District Data Coordinator

Series-Session II
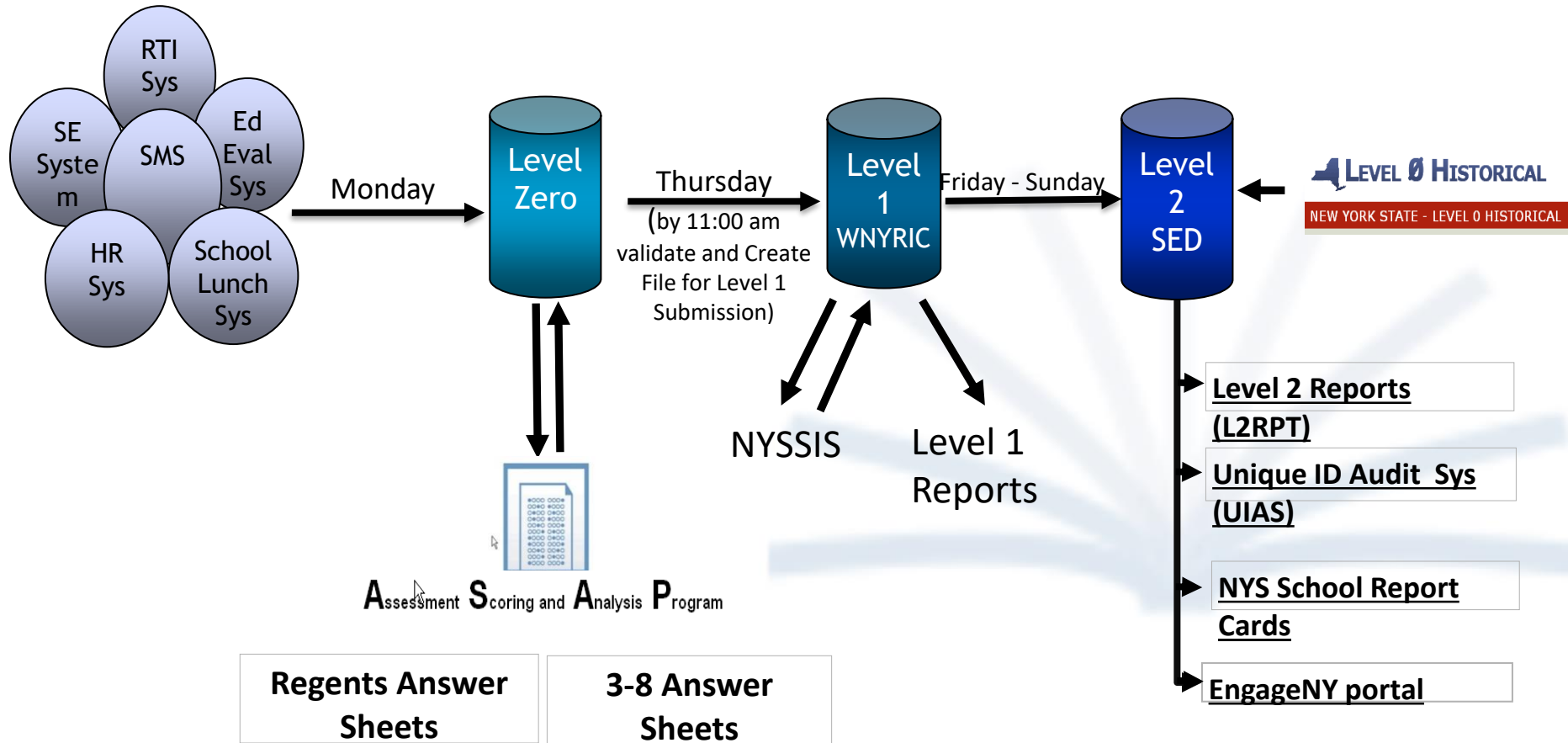
The Weekly Data Journey

RTI Sys

SE System

SMS

Ed Eval Sys

HR Sys

School Lunch Sys

Monday → Level Zero

Thursday (by 11:00 am validate and Create File for Level 1 Submission) → Level 1 WNYRIC

Friday - Sunday → Level 2 SED

LEVEL 0 HISTORICAL
NEW YORK STATE - LEVEL 0 HISTORICAL

Assessment **S**coring and **A**nalysis **P**rogram

NYSSIS

Level 1 Reports

Regents Answer Sheets

3-8 Answer Sheets

Level 2 Reports (L2RPT)

