

**DISTRICT DATA COORDINATOR MEETING**  
**OCTOBER 19, 2023**  
**AGENDA**



**A. WELCOME AND ANNOUNCEMENTS**

- \* Welcome
- \* 2023-24 DDC Meeting Schedule
- \* Special Education Reporting - <http://www.p12.nysed.gov/sedcar/data.htm#subschedule>
  - Special Ed 101 Data Reporting Workshop – Oct. 31 or Nov. 13
- \* eSchool User Meeting will immediately follow the DDC meeting
- \* SFTP New Policy
  - Files posted to the SFTP site will only be available for two weeks
- \* CBT Workshop Materials
- \* Staff Updates

**B. FIRST ANNUAL - AWARD FOR OUTSTANDING ACHIEVEMENT**

**John Contess ~ “A noble spirit embiggens the smallest man”**

**C. SCHOOL DATA BANK SERVICES**

- \* Vanessa Biagoli-Dittrich
  - Upcoming SDBS Workshops
- \* NYS 3-8 Exam Scoring
  - Dr. Sharon Hayes, Asst. Administrative Coordinator
  - Contact: [scoring@esboces.org](mailto:scoring@esboces.org)

**D. LEVEL 0 UPDATES**

- \* Closing out 2022-23 Data
- \* Level 0 Updates
  - Location, location, location
    - BOCES locations
    - Location Requests
    - Reporting Independent, Religious, Charter locations
  - Reporting Special ed. Students
    - Pre-School student with a disability
    - Homeschooled (by parent) with a disability
  - 8300 Compulsory Aged Students
  - Staff Assignment
- \* Level 0 Trainings – Welcome to the ‘Zero Zone’ - <https://calendly.com/dwtshelp>

**E. TEST SCANNING AND REPORTING**

- \* Help Desk for Data Warehouse and Test Scanning
  - Email: [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org) or Tel: 631-218-4195
- \* Updating Contact Forms – Test Scoring Contact Form
- \* NYS Assessments, 3-8 ELA/Math & Sci, NYSAA
- \* Regents Exams

- August Regents Data Due October 19<sup>th</sup> (today)
- January Regents Workshop TBD
- January Regents Exam Schedule






#### **F. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS**

- \* Elaine Conlin Program - Administrator
  - (631)-844-5750 [econlin@esboces.org](mailto:econlin@esboces.org)

#### **G. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING REMINDERS**

- \* Data Deadlines – <https://datacentral.esboces.org/Services/Data-Reporting/Deadlines>
  - **The weekly deadline for loading and locking data in Level 0 is Thursday at 5:00pm**
  - 2023-24 Year-End Deadline – **Thursday, August 15, 2024**
- \* AIS Scale Score Memo
  - Report(s) of the Month – ELA & Math BARS reports have been posted to your SFTP site
- \* Updated guidance on reporting Nurses, Counselors and other non-teaching certificated staff
- \* Use of Crisis Codes for newly arriving students
- \* BEDS/IMF Reporting
- \* Reporting UPK Students
- \* Ordering NYSTP 3-8
- \* Release NYS 3-8 Data from Embargo
- \* Multiple Day Administration of NYS Exams

#### **H. QUESTIONS FROM THE FIELD**

<b><u>THINGS TO DO NOW</u></b>	
	<b>Order NYS 3-8 Exams</b>
	<b>Order January Regents Exams</b>
	<b>Complete Staff Snapshot &amp; Staff Assignment – Nov. 16<sup>th</sup> Deadline</b>
	<b>BEDS/IMF – Nov. 17<sup>th</sup> Deadline</b>
	

## 2023-2024 MEETING DATES

### District Data Coordinator

Thursday	September 14, 2023	9:00 a.m. – 12:00 p.m.
Friday	October 19, 2023	9:00 a.m. – 11:30 a.m.
Wednesday	November 15, 2023	9:00 a.m. – 11:30 a.m.
Friday	December 15, 2023	9:00 a.m. – 11:30 a.m.
Friday	January 19, 2024	9:00 a.m. – 11:30 a.m.
Wednesday	February 14, 2024	9:00 a.m. – 11:30 a.m.
Thursday	March 14, 2024	9:00 a.m. – 11:30 a.m.
Friday	April 19, 2024	9:00 a.m. – 11:30 a.m.
Friday	May 17, 2024	9:00 a.m. – 11:30 a.m.
Friday	June 14, 2024	9:00 a.m. – 12:00 p.m.





## Student Data Services

### *Special Ed. Reporting 101*

**DATES & TIMES:** October 31<sup>st</sup> from 9:00am – 12:00pm or November 13<sup>th</sup> from 12:30pm – 3:30pm

**LOCATION:** Instructional Support Center at Sequoya or via Zoom

**AUDIENCE:** District Data Coordinators/PPS Directors / Directors of Special Education

**DESCRIPTION:** This workshop is specifically intended for administrators who are involved in the process of reporting special education data to the State Education Department. Any district team members involved in the data reporting process are welcome to attend. Topics will be especially relevant to District Data Coordinators, Special Education Directors, and Pupil Personnel Services Directors. Topics discussed will include:

- The flow of data from source systems to SED
- Understanding VR Reports and Special Ed. data requirements
- Special Education Deadlines
- PD System entitlements and certification
- Best practices to verify the accuracy of Special Education data

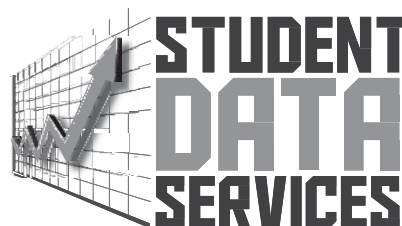
Advanced registration is required

To register online please visit <http://datacentral.esboces.org>

Student Data Services (SDS) has transitioned the registration process for events to utilize Frontline Professional Learning (formerly My Learning Plan – MLP) WebReg. Those participants who do not have an MLP account will need to create a free WebReg account in order to register for SDS events.

**Charles King, Divisional Administrator**  
[cking@esboces.org](mailto:cking@esboces.org) / (631) 244-4240

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# AWARD FOR OUTSTANDING ACHIEVEMENT

For the Achievement of being the first to  
Load and Lock Level 0 data in the  
2023 - 2024 School Year



## JOHN CONTESS

This certificate entitles you to a **no** expense paid  
lunch with Charlie at the Subway restaurant of his  
choosing

*Charles King*  
Charlie King  
Head Data Guy

*Peter Desjardins*  
Peter Desjardins  
The other, taller data guy

## School Data Bank Services

### **2023-2024 NYSAA Administration Training**

#### Facilitated Training for the New York State Alternate Assessment Computer-Based Testing for ELA, Mathematics and Science

The New York State Education Department (NYSED) in coordination with Dynamic Learning Maps (DLM) provides the New York State Alternate Assessment (NYSAA) for English Language Arts, Mathematics, and Science for the 2023-24 school year.

**School Data Bank Services – Assessment Services** offers two facilitator-led workshop options. The workshop incorporates NYSED and DLM resources. \*Note two workshops are offered in-person, all others are virtual.

**Full-Day** workshop is required by the New York State Education Department (NYSED) for Test Administrators who have never administered the test, did not have students last year or did not complete training in the 2022-23 school year. Included in this session:

- ✓ Four Module Training Program for teachers administering the computer-based test (CBT) for ELA, Mathematics and Science components
- ✓ A passing score of 80% on each module is required to gain access to the Kite Student Portal login information

**Half-Day** workshop is required by NYSED for Test Administrators that completed the 2022-23 *Full-Day or Half-Day* workshop, and/or administered the test to their students. Included in this session:

- ✓ One overview module for teachers administering the computer-based test (CBT) for ELA, Mathematics and Science components
- ✓ A passing score of 80% on the module is required to gain access to the Kite Student Portal login information

#### **Required to Participate in Training**

- 1) Activated Moodle Account through Dynamic Learning Maps (DLM)
- 2) Device with camera: Laptop, iPad, or Tablet (for both virtual and in-person training)

Workshop Dates (Select One)	Training Type	Time
November 8, 9, *13 or 15	Full-Day	8:30 a.m. - 2:30 p.m.
October 27    November 3, *6 or 21	Half-Day AM	8:30 a.m. - 11:30 a.m.
October 27    November 3	Half-Day PM	12:00 p.m. - 3:00 p.m.

\*In person workshop

<b>COST:</b>	<b>Full-Day:</b> \$ 147.71 <b>Half-Day:</b> \$ 71.77
<b>AUDIENCE:</b>	Grade 3-8 and HS Special Education Teachers Administering DLM and NYSAA for ELA, Math, Science
<b>LOCATION:</b>	Virtual Workshop – Details will be provided by email
<b>REGISTER:</b>	<a href="https://webreg@esboces.org">https://webreg@esboces.org</a> or Frontline (My Learning Plan)
<b>INSTRUCTOR:</b>	New York State Alternate Assessment (NYSAA) Training Network Specialists (AATN's)



## School Data Bank Services

1. **Required:** Pre-registration must be done through Frontline (MLP) or <http://webreg.esboces.org>
  - a. Pre-registration is required
2. Frontline (MLP) member: you must have your Administrator approve your training through ESBOCES catalog
3. Non-Member of Frontline (MLP) – you must fax or mail your completed and approved enrollment form. Payment must be sent ASAP.
4. Confirm your registration by emailing Eileen Jaeger at [scoring@esboces.org](mailto:scoring@esboces.org).

### Important Information for Participants

1. **Required:** a Moodle account through Dynamic Learning Maps (DLM) to complete training
  - a. New teachers must activate their Moodle account **at least one week prior** to their scheduled training date.
  - b. Returning teachers make sure you can log into your account from last year.
  - c. If you are not sure how to access Moodle (DLM), call Eileen Jaeger @ (631) 244-4243. This will verify you are attending the correct training session.
2. **Required:** Laptop, iPad, or Tablet to complete test modules.
3. Visit the DLM website at <http://dynamiclearningmaps.org/newyork> to learn more and download the Test Administration Manual to review prior to training.
4. All training requirements and post-tests must be successfully completed during the training session to gain access to the Kite Student Portal login information.

### Questions:

- Moodle account through Dynamic Learning Maps, contact Eileen Jaeger at (631) 244-4243, [scoring@esboces.org](mailto:scoring@esboces.org)
- Registration, contact Eileen Jaeger at (631) 244-4243, [scoring@esboces.org](mailto:scoring@esboces.org)

## BOCES Assessment Reporting System

### BARS Workshop

#### A Review of Instructional Reports for NYS 3-8 Assessments

This workshop is to assist users in navigating the web-based BARS platform, to review the New York State 3-8 ELA, Math, Science Assessment results, and to gain independence in using BARS.

#### Workshop Overview:

- How to access and login to the application
- How to navigate the BARS platform, including a review of student dashboards, assessments, and frequently used reports

DATE: Monday, October 30<sup>th</sup>, 2023

TIME: 9:00 am – 10:00 am

COST: Complimentary

AUDIENCE: Grades 3-8 Teachers, and Building & District Level School Administrators

LOCATION: Virtual Workshop – Details will be provided by email

REGISTER: <http://webreg.esboces.org>

**James Dentel** has been with Eastern Suffolk BOCES since 2003. In his role as a Shared Data Expert/Staff Developer, James works one on one with district leadership, provides regional training, and mentors new members of his team. He analyzes data and provides meaningful data conversations with District Administrators, as well as other district staff. James is a NYS certified teacher (Pre-K, Grade 1-6). James previously worked in ESBOCES in the Financial & District Services department, as well as in the Model Schools program as a Teacher Integration Specialist. Prior to joining ESBOCES, James was a classroom teacher.



## BOCES Assessment Reporting System

# BARS Workshop

## A Review of Instructional Reports for Regents Exams

This workshop is to assist users in navigating the web-based BARS platform, to review the New York State Regents Exams results, and to gain independence in using BARS.

### Workshop Overview:

- How to access and login to the application
- How to navigate the BARS platform, including a review of student dashboards, assessments, and frequently used reports

DATE: Monday, October 30<sup>th</sup>, 2023

TIME: 10:30 am – 11:30 am

COST: Complimentary

AUDIENCE: Regents Teachers, and Building & District Level School Administrators

LOCATION: Virtual Workshop – Details will be provided by email

REGISTER: <http://webreg.esboces.org>

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## BOCES Assessment Reporting System

### BARS Workshop

## A Review of Instructional Reports for Secondary (Regents) Teachers and Administrators

This workshop is to assist users in navigating the web-based BARS platform to review the New York State Regents Exams results, and to gain independence in using BARS.

### Workshop Overview:

- How to access and login to the application
- How to navigate the BARS platform, including a review of student dashboards, assessments, and frequently used reports

DATE: Monday, October 30<sup>th</sup>, 2023

TIME: 10:30 am – 11:30 am

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## Assessment Services

### 2023-2024 Elementary & Intermediate Assessment Schedule Paper-Based Testing & Special Circumstance PBT Intake Dates

<u>Paper-Based Operational Test</u>	<u>Administration Dates</u>	<u>Make-up Dates</u>	<u>Intake Date of Assessments</u>	<u>Intake Date of Makeup Assessments</u>
Elem. & Int. Paper-Based Tests English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 - Wednesday, April 17	Wednesday, April 17	Friday, April 19
Elem. & Int. Paper-Based Tests Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	Wednesday, May 15	Friday, May 17
K-12 NYSESLAT	Monday, May 13 – Friday, May 24	Make-ups must be given within the testing window	Thursday, May 30	No Make-up Date
<u>Computer-Based Operation Test</u>	<u>CBT Administration Dates</u>	<u>Make-up Dates</u>	<u>Intake Date for Special Circumstance PBT</u>	
Grades 3-8 ELA Grades 3-8 Math Grades 5 & 8 Science	Monday, April 8 – Friday, May 17	<b>Not Applicable</b> Make-ups must be given within the testing window	Friday, May 17 All special circumstance PBT administered during CBT window	

All intakes will take place at ISC @ Sequoya 750 Waverly Ave., Holtsville NY

Questions: Contact our *Assessment Services Support Team*, 631-244-4243, [scoring@esboces.org](mailto:scoring@esboces.org)  
or visit our website at <https://www.esboces.org/assessment-services>



# **Full Service Scoring 2023-2024 NYSAA**

Assessment Service Support Team

School Data Bank Services – Assessment Services

# NYSAA 2023-2024

## **2023-24 NYSAA Test Window:**

- Monday, March 11, 2024 – Friday, June 7, 2024

## **Annual State Fall Training**

- Self directed online Oct 3<sup>rd</sup> – Nov 17<sup>th</sup>  
OR
- ESBOCES Facilitated Training Oct 27<sup>th</sup> – Nov 21<sup>st</sup>

## **Q & A Sessions** \*Training must be accessed before attending Q&A

- Oct 25<sup>th</sup> at 12pm and Nov 15<sup>th</sup> at 3pm

# NYSAA 2023-24 Preparation Checklist



- KITE is available
- In KITE deactivate staff that are not longer with your schools and add new staff
- New District Test Coordinator (DTC)? Send an email to Jacqueline Harnett ([Jacqueline.Harnett@nysed.gov](mailto:Jacqueline.Harnett@nysed.gov)) with their name, email and district/school
- Annual State Fall Training invitations have been sent out. This is for self directed online training. Do not sign up for this if you are being trained through ESBOCES.



