



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

June 2012

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

FROM: Jeff Baker

SUBJECT: Reporting Secondary-Level Examination Results and High School Graduation Counts for the 2011–12 School Year

The forms for the 2011–12 school year should be completed and returned to the Department no later than **July 13, 2012**. These forms can be downloaded from our website at <http://www.p12.nysed.gov/irs/nonpublic/home.html> or request a copy by calling the number below. If you have August graduates, you must print the *Summer Graduation Report for Nonpublic Schools* and return it to this office no later than **September 7, 2012**. 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 dataquest@mail.nysed.gov.

General Information

Specific instructions are printed on each form. Copies of the report forms can be found on the IRS Web site: <http://www.p12.nysed.gov/irs/nonpublic/home.html>.

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. In spring 2013, 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 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 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 emscamsa@mail.nysed.gov.

Principals of nonpublic schools that had enrolled students who took Regents examinations and/or Regents Competency Tests (RCTs) during the 2011–12 school year are responsible for completing and submitting the *Regents Examinations Report and/or the Regents Competency Report*. Principals of nonpublic schools are also responsible for completing the *Graduation Report* if the school had **high school graduates** during the 2011–12 school year.

General Directions for Completing the *Regents and RCT Examination Report*

When completing the Regents report, the highest score earned on each Regents examination written between August 2011 and June 2012 must be reported, even if a student took the same test more than once during that time period. Nonpublic schools must contract with a Regional Information Center (RIC) for the reporting of all RCT and Regents examination results beginning with June 2012 administration. The RIC will send these results to the department via the Student Information Repository System (SIRS). Nonpublic schools must also continue to complete the Regents Examination and RCT reporting paper forms from the Department for all assessments administered between August 2011 and June 2012.

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. *Please note: 8th grade students taking any Regents exam must also be reported.*

When completing the RCT report, indicate the number of students (male/female) taking each exam and the number of those taking who passed.

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, 2011–June 30, 2012); August graduates should be reported on the *Summer Graduation Report* for the summer session (July 1, 2012–August 31, 2012). 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 regular school year forms to the address below no later than July 13, 2012. Completed summer graduation forms should be returned no later than September 7, 2012. 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 dataquest@mail.nysed.gov.

New York State Education Department
Information and Reporting Services
Room 865 EBA
Albany, NY 12234