

DISTRICT DATA COORDINATOR MEETING
MARCH 17, 2023
AGENDA

A. WELCOME AND ANNOUNCEMENTS

- * Welcome
- * 2022-23 DDC Meeting Schedule
- * End of Year Data Reporting Workshop Offerings
 - Thursday, June 8, 2023 – 9:00am to 12:00pm
 - Monday, June 12, 2023 – 9:00am to 12:00pm
- * Available Data Services
- * SEDREF Updates and how to change personnel

B. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS

C. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING REMINDERS

- * Data Deadlines – <https://datacentral.esboces.org/Services/Data-Reporting/Deadlines>
 - **The weekly deadline for loading and locking data in Level 0 is Thursday at 5:00pm**
- 2022-23 Year-End Deadline – **Thursday, August 17, 2023**
- * Reporting UPK Students
 - Final Counts based on March 15 data
- * Reporting FRPL Students
 - CEP districts are still required to verify and tag FRPL students for SIRS reporting
- * Report of the Month – SIRS 328 Out of Certification Report
 - **L2RPT** >Team Content > District > SEDDAS >Staff >SIRS 328 Out of Cert
 - May 11, 2023 - Final Out of Certification Extract
 - Out of Cert. is based on data from: CIA, SCEE & Staff Snapshot
- * Migrant Student Update - Districts that have discrepancies with their Level 2 Migrant data will be contacted by the Long Island- Metro Migrant Education Program
 - If you have any questions about migrant students in your district contact us:
 - Email:migranteducation@esboces.org Phone: 631-548-7700

D. LEVEL 0 UPDATES

- * Level 0 18.02 Updates
 - Level 0 Import Messages
 - Coding the new 8300
 - Deleting Staff Snapshot Records
 - Work Study Students
 - Alternate High School Students
 - MBK & Partner Project Updates
- * Level 0 Trainings – Welcome to the ‘Zero Zone’ - <https://calendly.com/dwtshelp>

E. SCHOOL DATA BANK SERVICES

- * Vanessa Biagioli-Dittrich – Program Administrator
- * 2023 Full Service Scoring Review – Dr. Sharon Hayes, Asst. Administrative Coordinator
 - Contact: scoring@esboces.org

F. 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 3-8 Testing Quality Control Review
 - NYS 3-8 Testing Updates
- * NYSITELL
 - ****DO NOT USE COPIES OF ANSWER SHEETS****
- * NYSESLAT
 - NYSESLAT Quality Control Workshop – March 23, 2023
 - Contacting Pearson for assistance
 - [Link to Customer Help Website](#)
 - Phone: 1-888-705-9415
 - Assigning 0231 Program Code for ELL Eligible Students
 - Districts who send students to BOCES programs are **REQUIRED TO** add the 0231 Program Code to a Student's Level 0 Profile
- * CBT Updates
 - How to use the CBT Secure Browser practice exams
- * Regents Exams
 - GTS80 Scanner support has ended
 - June Regents Workshop – April 28, 2023
 - Deadline to order June Regents exams – April 14th
 - Regents Sort Order Form
 - Regents Data Source Form

G. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS

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

H. NYSED UPDATES

- * ISR Order Form 2023
- * Group II School Report Card Release

I. QUESTIONS FROM THE FIELD**J. OTHER BREAKING NEWS****K. ADJOURN****THINGS TO DO NOW****Complete verifying SIRS 328 Out of Cert Report****Load Demographic and Enrollment to capture new students for testing****Verify ELL 0231 Program Codes for NYSESLAT Testing****Continue Student Digital Resource Survey**

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****





Student Data Services

2022 - 2023 End of Year Data Reporting Workshop

LOCATION: Instruction Support Center at Sequoya

DATES and TIMES: Thursday, June 8, 2023 9:00 AM to 12:00 PM OR
Monday, June 12, 2023 9:00 AM to 12:00 PM

AUDIENCE: District Data Coordinators / Staff
Responsible for submitting and verifying year
end data

COST: No Cost

DESCRIPTION: This workshop is specifically intended for District Data Coordinators/Administrators who are responsible for loading and verifying year-end data.

Topics discussed will include:

- Review of Verification/Certification Requirements
- Reporting and Verifying Graduates
- L2RPT / ReportNet reports
- Deadlines / Timelines for reporting year-end data
- Year-end Special Education data reporting requirements
- Frequently asked questions / issues concerning year-end data

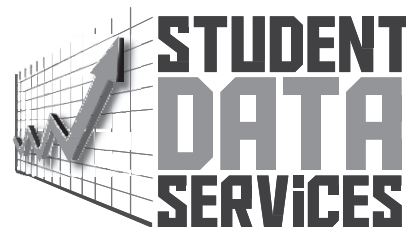
Advanced registration is required

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

Peter Desjardins, Program Administrator

(631) 419-1676 / pdesjard@esboces.org

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. Eastern Suffolk BOCES 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 Eastern Suffolk BOCES Civil Rights Compliance Officers: the Assistant Superintendent for Human Resources, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3029, ComplianceOfficers@esboces.org; or the Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, ComplianceOfficers@esboces.org. 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



DIGITAL RESOURCE SURVEY SERVICE

The completion of this form indicates subscription to the Student Data Services Digital Resource Survey Service for the 2022-23 school year.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

SERVICE OPTION (must select one option)

☐

Option #1 - Full Printing, Scanning and Reporting

\$500 set-up fee + \$1.53 per student (student count will be determined by previous year's district wide January BEDS Day count)

☐

Option #2 - Select Printing, Scanning and Reporting

\$500 set-up fee + \$1.53 per student (student count is based on file provided in original student lite file and subsequent files throughout the year)

☐

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

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

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

Signature

Date

Please email the completed form to dwtshelp@esboces.org

Please call (631) 419-1676 with any questions



AP Advantage DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2022-2023 school year at a cost of \$2,040.00.

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

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

PHONE/EMAIL: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

SchoolTool

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

Signature

Date

Please email the completed form to DWTShelp@esboces.org



REGENTS DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services Regents Data Load Service for the 2022-23 school year. The cost for this service for 2022-23, which includes the August, January and June Regents exam periods, is \$1,530.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐ Infinite Campus

☐ eSchool

☐ PowerSchool

☐ SchoolTool

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

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

Signature

Date

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

Student Data Services: District Data Loading Service

The District Data Loading Service is a new program offered by Eastern Suffolk BOCES Student Data Services. This service is designed for districts that need assistance with the day to day technical aspects of NYSED data reporting and verification.

SDS Service Includes	District is Responsible for
<ul style="list-style-type: none"> • Identification of primary and back-up contact personnel for this task • Extracting required data extracts from district Student Management System and Frontline IEP** • Import and locking of data in Level 0 from district source systems on a weekly basis or more frequently as needed • Review of Level 0 errors and provision of guidance on resolution • Review of Level 2 errors and provision of guidance concerning resolutions • Personalized guidance on End of Year reporting and best practices • Expedited service of NYS 3-8 Test Room files and Regents walk-in files • Two (2) 3 hour, personalized data reporting trainings of the districts choosing* 	<ul style="list-style-type: none"> • Identification of primary and back-up contact personnel for this task • Extracting any and all required data extracts from district Human Resources systems (Finance Manager/nVision) and Third Party systems (RTIM, MLP, OAYSIS) • Securely transmitting HR and/or Third Party system extracts to SDS via ESBOCES Secure Courier or SFTP • Resolution of any errors in district source systems • Districts are responsible for timely review and certification of all data

***Trainings may be scheduled as needed and may include:**

- *Special Ed 101: Our team will work directly with the DDC and Special Ed department to resolve errors and explain how NYSED reporting occurs*
- *CIO 101: Provides a personal tutorial for new DDCs or a higher level refresher for accelerated data coordinators*
- *End of Year Reporting: We will help districts identify all of the data that needs to be certified, help resolve errors and get your data loaded for the end of year certification*
- *Any other data related training that the district may request (Excludes SMS, HR System, FrontlineIEP/ClearTrack, 3rd Party Assessment and APPR Systems)*

**** Districts must have a support contract with ES BOCES for their Student Management and Special Education systems**

For more information please contact:

Peter Desjardins
Program Administrator for Student Data Services
(631) 419-1676
Pdesjard@esboces.org

Updating SEDREF

What is in SEDREF?

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

Use this screen to search for institutions in SEDREF
Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal):	<input type="text" value="Smitht%"/>
Institution ID:	<input type="text"/>
SED Code:	<input type="text"/>
Level2 Tracking Code:	<input type="text"/>
SORIS Inst ID:	<input type="text"/>
OSE Reporting INST ID:	<input type="text"/>
Address Type:	<input type="text" value="PHYSICAL"/> List
Addr Line 1:	<input type="text"/>
City:	<input type="text"/>
School Dist Loc Code:	<input type="text"/> List
County Code:	<input type="text"/> List
State Code:	<input type="text"/> List
Inst Sub Type Code:	<input type="text"/> List
Inst Type Code:	<input type="text"/> List
Inactive Ind:	<input type="text"/>

What is in SEDREF?

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

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

Records 1 to 11 of 11

What is in SEDREF?

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

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

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

Records 1 to 2 of 2

Institution Contacts

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

Records 1 to 3 of 3

Administrative Positions

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

Records 1 to 16 of 16

What is in SEDREF?

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

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

Records 1 to 16 of 16

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

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

Please email the request to datasupport@nysed.gov

NYSED UPDATES

MARCH DDC MEETING 2023

2023 UPK REMINDERS

- UPK Programs will use counts from the 3/23/23 data push
 - To be included a student must:
 - Have a grade of PKH or PKF
 - If a student has a Pre School disability record and is attending the district UPK program they must be coded with PKH or PKF - PK>PS
 - Have a UPK Program Code 902 or 990
 - If 902, student must have a setting code
 - Student Enrollment and UPK Program must be on or before March 15, 2023
 - Student UPK location must correspond to their setting code
 - Students attending outside district buildings should use the location code or 0666
- See pages 63 & 64 in the SIRS Manual

2023 UPK REMINDERS

- Most up to date and comprehensive information
 - <http://www.nysed.gov/early-learning/state-administered-prekindergarten-programs-allocations-and-financial-forms>
 - Questions may be directed to the Office of Early Learning at oel@nysed.gov

Description	Grade Level PKF = Full-day PKH = Half-day	Pre-K Program Code		Universal Pre-K Provider (Setting) Codes (Who is providing the UPK instruction?)										
		902 (Universal PreK)	990 ("Other" PreK)	1309 (District Operated)	1320 (Daycare center)	1331 (Head Start)	1342 (Family or Group Day Care)	1353 (Nursery School)	1364 (BOCES)	1375 (Special Ed/4410 Preschool)	1386 (Nonpublic School)	1397 (Museum)	1408 (Library)	1419 (Other)
1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant Associated Funding Project Codes for Districts: <ul style="list-style-type: none"> 0409-23-XXXX 5870-23-XXXX 	PKF or PKH, whichever is appropriate	X		Required										
2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK) <i>(For example, a child whose placement is funded for the first half-day by the allocational UPK program and the second half of the day by the SUFDPK program.)</i> Associated Funding Project Codes for Districts: <ul style="list-style-type: none"> 0409-23-XXXX 	PKF	X		Required										
3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) Associated Project Codes for Districts: <ul style="list-style-type: none"> 0545-23-XXXX 5875-23-XXXX 	PKF		X	Not required										

2023 FRPL REMINDERS

- FRPL eligible student counts are calculated as of BEDS Day each school year
- BEDS Day FRPL eligible student counts from SIRS are calculated using the same business rules for determining students who are enrolled on BEDS Day
 - To be considered when determining the FRPL eligible count, the student must be included in the SIRS-313 BEDS Day Report
- Students reported a FRPL code must also be reported with Program Service Code 0198: Poverty-from low-income family
 -

SIRS 328 OUT OF CERTIFICATION REPORT

New York State Education Department



Staff Out of Certification Verification Report

Data Contained in the Student Information Repository System

Course Code (d): The SIRS course code as reported in Course Instructor Assignment

Course Name (e): The name of the course associated with the reported SIRS course code

Local Section and Course Name from your Courses

Primary Ind (l): As reported in Course Instructor Assignment, this identifies a teacher that has primary responsibility for the course. A "Y" (Yes) will subject the teacher to a certification match

At least one Staff ID record for each course/section must be reported with a "Y"

If there are multiple primary instructors NYSED will use the most current...

Special Ed and ENL teachers should have this flag set to 'Y' in your SMS

School Year: 2022-23
District Name: [Redacted]
School Name: All Locations
Certified Status: No

Finish

Data Refresh Date: Mar 16, 2023

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 -
[Redacted]	[Redacted]	003502135	53999	Life & Phys Sci-Other	J1511I-1	STEAM	ENG	No	No	1	No	Yes	No	No
	[Redacted]	003502135	53999	Life & Phys Sci-Other	J1511I-2	STEAM	ENG	No	No	1	No	Yes	No	No
	[Redacted]	003502135	53999	Life & Phys Sci-Other	S430A-14	STEAM	ENG	No	No	1	No	Yes	No	No
	[Redacted]	003502135	53999	Life & Phys Sci-Other	S430A-2	STEAM	ENG	No	No	1	No	Yes	No	No
	[Redacted]	001053782	12104	Accounting	J1540I-1	Accounting	ENG	No	No	1	Yes	No	No	No
	[Redacted]	001053782	12104	Accounting	M303-1	Accounting	ENG	No	No					No
	[Redacted]	001053782	12104	Accounting	M303-13	Accounting	ENG	No	No					No
	[Redacted]	001053782	12104	Accounting	M303-2	Accounting	ENG	No	No					No
	[Redacted]	001053782	12104	Accounting	M303-3	Accounting	ENG	No	No					No
	[Redacted]	001053782	12104	Accounting	M303E-1	Accounting	ENG	No	No					No
	[Redacted]	001837699	02072CC	Geometry (Common Core)	G115F-1	Common Core Geometry Rege	ENG	No	No	1	Yes	No	No	No
	[Redacted]	001295330	08054	Special Needs Health Education	P1001A-1	PE	ENG	No	No	1	Yes	No	No	No
	[Redacted]	002140842	01008	English as a Second Language	Es10-1	Language and Literature	ENG	No	No	1	Yes	No	Yes	No
	[Redacted]	001730478	01003CC	ELA III (Common Core)	J1425SC-1	English 11	ENG	No	No	1	Yes	No	No	No
	[Redacted]	002163373	53999	Life & Phys Sci-Other	J1511I-1	STEAM	ENG	No	No	1	Yes	No	No	No
	[Redacted]	002163373	53999	Life & Phys Sci-Other	J1511I-2	STEAM	ENG	No	No	1	Yes	No	No	No
	[Redacted]	002163373	53999	Life & Phys Sci-Other	S430A-1	STEAM	ENG	No	No	1	Yes	No	No	No
	[Redacted]	002163373	53999	Life & Phys Sci-Other	S430A-13	STEAM	ENG	No	No	1	Yes	No	No	No
	GRADUATE, SENIORS	002163373	53999	Life & Phys Sci-Other	S430A-14	STEAM	ENG	No	No	1	Yes	No	No	No

Incidental teachers may teach up to 10 hrs out of certification IF the district completes the form and returns to their BOCES for approval

2023 MIGRANT STUDENT UPDATES

- Districts that have discrepancies with their Level 2 Migrant data will be contacted by the Long Island- Metro Migrant Education Program
- If you have any questions about migrant students in your district contact us:
 - Email: migranteducation@esboces.org
 - Phone: 631-548-7700



L2RPT Report Guide

SIRS-333 Annual Pre-K Enrollment Summary Report

Annual Pre-Kindergarten (Pre-K) student enrollment counts from SIRS (Student Information Repository System) are calculated for public school districts. These enrollment counts are used to determine Universal Pre-K (UPK) grant allocations.

Pre-K student enrollment counts are displayed for a single snapshot on March 15. The enrollment counts on the snapshot date will include students who were enrolled in UPK programs at any time during the school year through March 15th, even those whose enrollment is not currently active on the snapshot date. Students who have ended enrollment in UPK and re-enrolled in a non-UPK grade level **are included** in this report. The report will continue to refresh weekly through June.

Students reported in SIRS with any of the following Reason for Beginning Enrollment codes are included in the annual Pre-K enrollment count:

- 0011 (Enrollment in building or grade)
- 5544 (Transferred under ESEA [Elementary and Secondary Education Act] Title 1, School in Improvement Status)
- 7000 (Transferred under ESEA, Persistently Dangerous School)
- 7011 (Transferred under ESEA, Victim of a Serious Violent Incident)

Student subgroup status is determined using program service data reported anytime during the school year (school year snapshot). That is, if a student is a member of a subgroup or program category (e.g., ELL [English Language Learners], economic status, etc.) at any point in the school year, then that student will be counted as a member of the subgroup for the school year.

Districts should consult the [Office of Early Learning website](#) for annual UPK Allocation Lists.

Description of Report

The Annual Pre-K Enrollment Summary Report presents district totals for Pre-K and will differentiate Half-day, Full-day programs and FTE (Full-time Enrollment). The report displays Universal Pre-K (UPK) students as well as Pre-K Students NOT Funded by UPK Money. Data in this report are used to monitor UPK programs.

Students are grouped by age: 3-year-old, 4-year-old or Other Age on or before December 1st. The following districts will use December 31st as the age threshold.

