CIO Meeting

SIRS/Data Warehousing
Test Scoring

– Prepared/Presented by –

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Cognos Analytics - Version 11

Present Status:
Operational on Cognos Test Server is close to being ready for deployment.

What needs to be done:
Updating any recent changes to reports or new reports in present Cognos 10 to Cognos 11
Final testing- District testing

Trainings:
New tools – creating reports
Other tools – Dashboards, etc.
Cognos Analytics (Version 11)

- Completely new reporting environment
- Designed for more visual representations
- Competing with Tableau, Power BI, Qlikview
- Report creation tools
- Dashboard creation tools
- Gradual release of new features
**2.1 Grade 3 ELA Building Benchmark (Curriculum) Analysis**

**2017-18 School Year**

<table>
<thead>
<tr>
<th>Standard</th>
<th>% of Questions (Q)</th>
<th>5th Grade</th>
<th>4th Grade</th>
<th>3rd Grade</th>
<th>2nd Grade</th>
<th>1st Grade</th>
</tr>
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<tbody>
<tr>
<td>3.3.1</td>
<td>5%</td>
<td>Reading Literature</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
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<td>5%</td>
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<td>5%</td>
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<td>5%</td>
<td>5%</td>
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<tr>
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<td>5%</td>
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<tr>
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<tr>
<td>3.3.9</td>
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<td>5%</td>
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<td>3.3.10</td>
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<td>5%</td>
<td>5%</td>
<td>5%</td>
<td>5%</td>
</tr>
</tbody>
</table>
Testing Cognos 11

• Please let us know if you would like to participate in testing the new system over the next few weeks.

• Contact:
  Mark Samis  msamis@lhric.org
  or
  Steve Liu  sliu@lhric.org
CBT- Questar Secure Browser and Practice Tests

Where is secure Browser?
https://ny.nextera.questarai.com/Admin/Help/Downloads

Need Nextera login credentials

How to access Practice Tests with secure browser?

New York State Grades 3-8 Testing Program

Downloads

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Version</th>
<th>Client</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows</td>
<td>3.5.233</td>
<td>Download</td>
</tr>
<tr>
<td>Apple Mac OS X (10.9 - 10.13)</td>
<td>3.5.238</td>
<td>Download</td>
</tr>
<tr>
<td>Apple iPad (3.3 - 11)</td>
<td>1.2.2</td>
<td>Download</td>
</tr>
<tr>
<td>Google Chromebook</td>
<td>2.4.5</td>
<td>Download</td>
</tr>
</tbody>
</table>
How do we access ELA practice tests in the Nextera Secure Browser?

February 05, 2016 14:31

Updated 2/9/16: The new Nextera Secure Browser math practice tests logins have been updated for the 2017-18 school year.

Nextera Secure Browser:
To access the Secure browser practice tests, student testing devices must have the Nextera Secure browser installed and tested before the student can access the practice test. The passwords remain the same ("practice"). The new username format for this year is the following (the addition of the letter "g" in the username):

subject + g + grade number + code for accommodation (if needed)

Example: elag02 / practice

See below for additional examples. The 2017 practice test logins will not work after 2/15/16.

You can locate browser and Operating System specific downloads on the "Downloads" page under the Help bar from the browser toolbar in Nextera Secure.

<table>
<thead>
<tr>
<th>ELA Grade Level</th>
<th>Username</th>
<th>Password</th>
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<tbody>
<tr>
<td>Grade 3</td>
<td>elag03</td>
<td>practice</td>
</tr>
<tr>
<td>Grade 4</td>
<td>elag04</td>
<td>practice</td>
</tr>
<tr>
<td>Grade 5</td>
<td>elag05</td>
<td>practice</td>
</tr>
<tr>
<td>Grade 6</td>
<td>elag06</td>
<td>practice</td>
</tr>
</tbody>
</table>

Practice with Equation Editor in Sampler

Use the Sampler Page:
https://ny.nextera.questarai.com/tds/#/practice
Pick Math, a Grade Level, then "Equation Editor Sampler"
(Make sure you are in Chrome)

Select Question Sampler

<table>
<thead>
<tr>
<th>Select Subject</th>
<th>Select Grade</th>
<th>Select Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Grade 3</td>
<td>Equation Editor Sampler</td>
</tr>
</tbody>
</table>

Take it online.

Start test
CBT Network Issues

- To ensure a stable testing environment with minimal issues, observe these guidelines during student testing:
  - Minimize network traffic load on the network servers and avoid performing client software updates, patching, and data backups.
  - Remove bandwidth throttling on ports 80 and 443.
  - Minimize or turn off network bandwidth intensive programs (e.g., streaming music and video).
- Certain firewalls may present a false positive warning if they incorrectly recognize the bit sequence of a particular file as malware or virus.

TURN OFF ALL NOTIFICATIONS!!
Participation - 2019 CBT:

Operational:
18 Public districts  (last year - 8 districts)
126 Archdiocese schools  (last year – 2 schools)
3 Non-Public Schools (last year – 1 school)

Responsibilities of Home District for Testing Outplaced Students

• Know your students
• You have the responsibility for contacting the outplaced location for your student
• You should work with the outplaced location
• Have a primary and secondary contact
• You may need to work with them for varying purposes (i.e. NYSAA Assessments)
NYSSIS QUEUE

Don’t forget to check your NYSSIS queue for matches

Students will appear in M2L1C error reports

1. National Student Clearinghouse

- ESSA requires States and LEAs to report postsecondary enrollment of high school graduates
- To ease the burden to districts and to comply with this ESSA requirement, NYSED is working to establish a statewide contract with the National Student Clearinghouse (NSC) for postsecondary enrollment data for students graduating from New York State high schools.
- The NSC is the only source of comprehensive postsecondary enrollment data for institutions of higher education across the nation.
National Student Clearinghouse

The benefits of a statewide NSC contract:

- Districts will not need to create an in-house mechanism for collecting postsecondary enrollment.
- Districts will not need to report postsecondary enrollment data directly to NYSED as the data will come to NYSED from NSC.
- Districts will receive enrollment data for public and private, in-state and out-of-state institutions of higher education.
- Districts will receive postsecondary retention and graduation rate data for public and private, in-state and out-of-state institutions of higher education.

