

DISTRICT DATA COORDINATOR MEETING
SEPTEMBER 18, 2020
AGENDA

a. WELCOME AND ANNOUNCEMENTS

- a. 2020-2021 DDC Meeting / Data Advisory Schedule
- b. Level 0 and Data Warehouse Opening for 2020-21 data
- c. Account Maintenance – posted to SFTP site
- d. SFTP Clean-up
- e. DDC Contact Form / Updated forms on Datacentral
- f. Staffing Updates

b. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS

c. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS

- a. Special Ed Frontline/Clear Track: Changes to the VR 1 – 9
 - http://p12.nysed.gov/sedcar/sirs/swd_sirs_2021-present.html#lre_codes
 - http://p12.nysed.gov/sedcar/sirs/sirs_codes2021-present.pdf
- b. Help Desk Email addresses
 - PowerSchool: PowerSchoolHelp@esboces.org
 - eSchool: ESDhelp@esboces.org
 - Infinite Campus: InfiniteCampusHelp@esboces.org
 - School Tool: SchoolToolHelp@esboces.org
- c. General Reminders
- d. Frontline Automated Scheduling and Frontline Resource Management

d. 2019-20 DATA

- a. Special Education Reporting – deadline to load Special Ed. Events for VR 11, 12 and 14 – **Thursday, September 17th**
 - Certification in PD System – deadline **Monday, September 21st**
- b. Regents and AP Assessments
 - Reporting for 2019-2020 – reporting deadline **Thursday, October 8th**
 - i. Data Spotlight –August Regents
 - Report of the Month SIRS-309Annual Regents Report L2RPT>Team Content > District> SEDDAS > Annual Outcomes > SIRS 309 Annual Regents Report
 - Reporting AP Scores and AP Data Loading Service - Update

e. SCHOOL DATA BANK SERVICES

- a. Program Updates

f. LEVEL 0 UPDATES

- a. Level 0 Updates – 2020-21 New Templates and Features
 - New Users / Deleting Users
 - New Level 0 Version 16.0 features
 - Load Sequence
 - Code Changes – <http://www.p12.nysed.gov/irs/vendors/home.html>
 - i. US History Framework Regents Exam
 - Common Reporting Issues
 - Loading of 2019-20 Data

g. TEST SCANNING AND REPORTING

- a. Help Desk for Data Warehouse and Test Scanning – DWTShelp@esboces.org or 631-218-4195

- b. Updating Contact Forms – Datacentral > Services > Forms (*All forms attached to the meeting materials*)
- c. NYS Assessments, 3-8, NYSAA, and NYSESLAT
 - 2020-21 Elementary and Intermediate Testing Schedule
 - Test Scoring Preliminary Timeline
 - Grade 4 Science
 - Test Scoring Contact Form
 - Secure Destruction of all 2019-20 Materials
 - Computer Based Testing
- d. Regents Exams
 - January 2021 / June 2021 / August 2021 Regents Examination Schedules
 - January Regents Workshop – December 1st
 - Scanner Check for Regents and NYSITELL
- e. NYSITELL
 - ****DO NOT USE COPIES OF ANSWER SHEETS****
 - Ordering Answer Sheets
 - Deleted Batches
 - Summer NYSITELL students
- f. NYSESLAT
 - Ordering Booklets
 - Using 0242 Code for students in 2020-21 School Year
 - Exiting of Students from ELL status
- h. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING
 - a. Data Deadlines – [http://datacentral.esboces.org/Services → Data & Reporting → Public Schools → Deadlines](http://datacentral.esboces.org/Services/Data%20Reporting/Public%20Schools/Deadlines)
 - b. **The weekly deadline for loading and locking data in Level 0 is Thursday, 5:00pm.** Data will be pulled from Level 0 at 12:00 noon on Monday, Tuesday, Wednesday, and Thursday. No data will be pulled from Level 0 on Friday.
 - c. August Regents / August Graduates – deadline to load **Thursday, October 8th**
 - d. 2020-21 SIRS Data Collection and Reporting Requirements
 - BEDS Day – **Wednesday, October 7th**
 - 2020-21 Year-End Deadline – **Thursday, August 19, 2021**
 - Data Deadlines/Timeline for 2020-21
 - Staff Reporting – Course/Instructor/Assignment & Student/Course/Entry/Exit
 - 2020-21 Planning a Year in Data Reporting Guide and Timeline
 - e. McKinney-Vento & Migrant Student Update
 - f. Information from SED
 - Reporting Summer School
 - Reporting State of Emergency Days for State Aid
 - June/August Regents & AP/IB Reporting
 - Primary Delivery Method
 - AP/IB Fee Waiver Program
 - APPR Update
 - Providing Over-Age students Opportunity to return
 - 2020-21 School Re-opening/Closing Reports
 - 2020-21 Snow Day Pilot
 - BEDS IMF/PMF Updates
 - McKinney-Vento Training
 - g. Questions from the Field
 - h. CIO 101 Workshops – 9/25 & 10/1
 - i. Just in Time Professional Development Virtual Workshops
 - j. Other Breaking News

i. ADJOURN**THINGS TO DO NOW**

1. Verify end of year VR Reports to be certified on September 21st (VR11, VR12, & VR14)
2. Upload Staff Snapshot in Level 0 for 2020-21
3. Upload June/August Regents Exemptions, AP and IB exam scores to Level 0
4. Review and verify June/August Regents Exemptions and August Graduates

Forms & Flyers

The below listed forms & flyers are included in the Meeting Materials and Interactive Agenda

Data and Testing Workshops

CIO 101 Workshop – 9/25 & 10/1
January Regents Workshop – 12/1

Student Management / Special Education System Workshops

eSchool Trainings – various dates
Infinite Campus Trainings – various dates
Schooltool Trainings – various dates
PowerSchool Trainings – various dates
Frontline IEP Trainings – various dates

Forms

Level 0 Authorization Form
Level 0 HR Access Form
ReportNet Access Form
ASAP Access Form
SFTP Access Form
Test Coordinator Contact Forms

Level 0 De-authorization Form
Level 0 HR De-authorization Form
ReportNet De-authorization Form
ASAP De-authorization Form
SFTP De-authorization Form
Delete a Student Request Form

2020-2021 MEETING DATES

District Data Coordinator

Friday	September 18, 2020	9:00 a.m. – 11:30 a.m.
Friday	October 16, 2020	9:00 a.m. – 11:30 a.m.
Friday	November 20, 2020	9:00 a.m. – 11:30 a.m.
Friday	December 18, 2020	9:00 a.m. – 11:30 a.m.
Friday	January 15, 2021	9:00 a.m. – 11:30 a.m.
Tuesday	February 9, 2021	9:00 a.m. – 11:30 a.m.
Tuesday	March 16, 2021	9:00 a.m. – 11:30 a.m.
Friday	April 16, 2021	9:00 a.m. – 11:30 a.m.
Friday	May 14, 2021	9:00 a.m. – 11:30 a.m.
Friday	June 11, 2021	9:00 a.m. – 11:30 a.m.

Data Advisory

Friday	October 16, 2020	12:00 p.m. – 1:30 p.m.
Friday	January 15, 2021	12:00 p.m. – 1:30 p.m.
Friday	April 16, 2021	12:00 p.m. – 1:30 p.m.



District Data Coordinator Contact Information for 2020 - 2021

As per SED recommendations, the following person is designated as the Data Coordinator for the district to coordinate revisions to and maintenance of student management systems(s), the submission of data to Level 1, the verification of data reports, and the use of data to inform policy.

Please complete this form, even if there is no change of information.

Please indicate a primary contact and back-up contact.

District _____

Primary Contact _____ **Title** _____

Building Address _____

Work Phone _____ **Fax #** _____

Alternate Phone # _____ **E-Mail** _____

Back-up Contact _____ **Title** _____

Building Address _____

Work Phone _____ **Fax #** _____

Alternate Phone # _____ **E-Mail** _____

Signature _____ **Date** _____

Print Name and Title

Student Data Services

Charles King, Divisional Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; 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, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

Special Education Certification and Due Dates for the 2020–21 School Year

These forms are entered directly into the PD Data System^[1]	Due By
PD6: Personnel Form	February 1, 2021
PD8: Suspension Data	August 2, 2021
These forms are sent directly to your Local Education Agency^[1]	Due By
SEDCAR 1: Request for IDEA Sub Allocation	November 27, 2020
SEDCAR 2: Request for IDEA Sub Allocation for Students Receiving Services Pursuant to Article 81 Only (This form is also sent to SEDCAR in NYSED)	November 27, 2020
These data are populated from SIRS and are certified in the PD Data System^[1]	Date Data Must Be Certified By
VR1: Preschool Child Count Report by Race/Ethnicity	January 11, 2021
VR2: School Age Child Count by Age and Disability	January 11, 2021
VR3: School Age Students by Disability and Race/Ethnicity	January 11, 2021
VR4: Preschool LRE Setting Report	January 11, 2021
VR5: School Age LRE Setting Report	January 11, 2021
VR6: District Report of Preschool Students by Primary Service Provider	January 11, 2021
VR7: Provider Report of Preschool Students ^[2]	**
VR8: District Report of School Age Students by Building Where Enrolled	January 11, 2021
VR9: Provider Report of School Age Students ^[2]	**
VR11: Notification to School District of Compliance Rate on SPP #11 ^[3]	September 20, 2021^[5]
VR12: Notification to School District of Compliance Rate on SPP #12 ^[3]	September 20, 2021^[5]
VR13: Preschool Children Provided Programs and Services during 2020-21 School Year	August 23, 2021^[5]
VR14: District Report of Parentally Placed Students in Religious and Independent (Nonpublic) School Who Were Evaluated	September 20, 2021^[5]
VR15: Preschool Outcomes Report ^[3]	August 23, 2021^[5]
VR16: Students Receiving Coordinated Early Intervening Services	August 23, 2021^[5]
These data are entered directly into the PD Data System under Self Review Checklists^[4]	Date Checklist Must Be Completed By
SR4: Suspension Rate for Students with Disabilities (significant discrepancy)	January 11, 2021
SRS: Suspension Rate for Students with Disabilities (significant disproportionality)	January 11, 2021
SR9: Disproportionate Identification of Racial and Ethnic Groups for Special Education and Related Services	May 31, 2021
SR10: Disproportionate Representation of Students with Disabilities by Classification	May 31, 2021
SR13: Secondary Transition IEP Review for Students with Disabilities	August 30, 2021

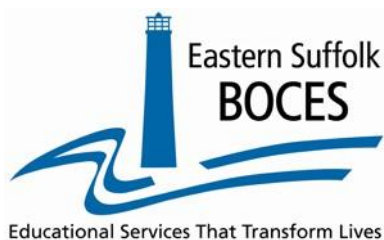
¹ For further information on any of the forms or data in the above table, please visit IRS Special Education's data collection requirements page located at: <http://www.p12.nysed.gov/sedcar/data.htm>.

² Verification reports 7 and 9 are provider reports that do not require certification.

³ See the schedule of submission to find the school year in which your district is required to submit data for these indicators: <http://www.p12.nysed.gov/sedcar/spps/schedule2017-2025.html>

State Performance Plan
School District Schedule for Data Submission for Federal Indicators
2017-2018 Through 2024-2025 School Years

SED	NAME	Grade Levels	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
580101030000	Babylon U F S D	K 12	11	12	13 & 14	none	7	8	11	12
580102030000	West Babylon U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580103030000	North Babylon U F S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580104030000	Lindenhurst U F S D	K 12	8	11	12	13 & 14	none	7	8	11
580105030000	Copiague U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580106030000	Amityville U F S D	K 12	none	7	8	11	12	13 & 14	none	7
580107030000	Deer Park U F S D	K 12	11	12	13 & 14	none	7	8	11	12
580109020000	Wyandanch U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580201060000	Three Village Central C S D	K 12	8	11	12	13 & 14	none	7	8	11
580203020000	Brookhaven-Comsewogue U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580205060000	Sachem C S D	K 12	11	12	13 & 14	none	7	8	11	12
580206020000	Port Jefferson U F S D	K 12	11	12	13 & 14	none	7	8	11	12
580207020000	Mount Sinai U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580208020000	Miller Place U F S D	K 12	none	7	8	11	12	13 & 14	none	7
580209020000	Rocky Point U F S D	K 12	11	12	13 & 14	none	7	8	11	12
580211060000	Middle Country C S D	K 12	11	12	13 & 14	none	7	8	11	12
580212060000	Longwood C S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580224030000	Patchogue-Medford U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580232030000	William Floyd U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580233020000	Center Moriches U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580234020000	East Moriches U F S D	No HS	7	8	11	12	none	7	7	8
580235060000	South Country C S D	K 12	11	12	13 & 14	none	7	8	11	12
580301020000	East Hampton U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580302080000	Wainscott Comn S D	No HS	none	7	8	11	12	none	none	7
580303020000	Amagansett U F S D	No HS	none	none	7	8	11	12	none	none
580304020000	Springs U F S D	No HS	8	11	12	none	none	7	8	11
580305020000	Sag Harbor U F S D	K 12	none	7	8	11	12	13 & 14	none	7
580306020000	Montauk U F S D	No HS	none	7	8	11	12	none	none	7
580401020000	Elwood U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580402060000	Cold Spring Harbor C S D	K 12	8	11	12	13 & 14	none	7	8	11
580403030000	Huntington U F S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580404030000	Northport-East Northport U F S D	K 12	none	7	8	11	12	13 & 14	none	7
580405060000	Half Hollow Hills C S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580406060000	Harborfields C S D	K 12	11	12	13 & 14	none	7	8	11	12
580410030000	Commack U F S D	K 12	8	11	12	13 & 14	none	7	8	11
580413030000	South Huntington U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580501030000	Bay Shore U F S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580502020000	Islip U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580503030000	East Islip U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580504030000	Sayville U F S D	K 12	8	11	12	13 & 14	none	7	8	11
580505020000	Bayport-Blue Point U F S D	K 12	8	11	12	13 & 14	none	7	8	11
580506030000	Hauppauge U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580507060000	Connetquot C S D	K 12	7	8	11	12	13 & 14	none	7	8
580509030000	West Islip U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580512030000	Brentwood U F S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580513030000	Central Islip U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580514020000	Fire Island U F S D	No HS	7	8	11	12	none	7	7	8
580601040000	Shoreham-Wading River C S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580602040000	Riverhead C S D	K 12	11	12	13 & 14	none	7	8	11	12
580701020000	Shelter Island U F S D	K 12	11	12	13 & 14	none	7	8	11	12
580801060000	Smithtown C S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580805060000	Kings Park C S D	K 12	11	12	13 & 14	none	7	8	11	12
580901020000	Remsenburg-Speonk U F S D	No HS	11	12	none	none	7	8	11	12
580902020000	Westhampton Beach U F S D	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580903020000	Quogue U F S D	No HS	11	12	none	none	7	8	11	12
580905020000	Hampton Bays U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580906030000	Southampton U F S D	K 12	7	8	11	12	13 & 14	none	7	8
580909020000	Bridgehampton U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
580910080000	Sagaponack Comn S D	No HS	12	none	none	7	8	11	12	none
580912060000	Eastport-South Manor	K 12	12	13 & 14	none	7	8	11	12	13 & 14
580913080000	Tuckahoe Comn S D	No HS	none	7	8	11	12	none	none	7
580917020000	East Quogue U F S D	No HS	none	none	7	8	11	12	none	none
581002020000	Oysterponds U F S D	No HS	12	none	none	7	8	11	12	none
581004020000	Fishers Island U F S D	K 12	8	11	12	13 & 14	none	7	8	11
581005020000	Southold U F S D	K 12	13 & 14	none	7	8	11	12	13 & 14	none
581010020000	Greenport U F S D	K 12	11	12	13 & 14	none	7	8	11	12
581012020000	Mattituck-Cutchogue U F S D	K 12	8	11	12	13 & 14	none	7	8	11
581015080000	New Suffolk Comn S D	No HS	11	12	none	none	7	8	11	12



- **School Year:** 2020-21
- **Test Date:** August 13, 2020
- **Who Gets the Exemption:** Any student who did not receive a passing grade in a Regents course but took and passed a summer course for credit recovery
- **Deadline:** Should be reported in coordination with August grad data deadline of October 8, 2020

Assessment:

- Reporting August 2020 Regents cancelled due to Public Health Emergency

Test Group	Assessment	Alpha Score	Numeric Score	Std. Achieved Code	Notes
Regents	Regents Exams scheduled to be administered in August 2020	E	Leave Blank	86	Report for applicable students

Student Class Grade Detail:

- For students who are making up incomplete or failed course credit at any time, a Student Class Grade Detail Record must be reported and the **Credit Recovery Code** field on the record must be identified as "yes"

Program Service:

- Program Category: Summer School Participation
- Program Codes: Use codes under Reason B — student is taking this program as academic intervention, to improve his/her grades, or because the student is at risk of failing State test

