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

OFFICE OF P-12 EDUCATION
INFORMATION AND REPORTING SERVICES (IRS)
865 EDUCATION BUILDING ANNEX
ALBANY, NEW YORK 12234
Tel. (518) 474-7965
E-Mail: dataquest@nysed.gov

June 2015

TO: Principals of Nonpublic Schools

FROM: Ellen Martin *Ellen Martin*

SUBJECT: 2014-15 School Year Assessment and Graduation Data Reporting Requirements

This memo highlights the reporting, verification and certification requirements and final reporting deadlines for results of New York State assessments in the Student Information Repository System (SIRS) with accurate demographic, program services and enrollment information for each student, as well as requirements for reporting high school graduate counts on paper report forms for the 2014-15 school year. Reporting requirements in this memo apply to all nonpublic schools. For additional information on SIRS data collection, see the 2014–15 *Student Information Repository System (SIRS) Manual* at: http://www.p12.nysed.gov/irs/sirs/. Please share this information with school personnel who are responsible for data submission and verification.

Please see the following requirements:

1. Nonpublic schools are required to contract with a Regional Information Center (RIC) for scanning Regents, NYSESLAT and elementary and middle-level examination answer papers, as described in the October 2010 memorandum entitled "Scanning Regents Examination Answer Sheets: June 2011" available at: http://www.p12.nysed.gov/assessment/ac-general/scanning-101810.pdf.

2. Principals of nonpublic schools with enrolled students who took Regents examinations, Regents Competency Tests (RCTs), New York State English as a Second Language Tests (NYSESLATs), grades 3-8 New York State Testing Program (NYSTP) English language arts (ELA) or mathematics assessments, New York State Identification Test for English Language Learners (NYSITELL), New York State Alternate Assessment (NYSAA) or the New York State grades 4 and 8 science assessments during the 2014–15 school year are responsible for contracting with a RIC for scanning and submitting all assessment results for enrolled students, even if the assessment was taken at another school.

3. Nonpublic schools that do not offer Regents examinations may make arrangements with another school to administer assessments, but reporting the assessment score is the responsibility of the school where the student is enrolled during the 2014–15 school year (the nonpublic school).

4. Nonpublic school students may not take assessments at neighboring schools without written permission from the principal of the school where the student is enrolled during the 2014–15 school year and prior arrangements have been made with the school administering the assessment. By granting permission, the nonpublic school is acknowledging their responsibility for reporting results in SIRS. Additional information is available in the 2013 Edition: School Administrator's Manual, Secondary Level Examinations available at: http://www.p12.nysed.gov/assessment/sam/secondary/section1.html#other-schools.

5. Principals of nonpublic schools are also responsible for completing the Graduation Report for Nonpublic Schools (available at: http://www.p12.nysed.gov/irs/nonpublic/home.html) if the school had high school graduates during the 2014–15 school year or in August 2015.

6. Beginning with the 2015-16 school year, all students who were awarded Regents diplomas, Career Development & Occupational Studies Commencement Credentials and/or Skills & Achievement Commencement Credentials must be reported in SIRS; nonpublic schools will no longer report graduate counts on the Graduation Report for Nonpublic Schools.

7. The information reported through SIRS and on the Graduation Report for Nonpublic Schools will be included in the Nonpublic School Comprehensive Information Report (CIR) and provided to the public upon request. To ensure that your school's CIR is accurate, carefully review each verification report and the information on the graduation report for completeness and accuracy. When CIRs are distributed in 2015, only data for graduates may be updated. Data submitted to SIRS are final after the reporting deadline.

8. Data reported through SIRS and on the Graduation Report for Nonpublic Schools are used to verify the accuracy of information submitted to the Office of Grants Management on the Nonpublic School Mandated Services Aid form (MSA-1). To be eligible for reimbursement for a mandate, all reports required in connection with that mandate must have been submitted. Reimbursement for mandated services will be delayed for nonpublic schools that have not submitted secondary examination results and accurate counts by the deadlines below. Questions about mandated service aid claims should be directed to the Grants Management office at (518) 474-3936 or emscamsa@nysed.gov.

