



Associate Commissioner
Office of Curriculum, Assessment and Educational Technology

February 2013

TO: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Charter and Other Public Schools

FROM: Ken Wagner

SUBJECT: Updated Guidance on Reporting and Verifying Teacher-Student and Principal Linkage Information

This memorandum provides important information regarding reporting and verifying Teacher-Student Data Linkage (TSDL) information and principal linkages in the Student Information Repository System (SIRS) for the 2012-13 school year. These data are necessary to meet federal and State requirements, including State Longitudinal Data System (SLDS) requirements outlined in Section 6401(e)(2)(D) of the America COMPETES Act (20 U.S.C. 9871) and the American Recovery and Reinvestment Act of 2009 (ARRA); teacher/leader evaluation requirements outlined in Education Law §3012-c; other information necessary to support the policy development and reform agenda of the Board of Regents; as well as the Education Data Portal (EDP) instructional reporting system required by New York's Race to the Top award (additional information about EDP will be provided shortly).

Please share this information with personnel in your organization who have responsibility for data collection and reporting. In addition, please share the information found in Appendix A with teachers and principals, who are required by section 30-2.3 of the Rules of the Board of Regents to be involved in the review and verification of linkage information for evaluation purposes.

Reporting Requirements

All public school districts, BOCES, and charter schools are required to submit 2012-13 school year data that include information about the following:

- All building principals¹ employed by your education agency;
- All classroom teachers² who are employed by your education agency; and
- All students who are taught by those teachers, even those students for whom your agency does not have Elementary and Secondary Education

¹ See Question B4 at <http://engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf> for the definition of "building principal" when reporting these data for evaluation purposes.

² See Question B3 at <http://engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf> for the definition of "classroom teacher" when reporting these data for evaluation purposes.

Act (ESEA) institutional accountability (e.g, students receiving educational services at a BOCES).

The Department has been communicating with Student Management System and Human Resource Management System vendors for over two years regarding the system functionality necessary to support schools and districts in reporting these data to the SIRS. If your management system vendor has not yet provided you with the functionality to report all required data, please contact them directly using the information found at <http://www.p12.nysed.gov/irs/vendors/vendorContact.html> or contact your RIC or Big 5 City School District data center using the information found at <http://www.p12.nysed.gov/irs/nystart/tips.html#contax>.

The table below summarizes the required data elements, organized by data “templates” that are exported from your local data systems.

Reported from Local Data Systems	Description
Staff Student Course Template	<ul style="list-style-type: none"> • Required for all classroom teachers. • Includes information to link teachers to the students they teach, including linkage start and end dates and linkage durations. • Allows for linkage duration adjustments to accommodate teacher-student linkage durations that are different than those captured by the course schedule.
Staff Assignment Template	<ul style="list-style-type: none"> • Includes information to link principals to students enrolled in programs they supervise, including linkage start and end dates. • Allows for principals to be reported for an entire instructional program (indicate “ALL”) or for specific grade levels (report one record per principal for each grade level).
Staff Snapshot Template	<ul style="list-style-type: none"> • Includes first hire date (any role within the LEA), first tenure date awarded by the LEA (if applicable), and end-of-employment date (if applicable) for all reported staff.
Staff Evaluation Rating Template	<ul style="list-style-type: none"> • Includes overall evaluation rating category (highly effective, effective, developing, or ineffective), the total composite effectiveness score, and subcomponent score (state growth or other comparable measures subcomponent, locally selected measures subcomponent, other measures subcomponent) for each teacher and principal³.