Program	Reason		
	A		B
English Language Arts	2751		2861
Mathematics	2752		2862
Science	2753		2863
Social Studies	2754		2864
Technology	2755		2865
The Arts	2756		2866
Languages Other Than English	2757		2867
Health	2758		2868
Physical education	2759		2869
Driver Education	2760		2870
Other	2761		2871



New York State Education Department

Annual Regents Report

Data Contained in the Student Information Repository System



School Year:

2019-20

School or District:

Regents Common Core Algebra I

Finish

Data Refresh Date:

Sep 12, 2020 12:00:00 AM

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Number Tested b	Number of Students Scoring					PHE Exempt h	Percentage of Tested Students Scoring				
		Performance Level 1 c	Performance Level 2 d	Performance Level 3 e	Performance Level 4 f	Performance Level 5 (common core assessments only) g		Performance Level 1 i	Performance Level 2 j	Performance Level 3 k	Performance Level 4 l	Performance Level 5 (common core assessments only) m
* All Students *	130	53	29	46	2	0	323	40.8%	22.3%	35.4%	1.5%	0.0%
Female	48	22	12	14	0	0	153	45.8%	25.0%	29.2%	0.0%	0.0%
Male	82	31	17	32	2	0	170	37.8%	20.7%	39.0%	2.4%	0.0%
* American Indian/Alaska Native *	0	0	0	0	0	0	2					0.0%
* Black *	50	15	9	25	1	0	120	30.0%	18.0%	50.0%	2.0%	0.0%
* Hispanic *	74	38	19	17	0	0	173	51.4%	25.7%	23.0%	0.0%	0.0%
* Asian/Pacific Islander *	1	0	0	0	1	0	7	0.0%	0.0%	0.0%	100.0%	0.0%
Asian	1	0	0	0	1	0	6	0.0%	0.0%	0.0%	100.0%	0.0%
Native Hawaiian/Other Pacific Islander	0	0	0	0	0	0	1					0.0%
* White *	4	0	0	4	0	0	17	0.0%	0.0%	100.0%	0.0%	0.0%
* Multiracial *	1	0	1	0	0	0	4	0.0%	100.0%	0.0%	0.0%	0.0%
General Education Students	106	38	23	43	2	0	285	35.8%	21.7%	40.6%	1.9%	0.0%
* Students with Disabilities *	24	15	6	3	0	0	38	62.5%	25.0%	12.5%	0.0%	0.0%
Former Students with Disabilities	2	1	1	0	0	0	0	50.0%	50.0%	0.0%	0.0%	0.0%
Not English Language Learner	79	23	16	38	2	0	232	29.1%	20.3%	48.1%	2.5%	0.0%
* English Language Learner *	51	30	13	8	0	0	91	58.8%	25.5%	15.7%	0.0%	0.0%
Formerly English Language Learner	4	1	2	1	0	0	7	25.0%	50.0%	25.0%	0.0%	0.0%
* Economically Disadvantaged *	104	45	24	35	0	0	274	43.3%	23.1%	33.7%	0.0%	0.0%
Not Economically Disadvantaged	26	8	5	11	2	0	49	30.8%	19.2%	42.3%	7.7%	0.0%
Not Migrant	130	53	29	46	2	0	323	40.8%	22.3%	35.4%	1.5%	0.0%



AP Advantage DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2019-20 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: _____

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



Level 0 Security Update

- Each district DDC will be assigned "District_CIO" Level 0 security clearance

District: Sample District

	Set:	Current:
Student Security Level:	District_CIO	District_CIO
HR Security Level:	District_CIO	District_CIO
Allow FRPL Access:	<input checked="" type="checkbox"/>	

- This security level allows the DDC to view and adjust permissions for all users assigned to that district

User Account: Sample District (SampleDDC). Current Password Expires on 6/2/2020

Current # of users logged on: **16** [View My Users](#) [Change My Password/Email](#)

District: NY280000 : Sample District School Year: School Year Ending 2020-06-30

Welcome to Level 0!

- **Entitled users:** users that have access to data in Level 0.

Filter Choices:

Specific District ▼

Choose District:

Sample District ▼

My Entitled Level 0 Users: (District Filter: Sample District)

User Name	User District	Student	HR	Program						Day
				Demographics	Enrollment	Fact	Assessment	Assess/Acc/Mod	Course Course/Inst/Assign	
Sample District	Sample District	District_CIO	District_CIO	U	U	U+	U	U	U	U
Sample HR	Sample District		District_User							
Sample Student	Sample District	District_User		U	U	U+	U	U	U	U

- **Non-Entitled users:** users that have access to ASAP only.

Filter Choices:

Non-Entitled users ▾

Choose District:

Sample District ▾

My Non-Entitled Level 0 Users: (District Filter: Sample District)

User Name	User District	Student	HR	Program Demographics	Enrollment	Fact Assessment	Assess/Acc/Mod	Course	C
Sample ASAP NYSITELL	Sample District	District_User							
Sample ASAP Regents	Sample District	District_User							

- Districts will have the ability to:
 - Add new district users.
 - View and adjust all permissions for Level 0 and ASAP.
 - IDENTIFY USERS THAT SHOULD NOT HAVE ACCESS**
 - Reset passwords

New York State Education Dept. - Level 0

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

User Account: Sample District (SampleDDC). Current Password Expires on 6/2/2020 Version: 15.0b

Current # of users logged on: 25 View My Users Change My Password/Email

Save User Permissions Clear / New User

Current User List:

User Name: User ID: New Password: Password Expires On:

Email: (Email not required on initial user setup) Auto-Generate

ASAP Access (Student security access required to assign permission): ☐ Regents ☐ NYSITELL ☐ All ☒ None

District:	Assign:
Select	Sample District

Set: Current:

Student Security Level: HR Security Level: Allow FRPL Access: ☐

Student:	Entitle:	Current:
Assess/Acc/Mod	<input type="text"/>	<input type="text"/>
Assessment	<input type="text"/>	<input type="text"/>
Course	<input type="text"/>	<input type="text"/>
Course/Instr/Assign	<input type="text"/>	<input type="text"/>
Day Calendar	<input type="text"/>	<input type="text"/>
Demographics	<input type="text"/>	<input type="text"/>
Enrollment	<input type="text"/>	<input type="text"/>
Location M.P.	<input type="text"/>	<input type="text"/>
Program Fact	<input type="text"/>	<input type="text"/>
SE Event	<input type="text"/>	<input type="text"/>



Release 16.0 - Highlights:

Imports/exports modifications

- Assessment fact:
 - Future dates now fail on import
 - Removed the “ALTRCT” and “RCT” check boxes completely
- Course – will show Secondary/Prior to Secondary Course designations
- Course Instructor Assignment
 - Edit for Incidental Teaching Assignment – a teacher cannot have more than two (2) Incidental Teaching assignments set to “Y”.
- Staff Student Course Template – Removed, no longer collected
- Student Daily Attendance – All instruction days including Pub health/inst days require negative attendance be reported

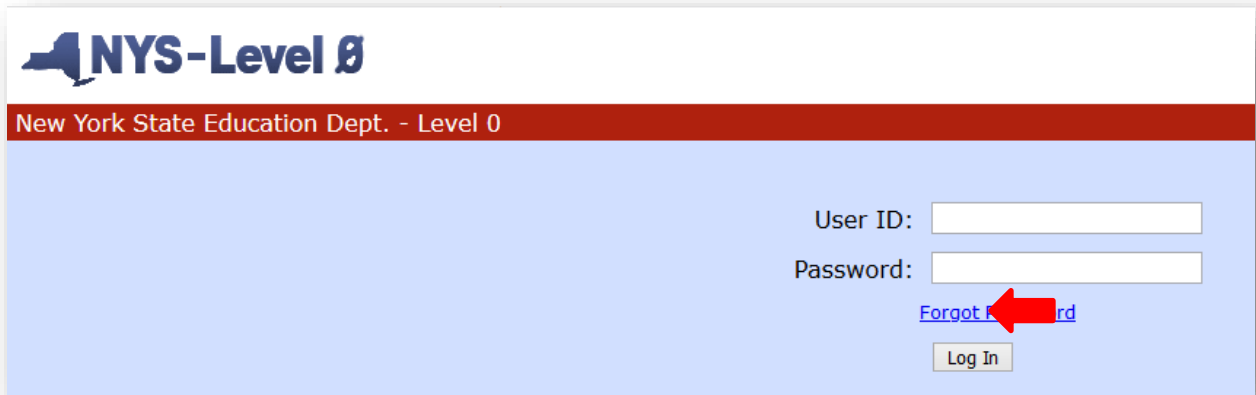
Student Lite – **These fields will become required per the new NYSSIS system. Issues with these fields will be reported in information reports. These issues will become errors for the 2022 school year.**

- **Fields now “quasi-required” for NYSSIS (fully required for the 2022 school year)**
 - ✓ **Address 1,**
 - ✓ **City**
 - ✓ **State**
 - ✓ **Zip Code**
 - ✓ **Primary Phone**
 - ✓ **Primary Guardian Name**
- Report if available (NYSSIS accuracy):
 - ✓ **Address2**
 - ✓ **Alternate Guardian Name**

L0 Security

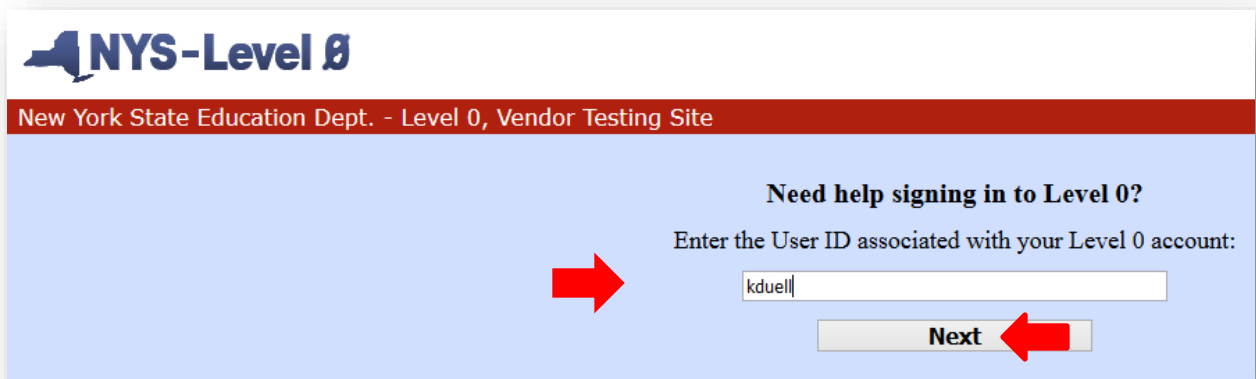
- New link for Users to “Reset Password” on the L0 Login Screen

When a user can't remember their password, they will select the **Forgot Password** link found on the Level 0 Log In Page:



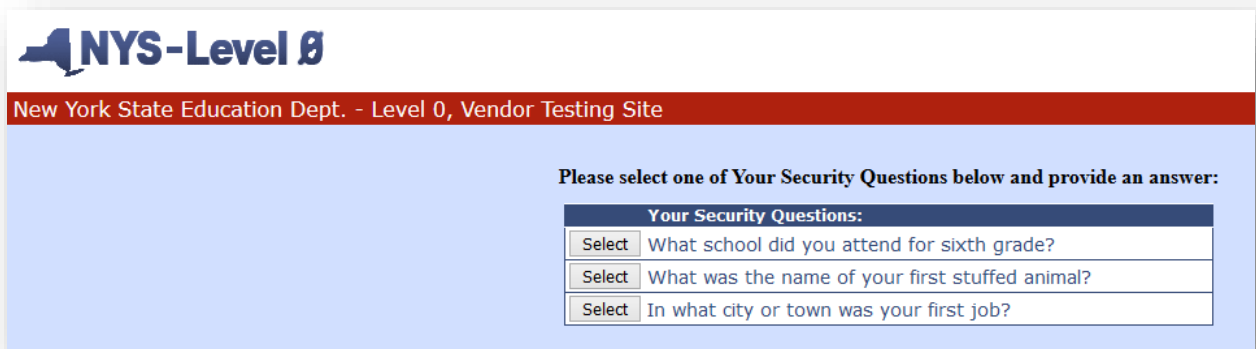
The screenshot shows the NYS-Level 0 login page. At the top is the NYS logo and the text "NYS-Level 0". Below this is a red banner with "New York State Education Dept. - Level 0". The main area is light blue and contains a "User ID:" label with a text input field, a "Password:" label with a text input field, a "Forgot Password" link (highlighted with a red arrow), and a "Log In" button.

The user will enter their Level 0 **User ID** and click the **Next** button:



The screenshot shows the NYS-Level 0 user ID entry page. At the top is the NYS logo and the text "NYS-Level 0". Below this is a red banner with "New York State Education Dept. - Level 0, Vendor Testing Site". The main area is light blue and contains the heading "Need help signing in to Level 0?", the instruction "Enter the User ID associated with your Level 0 account:", a text input field containing "kduell" (with a red arrow pointing to it), and a "Next" button (with a red arrow pointing to it).

The user must select and answer **one** of their **Security Questions**:



The screenshot shows the NYS-Level 0 security questions page. At the top is the NYS logo and the text "NYS-Level 0". Below this is a red banner with "New York State Education Dept. - Level 0, Vendor Testing Site". The main area is light blue and contains the instruction "Please select one of Your Security Questions below and provide an answer:". Below this is a table titled "Your Security Questions:" with three rows, each containing a "Select" button and a question.

Your Security Questions:	
Select	What school did you attend for sixth grade?
Select	What was the name of your first stuffed animal?
Select	In what city or town was your first job?

The user must key in the **Response** to the selected Security Question and click **Submit Response** button to receive a PIN via the email address associated with their User ID in Level 0:

NYS-Level 0
New York State Education Dept. - Level 0, Vendor Testing Site

Please select one of Your Security Questions below and provide an answer:

Your Security Questions:

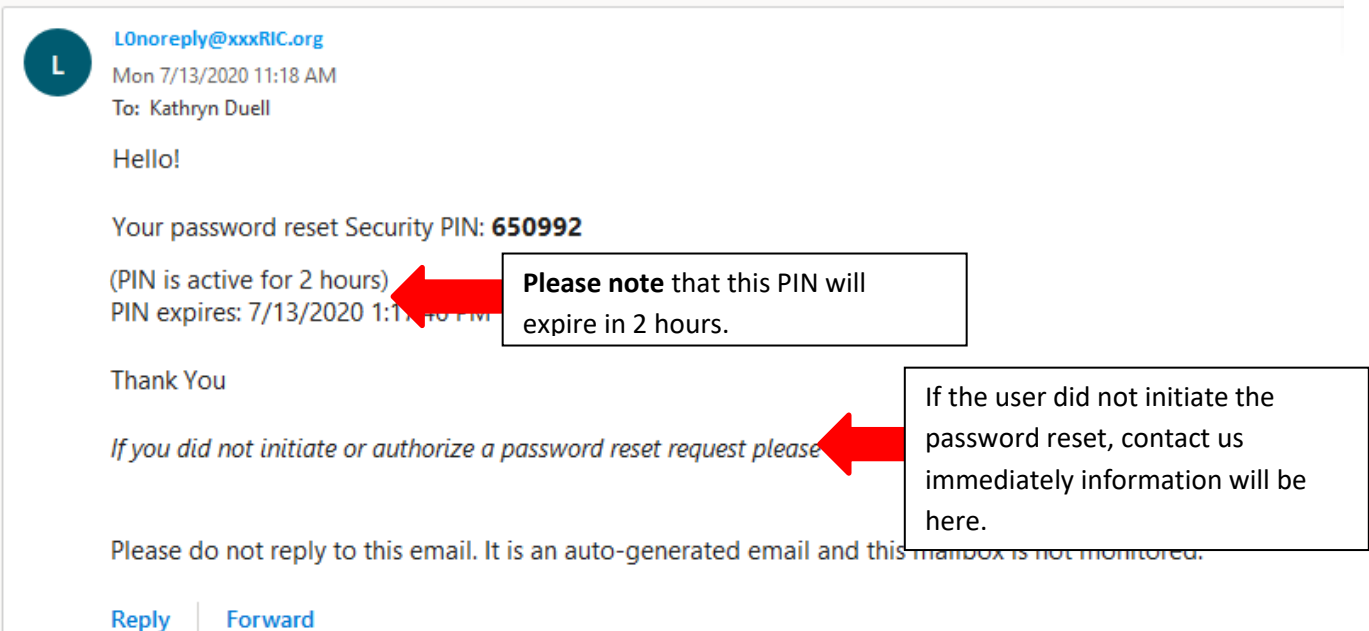
Select	What school did you attend for sixth grade?
Select	What was the name of your first stuffed animal?
Select	In what city or town was your first job?

What was the name of your first stuffed animal?

