DISTRICT DATA COORDINATOR TASK LIST

FEBRUARY 2019

Hello and welcome to the February 2019 edition of the task list for District Data Coordinators in the Mid-Hudson region. Here, you will find important information, deadlines, and tips regarding what you need to be doing this month. As always, you can feel free to 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 FEBRUARY

Here are some important items you'll need to be aware of and act on this and next month.
*Dates and times are subject to change

<table>
<thead>
<tr>
<th>FEBRUARY HIGHLIGHTS</th>
<th>FEBRUARY DEADLINES*</th>
<th>COMING UP NEXT MONTH*</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Level 0 Historical opens for all years</td>
<td>✓ February 1: 2018-19 Staff Snapshot and Staff Assignment Data Due</td>
<td>✓ 2018–19 BEDS Day Enrollment Data Extract</td>
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<tr>
<td>✓ Data collection and reporting updates for Immigrant data items</td>
<td>✓ February 1: CEO Certification of ePMF forms</td>
<td>✓ 2018–19 BEDS Day FRPL Data Extract</td>
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<tr>
<td></td>
<td>✓ February 1: 2018-19 Course Instructor Assignment and Student Class Entry Exit Data Due</td>
<td>✓ 2018–19 BEDS Day ELL Counts Data Extract</td>
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THE DETAILS

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

DATA REPORTING PRIORITIES
- Import # 11 (for N-W districts only), # 12 and # 13 (for A-M districts only) – all domains
  - Import #11 used for pre-printing of 3-8 ELA and Math answer sheets
  - Import #12 used for pre-printing of NYSESLAT answer sheets
- Staff Snapshot, Staff Assignment and ePMF Staff Data in the TAA System
- Staff/Student/Course for 3-8 ELA and Math CBT
- Course Instructor Assignment
- Student Class Entry Exit
SPECIAL EDUCATION
☐ Continued reporting of students who are referred or who are determined to require services

STAFF DATA (HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION)
☐ Data Pull of all ePMF teacher Assignments reported through the TAA system
☐ Data Pull of all Non-teaching professional staff Assignments through SIRS
☐ Certification of ePMF data

VERIFICATION (L2RPT REPORT REVIEW)
☐ Ongoing review of all BEDS day reports prior to the March Preliminary Data Pull for State Aid Calculations
☐ SIRS-301 and SIRS-302 Tested/Not Tested Confirmation Reports
☐ SIRS-315 Teacher Student Data Linkage (TSDL) Verification Reports
☐ SIRS-318 Staff Assignment
☐ SIRS-320 Staff Snapshot
☐ SIRS-330 Student Class and Course Instructor Verification Report
☐ SIRS-351, SIRS-360, and SIRS-361 for Chronic Absenteeism
☐ SIRS-370 Day Calendar Summary Report
☐ SIRS-710 Unique Identifier Audit System (UIAS) Reports

STUDENT MANAGEMENT SYSTEM

DEMOGRAPHICS
☐ Ensure all newly enrolled students have all required demographic data as applicable
  ☐ Make sure High School Students have a valid Grade 9 Entry Date
  ☐ Refer to the Student Groups Reference document for a list of data elements to be reported for each applicable group
☐ Continue to review all Level 2 BEDS day reports to ensure all student Demographic data is correctly reported prior to March Data Pull

ENROLLMENT
☐ Ensure all newly enrolled and newly exited students have all required enrollment data as applicable, including:
  ☐ 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 Transfers
  ☐ Simultaneously Enrolled Students
Review all Level 2 BEDS day reports to ensure all student Enrollment data is correctly reported prior to March Data Pull

PROGRAM SERVICES

- Ensure all newly enrolled students have all required program information based on Student Groups as applicable
- Identify and report eligible students who meet the criteria for the following:
  - 8271: CDOS Credential Eligible Coursework (aka: Student Working Toward a CDOS Credential)
  - 8282: Immigrant
  - 8292: Student with a Parent on Active Duty in the Armed Forces
  - 8300: Child in Foster Care
- Review all Level 2 BEDS day reports to ensure all student Program Service data is correctly reported prior to March Data Pull

