



July 1, 2011

Dear Colleagues:

I am writing to inform you that the *Teacher and Course Verification Reports* are now available in the Level 2 Reporting (L2RPT) System. More information about this system is available at <http://www.p12.nysed.gov/irs/level2reports/home.html>.

The *Teacher and Course Verification Reports* provide public and charter schools with an opportunity to review course and assessment data related to teachers with valid unique statewide staff IDs in their schools as reported from the TEACH System and the Student Information Repository System (SIRS). For each set of data correctly reported, these reports show the courses and course sections taught by the teachers (including the local course code), the number of students not tested and (where applicable) the number performing at each of the four performance levels on New York State assessments taken at the completion of those courses, and the count of students whose Regents examination results were included in the calculation of their final course grade for the course/section.

The data in these reports will be used for American Recovery and Reinvestment Act (ARRA) compliance and statistical analyses essential to developing a Value-Added Model for teacher/leader evaluation. As such, it is essential that accurate data are reported in SIRS by **August 5, 2011**.

Data used to populate these reports include:

1. A unique statewide staff identifier for Teacher of Record for 2010-11 who are assigned to a reported course,
2. Student enrollment in all elementary/middle-level courses linked to a State assessment (if available¹),
3. Student enrollment in all courses that prepare students to take a Regents exam upon completion of the course,
4. Numeric final course grades for reported Regents level courses (if applicable – note that for 2010-11 **all** students taking Regents level courses need to be reported including dropouts and incompletes, hence not all students reported will have a final course grade) and
5. Whether the Regents examination score was averaged in as a component of the final course grade for reported secondary-level courses.

¹ In accordance with Assistant Commissioner Ken Wagner's May 2011 memo, if a local student management system cannot report on all courses leading to a State assessment (e.g., 3-8 Math/ELA, Regents), then for the 2010-11 school year the LEA needs to at least report teacher/course information on students taking courses leading to a Regents exam.

Further information on the requirements for submission of these data is available in the May 2011 memorandum from Assistant Commissioner Ken Wagner entitled "Updated Guidance on the Collection and Reporting of Teacher and Course Data in the Student Information Repository System (SIRS)," which can be found at <http://www.p12.nysed.gov/irs/sirs/documentation/Teacher-CourseDataCollection-final-5-2-11-2.pdf>, and the SIRS Manual, which is available at <http://www.p12.nysed.gov/irs/sirs/>.

If you have already submitted these data, please review their accuracy using the *Teacher and Course Verification Reports*. If you have not submitted these data, please do so now to ensure their accuracy by the August 5, 2011 reporting deadline. If you believe enrollment or course data in the report are inaccurate, you must correct any data errors in your local student management system and ensure that your Level 1 data coordinator loads the data into Level 2 of SIRS by August 5, 2011. Although you may, if necessary, repeat this process until the deadline, you should be sure to review your reports thoroughly and make all necessary corrections before submitting revised data. If you believe teacher data in the report are inaccurate, please ensure that all teachers in the school have registered to receive a valid staff ID from the Office of Teaching Initiatives using the TEACH System. For more information on this system, see <http://www.highered.nysed.gov/tcert/teach/>. Additional information on submitting teacher and course data may be found at <http://www.p12.nysed.gov/irs/sirs/documentation/guidance-Teacher-n-Courses.html>.

If you have questions about this information, please contact the Office of Information and Reporting Services by phone (518-474-7965) or e-mail (dataquest@mail.nysed.gov). You may also contact your Regional Information Center or Big 5 Data Coordinator if you have questions about data contained in the SIRS. A list of contacts can be found at <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>. If you have specific questions about the Teach system, please contact the Office of Teaching Initiatives by phone at 518-474-3901. Thank you for all your work on behalf of all the students of our State.

Jeff Baker
Data Director