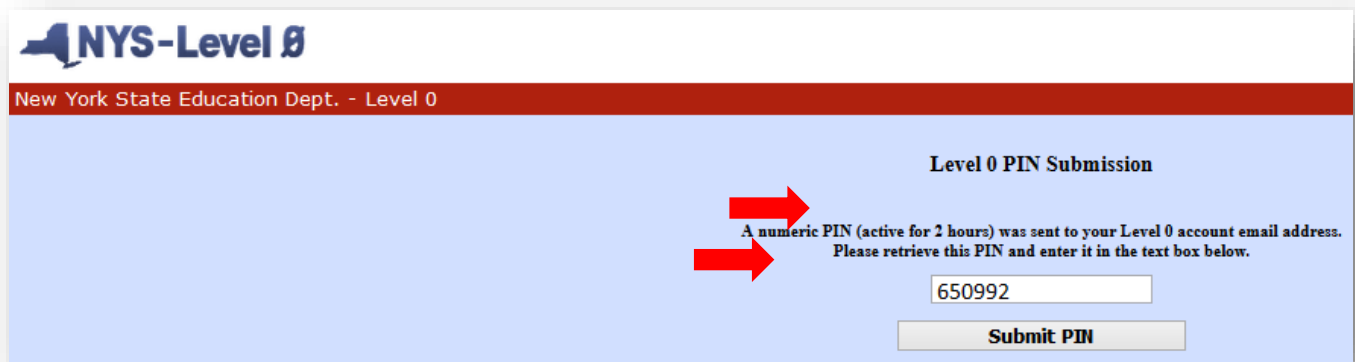
Response:

Submit Response

The user will receive an Email similar to the one below with a random **PIN**:



After the user clicks the **Submit Response** button, the user must enter the **PIN** that was sent to the email address associated with their **User ID** in Level 0, then click on the **Submit PIN** button:



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

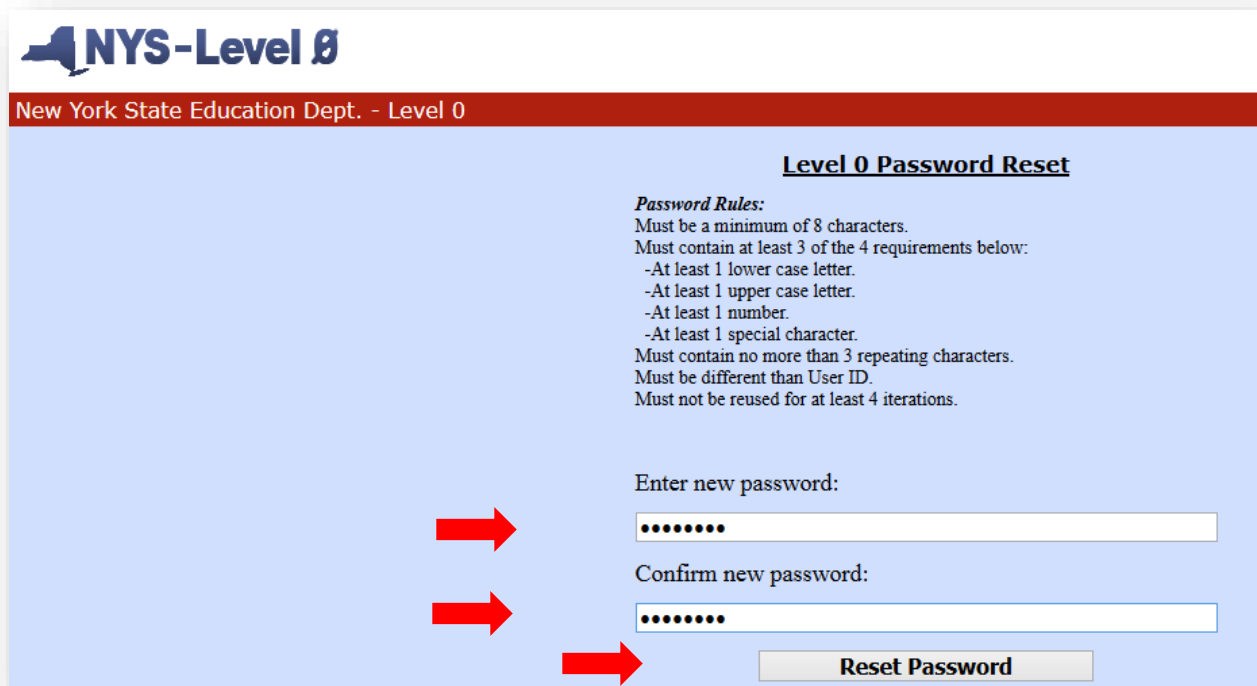
Level 0 PIN Submission

A numeric PIN (active for 2 hours) was sent to your Level 0 account email address.
Please retrieve this PIN and enter it in the text box below.

650992

Submit PIN

When the user enters/submits the **PIN** that was sent to the email address associated with their **User ID** in Level 0, it will bring them to the **Level 0 Password Reset** screen to **Enter** and **Confirm** their new password (based on the ***Password Rules***), then click on the **Reset Password** button:



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

Level 0 Password Reset

Password Rules:
Must be a minimum of 8 characters.
Must contain at least 3 of the 4 requirements below:
-At least 1 lower case letter.
-At least 1 upper case letter.
-At least 1 number.
-At least 1 special character.
Must contain no more than 3 repeating characters.
Must be different than User ID.
Must not be reused for at least 4 iterations.

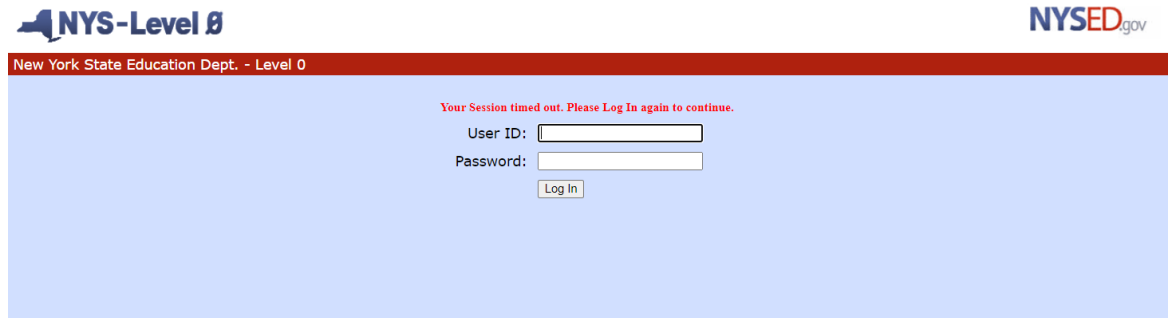
Enter new password:
.....

Confirm new password:
.....

Reset Password

- **Logout vs Lockout**

- **Logout** – Screen time out – after 10 minutes of user inactivity, user will be forced back to the log in screen



NYS-Level 0 NYSED.gov

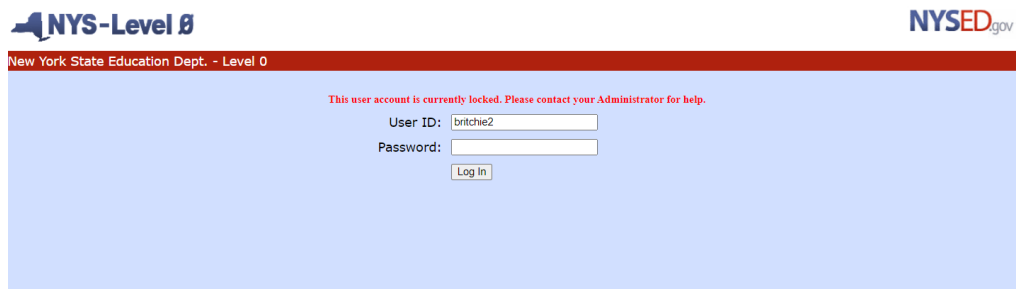
New York State Education Dept. - Level 0

Your Session timed out. Please Log In again to continue.

User ID:

Password:

- **Lockout** – Failed Login attempts – If the user fails logging into their account 6 times within 15 minute, the account will be locked for 15 minutes



NYS-Level 0 NYSED.gov

New York State Education Dept. - Level 0

This user account is currently locked. Please contact your Administrator for help.

User ID:

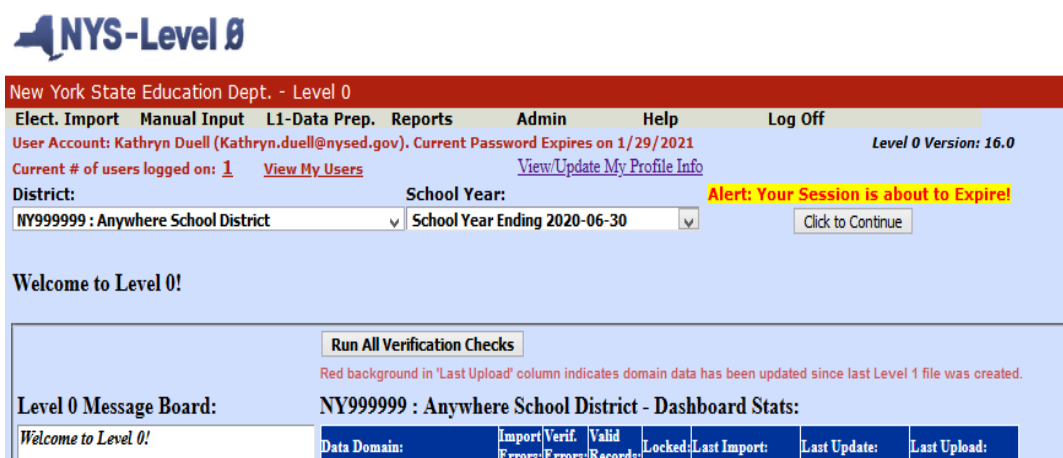
Password:

Error Message: This user account is currently locked. Please contact your Administrator for help.

User Account will be locked for 15 minutes, but...

- ✓ The District CIO or **Ric staff** can override and email a link for the user to reset their password
- Or
- ✓ User could click “Forgot Password” link on screen

- Session Alert after 9 minutes of inactivity



NYS-Level 0

New York State Education Dept. - Level 0

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

User Account: Kathryn Duell (Kathryn.duell@nysed.gov). Current Password Expires on 1/29/2021 Level 0 Version: 16.0

Current # of users logged on: 1 [View My Users](#) [View/Update My Profile Info](#)

District: School Year: **Alert: Your Session is about to Expire!**

Welcome to Level 0!

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

Level 0 Message Board: **NY999999 : Anywhere School District - Dashboard Stats:**

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
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Help Menu

- Instructional documents will be available under the Help menu



New York State Education Dept. - Level 0

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

User Account: Kathryn Duell (Kathryn.duell@nysed.gov). Current Password Expires on 1/29/2021

Current # of users logged on: 1 View My Users View/Update My Profile Info

District: NY999999 : Anywhere School District School Year: School Year Ending 2020-06-30

Disclaimer:

The New York State Education Department (NYSED) is providing the Level 0 application and the accompanying NYSED Help documents, as is. The NYSED provided Help documents, within this application, are compliant with NYSED's Web Accessibility Policy. Any additional Help documents supplied by a Level 0 Hosting Site are not the responsibility of NYSED.

The user assumes all responsibility and risk for use of the data and website. Users of the data agree not to misuse, add to without permission, or misrepresent the data provided in any way. Please inform NYSED of any misuse of data from this website.

In no event will NYSED be liable to any party for any direct, indirect, incidental, consequential, special, or exemplary damages, or lost profit resulting from any use or misuse of this data. Additionally, NYSED is not liable for any inaccurate data.

No person, entity, or user shall use the information in a manner that is in violation of any federal, state, or local law or regulation, including, but not limited to FERPA, New York State Education Law §2-d.

Level 0 Help

Document:	Uploaded On:	Uploaded By:
L0 Password reset screen shots_07292020.docx	8/11/2020 3:14:43 PM	KE Duell
Template Dependency Guideline for Import.docx	8/11/2020 2:09:22 PM	NYSED
UnderstandingL0 Errors.docx	8/11/2020 2:09:11 PM	NYSED

Fun Stuff!!!

- Program fact import – Precheck shortage protection - The program fact import now includes a pre-check record count for shortage protection

District: NY999999 : Anywhere School District School Year: School Year Ending 2020-06-30

Program Fact Validation and Import:

Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

Browse... No file selected.

Step 3 - Click button to prepare file for validation:

Prepare Import File

Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

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

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

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

Step 7 - Click button to validate data file:

Validate Data

Import/Validation Messages:

The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

When the **Optional Perform PreCheck** button is selected, it will read the Import File (Step 2) and automatically place a check mark in each applicable **Category** for Import in both the **PreCheck** Category list (Step 4) and the full list of Category types (Step 5). If the **Import File Count** is **less** than the **Database Count** for any of the selected categories, that Category or Categories will be highlighted for manual review to ensure that the Category should continue to be imported:

Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Category:	Import?	Import File Count:	Database Count:
CTE / Tech Prep	<input checked="" type="checkbox"/>	2	1
ELL Eligibility	<input checked="" type="checkbox"/>	1	1
ESEA	<input checked="" type="checkbox"/>	108	107
Type of Disability	<input checked="" type="checkbox"/>	1	1
0198::Poverty	<input checked="" type="checkbox"/>	4	456
5806::Reduced Lunch	<input checked="" type="checkbox"/>	1	1
Summer School Participation	<input checked="" type="checkbox"/>	1430	1430
Higher Education	<input checked="" type="checkbox"/>	1	1
8262::Homeless	<input checked="" type="checkbox"/>	1	1

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

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

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

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

Step 7 - Click button to validate data file:

Validate Data

Import/Validation Messages:

The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

If it is determined that any **Category** should not be Imported, simply uncheck the check box in either the **PreCheck** (Step 4) or full Category type list (Step 5) and it will be unchecked in both places. When the Category check boxes are accurate, the **Validate Data** button can be selected to complete the **Program Fact Import** process for the selected **Categories**:

Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Category:	Import?	Import File Count:	Database Count:
CTE / Tech Prep	<input checked="" type="checkbox"/>	2	1
ELL Eligibility	<input checked="" type="checkbox"/>	1	1
ESEA	<input checked="" type="checkbox"/>	108	107
Type of Disability	<input checked="" type="checkbox"/>	1	1
0198::Poverty	<input type="checkbox"/>	4	456
5806::Reduced Lunch	<input checked="" type="checkbox"/>	1	1
Summer School Participation	<input checked="" type="checkbox"/>	1430	1430
Higher Education	<input checked="" type="checkbox"/>	1	1
8262::Homeless	<input checked="" type="checkbox"/>	1	1

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

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

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

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

Step 7 - Click button to validate data file:

Validate Data

Import/Validation Messages:

The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

- On the Manual Entry screen, “Error” records show in **RED text**

*denotes a required field [Back to Error Rpt](#)

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

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

[Delete Record](#) [Validate & Save Student Data](#) [Curr. Student / Add New](#) [Clear](#)

Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
View	Valid	990900024	0001 :: Elementary School 1	2020-06-01	0011			01
View	Error	990900024	0001 :: Elementary School 1	2019-07-01	0011	2020-05-26		01

- Staff Attendance Breakdown report similar to the Student Attendance Breakdown report



New York State Education Dept. - Level 0

[Elect. Import](#) [Manual Input](#) [L1-Data Prep.](#) [Reports](#) [Admin](#) [Help](#) [Log Off](#)

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 Level 0 Vers

Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#)

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2020-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file [Download](#)

