



## Annual Graduation & Post Graduation Plans Reports Level 2 Reporting (L2RPT) Report Guide

### Purpose:

The **2010-11 Annual Graduation & Post Graduation Plans Report** shows district and school enrollment outcomes and post-graduation plans of graduates and completers for the 2010-11 school year (July 1, 2010 - June 30, 2011) as they appear in the Student Information Repository System (SIRS) statewide “Level 2” data warehouse. Summary reports show aggregated data; corresponding Student Detail Reports provide information on individuals in student subgroups. The reports allow staff to verify annual enrollment outcome and post-graduation plans data, and that all students who are the reporting responsibility of the district have been reported accurately in 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 **Annual Graduation & Post Graduation Plans** report:

1. Click on the folder “Annual Outcomes”.



2. Click on "SIRS-308 Annual Graduation & Post Graduation Plans Report".



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

The screenshot shows the Cognos Viewer interface for the 'SIRS-308 Annual Graduation & Post Graduation Plans Report'. The header includes the New York State Education Department logo and the report title. Below the header, there are two dropdown menus: 'School or District Name' (set to 'Select District or School') and 'School Year' (set to '2010-11'). A 'Finish' button is located below these filters. The data refresh date is 'May 23, 2011'.

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates a = (c+d+e+f+g)	Total Completers b = (c+d+e+f+g+h)	Local Diplomas c	Regents Diplomas d	Regents Diplomas with Honors e	Regents with Advanced Designation f	Regents with Advanced Designation with Honors g	IEP Diplomas h	Post-Secondary Plans of Completers								
									4 - Year College i	2 - Year College j	Other Post Secondary k	Military l	Employment m	Adult Services n	Plan Unknown o	Other Known Plan p	
*All Students																	
Male																	
*White																	
General Education Students																	
Not Limited English Proficient																	
Not Economically Disadvantaged																	
Not Migrant																	

The count of the graduates includes all students who earned a Regents or local Diploma, students who are awarded IEP Diplomas are not included in the counts of graduates, but are included in the count of Completers.

Local Diplomas (c) includes students reported with credential codes 068 and 612.  
 Regents Diplomas (d) includes students reported with credential codes 779 and 796.  
 Regents Diplomas with Honors (e) includes students reported with credential codes 762 and 813.  
 Regents Diplomas with Advanced Designation (f) includes students reported with credential codes 680 and 697.  
 Regents Diplomas with Advanced Designation with Honors (g) includes students reported with credential codes 714 and 731.  
 IEP Diplomas include students reported with credential code 085.

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".

## Student Subgroup Summary Report View

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Annual Graduation and Post Graduation Plans Report  
Data Contained in the Student Information Repository System

School or District Name:

School Year:

Data Refresh Date: May 23, 2011

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates <small>a = (c+d+e+f+g)</small>	Total Completers <small>b = (c+d+e+f+g+h)</small>	Post - Secondary Plans of Completers													
			Local Diplomas <small>c</small>	Regents Diplomas <small>d</small>	Regents Diplomas with Honors <small>e</small>	Regents with Advanced Designation <small>f</small>	Regents with Advanced Designation with Honors <small>g</small>	IEP Diplomas <small>h</small>	4 - Year College <small>i</small>	2 - Year College <small>j</small>	Other Post Secondary <small>k</small>	Military <small>l</small>	Employment <small>m</small>	Adult Services <small>n</small>	Plan Unknown <small>o</small>	Other Known Plan <small>p</small>
			*All Students													
Female																
Male																
*Black																
*Hispanic																
*Asian/Pacific Islander																
*White																
General Education Students																
*Students with Disabilities																
Not Limited English Proficient																
*Economically Disadvantaged																
Not Economically Disadvantaged																
Not Migrant																

The count of the graduates includes all students who earned a Regents or local Diploma, students who are awarded IEP Diplomas are not included in the counts of graduates, but are included in the count of Completers.

The summary report shows an aggregation by subgroup (listed below) of students who were reported as a graduate or Individualized Education Program (IEP) diploma recipient during the 2010-11 school year (July 1, 2010 – June 30, 2011).

### Subgroups reported on summary report

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
- Former Limited English Proficient
- \*Economically Disadvantaged
- Not Economically Disadvantaged
- Migrant
- Not Migrant

Students with a Reason for Ending Enrollment code 799 – high school graduates (earned a Regents or local diploma) AND one of the following valid Credential Type codes will be counted as graduates on the verification reports.

*For more information on credential type codes below, see Chapter 7 and Appendix 5 of the SIRS Manual (<http://www.p12.nysed.gov/irs/sirs/>).*

### **Total Graduates**

Column (a) = The count of students who earned a local or Regents diploma during the school year.

