



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

BEDS Day Enrollment as of October 6, 2010 Verification Report

Report Guide

Purpose

The BEDS Day Enrollment Verification Report lists the students in your district whose Student Information Repository System (SIRS) records show that they were enrolled in a public school in your district or placed by a district official in an out-of-district placement. Students were included in your report if their repository records showed that your district was their district of reporting responsibility on October 6, 2010. According to the school of enrollment recorded on a student's repository record, a student will be either counted under a district school or placed in one of the following categories on the verification report: out-of-district placement, homebound students, or home-instructed students.

This report allows you to confirm that all students known to be enrolled as of BEDS Day 2010 have records in the repository recording their enrollment in your district. It is important that BEDS enrollment data be verified as accurate in the repository, as they influence factors such as LEP counts for Part 154 and are used in State aid calculations.

To verify the data, compare the counts of students by school, grade, race/ethnicity, and gender in the BEDS Day Enrollment Verification Report to the enrollment counts reported in fall 2010 through BEDS Online. Use your BEDS Online report submission as a point of reference, but investigate any discrepancies between those counts and repository counts by looking at the list of students in the applicable *Student Enrollment Detail Report* (see description below). Repository records should reflect accurate BEDS Day enrollment.

Districts are expected to have repository records for all applicable grades, pre-kindergarten to grade 12, including ungraded elementary and ungraded secondary. Your Regional Information Center (RIC) or Big 5 city-school 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 (and the data have then been submitted to Level 2).

Note: While counts are displayed for "PS" or preschool students and for "GD" or General Education Development/GED students, they are not included in the "Total," which is a total of PreK to Grade-12. Displaying "PS" and "GD" on the BEDS Enrollment Verification Report permits the Department and the district to account for every student's record in the Repository even though there is no intent to include them in the PreK to Grade-12 Total. The PreK to Grade-12 "Total" includes any student(s) reported as ungraded elementary or ungraded secondary.

Correcting the BEDS Online

Corrections should be made to the BEDS Online if your analysis reveals substantial error in your BEDS Online submission. Substantial BEDS error is defined as an error in the PK-12 total enrollment for the district in excess of one-half of one percent, which would amount to seven students for a median size district of 1,400 students. If differences are found involving individual schools or grade levels, the LEA should research student records and ensure that they are properly reflected in the Data Warehouse. Additionally, any BEDS error found in the homebound and out-of-district placement data should be corrected. If analysis of the BEDS Day Enrollment Verification Reports reveals substantial error in your BEDS Online submission, and you require assistance to correct the BEDS Online enrollment data, contact Suzanne Holliday in SED's office of Information and Reporting Services at dataquest@mail.nysed.gov or at 518-474-7965. New York City schools requiring assistance should contact NYCDOE at nySTARTSupport@schools.nyc.gov or 212-374-5765. The BEDS Online enrollment data must be addressed and corrected at the school level, which is then automatically rolled up to the proper district totals. There is no way to change the BEDS Online district enrollment without addressing the underlying school level data.

The BEDS Online permitted schools and districts to update and re-submit fall 2010 survey data through the second week of January 2011. After the second week of January, though the fall 2010 BEDS data were viewable, the update capability for outside users were disabled and only SED staff were able to make changes to the data. If BEDS Online updates are now necessary, print the applicable page(s) from the BEDS Online, cross off the bad data with a single slash, write the correct number(s) in the cell(s), and fax to Suzanne Holliday in the office of Information and Reporting Services at 518-474-4351 or 518-402-5361 along with a cover letter signed by the superintendent, if a public school district. The cover letter will serve as the superintendent's acknowledgement of the changes. SED will then make pertinent updates in the Department's BEDS Online database and recertify the data on behalf of the superintendent for use by SED's State Aid Unit. The final date for correcting BEDS Online submissions is June 17, 2011.

Report Detail

The BEDS Day Enrollment Verification Report provides counts of students at the district, school, and student levels. The *District Enrollment Summary Report* displays, by grade level, district-wide enrollment counts and counts for homebound students, home-instructed students, out-of-district placements, and students in each school within the district. The *School Enrollment Summary Report* displays the same information but by student groups: general-education students, students with disabilities (broken down by disability classification), race/ethnicity, gender, English proficiency status, former LEP status, economic status, migrant status, new immigrant status, New York State Alternate Assessment (NYSAA) eligibility status, and Section 504 plan status. **Fields for services under NCLB are not populated.** The *Student Enrollment Detail Report* provides the following data for each enrolled student: name, State and local ID, birth date, grade, and demographic information.

Accessing Reports

District- or school-level personnel with nySTART accounts who have appropriate-level data access may obtain verification reports at www.nySTART.gov.

Factors that Cause Verification Report Counts to Be Inaccurate

If a student is incorrectly listed as enrolled in your district or is listed in the wrong school in your district, check the student's record to make sure that the dates of enrollment and/or discharge are correct and that the student's grade level is recorded correctly.

If a student enrolled in your district is not listed in the verification report, check that the enrollment and discharge dates on the repository record are correct. Students are not listed in a report unless their repository records show them as enrolled on October 6, 2010.

How do I proceed if a count is inaccurate?

- If you believe that a count in a table is inaccurate, click on that count to see a *Student Enrollment Detail Report*, listing students counted; determine if any students have not been counted or were included in error.
- 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 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. 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. Staff may contact the NYCDOE State and Federal Evaluation Team at nystartsupport@schools.nyc.gov.
- After data are corrected, they must be loaded into the repository system. After corrected data are loaded into Level 2, revised reports can be obtained through nySTART. All revised reports should be reviewed to ensure that any necessary changes have been made.

Record Keeping

Districts and schools are encouraged to save or print copies of their verification reports for their records, as these reports can only be accessed for a limited time using nySTART. Data in the SIRS as of the NYSED reporting deadline (August 5, 2011) will be used to determine 2011–12 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their verification reports that reflect the data as of the August 5, 2011 deadline (i.e., verification reports made available on nySTART starting March 29, 2011).

How do I certify?

The superintendent (or charter school principal) is responsible for reviewing the data for accuracy and authorizing the transfer of corrected data to the Level 2 Repository. Superintendents will not be asked to certify the BEDS Day 2010 Enrollment data in the

repository this year. The BEDS Day 2010 Enrollment verification reports will be available until August 2011 to allow districts to examine the accuracy of their counts as they correct or add student records to the repository. In fall 2011, superintendents will be asked to certify the accuracy of their BEDS Day 2011 enrollment data.

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To comply 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>