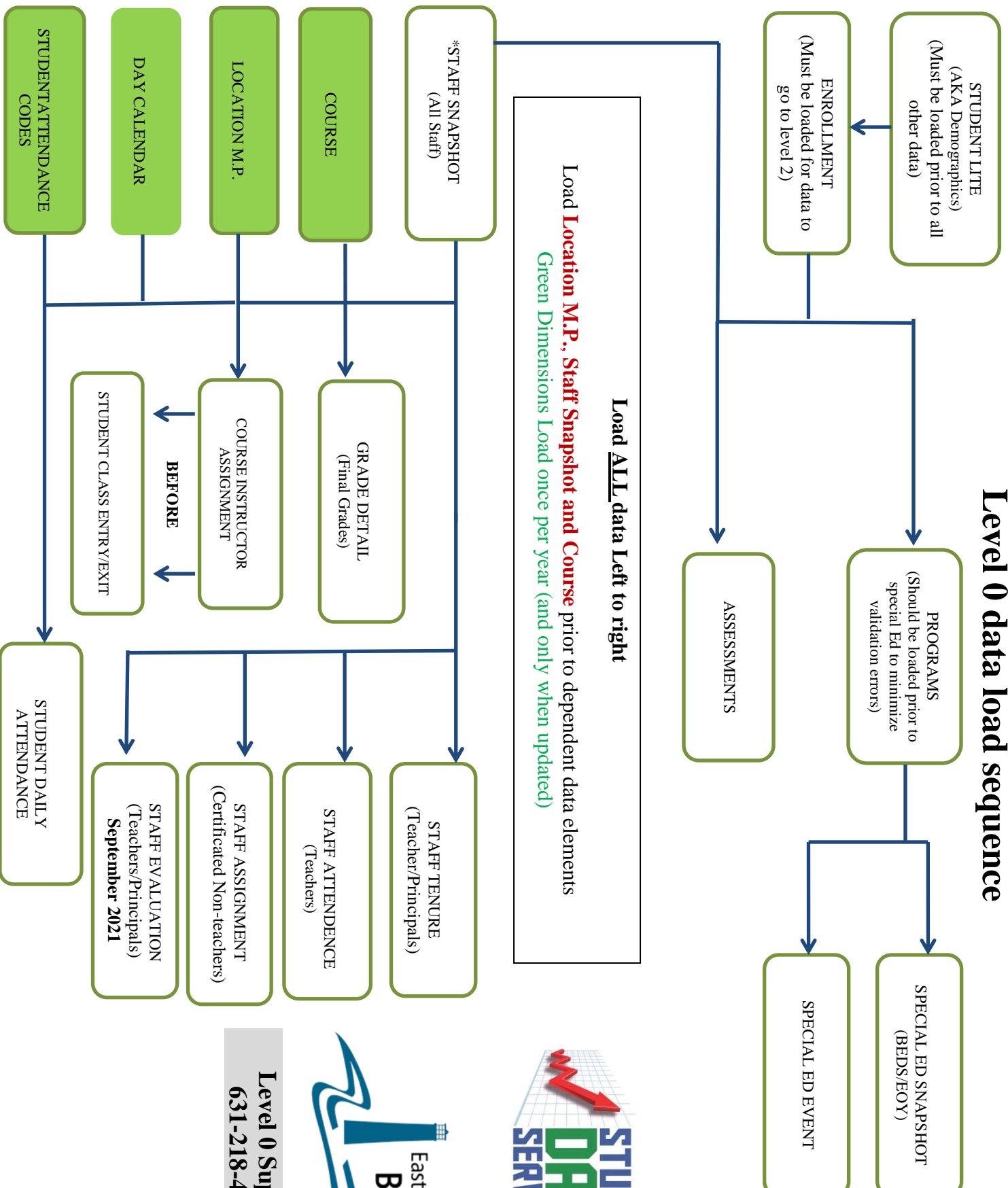
Staff Attendance Report Choices: [Run Verification Rpt](#)

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Dist. Upload Log Dates
 ☐ Import Log
 ☐ Lock History
 ☐ View Verif. Errors (Error Rpt #2)
 ☐ Unlock History
 ☐ Attendance Breakdown
 ☐ Import Message Log

Staff Attendance Time Used totals for District: NY999999

Attendance Code:	Time Used LY Total:	Time Used LY (as of 2019-06-30):	Time Used TY (as of 2020-06-30):	Change:	Percent Change:	Error Records:
Bereavement Leave (B)	0	0	0	0	0%	0
Jury Duty (J)	0	0	0	0	0%	0
Maternity/Paternity Leave (M)	0	0	0	0	0%	0
Other (O)	0	0	0	0	0%	0
Personal Leave (P)	0	0	205	205	100%	0
Sick Leave (S)	0	0	0	0	0%	0

Level 0 data load sequence



Level 0 Support
631-218-4195

2020-21 US History Guidance

SIRS Manual pg 132...

For the 2019-20 SY and beyond, all schools should provide grade 9 social studies course instruction that is aligned with the new Social Studies Framework and report course 04051.

For the 2020-21 SY, all schools providing course instruction aligned with U.S. History and Government (Framework) should report course code 04101F.

Social Studies Course Code and Assessment Mapping

Course Code	Course	Action	Notes	Assessment	Assessment Code	Assessment Name
04051	World History—Overview	None	Districts will use this course for 9 th grade Global courses.	None/Local	N/A	N/A
04052	World History and Geography	Delete course code	Districts will no longer be able to use this course code.	Global History and Geography Exam	N/A	N/A
04052NF	World History and Geography (New Framework)	None	Districts will use this course for 10 th grade Global courses.	New Framework Exam Global History and Geography II (Grade 10)	08208	Regents NF Global History – Aug
					01208	Regents NF Global History – Jan
					06208	Regents NF Global History – Jun
04101	U.S. History-Comprehensive	None	Districts will use this code for students taking the old exam.	Exam in United States History and Government	08052	Regents US History&Gov't – Aug
					01052	Regents US History&Gov't – Jan
					06052	Regents US History&Gov't – Jun
04101F	U.S. History and Government (Framework)	None	Districts will use this code for Framework-aligned courses and for students taking the exam.	Exam in United States History and Government (Framework)	08072	Regents US History&Gov't (Framework) – Aug

Common Special Education Data Reporting Issues



http://www.p12.nysed.gov/sedcar/sirs/swd_sirs_1314-present.html search for “912” end enrollment reason code to ‘jump’ to the table below.

This table shows “**actual student disability status**”

Preschool Student with a Disability Transitioning To Kindergarten Scenarios

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

When the IEP system correctly exports the 5786 preschooler with a disability record, but the July/August enrollment has not been addressed in the SMS this error is created:

Program Fact Report Choices:

● Diet Import Errors (Error Rpt #1)

● Lock History

● Diet(s) Summary

● Waiting For Level 1

● Diet School Summary

● View Verif. Errors (Error Rpt #2)

● Category Breakdown

● Upload Log Data

● Unlock History

● No Enrollment Rpt

● Import Log

● Import Message Log

Choose Verification Rpt. Category

● Disability

● ELL Eligibility

● 0020-Alb. Assist

● 0162 NYSEEL AT

● 1817 Free Lunch

● Preschooler Program

● 1002 Parent Armed Forces

● ELL Program

● 0264 Spec. SQA

● 0172 Homeless Youth

● 2618 Inter-Dist. Transfer

● 1100 Foster Care

● 1113 Bridgeway

● ESEA

● Summer School Part.

● CTE / Tech Prep

● Higher Education

● 0202 Homeless

● Safety Net

● 0106 Poverty

● 1806 Real Lunch

● TAB-1 TALS

● 0101 Juvenile

Messages - Category has Errors

73 verification error(s) for : Type of Disability.

Student ID:	Student Last:	Student First:	Prog. Code:	Loc. Code:	Loc. Name:	Begin Date:	Error Msg:
000107739	Sample3121	James	5786	0000	Sample District Wide	2018-07-01	PS3091: W/F - A Preschool student w/disability record (5786) can only have an associated 0011/5905 enrollment grade ordinal of PREKF, PREKH, or PRES during the same time period.
000111245	Sample3436	Matthew	5786	0000	Sample District Wide	2018-07-01	PS3091: W/F - A Preschool student w/disability record (5786) can only have an associated 0011/5905 enrollment grade ordinal of PREKF, PREKH, or PRES during the same time period.

This happens because there is no enrollment record as a preschooler:

use * to help with last name search

Demographics

Enrollment

Programs

Assessment

Assess/Acc/Mod

SE Event

SE

Stu/Class/Gr/Detail

Stu/Daily/Attend

Current Student: James Sample3121 Record Status: Valid Last Update: 9/28/18 08:24 AM By: Bill Ritchie

* denotes a required field

* Student ID: 000107739 * Location Code: 034586 :: FERNCLIFF MANOR * Grade Level: KF *

* Entry Date: 2018-09-01 * Entry Code: 0011 :: Enrollment in building or grade * Entry Comment:

Exit Date: Exit Code: Exit Comments:

Validation Messages:

Delete Record

Validate & Save Student Data

Curr. Student / Add New

Clear

Enrollment Records:

Student ID: 000107739 Location: 034586 :: FERNCLIFF MANOR Entry Date: 2018-09-01 Entry Code: 0011 Exit Date: Exit Code:

Program Fact Export Screen

ALWAYS CHECK ALL!?

When doing L1 data prep for Program Fact data always check all to prevent shortages. It does not matter what was recently imported. You must check all prior to validating and creating the file for level 1 submission.

District:

NY280000 : Sample District

School Year:

School Year Ending 2020-06-30

Program Fact Data Prep. for Level 1:

Check the desired programs below and verify, then click Create File for Level 1 Submission button to create export file. Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will lock the data for the selected program. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the program.

☐ Check All

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

Validate Now

Validation results...

Create File for Level 1 Submission

Save As

Data Prep. messages...

2019-2020 Level 0 Data

New York State Education Dept. - Level 0

Elect. Import	Manual Input	LI-Data Prep.	Reports	Admin	Log Off	<i>Level 0 Version: 15.03a</i>
User Account: Bill Ritchie (britchie). Current Password Expires on 12/19/2020 View/Update My Profile Info						
Current # of users logged on: <u>1</u> View All Users						
District:						
NY280000 : Sample District			School Year: School Year Ending 2020-06-30			

Welcome to Level 0!



The only remaining 2019-20 data collection is Assessments...

- June 2020 Regents Exemptions
- 2020 AP and IB Scores

Testing Coordinator/Scoring Contact Information 2020-2021

Please identify the Test Coordinator/Scoring contact person for your district and fax this completed form to Eastern Suffolk BOCES at 631-240-8967

Please indicate a primary and secondary contact person.

School District Name _____

District BEDS number _____

Primary Contact _____

Contact Title _____

Work Phone # _____ **Alternate Phone #** _____

Email _____ **Fax #** _____

Secondary Contact _____

Contact Title _____

Work Phone # _____ **Alternate Phone #** _____

Email _____ **Fax #** _____

Authorized Signature _____ **Date** _____

Print Name and Title _____

Student Data Services

Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: 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, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.



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

Assistant Commissioner
Office of State Assessment

Updated June 2020

TO: District Superintendents
Superintendents of Public Schools
Principals of Public, Religious, and Independent Schools Leaders
of Charter Schools

FROM: Steven E. Katz *Steven E. Katz*

SUBJECT: 2020–21 Elementary- and Intermediate-level Testing Schedule

2020–21 School Year

Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
NYSAA English Language Arts, Mathematics, and Science		Monday, March 8 – Friday, June 11	Make-ups must be given within the testing window	N/A	N/A
Grades 3-8 English Language Arts	Paper-based	Tuesday, April 20 – Thursday, April 22	Friday, April 23 – Tuesday, April 27	Friday, April 23 – Wednesday, May 5	Wednesday, May 5
	Computer-based	Monday, April 19 – Monday, April 26	Tuesday, April 27 – Thursday, April 29	Friday, April 23 – Wednesday, May 5	N/A
Grades 3-8 Mathematics	Paper-based	Tuesday, May 4 – Thursday, May 6	Friday, May 7 – Tuesday, May 11	Friday, May 7 – Thursday, May 20	Thursday, May 20
	Computer-based	Monday, May 3 – Monday, May 10	Friday, May 7 – Friday, May 14	Friday, May 7 – Thursday, May 20	N/A
NYSESLAT Speaking		Monday, April 19 – Friday, May 28	Make-ups must be given within the testing window	Speaking is scored as it is administered.	Tuesday, June 15
NYSESLAT Listening, Reading, Writing		Monday, May 17 – Friday, May 28	Make-ups must be given within the testing window	Tuesday, June 1 – Tuesday, June 15	Tuesday, June 15

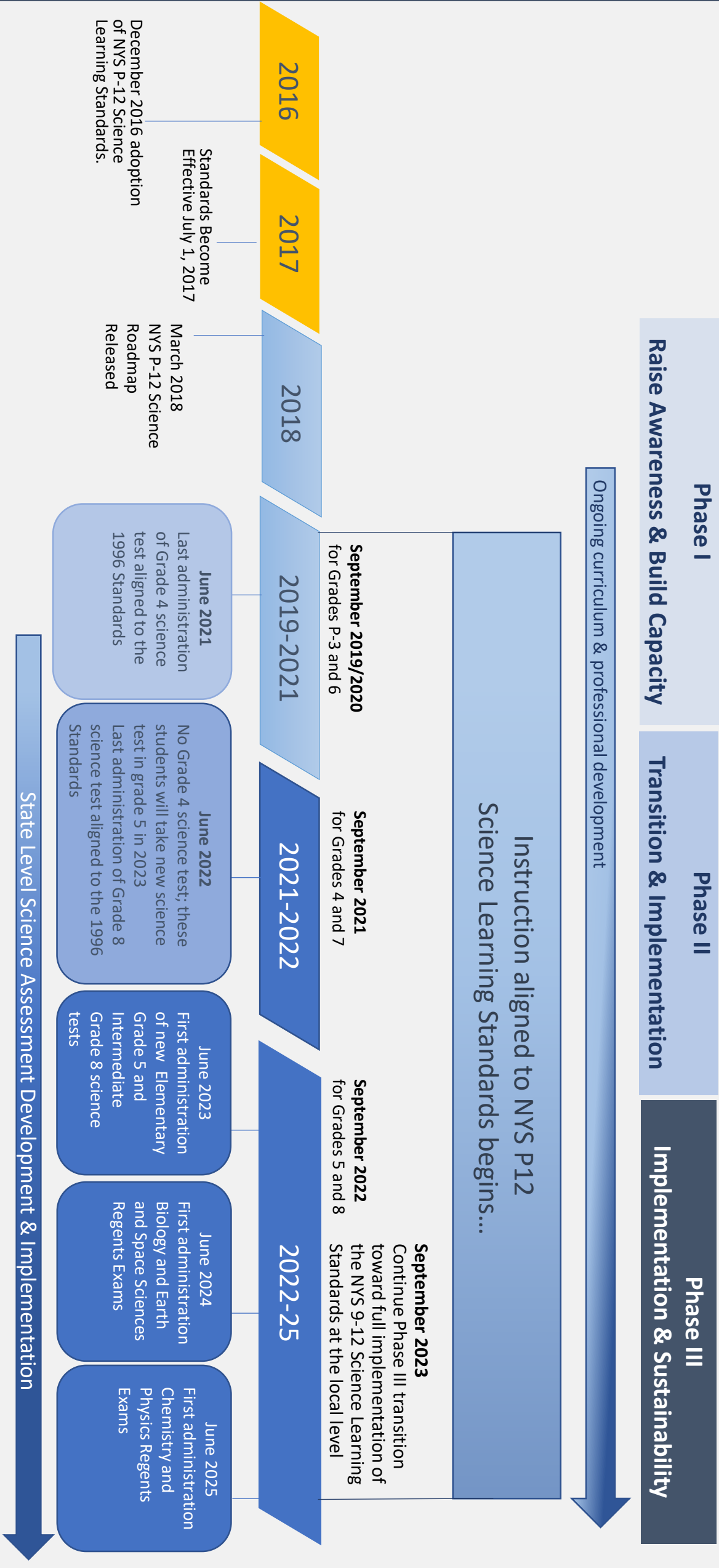
2020-21 School Year, Continued

Operational Test	Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
Grade 4 Science Performance Test	Tuesday, May 25 – Friday, June 4	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 17
Grade 8 Science Performance Test	Tuesday, May 25 – Friday, June 4	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 17
Grade 4 Science Written Test	Monday, June 7	Tuesday, June 8 – Wednesday, June 9	Following make-up dates, but no later than Thursday, June 17	Thursday, June 17
Grade 8 Science Written Test	Monday, June 7	Tuesday, June 8 – Wednesday, June 9	Following make-up dates, but no later than Thursday, June 17	Thursday, June 17

New York State P-12 Science Standards

Revised April 2020

Development, Adoption, and Implementation



Science Timeline for Development, Adoption, Implementation

December 2016: Standards Adoption

After a multi-year process of stakeholder engagement of writing, review, and adaption the Board of Regents adopted the [new P-12 NYS science learning standards](#). The adopted standards are based on the foundation and the tenets of the National Research Council's Framework for K-12 Science Education: Practices, Crosscutting Concepts, and Core Ideas and the Next Generation Science Standards (New York one of 27 lead states). Two public survey's gathered feedback from various stakeholders on the draft standards as part of the adoption process.

July 2017: Initial Transition to the New York State P-12 Science Learning Standards

Initial transition to the new State science learning standards began with the 2017-18 school year. Given the shift in classroom instruction called for by the standards NYSED staff, alongside key science stakeholders and groups in learning communities across the State, continue to work together to raise awareness and build capacity to move science education in NY forward through these new science standards. Ongoing Curriculum and Professional Development P-12 aligned to the standards are crucial components in this process.

March 2018: New York State P-12 Science Roadmap Released

The [New York State P-12 Science Learning Standards](#) has been designed to assist and support educators in school districts and other key stakeholders with the transition process leading to full-implementation of the learning standards. The roadmap provides a recommended plan spread-over the next several years that highlights shared goals, objectives and activities to support the NYS Education Department, local school districts, and other key stakeholders with the transition process. Districts are encouraged to tailor the suggested implementation activities to develop specific actions designed to meet district level needs during the transition process.

Grades P-8

September 2019 – June 2021: Phase II Transition and Implementation

This is the start of Phase II where districts should be moving towards full implementation of curriculum and instructional programing aligned to the 2016 New York State P-12 Science Learning Standards at the elementary and middle school levels, to prepare students for subsequent years of science learning. Instruction in the 2016 New York State P-12 Science Learning Standards began in September 2019 for students in Grades P-3, and grade 6.

