
New to (Beginner) Collecting & Reporting School District Data

— Gail Galusha, Amanda Pignone, —
Lynn Bedeaux & Margaret Giller



<https://bit.ly/2SHTMHC>

Agenda

1. Identifying district staff, regional, and state resources
2. Telephone and email support: Who do you call or email for help
3. Where do you find training sessions (SIS, Level 0, Level 1, Level 2 applications)
4. Who provides in-depth District Data Coordinator meetings
5. Types of information you are reporting and why
6. What is the SIRS Manual and why is it important
7. Who troubleshoots data issues and makes corrections
8. Q&A: Meeting of peers and round-table discussion

District, Regional & State Resources

- **District Team/Organizational Chart:** *District Data Coordinator (Know your role!), Superintendent, Principals, Director of SPED, Business Office Official, Registrar, Guidance (Counseling)*
- **District Department Breakdown:** *Human Resources, Food Service, SPED, Information Technology, etc.*
- **Regional Resources:** Regional Information Centers (RIC), Board of Cooperative Educational Services (BOCES), Neighboring District Data Coordinators (SEDREF Business Portal)
- **State Resources:** New York State Education Department (NYSED), Special Education Data Collection System, Analysis Reporting (SEDCAR), Office of Student Support Services (SSEC), Office of Information and Reporting Services (IRS)

Organizational Chart

INFORMATION TECHNOLOGY



FOOD SERVICE



TRANSPORTATION



BUILDING OPERATIONS



HUMAN RESOURCES



Superintendent of Schools



Business Office



DDC



Director Of Student Services



REGISTRAR



GUIDANCE



HIGH SCHOOL PRINCIPAL



DASA COORDINATOR



ATTENDANCE

MIDDLE SCHOOL PRINCIPAL



GUIDANCE



ATTENDANCE

ELEMENTARY SCHOOL PRINCIPAL



DASA COORDINATOR



ATTENDANCE

SPED SECRETARY



HOMELESS LIAISON



I Just Need Help!

Who do I call or email?



- **Data Warehouse Reporting:** *Your Regional Information Center (RIC)*
- **All Things Testing:** *Your RIC (Regents & 3-8 Testing), NYSED (Nextera/CBT Support), NYSED (KITE/DLM Support)*
- **Basic Educational Data System (BEDS):** *BEDS IMF and ePMF – NYSED (Office of Information and Reporting Services)*
- **School Safety and the Educational Climate (SSEC):** Formerly VADIR/DASA – NYSED (Office of Support Services)
- **Civil Rights:** Office of Civil Rights
- **Teacher Access and Authorization (TAA):** NYSED (Office of Information and Reporting Services)
- **Acronyms:** [Acronym Cheat Sheet \(from SCRIC\)](#)

Where Do I Find Training Sessions?

- Student Information System: RIC (Hosted) and Vendor (Non-Hosted)
- Level 0, Level 1 & Level 2: RIC Contacts
- Teacher Access and Authorization (TAA):
 - <https://eservices.nysed.gov/taa/login.htm>
- Civil Rights Data Collection (CRDC):
 - <https://ocrdata.ed.gov/Home>
- Nextera: NYSED, RIC, BOCES, and Nextera
 - <https://cbtsupport.nysed.gov>
- KITE: BOCES and NYSED
 - <http://www.nysed.gov/edtech/nysaa>
- In-Depth District Data Coordinator Meetings: RIC and/or BOCES

What Types of Information am I Reporting and Why?

Student Information

Demographics

Enrollment

Program Information

Special Education

BEDS Day & EOY Snapshots

Special Education Events

Assessments

Attendance

Schedules

(Student Class Entry-Exit;

Course Instructor Assignment)

