



Rose M. LeRoy, Director of Educational Data and Research  
Information and Reporting Services  
Room 865 EBA  
Albany, NY 12234

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TO: District Superintendents  
Superintendents of Public Schools  
Principals of Public Schools  
Charter School Leaders  
Regional Information Center Directors  
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy *Rose M. LeRoy*

SUBJECT: Reporting 2019-20 School Year Data

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This memo highlights revisions and additions to school district, Boards of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2019–20 school year data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

In addition to the specified due dates for data outlined in the SIRS data reporting [timeline](#), the Department will extract and use data throughout the school year as needed. These data extracts may be required for State and federal reporting purposes, NYSED program office use, and for other necessary purposes. Therefore, it is important for districts, BOCES, and charter schools to have data collection and input processes in place early in the school year to ensure data are as complete and accurate as possible throughout the entire calendar year. All accountability determinations and related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 21, 2020.

**The reporting requirements described in this memo apply to all school districts and their schools, BOCES, and charter schools.** Please share this information with district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the program office web pages. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. As necessary, additional dates may be added to the timeline and communicated to your Regional Information Centers (RIC)/Big 5 scanning centers as they become available. Your RIC/scanning center will require data

to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing.

If you have questions about data contained in SIRS, contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see "[RIC/Big 5 Contacts](#)". If you need further assistance, you may contact the Office of Information and Reporting Services (IRS) by [e-mail](#).

## 2019–2020 New SIRS Data Collection & Reporting Requirements & Reminders

The deadline to submit 2019-20 data to the SIRS is **August 21, 2020**. Staff Evaluation and Level 0 Historical data *have different due dates*. Please see the SIRS Timeline for other reporting deadlines.

Subject	What to Know
Career and Technical Education (CTE)	<ul style="list-style-type: none"> <li>• Beginning in 2019-20, only CTE data for <b>NYSED-approved</b> CTE programs should be reported to the NYSED SIRS.</li> <li>• CTE data should be reported by the program provider—the agency that operates the NYSED-approved CTE program.</li> <li>• The Program Intensity of “enrollee” has been discontinued. Program Intensity will only be reported for “Participants” and “Concentrators” beginning in 2019-20.</li> <li>• NYSED has identified approximately 500 courses considered “CTE” courses which would be reported in SIRS. The Course catalog workbook identifies these CTE courses <a href="http://www.p12.nysed.gov/irs/courseCatalog/home.html">http://www.p12.nysed.gov/irs/courseCatalog/home.html</a>.</li> <li>• Two new course codes have been developed for the reporting of work-based learning and will be made available over the summer (22201W, 22202W).</li> <li>• A variety of CTE Program Service CIP Codes that are used to report “Non-approved” Program Fact Data have been deleted.</li> </ul> <p>For additional information, refer to the memo, “Upcoming Changes Regarding the Collection of Career and Technical Education (CTE) Data, July 18, 2019.</p>
Program Service Codes	<ul style="list-style-type: none"> <li>• Several Program Service Code changes have been made for the 2019-20 school year, these changes can be found: <a href="http://www.p12.nysed.gov/irs/vendors/home.html">http://www.p12.nysed.gov/irs/vendors/home.html</a></li> </ul>
Staff and Course Reporting	<ul style="list-style-type: none"> <li>• 2019-20 Staff and Course updates can be found:               <ul style="list-style-type: none"> <li>○ <a href="http://www.p12.nysed.gov/irs/beds/PMF/home.html">http://www.p12.nysed.gov/irs/beds/PMF/home.html</a></li> <li>○ <a href="http://www.p12.nysed.gov/irs/courseCatalog/home.html">http://www.p12.nysed.gov/irs/courseCatalog/home.html</a></li> <li>○ Updates include: Incidental teaching indicator, Course code additions/deletions and Staff Assignment additions/deletions</li> </ul> </li> </ul>
Diploma Type Code	<ul style="list-style-type: none"> <li>• Beginning in 2019-20, a new Diploma Type Code will be introduced (Code: 070, Description: Local Diploma with Career Ed &amp; Superintendent Determination).</li> </ul>

<b>Phased In/Out Assessments with Assessment Measure Codes</b>			
<b>Assessment</b>	<b>First Administered</b>	<b>Last Administered</b>	<b>Assessment Measure Code</b>
Regents Global History	June 2000	January 2018	08203 – August 01203 - January
Transition Regents Examination in Global History and Geography (Grade 10)*	June 2018	August 2019 (dual examination with new exam)	08207 - August
New Framework Regents Examination in Global History and Geography II — Grade 10*	June 2019		01208 - January 06208 - June 08208 - August
Regents U.S. History & Government (Framework)	June 2020		06072
CTE Technical Assessment - Other	2018-19	2018-19	00C41

For the 2019-20 SY all schools providing course instruction aligned with the U.S. History and Government (Framework) should report course code 04101F.