June 2021: Last Administration of grade 4 science test aligned to the 1996 Science Standards

This last test administration signals to the field the need for a shift in instruction aligned to the 2016 New York State P-12 Science Learning Standards. Students enrolled in 3rd grade during the 2019-2020 school year should have received instruction in the 2016 New York State P-12 Science Learning Standards. However, due to the school closures related to COVID-19, the Department delayed the rollout of state assessments aligned to the New York State P-12 Science Learning Standards for one year, to spring 2023. Therefore, such students will be assessed using the 1996 Science Learning Standards in the spring of 2021 as 4th graders.

June 2022 will be a testing transition year for students in the grade 4 cohort. There will be no grade 4 science test; students in this cohort will take the new science test in grade 5 in 2023.

September 2021: Continue Phase II Transition and Implementation

This date signals the continued implementation PK-3 and grades 6 and initial transition of curriculum and instruction aligned to the 2016 New York State P-12 Science Learning Standards for Grades 4 and 7.

June 2022: Testing Transition

June 2022 will be a testing transition year where there will be no grade 4 science test; these students will take the new science test in grade 5 in 2023. This will provide time for teachers and students to adapt to teaching and learning called for in the new standards. It provides the opportunity for continued transition to the 2016 standards without having a cohort of students tested on the 1996 standards 1 year and the 2016 standards the following year.

June 2022 will be the last administration of the Grade 8 Science test aligned to the 1996 standards.

September 2022: Continue Phase II Transition and Implementation

This date signals the continued Implementation of instruction aligned to the 2016 New York State P-12 Science Learning Standards for grades P-4 and grade 7; instruction in the 2016 New York State Science Learning Standards begins for Grades 5 and 8. This results in all curriculum and instruction in grades P-8 aligned to the new 2016 standards.

June 2023: First Administration of the new Grade 5 and Grade 8 exams

June 2023 will mark the first administration of the Grade 5 Elementary-Level and Grade 8 Intermediate-Level science examinations aligned to the 2016 New York State P-12 Science Learning Standards.

Grades 9-12

September 2023: Phase III Implementation and Sustainability

This date signals the continued implementation and transition of curriculum and instruction of two high school level science courses that culminate in a corresponding science Regents examination aligned to the 2016 New York State P-12 Science Learning Standards for Earth and Space Sciences, and Life Science: Biology. These courses are those typically taught in Grades 9 and 10.

June 2024: First Administration of Earth and Space Sciences and Life Science: Biology Regents Exams

June 2024 will mark the first administration of the Regents Exams for Earth and Space Sciences and Life Science: Biology.

September 2024: Phase III Implementation and Sustainability

This date signals the full implementation and transition of curriculum and instruction of the two high school level science courses that culminate in a corresponding science regents examination aligned to the 2016 New York State P-12 Science Learning Standards for Physical Science: Chemistry and Physical Science: Physics. These courses are those typically taught in Grades 11 and 12.

June 2025: First Administration of Physical Science: Chemistry and Physical Science: Physics Regents Exams

June 2025 will mark the first administration of the Regents Exams for Physical Science: Chemistry and Physical Science: Physics.

In Summary:

The above timeline lays out a thoughtful strategic implementation blueprint for science that allows adequate time for the necessary steps leading to the following:

- Ongoing and targeted professional development for teachers
- Curriculum development at expanding levels
- Grades 5, 8, and Regents level assessment development, field testing and implementation

Testing Coordinator/Scoring Contact Information 2020-2021

Please identify the Test Coordinator/Scoring contact person for your district and return this completed form to Eastern Suffolk BOCES.

Please indicate a primary and secondary contact person.

School District Name _____

District BEDS number _____

Primary Contact _____

Contact Title _____

Work Phone # _____ **Alternate Phone #** _____

Email _____ **Fax #** _____

Secondary Contact _____

Contact Title _____

Work Phone # _____ **Alternate Phone #** _____

Email _____ **Fax #** _____

Authorized Signature _____ **Date** _____

Print Name and Title _____

When completed, please fax this form to Student Data Services at (631) 240-8967

or email to Bonnie Ferraro at: bferraro@esboces.org

Student Data Services

Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: 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, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

IF YOU STILL HAVE ANSWER
SHEETS FROM THE 2020 NYS
ELA, MATH, OR SCIENCE EXAMS:
YOU NEED TO



COMPUTER BASED TESTING(CBT) UPDATES

- RLCs (Level I Centers) will now be the primary resource for support.
- We will share new CBT information as it comes available. At first to everyone, then once the CBT schools are finalized, we will create a distribution list for the participants.
- Waiting for a decision from SED regarding new districts being allowed to participate this year.

COMPUTER BASED TESTING(CBT) IMPORTANT DATES

- Statewide/Regional Trainings: Full/refreshers webinars will be available in October
- Online ordering system: Open from late September-early December-when ordering you must choose a simulation date
- Simulations dates: Early December and early-mid January-participation in one simulation is required
- Data Due for December simulation: October 22
- Date Due for January simulation: December 10



Assistant Commissioner
Office of State Assessment

August 2020

TO: District Superintendents
Superintendents of Public Schools
Principals of Public, Religious, and Independent Schools
Leaders of Charter Schools

FROM: Steven E. Katz *Steven E. Katz*

SUBJECT: New Tentative Dates for the January 2021, June 2021, and August 2021 Regents Examination Periods

At this time, the primary focus of the New York State Education Department (NYSED) and the Board of Regents is to guide schools and school districts across the State in planning for the safe and orderly return to schools in September. Like all of you, we believe that the physical and mental health, safety, and well-being of the children and adults in our schools are paramount.

As the start of the school year gets underway, the NYSED will be mindful of the many uncertainties faced statewide. We will continuously monitor the situation and provide updated guidance, policies, and regulatory changes as the situation requires. This will include closely monitoring the feasibility and fairness of administering the January, June, and August 2021 Regents Examinations. At this time, no final decision regarding the 2021 Regents Examination administrations has been made.

Keeping this in mind, the new tentative dates for the January, June, and August 2021 Regents Examination periods are being provided at this time to assist schools and districts with developing their local school calendars for the 2020-21 school year. We very much appreciate all the input from superintendents and other school and district leaders that enabled us to arrive at these dates.

Provided that it is deemed safe for the Regents Examinations to be administered in school buildings across the State at these times, the examination periods will be scheduled as follows:

Dates for the January 2021 Regents Examination period:

Tuesday, January 26 through Friday, January 29

Dates for the June 2021 Regents Examination period:

Wednesday, June 2* (the first administration of the new Regents Examination in U.S. History and Government has been rescheduled for 2021)

Tuesday, June 15 through Friday, June 25. No State examinations will be administered on Friday, June 18 to allow for the weekday observance of the Juneteenth holiday. Friday, June 25 will be a Rating Day; no State examinations will be administered on this date.

Dates for the August 2021 Regents Examination period:

Thursday, August 12 and Friday, August 13

*Administration of this examination takes place on the second day of the month to allow time for score collection and standard setting in order to post the conversion chart by June 25.



Student Data Services

Regents Scanning Workshop

TIME: 9:00 AM to 11:30 AM

LOCATION: Via Zoom

DATES: December 1, 2020

AUDIENCE: Any District Personnel Involved With Regents Scanning

DESCRIPTION:

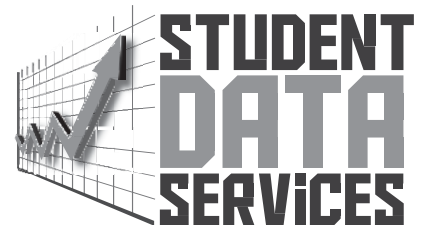
- Order Form and Timeline
- Pre-print File Verification
- Scan Sheet Preparation
- Processing tips and techniques
- Scanning demonstration
- Error Messages with Correction methods
- Batch tracking website
- ASAP Score Reports
- Scanning Deadlines
- Regents Data Loading Service

PLEASE REGISTER ON OR BEFORE November 23, 2020

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

Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; 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, 26th Floor, New York, NY 10005, 646-428-3800, DOCS-NewYork@ed.gov.







Ritchie, Bill

From: Desjardins, Peter <pdesjard@esboces.org>
Sent: Friday, August 21, 2020 8:55 AM
To: cio-data listserv
Subject: [cio-data] NYSITELL Answer Sheets
Attachments: Order Form-(ReOrder)-Public NYSITELL.pdf

Good Morning,

We have been advised by OSC that multiple NYSITELL scans are failing due to districts using copied scan sheets. PLEASE DO NOT USE COPIED ANSWER SHEETS. Attached is the order form for NYSITELL answer sheets. Now is the time for districts to put in an order and have them shipped before school starts. As always, please share this with anyone in your district who may need it.

Pete

Peter Desjardins
Program Administrator, Student Data Services
Regional Information Center
Eastern Suffolk BOCES
Instructional Support Center at Sequoya
750 Waverly Avenue, Holtsville, NY 11742
Phone: 631-419-1676 / Fax: 631-240-8967
Email: pdesjard@esboces.org
Website: <http://datacentral.esboces.org>



Please refrain from sending Personally Identifiable Information (PII) via emails or attachments. Please use secure transmission methods. If it is necessary to send PII to EBOCES staff, please use our [Secure Courier](#) email system

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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.

Emails: bferraro@esboces.org or bball@esboces.org

July 15, 2020

TO: School District Superintendents
School Principals
BOCES District Superintendents
Charter School Leaders
English as a New Language, Bilingual Education & World Languages
Directors
Organizations, Parents/Guardians and Individuals Concerned with
English
Language Learners/Multilingual Learners and World Languages Students

FROM: Elisa Alvarez, Associate Commissioner

RE: Provision of Services to English Language Learners and World
Languages Students During Statewide School Closures Due to the
Novel Coronavirus (COVID-19) Outbreak in New York State

EXCERPT From FAQ included in Message (Pgs. 12-13)

8. The 2020 New York State English As A Second Language Achievement Test (NYSESLAT) has been cancelled as a result of the COVID-19 outbreak. How shall school districts determine how many units of study an ELL is entitled to in the 2020-21 school year?

School districts shall serve ELLs in 2020-21 according to their 2019-20 level of English language proficiency. For the 2020-21 school year, districts are to schedule all ELLs according to their mandated units of study for their level of English language proficiency (Entering, Emerging, Transitioning, Expanding) in 2019-20. NYSED is actively exploring additional flexibility through temporary emergency changes regarding Former ELL services in the form of Integrated ENL or other Former ELL services approved by the Commissioner under section 154-2.3(h) of the Commissioner's regulations in 2020-21.

The English as New Language (ENL) Units of Study are the required minimum number of minutes of Stand Alone and Integrated ENL instruction provided, depending on the student's English language proficiency level. One unit of study under Commissioner's Regulations Part 100.1(a) is equivalent to at least 180 minutes of instruction per week throughout the school year. School districts can provide additional ENL units of study as they feel necessary to address the linguistic needs, oral language development, writing and reading skills, academic vocabulary, and content knowledge of their ELLs, as long as they are provided with the same educational opportunities as their peers. Some suggested instructional best practices were outlined in Question & Answer #4.

These units are available at: Units of Study Tables for English as a New Language (ENL) and Bilingual Education Programs. OBEWL's website has been updated to reflect regulatory flexibility and best practices for instructional equity during COVID-19-related closures.



Rose M. LeRoy, Director of Educational Data and Research
Information and Reporting Services
Room 865 EBA
Albany, NY 12234

June 18, 2020

TO: District Superintendents
Superintendents of Public Schools
Principals of Public Schools
Charter School Leaders
Regional Information Center Directors
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy *Rose M. LeRoy*

SUBJECT: Reporting 2020-21 School Year Data

This memo highlights revisions and additions to school district, Boards of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2020-21 school year data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

In addition to the specified due dates for data outlined in the [SIRS data reporting timeline](#), the Department will extract and use data throughout the school year as needed. These data extracts may be required for State and federal reporting purposes, NYSED program office use, and for other necessary purposes. Therefore, it is important for districts, BOCES, and charter schools to have data collection and input processes in place early in the school year to ensure data are as complete and accurate as possible throughout the entire calendar year. All accountability determinations and related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 20, 2021.

The reporting requirements described in this memo apply to all school districts and their schools, BOCES, and charter schools. Please share this information with district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the program office web pages. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. As necessary, additional dates may be added to the timeline and communicated to your Regional Information Centers (RIC)/Big 5 scanning centers as they become available. Your RIC/scanning center will require data

to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing.

If you have questions about data contained in SIRS, contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see [RIC/Big 5 Contacts](#). If you need further assistance, you may contact the Office of Information and Reporting Services (IRS) by [e-mail](#).

2020-2021 New SIRS Data Collection & Reporting Requirements and Reminders	
The deadline to submit 2020-21 data to the SIRS is August 20, 2021 . Staff Evaluation and Level 0 Historical data <i>have different due dates</i> . Please see the SIRS Timeline for other reporting deadlines.	
Subject	What to Know
Program Service Codes	<ul style="list-style-type: none"> Several Program Service Code changes have been made for the 2020-21 school year. These changes can be found on the Vendor Support for School Districts and BOCES web page.
Assessment Codes	<ul style="list-style-type: none"> A separate memo with information on Public Health Event Exemptions for August 2020 Regents assessments can be found here.
Staff and Course Reporting	<ul style="list-style-type: none"> 2020-21 Staff and Course updates can be found on the Teacher/Staff Data and New York State Comprehensive Course Catalog web pages. Beginning in 2020-21, all course data used for reporting purposes will be derived from the SIRS. Legacy PMF codes are being phased out and the Department will no longer be using the Teacher Access and Authorization (TAA) application. The annual teacher certification match process will be performed using data from the SIRS Course Instructor Assignment template. Two new Cognos reports (SIRS-328 and SIRS-329) were distributed in the 2019-20 school year to prepare districts for the 2020-21 school year. Additionally, a course to certification crosswalk was distributed during the 2019-20 school year via the IRSP which provided LEAs with an appropriate mapping of course codes to certification areas.

Phased In/Out Assessments with Assessment Measure Codes			
Assessment	First Administered	Last Administered	Assessment Measure Code
Regents U.S. History & Government (Framework)	June 2021		06072
NYS Grade 4 Science	2003-04	2020-21	00029
NYS Grade 5 Science	2022-23		TBD

Note: ALL data collection and reporting changes for the 2020-21 school year will be detailed in the *2020-21 SIRS Manual* and Code Changes documents and made available on the [Vendor Support for School Districts and BOCES](#) web page. Please review these changes carefully when updated.

Data Verification

NYSED makes available to school districts, BOCES, charter schools and some other reporting entities, tools for reviewing, verifying, and certifying their data throughout the school year. Information officers and data coordinators should be familiar with the various systems and applications associated with data verification.

L2RPT Reports – Reviewing SIRS Data

Verification reports for data in the SIRS are available in the [Level 2 Reporting \(L2RPT\) environment](#). **These reports are to be used throughout the school year to help ensure that all data are reported accurately in the SIRS.** If data must be updated, changes must be made in the local source system and uploaded to Level 2 of the statewide repository system following L0 and L1 processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in Level 2 of the SIRS until the end of year deadline, August 20, 2021. Please pay close attention to the counts within the various subgroup populations (e.g., racial and ethnic breakdowns, students with disabilities, English Language Learners), as these counts may impact various data reports for these subgroups.

Reporting errors discovered from a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available on the [NYSED Level 2 Reporting page](#).

User accounts for L2RPT access are created and managed by the superintendent or charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED [Business Portal](#). Additional support for authorized users of SEDDAS can be found on the NYSED [SEDDAS page](#) and may also be provided by your Level 1 data center.

Notes:

- Changes made to historical data using Level 0 Historical (LOH) will be displayed within the LOH system. These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.
- Most SIRS data reports are refreshed weekly in the SIRS on Sundays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 data coordinators concerning data loading deadlines.

For additional information concerning SIRS reports and resources, see the [L2RPT support page](#).

IRS Portal (IRSP) Reports

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information and Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in the NYSED SEDREF database to receive notifications.

Basic Educational Data System (BEDS) Institutional Master File (IMF) Data

The BEDS IMF application for public school districts and schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, **October 7, 2020** and must be submitted by **November 20, 2020**.

BEDS IMF forms and instructions for 2020-21 will be available on the [NYSED IRS BEDS landing page](#).

NYCDOE Schools and New York City Charter Schools Access

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, NYCDOE teachers, and NYC Charter School leaders. The table below provides information about access to some of the NYSED IRS systems.

NYC Access to Some NYSED IRS-Supported Data Collection Systems				
	Who Has Access			
System Name	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	Additional Information
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals is available on the IRS Portal Resources and Information page.
Level 2 Reporting (L2RPT) Verification Reports	Yes	No	Yes	NYC L2RPT assistance and access.
NYSED Teacher Access and Authorization (TAA)	No	No	Yes	NYCDOE teachers and principals have access to STARS Classroom to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their school's STARS administrator.

