



OCTOBER 2022  
DISTRICT DATA COORDINATOR MEETING  
**REPORTING REMINDERS**

# 2021-22 APPR REPORTING

- **STAFF EVALUATION DATA IS DUE OCTOBER 20, 2022**

- 2021-22 EDUCATOR EVALUATION STATUS FORM

- TO DETERMINE THE STATUS OF EDUCATOR EVALUATION IN EACH LEA FOR THE 2021-22 SCHOOL YEAR
- THE 2021-22 EDUCATOR EVALUATION STATUS FORM, IS AVAILABLE AND SHOULD BE SUBMITTED THROUGH THE NYSED APPLICATION BUSINESS PORTAL.
  - AFTER LOGGING ON, PLEASE CLICK ON “SED MONITORING AND VENDOR PERFORMANCE SYSTEM,” SELECT “VIEW” FOR THE “2021-22 EDUCATOR EVALUATION STATUS,” AND FOLLOW THE INSTRUCTIONS ON THE PAGE TO SUBMIT THE FORM.



# 2021-22 APPR REPORTING

- **STAFF EVALUATION DATA IS DUE OCTOBER 20, 2022**
- DISTRICTS MAY REPORT
  - STUDENT PERFORMANCE SCORE
  - REQUIRED OBSERVATION SCORE
  - DISTRICTS MAY REPORT AN OVERALL COMPOSITE SCORE **IF THEY WERE ABLE TO REPORT BOTH PERFORMANCE AND OBSERVATION SCORES**

## 2021-22 Educator Evaluation Closeout

Educator Evaluation Status, data collection, and reporting

### Important Dates

Please see the table below for dates related to the 2021-22 Educator Evaluation Status form and Educator Evaluation data for 2021-22.

On May 13, 2022, Governor Kathy Hochul signed Chapter 201 of the Laws of 2022, which, in part, provides that for the 2021-22 school year, no school districts or BOCES shall be required to complete an annual evaluation for any classroom teacher or building principal due to concerns related to the ongoing response to the COVID-19 pandemic.

In effect, the bill excuses school districts and BOCES from the requirement to complete an educator's evaluation under Education Law §3012-d and Regents Rules 30-3 for the 2021-22 school year. The bill also eliminates any state aid penalties for school districts that fail to implement any component of their approved evaluation plan.

The amendments to the law eliminate the requirement for LEAs to complete Educator Evaluations for 2021-22, but do not prohibit evaluations from being completed where an LEA is able to do so.

To the extent that LEAs are able to complete all or part of an educator's evaluation, the Department expects that such scores and ratings will be reported. To reduce the burden on LEAs, the Department will not be requiring LEAs to certify data or complete an Implementation Certification form for the 2021-22 school year.

Date	Event	Description/Information
<i>May 16, 2022 – September 30, 2022</i>	2021-22 Educator Evaluation Status form submission	LEAs should submit the 2021-22 Educator Evaluation Status form by <b>September 30, 2022</b> . The form contains a question regarding the status of an LEA's Educator Evaluation for the 2021-22 school year and should be signed by the superintendent/district superintendent. The form is now available and should be submitted through the <a href="#">NYSED Application Business Portal</a> .
<i>July 5, 2022 – October 21, 2022</i> <b>(Target Submission Date: August 19, 2022</b> <b>Final Submission Date: October 21, 2022)</b>	Submission of 2021-22 Evaluation Ratings and Subcomponent Scores	LEAs that implemented Educator Evaluation in the 2021-22 school year should report 2021-22 Educator Evaluation data to the Commissioner through the Student Information Repository System (SIRS) for all applicable teachers and principals. These data can be submitted through October 21, 2022.  All final and complete data, including scores for the Required and Optional (as applicable) Student Performance subcomponents, scores for the Required and Optional (as applicable) Teacher Observation/Principal School Visit subcomponents and the Overall rating. <i>If an LEA is unable to complete one of the subcomponents of the evaluation plan, any complete subcomponents may be submitted with no overall rating for applicable educators.</i>

