

Timeline

Annual Student Data Management for State Reporting

Maintaining accurate and current data

****Note that this document is approximate and subject to change****

Key Activities

JULY

- End of Year Preparations in Student Management System
 - Follow SMS support team end of year instructions
 - Make sure students changing buildings end enrollment with a “153” (transferred to another school in this district or an out of district placement) on June 30th.
 - Make sure CPSE student receiving summer services before transitioning to Kindergarten in the Fall do NOT end with a 153 code on June 30th.
 - End Annual Program Service Records as appropriate (only if the student is no longer eligible, completes, or drops the program)
- Roll-over of Student Management System
 - Follow SMS support team End of Year Rollover Instructions
 - Make sure that all ‘non-regular’ enrollments roll over correctly. (Some student information systems default to 0011 enrollments during roll-over.)
 - Examples of ‘non-regular’ enrollments: CSE Responsibility (5905) and GED (5654)
- Summer School Data Collection for Regents Pre-Printed Answer Sheets
- Load all Data Templates to Level 0 required for end of year (continued through reporting deadlines)
- Start reviewing and verifying all L2RPT Reports and PD Data Reports (continued through reporting deadlines)
- 3-8 Assessment Scores released publicly (Approximately July 17th)
- Print ISR’s (Individual Student Reports) – aka Parent Reports and distribute to Parents

AUGUST

- Administration of Regents/RCT Exams (Approximately Aug 17-18)
- August Graduations, Regents and RCTs data entry into Student Management System
- Prior Year NYSESLAT scores released (End all LEP codes including 231 for Proficient Students)
- Prepare SMS and/or HR system (per support team instructions) for Current Year reporting
 - Course Codes
 - TEACH IDS, and all required data elements
- Final Load to Level 0 for Prior Year Demographic, Enrollment, Program Service, Assessment, Accommodation, Staff/Student/Course and Grade Detail (Approximately Aug 23)
- Teacher Growth Score Reports Released** (Approximately Aug 16th)
- Electronic Certification of PD VR 10 and 16 Reports** (Approximately Aug 27)
- Paper Certification of IRS Verification Reports – L2Rpt** (Approximately Aug 31)

***** See Below*****

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- REPORTS**
- SIRS-102 Elementary/Middle Level Accountability**
(N/A for Article 81 schools and non publics)
 - SIRS-101 High School Accountability**
(N/A for Article 81 schools and non publics)
 - SIRS-302 Tested/Not Tested Confirmation All Assessments**
 - SIRS-201 Total Cohort – Summary**
(N/A for Article 81 schools and non publics)
 - SIRS-202 Total Cohort – Assessment Summary**
(N/A for Article 81 schools and non publics)
 - SIRS-307 Annual Dropout & NonCompleters**
 - SIRS-308 Annual Graduation & Post Graduation Plans**
 - SIRS-309 Annual Regents**
 - SIRS-310 Annual Regents Competency**

SEPTEMBER

- Review SMS for accuracy of enrollments and grades for all students in and out of district placed
- Review SMS for accuracy of students in special reporting groups (LEP, NYSAA, Homeless, etc)
- Continue to update Course Codes and TEACH ID's if/as needed in the SMS
- Final load to Level 0 for Prior Year SE End of Year Snapshot and SE Event data (Approximately Sept 27)
- Completion of RTTT End of Year Reports (LEA Goals for Student Outcomes Report on IRSPortal used as resource)

OCTOBER

- BEDS Day is the first Wednesday in October (Approximately Oct. 3)
- Level 0 opens for Current Year Data Collection
- Update Poverty and Lunch Data (October through June) in source system
- Start loading student data files to Level 0
 - (Student Lite) – be sure to include August Graduate Diploma Types and PGA's (Post Grad Activities)
 - Enrollment Files (Entry/Exit) – be sure to include August Graduate Exits... do not roll them to an un-reportable building.
 - Program Service Files – be sure to include all programs used for "subgroups"
 - Type of Disability
 - LEP Eligible
 - Poverty
 - Assessment Fact – be sure to include all August Regents/RCTS
 - SE (Special Ed) BEDS Day Snapshot -- for January reporting deadline
- NYSAA Assessment Administration Period Begins (4 month exam) (Approximately Oct 1)
- Electronic Certification of PD VR 11-15 Reports** (Approximately Oct 1)
REPORTS verified by Special Education Department
- Staff Evaluation Certification**
- REPORT SIRS-317 Staff Evaluation Rating Verification Report**
- Verification of NYSAA (Alternate Assessment) Testing Roster – via Cognos L1 Report**
- REPORT DIS5200 [NYSAA] Verification - NYSAA Eligible PrePrint Roster [DIS5200]**
- BEDS ON-LINE reporting due** (Approximately Oct 26)
REPORT is a Paper Form filled out by District.

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NOVEMBER

- Continue to keep data refreshed for BEDS Enrollment and BEDS Day SE Snapshot Reporting
- Begin Verification of Special Ed Snapshot Data (PD System)
- Begin Verification of BEDS Enrollment Report (L2RPT)
- Verification of August grads (L2RPT – Total Cohort report through August)
- BEDS ON-LINE Reporting due (for elements not reported through SIRS)** (Approximately Nov 9th)
Paper reports filled out by district.
- NEW - UPK (Demog, Enrollment, UPK/PreK Program Service Records) DUE in SIRS**
 - Currently unknown if there will be a certification form. (Approximately Nov 16th)**REPORT posted on the IRSP Portal.**