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC charter schools should contact the [NYC Charter School office](#).

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at [Eastern Suffolk BOCES](#) or contact the NYC Charter Data Help Desk at (631) 218-4134.

Mandated Federal Reporting

Data submitted to the NYSED Office of Information and Reporting Services through the various systems and applications are routinely used by NYSED to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure the completeness and accuracy of their data.

Every Student Succeeds Act and Accountability

New York State's State Plan to comply with the Every Student Succeeds Act (ESSA) was approved by USDE on January 16, 2018. For more information, please visit the

[ESSA plan](#). For more information about how accountability will work in the 2020-21 school year, see [Understanding the New York State Accountability System Under ESSA](#).

Federal EDFacts Reporting

As a State Education Agency (SEA), NYSED submits education performance data for grades Pre-K through 12 at the State, district, and school levels to the United States Department of Education (USDE). These data are known as EDFacts. EDFacts is a U.S. Department of Education (ED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data.

- Supports planning, policymaking, and management/budget decision-making.
- Centralizes data provided by state education agencies (SEAs).
- Collects data on district and school demographics, program participation, and performance data.

For more information on EDFacts, visit the [EDFacts Initiative website](#).

Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the ESEA, as amended. Part I of the CSPR collects data related to the five ESEA Goals. Part II of the CSPR collects information related to state activities and outcomes of specific ESEA programs. USDE uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs as well as program management and policy needs. Much of the data reported through EDFacts are reported in the [CSPR](#).

**DEADLINES FOR VERIFICATION AND
CERTIFICATION OF 2020-21 SCHOOL YEAR DATA IN SIRS
06-18-2020**

Date/ Estimated Date:	Data Extract or Certification:	Purpose of Collection:	Applicable To:
October 9, 2020	August Graduates, Total Cohort Graduation Rate Reporting	Deadline for districts to submit graduates as of August 31, 2020 for Total Cohort Graduation Rate reporting.	Public School Districts, and Charter Schools
November 6, 2020	Staff Snapshot	Staff Snapshot data must be loaded prior to loading any other staff or course data to the SIRS.	Public School Districts, BOCES, Charter Schools, and State Operated Schools
January 4, 2021	2020-21 Data Certification of Special Education Data Elements VR 1-9 through PD Data System	Districts and nonpublic schools are required to certify data as Accurate or Not Accurate. Status will be defaulted to Not Accurate in the PD system for entities that do not certify.	Public School Districts, nonpublic schools, Special Acts, Article 81, State Agencies, and State Operated Schools
January 8, 2021	2020-21 BEDS Day Enrollment Data Extract	<p>Counts of UPK students are collected for calculating UPK grant funding.</p> <p>Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates the list of schools used on the FAFSA.</p>	Public School Districts and Charter Schools

Date/ Estimated Date:	Data Extract or Certification:	Purpose of Collection:	Applicable To:
January 8, 2021	2020-21 FRPL Data Extract	FRPL, enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations. The FRPL data is reported to the US Department of Education (ED) and is used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD). The data are also used by other offices of ED.	Public School Districts and Charter Schools (BEDS online)
March 19, 2021	2020-21 BEDS Day Enrollment Data Extract	Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.	Public School Districts and Charter Schools
March 19, 2021	2020-21 BEDS Day FRPL Data Extract	Used for calculating preliminary State Aid allocations. Also reported to USED via EDFacts. All entities need to show FRPL counts in the March snapshot to be included in the FRPL data submitted to USED. The FRPL data reported to the US Department of Education (ED) is used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD). The data are also used by other offices of ED.	Public School Districts and Charter Schools (BEDS online)
March/April 2021	2020-21 BEDS Day ELL Counts Data Extract	Reported to USED via EDFacts. This data supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment must report these students in the SIRS with the appropriate ELL Eligible program service code in the March/April BEDS Day Enrollment snapshot to be included in the ELL data file submitted to USED.	Public School Districts and Charter Schools
May 14, 2021	2020-21 Course Instructor Assignment and Student Class Entry Exit Data Extract (Preliminary Data- Data must be complete by SIRS EOY)	All courses, students and teachers should be current to date. Data can be updated until the SIRS closes in August.	Public School Districts, BOCES, and Charter Schools

Date/ Estimated Date:	Data Extract or Certification:	Purpose of Collection:	Applicable To:
May/June 2021	<p>2020-21 ELL Counts for Title III ELL Funding Data Extract</p> <p>2020-21 Immigrant Student Counts for Title III Immigrant Funding Data Extract</p>	<p>Counts of ELL students are collected for calculating Title III ELL allocations. Count is ELL students enrolled in district at time of final data pull.</p> <p>Counts of immigrant students are collected for calculating Title III immigrant allocations. Count is immigrant students enrolled in district at time of final data pull.</p>	
August 20, 2021 Data Due	2020-21 Special Ed Data	2020-21 Special Education Data Elements: VR13, VR15, and VR16 through the PD Data System	Public School Districts
August 23, 2021 Certification	2020-21 Special Ed Data	2020-21 Special Education Data Elements: VR13, VR15, and VR16 through the PD Data System	Public School Districts
August 20, 2021	<p>All Final 2020-21 SIRS EOY Data Due (except for Special Education Events, Staff Evaluation)</p>	<p>Data must be submitted to Level 2 by 11:59 P.M. on due date.</p> <p>Used for federal and State reporting purposes, for State Aid allocations, and to make accountability status determinations.</p>	Public School Districts, Charter Schools, State Agencies, BOCES, and Nonpublic Schools
July 1, 2021 (Data Due: October 15, 2021)	<p>Start of collection for 2020-21 Staff Evaluation Overall Ratings & Subcomponent scores</p>	<p>Overall Ratings & Subcomponent scores for districts implementing an APPR plan under Education Law 3012-d.</p> <p>Staff Evaluation data submission is one factor in a school district's eligibility for 2021-22 State Aid.</p>	Public School Districts and BOCES
September 3, 2021	<p>2020-21 SIRS EOY Data Statement of Certification Form (except for Special Education Events, Staff Evaluation)</p>	Certify the accuracy of data submitted as of the end of year (EOY) reporting deadline as applicable per institution.	Public School Districts, Charter Schools, BOCES, and Nonpublic Schools

Date/ Estimated Date:	Data Extract or Certification:	Purpose of Collection:	Applicable To:
September 17, 2021 Data Due	2020-21 Data and Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System	Information relating to each VR	Public School Districts
September 20, 2021 Certification	2020-21 Data and Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System	Information relating to each VR	Public School Districts
October 8, 2021	August Graduates, Total Cohort Graduation Rate Reporting	Submission of August 2021 diplomas for students in the 2015, 2016, and 2017 total cohorts.	Public School Districts and Charter Schools
October 15, 2021	2020-21 Staff Evaluation Overall Ratings & Subcomponent scores due	2020-21 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012- d. Staff Evaluation data submission is one factor in a school district's eligibility for 2021-22 State Aid. Further information regarding Staff Evaluation data submission will be available in the fall of 2021.	Public School Districts and BOCES
October 22, 2021	2020-21 Statement of Confirmation of Staff Evaluation Rating Verification Report	Certify the accuracy of the Staff Evaluation data submitted <u>as of the October 15 deadline</u> . This form can be accessed and must be submitted via SED Monitoring in NYSESED's Application Business Portal	Public School Districts and BOCES

Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot, and disability program service records for those students who are potential submission records for the VR 11-16 reports must be submitted by August 20, 2021. Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

Notes:

- BEDS enrollment in the PD System VR1-6 and VR 8 as of January 4, 2021, are reported to USED.
- A staff records must be present in Staff Snapshot before it can be loaded into other staff templates.
- Your regional informational center (L1 center) may require an earlier deadline to allow for processing.

Acronyms:

APPR = Annual Professional Performance Review
BEDS = Basic Educational Data System
BOCES = Board of Cooperative Educational Services
COSF = Child Outcomes Summary Form
CRDC = Civil Rights Data Collection
ELL/MLL = English Language Learners/Multilingual Learners
ENL = English and New Language Program
FAFSA = Free Application for Federal Student Aid
FRPL = Free and Reduced-Price Lunch
IDEA = Individuals with Disabilities Education Act
LEAs = Local Educational Agencies
PMF = Personnel Master File
SIRS = Student Information Repository System
TSDL = Teacher-Student Data Linkage
UPK = Universal Prekindergarten
USED = United States Education Department
VR = Verification Report



NYSED UPDATES

As of September 2020



Reporting Summer School

- Summer School program records cannot start before 7/1/2020
- All students participating in summer school programs must be reported with a Program Service Code for summer school participation.
- A Student Class Grade Detail Record must be reported only for those students who take a course to make up an incomplete or failed course and/or those who earn graduation credit or a final grade that needs to go on their transcript and the Credit Recovery Code field on the record must be identified as "yes."
- See Pg. 64-65 in the SIRS manual for more information

Reporting State of Emergency Days for State Aid

- **“Extraordinary Condition” Day Waivers (SAMS Schedule A-8)**
 - *Prior to the 2019-20 school year, no special consideration was given to days of session that a school or school district was closed due to a state- or locally-declared state of emergency*
 - *New Waiver Provision Under Chapter 605 of the Laws of 2019*
- The chief executive of any county, city, town, or village may issue a local state of emergency declaration “in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government” (Executive Law §24(1)).

Reporting State of Emergency Days for State Aid (Cont.)

- **School District and State Education Department Confirmation of Properly Executed Declarations**
- **State-level Declarations:** When reporting a non-COVID-19 closure based on a state-level declaration, SED will independently confirm all states of emergency issued by the Governor
- **County-level Declarations:** SED will also independently confirm all states of emergency declarations issued by the chief executive of the counties
- **City, Town, and Village Declarations:** If a local declaration is issued by the city, town, or village in which the school district is located, the school district must receive a written confirmation from such chief executive, and report the day and supporting documentation to their BOCES District Superintendent (non-component districts will report directly to the Office of State Aid)



OFFICE OF EDUCATION FINANCE, EB139
E-mail: 180days@nysed.gov

August 2020

TO: School District Superintendents
School District State Aid Designees
BOCES District Superintendents

FROM: Brian S. Cechnicki, Director of Education Finance *B. Cechnicki*

RE: 180-Day Requirement Compliance in the 2019-20 School Year

This memorandum provides additional information to school district officials about changes to the minimum instructional time requirement pursuant to Chapter 605 of the Laws of 2019, Chapter 107 of the Laws of 2020, and Commissioner's Regulations §175.5, including instructions for reporting days and minimum instructional hours for the 2019-20 school year to the Office of State Aid.

Session Day Waivers Pursuant to Education Law §3604 as amended by Chapter 605 of the Laws of 2019 (Emergency Closures Prior to the COVID-19 Closures)

“Extraordinary Condition” Day Waivers (SAMS Schedule A-8)

Prior to the 2019-20 school year, no special consideration was given to days of session that a school or school district was closed due to a state- or locally-declared state of emergency. Such days followed the district's regular snow day protocol and was subject to the 180-day minimum. Pursuant to Education Law §3604(7), the commissioner may provide a waiver of up to five days if one or more schools of the district were not in session for 180 days because of:

- extraordinarily adverse weather conditions;
- impairment of heating facilities;
- insufficiency of water supply;
- shortage of fuel, lack of electricity;
- natural gas leakage;
- unacceptable levels of chemical substances;
- a credible threat to student safety as reasonably determined by a lead school official; or
- the destruction of a school building either in whole or in part;

provided that the district could not make up the days by using (1) for the secondary grades all scheduled vacation days which occur prior to the first scheduled regents examination day in June, and (2) for the elementary grades all scheduled vacation days which occur prior to the last scheduled Regents examination day in June.

New Waiver Provision Under Chapter 605 of the Laws of 2019

Pursuant to Chapter 605, for days of session that were cancelled due to a properly executive state- or locally-declared state of emergency other than COVID-19, districts may receive a waiver from the 180-day and minimum instructional hour requirement for session days. The following sections detail the designation criteria for such states of emergency.

Events Considered to be a State of Emergency

Local Emergencies

The chief executive of any county, city, town, or village may issue a local state of emergency declaration “in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government” (Executive Law §24(1)).

Such declarations may cover multiple situations, but the most likely contingencies that will impact the ability of schools to remain open are likely to be declarations that

- Establish a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
- Designate specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- Regulate and close places of amusement and assembly; and
- Prohibit and control of the presence of persons on public streets and places.

Only the chief executive of the appropriate municipality may issue a declaration. Only formally issued declarations by the chief executive will be considered eligible for the instructional requirement waiver under this guidance.

State Emergencies

The governor, of his or her own volition and/or at the request of municipal chief executives, may also issue a state declaration of disaster emergency, following the same procedures as outlined above for local emergencies.

Schools that close for the above reasons may still claim the session day and instructional hours that had previously been scheduled prior to the declaration of the emergency, consistent with the procedure outlined below.

School District and State Education Department Confirmation of Properly Executed Declarations

In order to facilitate the validation of properly executed states of emergency under Article 2-B of the Executive Law, the State Education Department will undertake the following procedures:

- **State-level Declarations:** When reporting a non-COVID-19 closure based on a state-level declaration, SED will independently confirm all states of emergency issued by the Governor.
- **County-level Declarations:** SED will also independently confirm all states of emergency declarations issued by the chief executive of the counties.
- **City, Town, and Village Declarations:** If a local declaration is issued by the city, town, or village in which the school district is located, the school district must receive a written confirmation from such chief executive, and report the day and supporting documentation

to their BOCES District Superintendent (non-component districts will report directly to the Office of State Aid).

Determinations of Local Declaration Jurisdictions

School districts that have overlapping boundaries with multiple counties, cities, towns, or villages may close a school, multiple schools, or the whole district if states of emergency have been declared in some, but not all of the overlapping municipalities. Such closures, even in the parts of the school district not covered by the state of emergency, may be claimed under this waiver provision.

Reporting Properly Declared States of Emergency to the Office of State Aid

As detailed in a memorandum on March 6, 2020¹, school districts must report the closure of any school building to the Department. Such notification procedure will continue beyond the end of the COVID-19 crisis.

In reporting calendars and session days impacted by non-COVID-19 states of emergency, school districts must use the following procedure:

- **For the calendar spreadsheet (Column J):** enter “State Emergency”, “County Emergency”, or “Local Emergency” in the “Notes” column of the model calendar spreadsheet. The hour calculation for that day may be maintained as if the day occurred as previously schedule (e.g. a previously scheduled half day may only be reported as a half day, etc.). For “Local Emergency” entries, verify that you have supporting documentation confirming the emergency declaration available for additional submission to the Office of State Aid.
- **For reporting in SAMS (Schedule A-8):** the application for both **non-COVID-19** state of emergency declaration days and **non-COVID-19** extraordinary condition days in the 2019-20 school year will be made via the 2020-21 SAMS Schedule A-8 in September 2020. Further information on this form will be available when 2020-21 SAMS is opened.

COVID-19 Session Day Waivers for the 2019-20 School Year (Pursuant to Chapter 107 of the Laws of 2020)

Chapter 107 of the Laws of 2020 waives the foundation aid penalty for any day or days in the 2019-20 school year on which session had been previously scheduled but the chancellor of the city school district of the city of New York or the superintendent of a district closed the school or schools due to a determination by the chancellor or superintendent that it was in the best interest of public health or safety of the school district to close the school or schools in response to the novel coronavirus, COVID-19.

¹ Available here: <http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-notification-school-building-closure.pdf>

Reporting COVID-19-Related Closures to the Office of State Aid

In reporting calendars and session days impacted by COVID-19-related Executive Orders, school districts must use the following procedure:

- **For the calendar spreadsheet (Column J):** For each day the school and/or district was closed due to COVID-19 in the 2019-20 school year, enter “COVID-19 Closure” in the “Notes” column of the model calendar spreadsheet. The hour calculation for that day may be maintained as if the day occurred as previously scheduled (e.g. a previously scheduled half day may only be reported as a half day, etc.), provided that the calculation for June Regents examination days no longer applies as the exams were cancelled. If a COVID-19 closure session day applied on a previously scheduled Regents examination day, choose the appropriate selection in the notes column.
- **For reporting in SAMS (Schedules A-2 and A-4):** For each day during the COVID-19 closures beginning in March 2020, during which time remote continuity of learning was provided, school districts should use the average daily aggregate attendance counts from the preceding days of the school year from September 2019 through March 2020.

COVID-19 Minimum Instructional Time Waivers

For the 2019-20 and 2020-21 school years, school districts may apply for a waiver from the minimum instructional hour requirement if, as a result of an Executive Order(s) of the Governor pursuant to the State of emergency declared for the COVID-19 crisis, or pursuant to Education Law 11 §3604(8), as amended by Chapter 107 of the Laws of 2020, or reopening procedures implemented as a result of the COVID-19 crisis, the district is unable to meet the requirement in either or both school years.

School districts seeking a waiver from the minimum instructional hour requirement pursuant to Commissioner's Regulation §175.5(1) must complete two questions.

