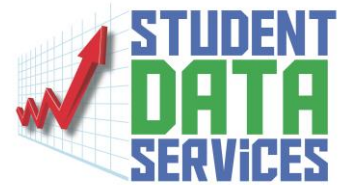**DISTRICT DATA COORDINATOR MEETING**
SEPTEMBER 15, 2021
AGENDA

a. WELCOME AND ANNOUNCEMENTS
   a. 2021-2022 DDC Meeting / Data Advisory Schedule
      - *In packet*
      - *October date will now be the October 19th . Will send confirmation soon.*
   b. DDC Contact Form / Updated forms on Datacentral
      - *Fill it out even if there are no changes*
   c. Level 0 and Data Warehouse Opening for 2021-22 data
      - *Level 0 is opening for 21-22 later than usual*
      - *Should open around October 1st*
   d. SFTP Clean-up
      - *Will do another cleanup later this yea. Districts should save anything they want to keep*
   e. User Accounts across systems
      - *List of user accounts for Level 0, ASAP, Cognos, ReportNet, SFTP for district verification*
   f. Staffing Updates
      - *Test scoring team: Diane Franco*
      - *Test Scoring/Programming: Lisa Reed*
      - *eSchool Helpdesk: Victoria Johnson*
      - *SDE's: Kassandra Nitti and Johnathan Marron*

b. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS
   a. *Scoring of English lanaguage Proficencies using NYSESLAT*
   b. *Digital Equity collection memo*
      - *Process will start in the fall*
   c. *Regents Exams schedule for 2022*
   d. *District and Building Emergency Response Plans*
      - *Building due Oct 1st*
   e. *New governor – school opening guidance*
      - *Mask Mandate*
      - *Mandate vaccinations along with testing*
         i. *Department of Health governed by a board*
         ii. *Ammended regulation to mandate testing and allow those who are vaccinated can opt out of testing*
         iii. *Trying to figure out what that will look like*
            o *Department of Health have opend 2 testing sites so far to support this*
            o *Some districts have partnered with private organizations they worked with last year*

c. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS
   a. Help Desk Email addresses
      - PowerSchool: PowerSchoolHelp@esboces.org
      - eSchool: ESDhelp@esboces.org
      - Infinite Campus: InfiniteCampusHelp@esboces.org
      - School Tool: SchoolToolHelp@esboces.org
      - Synergy: Synergyhelp@esboces.org
   b. Master Schedule Builder Workshop – Date TBD
      - *Non student system specific*
      - *Beginning of December*

d. CLOSING 2020-21 DATA

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Divisional Administrator	Program Administrator	Program Administrator	Admin. Coordinator

a. Special Education Reporting – deadline to load Special Ed. Events for VR 11, 12 and 14 – **Thursday, September 16th**
- Certification in PD System – deadline **Monday, September 20th**
- *Error with VR16 report and it populating*
    i. *Not everyone has to report*
    ii. *List is on NYSED site*
    iii. *If counts were incorrect: Certification is going to refresh and you will be able to se and certify the corrected numbers*
    iv. *More info to come*

b. Regents and AP Assessments
- Report of the Month SIRS-309Annual Regents Report L2RPT>Team Content > District> SEDDAS > Annual Outcomes > SIRS 309 Annual Regents Report
    i. *Posted in SFTP site*
    ii. *If a student has a score and exemption, it will <u>not</u> show both*
        o *If they passed then the score is there*
        o *If they failed then then exemption is listed*

c. *Q: Who can we talk to if we see errors in the L2RPT? It successfully loaded to Level 0. A: It depends on the situation. Send Pete an email to go over specifics.*

d. Staff Evaluation Data - **Thursday, October 21st**
- Districts should report any of the 2020-21 APPR components they were able to complete

e. *Q: Is the Superintendent Certification still due Oct 1st and has it been posted? A: Yes it is the 1st and it is up on the portal*