Note: ALL data collection and reporting changes for the 2019-20 school year will be available in the *2019-20 SIRS Manual* and Code Changes documents available on the [Vendor landing page](#). Please review these changes carefully when available.

### **Data Verification**

NYSED makes available to school districts, BOCES, charter schools and some other reporting entities, tools for reviewing, verifying, and certifying their data throughout the school year. Information officers and data coordinators should be familiar with the various systems and applications associated with data verification.

### **L2RPT Reports – Reviewing SIRS Data**

Verification reports for data in SIRS are available in the [Level 2 Reporting \(L2RPT\) environment](#). **These reports are to be used throughout the school year to help ensure that all data are reported accurately in the SIRS.** If data must be updated, changes must be made in the local source system and uploaded to Level 2 of the statewide repository system following L0 and L1 processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in Level 2 of SIRS until the end of year deadline, August 21, 2020. Please pay close attention to the counts within the various subgroup populations (e.g., racial and ethnic breakdowns, students with disabilities, English Language Learners), as these counts may impact various data reports for these subgroups.

Reporting errors discovered from a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available on the [NYSED Level 2 Reporting page](#).

User accounts for L2RPT access are created and managed by the superintendent or charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED [Business Portal](#). Additional support for authorized users of SEDDAS can be found on the [NYSED SEDDAS page](#) and may also be provided by your Level 1 data center.

Notes:

- Changes made to historical data using Level 0 Historical (LOH) will be displayed within the LOH system. These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.
- Most SIRS data reports are refreshed weekly in SIRS on Sundays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 data coordinators concerning data loading deadlines.

For additional information concerning SIRS reports and resources, <http://www.p12.nysed.gov/irs/level2reports/home.html>

#### IRS Portal (IRSP) Reports

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in the NYSED SEDREF database to receive notifications.

#### Basic Educational Data System (BEDS) Institutional Master File (IMF) Data

The BEDS IMF application for public school districts and schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, **October 2, 2019** and to be submitted by **November 15, 2019**.

BEDS IMF forms and instructions for 2019-20 are available on the [NYSED IRS BEDS landing page](#).

#### NYCDOE Schools and New York City Charter Schools Access

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, NYCDOE teachers, and NYC Charter School leaders. The table below provides information about access to some of the NYSED IRS systems.

NYC Access to Some NYSED IRS-Supported Data Collection Systems				
System Name	Who Has Access			Additional Information
	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals are available <a href="#">online</a> .
Level 2 Reporting (L2RPT) Verification Reports	Yes	No	Yes	NYC L2RPT <a href="#">assistance and access</a> .
NYSED Teacher Access and Authorization (TAA)	No	No	Yes	NYCDOE teachers and principals have access to STARS Classroom to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their school's STARS administrator.

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC charters schools should contact the [NYC Charter School office](#).

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at for [Eastern Suffolk BOCES](#) or contact the NYC Charter Data Help Desk at: 631-218-4134.

## **Mandated Federal Reporting**

Data submitted to the NYSED Office of Information and Reporting Services through the various systems and applications are routinely used by NYSED to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure the completeness and accuracy of their data.

### Every Student Succeeds Act and Accountability

New York State's State Plan to comply with the Every Student Succeeds Act (ESSA) was approved by USDE on January 16, 2018. For more information, please visit the [ESSA plan](#).

### Federal *EDFacts* Reporting

As a State Education Agency (SEA), NYSED submits education performance data for grades K through 12 at the State, district, and school levels to the United States Department of Education (USDE). These data are known as *EDFacts*. *EDFacts* data include information on State performance assessments, public school choice, supplemental educational services options, and graduation rates, among other topics. The data submitted is used for monitoring, public reporting, and requests from Congress. For more information on *EDFacts*, visit the [EDFacts Initiative website](#).

### Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the ESEA, as amended. Part I of the CSPR collects data related to the five ESEA Goals. Part II of the CSPR collects information related to state activities and outcomes of specific ESEA programs. USDE uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs as well as program management and policy needs. Much of the data reported through *EDFacts* are reported in the [CSPR](#).