



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
Superintendent of Public Schools
Public School Administrators
Charter School Administrators
Regional Information Center Directors
Level 1 Primary and Secondary Project Managers

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

SUBJECT: Reporting 2017-18 School Year Data and Timeline

This memo highlights revisions and additions to school district, BOCES, and charter school data collection requirements and deadlines for reporting 2017–18 school year data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Educational 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 sets outlined in the SIRS data reporting timeline <http://www.p12.nysed.gov/irs/> the Department will extract data from the data warehouse 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.

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. Full SIRS reporting guidance will be available in the *2017-18 SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/home.html>.

Dates for important NYSED data extracts will be available at <http://www.p12.nysed.gov/irs/>. 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 regional data centers as they become available. Regional data centers require data to be submitted to them earlier than the dates listed to allow sufficient time for processing. For additional information, please review the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/>.

If you have questions about data contained in SIRS, contact your Regional Information Center or Big 5 Data Coordinator. For a list of regional data center contacts, see “RIC/Big 5 Contacts” at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>. If you need further assistance, you may contact the Office of Information and Reporting Services by e-mail at datasupport@nysed.gov.

Thank you for your continued attention and dedication to this important work.

2017–2018	
New SIRS Data Collection and Reporting Requirements	
Subject	What to Know
Advanced Placement (AP) and International Baccalaureate (IB) Assessment Data	In 2017-18, Local Education Agencies (LEAs) will be required to report course and assessment data for ALL 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>2017–18 SIRS Manual</i> .
Assessment Measure Standard Codes	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. Four new codes have been added to report that a student has passed a Local Arts Assessment (99200), Local CTE Assessment (99201), Local CDOS (99202) , or a Local LOTE (99203) that can be used for the student’s “+1” pathway
Course Instructor Assignment	The following information must be reported in the Course Instructor Assignment table: <ul style="list-style-type: none"> • New fields: <ul style="list-style-type: none"> ○ Course Delivery Method: The delivery method for each student course (Face-to-Face, Distance Learning, Blended Learning, Online Learning) will be collected in this template. ○ English as a New Language (ENL) Indicator: A Primary ENL indicator will be added to the table to allow LEAs to identify “push-in” ENL teachers (teachers working with English Language Learners (ELLs) in their regular classrooms) associated with a course/section. LEAs may also report ENL teachers using ENL/ESL (English as a New Language/English as a Second Language) State-approved course codes (01008, 51008). • New Codes: <ul style="list-style-type: none"> ○ Special Education: New course codes (99001, 99002, 99003, 99004, and 99005) will be available for reporting self-contained and

2017–2018	
New SIRS Data Collection and Reporting Requirements	
Subject	What to Know
	<p>resource-room instruction for students with disabilities when scheduling separate courses.</p> <ul style="list-style-type: none"> ○ Library (Library Media Specialist): A new course code (99000) is available for reporting Library Media Specialists.
Ending Enrollment Code	A new code is available for ending enrollment of a student who previously graduated from a high school in another country. <i>Prior Graduate from Outside the U.S. (Code 461).</i>
English Language Learner (ELL) Student Service Levels	For all students reported with a program service code 0231 (ELL Eligible) and receiving service, LEAs must indicate the level of service (NONE, FULL, PARTIAL) the student is receiving on Programs Fact template, field 16, Programs Intensity, Units of Study tables provide guidelines for mandated services for ELLs per Commissioner's Regulations Part 154.2 in both English as a New Language and Bilingual Education programs. For more information about these tables, see: http://www.nysed.gov/bilingual-ed/schools/units-study-tables-english-new-language-enl-and-bilingual-education-programs .
Free and Reduced-Priced Lunch (FRPL)	Students eligible for free or reduced-price lunch must be reported in the Programs Fact template (fields 28-33) with at least one, but no more than six, FRPL-eligibility type codes that coincide with the students' FRPL eligibility during the school year. See the FRPL table below for the codes.
Non-Teaching Professional ePMF Forms	NYSED will no longer produce the individual non-teaching profile PDF reports that were posted to the Business Portal in previous years. Instead, data from the Staff Snapshot and Staff Assignment tables in SIRS will be used to create forms similar to the teacher PMF forms in TAA. Non-teaching professionals will be able to create TAA accounts in 2017-18 and review their Staff Snapshot and Staff Assignment data.
Staff Race/Ethnicity	School districts, BOCES, and charter schools must report complete staff race/ethnicity data in the Staff Snapshot table in SIRS. To assist LEAs with canvassing their staff in this first year, NYSED will ask teachers and non-teaching professionals to provide staff race/ethnicity information on their ePMF (electronic Personnel Master File BEDS) forms in the Teacher Access and Authorization (TAA) system LEAs can then download this information and use it to populate or check against their Staff Snapshot data in 2017–18. In 2018–19, staff race/ethnicity data in the Staff Snapshot table will be the authoritative source for all staff race/ethnicity data reporting. Note: NYSED will be phasing out staff race/ethnicity data in the Basic Educational Data System (BEDS) Institutional Master File (IMF). More information about the TAA system is available at: https://eservices.nysed.gov/taa/ .

