THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK ALBANY, NY 12234

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

February 4, 2015

TO: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Public Schools
Charter School Leaders

FROM: Kathleen Moorhead

SUBJECT: Verification and Certification of SIRS 2014–15 School Year Data

This memo highlights the verification and certification requirements and final reporting deadlines for the 2014–15 school year data reported to the Student Information Repository System (SIRS) and upcoming data collection changes for the 2015–16 school year. These deadlines are the final State deadlines. Local Level 1 data centers will require earlier due dates to allow sufficient time for processing. For a list of regional data center contacts, see "Contact Information" at http://www.p12.nysed.gov/irs/sirs/. The reporting requirements described in this memo apply to all BOCES, public school districts and their schools, and charter schools. Please share this information with BOCES, district, and school personnel who are responsible for data reporting and verification.

Deadlines for Verification and Certification of 2014–15 School Year Data in SIRS

The table in **Appendix A** summarizes important data extract and certification dates. Please review these deadlines carefully to ensure all data are reported on time.

New Data for 2014–15

The "Revision History" of the *2014–15 SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/ provides a summary of data to be reported for the first time during the 2014–15 school year. These data include:

- Assessment records for Regents Common Core Examinations in English Language Arts and Algebra I administered in August and January and the Regents Common Core Examination in Geometry given in June;
- New State Course Codes for IB and AP examinations;
- New Staff tenure information;
- Program service code 4026: P-Tech Early College High School, for students participating in the NYS P-TECH Program;
- Program service code 4037: Smart Scholars, for students participating in a program that provides students from groups that have traditionally been underrepresented in postsecondary education with significant academic and social

supports to develop college readiness and the opportunity to earn college credits while in high school;

- New non-teaching Personnel Master File and EngageNY Portal Assignment Codes in the Staff Assignment Template; and
- New Employment Separation Reason Codes and Staff Education Level Codes and other new staff elements in the Staff Snapshot Template.

In addition, new program service codes will be introduced to allow districts and schools to report various methods of ending English Language Learner (ELL) services for students as proposed to the Board of Regents in September 2014. These codes will be added to the *SIRS Manual* when they become available.

See http://www.regents.nysed.gov/meetings/2014/September2014/Part154Regulations.pdf.

Personnel Master File (PMF) Data Collection Changes for 2014–15

For the 2014–15 school year, all charter school teachers, teachers in BOCES, and teachers in public schools and districts outside of NYC who historically reported data using the Basic Educational Data System (BEDS) Teaching Personnel Data Form or BEDS Personnel Data Form for BOCES Teachers (green or brown bubble sheets) completed their BEDS Personnel Master File (PMF) data submission through an online web form. Access to the form is based on the login information that teachers currently use to access their Teacher Student Roster Verification Reports within the Teacher Access and Authorization System (TAA). Teachers entered data such as salary, highest degree earned, etc. that have historically been collected on paper report forms each fall. Teachers are defined as those providing instruction in the classroom, both general education and special education, including CTE, Library, and AIS.

Teachers who need help with the TAA application (PINs, passwords, etc.) should contact their District Data Coordinator. They can also utilize the information that is currently available on the TAA website at http://www.p12.nysed.gov/irs/teacher/. If they have questions specific to the BEDS PMF collection, they should contact the district staff person who in the past has assisted with this task (BEDS forms administrator) and who is helping the non-teachers with the collection of PMF data. Administration manuals for both teaching and non-teaching forms as well as FAQs can be found at http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html.

Please note that NYC public schools will continue to use their current processes for the submission of PMF data in 2014–15.

Non-teachers who historically reported data using the BEDS Non-Teaching Personnel Data Form or BEDS BOCES Non-Teaching Personnel Data Form (pink or blue bubble sheets) for their BEDS PMF data will continue to do so for the 2014–15 school year. Non-teachers are those in administration and special service positions (school psychologists, school counselors, guidance counselors, social workers, pupil services, etc.).