National Student Clearinghouse

- NYSED will work with each Regional Information Center (RIC) to provide data files to all districts and charters.
- NYSED will load the NSC data into existing SIRS database tables that will populate four existing L2RPT reports for district and school review:
  - SIRS-601 Postsecondary Enrollment Summary
  - SIRS-602 Postsecondary Enrollment and Progress of Student by High School Cohort
  - SIRS-603 Postsecondary Enrollment Freshman to Sophomore Retention Summary
  - SIRS-604 Postsecondary Graduation Summary
- The work with NSC is FERPA-compliant (Link to NSC FERPA)
- The program evaluation clause in FERPA allows NYSED and districts/charters to provide directory information to NSC and in turn receive postsecondary enrollment information back from NSC.
Testing Updates

• 3-8 Printing Update
  – We are close to complete with all of the Math printing.
  – Please stop by the testing department to see if yours are ready and if you can take them with you or talk to them about picking them up next week.
  – We will take Level 1 data for late 2nd printings for:
    ■ ELA - March 14th at 2:30 pm
    ■ Math - April 11th at 2:30 pm
    ■ Late printings will be run by grade -> school -> alpha & FS labels will be generated
  – We will take Level 1 data for:
    ■ NYSESLAT - March 14th at 2:30 pm
    ■ Science - April 4th at 2:30 pm

Full Service Scoring

• There was a Full Service Scoring webinar earlier today
• For those who were unable to attend, the recorded webinar will be available on our Full Service Scoring webpage within a few days.
  – www.lhric.org/fullservicescoring - on the left side in the video section
• The main difference from last year to this year is if you are participating in Science Performance Booklet Scoring you would need to follow a process to enter the record sheet information into a website and pack boxes slightly different than you have in the past.
3-8 Testing - Reminder

- Book Forms
  - will be spiraled (Different for each student)
  - letter & number code

- Absent & Refused bubble for each book (Session)
  - “Absent and Refused to take Entire Test” have been removed from the answer sheets this year.
  - If a student is absent or Refuses the entire test please make sure to bubble both corresponding session bubbles

June 2019 Regents

- 03/15 - Schools selected for the Global History and Geography II score collection must have Student class entry/exit along with Course Instructor for Course Code 04052 / 04052NF in L1 by (March 14th at 2:30)
  * List of schools on the next slide

- 04/12 – Deadline to order Regents booklets via the SED web portal
  - .CSV file due to LHRIC (FTP) for printing all answer sheets
  - In-district Scanning proposal due to LHRIC for new districts
  - Demographics and enrollment records MUST be in L1 for all students to be tested before we may begin to print answer sheets.
    LHRIC WILL NOT print answer sheets until all discrepancies between CSV file and L1DW have been cleared
    - Review L1 report 4.15.1 Assessments: Regents CSV file and Level 1 Discrepancy

- 04/09 to 06/01 – LHRIC prints and distributes answer sheets

- 05/24 – File due with additional students (2nd printing)

- 06/03 – 1st Administration of the new Transition Regents Examination in Global History and Geography

- 06/18 to 06/25 – Administration of all other Regents Assessments

For a complete schedule of due dates, please visit our webpage: www.lhric.org/Regents
June 2019 Regents
Global History and Geography II - Grade 10 Collection Project

List of Schools selected to participate in the Score Collection Project

<table>
<thead>
<tr>
<th>District Name</th>
<th>District BEDSCODE</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAIS YAAKOV HS OF SPRING VALLEY</td>
<td>500402227568</td>
<td>BAIS YAAKOV HS OF SPRING VALLEY</td>
</tr>
<tr>
<td>BRONXVILLE UFSD</td>
<td>660303000000</td>
<td>BRONXVILLE HS</td>
</tr>
<tr>
<td>BYRAM HILLS CSD</td>
<td>661201060000</td>
<td>BYRAM HILLS HS</td>
</tr>
<tr>
<td>CROTON-HARMON UFSD</td>
<td>660202030000</td>
<td>CROTON-HARMON HS</td>
</tr>
<tr>
<td>DOBBS FERRY UFSD</td>
<td>660403000000</td>
<td>DOBBS FERRY HS</td>
</tr>
<tr>
<td>EAST RAMAPO CSD (SPRING VALLEY)</td>
<td>500402060000</td>
<td>SPRING VALLEY HS</td>
</tr>
<tr>
<td>LAKELAND CSD</td>
<td>662401060000</td>
<td>WALTER PANAS HS</td>
</tr>
<tr>
<td>MAMARONECK UFSD</td>
<td>660701030000</td>
<td>MAMARONECK HS</td>
</tr>
<tr>
<td>UFSD OF THE TARRYTOWNS</td>
<td>660401030000</td>
<td>SLEEPY HOLLOW HS</td>
</tr>
</tbody>
</table>

- LHRIC will not print Global History and Geography II answer sheets for the schools selected to participate in the score collection. we will provide the answer sheets for all other schools/exams.

- Do not include Course Code (TBD) for the selected schools on your .csv file for printing June Regents.

- SED Requires that Student Class entry/exit along with Course Instructor for State Course Codes 04052 and 04052NF be up-to-date in L1 before March 14th @ 2:30pm
  - SED’s Contractor (Pearson) will print student information on the answer sheets for selected schools based on this data.
  - By May 7th, your school will receive from Pearson pre-printed answer sheets with school and student information in addition to blank answer sheets for students who do not receive a pre-populated answer sheet.
  - Schools that do not provide information to SIRS will receive only blank answer documents.

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June 2019 Regents
Examination in Global History and Geography II (Grade 10)

To verify that the Global History Courses have been reported correctly with the State Course Codes 04052 or 04052NF, please review the **L2RPT SIRS 330- Student Class/Course Instructor Summary Report**. Under the **Course** section.

If you need to make corrections, be sure to load data to L0-L1 by Thursday, March 14th @ 2:30pm.
2018-19 SIRS Timeline

- March 21st BEDS Extract for FRPL - for calculating preliminary State Aid projections
- March 21st BEDS Extract of ELL Counts for reporting to USED
- March 21st BEDS Extract of immigrant data for Immigrant Children & Youth Reporting
- June 13th - Staff Student Course / Staff Assignment due for teachers and principal growth score calculations

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 22, 2019</td>
<td>2018-19 BEDS Day Enrollment Data Extract - Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.</td>
<td>Public School Districts, Charter Schools</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>2018-19 BEDS Day FRPL Data Extract - Used for calculating preliminary State Aid allocations. Also reported to USED via EDIFACT. All entities need to show FRPL counts in the March snapshot to be included in the FRPL data submitted to USED.</td>
<td>Public School Districts, Charter Schools</td>
</tr>
<tr>
<td>March/April 2019</td>
<td>2018-19 BEDS Day ELL Counts Data Extract - Reported to USED via EDIFACT. Supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment must report these students in SIRS with the appropriate ELL Eligible program service code in the March/April BEDS Day Enrollment snapshot to be included in the ELL data file submitted to USED.</td>
<td>Public School Districts, Charter Schools</td>
</tr>
<tr>
<td>June 13, 2019</td>
<td>2018-19 Staff Assignment (Principals data) Data Due - Used for 2018-19 Principal State-provided growth score calculation purposes.</td>
<td>Public School Districts, BOCES, Charter Schools</td>
</tr>
<tr>
<td>June 14, 2019</td>
<td>2018-19 Staff Student Course (TSOL records) Data Due - Submit final TSOL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2018-19 teacher and principal State-provided growth score calculation purposes. Requires submission is verified using the L2RPT SIRS-315 Teacher Student Data Linkage (TSOL) Verification Report.</td>
<td>Public School Districts, BOCES, Charter Schools</td>
</tr>
</tbody>
</table>

