



## New York State Education Department District Data Reporting Requirements

<http://www.p12.nysed.gov/part100/pages/1002.html#bb>

### Commissioner's Regulations, Part 100.2(bb)(2)

- Each school district shall submit, at a time and in a format specified by the commissioner, electronic records for each student who was enrolled in a public school in the district or placed out of the district for educational services by the district committee on special education or a district official and who meets one or more of the criteria listed in subparagraph (ii), (iii) or (iv) of this paragraph.
  - i. The student records shall contain such information, including student demographic data, services provided, performance on State assessments, credentials awarded, and documentation of transfers and dropouts for secondary level students, as the commissioner may require.
  - ii. The annual file for elementary- and middle-level students shall contain records for the following students who were enrolled at any time from July 1st through June 30th of the school year for which data are reported:
    - a. each student in a grade in which the administration of a State assessment was required;
    - b. each ungraded student of equivalent age, as prescribed by the commissioner; and
    - c. each limited English proficient student in kindergarten through grade 8.
  - iii. The annual file for secondary-level students shall contain a record for each student enrolled any time from July 1st through June 30th of the school year for which data are reported who meets one of the following criteria:
    - a. each student in grades 9 through 12;
    - b. each ungraded student of equivalent age, as prescribed by the commissioner; and
    - c. each student below grade 9 who dropped out of school, as prescribed by the commissioner, or who was administered one of the following assessments: a Regents examination, Regents competency test, second language proficiency test, or introduction to occupations examination.
  - iv. The annual file for secondary-level students shall contain a record for each student who has been reported as a dropout or a transfer to a high school equivalency preparation program in a previous school year. These students must be reported on each annual file through the fifth school year after the student first entered grade 9 or until the district or school has documentation that the student has entered another school program leading to a high school diploma.
  - v. Identification of race/ethnicity. Each student record submitted for the 2002-03 and 2003-04 school years must indicate to which of the following racial/ethnic groups the student belongs: American Indian or Alaskan Native, Black (not Hispanic origin), Asian or Pacific Islander, Hispanic, or White (not Hispanic origin). Beginning with the 2004-05 school year, each student record must contain information in the format required by the commissioner and indicating whether the student is Hispanic and indicating to which of the following racial groups the student

belongs: White, Black or African American, Asian, American Indian or Alaskan Native, Native Hawaiian or other Pacific Islander.

- vi. Before submitting each file, the superintendent of schools shall certify that the file being submitted is complete and accurate and that the principal of each school has had the opportunity to review the summary report for his or her school, based on the file and generated using department-approved software.
  - vii. The district files on record in the department on the dates specified by the commissioner shall be used for all public reporting, including that pursuant to subdivision (m) of this section and for determining school/district accountability pursuant to subdivision (p) of this section.
  - viii. The student record files shall include any additional information that the commissioner may deem necessary.
- Each school district shall submit the following data at a time and in a format prescribed by the commissioner:
    - i. student enrollment, by grade, gender, and race/ethnicity for each school;
    - ii. number of students identified as limited English proficient for each school;
    - iii. number of students identified as eligible for free- and reduced-price lunches for each school;
    - iv. professional qualifications of each teacher for each school;
    - v. classes taught by each teacher for each school;
    - vi. violent and disruptive incidents for each school;
    - vii. student attendance for each school;
    - viii. student out-of-school suspensions for each school;
    - ix. data on technological and media resources for each school;
    - x. data required by the commissioner to calculate expenditures per pupil on regular education;
    - xi. data required by the commissioner to calculate expenditures per pupil on special education;
    - xii. number of students in special education by placement, including both private and public school placements; and
    - xiii. such further data as may be required by the commissioner.
  - Each school district seeking funding pursuant to title I, part A of the Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. sections 6301-6327 shall, no later than August 1st of each school year, submit to the commissioner a list of all schools supported by such funds in the current school year. Such data submitted in the format prescribed by the commissioner shall be used to determine school district accountability pursuant to subdivision (p) of this section.