# NYSAA 2023-2024 Updates

## Design updates in Kite Educator Portal System

1. Under the Reports tab, you will see a new drop down for Alternate Assessments Reports. This is to access DLM score reports. In addition, under the Data Extracts tab, data has been broken down into sub categories in order to easily generate the correct extract.
2. There have been updates to the Dashboard tab, so DTCs can monitor testing readiness and progress.
3. Proctor role is not available during the 2023-2024 school year.  
**Anyone administering NYSAA must go through Test Administrator Training.**
4. First Contact Survey data must be entered yearly. It will no longer be rolled over from previous year.

# NYSAA 2023-2024 Updates- cont.

## Design updates in Kite Educator Portal System

5. Access to Self-Facilitated Online Training is now via the Education Portal under Training tab.

6. Student Portal Kite Client v9.0 will be used in 2023–2024, with design changes. Android applications are available this year.

\*Please make sure student devices have the correct platform installed for testing.

## Other updates

7. In Spring 2024, NYSAA-eligible students who meet the age criteria for 5th grade are expected to take **Grade 5 Science**. Science will be assessed annually in grades 5, 8 and once at the secondary level prior to exiting school.

8. NYSAA-eligible students need to be identified in the state data warehouse by Wednesday Nov. 8<sup>th</sup>, with the program service code 0220.

# NYSAA School Admin Manual

NYSED-NYSAA and DLM-NY websites have been updated.

<https://www.nysed.gov/state-assessment/nysaa-school-administrators-manual>

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 **New York State  
EDUCATION DEPARTMENT**  
Knowledge > Skill > Opportunity

[in](#) [f](#) [t](#) [RSS](#)

[NYSED](#) [Education Areas](#) [Standards and Instruction](#) [Assessments](#) [Certification & Licensing](#) [School Business](#) [Data & Reporting](#)

 **State Assessment**

 New York State  
Alternate Assessment

NYSAA General Resources

NYSAA School Administrator's  
Manual

Accessibility

Sample Score Reports

NYSAA Parent Resources

Technical Information and  
Reports

Archives ▶

## NYSAA School Administrator's Manual

[2023-2024 NYSAA School Administrator's Manual](#) 

# NYSAA 2023-2024 Birthdate Chart

## Including NYSESLAT

**Assessments by Birth Date/Age for Ungraded Students in 2023–24**

<b>Assessments</b>	<b>Birth Dates</b>	<b>Reaches This Age Between September 1, 2023 and August 31, 2024</b>
Grade K: NYSESLAT	Any date after August 31, 2017	6
Grade 1: NYSESLAT	September 1, 2016— August 31, 2015	7
Grade 2: NYSESLAT	September 1, 2015— August 31, 2016	8
Grade 3: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2014— August 31, 2015	9
Grade 4: NYSAA ELA, NYSAA mathematics, NYSAA science, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2013— August 31, 2014	10
Grade 5: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, <b>NYSTP science</b> , and NYSESLAT	September 1, 2012— August 31, 2013	11
Grade 6: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2011— August 31, 2012	12
Grade 7: NYSAA ELA, NYSAA mathematics, NYSTP ELA, NYSTP mathematics, and NYSESLAT	September 1, 2010— August 31, 2011	13
Grade 8: NYSAA ELA, NYSAA mathematics, NYSAA science,	September 1, 2009— August 31, 2010	14
Grade 9: NYSESLAT	September 1, 2008— August 31, 2009	15
Grade 10: NYSESLAT	September 1, 2007— August 31, 2008	16
Grade 11: NYSESLAT	September 1, 2006— August 31, 2007	17
Grade 12: NYSESLAT	Born on or before August 31, 2006	18
Secondary-Level NYSAA ELA, mathematics, and science	September 1, 2005— August 31, 2006	18

# NYSAA 2023-2024 Birthdate Chart

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2023-24 NY SAA. Students should be tested based on their birthdate in the content areas indicated for each grade level. Please contact the Office of State Assessment at 518-474-5902 or by email at [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov) if you have any questions regarding the NY SAA.

Birthdate	NYSAA Grade and Component	Reaches this Age Between September 1, 2023 and August 31, 2024
September 1, 2014–August 31, 2015	Grade 3 ELA and Math	9
September 1, 2013–August 31, 2014	Grade 4 ELA and Math	10
September 1, 2012–August 31, 2013	Grade 5 ELA, Math, and Science*	11
September 1, 2011–August 31, 2012	Grade 6 ELA and Math	12
September 1, 2010–August 31, 2011	Grade 7 ELA and Math	13
September 1, 2009–August 31, 2010	Grade 8 ELA, Math, and Science	14
September 1, 2005–August 31, 2006	Secondary-Level ELA, Math, and Science**	18

\*NYSAA-eligible students who meet the age criteria for 5<sup>th</sup> grade are expected to take Grade 5 Science this year.

\*\*NYSAA-eligible students who do not meet the age criteria above for the secondary level and will be exiting school before they reach their eighteenth birthday must take the secondary-level NY SAA before they leave school (i.e., when they are 17 years old).

**Reminder:** all NY SAA-eligible students noted in the secondary-level age range above are assigned to the Grade 9 cohort in Educator Portal, regardless of the actual grade that the student is enrolled in at school. The grade must be 9 in the Educator Portal system.

# 2023-24 NYSAA Administration Training

## School Data Bank Services – Assessment Services

offers two options of facilitator-led workshops.

\*Note two workshops are offered in-person, all others are virtual.

Workshop Dates (Select One)	Training Type	Time
November 8, 9, *13 or 15	Full-Day	8:30 a.m. - 2:30 p.m.
October 27    November 3, *6 or 21	Half-Day AM	8:30 a.m. - 11:30 a.m.
October 27    November 3	Half-Day PM	12:00 p.m. - 3:00 p.m.

\*In person workshop

<b>COST:</b>	<b>Full-Day:</b> \$ 147.71 <b>Half-Day:</b> \$ 71.77
<b>AUDIENCE:</b>	Grade 3-8 and HS Special Education Teachers Administering DLM and NYSAA for ELA, Math, Science
<b>LOCATION:</b>	Virtual Workshop – Details will be provided by email
<b>REGISTER:</b>	<a href="https://webreg.esboces.org">https://webreg.esboces.org</a> or Frontline (My Learning Plan)
<b>INSTRUCTOR:</b>	New York State Alternate Assessment (NYSAA) Training Network Specialists (AATN's)



# Ordering NYS 3-8 Assessments

## 2023-24 Online Examination Request System

- Open now through **November 10, 2023**  
\*Note this day is a school holiday

## If you use ESBOCES Full Service Scoring

- Lead Scoring Entity must be  
Optimum Solutions Corporation (OSC)

**All Alternate Language Math and Science Assessments**  
will be given on paper.

- You must order the alternate language paper-based tests

# Assessment Dates 2024

## 2023–24 School Year Elementary- and Intermediate-level Testing Schedule

Operational Test		Administration Window	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
<b>NYSAA English Language Arts, Mathematics, and Science</b>		Monday, March 11 – Friday, June 7	Make-ups must be given within the testing window	N/A	N/A
<b>Computer-based testing</b>	<b>Grades 3-8 English Language Arts</b>	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window	Must be completed by Friday, May 24*	N/A
	<b>Grades 3-8 Mathematics</b>				
	<b>Grades 5 &amp; 8 Science</b>				
<b>Paper-based testing</b>	<b>Grades 3, 4, 6, 7 English Language Arts</b>	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17	Must be completed by Tuesday, April 30*	Tuesday, April 30
	<b>Grades 3, 4, 6, 7 Mathematics</b>	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	Must be completed by Wednesday, May 22*	Wednesday, May 22
<b>NYSESLAT Speaking</b>		Monday, April 15 – Friday, May 24	Make-ups must be given within the testing window	Speaking is usually scored as it is administered	TBD
<b>NYSESLAT Listening, Reading, Writing</b>		Monday, May 13 – Friday, May 24	Make-ups must be given within the testing window	TBD	TBD

6 weeks

Each 1 week

\* Teachers may not begin to train for scoring or rate student responses until the primary administration of the specific grade-level test that they are rating have been administered in the teachers' school.

# 2023-2024 Elementary & Intermediate Assessment Schedule

## Paper-Based Testing & Special Circumstance PBT Intake Dates

<u>Paper-Based Operational Test</u>	<u>Administration Dates</u>	<u>Make-up Dates</u>	<u>Intake Date of Assessments</u>	<u>Intake Date of Makeup Assessments</u>
Elem. & Int. Paper-Based Tests English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 - Wednesday, April 17	Wednesday, April 17	Friday, April 19
Elem. & Int. Paper-Based Tests Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14	Wednesday, May 15	Friday, May 17
K-12 NYSESLAT	Monday, May 13 – Friday, May 24	Make-ups must be given within the testing window	Thursday, May 30	No Make-up Date
<u>Computer-Based Operation Test</u>	<u>CBT Administration Dates</u>	<u>Make-up Dates</u>	<u>Intake Date for Special Circumstance PBT</u>	
Grades 3-8 ELA Grades 3-8 Math Grades 5 & 8 Science	Monday, April 8 – Friday, May 17	Not Applicable Make-ups must be given within the testing window	Friday, May 17 All special circumstance PBT administered during CBT window	

All intakes will take place at ISC @ Sequoya 750 Waverly Ave., Holtsville NY

Questions: Contact our *Assessment Services Support Team*, 631-244-4243, [scoring@esboces.org](mailto:scoring@esboces.org)  
or visit our website at <https://www.esboces.org/assessment-services>

# CBT Administration Survey

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Please complete the CBT Administration Survey as soon as possible.

The survey was sent out by Pete to two listservs on October 10<sup>th</sup>.

[Survey: Plans for Administration of the 2024 Operational Tests \(google.com\)](#)

This will help us with our planning for intake and scanning.

# Contact Information

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Eastern Suffolk BOCES - Instructional Support Center Sequoya  
Educational Support Services  
School Data Bank Services – Assessment Services

## **Assessment Services Support Team**

Email: [scoring@esboces.org](mailto:scoring@esboces.org)

Phone: **631-244-4243**





**Eastern Suffolk BOCES Board and Administration**

**President**

Lisa Israel

**Vice President**

William K. Miller

**Members**

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Linda S. Goldsmith  
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John Wyche

**District Superintendent**

David Wicks

**Chief Operating Officer**

Vacant

**Associate Superintendent**

Claudy Damus-Makelele - Educational Services

**Associate Superintendent**

James J. ~~Stucchio~~ - Management Services

**Assistant Superintendent**

Nichelle Rivers, Ed.D. - Human Resources

**Directors**

Leah ~~Arnold~~ - Career, Technical and Adult Education

Kate ~~Davern~~ - Educational Support Services

Mark ~~Finnerty~~ - Facilities

April Francis-Taylor - Diversity, Equity, and Inclusivity

Susan ~~Maddi~~ - Administrative Services

Gina ~~Reilly~~ - Special Education

Darlene ~~Roces~~ - Regional Information Center

Wendy Tromblee - Business Services

[www.esboces.org](http://www.esboces.org)

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org): the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).





