1/24	2/14	2/14		NA	NA
Data Pull - for EDITING	NA	4/13	5/12	6/6	6/16		NA	NA
Administration of Tests	3/14 - 6/10	P 3/29 - 3/31 C 3/29 - 4/5	P 4/26 - 4/28 C 4/26 - 5/4	SPEAKING 4/11 - 5/20 L,R,W 5/9-5/20	PERFORMANCE 5/24 - 6/3 WRITTEN 6/6		6/1, 6/15 - 6/24	8/16 - 8/17
Make-up Testing	Must be given within the testing window	P 4/1 - 4/8 C 4/1 - 4/8	P 4/29 - 5/9 C 4/29 - 5/9	SPEAKING and L,R,W must be given within the testing window	PERFORMANCE Must be given within the testing window WRITTEN 6/7 - 6/10		NA	NA
Scoring of Constructed Response	NA	P and C 4/1 - 4/13	P and C 4/29 - 5/12	SPEAKING is scored as it is administered L,R,W 5/23-6/6	PERFORMANCE May start immediately following administration WRITTEN Following make-up dates and no later than 6/16		Rating Day 6/23	as required
Final Date to Submit Answer Sheets to Scanning Center* (May be returned before this date)	NA	P 4/13	P 5/12	6/6	6/16		NA	NA

Phone: 631-218-4195

Fax: 631-240-8967

Contact DWTSHelp@esboces.org

P = Paper based testing

C = Computer based testing

Test Scoring Updates



ELA, Math and Science for 2022

- ▶ Constructed Response is **BACK** for ELA and Math! Performance Session is **BACK** for Science!
- ▶ Make up periods have been expanded
- ▶ For districts using Full Service Scoring-plan to do make-ups early in the make-up period
- ▶ ELA and Math will have various book forms again
- ▶ If you don't want Math 8 or Science 8 sheets tell us!

Answer Sheet Printing

Data Extraction Dates: (used for first printing of materials)

ELA (PBT)- Monday, January 10, 2022 (Delivered this week)

Math (PBT)-Monday, January 24, 2022 (Will be delivered next week)

NYSESLAT-Monday, February 14, 2022

Science 4 and 8-Monday, February 14, 2022

New Students Data Extraction Dates: (used for second printing of materials)

ELA (PBT)- Monday, March 14, 2022

Math (PBT)-Monday, April 11, 2022

NYSESLAT-Monday, April 25, 2022

Science 4 and 8-Monday, May 9, 2022

Student Data Services Vs. Full Service Scoring

- ▶ **Student Data Services** is also known as Test Scoring or Test Scanning and Reporting or the RIC or Charlie's department or Pete's department etc....
- ▶ **Full Service Scoring** was formerly know as Regional Scoring also known as Danielle Hudek's department, or vendor scoring or electronic scoring
- ▶ **Student Data Services** collects **answer sheets**
- ▶ **Full Service Scoring** collects **booklets**
- ▶ **Student Data Services** **scans** answer sheets
- ▶ **Full Service Scoring** **scores** constructed response using a scoring vendor named OSC
- ▶ **Student Data Services** receives a data file back from OSC with the students' scores which we match to the data scanned from the answer sheet
- ▶ **Full Service Scoring** manages the scoring process with OSC-they will address any issues with booklets

CBT Updates

- Data extractions-Demo, Enrollment and Programs
 - ELA-Feb. 10th
 - Math- March 10th
- ELA Operational Dates for Nextera Admin
 - Monday, 2/28-Students and Classes Tabs open
 - Monday, 3/14-Test Tab opens
- Math Operational Dates for Nextera Admin
 - Monday, 3/28-Students, Classes and Test Tabs open
- ▶ Important note: If you have students that will need to take the assessments on paper, please submit a file to Lisa Zwerling lzwerlin@esboces.org and Karen Barbaro kbarbaro@esboces.org



NYSESLAT:

March 3rd

Data will be pulled by SED for the Pre-ID file
used by Metritech

MetriTech:

800-747-4868 or

e-mail nyseslat@metritech.com

NYSESLAT Students

All English Language Learner (ELL) students must be reported with:

Program Service Code **0231**— *ELL Eligible*

AND

ELL Program Service Code that identifies the type of services received:

5709 (English as a New Language (ENL)

5676 (Transitional Bilingual Education (TBE) Program)

5687 (One Way or Two Way Dual Language Program), or

8239 (ELL Eligible but not in an ELL Program).

***Program Code -**0242**-Eligible to take NYSESLAT for 3-8 ELA Accountability-only applies to students in US Schools for less than a year on **April 1, 2022**

NYSAA:

Students are available in the KITE Educator Portal

Administration Dates:
March 14-June 10

Field Testing Dates

- ▶ Superintendents will be notified of which schools have been selected to participate by the end of this week
- ▶ **Feb. 10th** -data is due for the Pre-Id file for NYSESLAT Field Testing

Questions: Contact the Office of State Assessment (OSA):
518-474-5902 or emscassessinfo@nysed.gov .

Field Test		Administration Dates
NYSESLAT		Monday, February 28 – Friday, March 11
Grades 3-8 English Language Arts and Mathematics	Computer-based	Monday, May 16 – Friday, June 3
	Paper-based	Monday, May 23 – Friday, June 3
Grades 5 and 8 Science	Computer-based	Monday, May 16 – Friday, June 3
	Paper-based	Monday, May 23 – Friday, June 3



Top Ten Tips for 3-8 Testing Quality Control
(Stop! Read this Before you make a Mistake)

10. Required for 2022

Constructed Response for ELA and Math

Science Performance



9. Assemble the sheets in the proper order

**Note: Return
Sheets for Math**

Stacking Order

1. Cover Sheet – Color coded by grade level and supplied with the scan sheets
2. Rosters – Please bundle rosters per grade level and secure with a staple or paper clip
3. Sheets with hand entered ID #'s – If you must use an extra answer sheet, be sure to neatly print the Name, Student ID, and Date of Birth on the sheet in the designated area
4. All other scan sheets – Every other scan sheet that has student information pre-printed is expected to be returned.
 - This includes students who refused the test, were absent, or did not finish their exam



8. We want amass of sheets not a ***mess*** of sheets

THIS!!



NOT THIS!!