Data Verification in 2014–15

Verification reports are available in the Level 2 Reporting (L2RPT) environment (see http://www.p12.nysed.gov/irs/level2reports/home.html) in advance of final end-of-year data submission to help ensure that all data are reported accurately in SIRS. If data must be updated, changes must be made to the local source system and the changed data must be reported again to Level 1/Level 2 of the SIRS. Data will be refreshed weekly in Level 2 of the SIRS until August 28, 2015.

User accounts for the Level 2 reporting environment are created and managed through the State Education Department's Delegated Account System (SEDDAS) available at http://www.p12.nysed.gov/seddas/seddashome.html. Specific details on how to proceed with the authorization of accounts are provided by your Level 1 data center.

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer or District Data Coordinator indicating that a file is available for downloading.

Please see **Appendix B** for a listing of anticipated IRSP reports to assist with data verification.

Data Reporting Highlights for 2014–15

Please pay particular attention to the following data elements when reporting and verifying your data:

- **Graduates** must be reported with the correct diploma type code, post-graduate activity code, *and* corresponding reason for ending enrollment code 799.

- All students, including **students with disabilities**, must be included in the final end-of-year data submission with all appropriate program service codes.

- **Limited English Proficient** eligible students must be reported with a Program Service Code 0231, a LEP Program code, and years enrolled in a bilingual or ESL program.

- Students eligible to use the New York State English as a Second Language Achievement Test (**NYSESLAT) in lieu of the elementary/middle-level English language arts (ELA) assessment** for accountability participation rate purposes must be reported with a Program Service Code 0242, indicating they are NYSESLAT eligible, as well as a program service code 0231, indicating they are LEP eligible.

- **Grade 8 students who took a Regents examination in science** for elementary/middle-level science accountability purposes must be reported with the appropriate assessment record for the Regents examination taken.

Grade 7 or 8 students who took a Regents examination in math for elementary/middle-level mathematics accountability purposes must be reported with the appropriate assessment record for the Regents examination taken. U.S. Department of Education has extended the double testing waiver for 2014–15, seventh and eighth grade students who take Regents examinations in mathematics are not required to take the NYSTP grade 7 or 8 mathematics assessment to fulfill the testing requirement in mathematics.

- All schools required to submit **backmapping** data (schools with grades 1, 2, 1–2, K–1, or K–2 only) must do so. Failure to submit these data will result in the school not making Adequate Yearly Progress (AYP) for institutional accountability. The list of 2014–15 backmapping schools can be found at http://www.p12.nysed.gov/irs/sirs.

- Students **eligible to take the New York State Alternate Assessment (NYSAA)** must be reported as ungraded (grade level '13' or '14'), with a program service code that identifies their disability, with program service code 0220 (NYSAA eligible), and with a date of birth that corresponds to the grade of the NYSAA administered. See "Assessments by Birth Date/Age for Ungraded Students in 2014–15" table under Ungraded Students in Chapter 2: Student Reporting Rules in the *2014–15 SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/ for additional information.

NYCDOE Schools and New York City Charter Schools

The New York State Education Department (NYSED) will publish supplemental accountability data to the IRS portal. New York City (NYC) principals ***do not have access*** to the IRS portal. The New York City Department of Education (NYCDOE) will make any supplemental data published to the IRS portal available to NYC principals through a timely and appropriate alternative and will communicate about data availability through NYCDOE communication channels. **Charter school principals have access to the IRS Portal**. IRS Portal information and access for charter school principals are available at http://www.p12.nysed.gov/irs/irs-portal/.

Accountability verification reports are available to both NYCDOE and charter school principals in L2RPT. For L2RPT access support, NYCDOE principals should contact CFN Data/Application Support; New York City charter school principals should contact the Charter School Office at charterschools@schools.nyc.gov. For Teacher Student Data Linkages reports and verification, teachers and principals who are employed by the NYCDOE will use alternate data verification processes and reports. NYCDOE teachers and principals have ongoing access to an online tool, STARS Classroom, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their schools' STARS administrators.