Waiver applications will be for the 2019-20 and 2020-21 school years only. Waiver approval is contingent on the following conditions:

- Does the Superintendent request a waiver from the minimal instructional hour requirement pursuant to Commissioner's Regulations §175.5 for the 2019-20 and 2020-21 school years? [Yes; No; N/A - Both 2019-20 and 2020-21 already covered by 2019 Approved Waiver]
- Describe the challenge that prevented the school district from complying with the minimum instructional hour requirement in the 2019-20 school year and the anticipated challenges in the 2020-21 school year (maximum of 2,000 characters).

2019-20 June & August Regents Reporting

- Districts must report a Standard Achieved Code of “86” with the course of study in which the student earned credit. No other Standard Achieved Code may be used to report these exemptions.
- Student transcripts should reflect the examination name and a score of “E” for exempt for those students meeting the eligibility requirements for such exemption outlined in the April 7 and/or the May 26, 2020 updated guidance from the Department.
- Regents exam data will not show up on the 2019-20 Report Card and further guidance on accountability is forthcoming from NYSED.

COVID-19 SIRS Reporting of June and August 2020 Regents Exemptions Frequently Asked Questions (FAQ)

Q1. How will exemptions to the Regents exams impact the ELA and Math Participation Rate calculations?

A1. Guidance will be forthcoming.

Q2. How will the exemptions impact grades 7 and 8 students?

A2. As indicated in the Regents Examination and Graduation Requirements Questions Related to COVID -19 Closure ([FAQ](#)) revised May 26, 2020, any student in grade 8 enrolled in a science or math course culminating in a Regents examination who has met the standards assessed in the provided coursework by the scheduled date of the June 2020 or August 2020 Regents Examination shall be granted an exemption from the examination and shall be granted the applicable diploma credit.

A student in grade 7 enrolled in a Regents level course who has met the standards assessed in the provided coursework by the scheduled date of the June 2020 or August 2020 Regents Examination is eligible for an exemption of the culminating Regents Exam. While this student is not eligible for diploma credit as they are not yet in grade 8, the student is considered exempt from the assessment for the purpose of fulfilling an assessment requirement.

Reporting of Regents exemptions for these students would be done in the same way as you would for a student in any other grade.

Q3. How do I report an approved June or August 2020 Regents Examination or approved alternative exemption?

A3. You must report a **Standard Achieved Code of "86"** with the course of study in which the student earned credit. No other Standard Achieved Code may be used to report these exemptions.

Q4. What do I put on the Students' Transcripts for examinations for which was granted an exemption?

A4. Student transcripts should reflect the examination name and a score of "E" for exempt for those students meeting the eligibility requirements for such exemption outlined in the April 7 and/or the May 26, 2020 updated guidance from the Department.

Q5. Why are no Annual Regents Examination data in the 2019-20 New York State Report Card?

A5. In accordance with the USED-approved waiver, States do not have to report assessment data in their 2019-20 Report Cards.

Q6. Why are no Total Cohort Regents Examination data reported in the 2019-20 New York State Report Card?

A6. In accordance with the USED-approved waiver, States do not have to report assessment data in their 2019-20 Report Cards.

Q7. How will Accountability reporting be impacted in 2020-21?

A7. Guidance on future reporting will be forthcoming.

Reporting Primary Delivery Method

Primary Instruction Delivery Method Codes

(Course Instructor Assignment, Field 16)

Code	Method	Description
FACE	Face-to-Face	Course is delivered in the traditional classroom setting.
DISTANCE	Distance Learning	Course is delivered via Distance Learning (videoconferencing) technology, primarily or completely in a synchronous manner (i.e. students at multiple locations are engaged in instruction at the same time).
BLENDED	Blended Learning	Course is delivered at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
ONLINE	Online Learning	Course (instruction and content) are delivered over the Internet.

Note: If the initial course instruction delivery method has changed due to a public health event or other unforeseen circumstance, it is not required that the reported delivery method be changed. For example, if a course was developed to be delivered as a Face-to-Face course, the district, BOCES, or charter school would not have to change the method to distance learning because students would be receiving the instruction from home.

2020 AP/IB Fee Waiver Program

- The 2020-21 Enacted Budget included a \$5.8 million appropriation for the reimbursement of 2020 AP and IB examination fee subsidies for low-income students
 - *the State Education Department has not received authorization to make these funds available to schools.*



TO: AP/IB Coordinators

FROM: Office of Curriculum and Instruction

RE: 2020 Advanced Placement (AP) and International Baccalaureate (IB) Exam Fee Waiver Program

DATE: June 22, 2020

Dear Coordinators of AP and IB Programs:

The COVID-19 outbreak has had a profound impact on the way we educate our students. The New York State Education Department (NYSED or the Department) recognizes and applauds the extraordinary work being done every day by New York's educators to address the learning needs of all students.

In the wake of the COVID-19 and as a part of the New York State's Division of Budget spending controls, State Agencies have been ordered to cease the initiation of new contracts or purchase orders for all but essential items and services necessary to protect the health, safety and security of employees and citizens, and to ensure the continuation of high priority operations and services.

While the 2020-21 Enacted Budget included a \$5.8 million appropriation for the reimbursement of 2020 AP and IB examination fee subsidies for low-income students, the State Education Department has not received authorization to make these funds available to schools. We will provide new information as we receive it.

Additional questions may be directed to Office of Curriculum and Instruction via email to emscurric@nysed.gov or via telephone at (518) 474-5922.

2019-20 School Year Annual Professional Performance Review (APPR) Update Executive Order 202.39


- The Executive Order waives:
 - *all APPR requirements for school districts and BOCES under Education Law §3012-d and Regents Rules 30-3 for the 2019-20 school year*
 - *deadlines related to finalizing APPR plans*
 - *making material changes to approved plans*
 - *certifying full and complete implementation of approved plans*
 - *reporting Staff Evaluation data*



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

Executive Director
New York State Education Department
Office of Educator Quality and Professional Development
89 Washington Avenue, 1071 EBA
Albany, NY 12234
Office: (518) 486-2573
Fax: (518) 474-4130

To: District Superintendents of BOCES
Superintendents of Public Schools

From: Alexander Trikalinos 

Date: June 18, 2020

RE: 2019-20 School Year Annual Professional Performance Review (APPR) Update

On June 7, 2020, Governor Andrew Cuomo issued Executive Order 202.39, which, in part, exempts school districts and BOCES from the requirement that all classroom teachers and building principals have a completed annual professional performance review (APPR) for the 2019-20 school year due to the state of emergency related to COVID-19.

In effect, the Executive Order waives all APPR requirements for school districts and BOCES under Education Law §3012-d and Regents Rules 30-3 for the 2019-20 school year, including completion of any and all components of approved APPR plans, as well as deadlines related to finalizing APPR plans, making material changes to approved plans, and certifying full and complete implementation of approved plans.

Staff evaluation data submission requirements are also waived for the 2019-20 school year. LEAs are not required to distribute 2019-20 staff evaluation scores and ratings to educators and are not required to submit such data to the Department.

Related to tenure granting, Executive Order 202.39 also waives the requirements of §§2509, 2573, 3012 and 3014 of the Education Law, to the extent necessary to allow a board of education or the trustees of a common school district, only upon specific agreement, to appoint on tenure those classroom teachers and building principals recommended by the superintendent of schools who are in the final year of the probationary period, have received the previous requisite annual professional performance review ratings pursuant to §3012-d of the education law and would have been in their discretion qualified for appointment on tenure based upon past performance, notwithstanding that their annual professional performance review had not been completed and they had not received the necessary effectiveness rating for the 2019-20 school year, or to allow such board of education or trustees of a common school district to extend such determination for an additional year.

Any questions related to this memorandum should be directed to the Office of Educator Quality and Professional Development (OEQPD) by e-mail at educatoreval@nysed.gov.

Providing Over-Age Students the Opportunity to Return to School in the 2020-21 School Year Due to the COVID-19 Pandemic

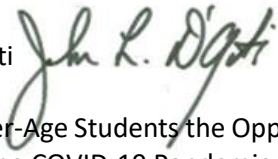
- The Board of Regents and the Education Department are strongly encouraging schools and school districts to allow those students who will age out of school the opportunity – for this year only – to return for summer school and, if necessary, attend school in the 2020-2021 year, in order to complete their education and earn a diploma.



Senior Deputy Commissioner
Office of Education Policy

June 18, 2020

To: District Superintendents
Superintendents of Schools
Principals of Public Schools
Leaders of Charter Schools

From: John L. D'Agati 

Subject: Providing Over-Age Students the Opportunity to Return to School in the 2020-21 School Year Due to the COVID-19 Pandemic

As you know, the Board of Regents and the State Education Department have made a number of temporary regulatory changes to minimize the harm to New York's students as a result of the closing of schools and the abrupt move to remote instruction this year. Specifically, we cancelled the June 2020 administration of Regents exams and modified the requirements that students must meet in order to earn high school diplomas, credentials, and endorsements.

While COVID-19 has impacted all of us, it has been particularly harmful to vulnerable populations, including especially English language learners, economically disadvantaged and homeless students, and students with disabilities. The problem is greatly compounded for those students who will "age out" of the P-12 education system because they have turned 21 years old by the start of school in September 2020.

Many plans for the final quarter of school were placed on hold this year, leaving some students without the high levels of support and planning they needed to effectively transition from high school to their postsecondary plans. Through no fault of their own, these students now risk losing the opportunity to earn a high school diploma when they age out of the system at the end of the 2019-20 school year. That is an unfair and unjust result for our students who can least afford to lose this life-changing opportunity to earn a diploma, credential, or endorsement.

To ensure that 21-year-old students have the chance to earn their high school diploma and fully prepare for the transition to their previously planned postsecondary experiences, the Board of Regents and the Education Department are strongly encouraging schools and school districts to allow those students who will age out of school the opportunity – for this year only – to return for summer school and, if necessary, attend school in the 2020-2021 year, in order to complete their education and earn a diploma.

We must do everything possible to support our most vulnerable students and their families through these incredibly challenging times. It would be a cruel injustice to pull the rug out from under these young adults who have worked so hard for so long. Giving them the opportunity to complete their schooling, earn a diploma, and transition to the next step in their lives will benefit them, their families, and the communities in which they live and work – and we urge you to offer them that opportunity.

2020-21 School Reopening/Closing Report

- 2020-21 School Reopening – *Instructional Models Report*
 - Available in the SED Vendor and Performance Monitoring portal
 - This short survey will collect the following school/site-level information:
 - The first calendar day of school for 2020-21;
 - The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening in plan that was communicated to parents and other stakeholders; and
 - The planned end date for using a fully remote instructional model, if applicable.

2020-21 School Reopening/Closing Report (Cont.)

- 2020-21 Report of Closure
 - Available in the SED Vendor and Performance Monitoring portal
 - Pursuant to Education Law §215 and Commissioner's Regulation 155.17(f), the superintendent of a school district shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated resulting in the closure of a school building



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

Kathleen R. DeCataldo, Esq.
Assistant Commissioner
Office of Student Support Services
89 Washington Avenue, Room 318-M EB
Phone: (518) 486-6090 Web: <http://www.p12.nysed.gov/ss/>

September 9, 2020

To: District Superintendents of BOCES
Superintendents of Public School Districts
Principals of Public Schools
Charter School Leaders

From: Kathleen R. DeCataldo

Subject: 2020-21 School Reopening – Instructional Models Report and Report of School Closure and Report of School Re-Opening

2020-21 School Reopening – Instructional Models Report

The New York State Education Department's (NYSED or "the Department") reopening guidance document [Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools](#) required BOCES, school districts, and charter schools to create comprehensive reopening plans with a schedule that includes in-person instruction, remote instruction or a hybrid of both in-person and remote. Once finalized, those reopening plans were to be posted on the LEA's public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. In addition, LEAs were required to provide NYSED with a link to the public website where each school plan has been publicly posted.

As a next step, NYSED is issuing the *2020-21 School Reopening – Instructional Models Report*, a brief survey through the SED Monitoring and Vendor Reporting System ("the Portal") to collect essential information about the reopening models that will be deployed at each school/site across the state. Specifically, this short survey will collect the following school/site-level information:

- The first calendar day of school for 2020-21;
- The instructional model (in-person, hybrid, or remote) reflected in the most recent reopening in plan that was communicated to parents and other stakeholders; and
- The planned end date for using a fully remote instructional model, if applicable.

Initial completion of this survey is due by 5:00 PM on Friday, September 11, 2020. The survey will allow LEAs to provide initial data to NYSED and make updates to the provided data on an as needed basis if instructional models change in the opening weeks of the school year. Detailed information about how to access the survey and how to make updates to information after the initial submission are detailed in Attachment A below.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models Report*, please reach out to NYSED program staff via email at ReopeningPlans@nysed.gov.

As instructional models change at a school, additional communications to the Department may also be needed.

Report of School Closure and Report of School Re-Opening

Pursuant to Education Law §215 and [Commissioner's Regulation 155.17\(f\)](#), each superintendent of a school district, every board of cooperative educational services (BOCES) and county vocational education and extension board, the chancellor of the City School District of the City of New York, and each charter school Leader shall notify the Commissioner immediately when the emergency plan or building-level school safety plan is activated resulting in the closure of a school building, and shall provide such information as the Commissioner may require, using the **Report of School Closure**.^{1 2} This requirement includes, but is not limited to:

- Closure determined to be necessary through consultation with the local health department and the New York State Department of Health due to an outbreak of COVID-19 in the school community;
- Closure due to high absentee rates affecting ability of a school to safely operate;
- Closure due to threat of violence or harm to the school or school community; or
- Closure due to a water main break.

Similarly, when it is determined that it is safe to re-open the school building(s), including when a school determines to return to hybrid or fully in-person instruction, each superintendent of a school district, every board of cooperative educational services (BOCES) and county vocational education and extension board, the chancellor of the City School District of the City of New York, and each charter school Leader shall notify the Commissioner via the **Report of School Re-Opening**.

The **Report of School Closure** and the **Report of School Re-Opening** are available now in the SED Monitoring and Vendor Support System application available via the NYSED Business portal. Information is provided in Attachment B regarding the reports and how to access them.

If you have questions about the Report of School Closure or Report of School Re-Opening, please contact the Office of Student Support Services at StudentSupportServices@nysed.gov or (518) 486-6090.

Please note that these reports are intended to provide immediate notification to the Commissioner regarding a closure or reopening. Each school district will additionally be required to submit information via the calendar reporting the district completes for state aid purposes. All closures during the 2020-21 school year will need to be accurately reflected on the 2020-21 calendar spreadsheet that you will be required to submit in September 2021 as a part of your SAMS Form A submission. For additional questions on the spreadsheet and SAMS process, please contact 180days@nysed.gov.

¹ Charter schools are required to meet these requirements pursuant to Education Law §§2853(2), 2854(1)(b) and Commissioner's Regulation 155.17.

² Note that this requirement does not apply to school closure for routine snow or weather conditions.

Attachment A
How to Submit the 2020-21 School Reopening – Instructional Models Report in the SED Monitoring and Vendor Performance System

The **2020-21 School Reopening – Instructional Models Report** may be accessed in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button
3. Enter your username and password
4. Click on “SED Monitoring and Vendor Performance System” under My Applications
5. Select “View Surveys for Surveys for School Closure”
6. Find the report titled “2020-21 School Reopening - Instructional Models”
7. Click on ‘view’ to begin/continue to input information

The **2020-21 School Reopening – Instructional Models Report** may be updated in the SED Monitoring and Vendor Performance System by completing the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the “Log In” button;
3. Enter your username and password;
4. Click on “SED Monitoring and Vendor Performance System” under My Applications;
5. Select “View Surveys for Surveys for School Closure” (which brings the user to his/her *Inbox*);
6. Find the link for the *Outbox* (located directly to the right of the link for the *Inbox*) and click on it;
7. Find the report titled “2020-21 School Reopening - Instructional Models”
8. Click on ‘view’ to access the previous version of the report;
9. Within the report, click on the blue button at the top of the page – “Update Survey Data”; and
10. Update information, as applicable, and resubmit.

If you have any questions regarding the requirements for the *2020-21 School Reopening – Instructional Models* Report submission, please reach out to NYSED program staff via email at ReopeningPlans@nysed.gov.

To resolve any questions related to user accounts, password resets, the SEDDAS application, and assistance with the Business Portal itself, please contact the Help Desk at SEDDAS@nysed.gov.