7. Be sure to bubble where appropriate



6. Count the sheets **not** the names on the rosters

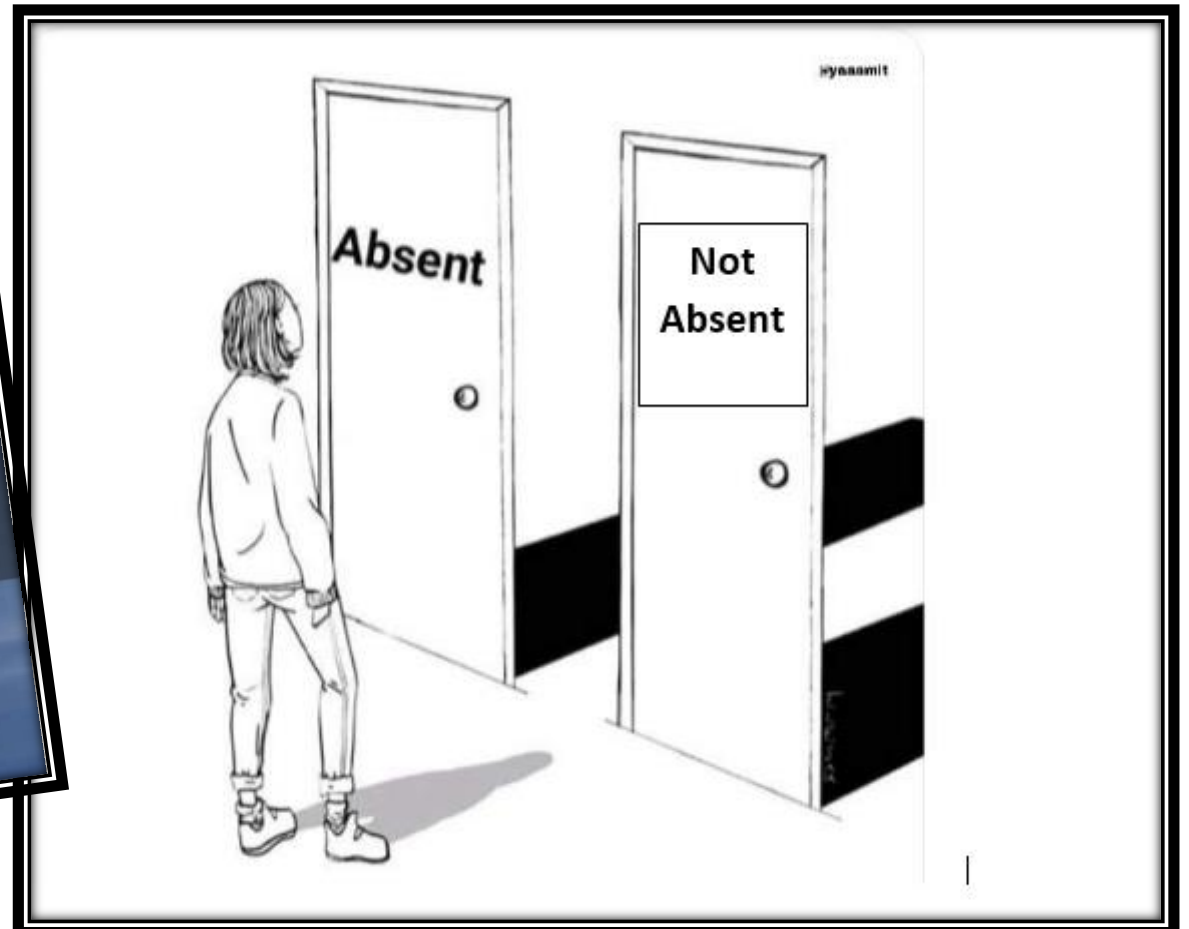
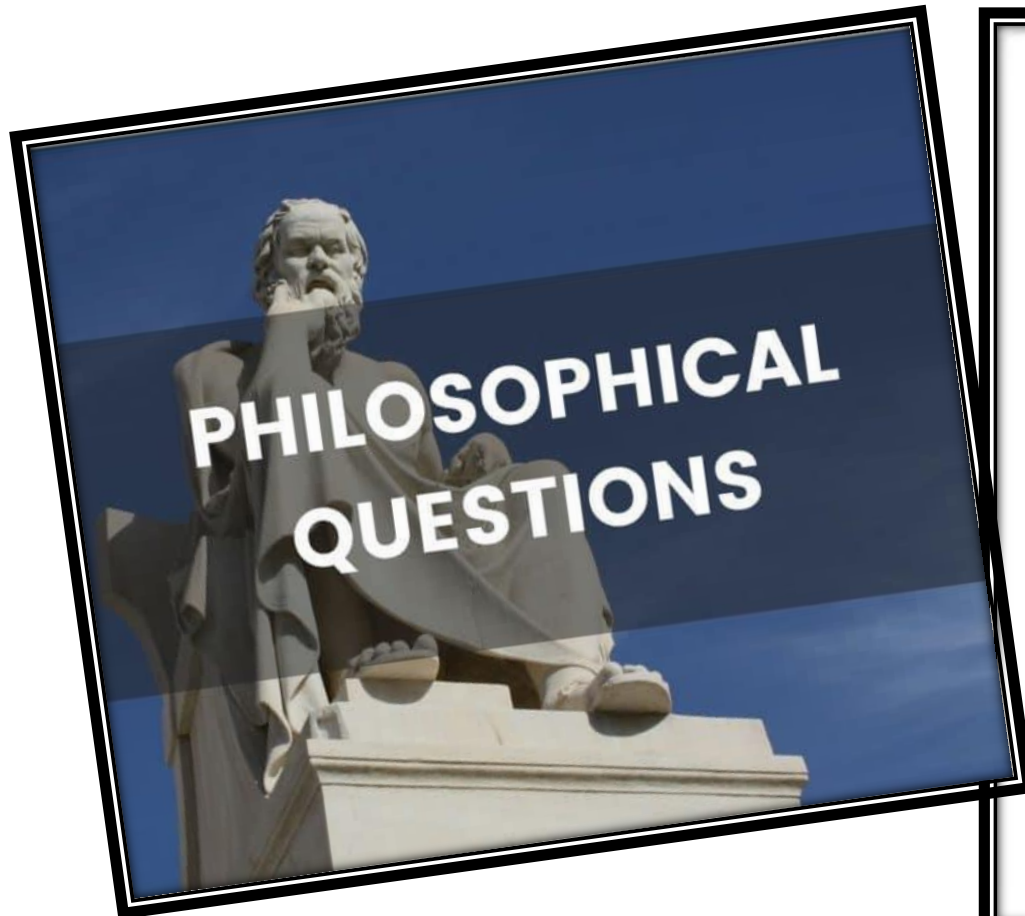


