Welcome to the **FEBRUARY 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 FEBRUARY

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.*

#### FEBRUARY HIGHLIGHTS

- **Level 0 Historical** is open for all years
- **February 7**: Operational ELA CBT program service and demographic data due to L2
- **February 14**: CEO Certification of ePMF Form
- **February 14**: NYSESLAT Operational Test program service 0231 and demographic data due to L2
- **February 28**: Operational Math CBT program service and demographic data due to L2

#### FEBRUARY DEADLINES *

- **February 7**: Operational ELA CBT program service and demographic data due to L2
- **February 14**: CEO Certification of ePMF Form
- **February 14**: NYSESLAT Operational Test program service 0231 and demographic data due to L2
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#### WHAT’S NEXT *

- **March 20**:
  - 2019-20 BEDS Day Enrollment Data Extract
  - 2019-20 BEDS Day FRPL Data Extract
  - SAFT PBT enrollment and demographic data due to L2
- **March 27**:
  - 2019-20 Course Instructor Assignment and Student Class Entry Exit Data Due
  - SAFT CBT enrollment and demographic data due to L2
- **March/April**: 2019-20 BEDS Day ELL Counts Data Extract

### THE DETAILS

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

#### DATA REPORTING PRIORITIES

- Imports #11-12 (N-W districts only), #12-13 (A-M districts only)
Ensure accuracy of all Demographic and Enrollment Data
CEO Certification of ePMF Form
UIAS Report review and corrections
Ensure all ELL Eligible students are reported with ELL program service codes

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 REPORTS AVAILABLE)
- 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
  - 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
- Continue to review all Level 2 BEDS day reports to ensure all student Demographic data is correctly reported prior to March Data Pull
ENROLLMENT

- Continue to 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 Transfer
  - 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

- Work with Testing Department to review discrepancies

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

☐ 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
    ☐ Itinerant Teachers
    ☐ Instructor delivery method
    ☐ Primary Language
☐ Ensure accuracy of Teachers start/end dates

STUDENT CLASS ENTRY EXIT

☐ Review and update as needed
  ☐ Entry Date
  ☐ Exit Date
☐ 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 Invalidations needed by-due 2/18
☐ June Regents Contacts-due 2/6
☐ ELA answer sheets delivery begins-*goal*-mid/late February
☐ NYSESLAT (0231 & ELL program) in Data Warehouse for operational & field testing-2/12-by noon
☐ NYSESLAT data pull for operational-2/20
☐ NYSESLAT answer sheet delivery begins-*goal*-mid March
☐ Math data pull-2/27
☐ Math answer sheet delivery begins-*goal*-mid/late March
CBT statewide webinar-2/10-from 10am-12pm
CBT Simulation-2/11, begins between 8:30-9:30am
CBT-Nextera Admin to switch back to operational-2/12

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
- 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
- Get updated SIRS Manual - Version 15.5 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/)