



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

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

# **LEVEL ZERO NEW FEATURES AND REMINDERS**



**Regional Information Center  
Student Data Services**



**Important code changes new for 2022-23**  
**LOCATION CODE CHANGES!!!!**

## Important code changes new for 2022-23

### LOCATION CODE CHANGES!!!!

<b>School Name</b>	<b>Incativated Location Code</b>	<b>Valid Location Code</b>
Variety Child Learning Center	<b>048918</b>	<b>090135</b>
Eden II School	<b>041766</b>	<b>091978</b>
Brokville Center for Children Svc	<b>049087</b>	<b>056822</b>

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MORE???

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**MORE???**

Please contact [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org) with any location code issues

# Important code changes new for 2022-23

## Level 0 Tips/Tricks and Pitfalls!

### TIP#5 - Don't Ignore **No Enrollment Report**

#### ➤ No data missing Enrollment Records will move to Level 2

##### Demographics Data Prep. for Level 1:

###### Verification Checks:

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

**Note: 4 student(s) with demographic records have no enrollment records, and will NOT be exported to Level 1. (See 'No Enrollment Rpt' for more info)**

[Validate Now](#)

##### Demographics Report Choices:

[Run Verification Rpt](#)

- ☐ Dist. Import Errors (Error Rpt #1)
- ☐ Dist(s) Summary
- ☐ Dist. School Summary
- ☐ Dist. Upload Log Dates
- ☐ Dist. Dup. IDs
- ☐ Import Log
- ☐ Blank Fields
- ☐ Lock History
- ☐ View Verif. Errors (Error Rpt #2)
- ☐ Unlock History
- ☒ No Enrollment Rpt
- ☐ Import Message Log

##### 141 Student(s) with a Demographic record and no associated enrollment record:

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
<a href="#">100006610</a>	LastName1	Student1	0011	Sample Campus Location
<a href="#">100006620</a>	LastName10	Student10	0011	Sample Campus Location
<a href="#">100005469</a>	LastName1006	Student1006	0011	Sample Campus Location
<a href="#">100005467</a>	LastName1008	Student1008	0011	Sample Campus Location
<a href="#">100005457</a>	LastName1012	Student1012	0011	Sample Campus Location
<a href="#">100005433</a>	LastName1031	Student1031	0011	Sample Campus Location
<a href="#">100005422</a>	LastName1033	Student1033	0011	Sample Campus Location
<a href="#">100005418</a>	LastName1036	Student1036	0011	Sample Campus Location

## Important code changes new for 2022-23

Student Daily Attendance error report new default sort and columns!!

Added Last Name, First Name, and Location Name:

### 425 verification error(s).

<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Attend. Date:</u>	<u>Error Msg:</u>
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-01	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-02	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-06	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-07	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-09	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-12	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.



# Important code changes new for 2022-23

## Student Daily Attendance new filter for suspension data on an individual student!

\*denotes a required field Back to School Rpt

\*Student ID: 990901644 \*Attendance Date: 2022-09-02 Instructional Modality: IN :: In-Person \*Attendance Code Long: PR-In :: Present-In \*Location Code: 0005 :: High School 1

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

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

**Stu/Daily/Attend Records:**  
Month: Show All Attendance Group: Suspension + Positive/Negative

Red highlighted cells indicate duplicate state attendance code records for the same date and location. 4 records

	Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
<a href="#">View</a>	Valid	2022-09-02	::	ISS :: In School Suspension	0005 :: High School 1	ISS
<a href="#">View</a>	Valid	2022-09-02	IN :: In-Person	PR-In :: Present-In	0005 :: High School 1	PRSNT-IN
<a href="#">View</a>	Valid	2022-09-02	IN :: In-Person	T-In :: Tardy-In	0005 :: High School 1	T-IN



## Important code changes new for 2022-23

**Enrollment start date for Preschoolers With a Disability...**

## **Important code changes new for 2022-23**

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**...Must start the day after eligibility determination.**

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...Must start the day after eligibility determination.

