Hello and welcome to the March 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 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 MARCH

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>MARCH HIGHLIGHTS</th>
<th>MARCH DEADLINES*</th>
<th>COMING UP NEXT MONTH*</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ BEDS Day Extracts (scheduled for March 22)</td>
<td>✓ March 1: NYSESLAT Operational Test: Schools must have their ELL/MLL program service data “0231” in SIRS</td>
<td>✓ CBT Math Student data loaded to Nextera Admin</td>
</tr>
<tr>
<td>o Enrollment</td>
<td>✓ March 4: CBT Student data loaded to Nextera Admin for ELA</td>
<td>✓ CBT Student data loaded to Nextera Admin for SAFT</td>
</tr>
<tr>
<td>o FRPL</td>
<td>✓ March 4: 2019 Level 1s submit corrected 2018 Regents Item Response data to Level 2</td>
<td>✓ March 22:</td>
</tr>
<tr>
<td>o Immigrant</td>
<td>✓ March 22:</td>
<td>✓ 2018–19 BEDS Day Enrollment Data Extract</td>
</tr>
<tr>
<td>o ELL</td>
<td>o 2018–19 BEDS Day FRPL Data Extract</td>
<td>✓ 2018–19 BEDS Day Immigrant Count Data Extract</td>
</tr>
<tr>
<td>✓ March/April: 2018–19 BEDS Day ELL Counts Data Extract</td>
<td>✓ March/April: 2018–19 BEDS Day ELL Counts Data Extract</td>
<td></td>
</tr>
</tbody>
</table>

THE DETAILS

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

DATA REPORTING PRIORITIES

☐ Import # 13 (for N-W districts only), # 14 for all districts, and # 15 (for A-M districts only) – all domains
☐ 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)
□ Continue reporting of newly hired staff
□ Ensure accuracy of all staff data
  □ Staff Snapshot
  □ Staff Assignment
  □ Staff Tenure
  □ Staff Attendance

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
Ensure all homeless students are reported correctly
Start and end dates
- 8262: Homeless Student Status
- 8272: Homeless Unaccompanied Youth Status
- 0892: Title I – Part A: Homeless student with Set-Aside Funds

ASSESSMENT
Ensure all January Regents are reported correctly
- Regents
- Regents taken out of district

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
- 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 SIRS-110 & SIRS-111 for Suspensions
Review attendance reports to ensure accuracy of Excused/Unexcused counts for students
COURSE

- Report Primary Teacher for all sections of every reportable course
- Record teacher start/end dates for each course/section
- 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
- Ensure all teachers linked to a 3-8 ELA or Math course or a HS Math course have the appropriate state codes
- 3-8 Courses linked to ELA/Math Assessments and High School Math only
- Identify the teacher of record (TOR) for each course

COURSE INSTRUCTOR ASSIGNMENT – ALL COURSES

- 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 error

TESTING

JANUARY REGENTS

- Make sure all discrepancies are resolved.

JUNE REGENTS

- March 5: Course/Section form due
March 14: Non-Secure material order due
March 26: Finalized spreadsheets due (Don't forget your OODs)
March 26: Sort Choice due

NYSAA:
- Make sure all of your students are ready in the KITE system before administration opens.
- March 11: NYSAA Administration begins through June 7th

CBT:
- March 4: ELA students loaded to Nextera. Can begin creating classes and adding accommodations. If you change a class, you will lose the accommodations.
- March 6: noon-Deadline to have Math students in the Data Warehouse
- March 15: Proctor Webinar-Registration not yet available
- March 18: ELA student login tickets available (wait to print until all classes and accommodations are set)

3-8 PAPER TESTING:
- March 21: Science Answer Sheet Extract-Make sure you have your students in the Data Warehouse
- Field testing assignments will be released mid-March

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.

STAFF TENURE
- Report a tenure record for ALL reported teachers.
- 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 14.9 available as of 2/4/19)
☐ Get updated eScholar Templates, if required

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
    ▪ 2018-2019 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/ibmcognos/bi/?CAMNamespace=WNYRIC%20LDAP

➤ Level 2
  ○ https://dataview.wnyric.org/ibmcognos/bi/?CAMNamespace=stateLDAP

➤ MHRIC
  ○ https://www.mhric.org/