

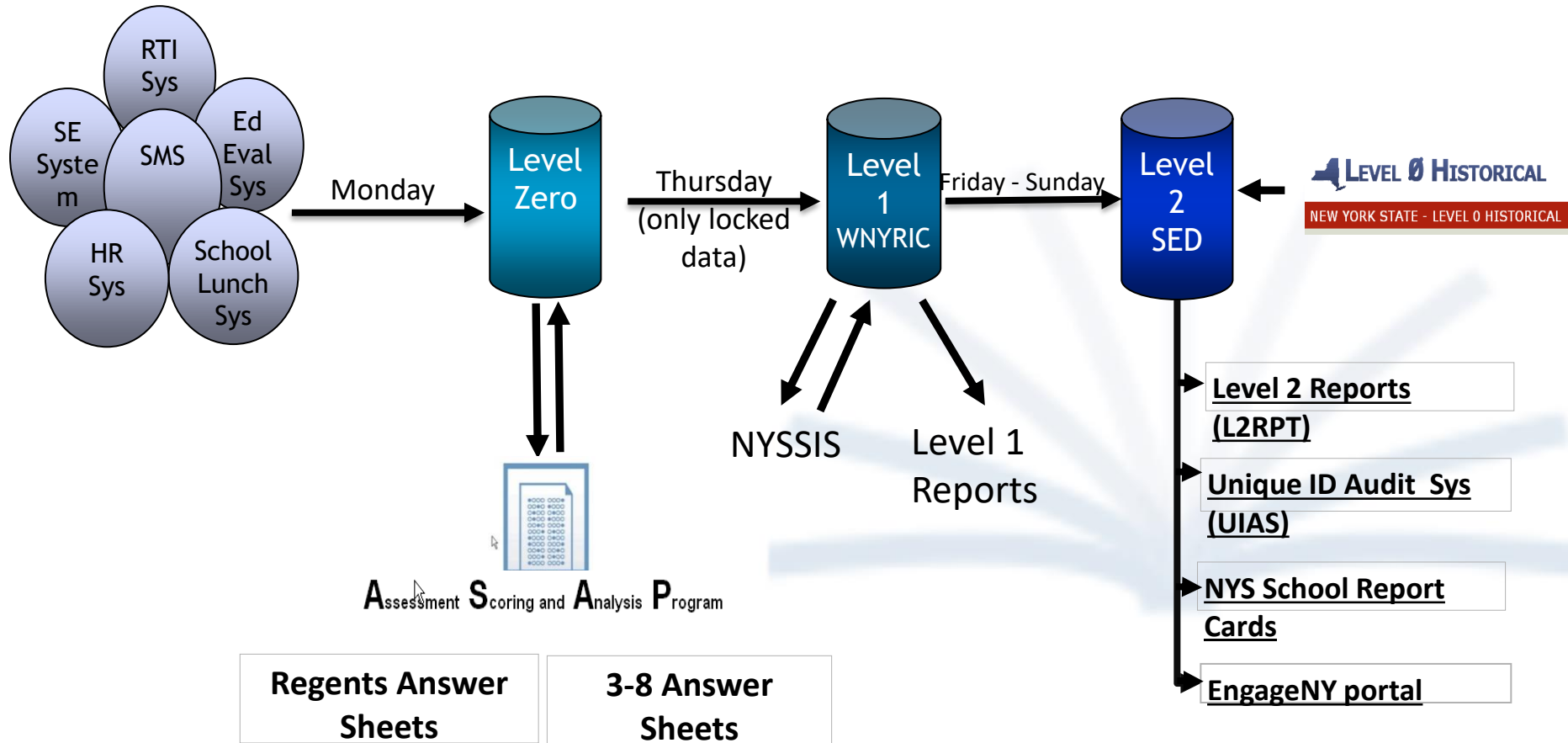
# District Data Coordinator Series

## Session IV



Educational  
Technology Service  
Genesee Valley  
Wayne-Finger Lakes

# The Weekly Data Journey



EDUCATIONAL TECHNOLOGY SERVICE  
Genesee Valley/Wayne-Finger Lakes



# Daily Attendance

# Day Calendar

## ➤ L2RPT SIRS-370 Day Calendar Summary Report



Grade reported in Day Calendar Template a	Instructional Day b	Make-up day c	Late Arriv Early Disn d	Regents Attendance e	Teacher only day f	Holiday g	Weather day h	Emergency day i	Strike j	Regents No Attendance k	Supt. Conference Full Day l	Other m	Total instructional days n= (b+c+d+e)	Total Non-instructional days o= (f+g+h+i+j+k+l+m)	Public Health/Inst	Public Health/N Inst
PKH	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
01	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
02	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
03	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
04	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
05	176	0	3	3	0	23	0	0	0	0	4	156	182	183	0	0
06	178	0	1	3	0	23	0	0	0	0	4	156	182	183	0	0



# Day Calendar

- Grade
- Regents Attendance or Regents No Attendance
  - **Regents Attendance:** Days where all students come in for instruction and just leave class to take an assessment
  - **Regents No Attendance:** Days where students ONLY come into the building to take a Regent assessment or Regents Rating Day
  - Should not show a value for grade levels that are not taking or impacted by Regents , if included you will see this Warning message in L1C/LVL2 Error Reports

## Day Calendar

School Year	DATA_DOMAIN	L0 Error Number	Error Message	DAY_TYPE	DAY_TYPE_CD
2021	DAY_CALENDAR	DC2417	***** WARNING ***** Regents Day reported for Grade Level 6 or below	Regents-attendance not taken	Rgnts No Attendance



# Day Calendar

- **Holiday:** a day in which a day of session may not be held enumerated in state law
- School district officials may not schedule days of session on a Saturday, Sunday, or a legal holiday, except Election Day, Washington's Birthday, or Lincoln's Birthday. (Education Law §3604(8))

## **Legal holidays include:**

- New Year's Day (January 1st, unless on a Sunday)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln's Birthday\* (February 12th)
- Washington's Birthday\* (Third Monday in February)
- Memorial Day (Last Monday in May)
- Flag Day (Second Sunday in June)
