



*Level 0 Version: 17.01*

New York State Education Dept. - Level 0

# HELPFUL REMINDERS AND LEVEL ZERO 17.01 NEW FEATURES

# NYSED Vendor Page

## **Vendor Support for School Districts and BOCES**

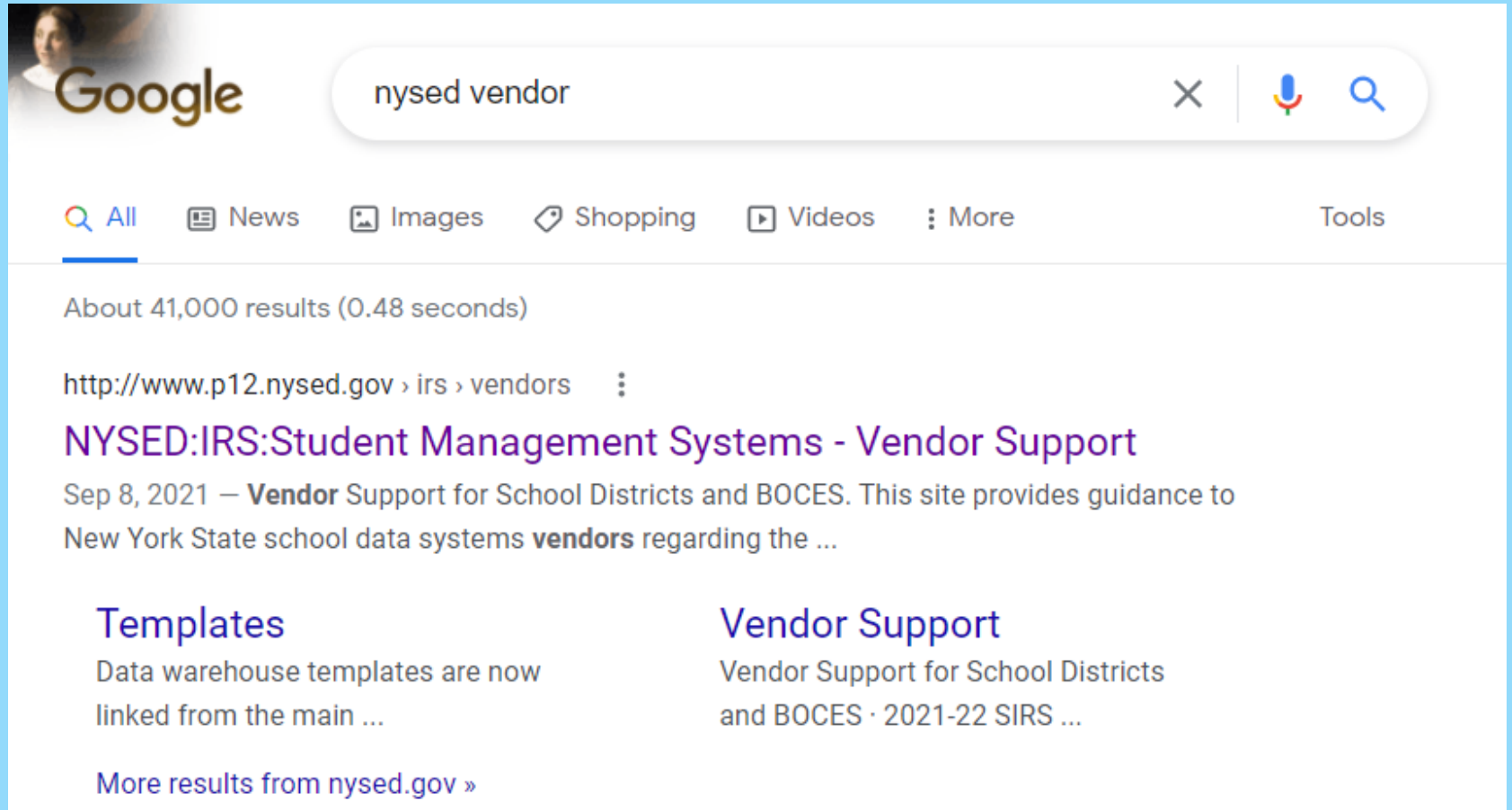
This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System (SIRS).

# NYSED Vendor Page

<http://www.p12.nysed.gov/irs/vendors/home.html> ← Click me

# NYSED Vendor Page

<http://www.p12.nysed.gov/irs/vendors/home.html> ← Click me



The screenshot shows a Google search interface with the query "nysed vendor". The search results indicate approximately 41,000 results found in 0.48 seconds. The top result is a link to "http://www.p12.nysed.gov › irs › vendors" with the title "NYSED:IRS:Student Management Systems - Vendor Support". The snippet for this result states: "Sep 8, 2021 — **Vendor** Support for School Districts and BOCES. This site provides guidance to New York State school data systems **vendors** regarding the ...". Below the main result, there are two additional links: "Templates" with the snippet "Data warehouse templates are now linked from the main ..." and "Vendor Support" with the snippet "Vendor Support for School Districts and BOCES · 2021-22 SIRS ...". At the bottom, there is a link to "More results from nysed.gov »".

Google

nysed vendor

All News Images Shopping Videos More Tools

About 41,000 results (0.48 seconds)

http://www.p12.nysed.gov › irs › vendors

**NYSED:IRS:Student Management Systems - Vendor Support**

Sep 8, 2021 — **Vendor** Support for School Districts and BOCES. This site provides guidance to New York State school data systems **vendors** regarding the ...

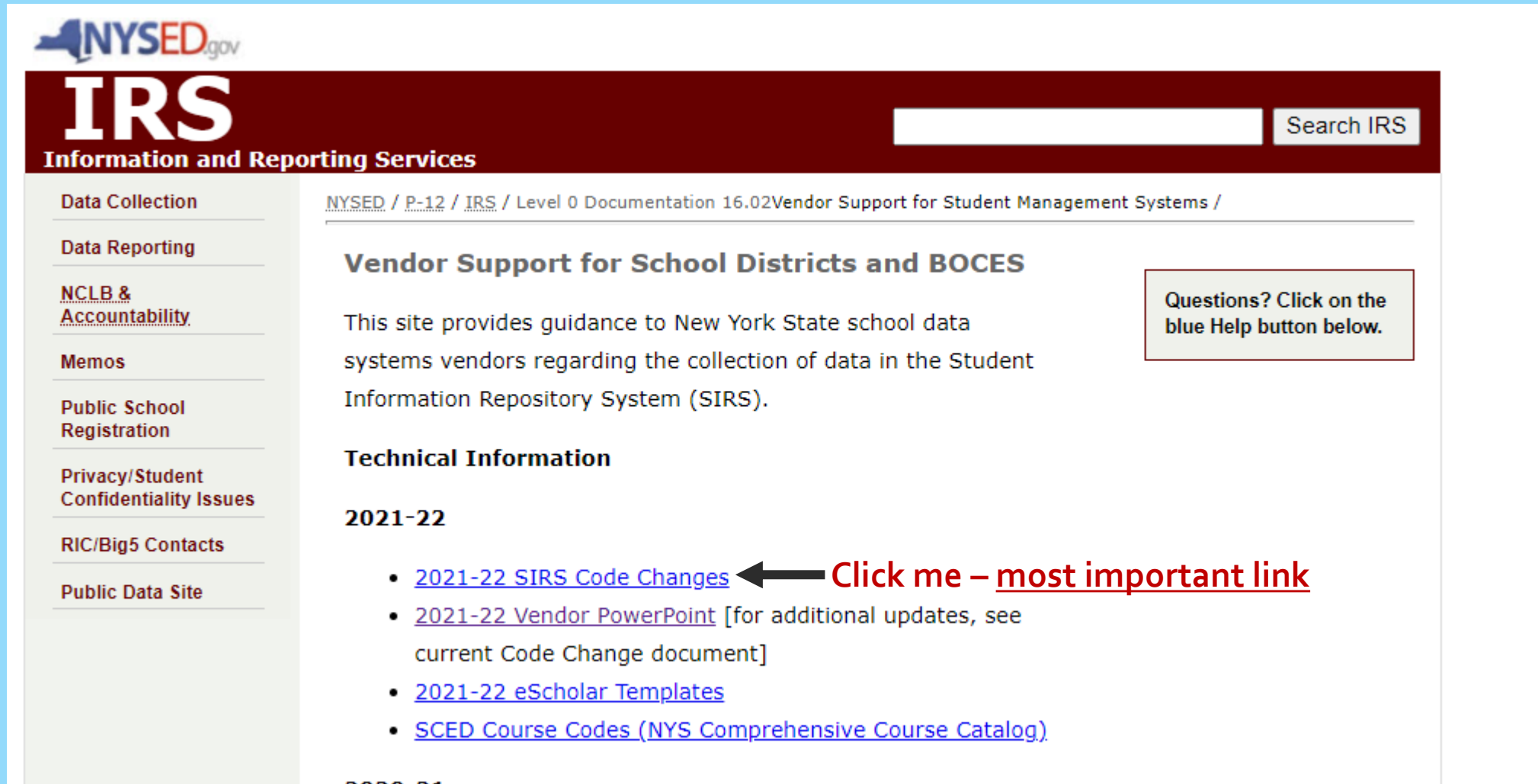
**Templates**  
Data warehouse templates are now linked from the main ...

