CIO Meeting
May 2019

CIO Meeting
SIRS/Data Warehousing
Test Scoring

Prepared/Presented by:

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We have determined that there is an issue with the ELA Computer Based Testing data from Questar/NYSED. The Level 1 Student Item Analysis and Data Download Preliminary reports are incorrectly showing 0 points earned on the extended response questions for many CBT students. We are working with NYSED to correct this problem. Thank you for your patience!

Minimum Technical Requirements for LHRIC Data Analysis and Reporting
How to Access and Login to LHRIC Data Analysis and Reporting:

To Access:
https://www.lhric.org/level1

To Login:
1. Drop-Down box – Choose Namespace Level 1 Reporting
2. Enter Level 1 User ID (School Email Address)
3. Enter Level 1 User Password
4. Click on Sign in

**The Login information is provided by District CIO. Please contact District CIO if you forgot password or need access to reports.

Reports Page

1. REPORT SELECTION -
   Drop-down containing reports and views available to the user.

2. DISTRICT SHARE -
   Your saved reports and views shareable within the district.

3. MY CONTENT -
   Your saved reports and views only accessible by you.
Testing Updates

- Cleaning up a few remaining ELA issues
- Mailing remaining Science 4 & 8 and Regents answer sheets.
- Scanning / processing Math answer sheets
- Parent report order forms should be emailed to you next week.
  - Please make sure to fill them out electronically before printing / signing

- Regents
  - additional printing files due by May 24th.
  - Testing begins June 3rd with Global II with the rest of the exams beginning June 18th

NYSESLAT Full Service Scoring

- Collection Date next Tuesday May 21st.
- New update this year. We worked with MetriTech and our vendor OSC to coordinate MetriTech picking up the writing booklets directly from OSC. This means that we will not need to return them to you to mail back to MetriTech yourself.
- Please make sure both our barcode labels and MetriTechs are on the back of your booklets before returning them to our center.
- Don’t forget to create your NYSESLAT box labels in the creation website http://status.oscworld.com
2018-19 SIRS Timeline


Now - End of May - Teacher Roster Verification - TAA

May-June -
- NYSED Quality Control Checks - SSC / Staff Assignment
- Tested N/T Reports 3-8 ELA/Math

June 13th - Staff Student Course / Staff Assignment due
June 21st - Certification form due

Out of Certification Reports - by end of May

Quality Control Checks - NYSED

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.

Note: While Education Law 3012-d was recently amended, districts and BOCES are still required to submit the TSDL data because they are also used for Teacher Equity reports, as required pursuant to NYSED’s approved ESSA Plan.

- Quick Review
  - Staff Student Course records link students to teachers
  - Principals are linked to students through the principal (1102-1110) Staff Assignment record(s), along with student school entry/exit enrollment records that link students to those schools

Purpose: to identify data issues that have the potential to cause a student to be excluded from a teacher’s 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
### High Priority

1. **Overlapping Records - Start/End date Overlap**
   - Because the start and end dates overlap, the records will be treated as though the student was enrolled in two courses simultaneously.
   - As a result, the growth vendor will sum the minutes across all of the duplicate records to obtain the total duration of time that the student was enrolled and attended the course with a teacher. This may cause the student to not meet the minimum enrollment requirement of 60% of the course.

2. **Enrollment Linkage Duration = 0**
   - A student must be enrolled in a course with a teacher for at least 60% of the course duration in order to be included in a teacher’s mean growth percentile (MGP) calculation. Otherwise, the student will NOT count in the calculation.
   - A zero value in this field means that the student would not be included in a teacher’s growth score.

3. **Attendance Linkage Duration = 0**
   - Attendance minutes are used to weight student scores in a teacher’s State-provided growth score. A zero value in this field would mean that a student’s SGP would be multiplied by zero.

4. **Course Duration = 0**
   - Course Duration is used to determine the total number of instructional minutes in the course.
   - A value of zero indicates an error in the scheduling/system setup.

### Low Priority

1. **Overlapping - Duplicate Linkage Records**
   - More than one record has the same group of variables in common: staff ID, reporting date, district, school, course id, section code, student, start date, end date.
   - Most records are valid
Please Note: high priority overlapping records appear first. Because some high priority records fall into both high and low priority categories, some records will show more than once.

The phrase "Linkage Record" will be used to identify records where the record set has the same Student ID, Teacher ID, Course Description, School ID and District ID values. "Linkage Record" sets have overlapping linkage start and/or end dates.

Overlapping Records Examples - Start/End Date Overlap - High Priority

- Student drops one section of a course for another - same teacher-dates overlap
  - This overlap is an issue because the course duration minutes are inflated when summed and the student does not meet the 60% minimum
  - For most record sets this overlap is invalid and should be corrected*

*After reviewing these records please consult with your SMS support to determine how you can correct these records.

