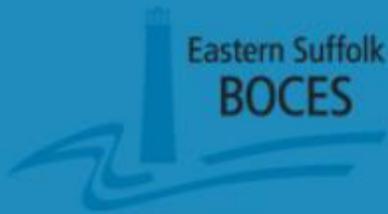




New York State
Student Information Repository
System (SIRS) Manual

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!!!!

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

Important code changes new for 2022-23

LOCATION CODE CHANGES!!!!

School Name	Incativated Location Code	Valid Location Code
Variety Child Learning Center	048918	090135
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MORE???

Important code changes new for 2022-23

LOCATION CODE CHANGES!!!!

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

MORE???

Please contact 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:
100006610	LastName1	Student1	0011	Sample Campus Location
100006620	LastName10	Student10	0011	Sample Campus Location
100005469	LastName1006	Student1006	0011	Sample Campus Location
100005467	LastName1008	Student1008	0011	Sample Campus Location
100005457	LastName1012	Student1012	0011	Sample Campus Location
100005433	LastName1031	Student1031	0011	Sample Campus Location
100005422	LastName1033	Student1033	0011	Sample Campus Location
100005418	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).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Attend. Date:	Error Msg:
000101135	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.
000101135	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.
000101135	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.
000101135	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.
000101135	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.
000101135	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: *Attendance Date: Instructional Modality: *Attendance Code Long: *Location Code:

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

Stu/Daily/Attend Records:
Month: Attendance Group:

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:
View	Valid	2022-09-02	::	ISS :: In School Suspension	0005 :: High School 1	ISS
View	Valid	2022-09-02	IN :: In-Person	PR-In :: Present-In	0005 :: High School 1	PRSNT-IN
View	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

Enrollment start date for Preschoolers With a Disability...

...Must start the day after eligibility determination.

Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

...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: [Redacted] Record Status: Last Update: By:

*denotes a required field

*Student ID: *Location Code: *Grade Level:

[Text Box] [Dropdown] [Dropdown]

*Entry Date: *Entry Code: Entry Comment:

[Text Box] [Dropdown] [Text Box]

Exit Date: Exit Code: Exit Comment:

[Text Box] [Dropdown] [Text Box]

Import Validation Messages:

Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
View	Valid	100007822	036943 :: SUFFOLK COUNTY	2022-08-31	0011			PS
View	Valid	100007822	0000 :: [Redacted] District Wide	2022-07-07	4034	2022-08-30	40	PS

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: *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: Program Comment:

Import Validation Messages:

Program Fact Records:

	Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
View	Valid	100007822	0000 :: <input type="text"/> 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

Important code changes new for 2022-23

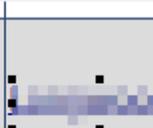
Course Instructor Assignment – 2 ***NEW*** error checks

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

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

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

001690057		0007	 Middle School	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.
---------------------------	-----------------------------------------------------------------------------------	------	-------------------------------------------------------------------------------------------------	---------	---	---	---------------------------------------------------------------------------------------------------------------------------------------------

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

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

001690057	[blurred]	0007	[blurred] Middle School	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

Important code changes new for 2022-23

Course Instructor Assignment – 2 *NEW* error checks

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

001690057	[Redacted]	0007	[Redacted] Middle School	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

001405684	[Redacted]	0003	[Redacted] Elementary School	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						

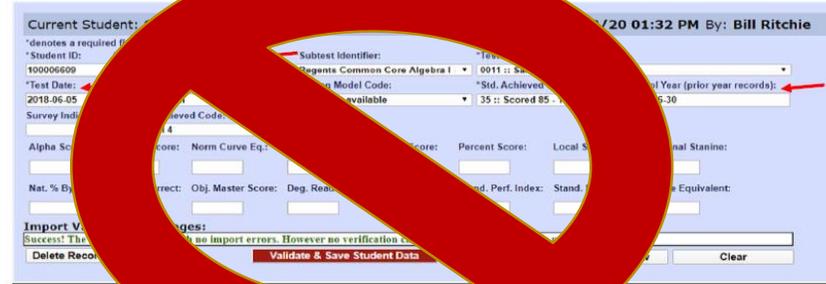
Nat. % By Age:	# Items Correct:	Obj. Master Score:	Deg. Read Power:	Intel. Quotient:	Stand. Perf. Index:	Stand. Perf. Level:	Grade Equivalent:

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 form titled "Reporting Prior Year Assessments – Level 0". The form includes fields for "Current Student", "Subtest Identifier", "Regents Common Core Algebra I", "Test Date", and "School Year (prior year records)". A large red "X" is overlaid on the form, indicating it is not to be used. A red arrow points to the "School Year (prior year records)" field.

1. Test Description – Use the description of the test for the 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 0 Historical

How to troubleshoot a missing course instructor

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

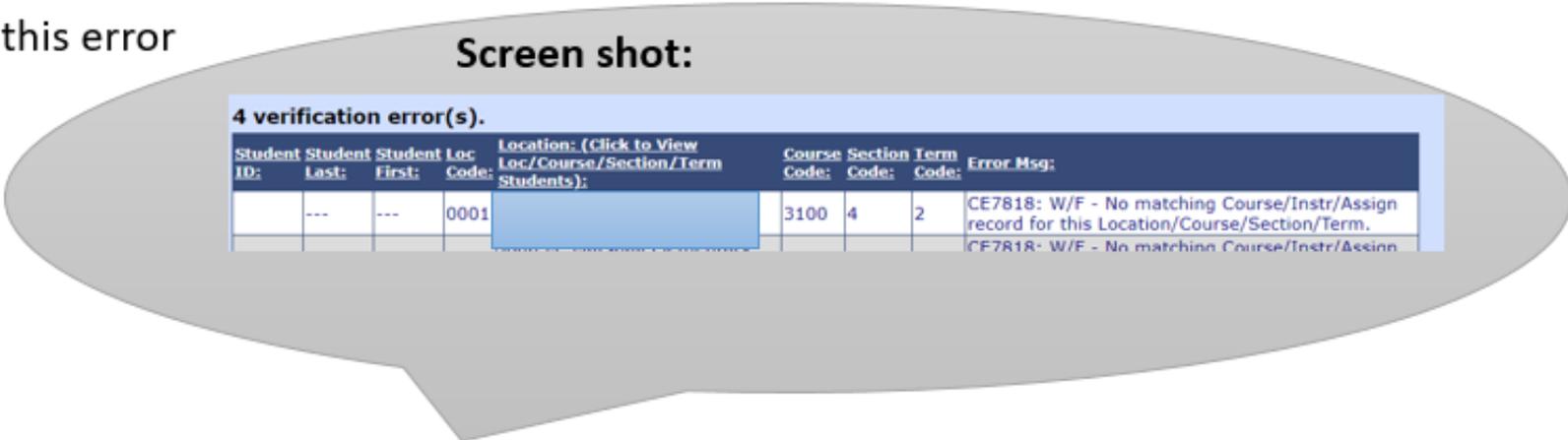
4 verification error(s).

Student ID:	Student Last:	Student First:	Student 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:



Student ID:	Student Last:	Student First:	Student 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).

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	---	---	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:	Student 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		1	16
3100	53231	2		1	19
3100	53231	3		2	30
3100	53231	5		1	1
3100	53231	6		1	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 style="border: 1px solid black; padding: 2px;">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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Powered by Calendly

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



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