³ Charter schools are not required to report subcomponent scores. Charter schools that are not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

<p>Student Class Grade Detail Template⁴</p>	<ul style="list-style-type: none"> • Data must be reported for all K-12 courses, unless the course has no grade/other outcome and no credit earned and the course is not reported on the student's transcript and report card. • All reported courses must include a course outcome - "P" for "passing," "F" for "fail," or "N" for "not complete" (for any reason). Numeric final grades and credits attempted/earned are required to be reported for all secondary-level courses (Grades 7–12 and ungraded secondary). • Students who earned credit through a make-up credit program (i.e., by re-taking the course, attending summer school, taking the course online, etc.) must be reported as such in the Credit Recovery Code field. • The record must indicate whether or not a Regents exam score was included in the final course grade calculation.
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Course Mapping

To ensure comparability among schools and districts, a statewide comprehensive course catalog has been developed. Although schools do not need to adopt these statewide codes for local use, it is necessary to map local codes to State codes when reporting data to the SIRS. The Course Catalog can be found at: <http://www.p12.nysed.gov/irs/courseCatalog/>.

Courses Ending in State Exams must be mapped to the required codes for courses ending in State exams (see <http://www.p12.nysed.gov/irs/courseCatalog/2012-13/StateCourseCodes-for-state-exams-2012.pdf>). All students enrolled in courses that culminate in a State Exam must be reported as enrolled in a course mapped to the reserved course code associated with the assessment.

Prior-to-Secondary Courses that Do Not End in State Exams and *Secondary Courses that Do Not End in State Exams* can be mapped by using codes found in the NYS "Comprehensive Course Catalog Workbook" or by using either the "Secondary Quick Reference Guide" or the "Prior-to-Secondary Quick Reference Guide," respectively. When mapping local courses to State codes, it may be necessary to review the State course title and description to find the best match. Many codes options are provided to assist with this match; the "Other" code should be used only if there is no other viable option⁵. Full course descriptions for prior-to-secondary courses are not yet in the NYS

⁴ The Staff Student Course, Staff Assignment, Staff Snapshot, and Staff Evaluation templates, as applicable, must be reported for all classroom teachers, even if the course to which the classroom teacher is assigned does not need to be reported through the Student Class Grade Detail template.

⁵ Four course codes – 22251 – Community Living; 22252 – Communication Instruction; 22253 – Social Development Instruction; 22254 – Developmental Support – will be added to the catalog beginning in the 2013-14 school year. The most appropriate alternate codes, as described above, should be used for the current school year.

Comprehensive Course Catalog Workbook, but can be accessed from the “NCES Prior-to-Secondary Course Codes link on the course catalog page at <http://www.p12.nysed.gov/irs/courseCatalog/home.html>.

Strategies for Data Verification

As with all reported school year data, superintendents, BOCES district superintendents, and charter school principals must establish school and district verification processes to ensure that complete and accurate TSDL information are submitted to the SIRS prior to the verification deadlines. RIC or Big 5 City School District data center staff with whom the school district, BOCES, or charter school has contracted can assist with these efforts.

Because of the complexity and importance of TSDL information, section 30-2.3 of the Rules of the Board of Regents requires that teachers and principals be involved in data verification efforts. In order to make this process more manageable, it is highly recommended that data be reviewed and verified throughout the school year, rather than immediately prior to the verification deadline.

In order to ensure the accuracy of the TSDL, two types of information must be reviewed and verified by teachers and other relevant school and district personnel:

- **Basic roster information**, including which students are linked to which teachers and principals with what beginning and end dates.
- **Linkage Durations** (enrollment and attendance), or the total course time, prior to the administration of the assessment or the end of the school year, that each student was linked to a teacher.

Daily Verification of Rosters via Local Student Management Systems

Teachers review and verify student rosters in their local student management system each time they take class attendance or, if class attendance is not taken, each time they take daily attendance. If rosters are verified in the local student management system on a class and/or daily basis, the task of verification will be much more manageable.

New York State Education Department (NYSED) Teacher-Student Roster Verification Reports (with weekly data refreshes)

In addition to daily verification in local systems, teachers, principals, and school/district data coordinators will have access to Teacher-Student Roster Verification Reports that are updated at least weekly⁶.

⁶ Teachers and principals who are employed by the New York City Department of Education (NYCDOE) will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to an online tool, Class List Reporting, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network. Teacher and principals employed by charter schools located in NYC will view their data by using the NYSED reports described in this memorandum.