August 19, 2022 Target Submission of 2021-22 Evaluation Ratings and Subcomponent Scores  (Final Data Due: October 21, 2022)	Target submission date for 2021-22 Staff Evaluation Ratings & Subcomponent Scores	Because State-provided growth scores are not required for 2021-22 Educator Evaluation, LEAs are encouraged to finalize their Educator Evaluation data and submit it to the Department as soon as possible. The final submission date is October 21, 2022.
September 1, 2022 Distribution of Evaluation Results	Evaluation results from the 2021-22 school year should be provided to all applicable educators.	2021-22 Educator Evaluations should be completed and provided to all applicable teachers and principals <u>as soon as practicable, but in no case later than September 1, 2022.</u>
October 21, 2022 Final Submission of 2021-22 Evaluation Ratings and Subcomponent Scores	Final submission of 2021-22 Evaluation Ratings and Subcomponent Scores	All 2021-22 Educator Evaluation data must be reported through the Student Information Repository System (SIRS).  <i>Please note: Regional Information Centers may have an earlier deadline in place to facilitate the Department's October 21, 2022 deadline.</i>

## 2021-22 Educator Evaluation Status Form

To determine the status of Educator Evaluation in each LEA for the 2021-22 school year, the Department has created the 2021-22 Educator Evaluation Status form, which should be completed by **September 30, 2022** by the superintendent. The 2021-22 Educator Evaluation Status form is now available and should be submitted through the [NYSED Application Business Portal](#). After logging on, please click on “SED Monitoring and Vendor Performance System,” select “View” for the “2021-22 Educator Evaluation Status,” and follow the instructions on the page to submit the form.

## Data Collection and Reporting

### Reporting Requirements Related to Education Law §3012-d

All LEAs that implement their Education Evaluation plan in the 2021-22 school year should submit 2021-22 school year data to SIRS that include staff evaluation ratings used for evaluation. Please share this information with personnel in your organization who have responsibility for data collection and reporting.

For Educator Evaluation plans under Education Law §3012-d approved prior to 2020, scores in each subcomponent and an overall rating should be reported for all educators subject to evaluation under Education Law §3012-d. Original SLOs must be the basis of the required student performance subcomponent for all educators whose evaluation measures per the LEA’s approved evaluation plan DO NOT incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. Alternate SLOs must be the basis of the required student performance subcomponent for all educators whose original evaluation measures per the LEA’s approved evaluation plan incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores<sup>1</sup>. *Please note, for educators who have required a transition evaluation in prior years, this evaluation will now replace the original evaluation and, therefore, the original, advisory evaluations no longer need to be provided.*

<sup>1</sup> In LEAs where the optional student performance subcomponent is used with a supplemental assessment, these educators do not require an alternate SLO; the basis of the student performance category is the optional measure.

For Educator Evaluation plans under Education Law §3012-d approved prior to January 1, 2020 with an accompanying approved Supplemental Removal form, scores in each subcomponent and an overall rating should be reported for all educators subject to evaluation under Education Law §3012-d. Original SLOs must be the basis of the required student performance subcomponent for all educators whose evaluation measures per the LEA's approved evaluation plan DO NOT incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. Alternate SLOs must be the basis of the required student performance subcomponent for all educators whose original evaluation measures per the LEA's approved evaluation plan incorporate the results of the grades 3-8 ELA/Math State assessments and/or State-provided growth scores. **The measures and assessments included in the approved Supplemental Removal form shall replace original or alternate SLOs, as applicable.** *Please note, for educators who have required a transition evaluation in prior years, this evaluation will now replace the original evaluation and, therefore, the original, advisory evaluations no longer need to be provided.*

For Educator Evaluation plans under Education Law §3012-d, as amended in 2019, scores in each subcomponent and an overall rating based on the contents of the approved evaluation plan should be reported for all educators subject to evaluation under Education Law §3012-d.

For Educator Evaluation variances, scores in each subcomponent and an overall rating based on the contents of the approved evaluation variance must be reported for all educators subject to evaluation under Education Law §3012-d. The measures included in the evaluation plan for any subcomponent not included in the approved variance should be used as the basis of the evaluation.