Assessment Measure Standard Codes

Exam	First Administered	Last Administered	Assessment Measure Code
English Language Arts (Common Core)	June 2014		08340- August 01340- January 06340- June
Algebra 2/Trigonometry	June 2010	January 2017	08206- August 01206- January
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
RCT		2018	Consult 2017-18 SIRS Manual
Global History and Geography		January 2018	08203- August 01203- January
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

Free and Reduced-Priced Lunch (FRPL)	
FRPL Eligibility Code	FRPL Eligibility Descriptions
DCMP	SNAP (Supplemental Nutrition Assistance Program) and Medicaid eligible per federally mandated Direct Certification Matching Process (DCMP) plus extension of eligibility to children living in the same household as a child receiving SNAP, TANF, FDPIR benefits or deemed Medicaid eligible through the Direct Certification Matching Process (DCMP).
LETTER	Eligibility Letter from NYSED/OTDA (NYS Office of Temporary and Disability Assistance) for SNAP or TANF (Temporary Assistance for Needy Families)
EXTENSION	Extension of eligibility to siblings/household members based on DCMP or eligibility letter
NSLP APPLICATION	Income eligible based on NSLP (National School Lunch Program) application for free and reduced-price school meals/milk
HOMELESS	Homeless Children identified by Homeless Liaison
MIGRANT	Migrant Youth identified by Migrant Outreach Coordinator
RUNAWAY	Runaways in a program for Runaway and Homeless Youth Act
FOSTER	Foster children certified directly by the State or local foster agency
FDPIR	Food Distribution Program on Indian Reservations
HSTART	Federal Head Start/Evenstart program
CARRYOVER	Carryover of previous year's eligibility based on 30 operating days into the current school year

Note: ALL data collection and reporting changes for the 2017-18 school year will be available in the 2017-18 *SIRS Manual* and "Code Changes" documents available at: <http://www.p12.nysed.gov/irs/vendors/home.html>. Please review these changes carefully when available.

2017–2018	
SIRS Data Collection and Reporting General Information	
Subject	What to Know
SIRS Data Reporting Deadline	The deadline to submit 2017–18 data to the SIRS is August 24, 2018 . Staff Evaluation and Level 0 Historical data <i>have different due dates</i> . Please see http://www.p12.nysed.gov/irs/ for other reporting deadlines.
Graduation Exam Tracker	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.
Growth Model: Grade 8 Algebra	<p>During the 2014–15 school year, the Department and its student growth vendor determined that it is possible to include eighth grade students who take the Regents Examination in Algebra I (Common Core) in the State-provided growth model for teachers and principals of grades 4–8.</p> <p>Consistent with NYSED’s intent to maintain stability in the State-provided growth model during the transition period (2015-16 through 2018-19 school years) as we move to a revised State-provided growth model, NYSED has decided not to move forward with this expansion of the growth model. Therefore, Algebra I Regents Exam data will not be included in the growth model for 8th grade students and, in 2017–18, students who take only the Regents Exam and do not take their grade level math assessment will remain excluded from the State-provided growth model.</p>
Growth Model: Regents	<p>In the 2014–15 school year, as the Department began the phase out of the Integrated Algebra Regents Exam, the State-provided growth model for grades 9-12 included only the Algebra I (Common Core) version of the Regents Exam in the grades 9-12 Mean Growth Percentile (MGP) measure. ELA MGPs, however, continued to include both the Regents Comprehensive Exam in English and the Regents Exam in ELA (Common Core). For students who took both versions of the ELA Regents exam in 2014–15, the higher of their two SGPs was incorporated into principals’ MGPs.</p> <p>In 2017–18, the MGPs for grades 9-12 only include versions of the Algebra I and ELA Regents Exams measuring the Common Core Learning Standards, as the Department continues to phase out the earlier assessments and will no longer include the Regents Comprehensive Exam in English.</p>
Staff Evaluation	Regulation changes adopted by the Board of Regents at the December 2015 meeting removed the impact of grades 3-8 NYS ELA and Math State Assessments (State-provided growth scores and Student Learning Objectives tied to these assessments) and State-provided growth scores resulting from Common Core Regents Exams from teacher and principal evaluations. In 2017–18 and 2018–19, LEAs are required to calculate both original and transition staff evaluation scores and ratings. <i>In 2017–18, only the §3012-d plan is reportable.</i>

