

DISTRICT DATA COORDINATOR MEETING  
NOVEMBER 18, 2022  
AGENDA



**A. WELCOME AND ANNOUNCEMENTS**

- \* Welcome
- \* 2022-23 DDC Meeting Schedule
- \* DDC Contact Form

**B. RESTARTING THE ESSA ACCOUNTABILITY SYSTEM**

- \* NYSED Office of Accountability
  - Theresa Billington - Assistant Commissioner for the Office of Accountability

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

**D. STUDENT MANAGEMENT / SPECIAL EDUCATION SYSTEMS –**

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

**E. REPORTING REMINDERS**

- \* Verifying and correcting Teachers Out of Certification

**F. LEVEL 0 UPDATES**

- \* Level 0 November Reminders
  - Location Code Updates
  - Level 0 Tips, Tricks and Pitfalls
  - 2022-23 Pre School w/Disability changes
  - Reporting Prior Year Assessments
  - Troubleshooting Course/Instructor/Assignment
  - Deleting Staff Snapshot records
  - Reporting Work Based Learning
- \* Level 0 Trainings – Welcome to the ‘Zero Zone’ - <https://calendly.com/dwtshelp>

**G. SCHOOL DATA BANK SERVICES**

- \* Vanessa Biagioli-Dittrich – Program Administrator
  - (631) 419-1688 [vdittrich@esboces.org](mailto:vdittrich@esboces.org)

## H. TEST SCANNING AND REPORTING

- \* Help Desk for Data Warehouse and Test Scanning – [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org) or 631-218-4195
- \* Updating Contact Forms – Test Scoring Contact
- \* NYS Assessments, 3-8 ELA/Math & Sci, NYSAA
  - 2022-23 Elementary and Intermediate Testing Schedule
  - 2023-24 Preliminary 3-8 Elementary, Intermediate & Regents Testing Schedules
  - ES BOCES Preliminary Testing Timeline
  - NYS Testing Sort Order Form
  - NYSAA Updates
  - CBT Updates
    - Activation of All Schools and Districts in the Nextera Administration System for the 2023 Grades 3-8 English Language Arts and Mathematics Tests
    - All NYS 3-8 Scoring Materials will be housed in the NEXTERA system, regardless of CBT or PBT status
- \* NYSITELL
  - **\*\*DO NOT USE COPIES OF ANSWER SHEETS\*\***
  - Ordering Answer Sheets
  - Summer NYSITELL students
    - Be sure to enter an enrollment record in Level 0 so scores can be assigned to students
- \* NYSESLAT
  - Assigning 0231 Program Code for ELL Eligible Students
    - Districts who send students to a BOCES program are still responsible for add the 0231 Program Code to a Student’s Level 0 Profile
- \* Regents Exams
  - January 2023 Regents Examination Schedules
  - January Regents Workshop: Friday, December 2, 2022
  - End of Support for GTS80 Scanner

## I. UPDATES ON DATA TOOLS, REQUIRED COLLECTION, AND REPORTING

- \* Data Deadlines – <http://datacentral.esboces.org> Services → Data & Reporting → Public Schools → Deadlines
- \* **The weekly deadline for loading and locking data in Level 0 is Thursday at 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.
- \* 2022-23 SIRS Special Education Reporting
  - Special Education BEDS Day Snapshot
    - a. Deadline for data loading: **Thursday, January 5, 2023**
    - b. Deadline to Certify VR 1-9: **Monday, January 9, 2023**
  - 2022-23 Year-End Deadline – **Thursday, August 17, 2023**
  - **Report of the Month: SIRS 401 – Reasonableness Report**

**J. NYSED UPDATES**

- \* SIRS-113 English Language Proficiency (ELP) Accountability Report
  - The 2021-22 English Language Proficiency (ELP) SIRS 113 Report was released on October 11 for informational purposes.
  - Information displayed in this report will be used to make 2022-23 accountability status determinations.
- \* Free Virtual Training Opportunity for the NYSED Application Business Portal for Financial Reporting Requirements
  - <https://vimeo.com/731760598>
- \* 2021-22 Grades 4-8, 9-12 growth results, were posted to the IRSP for informational purposes only.
  - Please see the attached file layouts which we will post at the following location <http://www.p12.nysed.gov/irs/beds/PMF/home.html>
- \* SIRS Updates
  - Update to Table of Reporting Responsibilities for School-Age Students, #6; Ch. 2
  - Updates to Table of Reporting Responsibilities for Preschool Students, #2; #3; Ch. 2.
  - Updates to Enrollment Record for Students with Disabilities (Special Guidance), Ch. 2.
  - Updates re: years of teaching experience, Staff Snapshot Template, Ch. 3.
  - Update re: principal assignment codes, Staff Assignment Template, Ch. 3.

**K. OTHER BREAKING NEWS****L. ADJOURN**

<b><u>THINGS TO DO NOW</u></b>	
	<b>BEDS IMF Due November 18, 2022</b>
	<b>Finalize FRPL student certification and data loading</b>
	<b>Start verifying Special Ed Snapshot Data for Jan. Deadline</b>
	<b>Start parent surveys for the Digital Resource Data Collection</b>
	<b>Order 3-8 NYSTP &amp; January Regents Exams</b>
	<b>Load 2022-23 Demographic and Enrollment files to Level 0</b>
	<b>Load Student Data Attendance for Sept. &amp; Oct.</b>

## 2022-2023 MEETING DATES

### District Data Coordinator

Friday	September 16, 2022	9:00 a.m. – 12:00 p.m.
Friday	October 14, 2022	9:00 a.m. – 11:30 a.m.
Friday	November 18, 2022	9:00 a.m. – 11:30 a.m.
Friday	December 16, 2022	9:00 a.m. – 11:30 a.m.
Friday	January 13, 2023	9:00 a.m. – 11:30 a.m.
Friday	February 17, 2023	9:00 a.m. – 11:30 a.m.
Friday	March 17, 2023	9:00 a.m. – 11:30 a.m.
Wednesday	April 26, 2023	9:00 a.m. – 11:30 a.m.
Friday	May 19, 2023	9:00 a.m. – 11:30 a.m.
Friday	June 16, 2023	9:00 a.m. – 12:00 p.m.

\*\*\*\*For 2022-23, we are anticipating all DDC meetings to be held in person, with an option to attend virtually. Zoom invites for all meetings will be sent to those who register shortly before each scheduled meeting\*\*\*\*





# District Data Coordinator Contact Information for 2022-2023

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.  
Please return completed form to [dyouberg@esboces.org](mailto:dyouberg@esboces.org) or  
fax @ (631)240-8966**

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 \_\_\_\_\_

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

Charles King  
Divisional Admin

Peter Desjardins  
Program Admin

Elaine Conlin  
Program Admin

Sharon Mayrant  
Admin Coord

# Out of Certification Verification

Correcting Errors in Course Codes to Reduce and/or Eliminate Teachers  
Out of Certification

# Changes to ePMF

- ▶ All of this information will be pulled directly from Level 0 data
  - ▶ Course Instructor
  - ▶ Staff Snapshot
  - ▶ Student Course Entry / Exit
- ▶ Principals / District Administrators will need to review the SIRS 328 and SIRS 329 report in October (the DDC should upload the reports to Level 0 as early as possible)

# Accessing the Reports in L2RPT

- ▶ Log into L2RPT on Data Central
- ▶ Click on: Team Content- District- SEDDAS- Staff
  - ▶ SIRS 328 - Staff Out of Certification Verification Report
  - ▶ SIRS 329 - Staff Certification Report

# SIRS 328

## Staff Out of Certification Verification Report



### Staff Out of Certification Verification Report

Data Contained in the Student Information Repository System

School Year	<input type="text" value="2020-21"/>
District Name	<input type="text" value="DISTRICT_KEY"/>
School Name	<input type="text" value="Select School Location"/>
Certified Status	<input type="text" value="Select Certified Status"/>

Data Refresh Date:

School Year: 2020-21  
 District Name: [Redacted]  
 School Name: All Locations  
 Certified Status: No

Set to **NO** to view teachers out of certification

Location Name - a -	Name - b -	Staff ID - c -	Course Code - d -	Course Name - e -	Course Section - f -	Local Course Name - g -	Primary Lang - h -	Certified - i -	Charter Exemption - j -	FTE - k -	Primary Ind - l -	Special Ed Ind - m -	ENL Ind - n -	Incidental - o -
			51045	Reading (grade 5)	05-READ-3	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-1	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-10	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-2	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-10	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-11	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-12	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-15	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-6	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-7	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-8	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-9	Specialized Reading	ENG	No	No	1	Yes	No	No	No

- This report shows all teachers whose certifications do not meet the requirements for the Course Code(s) associated with them in your Student Information System.
- Please note that in this example, Corrective Reading is most likely AIS which has its own code. You may find that this is a very common error.
- Another common error is that the Special Ed, ENL or Incidental Indicator is set to incorrectly set to No.

## AIS codes

You may find many errors for teachers providing Academic Intervention Services.