Teachers and principals employed by NYCDOE may also contact AdvanceSupport@schools.nyc.gov with questions.

New Data for 2015–16

Data to be reported for the first time during the 2015–16 school year include the items listed below. Please note that additional data elements may be added for the 2015-16 school year. Any additional elements will be communicated through our Level 1 data project managers and all additional information about new data elements will be distributed via the 2015-16 *SIRS Manual*.

- Assessment records for the Regents Common Core Examination in Algebra II given in June and Regents Common Core Examinations in Geometry given in August and January;
- Identification of students meeting Multiple Pathways graduation requirements and collection of additional approved alternative assessments used to meet these requirements;
- State Course Code for Algebra II (Common Core);
- Tenure Area Codes in the Staff Tenure template.

If you have questions about SIRS or data verification, please contact the Office of Information and Reporting Services by e-mail (dataquest@nysed.gov) or phone (518-474-7965). You may also contact your Regional Information Center or Big 5 Data Coordinator if you have questions about data contained in the SIRS.

Thank you for your continued assistance with this important work.

APPENDIX A: DEADLINES FOR VERIFICATION AND CERTIFICATION OF 2014–15 SCHOOL YEAR DATA IN SIRS

Date	Event	Description/Information	Who
January 16, 2015	Extract of 2014–15 BEDS data for State Aid and Office of Early Learning	2014–15 BEDS Day Enrollment and FRPL (January)	Public School Districts, Charter Schools
January 23, 2015	Statement of Certification for BEDS Day Pre-K	2014–15 BEDS Day UPK Enrollment for purposes of program funding	Public School Districts
March 27, 2015	Extract of 2014–15 BEDS Day Enrollment and FRPL	2014–15 BEDS Day Enrollment and FRPL (March)	Public School Districts, Charter Schools
June 5, 2015	Final submission of 2014–15 Teacher-Student Data Linkage (TSDL) and Staff Assignment data to Level 2 to be used for State-provided growth score calculation purposes	Submit final TSDL and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2014–15 teacher and principal State-provided growth score calculation purposes	Public School Districts, BOCES, Charter Schools
June 12, 2015	2014–15 TSDL and Staff Assignment Data Statement of Certification Form due	Certify the accuracy of the data submitted as of the June 5 deadline*	Public School Districts, BOCES, Charter Schools
June 25, 2015	Final Submission of 2014-15 Common Core Algebra I Regents Exam Scores to Level 2 to be used for State-Provided growth score calculation purposes	2014–15 Scores for Common Core Algebra I Regents Exams to be used in teacher evaluation growth score calculations	Public School Districts, and Charter Schools
July 10, 2015	Final Submission of 2014–15 Regents Exam Scores to Level 2 to be used for State-provided growth score calculation purposes	2014–15 Scores for Regents Exams (including June 2015 records) and approved alternatives to Regents Exams to be used in principal evaluation growth score calculations	Public School Districts and Charter Schools
August 26–October 16, 2015	Final submission of 2014–15 evaluation composite ratings, composite scores, and subcomponent scores	Further guidance is forthcoming	Public School Districts, Charter Schools***, BOCES

