



DATA DIRECTOR  
Information and Reporting Services

**Date:** June 22, 2012

**Subject:** 2011–12 SIRS Reporting and Certification Deadline, and Accountability Status Availability

Dear Colleagues:

I am writing to inform you that the final deadline for reporting and certifying data in the Student Information Repository System (SIRS) for the 2011–12 school year has been revised, and to provide you with updates regarding the determination and reporting of accountability statuses for 2012–13 and 2013–14. Important and specific information for New York City Department of Education (NYCDOE) principals and New York City charter school principals is presented towards the end of this memo.

### Reporting Deadline

The deadline for reporting data in Level 2 of SIRS for the 2011-12 school year is now **August 24, 2012<sup>1</sup>**. If you can load and certify your data earlier than this deadline, we encourage you to do so. Data in Level 2 of SIRS at 11:59 p.m. on August 24, 2012 will be used for the following purposes:

- to make accountability status determinations for the 2013–14 school year
- to be published in the 2011-12 New York State Report Cards
- other State and federal reporting purposes

Your local Level 1 data center may establish a due date for submitting data that is earlier than the State deadline of August 24<sup>th</sup> to allow sufficient time to load the data into Level 2 by August 24, 2012. For a list of Level 1 data center contacts, see <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>.

Districts and schools are encouraged to review their verification reports in the Level 2 Reporting (L2RPT) environment (see <http://www.p12.nysed.gov/irs/level2reports/home.html>) in advance of this deadline to ensure that all students for whom the district or school is responsible are reported in SIRS with accurate demographic, program services, enrollment, special education snapshot, special education events and, when available, assessment and outcome data. User accounts for the Level 2 reporting environment are created and managed through the State Education Department's Delegated Account System (SEDDAS) available at <http://www.p12.nysed.gov/seddas/seddashome.html>. Specific details on how to proceed with the authorization of accounts are provided by your Level 1 data center.

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<sup>1</sup> Additional information for NYCDOE and charter schools can be found at <http://intranet.nycboe.net/Accountability/SchoolPerformance/nclb/data/>

Any necessary changes must be made to the source data contained in the local student management system and loaded to Level 1 / Level 2 of the SIRS. Data will be refreshed weekly in Level 2 of the SIRS until August 24, the final reporting deadline. Districts should work with their Level 1 data center to determine the data loading schedules in place prior to the statewide certification deadline for 2011–12 school year data.

### **Certification of SIRS Data**

Superintendents must certify data in SIRS as shown in the L2RPT verification reports by submitting the 2011–12 Statement of Certification of Verification Reports form, available at <http://www.p12.nysed.gov/irs/nystart/certification.html>, to their Regional Information Center (RIC) Director or Big 5 City School District Data Coordinator by **August 31, 2012**. Districts are strongly encouraged to retain copies of verification reports based on data in the SIRS on August 24 for record keeping purposes. NYCDOE schools will receive additional communication regarding steps for certification.

### **Accountability Status Determinations and preAORs**

In May 2012, the United States Department of Education (USDE) approved New York State's Elementary and Secondary Education Act (ESEA) waiver, which allows New York to make modifications to its system of identifying schools and districts under the No Child Left Behind (NCLB) act. A summary of the provisions of New York's waiver request is available in a memorandum from Assistant Commissioner Ira Schwartz at <http://www.p12.nysed.gov/esea-waiver/field-memo.pdf>.

Status identifications for the 2012–13 school year will be made using revised accountability rules as applied to 2010–11 data. A memorandum informing districts of their status, the status of their schools, and how to access and understand the data used to make these determinations is forthcoming from Assistant Commissioner Ira Schwartz and will be available at <http://www.p12.nysed.gov/accountability/memos.html>. Accountability status appeals must be made to the Office of Accountability in accordance with the directions provided in Assistant Commissioner Schwartz's memorandum. Adequate Yearly Progress (AYP) determinations used to make these identifications are available in the 2010–11 Accountability and Overview Reports (AORs) at <https://reportcards.nysed.gov/>. Other data used to make these identifications will be available shortly on the IRS Portal. Information about accessing the IRS Portal is available at <http://www.p12.nysed.gov/irs/irs-portal/>.

Status identifications for the 2013–14 school year will be made using revised accountability rules as applied to 2011–12 data. Because the waiver was granted late in the school year, Preview Accountability and Overview Reports (preAORs) showing AYP and other outcomes will not be available to districts before the August 24, 2012 reporting deadline. The Department is developing a New York State Accountability Report, which will show these data, for release at a later date.