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

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

# **NEW FEATURES VERSION AND STATE REPORTING REMINDERS**



**Regional Information Center  
Student Data Services**



**Important Reminders for 2023-24**  
**LOCATION CODE CHANGES!!!!**

Important Reminders for 2023-24  
**LOCATION CODE CHANGES!!!!**



**Important Reminders for 2022-23**  
**LOCATION CODE CHANGES!!!!**

**NEW BOCES LOCATIONS**

## Important Reminders for 2022-23

**LOCATION CODE CHANGES!!!!**

### **NEW BOCES LOCATIONS**

910880	<a href="#">ESB Sayville @ Paul S. Benson Elementary School</a>	C
910881	<a href="#">ESB Tecumseh @ Sherwood Elementary School</a>	C
910882	<a href="#">ESB Sayville @ Edna Louise Spear ES</a>	C

# Important Reminders for 2022-23

## LOCATION CODE CHANGES!!!!

### NEW BOCES LOCATIONS

910880	<a href="#">ESB Sayville @ Pearl's Denon Elementary School</a>	C
910881	<a href="#">ESB Tecumseh @ Sherwood Elementary School</a>	C
910882	<a href="#">ESB Sayville @ Edna Louise Spear ES</a>	C

930027	<a href="#">WSB West Babylon JHS</a>
930028	<a href="#">WSB Abraham Lincoln Elm</a>
930029	<a href="#">WSB Chestnut Hill Elm</a>
930030	<a href="#">WSB James H Boyd ALC</a>



**Important Reminders for 2022-23**  
**LOCATION CODE REMINDER!!!!**

**ALL NASSAU BOCES LOCATIONS REPORTED THE SAME**

Important Reminders for 2022-23  
**LOCATION CODE REMINDER!!!!**

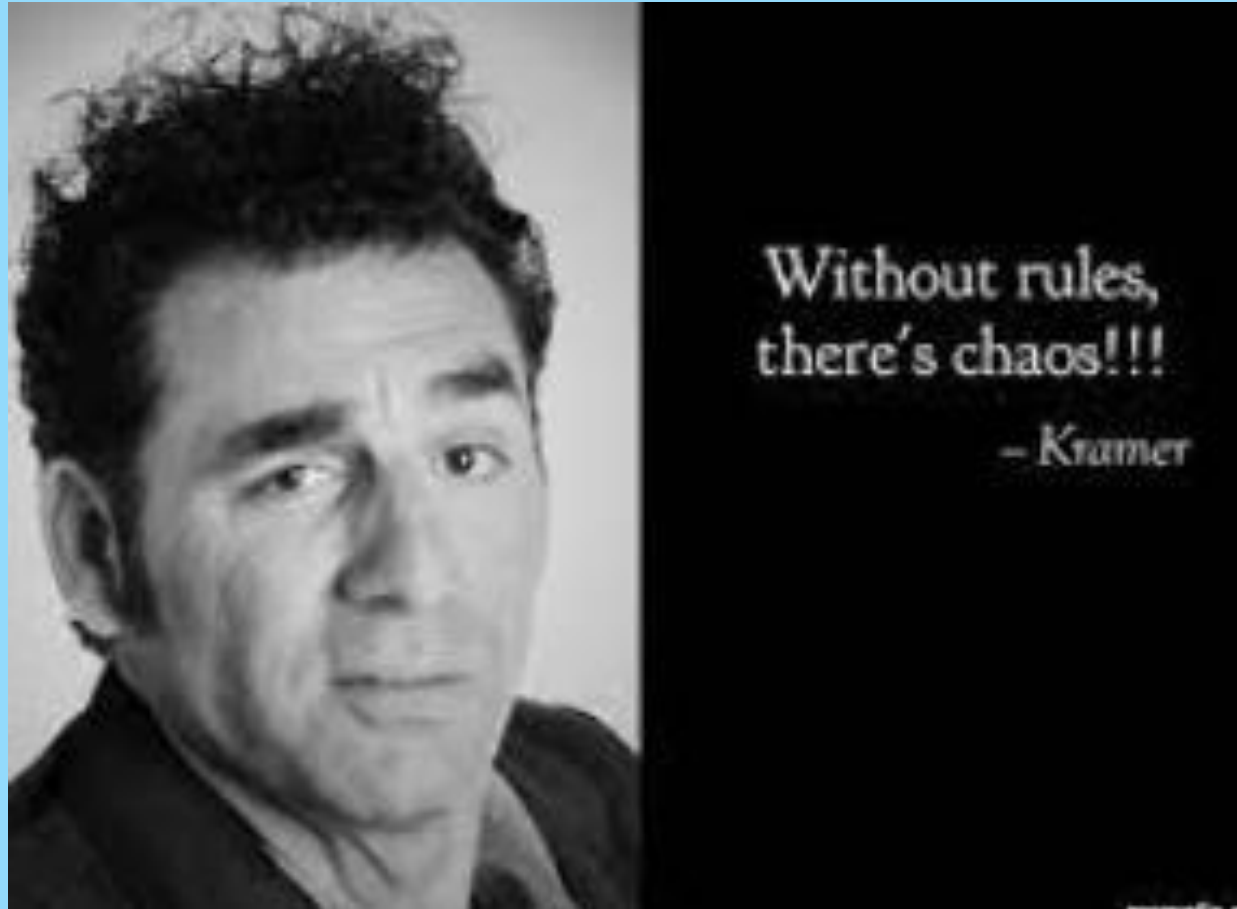
**ALL NASSAU BOCES LOCATIONS REPORTED THE SAME**

033000	<u>MOUNTAIN LAKE ROAD</u>
048694	<u>Nassau BOCES</u>
040070	<u>NASSAU COUNTY</u>

**Important Reminders for 2023-24**  
**LOCATION CODE RULES!!!!**

# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!



# How to request a new location for Level o

# How to request a new location for Level o

Please go to <https://levelo.esboces.org/> and check to see if the location is available

Student Search:

Student ID:

OR

Last Name Search:

Search

Search Results:

use \* to help with last name search

Demographics

Enrollment

Programs

Assessment

Assess/A

Stu/Class/E

Stu/Daily/Attend

Stu. Digital Res.

Current Student:

Record Status:

Last Update:

By:

\*denotes a required field

\*Student ID:

\*Last Name:

\*First Name:

MI:

\*Gender:

\*Birth Date:

Home Phone:

Address:

Address 2:

City:

State:

Zip Code:

Guardian:

Guardian 2:

\*Status:

\*Last Status Date:

Home Room:

\*Grade Level:

Gr. 9 Entry Date:

\*Dist. Code of Residence:

Post-Grad Activity:

036868 :: Cleary School for the Deaf

055700 :: COMMUNITY SCH OF BERGEN COUNTY (THE)

037175 :: CONNETQUOT ES

037129 :: Connetquot High School

037792 :: Copiague UFSD

034366 :: COUNCIL OF CHIEF STATE SCHOOL OFFICERS

037252 :: COUNTRYWOOD PRIMARY CTR

055686 :: Crotched Mountain Center

034299 :: CUMBERLAND HOSPITAL CHILDRN/ADOLSCNTS

037815 :: DANIEL STREET SCHOOL

055682 :: DAVID GREGORY SCHOOL INC

034338 :: DEVEREUX CONNECTICUT GLENHOLME

034342 :: DEVEREUX FUND-DEERHAVEN

053215 :: DEVEREUX IN NY

034264 :: DEVEREUX PENNSYLVANIA

034368 :: DEVEREUX TEXAS

049686 :: DIV AVE SHS

055719 :: DR FRANKLIN PERKINS SCHOOL


036867 :: DVLPMNTL DISABILITIES INST

034345 :: EAGLE HILL SCHOOL - CONN

# How to request a new location for Level o


Please go to <https://portal.nysed.gov/> and click on SEDREF Query

[NYSED Home](#) | [Portal Home](#) | [Reset Your Password](#) | [Log In](#)












New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity


Application Business Portal  
Portal Dashboard







 My Applications

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.

 Public Links

-  [Inventory of Registered Programs](#)
-  [Look Up Postal Zip Codes](#)
-  [NYSED Public web site](#)
-  [Professional License Online Verification Searches](#)
-  [SEDREF Query](#) 
-  [Teacher Certification Help](#)
-  [TEACH Public Inquiry System](#)

 Other Applications

-  [Child Nutrition Knowledge Center \(CN\)](#)
-  [Impartial Hearing Reporting System \(IHRS\)](#)
-  [Rate Setting Unit \(RSU\)](#)
-  [System to Track and Account for Children \(STAC\)](#)
-  [Teacher's Certification \(TEACH\)](#)
-  [Teacher Access and Authorization](#)

# How to request a new location for Level o

Enter the name of the school followed by the “%” sign.

Use this screen to search for institutions in SEDREF

Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal): Developmental% 

Institution ID:

SED Code:

Level2 Tracking Code:

SORIS Inst ID:

OSE Reporting INST ID:

Address Type: PHYSICAL [List](#)

Addr Line 1:

City:

School Dist Loc Code:  [List](#)

County Code:  [List](#)

State Code:  [List](#)

Inst Sub Type Code:  [List](#)

Inst Type Code:  [List](#)

Inactive Ind:



# How to request a new location for Level o

Enter the name of the school followed by the “%” sign. Click find

Use this screen to search for institutions in SEDREF

Note that you MUST use the percent sign (%) at the end of the institution name in order to search the database.

Enter query criteria

Name (Popular or Legal):  

Institution ID:

SED Code:

Level2 Tracking Code:

SORIS Inst ID:

OSE Reporting INST ID:

Address Type:  [List](#)

Addr Line 1:

City:

School Dist Loc Code:  [List](#)

County Code:  [List](#)

State Code:  [List](#)

Inst Sub Type Code:  [List](#)

Inst Type Code:  [List](#)

Inactive Ind:



# How to request a new location for Level o

Select the location you are looking for.

[Home](#) [Menu](#) [General Query Search](#) [Start New Search](#) [Current List](#) [Internal Help](#) [Public Help](#) [Login](#)


Popular Name	Institution ID	Address Type	Institution Sub Type	Full Address	Active Date	Inactive Date
<a href="#">DEVELOPMENTAL DELAY REHAB ROUTE 32</a>	800000091152	PHYSICAL	SATELLITE SITE FOR STUDENTS WITH DISABILITIES	531 ROUTE 32 HIGHLAND MILLS NY 10930	05/11/2016	
<a href="#">DEVELOPMENTAL DELAY REHABILITATIO</a>	800000057524	PHYSICAL	PRE-SCHOOL FOR STUDENTS WITH DISABILITIES	14 STURBRIDGE COURT NANUET NY 10954	03/11/2004	
<a href="#">DEVELOPMENTAL DISAB ROKONKOMA</a>	800000090671	PHYSICAL	SATELLITE SITE FOR STUDENTS WITH DISABILITIES	90 AIR PARK DR ROKONKOMA NY 11779	10/25/2018	11/04/2020
<a href="#">DEVELOPMENTAL DISAB. HUNTINGTON</a>	800000090672	PHYSICAL	SATELLITE SITE FOR STUDENTS WITH DISABILITIES	25 LITTLE PLAINS RD HUNTINGTON NY 11743	10/25/2018	11/04/2020
<a href="#">DEVELOPMENTAL DISABILITIES INSTITUTE</a>	800000090687	PHYSICAL	INDEPENDENT	99 HOLLYWOOD DR SMITHTOWN NY 11787	07/01/1980	
<a href="#">DEVELOPMENTAL DISABILITIES- MEDFORD</a>	800000090670	PHYSICAL	SATELLITE SITE FOR STUDENTS WITH DISABILITIES	1 SCOUTING BLVD MEDFORD NY 11763	10/25/2018	
<a href="#">DEVELOPMENTAL DISABILITIES-HUNTINGTO</a>	800000090665	PHYSICAL	INDEPENDENT	25 LITTLE PLAINS RD HUNTINGTON NY 11743	07/01/2018	
<a href="#">DEVELOPMENTAL DISABILITIES-ROKONKOM</a>	800000090666	PHYSICAL	INDEPENDENT	90 AIR PARK DR ROKONKOMA NY 11779	07/01/2018	

Records 1 to 8 of 8

# How to request a new location for Level o


Copy the institution Code:

## Institution Data

Inst Id:	800000036867 	Legal Name:	DEVELOPMENTAL DISABILITIES INSTITUTE
Popular Name:	DEVELOPMENTAL DISABILITIES INSTITUTE	Corporate Name:	
Label Name:	DVLPMTNL DISABILITIES INST	Type of Incorporation:	NOT-FOR-PROFIT CORPORATION (NFP)
Inactive?:	N	SED Code:	580801997261
Inst Type Desc:	NON-PUBLIC SCHOOLS	SED Code Effective Date:	07/01/1980
Inst Sub Type Desc:	INDEPENDENT	Grade Org Code:	7
Level 2 Tracking Code:		Grade Org Desc:	Special
SORIS Inst ID:	800000036867	SORIS Inst Name:	DEVELOPMENTAL DISABILITIES INSTITUTE
OSE Reporting Inst ID:	800000036867	OSE Reporting Inst Name:	DEVELOPMENTAL DISABILITIES INSTITUTE
Non Public Registration Code:		County Code:	58
Non Public Registration Desc:		County Desc:	SUFFOLK
Non Public Registration Start Date:		School Dist Of Location:	580801
Dist Type Desc:	MAJOR	County of School Dist Code:	58
SDL Description:	SMITHTOWN CSD	Record Type Code:	2
Active Date:	07/01/1980	Record Type Desc:	NON PUBLIC SCHOOL (IMF)
Inactive Date:		Comm Dist Type:	LARGE CENTRAL DISTRICTS AND VILLAGE DISTRICTS
Needs Resource Code:		Charter School Approval Code:	
Needs Resource Desc:		Charter School Approval Desc:	
EDEN NCES LEA ID:		EDEN NCES SCH ID:	
EDEN LEA Type:		EDEN Sch Type:	
EDEN LEA Description:		EDEN School Type Desc:	
EDEN LEA Op Status:		EDEN Sch Op Status Code:	