**Vendor Support**  
Vendor Support for School Districts and BOCES · 2021-22 SIRS ...

More results from nysed.gov »

# NYSED Vendor Page

<http://www.p12.nysed.gov/irs/vendors/home.html> ← Click me



The screenshot shows the NYSED IRS website. The header features the NYSED.gov logo and the text 'IRS Information and Reporting Services'. A search bar is located on the right. A left sidebar contains a menu with links: Data Collection, Data Reporting, NCLB & Accountability, Memos, Public School Registration, Privacy/Student Confidentiality Issues, RIC/Big5 Contacts, and Public Data Site. The main content area has a breadcrumb trail: NYSED / P-12 / IRS / Level 0 Documentation 16.02 Vendor Support for Student Management Systems /. Below this is the section 'Vendor Support for School Districts and BOCES'. A text block states: 'This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System (SIRS)'. To the right of this text is a box that says 'Questions? Click on the blue Help button below.' Below the text is the 'Technical Information' section, which lists links for '2021-22'. The first link, '2021-22 SIRS Code Changes', is highlighted with a red arrow and the text 'Click me – most important link'. Other links include '2021-22 Vendor PowerPoint', '2021-22 eScholar Templates', and 'SCED Course Codes (NYS Comprehensive Course Catalog)'.

**NYSED**  
**IRS**  
Information and Reporting Services

[Data Collection](#)  
[Data Reporting](#)  
[NCLB & Accountability](#)  
[Memos](#)  
[Public School Registration](#)  
[Privacy/Student Confidentiality Issues](#)  
[RIC/Big5 Contacts](#)  
[Public Data Site](#)

[NYSED](#) / [P-12](#) / [IRS](#) / Level 0 Documentation 16.02 Vendor Support for Student Management Systems /

## Vendor Support for School Districts and BOCES

This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System (SIRS).

Questions? Click on the blue Help button below.

### Technical Information

#### 2021-22

- [2021-22 SIRS Code Changes](#) ← Click me – most important link
- [2021-22 Vendor PowerPoint](#) [for additional updates, see current Code Change document]
- [2021-22 eScholar Templates](#)
- [SCED Course Codes \(NYS Comprehensive Course Catalog\)](#)

#### 2020-21

# NYSED Vendor Page

<http://www.p12.nysed.gov/irs/vendors/home.html> ← Click me

- 2021-22 Code Changes
- 2021-22 SIRS Templates
- 2021-22 Vendor PPT
- Link to NYS SCED Course Code Catalog

The screenshot shows the NYSED Vendor Support page. At the top, there is a dark red header with a search bar and the text "Search IRS". Below the header, the page title is "Vendor Support for School Districts and BOCES". The main content area includes a paragraph about the site's purpose, a "Technical Information" section, and a list of links for the 2021-22 school year. A black arrow points to the link "2021-22 SIRS Code Changes". On the right side, there is a box with the text "Questions? Click on the blue Help button below.".

**Vendor Support for School Districts and BOCES**

This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System (SIRS).

**Technical Information**

**2021-22**

- [2021-22 SIRS Code Changes](#) ←
- [2021-22 Vendor PowerPoint](#) [for additional updates, see current Code Change document]
- [2021-22 eScholar Templates](#)
- [SCED Course Codes \(NYS Comprehensive Course Catalog\)](#)

**2020-21**

**Data Reporting**

- [NCLB & Accountability](#)
- [Memos](#)
- [Public School Registration](#)
- [Privacy/Student Confidentiality Issues](#)
- [RIC/Big5 Contacts](#)
- [Public Data Site](#)

Questions? Click on the blue Help button below.

# NYSED Vendor Page

<http://www.p12.nysed.gov/irs/vendors/home.html>

## 1. Shows all added and deleted codes

| DATE ADDED | SCHOOL YEAR | TEMPLATE        | FIELD | Action | Item Desc                                  | State Code |
|------------|-------------|-----------------|-------|--------|--|------------|
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents Common Core Algebra I Exempt - Jun | 06304E     |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents Common Core ELA Exempt - Jun       | 06340E     |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents Living Environment Exempt - Jun    | 06059E     |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents Phy Set/Earth Sci Exempt - Jun     | 06200E     |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents US History&Gov't - Jan             | 01052      |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Delete | Regents US History&Gov't - Jun             | 01052      |
| 8/25/2021  | 2022-06-30  | Assessment Fact | 4     | Add    | Regents US History&Gov't (Framework) - Jan | 01072      |

## 2. Shows all codes to be used for new templates

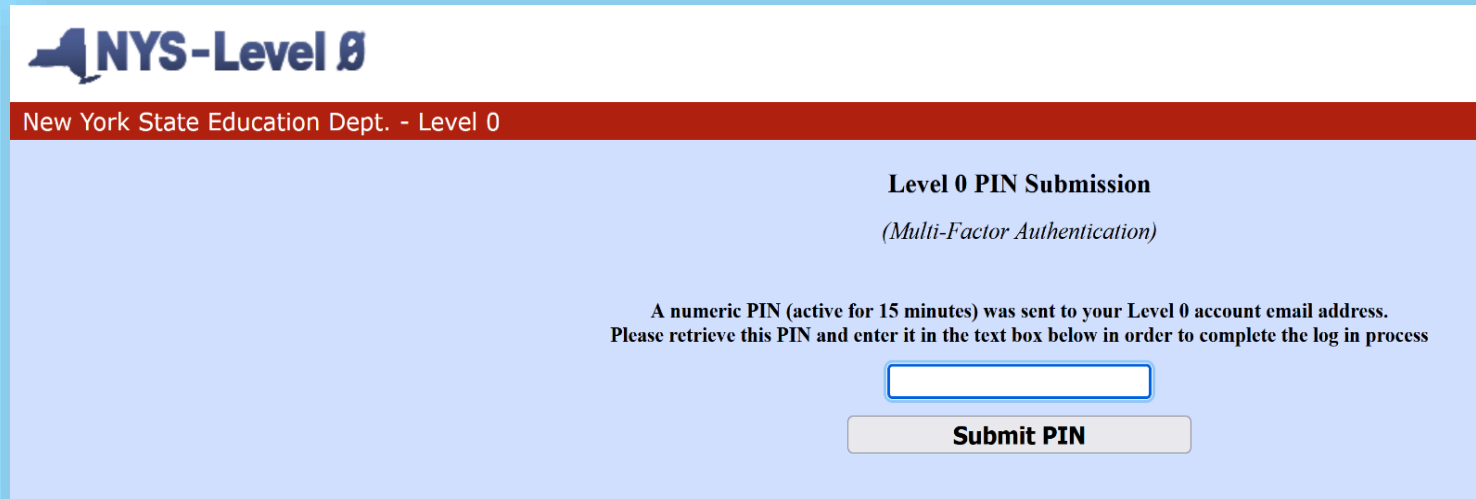
|          |            |                           |   |     |                                       |            |            |
|----------|------------|---------------------------|---|-----|---------------------------------------|------------|------------|
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 6 | ADD | PRIMARY LEARNING DEVICE TYPE CODE     | CHROMEBOOK | CHROMEBOOK |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 6 | ADD | PRIMARY LEARNING DEVICE TYPE CODE     | SMARTPHONE | SMARTPHONE |
| 8/4/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 6 | ADD | PRIMARY LEARNING DEVICE TYPE CODE     | NO DEVICE  | NO DEVICE  |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 7 | ADD | SCHOOL PROVIDED DEVICE INDICATOR      | Y          | Yes        |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 7 | ADD | SCHOOL PROVIDED DEVICE INDICATOR      | N          | No         |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 8 | ADD | PRIMARY LEARNING DEVICE PROVIDER CODE | PERSONAL   | PERSONAL   |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 8 | ADD | PRIMARY LEARNING DEVICE PROVIDER CODE | SCHOOL     | SCHOOL     |
| 8/4/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 8 | ADD | PRIMARY LEARNING DEVICE PROVIDER CODE | NO DEVICE  | NO DEVICE  |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 9 | ADD | PRIMARY LEARNING DEVICE ACCESS CODE   | NO DEVICE  | NO DEVICE  |
| 7/9/2021 | 2022-06-30 | STUDENT DIGITAL RESOURCES | 9 | ADD | PRIMARY LEARNING DEVICE ACCESS CODE   | SHARED     | SHARED     |