Unique ID Audit Sys (UIAS)

NYS School Report Cards
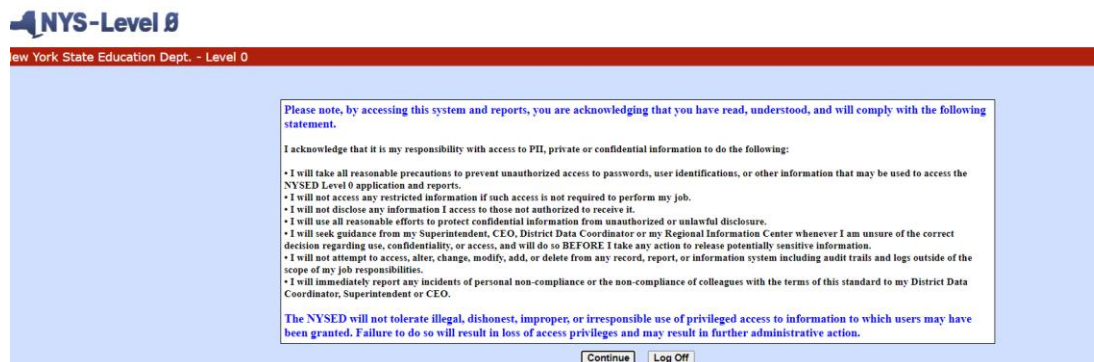
EngageNY portal

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Level 0 Updates

Level 0 21-22 SY Changes

➢ Splash Page

➢ Multi-Factor Authentication (MFA)
- Every 14 days users are emailed a Pin to enter into Level for access
- MFA is device specific

➢ Level 1 Data Prep
- District Users are now responsible for moving their data to Level 1
- Level 1 Data Prep>Validate>Create File for Level 1 Submission>Save As

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Level 0 21-22 SY Changes

➢ Bundling Release
  - When validating data district user will be present with an "Actions" box
  - Identifies to the user if there are other templates that need to be sent up before sending up the current template

Stu/Daily/Attend Data Prep. for Level 1:

Please note, there must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.

It is advisable to run the Missing Attendance report prior to uploading your data to identify students that are missing attendance.

Action(s) indicated in red below must be completed before L1 Data Prep for this template can continue:

Required Data Domain:	Last Update:	Last Upload:	Del.	Needed Action:
Demographics	11/15/21 9:01:12 AM	11/12/21 9:31:31 AM		Demographics L1 Data Prep Upload Required
Enrollment	11/15/21 9:02:54 AM	11/12/21 9:31:38 AM		Enrollment L1 Data Prep Upload Required
Stu/Attend/Codes	10/12/21 7:27:04 AM	10/14/21 11:05:02 AM		No Action Required
Day Calendar	11/15/21 9:07:00 AM	11/10/21 9:20:08 AM		Day Calendar L1 Data Prep Upload Required

Validation Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Stu/Daily/Attend data can not be sent to Level 1 until this process has been completed with no errors.

Red background indicates domain data has been updated since last Level 1 file was created.

Last Level 1 File Creation/Upload: 11/10/21 9:20 AM

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission   Save As

Data Prep. messages...

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Level 0 21-22 SY Changes

➢ Program Services
- • Free or Reduced Lunch records no longer require an Eligibility i.e. DCMP
- • If eligibility is still in the file from the food service package, Level 0 ignores it and doesn't load that value

➢ Student Digital Resources
- • Missing Survey Report
- • Data will still move for students who have complete survey data and not prevented because there is not a survey for all enrolled students
- • Reports>Student Digital Resources>Missing Surveys

Download Chosen Report to: ● .txt file ○ .csv file Download

Student Digital Resources Report Choices: Run Verification Rpt

| ● Dist. Import Errors (Error Rpt #1) | ● Dist(s) Summary | ● Dist. School Summary | ● Dist. Upload Log Dates | ● Import Log | ● Lock History |
| ● View Verif. Errors (Error Rpt #2) | ○ Unlock History | ● No Enrollment Rpt | ● Import Message Log | ○ Missing Surveys | |

Missing Surveys report will not execute until Student Digital Resources surveys have been imported.