e. **LEVEL 0 UPDATES**
- 2021-22 New Attendance Procedure
    i. *Changes in state codes*
        o *PRSNT and TARDY no longer available*
        o *Replaced with PRSNT-IN and PRSNT-OUT, TARDY-IN and TARDY-OUT*
        o *Local codes need to be mapped to new state codes*
        o *List of codes on packet*
        o *Q: Is the PRSNT-IN or PRSNT-OUT what is going to appear in Level 0? A: If you use state codes as local codes then yes, if not then you need to map them to state codes*
        o *If teacher and student are in the same room then In person*
        o *If there is a device between the two then Remote*
        o *If for part of the day they were remote and part in person then BOTH*
        o *Every student must have attendance record for every instructional day. If not then they will be "missing", missing will be absent unexcused and that will go toward chronic absenteeism*
        o *Suspension needs 2 records: suspended and present or absent*
- *Q: What should be used for students that are out on quarantine? A: Where is the student located? if receiving instruction PRSNT-OUT is not getting instruction then absent.*
- *How the instructional piece is happening for students who are quarantined is a District level decision.*
- *Q: If they receive dittos they are absent? A: District level decision on what the district considers instruction. HW is typically not considered instruction…but it is a local district descision*
- New Demographic Requirements
    i. *Fields are now required and if they are missing then you cannot load data into Level 0*
        o *Address 1- No PO Boxes…UNKNOWN if cannot be determined*
        o *City*
        o *State*
        o *Primary Phone – for unlisted numbers use area code and then all zeros*
        o *Primary Guardian Name – Name of ONE person*
        o *If there are too many UNKNOWNS and unlisted phone numbers expect a phone call*
        o *Q: Homeless are unknown?? A: If there is legite no address then that is ok but look at the primary nighttime residence*
- New SIRS Codes and Descriptions
    i. *Student lite*
        o *Non Binary gender code – X*
        o *Career Path – Civic Readiness – CIVIC*
    ii. *Program Fact*
        o *8313 Received Seal of Civic Readiness*
        o *3050 ELL Eligible using Aug.Sept 2021 NYSEITELL only*
    iii. *Staff Snapshot*
        o *Non Binary gender code – X*
    iv. *Staff Tenure*
        o *Other code added*
    v. *Q: Should we change to X when a student chooses to be referred to as "they"? Where they do not consider themselves transgender, they consider themselves non binary. A: Yes but also check with others who make those decisions*

      vi. *Q: Can the child choose without parental permission? A: The student makes that decision…except in the case of the very young*
- *2015 Guidance on Transgender / Non-Conforming students: http://www.nysed.gov/Press/Transgender-and-Gender-Nonconforming-Students-Guidance-Document*

- Loading of 2020-21 Data
- Level 0 New User Training – October 4, 2021 10:00 AM – 12:00 PM
  i. *For brand new Level 0 users*
- *Zero Zone is back*
  i. *Book on calendy*

f. 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
- 2021-22 Elementary and Intermediate Testing Schedule
  i. *Schedule in packet*
- Grade 4 Science (again)
  i. *One more time*
  ii. *No elementarty science test next year*
  iii. *Grade 5 Science test from then on*
- Test Scoring Contact Form
  i. *Please fill out if the information has changed from last year*
- Returning 2020-21 Answer Sheets
  i. 2020-21 Answer sheets are packed and will start being delivered this week.
  ii. Used 2021 Books and Answer Sheets must be retained for one year
  - *Anyting with PII need to be securely destroyed after one year*
  iii. Unsed test books may be utilized for education purposes or destroyed

d. Regents Exams
- January 2022 / June 2022 / August 2022 Regents Examination Schedules
  i. *In Packet*
- January Regents Workshop – December 2nd
- *Q: Is this information shared through a Testing Coordinator Meeting held by ESBOCES? A: This is the meeting where this information is given. For Syracuse call Pete for tailored answer.*
- Scanner Check for Regents and NYSITELL
  i. *If the scanner works for NYSITELL then it will work for regents*
  ii. *If you need to order a new scanner contact SDS*
- *Aug 2021 – only report those who earned exeption due to credit recovery over the summer*
- *Q: What date do we use for the August E? A: Aug 17th….we think*

e. NYSITELL
- ****DO NOT USE COPIES OF ANSWER SHEETS****
- Ordering Answer Sheets & Books
  i. *Book order instructions in packet*
  ii. *Answer sheets order form in packet*
- Summer NYSITELL students
  i. Be sure to enter an enrollment record in Level 0 so scores can be assigned to students

f. NYSESLAT
- NYSITELL In Lieu of NYSESLAT
  i. Exiting of Students from ELL status
  ii. *3050 ELL Eligibility Exit Using Aug/Sept 2021 NYSITELL Score Only*

g. *NYSSA District training document in packet*
- *Starts with admins but anyone who administers needs to complete some sort of training*
- *WSBOCES trains their 18 component districts*
- *Contact Danielle at 631-244-4250 for NYSAA Training Questions ESBOCES*

g. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING

a. Data Deadlines – http://datacentral.esboces.org Services → Data & Reporting → Public Schools → 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 6th**
   - 2021-22 Year-End Deadline – **Thursday, August 18, 2022**
   - Data Deadlines/Timeline for 2021-22