**BEDS L2RPT Enrollment Reports**

- **March 21st @ 2:30pm** - 2nd extract of data for State Aid enrollment and FRPL for districts/charters (verification not certification)
- August - final BEDS extract
- **BEDS Preliminary Snapshot Data Reports**
  - SIRS 312.1, 313.1, 314.1, 316.1, 323.1
  - BEDS reports with the " .1 " extension are now populated with the January 4th data submission
  - Use for comparison when reviewing for March

**Note:** The March pull of BEDS Enrollment data focuses on FRPL, ELL students and Immigrants.
IRS Portal – 3 Year Enrollment Summary

- NYSED refreshes these weekly on irs portal
- Displays BDES days counts over the last the 3 years
- Use to compare FRPL, enrollment and UPK counts
- Separate report identifying enrollment changes week to week to prevent data loss

L1 Summary Report- BDES / Assessment/ Teacher Course Verification

Level 1 Verification Report Summary (as of Feb 24, 2019) 2018-19 School Year

Report Description:
This summary report focuses on those Level 1 verification reports most relevant to the highlighted reporting cycle. Level 1 verification reports are a subset of the majority of Level 1 verification reports that should be reviewed over the course of the year.

This report is refreshed weekly over the weekend, based on the last 1,000 data points.

Discrepancies may occur between source data and the Level 1 data values based on Level 1 data values.
L1 Reports for BEDS Verification

3.11.1 Program Services: Potential Poverty / FRPL Program Discrepancies

- Displays students with a 0198- Poverty program but no Free/Reduced Lunch program service record

![Program Services: Potential Poverty and Free/Reduced Lunch Program Discrepancies Table](image)

- Can review FRPL Programs / Immigrant / PreK etc.
L1 Reports for BEDS Verification

- Review -3.15.1 Program Services: Homeless Student Details

NYSED Guidance:
- Homeless students are automatically eligible for Free Lunch
- That eligibility remains with the student for the entire school year even if the family subsequently obtains permanent housing, and homeless program service record (8262) (exit date) is ended.
- The FRPL program service record should remain open for the remainder of the school year and the FRPL eligibility type code should be HOMELESS.

Beyond ePMF

Staff Data Collection
Staff Tenure

Staff Tenure - Load to L0 April – June

Report tenure records for teachers and principals only!

- Do Not report for guidance counselors, Asst Principals.
- Only report tenure for the current staff position in the Staff Snapshot.
  - i.e., to report a tenure record for a Principal (‘ADT’ tenure area code) must have ‘PRINCIPAL’ title in Staff Snapshot
- Staff Tenure is reported by subject area for teaching staff

Staff Tenure Snapshot

Staff Tenure Deletes Update:

- In 2018-19, a ‘Staff Tenure Snapshot’ template replaced the Staff Tenure template.
- School year is now a key field.
- You no longer have to submit the Staff Tenure record with a Tenure Status Code of ‘D’- Deleted for deleting a record from L1/L2
- Staff Tenure Snapshot was designed to offer “delete and replace” functionality like Staff Assignment so districts can remove incorrect data.
Beyond ePMF-Staff Tenure

- **L1 Report**
  - **23.0.0- Staff Tenure Summary**
    - Can be run just for Principal tenure or Teacher tenure
    - Has drop down for Tenure status- can be run to see Tenure Granted, Probationary records

- **L2 RPT SIRS-322 Staff Tenure Verification Report- official report for certification**

Beyond ePMF-Staff Attendance

Staff Attendance- load to L0
April – June

- Staff attendance data should be reported for **teachers only**

- Requires Staff Snapshot with **TEACHER** Title

- Full day abs only

- Report one record per teacher /per absence type

**Staff Attendance Codes and Descriptions**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bereavement Leave</td>
</tr>
<tr>
<td>J</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>M</td>
<td>Maternity/Paternity Leave</td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
</tr>
<tr>
<td>P</td>
<td>Personal Leave</td>
</tr>
<tr>
<td>S</td>
<td>Sick Leave</td>
</tr>
</tbody>
</table>

- A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class.
- This includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave.
- Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students.
Beyond ePMF-Staff Data Collection

L0 Express – Attendance Codes – Staff
- Already populated with valid State Staff Attendance Codes
- If your system is exporting local Staff attendance codes – map them here

- When you load attendance code data to L0 Express you MUST:
  - Lock attend. Data for upload &
  - Create & Save File for L1 Submission
- This makes your code mapping available to L0 for immediate use

Beyond ePMF-Staff Assignment

Staff Assignment -
- Staff Assignment should include all of your non-teaching staff employed during the 18-19 school year – principals, counselors, psychologists, etc. (PMF reporting, APPR)

- Dual purpose
  - collects data for (PMF BEDS) state and federal reporting purposes and APPR purposes- used by the growth vendor to link program supervisors (principals) to the students in those programs to generate principal growth scores.
  - Report one record for each location, assignment, and grade-level combination related to the staff person.
  - Principals must be reported with Staff assignment codes (1102–1110) and the specific building location they are associated with (do not report with District location ‘0000’
Level 0 Staff Assignment – Quick Check

- Category Type Breakdown report – Staff Assignment
- They’ve added the code description and Grade - easier to ensure all of your principals are reported

L1Report - 21.0-Staff Assignment Summary
Teacher Course Verification

Staff Student Course

Course Instructor Assignment/ Class Entry Exit

Teacher Roster Verification Reminder (Staff Student Course)

- Teacher Roster Verification – available in TAA application now
- Staff Student Course data populates the TSRV (teacher roster verification) area in TAA- updated Daily in TAA and SIRS 315- TSDL Report
- The Staff Student Course template is used to collect teacher student data linkages for grades 3-8 ELA/Math and Math Regents courses for APPR purposes.
- Give teachers an earlier deadline- mid-May
- Use the following Reporting Dates for courses:
  - ELA 3-8: 2019-04-01
  - Math 3-8: 2019-04-30
  - Math Regents: 2019-06-03

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>51031</td>
<td>Grade 3 English Language Arts</td>
</tr>
<tr>
<td>52033</td>
<td>Grade 3 Mathematics</td>
</tr>
<tr>
<td>51032</td>
<td>Grade 4 English Language Arts</td>
</tr>
<tr>
<td>52034</td>
<td>Grade 4 Mathematics</td>
</tr>
<tr>
<td>51033</td>
<td>Grade 5 English Language Arts</td>
</tr>
<tr>
<td>52035</td>
<td>Grade 5 Mathematics</td>
</tr>
<tr>
<td>51034</td>
<td>Grade 6 English Language Arts</td>
</tr>
<tr>
<td>52036</td>
<td>Grade 6 Mathematics</td>
</tr>
<tr>
<td>51035</td>
<td>Grade 7 English Language Arts</td>
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<tr>
<td>52037</td>
<td>Grade 7 Mathematics</td>
</tr>
<tr>
<td>51036</td>
<td>Grade 8 English Language Arts</td>
</tr>
<tr>
<td>52038</td>
<td>Grade 8 Mathematics</td>
</tr>
<tr>
<td>02052CC</td>
<td>Algebra I (Common Core)</td>
</tr>
<tr>
<td>02072CC</td>
<td>Geometry (Common Core)</td>
</tr>
<tr>
<td>02056CC</td>
<td>Algebra II (Common Core)</td>
</tr>
</tbody>
</table>