QC Checks Reports SSC / Staff Assignment

QC Checks Reports Staff Student Course
**Overlapping Records Examples - Duplicate Linkage - Low Priority**

- For most record sets this overlap is *valid* and *does not need adjusting*.
- Both ELA courses are both mapped to 51033 - ELA 5 - same student, same teacher. This overlap is not an issue because the enroll/course duration minutes for each section add up to the full course minutes and student meets 60% minimum.
- All should be reviewed.

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<thead>
<tr>
<th>STATE COURSE ID</th>
<th>TEACH ID</th>
<th>TEACHER NAME</th>
<th>LOCAL COURSE ID</th>
<th>LOCAL COURSE NAME</th>
<th>SECTION CODE</th>
<th>STUDENT NAME</th>
<th>NYIS ID</th>
<th>LOCAL STUDENT ID</th>
<th>Linkage Start Date</th>
<th>Linkage End Date</th>
<th>Enrollment Linkage Duration</th>
<th>Attendance Linkage Duration</th>
<th>Course Duration MNR</th>
<th>Grade Level</th>
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<td>09/30/2019</td>
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<td>550</td>
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<td>5</td>
<td>04/01/2019</td>
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<td>550</td>
<td>550</td>
<td>550</td>
<td>5</td>
<td>04/01/2019</td>
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</table>

- Enrollment duration/course duration = 100%

**Enrollment/Attendance or Course Duration Minutes = 0 - High Priority**

- Example 1: Attendance linkage Minutes = 0 makes sense – no action necessary.
- Example 2: All linkages are 0 – this suggests a scheduling setup issue.

*After reviewing these records please consult with your SMS support to determine how you can correct these records if necessary.*

**Example 1**

- Attendance Linkage Duration is 0.

**Example 2**

- Enrollment Linkage Duration is 0.
No Data Available? Either you haven’t loaded Staff Student course yet or you have no errors for that particular check.

Reminder - this report refreshes on Wednesday’s – review each week until the deadline (6/13) to ensure the proper corrections have been made up at L2

QC Checks Reports - Staff Assignment

Level 1 Verification Secure Staff Data Reports > 21. Staff Assignment 21.2.0: NYSED-Staff Assignment QC Checks

QC Checklist- High Priority

1. Does the building lack principals assigned to it?

2. Are principals linked to the District Location rather than building level?

3. Are any grades in the building missing a principal staff assignment?

Expanded List of Quality Control Checks of Staff Assignment Extract Data

Note: This report is refreshed weekly (typically Wednesday) subject to SED releasing the files.
**Staff Assignment**

- After corrections are made, review L1 Verification Report: 21.0.0
- Staff assignment Summary to review all of your principals

**Staff Stu Crs /Assessment Verification Reports**

- **3-8 ELA assessment data** has been loaded to L1 and L2.
- **3-8 Math assessment data** will be loaded over the next few weeks
- Important: review 9.4.1 for reasonableness check between SSC and Assessments
Assessment Verification Reports

Student Daily Attendance
NYSED Guidance

- A recent guidance memo went out to districts on accurately reporting daily attendance in SIRS
- Auditors found instances of improperly coded absences that resulted in students being misidentified as chronically absent
- Memo gives guidance on steps districts should take to ensure their attendance setup is reporting accurately

NYSED Memo-No Suspension Data

- Districts who reported no suspension data in the 17-18 school year were contacted by the Office of Accountability
- Supt’s were asked to affirm if they had no suspensions or had a data reporting issue
- Several districts had their In-School and Out of School Suspension attendance reasons mapped incorrectly
SIRS Manual

- SIRS Manual:
  - Daily attendance is required reporting in SIRS for grades K-12
  - Suspensions are included in the daily attendance extract taken out of the SIS

- Chronic Absenteeism is a current indicator in ESSA accountability
- Out of School Suspension will be a future indicator of ESSA
  - Note: Suspensions are not included in a district's Chronic Absenteeism percentage

- Required extracts from SIS to populate NYSED Chronic Absenteeism Attendance Reports
  - Attendance Codes (Student)- load into L0 Express
  - Day Calendar
  - Student Daily Attendance

Daily Attendance

LEAs must report Daily Attendance codes. Although local data systems may collect suspension and attendance information in different places, SED’s data collection model requires both to be reported through the Student Daily Attendance template. Attendance must be reported by any reporting entity that is required to take attendance (i.e., District of Responsibility). In the case of out-of-district placed students, attendance must be reported by the entity where the student is attending (i.e., District BOCES where the student is placed). Report student attendance by BOCES program (e.g., CTE, Special Ed). Report each program as a unique BOCES program location (BOVL). If BOCES program location (BOVL) is not available, use general BOCES code. Currently, reporting of daily attendance for Prekindergarten students is not required.