Please refer to the list below. This information is pulled from the SIRS manual, page 115.

### **What course codes should districts use to report Academic Intervention Services (AIS) for Grades K-6?**

- Districts should use the following course code(s) based on the content area:  
51996- Eng Lang & Lit- Supplemental  
52996- Mathematics- Supplemental  
53996- Life & Phys Sci- Supplemental  
54996- Social Sci & Hist- Supplemental

### **What course codes should districts use to report Academic Intervention Services (AIS) for Grades 7-12?**

- Districts should use the following course code(s) based on the content area:  
01996- Eng Lang & Lit- Supplemental  
02996- Mathematics- Supplemental  
03996- Life & Phys Sci- Supplemental  
04996- Social Sci & Hist- Supplemental

## Library Media Specialists

How are librarians reported?

NYSED has created a course code specific to librarians

- Library Media Specialists must have a Staff Snapshot record
  - They **should not** be identified as a 'TEACHER' or 'PRINCIPAL' (Leave Blank)
- Use code: 99000- Library (Library Media Specialist)- All Grades.
  - Librarians should also be reported in Course Instructor Assignment.
    - **NYSED would not expect a Student Class Entry Exit record for that course and section**
- **An elementary school library manager without library or school media certification**
  - should be reported using course code 99899 - Library Manager Elementary.
    - This assignment identifies a staff person assigned to a prior to secondary building where no certified school media specialist exists.

# SIRS 329

## Staff Certification Report

- ▶ Now that you have seen who is teaching out of certification, it is important to understand their certification area.
- ▶ This report can be run by entire district, by building, and by individual teacher.

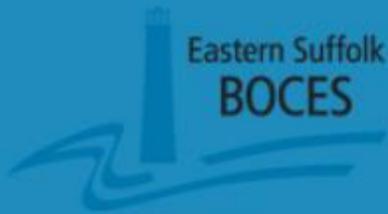
Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
					TEACHER	0126	Students With Disabilities (Birth - Grade 2)	Apr 26, 2018		0084	Professional Certificate
					TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	3014	Childhood Education (Grades 1-6)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	9014	Students With Disabilities (Grades 1-6)	Aug 15, 2018		0084	Professional Certificate



New York State  
Student Information Repository  
System (SIRS) Manual

New York State Education Dept. - Level 0

# LEVEL ZERO NEW FEATURES AND REMINDERS



Regional Information Center  
Student Data Services



**Important code changes new for 2022-23**

**LOCATION CODE CHANGES!!!!**

## Important code changes new for 2022-23

### LOCATION CODE CHANGES!!!!

<b>School Name</b>	<b>Incativated Location Code</b>	<b>Valid Location Code</b>
Variety Child Learning Center	<b>048918</b>	<b>090135</b>
Eden II School	<b>041766</b>	<b>091978</b>
Brokville Center for Children Svc	<b>049087</b>	<b>056822</b>

# Important code changes new for 2022-23

## LOCATION CODE CHANGES!!!!

<b>School Name</b>	<b>Incativated Location Code</b>	<b>Valid Location Code</b>
Variety Child Learning Center	048918	090135
Eden II School	041766	091978
Brokville Center for Children Svc	049087	056822

MORE???

Important code changes new for 2022-23  
**LOCATION CODE CHANGES!!!!**

<b>School Name</b>	<b>Incativated Location Code</b>	<b>Valid Location Code</b>
Variety Child Learning Center	<b>048918</b>	<b>090135</b>
Eden II School	<b>041766</b>	<b>091978</b>
Brokville Center for Children Svc	<b>049087</b>	<b>056822</b>

**MORE???**

Please contact [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org) with any location code issues

# Important code changes new for 2022-23

## Level 0 Tips/Tricks and Pitfalls!

### TIP#5 - Don't Ignore **No Enrollment Report**

#### ➤ No data missing Enrollment Records will move to Level 2

#### Demographics Data Prep. for Level 1:

##### Verification Checks:

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

**Note: 4 student(s) with demographic records have no enrollment records, and will NOT be exported to Level 1. (See 'No Enrollment Rpt' for more info)**

[Validate Now](#)

#### Demographics Report Choices:

[Run Verification Rpt](#)

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. School Summary
- Dist. Upload Log Dates
- Dist. Dup. IDs
- Import Log
- Blank Fields
- Lock History
- View Verif. Errors (Error Rpt #2)
- Unlock History
- No Enrollment Rpt
- Import Message Log

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

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
<a href="#">100006610</a>	LastName1	Student1	0011	Sample Campus Location
<a href="#">100006620</a>	LastName10	Student10	0011	Sample Campus Location
<a href="#">100005469</a>	LastName1006	Student1006	0011	Sample Campus Location
<a href="#">100005467</a>	LastName1008	Student1008	0011	Sample Campus Location
<a href="#">100005457</a>	LastName1012	Student1012	0011	Sample Campus Location
<a href="#">100005433</a>	LastName1031	Student1031	0011	Sample Campus Location
<a href="#">100005422</a>	LastName1033	Student1033	0011	Sample Campus Location
<a href="#">100005418</a>	LastName1036	Student1036	0011	Sample Campus Location

# Important code changes new for 2022-23

Student Daily Attendance error report new default sort and columns!!

Added Last Name, First Name, and Location Name:

## 425 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Attend. Date:	Error Msg:
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-01	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-02	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-06	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-07	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-09	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.
<a href="#">000101135</a>	Washington	Thomas	0002	William Floyd High School	2022-09-12	DA2316: A student cannot have multiple State Attendance records for the same attendance category (attendance or suspension) reported for the same date and location.

# Important code changes new for 2022-23

## Student Daily Attendance new filter for suspension data on an individual student!

\*denotes a required field **Back to School Rpt**

\*Student ID:  \*Attendance Date:  Instructional Modality:  \*Attendance Code Long:  \*Location Code:

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

**Stu/Daily/Attend Records:**  
Month:  Attendance Group:

*Red highlighted cells indicate duplicate state attendance code records for the same date and location.* **4 records**

	Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
<a href="#">View</a>	Valid	2022-09-02	::	ISS :: In School Suspension	0005 :: High School 1	ISS
<a href="#">View</a>	Valid	2022-09-02	IN :: In-Person	PR-In :: Present-In	0005 :: High School 1	PRSNT-IN
<a href="#">View</a>	Valid	2022-09-02	IN :: In-Person	T-In :: Tardy-In	0005 :: High School 1	T-IN

## Important code changes new for 2022-23

**Enrollment start date for Preschoolers With a Disability...**

## **Important code changes new for 2022-23**

**Enrollment start date for Preschoolers With a Disability...**

**...Must start the day after eligibility determination.**

# Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

...Must start the day after eligibility determination.

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

Stu/Daily/Attend   Stu. Digital Res.

Current Student:  Record Status: Last Update: By:

\*denotes a required field

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

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

Exit Date:  Exit Code:  Exit Comment:

**Import Validation Messages:**

**Enrollment Records:**

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
<a href="#">View</a>	Valid	100007822	036943 :: SUFFOLK COUNTY	2022-08-31	0011			PS
<a href="#">View</a>	Valid	100007822	0000 :: <input type="text"/> District Wide	2022-07-07	4034	2022-08-30	40	PS

# Important code changes new for 2022-23

Enrollment start date for Preschoolers With a Disability...

...Must start the day after eligibility determination.

Current Student:  Record Status: **Valid** Last Update: **10/31/22 08:41 AM** By: **Bill Ritchie**

\*denotes a required field

\*Student ID:  \*Location Code:  Service Provider BEDS Code (State Location ID):

\*Beginning Date:  \*Record Program Category:  \*Program Code:

Ending Date:  Exit Reason Code 1:  PGM Participation Info Code:  Program Duration:

Orig. Prog. Date:  Prog. Intensity:  Provider Type Code:  Program Comment:

**Import Validation Messages:**

**Program Fact Records:**

	Status:	Student ID:	Location:	Begin Date:	End Date:	Prog. Code and Description:	Category
<a href="#">View</a>	Valid	100007822	0000 :: <input type="text"/> District Wide	2022-08-31		5786 :: Pre-School Student with a Disability	Type of Disability

## Important code changes new for 2022-23

Course Instructor Assignment – 2 **\*NEW\*** error checks

## Important code changes new for 2022-23

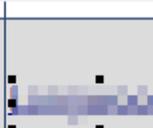
Course Instructor Assignment – 2 **\*NEW\*** error checks

-  All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

# Important code changes new for 2022-23

## Course Instructor Assignment – 2 \*NEW\* error checks

 All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

<a href="#">001690057</a>		0007	 Middle School	ENLENT6	2	7	Language. CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.
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## Important code changes new for 2022-23

### Course Instructor Assignment – 2 \*NEW\* error checks

-  All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

<a href="#">001690057</a>	<a href="#">[blurred]</a>	0007	<a href="#">[blurred]</a> Middle School	ENLENT6	2	7	Language. CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.
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-  All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field