Pre-Kindergarten Data Reporting

➢ Students who are enrolled in an instructional PK program funded by the school district

- Students should be four years of age on or before December 1st or otherwise eligible to attend Kindergarten in the next school year **OR**

- Students enrolled in districts with funding to serve three-year old students in Expanded Pre-k for 3 & 4 Year old students

- For BEDS Day reporting: students must be enrolled on BEDS day Wed. October 6, 2021 and the maximum amount payable is based on student enrollment on BEDS Day

Pre-K Enrollments

➢ Enrollment Reason: 0011-Enrollment in Building

➢ Start Date: Date when student enters program (for start of school year can use 7/1/xxxx)

➢ Provider:

- students attending Pre-K programs in a school within the district should be reported with the school BEDS code as the location

- students attending Pre-K programs operated under contract with the district (other locations) should be reported with the first eight digits of the district's BEDS code followed by 0666 as the location

- students attending Targeted Pre-K programs operated by Madison-Oneida, Questar III, or Herkimer BOCES should be reported with the BOCES BEDS code as the location

➢ Grade: PK

Pre-K Program Facts

➤ 902 – Universal PreK Program
- Requires additional program service indicating the UPK provider setting
- 1309-District Operated can only be reported if the student's enrollment is in your public school building
- All Setting codes other than 1309- require an enrollment in an Out of District PK setting with district BEDS code ending in 0666

Type: Universal PreK Setting	
1309	District-operated
1320	Day care center
1331	Head Start
1342	Family or Group Day Care
1353	Nursery School
1364	BOCES
1375	Special Ed 4410 Preschool
1386	Nonpublic School
1397	Museum
1408	Library
1419	Other

➤ 990 – Other PreK Program:
- Used for new full day UPK placements funded by the Statewide Universal Full-day Prekindergarten (SUFDPK)
- Non-resident students attending a UPK in your district
- Five year old students, eligible for kindergarten, enrolled in UPK

Using 902 or 990 Program Fact

	Grade Level PKF = Full-day PKH = Half-day	Pre-K Program Code		Universal Pre-K Provider (Setting) Codes (Who is providing the UPK instruction?)										
Description		**902 (Universal PreK)**	**990 ("Other" PreK)**	**1309 (District Operated)**	**1320 (Daycare center)**	**1331 (Head Start)**	**1342 (Family or Group Day Care)**	**1353 (Nursery School)**	**1364 (BOCES)**	**1375 (Special Ed/4410 Preschool)**	**1386 (Nonpublic School)**	**1397 (Museum)**	**1408 (Library)**	**1419 (Other)**
1) Any child whose Pre-K placement is funded solely by the allocational Universal Pre-K (UPK) grant	PKF or PKH, whichever is appropriate	X		Required										
2) Child whose half-day UPK placement has been converted to full-day using Statewide Universal Full-day Prekindergarten grant (SUFDPK) *(For example, a child whose placement is funded for the first half-day by the allocational UPK program and the second half of the day by the SUFDPK program.)*	PKF	X		Required										
3) New full-day placements funded by Statewide Universal Full-day Prekindergarten (SUFDPK)	PKF		X	Not required										

Student Digital Access Survey

Digital Equity Survey Collection

➢ Collection of student level data via SIRS

➢ School and educator Digital Equity will be collected through BEDS IMF

➢ Survey should be completed for all students K-12 and UGE/UGS preferably by parents

➢ BOCES will report only students placed in their full-day programs

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Digital Equity Survey Collection

➢ Must take place in the fall of each school year

➢ Survey should be completed for new entrants and transfers throughout the school year

➢ Collection will begin December 6, 2021 and continue throughout the school year

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Digital Equity Survey Collection

- ➢ Methods for collection
  - Potentially surveys built within the Student Management Systems
  - EduTech: TeleForm process
    - Request from datawarehouseextracts@edutech.org
    - A Bubble sheet that will have student ID and building as well as the questions and answers
    - Scan like Regents or NYSITELL answer sheets
    - File will be generated and loaded to SMS for you

  - Create your own form
    - District is then responsible for manually entering the data in the SMS or directly in Level 0

    OR

    - Importing an electronic file into the SMS or Level 0

- ➢ Collection will begin December 6, 2021 and continue throughout the school year