Out of School Suspension will be a future indicator of ESSA.

Note: Suspensions are not included in a district’s Chronic Absenteeism percentage.

Required extracts from SIS to populate NYSED Chronic Absenteeism Attendance Reports:
- Attendance Codes (Student)- load into L0 Express
- Day Calendar
- Student Daily Attendance

Suspended Students

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 the Student Daily Attendance extract- but should not equate to an absence

Student Attendance Codes and Descriptions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>E</td>
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<tr>
<td>ISS</td>
<td>In-School Suspension</td>
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<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>
Important to Review - SIS

- Mapping of local attendance codes to State Attendance codes
  - Review the attendance codes in each school

- Students who are homebound are provided tutoring at home - report as daily present unless absent from tutoring

- Ensure that school affiliated absences from instruction, i.e., field trips, nurse’s office visits, college fairs etc., do not extract as a daily absence from school

- If the same local absence code is used in multiple buildings - it MUST map to the same state attendance code. For example:
  - MS Building uses local code ‘A’ for an Excused absence and your HS building also uses local code ‘A’, they must both equate to the state code ‘E- Excused’ in your attendance code mapping in each building.
  - They should not map to different state attendance codes

- Local Codes mapped to a present, (nurse, field trip etc..) should have a State Code State/Description blank
There’s no location code in the attendance codes extract.

The Local Attendance code is a key field.

If duplicate local codes exist and they map to different state codes then L0 will accept only one of them.

Districts must ensure all codes have the same meaning (state code mapping).

**Important to Review - SIS**

- Review the School Calendar setup in each school.
  - Ensure Instructional Days and Non-Instructional days are coded correctly.
  - The Day Calendar extract from your SIS defines your Instructional Days.
- Reminder: the count of Instructional Days in the Day Calendar extract are used for Chronic Absenteeism reporting and not used for calculating State Aid.
• Day Calendar has a record for every day in the year- 365/366 for each building
• Grade level: Grade level of students to which the “Day Type” for a particular date in the day calendar pertains.
• If the school calendar differs by grade level within a location, report one record for each grade level, otherwise use "AL."

One record per day per grade level

Common Errors–
• ungraded students (grade 13) or Pre-K daily attendance records extracting but no day calendar records for that grade level. Grade 13/14 should extract- PreK attendance is not required to be reported
• Daily attendance records extracting for OOD students- these should be filtered out of the extract if possible
### Day Calendar

**New York State Education Department**

#### Day Calendar Summary Report

Data Contained in the Student Information Repository System

<table>
<thead>
<tr>
<th>School Year</th>
<th>District</th>
<th>School Location</th>
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<tr>
<td>2014-15</td>
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<td>All Locations</td>
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#### S274DL #6001

Data Refresh Date: Mar 30, 2015

<table>
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<tr>
<th>Grade</th>
<th>Instructional Days</th>
<th>Instructional Days Absent</th>
<th>Instructional Days Early Dismissal</th>
<th>Instructional Days Late Dismissal</th>
<th>Regents</th>
<th>Regents Only</th>
<th>Regents by Day</th>
<th>Regents by Week</th>
<th>Regents by Month</th>
<th>Regents by Year</th>
<th>Total Instructional Days</th>
<th>Total Non-Instructional Days</th>
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<tbody>
<tr>
<td>0</td>
<td>177</td>
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<td>177</td>
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### L2 Accountability Reports

- **L2 Reports:**
  - SIRS -107- Chronic Absenteeism Report
  - SIRS 110/111- Suspension Accountability Reports
Other Reminders

- Staff Student Course Domain
  - When Import Errors Exist Do Not Perform Data Prep
  - These records exist outside of L0 production tables and will not be part of your submission when performing Data Prep
L0 Historical Updates → L1 Reports

- **L0 Historical**
  - The **17-18 school year** and prior are available for updates and the data are flowing to L2 and back to L1
  - Changes made to L0H Monday – Thursday will appear in L1 and L2 RPT Verification reports the following Monday
    - Only current year L2RPT reports are refreshed with L0H data - i.e. Total Cohort, HS AVR

- **L0 Historical**: [https://l0historical.nyseddata.org/](https://l0historical.nyseddata.org/)

- Entitling L0H users in SEDDAS

L2 Daily Refreshes!

