### HAPPY SUMMER!

The **JULY/AUGUST 2020** edition of the task list for Mid-Hudson region District Data Coordinators is the _first task list of the 2020-21 school year_! Here, you will find important information, deadlines, and tips regarding action items for this and next month. There will be no separate list issued in August.

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 JULY/AUGUST

and act on this month.

*ALL dates and times are subject to change without notice.*

<table>
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<tr>
<th>JULY/AUGUST HIGHLIGHTS</th>
<th>JULY/AUGUST DEADLINES*</th>
<th>WHAT’S NEXT*</th>
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<tr>
<td>➢ 2019-20 Final import of SIRS data</td>
<td>➢ <strong>August 21:</strong> 2019-20 Special Ed Data VR13, VR15, and VR16 through the PD Data System</td>
<td>➢ <strong>September 4:</strong> 2019-20 SIRS EOY Data Statement of Certification Form</td>
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<tr>
<td>➢ Data Warehouse container closes for SY 2019-20 August 21.</td>
<td>➢ <strong>August 21:</strong> All Final 2019-20 SIRS EOY Data Due (except for Special Education Events, Staff Evaluation)</td>
<td>➢ <strong>September 18:</strong> 2019-20 Data and Certification of Special Education Data Elements: VR11-12 and VR14 Data Due</td>
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<td>➢ Verification and Certification of all 2019-20 School Year Data</td>
<td>➢ 2019-20 August grads</td>
<td>➢ <strong>September 21:</strong> 2019-20 Data and Certification of Special Education Data Elements: VR11-12 and VR14 Certification</td>
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<td>➢ 2019-20 August grads</td>
<td>➢ 2020-21 school year begins July 1</td>
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### THE DETAILS

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

### DATA REPORTING PRIORITIES
 Imports #22 N-W only, #23, 24 & 25 All Districts. Please note – Do not import Staff Student Course until further notice

- Demographics
- Enrollment
- SMS Program Services
- Staff Snapshot
- IEP Program Services
- Staff Assignment
- Day Calendar
- Attendance
- SE Snapshot (EOY)

Import all Student End of Year Data Collection Elements

- June Graduates (Including Career Path Codes, Post Grad Plans, Credentials and Exit Code)
- Student Class Grade Detail
- Student Attendance
- Enrollment changes needed for VR Reports
- Exit ELL/MLL Students who meet proficiency criteria
- CTE Data (BOCES and HS with pre-approved programs only)
- Title I TAS
- Funding
- Free/Reduced Lunch Data
- For 2020-21, record all August Graduates in your SMS for reporting when the Data Warehouse opens for 2020-21

Work with appropriate individuals in district to verify L2RPT reports

Import all Staff End of Year Data Collection Elements

- Staff Snapshot and Assignment data for Retirements/Resignations
- Tenure for Staff members granted tenure
- Attendance for end of year data. Please note, no negative teacher attendance is to be reported during the school closures due to COVID-19

Work with appropriate individuals in district to Verify L2RPT reports that will be included in the September Certification

SPECIAL EDUCATION

- Review all 2019-20 data
- Ensure all Demographics and Enrollment required for VR reports have been reported to the Data Warehouse

STAFF DATA (HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION)

- Ensure accuracy of all staff data
  - Staff Snapshot
  - Staff Assignment
  - Staff Tenure
  - Staff Attendance

VERIFICATION (L2RPT REPORT REVIEW)
Review all End of Year data reports for 2019-20 in preparation for Certification

STUDENT MANAGEMENT SYSTEM

DEMOGRAPHICS
☐ Ensure all students enrolled for 2019-20 have all required data for all Student Groups as applicable
☐ Enter all required data elements for Graduates and students earning a Commencement Credential, including:
  ☐ Career Path Code
  ☐ Cohort Date
  ☐ August Graduates – enter Graduation information in your SMS for student who graduate in August
  ☐ Ensure accurate reporting of credential type
    ☐ Local/Regents/Advanced Regents
    ☐ Honors
    ☐ Mastery
    ☐ Endorsements (as applicable)