# How to request a new location for Level 0

Email your request to [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

 Send	To...	DWTSHELP;
	Cc...	
	Subject	Location Request

Please add this location to Level 0

**800000036867** ←

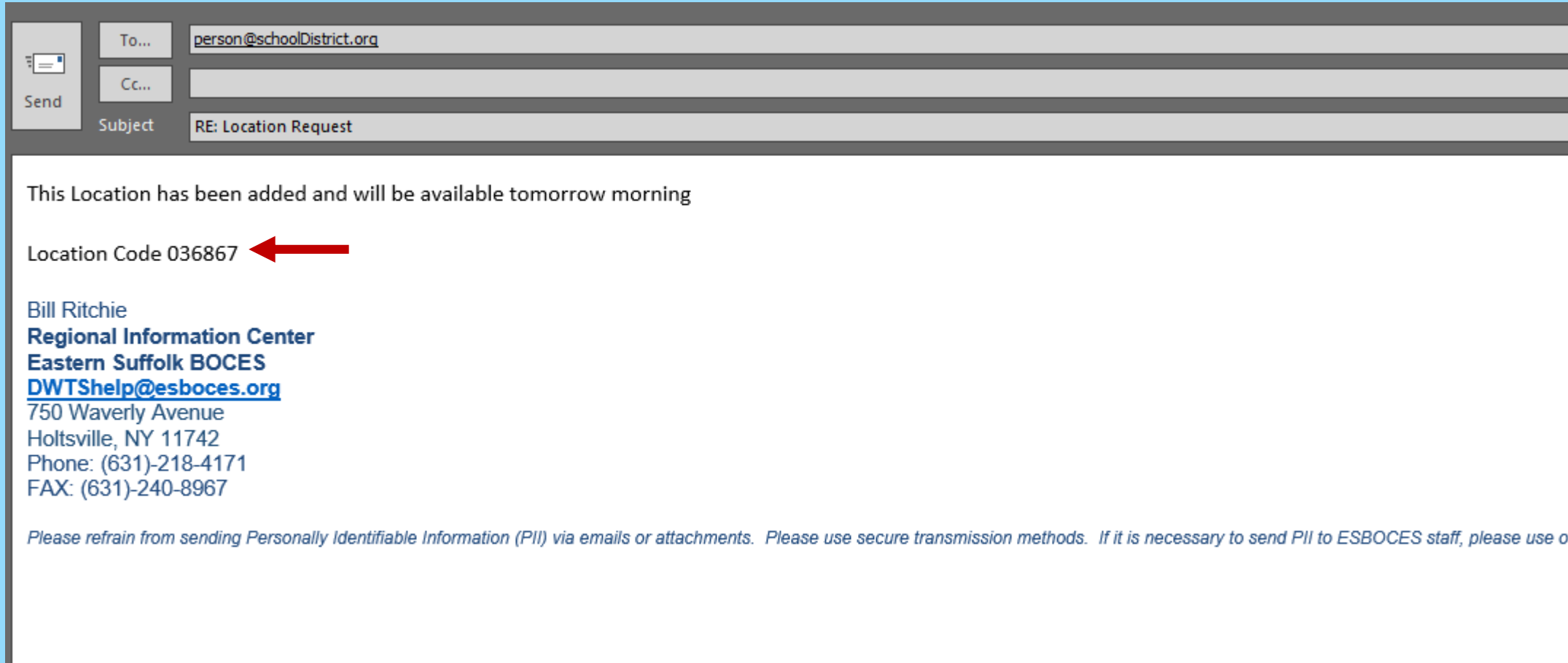
DEVELOPMENTAL DISABILITIES INSTITUTE

Bill Ritchie  
**Regional Information Center**  
**Eastern Suffolk BOCES**  
[DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)  
750 Waverly Avenue  
Holtsville, NY 11742  
Phone: (631)-218-4171  
FAX: (631)-240-8967

Please refrain from sending Personally Identifiable Information (PII) via emails or attachments. Please use secure transmission methods. If it is necessary to send PII to ESBOCES staff, please use our

# How to request a new location for Level o

If the location is approved, we will reply with the location code



The screenshot shows an email client interface. On the left is a 'Send' button with a paper plane icon. To its right are three fields: 'To...' with the email 'person@schoolDistrict.org', 'Cc...' which is empty, and 'Subject' with the text 'RE: Location Request'. The main body of the email contains the following text:

This Location has been added and will be available tomorrow morning

Location Code 036867 ←

Bill Ritchie  
Regional Information Center  
Eastern Suffolk BOCES  
[DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)  
750 Waverly Avenue  
Holtsville, NY 11742  
Phone: (631)-218-4171  
FAX: (631)-240-8967

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# How to request a new location for Level o

**To...** person@schoolDistrict.org  
**Cc...**  
**Subject** RE: Location Request

**Send**

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Location Code 036867

Bill Ritchie  
Regional Information Center  
Eastern Suffolk BOCES  
[DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)  
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Holtsville, NY 11742  
Phone: (631)-218-4171  
FAX: (631)-240-8967


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If the location is not approved you will receive this:

**To...** person@schoolDistrict.org  
**Cc...**  
**Subject** RE: Location Request

**Send**

This is not an approved Level 2 location. Please enroll the student in Homebound

Location Code 0777 | 

Bill Ritchie  
Regional Information Center  
Eastern Suffolk BOCES  
[DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)  
750 Waverly Avenue  
Holtsville, NY 11742  
Phone: (631)-218-4171  
FAX: (631)-240-8967

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Location Code 036867

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Regional Information Center  
Eastern Suffolk BOCES  
[DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)  
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Holtsville, NY 11742  
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FAX: (631)-240-8967


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Holtsville, NY 11742  
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FAX: (631)-240-8967

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We have a direct connection to Level 2 that provides us with all approved locations

**Important Reminders for 2023-24**  
**LOCATION CODE RULES!!!!**

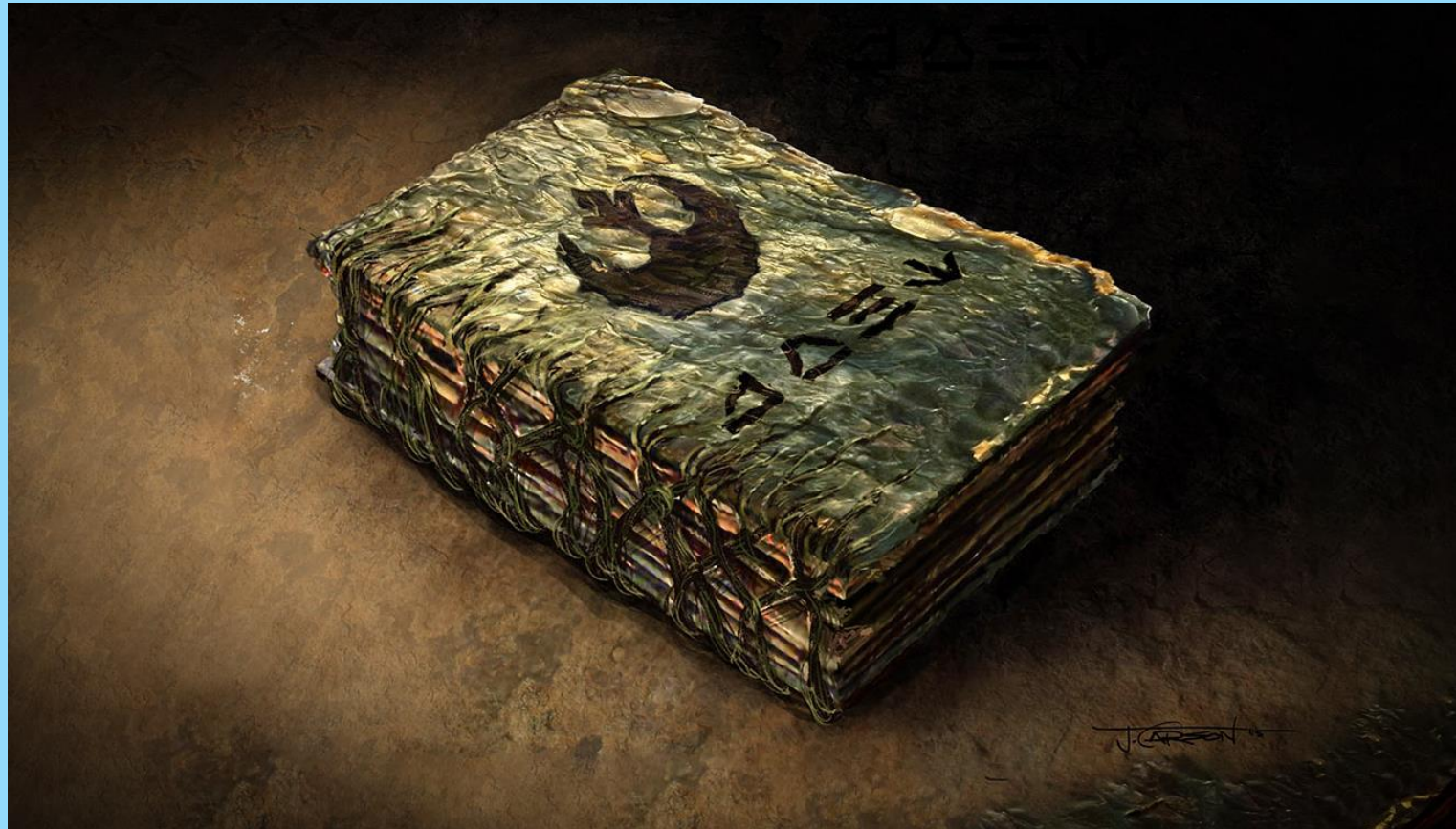


Important Reminders for 2023-24  
**LOCATION CODE RULES!!!!**

SIRS Table of Reporting Responsibility

Important Reminders for 2023-24  
**LOCATION CODE RULES!!!!**

SIRS Table of Reporting Responsibility



# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

### SIRS Table of Reporting Responsibility

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
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# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

### SIRS Table of Reporting Responsibility

<b>Description of Students</b>	<b>Accountability or Instructional Responsibility</b>	<b>CSE/CPSE Responsibility</b>	<b>Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *</b>	<b>Location/BEDS Code (i.e., Building of Enrollment)</b>
<b>3)</b> A general-education student who resides in the district and attends a charter school	Charter school	Not applicable	Charter school (Reason for Beginning Enrollment Code 0011)	Charter school BEDS code

# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

### SIRS Table of Reporting Responsibility

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<b>12)</b> A general-education student who is placed in a religious or independent (nonpublic) school by a parent/guardian and who takes a State assessment	Religious or independent (nonpublic) school (Instructional)  Not applicable (Accountability)	Not applicable	Religious or independent (nonpublic) school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent (nonpublic) school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious and independent (nonpublic) school” by contacting <a href="#">Datasupport</a> .



# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

### SIRS Table of Reporting Responsibility

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
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<b>12)</b> A general-education student who is placed in a religious or independent (nonpublic) school by a parent/guardian and who takes a State assessment	Religious or independent (nonpublic) school (Instructional)  Not applicable (Accountability)	Not applicable	Religious or independent (nonpublic) school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent (nonpublic) school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious and independent
<b>17)</b> A general-education student who is placed by the court in a child-care institution with an affiliated religious or independent (nonpublic) school. (Only applicable if the student participated in an assessment)	Religious or independent (nonpublic) school (Instructional)  Not applicable (Accountability)	Not applicable	Religious or independent (nonpublic) school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent (nonpublic) school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious or independent (nonpublic) school” by contacting <a href="#">Datasupport</a> .

# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

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# Important Reminders for 2023-24

## LOCATION CODE RULES!!!!

### SIRS Table of Reporting Responsibility

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3) A general-education student who resides in the district and attends a charter school				
12) A general-education student who is placed in a religious or independent (nonpublic) school by a parent/guardian and who takes a State assessment				
17) A general-education student who is placed by the court in a child-care institution with an affiliated religious or independent (nonpublic) school. (Only applicable if the student participated in an assessment)				

District of Residence has no SIRS reporting responsibility for these general-education students in Religious/Independent/Charter Schools.



Important Reminders for 2023-24

**LOCATION CODE RULES!!!!**

SIRS Table of Reporting Responsibility

**No reason to have a charter or Independent/religious schools  
added to Level o for general education students!**

# Important Reminders for 2023-24 Preschoolers!

Important Reminders for 2023-24  
**Preschoolers – MUST HAVE SUMMER ENROLLMENT!**



# Important Reminders for 2023-24

## Preschoolers – MUST HAVE SUMMER ENROLLMENT!

Minimum Reporting to Meet Business Rule Requirements	For school year ending 6/30 prior to Kindergarten		For July/August prior to Kindergarten		Submit Preschool End of Year Special Education Snapshot for the school year student became eligible to attend Kindergarten (school age)	Submit July-August Preschool Grade Enrollment Record for the school year student became eligible to attend Kindergarten (school age)
	End Date	Reason code	End Date	Reason Code		
Declassified by CPSE prior to 7/1 (not referred to CSE)	date of declassification	901	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, not classified by CSE, no summer preschool services	none (will default to 6/30 in L2)	none	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, classified by CSE, no summer preschool services	none (will default to 6/30 in L2)	none	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, not classified by CSE, summer preschool services	none (will default to 6/30 in L2)	none	8/31	901	Yes	Yes
Referred to CSE, classified by CSE, summer preschool services	none (will default to 6/30 in L2)	none	8/31	912	Yes	Yes

# Important Reminders for 2023-24

## Preschoolers – MUST HAVE SUMMER ENROLLMENT!

Minimum Reporting to Meet Business Rule Requirements	For school year ending 6/30 prior to Kindergarten		For July/August prior to Kindergarten		Submit Preschool End of Year Special Education Snapshot for the school year student became eligible to attend Kindergarten (school age)	Submit July-August Preschool Grade Enrollment Record for the school year student became eligible to attend Kindergarten (school age)
	End Date	Reason code	End Date	Reason Code		
Declassified by CPSE prior to 7/1 (not referred to CSE)	date of declassification	901	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, not classified by CSE, no summer preschool services	none (will default to 6/30 in L2)	none	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, classified by CSE, no summer preschool services	none (will default to 6/30 in L2)	none	n/a: no record submitted	n/a: no record submitted	No	No
Referred to CSE, not classified by CSE, summer preschool services	none (will default to 6/30 in L2)	none	8/31	901	Yes	Yes
Referred to CSE, classified by CSE, summer preschool services	none (will default to 6/30 in L2)	none	8/31	912	Yes	Yes

# Important Reminders for 2023-24

## Preschoolers – MUST HAVE SUMMER ENROLLMENT!

### CPSE Student Enrollment (Preschool Age)-new data year Transition to Kindergarten in September

- End CPSE enrollment with 153 code on 8/31 and transfer to Kindergarten location with a KF/KH gr level and entry code 0011

#### Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	
<a href="#">View</a>	Valid	123456789	103 :: ELEMENTARY SCHOOL 1	2023-09-01	0011			Grade = KF
<a href="#">View</a>	Valid	123456789	034916 :: NURSERY SCHOOL 2	2023-07-01	0011	2023-08-31	153	Grade = PS

- If they are staying in same building for Kindergarten:  
use  
**exit code 782** – Exit into different grade in the same building

#### Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	
<a href="#">View</a>	Valid	123456789	103 :: ELEMENTARY SCHOOL 1	2023-09-01	0011			Grade = KF
<a href="#">View</a>	Valid	123456789	103 :: ELEMENTARY SCHOOL 1	2023-07-01	0011	2023-08-31	782	Grade = PS

# Important Reminders for 2023-24 Preschoolers!

# Important Reminders for 2023-24 Preschoolers!

## Frontline IEP

### New York

October 26, 2022

#### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

For preschoolers, an enrollment record is added in your district's Student Management System with a Reason for Beginning Code 4034 (Preschool-age student enrolled solely for determining eligibility for special education services). This enrollment record will need to be ended on the date of eligibility determination with a Reason for Ending Code 140 (Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.



