

Starting the Verification Process

The State Education Department (SED) will transmit an email to all districts when reports are first available.

Within that email will be a link to the Verification Report login page on the next slide.



Log on X Help

The provided credentials are invalid. Please type your credentials for authentication.

Namespace:
NYSED_LDAP

User ID:

Password:

Type in
www.nystart.gov
here

District User ID and Password are mailed out via the Welcome Packet.

Note that passwords are case sensitive.

Enter those values here and click OK to go to the Verification Report.

Copyright (C) 2005 Cognos Incorporated. All rights reserved.
Cognos (R) is a trademark of Cognos Incorporated.

Another indication
of secure
connection.

Name	Modified	Actions
<input type="checkbox"/> Verification Report - Enrollment and Demographics	March 8, 2006 11:24:56 AM	More...

Click on this link to access your Verification Report

Security Information

 This page contains both secure and nonsecure items.
Do you want to display the nonsecure items?

Whenever you see this message, click YES

Always use this "Return" instead of the Back button for more reliable Cognos navigation

District Name

Report Viewer - Verification Report 1 - Main Page



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF NEW YORK / ALBANY, NY 12234

DATA VERIFICATION REPORT Enrollment and Demographics

Report Purpose

The purpose of this report is to list the students that have been reported as enrolled on the State Repository System along with the selected demographic data reported for each student so that you can ensure that the student list is complete and the demographic data for those students are accurate. To assist you in detecting errors, the report provides summary counts based on the demographic characteristics of those students. This report provides demographic information including birth date, gender, ethnicity, disability classification, limited English proficiency status, immigrant, and poverty data for each student. Demographic data for students in grades 3-8 will be sent to the testing vendor, CTB/McGraw-Hill. Demographic data for students taking the New York State Alternate Assessment (NYSAA) and the New York State English as a Second Language Achievement Test (NYSESLAT) will be sent to the testing vendors, Measured Progress and Harcourt, respectively. The State will produce individual student score reports for students with Repository records who take the grades 3-8 English language arts and mathematics assessments and/or the NYSAA.

The verification report for your district will not include data until your Level 1 Repository operator begins the process of moving data to Level 2. Your Regional Information Center (RIC) or Big 5 district will notify you when your reports are available. The reports will not be complete unless your district has submitted all the required data to Level 1. The focus of these reports is data for students taking the assessments listed above. The most essential data are grade, birth date, gender, ethnicity, disability status, and English proficiency status. It is important that you submit the most accurate possible data; however, you will have further opportunities to correct data before these data are transferred to the Level 3 Repository for use in the school report cards and for making accountability decisions. Note that these final opportunities for making corrections will occur during the summer and will require very short submission deadlines.

Report Detail

The report provides seven summary tables, each broken down by school. The first three tables show enrollment by grade, gender and ethnicity. The fourth and fifth tables provide counts of limited English proficient students by grade and by years of service in bilingual or English as a second language programs. The sixth and seventh tables provide counts of new immigrants and economically disadvantaged students by grade. You can double click on the enrollment count in each cell to obtain a report that lists by name the students counted in that cell. Each student's demographic data are included in the report. For example, in the enrollment by grade table, double-clicking on the cell that shows the kindergarten enrollment for the first school will generate a list of kindergarten students in that school.

What if an enrollment count is inaccurate?

- * If you believe that a count in a table is inaccurate, click on that count and you will see the list of the students counted. By going through the list you can verify the count is incorrect.
- * 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 State Repository. 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. Syracuse, and Yonkers must notify the Level 2 operator when all necessary corrections are completed. New York City staff must correct all identified errors (for demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in the report. School staff must notify their LIS and DAA liaisons upon completion of all corrections.
- * After data are corrected, they must be loaded into the Repository System. The day after this process is completed, revised reports can be obtained. Review the reports to ensure that all necessary changes have been made.
- * 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.

