



CIO Tasks for October

Important deadlines:

1. June 2020 Regents exemptions, department approved Regents Alternatives, 2019-2020 AP and IB assessment data due by **2:30 PM October 8th**. Remember to load in the **2019-2020** school year in Level 0. *(L1:4.1.0)*
2. August Regents exemptions and August graduates due by **2:30 PM October 8th**. Remember to load in the **2020-2021** school year in Level 0. *(L1:4.1.0)*
3. BEDS IMF accessible via NYSED Portal - IRS Data Exchange (collection **begins October 7th and ends November 20th**)
4. NYSAA students must be identified (Program Service Code = 0220) by **November 12th** for students to be loaded to the DLM Computer Based Testing System. *(L1: 3.0.0, 3.5.1,3.12.1)*

Student Management System

1. Review out of district location placements for CSE students, particularly students who will be alternately assessed. Check that these students have “rolled over” to the new year with the appropriate grade level. *(L1: 2.0.0, 2.3.0)*
2. Review placements for CPSE students – make sure that if they are receiving services that they are properly coded with an 0011 Enrollment Code and Location Code of service provider *(L1: 2.4.2,2.4.3)*
3. Review/Update Free Lunch and Poverty records *(L1: 3.0.0)* “Carryover” eligibility code should only be used if student’s prior year eligibility is not known and is only valid until 10/20/20. This date denotes the end of the 30-day operating period for the previous year’s eligibility.
4. Pre-K students – please consult SIRS manual (pp.60-61) regarding new rules for reporting some of these programs. *(L1:3.0.0; L2: SIRS 316)*
5. Review all ELL students – if Home Language = ENGLISH, please review for accuracy *(L1:M2L1C Error Report)*



6. Review calendars for consistency among buildings, especially when weather closings begin to occur. Remember that “Pub health/inst” and “Pub health/no inst” are to be used ONLY if there is a local DOH directive or Executive Order for a school closure.
7. Begin to review your BEDS data (L2: BEDS Reports). Look at UIAS reports for overlapping enrolments that may skew your counts.
8. Verify Immigrant student details – For students who are in their 3rd year of immigrant status this year (3 yrs. in US Schools), make sure that Program Service code 8282 has/will have a last day of the school year end date (L1: 3.16.1). Note: this end date cannot be loaded until EOY.
9. If your district is required to set aside 15% of their IDEA funds for Early Intervention services, you must report the new CCEIS (5754) Program Service code. If your district has opted into CEIS, report the 5753 Program Service code for general education students only.
10. Level 0 Historical will open on October 26th for data entry. NYSED will notify us when the data will be moving to Level 2
11. **IMPORTANT TIP:** All systems give users the capability to exclude students from state reporting. This indicator is often used during registration. It’s important to run a report periodically in your SMS of these students because you will have NO WAY of knowing that you are not extracting them!

Human Resources/Personnel

1. Load Staff Snapshot file (L1: 20.0.0, 20.1.1).
2. Load Staff Assignment file (L1: 21.0.0, 21.1.0).

FrontLine/IEPDirect

1. Verify that all NYSSAA students have been identified for the new school year. (L1: 3.0.0, 3.5.1, 3.12.1)
2. Load the BEDS day Snapshot to Level 0 – have Spec Ed staff begin to check reports for omissions/errors. (L1: 5.1.1).



OTHER

1. Please check your Level 1 UMS (<http://ums.lhric.org>) and remove any users who are no longer in district. (see October CIO presentation – slide 7)
2. NYSITELL – Check L1 Report 7.3 for students who may be missing demographic and enrollment records (see October CIO presentation – slide 29).
3. If you are a district that subscribes to Teacher Level Reporting, you will need to load Location Marking Period, Course, Course Instructor Assignment and Student Class Entry Exit files in order to populate the teacher rosters.
4. Check with AP coordinator for AP exams taken in August. If you don't get scores in time for the October 8th deadline, remember to load them through Level 0 Historical.

Consult the October 2nd CIO Meeting PowerPoint for more detailed information and reporting deadlines (look in the "Presentations" section):

https://www.lhric.org/groups/33728/data_services/data_services

Next CIO Meeting – Friday, December 4th

Webinar for NEW CIO – November 17th