- Refreshed Daily if data sent to L1 by 2:30 Monday- Thursday:
  - SIRS- 315- TSDL report (& TAA system)
  - SIRS 401 - Reasonableness report
  - SIRS 650 - ELL Profile report

- The PD Data system will now refresh twice a week – on Monday and Wednesday – EOY reports (VR’s 11-16) will be made available by the end of May
ELL Counts for Title III Allocations

ELL Counts for ESSA Title III Allocation- (See attached memo)

- Beginning the week of May 13th SED will be placing ELL student counts by district weekly on the IRS portal for verification
  - Portal reports will be titled – “2019 ELL/MLL Student Counts for Title III Allocations
  - The counts of ELL students are used to calculate for 2019-20 Title III ELL/MLL funding
  - Districts and charter schools the data are sourced from SIRS
    - Non Public schools data are sourced from BEDS Online
- **Data must be verified and corrected prior to the final data pull of June 6th, 2019**
  - The data pull is based on actively enrolled students w/ 0231 PS records in L2 as of the latest refresh date – for report specs see SED memo attached

- Compare counts to our L1 Report:
  - 3.10.0 Program Services: ELL Students for ESSA Title III fund Allocation

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**NEW**

Immigrant Children & Youth Reporting for Title III Funding Change

NYSED is changing the process of reporting Immigrant Children & Youth data to align with how the Title III ELL data are captured:

- Beginning next week, in addition to the Title III ELL counts reports, there will be a similar set of detail and summary reports for the immigrant data
- A memo will go out from OBEWL that will outline this change and will include the business rules
- The count will no longer be as of BED’s Day for public schools
- **Data must be verified and corrected prior to the final data pull of June 6th, 2019**
- **More info to come..**
VR-16: Coordinated Early Intervening Services

- CEIS funding benefits **school-age Gen-ed students**
- SPED dept will know how these funds were allocated and should identify the students who benefitted from CEIS funding.
- The year shown is the year CEIS funds were allocated therefore Districts in this list must submit program service **5753 ‐ CEIS**
- **5753 ‐ CEIS** Program service records should be entered into your SIS and extracted and loaded to L0
- All districts listed must certify the VR 16 in the PD system

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SIRS EOY Deadline Update

- As was the case last year, NYSED will allow **no exceptions** to the final deadline for reporting all end of year data to SIRS for 2018-19.
- This includes no exceptions for technical issues that could arise at LHRIC, therefore we are setting an **earlier deadline** of Thursday, August 15th @ 2:30 pm as the last day to load 2018-19 SIRS data to L1.
- Special Ed VR’s 11, 12 & 14 (Special Ed Events) and Staff Evaluation Rating data have later deadlines and will be the only 2018-19 data that can be loaded after the deadline.
May Activities Summary

• Review Title III ELL / Title III Immigrant Youth Counts by June 6th
• Confirm TSDL/Staff Assignment data- due June 13th
  • Certification form due by 6/21- on NYSED portal
  • QC Checks on Staff Stu Course/Staff assignment - L1 reports updated Wednesdays
  • Review L1 Summary Reports for Assessment Verification / TSDL
• Verification of Tested/Not Tested in Grades 3-8 in L1/L2
• Review UIAS reports – simultaneous enrollments/false dropouts
• Backmapping - specific districts only- Review L1 Reports 1.1.0 Demographics: 'Backmapping' Report

APPR Update

• There has been no official communication from NYSED yet on the changes to the Staff Evaluation Rating data submission for 2018-19
• What we do know:
  • Each teacher/principal will have only one set of scores/ratings (3 records) instead of some having two sets as it was for the past 2 years
  • No new codes will be introduced
  • New APPR Plan Summaries will be posted in June
  • Official communication expected in May
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 MONDAY</th>
<th>June 18 TUESDAY</th>
<th>June 19 WEDNESDAY</th>
<th>June 20 THURSDAY</th>
<th>June 21 FRIDAY</th>
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<tr>
<td>Global History &amp; Geography II (New Framework)*</td>
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<td>English Language Arts</td>
<td>Transition Exam in Global History &amp; Geography</td>
<td>Geometry</td>
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<td>1:15 p.m.</td>
<td>1:15 p.m.</td>
</tr>
<tr>
<td>Living Environment</td>
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<td>Physical Setting/ Earth Science</td>
<td>Algebra II</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>RATING DAY</td>
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- The Conversion Chart for this exam will be available no later than June 26, 2019.

