



2010–11 Reasonableness Report Data Contained in the Student Information Repository System Report Guide

Purpose

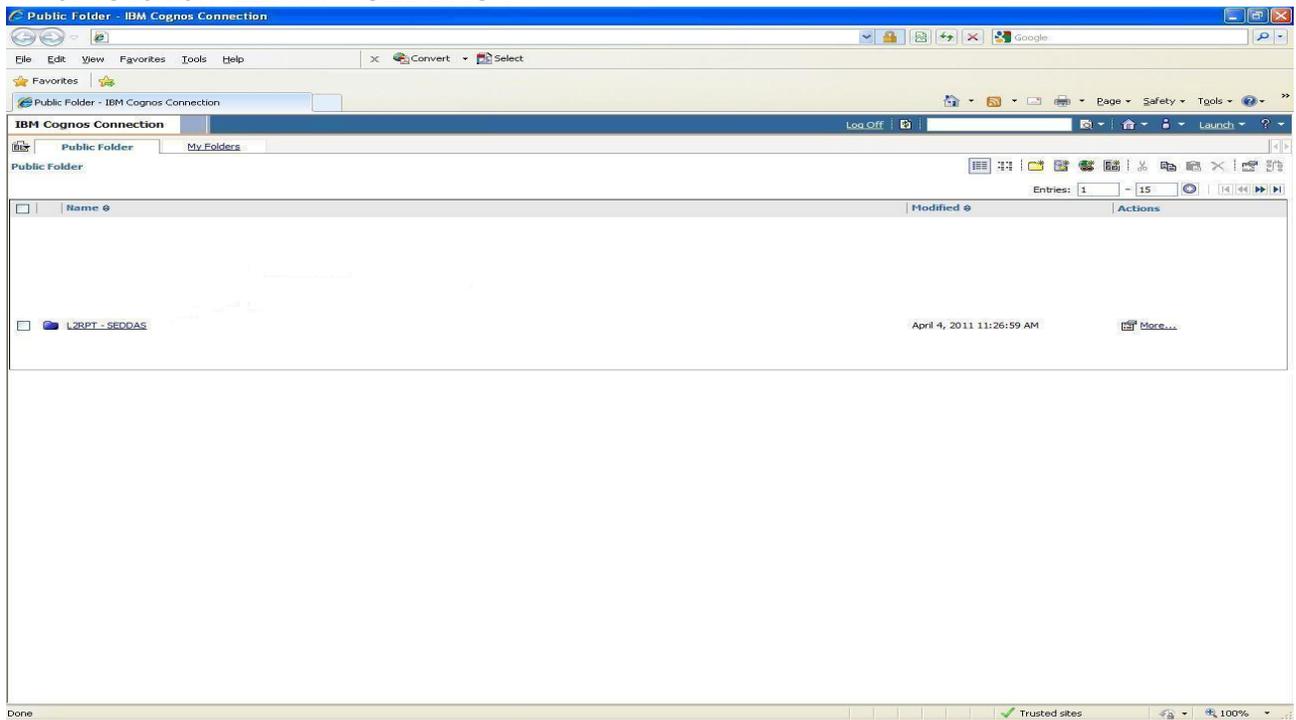
The 2010–11 *Reasonableness Report* is a “red flag” report that is designed to identify significant changes in data reported to the repository from year to year. This report allows the user to choose from a variety of categories and subtypes.