After login, you will be placed into the Main Page of the Verification Report. It contains instructions and, further down on the page, links to the reports.
-> The wording on the final version of this page will be slightly changed.
Scroll Down to read the rest of the page.

How do I certify?

Report Viewer - Verification Report 1 - Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address Secure URL

District Name

Report Viewer - Verification Report 1 - Main Page

Return About

enrollment count in each cell to obtain a report that lists by name the students counted in that cell. Each student's demographic data are included in the report. For example, in the enrollment by grade table, double-clicking on the cell that shows the kindergarten enrollment for the first school will generate a list of kindergarten students in that school.

What if an enrollment count is inaccurate?

- * If you believe that a count in a table is inaccurate, click on that count and you will see the list of the students counted. By going through the list, you can determine if the count is accurate or if it should be corrected.
- * 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. Data coordinators in New York City, Syracuse, and Yonkers must notify the Level 2 operator when all necessary corrections are completed. 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. New York City school staff must notify their LIS and DAA liaisons upon completion of all corrections.
- * After data are corrected, they must be loaded into the Repository System. The day after this process is completed, revised reports can be obtained using the URL in your e-mail notification. The revised reports should be reviewed to ensure that all necessary changes have been made.
- * 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.

How do I certify?

If all the counts are accurate, the chief school officer of your district, charter school, nonpublic school, or State-administered educational program should sign and fax the Statement of Certification, which will officially validate your data.

- * The Statement of Certification can be found [here](#)
- * Print, sign, and fax the Statement of Certification to your Regional Information Center (RIC) or Big 5 Data Coordinator.
- * The Statement of Certification is due by **March 31, 2006**. This certification will allow your final student test records to be transferred to Level 2 and to CTB/McGraw Hill.

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 at [http://www.nysed.gov/pubsearch/pubsinfo.asp?pubid=97527](#) and [http://www.nysed.gov/pubsearch/pubsinfo.asp?pubid=2004330](#).

Links to Summary Reports

- [Enrollment of Students by Grade](#)
- [Enrollment of Students by Gender](#)
- [Enrollment of Students by Ethnicity](#)
- [Enrollment of Limited English Proficient Students by Grade](#)
- [Enrollment of Limited English Proficient Students by Years of Service](#)
- [Enrollment of Students Identified as New Immigrants by Grade](#)
- [Enrollment of Students Identified as Economically Disadvantaged by Grade](#)

Done Local intranet

To log off, simply close your browser.

You then select a summary report to view.

Click "Return" to go back to the Main Page

District Name

Report Viewer - Verification Report 1 Summary - Enrollment and Demographics of Students by Grade



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF NEW YORK / ALBANY, NY 12234

DATA VERIFICATION REPORT
Enrollment and Demographics

Summary Report

District BEDS Code
District Name
Superintendent
School Year End 2006-06-30

Data as of
Report Run on

January 20, 2006
March 3, 2006, 3:35:18 PM

Test period end date

Enrollment of Students by Grade

Location
BEDS Code Location Name

	PS	PK	K	01	02	03	04	05	06	07	08	09	10	11	12	UGE	UGS	Total Enrollment
			1		1	1				1								4
						2				2			1	1				6
							1			1		1	2					5
									1			1	1					3
				1								1						2
		3	3	4	2	2	2	2	5	2	3	3	10	6	8			53
			1			1						1	1			1		5
	54	51	53	47	50	50	59	48										412
	34	69	74	62	66	74	74	63	57	54	1							625
	74	86	74	74	78	79	71	67	108	96								807
	56	91	85	60	53	48												393
	68	100	109	80	116	110												583
	34	49	73	69	74	72	48	51	5	5								574
	35	43	53	57	52	60	52	49	60	58								519
	38	45	51	46	48	32	50	44	77	95								526
	54	101	125	74	55	45	59	70	112	76								771
	55	55	74	62	62	69	72	86	86	69								690

BEDS Code and Location Names will be displayed here

Click "Page down" to scroll to the next page of the report.