Upcoming CIO Meetings

- Friday June 14, 2019 - 1:00PM
- Friday August 9, 2019 – 1:00PM
- Friday October 4, 2019 – 1:00PM
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Conley, Executive Director</td>
<td><a href="mailto:kconley@lhric.org">kconley@lhric.org</a></td>
<td>X-3331</td>
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<tr>
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<tr>
<td>Denise Consaga, Coordinator, Data Services</td>
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</table>
TO: Superintendents of Public School Districts  
Charter School Principals  
Bilingual/ENL Coordinators/Directors

FROM: Lissette Colón-Collins

DATE: April 2019

SUBJECT: English Language Learners/Multilingual Learners (ELLs/MLLs) Student Counts for 2019–20 ESSA Title III ELL/MLL Allocations

The New York State Education Department (NYSED) is preparing to calculate allocations to Local Education Agencies (LEAs) for 2019–20 ESSA Title III ELLs/MLLs. The allocations are based on the number of ELLs/MLLs in each LEA. It is very important that NYSED has accurate counts of ELLs/MLLs for this determination. To allow LEAs to update and/or verify their counts of ELLs/MLLs, the following procedures and timeline have been established:

<table>
<thead>
<tr>
<th>Date</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning the week of May 13, 2019 through the week of June 3, 2019</td>
<td>Public ELL counts by district and charter school in Level 2 of the Student Information Repository System (SIRS) from the previous Friday’s data refresh and nonpublic school ELL/MLL counts by district in the Basic Educational Data System (BEDS) will be available to authorized users in the “2018–19 Title III ELL/MLL Counts Report” on the Information and Reporting Services Portal (IRSP) at <a href="http://portal.nysed.gov">http://portal.nysed.gov</a>. Instructions on accessing the portal can be found at <a href="http://www.p12.nysed.gov/irs/irsportal/">http://www.p12.nysed.gov/irs/irsportal/</a>. LEAs must review the counts in the report and make changes in their local student management systems to correct public and charter school data. LEAs must also work with nonpublic schools to correct inaccurate nonpublic school data reported using the BEDS Online Report of Nonpublic Schools.</td>
</tr>
<tr>
<td>June 10, 2019</td>
<td>Public ELL/MLL counts by district and charter school in Level 2 of the SIRS and nonpublic school ELL/MLL counts by district in BEDS on June 10, 2019 will be used for 2019–20 Title III ELL/MLL allocations.</td>
</tr>
</tbody>
</table>
Please note that in preparing for the administration of the New York State English as a Second Language Achievement Test (NYSESLAT), LEAs may have already reported appropriate ELL/MLL codes in the SIRS. However, LEAs must review the counts in the reports available from May 13th to June 7th, make corrections to inaccurate public and charter school student data in their local student management systems, and ensure that the revised data are loaded into Level 2 of the SIRS by June 7th. Local Level 1 data centers will require earlier due dates to allow sufficient time for processing.

Districts should work with nonpublic schools to ensure that inaccurate data are identified. Nonpublic schools with incorrect ELL/MLL counts should scan corrected ELL/MLL counts for Item 6A of their Fall 2018 BEDS Report of Nonpublic Schools form and email them to the NYSED Office of Information and Reporting Services (IRS) at datasupport@nysed.gov with the subject line “Nonpublic BEDS ELL/MLL correction.” Corrections require the principal’s signature and date. Nonpublic school ELL/MLL counts should reflect students who were enrolled on BEDS day, October 3, 2018. Questions concerning nonpublic school ELL/MLL corrections may be directed to the IRS office at datasupport@nysed.gov or (518) 474-7965.

If you have any questions regarding these procedures, please call the Office of Bilingual Education and World Languages at obewl@nysed.gov or (518) 474-8775 or contact the Office of Information and Reporting Services at datasupport@nysed.gov or (518) 474-7965.

cc: Rose LeRoy
    Ellen Martin
    Kristen DeSalvatore
    Bonnie Schaffer
Business Rules for extracting ELL/MLL data from the Student Information Repository System (SIRS) to provide counts to be used for allocation of NCLB Title III funds

1. Rules specified in this document pertain to public and charter school data extracts. BEDS data are the source for nonpublic school ELL/MLL student counts.

2. Students must have an enrollment record in the 2018-19 school year with one of the following enrollment codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>Enrollment in building or grade</td>
</tr>
<tr>
<td>5544</td>
<td>Transferred in under the NCLB Title I &quot;School in Improvement Status&quot; transfer option</td>
</tr>
<tr>
<td>7000</td>
<td>Transferred in under the NCLB &quot;Persistently Dangerous School&quot; transfer option</td>
</tr>
<tr>
<td>7011</td>
<td>Transferred in under the NCLB &quot;Victim of Serious Violent Incident&quot; transfer option</td>
</tr>
</tbody>
</table>

If a student has enrollment records for multiple schools in the 2018-19 school year, use the enrollment record with the latest beginning enrollment date. A student should only be counted as an ELL/MLL for a single school.

3. Include all of the following grade levels in school counts: K (half-day KH and full-day KF kindergarten) through grade 12, ungraded elementary (13), and ungraded secondary (14).

