THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Annual Dropout and NonCompleter Reports
Level 2 Reporting (L2RPT)
Report Guide

Purpose:

The 2010-11 Annual Dropout and NonCompleter Reports show district and school annual NonCompleter counts, which include all students reported as dropouts and students who were reported as transferring to an Alternative High School Equivalency Preparation Program (AHSEP) or High School Equivalency Preparation Program (HSEP) program (Reason for Ending Enrollment Code 289). Summary reports show aggregated data; corresponding Student Detail Reports provide information on individuals in student subgroups. The reports allow staff to verify annual data on Dropouts and NonCompleters, and that all students who are the reporting responsibility of the district have been reported accurately in the Student Information Repository System (SIRS). Data from these verification reports are used to evaluate schools and districts for accountability purposes, inform policy decisions, improve educational curricula and instruction, and satisfy federal reporting requirements.

Accessing Reports:

All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. **Please consult the main L2RPT Report Guides page** (http://www.p12.nysed.gov/irs/level2reports/reportguides.html) for general instructions, including how to obtain User ID and passwords through SEDDAS to gain this access. If you have trouble accessing your reports or need guidance, please contact the appropriate L2RPT support contacts at your center (http://www.p12.nysed.gov/irs/nystart/tips.html#contax).

Once logged in to your local L2RPT/Cognos environment, to access the **Annual Dropout and NonCompleter** report:

1. Click on the folder "Annual Outcomes".

2. Click on "SIRS-307 Annual Dropout and NonCompleter Report".

3. Choose: "School or District Name" (also displays the corresponding school/district code), then "School Year".

Note: Please be aware that there may be a delay of 1-3 seconds after selecting from each dropdown. After most selections an hourglass will appear with the message "Your report is running".

4. Click "Finish".

District or Building Summary Report

Annual Dropout and NonCompleter Reports include Summary Level and corresponding Student Detail Level Reports, which are accessed by authorized education personnel through the L2RPT site. User IDs and Passwords are required to access the site. Annual Dropout and NonCompleter Summary Level Reports can be viewed by selecting necessary identifying information via the use of dropdown menus.

Cognos Viewer - SIRS-307 Annual Dropout & NonCompleter Report	Log Off 🏠 ↩ About

New York State Education Department

Annual Dropout and NonCompleter Report
Data Contained in the Student Information Repository System

School or District Name: [▼]
School Year: [2010-11 ▼]

[Finish]

Data Refresh Date: May 23, 2011

			DROPOUT - COUNT								
Student Subgroup (accountability subgroups are marked with an asterisk (*))	Total Non-Completers	Total Dropouts Grades 7-12 and Ungraded Secondary	Below Grade 7 and Ungraded Elementary (Grades K-6 + UE)	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Ungraded Secondary	Transfers to AHSEPP or HSEPP
	a = (b+k)	b = (d+e+f+g+h+i+j)	c	d	e	f	g	h	i	j	k
*All Students											
Female											
Male											
*Black											
*White											
General Education Students											
*Students with Disabilities											
Not Limited English Proficient											
*Economically Disadvantaged											
Not Economically Disadvantaged											
Not Migrant											

The Total Non-Completers counts includes all students reported as dropouts and students who were reported as transferring to an AHSEP or HSEP Program (Reason for Ending Enrollment code 289). The Total Dropout count includes students with the following reason for Ending Enrollment codes:

136 - reached maximum legal age and has not earned a Diploma or Certificate

The Total Non-Completers counts include all students reported as dropouts and students who were reported as transferring to an AHSEP or HSEP Program.

The Total Dropout count includes students with the following reason for Ending Enrollment codes:

- 136 - reached maximum legal age and has not earned a Diploma or Certificate;
- 306 - transferred to another High School equivalency (GED) preparation program;
- 340 - left school, first time dropout;
- 391 - long term absence;
- 408 - permanent expulsion;
- 425 - left school no documentation of transfer;
- 8338 - incarcerated student, no participation in a program culminating in a regular Diploma;

Dropouts

Students with any of the following Reason for Ending Enrollment codes will be counted as dropouts on the verification reports:

- 136 — Reached maximum legal age and has not earned a diploma or certificate;
- 340 — Left school: first-time dropout;
- 391 — Long-term absence (20 consecutive unexcused days);
- 408 — Permanent expulsion;
- 425 — Left school, no documentation of transfer;
- 306 — Transferred to other high school equivalency (GED) preparation program;
- 357 — Left school: previously counted as a dropout

If a student with a Reason for Ending Enrollment code 289 (transfer to AHSEP or HSEP) has no subsequent Reason for Beginning Enrollment code 5654 (Enrollment in an AHSEP or HSEP program), the student is counted as a dropout on the verification reports.

If a student with a Reason for Ending Enrollment code 289 (transfer to AHSEP or HSEP) has a subsequent Reason for Beginning Enrollment code 5654 (Enrollment in a AHSEP or HSEP program) that ended before June 30 with any of the Reason for Ending Enrollment codes listed above for dropout, the student is counted as a dropout on the verification reports.