Teacher-Student Roster Verification Reports and Principal Roster Verification Reports **for school and district administrators and data coordinators** will be found within the Level 2 reporting environment through links provided by the local RIC or Big 4 City School District data center. These school- and district-wide reports may be displayed for specific principals or teachers or courses or for all principals and teachers and courses that have been submitted to the SIRS.

Teacher-Student Roster Verification Reports **for teachers** are available at the single sign-on location for our Education Data Portal (EDP) at <http://edp.nysed.gov>. Reports will be refreshed at least weekly to reflect updates or corrections made prior to the verification deadline. Please see <http://www.p12.nysed.gov/irs/teacher> and Appendix A of this memorandum for a description of how teachers can access these Teacher-Student Roster Verification Reports, including steps that schools and districts must take to facilitate this process.

The Teacher-Student Roster Verification Reports available to district and school data coordinators through the Level 2 reporting environment, as well as the reports for individual teachers, both display the same underlying data. The only differences between these reports are the ways they are displayed and delivered to meet the needs of different users.

Data Certification

Consistent with the reporting of all other school year data, superintendents, BOCES district superintendents, and charter school principals will be responsible for certifying the completeness and accuracy of all TSDL information. To do so, and consistent with other data collection and reporting initiatives, superintendents, BOCES district superintendents, and charter school principals will need to create internal processes to gather assurances from teachers and principals that they (1) have reviewed the information prior to the verification deadline and determined it to be complete and accurate, and (2) understand that the data will be used for evaluation and other analytic purposes.

Please note that existing Level 2 verification reports, including school and district accountability reports, may be used by school/district data coordinators to assist with the verification of student demographic, enrollment, program service, other special education, and assessment information prior to the verification deadlines.

Verification Strategies

The accuracy of TSDL information depends on correct data being stored in the school or district student management system and correct data being exported from those systems for reporting to the SIRS. If the data contained in the verification reports are inaccurate, please check that the information described below is correct in your student management system.

The accuracy of **basic roster information**, including teacher-student linkage start and end dates, is dependent upon:

- The creation of an accurate master schedule that includes all teachers assigned to courses and all students enrolled in those courses;
- The ongoing maintenance of both the master and student schedules, including accurate entry of start and end dates when students drop or add courses or teacher assignments change.

The accuracy of **linkage duration information** (enrollment and attendance) requires accurate basic roster information, as well as the following additional information to be correct in the student management system:

- The amount of time that a course meets daily or, if the course schedule fluctuates daily, the weekly average for the course;
- Instructional calendars, or the total number of days that a course is scheduled to meet;
- Duration adjustments, to be used if a particular student or teacher participates in a course for only a portion of the course’s schedule; and
- Student course attendance.

Since enrollment and attendance linkage duration calculations are created by the school’s or district’s student management system, consistent with State rules, and not directly by NYSED, LEAs, in coordination with their RIC or Big 5 City School District data centers, are strongly encouraged to request evidence from student management system vendors that the duration calculations are accurate. If your vendor product is meeting State requirements, enrollment and attendance linkage duration information will accurately reflect the course and roster information contained in your school’s master schedule.

Data Correction

As with all other school year data, if the information displayed in the Teacher-Student Roster or Principal Roster Verification Reports is incomplete or inaccurate, the data should be corrected in the local source system (e.g., the student management system) and submitted again to the SIRS. Schools and districts are responsible for creating and communicating clear processes and identifying contact people for identifying data inaccuracies and correcting this information prior to the verification deadline.

**TSDL and Principal Linkage Data Collection and Reporting Timeline
for the 2012-13 School Year**

Date	Event	Description/Information
February 2013	Teacher-Student Roster Verification (TSRV) Reports Available	The state data warehouse will begin accepting 2012-13 TSDL information. Teachers will be able to view their rosters at http://www.p12.nysed.gov/irs/teacher .

