



**BEDS Day (October 5 2011) Enrollment Verification Report
Level 2 Reporting (L2RPT)
Report Guide**

Purpose

The **BEDS Day Enrollment Verification Reports** will facilitate confirmation that all students known to be enrolled in your district or charter school as of BEDS Day 2011 have records in the Repository and that those records accurately contain certain demographic and program information. The 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.

It is important that BEDS enrollment data be verified as accurate in the repository, as they impact a number of areas, including but not limited to:

- accountability decisions
- State aid calculations
- generating targeted federal program aid
- factors such as LEP counts for Part 154
- School Report Cards
- and are also provided to the media and general public upon request as your district or school’s official enrollment counts as recognized by SED.

The BEDS Day Enrollment Verification Report will be made available in November 2011. The report includes two parts: Summary Level and Student Detail Level. The following is an overview of each:

Summary Level provides counts of students whose repository records show that they were enrolled in a school in your district or in your charter school as of BEDS Day in any of grades pre-kindergarten through grade 12, including ungraded elementary and ungraded secondary. Counts of students are provided by grade as well as by accountability subgroup. Students are counted solely on the basis of enrollment and the consequent expectation of attendance in a specific school or location. District of reporting responsibility and district of residence, though they usually correlate highly with the location of enrollment, do not directly determine the BEDS Day Enrollment. Students may be the reporting responsibility of one district but enrolled in another; likewise students may be residents of one district but enrolled in another.

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 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 once logged in to your local L2RPT/Cognos environment:

1. Click on the folder "BEDS".



2. Click on "SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup".



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

Student Subgroup (accountability subgroups are marked with asterisks (*))	BEDS DAY ENROLLMENT																		
	Total (PreK-12, UGE, UGS)	Pre- Kinder- garten Half-day	Pre- Kinder- garten Full-day	Kinder- garten Half-day	Kinder- garten Full-day	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Ungraded Elementary (UGE)	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Ungraded Secondary (UGS)
* All Students *	500	0	0	0	0	0	0	0	0	0	0	0	0	0	125	125	125	115	10
Female	250	0	0	0	0	0	0	0	0	0	0	0	0	0	50	100	50	100	0
Male	250	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50	50	0
* American Indian/Alaska Native *	25	0	0	0	0	0	0	0	0	0	0	0	0	0	25	10	15	15	0
* Black *	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	15	20	25	0
* Hispanic *	15	0	0	0	0	0	0	0	0	0	0	0	0	0	15	20	25	20	0

Note: The above screenshot shows only a portion of the subgroups included on the summary.

Data Elements on Summary Level

The Beds Day Enrollment Verification Report shows counts of students enrolled on BEDS Day by grade level. Columns and data displayed on the Summary are:

- Total (PreK-12, UGE, UGS)
- Pre-Kindergarten Half-day
- Pre-Kindergarten Full-day
- Kindergarten Half-day
- Kindergarten Full-day
- Grades 1-6 individually
- Ungraded Elementary (UGE)
- Grades 7-12 individually
- Ungraded Secondary (UGS)

NOTE: GED and pre-school students are not included in this report.

Subgroups reported on Summary Level

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

Sources of BEDS Day Enrollment in SIRS

Students with the following beginning enrollment codes in SIRS are included in the BEDS Day enrollment counts:

- 0011 (Enrollment in building or grade)
- 0022 (Foreign Exchange Student)
- 5544 (Transferred under NCLB Title 1, School in Improvement Status)
- 7000 (Transferred under NCLB, Persistently Dangerous School)
- 7011 (Transferred under NCLB, Victim of a Serious Violent Incident)

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 BEDS 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	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
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	Student Lite	5	-----
	First Name Short		6	
	Middle Initial		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. BEDS Day Enrollment 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 - 313 BEDS DAY Enrollment Verification Report by Location of Enrollment & Student Subgroup Details Log Off

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BEDS Day Enrollment Verification Report - Student Details

Data Contained in the Student Information Repository System

District Name/Code: _____
 School Location: _____
 School Year: 2011-12
 Reporting Date: BEDS Day October 5, 2011
 Data Refresh Date: 9/21/2011
 Student Subgroup: All Students

Student ID	NYSSIS ID	Student	Location	District of Residence	Grade	Gender	Ethnicity	Economically Disadvantaged	LEP Eligible	Former LEP	Disability Status	Homeless
000012345	1234567891	Smith, Jane	ABC HIGH SCHOOL	ABC SCHOOL DISTRICT	9	Male	White	YES			Learning Disability	
000054321	2345678901	Smith, John	ABC HIGH SCHOOL	ABC SCHOOL DISTRICT	10	Female	White		YES			
000023456	3456789012	Smith, Robert	ABC HIGH SCHOOL	ABC SCHOOL DISTRICT	11	Male	American Indian or Alaska Native	YES				

Data Verification

To verify the enrollment 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 lieu of other favored sources, student counts by school, grade, race/ethnicity, and gender in the BEDS Day Enrollment Verification Report may be compared with question three (3) of the Fall 2010 BEDS Online School Data Form as a point of reference. If the Fall 2010 BEDS Online is used as a point of reference, schools will need to keep in mind yearly fluctuations in enrollment levels and possible addition or loss of a grade or grades in a school due to reorganization. Your school or district BEDS Coordinator will be able to provide copies of pertinent BEDS Online enrollment for Fall 2010 if you believe that would be useful as a point of reference for data verification.

Districts are expected to have repository records for all applicable students in grades pre-kindergarten to grade 12, including ungraded elementary and ungraded secondary. 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
- 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. The last day for submitting data from Level 1 to Level 2 is December 30th. The final date for submitting the 2011-12 BEDS Day Enrollment Certification form is January 6th. The form is available on the IRS website: <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>