Table 1: Districts using December 31st as age threshold

DISTRICT NAME	BEDS CODE
BUFFALO CITY SD	140600010000
ELMONT UFSD	280216020000
HALF HOLLOW HILLS CSD	580405060000
MAMARONECK UFSD	660701030000
MINEOLA UFSD	280410030000
NEW ROCHELLE CITY SD	661100010000

DISTRICT NAME	BEDS CODE
NORTHPORT-EAST NORTHPORT UFSD	580404030000
NYC COMMUNITY DISTRICTS-ALL	ALL NYC CSD BEDS CODES
PLAINVIEW-OLD BETHPAGE CSD	280504060000
SOMERS CSD	662101060000
WHITE PLAINS CITY SD	662200010000

The district total for pre-kindergarten will be a sum of pre-kindergarten students reported as enrolled in any school in the district plus the UPK students who are in Community-based Organizations (CBOs) and who have been reported with a Location Code ending in “0666”.

The district’s UPK grant coordinator should be consulted by district staff who enter information into the district’s Student Management System (SMS) to ensure that the correct students are reported as UPK using the summary of reporting requirements that follow. It is important for funding received under a Universal Pre-K grant that Pre-K students are reported with a correct Program Type and UPK Provider Type, if the Program Type is UPK:

- Pre-K students who are supported by Universal Pre-K funds and located in district-operated classrooms must be reported with a Pre-K Program Type of 902 and a UPK Provider Type of 1309.
- Pre-K students who are supported by Universal Pre-K funds and located in classrooms operated by CBOs must be reported with a Pre-K Program Type of 902 and ONE of the UPK Provider Types of 1320 through 1419.
- Pre-K students who are not supported by Universal Pre-K funds should be reported with a Pre-K Program Type of 990 and NO UPK Provider Type.

In particular, districts should verify the counts reported on the row “Total UPK-excluding UPK Students who are not residents of this district and UPK Funded Students without required Setting Code.” These counts should be compared with the Allocation Lists on the Office of Early Learning website.

Table 2: Program Codes and Setting Codes used to determine counts

Program Description Field Name	Pre-K Program Code ¹	UPK Setting Code ¹
Total Pre-K Students	902 or 990	any or none
UPK Funded Students in District Operated Classrooms	902	1309
UPK Funded Students in CBO Operated Settings:	902	one of: 1320, 1331, 1342, 1353, 1364, 1375, 1386, 1397, 1408, 1419 (see below)
Day Care Center	(902)	1320
Head Start	(902)	1331
Family (including Group) Day Care	(902)	1342
Nursery School	(902)	1353
BOCES	(902)	1364
Special Ed 4410 Preschool	(902)	1375
Nonpublic School	(902)	1386
Museum	(902)	1397
Library	(902)	1408
Other	(902)	1419

Program Description Field Name	Pre-K Program Code ¹	UPK Setting Code ¹
Pre-K Students NOT Funded by UPK Money	990	none
UPK students who are not residents of this district and for whom tuition is or could be charged.	UPK (code 902) students for whom district of enrollment location does not match District of Residence.	UPK (code 902) students for whom district of enrollment location does not match District of Residence.

¹ Grade Level Code must also be either “PKH” or “PKF”



L2RPT

SIRS-323 Free and Reduced Price Lunch Eligible Students

Enrolled on BEDS Day Verification Report

SIRS-327 Free and Reduced Price Lunch Eligible Students

Enrolled on BEDS Day – Eligibility Types

For public schools and districts, Free and Reduced Price Lunch (FRPL) eligible student counts are calculated from the Student Information Repository System (SIRS). Charter school FRPL eligible student counts must still be reported through the Basic Education Data System (BEDS) Online reporting system.

While charter schools may view a SIRS-323 report in the L2RPT reporting system if they have reported the associated program service codes in SIRS, this report should be considered “informational only” as *only the counts submitted through BEDS Online will be considered the official counts for public reporting of FRPL eligible counts for charter schools*. Nonpublic schools, including Article 81 schools, will not see BEDS enrollment verification reports in L2RPT at this time.

The SIRS-327 report is not subject to verification and is presented for informational use only.

FRPL eligible student counts are calculated as of BEDS Day each school year. BEDS Day FRPL eligible counts are used for many purposes including: State aid calculations; generating targeted federal program aid; reporting in New York State Report Cards; and reporting to the media.

BEDS Day FRPL eligible student counts from SIRS are calculated using the same business rules for determining students who are enrolled on BEDS Day. It is important to note that these are the same rules that were in place when these data were collected in aggregate through the BEDS Online reporting system. The *collection method* for FRPL eligible counts has changed, but neither the business rules for reporting FRPL eligibility nor the anticipated uses of the data have changed. FRPL eligible counts are determined based on BEDS Day enrollment and the presence of appropriate program service codes. **If a FRPL eligible student is enrolled in a specific school, the student is counted as part of the BEDS Day FRPL eligible count for the school and district of enrollment regardless of where the lunch is served, or any other qualifying or disqualifying factors, such as where the student lives.**

To be included in the enrollment counts considered when determining the FRPL eligible count, the student must be included in the SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup. The criteria for this report are noted below; more information is also available in the BEDS Enrollment report guide at:

<http://www.p12.nysed.gov/irs/level2reports/SIRS-312-313-314-316-319ReportGuide.pdf>

To be included in the FRPL eligible count, a student must be enrolled on BEDS Day and reported in SIRS with one of the following Reason for Beginning Enrollment codes:

- 0011 (Enrollment in building or grade)
- 0022 (Foreign Exchange Student)
- 5544 (Transferred under NCLB Title 1, School in Improvement Status)
- 7000 (Transferred under NCLB, Persistently Dangerous School)
- 7011 (Transferred under NCLB, Victim of a Serious Violent Incident)

In addition to the enrollment criteria listed above, FRPL eligible students must have one of the following Program Service codes reported in SIRS with a beginning date on or before BEDS day and an ending date on or after BEDS Day (or no ending date):

- 5817 (Free Lunch Program) to be eligible for **Free Lunch**
- 5806 (Reduced-Price Lunch Program) to be eligible for **Reduced Price Lunch**

In circumstances when a student has both a Free Lunch and a Reduced-Price Lunch program service record reported, indicating eligibility for both on BEDS day, the student will be counted as eligible for Free Lunch.

General qualifications determining FRPL eligibility (from SIRS Manual):

Students who have an approved lunch application or other documentation acceptable to the federal lunch program should be reported for free or reduced-price lunch (FRPL) purposes.

Students may be reported as qualifying for a FREE lunch if they:

- 1) are found during the federally mandated Direct Certification Matching Process (DCMP) to be SNAP (Supplemental Nutrition Assistance Program) and/or Medicaid-eligible;
- 2) reside in the same household as a child receiving SNAP, TANF, FDPIR or deemed Medicaid eligible through the Direct Certification Matching Process (DCMP);
- 3) are documented as:
 - homeless-identified by the Homeless Liaison
 - foster-certified directly by State/local foster agency
 - migrant-identified by Migrant Outreach Education Program Coordinator
- 4) are documented in a program as per the Runaway and Homeless Youth act;
- 5) are documented to be in a federal Head Start/Even Start program;
- 6) have a National School Lunch Program (NSLP) application approved for free lunch or a CEP/P2 income inquiry form; or
- 7) are documented to be in a Food Distribution Program on Indian Reservations (FDPIR).

Students may be reported as qualifying for a REDUCED-PRICE lunch only if they:

- have a National School Lunch Program (NSLP) application for reduced-price lunch or a CEP/P2 income inquiry form and
- have a reported family income of 131 to 185 percent, inclusive, of the federal poverty level as determined using the federal income guidelines established for the current school year.

Carryover of previous year's eligibility is for up to 30 operating days into the current school year or until a new eligibility determination has been made, whichever is first. If a new eligibility determination for the current school year has not been made by BEDS day and a student is within the 30-day carryover period, the student should be reported as qualifying for either free- or reduced-price lunch. Carryover (30 days) also applies to students who transfer from a CEP participating to a non-CEP school during the school year. For students within the 30-day carryover period report the previous eligibility type if known, if not known report CARRYOVER.

Students who have met the eligibility requirements for the federal *Free Lunch Program* must be reported with *Program Service Code 5817: Free Lunch Program*. Students who have met the eligibility requirements for the federal Free Breakfast Program and/or the federal Free Milk Program must also be reported with *Program Service Code 5817: Free Lunch Program*. Students reported with *Program Service Code 5817: Free Lunch Program* should also be reported with Program Service Code 0198: Poverty-from low-income family.

For students who are within the 10-day loss of benefit grace period, their program service record should be ended at the time the student is determined to be no longer eligible for a free or reduced price lunch (at the beginning of the grace period).

For districts participating in the Community Eligibility Provision (CEP), actual current eligibility determinations must be made for BEDS reporting purposes. This can be done by conducting the Direct Certification Matching Process (DCMP) with Child Nutrition Program SNAP and Medicaid data along with the collection of family income from an alternate eligibility form. NOTE: Districts may not report that all students in a CEP site are free (*Program Service Code 5817: Free Lunch Program*) solely because they are attending a CEP participating school.

Students who have met the eligibility requirements for the federal *Reduced-Price Lunch Program* must be reported with *Program Service Code 5806: Reduced-Price Lunch Program*. Students who have met the eligibility requirements for the federal Reduced-Price Breakfast Program must also be reported with *Program Service Code 5806: Reduced-Price Lunch Program*. Students reported with *Program Service Code 5806: Reduced-Price Lunch Program* should also be reported with Program Service Code 0198: Poverty-from low-income family.

Every student reported as qualifying for either a free or reduced-price lunch must also be reported with an eligibility type code. Report at least one eligibility type code associated with a student's free or reduced-price lunch record. Once a student's Carryover eligibility has expired, report only one additional non-Carryover eligibility type. It is not necessary to report additional eligibility types UNLESS the student becomes DCMP eligible. When eligible, DCMP should always be reported.

Vendors should visit the IRS Vendor Support page at <http://p1232.nysed.gov/irs/vendors/home.html> for current guidance.

Description of Reports

SIRS-323 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day

This report presents district- and school-level counts of students by grade cluster: for Pre-Kindergarten alone; for Grades K-6 and ungraded elementary together; and for Grades 7-12 and ungraded secondary together. Totals are presented in grade cluster groupings as “All Students” and in the various subgroups under gender, race/ethnicity, disability status, English proficiency status, economic status, migrant status, homeless status, foster care status and parent in armed forces status. While the FRPL eligible count is as of BEDS Day, subgroup status is determined using program service data reported anytime during the school year (using the SIRS school year snapshot). That is, if a student enrolled on BEDS Day is FRPL eligible and was a member of a subgroup or program category (e.g.: disability, LEP, economic status, etc.) at any point in the school year, then that student will be counted as a member of that subgroup on this report.

The report also presents district- and school-level “Total Eligible” counts **excluding Pre K**, in Column “l”, which is the count recognized as the official FRPL eligible count for all public schools and districts. At the school level this total is arrived at by adding the comparable cells for the two columns “e” (Total Eligible excluding Pre K for Free Lunch) and “j” (Total Eligible excluding Pre K for Reduced Lunch). At the district level this total is arrived at by adding the comparable cells for these two columns across all schools in the district.

Note: In addition to *excluding* Pre-Kindergarten students from the FRPL Total Eligible counts, these counts also *do not include* preschool (PS) students, AHSEP enrolled students (GD), homebound students (Location Code ending in “0777”), home schooled students (Location Code ending in “0888”).

Because BEDS Day occurs at the beginning of the school year, but student records for enrollment, program services and assessment records may be updated in SIRS throughout the school year, NYSED extracts and BEDS Day FRPL counts at certain designated dates during the school year and stores these extracts in a duplicate report referred to as a snapshot report. Snapshot records are stored in L2RPT and are available to a district or school user in the Free and Reduced Price Lunch Eligible report designated with a report extension of “.1”. (Ex: March snapshot of SIRS-323 may be found in SIRS 323.1.)

The first snapshot of FRPL eligible counts is in January, when the total FRPL rate will be supplied to State Aid for use in preliminary aid projections. Any FRPL eligible count snapshot report (SIRS-323.1) that has been released prior to the final reporting deadline and certification for any school year will be labeled as *preliminary* when released.

Following any SIRS-323.1 snapshot date, schools and districts will be able to continue loading student records into SIRS, adding and/or updating student enrollment and program facts. The SIRS-323 FRPL eligible count report will continue to be available in L2RPT following the release of the snapshot, but only the main SIRS-323 will be refreshed weekly, while the aggregate and student level detail reports from the set of data available in SIRS *as of the snapshot date* are only available in the now-historic SIRS-323.1 snapshot report.

Districts will be required to certify their FRPL eligible counts for the End of Year snapshots in SIRS. Schools and districts should secure copies of Verification Reports for all snapshots, keeping in mind that the End of Year snapshot replaces earlier snapshots. (Further information on BEDS Day enrollment and snapshot-specific reporting cycles, and other relevant data collection information may be obtained in the BEDS Day Enrollment Verification Report Guide. There is one guide for all BEDS Day Enrollment reports: SIRS-312, -313, -314, -316 and -319.)

SIRS-327 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day – Eligibility Types

Note: This report is informational only and not subject to verification.

This report presents district- and school-level counts of eligible students by grade cluster: for Pre-Kindergarten alone; and for Grades K-12 and ungraded elementary and secondary together. Totals are presented in grade cluster groupings as “All Students” and in the various subgroups under gender, race/ethnicity, disability status, English proficiency status, economic status, migrant status, homeless status, foster care status and parent in armed forces status. While the FRPL eligible count is as of BEDS Day, subgroup status is determined using program service data reported anytime during the school year (using the SIRS school year snapshot). That is, if a student enrolled on BEDS Day is FRPL eligible and was a member of a subgroup or program category (e.g.: disability, LEP, economic status, etc.) at any point in the school year, then that student will be counted as a member of that subgroup on this report.

The report also presents a “Total of Eligibility Types” for K-12 only which represents all eligibility type codes (shown by code and description below) recorded for students grades K-12 at anytime throughout the school year. Because up to six eligibility type codes can be recorded per FRPL eligible student, “Total of Eligibility Types” may exceed the total number of students eligible for Free Lunch K-12 and Reduced Price Lunch K-12.

Eligibility Type Code	Description
	Report at least one eligibility type code associated with the student’s FRPL record. When available (eligible), DCMP (SNAP) should always be reported. Eligibility types may be added during the school year. However, once a student is reported as DCMP, no additional eligibility types are needed.

APPLICATION	Free or reduced eligible based on NSLP (National School Lunch Program) application for free and reduced-price school meals/milk or CEP/P2 income inquiry form.
CARRYOVER	Carryover of previous year's eligibility for up to 30 operating days into the new school year or until a new eligibility determination is made, whichever is first. Once a new eligibility type is determined, report only one additional non-CARRYOVER eligibility unless DCMP. When eligible, DCMP should always be reported. CARRYOVER may be used from the beginning of the school year up to and including October 31. Extension of eligibility applies to students who reside in the same household as a student in CARRYOVER status. CARRYOVER (30 days) is also available to students who transfer from a CEP participating to a non-CEP school during the year.
DCMP	SNAP (Supplemental Nutrition Assistance Program) and Medicaid eligible per federally mandated Direct Certification Matching Process (DCMP) <i>plus</i> extension of eligibility to children living in the same household as a child receiving SNAP, TANF, FDPIR benefits or deemed Medicaid eligible through the Direct Certification Matching Process (DCMP).
FDPIR	Food Distribution Program on Indian Reservations.
FOSTER	Foster child certified directly by the State or local foster agency.
HSTART	Federal Head Start/Even Start program.
HOMELESS	Homeless student identified by Homeless Liaison.
MIGRANT	Migrant youth identified by Migrant Outreach Coordinator
RUNAWAY	Runaway in a program as per Runaway and Homeless Youth Act



L2RPT

SIRS-328 – Staff Out of Certification Report

The Staff Out of Certification report provides school districts, BOCES, and charter schools with certification information as to whether their teachers were considered appropriately certified for their reported courses in Course Instructor Assignment. The SIRS-328, SIRS-329, and SIRS-330 reports allow local education agencies (LEAs) to review the data used in the match process.

The certification match process through the 2019-20 school year is based on BEDS, PMF data collected in the Teacher Access and Authorization (TAA) application.

Beginning in the 2020-21 school year, the certification to course match process will be performed based on data in the Student Information Repository System (SIRS). The three primary inputs for this process are SIRS Course Instructor Assignment, certification data contained in the NYSED Office of Teaching Initiatives (OTI or TEACH) database, and the NYSED course to certification Crosswalk.

The mapping of appropriate courses for each certification (the Crosswalk) is made available to LEAs via the NYSED IRS Portal. That Crosswalk allows administrators to anticipate what the reported course certification status (certified or not certified) of each assignment should be, based on their teachers' certificates.

SIRS - 328 will be run more than one time each school year to allow LEAs the opportunity to correct any misreporting of assignments in Course Instructor Assignment and ensure they have used the indicators for Special Ed, ENL, and Bilingual teachers. The SIRS reporting timeline will reflect these dates beginning in 2020-21.

Data Elements Found in the Report

Location Name (a): The name of the reported location reported in Course Instructor Assignment where the course is offered.

Name (b): The teacher's name as reported in Staff Snapshot. If names in the LEA data do not align with those in the OTI database, the teacher must contact the OTI to request a name change at <http://www.highered.nysed.gov/tcert/namechg.html>.

Staff ID (c): The reported TEACH ID in Course Instructor Assignment.

Course Code (d): The SIRS course code as reported in Course Instructor Assignment.

Course Name (e): The name of the course associated with the reported SIRS course code.

Course Section (f): The reported section code associated with the course as reported in Course Instructor Assignment.

Local Course Name (g): The local course name will be displayed when reported to NYSED.

Primary Lang (h): The Primary language used for providing instruction in the course as reported in Course Instructor Assignment. For Bilingual courses, report the language other than English being used. This is not for foreign language instruction courses or ENL instruction. Please note that while Bilingual certified teachers should be reported using a language code other than English (the foreign language in which they are assisting students), ESL certified teachers should be using the ENL indicator for all courses.

