

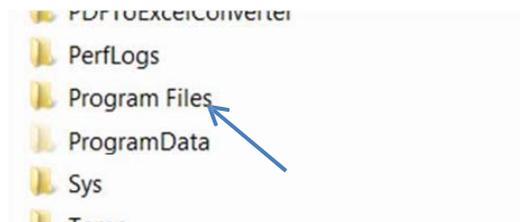
How to force a required Ease Scan update to run

These instructions must be followed prior to using the EASE scan application

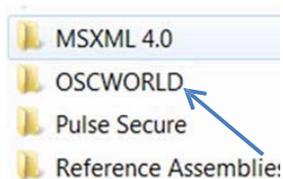
1. Once you are logged in with administrative rights, go to the C: drive.



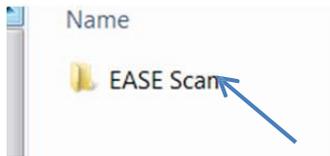
2. Go into the Program Files folder. (This may say Program Files (x86))



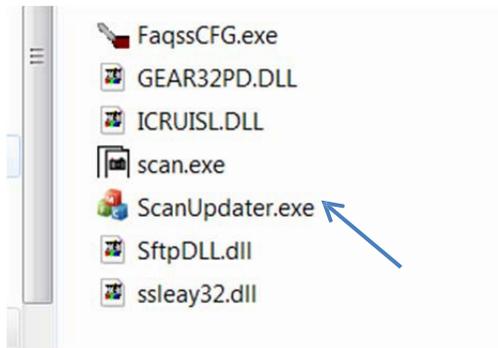
3. Go into the OSCWORLD folder



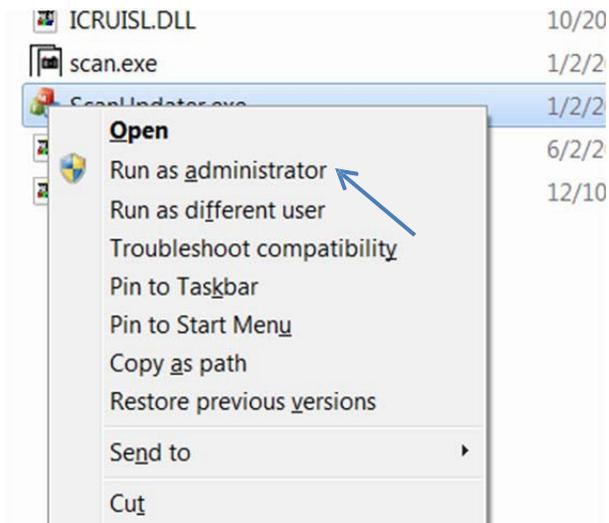
4. Go into the EASE Scan folder



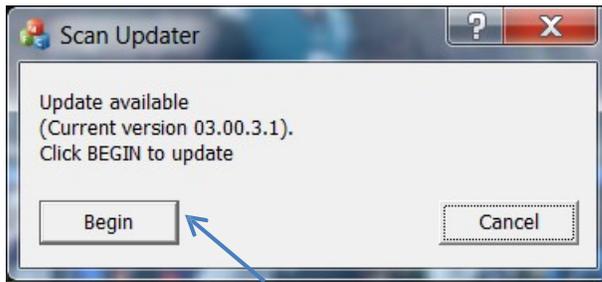
5. Find the ScanUpdater.exe



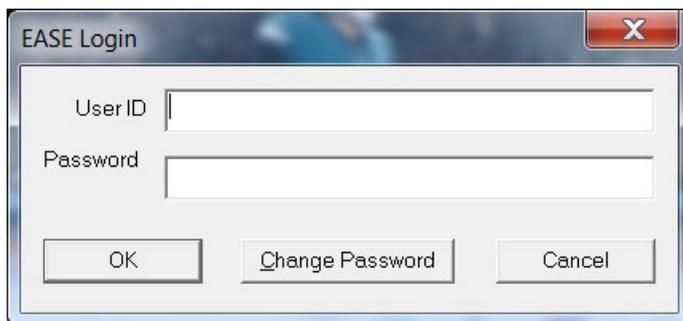
6. Right click on ScanUpdater.exe and click Run as administrator



