
NYS EDUCATION DEPARTMENT VENDOR INFORMATION FOR SIRS REPORTING IN THE 2021-22 SY

July 14, 2021

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eScholar Template Changes

Student Digital Access New Template

- Beginning in the Fall of 2021, school districts, charter schools and BOCES will report data on students' access to devices and broadband in their places of residence to the New York State Education Department's Student Information and Repository System (SIRS). This information will replace the Technology questions 8B and 8D currently collected as part of the Basic Education Data System (BEDS) Institutional Master File (IMF).
- This collection will help identify specific needs and target resources and funding opportunities when they become available. It is for this reason that NYSED strongly recommends that the student digital access data elements are entered into SIRS as soon as possible during the school year. It is expected that public school districts, BOCES, and charter schools will conduct the survey in the fall of each year.
- Utilizing the eScholar Student Digital Access template, there would be at a minimum, one record for each student grades K-12 (including ungraded elementary and secondary students). If a student remains in one building, schools are encouraged to update information as is possibly feasible. For example, a student may not have had access to Wi-Fi earlier in the year, but now does.
- When a student is later enrolled in a new location (a second school building), a new record would be reported with that building information. The new school should review the information and update as needed.
- For students in full-time out-of-district placements, it is expected that the attending LEA report the survey information. BOCES would only be required to report data for their full-time students as it is expected that students enrolled in a BOCES part-time, such as a CTE program, would have data reported by the accountable school district.

4 Records should be applicable to individual student resources, not defaulted by building without verifying the accuracy of the data.

Student Digital Access eScholar Template for NYS

| STUDENT DIGITAL ACCESS | | | | | | | | |
|------------------------|------------|---|-----------|---------------------------------|--|------------------|---|--------------------------|
| Field# | max Length | FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students | Key Field | NYS, Regional, or Local Purpose | Instructions or Rules | Format | Recommended Codes | BOCES |
| 1 | 8 | *DISTRICT CODE | K | NYS Reporting | Provide the District Code of the District offering the Class (Course and Section combination). Public school districts and BOCES: NYnnnnnn. (NY followed by the first 6 digits of the BEDS code) Charter schools, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code). NYC will use the Geographic District Code | alphanumeric | For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDFEF Query." For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/lrs/SIRS/home.html | BOCES follow same rules. |
| 2 | 6 | *LOCATION CODE (BUILDING OF ENROLLMENT CODE) | K | NYS Reporting | Building code used by the Data Warehouse, uniquely identifying the building in which a student is enrolled, typically assigned by the local student management system. | alphanumeric | | |
| 3 | 10 | *SCHOOL YEAR DATE | K | NYS Reporting | School year date | date yyyymmdd | 2022-06-30 | |
| 4 | 12 | *STUDENT ID | K | NYS Reporting | Unique identifier assigned by the Local Education Agency in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972. | alphanumeric | | |
| 5 | 10 | REPORTING DATE | | | Leave Blank | alphanumeric | | |
| 6 | 25 | *PRIMARY LEARNING DEVICE TYPE CODE | | NYS Reporting | The type of device the student uses most often to complete learning activities away from school. | alphanumeric | Use Codes in SIRS Manual | |
| 7 | 3 | *SCHOOL PROVIDED DEVICE INDICATOR | | NYS Reporting | Indication of whether the school or district issued the student a dedicated school- or district-owned device for the student's use during the school year | alphanumeric | Y=Yes; N=No | |
| 8 | 25 | *PRIMARY LEARNING DEVICE PROVIDER CODE | | NYS Reporting | The provider of the primary learning device. | alphanumeric | Use Codes in SIRS Manual | |
| 9 | 25 | *PRIMARY LEARNING DEVICE ACCESS CODE | | NYS Reporting | The primary learning device is shared or not shared with another individual. | alphanumeric | Use Codes in SIRS Manual | |
| 10 | 3 | *PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR | | NYS Reporting | The primary learning device is sufficient for the student to fully participate in learning activities away from school. | alphanumeric | Y=Yes; N=No | |
| 11 | 3 | *INTERNET ACCESS IN RESIDENCE INDICATOR | | NYS Reporting | The student is able to access the internet in their primary place of residence to participate in school requirements. | alphanumeric | Y=Yes; N=No | |
| 12 | 25 | *INTERNET ACCESS BARRIER CODE | | NYS Reporting | An indication of the primary barrier to having internet access in the student's primary place of residence. | alphanumeric | Use Codes in SIRS Manual | |
| 13 | 20 | *INTERNET ACCESS TYPE CODE | | NYS Reporting | The primary type of internet service used in the student's primary place of residence. | alphanumeric | Use Codes in SIRS Manual | |
| 14 | 25 | *INTERNET PERFORMANCE CODE | | NYS Reporting | Indicates whether the student can complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by poor internet performance in their primary place of residence. | alphanumeric | Y=Yes; N=No | |
| 15 | 10 | *SURVEY DATE | | | Report the actual date the survey information was collected. If portions of the survey were collected on different days, report the last day of the month in which the survey was completed. Date must fall within current school year. | date yyyymmdd | | |

