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TO: District Superintendents  
Superintendent of Public Schools  
Public School Administrators  
Charter School Administrators  
Regional Information Center (RIC) Directors  
Big 5 Data Coordinators  
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy *Rose M. LeRoy*

SUBJECT: New York State Education Department (NYSED) SIRS Data Reporting Requirements

All school districts, BOCES, and charter schools must adhere to data collection and reporting requirements and deadlines for the 2017–18 school year established by NYSED. Data is reported via the Student Information Repository System (SIRS) and the Basic Educational Data System (BEDS) Institutional Master File (IMF). This memo is to inform you of SIRS data collection and reporting requirements, expectations, and outcomes.

Districts, BOCES, and charter schools must have data collection and input processes in place to ensure data are complete and accurate throughout the entire calendar year and are responsible for reporting their data to a Level 1 (L1) data center. Each L1 data center must transfer data submitted by school districts, BOCES, or charter schools to the Level 2 (L2) Statewide Data Warehouse according to prescribed deadlines. To meet L2 deadlines, L1 data centers must schedule and maintain earlier reporting deadlines to enable the best data support possible and allow sufficient time for processing. The deadline for reporting all 2017-18 data to L2 is the close of business on Friday, August 24, 2018. That is, the last day a L1 data center can submit 2017-18 data to the Statewide Data Warehouse. Please contact your Level 1 data center for their required data reporting deadlines.

Effective immediately, NYSED will no longer accept any data beyond the August 24, 2018 deadline. This includes one-off requests from schools, BOCES, charter schools, or level 1 centers and data collected through the “Summer Cleanup Process”. This change is to ensure NYSED’s State and federal reporting deadlines are met and stakeholders can be provided data in a timely manner.

In the past, the Department accepted changes to 3-8 ELA and Math data through the

Summer Cleanup process. This process has contributed to excessive delays in NYSED's ability to publicly report data in a timely manner. An analysis of 2017 data changes from Summer Cleanup show less than 0.01% of all tested students in New York State. In addition, most of Summer Cleanup changes were related to issues with paper-based testing. As we continue to move to full implementation of 3-8 ELA and Mathematics Computer Based Testing, the ongoing need for the process is not necessary. Therefore, the Summer Cleanup processes will no longer be utilized.

School districts, BOCES, and charter schools will continue to have access to the Level 0 Historical (LOH) application. LOH is an online application hosted by the L2 data warehouse. LOH is used to update a select subset of data elements from prior school years only. These data elements include student data domains (demographic, enrollment, programs, and assessments) and staff data (staff evaluation). LOH should not be confused with the Level 0 (L0) application. L0 is used by some districts and schools to load and validate current school year data being sent to their L1 data center or Big 5 Central School District for uploading to the NYSED L2 Statewide Data Warehouse.

District Data Coordinators and L1 data centers are encouraged to utilize the verification reports and reasonableness tools throughout the year to ensure data are complete and correct. These reports are available and refreshed in the Level 2 Reporting environment (L2RPT - <http://www.p12.nysed.gov/irs/level2reports/home.html>).

L2RPT reports reflect data in the L2 statewide data warehouse, are made available through distributed applications at the regional L1 data centers and are aggregated to the region at which they are hosted. L2RPTs are designed to help districts, BOCES, and charter schools verify data submitted to the L2 Statewide Data Warehouse. These reports should be used to ensure data quality through the review, verification and correction of data on an ongoing basis. The Department recommends and supports utilization of L2RPT as a best practice to check and verify data on a regular basis, multiple times, throughout the school year. If data must be updated, changes must be made to the local source system and migrated to the L2 statewide data warehouse through the L1 data centers or Big 5 data coordinators.

User accounts for L2RPT access are created and managed by the superintendent or charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED Business Portal at <http://portal.nysed.gov>. Additional support for authorized users of SEDDAS can be found at <http://www.p12.nysed.gov/seddas/seddashome.html> and may also be provided by your Level 1 data center. Appendix A contains information for how access to L2RPT works for New York City Department of Education (NYCDOE) staff.