		Personal Identification Numbers (PINs) will be generated for teachers who have not previously created accounts to view their rosters. Starting with the first refresh following the opening of the SIRS to 2012-13 TSDL data, districts will receive a weekly PIN summary report in the Information and Reporting Services Portal (IRSP). This report will contain information on which teachers have used their PINs to create TSRV accounts and will be updated weekly until the close of 2012-13 data submission.
Spring 2013	Principal Roster Verification Reports Available	Principal roster verification reports will be available via the Level 2 reporting environment.
Spring 2013	Public Reporting of 2011-12 Teacher/Leader Evaluation Data	Education Law §3012-c(10) requires NYSED to report certain teacher/leader evaluation data to the public while protecting Personally Identifiable Information (PII) from disclosure. NYSED will do this by posting reports and files on a public web site.
June 14, 2013	Final submission of 2012-13 TSDL Information to be used for State growth score calculation purposes	Districts, BOCES, and charter schools must submit final TSDL data for all teachers and principals to be used for 2012-13 teacher and principal State growth score calculation purposes.
June 21, 2013	2012-13 Data Certification Form Due	Districts, BOCES, and charter schools must certify the accuracy of the data submitted as of the June 14 verification deadline.
July 12, 2013	Final submission of 2012-13 Regents exam scores to be used for State growth score calculations for principal evaluation purposes	Districts and charter schools must submit final 2012-13 Regents exams scores (including June 2013 records) to be used in principal evaluation growth score calculations.
Summer 2013	State Growth Score Distribution	State growth scores are distributed to districts for inclusion in 2012-13 teacher/leader evaluations.
By September 1, 2013	APPR Evaluations Due	2012-13 APPR evaluations shall be completed and provided to teachers and principals.

November to December, 2013	Final submission of 2012-13 evaluation composite ratings, composite scores, and subcomponent scores.	LEA's ⁷ will report 2012-13 evaluation composite ratings and subcomponent scores to the SIRS.
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If you have any questions about these technical and reporting requirements, please contact your RIC or Big 5 City School District data center or the office of Information and Reporting Services at (518) 474-7965 or via email at dataquest@mail.nysed.gov. If you have questions about the requirements for teacher/principal evaluations, please contact educatoreval@mail.nysed.gov.

Thank you for your continued support as we continue to implement these changes to our data collection and reporting system.

Attachments

- C: Regional Information Center Directors
- Big 5 Data Coordinators
- Regional Information Center SIRS Project Managers
- Charter School Network Leaders

⁷ Charter schools are not required to report subcomponent scores. Charter schools that are not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

Appendix A

Teacher Access to Teacher-Student Roster Verification Reports

See <http://www.p12.nysed.gov/irs/teacher> for information on how teachers may access roster verification reports. The process is broken down into three steps: (1) account creation; (2) initial review of the reports; (3) follow-up review of the reports. These steps are explained in the online video found at <http://www.p12.nysed.gov/irs/teacher/videopage.html> and a user guide found at <http://www.p12.nysed.gov/irs/teacher/UserGuide.pdf>.

Account Creation

These reports provide teachers with access to the roster data of the students they teach. The reports will be available only to those employees who are reported to the SIRS by school districts, BOCES, and charter schools as assigned to teach classes. If a teacher leaves district or school employment, superintendents, BOCES district superintendents, and charter school principals, or their designees, are responsible for de-activating a teacher's report access through the delegated account system function (see <http://www.p12.nysed.gov/seddas/seddashome.html>) within the NYSED business portal at <http://portal.nysed.gov>.

Teachers can create their accounts to view this and subsequent state reports at the single sign-on location of our Education Data Portal (EDP) <http://edp.nysed.gov>. **All information entered during the account creation process is encrypted and secure.** Consistent with standard online security practices, teachers should have the following information available prior to creating their account:

Information Needed to Create an Account	Why Needed
Last four digits of the teacher's social security number	<p>Once entered by the teacher, this information is verified against the data contained in the TEACH system (see http://www.highered.nysed.gov/tcert/teach) to determine, in combination with other information in this chart, that the teacher is authorized to view the report.</p> <p>If the information in TEACH is incorrect, please follow the instructions found at http://www.highered.nysed.gov/tcert/teach/report.html.</p>
Teacher's date of birth	See above.

