



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

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## **2010–11 Other Annual High School Verification Reports Report Guide**

### **Purpose**

The *2010–11 Other Annual High School Verification Reports* allow you to verify that all students who are the reporting responsibility of the district have been reported in the Student Information Repository System (SIRS) with the correct enrollment outcomes (graduates, other credentials, post-secondary plans of graduates, and dropouts) during the 2010–11 school year.

Three annual verification reports are available:

- Credential Earned
- Noncompleters
- Post-Secondary Plans of Graduates

Each type of verification report consists of three parts: the *District Other Annual HS Summary Report*, the *District and School Other Annual Subgroup Reports*, and the *District and School Other Annual Student Detail Reports*. The *District Other Annual HS Summary Report* provides aggregated data for the district, out-of-district placement students, homebound students, and each school in the district. *District and School Other Annual Subgroup Reports* provide aggregated data by accountability subgroup (disability status, ethnicity, gender, English proficiency, economic status, and migrant status) within the district, for out-of-district placement students, for homebound students, and for each school. *District Other Annual HS Summary Reports* provide the following data for each student in the district, school, or subgroup selected: name, state and local student ID, grade, birth date, gender, date of first entry in grade 9, race/ethnicity, disability status, LEP status, NYSAA and safety net eligibility, enrollment status and enrollment status dates, credential earned, and post-secondary plan.

The *Credentials Earned* report includes records for students who were reported as earning a Regents, local, or IEP diploma between July 1, 2010 and June 30, 2011. The *Noncompleters* report includes records for students who dropped out of school, transferred to an approved or non-approved GED program, or died between July 1, 2010 and June 30, 2011. The *Post-Secondary Plans of Graduates* report includes the post-graduation plan for students reported as earning a Regents or local diploma and IEP diploma between July 1, 2010 and June 30, 2011.

### **Accessing Reports**

This verification report can be accessed at [www.nySTART.gov](http://www.nySTART.gov) by authorized personnel using their nySTART user IDs and passwords.

### **Credentials Earned Verification Reports**

The *District Other Annual HS Summary Report* provides the counts of students with a beginning enrollment code = 0011 (enrollment in building or grade), or 5544 (transferred in under the NCLB Title I “School in Improvement Status” transfer option), or 7000 (transferred in under the NCLB “Persistently Dangerous School” transfer option), or 7011

(transferred in under the NCLB “Victim of Serious Violent Incident” transfer option) and who had an ending enrollment record dated between July 1, 2010 and June 30, 2011 with a 799 reason for ending enrollment code (except for IEP diploma) or 085 reason for ending enrollment code for IEP diplomas, and a corresponding credential code listed below:

<b>Code</b>	<b>Credential Type</b>
068	Local Diploma
085	IEP Diploma
612	Local Diploma with Career and Technical Education Endorsement
680	Regents Diploma with Advanced Designation
697	Regents Diploma with Advanced Designation and Technical Education Endorsement
714	Regents Diploma with Advanced Designation with Honors
731	Regents Diploma with Advanced Designation with Honors and Technical Education Endorsement
762	Regents Diploma with Honors (for students in the 2001 and later cohorts)
779	Regents Diploma (for students in the 2001 and later cohorts)
796	Regents Diploma with Technical Education Endorsement (for students in the 2001 and later cohorts)
813	Regents Diploma with Honors and Technical Education Endorsement (for students in the 2001 and later cohorts)

The total number of completers for the 2010–11 school year may be computed by summing all columns displayed on this report. The total number of graduates for the 2010–11 school year may be computed by summing all columns except IEP diploma. The user may click on the district or school name to retrieve subgroup counts for the district or school selected.

The *District and High School Other Annual Subgroup Reports* provide the counts of students with a beginning enrollment code = 0011 (enrollment in building or grade), or 5544 (transferred in under the NCLB Title I “School in Improvement Status” transfer option), or 7000 (transferred in under the NCLB “Persistently Dangerous School” transfer option), or 7011 (transferred in under the NCLB “Victim of Serious Violent Incident” transfer option) and who had an ending enrollment record dated between July 1, 2010 and June 30, 2011 with a 799 reason for ending enrollment code (except for IEP diploma) or 085 reason for ending enrollment code for IEP diplomas, and a corresponding credential code listed below:

<b>Code</b>	<b>Credential Type</b>
068	Local Diploma
085	IEP Diploma
612	Local Diploma with Career and Technical Education Endorsement
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714	Regents Diploma with Advanced Designation with Honors
731	Regents Diploma with Advanced Designation with Honors and Technical Education Endorsement
762	Regents Diploma with Honors (for students in the 2001 and later cohorts)
779	Regents Diploma (for students in the 2001 and later cohorts)

796	Regents Diploma with Technical Education Endorsement (for students in the 2001 and later cohorts)
813	Regents Diploma with Honors and Technical Education Endorsement (for students in the 2001 and later cohorts)

The total number of completers for the 2010–11 school year may be computed by summing all columns displayed on this report. The total number of graduates for the 2010–11 school year may be computed by summing all columns except IEP diploma. The user may click on a count in the all students row or subgroup row to retrieve a list of students included in that category.