Accessing Reports

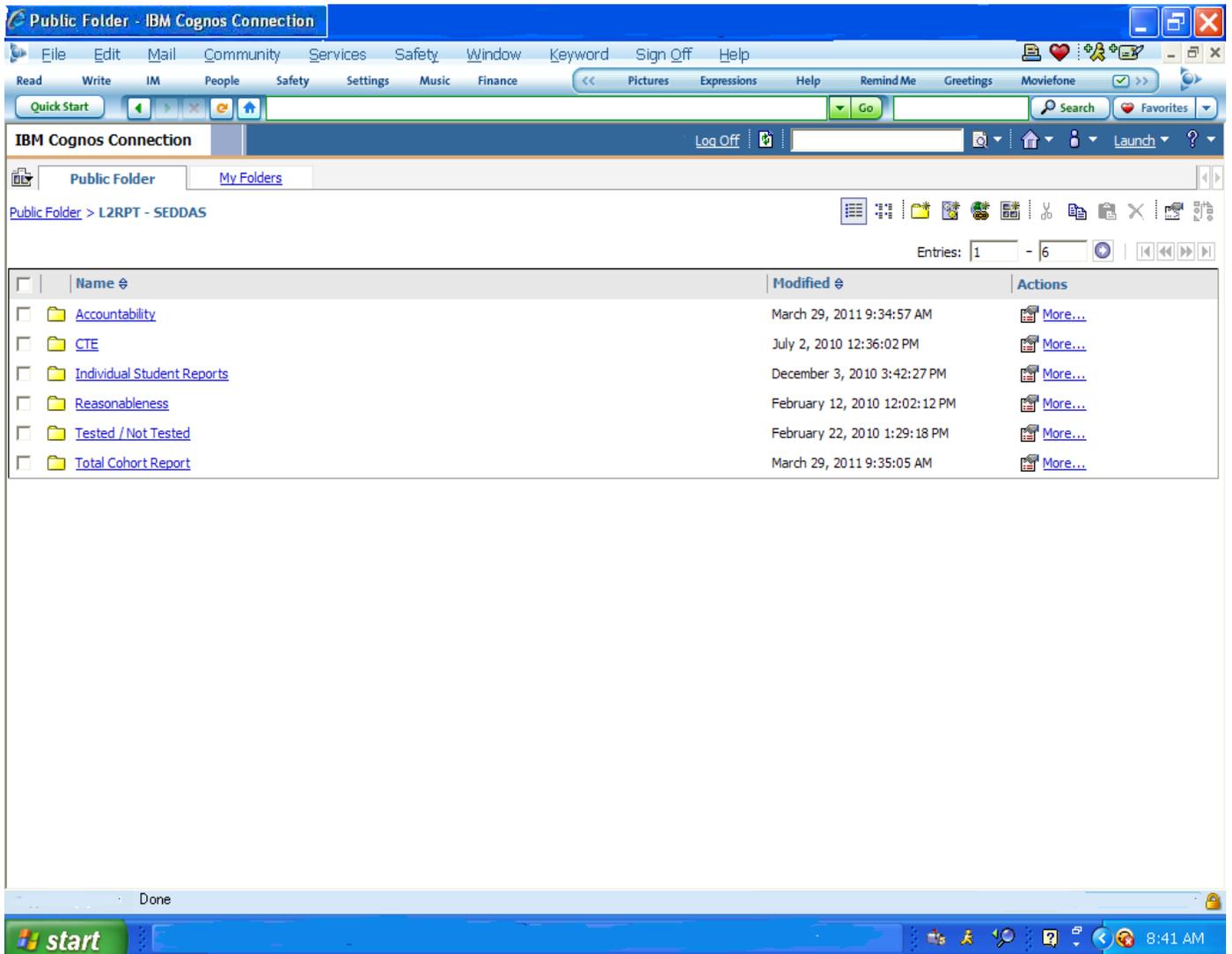
The Level 2 Reporting (L2RPT) System is a Cognos reporting environment that is hosted by Level 1 data centers (RICs/Big 5 scanning centers). Specific information about how to access the Level 2 Reporting (L2RPT) environment and creating user ids and passwords should be obtained from your Level 1 data center contact. If you have trouble accessing your reports or need guidance, please contact your Level 1 data center.

General information about accessing reports is below:

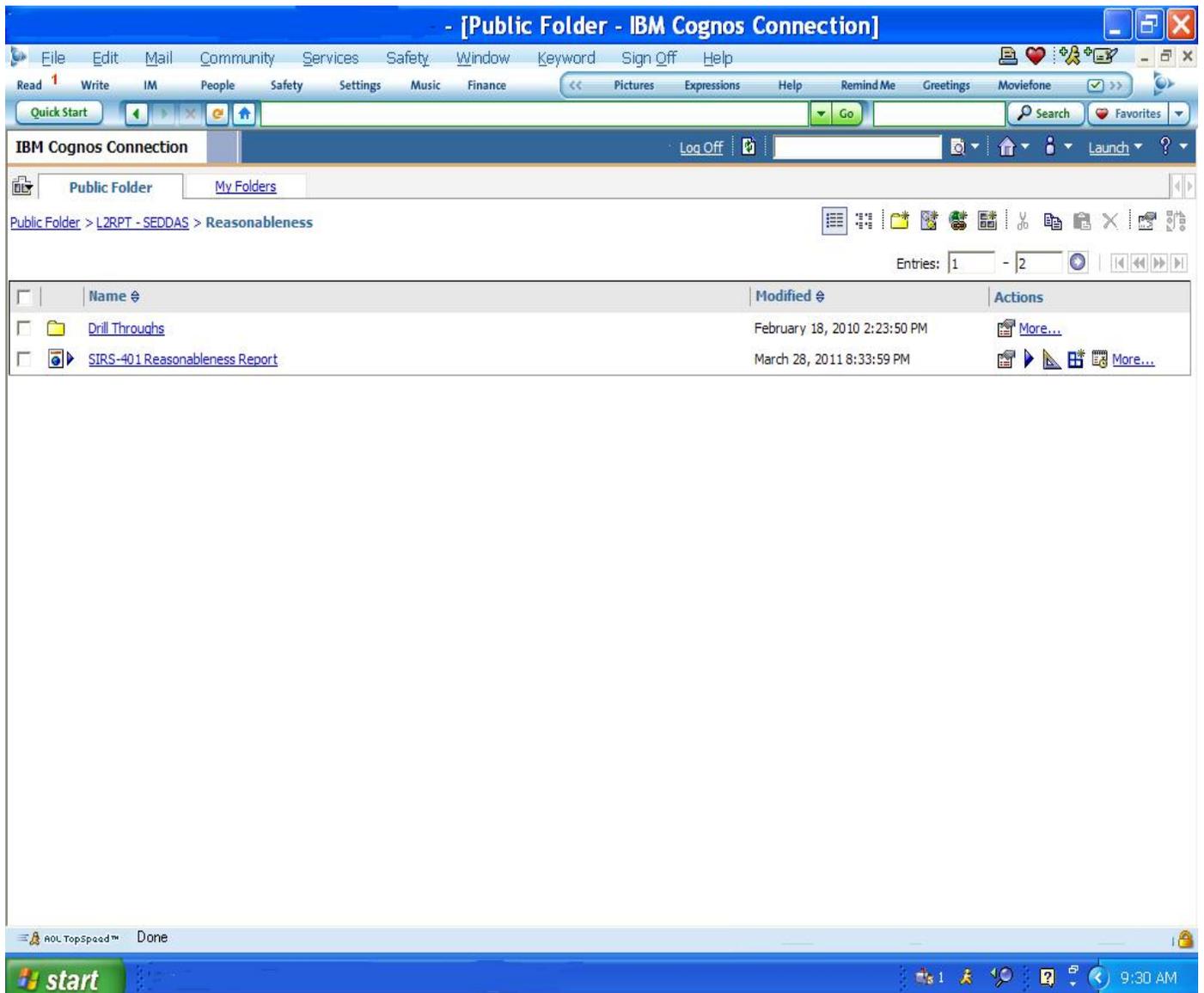
1. Log into the Cognos server (URL/web address, ID, and Password provided to you by your Level 1 data center).
2. Click on the Public Folder (or other folder as designated by your Level 1 data center).
3. Click on “L2RPT - SEDDAS”.



4. Click on "Reasonableness"



5. Click on “SIRS -401 Reasonableness Report”



- [SIRS-401 Reasonableness Report - Cognos Viewer]

New York State Education Department



Reasonableness Report
Data Contained in the Student Information Repository System

HIGH SCHOOL
 Enrollment Entry
 All SubTypes Finish

Date of Data Refresh: Apr 6, 2011

SubType	Code	Description	Last Year (A)	This Year (B)	Change (C) (B)-(A)	Percent Change (D) ((C)/(A))*100
Entry	0011	Enrollment in building or grade	3,037	2,527	-510	17%
Entry	0022	Foreign exchange student enrollment in building or grade	4	1	-3	75%
Entry	5555	Student enrolled for the purpose of recording a test score (walk-in)	0	1	1	100%
Entry	5654	Enrollment in a AHSEP or HSEP Program	1	0	-1	100%
Entry	5905	CSE responsibility only	1	2	1	100%

A Reasonableness Report is a data density or "red flag" report. The purpose of the report is to identify significant changes in data from year to year. The report provides 2009-10 (column A) and 2010-11 counts (column B), the difference between those counts (column C), and the percent change between those counts (column D) of students by various category types (i.e., enrollment entry code) by district.

Particular attention should be paid to percent changes equal to or greater than 10 and reporting issues known to have caused difficulties in previous years. For smaller

The summary report compares counts of students reported in the repository for the 2009-10 school year (Last Year (A)) and 2010-11 school year (This Year (B)), along with the difference between the counts and percentage difference to alert districts and schools to possible data reporting errors.

These summary counts are provided for the category types and subtypes listed below. Additional information about reporting is in the SIRS Manual at: <http://www.p12.nysed.gov/irs/sirs/>

Particular attention should be given to the percent change column. Changes greater or equal to ten are shown in red font to draw attention to fields with likely reporting problems. For smaller districts, a 10 percent change may not be significant; for larger districts, a smaller percent change may be significant. Reporting errors from prior school years include the failure to report students eligible to take the NYSESLAT in lieu of the NYSTP for accountability with an 0242 program service code, the failure to report both the correct reason for ending enrollment code and diploma code for graduation, and the failure to ensure that LEP students and students with disabilities are correctly coded.