ENROLLMENT
☐ Ensure appropriate exit codes for all graduates, students earning a commencement credential, or students who have reached the maximum age:
  ☐ 799: earned local or regents diploma
  ☐ 085: earned commencement credential
  ☐ 136: reached maximum legal age and have not earned a diploma or certificate
☐ Ensure appropriate exit code for all students who will remain on the district rosters but will be transferring to a new location for the 2020-21 school year
  ☐ 153 for students transferring to a different In-District/Out of District (used for all students transferring between buildings, i.e. Elementary to Middle School, Middle School to High School, or to full time BOCES)
☐ Ensure appropriate exit code for all students who will be leaving the district for whom you have appropriate documentation (confirmation of enrollment in the new district).
☐ Ensure appropriate exit code for all students who will be transferring to a different program but still reside in the district
  ☐ 255 transfer to Home Schooling (with approved plan)
  ☐ 289 transfer to AHSEP
☐ Ensure that all students who were enrolled for the 2019-20 school year have:
  ☐ Been enrolled for the 2020-21 school year
  ☐ Graduated
  ☐ Transferred with documentation
  ☐ If of compulsory school age and no longer attending, have been enrolled for census purposes only
☐ Ensure all 2019-20 Preschool and Pre-Kindergarten students who were reported as a Preschool student with a disability and are transitioning to Kindergarten, have an enrollment record from July 1, 2020 to August 31, 2020 with a Preschool grade level.
☐ 2020-21: Ensure grade level is accurate for all students
  ☐ Students who have advanced to the next grade level
  ☐ Student who have been retained
 Alternately Assessed students who have moved from Ungraded Elementary to Ungraded Secondary

August Graduates – As appropriate, ensure appropriate exit codes are entered for all graduates, students earning a commencement credential or students who reached the maximum age during the 2019-20 school year and participated in 2020 Summer School.

PROGRAM SERVICES

☐ Ensure all newly enrolled students have all required program information based on Student Groups as applicable. Program data can be reviewed through SIRS-401 Reasonableness Report.

☐ Ensure all Program Service records are reported by the CTE provider for all students participating in approved CTE programs
  ☐ Location Code
  ☐ Concentrator Level
  ☐ Exit Code as needed

☐ Ensure Graduating students who have met the criteria (even if the criteria is met in a previous year), have reported Program Service code 8312 (Received Seal of Biliteracy). This is only available for districts who have qualified.
  ☐ Ensure that the student’s transcript indicates that the NYSSB has been awarded.

☐ Ensure Title I data has been reported accurately
  ☐ Title I Part A Set Aside Funds

☐ Review and update as needed all Free/Reduced Price Lunch data (and associated Poverty records)

☐ Ensure Migrant students identified by the Migrant office have been reported accurately

FOR CAREER AND TECHNICAL EDUCATION (CTE) PROVIDERS: Report Career and Technical Education Programs for Approved programs only.

☐ Identify students who participated in approved CTE courses at any point in the 2019-2020 school year including:
  ☐ Enrolled in approved programs at BOCES - reported by BOCES
  ☐ Enrolled in approved programs at your HS – reported by district

☐ Determine the following information for each student identified above:
  ☐ Location code of the BEDS Provider (the BOCES BEDS Code if the program is being offered at the BOCES location)
  ☐ The appropriate CIP code for the program
  ☐ Start and Exit dates
  ☐ Program Intensity for the student (Participant, or Concentrator)

ASSESSMENT

☐ As appropriate, enter August Regents Exemptions in your Student Management System for reporting to the Data Warehouse when it is opened for 2020-21

ATTENDANCE

☐ 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
Report full day Out of School suspensions accurately
Report all Day Calendar information correctly for all buildings, including
  - NEW PUB HEALTH/INST days
  - NEW PUB HEALTH/NO INST days
  - Instructional Days
  - Delayed openings/Early Dismissals
  - Closures due to weather related conditions
  - Full Day Superintendent’s Conference Days
  - Regents days with attendance
  - Regents days without attendance
Review SIRS-351, SIRS-360 and SIRS-361 for Chronic Absenteeism. Ensure accuracy of:
  - Excused/Unexcused counts for all students
  - Full day ISS and OSS events
  - Partial day ISS and OSS events
    - Two half days do NOT report as a full day
  - Absence and suspensions are not reported for Non-instructional days
  - Attendance/absences for students who are receiving Home Instruction
Review SIRS-110 & SIRS-111 for Suspensions
Review local attendance codes and how they are mapped to state codes
Review attendance reports to ensure accuracy of Excused/Unexcused counts for students

COURSE
Review and update as needed all 2019-20 course data
Ensure all changes required for 2019-20 to support Staff Student Course or Course Instructor Assignment have been transferred to courses/sections for 2020-21

COURSE INSTRUCTOR ASSIGNMENT – ALL COURSES

- **ALL Courses** (including those reported through Staff Student Course)
- Link teachers to correct courses/sections
- Identify:
  - Primary Teachers
  - Primary Special Education Teachers
  - ENL Teachers
  - Itinerant Teachers
  - Incidental Teachers
  - Instructor delivery method
  - Primary Language
- Ensure accuracy of Teachers start/end dates
- Bilingual courses (identified by Course Language is set to a language other than English)
- Ensure all Librarians (Library Media Specialist) are reported in Course Instructor Assignment.
  - No Student Class Entry Exit records are required to be reported for teachers in this area that do not have specific course assignments.

