

DISTRICT DATA COORDINATOR MEETING  
JUNE 16, 2023  
AGENDA

A. WELCOME AND ANNOUNCEMENTS

- \* Welcome
- \* 2023-24 DDC Meeting Schedule
- \* Cyber Incident Reporting Contacts
- \* District Superintendent Updates
- \* DATAG Summer Conference - July 12-14, 2023 @ Saratoga Hilton
  - <https://datag.org/> for more information

B. 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**
  - 2022-23 Year-End Deadline – **Thursday, August 17, 2023**
- \* Migrant/Homeless Student Program Update
  - Email: [migranteducation@esboces.org](mailto:migranteducation@esboces.org) Phone: 631-548-7700
- \* Staff Evaluation Reporting
- \* Report of the Month
  - SIRS 201 Total Cohort Report
    - L2RPT>District>SEDDAS>Total Cohort>SIRS 201 Total Cohort Report

C. LEVEL 0 UPDATES

- \* Level 0 End of Year Closeout reminders
  - Dashboard Gold
  - No Enrollment
  - Shortages
  - AP/IB Reminders
  - Diploma Reports
  - Dropout Reports
  - Reporting Class Grades
  - Staff Attendance
  - Staff Tenure
  - Information Reports
  - ENDING PROGRAM SERVICES
  - Seals of BiLiteracy and Civic Readiness
  - CTE & Work Based Course Reporting
  - Level 2 Errors
- \* Level 0 Trainings – Welcome to the ‘Zero Zone’ - <https://calendly.com/dwts/help>



**D. SCHOOL DATA BANK SERVICES**

- \* Program Updates
  - Vanessa Biagioli-Dittrich, Program Administrator
  - Contact: [scoring@esboces.org](mailto:scoring@esboces.org)

**E. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS**

- \* Elaine Conlin Program - Administrator
  - (631)-844-5750 [econlin@esboces.org](mailto:econlin@esboces.org)
- \* Help Desk Email addresses
  - PowerSchool: [PowerSchoolHelp@esboces.org](mailto:PowerSchoolHelp@esboces.org)
  - eSchool: [esdHELP@esboces.org](mailto:esdHELP@esboces.org)
  - Infinite Campus: [InfiniteCampusHelp@esboces.org](mailto:InfiniteCampusHelp@esboces.org)
  - School Tool: [SchoolToolHelp@esboces.org](mailto:SchoolToolHelp@esboces.org)
  - Special Ed Helpdesk: [SPEDhelp@esboces.org](mailto:SPEDhelp@esboces.org)

**F. 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, NYSA
  - Testing Updates
  - Science Intake
  - Last Chance to Order ISRs
- \* NYSITELL
  - **\*\*DO NOT USE COPIES OF ANSWER SHEETS\*\***
- \* NYSESLAT
  - Contacting Pearson for assistance:
    - [Link to Customer Help Website](#) Phone: 1-888-705-9415
  - **Assigning 0231 Program Code for ELL Eligible Students**
    - Districts who send students to BOCES programs are **REQUIRED TO** add the 0231 Program Code to a Student's Level 0 Profile
- \* Regents Exams
  - End of Year Regents Reporting
    - Score Return
    - Exemptions
    - Prior Year Assessment
    - Discrepancies Reports
    - August Regents Workshop – July 11, 2023
    - Regents and AP Data Loading Services

**G. NYSED UPDATES**

- End of Year Data Reporting Guides
  - L2RPT Verification
  - Special Ed Verification Guide
- Graduation Requirements, Updated Pathways, and Credentials
- Emergency Remote Instruction Plan
- Student Safety and Educational Climate (SSEC)



**H. QUESTIONS FROM THE FIELD****THINGS TO DO NOW**

- |  |   |
|--|---|
|  | <b>Begin End of Year L2RPT Data Verification process</b>  |
|  | <b>Regents Data DUE: July 13, 2023</b>  |
|  | <b>Remind the buildings about SSEC deadline window - June 26, 2023 <i>through</i> July 24, 2023</b> |









2023-2024

# Incident Reporting Contacts

As per the NYSED memo, July 31, 2019:

Effective immediately, we are requesting that all educational agencies that believe they may be compromised/infected with ransomware should immediately contact:

- **NYS Intelligence Center (NYSIC)** at 1-844-628-2478. NYSIC is a counter terrorism unit within NYS Division of Homeland Security & Emergency Services (DHSES) and collaborates with a team that includes the NYS Chief Information Security Officer and the Multi-State Information Sharing and Analysis Center (MS-ISAC). They have experienced investigators and additional resources that will assist in detection and remediation efforts. We recognize that some school districts may have other resources that can address a cybersecurity incident. However, we require that all districts contact the NYSIC for assistance.
- **District Superintendent**—Eastern or Western Suffolk BOCES
- **Regional Information Center**—
  - Darlene Roces, RIC Director, [droces@esboces.org](mailto:droces@esboces.org), (631) 244-4210
  - Gary Zimmerman, Information Technology Security Coordinator, [gzimmerm@esboces.org](mailto:gzimmerm@esboces.org), (631) 244-4019
  - Jim Tietjen, Network Communications Manager, [jtietjen@esboces.org](mailto:jtietjen@esboces.org), (631) 244-4253
- Western Suffolk BOCES districts should contact:
  - Carl Jeanniton, [cjeannit@wsboces.org](mailto:cjeannit@wsboces.org), (631) 595-6811
  - Penny Notarnicola, [pnotarni@wsboces.org](mailto:pnotarni@wsboces.org), (631) 595-6831
- **NYSED Chief Privacy Officer's office**, [privacy@nysed.gov](mailto:privacy@nysed.gov), (518) 474-0937

## Other resources:

- **FBI Field Offices**
  - <https://fbi.gov/contact-us/field-offices>
  - Local office in Melville—(631) 501-8600
- **CISA Incident Reporting System**
  - [Us-cert.cisa.gov/forms/report](https://us-cert.cisa.gov/forms/report) and <https://www.cisa.gov/report>
  - [Richard.richard@hq.dhs.gov](mailto:Richard.richard@hq.dhs.gov)

Distributed May 24, 2023

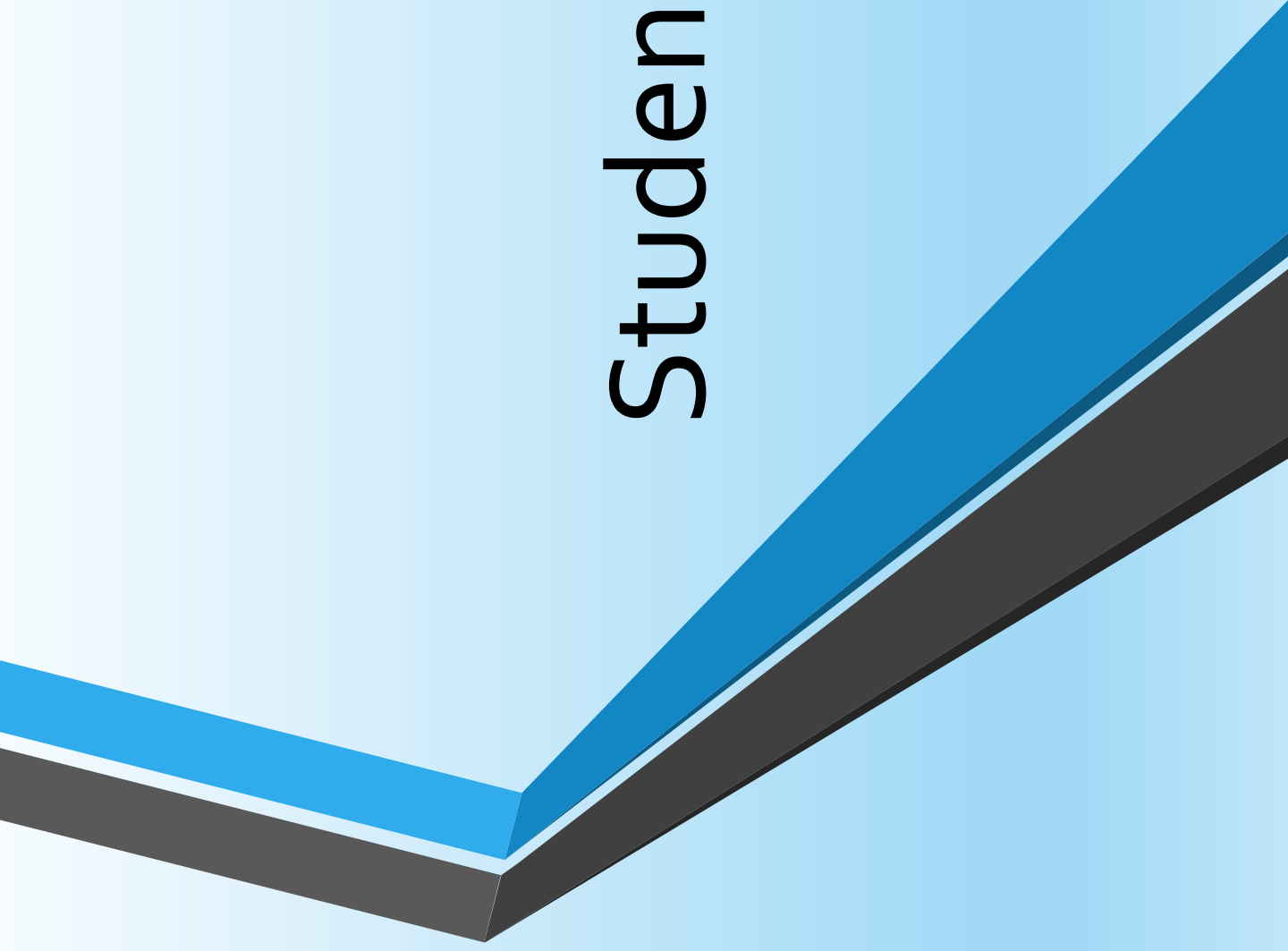
Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender 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 Digital Resources






# SIRS 336 Annual Digital Resource Survey Summary

- Districts are required to survey each student, each year
- Parents should be involved in completing the survey
  - It is a District Level decision to allow students to complete the survey if they are capable
- This report will be certified for the 2022-23 Data Set

• School/District Emergency Plans are expected to take the Digital Resource data into consideration in regard to remote teaching/learning


New York State Education Department



Annual Digital Resources Survey Report

Data Contained in the Student Information Repository Syst

School Year: 2021-22

District: 

Location: All Locations

Subgroup: All Subgroups

Data Refresh Date: June 13, 2022

Finish

Location Name	Location BED\$ Code	student subgroup (accountability subgroups are marked by an asterisk(*))	Total Enrolled	Missing Survey	District/School Provided Device
		*All Students	360	106	254
		Female	182	54	124
		Male	171	54	105
		*Black	10	9	0
		*Hispanic	63	32	28
		*Asian/Pacific Islander	8	2	5
		Asian	6	1	4
		Native Hawaiian/Other Pacific Islander	2	1	1
		*White	260	56	186
		*Multiracial	19	9	10
		General Education Students	311	86	207
		*Students with Disabilities	49	22	22
		Former Students with Disabilities	24	4	16
		Not English Language Learner	332	90	226
		*English Language Learner	21	16	3
		*Economically Disadvantaged	40	28	11
		Not Economically Disadvantaged	320	80	218
		Not Migrant	360	106	229
		Not Homeless	360	106	229
		Not in Foster Care	360	106	229



To: Districts

From: Tinamarie Rickmers, Long island- Metro Migrant Education Program Director

**RE: DDC Meeting**

Date: June 16, 2023

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- On March 9, 2023, Assistant Commissioner Theresa Billington issued a memo requesting assistance from schools and school districts to verify that students who are coded as migrant-eligible in their student data management system correspond with the official list of migrant students that have been issued official Certificates of Eligibility (COE).
- On June 15, 2023, the Long Island-Metro Migrant Education Program will be mailing letters to District Superintendents indicating if the district has migrant-eligible students enrolled. If a district has migrant students in their enrollment, they will also receive the most up-to-date list of migrant-eligible students who have resided in the district at some point in time during the 2022-2023 school year.
- Please check your student information against this current list of migrant-eligible students for purposes of Student Information Repository System (SIRS) data reporting.







School Year:  
District Name:  
School Location:

2022-23

Finish

Data Refresh Date: Jun 3, 2023  
Attendance Through: May 27, 2023  
Last Attendance Date Loaded: May 4, 2023

Missing attendance is considered ABSENT!  
Be sure to load your all of your attendance  
through the end of the school year for the  
August 17th Deadline

Student Subgroup (accountability subgroups are marked with an asterisk (*)	Elementary/Middle Level Chronic Absenteeism for Accountability (Grades 1-8 & Ungraded Age Equivalent Students)		High School Level Chronic Absenteeism for Accountability (Grades 9-12 & Ungraded Age Equivalent Students)			
	Number of Students Enrolled 10 or More Instructional Days** (a)	Students Absent 10% or More of Enrolled Instructional Days (b)	Percentage of Students Chronically Absent (c) = ((b)/(a))*100	Number of Students Enrolled 10 or More Instructional Days** (d)	Students Absent 10% or More of Enrolled Instructional Days (e)	Percentage of Students Chronically Absent (f)=((e)/(d))*100
*All Students	4,717	4,348	92.2%	2,710	2,503	92.4%
Female	2,317	2,137	92.2%	1,309	1,210	92.4%
Male	2,400	2,211	92.1%	1,401	1,293	92.3%
*American Indian/Alaska Native	5	5	100.0%	2	2	100.0%
*Black	649	580	89.4%	382	342	89.5%
*Hispanic	3,832	3,552	92.7%	2,206	2,044	92.7%
*Asian/Pacific Islander	64	58	90.6%	47	45	95.7%
Asian	60	54	90.0%	44	42	95.5%
Native Hawaiian/Other Pacific Islander	4	4	100.0%	3	3	100.0%
*White	107	96	89.7%	49	48	98.0%
*Multiracial	60	57	95.0%	24	22	91.7%
General Education Students	4,098	3,768	91.9%	2,459	2,280	92.7%
*Students with Disabilities	619	580	93.7%	251	223	88.8%
Former Students with Disabilities	20	20	100.0%	4	3	75.0%
Not English Language Learner	2,948	2,702	91.7%	1,914	1,756	91.7%
*English Language Learner	1,769	1,646	93.0%	796	747	93.8%
Formerly English Language Learner	432	381	88.2%	215	191	88.8%
*Economically Disadvantaged	3,383	3,135	92.7%	1,793	1,658	92.5%
Not Economically Disadvantaged	1,334	1,213	90.9%	917	845	92.1%
Not Migrant	4,717	4,348	92.2%	2,710	2,503	92.4%

\*\*Students must be in attendance for at least one of the ten or more instructional days for which they are enrolled.  
Above Counts are as of "Attendance Through"





**SIRS-107 Chronic Absenteeism Accountability Report  
Level 2 Reporting (L2RPT)  
Report Guide**

Last updated: July 17, 2019

**Change Log:**

August 14, 2018

Reason for Beginning Enrollment Codes used in this report added.

July 17, 2019

Clarification on ungraded age equivalency methodology.

**About the Reports**

The *SIRS-107 Chronic Absenteeism Accountability Report* allows districts and schools to view data they reported in the Student Information Repository System (SIRS) that will be used to determine Chronic Absenteeism at the elementary/middle level (grades 1-8 and ungraded age equivalent) and the secondary level (grades 9-12 and ungraded age equivalent). (NOTE: Ungraded students' grade equivalency is available under "Ungraded Students" in the "Student Reporting Rules" chapter of the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/home.html>.) Chronic absenteeism is an accountability measure used to determine accountability status under New York State's State Plan to comply with the Every Student Succeeds Act (ESSA). Students are considered chronically absent if they were enrolled for 10 or more instructional days, in attendance for at least one of those days, and absent (excused or unexcused) for 10% or more of their enrolled instructional days. For more information about the State Plan, the New York State accountability system, and how each of the accountability measures is used to determine school and district accountability statuses, please visit: [Office of Accountability – Every Student Succeeds Act \(ESSA\)](#).

Students reported in SIRS with any of the following Reason for Beginning Enrollment codes are included in this report:

- 0011 (Enrollment in building or grade)
- 5544 (Transferred in under the NCLB Title I "School in Improvement Status" transfer option)
- 7000 (Transferred in under the NCLB "Persistently Dangerous School" transfer option)
- 7011 (Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option)

This report does not need to be certified; however, it should be reviewed for accuracy. The underlying data used to create this report are in the SIRS-360 Attendance Absence Daily Summary, SIRS-361 Year-to-Date Attendance/Absenteeism, and SIRS-370 Day Calendar Summary reports. These reports are required to be certified.



This report includes a **summary report** that shows the percent of chronically absent students as used for accountability status determinations. This report also includes a **detail report** that includes student-level demographic and absence data for students in the summary reports.

### **SUMMARY REPORT**

Reference to the SIRS report in which source data used to determine these numbers are shown below, if applicable.

#### ***EM Chronic Absenteeism for Accountability (Grades 1-8 and Ungraded Age Equivalent Students)***

- (a) Number of Students Enrolled 10 or More Instructional Days** = Count of students in grades 1-8 (and ungraded age equivalent students) in the school or district enrolled 10 or more instructional days and in attendance at least one of those instructional days.
- (b) Students Absent 10% or More of Enrolled Instructional Days** = Students in (a) who were absent 10% or more of instructional days in which they were enrolled.
- (c) Percentage of Students Chronically Absent** = Percent of students considered chronically absent for accountability purposes, calculated using the following formula:  
 $((b) \div (a)) \times 100$

#### ***HS Chronic Absenteeism for Accountability (Grades 9-12 and Ungraded Age Equivalent Students)***

- (d) Number of Students Enrolled 10 or More Instructional Days** = Count of students in grades 9-12 (and ungraded age equivalent students) in the school or district enrolled 10 or more instructional days and in attendance at least one of those instructional days.
- (e) Students Absent 10% or More of Enrolled Instructional Days** = Students in (d) who were absent 10% or more of instructional days in which they were enrolled.
- (f) Percentage of Students Chronically Absent** = Percent of students considered chronically absent for accountability purposes, calculated using the following formula:  
 $((e) \div (d)) \times 100$

### **DETAIL REPORT**

This report includes student demographic and absence data as reported in the Student Information Repository System (SIRS).



- ❖ **Student ID:** Local unique identifier assigned to the student by the Local Education Agency (LEA) in which the student is enrolled, as reported in the School District Student ID field of most templates.
- ❖ **NYSSIS ID:** Unique statewide student identifier assigned by the New York State Student Identifier (NYSSIS) system.
- ❖ **Student Name:** Student name as reported in the Student Lite template.
- ❖ **Location:** School where the student was enrolled, as indicated by the BEDS of location reported for the student. For students who are placed out-of-district, this may be a school or BOCES outside the district.
- ❖ **Grade:** Instructional (“grade”) level for the student, as determined by the school district and as reported in the Grade Level field of the Student Lite and School Entry/Exit templates. See “Grade Level Codes and Descriptions” in the *SIRS Manual*.
- ❖ **Gender:** Code that indicates the student’s gender (M = Male, F = Female), as reported in the Gender Description field of the Student Lite template.
- ❖ **Ethnicity:** Code that indicates the student’s racial or ethnic affiliation (A = Asian, B = Black or African American, H = Hispanic or Latino, I = American Indian or Alaska Native, M = Multiracial, P = Native Hawaiian/Other Pacific Islander, W = White). Students reported with Yes in the Hispanic/Latino Ethnicity Indicator field in the Student Lite template are counted as Hispanic. Students reported with No in the Hispanic/Latino Ethnicity Indicator field are included in the ethnicity group as indicated by the Race Code reported in the Student Lite template. If multiple Race Codes are reported for a non-Hispanic/Latino student, the student is counted in the Multiracial group.
- ❖ **Economically Disadvantaged:** Students reported with program service code 0198 (Poverty – from low-income family) in the Program Service Code field of the Programs Fact template anytime during the school year or as of the date of their last enrollment record. These students are included in the economically disadvantaged accountability subgroup.
- ❖ **ELL Eligible:** Students reported with program service code 0231 (ELL Eligible) in the Program Service Code field of the Programs Fact template. These students are included in the ELL accountability subgroup.
- ❖ **Former ELL:** Students reported anytime in the school year in at least one of the four previous reporting years but not at any time in the current reporting year with program service code 0231 (ELL Eligible) in the Program Service Code field of the Programs Fact template. These students are included in the ELL accountability subgroup for index calculations if the count of ELL students is equal to or greater than 30.



- ❖ **ELL Duration:** Cumulative number of years a student has received ELL Services, as reported in the Duration of ELL field in the Student Lite template.
- ❖ **Disability:** Student disability as reported using the appropriate disability program service code in the Program Service Code field of the Programs Fact template. Student disability is shown if the student was reported with this disability at any time during the school year or as of the date of the student's last enrollment record. If multiple disability codes are reported, the last disability reported is what will be shown. These students are included in the students with disabilities accountability subgroup.
- ❖ **Former SWD:** Student reported with a disability program service code in the Program Service Code field of the Programs Fact template anytime in the school year in at least one of the two previous reporting years but not at any time in the current reporting year. These students are included in the students with disabilities accountability subgroup for index calculations if the count of students with disabilities is equal to or greater than 30.
- ❖ **Days Absent:** Number of instructional days the student was enrolled and was absent.
- ❖ **Days Enrolled:** Number of instructional days the student was enrolled.
- ❖ **Percent Absent:** Percent of enrolled instructional days the student was absent.







# Educator Evaluation Implementation

## All aspects of your APPR plan should be reported

- SIRS reporting requires each teacher/principal to have the following (SIRS p. 264):
  - Student Performance Score (**REQSP**)
    - Calculation agreed to in your 3012-d plan
    - Cannot be based on NYS 3-8 testing data
  - Observation/School Visit (**REQOB**)
    - Completed by the district
  - A composite score that follows the HEDI rubric (**REQOC**)
  - **If you use *Optional Scores* in your plan, they must be included**

Districts **MUST** complete their APPR implementation form by August 25<sup>th</sup>

This form “...is used to determine eligibility for an increase in State Aid for the 2023-24 school year for school districts only”  
Implementation Certification form must be completed by August 25, 2023 by the **superintendent and board president**

Educator Evaluation Implementation - 2023	
Electronic Submission	
2023-24 school year.	
<b>Signatures</b>	
The names entered below represent the digital signatures of each party and assure the implementation of the 2022-23 Educator Evaluation plan.	
I have read this document and assure each item as checked above.	
Superintendent Signature	Date
Board of Education President Signature	



# Educator Evaluation Implementation

## Data Due Dates

The **target** date for evaluation data is the close of the Suffolk data warehouse on **August 17, 2023**.