- Juneteenth Day (June 19<sup>th</sup>)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Election Day\* (First Tuesday after the first Monday in November)
- Veterans Day (November 11th, unless on a Sunday)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25th, unless on a Sunday)



# Day Calendar

- **Superintendent Conference Days:** districts may report up to 4
- **Total Instructional Days:** Include only days that students are receiving instruction
  - To calculate district session days: Add total Instructional Days + Supt Conference Days + Regents No Attendance Days
- **Public Health/Inst or Public Health/No Inst**
  - 20-21 School Year: use ONLY when a school is closed for in person instruction by the county health department or Governor's Executive Order



# Student Daily Attendance

- Level 0 Student Daily Attendance Report Changes

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. School Summary
- Dist. Upload Log Dates
- Import Log
- Lock History
- Verif. Errors (Error Rpt #2)
- Unlock History
- No Enrollment Rpt
- Attendance Breakdown
- Import Message Log
- Missing Attendance
- Batch Import Process History

*To help ensure accuracy, please resolve any outstanding errors before running this report*

**Attendance Counts for District: NY180202**

Attendance Code:	Last Year Total:	Last Year (as of 2020-03-05):	This Year (as of 2021-03-05):	Change:	Percent Change:	Mod. IN:	Mod. R:	Mod. B:	Error Records:
<b>Positive Attendance</b>									
Present (PRSNT)	0	0	<u>72,413</u>	72,413	100%	<u>72,413</u>	<u>0</u>	<u>0</u>	<u>0</u>
Present In School (PRSNT-IN)	0	0	<u>0</u>	0	0%	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Present Out Of School (PRSNT-OUT)	0	0	<u>0</u>	0	0%	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tardy (T)	1,413	1,334	<u>625</u>	-709	53%	<u>625</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tardy In School (T-IN)	0	0	<u>0</u>	0	0%	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tardy Out Of School (T-OUT)	0	0	<u>0</u>	0	0%	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Suspension</b>									
In-School Suspension (ISS)	23	20	<u>3</u>	-17	85%	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>0</u>
Out-of-School Suspension (OSS)	112	94	<u>15</u>	-79	84%	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>0</u>
<b>Negative Attendance</b>									
Excused (E)	1,433	1,374	<u>848</u>	-526	38%	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>0</u>
Unexcused (U)	2,346	2,211	<u>4,974</u>	2,763	125%	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>0</u>