Certified (i): The certification status generated for each course/section for Primary, Special Ed, and ESL teachers based on the course to certification mapping in the Crosswalk.

Charter Exemption (j): Charter schools report in Staff Snapshot which of their teachers they plan to exempt from the legal requirements for teacher certification. While the Department recognizes the legal exemption for a certain number and percentage of charter school teachers, the out of certification reports will not alter these teachers' certification statuses based on the use of the exemption indicator. Data publicly reported on <https://data.nysed.gov/> will footnote that charter schools are authorized under law to employ some teachers that lack certification.

FTE (k): This represents the Employment Basis reported in Staff Snapshot. It is not used to determine a teacher's certification status for each course/section.

Primary Ind (l): As reported in Course Instructor Assignment, this identifies a teacher that has primary responsibility for the course. Teaching aides and assistants must not be reported. A "Y" (Yes) will subject the teacher to a certification match as required by NYS and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. During the match process, if there are multiple primary instructors that were assigned to the course during its duration, NYSED will use the most current instructor in the course/section for the match.

Special Ed Ind (m): As reported in Course Instructor Assignment, this identifies Special Education instructors for the course/section. Teaching aides and assistants must not be reported in Course Instructor Assignment. A "Y" (Yes) in this field will subject the staff to a Special Education certification match. Always report Special Ed teachers in Course Instructor Assignment with this indicator set to "Y." Be aware of course levels (Secondary vs Prior-to-

Secondary) as they relate to Special Education certifications during the match process. For example, a teacher with a Grade 1 - 6 SWD certification will not be considered certified for a secondary level course.

ENL Ind (n): As reported in Course Instructor Assignment, this identifies ENL instructors for the course/section. Teaching aides and assistants must not be reported. A "Y" (Yes) in this field will subject the staff to a certification match. Always report ENL teachers in Course Instructor Assignment with this indicator set to "Y." For ESL certified teachers, the primary language for the course would be set to "ENGLISH."

Incidental (o): Districts and BOCES can select one course/section that a teacher can teach outside their certification area and report this in Course Instructor Assignment. The section would be set to "Y" (Yes). Districts should consult their BOCES for information on the approval process for out of certification teaching

<http://www.highered.nysed.gov/tcert/resteachers/employmentissues.html#incidental>.



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

New York State Education Dept. - Level 0

LEVEL ZERO AND SIRS REMINDERS



**Regional Information Center
Student Data Services**



New Features Level o Version 18.02

Import Messages

Import messages display issues with data that cannot be imported into Level o and will be excluded from your import:

New Features Level o Version 18.02

Import Messages

Import messages display issues with data that cannot be imported into Level o and will be excluded from your import:
(Shows on the import screen)

New Features Level o Version 18.02

Import Messages

Import messages display issues with data that cannot be imported into Level o and will be excluded from your import:
(Shows on the import screen)

Download information shown below to:			<input checked="" type="radio"/> .txt file	<input type="radio"/> .csv file	Download
Detail of records not imported. (This information can also be seen in the Import Message Log Report)					
Data Type:	Student ID:	Import Message:			
Program Fact	000802575	Duplicate key records found: Prog. Code - 0198; Begin Date - 2022-09-12.			
Program Fact	000802792	Unknown program type found with a program code = 150405.			
Program Fact	000802792	Unknown program type found with a program code = 151302.			
Program Fact	000802911	Duplicate key records found: Prog. Code - 0385; Begin Date - 2022-08-13.			
Program Fact	000802913	Duplicate key records found: Prog. Code - 0198; Begin Date - 2022-07-01.			
Program Fact	000802913	Duplicate key records found: Prog. Code - 0264; Begin Date - 2022-07-01.			
Program Fact	000802941	Unknown program type found with a program code = 150405.			
Program Fact	000802941	Unknown program type found with a program code = 151301.			
Program Fact	000802941	Unknown program type found with a program code = 151302.			
Program Fact	000802967	Unknown program type found with a program code = 150405.			
Program Fact	000802967	Unknown program type found with a program code = 151301.			
Program Fact	000802967	Unknown program type found with a program code = 151302.			
Program Fact	000900117	Unknown program type found with a program code = 150405.			
Program Fact	000900117	Unknown program type found with a program code = 151302.			
Program Fact	005702747	Duplicate key records found: Prog. Code - 0473; Begin Date - 2022-08-18.			
Program Fact	005702747	Unknown program type found with a program code = 110803.			
Program Fact	005702747	Duplicate key records found: Prog. Code - 110803; Begin Date - 2022-08-18.			
Program Fact	005702747	Unknown program type found with a program code = 110803.			
Program Fact	005702751	Duplicate key records found: Prog. Code - 0198; Begin Date - 2022-08-18.			
Program Fact	005702751	Duplicate key records found: Prog. Code - 0473; Begin Date - 2022-08-18.			
Program Fact	005702751	Unknown program type found with a program code = 110803.			
Program Fact	005800128	Duplicate key records found: Prog. Code - 0198; Begin Date - 2022-07-01.			
Program Fact	005800128	Duplicate key records found: Prog. Code - 0352; Begin Date - 2022-07-01.			

Import Messages

Import messages display issues with data that cannot be imported into Level o and will be excluded from your import:

The most recent import log messages are now stored on the dashboard until the next upload


[illegible]

New Features Level o Version 18.02

Import Messages

Import messages display issues with data that cannot be imported into Level o and will be excluded from your import:

The most recent import log messages are now stored on the dashboard until the next upload



New York State Education Dept. - Level 0

Elect. Import

Manual Input

L1-Data Prep.

Reports

Admin

Help

Log Off

User Account: Katie Duell (kduell). Current Password Expires on 4/19/2023

Level 0 Version: 18.02

Current # of users logged on: 2

[View All Users](#)

[View/Update My Profile Info](#)

District:

School Year:

NY999999 : Anywhere School District

School Year Ending 2023-06-30

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

Download

Demographics Report Choices:

Run Verification Rpt

☐ Dist. Import Errors (Error Rpt #1)

☐ Dist(s) Summary

☐ Dist. School Summary

☐ Dist. Upload Log Dates

☐ Dist. Dup. IDs

☐ Import Log

☐ Blank Fields

☐ Lock History

☐ View Verif. Errors (Error Rpt #2)

☐ Unlock History

☐ No Enrollment Rpt

☒ Import Message Log

All Import Message Log Records that occurred on last import date (1/18/2023):

SIRS Highlights

Compulsory aged students – not attending, no documentation

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

The DATA Requirements:

When a school age student stops attending with no known exit reason code...

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

The DATA Requirements:

When a school age student stops attending with no known exit reason code...

- These students must be reported with a Reason for Ending Enrollment Code 400— *Compulsory age student, stopped attending*

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

The DATA Requirements:

When a school age student stops attending with no known exit reason code...

- These students must be reported with a Reason for Ending Enrollment Code 400 — *Compulsory age student, stopped attending*
- Followed by a Reason for Beginning Enrollment Code 8300 — *Compulsory age student, not attending, no documentation.*

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

The DATA Requirements:

When a school age student stops attending with no known exit reason code...

- These students must be reported with a Reason for Ending Enrollment Code 400— *Compulsory age student, stopped attending*
- Followed by a Reason for Beginning Enrollment Code 8300 — *Compulsory age student, not attending, no documentation.*
- The 8300 will be continued each year until the end of the school year in which the student turns 16 or 17 (select districts)

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

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- These students must be reported with a Reason for Ending Enrollment Code 400 — *Compulsory age student, stopped attending*
- Followed by a Reason for Beginning Enrollment Code 8300 — *Compulsory age student, not attending, no documentation.*
- The 8300 will be continued each year until the end of the school year in which the student turns 16 or 17 (select districts)
- The district should end the 8300 enrollment record at the start of the subsequent school year using the appropriate Reason for Ending Enrollment (most likely 425 – *Left school, no documentation of transfer*)

SIRS Highlights

Compulsory aged students – not attending, no documentation

The RULE:

In New York State, section 3205 of the Education Law requires a child's attendance in full-time day instruction from the age of six to the end of the school year in which the child turns 16, or 17 for school districts that have selected this age. Resident students who are of compulsory school age must be kept on the school's attendance (enrollment) register until they exceed compulsory school age or move out of the district.

The DATA Requirements:

When a school age student stops attending with no known exit reason code...

- These students must be reported with a Reason for Ending Enrollment Code 400 — *Compulsory age student, stopped attending*
- Followed by a Reason for Beginning Enrollment Code 8300 — *Compulsory age student, not attending, no documentation.*
- The 8300 will be continued each year until the end of the school year in which the student turns 16 or 17 (select districts)
- The district should end the 8300 enrollment record at the start of the subsequent school year using the appropriate Reason for Ending Enrollment (most likely 425 – *Left school, no documentation of transfer*)
- 8300 enrollment records must have a 0000 district wide location code and a UNK grade level

SIRS Highlights

Compulsory aged students – not attending, no documentation

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student Stops attending during the school year without documentation.	<p>Ends enrollment with 400 (following 20 consecutive unexcused absences);</p> <p>Begins enrollment with 8300;</p> <p>Ends programs, attendance and courses as appropriate;</p> <p>Location code should be district BEDS Code ending with '0000';</p> <p>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</p>	<p>Begins Enrollment with 8300 (remains in effect each school until documentation is received supporting another reason for ending code, or until the school year following the school year in which the student's 16th (or 17th) birthday;</p> <p>School Entry Exit and Student Lite continue to be reported. Location code should be district BEDS Code ending with '0000' Grade level to be reported as UNK (Unknown) each subsequent year.</p>

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined
- What about my Cohort?

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined
- What about my Cohort?
...only students that have already reached the 9th grade are part of a Cohort. All other students have a UNK grade ordinal

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined
- What about my Cohort?
...only students that have already reached the 9th grade are part of a Cohort. All other students have a UNK grade ordinal
- What if I am not a k-12 school district?

SIRS Highlights

Compulsory aged students – not attending, no documentation

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- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined
- What about my Cohort?
...only students that have already reached the 9th grade are part of a Cohort. All other students have a UNK grade ordinal
- What if I am not a k-12 school district?
...This still must be reported until the student reaches age 16/17 or the exit code is determined.

SIRS Highlights

Compulsory aged students – not attending, no documentation

Questions?

- Do I have to do this every year?
...Yes until the student reaches age 16/17 or the exit code is determined
- What about my Cohort?
...only students that have already reached the 9th grade are part of a Cohort. All other students have a UNK grade ordinal
- What if I am not a k-12 school district?
...This still must be reported until the student reaches age 16/17 or the exit code is determined.

MORE

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:	*Birth Date:	*Gender:
Master		Yoda	896 BBY	M :: Male

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
001234567	001234567	OGJedi@republic.org	<div>A :: Active D :: Deleted I :: Inactive</div>	N :: No

*Primary Location Code:	*Years Educational Exp. in District:	*Annual Salary:	Annual Contract Work Days:
0000 :: Sample District Wide	99	infinite c	365

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	*Total Years Educationa 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.

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%

Alternative High Schools

Alternative High Schools

Approved AHSEP Programs

<https://www.p12.nysed.gov/sss/ssae/AltEd/ATPAHSEPList.docx>

Program Name	County	Program Type
East Hampton UFSD	SUFFOLK	AHSEP
Eastern Suffolk BOCES	SUFFOLK	AHSEP
OCFS @Brentwood Residential Center	SUFFOLK	AHSEP
Western Suffolk BOCES	SUFFOLK	AHSEP

Alternative High Schools

Approved AHSEP Programs

<https://www.p12.nysed.gov/sss/ssae/AltEd/ATPAHSEPList.docx>

Program Name	County	Program Type
East Hampton UFSD	SUFFOLK	AHSEP
Eastern Suffolk BOCES	SUFFOLK	AHSEP
OCFS @Brentwood Residential Center	SUFFOLK	AHSEP
Western Suffolk BOCES	SUFFOLK	AHSEP

Location Code in Level o

*Location Code:

058487 :: GED-E S BOCES-AHSEP
058491 :: GED-EAST HAMPTON UFSD-AHSEP
058484 :: GED-Nassau BOCES-AHSEP
058493 :: GED-OCFS BRENTWOOD RES CTR-AHSEP
058488 :: GED-W S BOCES-AHSEP

Alternative High Schools

Approved AHSEP Programs

<https://www.p12.nysed.gov/sss/ssae/AltEd/ATPAHSEPList.docx>

Program Name	County	Program Type
East Hampton UFSD	SUFFOLK	AHSEP
Eastern Suffolk BOCES	SUFFOLK	AHSEP
OCFS @Brentwood Residential Center	SUFFOLK	AHSEP
Western Suffolk BOCES	SUFFOLK	AHSEP

Location Code in Level o

*Location Code:

058487 :: GED-E S BOCES-AHSEP
058491 :: GED-EAST HAMPTON UFSD-AHSEP
058484 :: GED-Nassau BOCES-AHSEP
058493 :: GED-OCFS BRENTWOOD RES CTR-AHSEP
058488 :: GED-W S BOCES-AHSEP

Enrollment in these locations is the **ONLY** time Exit code 289 can be used

Exit Code:

289 :: Transferred to an approved AHSEP program

Alternative High Schools IN DISTRICT



Alternative High Schools **IN DISTRICT**



District created Alternate High Schools

Alternative High Schools **IN DISTRICT**



District created Alternate High Schools
DO NOT have their own BEDS code.

Alternative High Schools **IN DISTRICT**



District created Alternate High Schools
DO NOT have their own BEDS code.
Students are reported as enrolled in district's High School

MBK programs

MBK programs

Participating Suffolk County Districts

District (Grantee)
Brentwood Union Free School District
Center Moriches Union Free School District
Southampton Union Free School District
Tuckahoe Common School District

MBK programs

Participating Suffolk County Districts

District (Grantee)
Brentwood Union Free School District
Center Moriches Union Free School District
Southampton Union Free School District
Tuckahoe Common School District

Verify Data in the SIRS 655 Annual Higher Ed Programs Summary

New York State Education Department



Annual Higher Ed Programs Summary

Data Contained in the Student Information Repository System

School Year: 2022-23
 District:
 Location: All Locations
 Subgroup: All Students
 Grant Programs: All Programs

Data Refresh Date: March 4, 2023

Location Name (a)	Location BEDS Code (b)	Higher Ed Program Code (c)	Higher Ed Program Description (d)	Student Subgroup (accountability subgroups are marked by an asterisk*) (e)	Total Number of Students (f)	Outcomes						
						Total Number of Graduates (g)	Regents (h)	Regents with CTE Endorsement (i)	Regents with Adv Designation (j)	Regents with Adv Designation with CTE Endorsement (k)	Local Diploma (l)	Local Diploma with CTE Endorsement (m)
Brentwood Union Free School District	580512030018	4006	MBK Family and Community Engagement (FCEP)	*All Students	131	5	5	0	0	0	0	0
		4009	MBK Fellows (FP)	*All Students	1	0	0	0	0	0	0	0
Center Moriches Union Free School District	580512030020	4006	MBK Family and Community Engagement (FCEP)	*All Students	1	0	0	0	0	0	0	0
Southampton Union Free School District	580512030026	4006	MBK Family and Community Engagement (FCEP)	*All Students	31	0	0	0	0	0	0	0
Tuckahoe Common School District	580512030777	4006	MBK Family and Community Engagement (FCEP)	*All Students	2	0	0	0	0	0	0	0
	580512030015	4006	MBK Family and Community Engagement (FCEP)	*All Students	2	0	0	0	0	0	0	0

Partner Project Fact

Partner Project Fact

Participating Suffolk County Districts

A	B
PROGRAM	REPORTING EDUCATION PARTNER NAME
Smart Scholars ECHS	AMITYVILLE UFSD
PTECH	WYANDANCH UFSD
Smart Scholars ECHS	WYANDANCH UFSD
Smart Scholars ECHS	SUFFOLK COUNTY COMM COLL
Smart Scholars ECHS	LONGWOOD CSD
Smart Scholars ECHS	BRENTWOOD UFSD

Partner Project Fact

Participating Suffolk County Districts

A	B
PROGRAM	REPORTING EDUCATION PARTNER NAME
Smart Scholars ECHS	AMITYVILLE UFSD
PTECH	WYANDANCH UFSD
Smart Scholars ECHS	WYANDANCH UFSD
Smart Scholars ECHS	SUFFOLK COUNTY COMM COLL
Smart Scholars ECHS	LONGWOOD CSD
Smart Scholars ECHS	BRENTWOOD UFSD

Verify Data in the SIRS 656 Partner Project Fact Report

New York State Education Department



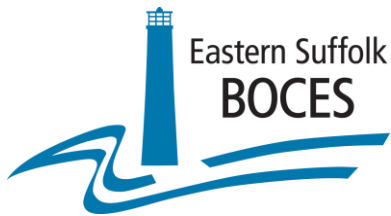
Partner Project Fact Report

Data Contained in the Student Information Repository System

School Year: 2022-23
 District:
 Project ID:
 Program:

Data Refresh Date: March 4, 2023

District BEDSCODE	District Name	Project ID	Project Name	Program Code	Program Description	Project COHORT	Lead Applicant BEDSCODE	Lead Applicant Name	Lead Implementation Agency BEDSCODE	Lead Implementation Agency Name	Number of Students
580109020000	<input type="text"/>	0444-23-2007	Farmingdale State College Smart Scholars Partnership	4037	Smart Scholars	C 2 (2022-2027)	280522580675	SUNY AG & TECH AT FARMINGDALE	280522580675	SUNY AG & TECH AT FARMINGDALE	81
580109020000	<input type="text"/>	0639-23-0015	P-TECH Long Island	4026	NYS P-Tech Program	C 1 (2013-2026)	280202030000	UNIONDALE	280202030000	UNIONDALE	30