- This is not a mandated deadline, it is a strongly suggested request

The **FINAL** submission date is **October 19, 2023**

- “Complete 2022-23 Staff Evaluation Rating data must be submitted by October [19], 2023 for a district to be eligible for their increase in State aid”

2022-23 Statement of Confirmation of Staff Evaluation Implementation and Rating Verification Report(s) **due October 27, 2023**

- The certification form will be available and must be submitted through NYSED Application Business Portal, in the same location as the Educator Evaluation form



# Educator Evaluation Implementation

For evaluations conducted pursuant to Education Law §3012-d, each educator's overall rating is determined based on the ratings received by the educator in each of the two categories:

- Student Performance
- Observations/School Visits

<u>Student Performance</u>	<u>Observation/School Visit</u>			
	<u>Highly Effective (H)</u>	<u>Effective (E)</u>	<u>Developing (D)</u>	<u>Ineffective (I)</u>
	<u>Highly Effective (H)</u>	H	E	D
	<u>Effective (E)</u>	H	E	D
	<u>Developing (D)</u>	E	D	I
	<u>Ineffective (I)</u>	D*	I	I

Districts and collective bargaining units, where one exists, must certify that the process used for assigning points uses the narrative descriptions for each rating category as are set forth in statute and the Commissioner's regulations to effectively differentiate educators' performance in ways that improve student learning and instruction.



## Staff Evaluation Rating Template (SIRS 326)

Data Refresh Date: Oct 22, 2019  
Education Law 3012-d

Row Number	-a-	Count -b-	Rating -c-
1	Total Number of Educators Reported in Staff Evaluation Rating Table in SIRS	<u>267</u>	
2	Educators Reported with Original Scores/Ratings	<u>141</u>	
3	Total Number of Educators Reported with Required Student Performance Subcomponent (0 to 20)	<u>141</u>	
6	Total Number of Educators Reported with Required Teacher Observation/Principal School Visit Subcomponent (0.00 or 1.00 to 4.00)	<u>141</u>	
9	Total Number of Educators Reported with Overall Rating	<u>141</u>	
11	Educators Reported with Overall Rating	<u>132</u>	Highly Effective
12	Educators Reported with Overall Rating	<u>9</u>	Effective
15	Educators Reported with Transition Scores/Ratings	<u>126</u>	
16	Total Number of Educators Reported with Transition Required Student Performance Subcomponent (0 to 20)	<u>126</u>	
19	Total Number of Educators Reported with Transition Required Teacher Observation/Principal School Visit Subcomponent (0.00 or 1.00 to 4.00)	<u>126</u>	
22	Total Number of Educators Reported with Transition Overall Rating	<u>126</u>	
24	Educators Reported with Transition Overall Rating	<u>120</u>	Highly Effective
25	Educators Reported with Transition Overall Rating	<u>5</u>	Effective
26	Educators Reported with Transition Overall Rating	<u>1</u>	Developing



# Staff Data

## Staff Snapshot Template Data (SIRS 320)

- A Staff Snapshot record must be reported to the State Data Warehouse (Level 2) before any other staff record type for that person can be reported (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, and Staff Student Course).
- This template collects data for teachers and non-teaching professionals. School districts, charter schools and, BOCES need to report staff in this template. In cases where an employee is on leave or suspended, but still employed, an active Staff Snapshot record would be appropriate.
- LEAs must submit race and ethnicity data in Staff Snapshot.
  - Please note that Districts are required to report the Hispanic Indicator (Y/N) and associated Race code(s), using the State Race codes in the SIRS manual

School Year:  
District:  
School:  
Staff Status:

2020-21

All Schools

All Statuses

Finish

Data Refresh Date: Jun 15, 2021

School Code a	Location b	Total Staff c	Teachers d	Principals e	Other f
		95	84	1	10
		25	13	0	12
		79	70	1	8
		14	11	1	2
		66	60	1	5
		70	61	1	8
District Summary		349	299	5	45



# Staff Data

## Staff Assignment Template Data (SIRS 318)

- A Staff Snapshot record must be loaded to SIRS (Level 2) prior to reporting any Staff Assignment records for staff members.
- This template includes information to link principals to students enrolled in programs they supervise
- Every certificated Non-Teaching employee should receive a Staff Assignment Record Including:
  - Nurses
  - Guidance Counselors/Social Workers/Psychologists
  - Speech/Occupational Therapists
  - District Administrators
- Report one (1) record for each location, assignment, and grade-level combination related to the staff person.
  - If the Staff Member has district-wide responsibility, you may report the district code so that only one row would be reported.
  - To determine which staff are considered “non-teaching professionals,” refer to the non-teaching assignment codes found in the SIRS Manual Pgs. 175 - 181.

School Year

2020-21

District Name

All Districts

School Name

All Locations

Assignment Category

All Categories

Staff Name

All Staff Members

Finish

Data Refresh Date:

Jun 15, 2021

District Name - a -	School Name - b -	School Code - c -	Category - d -	Assignment Code - e -	Assignment Desc - f -	Staff Name - g -	Staff ID - h -	Grade Level - i -	Start Date - j -	End Date - k -
Alameda	Alameda High School	58	PHF	1108	PRINCIPAL SENIOR HIGH SCHOOL	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	1208	ASST PRINCIPAL SENIOR HIGH SCH	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	1208	ASST PRINCIPAL SENIOR HIGH SCH	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	1526	PSYCHOLOGIST	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2005	DEAN OF STUDENTS	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2022	SCHOOL SOCIAL WORKER	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2113	SENIOR HIGH SCHOOL COUNSELOR	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2113	SENIOR HIGH SCHOOL COUNSELOR	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2113	SENIOR HIGH SCHOOL COUNSELOR	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2113	SENIOR HIGH SCHOOL COUNSELOR	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	2211	SCHOOL NURSE (RN)	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	0101	SUPERINTENDENT	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	0102	ASSISTANT SUPERINTENDENT	John A. Smith	0000000001	ALL	Jul 1, 2020	May 31, 2021
Alameda	Alameda High School	58	PHF	1009	SCHOOL BUSINESS ADMINISTRATOR	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	1502	DIRECTOR/COORDINATOR SPEC EDUC	John A. Smith	0000000001	ALL	Jul 1, 2020	Feb 10, 2021
Alameda	Alameda High School	58	PHF	1504	ASST DIR/COORD OF SPECIAL ED	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	1526	PSYCHOLOGIST	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	4402	DIRECTOR OF ART	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021
Alameda	Alameda High School	58	PHF	4603	DIRECTOR OF PHYSICAL EDUCATION	John A. Smith	0000000001	ALL	Jul 1, 2020	Jun 30, 2021



# Staff Data

## Staff Tenure Template Data (SIRS 322)

- Includes each staff member's current tenure status as teacher and/or principal
- effective date of the tenure status
  - when their probation ends.
- Although teachers can be certified in multiple areas, teacher tenure is only granted once by an employer
  - there may be some exceptions for teachers who leave an employer for a significant length of time and return)
- This template is not year-based
  - Staff present in the L2RPT report is based on that person having a valid Staff Snapshot record for the current School Year
  - All codes will be carried over from year-to-year, a reload will be necessary for new staff only.

## Who Should be Reported?

Staff subject to APPR evaluations should be reported in this template (i.e. building principals/administrators and teachers). These staff should be reported as "TEACHER" or "PRINCIPAL" in Staff Snapshot

School Year

2020-21

District Name

All Locations

School Location

All Tenure Areas

Tenure Area

All Tenure Areas

Refresh

Finish

Data Refresh Date: Jun 15, 2021

Tenure Area a	Total Educators Reported in Staff Tenure Template in SIRS b = (c+d+e+f+g)	Not Tenure Eligible c	Probationary d	Probation Extended e	Tenure Granted f	Tenure Denied g
Administrative	5	0	2	0	3	0
Art	5	0	0	0	5	0
Elementary tenure area	64	0	2	0	59	0
English as a second language	3	0	3	0	1	0
General business education	2	0	1	0	1	0
Health	2	0	0	0	2	0
Health occupations	2	0	0	0	2	0
Home economics	2	0	0	0	2	0
Industrial arts-general	2	0	0	0	2	0
Music	12	0	1	0	11	0
Physical education	14	0	0	0	14	0
Remedial reading	5	0	1	0	4	0
School media specialist (including library or educational communications)	1	0	0	0	1	0
Secondary English	14	0	0	0	14	0
Secondary foreign languages	8	0	0	0	8	0
Secondary mathematics	14	0	0	0	14	0
Secondary science	14	0	0	0	14	0
Special Social Studies	32	0	3	0	29	0
Special education-general	32	0	3	0	29	0
Special education-speech and hearing	7	0	0	0	7	0
<b>Overall - Total</b>	<b>226</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>212</b>	<b>0</b>

SIRS 322 Summary

Jun 15, 2021

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- 1 -



# Staff Data

## Staff Attendance Template Data (SIRS 324)

- A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class
  - LEAs will have to decide which days should be included as instructional days
  - Personal leave includes voluntary absences for reasons other than sick leave
  - Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students. Days in which schools are closed (e.g. snow days), would not count as an absence for teachers.

School Year: 2020-21

District Name:

Data Refresh Date: Jun 15, 2021 12:00:00 AM

Finish

School Name a	Location Code b	Total Absences c	Sick Leave d	Personal Leave e	Jury Duty Leave f	Maternity/Paternity Leave g	Bereavement Leave h	Other Leave i
	580106030005	128	44	0	0	0	48	36
	580106030000	108	104	0	0	0	2	2
	580106030004	285	236	0	1	0	15	33
	580106030001	46	28	0	0	0	2	16
	580106030002	200	221	0	0	0	22	57
	580106030003	155	67	0	0	0	19	69



## Educator Evaluation Implementation - 2023

### 2022-23 Educator Evaluation Implementation Certification

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**Please indicate how you will submit your 2022-23 Implementation Certification.**

- ☐ PREFERRED OPTION: Complete and submit electronically
- ☐ ALTERNATE OPTION: Download, sign and upload

### Educator Evaluation Data Contact

**Please provide the name and contact information for the best person to reach out to regarding the submission of educator evaluation data, or indicate if this person is the superintendent.**

The superintendent is the contact for the submission of educator evaluation data.

A different staff member is the best contact for the submission of educator evaluation data

**If the educator evaluation data contact is a staff member other than the superintendent, please complete the information below.**

Staff Evaluation Contact Name	Title	Email Address	Phone Number



#### **Educator Evaluation Implementation Certification**

By signing this document, the LEA certifies that the version of the Educator Evaluation plan most recently approved by the Department for implementation during the 2022-23 school year constitutes the LEA's complete Educator Evaluation plan for the 2022-23 school year, that all provisions of the evaluation plan that are subject to collective negotiations have been resolved pursuant to the provisions of Article 14 of the Civil Service Law and that such plan complies with the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents, as applicable, and has been adopted by the governing body of the school district or BOCES. The LEA, where applicable, also certifies that upon information and belief, all statements made in that plan are true and accurate and that any applicable collective bargaining agreements for teachers and principals are consistent with and/or have been amended and/or modified or otherwise resolved to the extent required by Article 14 of the Civil Service Law, as necessary to require that all classroom teachers and building principals will be evaluated using a comprehensive annual evaluation system that rigorously adheres to Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents, as applicable.

The LEA also certifies that the most recent version of the Educator Evaluation plan approved by the Commissioner for implementation in the 2022-23 school year is the sole plan that will be fully implemented by the school district or BOCES during the 2022-23 school year; that there are no collective bargaining agreements, memoranda of understanding or any other agreements in any form that prevent, conflict or interfere with full implementation of the evaluation plan; and that no material changes will be made to the plan through collective bargaining or otherwise except with the approval of the Commissioner in accordance with Subpart 30-3 of the Rules of the Board of Regents. The school district also acknowledges that if approval of this evaluation plan is rejected or rescinded for any reason, any State aid increases received as a result of the Commissioner's approval of this evaluation plan will be returned or forfeited to the State.



**The LEA also make the following specific certifications with respect to their Educator Evaluation plan and submission of 2022-23 evaluation plan data:**

- ☐ Assure that the overall rating, calculated pursuant to Subpart 30-3.17 of the Rules of the Board of Regents, as applicable, will be used as a significant factor for employment decisions and teacher and principal development;
- ☐ Assure that for Educator Evaluation plans approved prior to January 1, 2020, the overall rating is calculated using either original scores and ratings or transition scores and ratings, as required by Education Law 3012-d and subpart 30-3 of the Rules of the Board of Regents.
- ☐ Assure that all lead evaluators for teachers and principals have been properly trained and have received certification and recertification, as necessary, in accordance with Subpart 30-3.10 of the Rules of the Board of Regents for the 2022-23 school year;
- ☐ Assure that all evaluators for teachers and principals have been properly trained to conduct evaluations for the 2022-23 school year, as necessary, in accordance with Subpart 30-3.10 of the Rules of the Board of Regents;
- ☐ Assure that all evaluators and lead evaluators for teachers and principals, including impartial and independent observers and peer observers, as applicable, will be properly trained and that lead evaluators will be certified and recertified, as necessary, in accordance with Subpart 30-3.10 of the Rules of the Board of Regents for the 2023-24 school year;
- ☐ Assure that all data will be submitted to the Commissioner by July 1, 2023, to the extent practicable, and no later than October 20, 2023;
- ☐ Assure that the Statement of Confirmation of 2022-23 Staff Evaluation Rating Verification Report form will be signed by the LEA official responsible for verifying the data provided in the Staff Evaluation Rating Verification report and submitted to the Commissioner by October 27, 2023;
- ☐ Assure that all data submitted to the Commissioner by October 20, 2023 will be a complete and accurate representation of the information requested and includes the Student Performance Category, Teacher Observation or Principal School Visit Category, and Overall Rating, for all teachers and principals employed by the LEA, for the 2022-23 school year;
- ☐ Assure that all data for the Student Performance Category, Teacher Observation or Principal School Visit Category, and Overall Rating, for all teachers and principals employed by the LEA, for the 2022-23 school year is certified by the superintendent and maintained in a central database for all applicable teachers and principals. The Department reserves the right to require your LEA to provide this data at any time for auditing purposes;
- ☐ Assure that the district will keep a record of who the lead evaluator(s) and evaluator(s), including impartial and independent observers and peer observers, as applicable, are for each teacher and principal observation/school visit that will be conducted during the 2023-24 school year. The Department reserves the right to require your LEA to provide this information any time for monitoring purposes;
- ☐ Assure that the Department approved Educator Evaluation plan, in its entirety, has been posted on the LEA website;
- ☐ Assure that the most recently approved Educator Evaluation plan approved by the Department shall be fully implemented for the



Educator Evaluation Implementation - 2023

Electronic Submission

2023-24 school year.

Signatures

The names entered below represent the digital signatures of each party and assure the implementation of the 2022-23 Educator Evaluation plan.

I have read this document and assure each item as checked above.

	Please enter your name below.	Date
Superintendent Signature		
Board of Education President Signature		



## Educator Evaluation Implementation - 2023

Upload Signed Form

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Please upload your signed and dated **2022-23 Educator Evaluation Implementation Certification form.**









Total Cohort - Summary

L2RPT > District > SEDDAS > Total Cohort > SIRS Total Cohort Report

Data Contained in the Student Information Repository System

School Year:  
2022-23

School or District:  
2019 Total Cohort - 4 Year Outcome

Cohort Membership:  
All Outcomes

Enrollment Duration:  
All Outcomes

Finish

Data Refresh Date: Jun 10, 2023

Student Subgroup (accountability subgroups are marked with an asterisk (*) (a))	Cohort Enrollment as of June (b)	Total Number of Graduates (*) (c) = d+e+f	Local Diplomas (d)	Regents Diplomas without Advanced Designation (e)	Regents Diplomas with Advanced Designation (f)	IEP Diplomas and Commencement Credentials (g)	Still Enrolled (h)	Transferred to AHSEPP/ HSEPP (i)	Dropped Out (j)	Unknown Outcome (k)	% Graduated (l) = ((d+e+f)/b)*100	% IEP Diplomas and Commencement Credentials (m) = (g/b)*100	% Still Enrolled (n) = (h/b)*100	% Transferred to AHSEPP (o) = (i/b)*100	% Dropped Out (p) = (j/b)*100	% Unknown Outcome (q) = (k/b)*100
*All Students	295	1	0	1	0	0	287	0	1	0	0.3%	0.0%	97.3%	0.0%	2.4%	0.0%
Female	140	1	0	1	0	0	118	0	1	0	0.8%	0.0%	98.3%	0.0%	0.8%	0.0%
Male	174	0	0	0	0	0	168	0	6	0	0.0%	0.0%	96.6%	0.0%	3.4%	0.0%
Nonbinary	1	0	0	0	0	0	1	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
*Black	6	0	0	0	0	0	5	0	1	0	0.0%	0.0%	83.3%	0.0%	16.7%	0.0%
*Hispanic	59	1	0	1	0	0	57	0	1	0	1.7%	0.0%	96.6%	0.0%	1.7%	0.0%
*Asian/Pacific Islander	14	0	0	0	0	0	14	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Asian	14	0	0	0	0	0	14	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
*White	213	0	0	0	0	0	208	0	5	0	0.0%	0.0%	97.7%	0.0%	2.3%	0.0%
*Multiracial	3	0	0	0	0	0	3	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
General Education Students	245	0	0	0	0	0	239	0	6	0	0.0%	0.0%	97.6%	0.0%	2.4%	0.0%
*Students with Disabilities	50	1	0	1	0	0	48	0	1	0	2.0%	0.0%	96.0%	0.0%	2.0%	0.0%
Former Students with Disabilities	6	0	0	0	0	0	5	0	1	0	0.0%	0.0%	83.3%	0.0%	16.7%	0.0%
Not English Language Learner	292	1	0	1	0	0	285	0	6	0	0.3%	0.0%	97.6%	0.0%	2.1%	0.0%
*English Language Learner	3	0	0	0	0	0	2	0	1	0	0.0%	0.0%	66.7%	0.0%	33.3%	0.0%
Formerly English Language Learner	7	0	0	0	0	0	7	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
*Economically Disadvantaged	88	1	0	1	0	0	80	0	7	0	1.1%	0.0%	90.9%	0.0%	8.0%	0.0%
Not Economically Disadvantaged	207	0	0	0	0	0	207	0	0	0	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Not Migrant	295	1	0	1	0	0	287	0	7	0	0.3%	0.0%	97.3%	0.0%	2.4%	0.0%
Homeless	5	0	0	0	0	0	4	0	1	0	0.0%	0.0%	80.0%	0.0%	20.0%	0.0%
Not Homeless	290	1	0	1	0	0	288	0	6	0	0.3%	0.0%	97.6%	0.0%	2.1%	0.0%
Not in Foster Care	295	1	0	1	0	0	287	0	7	0	0.3%	0.0%	97.3%	0.0%	2.4%	0.0%
Parent Not in Armed Forces	295	1	0	1	0	0	287	0	7	0	0.3%	0.0%	97.3%	0.0%	2.4%	0.0%

Check your cohort report twice. Check now to verify your graduating cohort and your drop outs. Check again after you load your graduate data

- Cohort Enrollment: Verify that all students belong in the cohort (Check Now)
- Still Enrolled: After loading graduates there should be VERY FEW students (Check after loading data)
- Dropped Out: Check your dropouts against the UIAS False Dropout report (Check Now)
- Total Grads: Check your diploma designations for accuracy (Check after loading data)
- IEP Diploma and Commencement Credential: Verify students grad plan with the Special Education department (Check after loading data)
- % Graduated: This will be reflected in the school report card

Please note that the logic for reporting students as Exempt in this verification report is subject to change, pending final approval by the United States Department of Education.









New York State  
Student Information Repository  
System (SIRS) Manual

New York State Education Dept. - Level 0

# END OF YEAR STATE REPORTING REMINDERS



Regional Information Center  
Student Data Services





# Level 0 Reminders Dashboard Report!



# Level 0 Reminders Dashboard Report!

Best Practice  
Click Run All Verification Checks

**GOLD**  
Data unchanged for 14 plus days

☐ Include Student Daily Attendance for Run All Verification Checks

Run All Verification Checks

Gold background in 'Last Update' column indicates recommended number of days with no activity exceeded  
Red background in 'Last Upload' column indicates column data has been updated since last Level 1 file was created

Level 0 Message Board:

NY581005 : ██████████ School District - Dashboard Stats:

Mouseover column header for column data description:

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

Upcoming deadlines:

Student Daily Attendance: Data in Level 0 should include attendance through May 5, 2023

L2RPT > District > SEDDAS > Attendance > SIRS 370 Day Calendar Summary Report

Missing attendance is considered absent! Please be sure to capture attendance data through May 5th

June 1, 2023 (Published On: 07/31/2022)  
UPK annual enrollment Data Due (FINAL)  
Counts of UPK students enrolled through March 15, 2023, collected for calculating UPK grant funding.

June 8, 2023 (Published On: 07/30/2022)  
Student Daily Attendance Data Due  
Attendance records should include instructional days through May 15, 2023.  
Student Daily Attendance for State provided Growth Results.