2017–2018	
SIRS Data Collection and Reporting General Information	
Subject	What to Know
Staff Student Course	This template is <i>limited to only courses</i> in grades 3-8 ELA and Math and Regents Math courses. More information is available at: http://www.p12.nysed.gov/irs/courseCatalog/documents/StateCourseCodesForStateExams_2017-18.pdf . Only teachers providing instruction in these courses will see roster data in the NYSED TAA system.
Student Attendance	NYSED requires school districts and charter schools to report and verify student attendance data and school calendars to assist educators in identifying students who are either chronically absent or at risk of becoming chronically absent.
Student Class Entry Exit	A new template was introduced in 2016–17 to report <u>all courses</u> 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 in SIRS in 2017–18, as the ePMF BEDS collection will be phased out.
Student Suspensions (Out of School)	Beginning in the 2017-18 school year, the N.Y.S. ESSA draft plan will include using out of school suspensions as an accountability indicator. This will provide baseline data collected on the Student Daily Attendance template for calculating this indicator.
Teacher Attendance	NYSED requires school districts, BOCES, and charter schools to report and verify teacher attendance data to enable this data element to transition from BEDS to SIRS.
Template Changes	eScholar data templates for SIRS are available at http://www.p12.nysed.gov/irs/vendors/ . Changes to the eScholar data templates are highlighted in yellow. In addition, the first tab on the worksheet tracks the changes made during the school year.

Data Verification

Verification reports are available in the Level 2 Reporting (L2RPT) environment (see <http://www.p12.nysed.gov/irs/level2reports/home.html>). These reports are to be used throughout the school year to help ensure that all data are reported accurately in SIRS. If data must be updated, changes must be made to the local source system. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in Level 2 of the SIRS until the end of year deadline.

Please see Appendix A SIRS Reports for a list of reports to assist with data verification.

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 at

<http://portal.nysed.gov>. Additional support for authorized users of SEDDAS can be found at <http://www.p12.nysed.gov/seddas/seddashome.html> and may also be provided by your Level 1 data center.

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 from SEDREF, indicating that a file is available for downloading. **It is important that school districts, BOCES, and charter schools ensure their CIOs/Data Administrators are listed in the NYSED SEDREF database to receive notifications.**

Data Refreshes and Frequency

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.

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).

Collection of Basic Educational Data System (BEDS) Institutional Master File (IMF)

The BEDS IMF application for public school districts and schools, charter schools, BOCES and nonpublic schools is scheduled to be available on Wednesday, October 4, 2017 and to be submitted by November 17, 2017.

Please view BEDS IMF forms and instructions for 2017-18 at <http://www.p12.nysed.gov/irs/beds/IMF/home.html>

In addition, information about the new online data collection application as well as change memos highlighting what's new for fall 2017 may be found at this site.

Federal Reporting

As a State Education Agency (SEA), NYSED submits education performance data for grades K–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 at <http://www2.ed.gov/about/inits/ed/edfacts/index.html>.

Every Student Succeeds Act

On December 10, 2015, President Obama signed into law the Every Student Succeeds Act (ESSA). ESSA reauthorizes the Elementary and Secondary Education Act (ESEA) and eliminates some of the prescriptiveness of the No Child Left Behind Act (NCLB) and the ESEA Flexibility Waivers. However, there are new reporting requirements under ESSA incorporated into this memo and the 2017-18 collection. NYSED released a draft plan for public comment in May and plans to submit a plan to the Governor for review toward the end of July. The final NYS State Plan must be submitted to the U.S. Department of Education by September 18, 2017. More information is available at <http://www.p12.nysed.gov/accountability/essa.html>.

The 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 Elementary and Secondary Education Act (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. The U.S. Department of Education uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs and program management and policy needs. Much of the data reported through ED Facts is reported in the CSPR. Level 1 Operators and districts should be aware of these reports and the publicly available data therein. For more information, visit <http://www2.ed.gov/admins/lead/account/consolidated/index.html>.

NYCDOE Schools and New York City Charter Schools

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, teachers and NYC Charter School Leaders.

	Who Has Access			
System Name	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	Additional Information
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available through the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals are available at http://www.p12.nysed.gov/irs/irs-portal/

Who Has Access				
System Name	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	Additional Information
L2RPT Verification Reports	Yes	No	Yes	The link to the NYC instance of L2RPT is https://reports.nycenet.edu/SateL2RPTReports . For assistance with L2RPT access, NYCDOE-authorized charter schools may contact CharterSchools@schools.nyc.gov . Board of Regents and SUNY authorized charter schools should contact datasupport@nysed.gov .
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 CharterSchools@schools.nyc.gov.

For support with all Staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website: nyccharterdatacentral.esbooces.org or contact the NYC Charter Data Help Desk at 631.218.4134.

L2RPT Reports

Level 2 Reports (L2RPTs) are available primarily to assist with data verification. District and school personnel are required to review and certify the information contained in these reports. 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 will impact data reporting 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 at <http://www.p12.nysed.gov/irs/level2reports/reportguides.html>.

Note: Changes made to historical data using Level 0 Historical will be displayed within the Level 0 Historical system. These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.

For additional information concerning End of year (EOY) SIRS data and a data certification checklist, visit

<http://www.p12.nysed.gov/irs/IRSVerificationandCertification.html>

IRS Portal (IRSP) Reports

Additional reports may be available via the IRSP throughout the year. Additional information about these reports is available at <http://www.p12.nysed.gov/irs/irs-portal/>.

It is important that LEAs ensure the person acting as the Data Coordinator or CIO is listed in the NYSED SEDREF database to receive notifications of postings as well as other essential guidance from the Department.