# Important Reminders for 2023-24 Preschoolers!

## What this means

### Frontline IEP

New York

October 26, 2022

#### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

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# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.

## Frontline IEP

New York

October 26, 2022

### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

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# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date – *Date of determination*

## Frontline IEP

New York

October 26, 2022

### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

For preschoolers, an enrollment record is added in your district's Student Management System with a Reason for Beginning Code 4034 (Preschool-age student enrolled solely for determining eligibility for special education services). This enrollment record will need to be ended on the date of eligibility determination with a Reason for Ending Code 140 (Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date
3. 0011 Enrollment start date – Day after determination

## Frontline IEP

New York

October 26, 2022

### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

For preschoolers, an enrollment record is added in your district's Student Management System with a Reason for Beginning Code 4034 (Preschool-age student enrolled solely for determining eligibility for special education services). This enrollment record will need to be ended on the date of eligibility determination with a Reason for Ending Code 140 (Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

# Important Reminders for 2023-24 Preschoolers!

## What this means

1. A preschooler with a disability record has a start date of the day after the eligibility determination.
2. 4034 end date
3. 0011 Enrollment start date
4. 5786 Program Fact start date– Day after determination

## Frontline IEP

New York

October 26, 2022

### Change to Start Date on Type of Disability Extract for New Referrals

Following our update on October 25<sup>th</sup>, we received updated guidance from the New York State Education Department (NYSED) regarding the Beginning Date (F6) reported on the Programs Fact (Type of Disability) extract for new referrals. Rather than the date of 'Initial Meeting-Eligibility Determined (PWN)', they are requesting that districts report the day after eligibility determination. We have updated our software accordingly and the extract now reflects the date immediately after the Initial Meeting for Eligibility Determination.

For preschoolers, an enrollment record is added in your district's Student Management System with a Reason for Beginning Code 4034 (Preschool-age student enrolled solely for determining eligibility for special education services). This enrollment record will need to be ended on the date of eligibility determination with a Reason for Ending Code 140 (Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.



# Important Reminders for 2023-24 Preschoolers!

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
<p><b>2) A preschool</b>-age student with a disability who resides in the district, does not participate in a Pre-K or Universal Pre-K program and who will receive or does receive special education services from:</p> <p>a) an employee of a school district in a district building, the student's home, or in another location;</p> <p>b) an employee of a BOCES, in a BOCES building, the student's home or in another location;</p> <p>c) an employee of an approved private school for students with disabilities in that school's building, the student's home, or another location;</p> <p>d) an employee of a Section 4201 State-supported school in that school's building, the student's home, or another location;</p> <p>e) an independent service provider employed by the county in the student's home or in another location;</p> <p>f) an employee of New York State School for the Blind (NYSSB) or New York State School for the Deaf (NYSSD) in these schools' building, the student's home, or another location.</p>	<p>Not applicable (Accountability)</p> <p>District of residence (Instructional)</p>	<p>District of residence</p>	<p>District of residence (Reason for Beginning Enrollment Code 0011)</p> <p>The 0011 must be reported for preschool-age students the day after they are found eligible for special education services, regardless of when the services begin.</p>	<p>a) If the student attends a school building, use the school building BEDS code; if the services are provided at home or another location or the student is not yet receiving services, use the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits;</p> <p>b) BOCES BEDS code;</p> <p>c) Approved Private School BEDS code;</p> <p>d) 4201 School BEDS code;</p> <p>e) County BEDS code; or</p> <p>f) NYSSB or NYSSD BEDS code</p> <p>For c and e, see <a href="#">Location Codes for Approved Special Education Services</a>.</p>

# Important Reminders for 2023-24 Preschoolers!

Demographics

Enrollment

Programs

Assessment

Assess/Acc/Mod

SE Event

SE Sn

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:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
<a href="#">View</a>	Valid	100007822	036943 :: SUFFOLK COUNTY	2022-08-31	0011			PS
<a href="#">View</a>	Valid	100007822	0000 :: <input type="text"/> District Wide	2022-07-07	4034	2022-08-30	140	PS

(Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

# Important Reminders for 2023-24 Preschoolers!

Demographics   **Enrollment**   Programs   Assessment   Assess/Acc/Mod   SE Event   SE Sn

Stu/Daily/Attend   Stu. Digital Res.

Current Student: [Redacted] Record Status: Last Update: By:

\*denotes a required field

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

[Redacted]   [Redacted]   [Redacted]

\*Entry Date:   \*Entry Code:   Entry Comment:

[Redacted]   [Redacted]   [Redacted]

Exit Date:   Exit Code:   Exit Comment:

[Redacted]   [Redacted]   [Redacted]

**Import Validation Messages:**

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

**Enrollment Records:**

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
<a href="#">View</a>	Valid	100007822	0777 :: [Redacted] Homebound	2022-08-31	0011			PS
<a href="#">View</a>	Valid	100007822	0000 :: [Redacted] District Wide	2022-07-07	4034	2022-08-30	140	PS

In cases where the student is not yet placed, use the 0777 Homebound location code (no attendance taken for preschoolers)

(Special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.



# Important Reminders for 2023-24 Preschoolers!

## Frontline IEP

\*denotes a required field

*Student ID:	*Location Code:	Service Provider BEDS Code (State Location ID):	
100007822	0000 :: [Redacted] Wide		
*Beginning Date:	*Record Program Category:	*Program Code:	
2022-08-31	Type of Disability	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 :: [Redacted] District Wide	2022-08-31		5786 :: Pre-School Student with a Disability	Type of Disability

(special education eligibility status determined, or determination process stopped for any reason). If children are found to be eligible for special education, an enrollment record with code 0011 must be submitted with an Entry Date the day after eligibility determination, which will align with the Beginning Date on the Programs Fact (Type of Disability) extract. The 0011 enrollment and Type of Disability must be reported whether or not the children are receiving services. In cases where children are not receiving services, the 0011 enrollment location must be reported with the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits.

**Important Reminders for 2023-24**  
**All Special Ed Students!**

# Important Reminders for 2023-24

## All Special Ed Students!

Frontline IEP/504

New York

August 15, 2023

### **Change to Type of Disability Extract for Home Schooled Students**

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

# Important Reminders for 2023-24 Preschoolers!

## What this means

Frontline IEP/504

New York

August 15, 2023

### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

# Important Reminders for 2023-24 Preschoolers!

## What this means

1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.

Frontline IEP/504

New York

August 15, 2023

### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

# Important Reminders for 2023-24 Preschoolers!

## What this means

1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.
2. Report these students with a 5905 enrollment code

Frontline IEP/504

New York

August 15, 2023

### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.

# Important Reminders for 2023-24 Preschoolers!

## What this means

1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.
2. Report these students with a 5905 enrollment code
3. Report these students with the 0888 Homeschooled location code.

Frontline IEP/504

New York

August 15, 2023

### Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities or home-schooled students who are referred to the CSE for determination of eligibility for special education services must be reported by the district of residence with a Reason for Beginning Enrollment Code 5905 - CSE or CPSE responsibility only.



# Important Reminders for 2023-24

## Preschoolers!

### What this means

- 1. NYSED requires ALL homeschooled students referred to the CSE whether services are provided or not will be part of the Type of Disability extract.
- 2. Report these students with a 5905 enrollment code
- 3. Report these students with the 0888 Homeschooled location code.

Frontline IEP/504

New York

August 15, 2023

Change to Type of Disability Extract for Home Schooled Students

Based on recent guidance received from the NYSED, all home-schooled students who have been referred to the CSE are now included in the Type of Disability Extract, whether services are provided or not. Please note that home-schooled students with disabilities

6) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and is home schooled by parent/guardian choice	Not applicable	District of residence	District of residence (Reason for Beginning Enrollment Code 5905)	First 8 digits of the district of residence BEDS code and "0888" as the last 4 digits	uation of eligibility dence with a lity only.
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Important Reminders for 2023-24

**8300 COMPULSORY AGED STUDENTS!**

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
<p>Student stops attending during the school year without documentation.</p>	<ul style="list-style-type: none"> <li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>• Begins enrollment with 8300.</li> <li>• Ends programs and courses as appropriate; no longer reports attendance.</li> <li>• Location code must be district BEDS Code ending with '0000'.</li> <li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>• Grade level must be reported as UNK (Unknown).</li> </ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What this means

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What this means –Current school year

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Current school year

1. BE SURE the student is not enrolled elsewhere

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Current school year

1. **BE SURE** the student is not enrolled elsewhere
2. **End current enrollment with a 400 end code – compulsory aged student, stopped attending**

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Current school year

1. **BE SURE** the student is not enrolled elsewhere
2. End current enrollment with a 400 end code – compulsory aged student, stopped attending
3. Enroll student with a 8300 Entry code – compulsory age student, not attending, no documentation.

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Current school year

1. **BE SURE** the student is not enrolled elsewhere
2. End current enrollment with a 400 end code – compulsory aged student, stopped attending
3. Enroll student with a 8300 Entry code – compulsory age student, not attending, no documentation.
4. Report with 0000 District Wide location code.

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"> <li>Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>Begins enrollment with 8300.</li> <li>Ends programs and courses as appropriate; no longer reports attendance.</li> <li>Location code must be district BEDS Code ending with '0000'.</li> <li>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>Grade level must be reported as UNK (Unknown).</li> </ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

**What this means –Current school year**

- 1. BE SURE the student is not enrolled elsewhere**
- 2. End current enrollment with a 400 end code – compulsory aged student, stopped attending**
- 3. Enroll student with a 8300 Entry code – compulsory age student, not attending, no documentation.**
- 4. Report with 0000 District Wide location code.**
- 5. Use last reported grade ordinal**

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"> <li>Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>Begins enrollment with 8300.</li> <li>Ends programs and courses as appropriate; no longer reports attendance.</li> <li>Location code must be district BEDS Code ending with '0000'.</li> <li>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>Grade level must be reported as UNK (Unknown).</li> </ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Current school year

1. **BE SURE** the student is not enrolled elsewhere
2. End current enrollment with a 400 end code – compulsory aged student, stopped attending
3. Enroll student with a 8300 Entry code – compulsory age student, not attending, no documentation.
4. Report with 0000 District Wide location code.
5. Use last reported grade ordinal
6. STOP REPORTING ATTENDANCE

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"> <li>Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>Begins enrollment with 8300.</li> <li>Ends programs and courses as appropriate; no longer reports attendance.</li> <li>Location code must be district BEDS Code ending with '0000'.</li> <li>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>Grade level must be reported as UNK (Unknown).</li> </ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What this means –Subsequent school years

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Subsequent school years

1. BE SURE the student is not enrolled elsewhere

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Subsequent school years

1. **BE SURE** the student is not enrolled elsewhere
2. **Continue to report 8300 Entry Code**

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Subsequent school years

1. **BE SURE** the student is not enrolled elsewhere
2. **Continue to report 8300 Entry Code**
3. **0000 Location Code**

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

What this means –Subsequent school years

1. **BE SURE** the student is not enrolled elsewhere
2. **Continue to report 8300 Entry Code**
3. **0000 Location Code**
4. **“UNK” Grade Ordinal**

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"> <li>Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>Begins enrollment with 8300.</li> <li>Ends programs and courses as appropriate; no longer reports attendance.</li> <li>Location code must be district BEDS Code ending with '0000'.</li> <li>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>Grade level must be reported as UNK (Unknown).</li> </ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What NOT to do

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What NOT to do

1. Independent/Religious schools and Charter schools DO NOT report the 8300

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What NOT to do

1. Independent/Religious schools and Charter schools DO NOT report the 8300
2. DO NOT report a grade level other than "UNK" if 8300 is the only enrollment record

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What NOT to do

1. Independent/Religious schools and Charter schools DO NOT report the 8300
2. DO NOT report a grade level other than “UNK” if 8300 is the only enrollment record
3. DO NOT drop the student – NYSED will calculate the drop date based on the birthdate

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
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# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What NOT to do

1. Independent/Religious schools and Charter schools DO NOT report the 8300
2. DO NOT report a grade level other than “UNK” if 8300 is the only enrollment record
3. DO NOT drop the student – NYSED will calculate the drop date based on the birthdate
4. DO NOT stop reporting the student

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"> <li>Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li> <li>Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li> <li>Begins enrollment with 8300.</li> <li>Ends programs and courses as appropriate; no longer reports attendance.</li> <li>Location code must be district BEDS Code ending with '0000'.</li> <li>Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li> </ul>	<ul style="list-style-type: none"> <li>Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li> <li>School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li> <li>Grade level must be reported as UNK (Unknown).</li> </ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What to do

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What to do

1. Use the SIRS 750 to see any updates about the student

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What to do

1. Use the SIRS 750 to see any updates about the student
2. Keep track of any communication as to what happened to the student

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>



# Important Reminders for 2023-24

## 8300 COMPULSORY AGED STUDENTS!

### What to do

1. Use the SIRS 750 to see any updates about the student
2. Keep track of any communication as to what happened to the student
3. Check the UIAS reports

Reporting Requirements for Students no Longer Attending	Current School Year Accountable LEA	Subsequent Years
Student stops attending during the school year without documentation.	<ul style="list-style-type: none"><li>• Verify student is not enrolled elsewhere in NYS by reviewing the enrollment tab in SIRS-750 Student Profile Report.</li><li>• Ends enrollment with 400 as soon as the district determines the student is not returning and no documentation has been received indicating another exit would be appropriate. Use a date prior to the last day of the school year (6/30).</li><li>• Begins enrollment with 8300.</li><li>• Ends programs and courses as appropriate; no longer reports attendance.</li><li>• Location code must be district BEDS Code ending with '0000'.</li><li>• Student's last reported grade level may remain throughout the school year or can be changed to UNK grade level.</li></ul>	<ul style="list-style-type: none"><li>• Begins Enrollment with 8300. This remains in effect each school year until documentation is received supporting another reason for ending code, or until the last day (6/30) of the school year in which the student turns 16 (or 17) or the following school year.</li><li>• School Entry Exit and Student Lite continue to be reported. Location code must be district BEDS Code ending with '0000'.</li><li>• Grade level must be reported as UNK (Unknown).</li></ul>

New items, rule changes, and code changes for 2024

## **Staff Assignment-New Fields**

# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

### Staff Assignment Manual Entry:

\*denotes a required field

*Staff Name :: Staff ID   Teach ID (Alt. Staff ID):		*Location Code:		*Grade Level:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
*Assign. Category:	*Assign. Code:	*Assign.Date:	Completion Date:	Assign. Title:	Programs Code:
<input type="text" value="PMF"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Time:	Assign. Field:				
<input type="text"/>	<input type="text"/>				

### Import Validation

Delete Record

- Contracted in private :: Contracted in private
- Contracted in public :: Contracted in public
- Contracted out private :: Contracted out private
- Contracted out public :: Contracted out public
- In district :: In district

Curr. Staff / Add New

Clear

### Staff Assignment

No Staff Assignment Records found.

# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

### Staff Assignment Manual Entry:

\*denotes a required field

*Staff Name :: Staff ID   Teach ID (Alt. Staff ID):		*Location Code:		*Grade Level:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
*Assign. Category:	*Assign. Code:	*Assign.Date:	Completion Date:	Assign. Title:	Programs Code:
<input type="text" value="PMF"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Percent Time:

Import Validation

Delete Record

Staff Assignment

No Staff Assignment

Estimate the percent of time the staff member will actually work in the building or district. For example, for a staff member working approximately half time, report 50 percent (50). Do not report more than 100. For itinerant teachers working in your LEA, report the amount of time they work in your LEA only. Only required for social workers, counselors, nurses, school psychologists. Refer to SIRS manual for codes.

Curr. Staff / Add New	Clear
-----------------------	-------

# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

Current Staff: Record Status: Last Update: By:

### Staff Assignment Manual Entry:

\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):

\*Location Code:

\*Grade Level:

\*Assign. Category: \*Assign. Code:

\*Assign.Date:

Completion Date: Assign. Title:

Programs Code:

Percent Time:

Assign. Field:

Import Validation

Delete Record



Staff Assignment

- Contracted in private :: Contracted in private
- Contracted in public :: Contracted in public
- Contracted out private :: Contracted out private
- Contracted out public :: Contracted out public
- In district :: In district

No Staff Assignment Records found.

Curr. Staff / Add New

Clear

Report the appropriate code for staff employed by the district that work in the district, out of the district, or are contracted from an outside agency and work in the district. Required for social workers, counselors, nurses, school psychologists. Refer to SIRS manual for codes.

# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

### Staff Assignment Assignment Field Codes (Field 9) New in 2023-24

**Applicable to School nurses, school counselors, social workers, and psychologists (see Assignment codes on next slide)**

*In district:* Staff person is providing direct services to students in their own LEA.

*Contracted in public:* Staff person was contracted from another public LEA to come to this public LEA to provide direct services.

*Contracted in private:* Staff person was contracted from a private entity, not a school district, BOCES, or charter school to come to this public LEA to provide direct services.

*Contracted out public:* Staff person employed in this public LEA is contracted to provide direct services to another district, BOCES, or charter school.

*Contracted out private:* Staff person employed in this LEA is contracted to provide direct services to a nonpublic school.

*Report a record for each building as applicable.*

# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

### Staff Assignment

Staff assignments to report in Fields 9, 18 Codes

New in 2023-24

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR



# New items, rule changes, and code changes for 2024

## Staff Assignment-New Fields

### Staff Assignment

Staff assignments to report in Fields 9, 18 Codes

New in 2023-24

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

**November 16, 2023 - DATA DEADLINE** (Published On: 08/23/2023)

Staff Snapshot, Staff Assignment Data Due

Preliminary 2023-24 data due. Staff Snapshot must be loaded to SIRS prior to loading any other staff or course data.



# 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/>



# 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/>

#### 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



# Student Data Services

## ZERO ZONE

### Level 0 Training

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# Student Data Services

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ADVANCE**

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

# Test Scoring Updates 2023-2024



# NYSAA

- ▶ Administration Dates **March 11, 2024-June 7, 2024**
- ▶ NYSAA SAM is available and posted to datacentral
- ▶ Check email for KITE Invitation
  - (If the contact for NYSAA is incorrect in Reference the date of birth chart to know which level test the student should take SEDREF, the wrong person or no one will receive the Kite invitation)
- ▶ **Wednesday , November 8 at 5:00pm-**loading deadline to report NYSAA Eligible Students
- ▶ How to report a NYSAA student:
  - Enrollment**
    - student must be ungraded use grade 13 (K-6) or grade 14 (7-12)
  - Programs**
    - 0220-Eligible for Alternate Assessment **and**
    - Type of Disability

**Questions about NYSAA administration and training??**

**Contact [scoring@esboces.org](mailto:scoring@esboces.org)**



# ELA and Math

- ▶ Online ordering system is open and will close November 10<sup>th</sup>
- ▶ Paper testing is available for students with IEPs and 504 plans for any grade level doing CBT
- ▶ New this year: alternate languages for Math are paper based
- ▶ Schedule offers greater flexibility for transitioning to full implementation of CBT

Operational Test		Administration Window	Make-up Dates
Computer-based testing	Grades 3-8 English Language Arts	Monday, April 8 – Friday, May 17	Make-ups must be given within the testing window
	Grades 3-8 Mathematics		
	Grades 5 & 8 Science		

**Schools must test the entire grade, except for make-up testing, on the same two consecutive school days**

# ELA and Math

- ▶ Paper-Based Testing has less flexibility

Operational Test		Administration Window	Make-up Dates
Paper-based testing	Grades 3, 4, 6, 7 English Language Arts	Wednesday, April 10 – Friday, April 12	Monday, April 15 – Wednesday, April 17
	Grades 3, 4, 6, 7 Mathematics	Tuesday, May 7 – Thursday, May 9	Friday, May 10 – Tuesday, May 14

All make-ups for schools only offering paper-based tests for the Grades 3, 4, 6, and/or 7 ELA and Mathematics tests must be completed by the end of the respective make-up window.

# Test Schedule FAQs

- ▶ **Question:** *For the Grades 3–8 ELA and Math CBT and the Grades 5 & 8 Science, can a school elect to administer the mathematics tests first, followed by science, and then ELA?*
- ▶ **Answer:** Yes, the Grades 3–8 ELA and Math CBT and the Grades 5 & 8 Science can be administered in any subject order within the administration window.

# Test Schedule FAQs

- ▶ **Question:** *For the ELA computer-based Tests, a school would like to administer the Grades 5 and 8 tests on separate days, is that allowed?*
- ▶ **Answer:** Yes, students within the same grade must test on the same days, but schools can select different days to administer the tests for each grade level.

# Test Schedule FAQs

- ▶ **Question:** *For the Mathematics Computer-based Tests, a school would like to administer the Grades 5 and 8 Tests on the same days, is this allowed?*
- ▶ **Answer:** Yes, schools can administer more than one grade level on the same two consecutive school days.

# Test Schedule FAQs

- ▶ **Question:** *For the Grades 3–8 ELA and Math CBT and the Grades 5 & 8 Science, a school would like to allow one week of make-ups immediately after their primary administration for each subject test. Would this be allowed?*
- ▶ **Answer:** A school cannot limit their make-up dates to just one week for each subject test. Schools are expected to administer make-ups for the Grades 3–8 ELA and Math CBT and the Grades 5 & 8 Science CBT until the end of the computer-based testing administration window.

# Test Schedule FAQs

- ▶ **Question:** *For the Grades 3-8 ELA and Math Tests, a school is administering CBT for grades 5 & 8 and only offering paper-based tests for the other grades. The school would like to align their testing dates. Can the school use the paper-based testing administration dates and paper-based testing make-up dates for computer-based testing too?*
- ▶ **Answer:** The school can use the paper-based testing administration dates for their computer-based testing administration dates because the paper-based testing administration dates fall within the computer-based testing administration dates. The school cannot align the make-up dates though as schools are expected to administer make-ups for the computer-based ELA and Math tests up until the end of the computer-based testing administration window which is after the end dates for the make-up windows for schools only offering paper-based tests for the ELA and Math tests.



# Test Schedule FAQs

- ▶ **Question:** A school has students in a CBT grade that must test on paper per an IEP. Can these students test on the same days as their CBT classmates even if the CBT days are outside the paper-based testing administration dates and make-up dates?
- ▶ **Answer:** Yes, schools with students in a CBT grade that must test on paper per an IEP or Section 504 Accommodation Plan, or because they require an alternate language edition of the math or science test should test on the same days as their CBT grade classmates even if the dates are outside the paper-based testing administration dates and make-up dates. **The paper-based testing administration dates and make-ups dates are for schools only offering paper tests for a grade level.**

# Test Schedule FAQs

- ▶ **Question:** *For their primary administration of the Grades 3–8 ELA and Math CBT and the Grades 5 & 8 Science, a school would like to administer more than one subject test at a time. May the school administer Session 1 of the math test to their grades 5 & 8 students in the morning and the science test to them in the afternoon?*
- ▶ **Answer:** No, for the primary administration of the Grades 3–8 ELA and Math Computer-based Tests and the Grades 5 & 8 Science Computer-based Tests, schools must select different dates for each subject test.

# NYSESLAT

- ▶ **DO NOT** enter 0231 code in 2023-24 data for students who should have ended in 2022-23
- ▶ Level 0 and Level 2 will now give you a warning if you try to report an 0231 code for a student who tested out in a previous year
- ▶ Make sure to report 0231 and a program code
- ▶ **NEW for 2024:** Grade 1 test! Grades 1 and 2 were tested on Level 2 in previous years. This year they will be separated. Now there will be 7 levels of NYSESLAT!
- ▶ Metrotech is the NYSESLAY vendor for this year
- ▶ CBT anticipated for 2026

# Science

- ▶ Alternate languages for Science are paper based
- ▶ There are Question Samplers available to practice:  
<https://ny.nextera.questarai.com/tds/#practice>
- ▶ 15% of the questions on the assessment will be based on the science investigations
- ▶ Grade 7 or 8 students taking Regents in lieu of the 8th grade science **are not** required to complete the investigations
- ▶ This is the link to memo regarding the new science requirements:

<https://www.nysed.gov/sites/default/files/programs/state-assessment/5-8-science-educator-guide-2024.pdf>

# NYSITELL

- ▶ Online ordering system is now open to order additional tests if you need them
- ▶ Please send us a form if you need to order sheets-DO NOT MAKE copies
- ▶ Please make sure that all answer sheets have the correct 9-digit student id written on them
- ▶ Make sure you are testing on the right sheet in the right date range
- ▶ Once Level 0 opens, you must report demo and enrollment so we can move the NYSITELL scores for the new entrants to Level 2-we are waiting for all districts to load demo and enrollment
- ▶ You must apply for a waiver of the 10 day rule for testing new entrants based on the increase of new arrivals into the US. If you do not get approved for the waiver, the 10 day rule applies.

# CBT

## September-October

- NYSED Online Ordering System Opened on 10/03/23
- CBT Technology Readiness Online Verification opens 10/03/23
- Nextera Admin District and School Data Updated: 10/03/23
- Secure Browser Updated and ready for install 10/03/23
- Fall Roadshow Trainings: Register on CBT Support
- Set-Up and Installation Guide posted to CBT Support 10/03/23

## November-December

- NYSED Online Ordering System Closes: 11/10/23
- Confirmation of Scoring Consortia Relationships due: 11/10/23
- Simulation Pre-ID File enrollment, program service, and demographic data due to L2\* early to mid-December
- Simulation ELA, Math, and Science Classes, Students, and Tests Tabs are available: Late December
- Technology Readiness Online Verification closes on 12/29/23

## January-March

- Simulation Period: 01/16/24- 01/26/24
- Operational ELA, Math, and Science enrollment, program service, & demographic data due to L2\* TBD
- CBT Trainings and Tutorials available on CBT Support
- Operational ELA, Math, and Science Classes and Students Tabs are available: TBD
- Operational ELA, Math, and Science Tests Tabs are available: TBD
- Student Login tickets available to print: TBD
- Proctor Training available on CBT Support

## April-June

- Operational CBT Testing Window: 4/8/24 – 5/17/24
- ELA, Math and Science Not Tested Code Window: TBD
- Make-ups must be given within the testing window
- Score Point Training available on CBT Support
- CBT Scoring Window: Must be completed by 5/24/24

\*Please work with your RIC for regional deadline for the Simulation, Operational, and Field Test student data pulls.

DRAFT

# Contact Information

We are your first line of defense! If we can't solve the problem, we will escalate it to CBT Support.

Call SDS: 631-218-4195

Email: [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org)

# January 2024 Regents

- The first administration of the new Algebra I (NGLS) will be June 2024.
- For 2023-24, ALL instruction should be aligned with the Algebra I (NGLS) and reported with state course code **02050**.
- Note – please review your course mappings carefully since the old Algebra I Common Core state course code, **02052CC**, is no longer valid.

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT  
Office of State Assessment  
Albany, NY 12234

## EXAMINATION SCHEDULE: JANUARY 2024

*Students must verify with their schools the exact times that they are to report for their State examinations.*

JANUARY 23 TUESDAY	JANUARY 24 WEDNESDAY	JANUARY 25 THURSDAY	JANUARY 26 FRIDAY
9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
English Language Arts	Geometry  U.S. History & Government	Global History & Geography II	Physical Setting/Earth Science  Physical Setting/Chemistry
1:15 p.m.	1:15 p.m.	1:15 p.m.	<u>Uniform Admission Deadlines</u>
Living Environment	Algebra I  Physical Setting/Physics*	Algebra II	Morning Examinations – 10:00 a.m.  Afternoon Examinations – 2:00 p.m.

\* Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.