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	0	0	793	5/17/23 9:16:50 A	0	5/17/23 9:16:50 A	5/17/23 6:36:58 P	
Enrollment	0	0	803	5/17/23 9:17:03 A	0	5/17/23 6:37:36 P	5/17/23 6:38:37 P	Y
Program Fact	1	1	1123	--	0	--	--	
Safety Net	0	0	4	3/29/23 10:08:07 A	--	5/29/23 10:08:08 A	5/23 2:27:56 P	
ELL Eligibility	1	0	126	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
ELL Programs	0	1	119	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
ESEA	0	0	29	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
Type of Disability	0	0	123	3/29/23 10:08:34 A	--	5/23 2:26:05 P	5/23 2:27:56 P	--
0198::Poverty	0	0	313	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
0220::Alt. Assess.	0	0	4	3/29/23 10:07:55 A	--	5/29/23 10:07:55 A	5/23 2:27:56 P	--
0242::NYSESLAT	0	0	3	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
0264::Section 504 Plan	0	0	35	3/29/23 10:08:16 A	--	5/29/23 10:08:20 A	5/23 2:27:56 P	--
5806::Reduced Lunch	0	0	34	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
5817::Free Lunch	0	0	275	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
UPK	0	0	22	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
Prekindergarten Program	0	0	22	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
1232::SIFE	0	0	5	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
8282::Immigrant	0	0	3	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
8300::Foster Care	0	0	1	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
8262::Homeless	0	0	5	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--
Assessment	0	0	40	--	0	--	--	
Regents	0	0	40	3/28/23 10:25:28 A	--	3/29/23 10:10:46 A	3/8/23 9:59:11 A	--



# Level 0 Reminders Dashboard Report!

Best Practice  
Click Run All Verification Checks

Level 0 Message Board: NY581005 : School District - Dashboard Stats:

Mouseover column header for column data description:

Include Student Daily Attendance for Run All Verification Checks											
Run All Verification Checks											
Gold background in 'Last Update' column indicates recommended number of days with no activity exceeded											
Red background in 'Last Upload' column indicates column data has been updated since last Level 1 file was created											
The weekly data upload deadline is Thursdays at 5:00PM.											
Upcoming deadlines:											
Student Daily Attendance: Data in Level 0 should include attendance through May 5, 2023											
L2RPT > District > SEDDAS > Attendance > SIRS 370 Day Calendar Summary Report											
Missing attendance is considered absent! Please be sure to capture attendance through May 5th											
June 1, 2023 (Published On: 07/31/2023) UPK annual enrollment Data Due (FINAL) Counts of UPK students enrolled through March 15, 2023, collected for calculating UPK grant funding.											
June 8, 2023 (Published On: 07/30/2022) Student Daily Attendance Data Due Attendance records should include instructional days through May 15, 2023. Student Daily Attendance for State provided Growth Results.											
Data Domain:	Import Verify Errors:Records:	Valid	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.				
Demographics	0	0	5/17/23 9:16:50 A	0	5/17/23 9:16:50 A	5/17/23 6:36:58 P					
Enrollment	0	0	5/17/23 9:17:03 A	0	5/17/23 6:37:36 P	5/17/23 6:38:37 P	Y				
Program Fact	1	1	--	0	--	--					
Safety Net	0	0	3/29/23 10:08:07 A	--	5/9/23 10:08:08 A	5/23 2:27:56 P	--				
ELL Eligibility	1	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
ELL Programs	0	1	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
ESEA	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
Type of Disability	0	0	3/29/23 10:08:34 A	--	5/23 2:26:05 P	5/23 2:27:56 P	--				
0100::Disability	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
0100::Disability	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
Student Digital Resources	0	0	5/25/23 2:57:23 P	1	5/25/23 2:57:23 P	5/25/23 2:59:26 P					
5806::Reduced Lunch	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
5817::Free Lunch	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
UPK	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
Prekindergarten Program	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
1232::SIFE	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
8282::Immigrant	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
8300::Foster Care	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
8262::Homeless	0	0	5/17/23 9:17:27 A	--	5/17/23 9:17:28 A	5/23 2:27:56 P	--				
Assessment	0	0	--	0	--	--					
Regents	0	0	3/28/23 10:25:28 A	--	3/29/23 10:10:46 A	3/8/23 9:59:11 A	--				

MAKE SURE STUDENT DAILY  
ATTENDANCE INCLUDES END  
OF THE YEAR!!!!

Shows on school report card



# Level 0 Tips/Tricks and Pitfalls!

Don't Ignore the **No Enrollment Report!**



# Level 0 Tips/Tricks and Pitfalls!

Don't Ignore the **No Enrollment Report!!**

ALL student records that do not have an Enrollment record will not export from Level 0.

## LI data prep screen

Demographics Data Prep. for Level 1:

**Note: 12 student(s) with demographic records have no enrollment records, and will NOI be exported to Level 1. (See 'No Enrollment Rpt' for more info)**



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

Required Data Domain:	Last Update:	Last Upload:	Del. Needed Action:
Staff Snapshot	5/9/23 10:40:18 AM	5/9/23 10:40:24 AM	No Action Required

### Verification Checks:

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



# Level 0 Tips/Tricks and Pitfalls!

## Don't Ignore the No Enrollment Report!!

ALL student records that do not have an Enrollment record will not export from Level 0.

### LI data prep screen

Demographics Data Prep. for Level 1:

Note: 12 student(s) with demographic records have no enrollment records, and will NOI be exported to Level 1. (See 'No Enrollment Rpt' for more info)



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#### Verification Checks:

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

### Reports Screen

#### Demographics Report Choices:

Dist. Import Errors (Error Rpt #1)

Blank Fields

Dist(s) Summary

Lock History

Dist. School Summary

View Verif. Errors (Error Rpt #2)

Dist. Upload Log Dates

Unlock History

Dist. Dup. IDs

No Enrollment Rpt

Import Log

Import Message Log

Run Verification Rpt

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

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
757400684	Memorial	GS	0001	Memorial GS
420009633	JSHS		0002	JSHS
040480001	JSHS		0002	JSHS
042240001	JSHS		0002	JSHS
565518767	ES		0003	ES
813784176	ES		0003	ES



# Level 0 Tips/Tricks and Pitfalls!

## Don't Ignore the No Enrollment Report!!

ALL student records that do not have an Enrollment record will not export from Level 0.

### LI data prep screen

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#### Verification Checks:

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

Common reason why data is not at Level 2

### Reports Screen

Demographics Report Choices:

Dist. Import Errors (Error Rpt #1)

Blank Fields

Dist(s) Summary

Lock History

Dist. School Summary

View Verif. Errors (Error Rpt #2)

Dist. Upload Log Dates

Unlock History

Dist. Dup. IDs

No Enrollment Rpt

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Import Message Log

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

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
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040480001	JSHS		0002	JSHS
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565518767	ES		0003	ES
813784176	ES		0003	ES



# Level 0 Tips/Tricks and Pitfalls!

Shortage Emails - **\*ALWAYS REPLY!\***



# Level 0 Tips/Tricks and Pitfalls!

Shortage Emails - **\*ALWAYS REPLY!\***

302 Active districts  
Done Every Day!

Good morning –

The following shortage was identified while loading your Program Fact data:

ERROR MESSAGE VALUES
----------------------

The Programs Fact file you uploaded has a count of 8367 records. The warehouse has a count of 11639 records. The percentage differential 28.11% is more than the allowed 5.0% threshold.
--

This shortage prevented all files in the batch from loading.  
If the 8367 records is correct, please REPLY ALL to advise.  
If the 8367 records is not correct, please review before relocking.

Thanks.



# Level 0 Tips/Tricks and Pitfalls!

Shortage Emails - **\*ALWAYS REPLY!\***

**302 Active districts  
Done Every Day!**

Good morning –

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ERROR MESSAGE VALUES
----------------------

The Programs Fact file you uploaded has a count of 8367 records. The warehouse has a count of 11639 records. The percentage differential 28.11% is more than the allowed 5.0% threshold.
--

This shortage prevented all files in the batch from loading.  
If the 8367 records is correct, please REPLY ALL to advise.  
If the 8367 records is not correct, please review before reloading.

Thanks.

**Email Sent to DDC and user  
that locked data!**



# Level 0 Tips/Tricks and Pitfalls!

Shortage Emails - **\*ALWAYS REPLY!\***

302 Active districts  
Done Every Day!

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ERROR MESSAGE VALUES

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If the 8367 records is correct, please REPLY ALL to advise.  
If the 8367 records is not correct, please review before reloading.

Thanks.

Email Sent to DDC and user  
that locked data!

_STUDENT_LITE_202304211532.CSV		<a href="#">VIEW ERRORS</a>
_PROGRAMS_FACT_202304211533.CSV		<a href="#">VIEW ERRORS</a>
_SCHOOL_ENTRY_EXIT_202304211532.CSV		<a href="#">VIEW ERRORS</a>

ALL FILES IN BATCH FAIL!



# Level 0 Tips/Tricks and Pitfalls!

Shortage Emails - **\*ALWAYS REPLY!\***

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_STUDENT_LITE_202304211532.CSV		<a href="#">VIEW ERRORS</a>
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_SCHOOL_ENTRY_EXIT_202304211532.CSV		<a href="#">VIEW ERRORS</a>

ALL FILES IN BATCH FAIL!

ALL FILES IN BATCH MUST BE RELOCKED TO FIX THE ISSUE!



**End of Year AP/IB Reminders!**



## **End of Year AP/IB Reminders!**

**All Students enrolled in AP or IB course MUST be reported using the corresponding AP/IB State Course Code.**



# End of Year AP/IB Reminders!

All Students enrolled in AP or IB course **MUST** be reported using the corresponding **AP/IB State Course Code**.

## DO THIS

<u>Course Code:</u>	<u>Course Name:</u>	<u>Department:</u>	<u>State Code:</u>
AP-152	AP Biology	Science	03056
AP-154	AP Physics	Science	03165
AP-153	AP World	History	04057



**AP/IB State Course Code**



# End of Year AP/IB Reminders!

All Students enrolled in AP or IB course **MUST** be reported using the corresponding **AP/IB State Course Code**.

## DO THIS

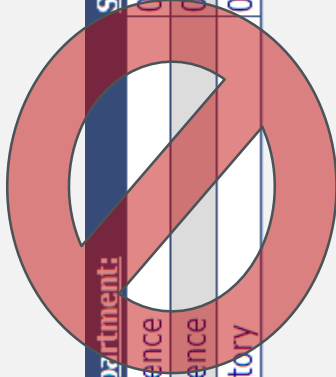
<u>Course Code:</u>	<u>Course Name:</u>	<u>Department:</u>	<u>State Code:</u>
AP-152	AP Biology	Science	03056
AP-154	AP Physics	Science	03165
AP-153	AP World	History	04057



**AP/IB State Course Code**

## NOT

<u>Course Code:</u>	<u>Course Name:</u>	<u>Department:</u>	<u>State Code:</u>
AP-152	AP Biology	Science	03051
AP-154	AP Physics	Science	03151
AP-153	AP World	History	04052NF



**Regents State Course Code**



# End of Year AP/IB Reminders!

All Students enrolled in AP or IB course **MUST** be reported using the corresponding AP/IB State Course Code.

## DO THIS

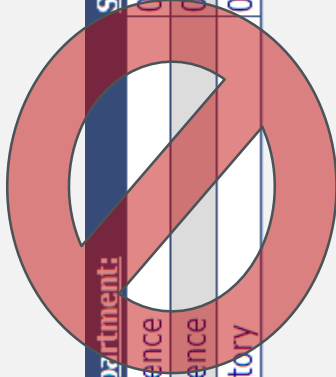
<u>Course Code:</u>	<u>Course Name:</u>	<u>Department:</u>	<u>State Code:</u>
AP-152	AP Biology	Science	03056
AP-154	AP Physics	Science	03165
AP-153	AP World	History	04057



**AP/IB State Course Code**

## NOT

<u>Course Code:</u>	<u>Course Name:</u>	<u>Department:</u>	<u>State Code:</u>
AP-152	AP Biology	Science	03051
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AP-153	AP World	History	04052NF



**Regents State Course Code**

**For ESSA - Districts are measured annually based on counts of students taking advanced coursework.**



# End of Year AP/IB Reminders!

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## DO THIS

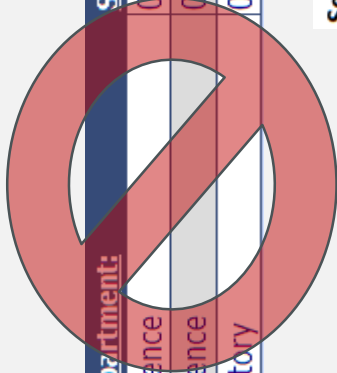
Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03056
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**AP/IB State Course Code**

## NOT

Course Code:	Course Name:	Department:	State Code:
AP-152	AP Biology	Science	03051
AP-154	AP Physics	Science	03151
AP-153	AP World	History	04052NF



**Regents State Course Code**

**For ESSA - Districts are measured annually based on counts of students taking advanced coursework.**

Schools and districts will be measured annually on these indicators

### For high schools

- Social studies
- Graduation rate
- College, career, and civic readiness index: taking **advanced coursework**, earning technical education certificates, etc.



**From ESSA  
Fact Sheet**



# End of Year AP/IB Reminders!

**All AP and IB assessments MUST be reported in SIRS**



# End of Year AP/IB Reminders!

## All AP and IB assessments MUST be reported in SIRS

## Core subjects reported as ALTREG

ALTREG :: 2023-06-30	▼	
		AP Biology AP Calculus AB AP Calculus BC AP Language and Comp AP Literature and Comp AP US History AP World History IB Math High Lvl IB Math SL IB Math Studies Std Lvl IGCSE



# End of Year AP/IB Reminders!

## **All AP and IB assessments MUST be reported in SIRS**

## Core subjects reported as ALTREG

ALTREG :: 2023-06-30	
	AP Biology
	AP Calculus AB
	AP Calculus BC
	AP Language and Comp
	AP Literature and Comp
	AP US History
	AP World History
	IB Math High Lvl
	IB Math SL
	IB Math Studies Std Lvl
	IGCSE

**All other subjects reported as CCR**

Test Description and version:		Suptest identifier:	00
CCR :: 2023-06-30	▼	<b>AP U.S. Government and Politics</b>	▼
		AP Italian Language and Culture	
		AP Japanese Language and Culture	
		AP Latin (Virgil, Catullus and Horace)	
		AP Macroeconomics	
		AP Microeconomics	
		AP Music Theory	
		AP Physics 1	
		AP Physics 2	
		AP Physics C: Electricity and Magnetism	
		AP Physics C: Mechanics	
		AP Psychology	
		AP Research	
		AP Seminar	



# End of Year AP/IB Reminders!

## **All AP and IB assessments MUST be reported in SIRS**

## Core subjects reported as ALTREG

<b>ALTREG :: 2023-06-30</b>	▼
	AP Biology AP Calculus AB AP Calculus BC AP Language and Comp AP Literature and Comp AP US History AP World History IB Math High Lvl IB Math SL IB Math Studies Std Lvl IGCSE

## All other subjects reported as CCR

Test Description and version:	Subject Identifier:
CCR :: 2023-06-30	AP U.S. Government and Politics
	AP Italian Language and Culture AP Japanese Language and Culture AP Latin (Virgil, Catullus and Horace) AP Macroeconomics AP Microeconomics AP Music Theory AP Physics 1 AP Physics 2 AP Physics C: Electricity and Magnetism AP Physics C: Mechanics AP Psychology AP Research AP Seminar

**This data populates the AP & IB Report on the school report card**



# End of Year AP/IB Reminders!

**All AP and IB assessments MUST be reported in SIRS**

Core subjects reported as **ALTREG**

ALTREG :: 2023-06-30	▼
	AP Biology AP Calculus AB AP Calculus BC AP Language and Comp AP Literature and Comp AP US History AP World History IB Math High Lvl IB Math SL IB Math Studies Std Lvl IGCSE

All other subjects reported as **CCR**

CCR :: 2023-06-30	▼	Subject Identifier:
	AP U.S. Government and Politics	00
	AP Italian Language and Culture	
	AP Japanese Language and Culture	
	AP Latin (Virgil, Catullus and Horace)	
	AP Macroeconomics	
	AP Microeconomics	
	AP Music Theory	
	AP Physics 1	
	AP Physics 2	
	AP Physics C: Electricity and Magnetism	
	AP Physics C: Mechanics	
	AP Psychology	
	AP Research	
	AP Seminar	

This data populates the **AP & IB Report** on the school report card

SCHOOL DATA
School Report Card
High School Graduation Rate
High School Graduation Pathways Data
Financial Transparency Report
AP & IB Report

School report card shows:

1. Counts of students in **AP/IB** courses.
2. Counts of students that took **AP/IB Assessments**





# End of Year AP/IB Reminders!

ALTREG :: 2023-06-30

Core subjects reported

MENU

TODAY'S PAPER

Newsday

By John Hildebrand

john.hildebrand@newsday.com

October 29, 2020

f

Twitter

Envelope

Print

A new state initiative to track advanced student achievement in high schools has encountered obstacles in the form of missing district test scores, a Newsday analysis has found.

As part of its tracking effort, the state Education Department recently began posting district-level results of Magnetism testing for Advanced Placement and International Baccalaureate courses on its main data website. Results can be found at [data.nysed.gov](https://data.nysed.gov).

## This data populates the report card

Testing results are supposed to be presented in two ways — both in numbers of high school students taking such exams, and in numbers passing. But Newsday's review found test-passage numbers missing for 22 systems out of 99 across the Island, with the majority in Suffolk County.

Put simply, about one district in every five did not have such figures posted on the state's website. Newsday also found discrepancies in Westchester County and upstate.

Education Department officials, asked about the incomplete figures, blamed disruptions caused by the COVID-19 pandemic, in part, for the problem. Missing scores were from a 2019 round of testing, which occurred months before the virus outbreak.

## School report card shows:

1. Counts of students in AP/IB courses.
2. Counts of students that took AP/IB Assessments





# End of Year AP/IB Reminders!

ALTREG :: 2023-06-30

Core subjects reported

MENU

TODAY'S PAPER

Newsday

By John Hildebrand

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October 29, 2020

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A new state initiative to track advanced student scores in the form of missing district test scores

As part of its tracking effort, the state recently began posting district-level results for Magnetism and International Baccalaureate courses on its main data website. Results for these courses are presented in two ways — both in numbers of high school students taking the course and in the percentage of students passing. But Newsday's review found test-passage numbers missing for 22 of the 23 AP courses and for 10 of the 11 IB courses across the Island, with the majority in Suffolk County.

Newsday, about one district in every five did not have such figures posted on the state's website. Newsday also found discrepancies in Westchester County and upstate.

Education Department officials, asked about the incomplete figures, blamed disruptions caused by the COVID-19 pandemic, in part, for the problem. Missing scores were from a 2019 round of testing, which occurred months before the virus outbreak.

Some LI school districts' key test scores are missing from state website

LONG ISLAND / EDUCATION

## This data populates your report card

- School report card shows:**
1. Counts of students in AP/IB courses.
  2. Counts of students that took AP/IB Assessments





[illegible]

ALTREG :: 2023-06-30

Education Department officials, asked about the incomplete figures, blamed disruptions caused by the COVID-19 pandemic, in part, for the problem. Missing scores were from a 2019 round of testing, which occurred months before the virus outbreak.

- 



# End of Year AP/IB Reminders!

**All AP and IB assessments MUST be reported in SIRS**

Core subjects reported as **ALTREG**

ALTREG :: 2023-06-30	▼
	AP Biology AP Calculus AB AP Calculus BC AP Language and Comp AP Literature and Comp AP US History AP World History IB Math High Lvl IB Math SL IB Math Studies Std Lvl IGCSE

All other subjects reported as **CCR**

CCR :: 2023-06-30	▼	Subject Identifier:
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	AP Physics C: Electricity and Magnetism	
	AP Physics C: Mechanics	
	AP Psychology	
	AP Research	
	AP Seminar	

This data populates the **AP &IB Report** on the school report card

**If your district participates in the AP Advantage service, this assessment data is sent to SED for you!**

SCHOOL DATA
School Report Card
High School Graduation Rate
High School Graduation Pathways Data
Financial Transparency Report
AP & IB Report

School report card shows:

1. Counts of students in **AP/IB** courses.
2. Counts of students that took **AP/IB Assessments**





# End of Year AP/IB Reminders!

**All AP and IB assessments MUST be reported in SIRS**



## AP Advantage DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2021-2022 school year at a cost of \$2,000.00.

This service includes matching students to their AP Scores, posting data to Level 0 and Level 1, and creating SMS specific files.

DISTRICT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

SchoolTool

The \_\_\_\_\_ School District understands that this service allows Student Data Services to load all Advanced Placement exam scores directly to Level 0 and Level 1 and that they are responsible for verifying the accuracy of all AP scores.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email the completed form to [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)



# Level Zero

## Data Quality Reports

The Diploma District/Location Summary:



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Select Data Type:

Demographics

Select Report:

Diploma District/Location Summary

Report Criteria:

-Entry Enrollment Codes Included: 0011,5544,7000,7011

-Exit Enrollment Included: 0065,085,799

-Grade 12 Missing: blank Credential and/or blank Exit Code

Diploma Summary: (mouse over column headers for full header description and applicable credential codes)

Location Name:	Location Code:	Grade 12 Missing (a)	Local Regents (b)	Regents: Regents (c)	Regents: Honors (d)	Regents: Adv. (e)	Regents: Adv. Honors (f)	Regents: CTE (g)	Biliteracy (h)	Commence. Cred. (i)	Total Grades (b+c+d+e+f)	Total Completers (b+c+d+e+f+i)
0017		489	0	4	0	1	0	0	0	1	5	6
0888		8	0	0	0	0	0	0	0	0	0	0
910873		1	0	0	0	0	0	0	0	0	0	0
049664		0	0	0	0	0	0	0	0	1	0	1
Totals:		498	0	4	0	1	0	0	0	2	5	7



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Demographics

Select Report:

Diploma District/Location Summary

Report Criteria:

-Entry Enrollment Codes Included: 0011,5544,7000,7011  
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0017	489	0	4	0	1	0	0	0	1	5	6
0888	8	0	0	0	0	0	0	0	0	0	0
910873	1	0	0	0	0	0	0	0	0	0	0
049664	0	0	0	0	0	0	0	0	1	0	1
Totals:	498	0	4	0	1	0	0	0	2	5	7

- Shows Credential Counts



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Select Data Type:

Demographics

Select Report:

Diploma District/Location Summary

Report Criteria:

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0888		8	0	0	0	0	0	0	0	0	0	0
910873		1	0	0	0	0	0	0	0	0	0	0
049664		0	0	0	0	0	0	0	0	1	0	1
Totals:		498	0	4	0	1	0	0	0	2	5	7

- Shows Credential Counts
- Shows 12<sup>th</sup> graders missing diploma



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Demographics

▼

Select Report:

Diploma District/Location Summary

▼

Report Criteria:

-Entry Enrollment Codes Included: 0011,5544,7000,7011  
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910873		1	0	0	0	0	0	0	0	0	0	0
049664		0	0	0	0	0	0	0	0	1	0	1
Totals:		498	0	4	0	1	0	0	0	2	5	7

- Shows Credential Counts
- Shows 12<sup>th</sup> graders missing diploma
- Look now for August and January Grads



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Select Data Type:

Demographics

▼

Select Report:

Diploma District/Location Summary

▼

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0888		8	0	0	0	0	0	0	0	0	0	0
910873		1	0	0	0	0	0	0	0	0	0	0
049664		0	0	0	0	0	0	0	0	1	0	1
Totals:		498	0	4	0	1	0	0	0	2	5	7

- Shows Credential Counts
- Shows 12<sup>th</sup> graders missing diploma
- Look now for August and January Grads
- CONFIRM ONCE GRADS ARE LOADED



# Level Zero

## Data Quality Reports

### The Diploma District/Location Summary:

Select Data Type:

Demographics

Select Report:

Diploma District/Location Summary

Report Criteria:

-Entry Enrollment Codes Included: 0011,5544,7000,7011  
-Exit Enrollment Included: 0065,085,799  
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Location Name:	Grade 12 Missing (a)	Local Regents (b)	Regents: Regents (c)	Regents: Honors (d)	Regents: Adv. (e)	Regents: Adv. Honors (f)	Regents: CTE (g)	Biliteracy (h)	Commence. Cred. (i)	Total Grads (b+c+d+e+f)	Total Completers (b+c+d+e+f+i)
0017	489	0	4	0	1	0	0	0	1	5	6
0888	8	0	0	0	0	0	0	0	0	0	0
910873	1	0	0	0	0	0	0	0	0	0	0
049664	0	0	0	0	0	0	0	0	1	0	1
Totals:	498	0	4	0	1	0	0	0	2	5	7

- Shows Credential Counts
- Shows 12<sup>th</sup> graders missing diploma
- Look now for August and January Grads
- CONFIRM ONCE GRADS ARE LOADED
- This is your best friend in June



# Level Zero

## Data Quality Reports

The Dropout/Not Graduated Summary:



# Level Zero

## Data Quality Reports

**The Dropout/Not Graduated Summary    (Also your best friend):**



# Level Zero

## Data Quality Reports

**The Dropout/Not Graduated Summary** – Shows all students exited with a drop out code:



# Level Zero

## Data Quality Reports

The Dropout/Not Graduated Summary – Shows all students exited with a drop out code:

Data Quality Reports

Select Data Type:

Enrollment

▼

Select Report:

Dropout/Not Graduated Summary

▼

Report Criteria:

-Entry Enrollment Codes Included: 0011,5544,7000,7011  
-Dropout Exit Enrollment Codes Included: 136,306,340,391,408,425  
-Transfer Exit Enrollment Codes Included: 289,1089  
-Home-school (0888) is excluded

Dropout/Not Graduated Summary:

Exit Code:	Exit Description:	Total: Grade 7 and Up	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Ungraded Secondary	GED	Total: Grade 6 and Down
289	Transferred to an approved AHSEP program	2	0	0	1	0	0	1	0	0	0
391	Long-term absence (20 consecutive unexcused days)	1	0	0	0	0	1	0	0	0	0
	Total Dropouts:	1	0	0	0	0	1	0	0	0	0
	Total Transfers (AHSEP/HSE):	2	0	0	1	0	0	1	0	0	0
	Total Non-completers:	3	0	0	1	0	1	1	0	0	0



# End of Year – Student Class Grade Detail!

## Student Class Grade Detail Template

Required fields for this template were streamlined in 2018-19; refer to the eScholar templates for detail. A Student Class Grade Detail record must be submitted for all students in K-12 courses who have a Student Class Entry Exit record, unless ***all*** the following are true:

No grade or other outcome is awarded for the class;  
No credit is earned for the class; and  
The linkage is not reflected on the student's report card or transcript.



