



**BEDS Day (October 5th 2011) Enrollment Verification Report  
for Supplemental Counts for State Aid Calculations  
Level 2 Reporting (L2RPT)  
Report Guide**

## **Purpose**

**The BEDS Day Enrollment Verification Report for Supplemental Counts for State Aid Calculations** will allow staff to verify records in the Student Information Repository System (SIRS) pertaining to particular counts of resident and non-resident students as of BEDS Day 2011. These particular student counts are used in State aid calculations. In general terms, the majority of state aid is reserved for students based on where they are enrolled, however textbook and transportation aid is reserved for students based on their district of residence. For textbook and transportation aid, non-resident enrolled students are excluded while resident students enrolled outside of the district are included. This report provides the ability to “drill-thru” to student detail information for any student count that is displayed in order to determine the accuracy or lack thereof for the demographic and program information that cause students to be placed in the various categories.

**The BEDS Day Enrollment Verification Report for Supplemental Counts for State Aid Calculations** is scheduled for a March 2012 deployment. The report includes two parts: Summary Level and Student Detail Level. The following is an overview of each:

**Summary Level** provides counts of resident and non-resident students whose repository records show that as of BEDS Day 2011 they were included in particular subgroups. Subgroup data are displayed for your information only in this report. Only the counts displayed on the “All Students” line will be used for State Aid purposes.

**Student Detail Level** provides underlying student detail for any cell in the Summary Level. Student Detail will list every student who was counted in that cell along with the location, student’s district of residence, grade, gender, ethnicity, economic, LEP, and disability status. Information in the Student Detail must be accurate in order for information presented in the Summary Level to be accurate.

## **Accessing reports**

All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. Please consult the main L2RPT Report Guides page (<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>) for general instructions, including how to obtain User ID and passwords through the SED Delegated Account

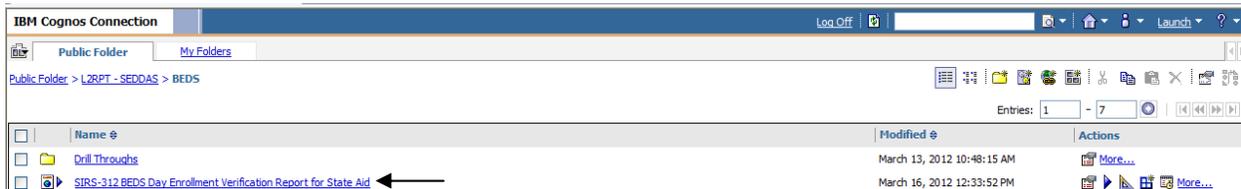
System (SEDDAS) to gain access. If you have trouble accessing your reports or need guidance, please contact the appropriate L2RPT support contacts at your center (<http://www.p12.nysed.gov/irs/nystart/tips.html#contax>).

To access the BEDS Day Enrollment Verification Report for Supplemental Counts for State Aid Calculations once logged in to your local L2RPT/Cognos environment:

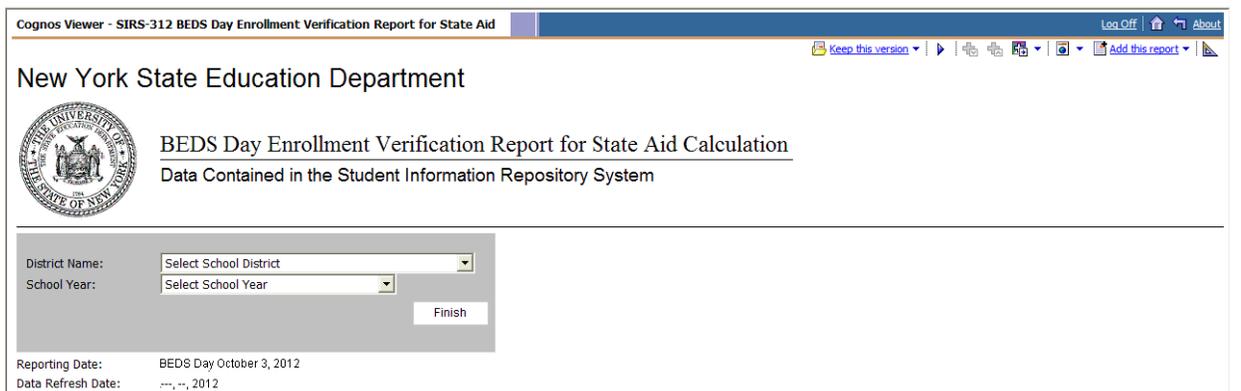
1. Click on the folder “BEDS”.