Verification and Certification of 2014-15 School Year Data

NOTE: Regional Information Centers (RICs) will establish an earlier deadline for submitting data to allow sufficient time for processing. For a list of RIC contacts, see "Contact Information" at http://www.p12.nysed.gov/irs/sirs/.

Date	Event	Description/Information
August 28, 2015	Final submission of all 2014-15 SIRS data to Level 2 and deadline for submitting *Graduation Report for Nonpublic Schools* http://www.p12.nysed.gov/irs/non	Submit all SIRS data for the 2014-15 school year: Enrollment, demographic, assessment and program service records for students who took a New York State assessment during the 2014-15 school year.

	public/home.html	Submit summary counts of students earning high school diplomas in the 2014-15 school year
September 4, 2015	2014-15 SIRS Data Certification Form for Nonpublic Schools due	Certify the accuracy of the SIRS data submitted as of the August 28 submission deadline. The 2014-15 Certification of Verification Reports form is available at: http://www.p12.nysed.gov/irs/sirs/certification.html.
October 2, 2015	Deadline for submitting the *Summer Graduation Report for Nonpublic Schools* available at: http://www.p12.nysed.gov/irs/nonpublic/home.html	Submit summary counts students earning high school diplomas in August 2015.

Data Verification

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 data submission to ensure that all data are reported accurately in SIRS. An overview of the data presented in these reports is below. School principals should review the data presented in these reports to verify the accuracy of the data reported to SIRS and submit corrections to your RIC prior to the August 28, 2015 deadline.

Any necessary changes must be made to the source data contained in the local student management system and loaded 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 RIC.

Level 2 Reports (L2RPT)

The following Level 2 Reports are available on L2RPT to assist you in verifying data:

- **Reasonableness Report (SIRS-401):** Using the Level 2 "Reasonableness Report," school personnel can check their data for significant year-to-year changes that may indicate a reporting error. The Reasonableness Report provides counts of last year's and this year's data (2013–14 in column A and 2014–15 in column B), the difference between these counts (column C), and the percentage change between the counts (column D) of students by various category types (e.g., enrollment ending code).

Significant changes between data reported in 2013-14 and those reported in 2014–15 may flag a reporting error, which can be further investigated via one of the available student-level detail reports. **Particular attention should be paid to percentage changes equal to or greater than 10%** and known reporting issues from previous years. For smaller schools, a 10 percent change may not be significant; for larger schools, a smaller change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local source system and submitted to the SIRS.

- **Annual Outcomes Reports:** Using the Level 2 Annual Outcomes reports ("Annual Dropout and NonCompleter Report **(SIRS-307)**," "Annual Graduation & Post Graduation Plans Report **(SIRS-308)**," Annual Regents Report **(SIRS-309)**," and "Annual Regents Competency Report" **SIRS-310)**), schools can review the secondary assessment information reported as well as graduate and non-completer information. Note that reporting graduates in SIRS is optional for 2014-15 for nonpublic schools; reporting graduates in SIRS will be required in 2015-16. These reports will be available only if data (graduates, assessments, etc.) have been reported in SIRS.

- **Tested/Not Tested Reports (SIRS-301):** Schools can review 2014–15 school year enrollment counts and counts of students who were tested on the grades 3-8 NYSTP ELA and mathematics assessments, the grades 4 and 8 science assessments, the 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 and LEP students taking the NYSESLAT in lieu of the New York State Testing Program (NYSTP) test may also be reviewed.

- **Parent Reports/Individual Student Reports (ISRs) (SIRS-501):** These reports display one page of information for each student tested on the NYSAA, NYSESLAT, and grades 3-8 NYSTP ELA and mathematics assessments. Commonly referred to as "parent reports," these reports include information to help parents interpret and understand their child's performance on New York State assessments. Nonpublic schools may either print these reports for mailing home to parents or work with their RIC for printing services. ISRs for ELA, mathematics, and NYSESLAT will be available in L2RPT *after* scores are returned from the testing vendors. Nonpublic school administrators will be notified when the reports are available.

Guidance on using the reports outlined above is available at http://www.p12.nysed.gov/irs/level2reports/reportguides.html.

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