**SIRS Manual v18.9 pg I20**



# End of Year – Student Class Grade Detail!

## Student Class Grade Detail Template

Required fields for this template were streamlined in 2018-19; refer to the eScholar templates for detail. A Student Class Grade Detail record must be submitted for all students in K-12 courses who have a Student Class Entry Exit record, unless **all** the following are true:

No grade or other outcome is awarded for the class;  
No credit is earned for the class; and  
The linkage is not reflected on the student's report card or transcript.



**SIRS Manual v18.9 pg 120**

**ONLY REPORT FG (FINAL GRADE) OUTCOME CODES – all others are local use only**



# End of Year – Student Class Grade Detail!

## Student Class Grade Detail Template

Required fields for this template were streamlined in 2018-19; refer to the eScholar templates for detail. A Student Class Grade Detail record must be submitted for all students in K-12 courses who have a Student Class Entry Exit record, unless **all** the following are true:

- No grade or other outcome is awarded for the class;
- No credit is earned for the class; and
- The linkage is not reflected on the student's report card or transcript.



**SIRS Manual v18.9 pg I20**

**ONLY REPORT FG (FINAL GRADE) OUTCOME CODES – all others are local use only**

## Prior-to-Secondary students

*Student ID:	112081015		*Location Code:	<div></div>		*Course Code:	52032 :: Math 2		*Section Code:	201		*M.P. Code/ Term Code:	3 / 1	
*Reporting Date:	2021-06-30		*Grade Detail Code:	FG :: FINAL GRADE		Num. Grade:	<div>P :: Pass</div>		*Outcome Code:	<div>P :: Pass</div>		*Supp. Crse. Diff.:	NA	
Class Credit Type:			Alpha Grade:	<div></div>		Display Grade:	<div></div>		GPA Impact:	<div>N</div>		Assessment Include Ind.:	<div>N :: No</div>	
									Credits Attempted:	<div></div>		Credits Earned:	<div></div>	
									*Credit Recovery:	<div>N :: No</div>		Dual Credit Code:	Comment:	
													<div></div>	

**Only responsible to report Grade Detail Code and Outcome Code**



# End of Year – Student Class Grade Detail!

Student Class Grade Detail Template

Required fields for this template were streamlined in 2018-19; refer to the eScholar templates for detail. A Student Class Grade Detail record must be submitted for all students in K-12 courses who have a Student Class Entry Exit record, unless **all** the following are true:

No grade or other outcome is awarded for the class;

No credit is earned for the class; and

The linkage is not reflected on the student's report card or transcript.



SIRS Manual v18.9 pg I20

ONLY REPORT FG (FINAL GRADE) OUTCOME CODES – all others are local use only

## Secondary students

* Student ID:	112080829		* Location Code:	<div></div>		* Course Code:	MA385FL :: Geometry CC		Code:	1	Term Code:	4 / 4							
* Reporting Date:	2021-06-30		* Grade Detail Code:	FG :: FINAL GRADE		Num. Grade:	86.00	* Supp. Crse. Diff.:	NA	* Outcome Code:	P :: Pass	* Assessment Include Ind.:	N :: No	Credits Attempted:	1.00	Credits Earned:	1.00	Postsecondary Credit Units:	
Class Credit Type:			Alpha Grade:		Display Grade:	86	GPA Impact:	Y	* Credit Recovery: Dual Credit Code: Comment:										

Report Grade Detail Code, Outcome Code, Credits Attempted/Earned and Alpha/Numeric Score



# End of Year – Dual Credit Courses!

## Report Dual Credit Code in Student Class Grade Detail.

**Dual Credit Code:** This code is used to identify the setting in which the student is earning dual credits (e.g. BOCES, Other District). Leave blank for non-dual credit courses. This code is important for the identification of a student in a dual credit course in a situation where the district responsible for reporting the student class grade detail record is not reporting the Course Instructor Assignment or Student Class Entry Exit data. Leave blank for non-dual credit courses. Student Class Grade Detail Template, Field 25, leave blank for courses that are not Dual Credit.



# End of Year – Dual Credit Courses!

## Report Dual Credit Code in Student Class Grade Detail.

**Dual Credit Code:** This code is used to identify the setting in which the student is earning dual credits (e.g. BOCES, Other District). Leave blank for non-dual credit courses. This code is important for the identification of a student in a dual credit course in a situation where the district responsible for reporting the student class grade detail record is not reporting the Course Instructor Assignment or Student Class Entry Exit data. Leave blank for non-dual credit courses. Student Class Grade Detail Template, Field 25, leave blank for courses that are not Dual Credit.

\*denotes a required field

\*Student ID:

070220003

\*Reporting Date:

2022-06-30

Class Credit Type:

\*Location Code:

0017

\*Grade Detail Code:

FG :: FINAL GRADE

Alpha Grade:

\*Course Code:

C426 :: COLLEGE PRE-CALCULUS

\*Num. Grade:

100

GPA Impact:

\*Outcome Code:

P :: Pass

\*Display Grade:

\*Supp. Crse. Diff.:

NA

\*Dual Credit Code:

COLLEGE :: C

\*Assessment Include Ind.:

\*Credit Recovery:

N :: No

\*Credits Attempted:

3

\*GPA Impact:

\*Credits Earned:

3

\*Display Grade:

\*Section Code:

5

\*Alpha Grade:

\*M.P. Code/ Term Code:

4 / 4

\*Postsecondary Credit Units:

Back to Verify Rpt

**Dual Credit Indicator and Dual Credit Code are dependent data elements.**



# End of Year – Dual Credit Courses!

Dual Credit Code omitted error:

\*denotes a required field

\*Student ID:  
070220003

\*Location Code:  
0017 :: [REDACTED]

\*Reporting Date:  
2022-06-30

Class Credit Type:

\*Grade Detail Code:  
FG :: FINAL GRADE

Num. Grade:  
100

Alpha Grade:

\*Outcome Code:  
P :: Pass

GPA Impact:

Display Grade:

\*Course Code:  
C426 :: COLLEGE PRE-CALCULUS

\*Supp. Crse. Diff.:  
NA

Credits Attempted:  
3

Dual Credit Code:  
[REDACTED]

\*Section Code:  
5

\*M.P. Code/  
Term Code:  
4 / 4

Credits Earned:  
3

Postsecondary  
Credit Units:

Assessment Include Ind.:

Credits Attempted:  
3

Comment:

Back to Verify Rpt

## Student Class Grade Detail

Section Code:	MP Code/Term Code:	Error Msg:
5	4/4	SG7031: W/F - The Dual Credit Code is required when the Dual/Concurrent Credit Indicator in Student Class Entry Exit equals "Y".

Import Validation Messages:



# End of Year – Dual Credit Courses!

Dual Credit Indicator not set error:

\*denotes a required field

\*Student ID:

070220003

\*Location Code:

0017 ::

\*Class Entry Date:

2021-09-09

\*Course Code:

C426 :: COLLEGE PRE-CALCULUS

\*Marking Period Code:

NA

\*Term Code:

4

\*Supp. Crse. Diff.:

NA

\*Dual Credit Indicator:

N :: No

Back to Verify Rpt

Import Validation Messages:

Course Code:	Section Code:	Term Code:	Error Msg:
C426	5	4	CE7820: W/F - The Dual Credit Code in Student Class Grade Detail is not expected when the Dual/Concurrent Credit Indicator equals "N".



# End of Year – EOY SE Snapshot!

End of Year Special Ed Snapshot – Preschoolers only:



# End of Year – EOY SE Snapshot!

## End of Year Special Ed Snapshot – Preschoolers only:

### 3 EOY verification error(s).






<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Snapshot Date:</u>	<u>Error Msg:</u>
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4016: EOY Snapshot requires an enrollment record, other than a 4034, with a Grade Level of "PS", "PKF" or "PKH", at some point during the school year.
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4015: EOY Snapshot requires a preschool disability program record (5786) at some point during the school year.
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4031: W/F - A Primary Service Provider is required for EOY SE Snapshot.



# End of Year – EOY SE Snapshot!

## End of Year Special Ed Snapshot – Preschoolers only:

### 3 EOY verification error(s).

<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Snapshot Date:</u>	<u>Error Msg:</u>
<a href="#">900012189</a>			0000	East Hampton District Wide	2022-07-01	SS4016: EOY Snapshot requires an enrollment record, other than a 4034, with a Grade Level of "PS", "PKF" or "PKH", at some point during the school year.
<a href="#">900012189</a>			0000	East Hampton District Wide	2022-07-01	SS4015: EOY Snapshot requires a preschool disability program record (5786) at some point during the school year.
<a href="#">900012189</a>			0000	East Hampton District Wide	2022-07-01	SS4031: W/F - A Primary Service Provider is required for EOY SE Snapshot.

### Note the snapshot date:






**Snapshot Date:** For Field 35 in Special Education Snapshot, the date on which a "snapshot" of certain special education data elements is captured. This date is either October 1 of the reporting period (2022-10-01) or July 1 (End of Year) of the reporting year (2022-07-01). For Field 50 in Staff Snapshot Template, the last day of the school year for which the record is being reported (2023-06-30). Spec Ed Snapshot Template, Field 35; Staff Snapshot Template, Field 50.



# End of Year – EOY SE Snapshot!

## End of Year Special Ed Snapshot – Preschoolers only:

### 3 EOY verification error(s).

<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Snapshot Date:</u>	<u>Error Msg:</u>
<a href="#">900012189</a>			0000	East Hampton District Wide	2022-07-01	SS4016: EOY Snapshot requires an enrollment record, other than a 4034, with a Grade Level of "PS", "PKF" or "PKH", at some point during the school year.
<a href="#">900012189</a>			0000	East Hampton District Wide	2022-07-01	SS4015: EOY Snapshot requires a preschool disability program record (5786) at some point during the school year.
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Student ID:	* Snapshot Date:
900012189	2022-07-01



# End of Year – EOY SE Snapshot!

## End of Year Special Ed Snapshot – Preschoolers only:

### 3 EOY verification error(s).

<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Snapshot Date:</u>	<u>Error Msg:</u>
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4016: EOY Snapshot requires an enrollment record, other than a 4034, with a Grade Level of "PS", "PKF" or "PKH", at some point during the school year.
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4015: EOY Snapshot requires a preschool disability program record (5786) at some point during the school year.
<a href="#">900012189</a>	[REDACTED]	[REDACTED]	0000	East Hampton District Wide	2022-07-01	SS4031: W/F - A Primary Service Provider is required for EOY SE Snapshot.

### Note the snapshot date:

**Snapshot Date:** For Field 35 in Special Education Snapshot, the date on which a "snapshot" of certain special education data elements is captured. This date is either October 1 of the reporting period (2022-10-01) or July 1 (End of Year) of the reporting year (2022-07-01). For Field 50 in Staff Snapshot Template, the last day of the school year for which the record is being reported (2023-06-30). Spec Ed Snapshot Template, Field 35; Staff Snapshot Template, Field 50.

### Beware of errors for:

1. Wrong Snapshot Date
2. School Aged Students

Student ID:	* Snapshot Date:
900012189	2022-07-01



# Reminders!


**Staff Attendance – summary attendance not daily attendance:**



# Reminders!

## Staff Attendance – summary attendance not daily attendance:

LEAs will provide individual staff attendance to NYSED utilizing the eScholar Staff Attendance template for New York. An end of school year count of “days absent” will be provided for each teacher. This collection does not pertain to teaching assistants, teacher aides, or other staff.

Staff Attendance Records:				
Status:	Staff ID:	Location:	Attend. Code:	Time Used:
<a href="#">View</a>	003878623	0002 :: East Hampton High School	B :: Bereavement Leave	5.00
<a href="#">View</a>	003878623	0002 :: East Hampton High School	S :: Sick Leave	6.00
				 Total number of days




# Reminders!

## Staff Attendance – summary attendance not daily attendance:

LEAs will provide individual staff attendance to NYSED utilizing the eScholar Staff Attendance template for New York. An end of school year count of “days absent” will be provided for each teacher. This collection does not pertain to teaching assistants, teacher aides, or other staff.

Staff Attendance Records:				
	Status:	Staff ID:	Location:	Attend. Code:
<a href="#">View</a>	Valid	003878623	0002 :: East Hampton High School	B :: Bereavement Leave
<a href="#">View</a>	Valid	003878623	0002 :: East Hampton High School	S :: Sick Leave
				Time Used:
				5.00
				6.00



Total number of days

## Staff Attendance Codes do not need to be loaded:

<a href="#">Staff Attendance Codes</a>	0	0	6	None	9/28/21 8:49:30 A	None
--	---	---	---	------	-------------------	------

Staff Attendance Codes used by the HR vendor have already been preloaded.



# Reminders!

**Staff Tenure – Report Current Tenure Status (Not the future date they will get tenure):**

**SIRS Page v18.9 | 48**

**Tenure Status Effective Date:** First date of the tenure status that coincides with the Tenure Status Code reported in Field 6 of the Staff Tenure Template. This date is updated whenever tenure status changes. Staff Tenure Template, Field 7.



# Reminders!

**Staff Tenure – Report Current Tenure Status (Not the future date they will get tenure):**

**SIRS Page v18.9 | 48**

**Tenure Status Effective Date:** First date of the tenure status that coincides with the Tenure Status Code reported in Field 6 of the Staff Tenure Template. This date is updated whenever tenure status changes. Staff Tenure Template, Field 7.

**\*Tenure Status Code:**

▼

NOTTENELIG :: Not tenure eligible

PROBEXT :: Probation extended

PROBATION :: Probationary

TENDEN :: Tenure denied

TENGRANT :: Tenure granted



# Reminders!

**Staff Tenure – Report Current Tenure Status (Not the future date they will get tenure):**



# Reminders!

Staff Tenure – Report Current Tenure Status (Not the future date they will get tenure):



Staff Tenure Snapshot Manual Entry:

\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):  
Duck, Daisy :: 001203498 | 001203498

\*Tenure Area Code:  
PET :: Physical education

\*Tenure Status Code:  
TENGRANT :: Tenure granted

\*Effective Date:  
2023-01-15

Original Probationary  
Period End Date:  
2023-01-15

\*Probationary  
Period Extend. Ind:  
N :: No

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Staff / Add New

Clear

Staff Tenure Records:

Status:	Staff ID:	Tenure Area:	Tenure Status:	Effective Date:
<a href="#">View</a>	Valid	001203498	PET :: Physical education	TENGRANT :: Tenure granted
				2023-01-15



# Reminders!

Staff Tenure – Report Current Tenure Status (Not the future date they will get tenure):



### Staff Tenure Snapshot Manual Entry:

\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):  
Duck, Daisy :: 001203498 | 001203498

\*Tenure Area Code:  
PET :: Physical education

\*Tenure Status Code:  
TENGRANT :: Tenure granted

\*Effective Date:  
2023-01-15

Original Probationary Period End Date:  
2023-01-15

\*Probationary Period Extend. Ind:  
N :: No

#### Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Staff / Add New

Clear

#### Staff Tenure Records:

Status:	Staff ID:	Tenure Area:	Tenure Status:	Effective Date:
<a href="#">View</a>	Valid	001203498	PET :: Physical education	TENGRANT :: Tenure granted
				2023-01-15



### Staff Tenure Snapshot Manual Entry:

\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):  
Duck, Daisy :: 001203498 | 001203498

\*Tenure Area Code:  
PET :: Physical education

\*Tenure Status Code:  
TENGRANT :: Tenure granted

\*Effective Date:  
2023-06-15

Original Probationary Period End Date:  
2023-06-15

\*Probationary Period Extend. Ind:  
Y :: Yes

#### Import Validation Messages:

Record did not validate. The following errors occurred:  
ST8109: Tenure Status Effective Date cannot be a future date: 2023-06-15  
ST8115: Probationary Period End Date must be later than Original Probationary Period End Date when Probationary Period Extended Indicator equals "Y":  
2023-06-15

Delete Record

Validate & Save

Curr. Staff / Add New

Clear



# Reminders!

## Don't Forget Information/Warning reports!

New York State Education Dept. - Level 0				
Elect. Import	Manual Input	L1-Data Prep.	Reports	Admin
User Account: Bill Ritchie (britchie). Current Password				
Current # of users logged on: 2		<a href="#">View All Users</a>		
			Information/Warning Reports	Help
			Data Quality Reports	<a href="#">Profile Info</a>



# Reminders!

## Don't Forget Information/Warning reports!

New York State Education Dept. - Level 0				
Elect. Import	Manual Input	L1-Data Prep.	Reports	Admin
User Account: Bill Ritchie (britchie). Current Password				
Current # of users logged on: 2		<a href="#">View All Users</a>	Information/Warning Reports	Help
			Data Quality Reports	<a href="#">Profile Info</a>



Shows potential issues that should be researched!



# Reminders!

## Don't Forget Information/Warning reports!

New York State Education Dept. - Level 0

Elect. ImportManual InputL1-Data Prep. ReportsAdminHelp

User Account: Bill Ritchie (britchie). Current Password

Current # of users logged on: 2View All Users

Information/Warning Reports

Data Quality Reports

Profile Info

Shows potential issues that should be researched!

### Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT

Run Report

Download All PROGRAM FACT Records

☒ .txt

☐ .csv

### 93 Program Fact information error(s).

☐ Show Distinct Information Messages Only

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
<a href="#">100007128</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.
<a href="#">100007832</a>					PS3115: Possibly missing Spec Ed EOY snapshot record for this Preschool Student with a Disability (5786) - Please review.
<a href="#">000900117</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.
<a href="#">100007390</a>					PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch (5817) or Reduced Lunch (5806) program record - Please review.
<a href="#">100007679</a>					PS3117: Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review.
<a href="#">100007083</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.



# Reminders!

## Don't Forget Information/Warning reports!

New York State Education Dept. - Level 0

Elect. ImportManual InputL1-Data Prep. ReportsAdminHelp

User Account: Bill Ritchie (britchie). Current Password

Current # of users logged on: 2View All Users

Information/Warning Reports

Data Quality ReportsProfile Info

Shows potential issues that should be researched!

### Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT

Run Report

Download All PROGRAM FACT Records

☒ .txt

☐ .csv

### 93 Program Fact information error(s).

☐ Show Distinct Information Messages Only

Click Show Distinct of summary counts

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
<a href="#">100007128</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.
<a href="#">100007832</a>					PS3115: Possibly missing Spec Ed EOY snapshot record for this Preschool Student with a Disability (5786) - Please review.
<a href="#">000900117</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.
<a href="#">100007390</a>					PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch (5817) or Reduced Lunch (5806) program record - Please review.
<a href="#">100007679</a>					PS3117: Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review.
<a href="#">100007083</a>					PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.



# Reminders!

## Don't Forget Information/Warning reports!

New York State Education Dept. - Level 0				
Elect. Import	Manual Input	L1-Data Prep.	Reports	Admin
User Account: Bill Ritchie (britchie). Current Password				
Current # of users logged on: 2		<a href="#">View All Users</a>	Information/Warning Reports	Help
			Data Quality Reports	Profile Info

Shows potential issues that should be researched!

### 6 distinct info messages found.

☒ [Show Distinct Information Messages Only](#)  [Click Show Distinct of summary counts](#)

Count: <a href="#">Distinct list of potential problems:</a>	
<a href="#">30</a>	PS3131: Student has an ELL Eligible Program Code (0231) with a Home Language of English in demographics - Please review.
<a href="#">25</a>	PS3117: Missing Spec Ed BEDS Day snapshot record for this student with a disability - Please review.
<a href="#">13</a>	PS3115: Possibly missing Spec Ed EOY snapshot record for this Preschool Student with a Disability (5786) - Please review.
<a href="#">12</a>	PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch (5817) or Reduced Lunch (5806) program record - Please review.
<a href="#">9</a>	PS3093 - Student with 5676 Program does not have associated ELL Eligibility (0231) program record during the same time period - Please review.
<a href="#">4</a>	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.