## Important code changes new for 2022-23

### Course Instructor Assignment – 2 \*NEW\* error checks

-  All teachers linked to ELL state course codes must have a Y in Primary ELL Teacher Field

<a href="#">001690057</a>	<a href="#">[Redacted]</a>	0007	<a href="#">[Redacted] Middle School</a>	ENLENT6	2	7	Language: CI8031: Primary ENL Instructor Indicator must equal Y for ENLENT6/ENL Entering 6 linked to 51008/English as a Second Language.
---------------------------	----------------------------	------	--	---------	---	---	---

-  All teachers linked to SPED state course codes must have a Y in Primary SPED Teacher Field

<a href="#">001405684</a>	<a href="#">[Redacted]</a>	0003	<a href="#">[Redacted] Elementary School</a>	ICTREAD4	1	1	Language: CI8030: Primary Special Ed Instructor Indicator must equal Y for ICTREAD4/Grd 4 ICT READ linked to 99002/Special Class (SelfContained) -K-6 Elementary.
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## Reporting Prior Year Assessments – Level 0

Current Student: **Student317 LastName317** Record Status: **Valid** Last Update: **2/3/20 01:32 PM** By: **Bill Ritchie**

\*denotes a required field

\*Student ID: 100006609 \*Test Description and Version: **Regents :: 2021-06-30** Subtest Identifier: **Regents Common Core Algebra I** \*Test Location: 0011 :: Sample Campus Location

\*Test Date: **2018-06-05** \*Test Language: **ENG :: English** Scoring Model Code: **N/A :: Not available** \*Std. Achieved Code: **35 :: Scored 85 - 100** School Year (prior year records): **2022-06-30**

Survey Indicator: Alt. Std. Achieved Code: 44 :: Level 4

Alpha Score:	Numeric Score:	Norm Curve Eq.:	Raw Score:	Scale Score:	Percent Score:	Local Stanine:	National Stanine:
	85						

Nat. % By Age:	# Items Correct:	Obj. Master Score:	Deg. Read Power:	Intel. Quotient:	Stand. Perf. Index:	Stand. Perf. Level:	Grade Equivalent:

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

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

1. Test Description and Version - Year the student took the test = Prior Year
2. Test Date – Use the first date of Regents Period for the year exam was taken = Prior Year  
(Level 0 will change date if incorrect date reported)
3. School Year – The current School Year date = Current Year

### Reporting Prior Year Assessments – Level 0

The screenshot shows a web-based form for reporting student data. At the top, it says "Reporting Prior Year Assessments – Level 0". Below that, there's a header "Current Student: [Name] /20 01:32 PM By: Bill Ritchie". The form contains several fields: "Student ID" (100006609), "Subtest Identifier" (Regents Common Core Algebra I), "Test Date" (2018.06.05), and "School Year (prior year records)" (2018-19). There are also fields for "Survey Indicator" and "Achieved Code". At the bottom, there are buttons for "Import Values", "Delete Records", "Validate & Save Student Data", and "Clear". A large red prohibition sign is overlaid on the entire form.

1. Test Description – Use the description of the test for the year
2. Test Date – Use the first date of Regents Period for the year exam was taken = Prior Year  
(Level 0 will change date if incorrect date reported)
3. School Year – The current School Year date = Current Year

**CAN'T BE USED FOR JUNE 2022 US HISTORY EXEMPTION**

Use Level 0 Historical

# How to troubleshoot a missing course instructor

What to do when you get this error in **Student Class Entry Exit**:

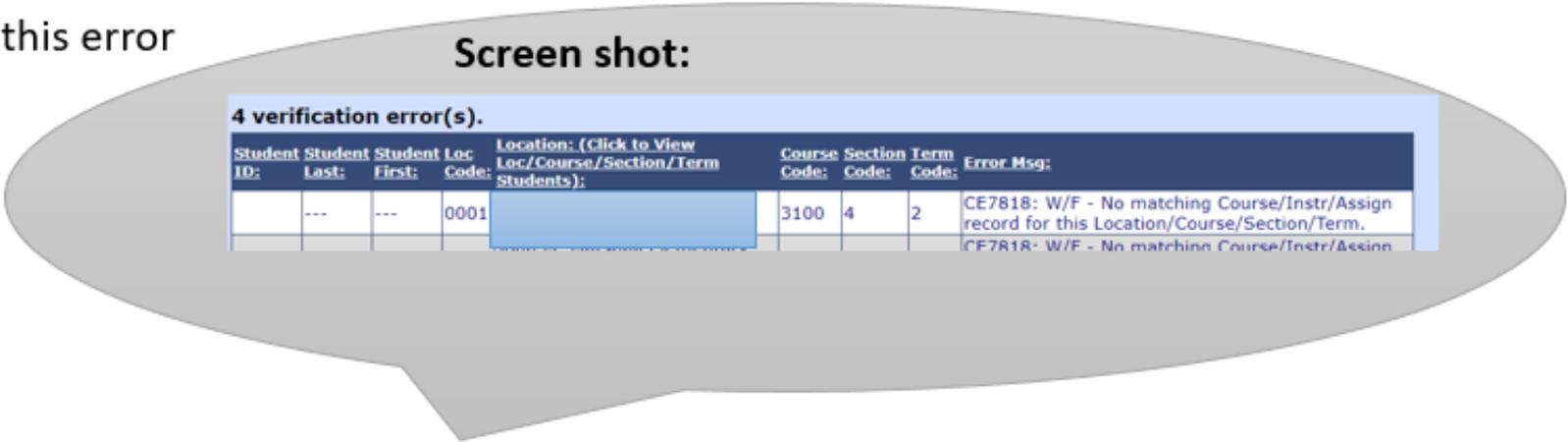
## 4 verification error(s).

Student ID:	Student Last:	Student First:	Student Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								CE7818: W/F - No matching Course/Instr/Assign

CE7818: This error says that there is no teacher assigned (course instructor assignment) for the **location/course/section/term** that students are assigned to (student class entry exit).

Take a screen shot of this error

## Screen shot:



Student ID:	Student Last:	Student First:	Student Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								CE7818: W/F - No matching Course/Instr/Assign

### Screen shot:

4 verification error(s).

Student ID:	Student Last:	Student First:	Student Loc Code:	Location: (Click to View Loc/Course/Section/Term Students):	Course Code:	Section Code:	Term Code:	Error Msg:
	---	---	0001		3100	4	2	CE7818: W/F - No matching Course/Instr/Assign record for this Location/Course/Section/Term.
								CE7818: W/F - No matching Course/Instr/Assign

From the Level 0 main screen click reports -> course

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

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

User Account: Bill Ritchie (britchie). Current Password  
Current # of users logged on: 7   [View All Users](#)

District:

Download Chosen Report to:  .txt file    .csv file  

- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- Course**
- Course/Instr/Assign
- Day Calendar

[My Profile Info](#)   *Level 0 Version:*

Click on "Course/Tchr/Student"

**Course Report Choices:**

- 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
- Course/Tchr/Student
- Import Message Log

**Screen shot:**



This will provide you with a list of all courses and sections that have both a teacher and student assigned

**Course 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   
  Course/Tchr/Student   
  Import Message Log

3100	53231	1		1	16
3100	53231	2		1	19
3100	53231	3		2	30
3100	53231	5		1	1
3100	53231	6		1	17

Find the course with your error and you will see that no teacher is assigned to that section

Make sure to check the location, course, section and term.

# Level 0 Deleting Staff Snapshot Records

## Staff Snapshot \*Active/Inactive Status

To Delete a Staff Snapshot record:

If a staff snapshot record is incorrectly loaded and sent to Level 1, it can be deleted by marking the Active/Inactive status as "D" for Deleted.

Current Staff: Record Status: Last Update: By:

### Staff Snapshot Manual Entry:

\*denotes a required field  
*TEACH Name:*

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:			
Master		Yoda	896 BBY	M :: Male			
*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:			
001234567	001234567	OGJedi@republic.org	<div style="border: 1px solid black; padding: 2px;">A :: Active D :: Deleted I :: Inactive</div>	N :: No			
*Primary Location Code:		*Years Educational Exp. in District:	*Annual Salary:	Annual Contract Work Days:			
0000 :: Sample District Wide		99	infinite c	365			
*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educationa Exp.:	Principal Title:	Prin. Hire Date:
1	Y :: Yes	TEACHER			99		
*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:			
9 :: Doctorate							
Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:				

\*Deleting staff snapshot records from Level 0 does not delete them from Level 1.