Data Elements on the Summary Level Reports

Student Accountability Subgroups are marked with an asterisk (*) as indicated in the report. If there are no members present in any given subgroup in an LEA's outcomes, that subgroup row is suppressed from the display. Summary Level Reports provide information on the following Student Subgroups for a cohort:

- *All Students
- Female
- Male
- *American Indian/Alaska Native
- *Black
- *Hispanic
- *Asian/Pacific Islander
- *White
- General Education Students
- *Students with Disabilities
- Former Students with Disabilities
- *Limited English Proficient
- Not Limited English Proficient
- Formerly Limited English Proficient
- *Economically Disadvantaged
- Not Economically Disadvantaged
- Migrant
- Not Migrant

Total Non-Completers: Column (a) = Columns (b+k).

Total Dropouts Grade 7-12 and Ungraded Secondary: Column (b) = Columns (d+e+f+g+h+i+j).

Dropout Counts for Below Grade 7 and Ungraded Elementary: Column (c).

Dropout Counts:

- Grade 7: Column (d).
- Grade 8: Column (e).
- Grade 9: Column (f).
- Grade 10: Column (g).
- Grade 11: Column (h).
- Grade 12: Column (i).
- Ungraded Secondary: Column (j).

Transfers to AHSEPP or HSEPP: Column (k).

Student Detail Report

To review and verify the accuracy of records included in the summary report, users may access student detail reports by clicking the active, (linked) data in a cell in the summary report (a process called drilling down). A student detail report highlighting that group of students opens in a separate browser window. Annual Dropout and NonCompleter Student Detail Reports provide information on individual students, including data elements used to determine subgroup membership. For each student, the Student ID, NYS Student Identification System (NYSSIS) ID and Student Name are displayed. Page navigation on the bottom of the screen is used to traverse the list of students, which is in alphabetical order by student last name.

Cognos Viewer - SIRS-307 Annual Dropout & NonCompleter Student Details Report   Log Off About

Keep this version ▾ ▶ ⊞ ⊞ ⊞ ▾ ⊙ ▾ Add this report ▾

New York State Education Department

Annual Dropout and NonCompleter Detail Report

Data Contained in the Student Information Repository System

District or School:
School Year: 2010-11
Subgroup: All Students
Data Refresh Date: May 23, 2011

Student ID	NYSSIS ID	Student Name	Enrollment Exit Date	Exit Reason	McKinney Vento	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligible	Former LEP	Migrant	Disability
						10	Male	Asian or Pacific Islander					
						12	Female	Black or African American					
						12	Female	Black or African American					
						10	Male	Black or African American					
						09	Female	Black or African American					
						12	Male	Black or African American					
						11	Female	Black or African American					
						12	Male	White					
						09	Female	White					
						11	Female	Black or African American					
						10	Female	Black or African American					
						12	Female	Black or African American					
						09	Male	White					
						10	Male	Black or African American					
						12	Male	Black or African American					
						11	Male	Hispanic or Latino					

⊼ Top ⊼ Page up ⤓ Page down ⤓ Bottom

Data Elements on the Student Detail Report:

- **Student ID**: Student's unique district-wide student identifier assigned by the district (Local ID), as reported in SIRS.

- **NYSSIS ID**: Student's unique statewide student identifier obtained from the NYSSIS system (State ID), as reported in SIRS.

- **Student Name**: Last Name, First Name.

- **Enrollment Exit Date**: The ending date of enrollment shown on the student's repository record.

- **Exit Reason**: Enrollment Exit reason:
  - *All SubTypes*
  - *Graduates*
    - Graduated (earned a Regents or local diploma) (code 799).
  - *Completers* (High School)
    - Earned an Individualized Education Program (IEP) diploma (code 085).
    - Previously earned an IEP diploma (code 629).
  - *Dropouts*
    - Reached maximum legal age and has not earned a diploma or certificate (code 136).
    - Transferred to other high school equivalency (GED) preparation program (code 306).
    - Left school: first-time dropout (code 340).
    - Left school: previously counted as a dropout (code 357).
    - Long-term absence (20 consecutive unexcused days) (code 391).
    - Permanent Expulsion (student must be over Compulsory attendance age) (code 408).
    - Left school, no documentation of transfer (note: Includes students who are not yet of compulsory school age and *who have been withdrawn from school by a parent/guardian and preschool children who are declassified by the CPSE)* (code 425).
  - *GED*
    - Earned a High School Equivalency Diploma (GED) (code 816).
  - *Transfers*
    - Transferred to another school in this district or an out-of-district placement (code 153).
    - Transferred to another NYS public school outside this district with documentation (code 170).
    - Transferred to a NYS non-public school with documentation (code 204).
    - Transferred to a school outside NYS with documentation (code 221).
    - Transferred to homebound instruction provided by this district (code 238).
    - Transferred to home-schooling by parent or guardian (code 255).
    - Transferred to a postsecondary school prior to earning a diploma (code 272).
    - Leaving a school under NCLB–a victim of a serious violent incident (code 5927).
    - Leaving a NYC community district under NCLB–a victim f a serious violent incident (code 5938).
  - *Other*
    - Preschool special education status determined (code 140).
    - Special education eligibility status determined or determination process stopped for any reason (code 140) two different entries with the same code- see one above.
    - Transferred to an AHSEP or HSEP program (code 289).
    - Transferred outside district by court order (code 323).
    - Left the U.S. (code 442).
    - Deceased (code 459).
    - Entry into a different grade in the same school building (code 782).
    - End Walk-in Enrollment (code 8228)

