To: BOCES District Superintendents
Superintendents of Schools
Principals of Charter and Other Public Schools

From: Ken Wagner

Date: August 2011

Re: Reporting 2010–11 Teacher and Course Data in SIRS for Federal
Compliance and Analysis Purposes

I am writing to remind you to report 2010–11 student-teacher data in the Student Information Repository System (SIRS), as outlined in the May 2011 memorandum, "Updated Guidance on the Collection and Reporting of Teacher and Course Data in the Student Information Repository System (SIRS)," available at http://www.p12.nysed.gov/irs/sirs/documentation/Teacher-CourseDataCollection-final-5-2-11-2.pdf. These data are necessary for federal compliance purposes and to complete statistical modeling for the development of a growth / value-added model and audit analyses of the relationship between performance on Regents exams and final course grades in the relevant preparation courses. The end-of-year certification deadline is fast approaching, so we encourage you to report your data as quickly and accurately as possible, but no later than the September 30, 2011 final certification deadline.

Teacher and course information must be reported for all **elementary/middle-level courses linked to a State assessment** (e.g., Grades 3-8 ELA and mathematics) and all **secondary-level courses that prepare students to take a Regents exam upon completion of the course** (e.g., Integrated Algebra). All school districts and charter schools must report these data, except that elementary schools with traditional common-branch classes, and/or whose student management systems currently do not assign students to teachers on a subject-by-subject basis, are not required to report this information until 2011–12.

You may review reported data using the *Teacher and Course Verification Reports* in the Level 2 Reporting (L2RPT) System. More information about this system is available at http://www.p12.nysed.gov/irs/level2reports/home.html. If you believe enrollment or course data in the report are inaccurate, you must correct any data errors in your local student management system and ensure that your Level 1 data coordinator loads the data into Level 2 of SIRS by September 30, 2011. If you believe teacher data in the report are inaccurate, please ensure that all teachers in the school have registered to receive a valid staff ID from the Office of Teaching Initiatives using the TEACH System. For more information on this system, see http://www.highered.nysed.gov/tcert/teach/. Additional information on submitting teacher

and course data may be found at
http://www.p12.nysed.gov/irs/sirs/documentation/guidance-Teacher-n-Courses.html.

       If you have questions about this information, please contact the Office of Information and Reporting Services by phone (518-474-7965) or e-mail (dataquest@mail.nysed.gov). You may also contact your Regional Information Center or Big 5 Data Coordinator if you have questions about how to report data to the SIRS or about the data contained in the SIRS. A list of contacts can be found at http://www.p12.nysed.gov/irs/nystart/tips.html#contax. If you have specific questions about the TEACH system, please contact the Office of Teaching Initiatives by phone at 518-474-3901. Thank you for all your work on behalf of all the students of our State.

C: Regional Information Center (RIC) Directors
       Big 5 Data Coordinators
       Regional SIRS Project Managers
       Charter School Network Leaders