



CIO Tasks for September

Student Management System

1. August grads and August Regents scores (exemptions) – **due October 8th**
(L1: 7.0.0 for August grads; L1: Assessment Reports 4.1.0 or 4.2.0)
2. Exit all non-returnees with an Exit Date 7/2/2020 or later (but before the start of the school year if possible)
3. Update new teachers/guidance counselors in SMS with TEACH ID
4. Identify students who are receiving Title I services. Be sure to end all previous Title I Program Service codes before opening new ones for the 2020-2021 school year. (L1: 3.0.0)
5. Review Immigrant and ENL student Program Services codes (***see attached for guidelines***) (L1: Program Services Reports both Summary and Discrepancy)
6. Update Summer School Program Services codes for students who took summer courses for Academic Intervention or Advanced Enrichment. Identify the courses used for credit recovery/enrichment during the summer (for inclusion in the Student Class Grade Detail Record in the current school year). (L1: 3.0.0)
7. Update Incidental Teaching Assignment indicator. Districts and BOCES can select a course/section that each teacher can teach outside their certification area. Please contact your SMS support group for instructions on how this is to be coded.
8. Identify CEIS or CCEIS students if required to report them – Program Service Code 5753 (L1: 3.0.0)
9. Add summer PS Enrollment Record for all CPSE students who transitioned to Kindergarten, regardless of whether they received summer services.



Enrollment Date = 7/1/2020; Exit Date > 8/14/2020. **(see attached for details and rules).**

10. Review out of district location placements for CSE students. Check that these students have “rolled over” to the new year with the appropriate grade level. *(L1: 2.0.0)*
11. Reminder- Coding of Ungraded students
Please review your ungraded students’ grade levels for accuracy. Based on the BD chart- students whose birth date falls between September 1, 2007—August 31, 2008 qualifies them for moving from a grade 13 to grade 14 *(L0: Info Report - Enrollment)*
12. Check that your year-end roll-over properly updated codes for the following to avoid L0 Historical updates:
 - a. **CSE Responsibility Only** – end Enrollment with 8305 code; begin new Enrollment with 5905 code
 - b. **Instructional Responsibility Only** – end Enrollment with 0066 code; begin new Enrollment with 0055 code
 - c. **Ensure the enrollment entry codes were preserved after rollover, i.e.** 5654, 4034, 5905, 0055 did not roll to a 0011 enrollment.
 - d. *(L1: 2.0.0) drill down to Select Enrollment Entry Codes*
13. Review/Update Free Lunch and Poverty. Review information for Homeless Students. *(L1: 3.0.0 and 3.15.1)*
14. Begin review of State Course Codes for existing/new courses *(L1: 9.0.0)*. Update any course that qualifies students for college credit (offered through a partnership with an institution of higher learning). Be sure to also identify the setting in which the course is given (BOCES, in district, etc....) *(L1:9.10.2). (L1:9.11.1)* for dual credit courses.



15. For the 2020-21 SY, all schools providing course instruction aligned with U.S. History and Government (Framework) should report course code **04101F**.
16. Review calendars for consistency among buildings, In the 2020-21 reporting year, **Pub health/inst** and **Pub health/no inst** are to be used **only if there is a local Department of Health directive or Executive Order for school closure**. For all other situations, use other existing Day Type codes.
17. Review district attendance codes and rules for “Daily Present” and “Daily Absent” and Suspensions.
18. Load Level 0 files:
 - a. Demographic/Enrollment
 - b. Program Facts
 - c. Assessment Fact – for August Regents exemptions
 - d. Staff Snapshot

Human Resources/Personnel

1. Update new teacher information (email, address, location code) (*L1: 20.0.0*)
2. Begin loading Staff Snapshot which will be used in the Staff /certification Report. Remember to add any new guidance counselors to the file.

FrontLine/IEPDirect

1. **Special Ed Events Data Elements: VR 11-12 and VR 14 through PD Data System due September 17th**. Remember to load this file in the 2019-2020 school year in Level 0.
2. **Special Ed Events Certification – due September 21st**.
3. Identify all NYSAA and Safety Net students for the new school year. (*L1: 3.0.0*)



Other

If you subscribe to Teacher Level Reporting, please look for an email from Mark Samis with instructions for data needed to initiate the service for the 2020-2021 school year.

Next CIO Meeting – Friday October 2, 2020 at 1:00 PM