7. The Begin button should now. Click begin to run the update.



8. Once the update is complete, the log in screen appears. Log in and you are ready to use EASE Scan.





Home

Data & Reporting

- School Data Bank
- Special Education

Home

- Data & Reporting
 - Deadlines
 - Accountability
 - NYS Testing
 - Assessment Information
 - Links
 - Timelines
 - Forms and Documents
 - Regents**
 - SIRS
 - Level 0
 - Level 0 Historical
 - NYSSIS
 - Reporting Sites
 - BARS
 - ReportNet

Timelines & Forms

Title
ASAP Web Application Booklet
Cover Sheet for Returning Answer Documents (For districts without scanners)
January 2019 Order/Sort Form
January 2019 Regents Exam Schedule-Public
January 2019 Timeline
School Administrator's Manual-Secondary Level-Public

Processing Information

Title
Beds Code Chart
CSV File Layout-Public
EASE Scan upgrade
How to Print from .PDF - Important
How to Troubleshoot a Missing Score
Instructions on Importing a .CSV File into Excel
Preprint File Template-Public
Step by Step Instructions to Save Excel Template as a .CSV File

In-District Scanning Information

Title
Batch Tracking Application
Email Notifications and Forms



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 2023 Regents examinations.

Subject	Sort (Please circle <u>ONE</u>)			# of Exam Books Ordered
US History & Government (Framework)	School	Teacher	Course Section	
English Language Arts	School	Teacher	Course Section	
Living Environment	School	Teacher	Course Section	
Global History & Geography II	School	Teacher	Course Section	
Algebra I	School	Teacher	Course Section	
Earth Science	School	Teacher	Course Section	
Chemistry	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 28** to dwtshelp@esboces.org.



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 2023 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	USE FILES ONLY to print all answer sheets DO NOT PRINT answer sheets from Level 0
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 28 to dwtshelp@esboces.org.

How Regents Preprint Data is pulled From Level 0

Regents preprint data is pulled from the combination of
Course Instructor Assignment and Class Entry/Exit
Data loaded to Level 0
(State course code determines answer sheet)



“Class Exit Date” in Class Entry/Exit
Must be BLANK
A Class Exit Date indicates that the student has left the class
(No answer sheet will be printed for students with a class exit date)



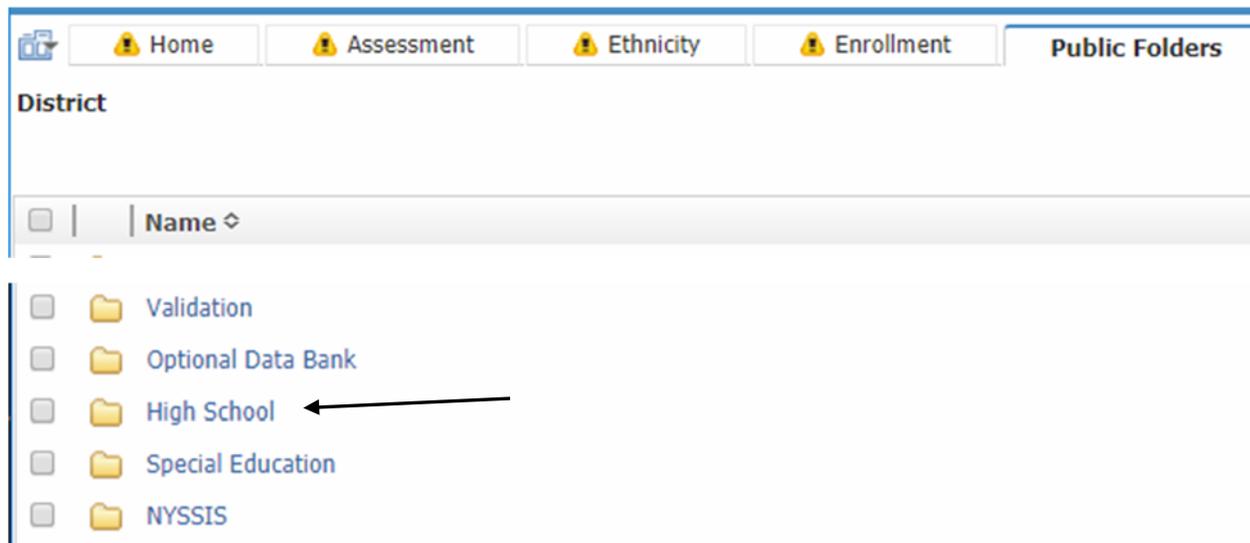
The Teacher with a “Primary Instructor Indicator” in
Course Instructor Assignment of “Y”
Will have their name printed on the answer sheet