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# Student Daily Attendance

- New Student Attendance Codes: Optional for 20-21
  - Present In-Student is physically present in school
  - Present Out-Student is present, but not physically in the building
  - Tardy In-Student is physically present in school, but was late
  - Tardy Out-Student is late/tardy, but not physically present in the building



# Student Daily Attendance

- Instructional Modality not required:
  - When the attendance value is OSS/ISS
  - When the an absent excused or unexcused is reported
- Suspension Record
  - When an OSS/ISS record is reported for a student, an additional attendance record must be reported with the instructional modality



# Student Daily Attendance

## Stu/Daily/Attend 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
- ☐ Verif. Errors (Error Rpt #2)
- ☐ Unlock History
- ☐ No Enrollment Rpt
- ☐ Attendance Breakdown
- ☐ Import Message Log
- ☒ Missing Attendance
- ☐ Batch Import Process History

***To help ensure accuracy, please resolve any outstanding errors before running this report***

- Note: Students that are only reported as ISS or OSS on an instructional day will be included in the Missing Attendance report.

Select Month For Report:

September ▼

Location Filter:

▼

**4 missing attendance records for September:**

Student ID:	Last Name:	First Name:	Grade:	Loc. Code:	Loc. Name:	Day Type:	Attend. Date:
XXXXXXXXXX			11	0003	Alexander Jr/Sr High	Instructional day	2020-09-14
XXXXXXXXXX			11	0003	Alexander Jr/Sr High	Instructional day	2020-09-15
XXXXXXXXXX			11	0003	Alexander Jr/Sr High	Instructional day	2020-09-17



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# Student Daily Attendance

- Missing Attendance is not an error report that will prevent data from moving
- Student's daily attendance that is appearing on the Missing Attendance Report will report up to the warehouse and count as absent for that record for accountability
- If you have student missing attendance, review and check with Edutech student support teams for assistance



# Student Daily Attendance

- Message when locking student daily attendance in Level 0

## 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.*



# L2RPT Attendance Reports

## Attendance

Name		Actions	
	<a href="#">Drill Throughs</a>	 <a href="#">More...</a>	
	<a href="#">SIRS-351 Student Attendance Summary Report (SY 2014 - 2020)</a>	    <a href="#">More...</a>	
	<a href="#">SIRS-360 Attendance Absence Summary Report</a>	    <a href="#">More...</a>	
	<a href="#">SIRS-361 Year to Date Attendance/Absenteeism Summary Report</a>	    <a href="#">More...</a>	
	<a href="#">SIRS-370 Day Calendar Summary Report</a>	    <a href="#">More...</a>	
	<a href="#">SIRS-371 Student Attendance Count Report</a>	    <a href="#">More...</a>	
	<a href="#">SIRS-375 Student Attendance Count (by District) Report</a>	    <a href="#">More...</a>	



# L2RPT Attendance Reports

- SIRS-371 Student Attendance Count Report: Overview of attendance codes and modality

Type of Attendance	Total	Modality		
		In Person	Remote	Both
Present	<u>70,757</u>	<u>53,000</u>	<u>17,757</u>	<u>0</u>
Present In School	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Present Out Of School	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tardy	<u>3,648</u>	<u>1,402</u>	<u>2,246</u>	<u>0</u>
Tardy In School	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tardy Out Of School	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-School Suspension	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Out-of-School Suspension	<u>121</u>	<u>0</u>	<u>0</u>	<u>0</u>
Excused	<u>659</u>	<u>0</u>	<u>0</u>	<u>0</u>
Unexcused	<u>1,580</u>	<u>0</u>	<u>0</u>	<u>0</u>
Missing	<u>5,448</u>	<u>0</u>	<u>0</u>	<u>0</u>



# L2RPT Attendance Reports

- SIRS-375 Student Attendance Count (by District) Report: Summary by Location and attendance code breakdowns

