



Rose M. LeRoy, Director of Educational Data and Research  
Information and Reporting Services  
Room 865 EBA  
Albany, NY 12234

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TO: District Superintendents  
Superintendents of Public Schools  
Principals of Public Schools  
Charter School Leaders  
Regional Information Center Directors  
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy *Rose M. LeRoy*

SUBJECT: Reporting 2018-19 School Year Data

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This memo highlights revisions and additions to school district, Boards of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2018–19 school year data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

It is important to note that all data are considered public records at any time during the school year. In addition to the specified due dates for data outlined in the SIRS data reporting [timeline](#), the Department will extract and use data throughout the school year as needed. These data extracts may be required for State and federal reporting purposes, NYSED program office use, and for other necessary purposes. Therefore, it is important for districts, BOCES, and charter schools to have data collection and input processes in place early in the school year to ensure data are as complete and accurate as possible throughout the entire calendar year. All accountability determinations and related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 23, 2019.

**The reporting requirements described in this memo apply to all school districts and their schools, BOCES, and charter schools.** Please share this information with district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for important NYSED data extracts will be available on the 2018-19 [SIRS Timeline](#). Dates for data collected through other NYSED collection systems are posted on the program office web pages. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. As necessary, additional dates may be

added to the timeline and communicated to your Regional Information Centers (RIC) as they become available. Your RIC will require data to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing.

If you have questions about data contained in SIRS, contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see “[RIC/Big 5 Contacts](#)”. If you need further assistance, you may contact the Office of Information and Reporting Services (IRS) by [e-mail](#).

## 2018–2019 New SIRS Data Collection & Reporting Requirements & Reminders

The deadline to submit 2018–19 data to the SIRS is **August 23, 2019**. Staff Evaluation and Level 0 Historical data *have different due dates*. Please see the SIRS Timeline for other reporting deadlines.

Subject	What to Know
<p><b>Advanced Coursework</b> (Course Instructor Assignment, Assessment Fact, and Student Class Entry Exit templates)</p> <p>Advanced Placement (AP) and International Baccalaureate (IB) Assessment Data</p> <p>Credits Earned (Student Class Grade Detail template)</p> <p>Dual/Concurrent (Postsecondary) Credits (Student Class Grade Detail template). Optional.</p>	<p>As a continuation of new ESSA requirements set forth in 2017-18, in 2018-19, Local Education Agencies (LEAs) will be required to report course and assessment data for <b><u>ALL</u></b> students taking <i>AP and/or IB courses and/or assessments</i>. These data must be reported in SIRS by the final reporting deadline in August using Course and Assessment Measure Codes, which will be available in the <i>2018–19 SIRS Manual</i>.</p> <p>Report the actual number of credits earned upon completion of a course.</p> <p>Dual/Concurrent (Postsecondary) Credits Earned indicates that a student is enrolled in a course to earn both postsecondary and high school credit. Districts would be indicating dual enrollment courses in Course Instructor Assignment and reporting the credits students earned from an institution of higher education within the current school year in Student Class Entry Exit.</p>
<p><b>Assessment Measure Standard Codes</b> (Assessment Fact template)</p>	<p>See the Assessment Measure Standard Codes table below for a list of Regents exams, Regents Competency Tests (RCTs), and tests in Languages Other Than English (LOTEs) that are either being phased out of or phased into the SIRS data collection system based on the first and last administration dates.</p>

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<b>Primary Course Instruction Language</b> (Course Instructor Assignment template)	The following information must be reported in the Course Instructor Assignment template.  <b>New Fields:</b> <ul style="list-style-type: none"> <li>Primary Instruction Language Code — Identifies the <i>Primary</i> Language used for instruction in the class and used for Bilingual classes (e.g. ENGLISH, SPANISH, CHINESE). Codes will be made available on the Code Change document and in the SIRS manual.</li> </ul>
<b>Staff Race and Ethnicity Data</b> (Staff Snapshot template)	Report complete staff race and ethnicity data in the Staff Snapshot table in SIRS. To assist school districts, BOCES and charter schools with canvassing their staff, in 2017-18 NYSED asked teachers and non-teaching professionals to provide staff race/ethnicity information on their electronic Personnel Master File (ePMF) BEDS forms in the Teacher Access and Authorization (TAA) system. LEAs can now download this information from TAA and use it to populate or check against their Staff Snapshot data in 2018–19. In 2018–19, staff race and ethnicity data in the Staff Snapshot table will be the authoritative source for all staff race and ethnicity data reporting since it will no longer be collected in the BEDS online system.
<b>Grades 3-8 ELA and Mathematics Course Linkage Data</b> (Staff Student Course template)	Report only courses in grades 3-8 English Language Arts (ELA) and mathematics and Regents mathematics courses. More information is available at the <a href="#">NYSED IRS Staff Data landing page</a> . Only teachers providing instruction in these courses will see roster data in the NYSED TAA system. LEAs will be required to submit staff and course (roster) data earlier in the school year.
<b>Student Attendance</b> (Attendance Codes, Student Daily Attendance and Day Calendar templates)	Report student attendance data and school calendars to assist educators in identifying students who are either chronically absent or at risk of becoming chronically absent. Beginning in 2017-18, chronic absenteeism is being used as a measure of School Quality and Student Success for accountability purposes in accordance with New York State’s Every Student Succeeds Act (ESSA) State Plan.