5. Really-DO NOT write Above the line or on the timing marks

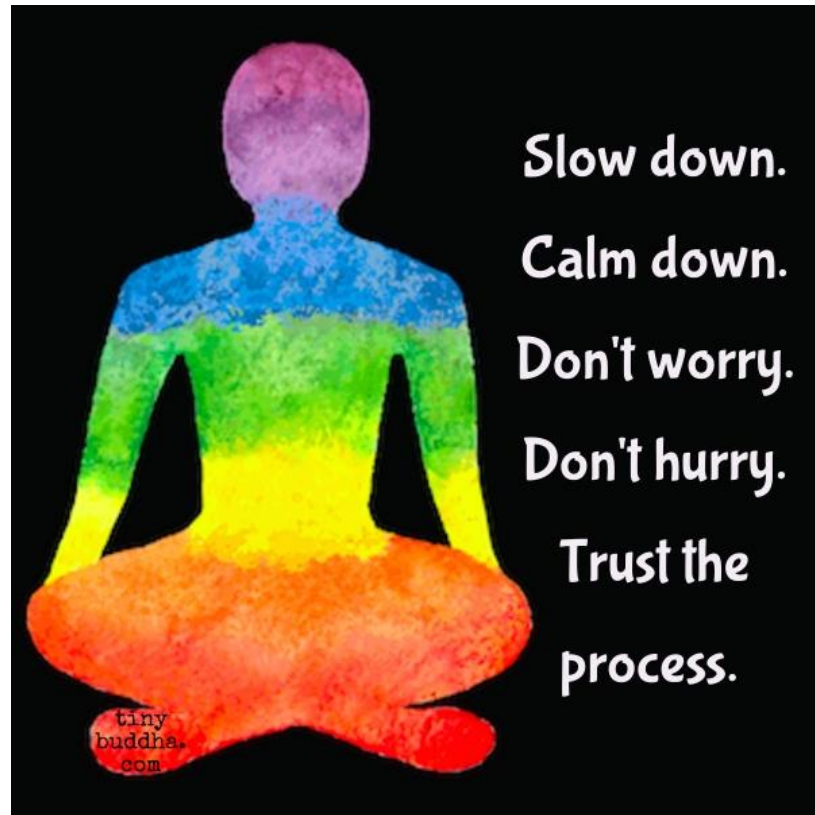
LOOK OUT BELOW



4. DO NOT fill in Absent for students who took the test



3. DO NOT report Admin Errors to SED too quickly



2. Do Not bubble Remote Instruction if students takes the assessment



Received Entirely Remote Instruction (Standard Achieved Code 92)

Students who are unable to participate in the test due to receiving entirely remote instruction during the test administration and make-up periods during the pandemic are considered Receiving Entirely Remote Instruction. These students are considered to have no valid test score and must be reported with an Overall Scale Score of “999” and a Proficiency Level of “92.”, see the [School Administrator's Manual](#).

Note: This code should not be entered on the answer sheet or in the CBT system for any student who was able to come to school and complete all sessions of the test during the testing/makeup window.

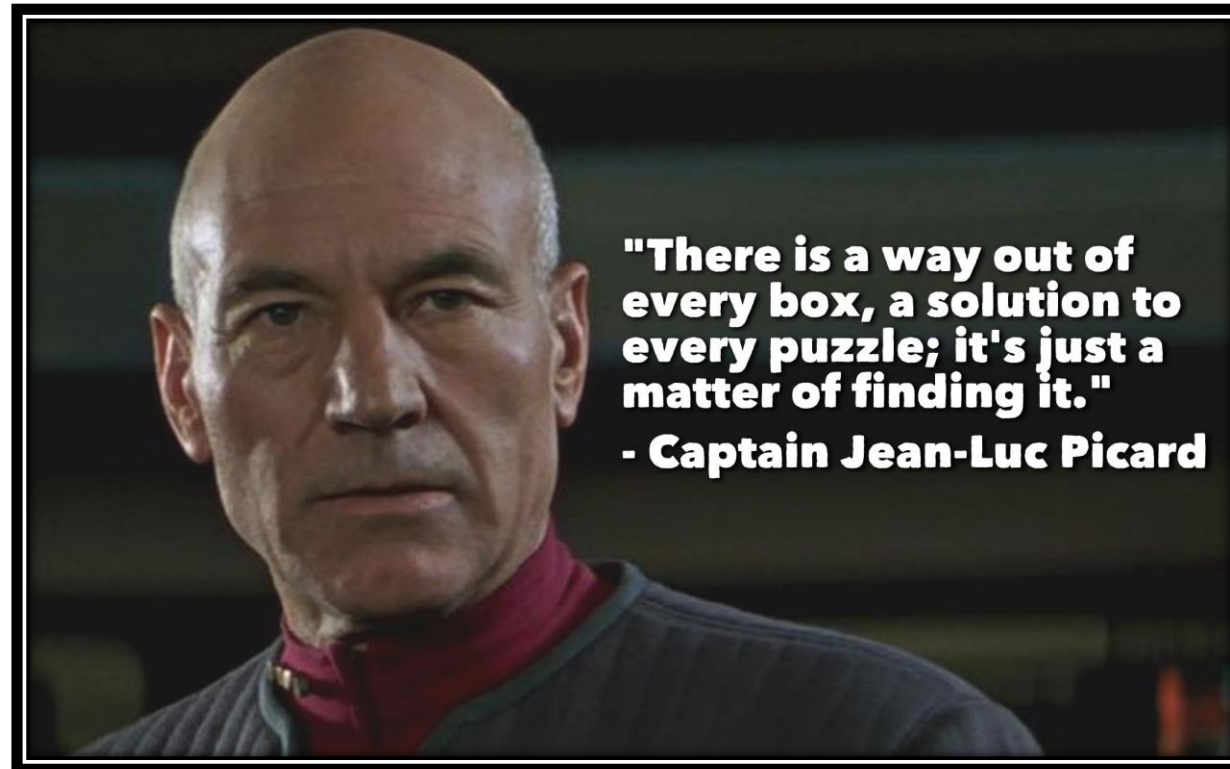
1. Make an appointment for delivery

Final Date to Submit Answer Sheets for PBT

- ELA- April 13, 2022
- Math- May 12, 2022
- NYSESLAT – June 6, 2022
- Science 4 & 8 – June 16, 2022
- Sheets may be returned before these dates