Date	Event	Description/Information	Who
August 28, 2015	APPR Implementation Certification form due to APPRCERT@NYSED.GOV	The APPR Implementation Certification form must be submitted by this date by districts and BOCES. The form is one necessary component to demonstrate implementation of your approved APPR plan for the 2014–15 school year and is used to determine eligibility for 2015–16 State aid for school districts only. The APPR Implementation Certification Form must be signed by the Superintendent/District Superintendent and Board President. The updated form will be posted this spring on the Department's web site at: http://usny.nysed.gov/rttt/teachers-leaders/appr-implementation-certification.html	Public School Districts, Charter Schools***, BOCES
August 28, 2015	Final submission of all 2014–15 SIRS data to Level 2 (except for VR 1-9 Special Education Data and Staff Evaluation Data)	Submit all SIRS data (except for VR 1-9 Special Education Data and Staff Evaluation Data) for the 2014–15 school year in Level 2 by 11:59 p.m. These data will be used to make accountability status determinations for the 2015–16 school year, State and federal reporting purposes, and State Aid allocations.**	Public School Districts, Charter Schools, State Agencies
September 4, 2015	2014–15 SIRS Data Statement of Certification Form due (except for VR 1-9 Special Education Data)	Certify the accuracy of data submitted as of the August 28 deadline*	Public School Districts, Charter Schools (all reports); BOCES (Staff Assignment and TSDL only)
September 4, 2015	2014–15 Data Certification of Special Education Data Elements: VR13, VR15 and VR16 through PD Data System	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts
September 28, 2015	2014–15 Data Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System due	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts

Date	Event	Description/Information	Who
August 26–October 16, 2015	Final submission of 2014–15 evaluation composite ratings, composite scores, and subcomponent scores	Further guidance is forthcoming.	Public School Districts, Charter Schools***, BOCES
October 23, 2015	2014–15 Staff Evaluation Statement of Certification Form due	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 16 deadline*	Public School Districts, Charter Schools***, BOCES
November 20, 2015	August 2015 Graduates for the 2010 and 2011 Cohorts	Submission of August 2015 diplomas and assessments for students in the 2010 and 2011 total cohorts for reporting with 2014–15 graduation rate release	Public School Districts and Charters

* Certification of Verification Report(s) form will be distributed via the Information and Report Services Portal (IRSP) at portal.nysed.gov and must be submitted via upload to the New York State Education Department, Information and Reporting Services.

** Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot, and disability program service records for those students who are potential submission records for the VR 11-16 reports must be submitted by August 28, 2015**.** Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

*** Charter schools with an APPR plan approved by the Commissioner must follow the same reporting requirements as public school districts and BOCES. All other charter schools must report overall rating categories but are not required to report subcomponent scores. Charter schools that are not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

APPENDIX B: REPORTS FOR 2014–15

L2RPTs

Level 2 Reports (L2RPTs) are available primarily to assist with data verification. District and school personnel are required to review and certify the information contained in these reports. Please pay close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers will impact data reporting for these subgroups. Note that changes made to historical data using Level 0 Historical will be displayed within the Level 0 Historical system. These historical changes will be displayed in L2RPT only for current year (2014–15) cohort membership or the cohort's secondary assessment scores. Reporting errors discovered as a result of a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available at http://www.p12.nysed.gov/irs/level2reports/reportguides.html.

Verification Reports

- **Accountability Reports (SIRS-101, 102, 103)** allow you to review data used to determine institutional accountability under the Elementary and Secondary Education Act (ESEA) as well as assessment data for LEP students who on April 1 of the reporting year have been attending school in the United States for less than one year.

- **Annual Outcomes Reports (SIRS-307, 308, 309, 310**) allow you to review annual dropout, noncompleter, graduate, postgraduate plan, Regents examination, and RCT results. These reports are *not* cohort-based and reflect activity reported by the district/school during the 2014–15 school year.

- **BEDS Reports (SIRS-312, 312.1, 313, 313.1, 314, 314.1, 316, 316.1, 319, 319.1, 323, 323.1)** allow you to review BEDS day (October 1, 2014 for the 2014–15 school year) enrollment and counts of Free- and Reduced-Price Lunch Eligible students as used for various purposes (State Aid, Office of Early Learning), by various groupings (location, district, charter school), and by various snapshot dates.

- **CTE Report (SIRS-306)** allows you to review the CTE and Tech Prep (TPREP) data for Concentrators, Participants, and Enrollees.