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<b>Complete Course Data</b> (Student Class Entry Exit template)	A new template was introduced in 2016–17 to report all courses and students in those courses in districts, BOCES, and charter schools. The LEA providing the instruction is responsible for reporting the course data. The template also collects dual/concurrent enrollment data concerning students taking courses for college credit. It is imperative that these data be reported completely and certified in SIRS in 2018–19, as the ePMF BEDS collection is being phased out.
<b>Student Suspensions (Out of School)</b> (Attendance Codes and Student Daily Attendance templates)	Report and verify student out of school suspensions. Beginning in 2018-19, student suspensions will be used as a measure of School Quality and Student Success for accountability purposes in accordance with New York State’s ESSA State Plan.
<b>Teacher Attendance</b> (Staff Attendance template)	Report teacher attendance data as required for the State’s federal <a href="#">ESSA Plan</a> .
<b>Graduation Exam Tracker</b>	The Exam Tracker is a tool that districts can use to supplement the tracking of student exam requirements. NYSED released a Cognos Level 2 report (L2RPT) that tracks high school student progress toward meeting exam requirements for graduation based on data in SIRS. A Guidance Counselor ID (TEACH ID) may now be reported on the Student Lite template for each high school student. That ID must also be present in Staff Snapshot.
<b>Staff Evaluation</b> (Staff Evaluation template)	Regulation changes adopted by the Board of Regents at the December 2015 meeting removed the impact of grades 3 through 8 NYS English Language Arts and Mathematics State Assessments (State-provided growth scores and student learning objectives tied to these assessments) and State-provided growth scores resulting from Regents Exams from teacher and principal evaluations. School districts and BOCES should stay apprised of <a href="#">staff evaluation requirements</a> .

<b>Phased In/Out Assessments with Assessment Measure Codes</b>			
<b>Assessment</b>	<b>First Administered</b>	<b>Last Administered</b>	<b>Assessment Measure Code</b>
English Language Arts (Common Core)	June 2014		08340- August 01340- January 06340- June
Algebra 2/Trigonometry	June 2010	January 2017	08206- August 01206- January
<b>Phased In/Out Assessments with Assessment Measure Codes</b>			
<b>Assessment</b>	<b>First Administered</b>	<b>Last Administered</b>	<b>Assessment Measure Code</b>
Algebra I (Common Core)	June 2014		08304- August 01304- January 06304- June
Geometry (Common Core)	June 2015		08305- August 01305- January 06305- June
Algebra II (Common Core)	June 2016		08306- August 01306- January 06306- June
RCTs		August 2018	See 2018–19 <i>SIRS Manual</i> for codes for each subject
Transition Regents Examination in Global History and Geography (Grade 10)	June 2018	June 2019 (dual examination with new exam)	08207- August 01207- January 06207- June
New Framework Regents Examination in Global History and Geography II — Grade 10	June 2019		08208- August 01208- January 06208- June

Note: ALL data collection and reporting changes for the 2018–19 school year will be available in the *2018–19 SIRS Manual* and Code Changes documents available on the [Vendor landing page](#). Please review these changes carefully when available.

### **Data Verification**

NYSED makes available to school districts, BOCES, charter schools and some other reporting entities, tools for reviewing, verifying, and certifying their data throughout the school year. Information officers and data coordinators should be familiar with the various systems and applications associated with data verification.