2. Click on “SIRS-312 BEDS Day Enrollment Verification Report for State Aid”.



3. Choose “District Name”, then “School Year”.



(Note: Please be aware that there may be a delay of 1-3 seconds after selecting from each dropdown). After most selections an hourglass will appear with the message “Your report is running”.

4. Click “Finish”.

## Summary Level

Cognos Viewer - SIRS-312 BEDS Day Enrollment Verification Report for State Aid

New York State Education Department

BEDS Day Enrollment Verification Report for State Aid Calculation  
Data Contained in the Student Information Repository System

District Name: NAME - CODE  
School Year: 2012 - 13  
Finish

Reporting Date: BEDS Day October 3, 2012  
Data Refresh Date: ---, --, 2012

Student Subgroup (accountability subgroups are marked with an asterisk(*))	Incarcerated youth in correctional facilities operated by a county or the City of New York for whom this district is providing educational services regardless of district of residence (a)	Resident students not included on any regular day school register enrolled in approved AHSEP programs or HSEP programs operated by		Resident students for whom this district is paying tuition or could be charged tuition (exclude Preschool, PreK, AHSEP or HSEP)					Students who are not residents of this district and for whom tuition is or could be charged (exclude Preschool, PreK and homeless)		Students who are not residents of this district that are participating in the voluntary Inter-District Urban-Suburban Transfer Program (k)
		This District (b)	Other Provider (c)	Students enrolled full-time in other public school districts (d)	Students enrolled full-time at BOCES (e)	Students with disabilities attending schools under Sections 4201, 4402 or 4407 of Education Law (include placements at Special Act Districts and state-supported nonpublic schools) (f)	Students with disabilities attending the NYS School for the Blind at Batavia or the NYS School for the Deaf at Rome (g)	Resident students unable to be present in school who are instructed at home or in a hospital setting at district expense (h)	Residents of New York State (i)	Not residents of New York State (j)	
<b>*All Students</b>	<b>2</b>	<b>24</b>	<b>2</b>	<b>184</b>	<b>114</b>	<b>13</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>
Female	0	11	0	101	34	2	0	8	0	0	0
Male	2	13	2	83	80	11	0	14	0	0	0
*American Indian/Alaska Native	0	0	0	1	0	0	0	0	0	0	0
*Black	1	19	0	29	72	10	0	15	0	0	0
*Hispanic	0	1	0	9	13	0	0	4	0	0	0
*Asian/Pacific Islander	1	2	0	5	2	0	0	0	0	0	0
*White	0	1	2	138	25	3	0	2	0	0	0

Note: The screenshot above shows only a portion of the student subgroups.

### Data Elements on Summary Level

The majority of students in this report fall into two general classes: 1) resident students who are enrolled outside of this district and 2) non-resident students who are enrolled in this district. Columns and data displayed on the Summary are:

- Incarcerated youth in correctional facilities operated by a county or the City of New York for whom this district is providing educational services regardless of district of residence.
- Resident students not included on any regular day school register enrolled in approved AHSEP programs or HSEP programs operated by:
  - This District
  - Other Provider

- Resident students for whom this district is paying tuition or could be charged tuition (exclude Preschool, PreK, AHSEP or HSEP):
  - Students enrolled full-time in other public school districts
  - Students enrolled full-time at BOCES
  - Students with disabilities attending schools under Sections 4201, 4402 or 4407 of Education Law (include placements at Special Act Districts and state-supported nonpublic schools)
- Students with disabilities attending the NYS School for the Blind at Batavia or the NYS School for the Deaf at Rome.
- Resident students unable to be present in school who are instructed at home or in a hospital setting at district expense.
- Students who are not residents of this district and for whom tuition is or could be charged (exclude Preschool, PreK and homeless):
  - Residents of New York State
  - Not residents of New York State
- Students who are not residents of this district that are participating in the voluntary Inter-District Urban-Suburban Transfer Program.