Click on a cell to "drill down". This will display all students in this category.

Total enrollment is the sum of students enrolled on AS OF date for each school listed.

Report Viewer - Verification Report 1 Detail - Enrollment and Demographics of Students by Grade

Return About

Save a Copy Print Copy Paste Search Select Zoom 69% Comment & Markup Sign Forms



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF NEW YORK / ALBANY, NY 12234

DATA VERIFICATION REPORT

Enrollment and Demographics
Student Detail Report
Data as of
January 20, 2006
Report Run on
March 3, 2006, 2:48:00 PM

District WDS Code
District Info

School WDS Code
School Info

[Back to Report Cover Sheet](#)

Student Name	Unique Student ID	Local Student ID	Birth Date	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligibility	LEP Years of Service	Country of Origin	New Immigrant	Date of Immigration	Disability Description
Total Student Count				48									
				06	Male	White							
				06	Male	White							
				06	Male	White							
				06	Male	White							
				06	Female	White							
				06	Male	White							
				06	Female	White							
				06	Male	White							
				06	Male	White							
				06	Female	White							
				06	Female	White							
				06	Female	Black or African American							
				06	Male	White							
				06	Male	White							
				06	Female	White							
				06	Female	White							
				06	Female	Black or African American							
				06	Female	White							
				06	Female	White							
				06	Male	White							

Student information here. One row per student.

This is the PDF version of the report.

District Name

Coanos Connection

Report Viewer - Verification Report 1 Detail - Enrollment and Demographics of Students by Grade

[Return](#) [About](#)



THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF NEW YORK / ALBANY, NY 12234

DATA VERIFICATION REPORT

Enrollment and Demographics Student Detail Report

Data as of
Report Run on

January 20, 2006
March 3, 2006, 3:45:23 PM

You may also choose to export this data to Excel. This will require less pages than the PDF version, but the formatting will not be as "nice".

District BEDS Code
District Name
Superintendent
School Year End
2006-06-30

School BEDS Code
School Name

[Back to Report Cover Sheet](#)

Student Name	Unique Student ID	Local Student ID	Birth Date	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligibility	LEP Years of Service	Country of Origin	New Immigrant	Date of Immigration	Disability Description
Total Student Count 48					06	Male	White						
				06	Male	White							
				06	Male	White							
				06	Male	White							
				06	Female	White							
				06	Male	White							
				06	Female	White							
				06	Male	White							
				06	Male	White							
				06	Female	White							
				06	Female	White							
				06	Female	Black or African American							
				06	Male	White							
				06	Male	White							

Student information here.
One row per student

3	DATA VERIFICATION REPORT									
4	Enrollment and Demographics									
5	Student Detail Report									
6	[Redacted]									
7	[Redacted]									
8	[Redacted]									
9	[Redacted]									
10	[Redacted]									
11	School BEDS Code 1 [Redacted]									
12	School Name [Redacted] Back to Report Cover Sheet									
13	[Redacted]									

This is the Excel version of the report. It may display differently depending on web browser settings.

