
2019-2020 STATE REPORTING END OF YEAR CHECKLIST – PRIVATE SCHOOLS

Thursday 8/13 - 2:30pm- Final submission of ALL 2019-20 SIRS data to Level 1.

- Data reported through SIRS will be used for nonpublic reports and to verify accuracy of information submitted to the Office of Grants Management on the Nonpublic School Mandated Services Aid form (MSA-1).
- All data submitted to SIRS are final after the reporting deadline.
- NOTE:** Non-pubs are responsible for reporting non-CSE placed student assessments and graduation results only. CSE placed students are the reporting responsibility of the home district.

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DUE DATES

Thursday 8/13 - 2:30pm- Final submission of ALL 2019-20 SIRS data to Level 1 (through Level 0). These data will be used to make State and federal reporting purposes, and State Aid allocations.

Friday 9/4 - SIRS Data Statement of Certification Form due in the NYSED Business Portal certifying the accuracy of data submitted as of the August 13th deadline.

Thursday 10/8- 2:30pm - Submission of August 2020 diplomas for Total Cohort Grad Rate reporting.

- Must load Demographics, enrollment and Assessments for August graduates in the new school year (20-21) after the data warehouse opens in September.

END OF YEAR EXTRACTS

Level 0 Data Loads

- Student Lite (Demographics)
- Entry/Exit (Enrollment)
- Programs Fact (SIS)
- Assessment Fact (Assessment Scores)

The Student Data Template Worksheet for loading data may be found on www.lhric.org/nonpublic

CLOSING ENROLLMENTS

Make sure **all ending enrollments** are entered prior to your final extract of data.

- End enrollment for students that left during the school year with the appropriate exit date and code.
 - o If transferring to a public school use code **'170'**
 - o If transferring to another non-public school use code **'204'**
 - o If transferring to a school outside NYS use code **'221'**
- End enrollment with a date of 6/30/2020 for students that will not be returning in 20-21.
- Exit High School Graduates – on page 3

Please note:

- The enrollment start date in the **20-21 school year** for students who were with you in the prior year should be **7/1/20**.
- Students who are coming to you from another school district should have the start date of the beginning of school (Sept) to avoid simultaneous enrollment / false transfer issues.

HIGH SCHOOL GRADUATES

COVID-19 Guidance: Due to the cancellation of NYSED assessments, NYSED has made adjustments to the exam requirements that students must ordinarily meet in order to earn diplomas, credentials and endorsements so that the cancellation of these exams will not adversely impact students. Please refer to the June 2020 Regents Cancellation Memo and FAQ: <http://www.nysed.gov/coronavirus/guidance-p-12-schools>

All HS Graduates and Completers need:

IN DEMOGRAPHICS:

- Enter Credential Type Code
- Enter Career Path Code*
- Enter Post-Grad Plan **(Optional - not required for 19-20)**

IN ENROLLMENT:

- An Enrollment entry code of **0011**
- An Enrollment Exit Date in either August, January or June of this academic year
- A Reason for Ending Enrollment Code:
 - **799**- Graduated (earned a Regents or local Diploma)
 - **085**- Earned commencement credential
 - **629**- Previously earned commencement credential or IEP
 - **816**- Earned a High School Equivalency Diploma (GED)

Career Path Coding Guidance:** Students must ***always be reported with Career Path Code “**HUM**” if they passed at least **two Regents exams in Social Studies**, one Regents exam or approved alternative in English, Math, and Science.

COVID-19 Guidance: Any student preparing to take a + 1 Pathway Assessment in June 2020 shall be granted an exemption from such assessment for the purposes of meeting diploma requirements. Report the Career Path code that aligns with the Pathway assessment the student intended to take in lieu of the second Social Studies Regents.

Students who receive a credential but no diploma such as Skills and Achievement Credential, HSE (High School Equivalency diploma) or CDOS as a stand-alone, should be reported with Career Path Code NONE. (See SIRS manual for more info)

Review L2RPT Report:

[SIRS-308 Annual Graduation Report](#)

[SIRS-203 Total Cohort Career Pathways Summary Report](#)

ASSESSMENTS

Make sure all of the following secondary level assessments are entered into Level 0 / Level 1

- ALTREG including those used to achieve “+1” graduation credential that were taken
- Regents scores** - Aug 2019 and Jan 2020
- All applicable June 2020 Assessment exemptions (See COVID-19 Guidance below)

COVID-19 Guidance: June 2020 Assessment Exemptions

Report the following in **Assessment Fact** for students eligible for a June 2020 assessment exemption:

- SIRS Assessment Measure code/description the student intended to take
- Alpha Score of ‘E’ for exempt
- Standard Achieved code of ‘86’ denoting exempt assessment

The assessment exemptions need to be reported to SIRS (in Assessment Fact) for the following exams:

- ✓ June Regents Exams
- ✓ Regents Alternatives
- ✓ CTE Technical Assessments
- ✓ LOTE*
- ✓ CDOS*
- ✓ All Pathway +1 Assessments <http://www.nysed.gov/curriculum-instruction/multiple-pathways>

***Note:** The standard achieved code should be **N/A** to report the LOTE and CDOS exams exemptions.
(See SIRS manual for more info)

Please refer to the June 2020 Regents Cancellation Memo and FAQ :

<http://www.nysed.gov/coronavirus/guidance-p-12-schools>

- Students who should be reported in Assessment Fact with an assessment exemption for June 2020:
 - ✓ Students currently enrolled in a course culminating in an exempt assessment and will earn course credit
 - ✓ Students who were previously enrolled in the course, received course credit but did not pass the exam
 - ✓ Accelerated 7th and 8th grade students enrolled in courses culminating in Regents Math or Science assessments
- Students who should NOT be reported in Assessment Fact with an assessment exemption for June 2020:
 - ✓ Students currently enrolled in the course culminating in an exempt assessment in June 2020 and will NOT earn course credit
 - ✓ Students who previously scored 65 or higher on a Regents exam prior to June 2020 and intended to take the Regents to earn a higher score
 - ✓ Students whose parents have declined the exempt assessment

<http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-parental-right-to-decline-examination-waivers-5-27-20.pdf>

- Add in any **historical Regents data** for students who transferred into your school from another NYS school and did not report prior Regents Assessments. <https://l0historical.nyseddata.org/>

To see what assessments are missing/ have not been reported, review L2RPT reports:

SIRS-340 Graduation Exam Requirements Summary Report

SIRS-341 Graduation Exam Requirements Details Report

Review the following L1 Verification Reports:

Level 1 Verification Discrepancy Reports > **4. Assessments** >

4.4.0 Assessments: Assessments with no Valid Enrollment

4.11.1 Assessments: Students Missing Regents Assessments- Cross District

4.14.1 Assessments: Students missing Assessment Fact records (Scores)

7.1.0 Graduation: Assessment Progress Toward Graduation

4.20.1 Assessments: **NYSITELL** Summary and Discrepancy

In L2RPT review:

SIRS-309 Annual Regents Report

SIRS-202 Total Cohort - Assessment Summary

SIRS-104 NYSITELL Summary

Assessment Accommodation Mod Fact –

Regents accommodations are taken directly from scan sheets and imported into L1

Level 1 Verification Summary Reports > **4. Assessments** >

4.13.2 Assessments: Assessment Accommodation (June 2012 and after)

PROGRAM SERVICES

ELL Students – Only report if the school administers the NYSESLAT

Must have a **0231** ELL Eligible program code and an ELL program record for the program they are receiving.

COVID-19 Guidance:

Exiting ELL Students for the 19-20 school year only

- Students who scored at the Expanding Level of the **2019** NYSESLAT exam **AND** a 65 or higher on the **August 2019** or **January 2020** Regents examination in English, may be exited from ELL services in 19-20.
- Exit the ELL Eligible Records with Code **3022**.
- Report with an End Date of **2019-08-30 (or actual)** or **2020-06-30 (or actual)**

– For students exiting ELL services based on Assessment Outcome in 19-20, please review:

– **Level1 Discrepancy Report:**

[3.2.3 Program Services: ELL’s Qualified to Exit Services by Assessment Outcome Discrepancy](#)

– **L2RPT report - [SIRS 650- English Language Learner Profile Summary](#)**

Check student status in the following L1 Report:

[3. Program Services Reports > 3.0.0 Program Services: Summary/Drill Down Details](#)

Review L2RPT Reasonableness reports for Programs to show year to year discrepancies:

[SIRS-401 Reasonableness Report](#)

ADDITIONAL EOY REMINDERS

- Resolve/Review all Level 0 **Warn/Fatal** and **Informational** errors (Level 0)
- Resolve all NYSSIS Near Matches and errors (NYSED Portal)
- Review L1 Verification Discrepancy Reports including Move to Level 1C Error Summary (M2L1C) Reports - make corrections where necessary (Level 1)
- Review UIAS Reports: SIRS -701 (UIAS) Unique Identifier Audit System Summary Report (L2RPT)
- Any changes you make to Level 0 must also be made in your SMS or source system
- Historical Updates**
 - Historical changes for the years prior to 19-20 and for assessments in any year other than current must be made using the L0 Historical application <https://l0historical.nyseddata.org/>

IMPORTANT LINKS

[LHRIC data submission schedule](#)

[Link to 2019-20 L2RPT Reports to be reviewed and Certified at the end of the year](#)

Link to SED's Timeline of due dates:

<http://www.p12.nysed.gov/irs/documents/2019-20-SIRS-Reporting-Timeline-10-31-2019.pdf>

Link to L2RPT Report Guides:

<http://www.p12.nysed.gov/irs/level2reports/reportguides.html#rptList>

Link to Nonpublic School Data Collection:

<http://www.p12.nysed.gov/irs/nonpublic/home.html>