# Multi-Factor Authentication



# Multi-Factor Authentication

With each new device and every 14 days



The screenshot shows a web interface for NYS-Level 0 Multi-Factor Authentication. At the top left is the NYS-Level 0 logo. Below it is a red header bar with the text "New York State Education Dept. - Level 0". The main content area has a light blue background and contains the following text:

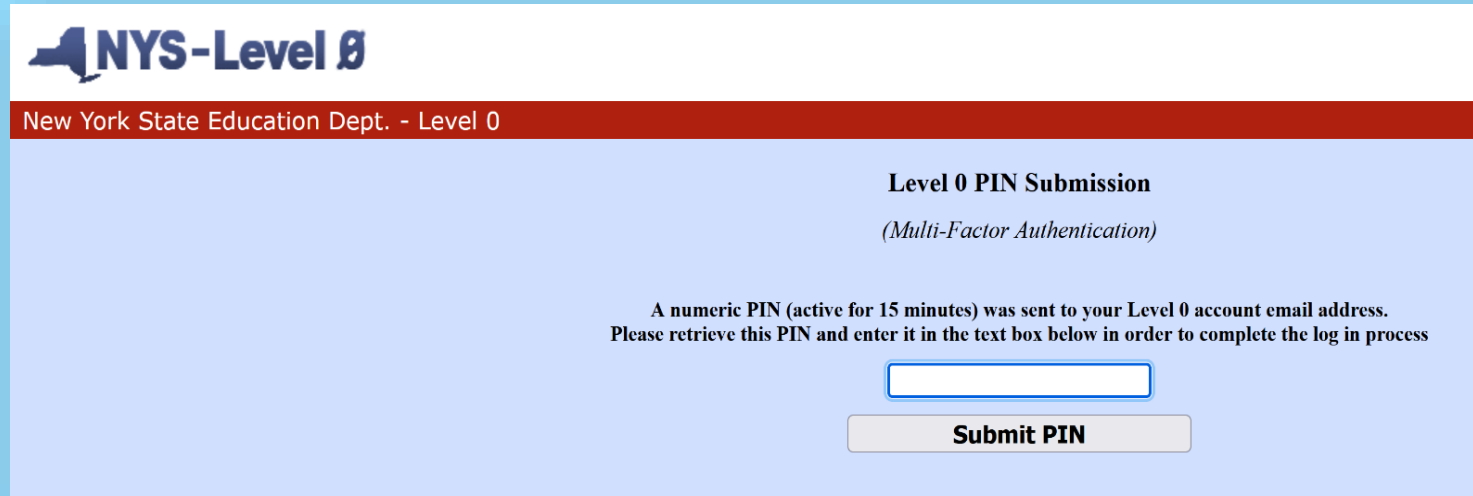
**Level 0 PIN Submission**  
*(Multi-Factor Authentication)*

A numeric PIN (active for 15 minutes) was sent to your Level 0 account email address.  
Please retrieve this PIN and enter it in the text box below in order to complete the log in process

Below the text is a white text input box with a blue border. Underneath the input box is a light gray button with the text "Submit PIN".

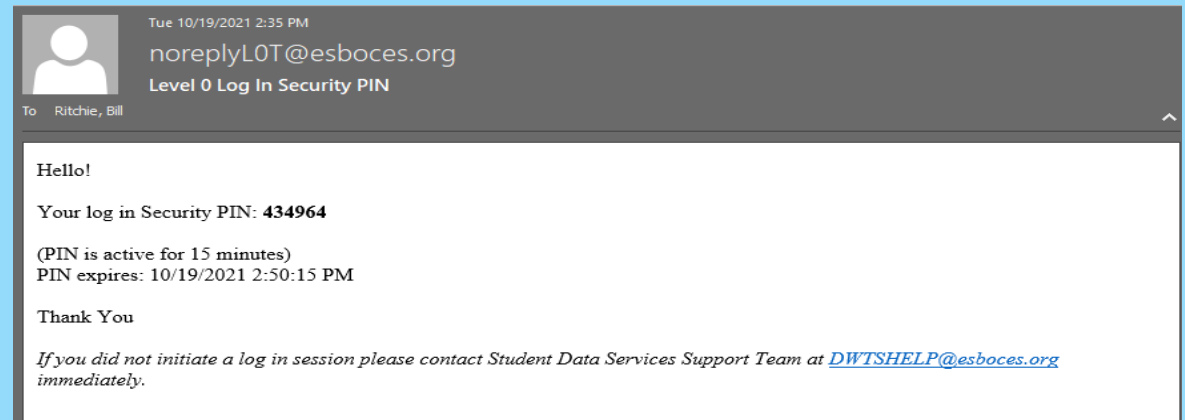
# Multi-Factor Authentication

With each new device and every 14 days



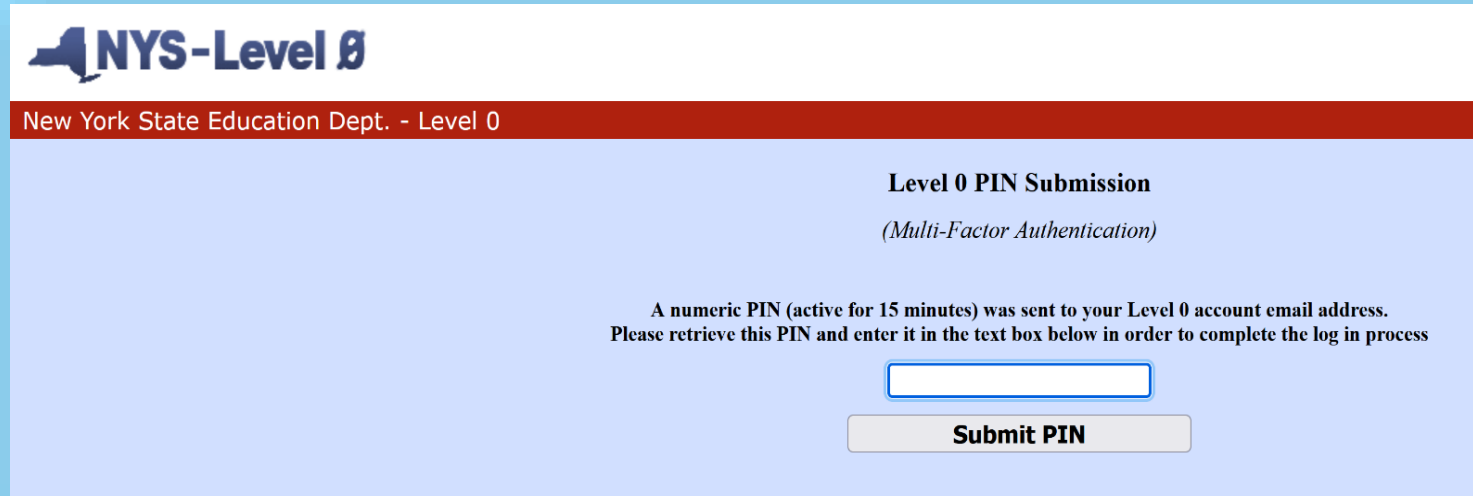
The screenshot shows a web interface for NYS-Level 0. At the top, there is a logo with a blue outline of New York State and the text "NYS-Level 0". Below this is a red header bar with the text "New York State Education Dept. - Level 0". The main content area has a light blue background and contains the following text: "Level 0 PIN Submission" followed by "(Multi-Factor Authentication)". Below this, a message states: "A numeric PIN (active for 15 minutes) was sent to your Level 0 account email address. Please retrieve this PIN and enter it in the text box below in order to complete the log in process". There is a text input field with a blue border, and below it is a grey button labeled "Submit PIN".