- **Reasonableness Report (SIRS-401)** allows you to check data for significant year-to-year (2013–14 to 2014–15) changes that may indicate a reporting error. In particular, please check number of graduates and number of students eligible to take the NYSESLAT in lieu of the NYSTP for accountability purposes (students with a Program Service code of 0242). Particular attention should be paid to **percentage changes equal to or greater than 10%** and known reporting issues from previous years.

- **Staff and Course Reports (SIRS-315, 317, 318, 320)** allow you to review teachers, the courses they teach, and the students in those courses as well as "HEDI" scores and ratings for teachers and principals.

- **Tested/Not Tested Reports (SIRS-104, 301, 302)** allow you to review counts of students who should have been tested and results for those who were tested on the New York State Identification Test for English Language Learners (NYSITELL), the grades 3-8 English Language Arts (ELA) and mathematics assessments, the grades 4 and 8 science assessments, the New York State English as a Second Language Achievement Test (NYSESLAT), and the New York State Alternate Assessment (NYSAA). Results for grade 8 students taking a Regents science test in lieu of the Grade 8 science test may also be reviewed.

- **Total Cohort Reports (SIRS-201, 202)** allow you to review cohort enrollment counts, credentials reported, and the count and percentage of graduates and dropouts as well as assessment outcomes for 1-, 2-, 3-, 4-, 5-, and 6-year total cohorts.

- **Monthly Student Enrollment Summary Report (SIRS-350)** allows public school districts to select a year and review a month-to-month student enrollment count by school as of the most recent data refresh.

- **Student Attendance Summary Report**, available in late spring 2015, will allow public school districts and schools to review a summary of student absences and suspensions.

Informational Reports

- **Postsecondary Reports (SIRS-601, 602, 603, 604)** allow you to view graduate and postsecondary enrollment data for four-year cohorts as are provided to the department by the National Student Clearinghouse (NSC).

Parent Reports

- **Score Reports (SIRS 501, 502, 503)**, also known as Parent Reports or Individual Student Reports (ISRs), provide detailed assessment performance information for each student tested on the NYSAA, NYSESLAT, and grades 3-8 mathematics and ELA assessments. These reports include information to help a parent interpret and understand his or her child's performance on these assessments. School districts and charter schools may either print these reports for mailing home to parents or work with their RIC/Level 1 data center for printing services. Reports are available after scores are returned from the testing vendors. School district, charter school, and nonpublic school administrators will be notified when the reports are available.

IRSP Reports

The reports distributed via the IRSP include those listed below. Additional information about the IRSP is available at http://www.p12.nysed.gov/irs/irs-portal/.

- **UIAS (Unique Identifier Audit System) Reports** are posted monthly and are intended to alert LEAs to specific scenarios in which students' enrollment records may have been incorrectly reported in SIRS. Additional information about UIAS is

available at http://www.p12.nysed.gov/irs/uias/home.html.

- **2014–15 School Year Statement of Certification** forms are distributed to LEAs via the IRSP and must be submitted to IRS via the IRSP. The Certification forms will be posted to the IRSP in accordance with associated deadlines.

- **Counts of Teachers Reported in TSDL and Counts of Principals Reported in Staff Assignment Reports** include summary counts of data included in L2RPT verification reports and are distributed to LEAs to help support accurate and timely data submission. These reports will be distributed to LEAs in the weeks immediately preceding the submission deadline.

- **Backmapping Verification Report** will be available in late spring 2015 and will provide information for schools whose accountability status may be affected by students from backmapping schools.

- **Three Year Enrollment Summary Report** provides 2012–13 to 2014–15 BEDS Day enrollment, free- and reduced-price lunch eligible students, and resident and attending enrollment in nonpublic and charter schools for use by State Aid.

- **Title III LEP Counts Report** will be available in late spring 2015 and will be used to calculate funding to Local Education Agencies (LEAs) for 2015-16 Title III LEP allocations.