P.S. Contact us if you have a question or
before you make a mistake





Individual Score Reports (ISRs)

ORDERING PROCESS

Printing Score Reports

▶ Three Printing Options

1. **Collated and Mailed**-color printed, collated, folded, stuffed and mailed by vendor
2. **Collated and Delivered To District**-color printed, collated folded, stuffed and delivered to the district for distribution
3. **Bulk Printed**-color printed, no envelopes and delivered to the district

▶ Digital File Option

Digital files will be uploaded to the district SFTP Site

▶ WebEdge Districts

ISRs will be uploaded to your student management system by Edge

Printing Score Reports

- ▶ Estimated number of students is needed to start contract process
- ▶ Districts will only be billed on actual printed numbers
- ▶ *Districts will be asked to review and submit updated address files*
- ▶ Districts using a cover letter, will need to submit any changes
- ▶ Vendor will update the dates on previous letters-if no other changes, no action is required
- ▶ District will need to sign a consent form so SDS can share data with Edge

Questions??

Phone: 631-218-4195

Email: dwtshelp@esbooces.org

2022 Score Reports (ISR) Printing Order Form

Assessment(s)

- ☐ ELA estimated # of students _____ @ \$.80 = \$ _____
- ☐ Math estimated # of students _____ @ \$.80 = \$ _____
- ☐ Science estimated # of students _____ @ \$.80 = \$ _____
- ☐ NYSESLAT estimated # of students _____ @ \$.80 = \$ _____

☐ **WebEdge** - my district participates in WebEdge

Printing/Delivery Options

(choose only **ONE** option. All three options include 1 black & white file copy sorted by building, grade, alpha)

- ☐ Collated & Mailed Option: estimated # of students _____ @ 58¢ postage = \$ _____
(color printed, collated, folded, stuffed in envelopes, mailed by vendor)
- ☐ Collated & Deliver to District Option: estimated # of boxes _____ @ \$55 per box = \$ _____
(color printed, collated, folded, stuffed in envelopes, ready for distribution, mailed by district, approx 500 envelopes per box)
Delivery Address: _____
- ☐ Bulk Printed Option: estimated # of boxes _____ @ \$55 per box = \$ _____
(color printed, collated, delivered in boxes to district, no envelopes, min.1 box/bldg. or 1000 sheets per box)
Delivery Address: _____

Per District Set up fee

+ \$75.00

TOTAL

\$ _____

Digital File uploaded to SFTP site:

- ☐ ELA ☐ Math ☐ Science @ \$117.92 \$ _____
- ☐ NYSAA (when available) ☐ NYSESLAT (when available) @ \$117.92 \$ _____

DISTRICT _____

ADDRESS _____

CONTACT _____ TELEPHONE # _____ FAX # _____

EMAIL _____

Anticipated initial availability 3 weeks following release of scores by NYSED.

Please fax/email order forms by Friday, May 20, 2022 to 631-240-8966/dyouberg@esboces.org

For any questions and/or concerns, please contact: Debbie Youberg at (631) 244-4238 or dyouberg@esboces.org

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

EXAMINATION SCHEDULE: JUNE 2022

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

June 1 WEDNESDAY	June 15 WEDNESDAY	June 16 THURSDAY	June 17 FRIDAY	June 20 MONDAY	June 21 TUESDAY	June 22 WEDNESDAY	June 23 THURSDAY	June 24 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.		9:15 a.m.	9:15 a.m.	9:15 a.m.	
U.S. History & Government (Framework)*	English Language Arts	Algebra I	Global History & Geography II		Geometry	Algebra II	Physical Setting/ Physics	RATING DAY
					<small>*World Language Assessment suggested date/time: Locally developed Checkpoint A: Exam</small>			
	1:15 p.m.	1:15 p.m.	1:15 p.m.	June teenth Holiday Observed	<small>*World Language Assessment suggested date/time: Locally developed Checkpoint B: Exam</small>			
	Living Environment	Physical Setting/ Chemistry	Physical Setting/ Earth Science					

Uniform Admission Deadlines
 Morning Examinations: 10:00 a.m.
 Afternoon Examinations: 2:00 p.m.

* The Conversion Chart for this exam will be available no later than June 24, 2022.

June 2022 Regents Timeline

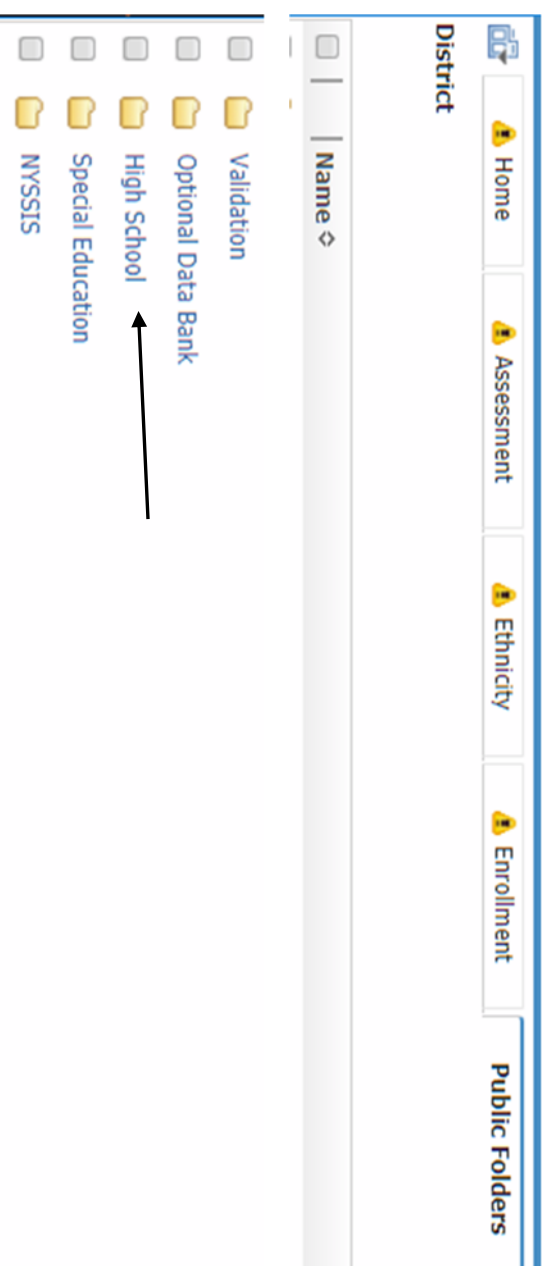
Date	Task/ Event
April 29	Order - Sort Form and Data Source Selection Form due Walk-In Pre-Print Files Due Student demographic and enrollment records loaded to Level 0 Course Instructor Assignment and Class Entry/Exit records loaded to Level 0
May 23 – May 27	In District Scanner Testing Period. (No Scanners should be tested after May 27 to avoid interfering with the actual administration period.) Answer Sheets delivered to districts
May 30	Memorial Day
June 1	US History & Government (Framework)
June 15 - 23	Regents Exam Administration (no exams will be administered on June 20 in observance of Juneteenth holiday)
July 8	Deadline for In-District Scanning Deadline to return answer sheets (if you are not participating in In-District Scanning)