- End Committee on Special Education (CSE) responsibility only (code 8305).
- Re-enroll in same school (code 8316).
- Incarcerated student, no participation in a program culminating in regular diploma (code 8338)
- End of School Year (code EOY).

- **McKinney Vento**: Title X – Part C: Homeless Education/McKinney-Vento — 5566.

- **Grade**: The student's grade level as reported on the most recent demographic record for the student in SIRS during the 2010–11 school year.

- **Gender**: Male or Female: The student's gender as reported in SIRS at any time during the school year selected the student's gender as reported in SIRS at any time during the 2010–11 school year.

- **Ethnicity**: American Indian or Alaska Native, Black or African American, Hispanic or Latino, Asian, White, or Multiracial: The student's racial/ethnic group as reported in SIRS at any time during the 2010–11 school year.

- **Economically Disadvantaged**: N/A or 0198, Program Service code for *Poverty- from low-income family.*

- **LEP Eligible**: Yes or blank; A "Yes" in this column indicates a student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0231, which identifies the student as limited English proficient (LEP) and therefore eligible for LEP services. LEP is defined under Part 154 of the Regulations of the Commissioner. LEP students must take this assessment to evaluate English proficiency even if they take the Regents Comprehensive Examination in English or, for certain LEP students with disabilities, an RCT in reading or writing or the New York State Alternate Assessment (NYSAA) in ELA.

- **Former LEP**: Yes or blank; A "Yes" in this column indicates a student who was formerly identified as LEP but reached proficiency in English on the New York State English as a Second Language Achievement Test (NYSESLAT) in one of the previous two school years. LEP is defined under Part 154 of the Regulations of the Commissioner.

- **Migrant**: Title I – Part C: Education of Migratory Children — 0330.

- **Disability**: Disability type listed below or Blank. The student's disability as reported in SIRS at any time during the 2010–11 school year. All students identified as having a disability must have an appropriate program service record.

  - 0352 Autism
  - 0363 Emotional Disturbance
  - 0385 Learning Disability
  - 0396 Mental Retardation
  - 0407 Deafness
  - 0418 Hearing Impairment
  - 0429 Speech or Language Impairment
  - 0440 Visual Impairment (includes Blindness)
  - 0451 Orthopedic Impairment
  - 0462 Other Health Impairment
  - 0473 Multiple Disabilities

- ○ 0484 Deaf-Blindness
- ○ 0495 Traumatic Brain Injury

Exporting Data from Reports

Users may export data from L2RPT for viewing in HTML, XML, Excel, or PDF. To export to Excel:

1. Choose View in Excel Options
2. Choose View in Excel 2002 Format

To generate excel export you will need to change settings in internet explorer:

3. On Menu bar – Click Tools then Internet Options
4. Click "Security" tab
5. Click "Trusted sites"
6. Click "Sites"
7. Add your http:// web address (Make sure to remove the check from "Require server verification (https:) for all sites in this zone"
8. Click "Close"
9. Lower the "Security level" bar for this zone to "Medium-low"
10. Click "Apply"
11. Click "OK'

What if a count is inaccurate?

- If you believe a count is inaccurate, select that count by clicking on it. This will generate the corresponding student detail report to see the list of the students counted. Review the list to determine whether or not students are not accounted for or are included incorrectly.

- All identified errors must be corrected in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your regional information center (RIC). If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP. NYC staff can see these changes in an ATS RDGS report. Staff may contact the New York City Department of Education State and Federal Evaluation Team at nystartsupport@schools.nyc.gov

- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.

What is the deadline for submitting and correcting data?

The confirmation report for your district will not include data until after your Level 1 Repository operator submits the assessment records to Level 2. Your RIC or Big 5 district will notify you when your reports are available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2.

Record Keeping

Districts and schools are encouraged to save or print copies of their confirmation reports for their records. Data in the SIRS as of the NYSED reporting deadline (September 30, 2011) will be used to determine 2011-12 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their confirmation reports that reflect the data as of the September 30, 2011 deadline.

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work.

Specific information about safeguarding student privacy is available on these websites:

http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527
http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330