## Common Data Reporting Errors

In previous years, schools and districts have encountered difficulties correctly reporting the following data elements:

- **Graduates** must be reported with the correct diploma type code, post-grad activity code **and** corresponding reason for ending enrollment code 799;
- All students, including **students with disabilities**, must be included in the final submitted file with all of their appropriate Program Service Codes;
- **Limited English Proficient eligible** students must be reported correctly with a Program Service Code 0231 and a LEP Program code;
- Students eligible to use the **NYSESLAT in lieu of the ELA** for participation for accountability purposes must be reported correctly with a Program Service Code 0242;
- **Grade 8 students who took a science Regents exam** for accountability purposes must be reported with the appropriate assessment record for the Regents exam taken;
- All schools required to submit **backmapping** data (schools with grades 1, 2, 1–2, K–1, or K–2 only) must do so. Failure to submit these data will result in the school not making Adequate Yearly Progress (AYP). The list of 2011-12 Backmapping schools can be found at <http://www.p12.nysed.gov/irs/sirs/>;
- Students eligible for the New York State Alternate Assessment (NYSAA) must be reported with an appropriate grade level (either '13' or '14'), a Program Service code of 0220, and an accurate date of birth that corresponds to the NYSAAs administered. See "Assessments by Birth Date/Age for Ungraded Students in 2011–12" table in *Reporting Student Data in SIRS* at <http://www.p12.nysed.gov/irs/sirs/> for additional information.

If any of the above errors are made, make any necessary changes to the source data contained in the local student management system and load to Level 1 / Level 2 of the SIRS.

## Additional Reporting Information

Please pay close attention to the following Level 2 Reports:

- **Reasonableness Report:** Using the Level 2 "Reasonableness Report," school personnel can check their data for significant year-to-year changes that may indicate a reporting error. In particular, please check your number of graduates and number of students eligible to take the NYSESLAT in lieu of the ELA for accountability purposes (students with a Program Service code of 0242). Remember that a student is only counted as a graduate if he or she is coded with a diploma type, post-grad activity and corresponding exit enrollment code 799.

The Reasonableness Report provides counts of last year's and this year's data (2010–2011 in column A and 2011–2012 in column B), the difference between these counts (column C), and the percent change between the counts (column D) of students by various category types (e.g., enrollment ending code).

Significant changes between data reported in 2010–11 compared to those reported in 2011–12 may flag a reporting error, which can be further investigated via one of the available student-level detail reports. **Particular attention should be paid to percent changes equal to or greater than 10%** and known reporting issues from previous years. For smaller districts, a 10 percent change may not be significant; for larger districts, a smaller percent change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local student management system and submitted to the SIRS.

- **Total Cohort Report:** Using the Level 2 “Total Cohort – Summary” report, you can review cohort enrollment count, credentials reported, as well as the count and percentage of graduates and dropouts for the 2008 total cohort through June 2012 (four-year outcomes), the 2007 total cohort (five-year outcomes) and the 2006 total cohort (six-year outcomes). Please use this report to identify any corrections (e.g., proper coding of graduates and accurate cohort membership identification) that need to be made to graduation rate data prior to the August 24 deadline. Please work with your Level 1 data center on the proper process for submitting historical data corrections that may impact proper cohort year membership. Data from this report will be used for the public release of 4-year, 5-year, and 6-year graduation rates.
- **Accountability Data Verification Reports:** Using the Level 2 “High School Accountability Data Verification Report” and “Elementary/Middle-Level Accountability Data Verification Report”, Local Education Agencies (LEAs) can review their students’ assessment participation, performance, and accountability graduation rate, as well as the breakdown of their student subgroups. LEAs are encouraged to review the information contained in these reports, paying close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers may impact future accountability classifications. Performance Indices will not be displayed in 2011-12. Please note that the Elementary/Middle-Level Accountability Data Verification Report will not be updated for the 2011-12 year until the most recent test results have been returned.
- **Annual Outcomes Reports:** Using the Level 2 Annual Outcomes reports (“Annual Dropout and NonCompleter Report,” Annual Graduation & Post Graduation Plans Report,” Annual Regents Report,” and “Annual Regents Competency Report”), districts can review the secondary assessment information reported as well as graduate and non-completer information. These reports are not cohort-based and reflect activity reported by the district/school during the 2011-12 school year.
- **Career and Technical Education (CTE):** Districts can review the CTE information reported for students enrolled in their district. These reports are not cohort-based and reflect activity reported by the district/school during the 2011-12 school year.
- **Tested/Not Tested Reports:** Districts can review 2011-12 school year enrollment counts and counts of students who were tested on the grades 3-8 English Language Arts and mathematics assessments, the grades 4 and 8 science assessments, New York State

English as a Second Language Test (NYSESLAT) and New York State Alternate Assessment (NYSAA).