April			
			1
4	5	6	8
11	12	12	14
18	19	20	21
25	26	27	28
			29
June			
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

May					
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
July					
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Regents Exam Roster Report – Reportnet

1. Select **High School** on the Reportnet main screen



2. Select **Validation**

[District > High School](#)



3. Select **Regents Roster by Exam**

[District > High School > Validation](#)



4. Pick the School Year and Exam then select **Finish**



Prompt Sequence for Regents Exam Roster Listing

Select District Name, School Year and Regents Exam(s)

Sample District

Jun 30, 2019

- ☒ Algebra I
- ☐ Algebra II
- ☐ Chemistry
- ☐ Earth Science
- ☐ English Language Arts
- ☐ Geometry
- ☐ Global History & Geography
- ☐ Global History & Geography II

[Select all](#) [Deselect all](#)

Cancel

Finish





Exam Roster Listing

Sample District

Test: Algebra I,

School Year: Jun 30, 2019

Report Run on: May 10, 2019

District	Regents	Teacher	Course Code	Course Name	Course ID - Section Code	Student ID	Student Name	Grade Level
Sample District	Algebra I	Vogel, LINDA	02052CC	MATH IS FUN-Algebra CC	MA3Z1F-1	112080696	Brooks, DENNIS	08
						112081167	Sample2, Student2	08
						101040002	Sample1, Student2	08
						083020000	Sample2, Student3	08
						112080111	Sample1, Student3	08
						100980003	Sample2, Student4	08
						101020000	Sample1, Student4	08
						101030000	Sample2, Student5	08
						101090002	Sample1, Student5	08
						101100000	Sample2, Student6	08
						101130001	Sample1, Student6	08
						073180005	Sample2, Student7	08
						080520000	Sample1, Student7	08
						101250003	Sample2, Student8	08
						101260001	Sample1, Student8	08
						101300000	Sample2, Student9	08
						102140001	Sample1, Student9	08



Student Data Services Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya and Virtual

DATES: April 28, 2022

AUDIENCE: Any District Personnel Involved with Regents Scanning

DESCRIPTION:

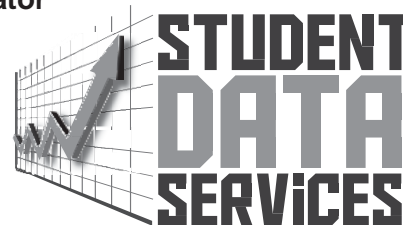
- Order Form and Timeline
- Pre-print File Verification
- Criteria for Printing from Level 0
- Scan Sheet Preparation
- Scanning Demonstration
- Processing Tips and Techniques
- Error Messages with Correction Methods
- Batch Tracking Website
- ASAP Score Reports
- Scanning Deadlines
- Regents Data Loading Service

PLEASE REGISTER ON OR BEFORE April 21, 2022

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

Charles King, Divisional Administrator

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





AP Advantage DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2021-2022 school year at a cost of \$2,000.00.

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

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

PHONE/EMAIL: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

SchoolTool

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

Signature

Date

Please email the completed form to DWTShelp@esboces.org



REGENTS DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services Regents.
The cost of this service which includes the June 2022 Regents exam period is \$500.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

PHONE: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

SchoolTool

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

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

Signature

Date

Please email the completed form to Bill Ritchie or Barbara Ball at britchie@esboces.org
or bball@esboces.org.

Please call (631) 218-4195 with any questions



Student Data Services

Quality Control Workshop For

2022 NYS 3-8 Assessments

LOCATION: Virtual

DATES: Feb. 15th- 9:30 am–11:30 am (ELA, MATH & SCI) **OR**
Feb. 17th-1:30 pm–3:30 pm (ELA, MATH & SCI)
March 22nd- 9:30 am–11:30am (**NYSESLAT ONLY**)

AUDIENCE: Staff members involved with the quality control of answer sheets for the NYS 3-8 Testing Program

COST:

- No Fee

DESCRIPTION:

- The goal of the workshop is to review procedures necessary to ensure the accurate and complete submission of answer materials used in the administration of the NYS 3-8 Testing Program.

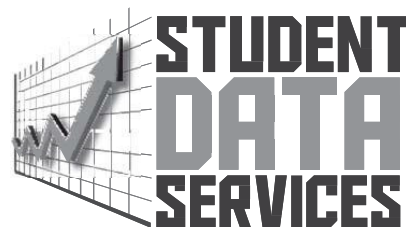
Agenda Topics:

- Review of materials
- Review of quality control measures
- How to avoid mistakes
- Delivery procedures

Please register at: <https://datacentral.esboces.org/>

Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3023, or the Associate Superintendent for Educational Services, 631-687-3166, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 28th Floor, New York, NY 10005, 646-426-3800, OCR.NewYork@ed.gov.