Grades / Credit / GPA

School Information

Day Calendar

Location Marking Period

Attendance Codes

Courses

Staff Information

Staff Snapshot

Staff Assignment

Staff Tenure

Staff Attendance

Staff Evaluation

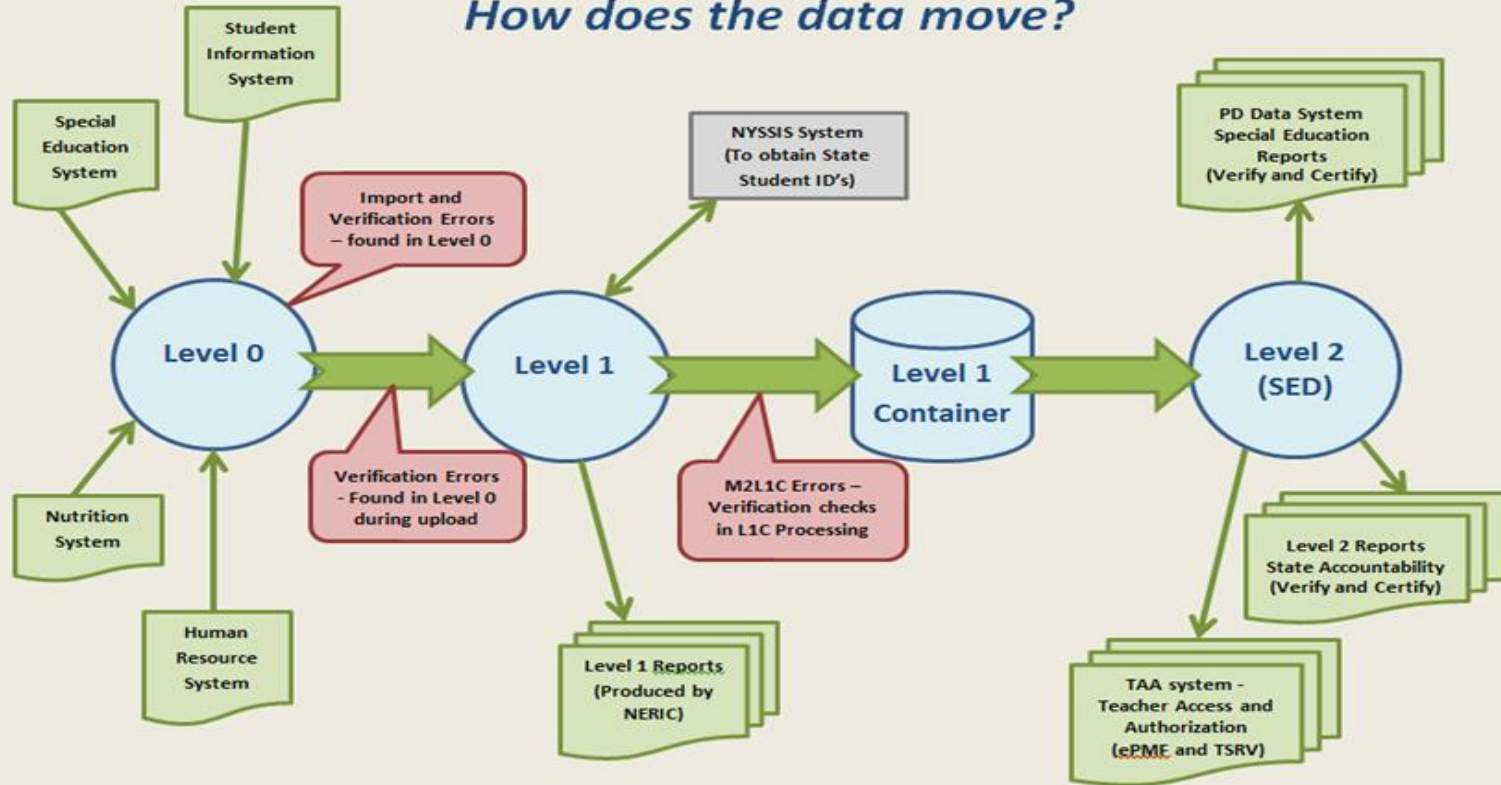
Why Do We Report These Data?

- Required state and federal reporting
- Used to determine funding allocations
- Used to make ESSA Accountability Determinations
- Reported to the public (see data.nysed.gov)

Additionally, the data we collected and reported can be used to guide instruction and improve student learning

Data Migration

Data Migration
How does the data move?



What is the SIRS Manual?

Student Information Repository System Manual



Where do I find it? How can it help me?