For a complete list of active state course codes for 2018-19: http://www.p12.nysed.gov/lrs/courseCatalog/home.html
Reminders for Teacher Roster Verification

- **Review L1 Reports to find discrepancies**
  - 9.0.0 - Teacher Course Verification: Course Summary
  - 9.2.1 - Staff Student Course Details
  - 9.3.1 - Staff Student Course Enrollment discrepancy
  - 9.4.1 - Staff Student Course Assessment Discrepancy (after ELA and Math scores have been scanned in)
  - 9.6.1 - Teacher Course Verification: Potential Course Duration Discrepancy

- **Official certification in June thru L2RPT reports**
  - SIRS 315 - TSDL report
  - SIRS 318 - Staff Assignment

- **Thursday 6/13 @ 2:30pm** – Staff Student Course and Staff Assignment (principals) data due to L1

- **Friday 6/21** - Certification form due (irs portal)

---

**CIA/ SSC- SPED push-in / ENL push-in**

Staff Student Course records may extract for teachers identified in CIA as Primary Instr- N but who are special ed or ENL push-ins

- These push-in teachers will receive state calculated growth scores if there are 16 students who take the ELA/Math assessment

- **This may be valid** for your district- if so, no action is necessary (check with your APPR plan administrators)

- **If this is not valid** for your district and growth scores are calculated for these teachers, the scores should not be used and the teachers noted on the Staff Eval certification form when it becomes available in October.

- **Review L1 Potential Discrepancy report 9.12.1**
Teacher Roster Verification Reminder- Staff Student Course

As in years past, SED’s Accountability Metrics Team is performing a set of (QC) quality control checks each week on Staff Student Course (SSC) and Staff Assignment data sent by districts to L2.

**Purpose:** to identify data issues that have the potential to cause a student to be excluded from a teachers growth score or a principal not to receive a growth score:

- Enrollment, Attendance or Course Duration = 0
- Overlapping Start/End dates
- Buildings with no principals assigned in Staff Assignment

When we receive the data please review the following reports in L1:

- [Level 1 Verification Discrepancy Reports](#) > 9. Teacher Course Verification
  9.7.1 Expanded List of Quality Control Checks of Staff-Student-Course Extract Data

- [Level 1 Verification Secure Staff Data Reports](#) > 21. Staff Assignment
  21.2.0 Expanded List of Quality Control Checks of Staff Assignment Extract Data

*Note- these L1 reports will get refreshed weekly subject to SED releasing the files*

---

Course Instructor / Class Entry Exit Reminder

Reported by Districts, Charters and BOCES

- CIA/SCEE data used for multiple purposes this year:
  - **Parallel collection year with ePMF** - The January extract of data will be used for modeling Out of Certification reports in L2
  - **Will be used in ESSA accountability** as the source of student enrollment in advanced dual/credit course work (CCCR Indicator)
  - **Class Entry Exit** will be the source of class size data reported on data.nysed.gov
  - Continue to load through August

---

Staff Data Collection Timeline:
ESSA’s College Career & Civic Readiness Indicator - AP / IB Course Coding Reminders

Districts should report complete course data in CIA/SCEE for all students enrolled in AP and IB courses.

- AP and IB courses should be coded to the course curriculum.
  - For example: AP US History should be coded to the AP US History state course code (04104) and NOT to the US History Regents course code (04101) as was the guidance prior to 17-18.

- Report assessment data for all AP and IB courses by the close of the data warehouse in August.

Course Instructor Assignment (CIA)/Student Class Entry Exit Reminders

- Review L1 Verification Reports - Summary/Discrepancy
  - Review L2RPT SIRS-330 Student Class/Course Instructor Summary

Course Instructor Assignment (CIA)/Student Class Entry Exit
• Review your Dual Credit enrollment students

2018-19 Reporting Requirements Update
Change to Count of Immigrant Children & Youth Reporting -18-19

- Publics and Charter schools:
  - In years past, Immigrant Children and Youth counts were collected via online survey

- NYSED will do a BEDS Day count using the March 21st snapshot
  - Verification method TBD
  - The count will be based on the 8282 Program service record being open on BEDS Day
    - Each year this information is used to determine each district's eligibility and funding for the Title III, Part A Immigrant Education program.


Change to Count of Immigrant Children & Youth Reporting -18-19

- Exiting Immigrant Students Update - SIRS Manual
  - Immigrant students whose status (more than 3 years US Schools) ends prior to June 30th, should have their 8282 program service record left open until the end of the school year in which their immigrant status ends, rather than ending it on the exact date the 3 years is up.
  - Doing so will allow more students to be counted in this Beds Day collection.
  - Exit date: June 30th of the year in which the student no longer fits the description of immigrant
  - Note: the 5731 - Title III: Language Instruction Immigrant ELL Students (if receiving these services) should be ended

<table>
<thead>
<tr>
<th>Immigrant Children and Youth Status — Code 8282</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level Designation:</strong> District-level service.</td>
</tr>
<tr>
<td><strong>Description:</strong> Identifies children who fit the definition of immigrant, as indicated in Appendix VI: Terms and Acronyms.</td>
</tr>
<tr>
<td><strong>Purpose:</strong> Used to identify students for federal reporting purposes.</td>
</tr>
<tr>
<td><strong>Entry Date:</strong> Data student identified as immigrant.</td>
</tr>
<tr>
<td><strong>Exit Date:</strong> June 30 of the year in which the student no longer fits the definition of immigrant.</td>
</tr>
<tr>
<td><strong>Reason for Ending Code:</strong> Not used.</td>
</tr>
</tbody>
</table>
New L1 Report- 3.16.1- Immigrant Student Details

- Review Report 3.16.1 – look for student’s whose 8282 exit date is prior to BEDS day
- Report can be downloaded to Excel

2018-19 Reporting Requirements Update – Student Daily Attendance

- Student Daily Attendance will be required to be certified including Out of School Suspensions
  - Chronic Absenteeism is an ESSA indicator
  - Out of SchoolSuspension will be a future indicator of ESSA starting with 18-19 results
- Required extracts to populate L2RPT Attendance Reports*
  - Attendance Codes (Student)- load into L0 Express
  - Day Calendar
  - Student Daily Attendance
  *Extract for your In-District Buildings only- no OOD
- BOCES are required report Student Daily Attendance data in 18-19 by virtual location
2018-19 Reporting Requirements Update - Student Daily Attendance

- **SIRS Manual:**
- **Suspended Students:**
  - Do not end enrollment when suspended
  - Suspended students are not to be reported as homebound
  - Report full day suspensions only
- **ISS/OSS** are reported as an attendance reason in Student Daily Attendance, but should not equate to an absence.

**Suspended Students**

Students enrolled in school for disciplinary reasons must be recorded in the Student Information System (SIRS). Do not end enrollment when the student is suspended.

