

2023-24 End of Year (EOY) Data Certification FAQ

Religious and Independent Schools

Q: Does my school need to submit EOY Data Certification?

A: YES, you need to submit an EOY Data Certification if any of the following are true:

- Your school administers NYS assessments to include Grades 3-8 ELA, Grades 3-8 Math, Grade 5 & 8 Science, NYSESLAT, NYSITELL, any Regents examinations or NYSED-Approved Regents Examination Alternatives used for meeting requirements for a local or Regents diploma.
- Your school awards NYS Regents Diplomas or NYS Local Diplomas. If your school awards only *school diplomas*, you do not need to certify.

If none of the above are true for your school, then you do not need to complete an EOY Data Certification.

Q: What data am I certifying?

A: You are certifying your school’s data are correct in your Level 2 Reporting Environment (L2RPT reports).

| CERTIFICATION REQUIRED | | | |
|------------------------|--------------------------|--------------------|---|
| Folder | Focus | SIRS Report Number | L2RPT Report Title |
| Annual Outcomes | Inform | SIRS-303 | Annual Secondary Assessment Summary Report |
| Annual Outcomes | Inform | SIRS-308 | Annual Graduation Report |
| Annual Outcomes | Program Office Reporting | SIRS-650 | English Language Learner Profile Report |
| Annual Outcomes | Mandated Services Aid | SIRS-653 | Annual Regents Examination Report |
| Tested/ Not Tested | Mandated Services Aid | SIRS-301 | Tested/Not Tested Confirmation Report (<i>certify student tested and not tested counts only; performance data do not require certification</i>) |

Q: Why aren’t some of these reports available for my school? And what should I do?

A: Reports will only display if they include data that you have reported.

For example, if your school does not award Regents or NYS Local diplomas, the Annual Graduation Report will not display. Or if you normally administer NYS Regents exams, but did not administer any this past school year, the report would display, but there would be no data for that school year.

If you do not have data for a particular report, you should select the response “Certification of this report by my entity is not required.”

Q: How do I access the L2RPT reports?

A: If you have difficulty or do not know how to access L2RPT reports, reach out to your Level 1 Center for further assistance.

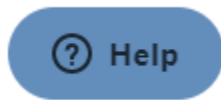
If do not know your Level 1 Center, you can look at the bottom of the following [page](#) under ‘DOWNLOADABLE LISTING of all Level 1 relationships with currently-hosted LEAs.’

Q: How do I complete the form and submit my EOY Data Certification?

A: NYSED prefers you use the IRS Data Exchange (IDEx).

The IDEx is accessed via [the NYSED Application Business Portal](#). If you are unable to access the IDEx, an alternative is to complete the printable [form](#) and submit through Datasupport.

To submit the completed EOY Data Certification form, create a new Datasupport ticket by clicking the blue "Help" button in the lower right corner of the [Information and Reporting Services page](#).



This will open a “Contact us” form.

Include appropriate information in the "Your name" and "Email address" fields, type "EOY Certification" in the "How can we help you?" field, scroll down to attach your Certification Form in the “Attachments” section, then click the [Send] button.

Note: You only need to submit the completed EOY Data Certification form. NYSED does not require copies of your L2RPT reports.

Q: How do I fill out the EOY Data Certification form?

A: You have three options for each L2RPT report when completing your EOY Data Certification Form. Please select one for each report.

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| I attest that my entity has processes in place to review the data for accuracy. | I cannot assure processes were in place to review the data for accuracy, but I understand that the deadline for making corrections has passed and these data will be used for accountability determinations, to populate the New York State Report Cards, and may be used for additional reports to the Board of Regents or for other policy purposes. | Certification of this report by my entity is not required. |
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If you have additional questions, submit a Datasupport ticket.