



Total Cohort Summary Reports Level 2 Reporting (L2RPT) Report Guide

Purpose:

The **2010-11 Total Cohort Summary Reports** show total cohort enrollment, district and school enrollment outcomes, and percentages of students identified with these outcomes. The cohort groups included on this report are the 2005 Total Cohort after six years, the 2006 Total Cohort after five years, and the 2007 Total Cohort after four years, as they appear in the Student Information Repository System (SIRS). Summary reports show aggregated data; corresponding Student Detail Reports provide information on individuals in student subgroups. The reports allow staff to verify cohort enrollment outcomes, and that all students who are the reporting responsibility of the district have been reported accurately in SIRS. Data from these verification reports are used to evaluate schools and districts for accountability purposes, inform policy decisions, improve educational curricula and instruction, and satisfy federal reporting requirements.

4-, 5-, and 6-Year Outcomes for Cohort groups as of June 30 – Overview:

2007 Total Cohort

“4 Year Outcomes” are for cohort members 4 years after first entering grade 9 or, for ungraded students with disabilities, 4 years after turning seventeen years old.

2006 Total Cohort

“5 Year Outcomes” are for cohort members 5 years after first entering grade 9 or, for ungraded students with disabilities, 5 years after turning seventeen years old.

2005 Total Cohort

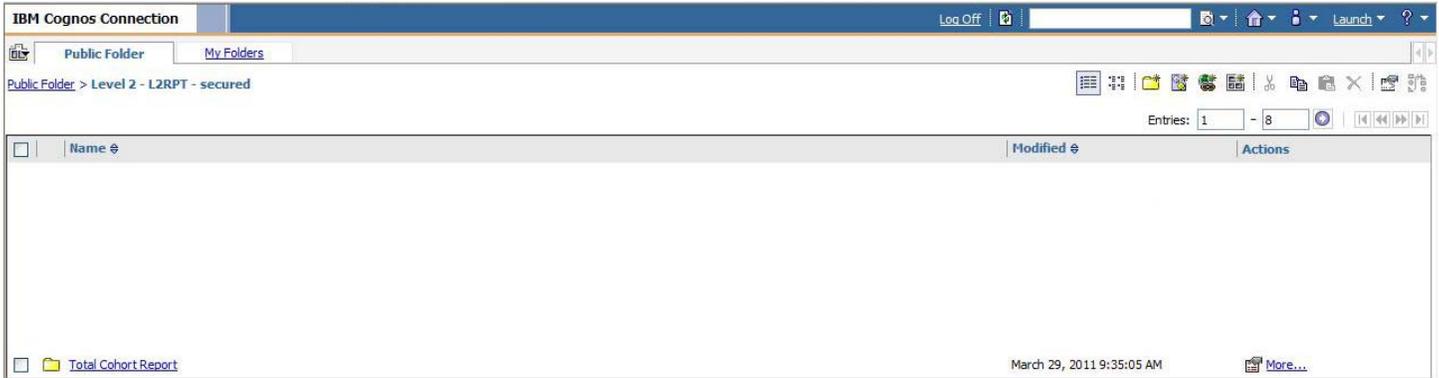
“6 Year Outcomes” are for cohort members 6 years after first entering grade 9 or, for ungraded students with disabilities, 6 years after turning seventeen years old.

Accessing Reports:

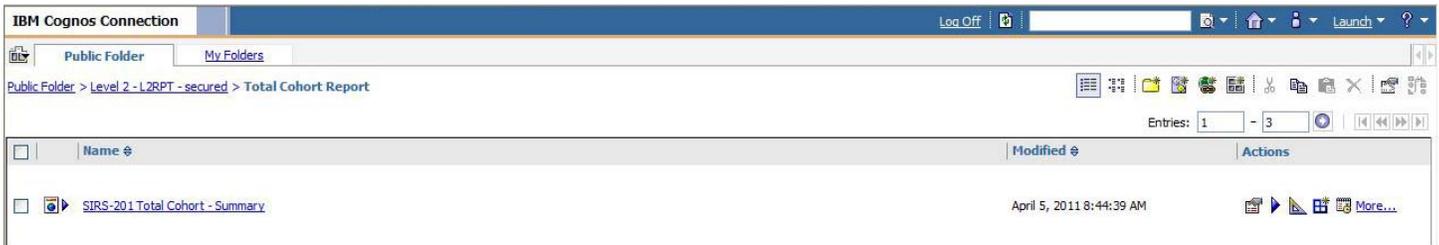
All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. **Please consult the main L2RPT Report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

Once logged in to your local L2RPT/Cognos environment, to access the **Total Cohort Summary** report:

1. Click on the folder “Total Cohort Report”.



2. Click on “SIRS-201 Total Cohort - Summary”.



3. Choose:

- School or District Name (which also displays the corresponding school/district code).
- School Year: 2010-11.
- Cohort Membership:
 - 2007 Total Cohort - 4 Year Outcome - August 2011
 - 2007 Total Cohort- 4 Year Outcome
 - 2006 Total Cohort - 5 Year Outcome - August 2011
 - 2006 Total Cohort - 5 Year Outcome
 - 2005 Total Cohort - 6 Year Outcome
- Enrollment Duration:
 - All Outcomes
 - Less than 5 months
 - 5 months or more