ASSESSMENT

- Report all January Regents and RCT scores
- Review/resolve Level 1 discrepancy reports distributed through the Testing Department

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 is correctly for all buildings, including
  - Instructional Days
  - Delayed openings/Early Dismissals
  - Closures due to weather related conditions
  - Full Day Superintendent’s Conference Days
  - Regents days
- Review SIRS-351, SIRS-360 and SIRS-361 for Chronic Absenteeism
- Review attendance reports to ensure accuracy of Excused/Unexcused counts for students

COURSE

- Report Primary Teacher for all sections of every reportable course
- Update Course Codes for all second semester courses:
  - Add codes for new courses
  - Review new and deleted codes from NYSED and make changes as needed

STAFF STUDENT COURSE

- Record Teacher start/end dates accurately
- 3-8 Courses linked to Assessments and HS Math Regents Courses
COURSE INSTRUCTOR ASSIGNMENT

- **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

STUDENT CLASS ENTRY EXIT

- Ensure students are recorded in correct course/sections with appropriate
  - Entry Date
  - Exit Date, if applicable
- Dual/Concurrent Enrollment Indication, if applicable

SPECIAL EDUCATION MANAGEMENT SYSTEM

- Program Fact files will continue to be automatically imported into Level 0 on a daily basis
- Work with Special Education Department as needed to resolve any errors

TESTING

JANUARY REGENTS

- Testing department will begin discrepancy reports on 2/11

NYS ASSESSMENTS: PAPER

- February 1st-Test Room Sort File due (if your district chose that sort)
- February 28th-Math Extract
- February 21st-NYSESLAT Extract
  - Make sure 0231, an ELL Program & LEP Duration are in the Data Warehouse before February 21
  - Exit ‘Commanding’ students from ELL Eligible 0231

NYS ASSESSMENTS (ELA & MATH ONLY): CBT

- February 6th-CBT Winter Roadshow at the MHRIC
- February 6th, noon-ELA Deadline for Demographics, Enrollment & Program Fact
- February 8th-NYSED ELA Data Pull (loaded to Nextera on 3/4)
- February 26th-First CBT Simulation (webinar for this is on 1/30)
- Discuss in district how you are going to set up your classes
- Discuss if teachers/proctors will have access to Nextera Admin, Examiner View, or no access
- Create your Nextera Admin user accounts
- New CBT Status Dashboard. Share with district personnel: [https://www.mhric.org/services/testing-reporting](https://www.mhric.org/services/testing-reporting)

### HUMAN RESOURCES/FINANCIAL MANAGEMENT/STAFF EVALUATION SYSTEM

#### STAFF SNAPSHOT

- Report data for all newly appointed Staff members (as needed)
- Ensure all Teachers and Principals that were appointed after BEDS day but will be evaluated for the current school year have a Staff Snapshot record. The Staff Snapshot record is required for all Staff who will receive an Evaluation at the end of the school year.
- Ensure all Teachers who are identified as a Teacher of Record for all reportable classes (i.e. will be linked to students) have a Staff Snapshot record for the current school year.

#### STAFF ASSIGNMENT

- Ensure staff members are reported with an assignment for each building/grade level to which they are assigned.
- In anticipation of transition from ePMF (TAA) to Course Instructor Assignment (SIRS), use available reports to compare staff assignment data as reported in ePMF with data reported through Course Instructor Assignment.

#### STAFF TENURE

- 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 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

- Check for updated SIRS Manual (version 14.7 available as of 1/11/19)
- Get updated eScholar Templates, if required
- Get list of Code changes for the upcoming school year
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
    - 2018-2019 Reporting Memo
    - 2018-2019 SIRS Timeline
- Vendor Landing Page
- 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/ibmcognos/bi/?CAMNamespace=WNYRIC%20LDAP
- Level 2
  - https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=stateLDAP
- MHRIC
  - https://www.mhric.org/