The table below summarizes the data elements that are required to be submitted for Educator Evaluation under Education Law §3012-d via the Staff Evaluation Rating Template for the 2021-22 school year, exported from your local data systems for each teacher and principal. *Please note, If an LEA is unable to complete one of the subcomponents of Educator Evaluation, the complete subcomponent may be submitted with no overall rating for applicable educators.*

EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D PRIOR TO 2020	
Evaluation Category	Description
<b>Student Performance Category</b>	<p>Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP.</p> <p><i>If the evaluation measures per the LEA's approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments, State-provided growth scores, and/or the aimsweb assessment, these measures are the basis of the required student performance subcomponent score.</i></p> <p><i>If the evaluation measures per the LEA's approved evaluation plan DO NOT incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, but DO incorporate the aimsweb assessment, the measures included in the Removal of aimsweb supplemental form are the basis of the required student performance subcomponent score.</i></p> <p><i>If the original evaluation measures per the LEA's approved evaluation plan incorporate the results of the NYS grades 3-8 ELA/Math assessments and/or State-provided growth scores, Alternate SLOs are the basis of the required student performance subcomponent score.</i></p> <p><i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i></p>



	Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP. <i>Please note, any optional student performance subcomponent based on a State-provided growth score should be excluded from an educator's evaluation.</i>
<b>Teacher Observation/ Principal School Visit Category</b>	Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB. Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.
<b>Overall Evaluation Rating Category</b>	Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed in Education Law §3012-d(5).
<b>EDUCATOR EVALUATION PLANS APPROVED UNDER EDUCATION LAW §3012-D AS AMENDED IN 2019</b>	
<b>Evaluation Category</b>	<b>Description</b>
<b>Student Performance Category</b>	Required Student Performance subcomponent scores reported as a whole number from 0-20, using the following code: REQSP. Optional Student Performance subcomponent scores, as applicable, reported as a whole number from 0-20, using the following code: OPTSP. <i>If the LEA has an approved variance that includes the student performance category, the measures and assessments included in the approved variance are the basis of scores and ratings.</i>
<b>Teacher Observation/ Principal School Visit Category</b>	Required Teacher Observation/Principal School Visit subcomponent scores reported as a number from 1.00-4.00 or 0.00, using the following code: REQOB. Optional Teacher Observation/Principal School Visit subcomponent scores, as applicable, reported as a number from 1.00-4.00, using the following code: OPTOB.
<b>Overall Evaluation Rating Category</b>	Overall ratings reported using the following codes: OCR04 = highly effective, OCR03 = effective, OCR02 = developing, OCR01 = ineffective based on the matrix prescribed by Education Law §3012-d(5).

### Educator Evaluation Summaries for LEAs

To assist LEAs with the calculation, distribution, and data submission of evaluation scores and ratings, the Office of Educator Quality and Professional Development has prepared **updated** Educator Evaluation summaries that reflect the new reporting requirements for 2021-22 Educator Evaluation data, which will be distributed through the [IRS Portal](#) to all LEAs with approved Educator Evaluation plans for the 2021-22 school year. Regional Information Centers will also receive an updated Educator Evaluation summary for all LEAs in their area. This Educator Evaluation summary provides information from the approved Educator Evaluation plan on measures and assessments, HEDI scoring ranges for observations and principal school visits, and subcomponent weighting, as applicable. The Educator Evaluation summary is broken into groups of educators based on the selected measures. Each summary also provides a description of the items that should be distributed to educators as their final evaluation and those that should be submitted to the Department for the October 21, 2022 educator evaluation data submission deadline. Detailed information and examples of the Educator Evaluation summaries can be found on the [Resources for Educator Evaluation Data Collection and Submission](#) page. Questions regarding the Educator Evaluation summaries can be directed to [EvalData@nysed.gov](mailto:EvalData@nysed.gov).

## Additional Questions and Information

If you have any questions about the submission of data to SIRS, please contact your [RIC or Big 5 City School District data center](#) or the [Office of Information and Reporting Services](#).