e. Information from SED
   - Identifying Students for AIS
     i. *Districts may make an identification based soley on district developed procedures applicable to all 3-8 students*
     ii. *Memo in packet*
   - U.S. History & Gov (Framework) January Exemption
     i. *No exam in January due to small sample size for standard setting*
     ii. *If a student is enrolled in a class that ends in January then they can receive the exemption*
   - Staff Evaluation Reporting
     i. *Due October 21, 2021*
     ii. *Report what you have*
     iii. *Q: Will L0 accept partial data? Without errors? A: YES*
     iv. *Q: Has anyone uploaded this yet? I have errors requiring student performance? A: YES, call Bill to go over district specific errors*
   - Digital Data Equity Survey
     i. *Federal Mandate*
     ii. *Replaces 2 questions on the BEDS form*
     iii. *First time parents will directly contribute to data collection outside of the registration process*
     iv. *SMS systems are aware and working on it*
     v. *Contact SMS helpdesk for more information about where each individual SMS is on this*
     vi. *10 questions for each student in the household*
     vii. *Initial data due early December. Date TBD*
     viii. *Data will be collected throughout the year as needed dates TBD*
     ix. *Survey Questions in packet*
     x. *Q: Is the Survey available yet in Spanish or other languages? A: YES TO SPANISH, NOT SURE IF IT WILL BE TRANSLATED INTO OTHER LANGUAGES*
     xi. *Q: When will the Spanish version be available and where can we access it? A: Not sure*
     xii. *Q: Do we have to survey parents and students, or, only parents (of students)? NYSED didn't give any student questions A: PARENTS*
     xiii. *Q: Can high school/middle school students complete the survey for themselves? A: Memo says "parent survey"*
     xiv. *Q: Is their a method to combat incorrect information submitted. Ie. a parents marks that their child did not receive a device, when infct the child did receive a device? A: District decision on how to vet the responses*
     xv. *Q: From what I've read, question 1 can be answered/prefilled by the district? A: We would need to get clarification.*
     xvi. *Q: Any guidance if a parent does not respond? A: District decision on how to attain 100% compliance. Data will move who has data locked but at the end of the year SED is looking for every student to have data.*
     xvii. *Q: Does each parent have to receive a physical copy of the survey or can they just receive an email with a link? A: District decision on modality of survey.*
     xviii. *Paper copies or phone interviews will likely be necessary for those children and students whose parents are not able to complete the survey (from Julia)*
     xix. *SDS services:*
        - *Option 1: SDS will print scan sheets and send them to you to send home and then scan them upon return to regents scanners and SDS will then load the data. Cost to be determined possible $1.50 per student*
        - *Option 2: Provide with template for loading data for those districts who want to administer their own survey. Districts will upload collected data to SFTP site. SDS will pull the district data 4 times a year. Cost $1,000.00*
     xx. *Q: Digital Equity - Are we reporting students that go to private schools, home schooled, or outside placement? A: On page 70 SIRS, educating entity who is responsible for reporting data*
     xxi. *Q: Will your printed scan sheets include a Spanish Translation? A: YES*
        Q: Will the Student Address be included on the scan sheet for mailing purposes? A: NO
        Q: Will we be able to provide a data file for printing sorting purposes (like a test room file)? A: NO
     xxii. *Q: Any Idea when new enrolled students will be required to take the survey. Meaning is there a cut off date? A: This is a rolling collection...may want to add to your registration packet*
     xxiii. *Q: Can blank scan sheets be provided so we can complete at Registration when the parent is in front of us? A: There will be a process for blanks but would want to try to minimize blanks*
     xxiv. *Q: If we already surveyed our parents....can you only send a paper version to those that have not responded? A: Not something oringinally considered...call Pete*
   - 2021-22 CRDC
     i. *Details in packet*
     ii. *Q: Any info on when the 2020-2021 CRDC data collection window is opening? A: December 13th*
     iii. *On Friday August 13, 2021, the U.S. Department of Education's Office for Civil Rights (OCR) sent a letter to district superintendents announcing that it will administer a 2021–22 Civil Rights Data Collection (CRDC). In*

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light of the consecutive 2020–21 CRDC and 2021–22 CRDC collections, the submission system for the 2020–21 CRDC will open on December 13, 2021, to all local educational agencies (LEA) and state educational agencies (SEA) assisting their LEAs with the 2020–21 school year data submission. All LEAs and SEAs assisting their LEAs will have the standard 75 calendar days and must submit their data by the February 28, 2022, close date.

- Student Daily Attendance (updates)
- New SSEC Scool Violence Index
    i. *Changed some of the categories and removed the weightings*
    ii. *Details in packet*
- Updated Crosswalk for Teacher Certification
    i. *In meeting materials*
    ii. *Post Snapshot/Course Instuctor Assignment, Student Class Entry Exit THEN Out of Certifiaction report will populate*

f. A Year in Data Reporting Workshops – 10/5 & 10/6 9:00 AM – 3:00 PM

g. Other Breaking News

h. **ADJOURN**

THINGS TO DO NOW
1. Verify end of year VR Reports to be certified on September 20th (VR11, VR12, & VR14)
2. Review and Load August 2021 Grads (Due Oct. 14th)
3. Load Staff Snapshot for preliminary PMF and Out of Cert. (Due Nov. 18th)