



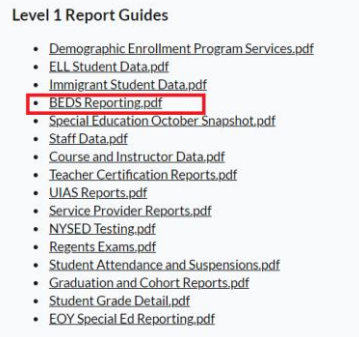
CIO Tasks for November

Important deadlines:

1. BEDS IMF accessible via NYSED Portal - IRS Data Exchange due by **November 20th**.
2. 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. Begin to review your BEDS data (*L2: BEDS Reports*). Look at UIAS reports for overlapping enrolments that may skew your counts. You can also review the Level 1 report guides on our website for assistance in verifying your data:



2. Level 0 Historical opened October 26th for data entry. NYSED will notify us when the data will be moving to Level 2.
3. Load Course, Location Marking Period, Course Instructor Assignment and Student Class Entry Exit files. This data will populate the Staff Certification Reports on Level2 (SIRS-328, SIRS-329). **Remember to load *Course, Location Marking Period and Staff Snapshot* files *FIRST* as they serve as “look-up” tables for the subsequent data loads (Course Instructor Assignment and Student Class Entry Exit).**
4. Check your State Course Code mappings. Remember that AP and IB State Course Codes should match to the curriculum, regardless of whether the students will take a Regents exam.



5. Be sure to update the Dual/Concurrent Credit Indicator for students enrolled in a course for which they may receive a college credit. These are not AP/IB courses. They are courses taken in conjunction with a local or regional college. A certified teacher from your district must be assigned as the Teacher of Record.
6. For Bilingual courses, report the language being used for class instruction. Do not report for foreign language courses.
7. You are now allowed up to 2 Incidental Teaching assignments (sections) for teachers teaching out of their certification area.
8. You can also review the Level 1 report guides on our website for assistance in verifying your data:

Level 1 Report Guides

- [Demographic Enrollment Program Services.pdf](#)
- [ELL Student Data.pdf](#)
- [Immigrant Student Data.pdf](#)
- [BEDS Reporting.pdf](#)
- [Special Education October Snapshot.pdf](#)
- [Staff Data.pdf](#)
- [Course and Instructor Data.pdf](#)
- [Teacher Certification Reports.pdf](#)
- [UIAS Reports.pdf](#)
- [Service Provider Reports.pdf](#)
- [NYSED Testing.pdf](#)
- [Regents Exams.pdf](#)
- [Student Attendance and Suspensions.pdf](#)
- [Graduation and Cohort Reports.pdf](#)
- [Student Grade Detail.pdf](#)
- [EOY Special Ed Reporting.pdf](#)

Human Resources/Personnel

1. Load Staff Snapshot file (*L1: 20.0.0, 20.1.1*).
2. Load Staff Assignment file to Level 0 and verify (*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.
2. Load Level 0 files:
 - a. Demographic/Enrollment
 - b. Assessment Fact
 - c. Course
 - d. Location Marking Period
 - e. Program Services (both SIS and SMS)
 - f. October Snapshot (Special Ed)
 - g. Staff Snapshot (to add and new teachers/long term subs)
 - h. Staff Assignment
 - i. Course Instructor Assignment
 - j. Student Class Entry Exit

Consult the October 2nd CIO Meeting PowerPoint for more detailed information and reporting deadlines:

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

Next CIO Meeting – Friday, December 4th

Webinar for NEW CIO – November 17th