The *District and High School Student Detail Reports* provide the following data for each student who earned a credential between July 1, 2010 and June 30, 2011; program group selected, name, state and local student ID, grade, birth date, gender, date of first entry in grade 9, race/ethnicity, disability status, LEP status, NYSAA and safety net eligibility, enrollment status and enrollment status dates, credential earned, and post-secondary plan. Specific information about how data elements are defined is in the appendix.

### Post Secondary Plans of Graduates Verification Reports

The *District Other Annual HS Summary Report* provides the post graduation plan for students who are reported on the Credentials Earned Report. Post graduation plan descriptions and codes are provided below.

Description	Code
4-year college in NYS	1
2-year college in NYS	2
Other postsecondary school in NYS	3
4-year college outside NYS	4
2-year college outside NYS	5
Other postsecondary school outside NYS	6
Seek employment	7
Enlist in the military	8
Other plan	9
Adult Services (disabled students only)	10
Unknown	11

The user may click on the district or school name to retrieve subgroup counts for the district or school selected.

The *District and High School Other Annual Subgroup Reports* provides the post graduation plan for students who are reported as graduates or who earned an IEP diploma on the Credentials Earned Report. Post graduation plan descriptions and codes are provided below.

Description	Code
4-year college in NYS	1
2-year college in NYS	2
Other postsecondary school in NYS	3
4-year college outside NYS	4

2-year college outside NYS	5
Other postsecondary school outside NYS	6
Seek employment	7
Enlist in the military	8
Other plan	9
Adult Services (disabled students only)	10
Unknown	11

The user may click on the subgroup name to retrieve a list of students counted for the group selected.

The *District and High School Student Detail Reports* provide the following data for each student who earned a credential between July 1, 2010 and June 30, 2011; program group selected, name, state and local student ID, grade, birth date, gender, date of first entry in grade 9, race/ethnicity, disability status, LEP status, NYSAA and safety net eligibility, enrollment status and enrollment status dates, credential earned, and post-secondary plan.

### Noncompleters Verification Reports

The *District Other Annual HS Summary Report* provides the counts of students with a beginning enrollment code = 0011 (enrollment in building or grade), or 5544 (transferred in under the NCLB Title I “School in Improvement Status” transfer option), or 7000 (transferred in under the NCLB “Persistently Dangerous School” transfer option), or 7011 (transferred in under the NCLB “Victim of Serious Violent Incident” transfer option) and whose last reason for ending enrollment dated between July 1, 2010 and June 30, 2011 with one of the reason for ending enrollment codes below:

Code	Ending Enrollment Reason
306	Transferred to other high school equivalency (GED) preparation program
289	Transferred to an AHSEP or HSEP program
136	Reached maximum legal age and has not earned a diploma or certificate
340	Left school: first-time dropout
391	Long-term absence (20 consecutive unexcused days)
408	Permanent expulsion (student must be over compulsory attendance age)
425	Left school, no documentation of transfer
357	Left school: previously counted as a dropout
442	Left the U.S.
459	Deceased
8338	Incarcerated student, no participation in a program culminating in a regular diploma.

The annual count of dropouts for the 2010–11 school year may be computed by summing the counts of students reported in the following columns: Transferred to other high school equivalency (GED) preparation program + Reached maximum legal age and has not earned a diploma or certificate + Left school: first-time dropout + Long-term absence (20 consecutive unexcused days) + Permanent expulsion (student must be over compulsory attendance age) + Left school, no documentation of transfer + Incarcerated student, no participation in a program culminating in a regular diploma.

The annual count of noncompleters for the 2010–11 school year may be computed by summing the counts of students reported in the following columns: Transferred to other high school equivalency (GED) preparation program + Transferred to an AHSEP or HSEP program + Reached maximum legal age and has not earned a diploma or certificate + Left school: first-time dropout + Long-term absence (20 consecutive unexcused days) + Permanent expulsion (student must be over compulsory attendance age) + Left school, no documentation of transfer + Incarcerated student, no participation in a program culminating in a regular diploma.

The user may click on the district or school name to retrieve subgroup counts for the district or school selected.

The *District and High School Other Annual Subgroup Reports* provide the counts of students with a beginning enrollment code = 0011 (enrollment in building or grade), or 5544 (transferred in under the NCLB Title I “School in Improvement Status” transfer option), or 7000 (transferred in under the NCLB “Persistently Dangerous School” transfer option), or 7011 (transferred in under the NCLB “Victim of Serious Violent Incident” transfer option) and whose last reason for ending enrollment dated between July 1, 2010 and June 30, 2011 with one of the reason for ending enrollment codes below:

<b>Code</b>	<b>Ending Enrollment Reason</b>
306	Transferred to other high school equivalency (GED) preparation program
289	Transferred to an AHSEP or HSEP program
136	Reached maximum legal age and has not earned a diploma or certificate
340	Left school: first-time dropout
391	Long-term absence (20 consecutive unexcused days)
408	Permanent expulsion (student must be over compulsory attendance age)
425	Left school, no documentation of transfer
357	Left school: previously counted as a dropout
442	Left the U.S.
459	Deceased
8338	Incarcerated student, no participation in a program culminating in a regular diploma.