### **L2RPT Reports – Reviewing SIRS Data**

Verification reports for data in SIRS are available in the [Level 2 Reporting \(L2RPT\) environment](#). **These reports are to be used throughout the school year to help**

**ensure that all data are reported accurately in the SIRS.** If data must be updated, changes must be made in the local source system and uploaded to Level 2 of the statewide repository system following L0 and L1 processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in Level 2 of SIRS until the end of year deadline, August 23, 2019. Please pay close attention to the counts within the various subgroup populations (e.g., racial and ethnic breakdowns, students with disabilities, English Language Learners), as these counts may impact various data reports for these subgroups.

Reporting errors discovered from a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available on the [NYSED Level 2 Reporting page](#).

User accounts for L2RPT access are created and managed by the superintendent or charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED [Business Portal](#). Additional support for authorized users of SEDDAS can be found on the [NYSED SEDDAS page](#) and may also be provided by your Level 1 data center.

Notes:

- Changes made to historical data using Level 0 Historical (LOH) will be displayed within the LOH system. These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.
- In general, most SIRS data reports are refreshed weekly at midnight on Fridays. However, districts should work with their RIC or Big 5 data coordinators concerning data loading deadlines. School districts will be apprised of any changes to the refresh frequency. Certain staff data are refreshed in Level 2 of SIRS daily, including the following: SIRS-317 (Staff Evaluation Rating), SIRS-318 (Staff Assignment), SIRS-320 (Staff Snapshot), and SIRS-322 (Staff Tenure).

For additional information concerning End of Year (EOY) SIRS data and a data certification checklist, [visit the NYSED IRS Verification and Certification page](#).

### IRS Portal (IRSP) Reports

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in the NYSED SEDREF database to receive notifications.

### Basic Educational Data System (BEDS) Institutional Master File (IMF) Data

The BEDS IMF application for public school districts and schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, **October 3, 2018** and to be submitted by **November 9, 2018**.

BEDS IMF forms and instructions for 2018-19 are available on the [NYSED IRS BEDS landing page](#).

**NYCDOE Schools and New York City Charter Schools Access**

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, NYCDOE teachers, and NYC Charter School leaders. The table below provides information about access to some of the NYSED IRS systems.

<b>Access to Some NYSED IRS-Supported Data Collection Systems</b>				
	<b>Who Has Access</b>			
<b>System Name</b>	<b>NYCDOE Principals</b>	<b>NYCDOE Teachers</b>	<b>NYC Charter School Leaders</b>	<b>Additional Information</b>
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals are available <a href="#">online</a> .
Level 2 Reporting (L2RPT) Verification Reports	Yes	No	Yes	NYC L2RPT <a href="#">assistance and access</a> .
NYSED Teacher Access and Authorization (TAA)	No	No	Yes	NYCDOE teachers and principals have access to STARS Classroom to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their school's STARS administrator.

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC charters schools should contact the [NYC Charter School office](#).

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at for [Eastern Suffolk BOCES](#) or contact the NYC Charter Data Help Desk at: 631-218-4134.

## **Federal Reporting Using Data Submitted to NYSED**

Data submitted to the NYSED Office of Information and Reporting Services through the various systems and applications are routinely used by NYSED to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure the completeness and accuracy of their data.

### Every Student Succeeds Act and Accountability

On December 10, 2015, President Obama signed into law the Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act (ESEA) and replaces the No Child Left Behind Act (NCLB). New data reporting requirements to comply with ESSA were introduced in the 2017-18 school year, except for student suspension data which will be used for the first time for accountability purposes in 2018-19, as mentioned above. New York State's final ESSA State Plan to comply with ESSA was approved by USDE on January 16, 2018. Visit the [ESSA plan](#) for more information.

### Federal EDFacts Reporting

As a State Education Agency (SEA), NYSED submits education performance data for grades K through 12 at the State, district, and school levels to the United States Department of Education (USDE). These data are known as EDFacts. EDFacts data include information on State performance assessments, public school choice, supplemental educational services options, and graduation rates, among other topics. The data submitted is used for monitoring, public reporting, and requests from Congress. For more information on EDFacts, visit the [EDFacts Initiative website](#).

### Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the ESEA, as amended. Part I of the CSPR collects data related to the five ESEA Goals. Part II of the CSPR collects information related to state activities and outcomes of specific ESEA programs. USDE uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs as well as program management and policy needs. Much of the data reported through EDFacts are reported in the [CSPR](#).