# Work Based Learning Students

# Work Based Learning Students

**SIRS Manual**

**State Course Code 22202W**

# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

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

# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

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

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

# Work Based Learning Students

## SIRS Manual

### State Course Code 22202W

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

New York State Education Department



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

Data Contained in the Student Information Repository System

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



# Student Data Services

## ZERO ZONE

### Level 0 Training

**TIME:** 9:00 AM to 12:00 PM (1/2 hour training slots)

**LOCATION:** Zoom meetings by appointment

**DATES:** Every Tuesday

**AUDIENCE:** Any district personnel involved with Level 0 and state data reporting

**PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE**

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



# Student Data Services **ZERO ZONE** Level 0 Training

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**PLEASE REGISTER AT LEAST 24 HOURS IN ADVANCE**

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

Powered by Calendly

### Select a Date & Time

December 2021 < > Tuesday, December 14

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

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

- 9:00am
- 9:30am
- 10:00am
- 10:30am
- 11:00am
- 11:30am



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## Testing Coordinator/Scoring Contact Information 2022-2023

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* \_\_\_\_\_

**Please return completed forms to Student Data Services**

Email: [DWTSHelp@esboces.org](mailto:DWTSHelp@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](mailto:ComplianceOfficers@esboces.org): the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).



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

Assistant Commissioner  
Office of State Assessment

January 2022

**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:** 2022–23 Elementary- and Intermediate-level Testing Schedule

**2022–23 School Year**

Operational Test		Administration Dates	Make-up Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
<b>NYSAA English Language Arts, Mathematics, and Science</b>		Monday, March 13 – Friday, June 9	Make-ups must be given within the testing window	N/A	N/A
<b>Grades 3-8 English Language Arts</b>	<b>Paper-based</b>	Wednesday, April 19 – Friday, April 21*	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4	Thursday, May 4
	<b>Computer-based</b>	Wednesday, April 19 – Wednesday, April 26	Monday, April 24 – Friday, April 28	Monday, April 24 – Thursday, May 4	N/A
<b>Grades 3-8 Mathematics</b>	<b>Paper-based</b>	Tuesday, May 2 – Thursday, May 4	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17	Wednesday, May 17
	<b>Computer-based</b>	Tuesday, May 2 – Tuesday, May 9	Friday, May 5 – Thursday, May 11	Friday, May 5 – Wednesday, May 17	N/A
<b>NYSESLAT Speaking</b>		Monday, April 17 – Friday, May 26	Make-ups must be given within the testing window	Speaking is usually scored as it is administered.	TBD
<b>NYSESLAT Listening, Reading, Writing</b>		Monday, May 15 – Friday, May 26	Make-ups must be given within the testing window	TBD	TBD
<b>Grade 8 Science Performance Test</b>		Tuesday, May 23 – Friday, June 2	Make-ups must be given within the testing window	Scoring may start immediately following administration.	Thursday, June 15
<b>Grade 8 Science Written</b>		Monday, June 5	Tuesday, June 6 – Friday, June 9	Following make-up dates, but no later than Thursday, June 15	Thursday, June 15

\*In Spring 2023, some schools may be closed on Friday, April 21<sup>st</sup> in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21<sup>st</sup> may use Monday, April 24<sup>th</sup> as an administration date for these exams.

In Spring 2023, there will not be an administration of the Grade 4 Science Test. This is to support the transition to the new Grade 5 Elementary-level Science Test measuring the new NYS P-12 Science Learning Standards, which commences in Spring 2024.



ASSISTANT COMMISSIONER, OFFICE OF STATE ASSESSMENT  
89 Washington Avenue, Room 775 EBA  
Albany, New York 12234

November 2022

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

FROM: Zachary Warner 

SUBJECT: Tentative Dates for the January 2024, June 2024, and August 2024 Regents Examination Periods and 2024 Elementary- and Intermediate-level Testing

We are providing the tentative dates for the January, June, and August 2024 Regents Examination periods, and the tentative 2024 Elementary- and Intermediate-level testing schedule at this time in order to solicit your feedback. Please share the tentative dates with the appropriate officials in your schools/districts. School personnel are asked to consider these tentative dates carefully and to send feedback by **December 2, 2022**, to the Department at [emsctesting@nysed.gov](mailto:emsctesting@nysed.gov). Our goal is to provide the final dates for these exams by the end of December to assist schools/districts with developing their 2023-24 school calendars.

**Tentative dates for the January 2024 Regents Examination period:**

Tuesday, January 23 through Friday, January 26.

**Tentative dates for the June 2024 Regents Examination period:**

Tuesday, June 4\* (the first administration of the new Regents Examination in Algebra I)

Friday, June 14 through Wednesday, June 26.

No State examinations will be administered on June 17 for schools that may be closed for the observance of Eid al-Adha; it will be designated as a Rating Day for schools that are not closed. No State examinations will be administered on Wednesday, June 19 in observance of the Juneteenth holiday. Wednesday, June 26 will be a second Rating Day; no State examinations will be administered on this date.

**Tentative dates for the August 2024 Regents Examination period:**

Monday, August 19 and Tuesday, August 20

**Tentative Dates for 2024 Elementary- and Intermediate-level Testing Schedule**

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

For both paper-based and computer-based English Language Arts and mathematics testing, schools will select two consecutive days within the respective administration windows to administer assessments for each grade level and subject. Schools must test the entire grade on the same two consecutive school days for each subject. For science, the entire grade must test on the same day. This rule is school-specific and need not be observed as across the district.

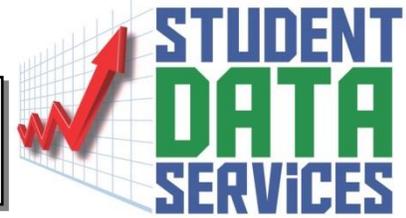
**IMPORTANT TEST SCORING DATES 2022-2023**  
*Preliminary Timeline (As of 9/16/22)*

Activity	NYSAA	ELA 3-8	Math 3-8	NYSESLAT	Science 8	Jan. 2023 Regents	June 2023 Regents	Aug. 2023 Regents
Test Room files posted to the district SFTP site	NA	1/16	1/30	NA	3/4	1/24-1/27	6/1, 6/14-6/22	8/16-8/17
Sort Order Form	NA	12/15	12/15	NA	12/15	12/17	TBD	TBD
CSV files for Regents PRINTING	NA	NA	NA	NA	NA	12/17	TBD	TBD
Data Pull - for PRINTING	NA	1/16	1/30	2/14	3/4	TBD	NA	NA
Data Pull - for EDITING	NA	5/4	5/17	TBD	6/15	NA	NA	NA
Administration of Tests	3/13 - 6/9	P 4/19 - 4/21* C 4/19 - 4/26	P 5/2 - 5/4 C 5/2 - 5/9	<b>SPEAKING</b> 4/17 - 5/26 <b>L,R,W</b> 5/15-5/26	<b>PERFORMANCE</b> 5/23 - 6/2 <b>WRITTEN</b> 6/5	1/24 - 1/27	6/1, 6/14 - 6/22	8/16 - 8/17
Make-up Testing	Must be given within the testing window	P 4/24 - 4/28 C 4/24 - 4/28	P 5/5 - 5/11 C 5/5 - 5/11	<b>SPEAKING</b> and L,R,W must be given within the testing window	<b>PERFORMANCE</b> Must be given within the testing window  <b>WRITTEN</b> 6/6 - 6/9	NA	NA	NA
Scoring of Constructed Response	NA	P and C 4/24 - 5/4	P and C 5/5 - 5/17	<b>SPEAKING</b> is scored as it is administered  <b>L,R,W</b> TBD	<b>PERFORMANCE</b> May start immediately following administration  <b>WRITTEN</b> Following make-up dates but no later than 6/15	as required	Rating Day 6/23	as required
Final Date to Submit Answer Sheets to Scanning Center* (May be returned before this date)	NA	P 5/4	P 5/17	TBD	6/15	NA	NA	NA
Phone: 631-218-4195 Fax: 631-240-8967 Contact <a href="mailto:DWTSHelp@esboces.org">DWTSHelp@esboces.org</a>						P = Paper based testing C = Computer based testing		

\*In Spring 2023, some schools may be closed on Friday, April 21 in recognition of Eid al-Fitr. Schools that are closed on Friday, April 21 may use Monday, April 24 as an administration date for these exams.



# Student Data Services



## Answer Document Sort Selection

### Return by December 15, 2022

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

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

Please circle the appropriate sort sequence for testing materials

Test Name	Test Date Ranges	Grade(s)	Print Sorts			
			<i>(All Sorts are alphabetical within school and/or room)</i>			
ELA	April 19–21	3	SCH	HR	TR	CBT
		4	SCH	HR	TR	CBT
		5	SCH	HR	TR	CBT
		6	SCH	HR	TR	CBT
		7	SCH	HR	TR	CBT
		8	SCH	HR	TR	CBT
Math	May 2–4	3	SCH	HR	TR	CBT
		4	SCH	HR	TR	CBT
		5	SCH	HR	TR	CBT
		6	SCH	HR	TR	CBT
		7	SCH	HR	TR	CBT
		8	SCH	HR	TR	CBT
Science	June 5	<del>4</del>	<del>SCH</del>	<del>HR</del>	<del>TR</del>	<del>CBT</del>
		8	SCH	HR	TR	CBT

My district will not be administering: \_\_\_\_\_ Math 8 \_\_\_\_\_ Science 8 (check if applicable)

SCH = SCHOOL

HR = HOMEROOM

TR = TESTROOM (test room file must be submitted; see additional information below). This sort requires roster verification before printing.