Full Service Scoring 2022-2023 N.Y.S. 3-8 ELA, Math, & Science Test Booklet Packaging and Delivery Instructions –Brief Version

Sharon Hayes Ed.D. Assistant Administrative Coordinator

School Data Bank Services

Assessment Services

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Career and Technical
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Research

Cooperative Bidding

District Contracts

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Inclusivity

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Printing

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ENL/Bilingual

Family Education
Outreach Program

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Grants
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Health and Safety

Human Resources

L.I. RBERN

Model Schools

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Information Service
(NIS)

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Textbooks

Professional
Development

Regional
Certification

Regional
Information Center

School Data Bank
Services

School Library
System

Special Career
Education

Special Education

Student
Assistance
Services

Student Data
Services

Substitute
Services

Supported
Employment

Technology
Acquisition

Third Party
Assessments

Transportation

Virtual
Learning

Adult Education

Career &
 Technical
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 Academy LI

Special
 Education

Special Career
 Education

Professional
 Development



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USER OPTIONS ▾



DIRECTORY



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- Staff Developer/Shared Data Expert Service
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- Annual Professional Performance Review Resource

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Assessment Services - Scoring & Training

Registrations for Assessment Booklet Scoring: [Scoring Registration Website](#)

Full Service Scoring Resources:

[OSC World - Box Registration Website](#)

[Special Case Tracking Sheet](#) ⬇️

[2022-23 Grade 3-8 Assessment Schedule & Intake Dates](#) ⬇️

[Pricing for 2022-23 Grades 3-8 Assessments Full Service Scoring](#) ⬇️

Computer-Based Testing Resources:

[Important information on 2022-23 Computer-Based Tests \(CBT\)](#) ⬇️

[Computer-Based Testing Support Guide \(NYSED Resources\)](#) ⬇️

Select topic to see related documents:

ELA

Math

Science

NYSESLAT

[2023 Grades 3-8 ELA and Math Tests School Administrators Manual](#) ⬇️

[2022-23 Educators Guide Grades 3-8 ELA](#) ⬇️

[2023 Grades 3-5 ELA Paper-Based Tests Teacher's Directions](#) ⬇️

[2023 Grades 6-8 ELA Paper-Based Tests Teacher's Directions](#) ⬇️

Box Registration on
OSC World Website

Work

Qual

[2023 NYS 3-8 ELA, Math, Science & NYSESLAT K-12](#) ⬇️

[Virtual 2023 Packaging & Delivery](#)

[Workshops for NYS 3-8 ELA](#)

[Math, Sci, & NYSESLAT K-12](#) ⬇️

Questions?

Contact scoring@esboces.org:
631-244-4243

Vanessa Biagioli-Dittrich
Program Administrator

Sharon Hayes Ed.D.
Assistant Administrative
Coordinator

Eileen Jaeger
Senior Office Assistant

Lisa Schiede
Sen

Assessment Subject
Related Documents

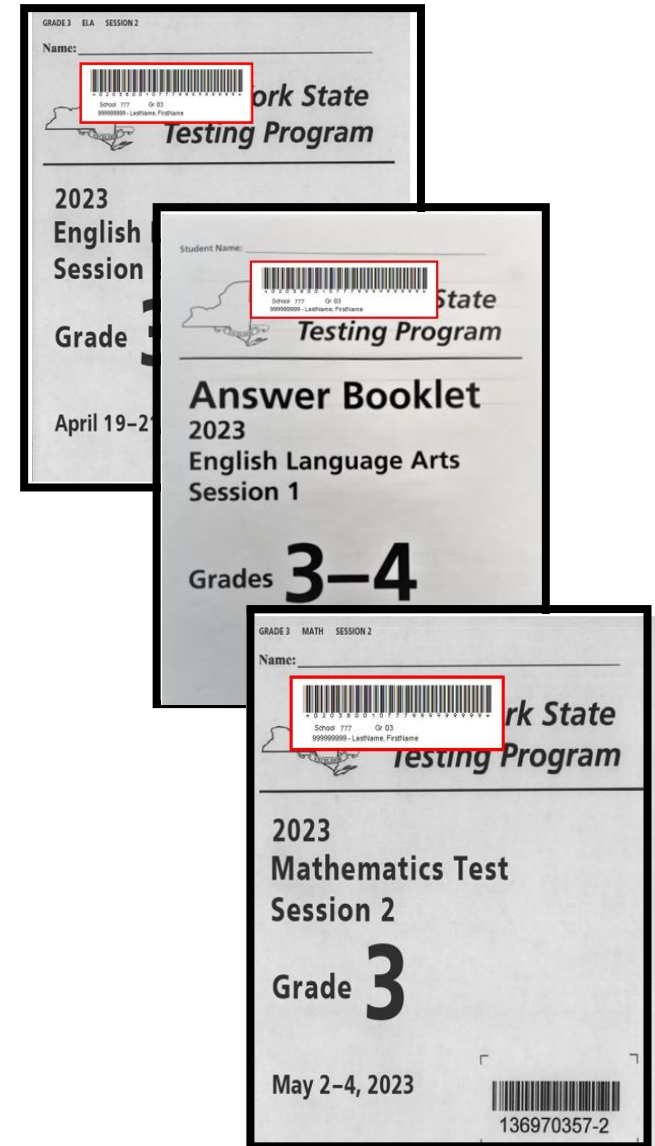
Assessment Intake Dates 2023

All intakes will take place at the Instructional Support Center (ISC) at Sequoya

- April 28, 2023 - ELA Intake Grades 3-8
- May 11, 2023 - Math Intake Grades 3-8
- May 31, 2023 - NYSESLAT Intake
- June 9, 2023 - Science Intake

Preparing Booklets ELA/Math/Science

- Please remove extraneous sheets of paper, staples, paper clips or post-it notes from within the test booklets.
- Every delivered test booklet must have the same number of pages!
- Blank pages at the back of test booklets **MUST NOT** be removed from the test booklets.
- Test booklets are scanned and converted to electronic images for computer scoring
- Each booklet submitted must have a pre-printed student barcode label placed under the hand written student name on the **FRONT** of the booklet



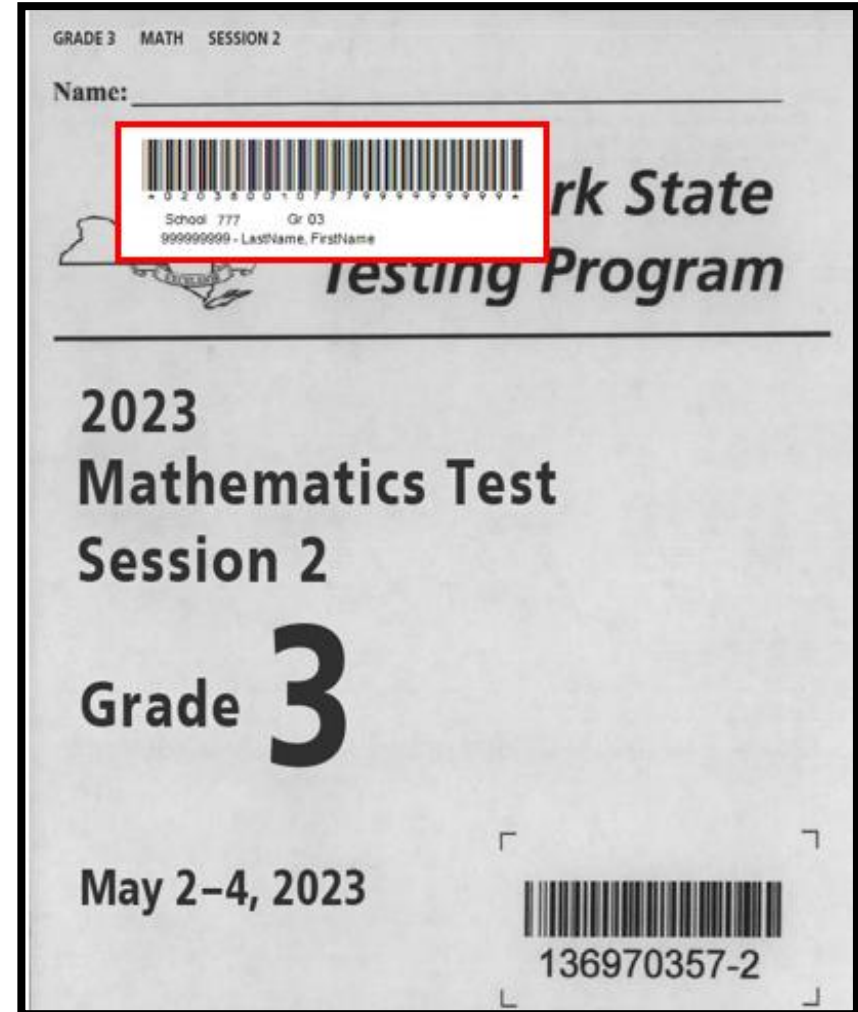
Preparing Packaging Materials

Booklet Box contents

- NYS Test Booklets –
 - ✓ **ELA** Session1 *Answer Booklet* & Session 2 *Booklet* (2 Booklets)
 - ✓ **Math** Session 2 *Booklet* (1 Booklet)
 - ✓ **Science** - Written (1 Booklet) only **or**
Written & Performance (2 Booklets)
- One grade per box per building unless small enough to fit multiple grades in 1 box
- Special case booklets in manila envelopes
- Header Sheet/Roster for each box
- Please utilize sturdy cartons that can handle the weight

Preparing Booklets ELA / Math

Place **student barcode labels** on the **front cover** of each test booklet directly under the student name to help eliminate student booklet mismatches.



GRADE 3 MATH SESSION 2

Name: _____

Student Barcode Label:

School 777 Gr 03
999999999 - LastName, FirstName

Ark State Testing Program

**2023
Mathematics Test
Session 2**

Grade 3

May 2-4, 2023

136970357-2

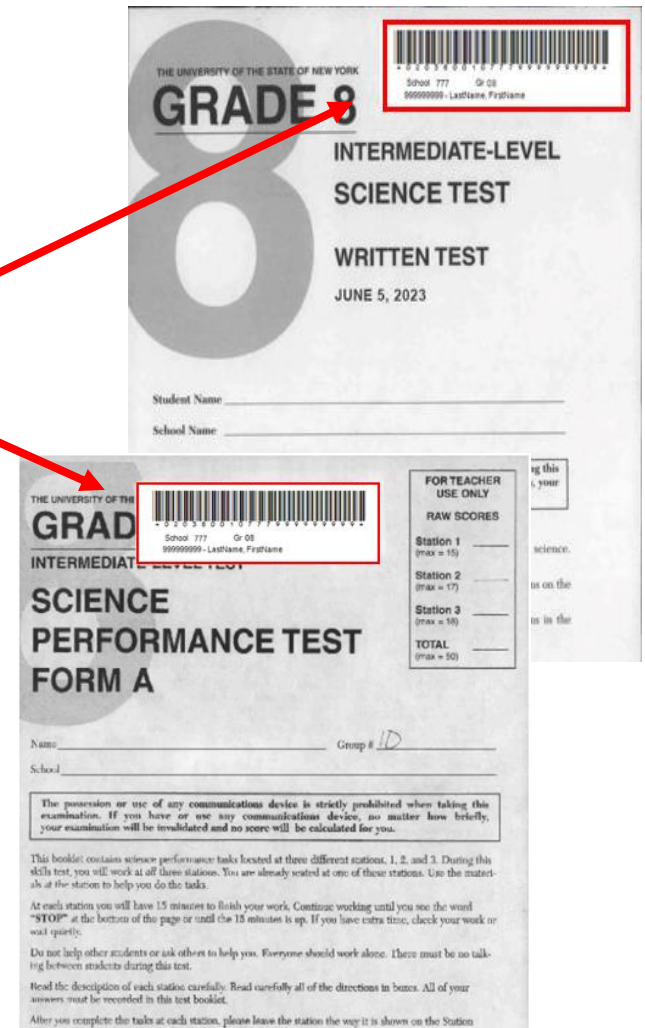
Preparing Science Written & Performance Booklets

Place **student barcode labels**
on the **front cover** of each
Science test booklet

Written - top right corner

Performance – top center

to help eliminate student booklet
mismatches.



The image shows two sample science test booklets. The top booklet is for the 'GRADE 8 INTERMEDIATE-LEVEL SCIENCE TEST WRITTEN TEST' dated 'JUNE 5, 2023'. A red arrow points from the text 'Written - top right corner' to a barcode label in the top right corner of this booklet. The bottom booklet is for the 'GRADE 8 INTERMEDIATE-LEVEL SCIENCE PERFORMANCE TEST FORM A'. A red arrow points from the text 'Performance – top center' to a barcode label in the top center of this booklet. Both barcode labels contain the text 'School: 777 Gr: 08' and '999999999-Lastname,Firstname'.

THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE TEST
WRITTEN TEST
JUNE 5, 2023

Student Name _____
School Name _____

THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE
PERFORMANCE TEST
FORM A

Name _____ Group # 10
School _____

FOR TEACHER USE ONLY
RAW SCORES
Station 1 (max = 15) _____
Station 2 (max = 17) _____
Station 3 (max = 18) _____
TOTAL (max = 50) _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

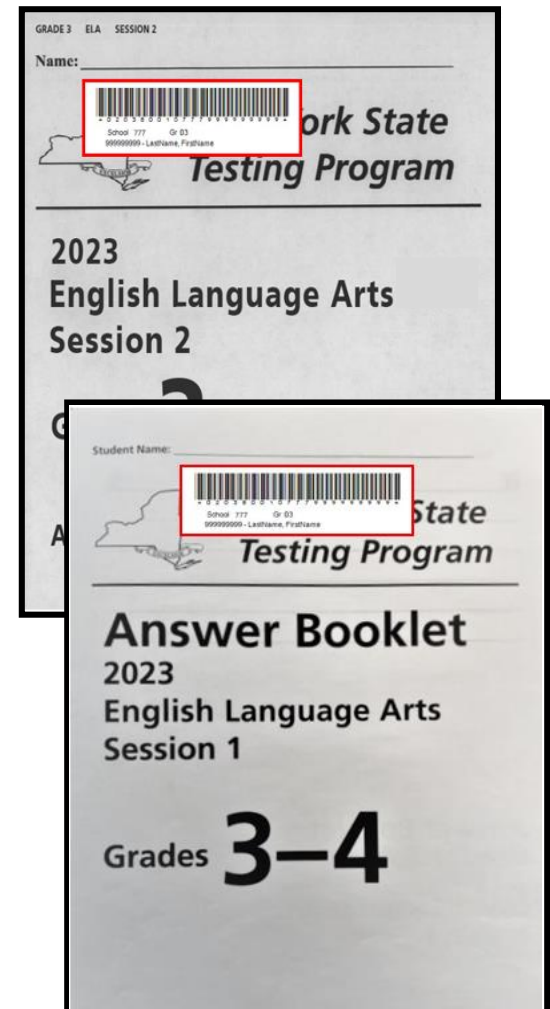
After you complete the tasks at each station, please leave the station the way it is shown on the Station

Preparing ELA Test Booklets

New in 2023

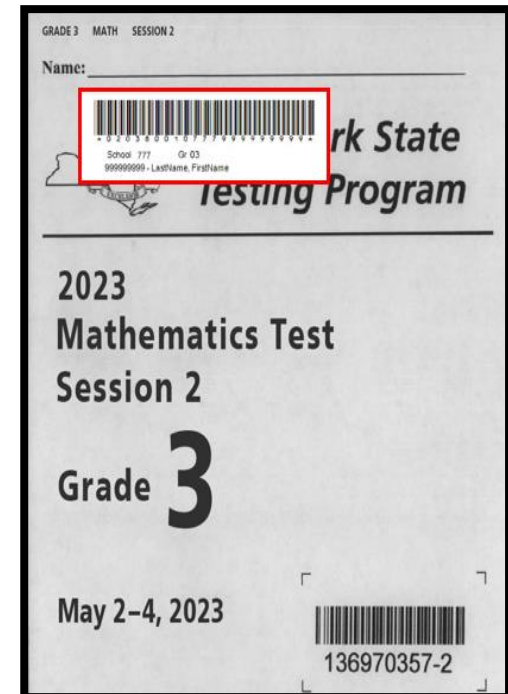
*Return Both ELA Session 1 *Answer Booklet* & Session 2 Booklet for each student

- Place each student's Session 2 Booklet inside the Session 1 *Answer Booklet*, then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student completed any part of the test, submit both booklets, even if one is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.



Preparing Math Test Booklets

- Only return Session 2 booklet (1 booklet) for each student.
- Place booklets in groups of 25 students, secured with a rubber band.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- For Grades 5-8 Please make sure the formula sheet behind the front cover has been removed from each booklet.
- If a student completed any part of the test, submit Session 2 booklet, even if it is blank.
- If a student did NOT take any part of the test, keep both booklets. Make sure the answer sheet absent or reason not tested bubble(s) are filled out.