Security PIN will be sent to email associated with Log-in



# Multi-Factor Authentication

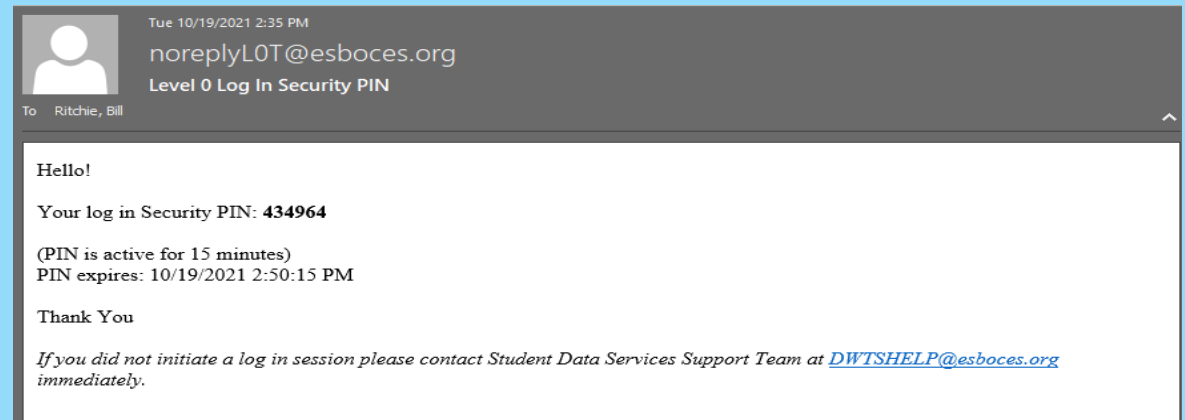
With each new device and every 14 days



The screenshot shows a web interface for NYS-Level 0. At the top, there is a logo with a blue outline of New York State and the text "NYS-Level 0". Below this is a red header bar with the text "New York State Education Dept. - Level 0". The main content area has a light blue background and contains the following text: "Level 0 PIN Submission" followed by "(Multi-Factor Authentication)". Below this, a message states: "A numeric PIN (active for 15 minutes) was sent to your Level 0 account email address. Please retrieve this PIN and enter it in the text box below in order to complete the log in process". There is a white text input box with a blue border, and below it is a grey button with the text "Submit PIN".

Security PIN will be sent to email associated with Log-in

**No Shared Log-Ins!**



# Splash Page

Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the NYSED Level 0 application and reports.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

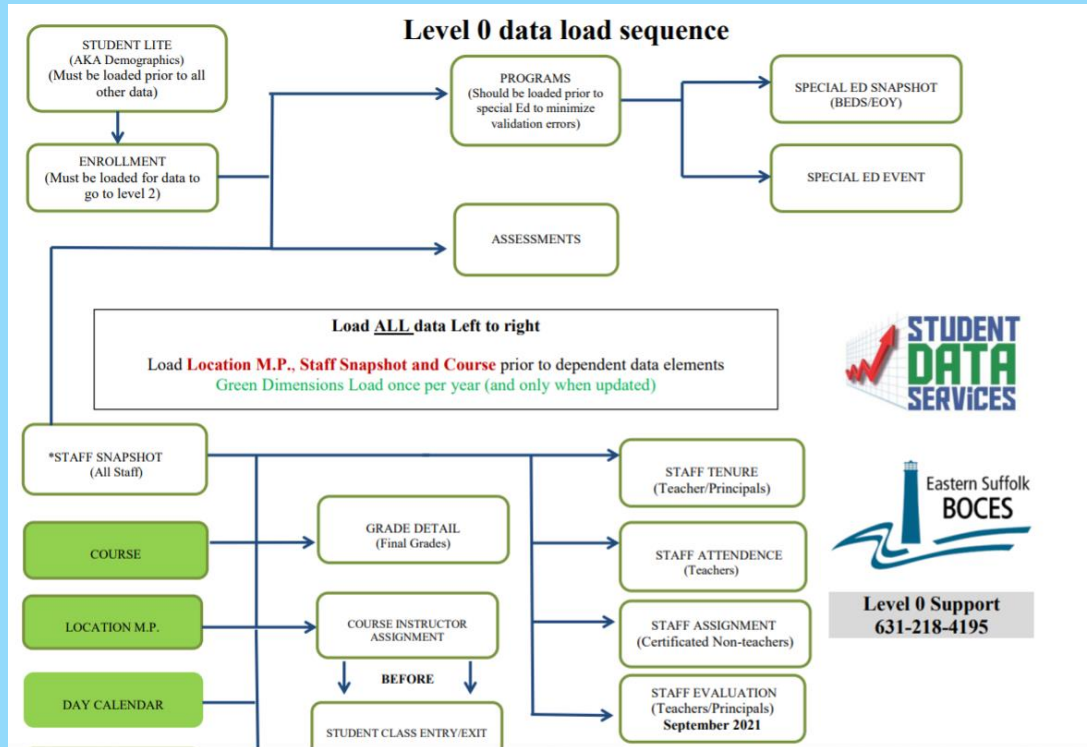
The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

