



EXECUTIVE DIRECTOR
Data Systems and Educational Technology

May 2016

TO: Principals of Nonpublic Schools

FROM: Kathleen Moorhead

SUBJECT: Reporting 2015–16 School Year Data in SIRS

This memo highlights data collection requirements and reporting and certification deadlines for the 2015–16 school year data reported to the New York State Education Department via the Student Information Repository System (SIRS). Reporting requirements in this memo apply to all nonpublic schools except those that serve only students who are placed by the home school district Committee on Special Education (CSE). Students who are CSE placed in nonpublic schools are the reporting responsibility of the home school district. If your school serves both students who are CSE placed and those who are not, you are responsible for reporting assessment results and high school graduation counts for the students who are not CSE placed. For additional information on SIRS data collection, see the 2015-16 *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs>. Please share this information with school personnel who are responsible for data submission.

Please see the following requirements:

1. Nonpublic schools are required to contract with a Regional Information Center (RIC) for scanning Regents examination, New York State English as a Second Language Achievement Test (NYSESLAT), and elementary- and middle-level examination answer papers.
2. Principals of nonpublic schools with enrolled students who took a Regents examination, Regents Competency Test (RCT), NYSESLAT, grades 3-8 New York State Testing Program (NYSTP) English language arts (ELA) or mathematics assessment, New York State Identification Test for English Language Learners (NYSITELL), the New York State Alternate Assessment (NYSAA), or a New York State grade 4 or 8 science assessment during the 2015-16 school year are responsible for contracting with a RIC for submitting all assessment results for enrolled students, even if the assessment was taken at another school.
3. Nonpublic schools that do not offer Regents examinations may make arrangements with another school to administer assessments, but reporting the assessment score is the responsibility of the school where the student is enrolled during the 2015-16 school year (the nonpublic school or the home district, if CSE placed).
4. Nonpublic school students may not take assessments at neighboring schools without written permission from the principal of the school where the student is enrolled during

the 2015-16 school year and prior arrangements have been made with the school administering the assessment. By granting permission, the nonpublic school is acknowledging its responsibility for reporting results in SIRS. Additional information is available in the 2015 Edition: School Administrator's Manual, Secondary Level Examinations at <http://www.p12.nysed.gov/assessment/sam/secondary/section1.html>.

5. **Beginning in 2015-16**, principals of nonpublic schools are also responsible for reporting all students who were awarded a local, Regents, or IEP diploma; a Career Development and Occupational Studies (CDOS) Credential; or a Skills and Achievement Commencement (SAC) Credential as well as post-secondary plans of completers during the 2015-16 school year in SIRS.
6. The information reported through SIRS will be included in the Nonpublic School Comprehensive Information Report (CIR), which will be provided to the public upon request. To ensure your school's CIR is accurate, carefully review each applicable verification report and complete and sign the 2015-16 End of Year (EOY) Statement of Certification of Verification Reports available at <http://portal.nysed.gov/portal/page/portal/PortalApp>. All data submitted to SIRS are final after the reporting deadline.
7. Data reported through SIRS are used to verify the accuracy of information submitted to the Office of Grants Management on the Nonpublic School Mandated Services Aid form (MSA-1). To be eligible for reimbursement for a mandate, all data required in connection with that mandate must have been submitted. Reimbursement for mandated services will be delayed for nonpublic schools that have not submitted secondary examination results and accurate counts by the deadlines. Questions about mandated service aid claims should be directed to the Grants Management office at (518) 474-3936 or emscamsa@nysed.gov.

Deadlines for Submitting and Verifying 2015–16 School Year Data

Important data extract dates are available at <http://www.p12.nysed.gov/irs/2015-16IRSTimeline.html>. Note that Local Level 1 data centers will require earlier due dates to allow sufficient time for processing. For a list of regional data center contacts, see <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

Data Collection and Reporting Updates for 2015–16

Immigrant Children: Immigrant definition has been revised in the *SIRS Manual* to match that of the U.S. Department of Education. Immigrant children and youth are defined as individuals who:

- a) are aged 3 through 21;
- b) were not born in any State; and
- c) have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive.

"State" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. Children born to U.S. citizens abroad (including those born on military bases), the U.S. Virgin Islands, Guam, or any other U.S. territory that is not D.C. or Puerto Rico are considered immigrants.

Transgender Students: Transgender students are those whose gender identity does not correspond to their assigned sex at birth. Report transgender students with the gender with which the student chooses to identify. In the case of very young transgender students not yet able to advocate for themselves, the request to report the student's gender may come from the student's parent or guardian. Transgender students may be reported with changed gender and changed name but must continue to be reported with their originally assigned NYSSIS ID and local ID in order to track their progress longitudinally. Schools should immediately update student records, including transcripts, with the student's chosen name and appropriate gender markers and not circulate records with the student's birth name. Anyone provided a transcript or accessing a student's record should only receive the chosen name. To protect the confidentiality of a student's transgender status, the birth name should be treated as confidential personally identifiable information.

