



Office of Information and Reporting Services  
Room 863 EBA  
(518) 474-7965

June 2009

**TO:** Principals of Nonpublic Schools with Enrollment in Grades 7–12  
Superintendents of Nonpublic School Affiliation Groups

**FROM:** Ken Wagner

**SUBJECT:** Reporting Secondary Examination Results and High School Graduation Counts for the 2008–09 School Year

The enclosed forms for the 2008–09 school year should be completed and returned to the Department using first-class mail no later than **July 17, 2009**. If you have August graduates, you must print the *Summer Graduation Report for Nonpublic Schools* from our website at <http://www.emsc.nysed.gov/irts/nonpublic/home.shtml> or request a copy by calling the number below. Completed summer graduation forms should be returned to this office via first-class mail no later than **September 11, 2009**. Questions about the completion of the forms referred to in this memorandum should be directed to Information and Reporting Services by phone at (518) 474-7965 or by e-mail at [rptcard@mail.nysed.gov](mailto:rptcard@mail.nysed.gov).

### General Information

Specific instructions are printed on each form. Additional copies of the report forms (except the *Nonpublic Secondary Examination Report*) can be found on the IRS Web site: [www.emsc.nysed.gov/irts](http://www.emsc.nysed.gov/irts).

The information reported on these forms will be included in the *Nonpublic School Comprehensive Information Report (CIR)*. To ensure that your school's *CIR* is accurate, carefully review each report form being submitted for completeness and accuracy and be sure that all appropriate circles on the machine-readable booklet are filled in correctly. In spring 2010, you will receive a summary report for verification and data correction. No data will be released to the public until after this verification process is complete. **No further data changes will be accepted after the verification deadline.**

Data reported on these forms is used to verify 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 reports 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 reports by the deadlines above. Questions about mandated service aid claims should be directed to the Grants Management office at (518) 474-3936 or [emscmsa@mail.nysed.gov](mailto:emscmsa@mail.nysed.gov).

Principals of nonpublic schools that had enrolled students who took Regents examinations, Regents Competency Tests (RCTs) and/ or second language proficiency examinations during the 2008–09 school year are responsible for completing and submitting the *Nonpublic Secondary Examination Report*. Principals of nonpublic schools are also responsible for completing the *Graduation Report* if the school had high school graduates during the 2008–09 school year. The remaining reports must be submitted if enrolled students took the relevant secondary-level examinations or earned diplomas in August.

The first list below includes the reports enclosed with this memorandum. The second list includes report forms to be used by principals of nonpublic schools who ordered alternative language editions of Regents examinations, Regents competency tests, or component retests, or issued diplomas in August 2009. The alternative language edition report forms, component retest report form and summer graduation report are available only on the IRS Web site, [www.emsc.nysed.gov/irts](http://www.emsc.nysed.gov/irts), and will *not* be mailed to schools.

#### **Enclosed Report Forms:**

- *Nonpublic Secondary Examination Report* for the August 2008, January 2009, and June 2009 Regents examination periods (This form is a scannable booklet that cannot be posted to the Web site. Contact IRS at (518) 474-7965 if you need a copy of this form.); and
- *Graduation Report for Nonpublic Schools* for the 2008–09 school year.

#### **Other Report Forms:**

(available on IRS Web site: [www.emsc.nysed.gov/irts](http://www.emsc.nysed.gov/irts) or by contacting this office by telephone or email)

- *Regents Examination Report for Nonpublic Schools — Alternative Language Editions* (for schools that administered alternative-language editions of one or more Regents examinations);
- *Alternative Language Regents Competency Test Report for Nonpublic Schools* (for schools that administered alternative-language editions of one or more Regents competency tests);
- *Regents Component Retest Report Form for Nonpublic Schools* (for schools that administered the component retests in mathematics or English); and
- *Summer Graduation Report for Nonpublic Schools* for summer school graduates (July 1–August 31, 2009).

#### **General Directions for Completing the *Nonpublic Secondary Examination Report***

Specific directions for completing the *Nonpublic Secondary Examination Report* are included on the report. When completing the report, the highest score earned on each Regents examination written between August 2008 and June 2009 must be reported, even if a student took the same test more than once during that time period, or took a component retest and earned a higher score. Do *not* report results for component retests administered May 2009 on the *Nonpublic Secondary Examination Report*. Use the *Regents Component Retest Report Form for Nonpublic Schools* to

record results for these examinations. Do *not* report results for approved alternatives or locally developed examinations taken for Regents credit on the *Nonpublic Secondary Examination Report*.

Principals of nonpublic schools must report scores of secondary-level State assessments administered to each student during the reporting period while the student was enrolled, even if the student subsequently transferred to another school. They must also report results for assessments administered to enrolled students by another education provider. (For example, if a student took a Regents examination at another public or nonpublic school, the principal of the school where the student is enrolled is responsible for reporting the examination score.) Nonpublic school principals are *not* responsible for reporting data for students who were placed in the school by a public school district committee on special education (CSE) or by administrators in the student's district of residence. Nonpublic schools should *not* report examination results for students enrolled in other schools, even if the students attended class and/or were tested in the nonpublic school.

### **General Directions for Completing the *Graduation Report for Nonpublic Schools***

Principals of nonpublic schools must report all students awarded a high school diploma or IEP diploma by their school during the reporting period. January and June graduates should be reported on the *Graduation Report* for the regular school year (September 1, 2008–June 30, 2009); August graduates should be reported on the *Summer Graduation Report* for the summer session (July 1, 2009–August 31, 2009). Certificates of completion awarded to middle school students upon completion of a middle school program should not be reported on the *Graduation Report*.

Copies of completed report forms should be retained by the school for use in completing the *Nonpublic School Mandated Services Aid* form and verifying data reported in the *Nonpublic School Comprehensive Information Report (CIR)*.

Return completed forms to the address below using no later than July 17, 2009. Completed summer graduation forms should be returned no later than September 11, 2009. Questions about the completion of the forms referred to in this memorandum should be directed to Information and Reporting Services by phone at (518) 474-7965 or by e-mail at [rptcard@mail.nysed.gov](mailto:rptcard@mail.nysed.gov).

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Enclosures