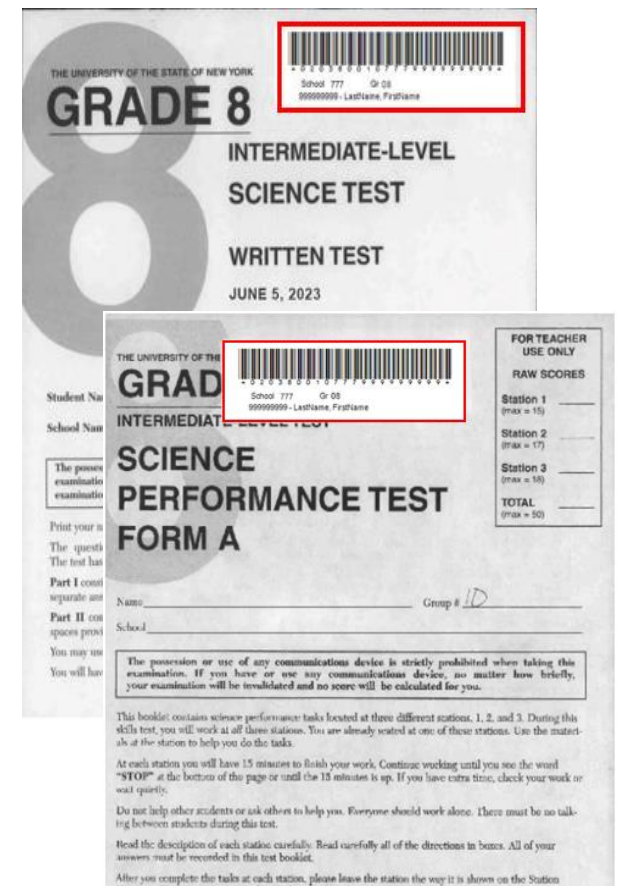


Preparing Science Test Booklets

Written & Performance Districts

If you are returning the both the Written & Performance Booklets:

- Place each student's Performance Booklet inside the Written Booklet then place a rubber band around a group of 25 students (50 Booklets) each.
- If you have a group that is less than 25 students place a post-it note on top with the actual count so it can be counted /checked in appropriately.
- If a student took one of the two test booklets you must submit both booklets as described above.
- If a student did NOT take any part of the test, please do not submit booklets. Make sure the answer sheet sessions or reason not tested bubble(s) are filled out.
- The next slide shows the performance book process



THE UNIVERSITY OF THE STATE OF NEW YORK
GRADE 8
INTERMEDIATE-LEVEL
SCIENCE TEST
WRITTEN TEST
JUNE 5, 2023

Barcode area: School 777 Gr 08 00000000 - Lastname, Firstname

Student Name _____
School Name _____

The possession or use of any communications device is strictly prohibited when taking this examination. If you have or use any communications device, no matter how briefly, your examination will be invalidated and no score will be calculated for you.

This booklet contains science performance tasks located at three different stations, 1, 2, and 3. During this skills test, you will work at all three stations. You are already seated at one of these stations. Use the materials at the station to help you do the tasks.

At each station you will have 15 minutes to finish your work. Continue working until you see the word "STOP" at the bottom of the page or until the 15 minutes is up. If you have extra time, check your work or wait quietly.

Do not help other students or ask others to help you. Everyone should work alone. There must be no talking between students during this test.

Read the description of each station carefully. Read carefully all of the directions in boxes. All of your answers must be recorded in this test booklet.

After you complete the tasks at each station, please leave the station the way it is shown on the Station

FOR TEACHER USE ONLY
RAW SCORES

Station 1 (max = 15)	_____
Station 2 (max = 17)	_____
Station 3 (max = 18)	_____
TOTAL (max = 50)	_____

Special Case Booklets

Word Processing & Scribed Tests

- Students who used a word processor to complete the assessment:
 - Please make a copy of the word processed responses
 - Cut and tape the typed responses into the response area for the **correct question numbers**
 - Students may have written wrong numbers in their word document.
 - Please staple a 2nd copy of the sheets of paper to the back cover of the booklet with a single staple
- Students who utilized a scribe to complete the assessment
 - Please transcribe student responses into the response area for the correct question numbers
 - Staple the sheets of paper used for dictation to the back cover with a single staple
- Place word processing and scribed tests into an envelope and adhere a Special Case Tracking Sheet to the outside

Special Case Tracking Sheet

Math & Science

Assessments Needing Translations

- Assessments in need of translations
 - Spanish – group tests together, will be translated at OSC
 - Languages other than English and Spanish
 - Please translate student responses, and write the translation below the students foreign language response in the booklet.
 - If 2 booklets, English and alternate language, are used by a student - only submit the booklet that has the student's responses.
- Alternate language books should be rubber banded separately
 - Group tests by building, grade and language
 - All Spanish versions should be banded together
 - All other language versions should be banded together

PACKAGING Test Booklets

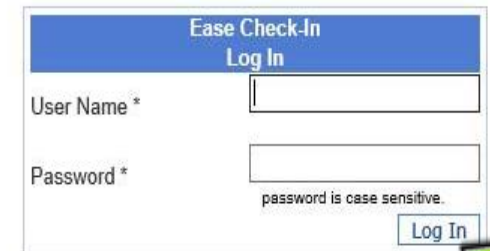
- Package tests by building in individual box(es) unless small enough to fit in one box.
- Place the rubber banded or bagged test booklets groups in the box.
- Booklets requiring special handling (scribes, word processed, large print, Braille)
 - Separate these “special case” booklets and place them at the top of the box in manila envelope by grade
 - Tape a special case tracking sheet to each envelope
- Alt. language books should be rubber banded separately
 - All Spanish versions should be banded together
 - All other language versions should be banded together
- Include a copy of a completed roster in the box.
- Please utilize sturdy cartons that can handle the weight.



Box Registration – OSC

<http://status.oscworld.com/intake>

- ESBOCES will provide your district with a username and default password (RSS).
- Reset the password once you have logged in.
- Each district has only one login that can be shared and used concurrently.
- Passwords will be reset for each assessment
- For OSC Technical Support: Call 516-247-5300



Ease Check-In
Log In

User Name *

Password *

password is case sensitive.

Log In

Box Registration - OSC

After logging in you are prompted with the following screen:

Welcome amagansett [Logout](#)

Please Make a Selection:		
Register a Box for Scoring:		<input type="button" value="Register"/>
View Boxes Delivered for Scoring:		<input type="button" value="View"/>

- Choose 'Register' to register a new box or review boxes already registered for delivery
- A 'box' can contain tests from a single grade (the desired delivery method), tests from multiple grades, it can be an envelope
- Any package delivered to the intake site is considered a 'box'

Box Registration-Final Steps



- The day before intake OSC will take ownership of the registered boxes. At this point the boxes can no longer be deleted.
- Print each box's label.
- Each box must have the correct label attached to the end of the box.
- Link to barcode box label creation tool
http://status.oscworld.com_-> choose
“Box Registration for Full Service Scoring”

Delivery & Pickup at Sequoya- ISC

- Intake will be at 750 Waverly Ave., Holtsville
- Please sign in at the front entrance when you arrive at your scheduled appointment time.
- You will be notified at the registration table where to bring your boxes
- Assistance with moving your boxes is available if needed



Online Material Available

School Data Bank Services - Assessment Services Website

www.esboces.org/assessment-services

Link to barcode box label creation tool

<http://status.oscworld.com> -> choose

“Box Registration for Full Service Scoring”

Contact Information

Eastern Suffolk BOCES - Instructional Support Center Sequoya
Educational Support Services
School Data Bank Services – Assessment Services

Email: scoring@esboces.org

Phone: 631-244-4243



Future Workshops

Refresher workshops will be presented virtually closer to test administration:

- ELA Workshop - April 4, 2023
- ELA Workshop (Alt) - April 12, 2023
- Math Workshop - April 25, 2023
- NYSESLAT Workshop - May 9, 2023
- NYSESLAT Workshop - May 16, 2023
- Science Workshop - May 17, 2023

For details go to School Data Bank Services - Assessment Services Website www.esboces.org/assessment-services



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www.esboces.org

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



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

Assistant Commissioner
Office of State Assessment

January 2022

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: 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

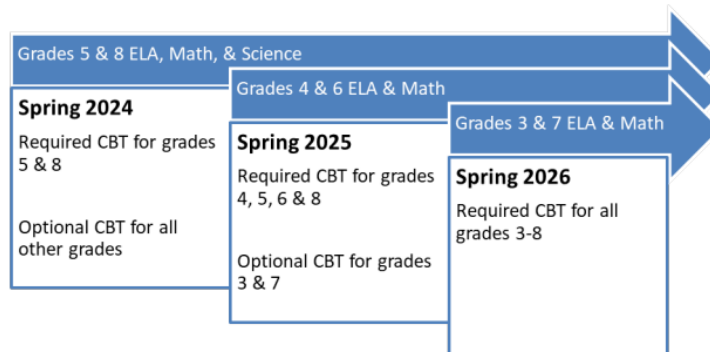
*In Spring 2023, some schools may be closed on Friday, April 21st in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21st may use Monday, April 24th as an administration date for these exams.

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.

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	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Completed by Friday, May 24	N/A
	Grades 3-8 mathematics				
	Grades 5 & 8 science				
Paper-based testing	Grades 3, 4, 6, 7 English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17	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 1/17/23)

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	3/6	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	3/6	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 5/30 - 6/9	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	6/12	6/15	NA	NA	NA
Phone: 631-218-4195 Fax: 631-240-8967						P = Paper based testing C = Computer based testing		
Contact DWTSHelp@esboces.org								

*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 AND SCHOOL DATA BANK SERVICES

Quality Control Workshop for 2023 NYS 3-8 Assessments

NYS Testing for ELA, Mathematics, Science and NYSESLAT

Student Data Services in conjunction with **School Data Bank Services – Assessment Services** will offer three in person quality control workshops

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
- ✓ Review of intake day procedures for Full Service Scoring districts

Workshop Dates	Training Type	Time
February 28 th (ELA, MATH & SCI)	In Person Half-Day AM	9:00 a.m. – 11:30 a.m.
February 28 th (ELA, MATH & SCI)	In Person Half-Day PM	1:00 p.m. - 3:30 p.m.
March 23 rd (NYSESLAT Only)	In Person Half-Day AM	9:00 a.m. – 11:30 a.m.

COST:	No Fee
AUDIENCE:	Staff members involved with the quality control of answer sheets and booklets for the NYS 3-8 Testing Program
LOCATION:	Instructional Support Center @ Sequoya
REGISTER:	https://datacentral.esboces.org/events or Frontline (My Learning Plan)
INSTRUCTOR:	Pete Desjardins, Lisa Zwerling, Sharon Hayes

Peter Desjardins, Program Administrator - Student Data Services

Vanessa Biagioli-Dittrich, Program Administrator – School Data Bank Services

Sharon Hayes, Ed.D. Assistant Administrative Coordinator – School Data Bank Services

Quality Control Workshop

Quick Review

For

2023 NYS Assessments

3-8 ELA and Math

Science 8



Final Dates to Submit Answer Sheets

- ELA- May 4, 2023
- Math- May 17, 2023
- NYSESLAT-June 12, 2023
- Science 8-June 15, 2023



NOTE: Sheets may be returned before these dates

NO APPOINTMENT NECESSARY
Monday-Friday 8:00am-3:00pm

*These Dates are for **Sheet** Return and will be different for Submitting Booklets for Full Service Scoring*

Check Materials On Arrival

Once materials arrive at your district, open package(s) to check for the following:

- **Instructions**-One set for each grade level
- **Class Rosters**-Alphabetical list of students by School, Homeroom or Test Room
- **Answer Sheets**-Each student on Class Rosters should receive a preprinted answer sheet in the same order. You will receive extras for each School.
- **Bar-Code Labels**-Labels are to be placed on the front cover of any booklet containing student's answers to extended response questions. Be sure handwritten name and bar-code label match!
- **Note: Test Booklets** are sent directly to the district from SED and will arrive shortly before the testing window.



Verify that the documents are printed by the sort you ordered

Contact DWTShelp@esboces.org or 631-218-4195 if there is an issue with the testing materials.

DO NOT WAIT UNTIL TEST DAY!

Sample Class Roster

➤ Tested/Not Tested Reasons

T = Tested

A = Absent

R = Refused

O = Other

AE= Admin Error

ME= Med Excused

NE= Not Enrolled

~~**RL= Remote Instruction Only**~~

Indicate "Tested" (T) or the "Not Tested" reason (Absent, etc. -see legend below).

Return class rosters to your Testing Coordinator.

Place barcode label on FRONT cover of the booklets used for written responses.

*For Students without preprinted testing materials or booklet labels, follow steps 1-3.

1. In the shaded area on the answer sheet, write the student's first name, last name and correct ID#.

2. Fill in information from the corresponding extra answer sheet on the blank lines below.

3. For students without barcode labels, write student's first name, last name, school name and correct ID# on the back of the booklets.

		Bk Form		Session 1								Session 2							
Pre-Printed Student ID	Student Name	Ltr #		T	A	M	N	R	E	E	O	T	A	M	N	R	E	E	O
1) 00011001	Amaya Diaz Velazquez																		
2) 00011002	Brian Ewing, Wade II																		
3) 00011003	Christian Delacruz, Adelle I																		
4) 00011004	Connor, Ethan M																		
5) 00011005	Corey, James M																		
6) 00011006	Diana Madroal, David																		
7) 00011007	Devon-Correa, Devlin M																		
8) 00011008	Donald, Jr, Philip D																		
9) 00011009	Edna Lopez, Maribel M																		
10) 00011010	James Flores, Angel M																		
11) 00011011	Wagner, Jason T																		
12) 00011012	Wade, Tim D																		
13) 00011013	William-Drew, David M																		
14) 00011014	Wynne-Wagner, Michael M																		
15) 00011015	Wynne, Ian D																		
16) 00011016	Wynne, David, Andrew M																		
17) 00011017	Wynne, Jordan D																		
18) 00011018	Wynne, David																		
19) 00011019	Wynne-Wagner, Michael																		
20) 00011020	Wynne-Wagner, Michael																		

Total Number Of Students Listed 20





Class Rosters

If a student used an extra answer sheet, fill in the information on the roster including:

- Student's Full Name
- Actual Student Local ID
- DOB
- Extra sheet number(s)-found on the top of the answer sheet

* Enter information below for students who used extra answer sheets and/or booklets (Some fields may not apply)

1) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
2) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
3) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
4) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____
5) Name _____	Actual ID _____	DOB ____/____/____
Sheet 1 _____	Sheet 2 _____	Bk _____

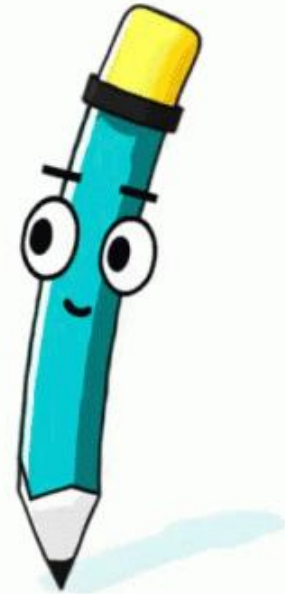
NEW Testing Formats for 2023



- Based on New York State Next Generation Learning Standard For ELA and MATH
- ELA Sessions 1 and 2 will have both multiple choice and constructed response questions
- There are now 2 Answer Sheets for ELA and Math
- There will be an additional Answer Booklet for ELA Session 1
- ELA And Math Educator Guides are available on the State Website

ONLY Number 2 Pencils

- No Pens
- No Erasable Pens
- No Pencils other than number 2
- No Red pens or Pencils
- No Highlighters
- No Markers
- No Invisible Ink



Reason Not Tested

Only 1 Reason Not Tested bubble should be filled in
Or entered into Nextera

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations (Fill in as many as apply.)
<input type="radio"/> Flexibility in scheduling
<input type="radio"/> Flexibility in setting
<input type="radio"/> Method of presentation (excluding Braille/Large type/Test read)
<input type="radio"/> Method of response
<input type="radio"/> Use of spell-checking device/software
<input type="radio"/> Other
<input type="radio"/> Braille
<input type="radio"/> Large type
<input type="radio"/> Test read
ELL Accommodations (Fill in as many as apply.)
<input type="radio"/> Separate location
<input type="radio"/> Bilingual dictionaries and glossaries

Session Codes
<input type="radio"/> Absent Session 1
<input type="radio"/> Refused Session 1

Reason Not Tested
<input type="radio"/> Administrative error, no score
<input type="radio"/> Not enrolled at time of test
<input type="radio"/> Medically excused
<input type="radio"/> Taking NYSAA
<input type="radio"/> First-year ELL Student

Reason Not Tested

Math 6, 7 and 8 ONLY

Taking Regents
bubble-use if
taking Math
Regents in lieu of
Math 6, 7 and 8 for
this year

Let us know if you
are giving a
Regents and we
will not print the
answer sheets!