Location a	Present (PRSNT) b	Present in School (PRSNT- IN) c	Present Out of School (PRSNT- OUT) d	Tardy (T) e	Tardy In School (T-IN) f	Tardy Out Of School (T- OUT) g	Out of School Suspension (OSS) h	In School Suspension (ISS) i	Excused Absences (E) j	Unexcused Absences (U) k	Missing l
	<a href="#">74,394</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">3,802</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">134</a>	<a href="#">0</a>	<a href="#">708</a>	<a href="#">1,659</a>	<a href="#">5,492</a>
	<a href="#">38,483</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">585</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">1</a>	<a href="#">0</a>	<a href="#">447</a>	<a href="#">941</a>	<a href="#">2,788</a>
	<a href="#">18,807</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">2,457</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">91</a>	<a href="#">0</a>	<a href="#">138</a>	<a href="#">503</a>	<a href="#">1,598</a>
	<a href="#">17,104</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">760</a>	<a href="#">0</a>	<a href="#">0</a>	<a href="#">42</a>	<a href="#">0</a>	<a href="#">123</a>	<a href="#">215</a>	<a href="#">1,106</a>







Testing

# 3-8 Testing

- NYSAA Assessments
  - March 8-June 11
- NYSESLAT Assessments
  - April 19-May 28
- 3-8 ELA Assessments
  - April 19-April 26
- 3-8 Math Assessment
  - May 3-May 14



# 3-8 Testing

## ➤ L2RPT: SIRS-301 Tested/Not Tested Confirmation Report

Data Refresh Date: Mar 6, 2021

Student Subgroup	Tested							Not Tested							
(accountability subgroups are marked by an asterisk(*))	Level 1	Level 2	Level 3	Level 4	No Performance Level	Total Tested	Mean Score	Medically Excused	Administrative Error	AETI	Refusal	Absent/No Valid Score	Incomplete	No Assessment	Total Not Tested
*All Students	0	0	0	0	0	0		0	0	0	0	0	0	352	352
Female	0	0	0	0	0	0		0	0	0	0	0	0	189	189
Male	0	0	0	0	0	0		0	0	0	0	0	0	163	163
*Black	0	0	0	0	0	0		0	0	0	0	0	0	1	1
*Hispanic	0	0	0	0	0	0		0	0	0	0	0	0	14	14
*Asian/Pacific Islander	0	0	0	0	0	0		0	0	0	0	0	0	1	1
Asian	0	0	0	0	0	0		0	0	0	0	0	0	1	1
*White	0	0	0	0	0	0		0	0	0	0	0	0	325	325
*Multiracial	0	0	0	0	0	0		0	0	0	0	0	0	11	11
General Education Students	0	0	0	0	0	0		0	0	0	0	0	0	304	304
*Students with Disabilities	0	0	0	0	0	0		0	0	0	0	0	0	48	48
Former Students with Disabilities	0	0	0	0	0	0		0	0	0	0	0	0	6	6
Not English Language Learner	0	0	0	0	0	0		0	0	0	0	0	0	347	347
*English Language Learner	0	0	0	0	0	0		0	0	0	0	0	0	5	5
Formerly English Language Learner	0	0	0	0	0	0		0	0	0	0	0	0	2	2
*Economically Disadvantaged	0	0	0	0	0	0		0	0	0	0	0	0	126	126
Not Economically Disadvantaged	0	0	0	0	0	0		0	0	0	0	0	0	226	226
Migrant	0	0	0	0	0	0		0	0	0	0	0	0	1	1
Not Migrant	0	0	0	0	0	0		0	0	0	0	0	0	351	351
Homeless	0	0	0	0	0	0		0	0	0	0	0	0	4	4



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# 3-8 Testing

## ➤ L2RPT: SIRS-301 Tested/Not Tested Confirmation Report

## ➤ NYSAA Assessments

- Review student demo, enroll and programs
  - Students need to be Ungraded Elementary K-6 (13) or Ungraded Secondary 7-12 (14) on enrollment
  - Programs:
    - Type of Disability record
    - 0220-Eligible for Alternate Assessment

## ➤ NYSESLAT Assessments

- Review student demo, enroll and programs
- Programs:
  - 0231-ELL Eligible and record for type of ELL program