# Student Data Services

## Regents Scanning Workshop

**TIME:** 9:00 AM to 11:30 AM

**LOCATION:** Instructional Support Center @ Sequoya

**DATES:** December 7, 2023

**AUDIENCE:** Any District Personnel Involved With  
Regents Scanning

### DESCRIPTION:

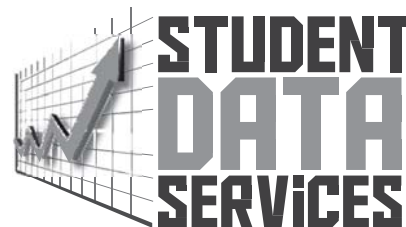
- Order Form and Timeline
- Pre-print File Verification
- Scan Sheet Preparation
- Processing tips and techniques
- Scanning demonstration
- Error Messages with Correction methods
- Batch tracking website
- ASAP Score Reports
- Scanning Deadlines

**PLEASE REGISTER ON OR BEFORE November 30, 2023**

At: <http://datacentral.esboces.org/>

**Charles King, Divisional Administrator**

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBoces also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBoces Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org): the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).





# 2023-24 AIS Cutscores

Attn: DDCs, Principals,  
Curriculum Admins, Teachers

Due Date: N/A

Helpdesk:  
[StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov)

Each school year, districts/schools must develop a policy or review the existing policy for providing Academic Intervention Services (AIS). The median scale score between Levels 2 and 3 for the Grades 3-8 ELA and Mathematics assessments are provided below for the purpose of identifying students to receive AIS.

The New York State Board of Regents approved a change to Commissioner's Regulation 100.2 (ee) regarding the process for identifying students to receive AIS. ([SEE MEMO](#))

- Effective July 18, 2023, districts/schools may, but are not required to, conduct the two-step identification process ([SEE MEMO](#)) for grade 3-8 students during the 2023-2024 school year.
- Those districts/schools that do not use the two-step identification process may make an identification based solely on district/school-developed procedures applicable to all grade 3-8 students during the 2023-2024 school year.

Questions about AIS can be directed to the Office of Student Support Services at (518) 486- 6090 or [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov)

**2023 Grades 3-8 English Language Arts and Mathematics Tests  
Median Scale Score between Level 2 and Level 3**

Grade	English Language Arts	Mathematics
3	441	437
4	440	440
5	441	441
6	440	440
7	441	440
8	440	443

## Summary

Due Date	<u>N/A</u>
Key Information	Districts must review their AIS policy and place students based on the appropriate criteria.
Next Steps	<input type="checkbox"/> Students should be placed in an AIS program as per the district's policy
Support & Documents	<ul style="list-style-type: none"><li><a href="#">2023-24 AIS Cut Score Memo</a></li><li><a href="#">June 2023 Policy Change Memo</a></li></ul>

## Topic: Reporting School Nurses & Non Teaching Staff 2023-24

**Deadline: November 16, 2023**

New for 2023-24, all school districts and charter schools should report complete data for social workers, nurses and guidance counselors.

All non-teaching professional staff, including building principals, must be reported for Personnel Master File (PMF BEDS) and Annual Professional Performance Review (APPR) purposes through the Staff Assignment Template. This data will also be used to populate data in your School Report Card.

- To determine which staff are considered “non-teaching professionals,” refer to the non-teaching assignment codes found on **Pg. 106 (New Codes) & Pg. 180**
  - If there is not an exact assignment description (i.e. title) for a staff person, choose the assignment from the PMF non-teaching codes that most closely matches the staff person’s current assignment
  - All categories include an “Other” code.
- Report one (1) record for each location, assignment related to the staff person.
  - If a staff member is responsible for assignments within more than one building in the LEA, they should report each of those specific buildings.
    - EX. Elementary Guidance Counselor split between 3 buildings will have 3 Staff Assignment records
  - This includes pupil personnel (e.g. counselors, social workers) and health services staff (nurses).
- If staff have district-wide responsibility, they may be reported with the district code.
  - The district-wide code should not be used to aggregate multiple building assignments for counselors, social workers or nurses

Do not report clerical staff, bus drivers, maintenance, teaching assistants, teacher aides, or food service workers.

## Intended Audience

District Data Coordinators

## Summary

<b>Due Date</b>	<b><u>November 16, 2023</u></b>
<b>Key Information</b>	<ul style="list-style-type: none"><li>● All non-teaching certificated staff should be reported through SIRS</li><li>● NYSED has changed the way nurses and counselors are reported</li><li>● Please make an effort to report your nurses as specified on SIRS pg. 106</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Check SIRS 318 for inclusion of staff in their assignment location</li><li><input type="checkbox"/> For missing staff follow instructions attached below</li><li><input type="checkbox"/> Verify the change by checking the SIRS 318 on the following day</li><li><input type="checkbox"/> Last chance to load data is November 16, 2023</li></ul>

## Relevant Resources

- SIRS Manual - <https://www.p12.nysed.gov/irs/sirs/sirs-manual.pdf>



# Special Collection: Applying SIRS Crisis Codes for newly arrived students

Attn: DDCs, Registration, ENL  
Admins, District Admins

**Due Date: October 19, 2023**

**Helpdesk:** [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

Students of compulsory school age who register with the district after leaving an area where a known/named situation, which causes the displacement of people due to its severity, should be assigned the appropriate crisis/disaster code

Code	Description	Definition
Natural	Natural disaster-induced	A natural disaster includes but is not limited to hurricanes, tropical storms, landslides, tornadoes, tsunamis, wildfire, sinkholes.
Civil	Civil conflict-induced	A civil disaster includes but is not limited to manmade intentional, accidental disasters such as war, fire accidents, and industrial accidents.
Health	Health crisis-induced	A health disaster includes but is not limited to pandemics and epidemics.
Other	Other crisis-induced	The crisis or disaster leading to the student being displaced is unclear.

- This is reported **only once**, in the school year in which the impacted student is first registers
- If the student also meets the criteria as an Immigrant student, Program Service Code 8282 must also be reported.
- [See Page 194 - 195 in SIRS Manual.](#)

## Summary

<b>Due Date</b>	<b><u>October 19, 2023</u></b>
<b>Key Information</b>	Students displaced by a crisis must be reported to NYSED. Correctly coded immigrant students who arrived 7/1/23 to present from a crisis area will be considered for additional funds ( <a href="#">GRANT INFO</a> )
<b>Next Steps</b>	<input type="checkbox"/> Districts should review and code students in their SMS systems <input type="checkbox"/> Load Demographic & Enrollment data (DUE 10/19/23) <input type="checkbox"/> There is no verification report from NYSED at this time
<b>Support &amp; Documents</b>	<a href="#">Title III Crisis Reporting Memo</a> <a href="#">See Page 194 - 195 in SIRS Manual.</a>

## Topic: 2023 BEDS/IMF Reporting

**Deadline: November 17, 2023**

All public school districts and schools, charter schools and BOCES are required to submit BEDS IMF via IDEX. Nonpublic schools are strongly encouraged to submit BEDS IMF via IDEX

- **Fall 2023 BEDS IMF online forms will be available on BEDS Day, October 4th. The forms are due on November 17th.**

## Intended Audience

District Data Coordinators, District Administrators, Building Administrators

## Summary

Due Date	<b><u>November 17, 2023</u></b>
Key Information	The Basic Educational Data System (BEDS) Institutional Master File (IMF) application for Public School Districts and Schools, Charter Schools, BOCES and Nonpublic Schools will be available via the IRS Data Exchange (IDEx) on Wednesday, October 4, 2023 and must be submitted by Friday, November 17, 2023BEDS IMF 2023-24
Next Steps	<input type="checkbox"/> Complete all District and Building Level BEDS forms in the iDEX <input type="checkbox"/> Last chance to load data is November 17, 2023
Support Documents	<ul style="list-style-type: none"><li>● <a href="#">2023 BEDS/IMF Memo</a></li><li>● <a href="#">Accessing the BEDS forms Step by Step Instructions</a></li><li>● <a href="#">BEDS/IMF Help Documents &amp; Instructions</a></li><li>● <a href="#">BEDS/IMF FAQ</a></li></ul>



# 2023-24 UPK Reporting

ATTN: DDC, UPK ADMIN,  
DISTRICT ADMINS

DUE DATE: 03/14/2024

HELPDESK:  
[DWTShelp@ESBOCES.ORG](mailto:DWTShelp@esboces.org)

School districts are required to report their prekindergarten (PreK) child counts, regardless of the funding that supports their program.

## Change in Reporting.

- The Pandemic rule of counting 'Ever Enrolled' UPK students is ending
- For the 2023-2024 school year, PreK child counts must reflect the actual PreK count on or before March 15, 2024. **Please note the deadline to load that data is March 14, 2024**
  - The deadline to enter this information in Level 0 is March 14, 2024
- DDCs should work with their UPK administrator to determine what funding source is used when reporting students
  - Please see page 2 of the [2023-24 UPK Funding Memo](#)
  - 902 PK students must have an accompanying Setting Code ([SIRS pgs 65-66](#))
- Please direct any questions about UPK grants or funding to [OEL@NYSED.GOV](mailto:OEL@NYSED.GOV)

Data Tip: If you have a student who receives Pre School Sp. Ed. services AND participates in the district's UPK program the students grade level MUST be PKH or PKF

## Intended Audience

District Data Coordinators, UPK Administrators, District Administration

## Summary

Due Date	<b><u>March 14, 2024</u></b>
Key Information	<b>School districts are required to report their prekindergarten (PreK) child counts (enrollment numbers), regardless of the funding that supports their program. For the 2023-2024 school year, PreK child counts must reflect the actual PreK enrollment as of March 15, 2024.</b>
Next Steps	<ul style="list-style-type: none"><li><input type="checkbox"/> Determine funding streams used for district UPK programs</li><li><input type="checkbox"/> Assign appropriate 902 or 990 UPK code and Setting code to each student throughout the year</li><li><input type="checkbox"/> UPK counts will be based on the actual count of enrolled students submitted to Level 0 on March 14, 2024</li></ul>
Support & Documents	<ul style="list-style-type: none"><li>• <a href="#">2023-24 UPK Reporting Memo &amp; Chart</a></li><li>• Questions<ul style="list-style-type: none"><li>○ UPK Funding: <a href="mailto:OEL@NYSED.GOV">OEL@NYSED.GOV</a></li><li>○ Level 0/Data Reporting: <a href="mailto:DWTShelp@esboces.org">DWTShelp@esboces.org</a></li></ul></li></ul>



# 2023-24 NYS 3-8 Exam Ordering

Attn: DDCs, Principals,  
Testing Coordinators

Due Date: Nov. 10, 2023

Helpdesk:  
[examrequest@nysed.gov](mailto:examrequest@nysed.gov)

The Grades 3–8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests must be requested through the [online examination request system](#) by **November 10, 2023**.

- [2023-24 NYS 3-8 Exam Ordering Procedure Memo](#)
  - [Instructions for submitting NYS 3-8 Online Exam Order](#)
  - [NYS 3-8 Exam Order Worksheet](#)
  - [NYS Grade 8 Science Order Work Sheet](#)
- [NYSED Office of State Assessment Info Page](#)

## **Districts must choose the Lead Scoring Entity**

- Districts who use a scoring vendor (OSC, Ed Vistas, etc...) should select that company
- If you contract with Eastern Suffolk BOCES for test scoring, you **MUST** select **OSC** as your vendor

## **Ordering 'Test Read' & Alternate Language Exams**

- For any students requiring the accommodation of Test Read
  - The Principal must enter quantities for "Test Read" booklets
    - All "Test Read" booklets are the same form
    - Schools will receive tests for these students in packets of two, one for the student and one for the proctor
    - Schools testing a grade level by CBT should request Test Read editions for any students in that grade level that must test on paper pursuant to an IEP or 504 Plan
- When requesting mathematics tests or science tests, also enter the number of students requiring alternate-language editions of the tests
  - All alternate language editions of the tests will be paper format. Alternate language computer editions are no longer available

## Summary

Due Date	<b><u>November 10, 2023</u></b>
Key Information	The Grades 3–8 ELA and Mathematics Tests and the Elementary-level (Grade 5) and Intermediate-level (Grade 8) Science Tests must be requested through the <a href="#">online examination request system</a> by <b>November 10, 2023</b> .
Next Steps	<ul style="list-style-type: none"><li><input type="checkbox"/> Principals should begin to gather information for their exam order</li><li><input type="checkbox"/> Be sure to account for Test Read and Alt. languages</li><li><input type="checkbox"/> Place NYS 3-8 Orders by Nov. 10</li></ul>



	<input type="checkbox"/> An email will be sent (3) days later to the Principal confirming your order
Support & Documents	<ul style="list-style-type: none"><li>• <a href="#">CBT Implementation Memo</a></li></ul>



# Multiple Day Administration of State Assessments: IEP/504 & ELLs



**Attn:** DDC, Spec Ed, ENL Admins,  
Principals, Testing Coordinators

**Due Date:** Before Testing Begins

**Helpdesks:**  
Special Ed: [MultipleDayTesting@nysed.gov](mailto:MultipleDayTesting@nysed.gov)  
ELLs: [NextDayCompletion@nysed.gov](mailto:NextDayCompletion@nysed.gov)  
District Data: [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

**Multiple Day Test Administration** is a testing accommodation for students with an IEP/504 who, because of their disability-related needs, are unable to complete a State assessment in a single day or testing session.

- This accommodation should be made/reviewed by the CSE on an annual basis
  - Each student will require an [Assurance form](#) to be emailed to NYSED and a copy kept on file at the school
    - Please note: a student requires one form be submitted **ONCE** for all exams in that School Year
  - Assurance Forms must be emailed to [MultipleDayTesting@nysed.gov](mailto:MultipleDayTesting@nysed.gov) **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - [Multi Day Admin Security Certification](#)
    - [Multi Day Parents Security Certification](#)
- In the subject line of the email you must include:
  - **Multiple Day Administration**
  - [The Testing Location BEDS Code](#)
    - In the SEDREF query enter the name of the testing location
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

**Next-Day Completion of Testing** is reserved for English Language Learners (ELLs) and eligible former ELLs, to extend the time to take multiple Regents Examinations.