Note: School districts, charter schools, and BOCES should begin loading data in the fall. Complete records must be reported.

Student Digital Access – Codes in SIRS Manual

| FIELD NUMBER | FIELD NAME | LOOKUP_CODE | LOOKUP_DESC |
|--------------|---|---------------|-----------------------|
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | DESKTOP | DESKTOP |
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | LAPTOP | LAPTOP |
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | TABLET | TABLET |
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | CHROMEBOOK | CHROMEBOOK |
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | SMARTPHONE | SMARTPHONE |
| 6 | PRIMARY LEARNING DEVICE TYPE CODE | NONE | NONE |
| 7 | SCHOOL PROVIDED DEVICE INDICATOR | Y | Yes |
| 7 | SCHOOL PROVIDED DEVICE INDICATOR | N | No |
| 8 | PRIMARY LEARNING DEVICE PROVIDER CODE | PERSONAL | PERSONAL |
| 8 | PRIMARY LEARNING DEVICE PROVIDER CODE | SCHOOL | SCHOOL |
| 8 | PRIMARY LEARNING DEVICE PROVIDER CODE | NONE | NONE |
| 9 | PRIMARY LEARNING DEVICE ACCESS CODE | NO DEVICE | NO DEVICE |
| 9 | PRIMARY LEARNING DEVICE ACCESS CODE | SHARED | SHARED |
| 9 | PRIMARY LEARNING DEVICE ACCESS CODE | NOT SHARED | NOT SHARED |
| 10 | PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR | Y | Yes |
| 10 | PRIMARY LEARNING DEVICE SUFFICIENCY INDICATOR | N | No |
| 11 | INTERNET ACCESS IN RESIDENCE INDICATOR | Y | Yes |
| 11 | INTERNET ACCESS IN RESIDENCE INDICATOR | N | No |
| 12 | INTERNET ACCESS BARRIER CODE | AVAILABILITY | AVAILABILITY |
| 12 | INTERNET ACCESS BARRIER CODE | COST | COST |
| 12 | INTERNET ACCESS BARRIER CODE | OTHER | OTHER |
| 12 | INTERNET ACCESS BARRIER CODE | NONE | NONE |
| 13 | INTERNET ACCESS TYPE CODE | RESBROADBAND | RESIDENTIAL BROADBAND |
| 13 | INTERNET ACCESS TYPE CODE | CELLULAR | CELLULAR |
| 13 | INTERNET ACCESS TYPE CODE | MOBILEHOTSPOT | MOBILEHOTSPOT |
| 13 | INTERNET ACCESS TYPE CODE | COMMUNITYWIFI | COMMUNITYWIFI |
| 13 | INTERNET ACCESS TYPE CODE | SATELLITE | SATELLITE |
| 13 | INTERNET ACCESS TYPE CODE | DIALUP | DIALUP |
| 13 | INTERNET ACCESS TYPE CODE | NONE | NONE |
| 14 | INTERNET PERFORMANCE CODE | Y | Yes |
| 14 | INTERNET PERFORMANCE CODE | N | No |