NYS SCHOOL REPORTCARD RELEASES 2020-21 SY

NYS GROUP I 2020-21

- The group I release includes the following data and updates:
- **1003 School Improvement Funds**
- **Accountability Indicators:** Elementary/Middle (EM) Chronic Absenteeism Accountability chronic absenteeism data are provided for informational purposes only in 2020-21 and are not used to make district or school accountability status determinations for the 2021-22 school year.
- **2018-19** National Assessment of Academic Progress (NAEP) measures what U.S. students know and can do in various subjects across the nation
- **Civil Rights Data Collection:** measures of school quality, climate, and safety, and accelerated coursework to earn post-secondary credit while in high school as reported by schools to the USED.
- **Total Cohort Graduation Rate:** Secondary Level (HS) Graduation Accountability rate data are provided **for informational purposes only** in the 2020-21 and 22 school year.
- **NYS District and School Accountability Statuses:** Statuses for the 2021-22SY are the same as those assigned for the 2020-21 school year, except in the case of school openings, closings, mergers, or reconfigurations of grade levels within a school.
- **Statewide Database,** the researcher data file which is available via the downloads tab on the public data site
- **Glossary and Guide** which has been updated for changes as approved for data as reported for the 2020-21 State Report Card.

Desjardins, Peter

From: Desjardins, Peter
Sent: Tuesday, March 1, 2022 4:06 PM
To: CIO List Serv (cio-data@lists.esboces.org); 'Curriculum listserv'
Subject: Embargoed 2020-21 English Language Learners Data report release

Good Afternoon,

The secure embargoed **2020-21 English Language Learners Data report release** is available to authorized school and district personnel via secure release on our [the NYSED Data Site](#). As a reminder, please scroll to the bottom of the [Public Data Site](#) landing page and click on "login" within the "Additional Information" section in the bottom banner of the landing page. If you do not have credentials or are unable to log into the site as an authorized user, you have not been authorized with log in credentials by your Superintendent or CEO and are not authorized to have access as "Authorized School Personnel."

The 2020-21 English Language Learners Data report includes NY State Public School English Language Learners (ELL) Enrollment (Current ELL and Former ELL) as of BEDS Day. Current ELL enrollment is provided by gender, race and ethnicity, students with disabilities, economically disadvantaged subgroups and ELL enrollment by grade level.

English Language Learners (ELLs) are those who, by reason of foreign birth or ancestry, speak or understand a language other than English and speak or understand little or no English, and require support in order to become proficient in English and are identified pursuant to Section 154.3 of Commissioner's Regulations.

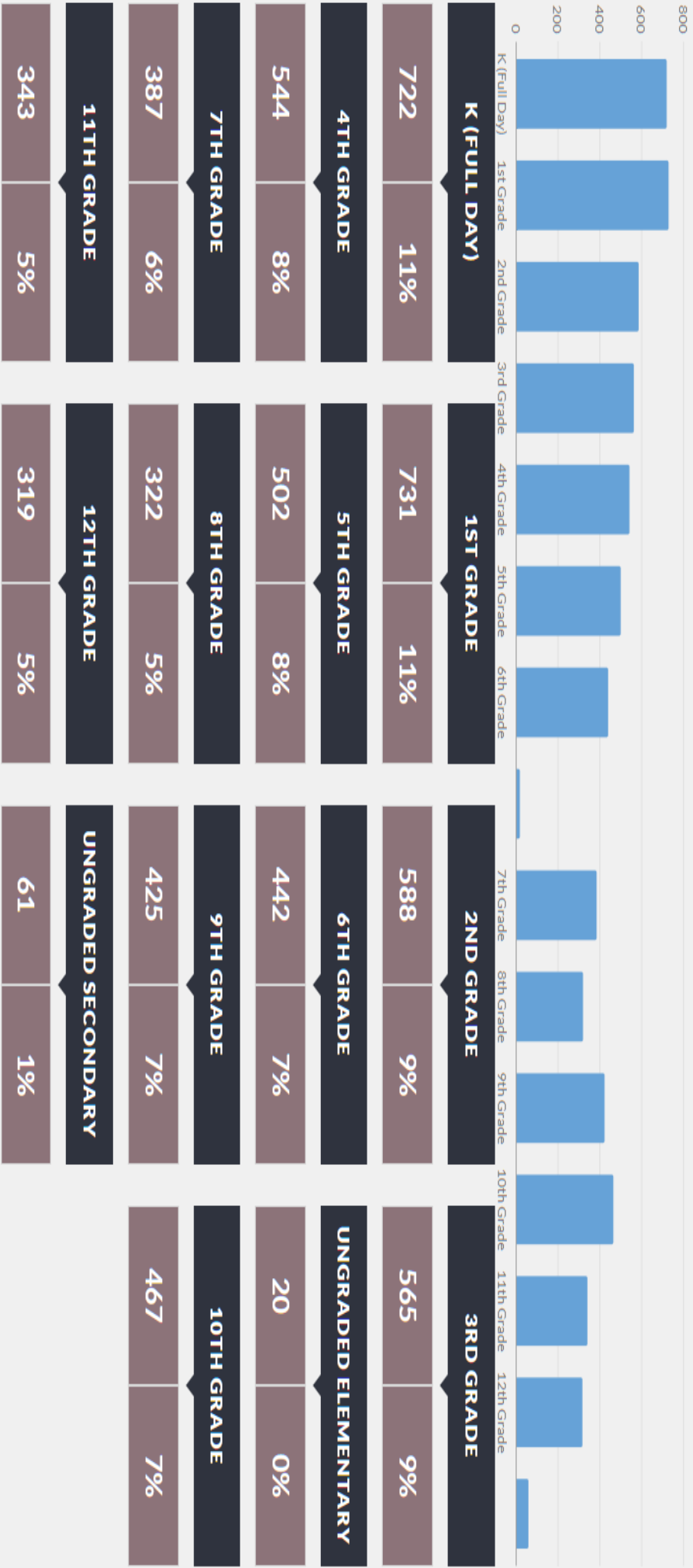
- Newcomers - ELL students receiving ELL services through an ELL program for a duration of less than or equal to 3 years
- Developing - ELL students receiving ELL services through an ELL program for a duration of 4 to 6 years
- Long Term - ELL students receiving ELL services through an ELL program for a duration greater than or equal to 7 years
- SIFE - Students identified as having Inconsistent/Interrupted Formal Education.
 - English Language Learners who have attended schools in the United States (the 50 States and the District of Columbia) for less than twelve months and
 - upon initial enrollment in such schools are two or more years below grade level in literacy in their home language; and/or
 - are two or more years below grade level in math due to inconsistent or interrupted schooling prior to arrival in the United States (the 50 States and the District of Columbia).

