

IDEx (IRS Data Exchange)

RIC Instructions: Access to Related Districts' Forms and Submission Status

RICs have a different view in the IDEx than LEAs. This view will only have forms preloaded in the Data Collections area if a Data Collection has been assigned to the RIC to complete.

To view a specific form, RICs must utilize the two available search boxes: "Search by Institution" and "Search by Form".

"Search by Institution": RICs will be able to view all of their related districts' Data Collections forms by typing the name of the LEA in the Search by Institution box and clicking Load. (Do not hit "enter".)

The screenshot shows the top of the IDEx interface. On the left is the NYS ED logo with the text "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". To the right is the header "Information and Reporting Services Data Exchange". Below the header are two search boxes: "Q Search by Institution" and "Q Search by Form". The "Q Search by Institution" box contains the text "albany" and a "Load" button. A yellow arrow points to the dropdown menu that is open below this box, listing several institutions with their IDs and names, such as "ALBANY ACADEMIES (THE)", "ALBANY CITY SD", "ALBANY COLLEGE OF PHARMACY & HEALTH", "ALBANY COMMUNITY CHARTER SCHOOL", "ALBANY LAW SCHOOL", and "ALBANY LEADERSHIP CHARTER HS-GIRLS". Below the search boxes is a table with columns: "Data Collection", "Collection Year", "Due Date", "Status", and "Last Updated". The table is currently empty, and a "2" is visible in the bottom right corner of the table area.

Once loaded the list of Data Collections assigned to the district will be listed and the "Status" of the submission will be available here.

The screenshot shows the IDEx interface after a search. The header is the same as in the previous screenshot. Below the search boxes, there is a blue bar that reads "Data Collections for ALBANY CITY SD". Below this bar, there is a "Show 10 entries" dropdown and a "Search:" box. Below that is a table with columns: "Data Collection", "Collection Year", "Due Date", "Status", and "Last Updated". The table contains one row with the following data: "TSDL and Staff Assignment Verification Report", "2016-2017", "6/30/2017", "SUBMITTED", and "n.marschman2". A yellow arrow points to the "SUBMITTED" status in the "Status" column.

These columns will be blank if the Data Collection has not been "Saved" or "Submitted".

Click on the desired Data Collection name to view the saved or submitted data - in this case, TSDL and Staff Assignment Verification Report.

RICs cannot make changes to these submissions.

[Data Exchange](#) | [F.A.Q.](#) | [Help](#) | [Log Out](#)

TSDL and Staff Assignment Verification Report

2016-2017

for ALBANY CITY SD

TSDL and Staff Assignment Verification Report

[Return to Data Exchange](#)

This form has been successfully submitted.
You can review the submitted data below and make changes if necessary.

Statement of Certification of Teacher Student Data Linkage and Staff Assignment Verification Reports in the Student Information Repository System (SIRS)

I have reviewed the SIRS -315 Teacher Student Data Linkage and SIRS - 318 Staff Assignment Verification Reports. I understand the reports were generated with data pulled from the NYSED Student Information Repository System. I have reviewed this information for accuracy and understand these data will be used to generate State - provided growth scores for grades 4 - 8 ELA and math teachers. They will also be used to generate State - provided growth scores for schools and principals of buildings with at least one of grades 4 - 8 and schools and principals of buildings with all grades 9 - 12. I also understand **data within these reports, including the data listed below, were submitted by my district/BOCES/charter school to SIRS as of June 3, 2016 and will be used for teacher/principal evaluation purposes.**

- Student with disability indicator
- English Language Learner indicator
- Economically Disadvantaged indicator
- Teacher-student linkage start and end dates for grades 4-8 course codes listed on our NYSED Course Catalog web page at: <http://www.p12.nysed.gov/irs/courseCatalog/home.html>
- Teacher-student course records including: enrollment linkage duration and attendance linkage duration calculations (produced by my Student Management System) for grades 4- 8 ELA and math courses
- All principal data reported in Staff Assignment records

*** SIRS - 315 Teacher Student Data Linkage (TSDL) Verification Report**
I certify the accuracy of the data in this report for my entity.

*** SIRS - 318 Staff Assignment Verification Report (Principal data only)**
I certify the accuracy of the data in this report for my entity.

*** Name of Certifying Official:** *John Doe*

*** Title of Certifying Official:**
Other Chief School Officer

“Search by Form”:

RICs can view the submission status of a particular Data Collection form by entering the name of the form and hitting “Load”.

The screenshot shows the top navigation bar with 'Data Exchange', 'F.A.Q.', 'Help', and 'Log Out'. Below is the NYS ED logo and the text 'New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity'. The main heading is 'Information and Reporting Services Data Exchange'. There are two search boxes: 'Search by Institution' and 'Search by Form'. The 'Search by Form' box contains 'TSDL' and a dropdown menu is open, showing a list of forms: 'Residence and Migration | 2016-2017', 'SIRS - End of Year Certification | 2016-2017', 'Sexual Assault on College Campuses | 2016-2017', 'Student Financial Aid | 2015-2016', and 'TSDL and Staff Assignment Verification Report | 2016-2017'. A yellow arrow points to the 'Load' button next to the search box. Below the search boxes, there is a blue header for 'Data Collections for ALBANY CITY SD'.

This will display all of the RIC’s related districts along with the status of the specific form or data collection. To view the saved or submitted form of a specific district, click on the desired “Institution Name”. RICs will not be able to make changes to the submission.

The screenshot shows the same top navigation bar and NYS ED logo. The main heading is 'Information and Reporting Services Data Exchange'. There are two search boxes: 'Search by Institution' and 'Search by Form'. The 'Search by Form' box contains 'TSDL and Staff Assignment Verification Report' and a dropdown menu is open, showing a list of forms: 'Residence and Migration | 2016-2017', 'SIRS - End of Year Certification | 2016-2017', 'Sexual Assault on College Campuses | 2016-2017', 'Student Financial Aid | 2015-2016', and 'TSDL and Staff Assignment Verification Report | 2016-2017'. A yellow arrow points to the 'Load' button next to the search box. Below the search boxes, there is a blue header for 'Data Collections for TSDL and Staff Assignment Verification Report'. Below the header, there is a table with columns: 'Institution', 'Due Date', 'Status', and 'Last Updated'. The table contains several rows of data. A yellow arrow points to the 'Status' column of the row for 'ACADEMY CHARTER SCHOOL', which is 'SUBMITTED'. Another yellow arrow points to the 'Last Updated' column of the same row, which is '5/25/2017 by JALLEN4'. The table also shows 'Collection Year: 2016-2017' and 'Due Date: 6/30/2017'. There is a 'Show 10 entries' dropdown and a 'Search:' input field.

Institution	Due Date	Status	Last Updated
ABBOTT UFSD	6/30/2017	SAVED	5/25/2017 by JALLEN4
ACADEMIC LEADERSHIP CHARTER SCHOOL	6/30/2017		
ACADEMY CHARTER SCHOOL	6/30/2017	SUBMITTED	5/25/2017 by JALLEN4
ACADEMY OF THE CITY CHARTER SCHOOL	6/30/2017		
ACHIEVEMENT FIRST APOLLO CHARTER	6/30/2017		
ACHIEVEMENT FIRST ASPIRE CHARTER	6/30/2017		
ACHIEVEMENT FIRST BROWNSVILLE CHARTE	6/30/2017		
ACHIEVEMENT FIRST BUSHWICK CHARTER	6/30/2017		