

**DEADLINES FOR VERIFICATION AND  
CERTIFICATION OF 2017-18 SCHOOL YEAR DATA IN SIRS**

Fall 2017    **Last Updated 10/04/18**

<b>Date/ Estimated Date:</b>	<b>Data Extract or Certification:</b>	<b>Purpose of Collection:</b>	<b>Applicable To:</b>
January 5, 2018	2017-18 BEDS Day Enrollment <b>Data Extract</b>	<p>Counts of UPK students are collected for calculating UPK grant funding</p> <p>Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting and which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates, the list of schools used on the FAFSA.</p>	Public School Districts, Charter Schools
January 5, 2018	2017-18 BEDS Day FRPL <b>Data Extract</b>	<p>FRPL, Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting and which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates, the list of schools used on the FAFSA.</p>	Public School Districts, Charter Schools
January 8, 2018	2017-18 Data <b>Certification</b> of Special Education Data Elements VR 1-9 through PD Data System	Districts and nonpublic schools are required to certify data as Accurate or Not Accurate. Status will be defaulted to Not Accurate in the PD system for entities that do not certify.	Public School Districts, nonpublic schools, Special Acts, Article 81, State Agencies, State Operated
January 26, 2018	2017-18 ePMF <b>data due</b>	<p>Deadline for teachers to submit data (complete ePMF forms).</p> <p>Administrators with entitlements can review and correct forms until the certification date.</p>	Public School Districts, BOCES, Charter Schools

February 23, 2018	2017-18 <b>Data Extract</b> Staff Snapshot and Staff Assignment  CEO Certification of ePMF forms	All non-assignment data populates ePMF forms from Staff Snapshot.  Staff and course counts used for federal reporting.  PMF Teacher data will be certified in the TAA system at: <a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a>	Public School Districts BOCES, Charter Schools
March 23, 2018	2017-18 BEDS Day Enrollment <b>Data Extract</b> 2017-18 BEDS Day FRPL <b>Data Extract</b>	Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.  Used for calculating preliminary State Aid allocations. Also reported to USED via ED Facts. All entities need to show FRPL counts in the March snapshot to be included in the FRPL data submitted to USED.	Public School Districts, Charter Schools
March/April 2018	2017-18 BEDS Day ELL Counts <b>Data Extract</b>	Reported to USED via ED Facts. Supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment need to report these students in SIRS with the appropriate ELL/LEP Eligible program service code in the March/April BEDS Day Enrollment snapshot to be included in the ELL data file submitted to USED.	Public School Districts, Charter Schools
May 4, 2018 <b>(Tentative)</b>	Course Instructor Assignment and Student Class Entry Exit <b>Data Due</b>	Required for the reporting of course and staff data for State and federal purposes. These data will not be certified in 2017-18 but must be complete for a comparison with ePMF data.  <b>Note: Districts may be asked to move course data earlier in the school year.</b>	Public School Districts, Charter Schools, BOCES
June 15, 2018	2017-18 Staff Assignment (Principals only) <b>Data Due</b>  2017-18 Staff Student Course (TSDL records) <b>Data Due</b>	Used for 2017-18 Principal State-provided growth score calculation purposes.  Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2017-18 teacher and principal State-provided growth score calculation purposes. Staff Student Course records should be verified using the Level 2 SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.	Public School Districts, BOCES, Charter Schools
June 22, 2018	2017-18 Staff Student Course (TSDL) & Staff Assignment Data <b>Statement of Certification</b>	Certify the accuracy of the data submitted as of the reporting deadline (Certification of Principals only in Staff Assignment.) in the NYSED Business Portal. Staff Assignment records should be verified using the Level 2 SIRS-318 Staff Assignment Verification Report.	Public School Districts, BOCES, Charter Schools

