



**BEDS Day (October 5th 2011) Enrollment Verification Report  
for District Pre-K  
Level 2 Reporting (L2RPT)  
Report Guide**

## **Purpose**

**The BEDS Day Enrollment Verification Report for District Pre-K** will allow staff to verify records in the Student Information Repository System (SIRS) pertaining to Pre-K Half-Day and Full-Day enrollment, including Universal Pre-K (UPK) funded students, as of BEDS Day 2011. 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 information that cause students to be placed in the various categories.

**The BEDS Day Enrollment Verification Report for District Pre-K** 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 Pre-K students, including UPK funded students, in Full-Day and Half-Day enrollment.

**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 on this report. Data by subgroup are not used in State Aid calculations.

## **Accessing reports**

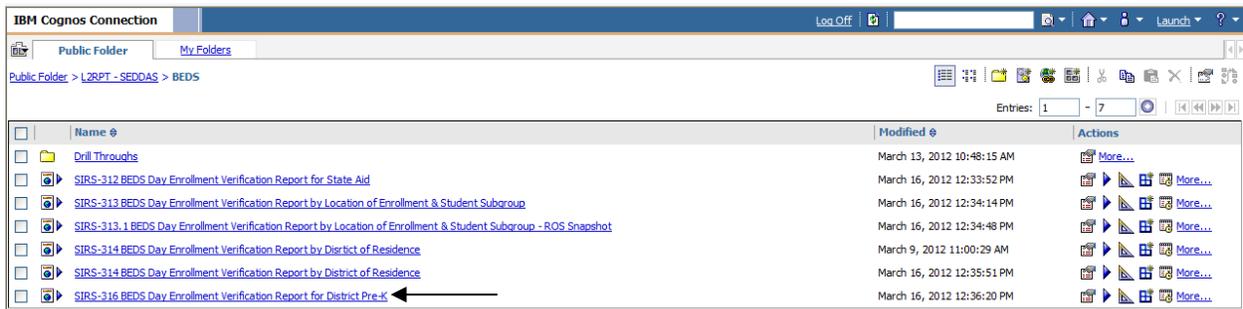
All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. Please consult the main L2RPT Report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

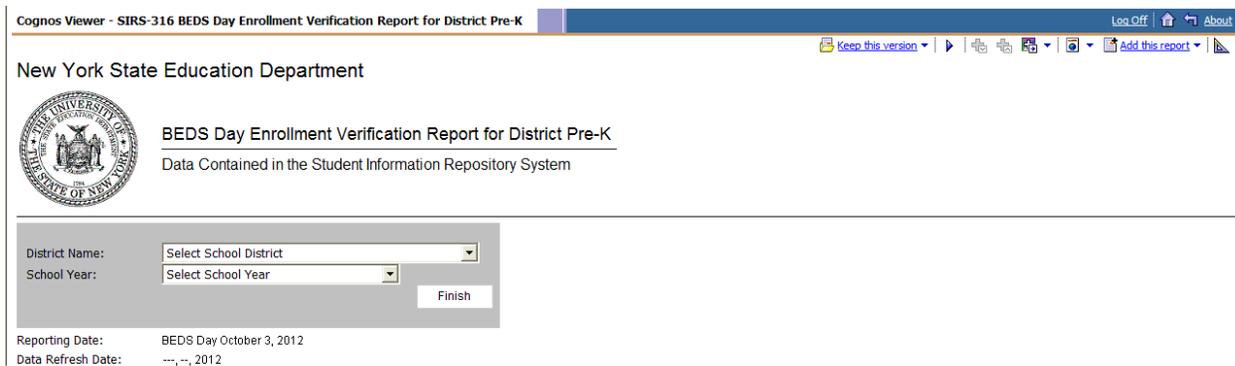
1. Click on the folder “BEDS”.



2. Click on “SIRS-316 BEDS Day Enrollment Verification Report for District Pre-K”.



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-316 BEDS Day Enrollment Verification Report for District Pre-K

New York State Education Department



BEDS Day Enrollment Verification Report for District Pre-K  
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

Program Description	Half-Day	Full-Day
<b>Total Pre-K Students</b>	<b>0</b>	<b>518</b>
UPK Funded Students in District Operated Classrooms	0	127
UPK Funded Students in CBO Operated Settings	0	342
Pre-K Students NOT Funded by UPK Money	0	49
Day care center	0	135
Head Start	0	21
Nonpublic School	0	136

## Data Elements on Summary Level

This report includes total counts of Pre-K students enrolled on BEDS Day.

Columns and data displayed on the Summary are:

- Total Pre-K Students – Half Day and Full-Day
- Pre-K Students NOT Funded by UPK Money: – Half Day and Full-Day
  - Day care center – Half Day and Full-Day
  - Head Start – Half Day and Full-Day
  - Nonpublic School – Half Day and Full-Day
  - Family (including Group) day care
  - Nursery School
  - BOCES
  - Special Ed 4410 Preschool
  - Library
- UPK Funded Students in District Operated Classrooms – Half Day and Full-Day
- UPK Funded Students in CBO (Community-Based Organization) Operated Settings – Half Day and Full-Day

## 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 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
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	Student Lite	5	-----
	First Name Short		6	
	Middle Initial		7	
Location	Location Code (Building of	School Entry Exit	2	e.g., 010100010034

Enrollment Code)				
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 - 316 BEDS DAY Enrollment Verification Report for District Pre-K - Student Details

New York State Education Department

**BEDS Day Enrollment Verification Report for District Pre-K - Student Details**  
Data Contained in the Student Information Repository System

District Name: NAME - CODE  
School Year: 2012 - 13  
Reporting Date: BEDS Day October 3, 2012  
Data Refresh Date: ---, --, 2012  
Program Session: HALF Day Total Pre-K 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	UNIVERSAL PK	DISTRICT	PKH	Female	White						
*****	*****	Last, First	UNIVERSAL PK	DISTRICT	PKH	Female	White				Pre-School Student with a Disability		
*****	*****	Last, First	UNIVERSAL PK	DISTRICT	PKH	Male	White						
*****	*****	Last, First	UNIVERSAL PK	DISTRICT	PKH	Female	White						
*****	*****	Last, First	UNIVERSAL PK	DISTRICT	PKH	Male	White						
*****	*****	Last, First	UNIVERSAL PK	DISTRICT	PKH	Male	White						

### Data Verification

To verify the enrollment data, compare the counts of students in each cell with any trusted source that the district 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 item “1e” and “1f” of the BEDS District Summary Form via the BEDS Online. The BEDS Online data are the official source for both Pre-K enrollment and State Aid for 2011-12. The first order of business is to correct any error in the data reported in the BEDS Online followed by making any necessary corrections to relevant data in SIRS. 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 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.

### **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>