Student Lite

Student Address fields 29-33 will be edited by L0, L2

| STUDENT LITE | | | | | | | | |
|--------------|------------|---|-----------|---------------------------------|--|--|---|------------------|
| Field Number | Max Length | FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students | Key Field | NYS, Regional, or Local Purpose | Instructions or Rules | Format | Recommended Codes | BOCES Collection |
| 29 | 30 | *ADDRESS 1 (STUDENT'S ADDRESS LINE 1) | | NYSSIS and State Reporting | First line of the address of the student's principal residence. Provide the number, street, and apartment number. Do not include P.O. Box. | alphanumeric | | Yes |
| 30 | 30 | ADDRESS 2 (STUDENT'S ADDRESS LINE 2) | | NYSSIS and State Reporting | Second line of the address of the student's principal residence, if applicable, after using the first line. Do not include P.O. Box. | alphanumeric | | Yes |
| 31 | 25 | *CITY (STUDENT'S ADDRESS CITY) | | NYSSIS and State Reporting | City of the student's principal residence. | alphanumeric | | Yes |
| 32 | 2 | *STATE (STUDENT'S ADDRESS STATE CODE) | | NYSSIS and State Reporting | 2-character U.S.P.S. state code for the student's principal residence. | alphanumeric | U.S. Postal Service state codes: http://www.usps.com/ncsc/lookups/usps_abbreviations.html | Yes |
| 33 | 10 | *ZIP CODE (STUDENT'S ADDRESS ZIP CODE) | | NYSSIS and State Reporting | 5-character U.S.P.S. zip code or 9-character U.S.P.S. zip code with a dash after the first 5. | alphanumeric nnnnn or nnnnn-nnnn | | Yes |
| 34 | 14 | *HOME PHONE (PHONE AT PRIMARY RESIDENCE) | | NYSSIS | Area code and phone number at the student's principal residence. If there is no phone at the principal residence, record the number most frequently used to contact the student's primary guardian. For unlisted numbers, use the area code and zeros. | alphanumeric nnn-nnn-nnnn | | Yes |
| 35 | 40 | *PRIMARY GUARDIAN NAME (STUDENT'S GUARDIAN ONE NAME) | | NYSSIS | Name of the parent or legal guardian who enrolled the student. Be sure to include ONLY the first and last name of one individual within this field. Do not combine both guardians within this cell. | alphanumeric | Format: Firstname Lastname | Yes |

Student Lite

Student Address fields will be edited by L0, L2

To provide accurate information in these fields, the following business rules will become effective in Fall 2021:

- An Address 1 that is blank or contains a PO (“PO”, “P O “, “P.O.”) box will receive the following error:
DMI I04 Address 1 is missing or contains a PO Box number & bad data
- An Address 2 that contains a PO (“PO”, “P O “, “P.O.”) box will receive the following error:
DMI I05 Address 2 should not contain a PO Box number & bad data
- Except when Address 1 = “UNKNOWN”, if City is blank, you will receive the following error:
DMI I06 City is missing.
- Except when Address 1 = “UNKNOWN”, if State is blank or does not match a value in the STATE ABBR Master Lookup table (will include Canadian Provinces) you will receive the following error:
DMI I07 State is missing or invalid & bad data
- Except when Address 1 = “UNKNOWN”, if a Zip Code is blank or is less than 5 characters you will receive the following error:
DMI I08 Zip Code missing or is less than 5 characters & bad data.

Note: Report “UNKNOWN” in Address 1 when unable to determine address.

SIRS Code Changes and Guidance

Student Daily Attendance

PRESENT (PRSNT) and TARDY (T) CODES Being Eliminated

- In 2021-22, LEAs will report both positive and negative attendance.
- Students present for the instruction for the day, irrespective of instructional modality, should be reported with the codes **PRSNT-IN, PRSNT-OUT**. There must be an attendance record for every student on all instructional days.
 - On days when a student is suspended, both Level 0 and Level 2 require two attendance records.
 - One record has the suspension code (ISS or OSS).
The second record has one of the following attendance codes: E (Excused), U (Unexcused), **T-IN, T-OUT** (Tardy), **PRSNT-IN, PRSNT-OUT**.
- **To determine the physical location of the student the PRSNT-IN, PRSNT-OUT, T-IN, T-OUT codes are required in 2021-22.**
- Each day a Present or Tardy attendance code is reported for a student, an instructional modality must also be reported. This identifies the mode for which the instruction was provided to that student on that day. The codes are as follows: R (Remote); IN (In-Person); B (Both).