<p>Teacher Personal Identification Number (PIN)</p>	<p>Teacher PINs are provided through a secure delivery mechanism by the school district or charter school that employs the teacher. Since the PIN is provided to the teacher directly by the school district or charter school, correct entry of the PIN provides additional confirmation that the teacher is authorized to view the report.</p> <p>PINs will be provided weekly by NYSED to school districts and charter schools through the Information and Reporting Services (IRS) Portal (see http://www.p12.nysed.gov/irs/irs-portal) for those teachers who have been reported to the SIRS.</p>
<p>Image Text Verification</p>	<p>Also known as a “CAPTCHA” (see http://www.google.com/recaptcha/captcha), these images are used to prevent automated computers (which cannot decipher the image) from creating and accessing accounts. Unfortunately, some of the images can be challenging for people as well, so there is a refresh icon to generate a new image and an audio icon to hear the words pronounced.</p>
<p>Email address (user name)</p>	<p>To complete the verification process, the teacher will need to provide a personal or work email address. A link will be sent to this address for final account activation. The email address will be the teacher’s user name. Teachers can change their username through the “My Account” link.</p> <p>Email Opt-Out – In order to provide educators with the most up-to-date information, NYSED will use the email addresses supplied by educators as part of the registration process to send limited email communications related to your practice as teachers. Educators will have the option to opt-out of receiving these email communications by clicking on the “Unsubscribe” link within the email or by updating user preferences through the “My Account” link.</p>
<p>Password</p>	<p>Teachers will need to provide a “strong” password, which includes at least eight characters, one capital letter, and one number. Teachers can change their password through the “My Account” link.</p>
<p>Answers to two security questions</p>	<p>In order to retrieve account information if a teacher forgets his or her user name or password, teachers will be asked for the answers to two security questions from the list provided below:</p>

	<p>What was your childhood nickname? What street did you live on in third grade? What is the name of the hospital where you were born? What school did you attend for sixth grade? What was the color of your first car? What was the name of your first pet? What is your father's middle name? What is your mother's maiden name?</p> <p>If you forget your password or username, you will need to type the responses to your two security questions <i>exactly</i> as they were typed when the account was created. Teachers who cannot remember the exact responses to their security questions should call the Information and Reporting Services office at 518-474-7965. You will need to provide your username and TEACH ID number.</p>
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As with all other access to confidential student and teacher data, and consistent with the Family Educational Rights and Privacy Act (FERPA), superintendents, BOCES district superintendents, and charter school principals are responsible for ensuring that only authorized personnel access these accounts through the secure distribution of teacher PINs prior to initial view of the reports and the de-activation of accounts if a teacher leaves district or school employment.

Moreover, pursuant to Education Law §3012-c (10)(c), each school district and BOCES shall ensure that any release to the public of annual professional performance review data, or any other data that is used as a component of the APPR reviews, does not include personally identifiable information for any teacher or principals. Please note, however, that parent and legal guardians may review and receive the final quality rating and composite effectiveness score of individual teachers and principals. Annual professional performance reviews of individual teachers and principals shall not be subject to disclosure pursuant to Article 6 of the Public Officers Law.

Requests for a legal name change must be submitted through the TEACH online system. There is no fee for requesting a name change. To make this request, log into your TEACH account and follow the steps below:

- Click "Verify/Update Profile"
- Click "Edit Personal Info"
- Click the "Request Name Change" button
- You must mail a copy of the documentation that supports your request and an explanation of the request to: Office of Teaching Initiatives, 89 Washington Ave, Education Building, Room 5N, Albany, NY 12234.

Initial View of the Teacher-Student Roster Verification Report

After creating the account, teachers should log in to view the report using the user name/email address and password at <http://edp.nysed.gov>.

The report contains a navigation bar at the top of the screen that allows the teacher to select the year, district, building, course, and section he or she would like to view. Once in the report, each key piece of information contains explanatory “mouseover” text; hover over the term in question and the pop-up text provides further explanation.