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Total Cohort - Summary

Data Contained in the Student Information Repository System

School or District Name:

School Year:

Cohort Membership:

Enrollment Duration:

Data Refresh Date:

Student Subgroup (accountability subgroups are marked with an asterisk (*))	Cohort Enrollment as of June (a)	Total Graduates (b+c+d)	Graduates Earning Local Diplomas (b)	Regents Diplomas without Advanced Designation (c)	Regents Diplomas with Advanced Designation (d)	IEP Diplomas (e)	Still Enrolled (f)	Transferred to AHSEPP/HSEPP (g)	Dropped Out (h)	Unknown Outcome (i)	% Graduated ((b+c+d)/(a)) * 100	% IEP Diploma ((e)/(a)) * 100	% Still Enrolled ((f)/(a)) * 100	% Transferred to AHSEPP ((g)/(a)) * 100	% Dropped Out ((h)/(a)) * 100	% Unknown ((i)/(a)) * 100
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To assist in the verification process, estimated rates for graduation and other outcomes are computed on this report. These estimates are computed using the data that have been reported to the Level 2 warehouse as of the data refresh date.

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 Report View

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Total Cohort - Summary

Data Contained in the Student Information Repository System

School or District Name:

School Year:

Cohort Membership:

Enrollment Duration:

Data Refresh Date:

Student Subgroup (accountability subgroups are marked with an asterisk (*))	Cohort Enrollment as of June (a)	Total Graduates (b+c+d)	Graduates Earning Local Diplomas (b)	Regents Diplomas without Advanced Designation (c)	Regents Diplomas with Advanced Designation (d)	IEP Diplomas (e)	Still Enrolled (f)	Transferred to AHSEPP/HSEPP (g)	Dropped Out (h)	Unknown Outcome (i)	% Graduated ((b+c+d)/(a)) * 100	% IEP Diploma ((e)/(a)) * 100	% Still Enrolled ((f)/(a)) * 100	% Transferred to AHSEPP ((g)/(a)) * 100	% Dropped Out ((h)/(a)) * 100	% Unknown ((i)/(a)) * 100
* All Students																
Female																
Male																
* American Indian/Alaska Native																
* Black																
* Hispanic																
* Asian/Pacific Islander																
* White																
* Multiracial																
General Education Students																
* Students with Disabilities																
Not Limited English Proficient																
* Limited English Proficient																
Formerly Limited English Proficient																
* Economically Disadvantaged																
Not Economically Disadvantaged																

The following data appear on the district and school summary reports:

- Cohort Enrollment as of June: Column (a).
- Total Graduates: Columns (b+c+d).
- Graduates Earning Local Diplomas: Column (b).
- Regents Diplomas without Advanced Designation: Column (c).
- Regents Diplomas with Advanced Designation: Column (d).
- Individualized Education Program (IEP) Diplomas: Column (e).
- Still Enrolled: Column (f).
- Transferred to Alternative High School Equivalency Preparation Program (AHSEP)/ High School Equivalency Preparation Program (HSEPP) : Column (g).
- Dropped Out : Column (h).
- Unknown Outcome: Column (i).
- % Graduated: Columns $((b+c+d)/(a)) * 100$.
- % IEP Diploma: Columns $((e)/(a)) * 100$.
- % Still Enrolled: Columns $((f)/(a)) * 100$.
- % Transferred to AHSEP: Columns $((g)/(a)) * 100$.
- % Dropped Out: Columns $((h)/(a)) * 100$.
- % Unknown: Columns $((i)/(a)) * 100$.

Student Accountability Subgroups are marked with an asterisk (*) as indicated in the report.

If there are no members present in any given subgroup in an LEA's outcomes, that subgroup row is suppressed from the display. Summary Level Reports provide information on the following Student Subgroups for a cohort:

- * All Students
- Female
- Male
- * American Indian/Alaska Native
- * Black
- * Hispanic
- * Asian/Pacific Islander
- * White
- General Education Students
- * Students with Disabilities
- Not Limited English Proficient
- * Limited English Proficient
- Formerly Limited English Proficient
- * Economically Disadvantaged
- Not Economically Disadvantaged
- Not Migrant

Student Detail Report

To review and verify the accuracy of records included in the summary report, users may access student detail reports by clicking the active, (linked) data in a cell in the summary report (a process

called drilling down). A student detail report highlighting that group of students opens in a separate browser window. Total Cohort Summary Reports provide 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.