**In-School Suspension (ISS) and Out-of-School Suspension (OSS):**

- ISS/OSS are reported as an attendance reason in Student Daily Attendance.
- ISS/OSS should not equate to an absence.

**Student Attendance Codes and Descriptions:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excused</td>
</tr>
<tr>
<td>ISS</td>
<td>In-School Suspension</td>
</tr>
<tr>
<td>OSS</td>
<td>Out-of-School Suspension</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused</td>
</tr>
</tbody>
</table>

**Update - L2 Reports**

- SIRS 110/111- Suspension Accountability Reports
- SIRS 650- English Language Learner Profile Summary
SIRS 650- English Language Learner Profile

Now updated daily if data is loaded by 2:30 Mon-Thursday

SIRS 401- Reasonableness Report

Now updated daily if data is loaded by 2:30 Mon-Thursday
L2 RPT Student Profile Report

- L2 starting development on Student profile report - Tab delivered report based on data domain - student demographic, enrollment tab, assessments etc..
- Selection criteria would be driven off of enrollment data - student has to be enrolled in your district to view the students data.
- Profile reports will get refreshed daily
- Benefits:
  - full view of the student’s data is it is in L2 - (i.e., our L1 Individual Student Data Detail report)
  - Assessments and possibly program service data may be viewable from the prior district for transfers

NEW ESSA Update - Participation Rate Improvement Status Report

- The Office of Accountability released a Participation Rate Status Report on the irs portal - https://portal.nysed.gov/abp
- The purpose is to assist districts and schools in determining if a participation rate improvement plan could be required in 2019-20 for a school based on 2018-19 participation rate results.
- Please see the attached memo for more information regarding the Participation Rate Improvement Plan criteria.
- A Participation Rate Improvement Plan Status Report Guide was also placed on the portal to assist districts in understanding the report
- Questions should be directed to Office of Accountability at 718-722-2797, or accountinfo@nysed.gov
Participation Resources


---

### Participation Resources

- **Parental Resources**
  - [New York State's Annual Grades K-12 English Language Arts & Mathematics Tests](http://www.p12.nysed.gov/assessment/)

### L0 v14.03 Update

- **New Release of L0 – end of March**
- **Changes to the way errors display on the Manual Entry screen**

---

### The 2019 Grades 3-8 New York State Assessments: What Parents Need to Know

- **Feeder Tests Sessions**
  - LMST: 2019 grades 3-8 ELA and Math Tests over two sessions each
- **Unified Tests**
  - LMST: 2019 grades 3-8 ELA and Math Tests will be unified

---

### Things every parent should know about student participation in statewide assessments under the Every Student Succeeds Act (ESSA)

- **Student Succeeds Act (ESSA)** outlines how states can use federal money to support public schools.
- New York uses $3.6 billion in federal funding each year to support public schools.

---

### L0 Message on Manual Entry Screen:

- **[#301] Include L0 messages on Manual entry screen**
- **All applicable Domains with the exception of CIA & Day Calendar**

---

### Additional things every stakeholder should know about student participation in statewide assessments under the Every Student Succeeds Act (ESSA)

- **March 2019** New York State English as a Second Language (ESL) Assessment (VIA ESL), which annually:
  - Seeks students in grades 6-12
  - Includes students whose English proficiency is at a Level 1 or above
  - Includes students whose English proficiency is at a Level 1 or above

---

### Participation Resources

- Update: New release of L0 – end of March.
- Changes to the way errors display on the Manual Entry screen.
**L0 v14.03 Update**

- A wild card * search has been added to the Course ID/Course Name boxes
- The staff member's name as it exists in TEACH will now display on the Staff Snapshot manual screen

---

**Level 0 Reminders - Dashboard Summary**

- Dashboard Summary highlights the Last Upload date/time in red when the 'Last Upload' date/time is prior to your 'Last Update' or
- Will display 'None' if you've imported data but haven't performed L1 Data Prep

### Dashboard Summary (For Reuse)

Red background in 'Last Upload' column indicates Level 0 template data has been updated since the last Level 1 file was created.

<table>
<thead>
<tr>
<th>Data Type:</th>
<th>Import</th>
<th>Verif.</th>
<th>Error</th>
<th>Locked</th>
<th>Last Import:</th>
<th>Last Update:</th>
<th>Last Upload:</th>
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<tr>
<td>Demographics</td>
<td>31</td>
<td>2</td>
<td>2162</td>
<td>NO</td>
<td>3/11/18 05:07 PM</td>
<td>2/18/18 05:06 PM</td>
<td>2/22/18 12:44 PM</td>
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<td>Enrollment</td>
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<td>42</td>
<td>2139</td>
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<td>2/18/18 05:06 PM</td>
<td>2/22/18 12:44 PM</td>
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<td>Program Fact</td>
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<td>65</td>
<td>3047</td>
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<td>_ELL Eligibility</td>
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<td>NO</td>
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<td>_ELL Programs</td>
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<td>122</td>
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<td>2/24/18 12:26 AM</td>
<td>2/20/17 08:54 AM</td>
</tr>
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<td>_Type of Disability</td>
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<td>40</td>
<td>422</td>
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<td>1/4/18 07:49 PM</td>
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</tr>
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<td>_0198: Poverty</td>
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<td>900</td>
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<td>_5086: Reduced Lunch</td>
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<td>330</td>
<td>NO</td>
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<tr>
<td>_5817: Free Lunch</td>
<td>38</td>
<td>266</td>
<td>368</td>
<td>NO</td>
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<td>2/24/18 12:26 AM</td>
<td>2/22/18 04:41 AM</td>
</tr>
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<td>_UKP</td>
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<td>2/24/18 12:26 AM</td>
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</tr>
<tr>
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<td>2/24/18 12:26 AM</td>
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</tr>
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<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Assess/Acc Mod</td>
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<td>None</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Staff Sys/Course</td>
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<td>333</td>
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<td>--</td>
<td>--</td>
<td>--</td>
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<td>_2018-01-12</td>
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<td>266</td>
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<td>1/9/18 12:46 PM</td>
<td>1/9/18 12:45 PM</td>
<td>2/22/18 04:41 PM</td>
</tr>
</tbody>
</table>
School Calendar Update

https://stateaid.nysed.gov/attendance/htm_docs/attendance_900_990_Hour_Requirment_memo.htm

• In September 2018, the Board of Regents adopted new minimum instruction requirement, from a daily minimum # of hours for each of the 180 days to an annual aggregate number of hours over 180 days in total

• A School Calendar worksheet and instructions are available on the website

• Districts should anticipate completing this calendar for the 18-19 school year in the Summer/Fall 2019 SAMS claim submission

• Questions on these documents may be sent to 180days@nysed.gov

*School Calendar data for state aid does not come through SIRS

Exiting ELL’s Reminder—January 2019

• ELL students who took the January 2019 ELA Regents and scored >= 65 should not be exited from ELL services until the results from the spring 2019 NYSESLAT are returned