### **Subgroups reported on Summary Level**

Subgroup data are displayed for your information only in this report. Only the counts displayed on the “All Students” line will be used for State Aid purposes. Student Accountability Subgroups are marked with an asterisk (\*) as indicated in the report. If there are no members present in any given subgroup in a local education agency’s (LEA) outcomes, that subgroup row is suppressed from the display. The Summary Level provides information on the following Student Subgroups:

- All Students \*
- Female
- Male
- American Indian/Alaska Native \*
- Black \*
- Hispanic \*
- Asian/Pacific Islander \*
- White \*
- Multiracial \*
- General Education Students
- Students with Disabilities \*
- Former Students with Disabilities
- Not Limited English Proficient
- Limited English Proficient \*
- Former Limited English Proficient

- Economically Disadvantaged \*
- Not Economically Disadvantaged
- Migrant
- Not Migrant

### Sources of BEDS Day Enrollment in SIRS

To be included in the BEDS Day enrollment count, the beginning enrollment date must be on or before BEDS Day 2011, and the ending enrollment date must be NULL, on or after BEDS Day 2011.

The following chart lists the types of data displayed in the report, and where the data is taken from within SIRS. The guidance information for SIRS can be found at:

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

<u>Common Data Name</u>	<u>SIRS Field Name</u>	<u>SIRS Template</u>	<u>Field #</u>	<u>Codes/Notes</u>
Grade (available in student detail level report ONLY)	Enrollment Grade Level	School Entry Exit	8	In "SIRS Codes and Descriptions" document (see SIRS link above), under Grade Level Codes and Descriptions: all grade codes except PS and GD
Gender	Gender Code	Student Lite	11	Male, Female
Ethnicity	Hispanic Ethnicity Indicator	Student Lite	42	Y/N
	Race 1, 2, 3, 4, 5	Student Lite	12, 43-46	American Indian/Alaskan Native Asian/Pacific Islander Black White (see notes below) Multiracial (calculated code – see notes below)

Disability Status	Program Code	Programs Fact	5	In "SIRS Codes and Descriptions" document (see SIRS link above), under the section "Program Service Codes and Descriptions"
Limited English Proficient	Program Code	Programs Fact	5	0231
Formerly Limited English Proficient	Program Code	Programs Fact	5	Determined at Level 2 – Generated if the student was reported as 0231 in either of the two prior school years and is not LEP in the current year.
Economically Disadvantaged	Program Code	Programs Fact	5	0198
Migrant	Migrant (Migrant Indicator)	Student Lite	48	Y/N
Homeless	Homeless (Homeless Indicator)	Student Lite	47	Y/N
Student ID	Student ID (School district Student ID)	Student Lite	4	Local Student ID
NYSSIS ID	Student ID Alt	Stud Ident	-	Unique State-assigned ID
Student	Last Name Short First Name Short Middle Initial	Student Lite	5 6 7	-----
Location	Location Code (Building of Enrollment Code)	School Entry Exit	2	e.g., 010100010034
District of Residence	District Code of Residence	Student Lite	41	e.g., "NY010100"

## Notes regarding Ethnicity codes:

- Hispanic or Latino: if Hispanic Ethnicity Indicator = YES regardless of race or races reported.
- Multiracial: if Hispanic Ethnicity Indicator = NO and two or more races reported.
- Asian or Pacific Islander: if Hispanic Ethnicity Indicator = NO and Asian or Pacific Islander reported.