If more than one teacher has a “Primary Instructor Indicator”
Of “Y” the teacher name printed on the answer sheet
Is determined by TEACH ID
(The teacher with the lower numeric number is used)

Regents Exam Roster Report – Reportnet

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



2. Select **Validation**

District > High School

<input type="checkbox"/>	Name ↕
<input type="checkbox"/>	 Cohort Based
<input type="checkbox"/>	 Validation ←

3. Select **Regents Roster by Exam**

District > High School > Validation

<input type="checkbox"/>	Name ↕
<input type="checkbox"/>	 Credential Type Achieved with Post H.S. Plan
<input type="checkbox"/>	 Exit and Graduation Code Errors
<input type="checkbox"/>	 Graduation Status by School Year
<input type="checkbox"/>	 HS Dropout Profile (By Demographics)
<input type="checkbox"/>	 Regents Awarded with Exams Taken
<input type="checkbox"/>	 Regents Roster by Exam ←

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



Prompt Sequence for Regents Exam Roster Listing

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

* Sample District ▼ * Jun 30, 2019 ▼ *

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

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

Cancel Finish





Exam Roster Listing
Sample District

Test: Algebra I,

School Year: Jun 30, 2019

Report Run on: May 10, 2019

District	Regents	Teacher	Course Code	Course Name	Course ID - Section Code	Student ID	Student Name	Grade Level
Sample District	Algebra I	Vogel, LINDA	02052CC	MATH IS FUN-Algebra CC	MA3Z1F-1	112080696	Brooks, DENNIS	08
						112081167	Sample2, Student2	08
						101040002	Sample1, Student2	08
						083020000	Sample2, Student3	08
						112080011	Sample1, Student3	08
						100980003	Sample2, Student4	08
						101020000	Sample1, Student4	08
						101030000	Sample2, Student5	08
						101090002	Sample1, Student5	08
						101100000	Sample2, Student6	08
						101130001	Sample1, Student6	08
						073180005	Sample2, Student7	08
						080520000	Sample1, Student7	08
						101250003	Sample2, Student8	08
						101260001	Sample1, Student8	08
						101300000	Sample2, Student9	08
						102140001	Sample1, Student9	08

June 2023 Regents Timeline

Date	Task/ Event
April 28	Order - Sort Form and Data Source Selection Form due Walk-In Pre-Print Files Due Student demographic and enrollment records loaded to Level 0 Course Instructor Assignment and Class Entry/Exit records loaded to Level 0
May 22 – May 26	In District Scanner Testing Period. (No Scanners should be tested after May 26 to avoid interfering with the actual administration period.) Answer Sheets delivered to districts
May 29	Memorial Day - Holiday
June 1	US History & Government (Framework)
June 14 - 22	Regents Exam Administration (no exams will be administered on June 19 in observance of Juneteenth holiday)
June 19	Juneteenth - Holiday
July 7	Deadline for In-District Scanning Deadline to return answer sheets (if you are not participating in In-District Scanning)

April				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
June				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

SFTP Access Request

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

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

School District/Agency

Contact _____ Title _____

Building Address _____

Work Phone # _____ Fax # _____

Alternate Phone # _____ Email _____

Contact _____ Title _____

Building Address _____

Work Phone # _____ Fax # _____

Alternate Phone # _____ Email _____

District Level Administrator or District Data Coordinator

Signature: _____ **Date:** _____

Print Name and Title: _____