# Ending Program Services



## **Ending Program Services**

**DO I END PROGRAM SERVICES IF A STUDENT LEAVES  
THE DISTRICT?**



## Ending Program Services

**DO I END PROGRAM SERVICES IF A STUDENT LEAVES  
THE DISTRICT?**

**NO**



## Ending Program Services

**DO I END PROGRAM SERVICES IF A STUDENT LEAVES THE DISTRICT?**

**NO**

**EXIT REASON CODES ARE ONLY USED WHEN A PROGRAM TRULY ENDS!**



## Ending Program Services

**DO I END PROGRAM SERVICES IF A STUDENT LEAVES THE DISTRICT?**

**NO**

**EXIT REASON CODES ARE ONLY USED WHEN A PROGRAM TRULY ENDS!**

Exit Reason Code 1:	PGM Partic
912 :: Change in Disability	
646 :: Completion of CTE Program Service	
3055 :: ELL Eligibility Exit after being out of the country for more than two years	
3045 :: ELL Eligibility Exit based on review of identification determination	
3050 :: ELL Eligibility Exit Using August/September 2021 NYSTELL score only	
3022 :: ELL Eligibility Exit Using NYSESAT score and a NYSTP or Regents score	
3011 :: ELL Eligibility Exit Using NYSESAT score only	
701 :: Left program without receiving CDOS	
663 :: Left without Completing CTE Program Service	
N/A :: Not Applicable	
4000 :: Parent no longer in Armed Forces	
700 :: Received a CDOS credential	
901 :: Student Declassified	



## Ending Program Services

# DO I END PROGRAM SERVICES IF A STUDENT LEAVES THE DISTRICT?

# NO

## EXIT REASON CODES ARE ONLY USED WHEN A PROGRAM TRULY ENDS!

Exit Reason Code 1: PGM Partic

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3022 :: ELL Eligibility Exit Using NYSESAT score and a NYSTP or Regents score  
3014 :: ELL Eligibility Exit Using NYSESAT score only  
701 :: Left program without receiving CDOS  
663 :: Left without Completing CTE Program Service  
N/A :: Not Applicable  
4000 :: Parent no longer in Armed Forces  
700 :: Received a CDOS credential  
901 :: Student Declassified

**DON'T end 0231 ELL eligibility unless a student truly tests out!**



## **Ending Program Services**

**DON'T ENTER "SEALS" UNTIL A STUDENT GRADUATES!**



# Ending Program Services

DON'T ENTER "SEALS" UNTIL A STUDENT GRADUATES!

Choose Verification Rpt. Category

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

Category has Errors

8312 Biliteracy

8313 Civic Readiness

These are graduation seals

Must have graduation codes







# Ending Program Services

**DON'T ENTER "SEALS" UNTIL A STUDENT GRADUATES!**

Choose Verification Rpt. Category					
Disability	ELL Eligibility	ELL Programs	ESEA	Safety Net	0198:Poverty
0220:Alt. Assess	0242:NYSESLAT	0264:Sect. 504	Summer School Part.	5753:Inter. Serv.	5806:Red. Lunch
5817:Free Lunch	8272:Homeless Youth	8261:Single Parent/Pregnant	CTE / Tech Prep	UPK	Title 1 TAS
Prekindergarten Program	2618::Inter-Dist. Transfer	1232:SIFE	Higher Education	8271:CDSOS Credential	8282:Immigrant
8292:Parent Armed Forces	8300:Foster Care	8312:Biliteracy	8262:Homeless	Restricted	5754:CCEIS
8313:Civic Readiness					

Category has Errors

# 8312 Biliteracy

## 8313 Civic Readiness

## These are graduation seals

# Must have graduation codes

1 verification error(s) for : 8312::Biliteracy.							
Student ID:	Student Last:	Student First:	Prog. Code:	Loc. Code:	Loc. Name:	Begin Date:	Error Msg:
112081167			8312	0002		2023-06-07	PS3112: W/F - Seal of Biliteracy (8312) Program Code requires an enrollment Exit Code (799 or 0065) and a Regents Credential Type Code in demographics.

1 verification error(s) for : 8313::Civic Readiness.						
<u>Student ID:</u>	<u>Student Last:</u>	<u>Student First:</u>	<u>Prog. Code:</u>	<u>Loc. Code:</u>	<u>Loc. Name:</u>	<u>Begin Date:</u> <u>Error Msg:</u>
112081167			8313	0002		PS3142: W/F - Civic Readiness (8313) Program Code requires an enrollment Exit Code (799 or 0065) and a Regents or Local Credential Type Code in demographics.



# **Reminder – CTE Programs Reporting**



## **Reminder – CTE Programs Reporting**

**Level 0 has been adjusted so that the only CTE program codes available are NYSED approved programs for that district.**



# Reminder – CTE Programs Reporting

Level 0 has been adjusted so that the only CTE program codes available are NYSED approved programs for that district.

Demographics	Enrollment	Programs	Assessment	Assess/Acc/Mod	SE Event	SE Snapshot
Stu/Class/Gr/Detail	Stu/Credit/GPA	Stu/Daily/Attend				

Current Student: Record Status: Last Update: By:

\*denotes a required field

\*Student ID:

\*Location Code:

\*Beginning Date:

\*Record Program Category:

Ending Date:

Exit Reason Code 1:

Orig. Prog. Date:

Prog. Intensity (CTE/ELL Eligible Programs):

Service Provider BEDS Code (State Location ID):

\*Program Code:

090903 :: Advertising

100304 :: Animation, Interactive Technology, Video Graphics and Special Effects

110601 :: Data Entry/Microcomputer Applications, General

Provider Type Code (Primary Nighttime Residence):

Elig. Code 1:

Elig. Code 2:

Elig. Code 3:

Elig. Code 4:

Elig. Code 5:

Elig. Code 6:

Import Validation Messages:

Delete Record

Validate & Save Student Data

Curr. Student / Add New

Clear

Program Fast Record:



# Reminder – CTE Programs Reporting

Level 0 has been adjusted so that the only CTE program codes available are NYSED approved programs for that district.

Demographics	Enrollment	Programs	Assessment	Assess/Acc/Mod	SE Event	SE Snapshot
Stu/Class/Gr/Detail	Stu/Credit/GPA	Stu/Daily/Attend				

Current Student: Record Status: Last Update: By:

\*denotes a required field

\*Student ID:

\*Location Code:

\*Beginning Date:

\*Record Program Category:

Ending Date:

Exit Reason Code 1:

Orig. Prog. Date:

Prog. Intensity (CTE/ELL Eligible Programs):

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\*Program Code:

090903 :: Advertising

100304 :: Animation, Interactive Technology, Video Graphics and Special Effects

110601 :: Data Entry/Microcomputer Applications, General

Elig. Code 1:

Elig. Code 2:

Elig. Code 3:

Elig. Code 4:

Elig. Code 5:

Elig. Code 6:

Provider Type Code (Primary Nighttime Residence):

Import Validation Messages:

Delete Record

Validate & Save Student Data

Curr. Student / Add New

Clear

The list of NYSED approved CTE programs can be found here:

<http://www.p12.nysed.gov/cte/ctepolicy/approved.html#LongIsland>



# Reminder – CTE Programs Reporting

CTE Reporting Entities and Templates

SIRS Template	BOCES Reports to SIRS	NYSED-Approved, BOCES-Operated CTE Program: District (of Responsibility) Reports to SIRS	NYSED-Approved, District-Operated CTE Program
CTE Programs Fact Data	X		X
Course Instructor Assignment	X		X
Student Class Entry Exit	X		X
Student Class Grade Detail	X		X
Assessment Fact (Technical Skills Assessment)	X		X
Student Lite (Career Pathway Codes, Diploma/Credential information)		X	X



# Reminder – CTE Programs Reporting

CTE Reporting Entities and Templates

SIRS Template	BOCES Reports to SIRS	NYSED-Approved, BOCES-Operated CTE Program: District (of Responsibility) Reports to SIRS	NYSED-Approved, District-Operated CTE Program
CTE Programs Fact Data	X		X
Course Instructor Assignment	X		X
Student Class Entry Exit	X		X
Student Class Grade Detail	X		X
Assessment Fact (Technical Skills Assessment)	X		X
Student Ltr (Career Pathway Codes, Diploma/Credential information)		X	X

**DON'T forget the  
Technical Skills  
Assessment!**



# Reminder – CTE Programs Reporting

\*Student ID:

000265864

\*Test Date:

2022-05-13

Survey Indicator:

\*Test Description and Version:

CTE :: 2022-06-30

Test Language:

ENG :: English

Alt. Std. Achieved Code:

\*Subtest Identifier:

Approved CTE Program Technical

Scoring Model Code:

\*Test Location:

0000 :: District Wide

\*Std. Achieved Code:

N/A :: Not available

School Year (prior year records):

Alpha Score:

Pass

Nat. % By Age:

Numeric Score:

# Items Correct:

Norm Curve Eq.:

Obj. Master Score:

Raw Score:

Deg. Read Power:

Scale Score:

Intel. Quotient:

Percent Score:

Stand. Perf. Index:

Local Stanine:

Stand. Perf. Level:

National Stanine:

Grade Equivalent:

Import Validation Messages:

Delete Record

Validate & Save

Curr. Student / Add New

Clear

DON'T forget the Technical Skills Assessment!



# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

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

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



# Work Based Learning Students

## SIRS Manual

State Course Code 22202W

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

New York State Education Department



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

Data Contained in the Student Information Repository System

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



**Level 2 Errors!**



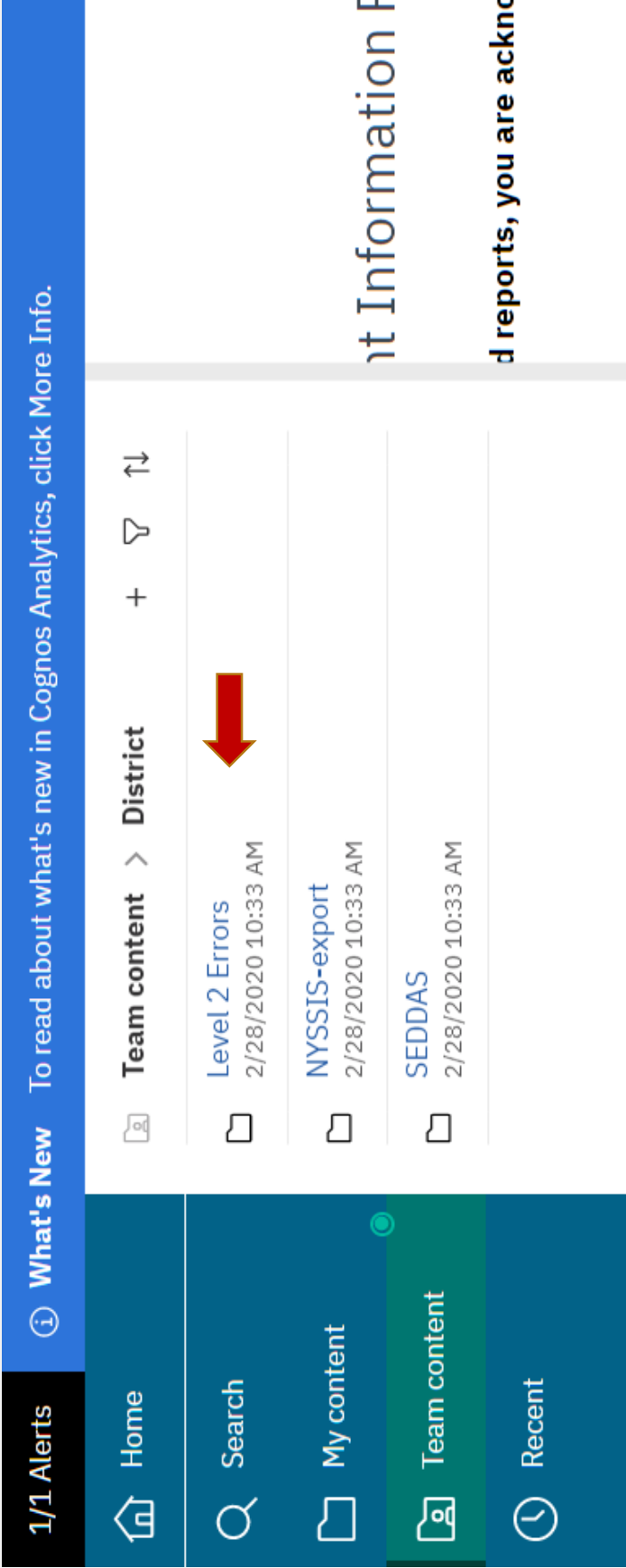
**Level 2 Errors!**

**Log on to L2RPT and check Level 2 errors**



# Level 2 Errors!

## Log on to L2RPT and check Level 2 errors





# Level 2 Errors!

## Log on to L2RPT and check Level 2 errors

4/1 Alerts

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Level 2 Errors

2/28/2020 10:33 AM

NYSSIS-export

2/28/2020 10:33 AM

SEDDAS

2/28/2020 10:33 AM

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Click on number of errors

ASSESSMENT RESP	CRSE INSTRUCT ASSIGNMENT	DAY CALENDAR	DIST STAFF SNAPSHOT	PARTNER PROJECT FACT	PROGRAMS FACT	SCHOOL ENTRY EXIT	SE EVENTS
	2		94		222	5	



# Level 2 Errors!

## Log on to L2RPT and check Level 2 errors

1/1 Alerts

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Level 2 Errors

2/26/2025 10:53 AM

WSSISupport

2/26/2025 10:53 AM

SEDAS

2/26/2025 10:53 AM

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ASSESSMENT RESP	CRSE INSTRUCT ASSIGNMENT	DAY CALENDAR	DIST STAFF SNAPSHOT	PARTNER PROJECT FACT	PROGRAMS FACT	SCHOOL ENTRY EXIT	SE EVENTS
	2		94		222	5	



### District Errors & Warnings

Processed: 2023-05-19

TABLE_NAME	ERROR_NUMBER	ERROR_MSG	ERROR_COUNT
PROGRAMS_FACT	ERROR_COUNT	The number of errors and warnings found for this record	222
PROGRAMS_FACT	PS3074	ELL student achieved proficiency in a prior 2 school years to the ELL Eligibility Start Date	88
PROGRAMS_FACT	PS3037	An ELL (5709, 8239) or SIFE (1232) program code missing a VALID ELL Eligibility program code (0231) during the same time period	88
PROGRAMS_FACT	WARNING_COUNT	The number of warnings found for this record	45
PROGRAMS_FACT	PS3131	**** WARNING **** Student has an ELL Eligible program code (0231) with a Home Language of English in demographics	27
PROGRAMS_FACT	PS3134	**** WARNING **** Student that has a Homeless program code (8262) may be eligible for a FRPL program record (5806 or 5817)	18
PROGRAMS_FACT	PS3054	A student cannot have an active disability program record during the same time period as a 5775-Safety Net, 0264-Section 504 Plan or 5773-Early Intervening Services program record	1



# Level 2 Errors!

## Log on to L2RPT and check Level 2 errors

1/1 Alerts

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Level 2 Errors  
2/26/2025 10:53 AM

WSSISupport  
2/26/2025 10:53 AM

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2/26/2025 10:53 AM

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- Warnings – Data moves to Level 2 please review



# Level 2 Errors!

## Log on to L2RPT and check Level 2 errors

1/1 Alerts

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Level 2 Errors  
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2/26/2025 10:53 AM

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- Warnings – Data moves to Level 2 please review
- Errors – Data does not move to Level 2 please correct



# Level 2 Errors!

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- Warnings – Data moves to Level 2 please review
  - Errors – Data does not move to Level 2 please correct
- Common reason why data is not at Level 2



Level 2 Errors!

Log on to L2RPT and check Level 2 errors



District Errors & Warnings

Processed: 2023-05-19

TABLE_NAME	ERROR_NUMBER	ERROR_MSG	ERROR_COUNT
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If you want a .pdf copy of your Level 2 errors email

Janet Edwards at [jedwards@esboces.org](mailto:jedwards@esboces.org)





# 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

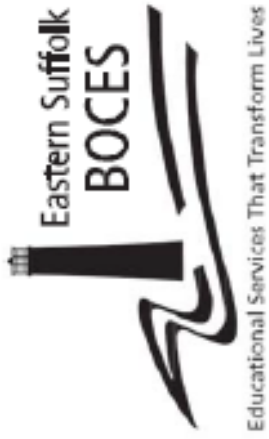
**DATES:** Every Tuesday

**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)

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**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/>

POWERED BY  
Calendly

Select a Date & Time

December 2021

<

>

Tuesday, December 14

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

🕒

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

9:00am

9:30am

10:00am

10:30am

11:00am

11:30am





# Student Data Services

**ZERO ZONE**

## Level 0 Training

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# Student Data Services

## ZERO ZONE

### Level 0 Training

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ADVANCE**

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



# Test Scoring Updates





# **2023 NYS Testing Program:**

**3-8 ELA and Math**

**NYSAA**

**NYSESLAT**

**Science 8**



**Testing Complete!!**



**Congratulations!**





# Now What??

- Check Tested/Not Tested Reports
- Scores will be out in August  
(but we don't know when)
- End ELL Services for commanding students when the scores are released  
(but we don't know when)





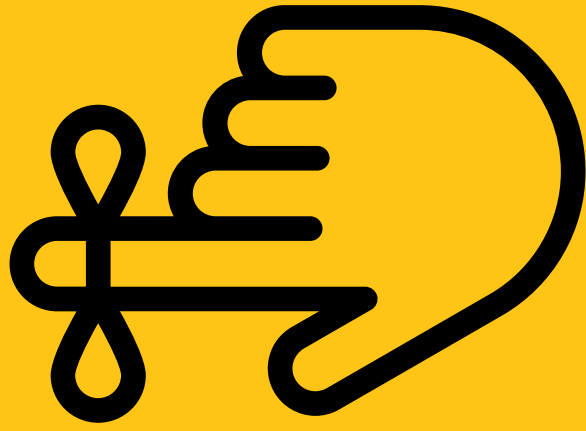
# ISR Reminders

**Taking orders until June 30th**

**If Option 1 was selected:**

**Need to approve address file**

**Need to approve cover letters**







**But there is still work to do!**







# Cohort

- ▶ Cohort is based on the date the student **first** entered the 9<sup>th</sup> grade-(A student can stay in 9<sup>th</sup> grade as long as they like but they can only enter once!)
- ▶ 4 Year Cohort-is the 4 years it *should* take to graduate high school
- ▶ This year you will be verifying the data for the **2019 Cohort-9<sup>th</sup> grade entry date will from July 1, 2019-June 30, 2020**
- ▶ August Grads, which get reported in the new school year, count in the Total Cohort Graduate Rate (Note: August Grads must have an exit date no later than August 31<sup>st</sup> )



# Cohort Definitions

Cohort	Consists of	Reporting Date	Used for
2019 Total Cohort (4-Year June)	Students who first entered grade 9 in the 2019-20 school year	June 30, 2023	Graduation rate to inform policy decisions
2019 Total Cohort (4-Year August)	Students who first entered grade 9 in the 2019-20 school year	June 30, 2023 count of students, includes diplomas awarded through August 31, 2023	Graduation-rate reporting and to inform policy decisions
2018 Total Cohort (5-Year June)	Students who first entered grade 9 in the 2018-19 school year	June 30, 2023	Graduation-rate reporting and to inform policy decisions
2018 Total Cohort (5-Year August)	Students who first entered grade 9 in the 2018-19 school year	June 30, 2023 count of students, includes diplomas awarded through August 31, 2023	Graduation-rate reporting and to inform policy decisions
2017 Total Cohort (6-Year June)	Students who first entered grade 9 in the 2017-18 school year	June 30, 2023	Graduation-rate reporting and to inform policy decisions
2017 Total Cohort (6-Year August)	Students who first entered grade 9 in the 2017-18 school year	June 30, 2023 count of students, includes diplomas awarded through August 31, 2023	Graduation-rate reporting and to inform policy decisions



# Top 10 Mistakes In EOY Data Reporting





# 10. Not reading your emails sent by SDS



**You will miss important warnings, advice and updates**



# 9. You forget to load assessments- Regents, AP, IB, LOTE, and COSF

**Not the best plan but this can be fixed next  
year in Level 0 and/or Level 0 Historical**





# 8. You don't take advantage of Zero Zone or weekly Level 0 support sessions



**Although free, these are priceless**



# 7. You link your AP courses to Regents course codes

Bill is going to try to catch as many as possible but can't promise he will find all of them





# 6. You believe the school year is way too long and report Attendance only through the end of May or only have 179 school days reported



Attendance must be reported for 180 days or you will lose money



# 5. You wait until the very last week to report your graduates

Some districts wait for their SMS to rollover but if you wait too long there is little time to check the data and you don't want to get this wrong





# 4. You forget to report your special ed data early enough for the reports due on August 3rd



This will make your Special Ed Director very  
upset!



### 3. You load a file at the last minute and wipe out some of your data



**This is very, very bad!**



**2. You wait until the last minute to  
check your reports that need to be  
certified**



**No extensions will be granted!**



# 1. You ignore all advice, take a long summer trip and hope for the best

**May be fun but NOT a great career move!**





You got this!



**35 BUSINESSES DAYS  
UNTIL MY BIRTHDAY  
WHICH IS ONE DAY  
AFTER THE AUGUST  
17TH DATA  
DEADLINE!**













New York State  
Student Information Repository  
System (SIRS) Manual

New York State Education Dept. - Level 0

# END OF YEAR REGENTS REMINDERS



Regional Information Center  
Student Data Services





**End of Year Regents Reminders!**



# Scanning Deadlines



# Scanning Deadlines

DISTRICTS ARE ENCOURAGED TO SUBMIT SCANNED EXAM BATCHES PRIOR TO THE DEADLINES BELOW

Deadlines for Submission of Batches to Vendor to Guarantee Delivery Turnaround		
June 2023 Regents Exam Testing Period		
Test Title	Test	Receipt Cutoff Deadline
US History & Government (Framework)*	Thursday, June 1	Friday, June 23
English Language Arts	Wednesday, June 14	Monday, June 19
Living Environment	Wednesday, June 14	Monday, June 19
Global History & Geography II	Thursday, June 15	Tuesday, June 20
Algebra I	Thursday, June 15	Tuesday, June 20
Earth Science	Friday, June 16	Wednesday, June 21
Chemistry	Friday, June 16	Wednesday, June 21
Geometry	Tuesday, June 20	Friday, June 23
Algebra II	Wednesday, June 21	None
Physics	Thursday, June 22	None

\*The conversion chart for US History & Government (Framework) will be available no later than June 23, 2023.



# Scanning Deadlines

DISTRICTS ARE ENCOURAGED TO SUBMIT SCANNED EXAM BATCHES PRIOR TO THE DEADLINES BELOW

Deadlines for Submission of Batches to Vendor to Guarantee Delivery Turnaround			
June 2023 Regents Exam Testing Period		Test	Receipt Cutoff Deadline
US History & Government (Framework)*	English Language Arts	Thursday, June 1	Friday, June 23
	Living Environment	Wednesday, June 14	Monday, June 19
Global History & Geography II	Algebra I	Wednesday, June 14	Monday, June 19
	Algebra I	Thursday, June 15	Tuesday, June 20
Earth Science	Chemistry	Friday, June 16	Wednesday, June 21
	Chemistry	Friday, June 16	Wednesday, June 21
Geometry	Algebra II	Tuesday, June 20	Friday, June 23
	Algebra II	Wednesday, June 21	None
Physics		Thursday, June 22	None

\*The conversion chart for US History & Government (Framework) will be available no later than June 23, 2023.