If you have any questions regarding the submission of educator evaluation data, please contact [EvalData@nysed.gov](mailto:EvalData@nysed.gov). If you require assistance with your Educator Evaluation plan, please contact [EducatorEval@nysed.gov](mailto:EducatorEval@nysed.gov). Please also see the posted [resources related to Education Law §3012-d](#) and [resources related to Education Law §3012-d as amended in 2019](#) for further information on evaluation ratings resulting from evaluation plans approved pursuant to Education Law §3012-d. [Resources for Educator Evaluation Data Collection and Submission](#) are also posted on the NYSED website.



# REPORTING AUGUST GRADUATES

- NYSED HAS EXTENDED THE REPORTING DATE TO OCTOBER 27, 2022
- BE SURE TO REPORT ALL AUGUST 2022 REGENTS FOR THESE STUDENTS
- AUGUST GRADUATES CAN BE VERIFIED USING THE SIRS 308 ANNUAL GRADUATE REPORT
  - DISTRICTS HAVE HAD THIS REPORT POSTED TO THEIR SFTP SITE FOR EASY ACCESS

1/1 Alerts

① What's New To read about what's new in Cognos Analytics, click More Info.



## New York State Education Department



## Annual Graduation Report

Data Contained in the Student Information Repository System

School Year: 2022-23 ▼

School or District: [Dropdown Menu] ▼

Finish

Data Refresh Date: Oct 12, 2022

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates	Total Completers	Local Diplomas	Regents Diplomas	Regents Diplomas with Honors	Regents with Advanced Designation	Regents with Advanced Designation with Honors	Regents with CTE Endorsement	Commencement Credentials	Seal of Biliteracy	Seal of Civic Readiness
	a = (c+d+e+f+g)	= (c+d+e+f+g+i)	c	d	e	f	g	h	i	j	k
*All Students	2	2	1	5	0	1	0	0	0	0	0
Female	5	5	1	3	0	1	0	0	0	0	0
Male	2	2	0	2	0	0	0	0	0	0	0
*Hispanic	2	2	1	5	0	1	0	0	0	0	0
General Education Students	2	2	1	5	0	1	0	0	0	0	0
Not English Language Learner	2	2	1	5	0	1	0	0	0	0	0
Formerly English Language Learner	1	1	1	0	0	0	0	0	0	0	0
Not Economically Disadvantaged	2	2	1	5	0	1	0	0	0	0	0
Not Migrant	2	2	1	5	0	1	0	0	0	0	0
Not Homeless	2	2	1	5	0	1	0	0	0	0	0
Not in Foster Care	2	2	1	5	0	1	0	0	0	0	0
Parent Not in Armed Forces	2	2	1	5	0	1	0	0	0	0	0

## Desjardins, Peter

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**From:** Desjardins, Peter <pdesjard@esboces.org>  
**Sent:** Tuesday, October 4, 2022 7:31 AM  
**To:** Curriculum listserv  
**Subject:** [curriculum] New Deadline for August Grads Oct. 27, 2022

Good Morning,  
NYSED has informed us that the deadline for submitting [August Graduates](#) has been amended. The new deadline is October 27, 2022. Please be sure to share this in your district as appropriate.

*Pete*

Peter Desjardins  
Program Administrator, Student Data Services  
Regional Information Center  
Eastern Suffolk BOCES  
Instructional Support Center at Sequoya  
750 Waverly Avenue, Holtsville, NY 11742  
Phone: 631-419-1676 / Fax: 631-240-8967  
Email: [pdesjard@esboces.org](mailto:pdesjard@esboces.org)  
Website: <http://datacentral.esboces.org>

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# OUT OF CERTIFICATION VERIFICATION

# STAFF REPORTING AND CERTIFICATION

- THE CERTIFICATION TO COURSE MATCH PROCESS WILL BE PERFORMED BASED ON DATA IN THE STUDENT INFORMATION REPOSITORY SYSTEM (SIRS).
- THE PRIMARY DATA FOR THIS PROCESS COME FROM:
  - COURSE INSTRUCTOR ASSIGNMENT
  - STUDENT CLASS ENTRY EXIT
  - CERTIFICATION DATA CONTAINED IN THE NYSED OFFICE OF TEACHING INITIATIVES (OTI OR TEACH) DATABASE
    - NYSED TEACHER CERTIFICATION CROSSWALK