14	Student Name	Unique Student ID	Local Student ID	Birth Date	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligibility	LEP Years of Servi
15	Total Student Count 48									
16	[Redacted]									
17	[Redacted]									
18	[Redacted]									
19	[Redacted]									
20	[Redacted]									
21	[Redacted]									
22	[Redacted]									
23	[Redacted]									
24	[Redacted]									
25	[Redacted]									
26	[Redacted]									
27	[Redacted]									
28	[Redacted]									
29	[Redacted]									
30	[Redacted]									
31	[Redacted]									
32	[Redacted]									
33	[Redacted]									
34	[Redacted]									
35	[Redacted]									
36	[Redacted]									
37	[Redacted]									
38	[Redacted]									
39	[Redacted]									
40	[Redacted]									
41	[Redacted]									
42	[Redacted]									
43	[Redacted]									
44	[Redacted]									
45	[Redacted]									
46	[Redacted]									
47	[Redacted]									
48	[Redacted]									
49	[Redacted]									
50	[Redacted]									
51	[Redacted]									
52	[Redacted]									
53	[Redacted]									
54	[Redacted]									
55	[Redacted]									
56	[Redacted]									
57	[Redacted]									
58	[Redacted]									
59	[Redacted]									
60	[Redacted]									
61	[Redacted]									
62	[Redacted]									
63	[Redacted]									
64	[Redacted]									
65	[Redacted]									
66	[Redacted]									
67	[Redacted]									
68	[Redacted]									
69	[Redacted]									
70	[Redacted]									
71	[Redacted]									
72	[Redacted]									
73	[Redacted]									
74	[Redacted]									
75	[Redacted]									
76	[Redacted]									
77	[Redacted]									
78	[Redacted]									
79	[Redacted]									
80	[Redacted]									
81	[Redacted]									
82	[Redacted]									
83	[Redacted]									
84	[Redacted]									
85	[Redacted]									
86	[Redacted]									
87	[Redacted]									
88	[Redacted]									
89	[Redacted]									
90	[Redacted]									
91	[Redacted]									
92	[Redacted]									
93	[Redacted]									
94	[Redacted]									
95	[Redacted]									
96	[Redacted]									
97	[Redacted]									
98	[Redacted]									
99	[Redacted]									
100	[Redacted]									

Student information here.
One row per student

Making Changes to data in the Verification Reports

To make changes to the data shown in the Verification Report, several steps are necessary (they are explained in the Cover Letter on the Main Page):

- 1) District modifies data in the Student Management System (SMS) or Level 0 Repository
- 2) District notifies RIC/Big 5 that modified data is available
- 3) RIC/Big 5 retrieves the modified SMS or Level 0 data and loads it into the Level 1/1C Repositories
- 4) District contacts RIC/BIG 5 to determine if loading has been completed
- 5) District reruns the Verification Report to check that data was correctly modified

District Name

Report Viewer - Verification Report 1 - Main Page

Coanos Connection

Return About



enrollment count in each cell to obtain a report that lists by name the students counted in that cell. Each student's demographic data are included in the report. For example, in the enrollment by grade table, double-clicking on the cell that shows the kindergarten enrollment for the first school will generate a list of kindergarten students in that school.

What if an enrollment count is inaccurate?

- * If you believe that a count in a table is inaccurate, click on that count and you will see the list of the students counted. By going through the list, you can check to see which students are unaccounted 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. Data coordinators in New York City, Syracuse, and Yonkers must notify the Level 2 operator when all necessary changes have been made. 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 data). New York City school staff must notify their LIS and DAA liaisons upon completion of corrections. Revised reports can be obtained using the URL in your e-mail notification. The revised reports should be reviewed to ensure that all necessary changes have been made.
- * After data are corrected, they must be loaded into the Repository System. Revised reports can be obtained using the URL in your e-mail notification. The revised reports should be reviewed to ensure that all necessary changes have been made.
- * Although you may, if necessary, repeat this process until the deadline, you should review the data thoroughly and make all necessary corrections before submitting revised data.

When all changes have been made to the data and the Verification Report has been rerun, access the Certification Letter here.

How do I certify?

If all the counts are accurate, the chief school officer of your district, charter school, public school, or State-administered educational program should sign and fax the Statement of Certification, which will officially validate your data.

- * The Statement of Certification can be found [here](#)
- * Print, sign, and fax the Statement of Certification to your Regional Information Center (RIC) or Big 5 Data Coordinator.
- * The Statement of Certification is due by **March 31, 2006**. This certification will allow your final student test records to be transferred to Level 2 and to CTB/McGraw Hill.