STUDENT CLASS ENTRY EXIT
Review and update as needed
- Entry Date
- Exit Date, where applicable
- Dual/Concurrent Enrollment Indication, if applicable

STUDENT CLASS GRADE DETAIL
- Report a Student Class Grade Detail record for all students in all K-12 courses unless ALL of the following is true:
  - No grade or other outcome is awarded for the class
  - No credit is earned for the class; AND
  - The linkage is not reflected on the student’s report card or transcript
- Report a Student Class Grade Detail record for all Summer School courses that were taken for Credit Recovery or if credit will appear on the student’s transcript. Note: No Staff/Student/Course records are required for these courses.
- Ensure that all courses taken for Credit Recovery are identified
- 2020-21: Looking ahead — capture all 2020 Summer School grades and Credit Recovery information that will be needed to report at the end of the 2020-21 school year.

SPECIAL EDUCATION MANAGEMENT SYSTEM
- Continue to review Program Service data and associated Demographic and Enrollment records to ensure accurate reporting for all Special Education Students
- Program Fact files will continue to be automatically imported into Level 0 on a daily basis
- Ensure updates due to Annual Reviews are reflected accurately in all reported data as needed.
- Reminder: Demographic, Enrollment, Assessment, Special Education Snapshot (EOY), and disability Program Service records are due to the data warehouse for ALL students prior to the closing of the data warehouse in August. Special Education data in the PD system continues to be open through September.
- Work with Special Education Department as needed to resolve any errors

TESTING
- Continue to work with the Testing Department for all of your assessment needs and questions.
- July 2020 for Testing & Reporting: Districts should submit spreadsheets of students who are eligible for June 2020 Regents Exemptions by July 17th.

HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION SYSTEM

STAFF SNAPSHOT
- Report data for all newly appointed Staff members (as needed)
- Ensure accurate data is reported for all Staff members for the 2019-20 school year
- Update records for staff members who exited prior to the end of the 2019-20 school year, including those who left on June 30, 2020 due to retirement or resignation
- Update records as needed as a result of review of Out of Certification Report
STAFF ASSIGNMENT

☐ Ensure staff members are reported with an assignment for each building/grade level to which they are assigned.

STAFF TENURE

☐ Report a tenure record for ALL reported teachers.
☐ Ensure all Teachers who have been granted tenure during this school year have the appropriate Tenure record (there should be only one tenure record with the teacher’s current status reported for each teacher).
☐ 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 NOTTENELEIG (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. Please note: no negative staff attendance is to be reported during the school closures due to COVID-19

MISCELLANEOUS

☐ *UPDATED JUNE 15* Get updated SIRS Manual - Version 15.9 is currently available for 2019-20
  o Updated info re: reporting LOTE, SEQ, and CDOS Pathway assessments; Reporting High School Assessments in 2019-20 table, Ch. 5.
  o Note added re: new Public Health Event (PHE) Day Type codes, Ch. 5.
  o v.15.8 included:
    ▪ Removed:
      ● Accountability Inclusion/Exclusion for Participation/Performance at the Elementary/Middle Levels, Ch.2: Student Reporting Rules.
      ● Backmapping
      ● Continuously enrolled students
      ● June 2020 assessment information
      ● English Language Proficiency, Chronic Absenteeism, College and Career Readiness, Indicator Levels, Suspensions, Ch. 6: Accountability.
      ● 2016 ELA, Math, Science and Social Studies Accountability Cohort information, Ch. 6.
    ▪ Added:
      ● New table: Reporting High School Assessments in 2019-20, Assessment Measure Standard Codes and Descriptions, Ch. 5.
      ● New Day Type codes: Pub health/inst, Pub health/no inst, Ch. 5.
      ● Statement regarding the US Dept of Education waiver for COVID-19, Ch. 6.

☐ Get updated eScholar Templates (Currently available spreadsheet dated 9/12/19)
☐ Review new reporting requirements for 2020-21
☐ Get list of Code changes for the current school year (current document dated 8/18/19)
HELPFUL LINKS

- **UPDATED** COVID-19 Resources for K12 Schools:
- 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
- Level 0 Historical
  - https://l0historical.nyseddata.org/
- Level 1
  - https://dataview.wnyric.org/ibmicrosoft/bin/?CAMNamespace=WNYRIC%20LDAP
- Level 2
  - https://dataview.wnyric.org/ibmicrosoft/bin/?CAMNamespace=stateLDAP
- MHRIC
  - https://www.mhric.org/