4. Students must have a 0231 ELL/MLL Eligible program service code in order to be counted for the school.

5. If a student has any of the following ending reasons on his or her enrollment record, the student will NOT be included in the count for the school.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>153</td>
<td>Transferred to another school in this district or to an out-of-district placement</td>
</tr>
<tr>
<td>170</td>
<td>Transferred to another NYS public school outside this district with documentation.</td>
</tr>
<tr>
<td>204</td>
<td>Transferred to a NYS nonpublic school with documentation</td>
</tr>
<tr>
<td>238</td>
<td>Transferred to homebound instruction provided by this district</td>
</tr>
<tr>
<td>255</td>
<td>Transferred to home-schooling by parent or guardian</td>
</tr>
<tr>
<td>5927</td>
<td>Leaving a school under NCLB – a victim of a serious violent incident</td>
</tr>
<tr>
<td>5938</td>
<td>Leaving a NYC community district under NCLB – a victim of a serious violent incident</td>
</tr>
<tr>
<td>323</td>
<td>Transferred outside district by court order</td>
</tr>
<tr>
<td>442</td>
<td>Left the U. S. (and did not return to the U.S. on the date these data were retrieved)</td>
</tr>
<tr>
<td>459</td>
<td>Deceased</td>
</tr>
<tr>
<td>221</td>
<td>Transferred to a school outside NYS with documentation.</td>
</tr>
<tr>
<td>136</td>
<td>Reached maximum legal age and has not earned a diploma or certificate</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>8338</td>
<td>Incarcerated student, no participation in a program culminating in a regular diploma.</td>
</tr>
<tr>
<td>1089</td>
<td>Transferred to an approved GED program outside this district</td>
</tr>
</tbody>
</table>

6. Students who have an enrollment record during the 2018-19 school year that ended with any of the following ending reasons **WILL** be counted as an ELL/MLL for the school.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>799</td>
<td>Graduated (earned a Regents or local diploma)</td>
</tr>
<tr>
<td>085</td>
<td>Earned commencement credential</td>
</tr>
<tr>
<td>629</td>
<td>Previously earned commencement credential or IEP</td>
</tr>
</tbody>
</table>

7. Students reported with the following ELL/MLL exit program service codes during the 2018-19 school year will **NOT** be counted as an ELL/MLL for the school.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3045</td>
<td>ELL/MLL Eligibility Exit based on review of identification determination</td>
</tr>
</tbody>
</table>

8. Students reported with one of the following ELL/MLL exit program service codes during the 2018-19 school year **WILL** be counted as an ELL/MLL for the school.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3011</td>
<td>ELL/MLL Eligibility Exit Using NYSESLAT score only</td>
</tr>
<tr>
<td>3022</td>
<td>ELL/MLL Eligibility Exit Using NYSESLAT score and a NYSTP or Regents score</td>
</tr>
</tbody>
</table>
Data Entry in the Student Information Repository System (SIRS) for Students Experiencing Homelessness
(Identified under the McKinney-Vento Act)

Note: This information is published by the New York State Technical and Education Assistance Center for Homeless Students, a project funded by the New York State Education Department and housed at Advocates for Children of New York, Inc. Information published by the New York State Education Department about the State’s student data warehouse, the Student Information Repository System (SIRS), is accessible here: http://www.p12.nysed.gov/irs/sirs/home.html.

Below is a summary of steps that McKinney-Vento Liaisons should complete to ensure that district data on students experiencing homelessness are accurate. Liaisons should turn to their district data coordinator for assistance.

All districts and charter schools must report the following data to the SIRS/Data Warehouse about each student who experiences homelessness during the school year:

1. **Program Service Code 8262**: This code indicates that the student meets the definition of homeless under the McKinney-Vento Homeless Assistance Act. The *Entry Date* is the date the student became homeless and the *Exit Date* is the date the student became permanently housed.

   *If a student became homeless prior to July 1 of the current school year, the Entry Date will be July 1 of the current school year. The Exit Date should remain blank if the student is still experiencing homelessness at the end of the school year (June 30).*

   • **Note**: As of July 1, 2018, the Homeless Indicator has been discontinued and replaced by Program Service Code 8262.

2. **Homeless Primary Nighttime Residence** (Programs Fact, Field 23): Along with Program Service Code 8262, the LEA must indicate one of the following primary nighttime residence codes for a student experiencing homelessness. The LEA’s McKinney-Vento Liaison should determine the student’s primary nighttime residence at the time of identification.