Demographics

Enrollment

Programs

Assessment

Assess/Acc/Mod

SE Event

SE Snapshot

Stu/Daily/Attend

Stu. Digital Res.

Current Student:  Record Status: Last Update: By:

\*denotes a required field

\*Student ID:

\*Location Code:

\*Grade Level:

\*Entry Date:

\*Entry Code:

Entry Comment:

Exit Date:

Exit Code:

Exit Comment:

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Enrollment Records:

# Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

...Must start the day after eligibility determination.

Current Student:

Record Status: **Valid** Last Update: **10/31/22 08:41 AM** By: **Bill Ritchie**

\*denotes a required field

\*Student ID:

100007822

\*Location Code:

0000 :: Wyandanch District Wide

Service Provider BEDS Code (State Location ID):

\*Beginning Date:

2022-08-31

\*Record Program Category:

Type of Disability

\*Program Code:

5786 :: Pre-School Student with a Disability

Ending Date:

Exit Reason Code 1:

PGM Participation Info Code:

Program Duration:

Orig. Prog. Date:

Prog. Intensity:  
(CTE/ELL Eligible Programs)

Provider Type Code:  
(Primary Nighttime Residence)

Program Comment:

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Program Fact Records:

	Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
<a href="#">View</a>	Valid	100007822	0000 :: District Wide	2022-08-31		5786 :: Pre-School Student with a Disability	Type of Disability

**Important code changes new for 2022-23**

**Course Instructor Assignment – 2 \*NEW\* error checks**

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### Course Instructor Assignment – 2 **\*NEW\*** error checks

-  All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field



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### Course Instructor Assignment – 2 \*NEW\* error checks

 All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

<a href="#">001690057</a>	<a href="#">[REDACTED]</a>	0007	<a href="#">[REDACTED] Middle School</a>	ENLENT6	2	7	Language. CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.
---------------------------	----------------------------	------	--	---------	---	---	---

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-  All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field

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 All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

<a href="#">001690057</a>	<a href="#">[REDACTED]</a>	0007	<a href="#">[REDACTED] Middle School</a>	ENLENT6	2	7	Language: CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.
---------------------------	----------------------------	------	--	---------	---	---	---

 All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field

<a href="#">001405684</a>	<a href="#">[REDACTED]</a>	0003	<a href="#">[REDACTED] Elementary School</a>	ICTREAD4	1	1	Language: CI8030: Primary Special Ed Instructor Indicator must equal Y for ICTREAD4/Grd 4 ICT READ linked to 99002/Special Class (SelfContained) -K-6 Elementary.
---------------------------	----------------------------	------	--	----------	---	---	--

## 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 :: 2021-06-30 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): 2022-06-30

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						

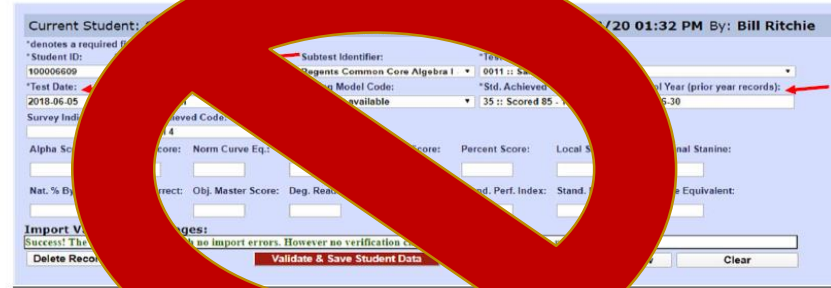
Nat. % By Age:	# Items Correct:	Obj. Master Score:	Deg. Read Power:	Intel. Quotient:	Stand. Perf. Index:	Stand. Perf. Level:	Grade Equivalent:

**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

### Reporting Prior Year Assessments – Level 0



The screenshot shows a web-based form titled "Reporting Prior Year Assessments – Level 0". The form contains several fields for student and assessment data. A large red prohibition sign (a circle with a diagonal line) is overlaid on the entire form, indicating that this system is not to be used. A red arrow points to the "Prior Year (prior year records):" dropdown menu, which is currently set to "2018-06-05". Other visible fields include "Current Student ID", "Subtest Identifier", "Regents Common Core Algebra I", "Test Date", "Survey Index", "Alpha Score", "Norm Curve Eq.", "Percent Score", "Local Score", "National Stanine", "Nat. % By", "Correct", "Obj. Master Score", "Deg. Read", "d. Perf. Index", "Stand.", and "Equivalent". At the bottom, there are buttons for "Import V...", "Delete Record", "Validate & Save Student Data", and "Clear".

1. Test Description and School 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

# CAN'T BE USED FOR JUNE 2022 US HISTORY EXEMPTION

## Use Level o Historical

# 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:
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### Screen shot:

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	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
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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.

## Level 0 Deleting Staff Snapshot Records

### Staff Snapshot \*Active/Inactive Status

To Delete a Staff Snapshot record:

If a staff snapshot record is incorrectly loaded and sent to Level 1, it can be deleted by marking the Active/Inactive status as “D” for Deleted.

Current Staff: Record Status: Last Update: By:

### Staff Snapshot Manual Entry:

\*denotes a required field

**TEACH Name:**

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:			
Master		Yoda	896 BBY	M :: Male			
*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:			
001234567	001234567	OGJedi@republic.org	<div>A :: Active D :: Deleted I :: Inactive</div>	N :: No			
*Primary Location Code:		*Years Educational Exp. in District:	*Annual Salary:	Annual Contract Work Days:			
0000 :: Sample District Wide		99	infinite c	365			
*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	*Total Years Educationa Exp.:	Principal Title:	Prin. Hire Date:
1	Y :: Yes	TEACHER			99		
*Education Level:	Separation Reason Code:	Exit Date:	*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.

# Work Based Learning Students

# Work Based Learning Students

**SIRS Manual**

**State Course Code 22202W**

# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

The work-based learning code 22202W should only be reported one time during the student's secondary enrollment. Hours are cumulative across years and courses. Providers should keep track of the total hours of work-based learning for each student and report the code when a student has acquired a total of at least 54 hours.



# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

The work-based learning code 22202W should only be reported one time during the student's secondary enrollment. Hours are cumulative across years and courses. Providers should keep track of the total hours of work-based learning for each student and report the code when a student has acquired a total of at least 54 hours.

Course ID	Course Name	Course Description
22202W	Approved CTE Program Work-Based Learning - 54 Hours Plus	Use for courses that consist of sustained interactions with industry or community professionals in real workplace settings or simulated environments at an educational agency. This code is also used for registered CTE WBL programs (WECEP, GEWEP, CEIP, paid or unpaid CO-OP).

# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

These courses populate column aa “Count Ever Enrolled in Workbased Learning” on the SIRS 344 CTE Concentrator report.

## New York State Education Department



### CTE Concentrator 4-Year Aug Cohort Outcomes in NYSED-Approved Programs Report

Data Contained in the Student Information Repository System

Regents Diplomas with Advanced Designation with CTE Endorsement (n)	CDOS (o)	Skills & Achievement (p)	Still Enrolled (q)	Transferred to AHSEPP/HSEPP (r)	Dropped Out (s)	% Graduated (t) = (h/g)*100	Count ELA Regents Proficiency (u)	% ELA Regents Proficiency (v) = (u/g)*100	Count Math Regents Proficiency (w)	% Math Regents Proficiency (x) = (w/g)*100	Count Science Regents Proficiency (y)	% Science Regents Proficiency (z) = (y/g)*100	Count Ever Enrolled in Workbased Learning (aa)	% Ever Enrolled in Workbased Learning (bb) = (aa/g)*100
0	0	0	0	0	0	100%	1	100%	0	0%	1	100%	0	0%



# 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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#### 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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