



DIRECTOR, CHARTER SCHOOL OFFICE
ROOM 471 EBA, 89 WASHINGTON AVENUE, ALBANY, NY 12234
Tel. 518/474-1762; Fax 518/474-3209; charterschools@mail.nysed.gov

To: New York State Charter School Leaders and Board Chairs †
From: Cliff Chuang, Director, Charter School Office
Date: March 23, 2012
Subject: Updates from NYSED

Please find several items and updates for your consideration below.

- **BEDS Enrollment and Teacher-Student Data Reports and Verification:** In the past few weeks, you should have received two important messages from our Office of Information and Reporting Services. One was an email reminder (which is reproduced on page 3 of this memo) from Data Director Jeff Baker related to submit final October 2011 BEDS enrollment data to Level 2 by Friday, April 13, 2012. The other was a memo (see <http://www.p12.nysed.gov/irs/teacher/TSDL-and-RosterVerification-final3-15-12.pdf>) from Assistant Commissioner Ken Wagner that provides important updates on reporting and verifying teacher-student data linkage (TSDL) information in the Student Information Repository System (SIRS). We have received a number of questions about both of these data reporting issues.
 - Charter schools **outside of New York City** should contact their Regional Information Center (<http://www.p12.nysed.gov/irs/sirs/2011-12/2011-12SIRSGuidance/NEWER/RICandBig5Contacts20111220.doc>) for support and guidance on submitting and verifying this data.
 - For charter schools **in New York City**, NYCDOE is working with NYSED to determine how best to continue to meet your data collection and reporting needs. We will update NYC charter schools as soon as additional information is available.
- **Job Opportunity – Performance Oversight Coordinator:** The NYSED Charter School Office is seeking a Performance Oversight Coordinator who will oversee and manage all aspects of the performance monitoring and evaluation of charter schools directly authorized by the Board of Regents. Please spread the word. The job posting can be found at http://www.oms.nysed.gov/hr/flyers/EMS941_14860.htm, and the application deadline is April 4, 2012.
- **NYS Charter Schools Directory:** Information about the 184 operating and 34 chartered-but-not-yet-open charter schools can be found at <http://www.p12.nysed.gov/psc/csdirectory/CSLaunchPage.html>. A map-based feature will follow shortly. Please take a minute to review your school's information and email charterschools@mail.nysed.gov if any information needs to be updated or corrected.
- **NYSED CSO Staff Listing:** This month, we are excited to welcome two new staff members to the CSO team. Kristen Hamilton will serve as grants manager for New York's federal Charter Schools Program grant. Patti Anderson will be working with Regents-authorized schools on our new schools development and performance oversight teams. Contact information for the CSO team can be found at <http://www.p12.nysed.gov/psc/contact.html>.
- **NYSED 2012 New Charter School Application Reviews:** Nine Round 1 applications are for schools to be located in New York City: four in the Bronx, three in Brooklyn and two in Manhattan. In addition, there is one application for schools located in each of the following school districts: East Ramapo Central School District, Riverhead Central School District, Utica City School District, and Yonkers Public Schools. The full applications and more information can be found at <http://www.p12.nysed.gov/psc/startcharter.html>. Additional applications will be accepted in Round 2, which begins with a Letter of Intent submission deadline of June 25, 2012.

† **Ongoing Request: Update Your SEDREF Information.** If your charter school's board chair and leader are not receiving this email, please check that your publicly-displayed information on NYSED's SEDREF system is accurate at [http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw\\$.startup](http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw$.startup). Instructions for updating this information can be found at <http://www.oms.nysed.gov/sedref/home.html>. Please copy charterschools@mail.nysed.gov on any update requests. If you want another member of the school's staff to be copied, please email charterschools@mail.nysed.gov. Thanks.

- **Enrollment and Retention Targets Update:** NYSED is still working with the SUNY Charter Schools Institute to re-schedule the webinar previously scheduled for February 27, 2012. We will provide more details as soon as we can.
- **NY Statewide Health School Health Services Resource:** In the bottom right hand side of the webpage at <http://www.schoolhealthservicesny.com/> you will see a button for HIP- Health Information Portal. This is a list serve for school health professionals, and the Department's primary method for disseminating school health related information. Currently only 22 charter schools have signed up for the list serve. Our Office of Student Support Services has asked us to spread inform charter schools of the need for their school health personnel to subscribe to this list serve to receive Department updates.

As always, if you have any questions, please feel free to contact us at 518-474-1762 or charterschools@mail.nysed.gov. Thank you.

>>>> 3/21/2012 11:00 PM >>>

From: DATAQUEST <DATAQUEST@MAIL.NYSED.GOV

To: CHARTER@listserv.nysed.gov

Re: Reminder - April 13 Deadline for Submitting BEDS Enrollment Data for State Aid and Other Purposes

Colleagues,

As stated in the "Reporting October BEDS Enrollment Data" document, distributed to the field via the SIRS guidance page (<http://www.p12.nysed.gov/irs/sirs/>) on February 15, all districts and charter schools should be prepared to submit their **final** October BEDS enrollment data to Level 2 by Friday, April 13, 2012. Your Regional Information Center (RIC) or Big 4 data center will establish an earlier deadline to allow sufficient time for processing.

Districts and charter schools are required to submit a completed "Statement of Confirmation of the 2011-12 BEDS Day Enrollment" to their RIC Director/Big 4 Data Coordinator by Friday, April 20, 2012. The "Statement of Confirmation" can be found at <http://www.p12.nysed.gov/irs/nystart/certification.html>. The data to be confirmed are those that appear in the "*SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup*", available through the Level 2 reporting (L2RPT) environment via the web link provided by your RIC or Big 4 data center. Prior to signing the "Statement of Confirmation," please compare the data that appears in the above report with data that appeared in your January verification report(s) and confirm that any changes in data, if present, are both intended and correct. The January snapshot report can be found in the L2RPT environment under "*SIRS-313.1 BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup – ROS Snapshot*".

Districts and charter schools may confirm their October BEDS enrollment prior to April 20 if they have ceased making grade and subgroup updates for BEDS Day enrolled students and will not resume doing so prior to April 13. Schools that are not in session due to holiday recess may extend the April 20 date for submitting the "Statement of Confirmation" by the number of days that they were closed for holiday recess.

Public school districts within the New York City Department of Education (NYCDOE) will use an alternate data verification process for their BEDS grade by grade enrollments.

Data submitted to Level 2 as of April 13, referred to as the April Snapshot, will constitute the final BEDS Day enrollment for the 2011-12. Enrollment data from the April Snapshot will be used for the following items:

- State aid calculations
- School Report Card
- Provided to the media and general public upon request
- Portrayed as a district or school's official BEDS Day enrollment as recognized by the State Education Department.

Subgroup statistics reflecting BEDS Day enrollment on the School Report Card and for other public reporting will be generated from the April Snapshot. Updates to student subgroup data that take place after the April Snapshot will be used in school accountability measures and will be accounted for at the end of the school year in conjunction with assessment verification.

Thank you for all of your efforts in ensuring the integrity of the data submitted to the New York State Education Department.

Jeff Baker
Data Director