### **Total Completers**

Column (b) = The count of graduates plus students who earned an IEP diploma.

### **Local Diplomas**

Column (c) - includes students reported with credential type codes 068 and 612:

- 068 — Local Diploma without Regents Endorsement.
- 612 — Local Diploma without Regents Endorsement but with Career & Technical Education Endorsement.

### **Regents Diplomas**

Column (d) - includes students reported with credential type codes 779 and 796:

- 779 — Regents Diploma without Honors, for students entering grade 9 on or after July 1, 2002.
- 796 — Regents Diploma without Honors but with Career & Technical Education Endorsement, for students entering grade 9 on or after July 1, 2002.

## **Regents Diplomas with Honors**

Column (e) - includes students reported with credential type codes 762 and 813:

- 762 — Regents Diploma with Honors, for students entering grade 9 on or after July 1, 2002.
- 813 — Regents Diploma with Honors and with Career & Technical Education Endorsement, for students entering grade 9 on or after July 1, 2002.

## **Regents Diplomas with Advanced Designation**

Column (f) - includes students reported with credential codes 680 and 697:

- 680 — Regents Diploma with Advanced Designation.
- 697 — Regents Diploma with Advanced Designation with Career & Technical Education Endorsement.

## **Regents Diplomas with Advanced Designation with Honors**

Column (g) - includes students reported with credential codes 714 and 731:

- 714 — Regents Diploma with Advanced Designation with Honors.
- 731 — Regents Diploma with Advanced Designation with Honors and with Career & Technical Education Endorsement.

## **IEP Diplomas**

Column (h) - include students reported with credential code 085:

- 085 — Individualized Education Program (IEP) Diploma.

*For more information on post-secondary plan codes below, see Chapter 7 and Appendix 4 of the SIRS Manual (<http://www.p12.nysed.gov/irs/sirs/>).*

## **Post Secondary Plans of Completers**

The post graduation plans of students awarded a Regents, local, or IEP diploma as reported in SIRS:

- 4-Year College.
  - 4-year college in NYS (code 1)
  - 4-year college outside NYS (code 4)
- 2-Year College.
  - 2-year college in NYS (code 2)
  - 2-year college outside NYS (code 5)

- Other Post Secondary.
  - Other postsecondary school in NYS (code 3)
  - Other postsecondary school outside NYS (code 6)
  - Enlist in the military (code 8)
  - Employment: Seek employment (code 7)
  - Adult Services (disabled students only) (code 10)
  - Plan Unknown: Unknown (code 11)
- Other Known Plan. Other plan (code 9).

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 Graduation and Post Graduation Plans 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.

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Annual Graduation and Post Graduation Plans 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	Diploma	Post Graduation Plan	Gender	Ethnicity	Economically Disadvantaged	LEP Eligible	Former LEP	Disability
						Female	Hispanic or Latino				
						Male	Black or African American				
						Female	Black or African American				
						Male	Black or African American				
						Female	Black or African American				
						Female	Black or African American				
						Male	Black or African American				
						Female	Black or African American				
						Female	Black or African American				
						Male	Black or African American				
						Male	White				
						Male	Hispanic or Latino				
						Male	Asian or Pacific Islander				
						Female	Black or African American				
						Male	Black or African American				
						Female	Black or African American				
						Male	Black or African American				
						Male	Black or African American				
						Male	Black or African American				
						Female	Black or African American				

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## Data Elements on the District or School 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.
- **Diploma:**
  - 068 Local Diploma
  - 085 IEP Diploma
  - 612 Local Diploma with Career and Technical Education Endorsement
  - 680 Regents Diploma with Advanced Designation
  - 697 Regents Diploma with Advanced Designation and Technical Education Endorsement
  - 714 Regents Diploma with Advanced Designation with Honors
  - 731 Regents Diploma with Advanced Designation with Honors and Technical Education Endorsement
  - 762 Regents Diploma with Honors (for students in the 2001 and later cohorts)
  - 779 Regents Diploma (for students in the 2001 and later cohorts)
  - 796 Regents Diploma with Technical Education Endorsement (for students in the 2001 and later cohorts)
  - 813 Regents Diploma with Honors and Technical Education Endorsement (for students in the 2001 and later cohorts)
- **Post Graduation Plan:** for students reported as earning a Regents or local diploma between July 1, 2010 and June 30, 2011. See Appendix 4 of the SIRS Manual for Postgraduate Plan Codes and Descriptions.
- **Gender:** Male or Female: The student's gender as reported in SIRS at any time during the school year selected.
- **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 and therefore eligible for LEP services.
- **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.

- **Disability:** Disability program service type listed below or Blank. The student's disability as reported in SIRS at any time during the 2010–11 school year.
  - 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 http:// plus the 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](mailto: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 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>