   • “D” Doubled-up refers to those children and youth sharing the housing of others due to loss of housing, economic hardship, or similar reason.
   • “H” Hotel/motel refers to children and youth living in motels or hotels due to the lack of alternative adequate accommodations. If the family was placed in temporary housing in a hotel/motel by a local department of social services (DSS), the child should be given a primary nighttime code of S for shelter.
   • “S” Shelter refers to those children and youth placed in a shelter, which can be a stand-alone facility, such as a family shelter or runaway and homeless youth shelter, or a hotel/motel.
   • “T” Transitional housing refers to temporary accommodations for youth or families as a step to permanent housing. Residents of transitional housing are considered homeless until they move into permanent housing. Transitional housing programs may last up to 24 months, provide housing in addition to wraparound services, and typically require participants to pay a portion of their housing costs based on a sliding scale.
   • “U” Unsheltered refers to living in situations such as cars, parks, campgrounds, temporary trailers, abandoned buildings, and substandard housing. As with all determinations of eligibility under the McKinney-Vento Act, unsheltered situations require case-by-case determination as to whether the accommodation is fixed, regular, and adequate.
January 2019

**Note:** “A” Waiting foster care placement is no longer considered a homeless living situation as of December 10, 2016 and no student should be assigned this code on or after that date. After December 10, 2016, students “awaiting foster care placement” *may* still qualify as homeless under another definition. NOTE: students in foster care are *not considered homeless*.

For more information about primary nighttime residence codes and McKinney-Vento eligibility, please call NYS-TEACHS 800-388-2014.

3. If the student was homeless and also an unaccompanied youth, enter Program Service Code 8272. Unaccompanied homeless youth are not in the physical custody of a parent or guardian and also meet the definition of homeless under McKinney-Vento.
   - This code is only applicable to students who have been identified as homeless (Program Service Code 8262).

4. **Program Service Code 0892, Title I – Part A: Homeless Students Served with Set-Aside Funds**: This code indicates that a homeless student receives services or resources funded by the LEA’s Title I, Part A homeless set-aside. For more information about the Title I, Part A set-aside, visit the NYS-TEACHS webpage: [https://nysteachs.org/topics/title-i/](https://nysteachs.org/topics/title-i/).
   - Use for any student experiencing homelessness (Program Service Code 8262) who has received services fully or partially funded through the LEA’s Title I homeless set-aside. Examples include: school supplies, clothing, per session tutoring, per session counseling, etc.
   - If the McKinney-Vento Liaison’s salary is funded using Title I set-aside funding, LEAs may apply this program service code if the student (or their family) has had at least one conversation with the liaison and the liaison facilitated receipt of services or resources.

**Note about Discontinued Program Service Code 5566**: Starting July 1, 2017, *Program Service Code 5566, Title X-Part C: Homeless Education/McKinney-Vento* has been discontinued. The code was previously used for students identified as homeless and served with federal McKinney-Vento funding. Starting in 2017-18, McKinney-Vento grantees will report information through annual grant reports (not through SIRS) on all children ages birth – five (not Kindergarten) who experienced homelessness and were served with grant funds. For more information on the McKinney-Vento grant program, see: [https://nysteachs.org/topics/mckinney-vento-grant-program/](https://nysteachs.org/topics/mckinney-vento-grant-program/)

**Access the L2RPT Reasonableness Report**

To ensure that your district is reporting accurate data on homeless students, your Data Coordinator should review the L2RPT “Reasonableness Report,” which allows you to see which students from your district have been identified as homeless in the SIRS/Data Warehouse. Your data coordinator can go to: [http://www.p12.nysed.gov/irs/level2reports/reportguides.html](http://www.p12.nysed.gov/irs/level2reports/reportguides.html) for detailed information on accessing the L2RPT Reasonableness Report (SIRS 401).

Once your Data Coordinator has access to the report, data on counts of homeless students in your district, including primary nighttime residence, can be found under the **Category Type “Student Demographics.”** Data on homeless students with program service code 8272 for Unaccompanied Youth status can be found under the **Category Type “Programs.”** One may also drill down on the Reasonableness Reports to view the names of the students captured in each report.
Level 2 Report Screen Shots Related to Students Experiencing Homelessness

Reasonableness Report

Homeless data in the Student Demographic and Programs categories of the Reasonableness Report

Student Demographic Category:

A Reasonableness Report is a data density or "red flag" report. The purpose of the report is to identify significant changes in data from year to year. The report provides 20 (column C), and the percent change between those counts (column D) of students by various category types (i.e., enrollment entry code) by district.
## Programs Category:

### Included under **Category Type > Programs:**
- 0892: Title I, Part A set-aside
- 8272: Homeless Unaccompanied Youth
- Note that Program Code 8262 is viewable under the **Student Demographic** Category Type.