## Student Detail Level

To review and verify the accuracy of records included in the summary, users may access student detail by clicking the active, (linked) data in a cell in the summary (a process called drilling down). The student detail highlighting that group of students opens in a separate browser window. Student Detail provides information on individual students, including data elements used to determine subgroup membership. For each student, the Student ID, NYS Student Identification System (NYSSIS) ID and Student Name are displayed. Page navigation on the bottom of the screen is used to traverse the list of students which is in alphabetical order by student last name.

Cognos Viewer - SIRS - 312 BEDS DAY Enrollment Verification Report State Aid Calculation Student Subgroup Details

New York State Education Department

 BEDS Day Enrollment Verification Report for State Aid Calculation - Student Details  
Data Contained in the Student Information Repository System

District Name/Code: NAME - CODE  
School Year: 2012 - 13  
Reporting Date: BEDS Day October 3, 2012  
Data Refresh Date: ---, --, 2012  
Student Subgroup: All Students

Student ID	NYSSIS ID	Student	Location	District of Residence	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligible	Former LEP	Disability Status	Migrant	Homeless
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Male	Black or African American						
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Male	Black or African American	YES					
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Male	Multiracial						
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Female	Black or African American						
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Female	Black or African American						
*****	*****	Last, First	ABC CITY SCHOOL DISTRICT	DISTRICT	GD	Female	Hispanic or Latino	YES					

## Data Verification

To verify the data, compare the counts of students in each cell with any trusted source that the district or school might have. One source might be tabulations that have been extracted from your local student management system or from Level 0 in accordance with the BEDS data source grid provided in this guidance. In all cases, counts displayed in this verification report should be compared to counts reported in items 1b1, 1b2, 1c, 2, 3 and 4 of the BEDS District Summary Form via the BEDS Online. The BEDS Online data are the official source for State Aid for 2011-12. The first order of business is to correct any errors in the data reported in the BEDS Online, followed by making any necessary corrections to relevant data in SIRS. Your school or district BEDS Coordinator will be able to provide copies of pertinent BEDS items for Fall 2011. The reports will not be complete unless your district has submitted all the required data to Level 1 (and the data have then been submitted to Level 2).

## Exporting Data from Reports

Users may export data from L2RPT for viewing in HTML, XML, Excel, or PDF. To export to Excel:

- Choose View in Excel Options
- Choose View in Excel 2002 Format

To generate excel export you will need to change settings in Internet Explorer:

- On Menu bar – Click Tools then Internet Options
- Click “Security” tab
- Click “Trusted sites”
- Click “Sites”
- Add http:// plus the web address (Make sure to remove the check from “Require server verification (https:) for all sites in this zone”)
- Click “Close”
- Lower the “Security level” bar for this zone to “Medium-low”
- Click “Apply”
- Click “OK”

## What if a count is inaccurate?

- If you believe a count is inaccurate, select that count by clicking on it. This will generate the corresponding student detail to see the list of the students counted. Review the list to determine whether or not students are not accounted for or are included incorrectly.
- All identified errors must be corrected in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your regional information center (RIC). If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP. NYC staff can see these changes in an ATS RDGS report. Staff may contact the New York City Department of Education State and Federal Evaluation Team at [nystartsupport@schools.nyc.gov](mailto:nystartsupport@schools.nyc.gov)
- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.
- If you do not see a record for a student who is enrolled in your school or district, or if you see a record for a student who is not enrolled in your school or district, you will need to determine what school or district had reporting responsibility for that student. If your school or district had reporting responsibility, then the

“Location Code” on the student’s enrollment record will need to be corrected as necessary. If your school or district did not have reporting responsibility, then the school or district that did will need to be determined, contacted and the “Location Code” on the student’s enrollment record corrected as necessary.

**What is the deadline for submitting and correcting data?**

The BEDS report for your district will not include data until after your Level 1 Repository operator submits records to Level 2. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2:

<http://www.p12.nysed.gov/irs/nystart/certification.html>

**FERPA Confidentiality Clause**

The Federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work.

Specific information about safeguarding student privacy is available on these websites:

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>