Student Daily Attendance

Required Codes For 2021-22

| Code | Description |
|------------|--------------------------|
| *PRSNT-IN | Present In School |
| *PRSNT-OUT | Present Out Of School |
| E | Excused |
| ISS | In-School Suspension |
| OSS | Out-of-School Suspension |
| *T-IN | Tardy In School |
| *T-OUT | Tardy Out Of School |
| U | Unexcused |

* Codes PRSNT (Present) and T (Tardy) eliminated in 2021-22 and replaced with IN, OUT codes above.

SIRS Code Changes

Miscellaneous Codes

| Template | Field | Action | Code | Description |
|-----------------------|------------------------|--------|-------|--|
| Staff Tenure Snapshot | #4 (Tenure Area Code) | ADD | OTH | *OTHER |
| Program Fact | #5 (Program Code) | ADD | 8313 | Received Seal of Civic Readiness |
| Program Fact | #13 (Exit Reason Code) | ADD | 3050 | **ELL Eligibility Exit Using August/September 2021 NYSITELL score only |
| Student Lite | #11 (Gender Code) | ADD | X | Nonbinary |
| Staff Snapshot | #20 (Gender Code) | ADD | X | Nonbinary |
| Student Lite | #53 (Career Path Code) | ADD | CIVIC | Civic Readiness |

Assessment Fact template: Refer to [SIRS Manual](#) Assessment Fact table for information

Course template: Refer to [NYSED Course Code Catalog](#) for 2021-22 Codes. Notification will be provided there when codes are available.

* Code to be used when a locally granted teacher tenure area cannot be mapped to any of the current state tenure area codes.

** Report a Program service exit code for students whose ELL eligibility ended because the student scored at the Commanding level on the August or September 2021 special administration of the NYSITELL. Refer to SIRS Manual for additional information.

Reminders

Course Instructor Assignment (CIA) And Student Class Entry Exit (SCEE)

Reminders

- Use unique sections when reporting courses/sections in a building.
- Do not extract multiple records for the same student in the same course for reporting ELA grades 3-8. If breaking out Reading and Writing, suppress one or map the writing component to a Prior-to-Secondary Writing course. In CIA, multiple teachers can be reported on the same section.
- Librarian Code 99000, AIS, Reading codes... reported in CIA would not need a SCEE record. Refer to SIRS Manual for listing.
- Use the Special Ed and ENL Indicators for staff. Bilingual certified staff should be reported using field 20 on CIA with a language other than English.
- Districts should be able to start moving Course Instructor Assignment and Student Class Entry in the fall.

AP & IB Course & Assessment Codes

- All Advanced Placement and International Baccalaureate courses must be reported with their respective assessments.
-
- Districts should only be reporting AP and IB courses approved by the College Board and IB. AP and IB courses should be reported using the appropriate SCED codes. If mapped to non AP or IB courses (e.g. Regents courses), the counts will not be available on the AP and IB public report on data.nysed.gov
 - New assessment codes are often created each year and made available in the SIRS Manual <http://www.p12.nysed.gov/irs/vendors/home.html> .
 - Districts should be ready to load AP & IB Assessment data when they receive results from IB and the College Board in July and before the NYSED data warehouse closes in August. Vendors should be prepared to assist as needed by the beginning of July.

NYSED Vendor Collaboration

Vendor Testing Site

NYSED Partnership with Greater Southern Tier (GST) and Mohawk Regional Information Center (MORIC)

<https://vts.gstboces.org/>

| 2019-20 Pilot Year | 2020-21 | 2021-22 + beyond |
|---|---|---|
| Vendor Registration/Survey and NYSED LISTSERV | Vendor Registration/Survey and NYSED LISTSERV | Vendor Registration/Survey and NYSED LISTSERV |
| | Annual Form Updates | Annual Form Updates |
| | Level 0 Training | Level 0 Training (for new staff) |
| NYSED will be testing the new platform. | Data Extract Testing (Basic) | Data Extract Testing (Advanced) |
| | Level 0 Phone/email support | Level 0 Phone/email support |

Vendor Registration Form for NYSED Vendor Listserv Access and Test Access (part 1)

NYS Education Department Local Education Agency Data Vendor Registration Form

This form is required to be submitted by all Student, HR/Finance, Special Education, Educator Management, Response To Intervention, and Cafeteria Management vendors contracting with public and private school districts, BOCES and charter schools in New York State for the purposes of preparing data for submission to the NYSED's Student Information and Repository System (SIRS).

