Welcome to the JANUARY 2020 edition of the task list for Mid-Hudson region District Data Coordinators. Here, you will find important information, deadlines, and tips regarding action items for this month.

As always, you can contact the Coordinated Support Services team with questions at the number and email above. Please see the Helpful Links section at the end of this document for additional resources.

**NEED TO KNOW FOR JANUARY**

Here are some important items you’ll need to be aware of and act on this month. *ALL dates and times are subject to change without notice.*

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**THE DETAILS**

Use the following as a checklist for items that will need your attention.

**DATA REPORTING PRIORITIES**

- Imports #9 (N-W districts only), #10 (all districts), #11 (A-M districts only)
- Demographics
- Enrollment
- SMS Program Services
- Staff Snapshot
- IEP Program Services
- Staff Assignment
- Day Calendar

- Attendance
- SE Snapshot (BEDS Day)
- Course
- Staff Student Course
- Course Instructor Assignment
- Student Class Entry Exit
- Staff Attendance
☐ Staff Tenure
☐ Ensure accuracy of all Demographic and Enrollment Data
☐ Administrator review of ePMF Staff data in the TAA system
☐ UIAS Report review and corrections

SPECIAL EDUCATION
☐ Verification and Certification of applicable Special Education Data Elements VR1-9 through PD Data System
☐ Reporting of Alternately Assessed Students for NYSAA Computer Based Testing
☐ Review of PD Reports

STAFF DATA (HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION)
☐ Staff Snapshot updates from ePMF data reporting and review

VERIFICATION (L2RPT REPORTS AVAILABLE)
☐ The following reports should be reviewed due to upcoming Data Pull or Certification
  ☐ SIRS-327 – Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day – Eligibility Types
  ☐ SIRS-201 and 202 Total Cohort – Summary and Total Cohort - Assessment Summary
  ☐ SIRS-301 and SIRS-302 Tested/Not Tested Confirmation Reports
  ☐ SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report
  ☐ SIRS-370 Day Calendar Summary Report
  ☐ SIRS-710 Unique Identifier Audit System (UIAS) Report

STUDENT MANAGEMENT SYSTEM

DEMOGRAPHICS
☐ Ensure all newly enrolled students have all required demographic data as applicable
  ☐ Ensure all High School Students have a valid Grade 9 Entry Date
☐ Continue to review all reports in L2RPT BEDS Day folder to ensure all student Demographic data is correctly reported prior to March Data Pull
☐ Review demographic records with no enrollment in Level 0

ENROLLMENT
☐ Continue to ensure all newly enrolled and newly exited students have all required enrollment data as applicable, including:
  ☐ Ensure accuracy of Start and End dates to avoid overlapping enrollments with other districts
  ☐ When enrolling Out of District Students:
    ☐ Ensure Valid location codes (define new codes as needed)
    ☐ Indicator of placement out of district (if needed)
☐ Resolve Enrollment issues reported in SIRS 710 – UIAS reports, including:
  ☐ Disappearing Students
  ☐ False Dropouts
  ☐ False Transfer
☐ Simultaneously Enrolled Students
☐ Ensure 4034 Enrollment records are accurately reported in the Student Management System for all Preschool students who have been referred for evaluation during the first half of the year
☐ Review 4034 enrollments and record exit information as available for students who were evaluated during the first half of the year
☐ Continue to review all reports in L2RPT BEDS Day folder to ensure all student Enrollment data is correctly reported prior to March Data Pull

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**PROGRAM SERVICES**

☐ Ensure all newly enrolled students have all required program information based on Student Groups as applicable
☐ Ensure all ELL Students are reported correctly prior to the data pull for the NYSESLAT Field Test including:
  ☐ Eligibility Record (0231), including Level of Service (FULL, PARTIAL or NONE)
  ☐ Program Record
  ☐ Years in LEP Program
☐ Identify and report eligible students with the following Program Service codes:
  ☐ 8271: Student Working Toward a CDOS Credential (aka CDOS Credential Eligible Coursework)
  ☐ 8282: Immigrant
  ☐ 8292: Student with a Parent on Active Duty in the Armed Forces
  ☐ 8300: Child in Foster Care
☐ Review L2RPT BEDS Day reports to ensure all student Program Service data is correctly reported prior to March Data Pull

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**ASSESSMENT**

☐ Report all January Regents scores

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**ATTENDANCE**

☐ Continue to review student attendance for students who have unexcused absences for 20 consecutive days of school. According to district practice, enter ending enrollment information as appropriate.
☐ Ensure full day Out of School suspensions are reported correctly
☐ Ensure Day Calendar information is reported correctly for all buildings, including
  ☐ All Instructional Days
  ☐ Any Delayed openings/Early Dismissals that have occurred to date
  ☐ Any closures due to weather related conditions to date
  ☐ Ensure Superintendent’s Conference Days are reported using the appropriate code
  ☐ Ensure Regents days are reported using either of the two appropriate reporting codes (Attendance Taken or Attendance not Taken)