### Data Refresh Date:

<table>
<thead>
<tr>
<th>SubType</th>
<th>Code</th>
<th>Description</th>
<th>Last Year (A)</th>
<th>This Year (B)</th>
<th>Change (D)</th>
<th>Percent Change (D/A)*100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Disability</td>
<td>T1251</td>
<td>Former Student with a Disability</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>Type of Disability</td>
<td>TA</td>
<td>Special Education</td>
<td>120</td>
<td>120</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ELL/ESL</td>
<td>0210</td>
<td>ELL</td>
<td>21</td>
<td>21</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ELL/ESL</td>
<td>0220</td>
<td>Former ESL Student</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ELL Programs</td>
<td>5770</td>
<td>English as a New Language</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ESFA</td>
<td>0300</td>
<td>Title I: Part C Education of Eligible Children</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>FSFA</td>
<td>0882</td>
<td>Title I: Part A Homeless Student Services Set-Aside Funds</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ESSA</td>
<td>0550</td>
<td>Title II: Language Instruction for Limited English Proficiency</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ESSA</td>
<td>0720</td>
<td>Title III: Services to Native American Indian Students</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>ESSA</td>
<td>0750</td>
<td>Title III: Language Instruction for Limited English Proficiency</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>198</td>
<td>Poverty: Not low-income family</td>
<td>815</td>
<td>815</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>0220</td>
<td>Eligible for Alternate Assessment</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

## Student Detail:

### Data Refresh Date:

<table>
<thead>
<tr>
<th>Location</th>
<th>Grade</th>
<th>Student</th>
<th>Student ID</th>
<th>Entry Date</th>
<th>Exit Date</th>
<th>Exit Reason</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>Entry Date Grade 3</th>
<th>CTE or STREP</th>
<th>Program Intensity</th>
<th>Diploma</th>
<th>Post Graduate Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2016-09-12</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2016-10-04</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2016-07-01</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2010-06-12</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2016-09-05</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>6272</td>
<td></td>
<td>2016-10-25</td>
<td>6272</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Title I Coordinators
   McKinney-Vento Liaisons

FROM: Jason Harmon, Director
       Office of ESSA-Funded Programs

SUBJECT: Title I, Part A Set-Aside for Homeless Students: New Data Collection Procedures
         Program Service Code 0892

DATE: May 6, 2019

This memo is to remind program staff about the mandated Title I, Part A set-aside for students who are homeless and to ensure that data about which homeless students benefit from the set-aside is entered into the student management system.

Background:

All students identified as homeless under the McKinney-Vento Act are eligible for services under Title I, Part A, even if they do not live in a Title I school attendance area or match the academic standards required of other children with Title I eligibility. Furthermore, all Local Educational Agencies (LEAs, including school districts, charter schools, and Special Act Districts) receiving Title I, Part A funds must reserve a portion of their Title I, Part A funds to provide services to students experiencing homelessness. Title I, Part A funds may be used to provide a wide variety of service to homeless students, including services that may not ordinarily be provided to other Title I students. For more information about using such funds, please see:

- New York State Education Department (NYSED or “the Department) guidance titled Title I, Part A: Homeless Set-Aside Guidance on Allowable and Unallowable Expenditures
- New York State TEACHS’ Frequently Asked Questions (use Jump To on right-hand side to navigate to Title I questions)
- The National Center for Homeless Education (NCHE)’s Title I Issue Brief

Program Service Code 0892, Title I – Part A: Homeless Students Served with Set-Aside Funds:

Starting with the 2018-19 school year, all LEAs must report on whether individual students experiencing homelessness have received services using Title I, Part A set-aside funds. This information is reported through the Student Information Repository System (SIRS) using Program Service Code 0892.

Please note that all students identified as homeless should be identified using Program Service Code 8262 to indicate their housing status. Program Service Code 0892 should additionally be used only for students who are homeless and received services using the Title I, Part A set-aside.
How to use Program Service Code 0892:

LEAs should use Program Service Code 0892 for any student experiencing homelessness who has received services fully or partially funded through the LEA’s Title I homeless set-aside. Examples include school supplies, clothing, per session tutoring, per session counseling, etc. If the McKinney-Vento Liaison’s salary is funded using Title I set-aside funding, LEAs may apply this program service code if the student (or their family) has had at least one conversation with the liaison and the liaison facilitated receipt of services or resources.

Please note that there are additional reporting requirements for students experiencing homelessness not described here. For detailed information about data collection and reporting requirements for students experiencing homelessness, please refer to the NYSED SIRS Manual and the NYS-TEACHS Data Entry Guide for Students Experiencing Homelessness.

Any questions about the Title I, Part A set-aside or the new data collection procedures for Program Service Code 0892 may be directed to: Melanie Faby, Office of ESSA-Funded programs at 518-473-0295 or via email at conappta@nysed.org or NYS-TEACHS at 1-800-388-2014.