• You may only exit students from ELL services based on assessment outcome if they took the NYSESLAT in the same year as the 3-8 ELA or Regents*. *Exception is Aug Reg

This report will display ELL students who are either able to be exited based on assessment results and have not been or have been exited improperly

*180-18 School Year
April/May Activities

- Identification of Gr 3-8 ELL Students Eligible for ELA Exemption – flag with program code 0242 in student information system
  - Review L1 Report – 3.8.0- Potential 0242 Program Service Candidates
- Keep Level 1 Enrollments Current for ELA, Math, NYSESLAT and Science Answer Sheets and Scores (March through June – at least monthly updates. Weekly is preferable for districts with high mobility)
- Confirm TSDL/Staff Assignment data for APPR
- Review L1 Summary Reports for Assessment Verification / TSDL
- Verification of Tested/Not Tested in Grades 3-8 in L1/L2
- Be sure to retrieve Out of District Regents answer sheets and scores before close of school year
- Review UIAS reports – on L2RPT
- Title III LEP count verification- May-June
- Make changes to ePMF/Out of Cert reports when TAA opens if necessary
- Make corrections when QC Checks on Staff Stu Course/Staff assignment reports are released by NYSED

Important Due Dates/Timeline

- **Thursday March 21st @ 2:30pm** - 2nd pull for State Aid –focus on FRPL and ELL/Immigrant Programs - data due to L1

- **Thursday June 13th @ 2:30 pm** - 2018-19 Staff Assignment (Principals only) Data Due. Used for 2018-19 Principal State-provided growth score calculation purposes.

- **Thursday June 13th @ 2:30 pm** - 2018-19 Staff Student Course Records due to L1. Used for 2018-19 Teacher State-provided growth score calculation purposes.

- **Friday June 21st** - 2018-19 Staff Student Course (TSDL) & Staff Assignment Data certification due to NYSED
## Suggested Extract Loading Schedule

<table>
<thead>
<tr>
<th>Extract</th>
<th>Uses</th>
<th>When to Load to Lo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lite (SIS)</td>
<td>Loaded All year long to support NYSSIS, BEDS reporting, Testing, Teacher Roster verification/APPR, Accountability reporting etc..</td>
<td>September - August</td>
</tr>
<tr>
<td>Entry/Exit (SIS)</td>
<td>Loaded All year long to support NYSSIS, BEDS reporting, Testing, Teacher Roster verification/APPR, Accountability reporting etc..</td>
<td>September - August</td>
</tr>
<tr>
<td>Programs Fact (SIS)</td>
<td>Loaded All year long to support BEDS reporting, Testing, APPR, Accountability reporting , LEP etc..</td>
<td>September - August</td>
</tr>
<tr>
<td>Programs Fact (IEP)</td>
<td>Loaded All year long to support SPED BEDS reporting, Testing, APPR, Accountability reporting , etc..</td>
<td>September - August</td>
</tr>
<tr>
<td>Special Ed Beds Day Snapshot (IEP)</td>
<td>Loaded to support Special Ed Beds collection</td>
<td>September – December</td>
</tr>
</tbody>
</table>

## Suggested Extract Loading Schedule

<table>
<thead>
<tr>
<th>Extract</th>
<th>Uses</th>
<th>When to Load to Lo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Fact (SIS)</td>
<td>Assessments reported thru Lo: All Regents, Regents Alternatives, CTE, CCR (AP/IB exams)</td>
<td>October for August Regents, Regents Alternatives, July for Regents, CTE, CCR (AP/IB)</td>
</tr>
<tr>
<td>*Course (SIS)</td>
<td>Dependent files for: Staff Student Course/Student Class Grade Detail/Course Instructor/Class Entry Exit</td>
<td>November - June</td>
</tr>
<tr>
<td>*Location Mig Period (SIS)</td>
<td></td>
<td>November – June</td>
</tr>
<tr>
<td>Staff Student Course (SIS)</td>
<td>Teacher Roster verification/APPR, ELA/Math CBT</td>
<td>November – June</td>
</tr>
<tr>
<td>Course Instructor Assignment (SIS)</td>
<td>PMF BEDs reporting Teachers</td>
<td>December – Jan (ePMF Parallel Collection 18-19) Feb-Aug for ESSA</td>
</tr>
<tr>
<td>Student Class Entry Exit (SIS)</td>
<td>PMF BEDs reporting Teachers</td>
<td>December – Jan (ePMF Parallel Collection 18-19) Feb-Aug for ESSA</td>
</tr>
<tr>
<td>Staff Snapshot (HR)</td>
<td>PMF Reporting, Teacher Roster Verification, APPR</td>
<td>September – January for PMF February - June for APPR</td>
</tr>
<tr>
<td>Staff Assignment (HR)</td>
<td>PMF Reporting, APPR for Principals</td>
<td>September – January for PMF February - June for APPR</td>
</tr>
</tbody>
</table>
## Suggested Extract Loading Schedule

<table>
<thead>
<tr>
<th>Extract</th>
<th>Uses</th>
<th>When to load to Lo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Codes (SIS)</td>
<td>Safe School Initiative - Chronic Absenteeism reporting</td>
<td>February – August</td>
</tr>
<tr>
<td>Day Calendar (SIS)</td>
<td>Safe School Initiative - Chronic Absenteeism reporting</td>
<td>February – August</td>
</tr>
<tr>
<td>Student Daily Attendance (SIS)</td>
<td>Safe School Initiative - Chronic Absenteeism reporting</td>
<td>February – August</td>
</tr>
<tr>
<td>Staff Tenure (HR)</td>
<td>APPR</td>
<td>April-August</td>
</tr>
<tr>
<td>Staff Attendance (HR)</td>
<td>APPR</td>
<td>April-August</td>
</tr>
<tr>
<td>COSF Assessment Fact (IEP) if applicable</td>
<td>VR 15</td>
<td>June-August</td>
</tr>
<tr>
<td>EOY Snapshot (IEP)</td>
<td>VR 13</td>
<td>June-August</td>
</tr>
<tr>
<td>Student Class Grade Detail (SIS)</td>
<td></td>
<td>July-August</td>
</tr>
<tr>
<td>Events Extract (IEP) if applicable</td>
<td>VR 22-24</td>
<td>July-September</td>
</tr>
<tr>
<td>Staff Evaluation Rating</td>
<td>APPR</td>
<td>August-October</td>
</tr>
</tbody>
</table>

LHRIC CIO Twitter @lhricCIO
Who gets two sets of Scores?
Original (Advisory) + Transition (Official)

Any teacher/ principal who got a state-provided growth score or used the 3-8 ELA and Math assessments in the calculation of their APPR score

- Grade 3 teachers
- Grade 4-8 ELA / Math teachers
- Principals of 3-8 and HS Principal
  +
  Teachers specified in your plan as using ELA / Math 3-8 in any way
What are the two sets of scores?

During the TRANSITION PERIOD:

• When a teacher/principal’s original student performance score uses 3-8 ELA/Math Assessment in any manner, that ORIGINAL score is to be used for Advisory purposes only

• A second score is then calculated for evaluative/ employment decisions. This score is called the TRANSITION score and is defined in Task 2.10 of the approved plan as the ALTERNATE SLO. This is the Official Score.