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Total Cohort - Detail

Data Contained in the Student Information Repository System

Location: Subgroup Selection: **All Students**
 School Year: **2010-11** Cohort Enrollment as of June
 Enrollment Duration: **All Outcomes**
 Membership: **2006 Total Cohort - 5 Year Outcome**
 Data refresh date: **May 30, 2011**

Student ID	NYSSIS ID	Student	5 Month Enrolled Flag	Enrollment Exit Reason	GED Flag	GED Exit Reason	Diploma Type	Grade	Date of Birth	Gender	Date Entry Gr9	Ethnicity	Economically disadvantaged	LEP eligible	Former LEP	LEP duration	Disability	NYSSAA eligible	Migrant
										Male		Black or African American							
										Female		Black or African American							
										Female		Black or African American							
										Female		Black or African American							
										Female		Black or African American							
										Male		Hispanic or Latino							
										Male		White							
										Female		Hispanic or Latino							

Top | Page up | Page down | Bottom

The following data appear on the Student Detail Reports:

- **Student ID:** Student's unique district-wide student identifier assigned by the district (Local ID), as reported in SIRS.
- **NYSSIS ID:** Student's unique statewide student identifier obtained from the NYSSIS system (State ID), as reported in SIRS.
- **Student:** Last Name, First Name.
- **5 month Enrolled Flag:** Yes or blank.
- **Enrollment Exit Reason:** Reason for ending enrollment: Graduated, Transferred, Left school (without graduating), or N/A.
- **GED Flag:** Yes or blank.

- **GED Exit Reason:** Reason Number or blank.
- **Diploma Type:** Type of Diploma earned (along with corresponding Diploma code) or blank.
- **Grade:** grade reported for the student during the reporting year.
- **Date of Birth:** The student's date of birth, used to determine the cohort year for ungraded students with disabilities.
- **Gender:** Male or Female.
- **Date Entry Grade 9:** The date the student first entered grade 9, used to determine the student's cohort year.
- **Ethnicity:** American Indian or Alaska Native, Black or African American, Hispanic or Latino, Asian, White, or Multiracial: The student's racial/ethnic group as reported in SIRS at any time during the 2010–11 school year.
- **Economically disadvantaged:** Yes or blank; A "Yes" in this column indicates a student was reported in SIRS at any time with a Program Service code 0198, *Poverty- from low-income family*.
- **LEP Eligible:** Yes or blank; A "Yes" in this column indicates a student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0231, which identifies the student as limited English proficient (LEP) and therefore eligible for LEP services. LEP is defined under Part 154 of the Regulations of the Commissioner. LEP students must take this assessment to evaluate English proficiency even if they take the Regents Comprehensive Examination in English or, for certain LEP students with disabilities, an RCT in reading or writing or the New York State Alternate Assessment (NYSAA) in ELA.
- **Former LEP:** Yes or blank; A "Yes" in this column indicates a student who was formerly identified as LEP but reached proficiency in English on the New York State English as a Second Language Achievement Test (NYSESLAT) in one of the previous two school years. LEP is defined under Part 154 of the Regulations of the Commissioner.
- **LEP duration:** Numeric or blank; the cumulative number of years a student has received LEP Services/instruction in English.
- **Disability:** Disability type listed below or blank. The student's disability as reported in SIRS at any time during the 2010–11 school year. All students identified as having a disability must have an appropriate program service record. Program Service type of disability or blank.
 - 0352 Autism
 - 0363 Emotional Disturbance
 - 0385 Learning Disability
 - 0396 Mental Retardation
 - 0407 Deafness
 - 0418 Hearing Impairment
 - 0429 Speech or Language Impairment
 - 0440 Visual Impairment (includes Blindness)
 - 0451 Orthopedic Impairment
 - 0462 Other Health Impairment
 - 0473 Multiple Disabilities

- 0484 Deaf-Blindness
- 0495 Traumatic Brain Injury
- **NYSAA Eligible:** Yes or blank. A “Yes” indicates that the student was reported in SIRS at any time during the 2010–11 school year with a Program Service code 0220, indicating that the committee on special education identified the student as severely cognitively disabled and subject to Alternate Standards.
- **Migrant:** Title I – Part C: Education of Migratory Children — 0330.

Exporting Data from Reports

Data from summary and detail reports may be exported as a text file, to excel, or as an HTML, XML or PDF file. Information on how to use the export function is below.

Export the student detail to Excel as follows:

1. Choose view in Excel Options
2. Choose view in Excel 2002 Format

Note: To generate Excel export you will need to change settings in Internet Explorer.

3. On Menu bar – Click Tools then Internet Options
4. Click “Security” tab
5. Click “Trusted Sites”
6. Click “Sites”
7. Add your http:// web address (Make sure to remove the check from “Require server verification (https:) for all sites in this zone”)
8. Click “Close”
9. Lower the “Security level” bar for this zone to “Medium-low”
10. Click “Apply”
11. 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 report 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. You 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.

What is the deadline for submitting and correcting data?

The confirmation report for your district will not include data until after your Level 1 Repository operator submits the assessment records to Level 2. Your RIC or Big 5 district will notify you when your reports are available. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2.

Record Keeping

Districts and schools are encouraged to save or print copies of their confirmation reports for their records. Data in the SIRS as of the NYSED reporting deadline (September 30, 2011) will be used to determine 2011–12 accountability and for the New York State Report Card as well as other required reports. As such, districts and schools must save or print copies of their confirmation reports that reflect the data as of the September 30, 2011 deadline.

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>