**In order to effectively manage the volume of Regents scanning in June, the deadlines below have been established.**

**Scanned exam batches must be received by the processing vendor no later than the dates and times noted below in order that results will be delivered to districts within the guaranteed time frames.**

**Batches received between 12:01 a.m. and 1:00 p.m. on any business day will have results returned the same day. Batches received between 1:01 p.m. and 12:00 midnight will have results returned in the morning of the next business day.**

**Batches received after the cutoff deadlines below will be processed as time and resources permit.**





# Scanning Position



# End of Year Regents Reminders!

**There are NO MORE Regents Exemptions**



# End of Year Regents Reminders!

There are **NO MORE** Regents Exemptions

**EXCEPT.....**



# End of Year Regents Reminders!

There are NO MORE Regents Exemptions

EXCEPT.....

Reporting Canceled Regents Assessments (August 2022 and January 2023)						
Test Group	Assessment (See SIRS Manual for list of Assessments by Test Group)	Template Assessment Fact (Field 9, Alpha Score)	Template Assessment Fact (Field 10, Numeric Score)	Template Assessment Fact (Field 17, Std Achieved Code)	Template Assessment Fact (Field 5, Test Date)	Notes
Regents	Regents US History&Gov't (Framework) – Aug	E	Leave Blank	86	2022-08-16	Report for students who qualified for an exemption
Regents	Regents US History&Gov't (Framework) – Jan	E	Leave Blank	86	2023-01-24	Report for students who qualified for an exemption



# End of Year Regents Reminders!

There are NO MORE Regents Exemptions

EXCEPT.....

## Transfer students from outside New York State

- Principals can exempt students first entering a NYS school from outside the State or country **in 12th grade or re-entering a NYS school after having spent 3 or fewer semesters in a NYS high school** from the requirement that they must pass a Regents examination in **Science and Global History** to earn a local or Regents diploma.
- These students are reported with assessment description "**Science Exempt**" and "**Global Hist Exempt**" the date of the decision, and a score of "65."
- Students entering in 11<sup>th</sup> grade can be exempt from the Global History Regents – see SIRS manual for more info
- Same reporting requirements as above

*Student ID:	000061796	*Test Description and Version:	Regents :: 2022-06-30	*Subtest Identifier:	Science Exempt	*Test Location:	
*Test Date:	2022-05-12	Test Language:	ENG :: English	Scoring Model Code:	N/A :: Not available	*Std. Achieved Code:	03 :: Scored 65
Survey Indicator:		Alt. Std. Achieved Code:					
Alpha Score:		Numeric Score:	65	Norm Curve Eq.:		Scale Score:	
						Percent Score:	
						Local Stanline:	
						National Stanline:	
Nat. % By Age:		# Items Correct:		Obj. Master Score:		Deg. Read Power:	
						Intel. Quotient:	
						Stand. Perf. Index:	
						Stand. Perf. Level:	
						Grade Equivalent:	

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

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

Assessment Records:			Item Desc:	Test Date:
View	Status:	Student ID:	Test Desc:	
Valid		000061796	Regents	2022-05-12
Valid		000061796	Regents	2022-05-12



# End of Year Regents Reminders!

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EXCEPT.....

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- Principals can exempt students first entering a NYS school from outside the State or country **in 12th grade or re-entering a NYS school after having spent 3 or fewer semesters in a NYS high school** from the requirement that they must pass a Regents examination in **Science and Global History** to earn a local or Regents diploma.
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Survey Indicator:		Alt. Std. Achieved Code:					
Alpha Score:		Numeric Score:	65	Norm Curve Eq.:		Scale Score:	
Nat. % By Age:		# Items Correct:		Obj. Master Score:		Deg. Read Power:	
						Intel. Quotient:	
						Stand. Perf. Index:	
						Stand. Perf. Level:	
						Grade Equivalent:	

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

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

Assessment Records:			Item Desc:	Test Date:
View	Status:	Student ID:	Test Desc:	
Valid		000061796	Regents	2022-05-12
Valid		000061796	Regents	2022-05-12

This exemption is only available for Science and Global History!



# End of Year Regents Reminders!

There are NO MORE Regents Exemptions

EXCEPT.....

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- Students entering in 11<sup>th</sup> grade can be exempt from the Global History Regents – see SIRS manual for more info
- Same reporting requirements as above

\*Student ID:  
000061796

\*Test Description and Version:  
Regents :: 2022-06-30

\*Subtest Identifier:  
Science Exempt

\*Test Location:  
▼

\*Test Date:  
2022-05-12

Test Language:  
ENG :: English

Scoring Model Code:  
N/A :: Not available

\*Std. Achieved Code:  
03 :: Scored 65

School Year (prior year records):  
▼

Survey Indicator:  
▼

Alt. Std. Achieved Code:  
▼

Alpha Score:  
65

Numeric Score:  
65

Norm Curve Eq.:  
▼

Raw Score:  
65

Scale Score:  
65

Percent Score:  
65

Local Stanline:  
65

National Stanline:  
65

Nat. % By Age:  
65

# Items Correct:  
65

Obj. Master Score:  
65

Deg. Read Power:  
65

Intel. Quotient:  
65

Stand. Perf. Index:  
65

Stand. Perf. Level:  
65

Grade Equivalent:  
65

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Assessment Records:

Status:	Student ID:	Test Desc:	Item Desc:	Test Date:
Valid	000061796	Regents	Global Hist Exempt	2022-05-12
Valid	000061796	Regents	Science Exempt	2022-05-12

This exemption is only available for Science and Global

History!

(Military exemptions are also available see SIRS Manual)



# End of Year Regents Reminders!

There are NO MORE Regents Exemptions

EXCEPT.....

## Transfer students from outside New York State

- Principals can exempt students first entering a NYS school from outside the State or country in 12th grade or re-entering a NYS school after having spent 3 or fewer semesters in a NYS high school from the requirement that they must pass a Regents examination in Science and Global History to earn a local or Regents diploma.
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- Students entering in 11<sup>th</sup> grade can be exempt from the Global History Regents – see SIRS manual for more info
- Same reporting requirements as above

*Student ID:	000061796	*Test Description and Version:	Regents :: 2022-06-30	*Subtest Identifier:	Science Exempt	*Test Location:	
*Test Date:	2022-05-12	Test Language:	ENG :: English	Scoring Model Code:	N/A :: Not available	*Std. Achieved Code:	03 :: Scored 65
Survey Indicator:		Alt. Std. Achieved Code:					
Alpha Score:		Numeric Score:	65	Norm Curve Eq.:		Scale Score:	
						Percent Score:	
Nat. % By Age:		# Items Correct:		Obj. Master Score:		Deg. Read Power:	
						Intel. Quotient:	
						Stand. Perf. Index:	
						Stand. Perf. Level:	
						Grade Equivalent:	

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

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

Assessment Records:			Item Desc:	Test Date:
View	Status:	Student ID:	Test Desc:	
Valid		000061796	Regents	2022-05-12
View		000061796	Regents	2022-05-12
			Global Hist Exempt	
			Science Exempt	

**This exemption is only available for Science and Global**

**History!**

**(Military exemptions are also available see SIRS Manual)**

**(NOT COLLECTED IN LEVEL ZERO – Assessment record for Appeal to Graduate with Lower Score see SIRS Manual Chapter 2)**



# **End of Year Regents Reminders!**

## **Reporting prior year assessments**



# End of Year Regents Reminders!

## Reporting prior year assessments

\*denotes a required field

\*Student ID:

100004835

\*Test Description and Version:

Regents :: 2021-06-30

\*Subtest Identifier:

Regents Common Core Algebra I -

\*Test Location:

037871 :: BABYLON JHSH

\*Test Date:

2021-06-17

Test Language:

ENG :: English

\*Std. Achieved Code:

34 :: Scored 80 - 84

School Year (prior year records):

2023-06-30

Survey Indicator:

43 :: Level 3

N/A :: Not available

Scoring Model Code:

Alpha Score:

Numeric Score:

83

Norm Curve Eq.:

Raw Score:

Scale Score:

Percent Score:

Local Stanine:

National Stanine:

Nat. % By Age:

# Items Correct:

Obj. Master Score:

Deg. Read Power:

Intel. Quotient:

Stand. Perf. Index:

Stand. Perf. Level:

Grade Equivalent:

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Back to Test Breakdown Rpt



# End of Year Regents Reminders!

## Reporting prior year assessments

\*denotes a required field

\*Student ID:

100004835

\*Test Description and Version:

Regents :: 2021-06-30

\*Subtest Identifier:

Regents Common Core Algebra I -

\*Test Location:

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\*Test Date:

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Test Language:

ENG :: English

\*Std. Achieved Code:

34 :: Scored 80 - 84

School Year (prior year records):

2023-06-30

Survey Indicator:

Alt. Std. Achieved Code:

43 :: Level 3

Alpha Score:

Numeric Score:

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Local Stanine:

National Stanine:

83

Nat. % By Age:

# Items Correct:

Obj. Master Score:

Deg. Read Power:

Intel. Quotient:

Stand. Perf. Index:

Stand. Perf. Level:

Grade Equivalent:

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Back to Test Breakdown Rpt

### I. Test Description and Version – Year student took the test – Prior Year



# End of Year Regents Reminders!

## Reporting prior year assessments

denotes a required field

Student ID:

100004835

\*Test Description and Version:

Regents :: 2021-06-30

\*Subtest Identifier:

Regents Common Core Algebra I -

\*Test Location:

037871 :: BABYLON JHSH

Test Date:

2021-06-17

Test Language:

ENG :: English

Scoring Model Code:

N/A :: Not available

\*Std. Achieved Code:

34 :: Scored 80 - 84

School Year (prior year records):

2023-06-30

Survey Indicator:

43 :: Level 3

Alt. Std. Achieved Code:

Alpha Score:

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Norm Curve Eq.:

Raw Score:

Scale Score:

Percent Score:

Local Stanine:

National Stanine:

Nat. % By Age:

# Items Correct:

Obj. Master Score:

Deg. Read Power:

Intel. Quotient:

Stand. Perf. Index:

Stand. Perf. Level:

Grade Equivalent:

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Back to Test Breakdown Rpt

1. Test Description and Version – Year student took the test – Prior Year
2. Test Date – Use the first date of the Regents Period for the year the exam was take – Prior Year



# End of Year Regents Reminders!

## Reporting prior year assessments

denotes a required field

Back to Test Breakdown Rpt

\*Student ID: 100004835

\*Test Description and Version: Regents :: 2021-06-30

\*Subtest Identifier: Regents Common Core Algebra I -

\*Test Location: 037871 :: BABYLON JHSH

\*Test Date: 2021-06-17

Test Language: ENG :: English

Scoring Model Code: N/A :: Not available

School Year (prior year records): 2023-06-30

Survey Indicator:

Alt. Std. Achieved Code: 43 :: Level 3

34 :: Scored 80 - 84

Alpha Score:

Numeric Score:

Norm Curve Eq.:

Raw Score:

Scale Score:

Percent Score:

Local Stanine:

National Stanine:

Nat. % By Age:

# Items Correct:

Obj. Master Score:

Deg. Read Power:

Intel. Quotient:

Stand. Perf. Index:

Stand. Perf. Level:

Grade Equivalent:

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

1. Test Description and Version – Year student took the test – Prior Year
2. Test Date – Use the first date of the Regents Period for the year the exam was take – Prior Year
3. School Year – The current School Year date –Current Year



# End of Year Regents Reminders!

## Reporting prior year assessments

\*denotes a required field

\*Student ID:

100004835

\*Test Description and Version:

Regents :: 2021-06-30

\*Subtest Identifier:

Regents Common Core Algebra I -

\*Test Location:

037871 :: BABYLON JHSH

\*Test Date:

2021-06-17

Test Language:

ENG :: English

\*Std. Achieved Code:

34 :: Scored 80 - 84

School Year (prior year records):

2023-06-30

Survey Indicator:

43 :: Level 3

Alt. Std. Achieved Code:

Alpha Score:

Numeric Score:

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Norm Curve Eq.:

Raw Score:

Scale Score:

Percent Score:

Local Stanine:

National Stanine:

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# Items Correct:

Obj. Master Score:

Deg. Read Power:

Intel. Quotient:

Stand. Perf. Index:

Stand. Perf. Level:

Grade Equivalent:

Import Validation Messages:

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

Delete Record

Validate & Save

Curr. Student / Add New

Clear

Back to Test Breakdown Rpt

1. Test Description and Version – Year student took the test – Prior Year
2. Test Date – Use the first date of the Regents Period for the year the exam was take – Prior Year
3. School Year – The current School Year date –Current Year

Use this procedure to report incoming students Regents scores missing from L2RPT.



# Level Zero

## Data Quality Reports

The Regents State Course code Summary report:



# Level 0 v17.03 – New Data Quality Reports!

Regents With a Reported Numeric Score of ZERO!

Data Quality Reports

Select Data Type:  
Assessment

Select Report:  
Regents with 0 Numeric Score

To help ensure accuracy, please resolve any outstanding errors before running these reports.

Regents Assessments with 0 Numeric Score:

Student ID:	Student Last:	Student First:	Location:	Item Desc:	Numeric Score:
<a href="#">111580000</a>				Regents Common Core Algebra I - Jun	0
<a href="#">112100092</a>				Regents Common Core Algebra I - Jun	0

Shows Every Regents Assessment erroneously reported with a score of ZERO!



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**



# End of Year Regents Reminders!

ASAP Discrepancy reports will be available on SFTP July 5th

ASAP: Score Discrepancies

5/25/2018 3:50:49 PM

Rev. 10.0

Compares Scanned Scores (ASAP) to Scores Entered in Level Zero

Non-verified working draft

School Year: 2018-06-30 Test Date: 2018-01-22

District Code	Student ID	Student Name	Level Zero	ASAP Score	Difference
NY280000	Sample District				
Regents Common Core ELA - Jan					
	000018517	Elliot, Jake	91	81	10
	000018292	Ertz, Zach	62	72	-10
	000018532	Jenkins, Malcolm	64	74	-10
Regents Common Core Geometry - Jan					
	000018517	Elliot, Jake	91	81	10
	000018292	Ertz, Zach	62	72	-10
	000018532	Jenkins, Malcolm	64	74	-10



# End of Year Regents Reminders!

ASAP Discrepancy reports will be available on SFTP July 5th

## ASAP: Score Discrepancies

5/25/2018 3:50:49 PM

Rev. 10.0

The ASAP score is always right!

Compares Scanned Scores (ASAP) to Scores Entered in Level Zero

Non-verified working draft

School Year: 2018-06-30 Test Date: 2018-01-22

District Code	Student ID	Student Name	Level Zero	ASAP Score	Difference
NY280000	Sample District				
Regents Common Core ELA - Jan					
	000018517	Elliot, Jake	91	81	10
	000018292	Ertz, Zach	62	72	-10
	000018532	Jenkins, Malcolm	64	74	-10
Regents Common Core Geometry - Jan					
	000018517	Elliot, Jake	91	81	10
	000018292	Ertz, Zach	62	72	-10
	000018532	Jenkins, Malcolm	64	74	-10



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**

**The ASAP score is always right!**



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**

**The ASAP score is always right!**



**“I hand scored this answer sheet and BOCES gave us the wrong score!”**



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**

**The ASAP score is always right!**

**“I hand scored this answer sheet and BOCES gave us the wrong score!”**



**FL** The University of the State of New York  
EDUCATION DIVISION  
**UNITED STATES HISTORY AND GOVERNMENT (FRAMEWORK)**  
Thursday, June 1, 2023 — 8:17 AM to 12:17 PM, only  
ANSWER SHEET

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_ District: Central High School  
Name: \_\_\_\_\_ School: Central High School  
State: MA or MAJL 00. Make an entry only if the student is a resident of Massachusetts and is taking the exam in a public or private school in the state.  
Technology as assessed: none of the above and 15 or more other ☐ 0 ☐ 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 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45 ☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53 ☐ 54 ☐ 55 ☐ 56 ☐ 57 ☐ 58 ☐ 59 ☐ 60 ☐ 61 ☐ 62 ☐ 63 ☐ 64 ☐ 65 ☐ 66 ☐ 67 ☐ 68 ☐ 69 ☐ 70 ☐ 71 ☐ 72 ☐ 73 ☐ 74 ☐ 75 ☐ 76 ☐ 77 ☐ 78 ☐ 79 ☐ 80 ☐ 81 ☐ 82 ☐ 83 ☐ 84 ☐ 85 ☐ 86 ☐ 87 ☐ 88 ☐ 89 ☐ 90 ☐ 91 ☐ 92 ☐ 93 ☐ 94 ☐ 95 ☐ 96 ☐ 97 ☐ 98 ☐ 99 ☐ 100 ☐ 101 ☐ 102 ☐ 103 ☐ 104 ☐ 105 ☐ 106 ☐ 107 ☐ 108 ☐ 109 ☐ 110 ☐ 111 ☐ 112 ☐ 113 ☐ 114 ☐ 115 ☐ 116 ☐ 117 ☐ 118 ☐ 119 ☐ 120 ☐ 121 ☐ 122 ☐ 123 ☐ 124 ☐ 125 ☐ 126 ☐ 127 ☐ 128 ☐ 129 ☐ 130 ☐ 131 ☐ 132 ☐ 133 ☐ 134 ☐ 135 ☐ 136 ☐ 137 ☐ 138 ☐ 139 ☐ 140 ☐ 141 ☐ 142 ☐ 143 ☐ 144 ☐ 145 ☐ 146 ☐ 147 ☐ 148 ☐ 149 ☐ 150 ☐ 151 ☐ 152 ☐ 153 ☐ 154 ☐ 155 ☐ 156 ☐ 157 ☐ 158 ☐ 159 ☐ 160 ☐ 161 ☐ 162 ☐ 163 ☐ 164 ☐ 165 ☐ 166 ☐ 167 ☐ 168 ☐ 169 ☐ 170 ☐ 171 ☐ 172 ☐ 173 ☐ 174 ☐ 175 ☐ 176 ☐ 177 ☐ 178 ☐ 179 ☐ 180 ☐ 181 ☐ 182 ☐ 183 ☐ 184 ☐ 185 ☐ 186 ☐ 187 ☐ 188 ☐ 189 ☐ 190 ☐ 191 ☐ 192 ☐ 193 ☐ 194 ☐ 195 ☐ 196 ☐ 197 ☐ 198 ☐ 199 ☐ 200 ☐ 201 ☐ 202 ☐ 203 ☐ 204 ☐ 205 ☐ 206 ☐ 207 ☐ 208 ☐ 209 ☐ 210 ☐ 211 ☐ 212 ☐ 213 ☐ 214 ☐ 215 ☐ 216 ☐ 217 ☐ 218 ☐ 219 ☐ 220 ☐ 221 ☐ 222 ☐ 223 ☐ 224 ☐ 225 ☐ 226 ☐ 227 ☐ 228 ☐ 229 ☐ 230 ☐ 231 ☐ 232 ☐ 233 ☐ 234 ☐ 235 ☐ 236 ☐ 237 ☐ 238 ☐ 239 ☐ 240 ☐ 241 ☐ 242 ☐ 243 ☐ 244 ☐ 245 ☐ 246 ☐ 247 ☐ 248 ☐ 249 ☐ 250 ☐ 251 ☐ 252 ☐ 253 ☐ 254 ☐ 255 ☐ 256 ☐ 257 ☐ 258 ☐ 259 ☐ 260 ☐ 261 ☐ 262 ☐ 263 ☐ 264 ☐ 265 ☐ 266 ☐ 267 ☐ 268 ☐ 269 ☐ 270 ☐ 271 ☐ 272 ☐ 273 ☐ 274 ☐ 275 ☐ 276 ☐ 277 ☐ 278 ☐ 279 ☐ 280 ☐ 281 ☐ 282 ☐ 283 ☐ 284 ☐ 285 ☐ 286 ☐ 287 ☐ 288 ☐ 289 ☐ 290 ☐ 291 ☐ 292 ☐ 293 ☐ 294 ☐ 295 ☐ 296 ☐ 297 ☐ 298 ☐ 299 ☐ 300 ☐ 301 ☐ 302 ☐ 303 ☐ 304 ☐ 305 ☐ 306 ☐ 307 ☐ 308 ☐ 309 ☐ 310 ☐ 311 ☐ 312 ☐ 313 ☐ 314 ☐ 315 ☐ 316 ☐ 317 ☐ 318 ☐ 319 ☐ 320 ☐ 321 ☐ 322 ☐ 323 ☐ 324 ☐ 325 ☐ 326 ☐ 327 ☐ 328 ☐ 329 ☐ 330 ☐ 331 ☐ 332 ☐ 333 ☐ 334 ☐ 335 ☐ 336 ☐ 337 ☐ 338 ☐ 339 ☐ 340 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☐ 1006 ☐ 1007 ☐ 1008 ☐ 1009 ☐ 1010 ☐ 1011 ☐ 1012 ☐ 1013 ☐ 1014 ☐ 1015 ☐ 1016 ☐ 1017 ☐ 1018 ☐ 1019 ☐ 1020 ☐ 1021 ☐ 1022 ☐ 1023 ☐ 1024 ☐ 1025 ☐ 1026 ☐ 1027 ☐ 1028 ☐ 1029 ☐ 1030 ☐ 1031 ☐ 1032 ☐ 1033 ☐ 1034 ☐ 1035 ☐ 1036 ☐ 1037 ☐ 1038 ☐ 1039 ☐ 1040 ☐ 1041 ☐ 1042 ☐ 1043 ☐ 1044 ☐ 1045 ☐ 1046 ☐ 1047 ☐ 1048 ☐ 1049 ☐ 1050 ☐ 1051 ☐ 1052 ☐ 1053 ☐ 1054 ☐ 1055 ☐ 1056 ☐ 1057 ☐ 1058 ☐ 1059 ☐ 1060 ☐ 1061 ☐ 1062 ☐ 1063 ☐ 1064 ☐ 1065 ☐ 1066 ☐ 1067 ☐ 1068 ☐ 1069 ☐ 1070 ☐ 1071 ☐ 1072 ☐ 1073 ☐ 1074 ☐ 1075 ☐ 1076 ☐ 1077 ☐ 1078 ☐ 1079 ☐ 1080 ☐ 1081 ☐ 1082 ☐ 1083 ☐ 1084 ☐ 1085 ☐ 1086 ☐ 1087 ☐ 1088 ☐ 1089 ☐ 1090 ☐ 1091 ☐ 1092 ☐ 1093 ☐ 1094 ☐ 1095 ☐ 1096 ☐ 1097 ☐ 1098 ☐ 1099 ☐ 1100 ☐ 1101 ☐ 1102 ☐ 1103 ☐ 1104 ☐ 1105 ☐ 1106 ☐ 1107 ☐ 1108 ☐ 1109 ☐ 1110 ☐ 1111 ☐ 1112 ☐ 1113 ☐ 1114 ☐ 1115 ☐ 1116 ☐ 1117 ☐ 1118 ☐ 1119 ☐ 1120 ☐ 1121 ☐ 1122 ☐ 1123 ☐ 1124 ☐ 1125 ☐ 1126 ☐ 1127 ☐ 1128 ☐ 1129 ☐ 1130 ☐ 1131 ☐ 1132 ☐ 1133 ☐ 1134 ☐ 1135 ☐ 1136 ☐ 1137 ☐ 1138 ☐ 1139 ☐ 1140 ☐ 1141 ☐ 1142 ☐ 1143 ☐ 1144 ☐ 1145 ☐ 1146 ☐ 1147 ☐ 1148 ☐ 1149 ☐ 1150 ☐ 1151 ☐ 1152 ☐ 1153 ☐ 1154 ☐ 1155 ☐ 1156 ☐ 1157 ☐ 1158 ☐ 1159 ☐ 1160 ☐ 1161 ☐ 1162 ☐ 1163 ☐ 1164 ☐ 1165 ☐