CBT = COMPUTER BASED TESTING (CBT IS SOLELY USED FOR INFORMATIONAL PURPOSES). Please note this is NOT a sort option.

All files for Test Room (TR) sort MUST be emailed to Karen Barbaro at: [kbarbaro@esboces.org](mailto:kbarbaro@esboces.org) AND Lisa Zwerling at: [lzwerlin@esboces.org](mailto:lzwerlin@esboces.org) OR submitted through the SFTP site. If files are submitted through the SFTP site, an email MUST be sent to [kbarbaro@esboces.org](mailto:kbarbaro@esboces.org) AND [lzwerlin@esboces.org](mailto:lzwerlin@esboces.org) indicating the files have been posted.

When completed, please fax this form to Student Data Services at (631) 240-8967 or email as stated above.  
Please call Student Data Services at (631) 218-4195 with any questions.

# Test Scoring Updates



# NYSAA

- ▶ Use Dates to Remember memo as a guide
- ▶ Everyone involved should have a KITE login by now
- ▶ **Wednesday, November 23<sup>rd</sup>-Rostering available for students who were reported on time**
- ▶ **For students not reported on time, they can be manually entered into KITE**
- ▶ How to report a NYSAA student in Level 0:
  - Enrollment**
    - student must be ungraded use grade 13 (K-6) or grade 14 (7-12)
  - Programs**
    - 0220-Eligible for Alternate Assessment **and**
    - Type of Disability

# ELA and Math

- ▶ Deadline to order CBT or PBT is **December 9<sup>th</sup>**
- ▶ You must select CBT or PBT on the first screen
- ▶ Review the memo from SED on the Procedures for Requesting, Shipping and Storing Materials for the Spring 2023 ELA, Math and Science Assessments

**Please note for the Grades 3-8 ELA and Mathematics Tests only, schools must carefully check the selection of paper versus computer format for the operational tests for each grade level requested in addition to their field test format selection.**

# Students to be Tested-Special Exceptions

- ▶ Use Birth Date/ Age for Ungraded Students chart to determine testing grade
- ▶ Now is the time to check that all the **Out of District** students are reported in the correct locations-**DO NOT** use 0011 enrollment code for students who are parentally placed in non-publics!
- ▶ Math:

**The Grades 6-8 Mathematics Tests.** Grades 6-8 students who are receiving instruction in a commencement-level mathematics course and will take a Regents Examination in mathematics are not required to take the respective Grade 6, 7, or 8 Mathematics Test. School districts are allowed to administer only the Regents Examination in mathematics to these students, eliminating the need for students accelerated in mathematics to take both tests.

# Science

- ▶ Science 8 is only available on paper for Spring 2023
- ▶ Science 5 and 8 will have its first administration in the **2023-24** school year all CBT
- ▶ If you are not giving the Science 8 because everyone is taking the Regents-tell us and we won't print sheets for you

# Students to be Tested-Special Exceptions

▶ **Grade 8 Science:**

Grades 7 and 8 students who are receiving instruction in a commencement-level science course and will take a Regents Examination in science are not required to take the Intermediate-level (Grade 8) Science Test. School districts are allowed to administer only the Regents Examination in science to these students, eliminating the need for students accelerated in science to take both tests.

# NYSESLAT

- ▶ **DO NOT** enter an 0231 code in 2022-23 data for students who should have ended in 2021-22!!
- ▶ Make sure to report 0231 **and** a program code
- ▶ NYSESLAT move to CBT has been **delayed**

# Students to be Tested-Special Exceptions

- ▶ **NYSESLAT:** *For students who fit this description, use Program Code 0242*

**English Language Learners (ELLs).** Schools are permitted to exempt from the 2023 Grades 3-8 ELA Tests only those ELLs (including those from Puerto Rico) who, on April 1, 2023, will have been attending school in the United States for the first time for less than one year. Recently arrived ELLs may be eligible for *one exemption* from the administration of the Grades 3-8 ELA Tests. Sub

# CBT Updates

- ▶ Scoring Entity should be **Optimum Solutions Corporation** (OSC) if you are contracting with ESB Full Service Scoring
- ▶ DEC. 8<sup>th</sup> is the deadline to upload Demo, Enrollment and Programs to be used for Simulation
- ▶ Simulation Dates for schools participating in CBT : January 17<sup>th</sup>-January 27<sup>th</sup>
- ▶ Schools may select the grades, content area and days to be used for the simulation. This is a local decision and does not need to be reported to SED.
- ▶ Tech Readiness Checklist will close 12/30/22-no extensions will be granted



DIRECTOR, OFFICE OF STATE ASSESSMENT  
89 Washington Avenue, Room 775 EBA  
Albany, New York 12234

ASSISTANT COMMISSIONER, OFFICE OF SPECIAL EDUCATION  
89 Washington Avenue, Room 301M EB  
Albany, New York 12234

May 2022

**To:** District Superintendents  
Superintendents of Schools  
Principals of Public, Religious, and Independent Schools  
Charter School Leaders  
Special Education Teachers

Zachary Warner   
Director, Office of State Assessment

**From:** Christopher Suriano   
Assistant Commissioner, Office of Special Education

**Subject:** Administration of the New York State Alternate Assessment in the 2022-23  
School Year

This memorandum provides important information about the administration of the New York State Alternate Assessment (NYSAA) beginning with the 2022-23 school year. Students eligible to participate in the NYSAA are assessed in English language arts (ELA), mathematics, and science using the Dynamic Learning Maps (DLM) Alternate Assessment System. The NYSAA is part of the State testing program that measures student knowledge on Essential Elements, which are alternate achievement standards that are reduced in depth and breadth from the learning standards.

### **NYSAA in Science**

In December 2016, the Board of Regents adopted the new [P-12 Science Learning Standards](#) which are based on the Framework for K-12 Science Education developed by the Research Council and the Next Generation Science Standards. The [DLM Essential Elements in science](#) are specific statements of knowledge and skills that are linked to the grade-level expectations in the Framework for K-12 Science Education.

Students participating in the NYSAA in science are assessed once each at the elementary, middle, and high school levels. Beginning with the 2023-24 school year and thereafter, NYSAA eligible students will be tested in science in grade 5, grade 8, and one time in high school. As the Board of Regents and the Department work to [implement the science learning standards](#), **students eligible to participate in the grade 4 NYSAA in science will not be tested in the 2022-23 school year**. Instead, these students will be tested in grade 5 the following year (spring 2024). This is consistent with the implementation of the Elementary- and Intermediate-level Science Assessments.

## **NYSAA in English Language Arts and Mathematics**

Students will continue to take the NYSAA English language arts and mathematics tests in grades 3-8 and once in high school. As in past years, these tests will measure the DLM Essential Elements in [ELA](#) and [math](#). The Department and DLM Consortium staff are currently working together on alignment studies to link the [New York State Next Generation Learning Standards](#) with the DLM Essential Elements. However, these linkages will not impact the student experience or how teachers prepare students for the assessment. The Essential Elements in these subject areas remain unchanged.

The Department and the DLM Consortium will continue to work cooperatively to ensure that students, teachers, and administrators have the necessary supports for successful assessment. If you have questions about the alternate assessment, please contact the Office of State Assessment by phone at (518) 474-5902 or by email at [emscassessinfo@nysed.gov](mailto:emscassessinfo@nysed.gov). Questions about special education should be directed to the Office of Special Education by phone at (518) 473-4818 or by email at [speced@nysed.gov](mailto:speced@nysed.gov).



Zachary Warner  
Director  
Office of State Assessment

June 2022

**TO:** District Superintendents  
Superintendents of Schools  
Special Education Directors  
Chairpersons of Committees on Special Education  
Project Managers for the Level I Data Repositories

**FROM:** Zachary Warner 

**SUBJECT:** Birthdate Ranges for Students with Disabilities Participating in the 2022-23 New York State Alternate Assessment (NYSAA)

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2022-23 NYSAA. Students should be tested based on their birthdate in the content areas indicated for each grade level.

Please contact the Office of State Assessment at 518-474-5900 if you have any questions regarding the birthdate ranges for students participating in the NYSAA.

Birthdate	NYSAA Grade and Component	Reaches this Age Between September 1, 2022 and August 31, 2023
September 1, 2013–August 31, 2014	Grade 3 ELA and Math	9
September 1, 2012–August 31, 2013	Grade 4 ELA and Math*	10
September 1, 2011–August 31, 2012	Grade 5 ELA and Math	11
September 1, 2010–August 31, 2011	Grade 6 ELA and Math	12
September 1, 2009–August 31, 2010	Grade 7 ELA and Math	13
September 1, 2008–August 31, 2009	Grade 8 ELA, Math, and Science	14
September 1, 2004–August 31, 2005	Secondary-Level ELA, Math, and Science**	18

\*NYSAA-eligible students who meet the age criteria for 4<sup>th</sup> grade will not be tested in [science in the 2022-23 school year](#). Instead, these students will be tested in grade 5 the following year (spring 2024). Do not roster students to 4<sup>th</sup> grade Science for spring 2023 NYSAA.