The report will **initially display the basic roster information** (i.e., the students who were reported as enrolled in the course section and the start and end date of the teacher-student linkage) that will be used for teacher evaluation purposes, as of the date of the grades 3-8 or secondary-level State assessment (“**Assessment Snapshot**”) if Assessment Snapshot data have been reported. Courses without a State assessment will not be displayed in this initial view. A link at the top of the report will allow the teacher to view basic roster information for all courses as of a “**Full Year Snapshot**,” which displays course information independent of the date of a State assessment.

The teacher can elect to view additional data columns by selecting the **View Additional Data Columns** link at the bottom of the report. The expanded view will display additional **linkage duration information**. Although this duration information was reported to NYSED in minutes, it was converted to hours-minutes format for verification purposes.

Please note that since multiple teachers can be reported as assigned to a course, the same student may appear in the Teacher-Student Roster Verification Report of more than one teacher for the same course section.

Follow-Up Review of the Reports

Teachers should notify the designated school or district data coordinator if any inaccuracies are noted during the review of the Teacher-Student Roster Verification Report. The roster verification report will be updated the Monday following the week in which the corrected data are submitted to the SIRS. Teachers should check the reports regularly, especially as the verification deadline approaches, to ensure that the report displays new and updated or corrected information. Superintendents, BOCES district superintendents, and charter school principals will certify the completeness and accuracy of the data, in part based on timely feedback from teachers.

As described above, if teachers ensure that rosters are accurate each time they take class or daily attendance in the local student management system, review these data regularly through the Teacher-Student Roster Verification Report, and notify district/school data coordinators of necessary updates, then final data verification will be a more manageable task.

Appendix B
Terms Used in Teacher-Student Roster Verification Reports

Term	Explanation
Linkage Start Date	The first day that both the teacher and student were reported as assigned to or enrolled in the course ("linked")
Linkage End Date	The last day that both the teacher and student were reported as assigned to or enrolled in the course ("linked")
Course Duration	The length of the reported course in hours and minutes. Course Duration takes into account the school calendar and the amount of time that a course meets daily or, if the course schedule fluctuates daily, the weekly average.
Enrollment Linkage Duration	The amount of time that both the teacher and student were reported as assigned to or enrolled in the course ("linked"). Enrollment Linkage Duration will be less than the Course Duration for those teachers/students who were assigned to or enrolled in the course for only a part of the school year.
Attendance Linkage Duration	The amount of time that the student actually attended the course while both the teacher and student were reported as "linked". Attendance Linkage Duration will be less than Enrollment Linkage Duration for students who are absent while enrolled in a course.
Linkage Duration Adjustment	If a teacher's or student's actual assignment or enrollment in a course is only a percentage of the course's planned schedule (as contained in the master schedule of the local student management system), a linkage adjustment between 0 and 100% can be reported. For example, if a student is assigned to a course only three days a week (but the course meets five days a week), the Linkage Duration Adjustment would be 60%. If a teacher is assigned to a course only one day a week (but the course meets five days a week), the Linkage Duration Adjustment would be 20%. If the course's planned schedule accurately reflects a teacher's or student's actual assignment or enrollment in a course, the Linkage Duration Adjustment would be 100% (no adjustment).

Assessment Snapshot	The Assessment Snapshot, to be used for the calculation of State growth scores, displays roster information as of the date of a State assessment. In addition, the Assessment Snapshot dates can be used to calculate "Course Duration" and "Linkage Duration". For 2012-13, Assessment Snapshot dates are January 22 (Regents), April 16 (3-8 ELA), April 24 (3-8 math), May 22 (Grades 4/8 science), or June 11 (Regents).
Full Year Snapshot	The Full Year Snapshot displays roster information as of the end of the school year (June 30). In addition, the Full Year Snapshot date can be used to calculate "Course Duration" and "Linkage Duration". These data may be used when a State Assessment Snapshot is not applicable or needed (e.g., for instructional reporting purposes).