For each report, a student is counted only once within a code. If a student is reported with multiple codes, the student is counted once for each code reported.

Category Types and SubTypes

Enrollment Entry - counts of students reported by reason for beginning enrollment code (listed in Appendix 7 of the SIRS Manual).

Enrollment Exit - counts of students reported by reason for ending enrollment code (listed in Appendix 8 of the SIRS Manual).

Enrollment Grade - students reported by grade level code (listed in Appendix 2 of the SIRS Manual).

Credentials - counts of students reported by credential type (listed in Appendix 5 of the SIRS Manual).

Post Graduate Plans - counts of students reported by post graduation plan (listed in Appendix 4 of the SIRS Manual).

Race/Ethnicity - counts of students reported by race/ethnicity (H= Hispanic, I = American Indian or Alaska Native, A = Asian, B = Black or African American, P = Native Hawaiian/ Other Pacific Islander, W = White, M = Multiracial).

CTE - counts of students with CTE program reported by CTE/Tech prep program type as reported in the PARTICIPATION INFO CODE field (CTE-Endorsed (code CTE-E), CTE Non Endorsed (CTE-N), Tech Prep Endorsed (TPREP-E), Tech Prep Non Endorsed (TPREP-N)).

Programs - counts of students by program service type (listed in Appendix 9 of the SIRS Manual; type of disability, LEP Eligibility, LEP Programs, NCLB, NCLB Transfer Options, Safety Net, Summer School Participation).

Total Cohort - counts of graduates reported in total cohort after 4 years.

Data Elements on the Reasonableness Student Detail Report

- [Reasonableness Report - Detail - Cognos Viewer]

File Edit Mail Community Services Safety Window Keyword Sign Off Help

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Cognos Viewer - Reasonableness Report - Detail Log Off About

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New York State Education Department



Reasonableness Report - Detail
Data Contained in the Student Information Repository System

District Name: Location Name: High School School Year: Jun 30, 2010
 Category Type: Enrollment Entry Category SubType: Entry Selected Subgroup: Foreign exchange student enrollment in building or grade

Date of Data Refresh: Apr 6, 2011

Location	Grade	Student	Student ID	NYSSIS ID	Entry Date	Entry Type	Exit Date	Exit Type	Exit Reason	Date of Birth	Gender	Ethnicity	Entry Date Grade 9	CTE or TPREP	Program Intensity	Diploma	Post Graduate Plan
High School	11				2010-01-19	0022	2010-02-25	170			F	W	2007-09-01				
High School	12				2009-09-02	0022	2010-06-30	442			F	W	2007-09-01				
High School	12				2009-08-20	0022	2010-06-25	442			M	A	2006-09-01				
High School	12				2009-08-17	0022	2010-06-24	442			F	H	2006-09-01				

Done

start 2:15 PM

Location: District or School Name

Grade: The student's grade level as reported on the most recent demographic record for the student in SIRS during school year selected.

Student: Last Name, First Name of student

Student ID: The student's unique district-wide student identifier assigned by the district as reported in SIRS (Local ID).

NYSSIS ID: The student's unique statewide student identifier obtained from the NYSSIS system as reported in SIRS (State ID).

Entry Date: The beginning date of enrollment shown on the student's repository record.

Entry Type: See "Enrollment Entry" in Category Types and SubTypes above.

Exit Date: The ending date of enrollment shown on the student's repository record.

Exit Type: See "Enrollment Exit" in Category Types and SubTypes above.

Exit Reason: See "Enrollment Exit" in Category Types and SubTypes above.

Date of Birth: The student's date of birth, used to determine the cohort year for ungraded students with disabilities.

Gender: Male or Female (The student's gender as reported in SIRS at any time during the school year selected.)

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 school year selected.)

Entry Date Grade 9: The date the student first entered grade 9, used to determine the student's cohort year.

CTE or TPREP: CTE or TPREP

Program Intensity: Concentrator, Participant, or Enrollee

Diploma: See Diploma types in Category Types and SubTypes above.

Post Graduate Plan: See Post Graduate Plans in Category Types and SubTypes above.

Export Function

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 an excel export you will need to change your settings in Internet Explorer as follows:

- On Menu bar, click Tools then Internet Options
- Click “Security” tab
- Click “Trusted sites”
- Click “Sites”
- Add your http:// 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?

Reporting errors discovered as a result of a review of these reports 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 NYCDOE 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 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 reports for their records. Data in the SIRS as of the NYSED reporting deadline (August 5, 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 reports that reflect the data as of the August 5, 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>