Session Codes
<input type="radio"/> Absent Session 1
<input type="radio"/> Refused Session 1

Reason Not Tested
<input type="radio"/> Administrative error, no score
<input type="radio"/> Not enrolled at time of test
<input type="radio"/> Medically excused
<input type="radio"/> Taking NYSAA
<input type="radio"/> Taking Regents

Alternate Language
<input type="radio"/> Arabic
<input type="radio"/> Bengali
<input type="radio"/> Chinese (Simplified)
<input type="radio"/> Chinese (Traditional)
<input type="radio"/> Haitian Creole
<input type="radio"/> Korean
<input type="radio"/> Russian
<input type="radio"/> Spanish

Reason Not Tested Descriptions for PBT and CBT



Review of Tested/Not Tested Reason Codes As Noted on Class Rosters

Tested/Not Tested Reasons as they appear on the Class Roster:

Session 1						Session 2					
T		A	M	N		T		A	M	N	
T		A	R	E	E	T		A	R	E	E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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T = Tested-*The student completed all of the assessment.*

A = Absent-*The student was Absent for one or both sessions. If the student becomes ill during the session and cannot complete all questions, the student may still be marked Absent. Absent will override any answers completed and the student will not receive a score.*

R = Refused-*The student Refused one or both sessions. If the student refuses after answering more than 1 question, the student will receive a score based on the questions completed.*

AE= Administrative Error- *Use for students for whom errors were made in the administration of the test (e.g., the student was present but the test was not administered to the student, prompts were given to the student, materials that would assist students in taking the test were in view of the students during the administration, etc.) Please contact the district Test Scoring Coordinator in the event of an Administrative Error.*

ME= Medically Excused-*The student was incapacitated by illness or injury during the test administration and make-up periods and have, on file, documentation from a medical practitioner regarding the illness or injury.*

NE= Not Enrolled-*The student left the district prior to the test administration.*

O= Other-*Used for any reason not listed*

Questions: Contact Student Data Services at dwtshelp@esboces.org or
by phone at 631-218-4195

Constructed Responses BUBBLES Matter

ELA-Constructed Response –Session 1 and 2

Math-Constructed Response-Session 2 Only



Session 1

Constructed Response

Question	Score Points	No Response
24	0 1 2	A
25	0 1 2	A

2023 NYS Grade 3 Mathematics Test

Session 2

Session 2

Constructed Response

Question	Score Points	No Response
32	0 1 2	A
33	0 1 2	A
34	0 1 2	A

- 26 (A) (B) (C) (D)
- 27 (A) (B) (C) (D)
- 28 (A) (B) (C) (D)
- 29 (A) (B) (C) (D)
- 30 (A) (B) (C) (D)

Absent Bubbles

Absent bubbles are available for each session of the test. If any Absent bubble is bubbled in, the student is considered Absent for the Entire Test. Please note Absent on Roster. If a student takes the test during the make up period, be sure to erase the Absent bubble!

Absent bubble stands even if answer/scores exist applies to PBT and CBT

The diagram shows a stack of three rectangular boxes representing a test session interface. The top box is light purple and contains the text "Session 1". The middle box is dark purple and contains the text "Session Codes". The bottom box is white with a purple border and contains two options: "Ⓐ Absent Session 1" and "Ⓑ Refused Session 1". A red rectangular box highlights the "Ⓐ Absent Session 1" option.

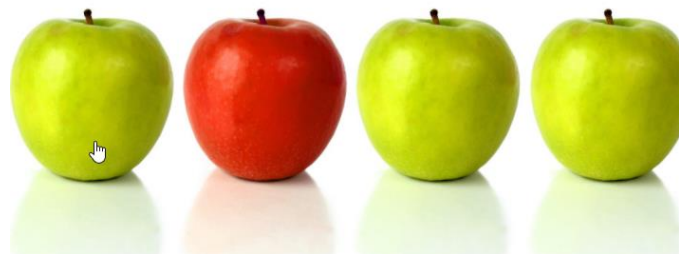
Session 1	
Session Codes	
Ⓐ	Absent Session 1
Ⓑ	Refused Session 1

Refused Bubbles

The same but a little different

Refused bubbles are available for each session of the test. Please note Refused on Roster. Refused bubble will be overwritten if answers exist in that section. If Refused only one part and took the other part, student will receive a score based on the part completed. Applies to PBT and CBT.

Session 1	
Session Codes	
<input type="radio"/>	Absent Session 1
<input checked="" type="radio"/>	Refused Session 1



TS0248	District 0060	Student ID 890000003	CD 3	School 003	Level 05	Page 1 Form
---------------	-------------------------	--------------------------------	----------------	----------------------	--------------------	-----------------------

District	Student ID	Grade
School	Student	
POS	DOB	
CRS/Sec	Room	
	Teacher	

MARKING INSTRUCTIONS: Make heavy BLACK marks. Erase cleanly. Make no stray marks.

USE A No. 2 PENCIL

CORRECT:

INCORRECT:

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> Session 1 Form </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Letter</th> <th style="width: 50%;">Number</th> </tr> <tr><td>A</td><td>1</td></tr> <tr><td>B</td><td>2</td></tr> <tr><td>C</td><td>3</td></tr> <tr><td>D</td><td>4</td></tr> <tr><td>E</td><td>5</td></tr> <tr><td>F</td><td>6</td></tr> <tr><td>G</td><td>7</td></tr> <tr><td>H</td><td>8</td></tr> <tr><td>I</td><td>9</td></tr> <tr><td>J</td><td>10</td></tr> <tr><td>K</td><td>11</td></tr> <tr><td>L</td><td>12</td></tr> <tr><td>M</td><td>13</td></tr> <tr><td>N</td><td>14</td></tr> <tr><td>O</td><td>15</td></tr> <tr><td>P</td><td>16</td></tr> <tr><td>Q</td><td>17</td></tr> <tr><td>R</td><td>18</td></tr> <tr><td>S</td><td>19</td></tr> <tr><td>T</td><td>20</td></tr> <tr><td>U</td><td>21</td></tr> <tr><td>V</td><td>22</td></tr> <tr><td>W</td><td>23</td></tr> <tr><td>X</td><td>24</td></tr> <tr><td>Y</td><td>25</td></tr> <tr><td>Z</td><td>26</td></tr> </table>	Letter	Number	A	1	B	2	C	3	D	4	E	5	F	6	G	7	H	8	I	9	J	10	K	11	L	12	M	13	N	14	O	15	P	16	Q	17	R	18	S	19	T	20	U	21	V	22	W	23	X	24	Y	25	Z	26	<h2 style="margin: 0;">2023 ELA 6</h2>	<table style="width: 100%;"> <tr><td>1</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>2</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>3</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>4</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>5</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>6</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>7</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>8</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>9</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> </table> <table style="width: 100%;"> <tr><td>10</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>11</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>12</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>13</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>14</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>15</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>16</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>17</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>18</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> </table> <table style="width: 100%;"> <tr><td>19</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>20</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>21</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>22</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>23</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>24</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>25</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>26</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> <tr><td>27</td><td>A</td><td>B</td><td>C</td><td>D</td></tr> </table>	1	A	B	C	D	2	A	B	C	D	3	A	B	C	D	4	A	B	C	D	5	A	B	C	D	6	A	B	C	D	7	A	B	C	D	8	A	B	C	D	9	A	B	C	D	10	A	B	C	D	11	A	B	C	D	12	A	B	C	D	13	A	B	C	D	14	A	B	C	D	15	A	B	C	D	16	A	B	C	D	17	A	B	C	D	18	A	B	C	D	19	A	B	C	D	20	A	B	C	D	21	A	B	C	D	22	A	B	C	D	23	A	B	C	D	24	A	B	C	D	25	A	B	C	D	26	A	B	C	D	27	A	B	C	D
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2023 NYS Grade 6 English Language Arts Test

FOR ADMINISTRATOR USE ONLY

IEP or 504 Plan Accommodations (Fill in as many as apply.)	Session Codes
<input type="checkbox"/> Flexibility in scheduling <input type="checkbox"/> Flexibility in setting <input type="checkbox"/> Method of presentation (excluding Braille/Large type/Test read) <input type="checkbox"/> Method of response <input type="checkbox"/> Use of spell-checking device/software <input type="checkbox"/> Other <input type="checkbox"/> Braille <input type="checkbox"/> Large type <input type="checkbox"/> Test read	<input type="radio"/> Absent Session 1 <input type="radio"/> Refused Session 1

ELL Accommodations (Fill in as many as apply.)	Reason Not Tested
<input type="checkbox"/> Separate location <input type="checkbox"/> Bilingual dictionaries and glossaries	<input type="radio"/> Administrative error, no score <input type="radio"/> Not enrolled at time of test <input type="radio"/> Medically excused <input type="radio"/> Taking NYSAA <input type="radio"/> First-year ELL Student

Student ID

Student Name

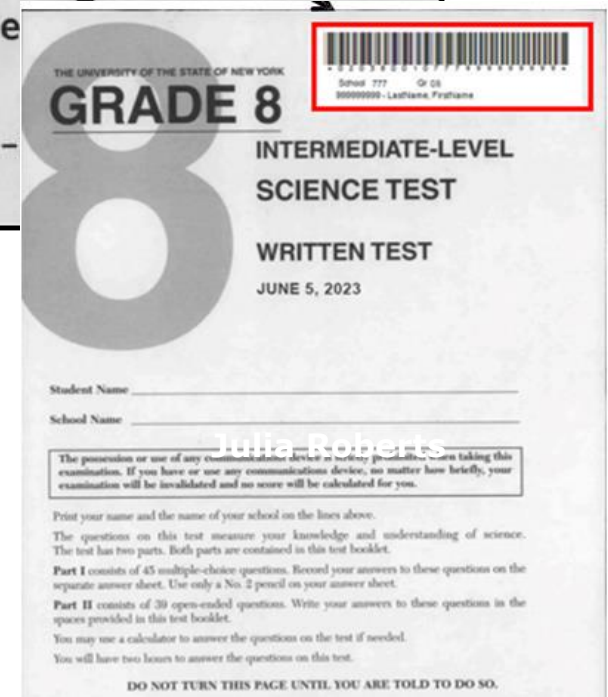
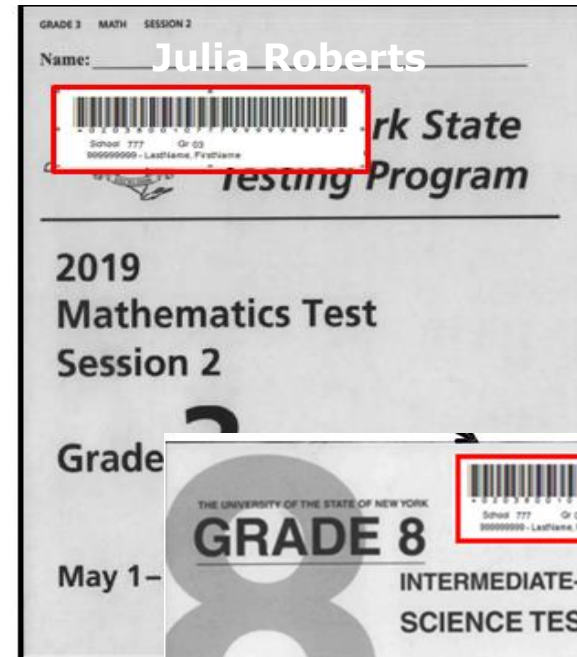
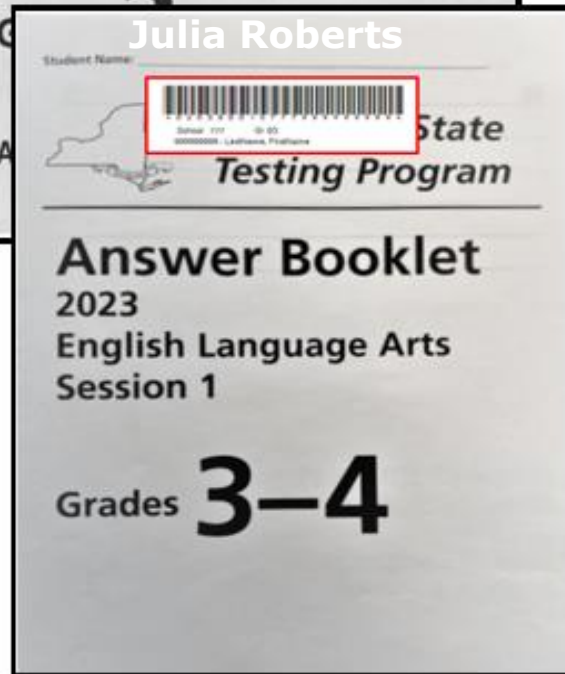
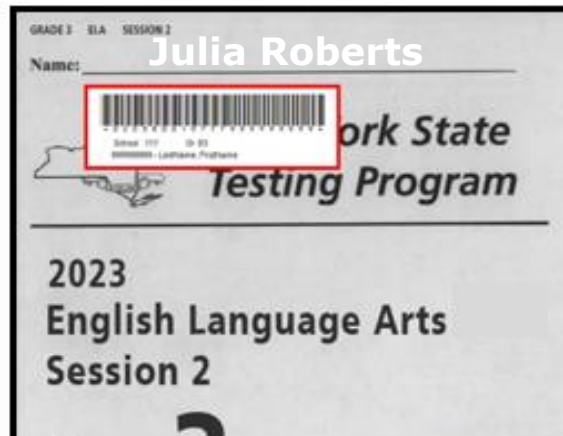
Date of Birth

Grade

Room/Teacher
are optional

Label Answer Booklet Cover(s) with Student's Name

Check that the label on the front of the book matches the handwritten student's name on the front of the book



Out Of District Students

- It is the responsibility of the district to send and receive all assessment materials for students in Out-of-District placements other than BOCES
- WSB and ESB are all CBT for 2023

Ungraded Students

- K-6= grade 13
- 7-12= grade 14
- Ungraded students must be tested on the grade level determined by the Date of Birth Chart (SIRS Manual page 82)

Assessments by Birth Date/Age for Ungraded Students in 2022–23

Assessments	Birth Dates	Reaches This Age Between September 1, 2022 and August 31, 2023
Grade K: NYSESLAT	Any date after August 31, 2016	6
Grade 1: NYSESLAT	September 1, 2015—August 31, 2016	7
Grade 2: NYSESLAT	September 1, 2014—August 31, 2015	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013—August 31, 2014	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2012—August 31, 2013	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011—August 31, 2012	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010—August 31, 2011	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2009—August 31, 2010	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, NYSTP science, and NYSESLAT	September 1, 2008—August 31, 2009	14
Grade 9: NYSESLAT	September 1, 2007—August 31, 2008	15
Grade 10: NYSESLAT	September 1, 2006—August 31, 2007	16
Grade 11: NYSESLAT	September 1, 2005—August 31, 2006	17
Grade 12: NYSESLAT	Born on or before August 31, 2005	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2004—August 31, 2005	18

Return Count Sheets with each Grade and Subject

Please fill out
entire form and
provide us with
the name and
phone number
of the Testing
Coordinator

Provide accurate
total counts for
the district

Count the sheets
not the students
on the Rosters



Cover Sheet for Returning ELA Answer Sheets to Eastern Suffolk BOCES 2023

Test: ELA

Grade 3

Date Due: May 4, 2023

District	«District_Name»		
Date			
Test Scoring Coordinator			
Phone #			
Count of Answer Sheets Returned	Sheet 1	Sheet 2	Total
Comments	Return BOTH sheets for each student		

Please return your documents in the following order by district; top down

- ☐ Cover sheet with sheet 1, sheet 2 and total counts filled in
- ☐ Class rosters with notations-reason test not taken
- ☐ Reason coded answer sheets
- ☐ Return complete set (sheet 1 **AND** sheet 2) of answer sheets for each student

I certify that ALL students, including students who used extra answer sheets have valid demographic and enrollment records in the data warehouse.

Print Name: _____ Date: _____

Signature: _____

Drop-Off Procedures

Beginning with the top of the stack

- Cover Sheet with counts
- Class Roster with notations (clipped or stapled)
- Only Used Extra Answer Sheets
- All Other Answer Sheets



Be sure all timing marks are on left

All sheets should be in same direction-use cut corners as a guide

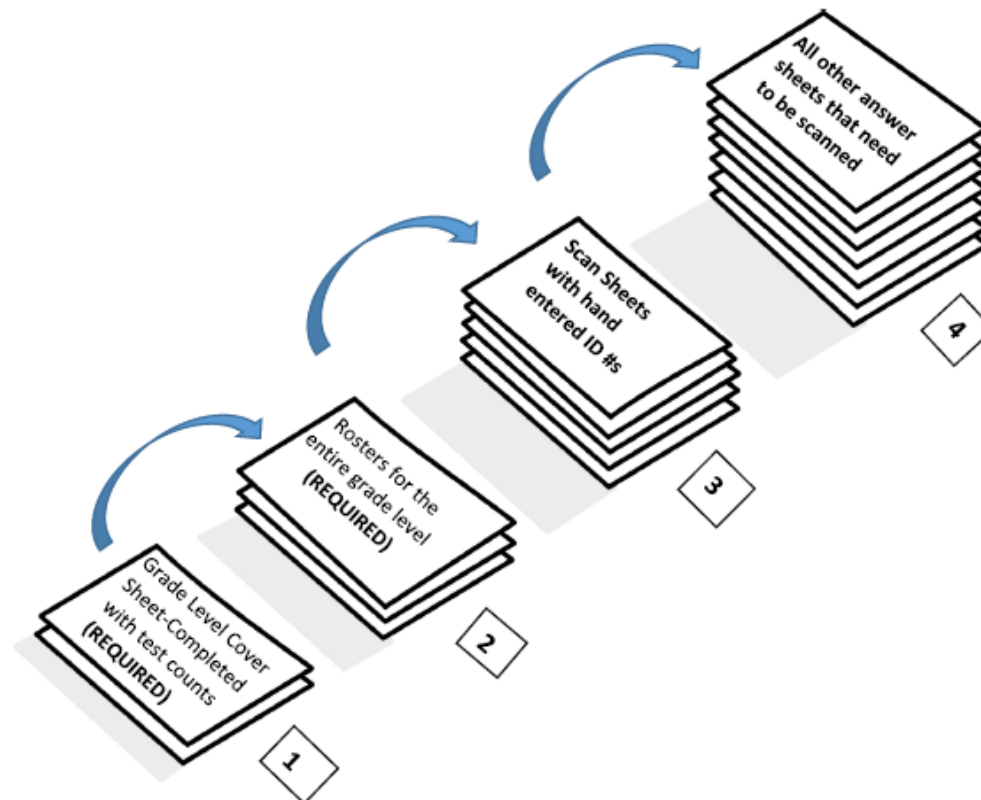
***Be sure counts are correct-include answer sheets with Reason Not Tested in the count**

***Provide us with contact person's name and phone number**

How to Stack the Sheets

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



Neatness Counts

THIS



NOT THIS!



One last thing...