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**COURSE**

☐ Add codes for new courses
  ☐ Review new and deleted codes from NYSED and make changes as needed: [p1232.nysed.gov/irs/vendors/home.html](p1232.nysed.gov/irs/vendors/home.html)
☐ Modify codes for courses that have changed
☐ Review new and deleted codes from NYSED and make changes as needed
☐ Ensure Courses that are offered for Credit Recovery are set up correctly
☐ Ensure Courses that qualify for Dual/Concurrent Enrollment are indicated correctly
  ☐ Indicate Course Delivery Method for each course
  ☐ Add Dual Credit Code for each course to identify the setting in which the student is earning dual credits
☐ Ensure all sections of every reportable course has a Primary Teacher reported

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STAFF STUDENT COURSE

☐ Ensure Teacher start/end dates are recorded accurately
☐ 3-8 Courses linked to Assessments and HS Math Regents Courses

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COURSE INSTRUCTOR ASSIGNMENT – ALL COURSES

☐ All Courses (including those reported through Staff Student Course also)
  ☐ Link teachers to correct courses/sections
  ☐ Identify:
    ☐ Primary Teachers
    ☐ Primary Special Education Teachers
    ☐ ENL Teachers
    ☐ Instructor delivery method
    ☐ Primary Language
☐ Ensure accuracy of Teachers start/end dates

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STUDENT CLASS ENTRY EXIT

☐ Review and update as needed
  ☐ Entry Date
  ☐ Exit Date
☐ Dual/Concurrent Enrollment Indication, if applicable

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SPECIAL EDUCATION MANAGEMENT SYSTEM

☐ Certification for the Special Education BEDS DAY Snapshot (VR1-9) has to be certified in the PD Data System by January 6, 2020*
☐ The final data submission requires all SE Snapshot and Program Fact data to be locked in Level 0 for migration by Noon on Thursday, January 2, 2020*

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TESTING

☐ Start entry of 2018-2019 Regents error corrections in Level 0 Historical for districts notified
☐ Clean and check Regents scanners
☐ DLM 7 items should be complete in KITE Educator Portal
  ☐ Users entered and activated
  ☐ User training completed
  ☐ User security agreement signed
HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION SYSTEM

STAFF SNAPSHOT

- Student information entered and/or verified
- Rosters created
- First Contact completed
- Access Profile (pnp) completed
- 1/29, All 3-8 ELA paper based students must be updated in Level 0 by noon (Demographics, Enrollment, Program Fact)

STAFF ASSIGNMENT

- Ensure all non-teaching staff have ALL appropriate Assignment code(s) for ALL appropriate grade levels.
  - Review code changes on Vendor page at: p1232.nysed.gov/irs/vendors/home.html
- Review changes to Assignment code list and update staff members as appropriate
- Review the Assignment Code list for the current school year and ensure that all staff members working in any assignment listed are reported
- Update source system with feedback from ePMF review process

STAFF TENURE

- Staff Tenure records should be reported for all Teachers and Principals. Information reported should contain:
  - Tenure Area
  - Tenure Status
  - Tenure Status Effective Date
  - Original Probationary Period End Date
  - Probationary Period End date (Actual End Date)
Probationary Period Extended Indicator

Ensure all staff members reported as TEACHER who are not eligible for tenure (i.e. long term subs) are reported with a Tenure Status Code of NOTTENELIG (Not Tenure Eligible) and the appropriate Tenure Area Code based on their teaching assignment.

STAFF ATTENDANCE

Review teacher and principal attendance data to ensure accuracy.

MISCELLANEOUS

- Get updated SIRS Manual - Version 15.3 is currently available for 2019-20
- Get updated eScholar Templates (Currently available spreadsheet dated 9/12/19)
- Review new reporting requirements for 2019-2020
- Get list of Code changes for the current school year (current document dated 8/18/19)

HELPFUL LINKS

- L2RPT Report Guides
- NYSED Information and Reporting Services Calendar
- SIRS Manual
- eScholar Templates (from Vendor landing page)
- Office of Information and Reporting Services (IRS) Home Page
  - 2019-20 Reporting Memo
  - 2019-20 SIRS Timeline
- Vendor Landing Page
  - 2019-20 Code Changes Document
- Teacher/Staff Data Resources
- Level 0
  - [https://level0.mhric.org/nysedvalidation/LogIn.aspx](https://level0.mhric.org/nysedvalidation/LogIn.aspx)
- Level 0 Historical
  - [https://l0historical.nyseddata.org/](https://l0historical.nyseddata.org/)
- Level 1
  - [https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=WNYRIC%20LDAP](https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=WNYRIC%20LDAP)
- Level 2
  - [https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=stateLDAP](https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=stateLDAP)
- MHRIC
  - [https://www.mhric.org/](https://www.mhric.org/)