



**BEDS Day (October 5th 2011) Enrollment Verification Report
by District of Residence
Level 2 Reporting (L2RPT)
Report Guide**

Purpose

The BEDS Day Enrollment Verification Report by District of Residence will allow staff to verify records in the Student Information Repository System (SIRS) pertaining to counts of enrolled students by grade and by their District of Residence as of BEDS Day 2011. The District of Residence is the district that a school-age child is entitled to attend based on the location of their residence. District of Residence is used in calculations for textbook and transportation aid, and provides insight into from where charter schools, magnet schools and nonpublic schools draw their students. 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 information that cause students to be placed in the various categories.

It is important that BEDS enrollment by District of Residence be verified as accurate in the repository, as they impact State Aid calculations.

The BEDS Day Enrollment Verification Report by District of Residence 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 students by grade and by District of Residence as of BEDS Day in any of grades pre-kindergarten through grade 12, including ungraded elementary and ungraded secondary. This report is viewable for both individual schools as well as for the District BEDS Total. 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 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.

Note: Subgroup data are displayed for your information only in this report. Data by subgroup are not used in State Aid calculations.

Accessing reports

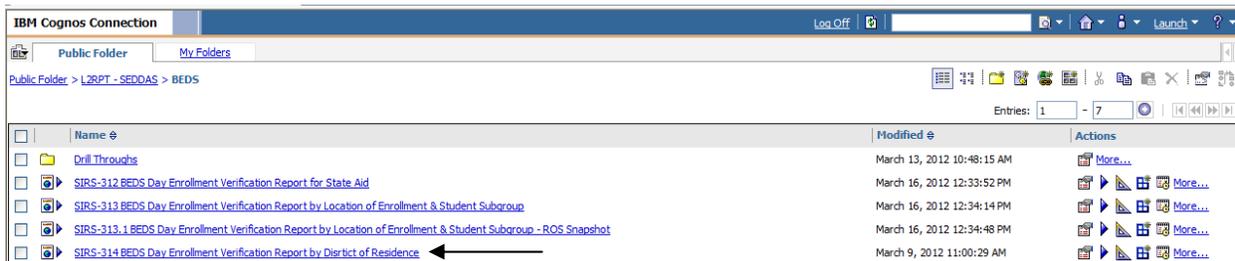
All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. Please consult the main L2RPT Report 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 by District of Residence once logged in to your local L2RPT/Cognos environment:

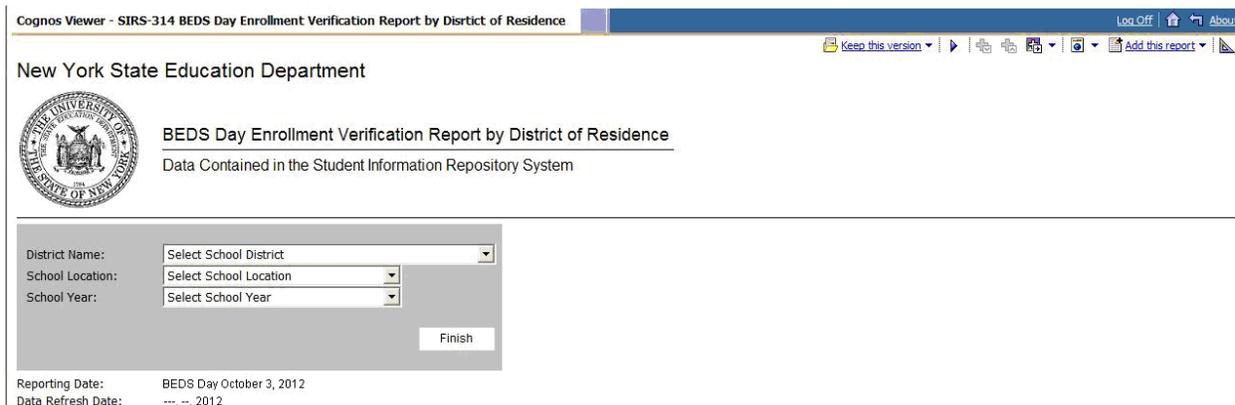
1. Click on the folder “BEDS”.



2. Click on “SIRS-314 BEDS Day Enrollment Verification Report by District of Residence”.



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

Cognos Viewer - SIRS-314 BEDS Day Enrollment Verification Report by District of Residence

New York State Education Department



BEDS Day Enrollment Verification Report by District of Residence
Data Contained in the Student Information Repository System

District Name: NAME - CODE
School Location: SCHOOL
School Year: 2012 - 13

Finish

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

		BEDS DAY ENROLLMENT																			
District of Residence	District Code	Total (PreK-12, UGE, UGS)	Pre-Kindergarten Half-day	Pre-Kindergarten Full-day	Kindergarten Half-day	Kindergarten 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)	
District	*****	1,106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	302	281	264	239	20
District	*****	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0
District	*****	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0

Data Elements on Summary Level

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

- District of Residence
- District Code
- 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.

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
			12, 43-	American

	Race 1, 2, 3, 4, 5	Student Lite	46	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	Student Lite	47	Y/N

Indicator)				
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 - 314 BEDS DAY Enrollment Verification Report by District of Residence - Student Details

New York State Education Department



BEDS Day Enrollment Verification Report by District of Residence - Student Details
Data Contained in the Student Information Repository System

District Name: NAME - CODE
School Location: SCHOOL
School Year: 2012 - 13
Reporting Date: BEDS Day October 3, 2012
Data Refresh Date: ---, --, 2012

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	10	Female	White						
*****	*****	Last, First	ABC City School District	DISTRICT	09	Female	White						
*****	*****	Last, First	ABC City School District	DISTRICT	10	Female	White						
*****	*****	Last, First	ABC City School District	DISTRICT	14	Male	White				Intellectual Disability		
*****	*****	Last, First	ABC City School District	DISTRICT	12	Female	Hispanic or Latino						
*****	*****	Last, First	ABC City School District	DISTRICT	09	Female	Hispanic or Latino						

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. One strategy for a district may be to focus on those select students who are not residents of the district to ensure that their student records are correct in SIRS. Charter schools will need to thoroughly review all of their student counts. 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.

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>