July 6, 2018	2017-18 Regents Exam Scores <b>Data Extract</b>	2017-18 scores for Regents exams (including June 2018 records) and approved alternatives to Regents exams to be used in principal evaluation growth score calculations.	Public School Districts and Charter Schools
August 6, 2018  (Data Due: October 19, 2018)	<b>Start of collection</b> for 2017-18 Staff Evaluation Overall Ratings & Subcomponent scores	Overall Ratings & Subcomponent scores for districts implementing an APPR plan under Education Law 3012-d.  Staff Evaluation data submission is one factor in a school district's eligibility for 2018-19 State Aid.	Public School Districts, BOCES
August 24, 2018 <b>Data Due</b> August 27, 2018 <b>Certification</b>	2017-18 Special Education Data Elements: VR13, VR15, and VR16 through PD Data System	Information relating to each VR is posted at: <a href="http://www.p12.nysed.gov/sedcar/data.htm#sirs">http://www.p12.nysed.gov/sedcar/data.htm#sirs</a>	Public School Districts
August 24, 2018	<b>All Final 2017-18 SIRS EOY Data Due</b> (except for Special Education Events, Staff Evaluation)	Used for federal and State reporting purposes, for State Aid allocations, and to make accountability status determinations.  Data must be submitted to Level 2 by 11:59 p.m. on due date.	Public School Districts, Charter Schools, State Agencies, BOCES, Nonpublic Schools
September 7, 2018	<b>2017-18 SIRS EOY Data Statement of Certification</b> Form (except for Special Education Events, Staff Evaluation)	Certify the accuracy of data submitted as of the end of year (EOY) reporting deadline.	Public School Districts, Charter Schools (all reports); BOCES; Nonpublic Schools
September 21, 2018 <b>Data Due</b>  September 24, 2018 <b>Certification</b>	2017-18 Data and Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System	Information relating to each VR is posted at: <a href="http://www.p12.nysed.gov/sedcar/data.htm#sirs">http://www.p12.nysed.gov/sedcar/data.htm#sirs</a>	Public School Districts
<b>October 12, 2018</b>	August 2018 Graduates for 2017-18 Cohort Graduation Rate Data Release	Submission of August 2018 diplomas for students in the <b>2013</b> and <b>2014</b> total cohorts.	Public School Districts and Charters
November 16, 2018	<b>2017-18 Staff Evaluation</b> Overall Ratings &	2017-18 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law	Public School Districts, BOCES

	Subcomponent scores <b>due</b>	3012- d. Staff Evaluation data submission is one factor in a school district's eligibility for 2018-19 State Aid.  Further information regarding Staff Evaluation data submission will be available in the fall of 2018.	
November 30, 2018	2017-18 <b>Statement of Confirmation of Staff Evaluation Rating Verification Report</b>	Certify the accuracy of the Staff Evaluation data submitted <u>as of the November 16 deadline</u> .  This form can be accessed and must be submitted via SED Monitoring in NYSED's Application Business Portal at <a href="http://portal.nysed.gov">portal.nysed.gov</a> .	Public School Districts, BOCES

Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot, and disability program service records for those students who are potential submission records for the VR 11-16 reports must be submitted by August 24, 2018. Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

**Notes:**

- BEDS enrollment in the PD System VR1-6 and VR 8 as of January 8, 2018, are reported to USED.
- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- BOCES district superintendents, superintendents and charter school leaders may impose a shorter timeframe for ePMF submissions by teachers.
- Your regional informational center may require an earlier deadline to allow for processing.
- For additional information, refer to: <http://www.p12.nysed.gov/irs/beds/home.html>.
- For additional information including certifications, refer to the school year reporting memo: <http://www.p12.nysed.gov/irs/memos/>.

**Acronyms:**

APPR = Annual Professional Performance Review  
 BEDS = Basic Educational Data System  
 BOCES = Board of Cooperative Educational Services  
 COSF = Child Outcomes Summary Form  
 CRDC = Civil Rights Data Collection  
 ELL = English Language Learners  
 ENL = English and New Language Program  
 FAFSA = Free Application for Federal Student Aid  
 FRPL = Free and Reduced-Price Lunch  
 IDEA = Individuals with Disabilities Education Act  
 LEP = Limited English Proficient  
 LEAs = Local Educational Agencies  
 PMF = Personnel Master File  
 SIRS = Student Information Repository System  
 TAA = Teacher Access and Authorization  
 TSDL = Teacher-Student Data Linkage  
 UPK = Universal Prekindergarten  
 USED = United States Education Department  
 VR = Verification Report