

UIAS 2.0 :: Guidance for LEAs and Regional Information Center providers

Disappearing Student Report

- a. *Report Intention:* To alert an LEA to the fact that a student reported by that LEA has a valid enrollment entry code (see bullets under part b Definition below) and no enrollment exit* (see b. *Definition...* below) as of the end of a school year but has no subsequent enrollment entry record within that LEA for the subsequent school year.
- b. *Definition of a "disappearing student":* Student S₁ has a valid enrollment entry code in LEA 'X', building 'A', and the enrollment continues through June 30 of that school year (06/30/yyyy) with no enrollment exit code*.

By rule, an empty exit code implies a continuous enrollment in that location for the following school year, and a subsequent enrollment record with a valid entry code is expected in the following school year (beginning 07/01/yyyy and ending 06/30/yyyy+1).

If no enrollment record with valid entry code is detected within LEA 'X' for the subsequent school year (06/30/yyyy+1), the student will be reported to LEA 'X' as a Disappearing Student.

For the purposes of this report, the following will be considered valid enrollment entry codes (codes for which subsequent school year records will be checked):

- 0011 Enrollment in building or grade
 - 0022 Foreign exchange student enrollment in building or grade
 - 5544 Transferred in under the NCLB Title I "School in Improvement Status" transfer option
 - 5555 Student enrolled for the purpose of recording a test score (walk-in)
 - 5654 Enrollment in a AHSEP or HSEP program
 - 5905 CSE responsibility only
 - 7000 Transferred in under the NCLB "Persistently Dangerous School" transfer option
 - 7011 Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option
- c. *Distribution of Reports:* These reports will be distributed only to an LEA required to take some action (and to the RIC serving that LEA). Reports will not be distributed to LEAs "for information purposes only". In the example above, LEA 'X' would get the report of student S₁'s activity. LEA 'Y' would not get a report of this transaction.

The LEA will receive a report through the IRS-Portal (using their SEDDAS account), and the RIC serving that LEA will receive a copy of the report via their NYSED secure FTP directory.

(Note: As of March 2011, non-public LEAs have no SEDDAS accounts or access to the IRS-Portal. Until non-public LEAs are granted access, RICs must securely deliver UIAS reports to their non-public customers.)

- d. *Report Design:* The report shall select all school age students who meet the definition above (pre-school students should not be included). The following information will be included in the report:
 - Name and BEDS code of LEA receiving the report

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- School years being compared in the report
 - Date of latest data refresh prior to report run
 - Date of report run
 - Name of building (where enrolled as of June 30th of reference year)¹
 - Student Last Name, First Name
 - Student NYSSIS ID
 - Student Local ID
 - Student Grade Level
 - Enrollment record details: Entry date, Entry code, Entry reason
- e. *Report Format:* The sort order for this report should be: LEA name, Building name², Grade level, Student name (Last then First), then local ID. The report format will be comparable to the following sample (In sample report header, variables appear in square brackets. No brackets appear in actual report.):

Disappearing Student Report

LEA [Name]
[2009-10] compared to [2010-11]
Date of Data Refresh [mm/dd/yyyy]
Building of Enrollment: [Name]^{1,2}

BEDS Code [nnnnnnnnnnnn]
Date of Report Execution [mm/dd/yyyy]

Last Name	First Name	NYSSIS ID	Local ID	Grade	Entry Date	Entry Code	Entry Reason
Smith	John	4153196270	0010005784	09	2009-07-01	0011	Enrollment in ...
Jones	Mary	2996572035	0010004988	10	2009-09-01	5905	CSE responsibility
Martyn	Jane	6522147031	0010004902	10	2009-07-01	0011	Enrollment in ...

The following text is included in the report (as the first page of any PDF report; and as a separate “cover” sheet/tab at the front of any XLS report):

“The attached report includes a list of students reported by you (as of the last Level 2 repository refresh cycle prior to the date this report was run) as legally enrolled (having an open enrollment) in your LEA/school as of June 30th of the prior school year (i.e., of the two shown in the report).

The data in the Level 2 repository indicate that students contained in this report may no longer be enrolled in your LEA/school. You should engage in due diligence to determine the correct enrollment status for these students. This includes determining if a student may still be enrolled in your LEA, or determining if you have any written documentation (consistent with State requirements and district policy) that this student has transferred to another LEA.

If the result of your investigation produces the necessary written documentation that determines the status of this student, you are authorized to modify the record in your student management system consistent with your findings for all relevant school years. If you are unable to determine the status of this student, you should follow LEA policy and state regulations in creating an appropriate exit code for this student. You may also need to consider whether NYSSIS IDs are a possible source of discrepancies, in which case these may need to be corrected through the standard NYSSIS troubleshooting procedures.

You may then move the record to the Level 1 repository. Contact your Level 1 operator for more

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information on how to make this change if you are unsure, or if you are making this change after the school year in question is closed out.

Report guidance is available on NYSED's main UIAS resource page (<http://www.p12.nysed.gov/irs/uias/>). Each Big 5 City District and Regional Information Center has at least one designated UIAS Point of Contact to support UIAS reports.

To look up core information (BEDS codes, location names, etc.) for locations providing educational services:

SEDREF ([http://portal.nysed.gov/pls/pref/SED.sed_inst_qry_vw\\$.startup](http://portal.nysed.gov/pls/pref/SED.sed_inst_qry_vw$.startup)) may be used to look up LEA/school location codes and other education institution-related information. SEDREF is publicly available on the NYSED Business Portal (<http://portal.nysed.gov/>).

Helpful tips about the main SEDREF query page:

- ~ When querying the "Name (Popular or Legal)" field, place a percent sign ('%') before AND after the query text (examples: %syracuse%, %syracuse acad%, etc.).
- ~ Please note that BEDS Code is listed as "SED Code".
- ~ See "Public Help" (top of page) for additional usage and tips."

- f. *Known issues:* The following are known issues, with estimated dates for resolution (when known), and any applicable guidance on how to best use these reports (for example, using available workarounds) while issues remain unresolved:

¹ Current reports display *BEDS code* in the header information rather than building *name*. Names will replace BEDS codes beginning with the release of UIAS 3.0 (Fall 2011). In the interim, users unfamiliar with the BEDS codes should use NYSED's Web-based SEDREF application (Web addresses are referenced in the textual guidance provided with each report) to look up codes for any location in question.

² Current reports are sorted in *BEDS code* order rather than alphabetically by building *name*. Sort by name will replace sort by BEDS beginning with the release of UIAS 3.0 (Fall 2011). Users unfamiliar with the BEDS codes should use NYSED's Web-based SEDREF application (Web addresses are referenced in the textual guidance provided with each report) to look up codes for any location in question.

* (Technical note: Once enrollment records with empty exit code fields have passed edit checks and have been staged in the Level 1 Container, they are passed to the Level 2 Statewide data warehouse where the exit code field is populated with a "flag" of 'EOY' indicating an End of Year rollover. While 'EOY' is not "valid" in student management systems or Level 1 datamarts (i.e., it is not listed amongst valid exit codes in the SIRS Manual), it is a "valid code" in the sense that it is used in Level 2 and in the UIAS application to detect a student who has not exited, but whose enrollment in the recorded location is current, or, at the close of a school-year, is expected to continue in that location in the subsequent school year.)