Note: Both sets of scores are reported to the teachers and to the state.

Assigning Student Performance Score pathways – “Buckets”

0. K-2 Teachers
1. Grade 3 Teachers
2. Gr 4-8 ELA/Math Teachers
3. Gr 8 Science Teachers
4. HS Teachers using Regents exams for individual SLOs
5. ELL teachers using NYSESLAT for individual SLOs
6. Sp Ed administering NYSSA and using for individual SLOs
7. All other teachers
more “Buckets”

8. Principals getting State Scores
9. Principals using SLO for score
10. Teachers with BOTH State growth scores and SLO scores to satisfy 50% rule

2018-19 Elementary & Intermediate-Level Testing Schedule

<table>
<thead>
<tr>
<th>Operational Test</th>
<th>Administration Dates</th>
<th>Make-up Dates</th>
<th>Scoring Dates</th>
<th>Final Dates to Submit Answer Sheets to Scanning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NYSSA English Language Arts, Mathematics, and Science</td>
<td>Monday, March 11 – Friday, June 7</td>
<td>Make-ups must be given within the testing window</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Elementary 3-8, English Language Arts</td>
<td>Paper-based</td>
<td>Tuesday, April 2 – Thursday, April 4</td>
<td>Wednesday, April 5</td>
<td>Wednesday, April 17</td>
</tr>
<tr>
<td></td>
<td>Computer-based</td>
<td>Monday, April 1 – Monday, April 8</td>
<td>Thursday, April 11</td>
<td>N/A</td>
</tr>
<tr>
<td>Grade 9-12, Mathematics</td>
<td>Paper-based</td>
<td>Wednesday, May 1 – Friday, May 3</td>
<td>Monday, May 6 – Wednesday, May 8</td>
<td>Thursday, May 16</td>
</tr>
<tr>
<td></td>
<td>Computer-based</td>
<td>Tuesday, April 30 – Tuesday, May 7</td>
<td>Monday, May 6 – Friday, May 10</td>
<td>N/A</td>
</tr>
<tr>
<td>NYSESLAT Speaking</td>
<td>Monday, April 6 – Friday, May 17</td>
<td>Make-ups must be given within the testing window</td>
<td>Speaking is scored as it is administered</td>
<td>Thursday, May 30</td>
</tr>
<tr>
<td>NYSESLAT Listening, Reading, Writing</td>
<td>Monday, May 6 – Friday, May 17</td>
<td>Make-ups must be given within the testing window</td>
<td>Monday, May 20 – Thursday, May 30</td>
<td>Thursday, May 30</td>
</tr>
</tbody>
</table>
2018-19 School Year, Continued

<table>
<thead>
<tr>
<th>Operational Test</th>
<th>Administration Dates</th>
<th>Make-up Dates</th>
<th>Scoring Dates</th>
<th>Final Dates to Submit Answer Sheets to Scanning Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 4 Science Performance Test</td>
<td>Wednesday, May 22 – Friday, May 21</td>
<td>Make-up must be given within the testing window</td>
<td>Scoring may start immediately following administration.</td>
<td>Thursday, June 13</td>
</tr>
<tr>
<td>Grade 6 Science Performance Test</td>
<td>Wednesday, May 22 – Friday, May 21</td>
<td>Make-up must be given within the testing window</td>
<td>Scoring may start immediately following administration.</td>
<td>Thursday, June 13</td>
</tr>
<tr>
<td>Grade 4 Science Writers</td>
<td>Monday, June 3</td>
<td>Tuesday, June 4 – Friday, June 7</td>
<td>Following make-up dates, but no later than Thursday, June 13</td>
<td>Thursday, June 13</td>
</tr>
<tr>
<td>Grade 6 Science Writers</td>
<td>Monday, June 3</td>
<td>Tuesday, June 4 – Friday, June 7</td>
<td>Following make-up dates, but no later than Thursday, June 13</td>
<td>Thursday, June 13</td>
</tr>
</tbody>
</table>

Field Test | Administration Dates
---|---
Grades 3 & 8 English, Language Arts, and Mathematics | Monday, May 20 – Friday, June 7
Grades 4 and 5 Science | Monday, May 6 – Friday, May 17
NYSTANG | Monday, March 4 – Friday, March 15

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of State Assessment
Albany, New York 12234

EXAMINATION SCHEDULE: JUNE 2019

Students must verify with their schools the exact times that they are to report for their State examinations.

<table>
<thead>
<tr>
<th>June 3</th>
<th>June 18</th>
<th>June 19</th>
<th>June 20</th>
<th>June 21</th>
<th>June 24</th>
<th>June 25</th>
<th>June 26</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
<td>9:15 a.m.</td>
</tr>
<tr>
<td>Global History &amp; Geography II (New Framework)+</td>
<td>U.S. History &amp; Government</td>
<td>English Language Arts</td>
<td>Transition Exam in Global History &amp; Geography</td>
<td>Geometry</td>
<td>Physical Setting/Chemistry</td>
<td>Physical Setting/Chemistry</td>
<td>RATING DAY</td>
</tr>
<tr>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
<td>Uniform Administration Deadlines</td>
</tr>
<tr>
<td>Living Environment</td>
<td>Algebra I</td>
<td>Physical Setting/Earth Science</td>
<td>Algebra II</td>
<td>Physical Setting/Physics</td>
<td>Physical Setting/Physics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ The Conversion Chart for this exam will be available no later than June 26, 2019.
Upcoming CIO Meetings

- May 2019- TBD
- Friday June 14, 2019 - 1:00PM

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January 2019

TO: School District Superintendents  
School District State Aid Designees  
BOCES District Superintendents

FROM: Brian Cechnicki, Director of Education Finance

RE: Model Calendar for Use in Calculating Minimum Instructional Hour Requirements  
Pursuant to 8 NYCRR §175.5

In September 2018, the Board of Regents adopted an amendment to the regulations concerning  
the minimum instructional hour requirements for State aid purposes, consistent with Education  
Law §3604(7), commencing in the 2018-19 school year. The revised regulation may be found at  
information may be found at  
https://stateaid.nysed.gov/attendance/htm_docs/attendance_900_990_Hour_Requirement_memo.  
htm.

This Model Calendar Version 2.0 is being supplied to all school districts for the purposes of  
recording their 2018-19 school year instructional hours, as well as to begin planning their 2019-  
20 school year calendars. **District officials should anticipate completing this calendar for each  
appropriate grade level and school for the 2018-19 school year in their Summer/Fall 2019  
SAMS claims submissions.** Additional information on this claims process will be available in  
Summer 2019.

