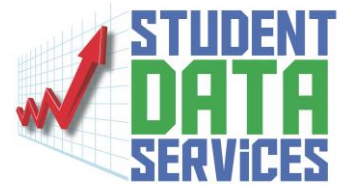




**DISTRICT DATA COORDINATOR MEETING**  
**DECEMBER 17, 2021**  
**AGENDA**



**a. WELCOME AND ANNOUNCEMENTS**

- a. Welcome & Safety Announcement
- b. 2021-2022 DDC Meeting / Data Advisory Schedule
- c. DDC Contact Form ~ Thank You
- d. System Account Maintenance – Posted to SFTP
- e. 2022-25 Instructional Tech Plan
- f. Staffing Updates

**b. DISTRICT SUPERINTENDENT UPDATES – DAVE WICKS**

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

- a. Help Desk Email addresses
  - PowerSchool: [PowerSchoolHelp@esboces.org](mailto:PowerSchoolHelp@esboces.org)
  - eSchool: [ESDhelp@esboces.org](mailto:ESDhelp@esboces.org)
  - Infinite Campus: [InfiniteCampusHelp@esboces.org](mailto:InfiniteCampusHelp@esboces.org)
  - School Tool: [SchoolToolHelp@esboces.org](mailto:SchoolToolHelp@esboces.org)
  - Synergy: [Synergyhelp@esboces.org](mailto:Synergyhelp@esboces.org)
- b. Student Management System Update

**d. SCHOOL DATA BANK SERVICES**

- Vanessa Biagioli-Dittrich - Administrative Coordinator
  - (631)-419-1688 [vdittrich@esboces.org](mailto:vdittrich@esboces.org)
  - CRDC Overview – Jennifer Raicovi, Staff Developer / SDE

**e. STAFF REPORTING**

- a. Staff Certification
  - The Out of Certification Process Explained

**f. LEVEL 0 UPDATES**

- Level 0 Reminders
  - Requesting New Locations in Level 0
  - Staff Snapshot and locking Demographics
  - Reporting UPK students with a disability
  - Reporting Leave Replacement Teachers
  - The Zero Zone

**g. TEST SCANNING AND REPORTING**

- a. Help Desk for Data Warehouse and Test Scanning – [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org) or 631-218-4195
- b. NYS 3-8 ELA/Math/Science
  - 2021-22 Elementary and Intermediate Testing Schedule
  - Test Scoring Contact Form
  - Test Room File / PBT File
  - Computer Based Testing
    - CBT Technology Readiness
    - CBT State Simulation

- February 2022 Test Quality Control Workshop
- Updates to Testing
- The Barcode Label is Moving
- c. Regents Exams
  - January 2022 / June 2022 / August 2022 Regents Examination Schedules
  - January 2022 US History Exam Exemptions
  - January 2022 Order Sort Form
  - CSV Pre-Print File Layout
  - State Course Code Chart
  - Scanner Test
  - Timeline for January 2022 Regents Exams
- d. NYSITELL
  - **\*\*DO NOT USE COPIES OF ANSWER SHEETS\*\***
  - Please order Scan Sheets using the NYSITELL Answer Sheet Order Form on [Datacentral.esboces.org](http://Datacentral.esboces.org)
- e. NYSESLAT
  - Metritech directly contacted school principals regarding ordering exams
    - If you have questions about ordering the test, please contact MetriTech at [NYSESLAT@metritech.com](mailto:NYSESLAT@metritech.com) or 1-800-747-4868.
- f. NYSAA
  - Students are available for rostering in KITE
- h. **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.**
  - c. 2020-21 SIRS Data Collection and Reporting Requirements
    - BEDS Day – **Wednesday, October 6<sup>th</sup>**
    - 2021-22 Year-End Deadline – **Thursday, August 18, 2022**
  - d. Report(s) of the Month
    - Students Enrolled Out of District Report
      - ReportNet > District > Validation > Enrollment > Students Enrolled Out of District Report
  - e. Special Education Data
    - BEDS Day Snapshot
    - VR 1-9 Verification
  - f. Information from SED
    - Students over the age of 21
    - New UPK Collection Date
    - NYSAA Update
    - Digital Equity Update
  - g. Questions From the Field
  - h. Other Breaking News

**i. ADJOURN****THINGS TO DO NOW**

1. Load BEDS Day Special Ed Snapshot for January 10, 2022 certification
2. Submit Test Room / PBT File
3. Update Demographic and Enrollment in Level 0
4. Submit January Regents Pre Print File