

SUBJECT: TIME SENSITIVE - MUST READ: Required maintenance of student demographic and outcome data

Dear NYS 21st CCLC Program Managers and Data Managers,

This message explains important requirements for maintaining student demographic and outcome data, beginning with Year 1 records. Please read it carefully.

As you know, NYSED will be providing certain student records required for the Annual Performance Reports through our Student Information Repository System (SIRS). These include outcome indicators (State test results, school day attendance, and in-school suspensions), as well as certain student demographic variables.

It is important to remember that these records will not be received from SIRS until well after the end of the school year, and because of stipulations in New York State Title 2d laws, ***local program staff and evaluators cannot obtain access to records provided by SIRS.***

Because many programs require access to such records in order to assess their local program objectives and/or for program administration purposes, ***all such programs still need to obtain any required records from their partnering school district(s)*** in accordance with their previously approved Partnership Agreement. Programs can either enter these records into EZReports and back them up later, or keep these records in a separate database external to EZReports.

VERY IMPORTANT: When it is uploaded to EZReports by NYSED next fall, the SIRS data will *overwrite* any records currently in those data fields in EZReports. For this reason, if you have already entered demographic data into EZReports, ***it is essential that you back it up as soon as possible after the end of the program year,*** before it is overwritten by the SIRS data. Note that all other student and program data in EZReports still need to be kept up to date.

This overwrite will affect many of the demographic fields in EZReports among those listed below.

Records that may be overwritten with SIRS data next fall:

- DOB
- Age
- Grade Level
- Sex
- Race
- Bilingual
- Gifted & Talented
- Homeless
- School
- Education Program/Special need
- Primary Language
- Disability

- State test results
- School day attendance
- In-school suspensions

If you have been maintaining such records in a location separate from EZReports, please continue to do so – it will not be necessary to upload them to EZReports.

Following are instructions for backing up your data if you have already entered student demographic data into EZReports.

Backing up student data from EZReports:

1. The easiest way to back up your student demographic records from EZReports is to run custom reports through the Report Wizard and save the resulting Excel file. To obtain a report of student demographics:
2. Log into the 2022-23 EZReports system at the program or site level
3. Click **Reports**, then **Report Wizard**
4. In the **Report Type** tab:
 - a. Select Report Type = List
 - b. Select Report On = Student
 - c. Select Report Output = Student Demographics
5. In the **Report Input** tab:
 - a. For Student Status, select *All*. [This will include students who had participated and since dropped, but still need to be reported on.]
 - b. Leave all other filters blank (Registration Date, Enrollment, Attendance, Demographics, Grade, Sex, Race, Student ID, Location, Education Program/Special Need, Transportation, and Activities). [This will ensure that the report includes all students who participated this year.]

6. In the **Report Fields** tab, check any demographics that you will need for your records. *Be certain to include:*
 - a. DoB
 - b. EZReports ID
 - c. NYSSIS State Student ID (required for all programs outside of NYC)
and/or
OSIS Student ID (required for all NYC programs)
 - d. Grade Level
7. Click **View Excel Report** and save to your hard drive. If you have a large population, it may take several minutes for the report to generate; see instructions at the bottom of the page if the report does not appear.

If you need to back up state test data:

8. Repeat Steps 1. – 4.b. above
9. For step 4.c., Select Report Output = Test Information
10. Repeat Step 5. for **Report Input** tab.
11. In the **Report Fields** tab,
 - a. Check DoB, EZReports ID, and NYSSIS State Student ID *and/or* District Student ID
 - b. Check *Test Date, Test Score* and/or *Proficiency Level* as needed for your program outcomes

Reconciling “Data Checks” in EZReports:

As of this writing, for any participants whose demographic records were blank for ESL/LEP, Special Needs, Free/Reduced Lunch, Ethnicity, or Race, the blank will be replaced with a value of “Unknown”.

When you run the EZReports “Data Check” function for APR reporting, it will generate a warning if you are missing some data, including demographic information. You may approve the exceptions for missing Ethnicity, Race, ESL/LEP, Free/reduced lunch, and Special Needs data, as these data will be provided by SIRS for APR purposes. However, ***if your program requires these demographic data for local evaluation purposes, do not ignore these warnings.***

You can either:

- a) Download all demographic data now and fill in the missing records in your external database, *or*
- b) Fill in the missing records in EZReports now and download to an external database some time before the SIRS upload.