# STAFF REPORTING AND CERTIFICATION

## STAFF ASSIGNMENT - SIRS 318

- PG. 98 SIRS
- NON-TEACHING PROFESSIONAL STAFF

- INCLUDES:

- PRINCIPALS
- GUIDANCE COUNSELORS
- NURSES
- ALL OTHER DISTRICT AND BUILDING ADMINS
- SPEECH PATHOLOGISTS
- SOCIAL WORKERS

School Year: 2020-21  
 District Name: SPRINGFIELD - MISSOURI  
 School Name: All Locations  
 Assignment Category: PMF  
 Staff Name: All Staff Members

Finish

Data Refresh Date: Aug 24, 2021

District Name	School Name	School Code	Category	Assignment Code	Assignment Desc	Staff Name	Staff ID	Grade Level	Start Date	End Date
- a -	- b -	- c -	- d -	- e -	- f -	- g -	- h -	- i -	- j -	- k -
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	0101	SUPERINTENDENT	WILLIAM HARRIS, CHAIRMAN	001213695	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1008	BUSINESS OFFICIAL	WILLIAM HARRIS, CHAIRMAN	001783161	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1102	PRINCIPAL ELEMENTARY SCHOOL	CAROL ANN	001651929	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1104	PRINCIPAL MIDDLE SCHOOL	CAROL ANN	001651929	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1202	ASST PRINCIPAL ELEMENTARY SCH	CAROL ANN	001783058	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1204	ASST PRINCIPAL MIDDLE SCHOOL	CAROL ANN	001783058	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1522	SPEECH LANG PATHOLOGIST	WILLIAM HARRIS, CHAIRMAN	001020724	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1530	OCCUPATIONAL THERAPIST	WILLIAM HARRIS, CHAIRMAN	001525120	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	1530	OCCUPATIONAL THERAPIST	WILLIAM HARRIS, CHAIRMAN	001960415	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	2002	DIRECTOR PUPIL SERVICES	CAROL ANN	001812460	ALL	Jul 1, 2020	Jun 30, 2021
SPRINGFIELD	SPRINGFIELD SCHOOL	MISSOURI	PMF	2017	SCHOOL PSYCHOLOGIST	CAROL ANN	002042403	ALL	Jul 1, 2020	Jun 30, 2021



# STAFF REPORTING AND CERTIFICATION

## STAFF OUT OF CERTIFICATION – SIRS 328

School Year: 2020-21  
 District Name: HICKORY COUNTY - DISTRICT 1  
 School Name: All Locations  
 Certified Status: No  
 Finish

Data Refresh Date: May 29, 2021

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 -
HICKORY COUNTY - DISTRICT 1 CLARK COUNTY SCHOOL	THOMPSON, HAYLEY	<a href="#">002372610</a>	51032	Language Arts (grade 4)	4ELA-9SE	ELA Reading 4	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	51033	Language Arts (grade 5)	5ELA-9SE	ELA Reading 5	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	51134	Writing (grade 4)	4WRT-9SE	ELA Writing 4	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	51135	Writing (grade 5)	5WRT-9SE	ELA Writing 5	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	52034	Mathematics (grade 4)	4MAT-9SE	Mathematics 4	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	52035	Mathematics (grade 5)	5MAT-9SE	Mathematics 5	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	53234	Science (grade 4)	4SCI-9SE	Science 4	ENG	No	No	1	Yes	Yes	No	No
	THOMPSON, HAYLEY	<a href="#">002372610</a>	53235	Science (grade 5)	5SCI-9SE	Science 5	ENG	No	No	1	Yes	Yes	No	No