# End of Year Regents Reminders!

## ASAP Discrepancy reports will be available on SFTP July 5th

**The ASAP score is always right!**



**“I hand scored this answer sheet and BOCES gave us the wrong score!”**



## “My Bad...”



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**

## ASAP: Level Zero Scores Missing from ASAP

Rev. 10.0

Page 1 of 1

5/25/2018 3:53:43 PM

District Code	Student ID	Student Name	Score
School Year: 2018-06-30 Exam Month: January			
NY280000	Sample District		
Regents Common Core Algebra I - Jan Test Date: 2018-01-23			
	000018635	Cooper, Sheldon	100
Regents Common Core ELA - Jan Test Date: 2018-01-22			
	234567893	Nick Foles SBLII MVP	10000
	2		



# End of Year Regents Reminders!

**ASAP Discrepancy reports will be available on SFTP July 5th**

## ASAP: ASAP Scores Missing From Level Zero

Rev. 10.0

District Code	Student ID	Student Name	Scaled Score	Teacher Name
NY280000	Sample District			
School Year: 2018-06-30 Exam Month: January				
Regents Common Core ELA - Jan Test Date: 2018-01-22				
	000018303	Blount, LeGarrette	29	N/A
	000018195	Cox, Fletcher	91	N/A
	000017563	Long, Chris	56	N/A
	000018243	Grahmn, Brandon	55	N/A
	987654322	Howard Wolowitz	0	N/A
	000018627	Jeffery, Alshon	17	N/A
Regents Common Core Geometry - Jan Test Date: 2018-01-23				
	987654322	Howard Wolowitz	0	N/A
	987654323	Leonard Hosstetter	65	N/A
	987654324	Sheldon Cooper	100	N/A
	123456789	smith, frank	85	N/A
	987654321	William, Ted	55	N/A
Regents Global History - Jan Test Date: 2018-01-24				
	987654322	Howard Wolowitz	0	N/A
	987654323	Leonard Hosstetter	65	N/A
	987654324	Sheldon Cooper	100	N/A
	123456789	smith, frank	85	N/A
	987654321	William, Ted	55	N/A
Regents Living Environment - Jan Test Date: 2018-01-22				
	987654322	Howard Wolowitz	0	N/A
	987654323	Leonard Hosstetter	65	N/A
	987654324	Sheldon Cooper	100	N/A
	123456789	smith, frank	85	N/A
	987654321	William, Ted	55	N/A



# End of Year Regents Reminders!

## Compare ASAP Regents totals to SIRS 653 \*NEW\* Annual Regents Report

Run the Regents Student List by Building in ASAP. Run the report by ALL LOCATIONS

Back to Main Menu

Root

Rank List by Building

Rank List by Teacher

Student List by Building

Student List by Teacher

Regents Score by Parts

Regents Score by Parts by Course

College and Career Readiness

Scores for Exams Taken in Alt Lang

Test Accommodations

Group Item Analysis

District Item Analysis by Standard

Building Item Analysis by Standard

Teacher Item Analysis by Standard

Report Parameters for:  
Student List by Building

Pick District

Sample District

Pick an Assessment

All Locations

2019-06-30 January Regents Common Core Algebra I

2019-06-30 January Regents Common Core Algebra II

2019-06-30 January Regents Common Core ELA

2019-06-30 January Regents Common Core Geometry

2019-06-30 January Regents Living Environment

2019-06-30 January Regents Physical Setting/Chemistry

2019-06-30 January Regents Physical Setting/Earth Science

2019-06-30 January Regents Translating Global History and Geography

Go to the LAST Page and note the count of processed exams for each exam. You will compare this count to the count in the SIRS 309.

Back to Reports Menu

Report: Student List by Building

14 of 19

Select a format

Export

ASAP: Student List by Building

Page 19 of 19

6/4/2019 4:16:44 PM

Test Date: 2018-06-12

Subject: Regents Common Core Algebra I - Jun

ESB Sequoyia HS @ Patmed

Student Id	Name	Grade	Score	Perf Level	Teacher
660	990526468	10	47	1	N/A



# End of Year Regents Reminders!

Compare ASAP Regents totals to SIRS 653 \*NEW\* Annual Regents Report

Regents Common Core Algebra I		Number of Student Scoring**					Percentage of Tested Students Scoring**				
Student Subgroup (accountability subgroups are marked by an asterisk(*))	Number Tested(a)	Performance Level 1(b)	Performance Level 2(c)	Performance Level 3(d)	Performance Level 4(e)	Performance Level 5(f)	Performance Level 1(g) (b)/(a)*100	Performance Level 2 (h) (c)/(a)*100	Performance Level 3 (i) (d)/(a)*100	Performance Level 4 (j) (e)/(a)*100	Performance Level 5 (k) (f)/(a)*100
All Students *	<u>97</u>	<u>3</u>	<u>2</u>	<u>23</u>	<u>33</u>	<u>36</u>	3.1%	2.1%	23.7%	34.0%	37.1%
Female	<u>47</u>	<u>1</u>	<u>2</u>	<u>10</u>	<u>15</u>	<u>19</u>	2.1%	4.3%	21.3%	31.9%	40.4%
Male	<u>50</u>	<u>2</u>	<u>0</u>	<u>13</u>	<u>18</u>	<u>17</u>	4.0%	0.0%	26.0%	36.0%	34.0%
Hispanic *	<u>15</u>	<u>2</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>3</u>	13.3%	0.0%	33.3%	33.3%	20.0%
Asian/Pacific Islander *	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>2</u>	0.0%	0.0%	25.0%	25.0%	50.0%
Asian	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>2</u>	0.0%	0.0%	25.0%	25.0%	50.0%
White *	<u>75</u>	<u>0</u>	<u>2</u>	<u>16</u>	<u>27</u>	<u>30</u>	0.0%	2.7%	21.3%	36.0%	40.0%
Multiracial *	<u>3</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	33.3%	0.0%	33.3%	0.0%	33.3%
General Education Students	<u>85</u>	<u>1</u>	<u>2</u>	<u>19</u>	<u>28</u>	<u>35</u>	1.2%	2.4%	22.4%	32.9%	41.2%
Students with Disabilities *	<u>12</u>	<u>2</u>	<u>0</u>	<u>4</u>	<u>5</u>	<u>1</u>	16.7%	0.0%	33.3%	41.7%	8.3%
Not English Language Learner	<u>97</u>	<u>3</u>	<u>2</u>	<u>23</u>	<u>33</u>	<u>36</u>	3.1%	2.1%	23.7%	34.0%	37.1%
Economically Disadvantaged *	<u>16</u>	<u>1</u>	<u>0</u>	<u>4</u>	<u>9</u>	<u>2</u>	6.2%	0.0%	25.0%	56.2%	12.5%
Not Economically Disadvantaged	<u>81</u>	<u>2</u>	<u>2</u>	<u>19</u>	<u>24</u>	<u>34</u>	2.5%	2.5%	23.5%	29.6%	42.0%
Not Migrant	<u>97</u>	<u>3</u>	<u>2</u>	<u>23</u>	<u>33</u>	<u>36</u>	3.1%	2.1%	23.7%	34.0%	37.1%
Homeless	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	0.0%	0.0%	0.0%	100.0%	0.0%
Not Homeless	<u>96</u>	<u>3</u>	<u>2</u>	<u>23</u>	<u>32</u>	<u>36</u>	3.1%	2.1%	24.0%	33.3%	37.5%



## End of Year Regents Reminders!





# End of Year Regents Reminders!



Final Day to Report June 2023  
Regents was.....



# End of Year Regents Reminders!



Final Day to Report June 2023

Regents was.....

Tuesday July 6<sup>th</sup>



# End of Year Regents Reminders!



Final Day to Report June 2023

Regents was.....

Tuesday July 6<sup>th</sup>





# End of Year Regents Reminders!



Final Day to Report June 2023

Regents is NOW .....

**Tuesday July 13<sup>th</sup>**







# End of Year Regents Reminders!



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## REGENTS DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services Regents Data Load Service for the 2022-23 school year. The cost for this service for 2022-23, which includes the August, January and June Regents exam periods, is \$1,530.

DISTRICT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT MANAGEMENT SYSTEM (check one):

- |                          |                 |                          |            |
|--------------------------|-----------------|--------------------------|------------|
| <input type="checkbox"/> | Infinite Campus | <input type="checkbox"/> | eSchool    |
| <input type="checkbox"/> | PowerSchool     | <input type="checkbox"/> | SchoolTool |

This service allows Student Data Services to load all Regents exam scores directly to Level 0 and Level 1.

The \_\_\_\_\_ School District understands that they are responsible for verifying the accuracy of all Regents scores via L2RPT.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email the completed form to [dwtshelp@esbooces.org](mailto:dwtshelp@esbooces.org).  
Please call (631) 218-4195 with any questions.







## Desjardins, Peter

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**From:** Desjardins, Peter  
**Sent:** Friday, May 12, 2023 3:22 PM  
**To:** 'cio-data listserv'; 'Curriculum listserv'  
**Subject:** New Guidance for the Emergency Remote Instruction Plan  
**Attachments:** FINAL\_Emergency Remote Instruction Plan Guidance 5-2023.pdf

**Sensitivity:** Private

Good Afternoon,

NYSED has released new guidance in regard to the Emergency Remote Instruction Plan. A recent amendment to Commissioner's Regulation §155.17 requires districts add emergency remote instruction provisions to their annual District-wide School Safety Plan (DWSSP).

- Beginning with the 2023-2024 school year, all public school districts and (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions
- ERI Plans must be informed by the district's Student Digital Resources data collection, which is to be completed *annually* in the Student Information Repository System (SIRS)
- ERI Plans *are required even if the district does not intend to utilize the available regulatory flexibility* to provide remote instruction on days when the school or district would otherwise close due to an emergency
- Districts and BOCES are required to submit a URL of their public-facing DWSSPs to NYSED through a survey located in the SED Monitoring and Vendor Performance System (SEDMON)
- The deadline to submit both the DWSSP and ERI Plan into SEDMON for the 2023-24 school year is **October 1, 2023**

Helpful Links:

- More information on Emergency Remote Instruction can be found on the Department's [Emergency Remote Instruction Plan FAQs](#).
- Questions on Emergency Remote Instruction Plans may be sent to the Office of Educational Design and Technology at [edtech@nysed.gov](mailto:edtech@nysed.gov) or 518-474-5461
- Questions on District-wide School Safety Plans may be sent to the Office of Student Support Services at [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov)

*Pete*

Peter Desjardins  
Program Administrator, Student Data Services  
Regional Information Center  
Eastern Suffolk BOCES







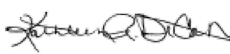



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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89 Washington Avenue, Room 880 EBA  
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www.nysed.gov/edtech

OFFICE OF STUDENT SUPPORT SERVICES  
89 Washington Avenue, Room 318-M EB  
Phone: (518) 486-6090  
http://www.p12.nysed.gov/sss/

**TO:** BOCES District Superintendents  
Superintendents of Public School Districts

**FROM:** Kathleen DeCataldo, Assistant Commissioner, Office of  
Student Support Services   
Paul Cardettino, Coordinator, Office of  
Educational Design & Technology 

**SUBJECT:** Emergency Remote Instruction Plan Guidance

**DATE:** May 4, 2023

Experiences during COVID-related school closures emphasized the importance of planning for emergency conditions that might require district- or school-wide remote learning. **A recent amendment to Commissioner's Regulation §155.17 requires districts add emergency remote instruction provisions to their annual District-wide School Safety Plan (DWSSP).**

**Beginning with the 2023-2024 school year, all public school districts and boards of cooperative educational services (BOCES) must develop a plan that addresses six different regulatory components related to how they will provide remote instruction under emergency conditions.**

These Emergency Remote Instruction Plans (ERI Plans) will serve to ensure that there is a common understanding about remote instruction amongst district or BOCES staff, teachers, families, and students.

ERI Plans must include the methods by which districts and BOCES will ensure the availability of devices and internet access, provision of special education and related services for students with disabilities, and the expectations for time spent in different remote modalities, should an emergency require the district or BOCES to transition to remote instruction.

**ERI Plans must be informed by the district's Student Digital Resources data collection, which is to be completed *annually* in the Student Information Repository System (SIRS). For more information in the Students Digital Resources data collection, please reference the related memos from June 2021, September 2021, and January 2022 or see the SIRS manual.**



Please note that ERI Plans are required for all public school districts and BOCES even if the entity does not intend to utilize the available regulatory flexibility to provide remote instruction on days when the school or district would otherwise close due to an emergency, and count these instructional days towards the minimum requirements (previously referred to as the “Snow Day Pilot”).

While there is no specific required template, all ERI Plans must include the six components required by regulation. Plans must be written in a manner that is informative and accessible to parents, guardians, teachers, and other school personnel, and must be publicly posted on the district or BOCES website. Consideration should also be given to the differing impact of short-term versus long-term closures.

The guidance included at the end of this memo includes the six required components of the plan, along with a series of questions to consider for each component. Districts and BOCES are encouraged to use this guidance to craft their ERI Plans.

Districts and BOCES are also encouraged to attach the ERI Plans to their yearly DWSSPs as an appendix. This will ensure the ERI Plans meet the following conditions as described in regulation:

- Plans must be developed and updated annually by a district-wide school safety team and a building-level emergency response team
- Plans must be adopted by the local board of education by September 1<sup>st</sup> of each year.

Districts and BOCES are required to submit a URL of their public-facing DWSSPs to NYSED through a survey located in the SED Monitoring and Vendor Performance System (SEDMON), accessed through the Business Portal. An additional field has been added to the DWSSP survey for districts and BOCES to provide the URL for their posted ERI Plan. URLs may NOT be direct links to shared documents (such as Google Docs). The deadline to submit both the DWSSP and ERI Plan into SEDMON for the 2023-24 school year is October 1, 2023.

More information on Emergency Remote Instruction can be found on the Department's [Emergency Remote Instruction Plan FAQs](#).

Questions on Emergency Remote Instruction Plans may be sent to the Office of Educational Design and Technology at [edtech@nysed.gov](mailto:edtech@nysed.gov) or 518-474-5461.

Questions on District-wide School Safety Plans may be sent to the Office of Student Support Services at [studentsupportservices@nysed.gov](mailto:studentsupportservices@nysed.gov).



## ***Emergency Remote Instruction Plan***

***The following items are the minimum components required by regulation.***

	<b>Required Component</b>	<b>Suggested Considerations</b>
1.	<p>Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.</p> <p>§155.17(c)(1)(xxi)(a)</p>	<p>How will the district ensure that all students have access to a computing device?</p> <p>How will the district disseminate computing devices to students?</p> <p>How will the district communicate with families about the dissemination of computing devices?</p> <p>How will devices be serviced and/or replaced?</p> <p>If not using computing devices, how will students participate in synchronous instruction?</p> <p>Is your plan consistent with the information provided by families in the Student Digital Resources data collection?</p>
2.	<p>Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.</p> <p>§155.17(c)(1)(xxi)(a)</p>	<p>How will the district determine the need for access to internet in students' places of residence?</p> <p>How will the district ensure that all students have access to internet?</p> <p>How will the district work with community organizations and local public spaces to ensure students have access to Wi-Fi access points?</p> <p>Is your plan consistent with the information provided by families in the Student Digital Resources data collection?</p>



	Required Component	Suggested Considerations
3.	<p>Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.</p> <p>§155.17(c)(1)(xxi)(b)</p>	<p>How will the district ensure that school staff has the necessary tools, including device and Wi-Fi, to deliver emergency remote instruction from their places of residence?</p> <p>What portion of the school day will be spent on synchronous instruction?</p> <p>What portion of the school day will be spent on asynchronous instruction?</p> <p>How will instruction be personalized to support students individualized needs, including supporting ELL/ML students?</p> <p>What training is provided to teachers in order to help adapt their instruction to the district expectations?</p>
4.	<p>A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.</p> <p>§155.17(c)(1)(xxi)(c)</p>	<p>How will the district determine which students for whom remote instruction via digital technology is not appropriate?</p> <p>How will the district provide synchronous instruction for those students for whom remote instruction by digital technology is not appropriate?</p> <p>How will the district provide synchronous instruction for those students who do not have adequate internet access?</p>



	Required Component	Suggested Considerations
5.	<p>A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.</p> <p><i>§155.17(c)(1)(xxi)(d)</i></p>	<p>How will the district ensure that special education and related services will be provided remotely?</p> <p>How has the district coordinated with special education teachers, support staff, and service providers in the district to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment?</p>
6.	<p>For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.</p> <p><i>§155.17(c)(1)(xxi)(e)</i></p>	<p>This provision allows for districts to determine the number of hours per day that the district plans to provide instruction during emergency remote learning.</p> <p>How many hours of instruction will the district plan to claim for each day of an emergency closure?</p>







# 2023 School Safety & Ed. Climate (SSEC) Reporting

## *Resources*

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- SSEC Home Page
- NYS Center for School Safety
- How to use the Idex Reporting System
- SSEC Reporting Form
- Glossary of Terms
- NYSED Help Page for SSEC
- *For content-related questions, contact the Office of Student Support Services:*
  - *phone: (518) 486-6090*
  - *email: SSEC@nysed.gov*

## *Deadline Info*

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SSEC incident data for schools and districts may be submitted to the Department via the NYSED Application Business Portal between **June 26, 2023 and July 24, 2023.**





## **Questions & Answers: Reporting of School Safety and Educational Climate (SSEC)**

The following guidance is intended to improve the completeness and accuracy of reporting on the school, district, and BOCES SSEC Summary Data Collection Form which is part of the New York State Education Department's implementation of Violent or Disruptive Incident Reporting (VADIR) and incidents related to Dignity for All Students Act (DASA).

### **1. What is a reportable SSEC incident?**

Incidents in the 10 categories listed below that occur on school property or during a school-sponsored function off grounds are reportable in all circumstances, whether the offender is known or unknown. Incidents should be thoroughly investigated. Incident reporting forms and investigation materials should be retained at the school/district in which the incident occurred until the youngest person involved reaches the age of 27.

1. Homicide
2. Sexual Offense
3. Assault
4. Weapons Possession
5. Material Incidents of Discrimination, Harassment, and Bullying (DASA)
  - 5a. All Excluding Cyberbullying
  - 5b. Cyberbullying
6. Threat (Other than Bomb Threat or False Alarm)
7. Bomb Threat
8. False Alarm
9. Use, Possession or Sale of Drugs
10. Use, Possession or Sale of Alcohol

### **2. How can SSEC forms, glossary, and instructions be accessed?**

SSEC form and other related documents can be accessed on the [NYS Education Department's SSEC Webpage](#).

### **3. What are the due dates for reporting to the New York State Education Department (NYSED)?**

The timeline for reporting is available on our website and also distributed in the annual SSEC reporting memos posted under Field Memos.

### **4. Which schools report SSEC data to the Department?**

Public schools and districts, charter schools and BOCES must report SSEC data. Nonpublic schools, including NYS approved private placement 8 53 schools, State-Supported 4201 schools, and State-Operated schools are not required to report. (Chapter 853 of the Laws of 1976, Section 4201, Article 87, and Article 88 of Education Law)

### **5. Where can I find prior years' incident data for schools?**

School data is posted on our Information Reporting Services web page.



## **6. Which incidents should districts report?**

A district SSEC report should include incidents involving students from different schools (different BEDS codes) that occur in shared spaces, and therefore cannot be attributed to any individual school within the district. In addition, it is not the total count of incidents from all schools in the district. Incidents are always reported on the SSEC form of the school or district in which the incident occurred.

## **7. If summer school is being hosted on school property but operated by BOCES (hiring of staff, supervision, etc.), and attending students from different schools are involved in a reportable incident, who reports it?**

If BOCES is operating a program with students from different schools, then any incident would be reported on the BOCES SSEC form.

## **8. Who is responsible for reporting an incident occurring at a school function (high school athletic events, concerts, field trips, etc.) that is off-school property?**

The reporting of incidents occurring during school functions off school grounds depends on several factors.

If there is an event at another school, the host school must report all violent incidents and/or infractions of DASA on the host school's SSEC form.

If the sponsored event occurs at a neutral site (college campus, public park, museum, etc.) involving students from one school, then the incident(s) would be reported by the school where the students are enrolled.

If the sponsored event occurs at a neutral site and students from different schools (different BEDS codes) are offenders, the incident would be reported on the district SSEC forms of each district in which an offender is enrolled.

## **9. If a middle school and high school share the same building, but have separate BEDS codes, which school would report an incident involving students from both schools?**

If an incident occurred in a space shared by both schools (cafeteria, library, gym, etc.), the incident would be reported on the district SSEC form.

If an incident occurred because a student from one school was involved in an incident in the other school building, the school where the incident occurred would report the incident.

If an incident occurred in a space shared by both schools, but the students involved in the incident are from the same school, then the school in which the students are attending would report the incident on the school SSEC form.

## **10. Can a school continue using a database already in place to collect information concerning violent and disruptive incidents?**



Yes, if the database includes all the categories and data elements needed to complete the SSEC Summary Data Collection Form. If a school is changing management systems, old student records must be archived.

**11. Can a FOIL (Freedom of Information Law) request be made for SSEC information?**

Yes. FOIL requests may be made, however personally identifiable information is confidential, protected from disclosure, and should be redacted.

Because NYSED also does not possess individual incident reports. Those detailed records are kept at the schools or districts where the incidents occurred.

**12. Are incidents that occur on school buses reportable?**

Yes. Incidents that occur on school buses are reportable.

The following are examples:

If an incident occurs among students from one school (one BEDS code) riding a bus together, it is reported on the school's SSEC report.