\*\*NYSAA-eligible students who do not meet the age criteria above for the secondary level and will be exiting school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old). NYSAA-eligible secondary-level students who were expected to participate in the spring 2020, spring 2021, or spring 2022 NYSAA administration but could not do so are not expected to take the NYSAA before they exit school.

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

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

# EXAMINATION SCHEDULE: JANUARY 2023

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

<b>JANUARY 24 TUESDAY</b>	<b>JANUARY 25 WEDNESDAY</b>	<b>JANUARY 26 THURSDAY</b>	<b>JANUARY 27 FRIDAY</b>
<b>9:15 a.m.</b>	<b>9:15 a.m.</b>	<b>9:15 a.m.</b>	<b>9:15 a.m.</b>
English Language Arts	Geometry	Global History & Geography II	Physical Setting/Earth Science  Physical Setting/Chemistry
<b>1:15 p.m.</b>	<b>1:15 p.m.</b>	<b>1:15 p.m.</b>	<b><u>Uniform Admission Deadlines</u></b>
Living Environment	Algebra I  Physical Setting/Physics*	Algebra II	Morning Examinations – 10:00 a.m.  Afternoon Examinations – 2:00 p.m.

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

# January 2023 Regents Timeline



Date	Task / Event
December 15	Order – Sort Form due Pre-print file due Student demographic and enrollment records loaded to Level 0
January 4 - 6	Preprinted answer sheets delivered to schools
January 11 - 13	Scanner Testing Period
January 16	Martin Luther King Jr. Day (Holiday)
January 24 – 27	<b>Examination Schedule</b>
February 10	Deadline for <b>In-District scanning</b> Deadline for <b>returning answer sheets to BOCES</b> (for Districts not scanning their own answer sheets)

December				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			



# Student Data Services

## Regents Scanning Workshop

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

**LOCATION:** Instructional Support Center @ Sequoya

**DATES:** December 2, 2022

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

### DESCRIPTION:

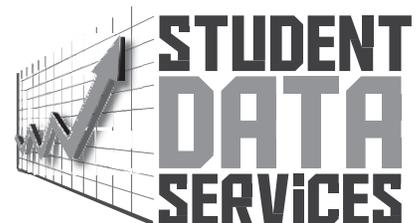
- Order Form and Timeline
- Pre-print File Verification
- Scan Sheet Preparation
- Processing tips and techniques
- Scanning demonstration
- Error Messages with Correction methods
- Batch tracking website
- ASAP Score Reports
- Scanning Deadlines

**PLEASE REGISTER ON OR BEFORE November 29, 2022**

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

**Charles King, Divisional Administrator**

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





# REGENTS JANUARY 2023

## Public School Order/Sort Form

### Student Data Services



-----

Student Data Services will print and deliver uniform answer sheets that must be used for the Regents administration. These answer sheets allow collection of the item data. Please indicate the Number of Exam booklets ordered for the January 2023 Regents exams.

Subject	Sort <b>(PLEASE CIRCLE ONE)</b>			# of Exam Books Ordered
	School	Teacher	Course Section	
English Language Arts	School	Teacher	Course Section	
Living Environment	School	Teacher	Course Section	
Geometry	School	Teacher	Course Section	
Algebra I	School	Teacher	Course Section	
Physics	School	Teacher	Course Section	
Global History & Geography II	School	Teacher	Course Section	
Algebra II	School	Teacher	Course Section	
Earth Science	School	Teacher	Course Section	
Chemistry	School	Teacher	Course Section	

Note: Physics continues to be a restricted exam in January. That means the Physics exam will be administered, but **we do not print Physics answer sheets for scanning in January.** Answer sheets are included in the test booklet.

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

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

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

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

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

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

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

**E-mail form to Student Data Services at [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org) no later than December 15.**

If you have questions please contact us at (631) 218-4195.



# CSV Preprint File Layout For Regents Administration



with Field Names, Lengths, Definitions and Examples

\* Requires data –  Does not require data

An Excel Template is posted on DataCentral under Regents Scanning/Processing Information

Field Name	Definition	Width	Example
*DistrictCode	DataWarehouse District Code	8 characters	NY180202
*LocationCode	DataWarehouse Location Code	Up to 6 characters	0002
*Version	DataWarehouse Version	10 character school year end date	Ex. 2023-06-30
*AdminMonth	Month of Exams	3 characters	Jan, Jun or Aug
*StudentID	Student ID #	9 character local Student ID	000007879
*LastName	Student's Last Name	20 characters	Smith
*FirstName	Student's First Name	20 characters	John
*GradeLevel	Student's DW Grade Level	2 characters	Ex. 08 or 09, or 10 (single digits need leading zeros)
CourseSection	Local Course Code + Local Section Code; combined with “_”	<b>20 characters ONLY Beware Of Long Course Names!</b>	“Algebra 2 Trig” – is ok “Algebra 2/ Trigonometry” is TOO LONG!
TeacherName	Teacher Name as it needs to appear on answer sheet	30 characters	Smith, Jane
*StateCourseCode	See attached chart	5 characters, or 7 characters for Common Core	Ex. 03101 (Chemistry) Ex. 02052CC (Algebra I)
DistrictName	Use only when an override of the Level 0 lookup of District Name is needed	30 characters	LEAVE THESE 2 FIELDS BLANK FOR JANUARY & JUNE! We get your district name and school from the first 2 fields – DistrictCode and LocationCode
School	Use only when an override of the Level 0 lookup of Location Name is needed	30 characters	

An Excel Template is posted on Data Central under Services>Data and Reporting>Regents>Public>Processing Information>Preprint File Template. The Excel file has to be saved as a .csv file

Only ONE file is required with ALL the subjects included. Your File name should begin with your district name first (e.g. Central SchoolDistrict\_Jan2023 Regents)

(Over)

# CSV Preprint File Layout for Regents Administration

File specifications:

- File needs a header record with field names:  
"DistrictCode","LocationCode","Version","AdminMonth","StudentID","LastName","FirstName",  
"GradeLevel","CourseSection","TeacherName","StateCourseCode","DistrictName","School"
- All data is considered text and should be in quotes
- All fields require data except CourseSection, TeacherName, DistrictName, School.
- DistrictName and School **SHOULD BE LEFT BLANK FOR JAN AND JUNE** (include place holders in CSV record). If these fields are filled, then the District and Location table Level 0 lookups will not occur (allows pre-printing for students in districts outside the RIC region or preprinting a district name that is different from what is included in the DistrictID barcode on the form).

• Fields:

**DistrictCode** = DW District Code - 8 characters (example: NY180202)

**LocationCode** = DW LocationCode - up to 6 characters (example: 0002 or 033937)

**Version** = DW Version - 10 character school year end date (example: 2023-06-30)

**AdminMonth** = 3 char - Jan, Jun or Aug

**StudentID** = 9 char local Student ID (example: 000007978)

**LastName** = Student's Last Name - 20 char

**Firstname** = Student's First Name - 20 char and will be truncated at 30 characters when printed on answer sheet

**GradeLevel** = Student's DW Grade Level - 2 char (example: 09)

**CourseSection** = Local Course Code + Local Section Code; combined with "-" 20 char (example 0300-01)

**TeacherName** = Teacher Name as it needs to appear on answer sheet (usually "Last Name, First Name") - 30 char

**StateCourseCode** = 5 char, 7 for Common Core - see chart on next page

**DistrictName** = **LEAVE BLANK FOR JAN AND JUNE** - 30 char (use only when an override of the Level 0 lookup of District Name is needed)

**School** = **LEAVE BLANK FOR JAN AND JUNE** - 30 char (use only when an override of the Level 0 lookup of Location Name is needed)

Note:

In the case of Walk-ins, if no teacher name is available, you can leave this field blank or populate with the word "Staff"

In the case of Walk-ins, if no Course/Section is available, you can leave this field blank or populate with the name of the exam, e.g. "Earth Science" Remember, **keep exam names under 20 characters!**



# REGENTS JANUARY 2023

## IN-DISTRICT SCANNER TEST CERTIFICATION

Please e-mail this form back to Student Data Services at  
[dwtshelp@esboces.org](mailto:dwtshelp@esboces.org).

**Scanner Testing Period:**  
**Wednesday, January 11 through Friday, January 13, 2023**  
**NO SCANNERS SHOULD BE TESTED AFTER JANUARY 13, 2023**

**SO THAT THE TESTING PERIOD DOES NOT INTERFERE WITH THE  
 ADMINISTRATION PERIOD**

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

**USE THE ANSWER SHEET PROVIDED BY ESBOCES FOR THE TEST**  
 (can be found on our website at [DataCentral.esboces.org](http://DataCentral.esboces.org).)

After every scanner in district is tested and determined ready to scan the January Regents, please fill in the following information for each scanner.

Scanner Login(s)	Date Tested

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please call Student Data Services at (631) 218-4195 with any questions.