- If A student used an extra answer sheet, be sure the student is in Level o
- Rosters need to be filled out and returned to us-stapled or clipped
- Accurate counts are important
- Sheets must be returned clean and Neat-IF A SHEET HAS ANY HUMAN Bodily FLUIDS ON IT, RE-COPY ONTO A CLEAN SHEET
- If contacted for missing bubbles, immediate response is required
- Check Verifications before it's too late

Contact us with questions

dwtshelp@esboces.org or 631-218-41



For additional or special booklets:

- Serina Ross-Eastern Suffolk BOCES-Westhampton Beach
(631) 844-5757
- Dawn Zanoni-Hines Admin Center-Patchogue
(631) 687-3165
- Nicole Carr-Western Suffolk BOCES-Wheatley Heights
(631) 595-6820

Resources

<http://www.p12.nysed.gov/assessment>

[**http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals**](http://www.nysed.gov/state-assessment/grades-3-8-ela-and-math-test-manuals)

[**http://www.p12.nysed.gov/irs/sirs**](http://www.p12.nysed.gov/irs/sirs)

[**https://datacentral.esboces.org**](https://datacentral.esboces.org)

<https://www.esboces.org/assessment-services>

Student Data Services

Test Scoring, Scanning and Reporting

631-218-4195

DWTShelp@esboces.org

Questions about Full Service Scoring

Phone:

631-244-4243

Email:

scoring@esboces.org

Website:

<https://www.esboces.org/assessment-services>

Test Scoring Updates



NYSAA

- **Testing Window is now opened and will close on June 9th**
- **Special Circumstance Codes must be entered before June 9th**
- **Proctor role has been discontinued- do not assign anyone to this role**
- **The SAM for NYSAA is available on datacentral**
- **Contact Student Data Services for support-If we can't help you, we will contact DLM for guidance**



NY SAA

Confirm that all NY SAA students are identified in Level 0

Enrollment

Student must be ungraded use grade 13 (K-6) or grade 14 (7-12)

Programs

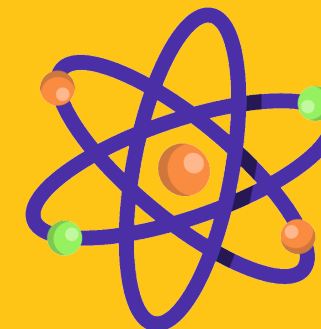
***0220-Eligible for Alternate Assessment and
Type of Disability***





- **Print production of ELA and Math materials is delayed-should start receiving ELA materials next week**
- **ELA deliveries will include both original and second pull**
- **The format of the ELA assessment has changed- session 1 and 2 both are made up of multiple choice and constructed response questions**
- **There are now 2 sheets, 2 booklets for constructed response answers and 2 labels-labels still go on the front cover of the 2 booklets used for the constructed response questions**
- **There is a 3 day testing window but the test must be given on two consecutive days**
- **Educator Guides and SAm have been released and available on datacentral**

ELA AND MATH IMPORTANT DATES



Testing Schedule and Important Administration Dates

Events	Grades 3–8 English Language Arts	Grades 3–8 Mathematics
Secure Test Materials Arrive at Schools	Tuesday, March 28– Thursday, March 30	Monday, April 24– Wednesday, April 26
Computer-Based Test Administration Window	Wednesday, April 19– Wednesday, April 26	Tuesday, May 2–Tuesday, May 9
Computer-Based Test Make-Up Window	Monday, April 24–Friday, April 28	Friday, May 5–Thursday, May 11
Paper-Based Test Administration Window	Wednesday, April 19–Friday, April 21	Tuesday, May 2–Thursday, May 4
Paper-Based Test Make-Up Window	Monday, April 24–Friday, April 28	Friday, May 5–Thursday, May 11
Scoring materials posted on Nextera™ Admin	Wednesday, April 19	Tuesday, May 2
Scoring Window**	Monday, April 24–Thursday, May 4	Friday, May 5–Wednesday, May 17
Final Date to Submit Answer Sheets to Scanning Center	Thursday, May 4	Wednesday, May 17



- **IF YOU ARE NOT GIVING THE SCIENCE 8 BECAUSE EVERYONE IS TAKING THE REGENTS-TELL US AND WE WON'T PRINT SHEETS FOR YOU**
- **DON'T FORGET TO SELECT A SCORING METHOD FOR BOTH THE WRITTEN AND THE PERFORMANCE**
- **QUALITY CONTROL IS EXTREMELY IMPORTANT-WE PROCESS SCIENCE AFTER THE SCHOOL YEAR IS OVER**



NYSESLAT



Important Dates

Speaking session materials delivered to participating schools	Monday, March 27 – Monday, April 3, 2023
Speaking session administration period	Monday, April 17 – Friday, May 26, 2023
Listening/Reading/Writing session materials delivered to participating schools	Monday, May 8 – Friday, May 12, 2023
Listening/Reading/Writing session administration period	Monday, May 15 – Friday, May 26, 2023
Writing scoring materials delivered to participating schools	Tuesday, May 23 – Friday May 26, 2023
Scoring of Writing responses	Tuesday, May 30 – Friday, June 9, 2023
Deadline to submit answer sheets to the RIC or large-city scanning centers	June 12, 2023

NOTE: All schools must complete the NYSESLAT administration by Friday, May 26, 2023. All secure materials must be returned to Pearson no later than Friday, June 23, 2023.

NYSESLAT

PAN (PEARSON ACCESS NEXT) ORDERING SYSTEM IS NOW REOPENED UNTIL MAY 26TH

If you have any questions about accessing PAN and/or ordering materials, please contact Pearson's New York State Customer Support at 888-705-9415 and select option 2. Representatives are available to provide support Monday – Friday from 7:30 a.m. to 4:30 p.m. (ET).



CBT UPDATES



- **FEBRUARY 23RD WAS THE DEADLINE TO UPLOAD DEMO, ENROLLMENT AND PROGRAMS TO BE USED FOR OPERATIONAL ELA AND MATH**
- **THE STUDENT AND CLASSES TABS OPENED ON NEXTERA ON MARCH 13TH**
- **THE TEST TABS WILL OPEN FOR ELA AND MATH ON APRIL 3RD**
- **THE WINTER TRAINING SESSION IS POSTED TO THE CBT SUPPORT WEBSITE**
- **PROCTOR TRAINING HAS NOT BEEN RELEASED YET FOR 2023 BUT IT HASN'T CHANGED FROM 2022**
- **THERE ARE 6 DAYS TO GIVE THE TEST BUT THE ENTIRE GRADE MUST BE TESTED ON THE SAME TWO CONSECUTIVE DAYS**

STAND ALONE FIELD TESTING SCHEDULE



- FIELD TEST SCHEDULES HAVE BEEN RELEASED
- PRINCIPALS WILL RECEIVE INFORMATION NEXT WEEK
- THE SCHEDULE CAN BE FOUND ON THE SED WEBSITE
- FOR QUESTIONS REGARDING FIELD TESTING REACH OUT TO DATASUPPORT.NYSED.GOV

[HTTP://WWW.NYSED.GOV/STATE-ASSESSMENT/NEWS/2022-23-ELEMENTARY-AND-INTERMEDIATE-LEVEL-TESTING-PROGRAM-UPDATES](http://www.nysed.gov/state-assessment/news/2022-23-elementary-and-intermediate-level-testing-program-updates)

HOW TO:

ACCESS THE SECURE CBT PRACTICE TESTS



CBT SECURE BROWSER PRACTICE EXAMS

The Secure Browser practice tests allow students to experience computer-based testing in the same environment they will use for operational CBT.

All students should be familiar with the Questar Secure Browser online tools and navigation before sitting for the operational CBT exams

TO UTILIZE THE PRACTICE EXAMS YOU WILL NEED TO:

- Have allowable testing devices loaded with the Questar Secure Browser available during testing

Operating System	Browser Version	Release Notes 2022-2023
Chromebook (97+)	2.6	No updated version this year.
Apple iOS (14, 15, 16) (includes minor versions)	2.1	Updates include security and performance improvements, along with technology upgrades that will provide a more stable testing experience. This Secure Browser version was released in Fall 2022.

Apple Mac OS X (11,12, 13) (includes minor versions)	5.0	Updates include security and performance improvements, along with technology upgrades that will provide a more stable testing experience. This Secure Browser version was released in Fall 2022.
Microsoft Windows (10, 11) (Home, Education, Pro, Pro Education, Enterprise) (includes minor versions) (Note:Windows 10S and 11S are not supported)	5.0	Updates include security and performance improvements, along with technology upgrades that will provide a more stable testing experience. This Secure Browser version was released in Fall 2022.

Nextera allowable devices

Nextera Set Up & Install
Manual

TO UTILIZE THE PRACTICE EXAMS YOU WILL NEED TO:

Access the ELA Practice
Logins

Access the Math
Practice Logins

- The passwords are always "practice"
- The username format is:
- subject + g + grade number
 - Example: mathg03 / practice
 - Example: elag07 / practice

HOW DO I DELIVER THE EXAMS ?

To access the Secure Browser practice tests:

- **Student testing devices must have the Questar Secure Browser installed and open**
- **Students login using the appropriate username and the password 'practice'**
- **Students are then free to take the exam, use the built in tools and accommodations (if appropriate)**
- **No data will be saved from these sessions**



Student Data Services



IMPORTANT: JUNE 2023 REGENTS DATA SOURCE SELECTION OPTIONS

There are multiple data sources/scenarios from which the June Regents answer sheets can be produced.

Please complete this form to advise us which printing source should be used to produce the answer sheets for the June 2022 Regents for your district.

No answer sheets will be printed for a district until this form, indicating selections, is returned.

PLEASE CHECK **ONE** OPTION PER LINE FOR PRINTING YOUR
JUNE REGENTS ANSWER SHEETS.
IF NO STUDENTS ARE TAKING A PARTICULAR SUBJECT,
PLEASE INDICATE "**NOT TAKING**".

	Option 1	Option 2
	USE LEVEL 0 to print answer sheets, PLUS *WALK-IN FILE	<u>USE FILES ONLY</u> to print all answer sheets <u>DO NOT PRINT</u> answer sheets <u>from Level 0</u>
English Language Arts		
All other Exams		

*Walk-In file should contain all students who are not enrolled in the course but may re-take the exam.

DISTRICT: _____

CONTACT NAME: _____

SIGNATURE: _____

E-MAIL: _____ PHONE: _____

Please email your completed form no later than April 29 to dwtshelp@esboces.org.

PUBLIC SCHOOLS REGENTS JUNE 2023 Order/Sort Form Student Data Services



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
June 2022 Regents examinations.

Subject	Sort (Please circle <u>ONE</u>)			# of Exam Books Ordered
	School	Teacher	Course Section	
US History & Government (Framework)	School	Teacher	Course Section	
English Language Arts	School	Teacher	Course Section	
Living Environment	School	Teacher	Course Section	
Algebra I	School	Teacher	Course Section	
Chemistry	School	Teacher	Course Section	
Global History & Geography II	School	Teacher	Course Section	
Earth Science	School	Teacher	Course Section	
Geometry	School	Teacher	Course Section	
Algebra II	School	Teacher	Course Section	
Physics	School	Teacher	Course Section	

District: _____ School: _____

Contact #1 Name: _____

E-mail address: _____

Phone: _____ FAX: _____

Contact #2 Name: _____

E-mail address: _____

Phone: _____ FAX: _____

Please email this form **no later than April 29** to dwtshelp@esboces.org.



Student Data Services Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Instructional Support Center @ Sequoya

DATES: April 28, 2023

AUDIENCE: Any District Personnel Involved with
Regents Scanning

DESCRIPTION:

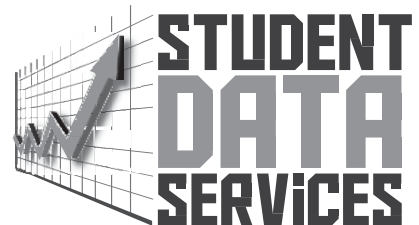
- Order Form and Timeline
- Pre-print File Verification
- Criteria for Printing from Level 0
- Scan Sheet Preparation
- Scanning Demonstration
- Processing Tips and Techniques
- Error Messages with Correction Methods
- Batch Tracking Website
- ASAP Score Reports
- Scanning Deadlines
- Regents Data Loading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

PLEASE REGISTER ON OR BEFORE April 21, 2023

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.



2023 INSTRUCTIONAL STUDENT REPORTS

- The order process for ISRs has changed.
 - Districts who have used the service in the prior year were given the ability to approve the initial student counts with all other BOCES services.
 - If any district declined the service, the DDC will be contacted to confirm.
 - Initial counts are based on the January SIRS 313 BEDS Day Counts
- Districts will only be billed for the number of students who have test data and an ISR

Please Note:

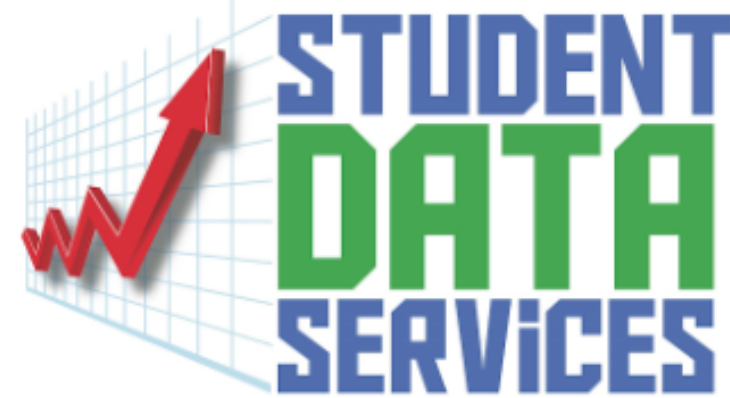
- The Option for ISR Stuffed Envelopes Bulk Shipped to the District has been discontinued by the vendor.

-

2023 INSTRUCTIONAL STUDENT REPORTS

Districts may choose from the following:

- Option 1: Color Prints mailed to the student
 - Home addresses approved by the district
 - Includes a District Specific Cover Letter
- Option 2: Color Prints packed in Boxes and delivered to the District
 - 1000 sheets or approx. 500 ISRs per Box
- Option 3: PDF Files posted directly to the Districts SFTP site
 - Includes a full color PDF of each ISR
 - Set 1: Includes ELA, Math & Science
 - Set 2: Includes NYSAA (if available) & NYSESLAT



2023 ISR Order Form

NEW for 2023

The order process for ISRs has changed. Districts who have used the service in the prior year were given the ability to approve the initial student counts with all other BOCES services. If your district declined the service, the DDC will be contacted to confirm.

- Initial counts are based on the January SIRS 313 BEDS Day Counts
- Districts will only be billed for the number of students who have test data and an ISR

Please Note:

The Option for ISR Stuffed Envelopes Bulk Shipped to the District has been discontinued by the vendor.

Districts may choose from the following:

- Option 1: Color Prints mailed to the home addresses approved by the district
- Option 2: Color Prints packed in Boxes and delivered to the District
- Option 3: PDF Files posted directly to the Districts SFTP site

This form is required to be returned BEFORE May 31, 2023. That is the cut off date set by the vendor, we will not send your data to the printer without this form completed on time.

For more information about scan sheet delivery, please email your questions to DWTSHELP@esboces.org

Districts need to confirm how they want their ISRs delivered

We have created an Google Form to streamline the process for DDCs

Please go to:

<https://forms.gle/Ew1jXWrToLs1U3Dk6>

2020-21

Group II Report Card Release

STAFF QUALIFICATIONS (2021-22)
INEXPERIENCED TEACHERS AND PRINCIPALS

	TEACHERS			PRINCIPALS		
	Total	# Inexperienced	% Inexperienced	Total	# Inexperienced	% Inexperienced
THIS DISTRICT	645	49	8%	14	4	29%
STATEWIDE	213,853	46,628	22%	4,643	1,064	23%
STATEWIDE HIGH-POVERTY SCHOOLS	47,206	16,965	36%	1,071	191	18%
STATEWIDE LOW-POVERTY SCHOOLS	62,026	7,792	13%	1,192	267	22%

TEACHERS TEACHING OUT OF THEIR SUBJECT OR FIELD OF CERTIFICATION

	Total	TEACHERS TEACHING OUT OF THEIR SUBJECT/FIELD OF CERTIFICATION	
		#	%
THIS DISTRICT	637	1	0%
STATEWIDE	203,528	15,289	8%
STATEWIDE HIGH-POVERTY SCHOOLS	43,110	6,412	15%
STATEWIDE LOW-POVERTY SCHOOLS	59,797	1,101	2%

The Group II Release includes:

- Inexperienced Teachers/Principals - Have less than 4 years experience
- Teachers Out of Cert - Teachers outside of their certification area

NEW YORK STATE
2021-22 REPORT CARD GLOSSARY & GUIDE

Last updated: March 2023



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Assessment Data

Due to the ongoing impacts of COVID-19, it may not be appropriate to compare 2021-22 assessment results with results from prior years.

Elementary- and Intermediate-Level State Assessments: English Language Arts, Mathematics, Science

Grades 3-8 English Language Arts (ELA) Results

School data are compared to the school's district and statewide results in the bar chart, while district and charter school data are compared to statewide data in the bar chart. District data include all public schools in the district as well as out-of-district placement students who are the reporting responsibility of the district.

Summary Results: **Total** (#) students, count (#) and percent (%) not tested (**Not Tested**), tested (**Tested**), performing at each of the four performance levels (**Level 1, Level 2, Level 3, Level 4**), and scoring **Proficient (Levels 3 & 4)** on the New York State Testing Program (NYSTP) assessment in English Language Arts (ELA) by **Grade** and **Grades 3-8** combined. **Tested #** is used as the denominator for performance **Level %** calculations.