Reporting Instructional Staff

❖ Report all teachers providing instruction to students
  - Teachers out on leave or suspended can be reported as inactive
  - Teachers who are out for the entire school year do not need to be reported
  - Report Itinerant teachers who provide instruction in your district [District Code, Location Code, Status, Itinerant Status, Staff ID (NYS Teach ID), Date of Birth, First and Last Name, Snapshot Date and Position Title]
  - Long-term substitutes serving as the teacher of record for a course should be reported
  - Non-certified teachers that are teachers of record on a course

❖ Do not report
  - Teacher aides
  - Teaching assistants
  - ROTC teachers
  - Teachers working exclusively with non-public students
  - Teachers not employed on a regular basis

Reporting Non-Instructional Staff

➢ Non-Instructional Professional Staff

➢ Refer to non-teaching assignment codes in the SIRS manual

➢ Examples: Principals, School Counselors, Psychologist, Teacher on Special Assignment

Staff Snapshot

- ➢ Fields marked with an * are required except for reporting an itinerant staff
- ➢ Pink fields indicate where there is an error
- ➢ If staff teaching classes, teacher title and teacher hire date need to be completed
- ➢ If staff is a principal, then principal title and principal hire date need to be completed

Staff Snapshot Manual Entry:
*denotes a required field
TEACH Name: N/A

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:
Tammy		Reilley	1976-07-30	F :: Female

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
009765231	009765231	tammy.reilley@edutech.org	A :: Active	N :: No

*Primary Location Code:		*Years Educational Exp. in District:	*Annual Salary:	*Annual Contract Work Months:	Annual Contract Work Days:
0002 :: Alexander Elementary					

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educational Exp.:	Principal Title:	Prin. Hire Date:

*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:

Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:

Staff Snapshot

➤ Primary Location Code

- School District building where the staff member works

- If staff member works in multiple buildings, use the district location

- If staff member is a principal and has additional roles, primary location needs to be the building where the staff member is principal

Staff Snapshot

➢ Race Code

- Leaving Race code 1 blank is only allowable if the Hispanic Indicator is set to Y.

- Race code of DECLINE should not be defaulted for all staff reported
    - Snapshot and is only allowable on an individual basis if a staff person refuses to identify a race with his or her district.

Staff Snapshot

Staff Snapshot

➢ SIRS-329 Staff Certification

Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
		001265424	ROLPH, DANIEL	Jul 13, 1972	TEACHER	3014	Childhood Education (Grades 1-6)	Sep 1, 2007		0084	Professional Certificate
		001265424		Jul 13, 1972	TEACHER	9014	Students With Disabilities (Grades 1-6)	Feb 1, 2008		0084	Professional Certificate
		001268645		Jun 3, 1967	TEACHER	9010	Special Education	Sep 1, 1993		0003	Permanent Certificate
		001268645		Jun 3, 1967	TEACHER	3010	Nursery, Kindergarten & Grades 1-6	Sep 1, 1993		0003	Permanent Certificate
		003557572		Aug 3, 1989	TEACHER	7061	Literacy (Birth-Grade 6)	Feb 15, 2018	Aug 31, 2022	0082	Initial Certificate
		003557572		Aug 3, 1989	TEACHER	3014	Childhood Education (Grades 1-6)	Jun 29, 2019		0084	Professional Certificate
		003557572		Aug 3, 1989	TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Aug 14, 2019		0084	Professional Certificate
		003557572		Aug 3, 1989	TEACHER	7061	Literacy (Birth-Grade 6)	May 2, 2019		0084	Professional Certificate
		001286635		May 9, 1973	TEACHER	9010	Special Education	Sep 1, 2008		0003	Permanent Certificate
		001286635		May 9, 1973	TEACHER	3011	Pre Kindergarten, Kindergarten And Grades 1-6	Sep 1, 2008		0003	Permanent Certificate
		003710301		Mar 26, 1993	TEACHER	9014	Students With Disabilities (Grades 1-6)	Apr 21, 2021		0084	Professional Certificate
		003710301		Mar 26, 1993	TEACHER	3014	Childhood Education (Grades 1-6)	Apr 21, 2021		0084	Professional Certificate
		003710301		Mar 26, 1993	TEACHER	9014	Students With Disabilities (Grades 1-6)	Sep 22, 2016	Jan 31, 2022	0082	Initial Certificate
		001875430		Aug 30, 1974	TEACHER	3014	Childhood Education (Grades 1-6)	Sep 1, 2011		0084	Professional Certificate
		001875430		Aug 30, 1974	TEACHER	9014	Students With Disabilities (Grades 1-6)	Sep 1, 2011		0084	Professional Certificate
		002020100		Mar 22, 1976							
		001275914		Jul 21, 1982	TEACHER	9013	Students With Disabilities (Birth-Grade 2)	Sep 1, 2009		0084	Professional Certificate
		001275914		Jul 21, 1982	TEACHER	9014	Students With Disabilities (Grades 1-6)	Sep 1, 2009		0084	Professional Certificate
		001275914		Jul 21, 1982	TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Sep 1, 2009		0084	Professional Certificate
		001275914	JOHNSON, PAMELA	Jul 21, 1982	TEACHER	3014	Childhood Education (Grades 1-6)	Sep 1, 2009		0084	Professional Certificate