### THIS DATA IS POPULATED USING:

- COURSE/INSTRUCTOR/ASSIGNMENT
- STUDENT/CLASS/ENTRY/EXIT
- DATA FROM THE TEACH ONLINE TEACHER CERTIFICATION SYSTEM

### BE CERTAIN TO CHECK THAT SPECIAL ED AND ENL TEACHERS HAVE THE APPROPRIATE FLAG SET IN YOUR SMS

### DISTRICTS MAY ALLOW A NON-CERTIFIED TEACHER TO TEACH UP TO 10 HOURS OUTSIDE OF THEIR CERTIFICATION AREA

- DISTRICTS MUST SUBMIT AN INCIDENTAL TEACHING FORM TO THEIR LOCAL BOCES SUPERINTENDENT FOR PRIOR APPROVAL

# STAFF REPORTING AND CERTIFICATION

## STAFF CERTIFICATION - SIRS 329

- THIS DATA IS POPULATED USING:
  - DATA FROM THE TEACH ONLINE TEACHER CERTIFICATION SYSTEM
  - NAMES ARE CONTROLLED BY THE TEACHER WHO OWNS THE ACCOUNT.
    - MARRIED/DIVORCED TEACHERS MUST CONTACT THE TEACH SYSTEM DIRECTLY

School Year

2020-21

District Name

Clark County School District

School Name

All Locations

Staff Name/ID

All Staff

Finish

Data Refresh Date: Aug 24, 2021

Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
001173999	Clark County School District	001173999	AMBERLY PATRICK	Aug 14, 1987	TEACHER	3010	Nursery, Kindergarten & Grades 1-6	Sep 1, 1987		0003	Permanent Certificate
001201092		001201092	AMBERLY PATRICK	Aug 14, 1987	TEACHER	3011	Pre Kindergarten, Kindergarten And Grades 1-6	Sep 1, 2004		0003	Permanent Certificate
001726894		001726894	AMBERLY PATRICK	Aug 14, 1987	TEACHER	3011	Pre Kindergarten, Kindergarten And Grades 1-6	Feb 1, 2009		0003	Permanent Certificate
001726894		001726894	AMBERLY PATRICK	Aug 14, 1987	TEACHER	0002	Teaching Assistant	Sep 1, 2001		0009	Continuing Certificate
002254035		002254035	AMBERLY PATRICK	Aug 14, 1987		7051	Educational Technology Specialist	Sep 28, 2017	Aug 31, 2022	0082	Initial Certificate
001645213		001645213	AMBERLY PATRICK	Aug 14, 1987	TEACHER	3011	Pre Kindergarten, Kindergarten And Grades 1-6	Sep 1, 2000		0003	Permanent Certificate
003711603		003711603	AMBERLY PATRICK	Aug 14, 1987							
003649894		003649894	AMBERLY PATRICK	Aug 14, 1987	TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Apr 5, 2019	Aug 31, 2024	0082	Initial Certificate



## ACCESSING THE REPORTS IN L2RPT

- LOG INTO L2RPT ON [DataCentral.EsboCES.org](http://DataCentral.EsboCES.org)
- SELECT: TEAM CONTENT -> DISTRICT-> SEDDAS-> STAFF
  - SIRS 328 – STAFF OUT OF CERTIFICATION VERIFICATION REPORT
  - SIRS 329 – STAFF CERTIFICATION REPORT



# REPORTING FREE AND REDUCED PRICE LUNCH 2022-23

- STUDENTS MAY BE REPORTED AS QUALIFYING FOR A FREE LUNCH IF THEY:
  - ARE FOUND DURING THE FEDERALLY MANDATED DIRECT CERTIFICATION MATCHING PROCESS (DCMP)
  - RESIDE IN THE SAME HOUSEHOLD AS A CHILD RECEIVING SNAP, TANF, FDPIR OR DEEMED MEDICAID ELIGIBLE THROUGH THE DIRECT CERTIFICATION MATCHING PROCESS (DCMP)
  - ARE DOCUMENTED AS HOMELESS - IDENTIFIED BY THE HOMELESS LIAISON
  - MIGRANT-IDENTIFIED BY MIGRANT OUTREACH EDUCATION PROGRAM COORDINATOR
  - ARE DOCUMENTED TO BE IN A FEDERAL HEAD START/EVEN START PROGRAM
  - HAVE A NATIONAL SCHOOL LUNCH PROGRAM (NSLP) APPLICATION APPROVED FOR FREE LUNCH OR A CEP/P2 INCOME INQUIRY FORM
- ELIGIBILITY CARRYOVER
  - ELIGIBILITY FROM THE PRECEDING YEAR MUST BE USED TO DETERMINE ELIGIBILITY FOR THE FIRST 30 OPERATING DAYS OF THE SCHOOL YEAR, OR UNTIL A NEW ELIGIBILITY DETERMINATION IS MADE IN THE CURRENT SCHOOL YEAR, WHICHEVER COMES FIRST
- ONLINE DIRECT CERTIFICATION MATCHING PROCESS (DCMP)
  - THE DCMP PROVIDES USERS WITH ACCESS TO DIRECT CERTIFICATION (DC) DATA (E.G., SNAP AND MEDICAID LISTS) AND TO DC DATA THAT HAS BEEN MATCHED TO NEW YORK STATE STUDENT RECORDS THROUGH THE NEW YORK STATE STUDENT IDENTIFICATION SYSTEM (NYSSIS).