Attachment B

Procedure for providing notification to the Commissioner regarding activation of a school or district emergency plan or building-level school safety plan resulting in the closure of a school building pursuant to Commissioner's Regulation 155.17(f)

The **Report of School Closure** form must be submitted by the Chief Executive Officer³ of each **LEA (school district, BOCES, or charter school)** using the following steps:

1. Go to the [NYSED Business Portal](#);
2. Click on the "Log In" button;
3. Enter your existing SEDDAS username and password;
4. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
5. Click the link for "School Closure;"
6. In the inbox, CEO's will see the "**Report of School Closure**" form, which requests the following information:
 - *school(s) that were closed*
 - *the date of closure and anticipated duration of closure (if known)*
 - *the reason for closure, including any relevant documents, such as a closure order from a county Department of Health*
 - *date that notification regarding the closure was made to the BOCES District Superintendent (if applicable)*

When it is determined it is safe to re-open the school(s), the **Report of School Re-Opening** form must be submitted by the **Chief Executive Officer of each LEA (school district, BOCES, or charter school)** using the following steps

1. Go to the [NYSED Business Portal](#);
2. Click on the "Log In" button;
3. Enter your existing SEDDAS username and password;
4. Under the heading "My Applications," click the link to "SED Monitoring and Vendor Performance System;"
5. Click the link for "School Closure;"
6. In the inbox, CEO's will see the "**Report of School Re-Opening**" form which requests the following information:
 - *school(s) that were closed*
 - *the dates of closure and re-opening*
 - *the reason for closure*
 - *describe how remote learning was provided during the period of closure*
 - *a description of re-opening procedures*

If you have questions or problems accessing the business portal or the SED Monitoring and Vendor Performance System, please contact the SEDDAS helpdesk at SEDDAS@nysed.gov. If you have questions about the information to be reported related to school closure, please contact the Office of Student Support Services at StudentSupportServices@nysed.gov or (518) 486-6090.

³ The Chief Executive Officer (CEO) of each public school district, charter school, and BOCES as recorded in [SEDREF](#) has been entitled to enter information into SED Monitoring and the School Closure electronic application in SEDDAS. If the CEO information in SEDREF is incorrect, you must update it by following the instructions [here](#).

Snow Day Pilot 2020-21

- NYSED has approved districts to give remote instruction during a school closure due to a snow emergency.
- The remote option must be consistent with the remote learning option detailed by the district in its re-opening educational plan.
- The pilot is in effect for the 2020-21 school year. NYSED will evaluate the outcomes to determine if the policy will be carried forward.



OFFICE OF EDUCATION FINANCE, EB139
E-mail: 180days@nysed.gov

September 2020

TO: School District Superintendents
School District State Aid Designees
BOCES District Superintendents
School Building Leaders
Charter School Leaders

FROM: Brian S. Cechnicki, Director of Education Finance *B. Cechnicki*

RE: 2020-21 School Year COVID-19 Snow Day Pilot Program

As part of the Department's ongoing efforts to provide districts with flexibility in meeting local needs during the pandemic, the Department is establishing a one-year pilot to enable school districts, at district option, and consistent with each district's re-opening educational plan, to pivot to remote instruction to provide continuity of instruction on what would otherwise be a day of school closure due to a snow emergency. This pilot is in effect for the 2020-21 school year, after which the Department will review the outcome of the pilot in determining whether to continue this flexibility in subsequent school years.

2020-21 BEDS IMF/PMF

- ePMF has been discontinued.
 - T55k J`bc`cbl Yf`W`Uj Uj`W`Y`
 - *Teacher data will be taken from:*
 - Course/Instructor/Assignment
 - Student/Class/Entry/Exit
 - Staff Snapshot
 - Districts will verify PMF data using the SIRS-328 and SIRS-329 reports

2020-21 BEDS IMF/PMF (CONT)

- Institutional Master File (IMF) application for Public School Districts and Schools, Charter Schools, BOCES and Nonpublic Schools will be available via the IRS Data Exchange (IDEx) on Wednesday, October 7, 2020
- The file must be submitted by Friday, November 20, 2020
- No changes from previous years

McKinney-Vento Liaison Training

- The New York State Education Department requires that the McKinney-Vento liaison from each local educational agency (LEA) attend at least one of the professional development sessions offered by NYSTEACHS, by the end of the 2020-21 school year to comply with the federal training requirement

- <http://www.nysteachs.org/trainings/>



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
P-12 Education – Office of Accountability

Office of ESSA-Funded Programs
89 Washington Avenue, Room 320 EB
Albany, New York 12234
Tel. (518) 473-0295 / Fax: (518) 486-1762

To: District Superintendents
Superintendents of LEAs
Charter School Principals
Title I Coordinators
McKinney-Vento Liaisons
Committee on Special Education (CSE) Chairs

From: Erica Meaker 
Director, Office of ESSA-Funded Programs

Date: August 18, 2020

Subject: Mandatory McKinney-Vento Homeless Assistance Act Training

Under the federal McKinney-Vento Act, as reauthorized by the Every Student Succeeds Act (ESSA), McKinney-Vento liaisons are required to participate in professional development so they can better identify and meet the needs of children and youth experiencing homelessness (42 U.S.C. §§ 11432[f][6] & [g][6][A][ix]). **The New York State Education Department (NYSED or “the Department”) requires that the McKinney-Vento liaison from each local educational agency (LEA) attend at least one of the professional development sessions offered by the Department’s technical assistance center, NYS-TEACHS, by the end of the 2020-21 school year to comply with the federal training requirement.** NYS-TEACHS provides free trainings and webinars for school districts, social service providers, and other professionals about the educational rights of children and youth experiencing homelessness. Information about NYS-TEACHS professional development sessions, which will be held remotely this fall, can be found at: <http://www.nysteachs.org/trainings/>.

McKinney-Vento liaisons are also responsible for ensuring that LEA personnel providing McKinney-Vento services (e.g., Superintendents, registrars, transportation directors, CSE chairs, school counselors, school social workers, principals, school attorneys, and Title I directors, teachers) receive professional development. Liaisons can do this by either providing the training to staff themselves or by ensuring that LEA staff participate in one of the trainings offered NYS-TEACHS.

Should you have any questions or need additional information, please contact Melanie Faby at melanie.faby@nysed.gov or Erin Allen at erin.allen@nysed.gov. You may also contact NYS-TEACHS at 1-800-388-2014, Monday-Friday, 9:00 a.m. -12:00 p.m. and 12:30 p.m.– 5:00 p.m. Thank you in advance for your support and participation.


c: M. Faby
E. Allen



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

Executive Director
New York State Education Department
Office of Educator Quality and Professional Development
89 Washington Avenue, 1071 EBA
Albany, NY 12234
Office: (518) 486-2573
Fax: (518) 474-4130

To: District Superintendents of BOCES
Superintendents of Public Schools

From: Alexander Trikalinos 

Date: June 18, 2020

RE: 2019-20 School Year Annual Professional Performance Review (APPR) Update

On June 7, 2020, Governor Andrew Cuomo issued Executive Order 202.39, which, in part, exempts school districts and BOCES from the requirement that all classroom teachers and building principals have a completed annual professional performance review (APPR) for the 2019-20 school year due to the state of emergency related to COVID-19.

In effect, the Executive Order waives all APPR requirements for school districts and BOCES under Education Law §3012-d and Regents Rules 30-3 for the 2019-20 school year, including completion of any and all components of approved APPR plans, as well as deadlines related to finalizing APPR plans, making material changes to approved plans, and certifying full and complete implementation of approved plans.

Staff evaluation data submission requirements are also waived for the 2019-20 school year. LEAs are not required to distribute 2019-20 staff evaluation scores and ratings to educators and are not required to submit such data to the Department.

Related to tenure granting, Executive Order 202.39 also waives the requirements of §§2509, 2573, 3012 and 3014 of the Education Law, to the extent necessary to allow a board of education or the trustees of a common school district, only upon specific agreement, to appoint on tenure those classroom teachers and building principals recommended by the superintendent of schools who are in the final year of the probationary period, have received the previous requisite annual professional performance review ratings pursuant to §3012-d of the education law and would have been in their discretion qualified for appointment on tenure based upon past performance, notwithstanding that their annual professional performance review had not been completed and they had not received the necessary effectiveness rating for the 2019-20 school year, or to allow such board of education or trustees of a common school district to extend such determination for an additional year.

Any questions related to this memorandum should be directed to the Office of Educator Quality and Professional Development (OEQPD) by e-mail at educatoreval@nysed.gov.

QUESTIONS FROM THE FIELD



IF WE HAVE TO CLOSE A BUILDING, SHOULD WE CHANGE THE DAY CALENDAR?

- In the 2020-21 reporting year, Pub health/inst and Pub health/no inst are to be used only if there is a local Department of Health directive or Executive Order for school closure. For all other situations, use other existing Day Type codes
- For all public reporting purposes, Pub health/inst WILL be included in calculations (e.g., chronic absenteeism, suspensions, etc.) and negative attendance must be reported. Pub health/no inst will NOT be included in calculations and negative attendance should NOT be reported

IF A STUDENT HAS TO BE QUARANTINED, DO WE STILL REPORT ATTENDANCE?

- Situation A: If the student will receive remote instruction, in accordance with the districts school re-opening plan, then the school should take attendance the same way it would for any other remote student
- Situation B: If the student will not be receiving instruction, the student should be reported as absent for the number of days of quarantine

SHOULD SEPARATE COURSES BE CREATED BASED ON DELIVERY METHOD?

- Hybrid style courses where some students are in the building and some are remote:
 - The course should be tied to the school where the students are enrolled.
 - If there are two teachers, one face to face and one for virtual for the same class, a second class does not need to be created. Districts may treat this as a co-taught class
- Remote only courses where students are from more than one building:
 - The course must be tied to a building, you cannot tie a course to the 0000 location
 - The teacher can be reported as district wide
- Ultimately scheduling is a local decision and districts should their best judgement and work within the limits of their staff and SMS

HOW DOES THE STATE WANT US TO TAKE ATTENDANCE?

- Under the re-opening guidance, schools are required to make contact with every student every day and record daily attendance
 - NYSED has not imposed any other attendance rules
 - Districts are not required to report period by period attendance
 - Districts are required to report daily attendance

SFTP Access Request

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

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

School District/Agency

Contact _____ Title _____

Building Address _____

Work Phone # _____ Fax # _____

Alternate Phone # _____ Email _____

Contact _____ Title _____

Building Address _____

Work Phone # _____ Fax # _____

Alternate Phone # _____ Email _____

District Level Administrator or District Data Coordinator

Signature: _____ **Date:** _____

Print Name and Title: _____



**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*

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

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

ReportNet Access Form

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

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

*****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

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: 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, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.



Student Data Services NYSITELL Answer Sheet Re-Order Form

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

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

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

District: _____ School: _____

Contact #1 Name: _____ Date: _____

E-mail address: _____

Phone: _____ FAX: _____

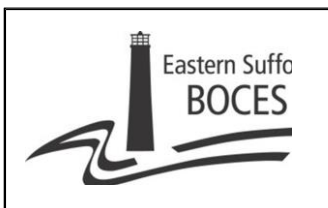
Contact #2 Name: _____

E-mail Address: _____

Phone: _____ FAX: _____

Please 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.

Emails: bferraro@esboces.org or 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 and 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 and 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 and 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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**THE INFORMATION ON THIS
FORM IS STRICTLY
CONFIDENTIAL**

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

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.

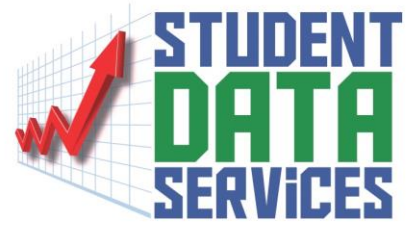
District Level Administrator or _____ Date: _____

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 st Account Designee	2 nd 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: _____

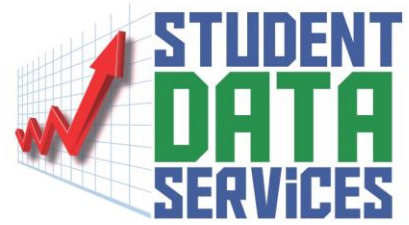
Email: _____ Phone: _____

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



Student Data Services

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



NYSITELL ASAP Account Request for NYSITELL Reports

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

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

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

	1 st Account Designee	2 nd 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, bferraro@esboces.org Phone: 631-419-1614 or 631-419-1603



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



Schooltool Flex Training **for 2020-2021!**

With these new and fluid times we now 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-Only ***Workshops & Trainings***

Due to the current circumstances, all trainings, workshops and meetings will be held virtually for the foreseeable future.

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

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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

Fall 2020 Class Schedule

Class descriptions can be found on Data Central
as well as on the eSchool eBoard at <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.

August 25, 2020	eSD Teacher Connect Elementary	9:00-11:00	ON-LINE
August 26, 2020	eSD Teacher Connect Secondary	9:00-11:00	ON-LINE
September 17, 2020	eSD Attendance	8:30-11:30	ON-LINE
September 22, 2020	eSD Guidance	8:30-11:30	ON-LINE
September 23, 2020	eSD Health	9:00-11:00	ON-LINE
September 25, 2020	eSD Administrative Assistant	8:30-11:30	ON-LINE
September 29, 2020	eSD Administrator	8:30-11:30	ON-LINE
October 1, 2020	eSD Grade Reporting and Setup	8:30-11:30	ON-LINE
October 6, 2020	eSD Security	9:00-11:00	ON-LINE
October 8, 2020	eSD Student Status	9:00-11:00	ON-LINE
October 14, 2020	eSD Discipline	9:00-11:00	ON-LINE
October 20, 2020	eSD Portal	9:00-11:00	ON-LINE
October 27, 2020	eSD Custom Reports	9:00-11:00	ON-LINE
October 29, 2020	eSD User Meeting	8:30-11:30	ON-LINE

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.

If you need assistance, or have any questions, please contact Karen Fedun at 631-844-5757

Student Data Services

Elaine Conlin - Program Administrator
(631-844-5750)

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Infinite Campus Training Schedule 2020 - 2021

(ISCS) Instructional Support Center - 750 Waverly Ave., Holtsville, NY 11742
(WHB) Raymond A. DeFeo Admin Bldg - 215 Old Riverhead Rd, Westhampton
Beach, NY 11978
Infinite Campus Help Desk 631-844-5721

Virtual Training Offerings

The Infinite Campus Help Desk Team has it on good authority from a trusted field-tester that throwing your laptop out the window doesn't solve any issues you may be experiencing with the Infinite Campus application. However, contacting the help desk does!

The Infinite Campus Help Desk Team invites you to contact us for your virtual training needs.



Please connect with us through infinitecampushelp@esboces.org or 631.844.5721 for any training requests.

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

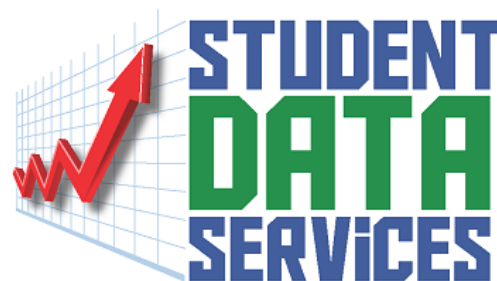
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Eastern Suffolk
BOCES

ClearTrack²⁰⁰

*ClearTrack online
course offerings*



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 **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, Janet, or Irene - 631-844-5720 - spedhelp@esboces.org*

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

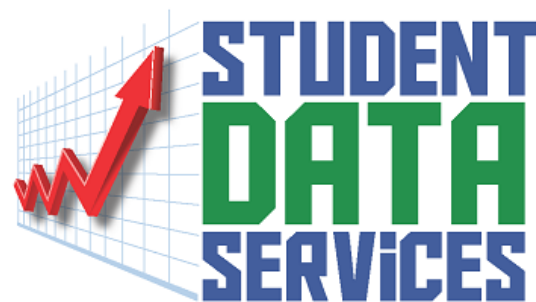
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Eastern Suffolk
BOCES



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, Janet, or Irene - 631-844-5720 - spedhelp@esboces.org

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

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	We will be providing one on one zoom training at district request. If you have new personnel or teachers that need specific training we will tailor the training to meet your needs.	
	** We will also continue with our Scheduling Training with Gerry Mullady. Tentative dates have been arranged and will be published shortly. At this time the format for these courses will be via zoom, subject to change.**	

Full class descriptions can be found on our PowerSchool eBoard at <http://www.powerschool.esb.site.eboard.com>

One on One Training at WHB by request

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.

If you need assistance, or have any questions, please contact Karen Fedun at 631-844-5757

Student Data Services

Elaine Conlin - Program Administrator
(631)-844-5750



“CIO 101”

“Planning a Year in Data Reporting”

Friday September 25, 2020 - 9:00 am - 1:00 pm

OR Thursday October 1, 2020 - 9:00 am - 1:00 pm

**** A Zoom invite will be sent prior to the meeting ****

DESCRIPTION: Join us to discuss all aspects of being a District Data Coordinator, and how best to map out a plan for reporting data throughout the year. We will review roles and responsibilities, SED requirements, and Student Data Services resources.

A major portion of the session will include a question and answer session with Student Data Services staff to address your needs.

This session is appropriate for all administrators or other data team members involved in the reporting of data to the state data repository system. This workshop will take a deep dive into developing a plan to best meet all data requirements throughout the year.

Advanced registration is required.

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

Peter Desjardins, Program Administrator
(631) 419-1676 / pdesjard@esboces.org

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