Continue

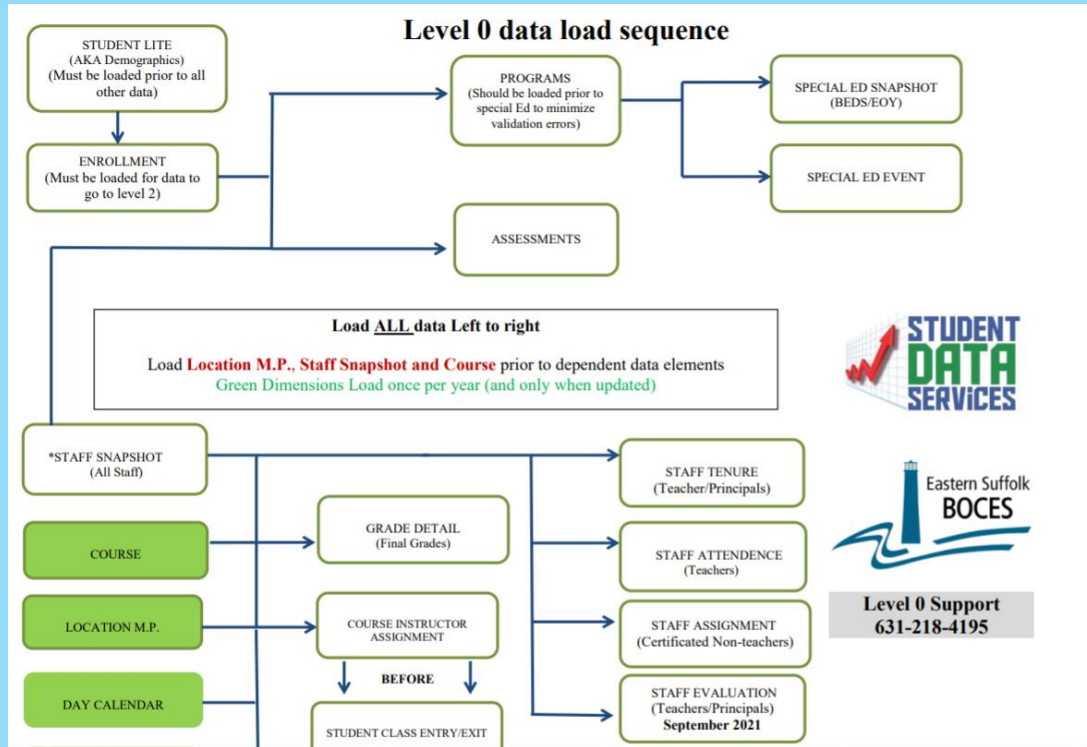
Log Off

# **L1-Data Prep Data Dependencies**

# L1-Data Prep Data Dependencies



# L1-Data Prep Data Dependencies



## Template Dependency Guideline for Import

| Template to be imported                    | Dependent Template(s)  |
|--|--|
| Assessment Acc Mod Fact                    | Student Lite, School Entry Exit  |
| Assessment Fact                            | Student Lite, School Entry Exit  |
| Course                                     | None   |
| Course Instructor Assignment               | Staff Snapshot, Course, Location Marking Period  |
| Day Calendar                               | None   |
| Location Marking Period                    | None   |
| Programs Fact                              | Student Lite, School Entry Exit  |
| School Entry Exit (Enrollment)             | Student Lite   |
| Special Ed Events                          | Student Lite, School Entry Exit  |
| Special Ed Snapshot                        | Student Lite, School Entry Exit, Programs Fact   |
| Staff Assignment                           | Staff Snapshot   |
| Staff Attendance                           | Staff Snapshot, Staff Attendance Codes   |
| Staff Attendance Codes                     | None   |
| Staff Evaluation Rating                    | Staff Snapshot   |
| Staff Snapshot                             | None   |
| Staff Tenure Snapshot                      | Staff Snapshot   |
| Student Attendance Codes                   | None   |
| Student Class Entry Exit                   | Student Lite, School Entry Exit, Course, Location Marking Period, Staff Snapshot, Course Instructor Assignment |
| Student Class Grade Detail                 | Student Lite, School Entry Exit, Course, Location Marking Period   |
| Student Credit GPA<br>(optional by region) | Student Lite, School Entry Exit  |
| Student Daily Attendance                   | Student Lite, School Entry Exit, Student Attendance Codes, Day Calendar  |
| Student Lite (Demographics)                | None   |

# **L1-Data Prep Data Dependencies**



# **L1-Data Prep Data Dependencies**

**Level 0 now forces the upload of imported dependent data prior to uploading each data domain.**

# **L1-Data Prep Data Dependencies**

**Level 0 now forces the upload of imported dependent data prior to uploading each data domain.**

**In simple terms, if you import demographics, then import enrollment...**

**... you must upload demographics prior to uploading enrollment.**

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Electronic Import Demographics

### Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Student Lite - Comma Delimited Text

Step 2 - Insert/Update Choices:

☒ Update EXISTING Records in Level 0 AND Insert NEW Records ☐ Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

### Import/Validation Messages:

Total Imported rows read: 2032  
Blank Student ID Records found: 0  
Blank Request Sequence Records found: 0  
Total Duplicate Key rows skipped: 0  
Total Error count: 0  
Total Error rows: 0  
Total Valid rows saved: 0  
Total Imported rows with no changes from previous loads: 2032

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Electronic Import Demographics  
2. Electronic Import Enrollment

### Enrollment Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid enrollment records for this district and school year?

☐ DO NOT Delete Level 0 Enrollment Records ☒ Delete All Enrollment records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

### Import/Validation Messages:

Total Imported rows read: 2054  
Blank Student ID Records found: 0  
Total Duplicate Key rows skipped: 0  
Total Error count: 0  
Total Error rows: 0  
Total Valid rows saved: 2054  
Total Imported rows with no changes from previous loads: 0

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Electronic Import Demographics  
2. Electronic Import Enrollment  
3. Electronic Import Programs Fact

### Program Fact Validation and Import:

☐ Check All

|  |  |  |   |   |  |  |
|--|--|--|---|---|--|--|
| <input checked="" type="checkbox"/> Safety Net         | <input type="checkbox"/> CTE / Tech Prep           | <input checked="" type="checkbox"/> ELL Eligibility        | <input checked="" type="checkbox"/> ELL Programs            | <input checked="" type="checkbox"/> ESEA                    | <input checked="" type="checkbox"/> Type of Disability | <input type="checkbox"/> 0198::Poverty               |
| <input checked="" type="checkbox"/> 0220::Alt. Assess. | <input checked="" type="checkbox"/> 0242::NYSESLAT | <input checked="" type="checkbox"/> 0264::Section 504 Plan | <input checked="" type="checkbox"/> 5753::Intervening Serv. | <input type="checkbox"/> 5806::Reduced Lunch                | <input type="checkbox"/> 5817::Free Lunch              | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent/Pregnant  | <input type="checkbox"/> 8272::Homeless Youth      | <input checked="" type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS                        | <input checked="" type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer    | <input checked="" type="checkbox"/> 1232::SIFE       |
| <input type="checkbox"/> Higher Education              | <input type="checkbox"/> 8271::CDOS Credential     | <input checked="" type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces          | <input type="checkbox"/> 8300::Foster Care                  | <input type="checkbox"/> 8312::Biliteracy              | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs                | <input type="checkbox"/> Restricted                | <input type="checkbox"/> 5754::CCEIS                       | <input type="checkbox"/> 8313::Civic Readiness              |   |  |  |

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☐ DO NOT Delete Level 0 P.S. Records ☒ Delete All Valid P.S. records (selected categories only)

Step 7 - Click button to validate data file:

#### Import/Validation Messages:

Total Imported rows read: 2380  
Total rows for your selected category or categories 1769  
Blank Student ID Records found: 0  
Total Duplicate Key rows skipped: 0  
Total Error count: 0  
Total Error rows: 0  
Total Valid rows saved: 1769  
Total Imported rows with no changes from previous loads: 0

# **L1-Data Prep Data Dependencies**

**Level 0 now forces the upload of dependent data**

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Attempt to L1 Data Prep Programs Fact

**New York State Education Dept. - Level 0**

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

User Account: Bill Ritchie (britchie).  
Current # of users logged on: **10**

District:  
NY580301 : East Hampton District

Welcome to Level 0!

**Level 0 Message Board:**

*The weekly data upload deadline is Thursdays at 5:00PM.*

*Upcoming deadlines:*

Demographics

Enrollment

**Program Fact**

Assessment

Assess/Acc/Mod

Course

Course/Instr/Assign

Day Calendar

Location M.P.

SE Event

SE Snapshot

Stu/Class/Entry/Exit

Stu/Class/Gr/Detail

Stu/Credit/GPA

Stu/Attend/Codes

Stu/Daily/Attend

Student Digital Resources

Staff Snapshot

2

[View/Update My Profile Info](#)

ing 2022-06-30

tendance for Run All Verification Checks

' column indicates domain data has been updated since last Level 1 file was created.

**East Hampton District - Dashboard Stats:**

| Verif. Errors: | Valid Records: | Last Import:      | Last Update:      | Last Upload:      | Del. |
|----------------|----------------|-------------------|-------------------|-------------------|------|
| 0              | 2033           | 11/8/21 8:55:27 A | 11/8/21 8:55:27 A | 11/2/21 8:16:07 A |      |
| 0              | 2060           | 11/8/21 8:56:15 A | 11/8/21 8:56:15 A | 11/2/21 8:16:23 A |      |
| 292            | 3396           | --                | --                | --                |      |

Level 0 Version: 17.01

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Attempt to L1 Data Prep Programs Fact

### Program Fact Data Prep. for Level 1:

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

**Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:**

| Required Data Domain: | Last Update:       | Last Upload:       | Del. | Needed Action:                            |
|-----------------------|--------------------|--------------------|------|---|
| Demographics          | 11/8/21 8:55:27 AM | 11/2/21 8:16:07 AM |      | Demographics L1 Data Prep Upload Required |
| Enrollment            | 11/8/21 8:56:15 AM | 11/2/21 8:16:23 AM |      | Enrollment L1 Data Prep Upload Required   |

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

*Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.*

☐ Check All

- |   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> Safety Net                   | <input type="checkbox"/> CTE / Tech Prep       | <input type="checkbox"/> ELL Eligibility        | <input type="checkbox"/> ELL Programs              | <input type="checkbox"/> ESEA                    | <input type="checkbox"/> Type of Disability         | <input type="checkbox"/> 0198::Poverty               |
| <input type="checkbox"/> 0220::Alt. Assess.           | <input type="checkbox"/> 0242::NYSESLAT        | <input type="checkbox"/> 0264::Section 504 Plan | <input type="checkbox"/> 5753::Intervening Serv.   | <input type="checkbox"/> 5806::Reduced Lunch     | <input type="checkbox"/> 5817::Free Lunch           | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent/Pregnant | <input type="checkbox"/> 8272::Homeless Youth  | <input type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS               | <input type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer | <input type="checkbox"/> 1232::SIFE                  |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> 8271::CDOS Credential | <input type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces | <input type="checkbox"/> 8300::Foster Care       | <input type="checkbox"/> 8312::Biliteracy           | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs               | <input type="checkbox"/> Restricted            | <input type="checkbox"/> 5754::CCEIS            | <input type="checkbox"/> 8313::Civic Readiness     |  |   |  |

Validate Now

Validation results...



# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Attempt to L1 Data Prep Programs Fact

### Program Fact Data Prep. for Level 1:

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

**Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:**

| Required Data Domain: | Last Update:       | Last Upload:       | Del. | Needed Action:                            |
|-----------------------|--------------------|--------------------|------|---|
| Demographics          | 11/8/21 8:55:27 AM | 11/2/21 8:16:07 AM |      | Demographics L1 Data Prep Upload Required |
| Enrollment            | 11/8/21 8:56:15 AM | 11/2/21 8:16:23 AM |      | Enrollment L1 Data Prep Upload Required   |

**Required  
Actions**

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

*Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.*

☐ Check All

- |   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> Safety Net                   | <input type="checkbox"/> CTE / Tech Prep       | <input type="checkbox"/> ELL Eligibility        | <input type="checkbox"/> ELL Programs              | <input type="checkbox"/> ESEA                    | <input type="checkbox"/> Type of Disability         | <input type="checkbox"/> 0198::Poverty               |
| <input type="checkbox"/> 0220::Alt. Assess.           | <input type="checkbox"/> 0242::NYSESLAT        | <input type="checkbox"/> 0264::Section 504 Plan | <input type="checkbox"/> 5753::Intervening Serv.   | <input type="checkbox"/> 5806::Reduced Lunch     | <input type="checkbox"/> 5817::Free Lunch           | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent/Pregnant | <input type="checkbox"/> 8272::Homeless Youth  | <input type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS               | <input type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer | <input type="checkbox"/> 1232::SIFE                  |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> 8271::CDOS Credential | <input type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces | <input type="checkbox"/> 8300::Foster Care       | <input type="checkbox"/> 8312::Biliteracy           | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs               | <input type="checkbox"/> Restricted            | <input type="checkbox"/> 5754::CCEIS            | <input type="checkbox"/> 8313::Civic Readiness     |  |   |  |

Validate Now

Validation results...

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Attempt to L1 Data Prep Programs Fact

### Program Fact Data Prep. for Level 1:

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

**Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:**

| Required Data Domain: | Last Update:       | Last Upload:       | Del. | Needed Action:                            |
|-----------------------|--------------------|--------------------|------|---|
| Demographics          | 11/8/21 8:55:27 AM | 11/2/21 8:16:07 AM |      | Demographics L1 Data Prep Upload Required |
| Enrollment            | 11/8/21 8:56:15 AM | 11/2/21 8:16:23 AM |      | Enrollment L1 Data Prep Upload Required   |

**Required  
Actions**

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

*Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.*

☐ Check All

- |   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> Safety Net                   | <input type="checkbox"/> CTE / Tech Prep       | <input type="checkbox"/> ELL Eligibility        | <input type="checkbox"/> ELL Programs              | <input type="checkbox"/> ESEA                    | <input type="checkbox"/> Type of Disability         | <input type="checkbox"/> 0198::Poverty               |
| <input type="checkbox"/> 0220::Alt. Assess.           | <input type="checkbox"/> 0242::NYSESLAT        | <input type="checkbox"/> 0264::Section 504 Plan | <input type="checkbox"/> 5753::Intervening Serv.   | <input type="checkbox"/> 5806::Reduced Lunch     | <input type="checkbox"/> 5817::Free Lunch           | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent/Pregnant | <input type="checkbox"/> 8272::Homeless Youth  | <input type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS               | <input type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer | <input type="checkbox"/> 1232::SIFE                  |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> 8271::CDOS Credential | <input type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces | <input type="checkbox"/> 8300::Foster Care       | <input type="checkbox"/> 8312::Biliteracy           | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs               | <input type="checkbox"/> Restricted            | <input type="checkbox"/> 5754::CCEIS            | <input type="checkbox"/> 8313::Civic Readiness     |  |   |  |

Validate Now

**Validate Now Button Disabled**

Validation results...

# L1-Data Prep Data Dependencies

## Level 0 now forces the upload of dependent data

Example Scenario: 1. Attempt to L1 Data Prep Programs Fact – ready to go once required actions completed

### Program Fact Data Prep. for Level 1:

**Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:**

| Required Data Domain: | Last Update:       | Last Upload:       | Del. | Needed Action:     |
|-----------------------|--------------------|--------------------|------|--------------------|
| Demographics          | 11/8/21 8:48:32 AM | 11/8/21 9:39:04 AM |      | No Action Required |
| Enrollment            | 11/8/21 8:47:30 AM | 11/8/21 9:39:10 AM |      | No Action Required |

No  
Required  
Actions

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

☐ Check All

- |   |  |   |  |  |   |  |
|---|--|---|--|--|---|--|
| <input type="checkbox"/> Safety Net                   | <input type="checkbox"/> CTE / Tech Prep       | <input type="checkbox"/> ELL Eligibility        | <input type="checkbox"/> ELL Programs              | <input type="checkbox"/> ESEA                    | <input type="checkbox"/> Type of Disability         | <input type="checkbox"/> 0198::Poverty               |
| <input type="checkbox"/> 0220::Alt. Assess.           | <input type="checkbox"/> 0242::NYSESLAT        | <input type="checkbox"/> 0264::Section 504 Plan | <input type="checkbox"/> 5753::Intervening Serv.   | <input type="checkbox"/> 5806::Reduced Lunch     | <input type="checkbox"/> 5817::Free Lunch           | <input type="checkbox"/> Summer School Participation |
| <input type="checkbox"/> 8261::Single Parent/Pregnant | <input type="checkbox"/> 8272::Homeless Youth  | <input type="checkbox"/> UPK                    | <input type="checkbox"/> Title 1 TAS               | <input type="checkbox"/> Prekindergarten Program | <input type="checkbox"/> 2618::Inter-Dist. Transfer | <input type="checkbox"/> 1232::SIFE                  |
| <input type="checkbox"/> Higher Education             | <input type="checkbox"/> 8271::CDOS Credential | <input type="checkbox"/> 8282::Immigrant        | <input type="checkbox"/> 8292::Parent Armed Forces | <input type="checkbox"/> 8300::Foster Care       | <input type="checkbox"/> 8312::Biliteracy           | <input type="checkbox"/> 8262::Homeless              |
| <input type="checkbox"/> Local Programs               | <input type="checkbox"/> Restricted            | <input type="checkbox"/> 5754::CCEIS            | <input type="checkbox"/> 8313::Civic Readiness     |  |   |  |

Validate Now

Validate Now Button enabled

Validation results...

# **Eligibility Codes removed from Free and Reduced Lunch**

**-Beginning in the 2021-22 school year SED has discontinued the collection of eligibility codes**

# Eligibility Codes removed from Free and Reduced Lunch

-Beginning in the 2021-22 school year SED has discontinued the collection of eligibility codes

## Old screen

Current Student: **frank smith** Record Status: **Error** Last Update: **11/6/17 11:38 AM** By: **Bill Ritchie**

\*denotes a required field

Back to Error Rpt

\*Student ID:

123456789

\*Location Code:

0011 :: Sample Location

Service Provider BEDS Code (State Location ID):

\*Beginning Date:

2017-07-01

\*Record Program Category:

5817::Free Lunch

\*Program Code:

5817 :: Free Lunch Program

Ending Date:

Exit Reason Code 1:

PGM Participation Info Code:

Program Duration:

Orig. Prog. Date:

Prog. Intensity (CTE/ELL Programs):

Program Comment:

Elig. Code 1:

CARRYOVER

Elig. Code 2:

Elig. Code 3:

Elig. Code 4:

Elig. Code 5:

Elig. Code 6:

← Eligibility codes

Validation Messages:

Record did not validate. The following errors occurred:  
PS3129: An active FRPL Program 5817 must have more than one Eligibility Code if there is a CARRYOVER Eligibility Code after 10/31/2017.

Delete Record

Validate & Save Student Data

Curr. Student / Add New

Clear

Program Fact Records:

# Eligibility Codes removed from Free and Reduced Lunch

-Beginning in the 2021-22 school year SED has discontinued the collection of eligibility codes

## New screen

Current Student: Record Status: Last Update: By:

\*denotes a required field

\*Student ID:

\*Location Code:

Service Provider BEDS Code (State Location ID):

\*Beginning Date:

\*Record Program Category:

\*Program Code:

Ending Date:

Exit Reason Code 1:

PGM Participation Info Code:

Program Duration:

Orig. Prog. Date:

Prog. Intensity:

Provider Type Code:

(CTE/ELL Eligible Programs) (Primary Nighttime Residence)

Program Comment:

### Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

### Program Fact Records:

No Program Fact Records found.