Where do I find the SIRS Manual? <http://www.p12.nysed.gov/irs/sirs/>

- Provides an overview of the Student Information Reporting System
- Outlines Reporting Responsibility - (Tables of Reporting Responsibility)
- Addresses the reporting of specific student populations and programs
- Outlines the data elements reported in each template (student and staff)
- Defines codes used to report those data elements

Helpful hints: If viewing the SIRS Manual in MS Word, turn on the Navigation Pane (View tab). If viewing in PDF, use the find function to search. Bookmark the link, instead of printing or saving, as it's a working document.

Who Troubleshoots Data Issues & Makes Corrections?

Department Breakdown

BUILDING OPERATIONS

Lead in Drinking Water Survey
Building Condition Survey
Building Safety Plans
BEDS IMF

INFORMATION TECHNOLOGY

Systems integration
SIS Support
IT Plan (bi-annual)
BEDS IMF

FOOD SERVICE

Free & Reduced Lunch
Direct Match through NYSSIS
Carryover Codes

HUMAN RESOURCES

Staff Snapshot
Staff Assignment
Staff Attendance
Teacher Certification
Staff Tenure

SPED SECRETARY

Program Service Codes
SPED Enrollments

HOMELESS LIAISON

Homeless Youth
Unaccompanied Youth

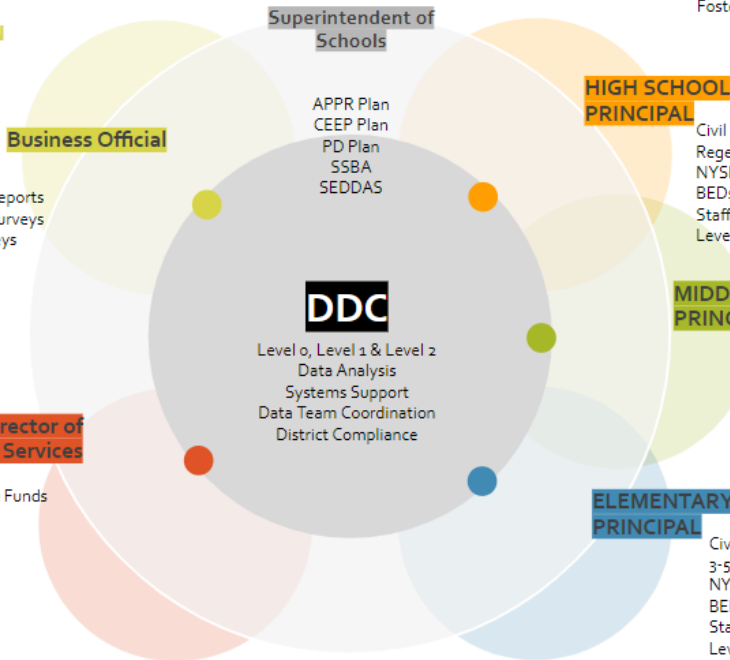
TRANSPORTATION

Residency
BEDs IMF

ST3
State Aid Reports
Ed Mgmt Surveys
Audit Surveys
SA129

Director of Student Services

Consolidated App Title Funds
PD Reports
Impartial Hearing
STAC Submissions
ELL Eligibility
Section 504
CDOs Credential
KITE



REGISTRAR

Enrollments
Immigrant Status
Parent Armed Forces
Foster Care

ATTENDANCE

Student Attendance Codes
Change of Address
Custody Alerts
Long-term Absence
Attendance Letters

GUIDANCE

Master Schedule
Staff Student Course
Course Instructor Assign
Graduation Pathway
Post Grad Plans
CTE & P-Tec Programs

DASA COORDINATOR

SSEC Reporting
Complaints of
Corporal Punishment

Questions & Answers:

**Meet Your Peers
& Round Table Discussion**

Thank You!

Gail Galusha
Ballston Spa CSD
DDC, MCO
& Testing Coordinator
ggalusha@bscsd.org

Lynn Bedeaux
Hudson Falls CSD
DDC, Testing Coordinator
& System Administrator
lbedeaux@hfcasd.org



Amanda Pignone
Ballston Spa CSD
System Administrator
& Homeless Mentor
apignone@bscsd.org

Margaret Giller
Mechanicville CSD
DDC, System Administrator
& Cohoes BOE Vice President
mgiller@Mechanicville.org