If an incident occurs among students from two different schools (two different BEDS codes) riding a bus together, it is reported on the district's SSEC report.

If an incident occurs among students riding a bus that is operated by BOCES, then it is reported on the BOCES' SSEC report.

Under New York State law, a school/district is responsible for protecting the safety of students while they are being transported on a school bus.

**13. Are incidents reportable when they occur on a district school bus transporting a student residing in the district even if the student is not attending a school within the district?**

Yes. The school district must report this incident if it operated the school bus or provided the school bus through a third- party contract. The incident should be reported on the district SSEC form. Note: there are no automatic exclusions of incidents where the offender is a student with disabilities.

**14. Is a school bus stop regarded as school property for reporting violent incidents or infractions of DASA?**

No. A school bus stop is not considered school property for SSEC reporting purposes. (Education Law §2801[1] and 8 NYCRR §100.2[gg][1][ii])

**15. Is an incident reportable if it was committed on school property by a non-enrolled student?**

Yes. Incident categories 1-10, that occur on school property or during a school-sponsored event off grounds by a non- enrolled student, non-staff member, and/or unknown person are reportable in all circumstances under the row of "other offender."

**16. Is an incident that occurs on school property reportable if it occurs during summer months, or some other time when school is not in session, including evenings or weekends?**



Yes. Incident categories 1-10, that occur on school property during the school year (July 1st through June 30th), including summer months and when summer school is in session, are reportable in all circumstances. Incidents that occur during the evenings and/or weekends when school is not in session should be reported to the school and investigated.

**17. Should incidents be reported that occur off school property that adversely affect the educational process, interfere with a student's educational performance, or endanger the mental, emotional health, physical safety, or well-being of the students in the educational system?**

Yes, if the incident occurs during a school sponsored event off grounds; or starts at a bus stop and then continues onto the bus. In addition, cyberbullying that occurs between students while not on school property must also be reported. The Dignity for All Students Act requires that schools report all verified incidents that occur off school property and create a risk of substantial disruption within the school environment. (Ed Law Article 2 (11)(7)(d))

**18. Are all suspensions reported?**

No. For purposes of SSEC reporting, only suspensions related to categories 1-10 and Part 5 (Weapon Type and Fire-Arms- Related Offenses and Suspensions) are reported.

**19. If school A is not open due to repairs or reconstruction, but is providing educational services in another district's building, school B which is not providing educational services at the time, which school will report?**

School A would report all incidents that occur under its supervision.

**20. When are schools required to report weapons possession to law enforcement?**

It is mandatory to report to law enforcement when a student is in possession of a firearm.

**21. When are incidents involving the use, sale, and/or possession of vaporizers, e-cigarettes, and/or tobacco reported?**

Beginning with the 2017-18 school year, incidents involving the use, sale, and/or possession of vaping devices, e- cigarettes, and/or tobacco are not collected on the SSEC report.

**22. Are incidents involving discrimination, harassment, or bullying behavior that did not result in a disciplinary action reported?**

Yes. All verified incidents of discrimination, harassment, and bullying must be reported regardless of disciplinary action(s) or referral(s). DASA does not require discipline in response to DASA incidents.

**23. If a charter school is located, or co-located, in space within a district school building, what part(s) of the building would the charter school consider as its "school grounds" for SSEC reporting purposes?**

The charter school must report all incidents that occur in parts of the building under the charter school's control. The charter school must also report incidents that occur on school buses that



the charter school operates or provides by contract with an entity other than the school district. If the charter school has staff supervising students in the halls for example in transit to school buses, those areas are considered under the charter school's control during such periods of time. The school district which owns or controls the space in which the charter school is located, or co-located, must report all incidents that occur between students from both schools (different BEDS codes) in common areas, on school grounds, or on school buses that the district operates or provides by contract with an entity other than the school district.

**24. If a charter school is housed within a building controlled or owned by a private, or corporate, entity what parts of the building are considered "school property" for SSEC reporting purposes?**

Any part of the building controlled or owned by a private, or corporate, entity that is under the charter school's control would be considered "school property" for reporting purposes. The charter school must report all incidents that occur in the parts of the building that are under its control and all incidents that occur in areas of the building that the charter school staff or students have access to under the terms of the lease.

**25. Two students brandishing knives have a fight in a school building resulting in one student inflicting serious physical injury on the other. How should this be reported?**

If the student who inflicted the injury was 10 years of age or older and the school referred the student to law enforcement for the incident, this would be reported as an assault and the report must indicate that the incident involved a weapon, with one offender and one victim.

**26. How should an incident be reported when a student is found to be in possession of five knives?**

If the student is 10 years of age or older and the possession of the weapons found meets the definition outlined in Article 265 of NYS Penal Code, and the school referred the person to law enforcement for the act then it would be reported as one incident under Weapons Possession in Part 1. (see instructions).

**27. If the school refers a student to law enforcement for an assault but the victim does not press charges, is this still reported in SSEC as an Assault?**

The victim does not need to press charges for the incident to be reported under the SSEC Assault category. As long as the school investigation reveals that the incident met the definition of a felony assault in NYS Penal Code 120, the student was 10+ years old and the school referred the student to law enforcement the incident is reported in the SSEC data collection under Assault.

**28. A student is found to possess drugs and the investigation process reveals a firearm in her locker, how is it reported?**

Each incident must be reported in only one category.

For incidents that fit the criteria for more than one category, report the most serious category as per the order of incidents listed in section 100.2 (gg) of Commissioner's Regulations (see list below.) Additional information for each incident must also be reported, such as whether the incident involved drugs, a weapon, a firearm, and location, disciplinary actions, etc.

a) Homicide



- b) Sexual Offense
- c) Assault
- d) Weapons Possession
- e) Material Incidents of Discrimination, Harassment, and Bullying (DASA)
- f) Threat (Other than Bomb Threat and False Alarm)
- g) Bomb Threat
- h) False Alarm
- i) Use, Possession or Sale of Drugs
- j) Use, Possession or Sale of Alcohol

**29. If a student possessed both drugs and alcohol, in what category would it be reported?**

If an incident involves more than one category, it must be reported in the category that is the most serious, so the incident would be reported under category 9, the Use, Possession, and Sale of Drugs. (See also question 27.)

**30. Under Part 4 “School-Related Arrests,” is a mental health removal or escort by police (police remove or escort a student from school for his/her safety to the hospital) considered a school-related arrest?**

No. A removal to a mental health clinic or hospital should not be reported as an arrest unless the removal also included an actual arrest by law enforcement.

**31. If a swastika was painted on an exterior wall of the school building and it seems that no student was affected by it, is it reportable?**

The incident would be reported on the district SSEC form under the category 5a, Material Incidents of Discrimination, Harassment, and Bullying - All Excluding Cyberbullying, with a bias towards an ethnic group, with one student target/victim (row z) and one “other” offender (row ee) since the number of targets/victims and offenders is unknown.

**32. One student calls another student a name that upsets the student and was reported to the Dignity Act Coordinator (DAC) and investigated. Through a restorative conference, the intent and harm were discussed and resolved between the students. Is the incident still reported to the NYSED?**

Yes. The original incident is still reported to NYSED regardless even if the response to the incident led to a resolution between the students.

**33. How would schools report two students, 17 years old, who have consensual sex on school grounds?**

It would not be reported. This does not meet the definition of sexual felony sexual assault under NYS Penal Code 130 which states that “it is an element of every offense defined in this article that the sexual act was committed without consent of the victim...” and that “a person is deemed incapable of consent when he or she is less than seventeen years old.”

**34. What is a material incident?**

It is a verified single incident or a series of related verified incidents, where a student has been subjected to discrimination, harassment, and/or bullying by a student and/or employee on school property or at a school function. An incident can be material even if the perpetrator



cannot be ascertained. [Memo RE: Dignity for All Students Act: Results of Statewide School District Survey and Guidance on Implementation](#). (Also see question 35.)

**35. What does a verified incident mean?**

According to CR §100.2 (kk) incidents of harassment, bullying, and/or discrimination are verified via a thorough investigation. Verified means that the school/district has investigated the incident and found the report to be true. (Also see question 34.)

**36. Can a school use information have obtained from an electronic device as part of the investigation of an incident?**

A school can use information obtained from an electronic device as part of an investigation. The information obtained must be documented.

**37. Are school related arrests reported in Part 4 “School-related Arrests” counted towards the School Violence Index (SVI)?**

No. They are reported for federal reporting requirements only. Please see the current

**38. Does a school report an incident if the offender is unknown?**

Yes. If the offender is unknown, neither a student, nor a staff member then it would be reported under “other offender.”

**39. If a student is called five different names/slurs, how would that be reported?**

If all names/slurs occurred at the same time, it would be counted as one incident under *Material Incidents of Discrimination, Harassment, and Bullying- All excluding Cyberbullying*. If names/slurs occur across five different times, it would be counted as five separate incidents. Each slur would be noted in the appropriate rows under bias-related incidents.

**40. Is there a form for parents or students to report Dignity Act incidents to school staff?**

Forms should be easily accessible to parents and students at the school/district and available on the school/district website. ([Memo RE: Dignity for All Students Act: Results of Statewide](#)) An incident report may be submitted in person, electronically, or anonymously. When an incident report is made orally, school personnel must file a written report within the next two school days. There is no required form that schools must use however, a sample reporting and investigation form and investigation process is available for use on the NYS Center for School Safety website.

**41. If an investigation of a school threat shows that there was no intent and that the threat was made in the heat of the moment, due to student anger, can the incident be excluded from SSEC reporting?**

The *Threat (other than Bomb Threat or False Alarm)* category is meant to capture instances where a school’s response is to take action by investigating the threat to determine if it is imminent and/or credible or unfounded. If the school did not find it necessary to investigate a verbal threat made in the “heat of a conflict,” to determine if it is imminent and/or credible or unfounded, it would not need to be reported. However, like *Bomb Threat*, intent or ability to follow through with a *Threat (other than Bomb Threat or False Alarm)* is not needed to meet the definition and be reported for this category.

**42. If a parent makes a threat to “Shoot up the school” would this be reportable under Threat (other than Bomb Threat or False Alarm)?**

Yes. The *Threat (other than Bomb Threat or False Alarm)* category is not limited to students as offenders making the threat. Like bomb threats a reportable threat can also be anonymous.



## **Additional Questions Related to SSEC Data**

### **1. How long must a school retain SSEC related documents?**

SSEC related documents include, but are not limited to, all reports of violent incidents and infractions of DASA, IIR's, copies of SSEC Summary Data Collection reports submitted to NYSED, action plans to eliminate unsafe and/or hostile environment, and investigative notes. These documents must be maintained at the school/district until the youngest person involved in the incident is 27 years old (Records and Retention Disposition Schedule ED-1) and should NOT be sent to the next school/district nor sent to NYSED. The IIR is NOT part of the student educational record and therefore should NOT be kept in the student's cumulative folder; but kept in a separate location or filing system. Please note: Even if an investigation fails to provide sufficient information to ascertain whether an incident is verified (material), these documents must be retained by the school/district in which the incident occurred.

### **2. Can an IIR be updated if it is later determined that the incident described in the report was more or less serious than originally reported?**

Yes, the IIR's can be updated to provide a clear audit trail indicating the reasons for any additional information. Any evidence that supports the decision to update the IIR should be attached to the original form.

### **3. When are schools/districts required to provide the safe public school choice option?**

When a student is attending a school that is designated as a Persistently Dangerous school by NYSED.

When a student is a victim of any other offense defined in Penal Law that involves the use or threatened use of a deadly weapon.









## eSchool Training

(ISCS) Instructional Support Center @ Sequoya  
750 Waverly Ave, Holtsville, NY 11742  
(WHB) Raymond A. DeFeo Admin Bldg  
215 Old Riverhead Rd, Westhampton Beach, NY 11978  
**Helpdesk Phone Number: 631-844-5722**



Educational Services That Transform Lives

## Summer/Fall 2023 Class Schedule

Class descriptions can be found on Data Central and <http://www.eschooldata.esb.site.eboard.com>

There is no charge for districts participating in our support service.

If your district does not participate in our support service the cost for each class is Half Day - \$300 / Full Day - \$500.

July 27, 2023	eSD Registration	9:00-12:00 WHB/Online
August 10, 2023	eSD Basic Overview	9:00-11:00 WHB/Online
August 16, 2023	eSD Attendance	9:00-12:00 WHB/Online
August 29, 2023	eSD Teacher Connect Elementary	9:00-11:00 WHB/Online
August 30, 2023	eSD Teacher Connect Secondary	9:00-12:00 WHB/Online
September 19, 2023	eSD Guidance	9:00-11:00 WHB/Online
September 28, 2023	eSD Health	9:00-11:00 WHB/Online
October 3, 2023	eSD Administrative Assistant	9:00-11:00 WHB/Online
October 11, 2023	eSD Administrator	9:00-12:00 WHB/Online
<b>October 19, 2023</b>	<b>eSD USER MEETING</b>	9:00-12:00 IN-PERSON
October 24, 2023	eSD Security	9:00-11:00 WHB/Online
November 2, 2023	eSD Grade Reporting and Setup	9:00-11:00 WHB/Online
November 6, 2023	eSD Student Status	9:00-11:00 WHB/Online
November 14, 2023	eSD Discipline	9:00-11:00 WHB/Online
November 21, 2023	eSD Portal	9:00-12:00 WHB/Online
November 30, 2023	eSD Custom Reports	9:00-11:00 WHB/Online
December 6, 2023	eSD GURU Boards	9:00-11:00 WHB/Online
December 12, 2023	ZAPS and API Setup	9:00-11:00 WHB/Online

**Student Data Services**  
Elaine Conlin - Program Administrator  
(631-844-5750)

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, 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 America Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of 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).



	<p>PowerSchool Support is offering: <b><i>“Personalized District Training”</i></b> We will create a program to meet to your district’s needs. Training provided via zoom or in-person at our Westhampton Beach Site. Individuals and groups welcome. Please contact us to set up a date and time for your training.</p>	
<p><b>Tues, Wed, Thurs July &amp; August 2023</b></p>	<p><b>End of Year Process Workshop</b>  Please schedule your dates and times via phone or email: “In Person or Zoom Available”</p>	<p><b>9:00 to 11:30 Or 12:30 to 3:00</b></p>
<p><b>October 2023 TBD</b></p>	<p><b>PowerSchool v 23.5 “Enhanced User Interface”</b> This course will cover enabling, navigating and utilizing the new security and favorites features for the EUI!</p>	<p><b>9:00 to 11:00</b></p>
<p><b>December 2023 TBD</b></p>	<p><b>Long Island PowerSchool User Meeting “In Person”</b></p>	<p><b>8:30 to 12:00</b></p>

There is no charge for these classes for districts participating in our support.  
If your district does not participate in our support, the cost for each class is as follows:  
Half Day - \$300.00 / full Day - \$500.00

**Advance registration is required. No walk-ins please.**

**Due to limited seating, registration is required 48 hours in advance of the class.**

**To register online, please visit <http://datacentral.esboces.org> and select the Events Tab on the menu bar at the top.**

**Choose the event for which you want to register and click on the “Click Here to Register” link.**

**This will open up My Learning Plan. Click on the ENROLL button.**

## Student Data Services

Elaine Conlin - Program Administrator

(631)-844-5750





Educational Services That Transform Lives

**Schooltool**  
DAB - Raymond A DeFeo Bldg  
215 Old Riverhead Rd, WHB NY 11978  
**Schooltool Helpdesk - 631-844-5724**  
**Helpdesk Email - [schooltoolhelp@esboces.org](mailto:schooltoolhelp@esboces.org)**



## ***CONTACT US NOW TO SET UP YOUR ONE-ON-ONE END-OF-YEAR TRAINING/GUIDANCE***

### **Schooltool Flex Training for 2023-2024!**

With these fluid times we still find ourselves in, the ESBOCES Schooltool Help Desk is happy to offer Flex Training for our districts. Let us know what training or “refreshing” your district requires (**7-day prior notice required & one topic per webinar**) and we will prepare and schedule the requested virtual webinars.

***Flexible/Virtual & In-Person  
Workshops & Trainings Available***

**\*\*\*COMING SOON\*\*\***  
***NEW GRADEBOOK AND TRAINING***

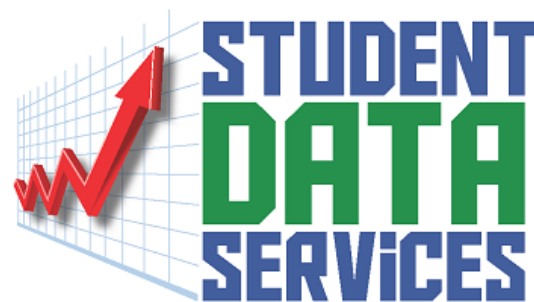
**Student Data Services**  
**Elaine Conlin, Program Administrator**  
**631-844-5750**

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**Frontline IEP Trainings**



Educational Services That Transform Lives

There is no charge for these classes for districts participating in our support.

\*If your district does not participate in our support, the cost for each class is as follows:

Half Day - \$330.00/Full Day - \$550.00



Until further notice, we will be presenting our **Frontline Special Education Class Workshops conveniently on line via Zoom Remote Learning**. All trainings will be using web-conferencing software that will allow you the choice of either one on one or group training. This will allow you to join at a pre-scheduled time and ultimately allows for better time management and Flexibility.

Date	Training/Class	Brief Description
Anytime	New User Training for Central Office Personnel	This class is for all new Frontline IEP users. We will navigate through the software to gain a better understanding of how this program works including understanding the graphic & format indicators, generating letters and reports, creating & finalizing IEP documents.
Anytime	Listings and Selects	A Listing is a query of the information & data that is stored in a student's document or record within the district's Frontline IEP database. These can be used for informational purposes to create checklists, or to be sure that your data is clean and uniform. Please feel free to bring ideas for listings and selects you may wish to create for your district.
End of Sept. through Start of Jan.	October Snapshot Reporting for the Data Warehouse	This class is a short review of how to generate reports and exports for use in reporting data to the Data Warehouse. VR1-9
Anytime	Custom Letters	Learn how to create, upload and modify your own Custom Letters.
Start of Jan. through March	Annual Review Prep	A review of the Frontline Annual Review prep guide. (District/Agency Preferences, School Year Calendars, School Closings and BOE Dates, Recommended School Information, etc.)
May through July	Year-End Reporting for the Data Warehouse	A review of the reports and exports for use in reporting data to Warehouse and PD data system. Events extracts, Year-end snapshot, Preschool Outcomes, and Suspension.

**Call or email to schedule an online training**  
**Steve or Irene - 631-844-5720 - [spedhelp@esboces.org](mailto:spedhelp@esboces.org)**

**Sharon Mayrant, Administrative Coordinator**  
**Student Data Services**  
**631-844-5756**

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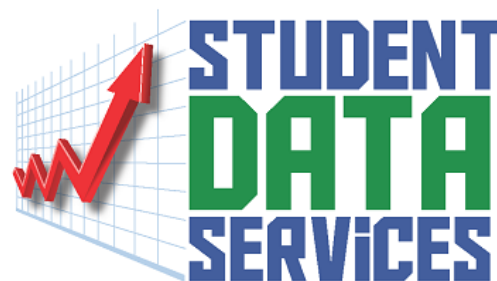




Eastern Suffolk  
BOCES

**ClearTrack<sup>200</sup>**

*ClearTrack online  
course offerings*



Educational Services That Transform Lives

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\*If your district does not participate in our support, the cost for each class is as follows:

Half Day - \$330.00/Full Day - \$550.00



Until further notice, we will be presenting our **ClearTrack Special Education Class Workshops conveniently on line via Zoom Remote Learning**. All trainings will be using web-conferencing software that will allow you the choice of either one on one or group training. This will allow you to join at a pre-scheduled time and ultimately allows for better time management and flexibility.

Date	Training/Class	Brief Description
Anytime	Security	How to modify screen access and student access.
Anytime	New User Training for Office Staff	Learn basic navigation, shortcuts, data entry procedures.
Anytime	Query Lookup/Custom Reports	Learn to use and modify the customizable Query Lookup utilities (Demographics, Evaluations, Meetings, Services, Statistics). This class will also teach how to create and export custom queries.
Anytime	Custom Letters and Documents	Learn how to create, upload and modify your own custom letters and documents.
Anytime	New enhancements	A review of the latest features that have been added to ClearTrack.
End of Sept. through Start of Jan.	October Snapshot reporting for the Data Warehouse	This class is a short review of how to generate reports and exports for use in reporting data to the Data Warehouse. VR1-9
May through July	Year-End Reporting for the Data Warehouse	A review of the reports and exports for use in reporting data to Warehouse and PD data system. Events extracts, Year-end snapshot, Preschool Outcomes, and Suspension.

***Call or email to schedule an online training  
Steve or Irene - 631-844-5720 - [spedhelp@esboces.org](mailto:spedhelp@esboces.org)***

***Sharon Mayrant, Administrative Coordinator  
Student Data Services  
631-844-5756***

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**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



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## 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

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**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: \_\_\_\_\_

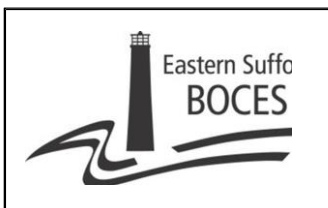
E-mail Address: \_\_\_\_\_

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

Please fax this form to Student Data Services at (631) 240-8967. Please call Bonnie Ferraro (631) 419-1603 or Barbara Ball (631) 419-1614 with any questions.

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





# 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

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**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





**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

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## **ASAP Regents Report Access**

### **De-Authorization Form**

**When completed, please fax this form to Student Data Services at (631) 240-8967 or email to Barbara Ball at: [bball@esboces.org](mailto:bball@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: \_\_\_\_\_**

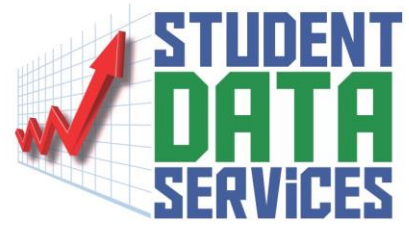
**District Data Coordinator (Signature)**





## 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: \_\_\_\_\_

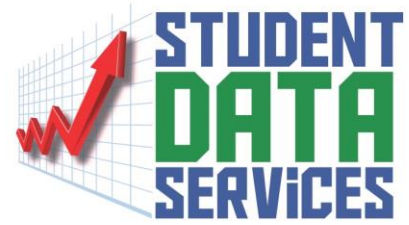
**When completed, please fax this form to Student Data Services at (631) 240-8967 or email to Barbara Ball at: [bball@esboces.org](mailto:bball@esboces.org)**





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### 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 Bonnie Ferraro  
Email: [bball@esboces.org](mailto:bball@esboces.org) Phone: 631-419-1614 or 631-419-1603