- ELLs and former ELLs who have been granted the **accommodation of extended time AND** are scheduled to **take two Regents Examinations on the same day**, may also be granted the Next-Day Completion of Testing accommodation.
- This accommodation can be given to ELL Students who have already been given the [extended time accommodation](#)
  - Each **school/location** must complete the [Next Day ELL Assurance form](#)
    - Each student known to eligible for the accommodation can be included
    - Schools who submit the form on time, may give the accommodation to those students
  - Assurance Forms must be emailed to [NextDayCompletion@nysed.gov](mailto:NextDayCompletion@nysed.gov) **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - [Next Day Admin Security Certification](#)
    - [Next Day Parents Security Certification](#)
- In the subject line of the email you must include:
  - **Next Day Administration**
  - [The Testing Location BEDS Code](#)
    - In the SEDREF query enter the name of the testing location followed by % (EX. School Name%)
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

## Summary

<b>Due Date</b>	<b><u>Before Exam Begins</u></b>
<b>Key Information</b>	Students who require multiple days of testing must have the proper assurances completed and returned to NYSED before testing begins
<b>Next Steps</b>	<input type="checkbox"/> Districts should identify any SWD/504/ELL student who may qualify for these accommodations <input type="checkbox"/> Districts should complete the assurances as stated in their respective NYSED memo and email to the respective mailbox <input type="checkbox"/> Copies of the assurance form, Exam Security Cert, and Parent Cert must be kept for future audit purposes
<b>Support &amp; Documents</b>	<a href="#">ELL Testing Accommodations</a> <a href="#">SIRS Manual</a>



# Multiple Day Administration of State Assessments: IEP/504 & ELLs



**Attn:** DDC, Spec Ed, ENL Admins,  
Principals, Testing Coordinators

**Due Date:** Before Testing Begins

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  - Each student will require an [Assurance form](#) to be emailed to NYSED and a copy kept on file at the school
    - Please note: a student requires one form be submitted **ONCE** for all exams in that School Year
  - Assurance Forms must be emailed to [MultipleDayTesting@nysed.gov](mailto:MultipleDayTesting@nysed.gov) **no later than the day before** the exam
  - **The assurance must be accompanied by:**
    - [Multi Day Admin Security Certification](#)
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- This accommodation can be given to ELL Students who have already been given the [extended time accommodation](#)
  - Each **school/location** must complete the [Next Day ELL Assurance form](#)
    - Each student known to eligible for the accommodation can be included
    - Schools who submit the form on time, may give the accommodation to those students
  - Assurance Forms must be emailed to [NextDayCompletion@nysed.gov](mailto:NextDayCompletion@nysed.gov) **no later than the day before** the exam
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    - [Next Day Admin Security Certification](#)
    - [Next Day Parents Security Certification](#)
- In the subject line of the email you must include:
  - **Next Day Administration**
  - [The Testing Location BEDS Code](#)
    - In the SEDREF query enter the name of the testing location followed by % (EX. School Name%)
      - For students on home instruction use the district beds code with 0777 as the last 4 digits

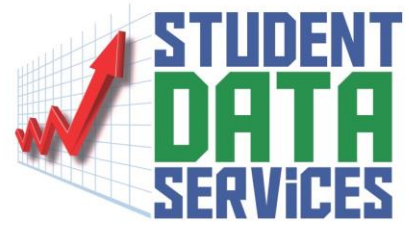
## Summary

<b>Due Date</b>	<b><u>Before Exam Begins</u></b>
<b>Key Information</b>	Students who require multiple days of testing must have the proper assurances completed and returned to NYSED before testing begins
<b>Next Steps</b>	<input type="checkbox"/> Districts should identify any SWD/504/ELL student who may qualify for these accommodations <input type="checkbox"/> Districts should complete the assurances as stated in their respective NYSED memo and email to the respective mailbox <input type="checkbox"/> Copies of the assurance form, Exam Security Cert, and Parent Cert must be kept for future audit purposes
<b>Support &amp; Documents</b>	<a href="#">ELL Testing Accommodations</a> <a href="#">SIRS Manual</a>



## Student Data Services

750 Waverly Avenue  
Holtsville, NY 11742  
631-218-4195



### NYSITELL ASAP Account Request for NYSITELL Reports

Please submit contact information for 1-2 staff members who will be provided access to the web-based ASAP NYSITELL Reporting Application.

**The ASAP application does not have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.**

These staff members will be expected to disseminate ALL NYSITELL SCORE REPORTS to appropriate building personnel in a timely manner.

	1 <sup>st</sup> Account Designee	2 <sup>nd</sup> Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to NYSITELL outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

**These accounts cannot be restricted to a specific school or department!**

District Level Administrator or District Data Coordinator:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

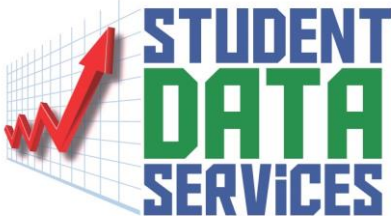
District: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please FAX completed form to: (631) 240-8967 Attn: Barbara Ball  
or email [bball@esboces.org](mailto:bball@esboces.org)**



**Student Data Services**  
750 Waverly Avenue  
Holtsville, NY 11742  
631-218-4195



**REGENTS**  
**ASAP Account Request for Regents Reports**

Please submit names of 2 staff members who will be provided access to the web-based ASAP Regents Reporting Application.

**The ASAP application does not have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.**

These staff members will be expected to disseminate ALL REGENTS SCORE REPORTS to appropriate building personnel in a timely manner.

	1 <sup>st</sup> Account Designee	2 <sup>nd</sup> Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to Regents exam outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

**These accounts cannot be restricted to a specific school or department!**

District Level Administrator or District Data Coordinator:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

District: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

When completed, please email this form to [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org)

**THE INFORMATION ON THIS  
FORM IS STRICTLY  
CONFIDENTIAL**

## **ASAP Regents Report Access**

### **De-Authorization Form**

**When completed, please fax this form to [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org)**

Complete this section to identify the person(s) to be **removed from having ASAP Regents Report Access!**

School District / Agency: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If you have any questions, please contact Student Data Services at (631) 218-4195**

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

I, \_\_\_\_\_ request that the person(s)

(PLEASE PRINT)

named above be removed from having access to ASAP Regents Reports for this district.

District Level Administrator or \_\_\_\_\_ Date: \_\_\_\_\_

District Data Coordinator (Signature)



**THE INFORMATION ON THIS  
FORM IS STRICTLY  
CONFIDENTIAL**



**Security Form – Level 0 Warehouse  
Complete and fax to Student Data Services at (631) 240-8967  
or email [britchie@esboces.org](mailto:britchie@esboces.org) and [bball@esboces.org](mailto:bball@esboces.org)**

Complete this section to identify the person authorized to access Level 0 with District Admin access.

School District / Agency: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Building: \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ID AND PASSWORD SELECTION AND PROCEDURE**

Each authorized user of the system will be given a unique User ID and password.

- Use this form to request an individual ID.
- The District Level Administrator or District Data Coordinator, in the district must sign the Level 0 security form. We require two (2) business days turnaround after the form is received
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be 8 or more characters; letters, numbers and special characters. They are case sensitive.
- User Names and Passwords are not to be shared.
- If a password is lost, forgotten, or stolen, contact Student Data Services (631) 218-4195

\*\*\*\*\* **IMPORTANT** \*\*\*\*\*

**As the District Level Administrator or District Data Coordinator of \_\_\_\_\_  
I give permission for the person named above to receive a User ID and password for Level 0 with  
District Admin access. However, I understand that I am ultimately held responsible for confirming  
that the data in Level 0 is correct and ready for submission to the Level 1 Data Warehouse. In  
order to accomplish this I will be given an ID and Password with District Admin/Lock access.**

**District Level Administrator or \_\_\_\_\_ Date: \_\_\_\_\_  
District Data Coordinator (Signature)**

***Student Data Services***

Charles King, Divisional Administrator

Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org); the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**THE INFORMATION ON  
THIS FORM IS STRICTLY  
CONFIDENTIAL**

**Level 0/HR Access  
De-Authorization Form**

**Complete and fax to Student Data Services at (631) 240-8967  
or email [britchie@esboces.org](mailto:britchie@esboces.org) and [bball@esboces.org](mailto:bball@esboces.org)**

Complete this section to identify the person/s to be **REMOVED from having Level 0 access or HR Access**

School District/Agency: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Circle one: **all Level 0** **HR only**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Circle one: **all Level 0** **HR only**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Circle one: **all Level 0** **HR only**

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

I, \_\_\_\_\_ request that the person/s

(PLEASE PRINT)

named above be removed from having access in Level 0 for this district.

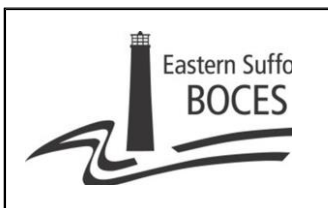
DDC/District-Level Administrator \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

***Student Data Services***

Charles King, Divisional Administrator  
Peter Desjardins, Program Administrator





# Account Authorization for HR Data Submission Level 0 Access



*This form authorizes Student Data Services to create Level 0 accounts for the people named below which will provide access, with the specified rights, to process HR data.*

*(It is recommended that 2 people be given accounts.)*

**Please indicate Staff Name and email for requested accounts and specify level of access:**

Staff Name AND E-Mail	Categories									
	Please Check <input checked="" type="checkbox"/> All the Apply									
	Staff Assignment Permissions		Staff Evaluation Permissions		Staff Snapshot Permissions		Staff Tenure Permissions		Staff Attendance Permissions	
Staff Name: _____ Staff E-Mail: _____	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>
	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>
	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>
	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>
Staff Name: _____ Staff E-Mail: _____	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>
	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>
	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>
	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>
Staff Name: _____ Staff E-Mail: _____	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>	Read	<input type="checkbox"/>
	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>	Write	<input type="checkbox"/>
	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Lock	<input type="checkbox"/>
	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>	Upload	<input type="checkbox"/>

Level of Access explanations:

- Read: See all HR data that has been loaded to Level 0
- Write: Includes all Read access AND access to import and enter data
- **\*\*Lock: Preferred Level of access AND required for at least 1 person**
  - Includes all Read and Write access AND ability to approve data submission to NYSED
- Upload: **Caution** - Includes all Read, Write and Lock access AND ability to Create a file for district archive purposes (HOWEVER, that process removes the “check” that approves data submission to NYSED – assign this access level with careful consideration) **FAX Completed form to Student Data Services 631 240-8967**  
or email [britchie@esboces.org](mailto:britchie@esboces.org) and [bball@esboces.org](mailto:bball@esboces.org)

I authorize the creation of Level 0 accounts to the person(s) named above for the purpose of processing HR data to the New York State Education Department.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
District

\_\_\_\_\_  
Date

## Student Data Services

Charles King, Divisional Administrator

Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org); the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).



**Student Data Services  
NYSITELL Answer Sheet  
Re-Order Form**

Student Data Services will print and deliver answer sheets that must be used for the administration of the NYSITELL. These answer sheets allow for the collection of item data.

If you need to re-order additional answer sheets, please indicate the **Number of Answer Sheets** requested for each level below.

Levels	Number of Answer Sheets
I	
II	
III	
IV	
V	
VI	
VII	
VIII	

District: \_\_\_\_\_ School: \_\_\_\_\_

Contact #1 Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Please email this form to Student Data Services at [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org) .

If you have any questions, contact us at the above email address  
or call Barbara Ball (631) 419-1614 or Bill Ritchie (631) 218-4171.

**THE INFORMATION ON THIS  
FORM IS STRICTLY  
CONFIDENTIAL**

**ReportNet Access Form**

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

School District / Agency: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Building: \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SELECTION AND PROCEDURE ID AND PASSWORD**

Each authorized user of the system will be given a unique User ID and password.

- Use this form to request an individual ID.
- The District Data Coordinator (DDC) or District level administrator must sign the ReportNet Access Form. We require two (2) business days turnaround after the form is received.
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be at least 8 characters with letters, numbers and special characters. They **are** case sensitive.
- If a password is lost, forgotten, or stolen, email Laura Barranco at [lbarranc@esboces.org](mailto:lbarranc@esboces.org)

\*\*\*\*\*IMPORTANT\*\*\*\*\*

I, \_\_\_\_\_ (please print name) give permission for the person  
named to receive a User ID and password to access ReportNet.

District Level Administrator or \_\_\_\_\_  
District Data Coordinator (Signature)

Title \_\_\_\_\_ Date: \_\_\_\_\_

**Student Data Services**

Charles King, Divisional Administrator  
Peter Desjardins, Program Administrator

**THE INFORMATION ON THIS  
FORM IS STRICTLY  
CONFIDENTIAL**

## **ReportNet Account De-Authorization Form**

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

Complete this section to identify the person(s) to be **removed from having ReportNet Access!**

District Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Remove access to:**    ☐ ReportNet    ☐ Optional School Data Bank reports    ☐ Both

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Remove access to:**    ☐ ReportNet    ☐ Optional School Data Bank reports    ☐ Both

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Remove access to:**    ☐ ReportNet    ☐ Optional School Data Bank reports    ☐ Both

If you have any questions, please contact Laura Barranco at (631) 244-4282

\*\*\*\*\***IMPORTANT**\*\*\*\*\*

I, \_\_\_\_\_ request that the person(s)  
(Please Print)  
named above be removed from access to ReportNet for this district.

District Level Administrator or \_\_\_\_\_ Date: \_\_\_\_\_  
District Data Coordinator (Signature)

### **Student Data Services**

Charles King, Divisional Administrator  
Peter Desjardins, Program Administrator

## SFTP Access Request

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

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

**School District/Agency** \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Building Address \_\_\_\_\_

Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_ Email \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Building Address \_\_\_\_\_

Work Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_ Email \_\_\_\_\_

### District Level Administrator or District Data Coordinator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



## SFTP Access Removal Form

Please fill out and submit this form if access to the SFTP  
(Secure File Transfer Protocol) site is to be removed.

***Please remove access to the SFTP site for the person(s) below:***

**School District/Agency** \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Building Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_ EMail \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Building Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_ EMail \_\_\_\_\_

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

**District Level Administrator or District Data Coordinator:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