# 3-8 Testing

## ➤ NYSESLAT

- PBT NYSESLAT for Preprinting of Answer Sheets: Last Level 0 lock March 10 for demo, enroll and programs

## ➤ 3-8 ELA

- Computer Based Testing (CBT): pulled March 5 for load to Nextera
- Paper Based Testing (PBT) for Preprinting Answer Sheets: Last Level 0 lock for demo, enroll and programs March 17

## ➤ 3-8 Math

- CBT Math : Last Level 0 Lock March 17<sup>th</sup> for demo, enroll, and programs for load to Nextera
- PBT Math for Preprinting: Last Level 0 Lock Date April 7 for demo and enroll



# Regents

## ➤ L2RPT: SIRS-340 Graduation Exam Requirements

### Summary Report

- Informational report

Status	Student Name	Location	Student ID	NYSSIS ID	Grade	Cohort Year	Disability	ELL	Economically Disadvantaged	ELA	Math	SS	Sci	HUM	STEM	LOTE	CTE	Arts	CDOS	Projected Diploma Type	Review for Earned Endor
					12	2017	N	N	Y	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	Y	N	N	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	N	N	N	✓	✓	✓	✓	App	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	Y	N	Y	✓	✓	✓	✓	✓	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✗					Regents	Yes
					12	2017	Y	N	N	✓	✓	✓	✓	LPSN	✓					Regents	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓					Regents with Honors	Yes
					12	2017	N	N	N	✓	✓	✓	✓	✓	✓			✓		Regents with Honors	Yes





# Teacher Out of Certification

# Teacher Out of Certification

- ❖ Last Day to Lock Level 0: Wednesday, May 12 for Staff Snapshot, Staff Assignment, Course Instructor Assignment and Student Class Entry Exit
- ❖ Data should be current to date
- ❖ Used for federal reporting and official teacher certification match





# 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



# Reporting Instructional Staff

## ❖ L2RPT

- SIRS-320 Staff Snapshot Verification
- SIRS-318 Staff Assignment Verification
- SIRS-329 Staff Certification Report



# Teacher Out of Certification

## ❖ L2RPT SIRS-328 Staff Out of Certification Verification Report

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 -
			03003	Environmental Science	S520-1	ENVIRONMENTAL SCIENCE	ENG	No	No	1	Yes	No	No	No
			03003	Environmental Science	S520Remote-1	ENVIRONMENTAL SCIENCE - Remote	ENG	No	No	1	Yes	No	No	No
			19151	Teaching Profession	S545-1	INTRO TO EDUCATION	ENG	No	No	1	Yes	No	No	No
			03001	Earth Science	S200-5	EARTH SCIENCE	ENG	No	No	1	Yes	No	No	No
			03001	Earth Science	S200-6	EARTH SCIENCE	ENG	No	No	1	Yes	No	No	No
			51046	Reading (grade 6)	6-READ IN	Reading 6	ENG	No	No	1	Yes	No	No	No



# Resources

## COVID 19-SIRS Day Calendar/Attendance Guidance

- <http://www.nysed.gov/common/nysed/files/programs/coronavirus/nysed-covid-19-sirs-reporting-guidance-day-calendar-student-daily-attendance-teacher-attendance-faq.pdf>

## State Aid Attendance

- [https://stateaid.nysed.gov/attendance/htm\\_docs/final\\_adopted\\_regulations.htm](https://stateaid.nysed.gov/attendance/htm_docs/final_adopted_regulations.htm)

## 3-8 Testing Schedule

- <http://www.p12.nysed.gov/assessment/schedules/2021/ei-test-schedule21rev.pdf>

## SIRS Reporting Timeline

- <http://www.p12.nysed.gov/irs/memos/documents/2020-21SIRSReportingTimeline11-17-20.pdf>



# Data Warehouse Support

- Support Team
  - Tammy Reilley
  - Chris Voit
  - Rich Yeoman
- EduTech Support Contact Information
  - E-mail – [datawarehouseextracts@edutech.org](mailto:datawarehouseextracts@edutech.org)
  - Phone – 1-800-722-5797 option 7



# Discussion



Educational  
Technology Service  
Genesee Valley  
Wayne-Finger Lakes