Grade-Specific Results: Data in the grade tables are the same as those in the summary table but disaggregated by demographic **Subgroups**.

Grades 3-8 Mathematics Results

School data are compared to the school's district and statewide results in the bar chart, while district and charter school data are compared to statewide data in the bar chart. District data include all public schools in the district as well as out-of-district placement students who are the reporting responsibility of the district.

Summary Results: **Total** (#) students, count (#) and percent (%) not tested (**Not Tested**), tested (**Tested**), performing at each of the four performance levels (**Level 1, Level 2, Level 3, Level 4 & Above**), and scoring **Proficient (Levels 3 & Above)** on the New York State Testing Program (NYSTP) assessment in mathematics by **Grade** and **Grades 3-8** combined and on the Regents examinations in mathematics taken in lieu of the NYSTP in mathematics in Grade 6 (**Regents 6**), Grade 7 (**Regents 7**), and Grade 8 (**Regents 8**). NYSTP and Regents results for Grade 6 students are combined in the **Combined 6** row. NYSTP and Regents results for Grade 7 students are combined in the **Combined 7** row. NYSTP and Regents results for Grade 8 students are combined in the **Combined 8** row. The **Grades 3-8** row is the aggregate of **Grade 3, Grade 4, Grade 5, Combined 6, Combined 7, and Combined 8**. **Tested #** is used as the denominator for performance **Level %** calculations.

In 2022, **Regents 6, Regents 7, and Regents 8, Not Tested** are students reported as "exempt" from taking a Regents examination in mathematics who had no valid score on a grade-level NYSTP and no valid score on a Regents examination in mathematics during the reporting year. **Grade 6 Total #, Grade 7 Total #, and Grade 8 Total #** are used as the denominators for **Not Tested %** calculations for **Regents 6, Regents 7, and Regents 8**, respectively.

Regents Mathematics Exemptions, Grades 6-8 Students: **Total Exempt** are students with no valid score on a grade-level NYSTP but reported as "exempt" from taking a Regents examination in mathematics during the reporting year. **Exempt, Not Tested** are Total Exempt students with no valid score on a Regents examination in mathematics. **Exempt, Tested** are Total Exempt students with a valid score on a Regents examination in mathematics.

Regents Exam Exemption Eligibility: Students who met the standards for the related course of study, as locally determined, could qualify for an exemption to the examination requirements. For more information and specific criteria, see NYS Board of Regents Announcement.

Grade-specific Results: Data in the grade tables are the same as those in the summary table but disaggregated by demographic **Subgroups**.

Grades 4 & 8 Science Results

School data are compared to the school's district and statewide results in the bar chart, while district and charter school data are compared to statewide data in the bar chart. District data include all public schools in the district as well as out-of-district placement students who are the reporting responsibility of the district.

Summary Results: Total (#) students, count (#) and percent (%) not tested (**Not Tested**), tested (**Tested**), performing at each of the four performance levels (**Level 1, Level 2, Level 3, Level 4**), and scoring **Proficient (Levels 3 & 4)** on the New York State Grades 4 & 8 Science Tests by **Grade** and **Grades 4 & 8** combined and on the Regents examinations in science taken in lieu of the NYS Grade 8 Science Test in Grade 8 (**Regents 8**). NYSTP and Regents results for Grade 8 students are combined in the **Combined 8** row. The **Grades 4 & 8** row is the aggregate of **Grade 4** and **Combined 8**. **Tested #** is used as the denominator for performance **Level %** calculations.

Note: For 2021-22 through 2024-2025, USDE granted NYSED a [waiver](#) to permit students enrolled in grade 7 or 8 who take high school level Regents science courses to take the corresponding high school level Regents examination in science in lieu of the Intermediate-Level Science test. Since the School Report Card reports assessments taken during the reporting year (e.g., 2021-22), only students in Grade 8 who took a corresponding high school level Regents examination in science in lieu of the Intermediate-Level Science test in Grade 8 are included. Results of Grade 8 students who took a Regents examination in Grade 7 in lieu of the Intermediate-Level Science test in Grade 8 are not included in the Summary. However, these students are included in Annual Regents examination results.

In 2021, **Regents 8, Not Tested** are students reported as “exempt” from taking a Regents examination in science who had no valid score on a grade-level science assessment and no valid score on a Regents examination in science during the reporting year. **Grade 8 Total #** is used as the denominator for **Regents 8, Not Tested %** calculations.

Regents Science Exemptions, Grade 8 Students: **Total Exempt** are students with no valid score on a grade-level science assessment but reported as “exempt” from taking a Regents examination in science during the reporting year. **Exempt, Not Tested** are Total Exempt students with no valid score on a Regents examination in science. **Exempt, Tested** are Total Exempt students with a valid score on a Regents examination in science.

Regents Exam Exemption Eligibility: Students who met the standards for the related course of study, as locally determined, could qualify for an exemption to the examination requirements. For more information and specific criteria, see [NYS Board of Regents Announcement](#).

Grade-specific Results: Data in the grade tables are the same as those in the summary table but disaggregated by demographic **Subgroups**.

Annual Regents Examinations

Annual Regents examination results are those administered in August, January, and June of the reporting year. All administrations of Regents examinations in August 2021 and January 2022 as well as the June 2022 administration of the Regents U.S. History and Government exam were canceled. Due to the ongoing impacts of COVID-19, it may not be appropriate to compare 2021-22 NYS standardized assessment results with results from prior years.

If multiple administrations are taken by same student at school or within district, highest score earned is used for calculating school/district performance. Regents scores are converted to performance levels. For more information, see <https://www.p12.nysed.gov/irs/sirs/regents-score-ranges-for-annual-and-accountability-reporting.pdf>

School data are compared to the school's district and statewide results in the bar chart, while district and charter school data are compared to statewide data in the bar chart. District data include all public schools in the district as well as out-of-district placement students who are the reporting responsibility of the district.

Results for Regents examinations include students in the reporting year, regardless of grade, tested (**Tested**) on a specific Regents examination, performing at each of the performance levels (**Level 1, Level 2, Level 3, Level 4, & Level 5**, if applicable), and scoring **Proficient (Level 3 & Above)** disaggregated by demographic **Subgroup**. **Tested #** is used as the denominator for performance **Level %** calculations.

Annual Regents Exemptions Tables:

For examinations with at least one administration

Total Exempt are students reported as "exempt" from taking a specific Regents examination during the reporting year. **Exempt, Not Tested** are Total Exempt students with no valid score on the Regents examination. **Exempt, Tested** are Total Exempt students with a valid score on the Regents examination.

Regents Exam Exemption Eligibility: Students who met the standards for the related course of study, as locally determined, could qualify for an exemption to the examination requirements. For more information and specific criteria, see NYS Board of Regents Announcement.

For examinations with no administrations

Exempt, Not Tested are students reported as "exempt" from taking a specific Regents examination during the reporting year and had no valid score on the Regents examination.

Regents Exam Exemption Eligibility: Students who met the standards for the related course of study, as locally determined, could qualify for an exemption to the examination requirements. For more information and specific criteria, see NYS Board of Regents Announcement.

Total Cohort Regents Examination Results

Due to COVID-19 and changes to New York State testing requirements, June 2020, August 2020, January 2021, August 2021, and January 2022 Regents examinations were canceled. Only Regents Examinations in ELA, Algebra I, Living Environment, and Physical Setting/Earth Science were offered in June 2021. Regents Examinations in U.S. History & Government were canceled in June 2022. Caution should be used when comparing 2018 cohort results on Regents examinations with those of cohorts from prior years.

School data are compared to the school's district and statewide results in the bar chart, while district and charter school data are compared to statewide data in the bar chart. District data include all public schools in the district as well as out-of-district placement students who are the reporting responsibility of the district.

Results for students in the 4-year cohort as of June 30th of the reporting year (**Cohort**), count (#) and percent (%) not tested (**Not Tested**) and tested (**Tested**) on Regents examinations within subjects, performing at each of the performance levels (**Level 1, Level 2, Level 3, Level 4, & Level 4 & Above**), and scoring **Proficient (Level 3 & Above or Levels 3 & 4**, depending on the subject) disaggregated by demographic **Subgroup**. **Cohort #** is used as the denominator for performance **Level %** calculations. If a student has more than one valid score within a Regents subject, the examination on which the student earned with the highest performance level is used.

Total Cohort Exemptions Table: **Total Exempt** are students reported as "exempt" from taking any Regents examination in a subject during the 4-year period. **Exempt, Not Tested** are Total Exempt students with no valid score on any Regents examination in a subject. **Exempt, Tested** are Total Exempt students with a valid score on any Regents examination in a subject.

Regents Exam Exemption Eligibility: Students who met the standards for the related course of study, as locally determined, could qualify for an exemption to the examination requirements. For more information and specific criteria, see NYS Board of Regents Announcement.

New York State English as a Second Language Achievement Test (NYSESLAT)

Total (#) students reported as English Language Learners, count (#) and percent (%) of students not tested (**Not Tested**) and tested (**Tested**), and performing at each of the five performance levels (**Entering, Emerging, Transitioning, Expanding, & Commanding [Proficient]**) on the New York State English as a Second Language Achievement Test (NYSESLAT) for English Language Learners (ELLs) by **Grade**. **Total #** is used as the denominator for performance level % calculations.

New York State Alternate Assessment (NYSAA)

Total (#) students reported as NYSAA eligible, as ungraded, and as having a disability, count (#) and percent (%) of students not tested (**Not Tested**), tested (**Tested**), performing at each of the four performance levels (**Level 1, Level 2, Level 3, & Level 4**), and scoring **Proficient (Levels 3 & 4)** on the New York State Alternate Assessment (NYSAA) for students with severe cognitive disabilities by **Grade/Subject**.

National Assessment of Academic Progress (NAEP)

The National Assessment of Educational Progress (NAEP) measures what U.S. students know and can do in various subjects across the nation, states, and in some urban districts. Also known as The Nation's Report Card, NAEP has provided important information about how students are performing academically since 1969.

NAEP is typically administered every other year to a representative sample of students across the country. Most recently NAEP was administered in 2022; NAEP was administered in 2019 prior to that. State and national results are reported for groups of students with similar characteristics (e.g., gender, race and ethnicity, school location); data for individual schools or districts are not reported in the School Report Card, nor are the data available to NYSED.

New York State and national student results on the NAEP are reported for Grade 4 Reading, Grade 4 Mathematics, Grade 8 Reading, and Grade 8 Mathematics, showing percentages of students performing at each of the NAEP achievement levels: "Below Basic," "Basic," "Proficient," and "Advanced." NAEP achievement levels are performance standards that describe what students should know and be able to do. Students performing at or above the Proficient level on NAEP assessments demonstrate solid academic performance and competency over challenging subject matter. Descriptions of NAEP achievement levels for each assessment subject are available at https://nces.ed.gov/nationsreportcard/guides/scores_achv.aspx. Data in the tables are disaggregated by subgroups: All Students, Students with Disabilities, American Indian/Alaska Native, Asian/Pacific Islander, Black, Hispanic, White, Two or more races, Economically Disadvantaged, and English Language Learners.

NAEP national and state participation rates are also reported in the NYS Report Card for all students and for subgroups of English Language Learners and Students with Disabilities in Grades 4 and 8 Reading and Mathematics.

School, Staff, and Graduation Rate Data

Staff Qualifications

If a school or district did not report complete data, a statement will reflect such within the report card.

High-Poverty Schools: Schools in the 4th quartile based on the percentage of economically disadvantaged students.

Low-Poverty Schools: Schools in the 1st quartile based on the percentage of economically disadvantaged students.

Inexperienced Teachers and Principals

Total Teachers and Principals: Counts are as reported by schools and districts in the Student Information Repository System (SIRS). To be counted as a Teacher, the person must be reported in SIRS as the teacher of at least one course. To be counted as a Principal, the person must be reported in SIRS as a Principal.

Inexperienced Teachers: Teachers with fewer than 4 years of experience as a teacher.

Inexperienced Principals: Principals with fewer than 4 years of experience as a principal.

Teachers Teaching Out of Their Subject or Field of Certification

Total Teachers: Beginning in 2020-21, counts are as reported in SIRS. For prior years, counts were as reported in the Teacher Access and Authorization (TAA) system. Caution should be used when comparing results across years.

Teachers Teaching Out of their Subject/Field of Certification: Teachers teaching classes in subjects or fields for which they do not hold certifications.

Total Cohort Graduation Rate

Graduation, diploma, non-diploma credential, still enrolled, transfer to high school equivalency (HSE) program, and dropout rates for students who first entered grade 9, four years prior to this reporting year. Graduates are as of August following the close of the reporting year. For more information on district/state comparisons, 5- and 6-year rates, and to filter on gender and ethnicity student subgroups, click on the link embedded within the report card or search by school or district in the High School Graduation Rate report at data.nysed.gov. Also see the [Graduation Rate - Glossary of Terms](#) or [Grad Rate - Business Rules](#) on the Graduation Rate Data site.

Civil Rights Data Collection (CRDC) Data (2017-18)

Accessible via a downloadable Excel Workbook on the NYS statewide report card and all district and school report cards are measures of school quality, climate, and safety, and accelerated coursework to earn post-secondary credit while in high school as reported by schools for the 2017-18 school year to the U.S. Department of Education using the Civil Rights Data Collection Survey. For more information on CRDC, see <https://ocrdata.ed.gov/>.

Reference: Assessment Data Suppression Rules

To ensure student confidentiality, the Department does *not* publish results for subgroups with fewer than five students or data that would allow readers to easily determine the performance of a subgroup with fewer than five students. When fewer than five students in a subgroup (e.g., Hispanic) were tested, counts and percentages of tested students scoring at various levels are suppressed for that group and the next smallest group. Suppressed data are indicated with a dash.

Reference: Annual Assessment Subgroups Defined

All Students: All students, regardless of ethnicity, ELL status, disability status, or economic status.

Female: Student reported to the Department as female, as identified by the student.

Male: Student reported to the Department as male, as identified by the student.

Notes about Gender: In the case of very young transgender students not yet able to advocate for themselves, gender may be identified by the parent or guardian. In 2021-22, a new valid gender category was introduced, “nonbinary.” Since processes for data collection were still in development during the 2021-22 reporting year, district access to the code was significantly limited and, thus, the 2021-22 School Report Card does not disaggregate data by nonbinary.

General Education: Students not identified as Students with Disabilities.

Students with Disabilities: Student classified by the Committee on Special Education as having one or more disabilities.

American Indian or Alaska Native: Student reported as having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Native Hawaiian/Other Pacific Islander: Student reported as having origins in any of the original peoples of the Far East, Southeast Asia, Hawaii, Guam, Samoa, or other Pacific Islands, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: Student reported as having origins in any of the black racial groups of Africa.

Hispanic or Latino: Student reported as belonging to, identifying with, or regarded in the community as Hispanic or Latino, regardless of whether the student also considers themselves to belong to, identify with, or is regarded in the community as belonging to an American Indian/Alaska Native, Asian or Native Hawaiian/Other Pacific Islander, Black or African American, or White races.

White: Student reported as having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Multiracial: Student reported as belonging to more than one racial/ethnic group.

Small Group Total: Results for the sum of the suppressed data for racial/ethnic fields for which data are suppressed, if applicable.

Economically Disadvantaged: Student who participates in, or whose family participates in, economic assistance programs, such as the Free or Reduced-Price Lunch Programs; Social Security Insurance (SSI); Food Stamps; Foster Care; Refugee Assistance (cash or medical assistance); Earned Income Tax Credit (EITC); Home Energy Assistance Program (HEAP); Safety Net Assistance (SNA); Bureau of Indian Affairs (BIA); or Family Assistance: Temporary Assistance for Needy Families (TANF). If one student in a family is identified as low income, all students from that household (economic unit) may be identified as low income.

Not Economically Disadvantaged: Students not identified as Economically Disadvantaged.

English Language Learner: Student who, by reason of foreign birth or ancestry, speaks or understands a language other than English and speaks or understands little or no English, and requires support in order to become proficient in English and is identified pursuant to Section 154.3 of New York State's Commissioner's Regulations.

Non-English Language Learner: Students not identified as English Language Learners.

In Foster Care: Student who is in 24-hour substitute care for children placed away from their parents and for whom the agency under title IV-E of the Social Security Act has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether or not the foster care facility is licensed and payments are made by the State, tribal, or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

Not in Foster Care: Students not identified as Foster.

Homeless: Student who lacks a fixed, regular, and adequate nighttime residence, including a student who is sharing the housing of other persons due to a loss of housing, economic hardship, or similar reason; living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; abandoned in hospitals; or a migratory child, as defined in subsection 2 of section 1309 of the Elementary and Secondary Education Act of 1965, as amended, who qualifies as homeless under any of the above provisions; or has a primary nighttime location that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the State or local department of social services, and residential programs for runaway and homeless youth established pursuant to article 19H of the executive law or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, public space, abandoned building, substandard housing, bus, train stations, or similar setting. Homeless students do not include children in foster care placements or who are receiving educational services pursuant to subdivision four, five, six, six-a, or seven of Education Law section 3202 or pursuant to article 81, 85, 87, or 88 of Education Law.

Not Homeless: Students not identified as Homeless.

Migrant: Student who is, or whose parent, guardian, or spouse is, a migratory agricultural worker, including a migratory dairy worker or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, guardian, or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work has moved from one school district to another.

Not Migrant: Students not identified is Migrant.

Parent in Armed Forces: Student with one or more parent or guardian who is a member of the Armed Forces and on Active Duty. The Armed Forces are the Army, Navy, Air Force, Marine Corps, the Coast Guard, or full-time National Guard. Active duty means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

Parent Not in Armed Forces: Students not identified as Parent in Armed Forces.