| | |
|---|--|
| Vendor Company Contact Information | |
| Vendor Company Name | |
| Vendor Company Address | |
| | |
| Primary Contact Name | |
| Primary Contact (Title) | |
| Primary Contact Phone Number | |
| Primary Contact email | |
| | |
| Additional Contact Name | |
| Additional Contact (Title) | |
| Additional Contact Phone Number | |
| Additional Contact email | |

Vendor Registration Form for NYSED Vendor Listserv Access and Test Access (part 2)

| Product Information | |
|--|--|
| Product Name | |
| Product Type (Student, Spec. Ed, HR, Cafeteria, etc) | |
| Release Number | |
| Release Date | |
| Estimated number of NYS Public school districts supported | |
| Estimated number of NYS Non-Public school districts supported | |
| Estimated number of NYS BOCES supported | |
| Estimated number of NYS Charter schools supported | |
| Primary Contact Name | |
| Primary Contact (Title) | |
| Primary Contact Phone Number | |
| Primary Contact email | |
| Additional Contact Name | |
| Additional Contact (Title) | |
| Additional Contact Phone Number | |
| Additional Contact email | |

Vendor Registration Form For NYSED Vendor Listserv Access and Test Access (part 3)

| NYSED SIRS Templates supported for this product Y/ N | |
|--|--|
| Assessment Acc Mod Fact | |
| Assessment Fact | |
| Assessment Response | |
| Assessment Session Fact | |
| Attendance Codes | |
| Course | |
| Course Instructor Assignment | |
| Day Calendar | |
| Location Marking Period | |
| Programs Fact | |
| School Entry Exit | |
| Special Education Events | |
| Special Education Snapshot | |
| Staff Assignment | |
| Staff Attendance | |
| Staff Evaluation Rating | |
| Staff Snapshot | |
| Staff Student Course | |
| Staff Tenure Snapshot | |
| Student Class Entry Exit | |
| Student Class Grade Detail | |
| Student Credit GPA (Regional Reporting) | |
| Student Daily Attendance | |
| Student Lite | |
| Student Digital Access | |

Resources

Additional Resources (part 1)

Templates and Collection Requirements

- <http://www.p12.nysed.gov/irs/vendors/home.html>

SIRS Guidance

- <http://www.p12.nysed.gov/irs/sirs/>

Latest News/Memos

- <http://www.p12.nysed.gov/irs/news.html>
- <http://www.p12.nysed.gov/irs/memos/>

APPR (Staff Evaluation) Guidance

- <https://www.engageny.org/tle-library>

Comprehensive State Course Catalog

- <http://www.p12.nysed.gov/irs/courseCatalog/home.html>

Additional Resources (part 2: Vendor Support page)

<http://www.p12.nysed.gov/irs/vendors/home.html>

NYSED.gov
IRS
Information and Reporting Services

Search IRS

NYSED / P-12 / IRS / Level 0 Documentation 16.02 Vendor Support for Student Management Systems /

Vendor Support for School Districts and BOCES

This site provides guidance to New York State school data systems vendors regarding the collection of data in the Student Information Repository System.

Questions? Click on the blue Help button below.

Technical Information

2020-21

- [2020-21 Code Changes](#) [Updated 02/16/2021]
- [2020-21 Templates](#) [Updated 03/02/2021]
- [2020-21 CTE CIP Codes](#) [Updated 11/30/2020]
- [SCED Course Codes \(NYS Comprehensive Course Catalog\)](#)

2019-20

- [2019-20 Code Changes](#) [Updated and posted 11/01/19]
- [2019-20 Vendor PowerPoint](#) [Updated and posted 07/23/19- for additional updates, see Code Change document]
- [2019-20 Templates](#) Updated and posted 01/15/20]
- [2019-20 SIRS Reporting Timeline](#) [Updated and posted 11/01/2019]
- [VTS Registration Training final](#) [Posted 12/4/2019]

Additional Resources (part 3)

General Questions: <https://datasupport.nysed.gov/>

Staff Evaluation Questions: educatoreval@nysed.gov

Vendor Testing Site (VTS) Support: vtssupport@gstbooces.org