Data Changes: For additional information, see the "Revision History" of the 2015–16 *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/> and the "Code Changes for 2015–16" document at <http://www.p12.nysed.gov/irs/vendors/2015-16/techInfo.html>.

- Five performance levels (instead of four) and new standard achieved codes for the New York State Identification Test for English Language Learners (NYSITELL);
- Career Path Codes in the Student Lite template to identify the "Pathway" to graduation used by a graduating student (i.e., Arts, CTE, Traditional);
- Assessment Measure Standard Codes for Career and Technical Education (CTE) and College and Career Readiness (CCR) for students graduating using the new Pathways system; and
- New Assessment Measure Standard Codes for January and August Regents Common Core Geometry and June Common Core Regents Algebra II examinations.

Data Refreshes

Data in SIRS will be refreshed weekly as of Friday and will be reflected in the following Monday's reports.

Data Verification in 2015–16

Verification reports are available in the Level 2 Reporting (L2RPT) environment (see <http://www.p12.nysed.gov/irs/level2reports/home.html>) in advance of final end-of-year data submission 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 and the changed data must be reported again to Level 1/Level 2 of the SIRS. Data will be refreshed weekly in Level 2 of the SIRS until the end of the year deadline.

User accounts for L2RPT are created and managed through the 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/seddashome.html> and may also be provided by your Level 1 data center.

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

Template Changes for 2015–16

eScholar data templates for 2015–16 are available at <http://p1232.nysed.gov/irs/vendors/2015-16/techInfo.html>. Changes to the eScholar data templates for 2015–16 are highlighted in yellow. They include the following:

- Contact and Student Contact Fact: Data in these templates are for local use only in 2015-16.
- Student Lite: Career Path Code is a new field and is used to identify the pathway the student used to graduate. For more information, see: <http://www.p12.nysed.gov/ciai/multiple-pathways/docs/multiple-pathways-4+1-field-memo.pdf>.

If you have questions about data contained in SIRS, contact your Regional Information Center. If you need further assistance, you may contact the Office of Information and Reporting Services by e-mail (datasupport@nysed.gov) or phone (518-474-7965).

Thank you for your continued assistance with this important work.

APPENDIX A: REPORTS FOR 2015–16

L2RPTs

Level 2 Reports (L2RPTs) are available primarily to assist with data verification. School personnel are required to review the information contained in these reports. Please pay close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers will impact data reporting for these subgroups. Note that 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 (2015–16) cohort membership or the cohort's secondary assessment scores. Reporting errors discovered as a result of 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>.

Verification Reports

- **Annual Assessment At-A-Glance Report (SIRS-405)** allows you to check data for significant year-to-year (2014–15 to 2015–16) assessment changes that may indicate a reporting error. Particular attention should be paid to **percentage changes equal to or greater than 10%** and known reporting issues from previous years.
- **Annual Outcomes Reports (SIRS-307, 308, 309, 310)** allow you to review annual dropout, noncompleter, graduate, postgraduate plan, Regents examination, and RCT results. These reports are *not* cohort-based and reflect activity reported by the school during the 2015–16 school year.
- **Reasonableness Report (SIRS-401)** allows you to check data for significant year-to-year (2014–15 to 2015–16) changes that may indicate a reporting error. In particular, please check number of graduates and number of students eligible to take the NYSESLAT in lieu of the NYSTP for accountability purposes (students with a Program Service code of 0242). Particular attention should be paid to **percentage changes equal to or greater than 10%** and known reporting issues from previous years.
- **Tested/Not Tested Reports (SIRS-104, 301, 302)** allow you to review counts of students who should have been tested and results for those who were tested on the New York State Identification Test for English Language Learners (NYSITELL), the grades 3-8 English Language Arts (ELA) and mathematics assessments, the grades 4 and 8 science assessments, the New York State English as a Second Language Achievement Test (NYSESLAT), and the New York State Alternate Assessment (NYSAA). Results for grade 8 students taking a Regents science test in lieu of the Grade 8 science test may also be reviewed.

Parent Reports

- **Score Reports (SIRS 501, 502, 503)**, also known as Parent Reports or Individual Student Reports (ISRs), provide detailed assessment performance information for each

student tested on the NYSAA, NYSESLAT, and grades 3-8 mathematics and ELA assessments. These reports include information to help a parent interpret and understand his or her child's performance on these assessments. Schools may either print these reports for mailing home to parents or work with their RIC/Level 1 data center for printing services. Reports are available after scores are returned from the testing vendors. Nonpublic school administrators will be notified when the reports are available.