English Language Learner Programs are reported as:

- **English as a New Language** - program where ELL students learn to speak, understand, read and write English with a teacher who is specially trained in English as a New Language theories and strategies. The student's primary or home language is used as a vehicle to help learn English.
- **One Way/ Two Way Dual Language** - programs offer ELL students the opportunity to become bilingual and bicultural while improving their academic ability. In the One-Way Dual Language program model, students who come from the same primary or home language and/or background are provided instruction in both English and the home language simultaneously. The Two-Way Dual Language program includes both native and English speakers; teachers provide instruction in both languages.
- **Transitional Bilingual Education Program** - programs offer ELL students of the same primary or home language the opportunity to learn in English while continuing to learn content in their home language. Students' primary or home language is used to help them progress academically in all content areas while they acquire English.

NYS REPORT CARD **EMBARGOED** ENGLISH LANGUAGE LEARNER DATA

ELL ENROLLMENT BY GRADE



Data used to generate the Home Languages, English Language Learners Breakdown, and the English Language Learners Programs tables differs from the rest of the report. Students included in the Home Languages, English Language Learners Breakdown, and the English Language Learners Programs were those students who were identified as ELL during the school year. The rest of the report includes students who were ELL as of BEDS day.

UNIVERSAL PRE-K DATA COLLECTION

- NYSED HAS MOVED THE COLLECTION DATE OF UPK ENROLLMENT DATA FROM BEDS DAY TO **MARCH 15, 2022**
- ALL PREKINDERGARTEN STUDENTS, REGARDLESS OF THE FUNDING THAT SUPPORTS THEIR PREK PROGRAM, MUST BE REPORTED IN SIRS
 - THIS MAY BE A CHANGE OF CURRENT PRACTICE IN YOUR DISTRICT, PLEASE CONSULT PG. 62 IN THE SIRS MANUAL FOR MORE INFORMATION
- ENROLLING UPK STUDENTS
 - ANY CHILD WHOSE PRE-K PLACEMENT IS FUNDED SOLELY BY THE UPK GRANT **MUST** BE REPORTED WITH PROGRAM SERVICE CODE 902 (UPK)
 - STUDENTS WHOSE HALF-DAY UPK PLACEMENT HAS BEEN CONVERTED TO FULL DAY USING THE STATEWIDE UNIVERSAL FULL-DAY PREKINDERGARTEN (SUFDPK) GRANT **MUST BE REPORTED WITH PROGRAM SERVICE CODE 902 (UPK) AND GRADE LEVEL PKF (FULL-DAY)**
 - STUDENTS IN **ANY OTHER TYPE OF PRE-K PROGRAM** SHOULD BE REPORTED WITH **PROGRAM SERVICE CODE 990 (OTHER PRE-K)**

DIGITAL EQUITY SURVEY UPDATE

- ALL SCHOOLS, DISTRICTS, AND BOCES SHOULD CONTINUE TO REPORT DIGITAL EQUITY DATA THROUGHOUT THE 2021-22SY DATA COLLECTION
- ALL DATA REPORTED BY **JANUARY 28, 2022** WILL BE INCLUDED IN AN ADDITIONAL DATA EXTRACT COMPLETED ON JANUARY 31, 2022
- THIS DATA WILL HELP IDENTIFY SPECIFIC NEEDS AND **TARGET RESOURCES AND FUNDING OPPORTUNITIES WHEN THEY BECOME AVAILABLE.**
 - THE DATA SHOULD ALSO BE USED AT THE CLASSROOM AND LOCAL LEVELS FOR INSTRUCTIONAL AND PROGRAMMATIC DECISION-MAKING.

UPCOMING DATA DEADLINES

- MAR. 3, 2022: NYSESLAT ELIGIBLE (0231) DATA PULLED FOR NYSESLAT ROSTERS AND LABELS FROM METRITECH
- MAR. 10, 2022: ENROLLMENT, DEMOGRAPHIC AND PROGRAMS DUE FOR **COMPUTER BASED** MATH PRE-ID FILE
- MAR. 14, 2022: NYSAA TEST WINDOW OPENS FOR 0220 STUDENTS
- MAR. 17, 2022: BEDS DAY ENROLLMENT AND FRPL DATA EXTRACTS COLLECTED FOR PRELIMINARY STATE AID CALCULATIONS
- MAR. 24, 2022: 2021-22 COUNTS OF UPK STUDENTS **ENROLLED THRU MARCH 15, 2022**, ARE COLLECTED FOR CALCULATING UPK GRANT FUNDING
- APRIL 28, 2022: COURSE, COURSE/INST/ASSIGNMENT, STAFF SNAPSHOT, STAFF ASSIGNMENT EXTRACTS PULLED TO CALCULATE OUT OF CERTIFICATION RATES

QUESTIONS FROM THE FIELD

- ALL OF MY STUDENTS APPEAR TO BE CHRONICALLY ABSENT ON THE SIRS 361, WHY?
- THE SIRS 361 IS NOT A REPORT THAT IS REFRESHED OVERNIGHT
- THE REPORT ALSO HAS A SET DATE FOR COUNTING ATTENDANCE.
 - IN THE EXAMPLE BELOW, THE DISTRICT LAST LOADED DATA ON DECEMBER 6. BUT THE REPORT RUNS TO FEBRUARY 19. THE RESULT IS AN INFLATED CHRONIC ABSENTEE COUNTS

School Year:
District Name:
School Location:

2021-22

Finish

Data Refresh Date: Feb 26, 2022
Attendance Through: Feb 19, 2022
Last Attendance Date Loaded: Dec 6, 2021

Number and Percentage of Students Who Were Absent					Average Number of Days Absent to Date					
Subgroup Name a	Attendance Days to Date b	Students Enrolled for at Least One Day During the School Year c	0 - 4% of Enrolled Days School Number d	0-4% of Enrolled Days School Percent (d/c) * e= 100	5-9% of Enrolled Days (At-Risk of becoming Chronically Absent) Number f	5-9% of Enrolled Days (At-Risk of becoming Chronically Absent) Percent g = (f/c) * 100	10% or More of Enrolled Days School Days (Chronically Absent) Number h	10% or More of Enrolled Days School Days (Chronically Absent) Percent i = (h/c) * 100	All Students j	Chronically Absent Students Only k
All Students	104	3,098	22	2.3 %	51	1.6 %	2,925	96 %	47.57	49.47
Female	0	1,432	35	2.4 %	23	1.6 %	1,374	95.9 %	47.78	49.72