# Student Daily Attendance data removed from previous year

District:

NY580507 : Connetquot District

School Year:

School Year Ending 2021-06-30



Welcome to Level 0!

Level 0 Message Board:

*The weekly data upload deadline is  
Thursdays at 5:00PM*

NY580507 : Connetquot District - Dashboard Stats:

| Data Domain:                              | Import Errors: | Verif. Errors: | Valid Records: | Last Import:        | Last Update:       | Last Upload:       | Del. |
|---|----------------|----------------|----------------|---------------------|--------------------|--------------------|------|
| <a href="#">Stu/Class/Entry/Exit</a>      | 0              | 0              | 50495          | 7/14/21 9:18:00 A   | 7/14/21 9:17:51 A  | 7/14/21 9:19:00 A  |      |
| <a href="#">Stu/Class/Gr/Detail</a>       | 0              | 0              | 48441          | 7/20/21 12:22:00 P  | 7/20/21 12:22:01 P | 7/20/21 12:24:00 P |      |
| <a href="#">Stu/Credit/GPA</a>            | 0              | 0              | 0              | None                | None               | None               |      |
| <a href="#">Stu/Attend/Codes</a>          | 0              | 0              | 216            | 10/21/20 11:21:00 A | 2/9/21 3:06:00 P   | 3/24/21 3:45:00 P  |      |
| <a href="#">Stu/Daily/Attend</a>          | 0              | 0              | 0              | 8/19/21 1:54:00 P   | None               | 8/19/21 5:21:00 P  |      |
| <a href="#">Student Digital Resources</a> | 0              | 0              | 0              | None                | None               | None               |      |
| <a href="#">Staff Snapshot</a>            | 0              | 0              | 695            | 3/12/21 10:03:00 A  | 7/15/21 1:45:34 P  | 7/15/21 1:46:00 P  |      |
| <a href="#">Staff Assignment</a>          | 0              | 0              | 101            | 10/19/20 11:19:00 A | 5/17/21 8:46:16 A  | 7/23/21 9:35:00 A  |      |



# Run the SIRS 371 to individual see students and their reported attendance

## New York State Education Department



### Student Attendance Count Student Details Report

Data Contained in the Student Information Repository System

District Name/Code: WEST-PORT JENKINS - 000000000000  
School Location/Code: WEST-PORT JENKINS - 000000000000  
School Year: 2020-21  
Student Name: Chacey Alvarado, Karen  
Refresh Date: Sep 11, 2021  
Attendance Through: Jun 30, 2021  
Last Attendance Date Loaded: Jun 25, 2021

| Student ID | NYSSIS ID  | Student                | Grade | Date         | Local Attendance Code | Local Attendance Description | State Attendance Code | State Attendance Description | Modality  |
|------------|------------|------------------------|-------|--------------|-----------------------|------------------------------|-----------------------|------------------------------|-----------|
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 8, 2020  | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 9, 2020  | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 10, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 11, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 14, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 15, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 16, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 17, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 18, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 21, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 22, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 23, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 24, 2020 | AX300                 | AX300                        | E                     | Excused                      |           |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 25, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 29, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |
| 000529009  | 5208066451 | Chacey Alvarado, Karen | 13    | Sep 30, 2020 | PIN300                | PIN300                       | PRSNT                 | Present                      | In-Person |



# **Student Daily Attendance new batch import process change**

# Student Daily Attendance new batch import process change

New process for importing Daily Attendance when using the "Delete Button"

## Stu/Daily/Attend Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and attendance months being imported?

☐ DO NOT Delete Level 0 Stu/Daily/Attend Records ☒ Delete All Stu/Daily/Attend records for district and months being imported

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen



Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to begin batch validation processing

Initiate Batch Validation

Import/Validation Messages:

---

# Student Daily Attendance new batch import process change

New process for importing Daily Attendance when using the “Delete Button”

Student Daily Attendance import process – will process by distinct month(s)

## Stu/Daily/Attend Im

Step 1 - Select Import file type:

(Note: First line of file must con

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and attendance months being imported?

☐ DO NOT Delete Level 0 Stu/Daily/Attend Records ☒ Delete All Stu/Daily/Attend records for district and months being imported

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to begin batch validation processing

Initiate Batch Validation

Import/Validation Messages:

---

# Student Daily Attendance new batch import process change

## New process for importing Daily Attendance when using the “Delete Button”

### Stu/Daily/Attend In

Step 1 - Select Import file type

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0

☐ DO NOT Delete Level 0 S

Step 3 - Import File Location: (

Choose File No file chosen

Step 4 - Click button to prepare

Prepare Import File

Step 5 - Click button to begin b

Initiate Batch Validation

Import/Validation Messages:

---

Student Daily Attendance import process – will process by distinct month(s)

*The import file will be checked to determine what month(s) are included, if the delete option is selected, it will delete those month(s) and replace with records in the import file*

months being imported

# Student Daily Attendance new batch import process change

New process for importing Daily Attendance when using the "Delete Button"

## Stu/Daily/Attend

Step 1 - Select Import file type

(Note: First line of file must contain

☒ Comma Delimited Text

Step 2 - Delete current Level

☐ DO NOT Delete Level

Step 3 - Import File Location

Choose File No file chosen

Step 4 - Click button to prepare

Prepare Import File

Step 5 - Click button to begin

Initiate Batch Validation

**Import/Validation M**


Student Daily Attendance import process – will process by distinct month(s)

*The import file will be checked to determine what month(s) are included, if the delete option is selected, it will delete those month(s) and replace with records in the import file*

*Ex: If your file contains records for Sept, Oct, and Nov- it will delete Sept, Oct, Nov in LO*

months being imported

# Student Daily Attendance batch import process reminder



New York State Education Dept. - Level 0

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

Demographics

Enrollment

Program Fact

Assessment

Assess/Acc/Mod

Course

Course/Instr/Assign

Day Calendar

Location M.P.

SE Event

SE Snapshot

Stu/Class/Entry/Exit

Stu/Class/Gr/Detail

Stu/Credit/GPA

Stu/Attend/Codes

Stu/Daily/Attend

Student Digital Resources

Staff Snapshot

Staff Assignment

Staff Attend. Codes

Staff Attendance

Staff Evaluation

Staff Tenure Snapshot

Current Password Expires on 4/15/2022

[View All Users](#)

[View/Update My Profile Info](#)

School Year:

School Year Ending 2022-06-30

t record.)

/Attend records for this district and attendance months being imported?

nd Records ☒ Delete All Stu/Daily/Attend records for district and months being imported

utton to find file)

tion:

n processing

# Student Daily Attendance batch import process reminder

## Stu/Daily/Attend Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and attendance months being imported?

☐ DO NOT Delete Level 0 Stu/Daily/Attend Records ☒ Delete All Stu/Daily/Attend records for district and months being imported

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to begin batch validation processing

Initiate Batch Validation

Current Scheduled Student Daily Attendance Batch Imports For this district:

| Batch Import Initiated At: | Purge Old Data? | Initiated By: | Record Count: |        |
|----------------------------|-----------------|---------------|---------------|--------|
| 11/8/2021 10:08:15 AM      | YES             | Bill Ritchie  | 99550         | Cancel |

Import/Validation Messages:

Your Student Daily Attendance data has been saved and processing will be completed at a later time. See queued batch status for this district in the list above:

# Reporting Universal Pre-K Students



# Reporting Universal Pre-K Students

Pg62 SIRS 17.4

- Children whose half-day UPK placement has been converted to full-day using the Statewide Universal Full-day Prekindergarten (SUFDPK) grant should be reported with Program Service **Code 902 (UPK)** and grade level PKF (full-day). Failure to code such children as UPK may result in a reduction in the amount that a district can be reimbursed for the prekindergarten services it provides during the school year. Effective July 1, 2020, the Expanded Prekindergarten for Three- and Four-Year Old Students (EPK4) grant was consolidated with a district's Universal Pre-K allocation. These funds are now considered Universal Pre-K and students whose slots are supported by funds from this source should be assigned Program Service Code 902 (UPK). In addition, all UPK students must be reported with one of the following Program Service Codes that identifies the **UPK program setting**: 1309 (District-operated), 1320 (Day care center), 1331 (Head Start), 1342 (Family or Group Day Care), 1353 (Nursery School), 1364 (BOCES), 1375 (Special Ed 4410 Preschool), 1386 (Religious and Independent (Nonpublic) School), 1397 (Museum), 1408 (Library), or 1419 63 Student Information Repository System Manual Version 17.4 (Other). See the Program Services Codes and Descriptions section of this manual for additional information.
- Students in any other type of Pre-K program other than UPK should be reported with Program Service **Code 990 (Other Pre-K)**. This includes students in Targeted Pre-K programs operated by Madison-Oneida, Questar III, or Herkimer BOCES.