# REPORTING FREE AND REDUCED PRICE LUNCH 2022-23

- INCOME VERIFICATION
  - VERIFICATION IS AN ANNUAL REQUIREMENT THAT CONFIRMS THE ELIGIBILITY OF FREE AND REDUCED PRICE
  - CONFIRMATION OF INFORMATION PROVIDED ON A FREE/REDUCED APPLICATION:
    - INCOME ELIGIBILITY
    - CHILD OR HOUSEHOLD MEMBER IS RECEIVING ASSISTANCE UNDER SNAP, FDPIR, TANF
- COMMUNITY ELIGIBILITY PROGRAMS (CEP)
  - CEP DISTRICTS ARE STILL REQUIRED TO REPORT FRPL ELIGIBILITY FOR QUALIFYING STUDENTS
  - THIS INCLUDES USING THE DCMP AND INCOME VERIFICATION PROCESSES
  - FOR MORE INFORMATION ABOUT YOUR CEP PROGRAM REPORTING RESPONSIBILITIES PLEASE VISIT THE CHILD NUTRITION FAQ SITE [HTTP://WWW.CN.NYSED.GOV/CONTENT/ELIGIBILITY](http://www.cn.nysed.gov/content/eligibility)
    - OR CONTACT THE CHILD NUTRITION OFFICE AT [CHILDNUTCEO@NYSED.GOV](mailto:CHILDNUTCEO@NYSED.GOV)
- SEE PAGES 43 & 44 OF THE SIRS MANUAL FOR MORE



# UNIVERSAL PRE K REPORTING 2022-23

- ALL PREKINDERGARTEN STUDENTS, REGARDLESS OF THE FUNDING THAT SUPPORTS THEIR PREK PROGRAM, MUST BE REPORTED IN SIRS
- FAILURE TO APPROPRIATELY CODE PREKINDERGARTEN STUDENTS MAY RESULT IN A REDUCTION IN THE DISTRICT'S REIMBURSEMENT AMOUNT FOR THE PROVISION OF 2022-2023 PREKINDERGARTEN SERVICES.
- SUBMISSION WILL FOLLOW THE SAME PROCEDURE AS 2021-22
  - THE FIRST PULL DATE WILL BE IN MARCH, WHICH WILL ALLOW DISTRICTS TO CONTINUALLY ENROLL PREKINDERGARTEN STUDENTS UP UNTIL MARCH 15TH.
  - NYSED'S OFFICE OF EARLY LEARNING WILL THEN REACH OUT TO DISTRICTS IF THERE ARE CODING ERRORS
  - **THE LAST DAY TO FIX ANY CODING ERRORS FOR THE 22-23 SCHOOL YEAR WILL BE JUNE 2, 2023**



# UNIVERSAL PRE K REPORTING 2022-23

Questions regarding any of the state-administered prekindergarten programs may be directed to the Office of Early Learning at [OEL@nysed.gov](mailto: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)
1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant <b>Associated Funding Project Codes for Districts:</b> <ul style="list-style-type: none"><li>0409-23-XXXX</li><li>5870-23-XXXX</li></ul>	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> <b>Associated Funding Project Codes for Districts:</b> <ul style="list-style-type: none"><li>0409-23-XXXX</li></ul>	PKF	X		Required									
3) <b>New full-day placements</b> funded by Statewide Universal Full-day Prekindergarten (SUFDPK) <b>Associated Project Codes for Districts:</b> <ul style="list-style-type: none"><li>0545-23-XXXX</li><li>5875-23-XXXX</li></ul>	PKF		X	Not required									