QUESTIONS FROM THE FIELD

- I RECEIVED SCAN SHEETS FOR MY STUDENTS WHO ARE HOMESCHOOLED BY THEIR PARENT. ARE THOSE STUDENTS REQUIRED TO TAKE AN EXAM, AND WILL THEY AFFECT MY ACCOUNTABILITY
 - AS LONG AS YOU HAVE THEIR LOCATION SET AS 0888 THE STUDENT WILL NOT BE COUNTED FOR ACCOUNTABILITY PURPOSES
 - ALL STUDENTS HAVE THE RIGHT TO TAKE THE 3-8 EXAMS WHEN APPROPRIATE. DISTRICTS ARE WELCOME TO REACH OUT TO PARENTS IF THEY CHOOSE TO
 - DISTRICTS MUST ALLOW A HOMESCHOOLED STUDENT TO TAKE THE EXAM, ASSUMING THAT THE STUDENT MEETS ANY REQUIREMENTS FOR ENTERING A SCHOOL BUILDING

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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



SIGN UP NOW

Schooltool Virtual Spring User Group
April 1, 2022

Schooltool Flex Training **for 2021-2022!**

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-Only ***Workshops & Trainings***

Due to the current circumstances, all trainings, workshops and meetings will be held virtually for the foreseeable future.

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

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



eSchool Training

(WHB) Raymond A. DeFeo Admin Bldg
215 Old Riverhead Rd, WHB, NY 11978
Helpdesk Phone Number: 631-844-5722



Educational Services That Transform Lives

Spring 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.

January 13, 2022	eSD Course Requests	9:00-11:00	On-Line
January 27, 2022	eSD Secondary Scheduling Basic	9:00-10:30	On-Line
	eSD Secondary Scheduling Advanced	10:30-12:00	On-Line
February 16, 2022	eSD Secondary Scheduling Basic	9:00-10:30	On-Line
	eSD Secondary Scheduling Advanced	10:30-12:00	On-Line
February 24, 2022	On-Line Registration	9:00-11:00	On-Line
March 7, 2022	eSD Security	9:00-11:00	On-Line
March 17, 2022	eSD Custom Reports	9:00-11:00	On-Line
March 24, 2022	Administrator	9:00-11:00	On-Line
March 31, 2022	Data Clean Up	9:00-10:00	On-Line
April 4, 2022	eSD Parent Portal	9:00-11:00	On-Line
April 21, 2022	eSD Grade Advancement	9:00-11:00	On-Line
May 16, 2022	eSD Elementary Class Placement	9:00-11:00	On-Line
June 1, 2022	Summer School	9:00-11:00	On-Line

Advance registration is required

Only registered participants will be admitted. 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.

If you need assistance, or have any questions, please contact Elaine Conlin.

Student Data Services

Elaine Conlin - Program Administrator
(631-844-5750)

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

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.

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

For identification purposes, we require that you register for classes using your school district email account.

January 14, 2022,	End of Semester	9:00 - 11:30
January 28, 2022	Academic Planner	9:00 - 11:30
March 11, 2022	Ad Hoc	9:00 - 11:30
March 18, 2022	Walk-in Scheduler	9:00 - 11:30
May 20, 2022	Spring User Meeting	9:00 - 11:30

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.

If you need assistance, or have any questions, please contact Karen Fedun at 631-844-5757

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

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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



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>

MTSS - Setting Up and Awarding Behavior Points
3/3, 12:30 - 1:30

Online Registration - Annual Verification 3/8, 1:00 – 2:00

NYS Monthly Webinar Series - 3/10, 10:30 – 11:00

Gradebook Training series -
3/24, 1:00 -2:00

Master Schedule Builder Troubleshooting - 3/29, 12:00 - 12:30

MTSS Navigating Site Settings - 4/7, 1:30 – 2:30

Advance registration is required

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

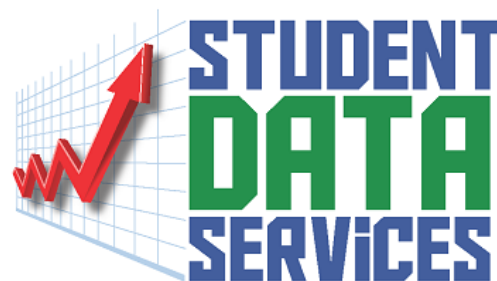
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Eastern Suffolk
BOCES

ClearTrack²⁰⁰

*ClearTrack online
course offerings*



Educational Services That Transform Lives

There is no charge for these classes for districts participating in our support.

*If your district does not participate in our support, the cost for each class is as follows:

Half Day - \$330.00/Full Day - \$550.00



Until further notice, we will be presenting our **ClearTrack 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	Security	How to modify screen access and student access.
Anytime	New User Training for Office Staff	Learn basic navigation, shortcuts, data entry procedures.
Anytime	Query Lookup/Custom Reports	Learn to use and modify the customizable Query Lookup utilities (Demographics, Evaluations, Meetings, Services, Statistics). This class will also teach how to create and export custom queries.
Anytime	Custom Letters and Documents	Learn how to create, upload and modify your own custom letters and documents.
Anytime	New enhancements	A review of the latest features that have been added to ClearTrack.
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
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, Janet, or Irene - 631-844-5720 - spedhelp@esboces.org

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

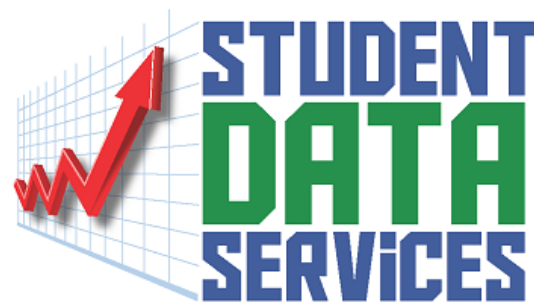
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Eastern Suffolk
BOCES



Frontline IEP Trainings



Educational Services That Transform Lives

There is no charge for these classes for districts participating in our support.

*If your district does not participate in our support, the cost for each class is as follows:

Half Day - \$330.00/Full Day - \$550.00



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.

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

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