Data in the L2 Statewide Data Warehouse is refreshed on a daily or weekly basis (depending on the domain) in Level 2 until the August 24, 2018 end of year deadline. In general, most L2RPT data reports are refreshed weekly at midnight on Fridays. Specific staff data are refreshed in the L2 statewide data warehouse daily and can be viewed through the following L2RPT reports:

- SIRS-317 (Staff Evaluation Rating)
- SIRS-318 (Staff Assignment)
- SIRS-320 (Staff Snapshot)
- SIRS-322 (Staff Tenure).

Districts must work with their RIC or Big 5 data coordinators concerning data loading deadlines. Please see Appendix B, SIRS Reports, for a list of reports to assist with data verification. For additional information concerning End of Year (EOY) L2 statewide data warehouse data and a data certification checklist, visit <http://www.p12.nysed.gov/irs/IRSVerificationandCertification.html>.

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. **It is important that school districts, BOCES, and charter schools ensure their CIOs/Data Administrators are listed in the NYSED SEDREF database to receive notifications.** Additional information about the IRSP is available at <http://www.p12.nysed.gov/irs/irs-portal/>.

It's imperative to understand, all data are considered public records at any time during the school year. The Department extracts data from the data warehouse throughout the school year as needed. These data extracts may be required for State and federal reporting purposes and for other needs as determined by NYSED program offices. **All accountability determinations, State, and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 24, 2018.**

Dates for important NYSED data extracts were distributed to the field in August 2017. These dates are updated and available at <http://www.p12.nysed.gov/irs/>. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. Any updates added to the timeline are communicated to L1 regional data centers as they become available. All data collection and reporting changes for the 2017-18 school year are available in the *2017-18 SIRS Manual* and "Code Changes" documents available at: <http://www.p12.nysed.gov/irs/vendors/home.html>. Please review these changes carefully.

Please share this information with district, BOCES, and school personnel who are responsible for data collection and reporting. Full L2 statewide data warehouse reporting guidance is available in the *2017-18 SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/home.html>. The manual is updated often to provide accurate and complete guidance.

If you have questions about data contained in the L2 statewide data warehouse, contact your Regional Information Center or Big 5 Data Coordinator. For a list of

regional data center contacts, see “RIC/Big 5 Contacts” at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>. If you need further assistance, you may contact the Office of Information and Reporting Services by e-mail at [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC charters schools should contact [CharterSchools@schools.nyc.gov](mailto:CharterSchools@schools.nyc.gov).

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website: [nyccharterdatacentral.esboeces.org](http://nyccharterdatacentral.esbooces.org) or contact the NYC Charter Data Help Desk at: 631-218-4134.

Thank you for your continued attention and dedication to this important work.

## Appendix A

### NYCDOE Schools and New York City Charter Schools

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, teachers and NYC Charter School Leaders.

System Name	Who Has Access			Additional Information
	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available through the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals are available at <a href="http://www.p12.nysed.gov/irs/irs-portal/">http://www.p12.nysed.gov/irs/irs-portal/</a>
L2RPT Verification Reports	Yes	No	Yes	The link to the NYC instance of L2RPT is <a href="https://reports.nycenet.edu/StateL2RPTReports">https://reports.nycenet.edu/StateL2RPTReports</a> . For assistance with L2RPT access, NYCDOE-authorized charter schools may contact <a href="mailto:CharterSchools@schools.nyc.gov">CharterSchools@schools.nyc.gov</a> . Board of Regents and SUNY authorized charter schools should contact <a href="mailto:datasupport@nysed.gov">datasupport@nysed.gov</a> .
NYSED Teacher Access and Authorization (TAA)	No	No	Yes	NYCDOE teachers and principals have access to STARS Classroom to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their school's STARS administrator.