# IS MY DATA REASONABLE?



USING THE SIRS 401 TO COMMUNICATE WITH YOUR DATA COORDINATOR



# MAIN POINTS

WHAT ARE THESE DATA AND HOW DID THEY GET THERE?

HOW WAS I SUPPOSED TO KNOW THAT WE DIDN'T REPORT IT?

WHAT SHOULD I DO IF THE DATA LOOKS WRONG?



# How Does the Data populate these Reports?

DATA IS COLLECTED FROM DISTRICT PERSONEL AND ENTERED INTO: SMS, SPECIAL ED SYSTEM, HR SOFTWARE



DATA ARE EXTRACTED IN A SERIES OF FILES THAT GET LOADED INTO LEVEL 0 AND CHECKED FOR ERRORS



LEVEL 0 DATA IS MOVED TO THE LEVEL 1 CENTER AND USED IN LOCAL REPORTS



LEVEL 1 DATA IS CHECKED FOR ERRORS AND SENT TO LEVEL 2



# I'M NOT AN EXPERT, HOW DO I MANAGE MY DATA?

- THE BEST WAY TO KNOW WHAT IS GOING ON WITH YOUR DATA IS TO ASK QUESTIONS
- THE SIRS 401 REASONABLENESS REPORT WILL GIVE YOU AN EASY WAY TO FIND 'POSSIBLE' DATA ISSUES
- THESE COMPARISONS WILL GIVE YOU A QUICK WAY TO START ASKING QUESTIONS



# USING THE L2RPT SYSTEM

- IN THE SECURE SECTION OF DATACENTRAL SELECT 'L2RPT'
- PARDON THE REDUNDANCY, SELECT 'L2RPT' AGAIN
- LOGIN REQUIRES YOUR NYSED PORTAL USERNAME AND PASSWORD

Eastern Suffolk BOCES Regional Information Center Student Data Services

Home Services Events Secure Help ESB Home

NYSED Portal  
Level o Historical  
Level o  
SFTP  
NYSSIS  
**L2RPT**  
COGNOS/ReportNet  
BARS  
PD System  
ASAP  
Batch Tracker  
Secure Courier  
Teacher Access & Auth

Quick Links  
NY SED EngageNY  
SIRS Guidance  
SED Teacher/Staff Reporting Guidance  
NYSED Information & Reporting Services  
Level o Data Validation Rules  
Suffolk Data Deadlines

Upcoming Events  
10/28/2022 9:00AM Infinite Campus - Fall User Meeting  
11/02/2022 9:00AM Special Education Reporting 101  
11/03/2022 9:00AM Special Education Reporting 101  
11/03/2022 9:00AM eSD - Student Status Training

## Regional Information Center Reporting

Select Namespace

COGNOS / ReportNet  
ES BOCES L2RPT

Select Namespace

License  
Copyright  
IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.



# USING THE L2RPT SYSTEM

The screenshot displays the Eastern Suffolk BOCES Data Warehouse interface. The top navigation bar includes the BOCES logo, the text "Eastern Suffolk BOCES", and a "Welcome to the Data Warehouse" message. A left-hand navigation menu is visible, with "Team content" highlighted. The main content area shows a breadcrumb trail "District > SEDDAS" and a list of folders. The "Reasonableness" folder is highlighted, and a secondary window shows its contents, including a "SIRS-401 Reasonableness Report" which is also highlighted. A blue hand-drawn arrow points from the "Reasonableness" folder in the main view to the "SIRS-401 Reasonableness Report" in the secondary view. The background of the main view shows the "Student Information Repository System (SIRS) Reporting" page with the University of the State of New York seal and a disclaimer text.

Eastern Suffolk BOCES

Welcome to the Data Warehouse

Home

Search

My content

**Team content**

Recent

District > SEDDAS

- Accountability 2/24/2021 11:06 AM
- Annual Outcomes 11/12/2020 1:18 PM
- Attendance 2/11/2021 12:18 PM
- BEDS 11/20/2019 8:34 AM
- Course 10/15/2019 11:42 AM
- CTE 5/24/2021 9:45 AM
- Higher Ed Programs 8/11/2022 9:18 AM
- Post Secondary 8/16/2017 4:02 PM
- Reasonableness 8/16/2017 4:02 PM**
- Score Reports 4/27/2022 11:52 AM
- Staff 4/14/2020 1:41 PM
- Student Profile 9/28/2021 11:54 AM
- Tested / Not Tested 7/20/2021 2:20 PM
- Total Cohort Report 7/20/2021 2:10 PM
- UIAS 8/16/2017 4:04 PM

Home

Search

My content

**Team content**

Recent

Reasonableness

- Drill Throughs 2/18/2010 2:23 PM
- SIRS-401 Reasonableness Report 10/25/2022 11:30 AM**
- SIRS-402 Regional Reasonableness Report 10/27/2022 1:32 PM
- SIRS-405 Annual Ass ... At-A-Glance Report 8/8/2022 1:10 PM

THE UNIVERSITY OF THE STATE OF NEW YORK

## Student Information Repository System (SIRS) Reporting

and reports, you are acknowledging that you have read, understood, and will comply with the following statement.

ent Information Repository System (SIRS)

arding use, confidentiality, or access, and

e of my job responsibilities.

inator, Superintendent or CEO.

**to do so will result in loss of access**

Student

and reports, you are acknowle

y with access to PII, private or



# USING THE L2RPT SYSTEM

The screenshot shows the 'New York State Education Department Reasonableness Report' interface. At the top, there is a navigation bar with a home icon, a search icon, and a play icon. Below this, the title 'New York State Education Department' is displayed, followed by the state seal and the report title 'Reasonableness Report'. The subtitle reads 'Data Contained in the Student Information Repository'. The main form area includes fields for 'District Name', 'School Location', 'Category Type', and 'Category Subtype'. A dropdown menu is open for 'Category Type', showing options: 'All Locations', 'Select Category Type', 'CATEGORY\_TYPE', 'Select Category Type' (highlighted), 'Enrollment Entry', 'Enrollment Exit', 'Enrollment Grades', 'Credentials', 'Student Demographic', 'CTE', and 'Programs'. A 'Finish' button is circled in red. Below the form, there is a 'Data Refresh Date' field and a paragraph of text explaining the report's purpose and providing instructions on how to use the data.

District Name: [Redacted]  
School Location: [Redacted]  
Category Type: [Redacted]  
Category Subtype: [Redacted]

Data Refresh Date: [Redacted]

A Reasonableness Report counts (column D) of students. The purpose of the report is to provide enrollment entry code) by district. Particular attention should be paid to percent changes equal to or greater than 10 and reporting cause difficulties include the failure to report students eligible to take the NYSESLAT in lieu of the students with disabilities are correctly coded.

For each report, a student is counted only once within a code. If a student is reported with multiple codes, the student will be counted only once. The reports do not replicate accountability logic and should not be used to simulate accountability.

- IN THE LOCATION MENU YOU MAY FILTER THIS REPORT BY SCHOOL
- BE SURE TO SELECT A CATEGORY AND CLICK FINISH

# BEST PRACTICE FOR USING THE SIRS 401

PLEASE USE THE FOUR FOLLOWING QUESTIONS WHEN CONSIDERING THE REST OF THIS PRESENTATION

- WHY DOES THE DATA LOOK LIKE THIS?
- WHAT DISTRICT POLICY OR PROCEDURES WERE INVOLVED IN GETTING THIS DATA TO LEVEL 2?
- WHEN IS THE LAST TIME WE WILL BE ABLE TO FIX THIS DATA?
- HOW CAN WE BE SURE THAT THIS IS CORRECT?

# BEST PRACTICE FOR USING THE SIRS 401

- THE SIRS 401 SHOWS DATA CURRENTLY SITTING IN THE LEVEL 2 WAREHOUSE
- THIS DATA REFRESHES DAILY
- IT IS A COMPARISON BETWEEN THE PRIOR AND CURRENT YEAR FOR:
  - ENROLLMENT
  - GRADUATION CREDENTIALS
  - DEMOGRAPHIC/SUBGROUP
  - CTE
  - PROGRAMS