Districts that had previously used the Model Calendar Version 1.0 for the 2018-19 school year  
may continue to do so at their local discretion, but are informed by this memorandum that Version  
2.0 includes the following enhancements:

- Filters have been added to columns to assist in finding errors or variations from “standard”  
days.
- The 2018-19 Regents Examination schedule has been corrected.
- Clarity in the hour calculations has been provided by truncating all hour calculations to two  
decimals, including displaying the total hours cell with two decimals.
- The Superintendent Conference Day (SCD) hours total cell has been fixed so that it can  
correctly display compliance; the previous version would flag an overuse of SCD hours  
even if such additional hours had no impact on compliance with the minimum instructional  
requirement.

In addition, Model Calendar Version 2.0 includes a separate worksheet with pre-populated 2019-  
20 school year dates, holidays, and Regents examinations.

Please use the following instructions for completing the Model Calendar. Please contact us at  
180days@nysed.gov with any questions.
Instructions for Using the Model Calendar

Use this spreadsheet to determine the total session days and instructional hours for each distinct school/grade level calendar. (For example, if grades 9-12 are all in the same building and follow the same schedule, only one sheet is necessary for all four grades. If one school includes grades 6-12, complete one sheet for grade 6 and a second for grades 7-12, as those grade levels have different required minimum instructional time. Please consult the regulation for more information.)

DO NOT ATTEMPT TO REMOVE THE PASSWORD PROTECTIONS OR USE AN UNPROTECTED SHEET. ANY SUCH SPREADSHEET WILL BE CONSIDERED INVALID.

1. In cell B6, select the "Grade Level Group" that corresponds with the grades being scheduled in the worksheet. This will generate the minimum required instructional hours.
2. For each individual day, enter the exact Start Time and End Time for the time that students are in session (See #5-7 below for instructions on Superintendent's Conference Days); for days when school was not in session, leave cells blank and note the reason in the "Notes" column.
3. The "Total Instructional Minutes" column will automatically calculate the total time between the start and end times for each day.
4. Enter the amount of time for homeroom, lunch, recess, and/or passing time, where applicable, in the columns between "Hours Between Start/End" and "Total Instructional Minutes." Be sure to enter the correct time on days that are different in length than a standard day, such as a scheduled half day.
5. For full-day Superintendent's Conference Days, leave the Start Time and End Time blank, and enter the number of hours utilized in the "Superintendent's Conference Day Time Utilized" column. No deductions noted in #4 are required.
6. For partial Superintendent's Conference Days, fill out the student session time as described above, but do not include any of the Superintendent's conference time. Separately enter the number of hours utilized in the "Superintendent's Conference Day Time Utilized" column.
7. For Superintendent's Conference Days held during the last two weeks of August, separately enter the number of days in cell K9 and the total number of hours utilized over those days in cell M9.
8. For any additional professional development or parent-teacher conference time above the Superintendent's Conference Day allowance, do not include amounts in this worksheet.
9. For January and June Regents Examination Days, for the grades taking such exams (or allowed to be dismissed because of schedule disruptions and/or staff and space needs), districts may claim the greater of their regular instructional day or six hours. If the regular instructional day is less than six hours, enter a start and end time that equals six hours—even if such times differ from the scheduled day. If the regular instructional day is more than six hours, enter the same time and deductions that are used on the majority of days.
10. For the June Rating Day, for the Regents Examination-impacted grade levels, enter a Start Time and End Time that generate a value equal to the value in the column titled "Instructional Hours Counted" for the majority of days. For example, if such hours equal 7 hours, you may enter 8:00 AM and 3:00 PM as the start and end times.
11. To create another blank worksheet, or copy an existing worksheet, right click the tab to be copied. Select "Move or Copy." Check the box "Create a Copy" and click "OK."
12. Due to the password protections, the font size cannot be increased. To view cells in a larger font, use the “View” toolbar and click “Zoom.”
To: Superintendents of Public Schools  
Charter School Leaders  

From: Ira Schwartz  

Subject: Participation Rate Status Report

On January 17, 2019 the New York State Education Department (NYSED or “the Department”) announced the final accountability status of schools and districts for the 2018-19 school year. After reviewing the New York State assessment data used in the accountability designsations, the Department has determined which public schools met the 95% assessment participation rate requirement for one or more accountability groups in English language arts (ELA), mathematics, or both in the 2017-18 school year.

NYSED has posted a Participation Rate Status Report (“Part Rate Plan Report 2018-19”) to the Information and Reporting Services (IRS) portal at http://portal.nysed.gov/portal/page/pref/PortalApp. The Report provides information on the overall participation rate status of each school as well as each accountability group in the school for ELA and math State assessments.

As required in the State’s approved Every Student Succeeds Act (ESSA) plan and specified in Commissioner’s Regulations 100.21, schools that meet certain criteria in the 2017-18 and 2018-2019 State assessments must create a Participation Rate Improvement Plan to be implemented for the 2019-20 school year. A 2019-20 Participation Rate Improvement Plan will be required if a school meets all of the following six conditions for an accountability group on either the ELA or math assessments, or both:

1. The subgroup failed to meet the 95% participation rate requirement in the 2017-18 school year; and  
2. The subgroup failed to meet the 95% participation rate requirement in the 2018-19 school year; and  
3. The subgroup did not show improvement in participation rate between the 2016-17 and 2017-18 school years; and  
4. The subgroup did not show improvement in participation rate between the 2017-18 and 2018-19 school years; and  
5. The subgroup did not perform at Level 3 or 4 on the Weighted Average Achievement Index (or Composite Performance Level if a high school) in the 2017-18 school year; and  
6. The subgroup did not perform at Level 3 or 4 on the Weighted Average Achievement Index (or Composite Performance Level if a high school) in the 2018-19 school year.
The Participation Rate Status Report indicates whether one or more accountability groups in a school met criteria 1, 3, and 5 above. If the same accountability group(s) that met criteria 1, 3, and 5 in 2017-18 also meets criteria 2, 4, and 6 in the 2018-19 school year, the school will be required to develop a Participation Rate Improvement Plan for the 2019-20 school year (see column 5 in the summary report). These schools are designated as “PPRIP” (potential participation rate improvement plans). Schools that will not be required to develop a participation rate improvement plan for the 2019-20 school year regardless of 2018-19 school year results are designated as “GS” (good standing). The elementary-middle and high school reports included in the worksheet include the data used to determine the status for each accountability group. For more information about the worksheet, see the attached “Participation Rate Improvement Plan Status Report Guide 2018-19.”

Schools currently designated as “PPRIP” will be required to create a Participation Rate Improvement Plan for 2019-20 if there is not improvement in participation rates and performance levels on the 2018-19 school year ELA and/or math assessments as described in criteria 2, 4, and 6 above. This data is being provided to you for planning purposes and in the hopes that it will be helpful to your communications with students and their families regarding participation in the 2018-19 State assessments.

The Department remains committed to working with educators to develop assessments that allow students to demonstrate what they know and are able to do. We look forward to supporting you in your efforts to improve student participation and performance on State ELA and math assessments.

Should you have any questions regarding the participation rate requirements or Participation Rate Improvement Plans, please contact our Office of Accountability at accountinfo@nysed.gov.

Attachment

cc: District Superintendents
MaryEllen Elia
Jhone Ebert
Beth Berlin
Angélica Infante-Green
Lisa Long