The annual count of dropouts for the 2010–11 school year for a subgroup may be computed by summing the counts of students reported in the following columns: Transferred to other high school equivalency (GED) preparation program + Reached maximum legal age and has not earned a diploma or certificate + Left school: first-time dropout + Long-term absence (20 consecutive unexcused days) + Permanent expulsion (student must be over compulsory attendance age) + Left school, no documentation of transfer + Incarcerated student, no participation in a program culminating in a regular diploma.

The annual count of noncompleters for the 2010–11 school year for a subgroup may be computed by summing the counts of students reported in the following columns: Transferred to other high school equivalency (GED) preparation program + Transferred to an AHSEP or HSEP program + Reached maximum legal age and has not earned a diploma or certificate + Left school: first-time dropout + Long-term absence (20 consecutive unexcused days) + Permanent expulsion (student must be over compulsory

attendance age) + Left school, no documentation of transfer + Incarcerated student, no participation in a program culminating in a regular diploma.

The user may click on the subgroup name to retrieve subgroup counts for the district or school selected.

The *District and High School Student Detail Reports* provide the following data for each student who included in the Noncompleter report; program group selected, name, state and local student ID, grade, birth date, gender, date of first entry in grade 9, race/ethnicity, disability status, LEP status, NYSAA and safety net eligibility, enrollment status and enrollment status dates, credential earned, and post-secondary plan. Specific information about how data elements are defined is in the appendix.

#### ➤ **Reason for Beginning Enrollment Records**

Only students with one of the following Reason for Beginning Enrollment Record codes are included in the school and district count of graduates, post secondary plans of graduates and noncompleters:

- 0011 — Enrollment in building or grade; or
- 5544 — Transferred in under the NCLB Title I "School in Improvement Status" transfer option; or
- 7000 — Transferred in under the NCLB "Persistently Dangerous School" transfer option; or
- 7011 — Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option.

#### ➤ **Reason for Ending Enrollment Records**

Students with a Reason for Ending Enrollment code 799 AND one of the following valid Credential Type codes will be counted as graduates on the verification reports:

- 762 — Regents Diploma with Honors, for students entering grade 9 on or after July 1, 2001; or
- 813 — Regents Diploma with Honors and with Career & Technical Education Endorsement, for students entering grade 9 on or after July 1, 2001; or
- 779 — Regents Diploma without Honors, for students entering grade 9 on or after 7/1/01; or
- 796 — Regents Diploma without Honors but with Career & Technical Education Endorsement, for students entering grade 9 on or after July 1, 2001; or
- 068 — Local Diploma without Regents Endorsement; or
- 612 — Local Diploma without Regents Endorsement but with Career & Technical Education Endorsement; or
- 680 — Regents Diploma with Advanced Designation; or
- 697 — Regents Diploma with Advanced Designation with Career & Technical Education Endorsement; or
- 714 — Regents Diploma with Advanced Designation with Honors; or
- 731 — Regents Diploma with Advanced Designation with Honors and with Career & Technical Education Endorsement.

#### **IEP diplomas**

Students with a Reason for Ending Enrollment code 085 AND one of the following valid Credential Types will be counted as IEP diploma recipients in the 2010–11 school year:

- 085 — Individualized Education Program (IEP) Diploma;

### **Transfers to GED**

Students with a Reason for Ending Enrollment code 289 (transfer to AHSEP or HSEP) will be counted as a transfer to GED on the verification reports.

### **Dropouts**

Students with one of the following Reason for Ending Enrollment codes will be counted as dropouts on the verification reports:

- 136 — Reached maximum legal age and has not earned a diploma or certificate; or
- 340 — Left school: first-time dropout; or
- 391 — Long-term absence (20 consecutive unexcused days); or
- 408 — Permanent expulsion; or
- 425 — Left school, no documentation of transfer; or
- 306 — Transferred to other high school equivalency (GED) preparation program; or
- 8338 — Incarcerated student, no participation in a program culminating in a regular diploma.

### **Factors that Cause Records to Be Inaccurate**

- Students with a Credential Type code must also have a Reason for Ending Enrollment code and a Date of Ending Enrollment. If a Credential Type code but no Reason for Ending Enrollment code is entered for a student (or a Reason for Ending Enrollment code but no Credential Type code is entered), the student will be counted as still enrolled on the verification reports. Enter the missing code and/or date for the student in the local student management system and resubmit the file to your RIC or Big 5.
- If a student you believe graduated does not appear on the Graduate Report, then complete information was not reported for the student.

### **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>Grade Level</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 "Y" 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</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 "Y" 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 "Y" 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>Credential Earned</b>	Credential earned by the student as reported in SIRS.
<b>Post-Secondary Plans of Graduates</b>	Student's post-secondary plan as reported in SIRS.
<b>NonCompleters</b>	A "Y" indicates the student did not earn a credential.
<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.