- **Teacher Student Data Linkage (TSDL) Report:** The TSDL verification report shows the basic roster information, including which students are linked to which teachers and their beginning and end dates as well as Linkage Durations, or the total course time, prior to the administration of the assessment or the end of the school year, that each student was linked to a teacher.

Guidance on using the reports outlined above will be forthcoming at <http://www.p12.nysed.gov/irs/level2reports/reportguides.html>.

### **Teacher-Student Data Linkages (TSDL)**

Information on reporting and verifying teacher-student data linkages in SIRS is available in a March 2012 memorandum from Assistant Commissioner Ken Wagner entitled "Updated Guidance on Reporting and Verifying Teacher-Student Data Linkages (TSDL) in the Student Information Repository System (SIRS)," available at <http://www.p12.nysed.gov/irs/teacher/TSDL-and-RosterVerification-final3-15-12.pdf>. The deadline for submitting these data has been delayed to **July 8, 2012**, as indicated in the June 1, 2012 memorandum from Assistant Commissioner Wagner entitled "Extension of the Deadline for Reporting Teacher-Student Data Linkages (TSDL) in the Student Information Repository System (SIRS)," available at <http://www.p12.nysed.gov/irs/news.html>. Your regional data center may establish a slightly earlier deadline for submitting data to them to allow sufficient time for processing. The initial certification deadline for the "Teacher Student Data Linkage (TSDL) Verification Report" in L2RPT is Friday, July 13. The 2011-12 Statement of Certification of Teacher Student Data Linkage Verification Reports can be found at <http://www.p12.nysed.gov/irs/nystart/certification.html>.

### **Special Education Certification\***

Data in the following special education verification reports must be certified through the PD Data System by the dates shown below:

- **August 27, 2012:** VR 10 and VR 16
- **October 1, 2012:** VR 11, VR 12, VR 13, VR 14, and VR 15

A checklist for the following indicators must be completed by the dates shown below:

- **August 31, 2012:** Indicator 13
- **October 15, 2012:** Indicator 9, Indicator 10A, and Indicator 10B

\*The data repository will be closed or "frozen" for a period of time after August 24, 2012. During this frozen period, school districts will not be able to update any demographic, program services, and enrollment data that are required for the VR11, VR12, VR13, VR14, and VR15 reports. Only

data submitted via the Special Ed Events (VR11, VR12, VR14), Special Ed Snapshot (VR13) and Assessment Fact (VR15) templates will be updated.

## **NYCDOE Schools and New York City Charter Schools Information**

- **Report Access:** Accountability verification reports (AVRs) produced by the New York State Education Department (NYSED) are available to both NYCDOE and Charter school principals in L2RPT. For L2RPT access support, NYCDOE principals should contact CFN Data/Application Support and Charter school principals should contact the Charter School Office.

NYSED plans to publish some supplemental accountability data to the IRS portal. NYCDOE principals **do not have access** to the IRS portal. The NYCDOE will make any supplemental data published to the IRS portal available to NYCDOE principals through a timely and appropriate alternative and will communicate about data availability through NYCDOE communication channels. Charter school principals have access to the IRS Portal. IRS Portal information and access for Charter school principals is available at <http://www.p12.nysed.gov/irs/irs-portal/>.

- **Teacher Student Data Linkages - TSDL:** Teachers and principals who are employed by the NYCDOE will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to an online tool, Class List Reporting, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network.

On behalf of the Commissioner and Department staff, I want to express our appreciation to all those who work so diligently to report, collect, and verify these data. We continue to make concerted efforts to improve our data collection and reporting systems so that we can minimize the effort required while ensuring data accuracy and integrity. Your ongoing feedback assists us greatly in these efforts.

If you have questions about SIRS or data verification, please contact the Office of Information and Reporting Services by phone (518-474-7965) or e-mail ([dataquest@mail.nysed.gov](mailto: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.

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