➢ Certification Area Code
  • Number used when you go to the 21-22 SY SCED crosswalk to reference the courses the teacher can teach within their certification
➢ Certification Expiration Date
  • If this is coming up, someone may want to connect with the teacher to see if they are working on the requirements for professional certificate

Staff Snapshot

➤ SIRS-328 Staff Out of Certification

Location Name - a -	Name - b -	Staff ID - c -	Course Code - d -	Course Name - e -	Course Section - f -	Local Course Name - g -	Primary Lang - h -	Certified - i -	Charter Exemption - j -	FTE - k -	Primary Ind - l -	Special Ed Ind - m -	ENL Ind - n -	Incidental - o -
		003591965	01002	ELA II (10th grade)	120-1 - 01	ENGLISH 10	ENG	No	No	1	Yes	No	No	No
		003591965	01002	ELA II (10th grade)	120-2 - 01	ENGLISH 10	ENG	No	No	1	Yes	No	No	No
		003591965	01002	ELA II (10th grade)	125-1 - 01	ENGLISH 10 HONORS	ENG	No	No	1	Yes	No	No	No
		003591965	01005	AP Eng Lang & Comp	107-1 - 01	AP LANGUAGE & COMP	ENG	No	No	1	Yes	No	No	No
		003591965	01006	AP Eng Lit & Comp	106-1 - 01	AP ENGLISH 12: LIT & COMP	ENG	No	No	1	Yes	No	No	No
	PAINTING, HEATHER	003579073	99005	Resource Room-7-12 Secondary	066-4 - 01	RESOURCE 6-8	ENG	No	No	1	Yes	Yes	No	No

TEACH data is updated weekly; course data updated daily.

➤ Populates once Staff Snapshot and Course Instructor Assignment have been loaded and this report will refresh daily when these templates are loaded

➤ Cross references data from the Teach System updated weekly

➤ Keep in mind the NYS course code and name from this page

➤ Click the blue staff ID link to take you to SIRS 329 where you can get the teacher cert code

➤ Using Teacher Cert Code go to the SCED Crosswalk to see what teacher is Cert in

Course Instructor Assignment

➢Primary Instructor Identifier

•Identifies the staff person as the primary instructor for this course during the start and end date reported on this record

Course Instructor Assignment

➢ Primary Special Ed and Primary ENL Indicator
- Flag for staff that is certified in this area AND operating in this instructional role this school year

➢ Incidental Teaching Assignment
- Incidental Teaching Assignment Indicator: used to identify up to six course/sections that teacher can teach outside their certification area
- Must be approved by BOCES District Superintendent
- All courses must be identified with Y or N

➢ Primary Instruction Lang Code
- Report as other than English for courses that are Bilingual (not foreign language instruction courses)

Course Instructor Assignment

➢ Common Level 0 Errors

- CI8011: Missing or Invalid Staff ID (Staff ID is either blank or is not found in the Staff Snapshot with a TEACHER title):001993920
    - In Level 0, click on the Staff ID in blue and underlined to go to the CIA page to see what courses the teacher is on

Course/Instr/Assign Records:

	Status:	Course Code:	Location:	Inst. Start Date:	Inst. End Date:	Section	Term	Primary Inst. Ind	Special Ed. Inst. Ind	ENL Inst. Ind:	Incidental Ind:
View	Error	906 :: MS PE		2021-09-07	2021-11-14	11	3	Y	N	N	N
View	Error	906 :: MS PE		2021-09-07	2021-09-13	2	3	Y	N	N	N
View	Error	906 :: MS PE		2021-09-07	2021-11-14	5	3	Y	N	N	N
View	Error	906 :: MS PE		2021-09-07	2021-11-14	8	3	Y	N	N	N
View	Error	922 :: HEALTH 7		2021-09-07	2021-11-07	2	3	Y	N	N	N
View	Error	922 :: HEALTH 7		2021-11-09	2021-11-14	2	3	Y	N	N	N
View	Error	922 :: HEALTH 7		2021-09-07	2021-11-07	4	3	Y	N	N	N
View	Error	922 :: HEALTH 7		2021-11-09	2021-11-14	4	3	Y	N	N	N

Course Instructor Assignment

- (cont)CI8011: Missing or Invalid Staff ID (Staff ID is either blank or is not found in the Staff Snapshot with a TEACHER title):001993920
  - In the SMS, look up the course and section, and using the start and end dates, identify who the staff person is that is causing the error
    - ❏ Is that staff person a teacher? Special Ed teacher? ENL teacher?
      - o If yes, teacher should be reporting a staff snapshot record from HR.
        - Check with HR to make sure staff member is entered correctly to extract on staff snapshot
        - Staff snapshot must include the teacher title and teacher hire date on the record for the check against Course Instructor Assignment
      - o Is the NYS Teach ID entered correctly for the staff member in the Student Management System?
      - o If not a teacher, then staff member should not be extracting as a primary teacher (teacher of record) for those courses and sections from the SMS

Course Instructor Assignment

➢ Common Level 0 Errors

- CI8019: W/F - Primary Instructor not identified for this Location/Course/Section/Term

  ▪ This error is coming from the student management system and there is no primary teacher identified on the course and section

- .

Course Code:	Section Code:	Term Code:	Error Msg:
10001	3	0	CI8019: W/F - Primary Instructor not identified for this Location/Course/Section/Term.
10002	3	0	CI8019: W/F - Primary Instructor not identified for this Location/Course/Section/Term.

Certification Review

Why is Someone Identified as not Certified for the Course?

CHECK	WHERE
Do they have an <u>active</u> certification?	• SIRS 329 lists all active certifications. Consult TEACH database.
Did they use the Course Indicator (SWD, ENL teachers)?	• SIRS 328 • Report in Course Instructor Assignment (CIA) • Primary Special Ed Instructor Indicator (Field 13, Y or N) • Primary ENL Instructor Indicator (Field 17, Y or N)
Is the course level appropriate for the certification level (e.g. 7-12 certification and a Prior-to-Secondary course)	• The Crosswalk distributed via the IRSP or the Course Catalog http://www.p12.nysed.gov/irs/courseCatalog/home.html
ESL and Bilingual Certifications are not the same. ESL teachers should be identified with the ENL indicator. Bilingual teachers should be identified with the language code other than English.	• SIRS 328 • Primary Course Instruction Language Indicator (Field 18) • Use language codes from SIRS Home Language table.
Did they receive their certification later in the school year?	• SIRS 329 provides certification effective dates
Is the certification they hold deemed appropriate for the course they reported?	• Check the Crosswalk distributed via the IRSP and appropriate regulations.
Did the teacher have approval from the BOCES to teach a course on an incidental basis?	If approved, use the Incidental assignment indicator Y.

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Data Resources

➢ UPK Memo

http://www.nysed.gov/memo/early-learning/2021-2022-guidance-reporting-prekindergarten-prek-children-student-information

➢ SIRS 2021-22 Reporting Deadlines

http://www.p12.nysed.gov/irs/memos/2021/SIRSreportingTimeline2021-22.pdf

➢ Special Education Reporting Deadlines

http://www.p12.nysed.gov/sedcar/forms/instructions/duedates2122.html

Data Resources

➢Digital Equity Survey

http://www.nysed.gov/memo/information-reporting-services/digital-equity-survey-data-collection-and-reporting-sirs

➢20-21 SCED Crosswalk

https://portal.nysed.gov/abp

Data Warehouse Support

- Support Team
  - Tammy Reilley
  - Gloria Bulman
  - Rich Yeoman

- EduTech Support Contact Information
  - E-mail – datawarehouseextracts@edutech.org
  - Phone – 1-800-722-5797 option 7

Discussion

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