

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

To: Chief School Officers of Charter Schools, PD
Contact Persons of Charter Schools
Date: July 29, 2008

From: Inni Barone

Subject: Notice of Change in the Process for Reporting End of
the Year Data (Previously Collected in the PD-5C
Report)

For the 2007-08 school year, SED will use the data as reported by Charter Schools, (not the resident school districts), regarding: reasons for ending enrollment, type of credential earned and postgraduate plans of students with disabilities who ended their enrollment during the 2007-08 school year (July 1, 2007 to June 30, 2008).

Charter Schools have been instructed to report these data on ALL students on pages 10, 12, 13, 23, 24, and 27 of the 2007-08 SIRS Policy Manual, posted at:

<http://www.emsc.nysed.gov/irts/SIRS/documentation/UsersManual.doc>.

Beginning on August 1, 2008, Charter Schools will be able to log in to the PD data submission system (<http://pd.nysed.gov>) using the already assigned user name and password. Under the 2007-08 school year heading, a VR10 report will display the data described above for students with disabilities. There will also be Lists of Included and Excluded Students, which will help you to verify the data used in this report. Charter Schools will need to certify that these data are complete and accurate by September 30, 2008, by clicking an electronic statement of assurance in the VR10 report, which will become available on August 1, 2008. The verification and correction period for these data is between August 1, 2008 and September 30, 2008. The data that is in the Level 2 Warehouse as displayed in the VR10 and the List of Included and Excluded students on September 30, 2008 will be final as certified.

This memo describes a change in reporting responsibility for reporting these data for the 2007-08 school year compared to what was described in a memo from me dated October 2007, which is posted at <http://www.vesid.nysed.gov/sedcar/sedatacollectmemo.html>. This change in the process will ensure that the State will use the most accurate information as submitted by Charter Schools in which students with disabilities were enrolled during the 2007-08 school year.

Please contact this office by telephone at (518) 486-4678 or by sending an e-mail message to vesidcar@mail.nysed.gov if you have any questions regarding this memo or if you need assistance with viewing the VR10 report when it becomes available on August 1, 2008.

Thank you for your cooperation.

C: Superintendents of School Districts
PD Contact Persons in Public School Districts
Chief Information Officers
Regional Information Center Contact Persons (or Large City Contacts)
Special Education Quality Assurance Supervisors