DECEMBER

- Continue to keep demographic, enrollment and program data refreshed and current in Level 0
- Work on verification of BEDS Enrollment L2RPT Report – for January certification
- Work on verification of SE BEDS Day Snapshot Reporting – for January certification
- Deadline for loading August Grads for use in press release of graduation rate through August (Approximately Dec 2nd)
 - This is a deadline without a certification/sign off.
- Data Collection for January Regents Pre-Printed Answer Sheets
- Update/test Regents Scanners as needed
- The L2RPT Verification Reports for August Grad/Regents
REPORT SIRS - 201 Total Cohort Summary
REPORT SIRS- 202 Total Cohort Assessment Summary
REPORT SIRS – 309 Annual Regents Report

JANUARY

- Administration of Regents / RCT Exams (Approximately Jan 24th-27th)
- Final load of data to Level 0 for BEDS Enrollment Reporting (Approximately Jan 3)
- Final load of data to Level 0 for SE BEDS Day Snapshot (Approximately Dec 31)
- Electronic Certification of PD VR 1-9 Reports** (Approximately Jan 7)
- Paper Certification of BEDS Enrollment Report – L2Rpt** (Approximately Jan 5th)
REPORTS: SIRS-312 BEDS Day Enrollment Verification Report for State Aid
SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student SubGroup
SIRS-314 BEDS Day Enrollment Verification Report by District of Residence
SIRS-316 BEDS Day Enrollment Verification Report for District Pre-K

FEBRUARY

- Verification of LEP Roster – via Cognos L1 Report
- Identify LEP students in grades 3 through 8 eligible for first year exemptions and test accommodations (0242 program)
- Begin Accountability Cohort cleanup as L2RPT reports become available (January through July)

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- NYSAA Assessment Period Ends (Approximately Feb 8)
- Final submission of LEP student's program data for sending to contractor to prepare Field Test Material.
 - This is a deadline without a certification/sign off.**REPORT DIS5300 [NYSESLAT]**

MARCH

- Schedule return appointment of Gr 3-8 ELA and Math Answer Sheets for scanning and loading (aligned with Scoring Schedule)
- Load Assessment Fact File to Level 0 to include January Regents/RCTs
- Continue to keep demographic, enrollment and program data refreshed and current in Level 0 (At least monthly updates. Weekly is preferable for districts with high mobility)
- Make sure Backmapping codes are entered – Used for end of year reporting (If applicable)
- Verification of Gr 3-8 ELA and Math Pre-Print Roster – via Cognos L1 Report
REPORT DIS5100 Verification - ELA-MATH-SCI Eligible PrePrint Roster [DIS5100]
- Verification of NYSESLAT and NYSAA Pre-Print Roster – via Cognos L1 Report
**REPORT DIS5300 [NYSESLAT] Verification - NYSESLAT Eligible PrePrint Roster [DIS5300]; and
REPORT DIS5200 [NYSAA] Verification - NYSAA Eligible PrePrint Roster [DIS5200]**
- Free and Reduced Price Lunch
**REPORTS SIRS-323 Free & Reduced Price Lunch Eligible Students Enrolled on BEDS Day
SIRS-323.1 Free & Reduced Price Lunch Eligible Students Enrolled on BEDS Day – Preliminary
Snapshot Data**
- Update Immigrant Student and Homeless Data Reporting in student information system
BEDS Certification for State Aid
**REPORTS: SIRS-312 BEDS Day Enrollment Verification Report for State Aid
SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student
SubGroup
SIRS-314 BEDS Day Enrollment Verification Report by District of Residence
SIRS-316 BEDS Day Enrollment Verification Report for District Pre-K**

APRIL

- Load all appropriate NCLB Program Codes – Go through Program Code list
- Administration of NYSESLAT K-12 Assessment (Speaking Only)
- Administration of all grade 3-8 ELA, Math Assessments
- Identification of HS Sp Ed and LEP students eligible for test accommodations in June
- Kindergarten Registration- demographic information needs to be entered completely – careful attention to ethnicity- do NOT pre-register students enrolled in any portion of the current school year (receiving CPSE services or determining eligibility) since it will block the extract of current school year data
- Immigrant Children and Youth On-line Survey is due – criteria are different from SIRS reporting
- Verification of Science 4&8 Pre-Print Roster – via Cognos L1 Report
REPORT DIS5100 Verification - ELA-MATH-SCI Eligible PrePrint Roster [DIS5100]
- Re-Certify BEDS Enrollment – L2RPT Report (Approximately April 12th)

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- REPORTS:**
- SIRS-312 BEDS Day Enrollment Verification Report for State Aid**
 - SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student SubGroup**
 - SIRS-314 BEDS Day Enrollment Verification Report by District of Residence**
 - SIRS-316 BEDS Day Enrollment Verification Report for District Pre-K**

MAY

- Administration of Gr 4&8 Science
- Scoring, processing and return of ELA and Math Answer sheets (Per Appt Schedule or by SED Due Date)
(Approximately May 1st (ELA) and May 8th (Math))
- Verification of Tested/Not Tested in Grades 3-8 - L2RPT (scores not yet available)
- Data Collection for June Regents Pre-Printed Answer Sheets
- Administration of NYSESLAT K-12 Assessment (Listening, Reading and Writing)
- Return of NYSESLAT Answer Sheets to the RIC (no appt necessary) (Approximately May 30th)

JUNE

- Return of Science Answer Sheets to RIC (No appt necessary) (Approximately June 13th)
- Administration of Regents and RCT Exams
(Be sure to retrieve Out of District Regents and RCT answer sheets and scores before close of school year)
- Verification of Gr 3-8 and Alternate Assessments score distributions.
- Certification Teacher-Student Data Linkage (TSDL) (Approximately June 13th)**
REPORT SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report
- Certification Free and Reduced Price Lunch (FRPL) (Approximately June 6th)**
REPORT SIRS-323 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day
REPORT SIRS-323.1 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day - Preliminary Snapshot Data