SubType	Code	Description	Last Year (A)	This Year (B)	Change (C) (B)-(A)	Percent Change (D) ((C)/(A))*100
Type of Disability	0351	Former Student with a Disability	<a href="#">61</a>	<a href="#">82</a>	21	34%
Type of Disability	PS	Preschool Disability	<a href="#">169</a>	<a href="#">139</a>	-30	18%
Type of Disability	SA	School Age Disability	<a href="#">697</a>	<a href="#">663</a>	-34	5%
ELL Eligibility	0231	ELL Eligible	<a href="#">105</a>	<a href="#">84</a>	-21	20%
ELL Eligibility	0232	Former ELL Student	<a href="#">38</a>	<a href="#">50</a>	12	32%
ELL Eligibility	0233	Ever ELL Student	<a href="#">106</a>	<a href="#">131</a>	25	24%
ELL Programs	5709	English as a New Language	<a href="#">105</a>	<a href="#">84</a>	-21	20%
ESEA	0286	Title I - Part A: Improving Basic Programs (other than 5533)	<a href="#">578</a>	<a href="#">189</a>	-389	67%
Other	0198	Poverty - from low-income family	<a href="#">1,027</a>	<a href="#">945</a>	-82	8%
Other	0220	Eligible for Alternate Assessment	<a href="#">44</a>	<a href="#">44</a>	0	0%
Other	0242	Eligible to take the NYSESLAT for ELA Accountability	<a href="#">3</a>	<a href="#">0</a>	-3	100%
Other	0264	Section 504 Plan	<a href="#">193</a>	<a href="#">180</a>	-13	7%
Other	1232	Students with Interrupted Formal Education (SIFE)	<a href="#">1</a>	<a href="#">0</a>	-1	100%
Other	5806	Reduced-Price Lunch Program	<a href="#">96</a>	<a href="#">119</a>	23	24%
Other	5817	Free Lunch Program	<a href="#">927</a>	<a href="#">853</a>	-74	8%
Other	8262	Homeless Student Status	<a href="#">25</a>	<a href="#">30</a>	5	20%
Other	8271	CDOS Credential Eligible Coursework	<a href="#">32</a>	<a href="#">14</a>	-18	56%
Other	8282	Immigrant Children and Youth Status	<a href="#">37</a>	<a href="#">34</a>	-3	8%
Other	8292	Student with a Parent on Active Duty in the Armed Forces	<a href="#">11</a>	<a href="#">12</a>	1	9%
Other	8300	Child in Foster Care	<a href="#">0</a>	<a href="#">4</a>	4	100%
Other	8312	Received Seal of Biliteracy	<a href="#">3</a>	<a href="#">0</a>	-3	100%
Safety Net	SN	Safety Net	<a href="#">19</a>	<a href="#">14</a>	-5	26%
Summer School Participation	SSP	Summer School Participation	<a href="#">69</a>	<a href="#">101</a>	32	46%

## BEST PRACTICE FOR USING THE SIRS 401

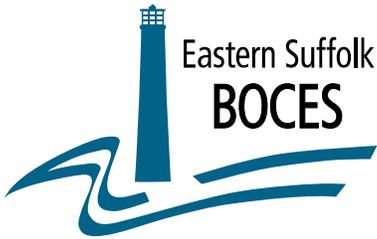
- THIS REPORT SHOULD BE USED AS A FOCAL POINT FOR ASKING QUESTIONS ABOUT DATA REPORTING
- HIGHER LEVEL DISTRICT ADMINS SHOULD LOOK AT THIS AT LEAST ONCE A MONTH OR A WEEK BEFORE A DATA DEADLINE
- EVERYTHING IS FIXABLE...UNTIL IS ISN'T
  - DEADLINES FOR REPORTING CAN ALWAYS BE FOUND ON [DATACENTRAL.ESBOCES.ORG](https://datacentral.esboCES.org)



SUFFOLK DATA DEADLINES

THANK YOU

QUESTIONS?



# eSchool Training

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



Educational Services That Transform Lives

## Summer/Fall 2022 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.**

July 20, 2022	eSD Registration	9:00-12:00 ONLINE
August 11, 2022	eSD Basic Overview	9:00-12:00 ONLINE
August 17, 2022	eSD Attendance	9:00-11:00 ONLINE
August 29, 2022	eSD Teacher Connect Elementary	9:00-12:00 ONLINE
August 30, 2022	eSD Teacher Connect Secondary	9:00-12:00 ONLINE
September 20, 2022	eSD Guidance	9:00-11:00 ONLINE
September 29, 2022	eSD Health	9:00-11:00 ONLINE
October 6, 2022	eSD Administrative Assistant	9:00-11:00 ONLINE
October 11, 2022	eSD Administrator	9:00-12:00 ONLINE
October 18, 2022	eSD Grade Reporting and Setup	9:00-11:00 ONLINE
October 24, 2022	eSD Security	9:00-11:00 ONLINE
<b>October 27, 2022</b>	<b>eSD USER MEETING</b>	9:00-12:00 ONLINE
November 3, 2022	eSD Student Status	9:00-11:00 ONLINE
November 9, 2022	eSD Discipline	9:00-12:00 ONLINE
November 15, 2022	eSD Portal	9:00-12:00 ONLINE
November 17, 2022	eSD Custom Reports	9:00-12:00 ONLINE

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

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## Infinite Campus Fall Training Schedule 2022-2023

(WHB) Raymond A. DeFeo Admin Building  
215 Old Riverhead Rd, WHB, NY 11978

Infinite Campus Helpdesk - (631) 844-5721



### Class Schedule

Class descriptions can be found on <https://datacentral.esboces.org>  
as well as on our Infinite Campus eBoard at <http://www.infinitecampus.esb.site.eboard.com>

***Classes will be offered on-line until further notice.***

For districts participating in our support, there is no charge for these classes.  
If your district does not participate in our support, the cost for each class is as follows:  
Half Day - \$400.00 Full Day - \$600.00

For identification purposes, we require that you register for classes using your school district email account.

<b>September 7, 2022</b>	<b>Basic Navigation</b>	<b>9:00 - 11:30</b>
<b>September 23, 2022</b>	<b>Health Admin</b>	<b>9:00 - 11:30</b>
<b>October 7, 2022</b>	<b>Attendance Admin</b>	<b>9:00 - 11:30</b>
<b>October 28, 2022</b>	<b>Fall User Meeting</b>	<b>9:00 - 11:30</b>
<b>December 2, 2022</b>	<b>Calendar Roll</b>	<b>9:00 - 11:30</b>

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  
select the "Click Here to Register" link.

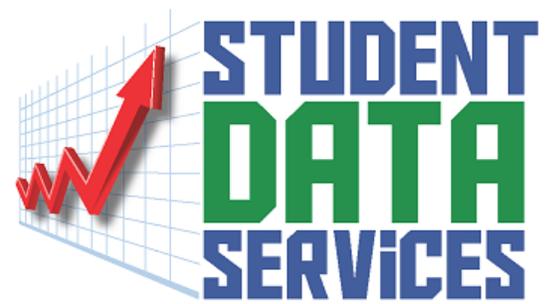
This will open up Frontline formerly My Learning Plan.  
Click on the ENROLL button.

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

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**Frontline IEP Trainings**



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

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

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



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

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

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

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

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## PowerSchool “Personalized” Training

We will provide training tailored to your district’s needs via zoom. Please contact us to set up a date and time for your training. Individuals or groups welcome.

Thursday August 25, 2022	<b>PowerSchool Beginning of Year Preparation Workshop “Zoom Format”</b>	9:00 to 10:30
Thursday November 10, 2022	<b>PowerSchool Long Island User Meeting</b> DeFeo Building Westhampton Beach	8:30 to 11:30
Tues, Wed, Thurs. Jan. 24, 25 & 26, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday February 8, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00
Weds. & Thurs. March 1 & 2, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday March 15, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00
Tues. & Weds. April 18 & 19, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00
Wednesday May 3, 2023	<b>PowerScheduler Workshop w/Gerry Mullady</b> *Workshop via Zoom, subject to change*	8:30 to 3:00

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

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

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

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

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

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

**Student Data Services**

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



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## Schooltool User Meetings 2022-2023

DAB - Raymond A DeFeo Bldg  
215 Old Riverhead Rd, WHB NY 11978

Schooltool Helpdesk - 631-844-5724  
Helpdesk Email - [schooltoolhelp@esboces.org](mailto:schooltoolhelp@esboces.org)



# SAVE THE DATES! SIGN UP NOW!

## Fall

**November 16, 2022**  
**Virtual & In-Person**  
**ESBOCES—DeFeo Building**  
215 Old Riverhead Road  
Westhampton Beach, NY 11978

## Spring

**April 4, 2023**  
**Virtual & In-Person**  
**Nassau BOCES—Robert Lupinski Center**  
1 Merrick Avenue  
Westbury, NY 11590

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

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



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**SIGN UP NOW**

**Schooltool Fall User Group  
November 16, 2022**

**Schooltool Flex Training  
for 2022-2023!**

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

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

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

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Eastern Suffolk  
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## Synergy Training

(WHB) Raymond A. DeFeo Admin Bldg  
215 Old Riverhead Rd, Westhampton Beach, NY 11978

**Helpdesk Phone Number:**  
**631-844-5726**



## 2022 Webinars

*Edupoint offers ongoing webinars at no cost for districts that subscribe to their Student Management System. To register, visit <https://www.edupoint.com/Services/Training/Webinar-Registration>*

Gradebook New features - 9/22 & 10/27, 2:00

Distance Learning Portal – 9/23, 12:00 & 9/27, 3:00

Update Grades w/TVUE Options & Printing RCs - 9/27, 12:00

Assessment - Sharing Options - 9/28, 1:30  
Assessment - Assessment Home 10/26, 1:30

2023 New Features Replay –9/30 1:00pm

NYS Monthly Webinar Series - 10/13, 10:30

MTSS Training Session: Early Warning System 10/6, 1:30

***Advance registration is required***

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

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