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://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>
<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>

Links to Summary Reports

- [Enrollment of Students by Grade](#)
- [Enrollment of Students by Gender](#)
- [Enrollment of Students by Ethnicity](#)
- [Enrollment of Limited English Proficient Students by Grade](#)
- [Enrollment of Limited English Proficient Students by Years of Service](#)
- [Enrollment of Students Identified as New Immigrants by Grade](#)
- [Enrollment of Students Identified as Economically Disadvantaged by Grade](#)

District Name

Report Viewer - Verification Report 1 - Certification Letter

Cognos Connection

[Return](#) [About](#)



FAX

TO: RIC Director/Big 5 Coordinator
FROM:
DATE:

When data on the report is accurate (this may require one or more correction cycles), print out this page, fill it in, and FAX to your RIC or Big 5.

STATEMENT OF CERTIFICATION

I have reviewed, along with my school principal(s), my local education agency's (LEA's) data verification report entitled **Enrollments and Demographics**, which was generated from the New York State Repository System on January 20, 2006.

Demographic data for students in grades 3-8 will be sent to the testing vendor, CTB/McGraw-Hill. Demographic data for students taking the New York State Alternate Assessment (NYSAA) and the New York State English as a Second Language Achievement Test (NYSESLAT) will be sent to the testing vendors, Measured Progress and Harcourt, respectively. The State will produce individual student score reports for students with Repository records who take the grades 3-8 English language arts and mathematics assessments and/or the NYSAA. Criteria for determining at what age ungraded students must take the grades 3-8 assessments may be found in the November 2005 memorandum entitled: **Interim Supplemental Guidelines for Participation of Students with Disabilities in State Assessments for 2005-06** (<http://www.vesid.nysed.gov/specialed/publications/policy/interimguidelines.htm>) The deadline for certifying report data is March 31, 2006.

I certify that the data on the Enrollments and Demographics Report is accurate and authorize the data on the Level 1 Repository to be moved to Level 2.

