



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

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## 2010–11 High School Annual Assessment Verification Report Report Guide

### Purpose

The *2010–11 High School Annual Assessment Verification Reports* allow you to verify the accuracy of student records as they appear in the Student Information Repository System (SIRS) for annual data on secondary-level examinations.

A separate set of reports is provided for each of the two test types: Regents Examinations and Regents Competency Tests (RCT). Each report type consists of two parts: the *District Annual Assessment Summary Report (A-1 Report)* and the *Annual Assessment Student Detail Report (C Report)*.

The *District Annual Assessment Summary Report (A-1 Report)* shows the count of students tested and the counts scoring 0–54, 55–64, 65–84, and 85–100 for each examination for which the entity (district, out-of-district placements, each school in the district) has reported results in the SIRS.

The *Annual Assessment Student Detail Reports* provide demographic, enrollment, and assessment result information for individual students by school or by assessment for a particular school. The individual student information includes student name, State and local student ID, grade level, birth date, the date of first entry into grade 9, subgroup membership, whether the student was eligible to use the NYSAA, district of enrollment, school of enrollment, grade, entry date, exit date, exit reason, assessment group, assessment, score, and performance level for each assessment taken.

### Accessing Reports

The *2010–11 High School Annual Assessment Verification Reports* can be accessed at [www.nySTART.gov](http://www.nySTART.gov) by authorized personnel using their nySTART user IDs and passwords.

### What if a count is inaccurate?

- If you believe that a count in a table is inaccurate, select that count to generate its corresponding student detail report to see the list of the students counted. By going through the list, you can check to see which students are not accounted 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. 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](mailto:nystartsupport@schools.nyc.gov).

- 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.

### **What is the deadline for submitting and correcting data?**

The verification report for your district will not include data until your Level 1 Repository operator submits the assessment records to Level 2. Your RIC or Big 5 district will notify you when your reports are available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file.

### **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 the data to the Level 2 Repository.

Superintendents must certify the accuracy of data by August 9, 2011, using the *2010–11 Statement of Certification of Verification Report(s)* form. Further information about verification and certification can be found in the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/>.

### **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://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>

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

### Data Elements Included on the Student Detail Reports

(More information about these data elements will be available in the *Student Information Repository System Manual: Reporting Data for the 2010–11 School Year* which will be posted at <http://www.p12.nysed.gov/irs/sirs/>.)

<b>Student</b>	The student's name as reported in SIRS.
<b>Local ID</b>	The student's unique district-wide student identifier assigned by the district as reported in SIRS.
<b>NYSSIS ID</b>	The student's unique statewide student identifier obtained from the NYSSIS system as reported in SIRS.
<b>Enroll Grade</b>	The student's grade level as reported on the most recent demographic record for the student in SIRS during the 2010–11 school year.
<b>Date of Birth</b>	The student's date of birth, used to determine the appropriate grade-level assessment for ungraded students with disabilities.
<b>Date of First Entry Gr 9</b>	The date the student first entered grade 9.
<b>Gender</b>	The student's gender as reported in SIRS at any time during the 2010–11 school year.
<b>Ethnicity</b>	The student's racial/ethnic group as reported in SIRS at any time during the 2010–11 school year.
<b>LEP</b>	A "Yes" indicates that the student was reported in SIRS at any time during the 2010–11 school year as limited English proficient under Part 154 of the Regulations of the Commissioner.
<b>LEP Duration</b>	The number of complete years that the student received instruction in English.
<b>Former LEP</b>	Students who were formerly identified as LEP but achieved proficiency in English during one or more of the previous two school years.
<b>Disability Type</b>	The student's disability as reported in SIRS at any time during the 2010–11 school year. All students identified as having a disability must have an appropriate program service record.
<b>NYSAA Eligible</b>	A "Yes" indicates that the student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0220, indicating that the committee on special education identified the student as severely cognitively disabled and subject to Alternate Standards.
<b>Econ Disad</b>	A "Yes" indicates that the student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0198 — Poverty- from low-income family.
<b>District</b>	The district in which the student was enrolled during the 2010–11 school year.
<b>School</b>	Each school in which the student was enrolled during the 2010–11 school year.
<b>Grade</b>	The student's grade level as reported on the most recent demographic record for the student in SIRS during the 2010–11 school year.
<b>Entry date</b>	The beginning date of enrollment shown on the student's repository record.
<b>Exit date</b>	The ending date of enrollment shown on the student's repository record.

<b>Exit Reason</b>	The reason for ending enrollment shown on the student's repository record.
<b>Assessment Group</b>	General category under which the assessment falls (e.g., Regents Science is the Assessment Group for the Assessment Regents Physical Setting/Earth Science as well as Regents Living Environment).
<b>Assessment</b>	An assessment taken in the selected subject area in 2010–11. (One record is reported for each assessment record in the repository.)
<b>Numeric/Alpha Score</b>	The score earned on the assessment.
<b>Performance Level</b>	The performance level associated with the score.