



## Annual Regents Reports Level 2 Reporting (L2RPT) Report Guide

### Purpose:

The **2010-11 Annual Regents Reports** show district and school Regents examination performance results, score interval, and percentages of students scoring at each performance level. 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 Regents performance results, 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:

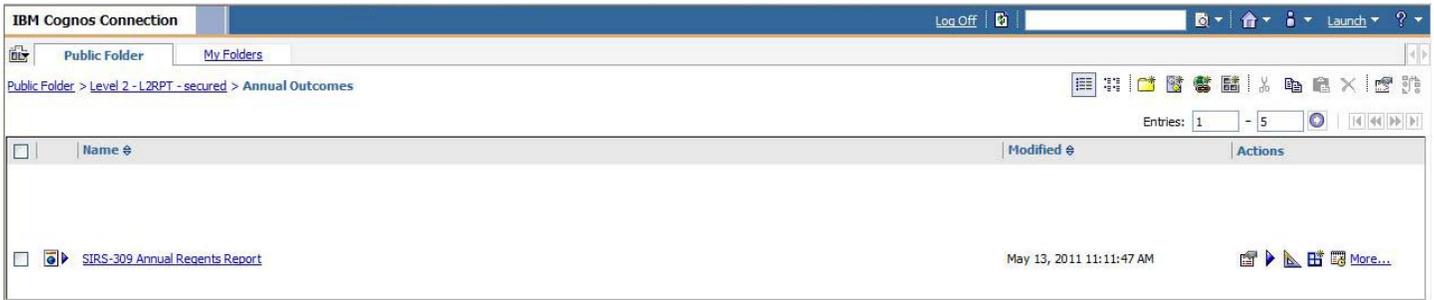
All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. **Please consult the main L2RPT Report 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 Regents** report:

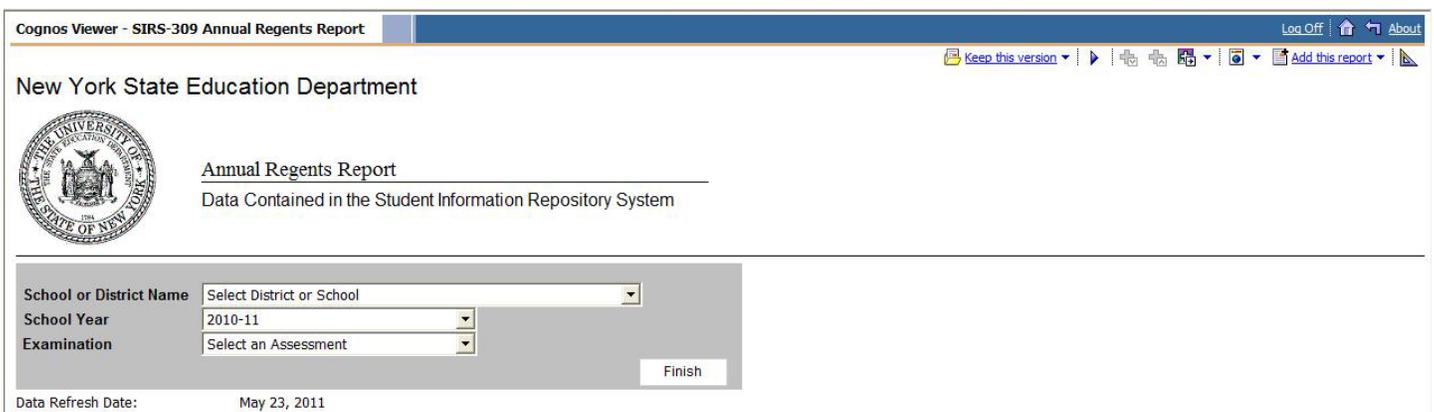
1. Click on the folder "Annual Outcomes".



2. Click on “SIRS-309 Annual Regents Report”.



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



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

5. Click “Finish”.

## Summary Report

When reporting annual Regents results, when a student took the same assessment more than one time during the school year (July 1, 2010 – June 30, 2011), only the highest score is counted in this report. If a student took the same assessment more than one time during different school years, the highest score earned in each year is reported.

Cognos Viewer - SIRS-309 Annual Regents Report Log Off | Home | About

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New York State Education Department



Annual Regents Report  
Data Contained in the Student Information Repository System

School or District Name:

School Year: 2010-11

Examination: Regents English

Finish

Data Refresh Date: May 23, 2011

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Number Tested a=(b+c+d+e)	Number of Students Scoring				Percentage of Tested Students Scoring			
		0 - 54 - b -	55 - 64 - c -	65 - 84 - d -	85 - 100 - e -	0 - 54 - % -	55 - 64 - % -	65 - 84 - % -	85 - 100 - % -
*All Students									
Female									
Male									
*Black									
*Hispanic									
*Asian/Pacific Islander									
*White									
*Multiracial									
General Education Students									
*Students with Disabilities									
Not Limited English Proficient									
*Limited English Proficient									
Formerly Limited English Proficient									
*Economically Disadvantaged									
Not Economically Disadvantaged									
Not Migrant									

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## Data Elements on Summary Report

Data elements on the Summary Reports are:

- Number Tested
- Number of Students scoring at each of four performance levels
- Percentage of Tested Students scoring at each of four performance levels

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

To review and verify the accuracy of records included in the summary report, users may access student detail reports by clicking 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 Regents Student Detail Reports provide information on individual students from subgroups, identified by Student ID, NYS Student Identification System (NYSSIS) ID and Student Name. 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.

## 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 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, 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-309 Annual Regents Student Detail Report**

Annual Regents Detail Report  
Data Contained in the Student Information Repository System

School Location: 2010-11  
School Year: Regents English  
Examination: All Students  
Subgroup: May 23, 2011  
Data Refresh Date:

											Regents Administration and Score		
Student ID	NYSSIS ID	Student Name	Gender	Ethnicity	LEP Eligible	Former LEP	Economically Disadvantaged	Migrant	Disability	Date of Administration	Examination	Score	
			Female	White									
			Male	White									
			Male	White									
			Male	Hispanic or Latino									
			Male	Black or African American									
			Female	Black or African American									
			Male	Asian or Pacific Islander									
			Male	Black or African American									
			Male	White									
			Male	Black or African American									
			Male	Black or African American									
			Female	Black or African American									
			Female	Hispanic or Latino									
			Male	Black or African American									
			Female	Black or African American									
			Male	Black or African American									
			Male	Black or African American									
			Female	Black or African American									
			Female	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: Last Name, First Name.
- Gender: Male or Female.

- Ethnicity: American Indian or Alaska Native, Black or African American, Hispanic or Latino, Asian, White, or Multiracial: as reported in SIRS during the 2010–11 school year.
- 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.
- 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.
- Economically Disadvantaged: N/A or 0198, Program Service code for Poverty- from low-income family.
- Migrant: Title I – Part C: Education of Migratory Children — program service code 0330.
- Disability: Disability type as reported in program service 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

Regents Administration and Score:

- Date
- Examination
- Score

**Exporting Data from Reports**

Data from summary and detail reports may be exported as a text file, to excel, or as an HTML, XML or PDF file. Information on how to use the export function is below.

Export the student detail to Excel as follows:

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

**Note: 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. You 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 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.

L2RPT reports are refreshed weekly on Tuesday.

### **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>