Chief Executive Officer's Signature

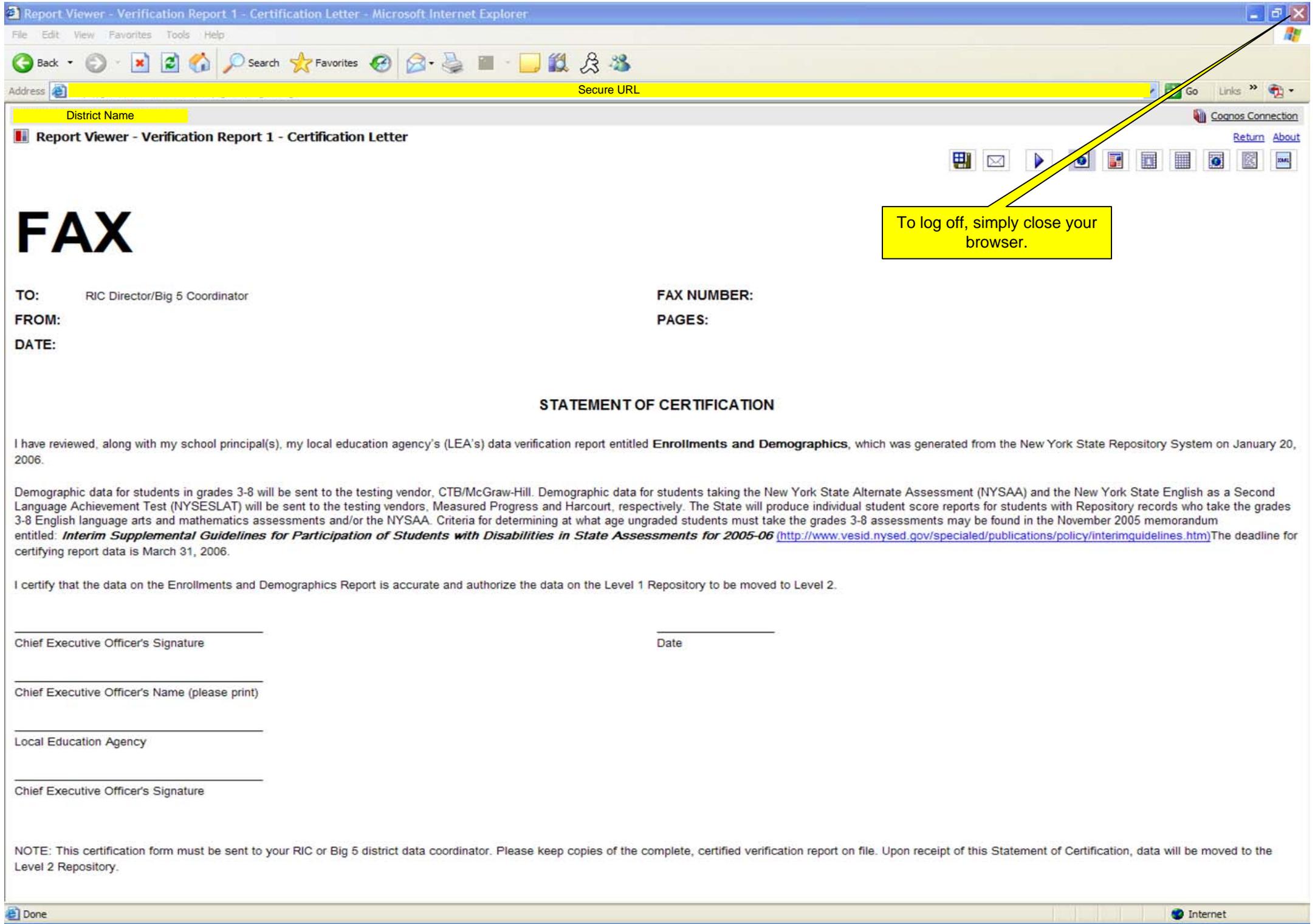
Date

Chief Executive Officer's Name (please print)

Local Education Agency

Chief Executive Officer's Signature

NOTE: This certification form must be sent to your RIC or Big 5 district data coordinator. Please keep copies of the complete, certified verification report on file. Upon receipt of this Statement of Certification, data will be moved to the Level 2 Repository.



To log off, simply close your browser.

District Name

Report Viewer - Verification Report 1 - Certification Letter

FAX

TO: RIC Director/Big 5 Coordinator

FAX NUMBER:

FROM:

PAGES:

DATE:

STATEMENT OF CERTIFICATION

I have reviewed, along with my school principal(s), my local education agency's (LEA's) data verification report entitled **Enrollments and Demographics**, which was generated from the New York State Repository System on January 20, 2006.

Demographic data for students in grades 3-8 will be sent to the testing vendor, CTB/McGraw-Hill. Demographic data for students taking the New York State Alternate Assessment (NYSAA) and the New York State English as a Second Language Achievement Test (NYSESLAT) will be sent to the testing vendors, Measured Progress and Harcourt, respectively. The State will produce individual student score reports for students with Repository records who take the grades 3-8 English language arts and mathematics assessments and/or the NYSAA. Criteria for determining at what age ungraded students must take the grades 3-8 assessments may be found in the November 2005 memorandum entitled: *Interim Supplemental Guidelines for Participation of Students with Disabilities in State Assessments for 2005-06* (<http://www.vesid.nysed.gov/specialed/publications/policy/interimguidelines.htm>) The deadline for certifying report data is March 31, 2006.

I certify that the data on the Enrollments and Demographics Report is accurate and authorize the data on the Level 1 Repository to be moved to Level 2.

Chief Executive Officer's Signature

Date

Chief Executive Officer's Name (please print)

Local Education Agency

Chief Executive Officer's Signature

NOTE: This certification form must be sent to your RIC or Big 5 district data coordinator. Please keep copies of the complete, certified verification report on file. Upon receipt of this Statement of Certification, data will be moved to the Level 2 Repository.