## Reporting Universal Pre-K Students

Grid from NYSED UPK memo dated September 27<sup>th</sup> 2021

| Description   | Grade Level<br>PKF = Full-day<br>PKH = Half-day | Pre-K Program Code      |                        | Universal Pre-K Provider (Setting) Codes<br>(Who is providing the UPK instruction?) |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |
|---|---|-------------------------|------------------------|---|--------------------------|----------------------|------------------------------------|--------------------------|-----------------|-------------------------------------|----------------------------|------------------|-------------------|
|   |   | 902<br>(Universal PreK) | 990<br>("Other " PreK) | 1309<br>(District Operated)   | 1320<br>(Daycare center) | 1331<br>(Head Start) | 1342<br>(Family or Group Day Care) | 1353<br>(Nursery School) | 1364<br>(BOCES) | 1375<br>(Special Ed/4410 Preschool) | 1386<br>(Nonpublic School) | 1397<br>(Museum) | 1408<br>(Library) |
| 1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant   | 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)<br><br>(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.) | PKF   | X                       |                        | Required  |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |
| 3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK) ←  | PKF   |                         | X                      | Not required  |                          |                      |                                    |                          |                 |                                     |                            |                  |                   |

# Reporting Universal Pre-K Students

| Description  | Grade Level<br>PKF = Full-day<br>PKH = Half-day | Pre-K Program Code         |   | Universal Pre-K Provider (Setting) Codes<br>(Who is providing the UPK instruction?) |                             |                         |  |                             |                 |   |                               |                  |                   |                 |
|--|---|----------------------------|---|---|-----------------------------|-------------------------|--|-----------------------------|-----------------|---|-------------------------------|------------------|-------------------|-----------------|
|  |   | 902<br>(Universal<br>PreK) | 990<br>( <span>"</span> Other<br><span>"</span> PreK) | 1309<br>(District<br>Operated)  | 1320<br>(Daycare<br>center) | 1331<br>(Head<br>Start) | 1342<br>(Family<br>or<br>Group<br>Day<br>Care) | 1353<br>(Nursery<br>School) | 1364<br>(BOCES) | 1375<br>(Special<br>Ed/4410<br>Preschool) | 1386<br>(Nonpublic<br>School) | 1397<br>(Museum) | 1408<br>(Library) | 1419<br>(Other) |
| 1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant  | 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)<br><br><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> | PKF   | X                          |   | Required  |                             |                         |  |                             |                 |   |                               |                  |                   |                 |
| 3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK)   | PKF   |                            | X   | Not required  |                             |                         |  |                             |                 |   |                               |                  |                   |                 |

## Scenario 1 & 2

### Program Fact Records:

|                      | Status: | Student ID: | Location:                        | Begin Date: | End Date: | Prog. Code and Description:              | Category                |
|----------------------|---------|-------------|----------------------------------|-------------|-----------|--|-------------------------|
| <a href="#">View</a> | Valid   | 991003493   | 0000 :: [REDACTED] District Wide | 2021-10-26  |           | 902 :: Universal Prekindergarten Program | Prekindergarten Program |
| <a href="#">View</a> | Valid   | 991003493   | 0000 :: [REDACTED] District Wide | 2021-10-26  |           | 1353 :: Nursery School                   | UPK                     |

# Reporting Universal Pre-K Students

| Description   | Grade Level<br>PKF = Full-day<br>PKH = Half-day | Pre-K Program Code         |                           | Universal Pre-K Provider (Setting) Codes<br>(Who is providing the UPK instruction?) |                             |                         |  |                             |                 |   |                               |                  |                   |
|---|---|----------------------------|---------------------------|---|-----------------------------|-------------------------|--|-----------------------------|-----------------|---|-------------------------------|------------------|-------------------|
|   |   | 902<br>(Universal<br>PreK) | 990<br>("Other<br>" PreK) | 1309<br>(District<br>Operated)  | 1320<br>(Daycare<br>center) | 1331<br>(Head<br>Start) | 1342<br>(Family<br>or<br>Group<br>Day<br>Care) | 1353<br>(Nursery<br>School) | 1364<br>(BOCES) | 1375<br>(Special<br>Ed/4410<br>Preschool) | 1386<br>(Nonpublic<br>School) | 1397<br>(Museum) | 1408<br>(Library) |
| 1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant   | 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)<br><br>(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.) | PKF   | X                          |                           | Required  |                             |                         |  |                             |                 |   |                               |                  |                   |
| 3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK)  | PKF   |                            | X                         | Not required  |                             |                         |  |                             |                 |   |                               |                  |                   |

## Scenario 3

### Program Fact Records:

|                      | Status: | Student ID: | Location:                                 | Begin Date: | End Date: | Prog. Code and Description:          | Category                |
|----------------------|---------|-------------|---|-------------|-----------|--------------------------------------|-------------------------|
| <a href="#">View</a> | Valid   | 993002230   | 0000 :: <del>Redacted</del> District Wide | 2021-07-01  |           | 990 :: Other Prekindergarten Program | Prekindergarten Program |

## 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<br/>D :: Deleted<br/>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:                           | *Hisp. 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.

# How to troubleshoot a missing course instructor

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

4 verification error(s).

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

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

Take a screen shot of this error

Screen shot:

4 verification error(s).

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



### Screen shot:

4 verification error(s).

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

From the Level 0 main screen click reports -> course

**New York State Education Dept. - Level 0**

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

User Account: Bill Ritchie (britchie). Current Password  
Current # of users logged on: 7 [View All Users](#)

District:

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

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

[My Profile Info](#)

Level 0 Version:

Click on "Course/Tchr/Student"

### Course Report Choices:

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

### Screen shot:

4 verification error(s).

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

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

### Course Report Choices:

Run Verification Rpt

|  |   |  |  |  |
|--|---|--|--|--|
| <input type="radio"/> Dist. Import Errors (Error Rpt #1) | <input type="radio"/> Dist(s) Summary                   | <input type="radio"/> Dist. School Summary | <input type="radio"/> Dist. Upload Log Dates         | <input type="radio"/> Import Log         |
| <input type="radio"/> Lock History                       | <input type="radio"/> View Verif. Errors (Error Rpt #2) | <input type="radio"/> Unlock History       | <input checked="" type="radio"/> Course/Tchr/Student | <input type="radio"/> Import Message Log |
| 3100   | 53231   | 1  |  | 16                                       |
| 3100   | 53231   | 2  |  | 19                                       |
| 3100   | 53231   | 3  |  | 30                                       |
| 3100   | 53231   | 5  |  | 1  |
| 3100   | 53231   | 6  |  | 17                                       |

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

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



## Reporting Prior Year Assessments – Level 0

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

\*denotes a required field

\*Student ID: 100006609 \*Test Description and Version: Regents :: 2018-06-30 Subtest Identifier: Regents Common Core Algebra I - \*Test Location: 0011 :: Sample Campus Location

\*Test Date: 2018-06-05 \*Test Language: ENG :: English Scoring Model Code: N/A :: Not available \*Std. Achieved Code: 35 :: Scored 85 - 100 School Year (prior year records): 2021-06-30

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

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

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

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

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

1. Test Description and Version - Year the student took the test = Prior Year
2. Test Date – Use the first date of Regents Period for the year exam was taken = Prior Year  
(Level 0 will change date if incorrect date reported)
3. School Year – The current School Year date = Current Year



# Student Data Services

## ZERO ZONE

### Level 0 Training

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

**LOCATION:** Zoom meetings by appointment

**DATES:** Every Tuesday

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

**PLEASE REGISTER AT LEAST 24 HOURS IN  
ADVANCE**

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



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

#### Select a Date & Time

December 2021



Tuesday, December 14

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

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

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am

POWERED BY  
Calendly



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