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

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[OEL@nysed.gov](mailto:OEL@nysed.gov)

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Office of Information and Reporting Services  
Room 880-D EBA  
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[Datasupport](mailto:Datasupport@nysed.gov)

September 29, 2022

**TO:** District Superintendents  
Superintendents in Districts receiving UPK and/or SUFDPK Funding  
PreK Program District Contacts receiving UPK and/or SUFDPK Funding  
Regional Information Centers and Level 1 Reporting Centers

**FROM:** Jason Breslin, Director of Early Learning  
Rose M. LeRoy, Director of Educational Data and Research

**SUBJECT:** **2022-2023** Guidance on Reporting Universal Prekindergarten (UPK) and Statewide Universal Full-Day Prekindergarten (SUFDPK) Children in SIRS.

The Student Information Repository System (SIRS) currently includes two PreK program codes – 902 for Universal Pre-K and 990 for “Other” Pre-K. In 2022-2023, SIRS does not provide a distinct code for the Statewide Universal Full-Day Prekindergarten (SUFDPK). We will be collecting additional necessary data pertaining to child enrollment counts for SUFDPK through the SED Monitoring and Vendor Performance System (MVPS) on NYSED’s Application Business Portal. Information and guidance regarding this process will be forthcoming in a separate field memo.

All prekindergarten students, regardless of the funding that supports their PreK program, must be reported in SIRS. Please follow the instructions in the chart at the end of this document for reporting prekindergarten students. Failure to appropriately code prekindergarten students may result in a reduction in the district’s reimbursement amount for the provision of 2022-2023 prekindergarten services.

For the 2022-2023 school year, districts will still complete BEDS Day enrollment for all PreK students. However, the Office of Early Learning and Office of Information Services (IRS) have agreed to follow the same procedure as last year regarding the pull dates for PreK. The first pull date will be in March, which will allow districts to continually enroll prekindergarten students up until March 15<sup>th</sup>. NYSED’s Office of Early Learning will then reach out to districts informing them if they need to contact their local RIC if there are coding errors. The last day to fix any coding errors for the 22-23 school year will be June 2, 2023.

Questions regarding how to code students should be directed first to a district’s local Regional Information Center (RIC) or Level 1 operator. A list of RIC and Big 5 City District Contacts can be accessed at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.


Questions about reporting data in SIRS can be directed to the Office of Information and Reporting Services at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

Questions regarding any of the state-administered prekindergarten programs may be directed to the Office of Early Learning at [OEL@nysed.gov](mailto:OEL@nysed.gov).

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# CHECK YOUR NYSSIS QUEUE



## NYSSIS - Queue Resolution List

[Copy](#) [Excel](#) [CSV](#) Show 10 entries Search:

Hold Queue for [UNION COUNTY, NEW YORK DISTRICT 100-000001](#)

Local ID	First Name	Last Name	DOB	Grade	Building & Enrollment	Created By	Date Created	Actions
<a href="#">100000001</a>	EMILY	BRADLEY	2001-10-10	6TH	100000001-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000002</a>	EMMA	BRADLEY	2001-04-09	6TH	100000002-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000003</a>	YACOB	BRADLEY	2000-11-09	11TH	100000003-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000004</a>	ARLINA	BRADLEY	2001-08-28	2ND	100000004-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000005</a>	EMILY	BRADLEY	2001-08-27	KDGF	100000005-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000006</a>	SARAH	BRADLEY	2001-12-28	4TH	100000006-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000007</a>	JACOB	BRADLEY	2001-08-16	10TH	100000007-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>
<a href="#">100000008</a>	TERESA	BRADLEY	2001-08-02	1ST	100000008-0011	101929-CM-H	2022-10-12	<a href="#">Candidates</a> <a href="#">Remove</a>

Queue

Select LEA

Affiliates

ID Query

Audit

Response File

Job Status

Unlinks

Host Search

Users

My Activity

Sign Out