THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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TO: District Superintendents
             Superintendents of Public Schools
             Public School Leaders
             Charter School Leaders
             Regional Information Center Directors
             Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy   *Rose M. LeRoy*

SUBJECT: Reporting 2021-22 School Year Data

This memo highlights revisions and additions to school district, Boards of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2021-22 school year (SY) data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

In addition to the specified due dates for data outlined in the SIRS data reporting timeline, the Department will extract and use data throughout the school year as needed. These data extracts may be required for State and federal reporting purposes, NYSED program office use, and other necessary purposes. Therefore, it is vehemently important for districts, BOCES, and charter schools to have data collection and input processes in place early in the school year to ensure data are as complete and accurate as possible throughout the entire calendar year. Accountability determinations (if appropriate) and all related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 19, 2022.

The reporting requirements described in this memo apply to all school districts and their schools, BOCES, and charter schools. Please share this information with district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the program office web pages. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. As necessary, additional dates may be added to the timeline and communicated to your Regional Information Centers (RIC)/Big 5 scanning centers as they become available. Your RIC/scanning center will require data to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing, and you must work with your RIC/scanning center dates.

If you have questions about earlier RIC/scanning center dates or data contained in SIRS, please contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see

RIC/Big 5 Contacts. For other commonly asked questions and answers please see the Office of Information and Reporting Services (IRS) Datasupport Help Center pages.

2021-22 New SIRS Data Collection & Reporting Requirements and Reminders

The deadline to submit 2021-22 data to the SIRS is **August 19, 2022**. Staff Evaluation and Level 0 Historical data *have different due dates*. Please see the SIRS Timeline for other reporting deadlines.

Subject	What to Know
Program Service Codes	• Several Program Service Code changes have been made for the 2021-22 school year. These changes can be found on the SIRS Code Change document on the Vendor Support for School Districts and BOCES web page.
Assessment Codes	• A separate memo will be forthcoming with information on Graduation and Regents Exemptions for August 2021 Regents assessments.
Staff and Course Reporting	• 2021-22 Staff and Course updates can be found on the Teacher/Staff Data and New York State Comprehensive Course Catalog web pages. • The annual teacher certification match process is performed using data from the SIRS Course Instructor Assignment template. Two Cognos reports (SIRS-328 and SIRS-329) continue to be available in the Level 2 Reporting Environment (L2RPT) along with a course to certification crosswalk distributed via the IRSP which providing Local Education Agencies (LEAs) with an appropriate mapping of course codes to certification areas. All LEAs should be consulting the Cognos reports and Crosswalk in the fall prior to reporting to course data.
Student Digital Access	• Beginning in the Fall of 2021, school districts, charter schools and BOCES will report data on students' access to devices and broadband in their places of residence to the New York State Education Department's Student Information and Repository System (SIRS). This information will replace the Technology questions 8B and 8D currently collected as part of the Basic Education Data System (BEDS) Institutional Master File (IMF). • This collection will help identify specific needs and target resources and funding opportunities when they become available. It is for this reason that NYSED strongly recommends that the student digital access data elements are entered into SIRS as soon as possible during the school year.
Student Daily Attendance	• In 2021-22, LEAs will report both positive and negative attendance. Students present for the instruction for the day, irrespective of instructional modality, should be reported with the codes PRSNT-IN, PRSNT-OUT There must be an attendance record for every student on all instructional days. LEAs should continue working with their Student Management system vendors to ensure data can be reported accurately.

Phased In/Phased Out Assessments with Assessment Measure Codes

Assessment	First Administered	Last Administered	Assessment Measure Code
Regents U.S. History & Government	June 2001	August 2021*	08052
Regents U.S. History & Government (Framework)	June 2022		06072
NYS Grade 4 Science	2003-04	2021-22	00029
NYS Grade 5 Science	2023-24		TBD

* (For all scheduled Regents administrations from June 2020 through August 2021, only exemptions are reported due to the cancellation of Regents assessments.)

No Regents U.S. History & Government exam will be administered in January 2022; however, a special exemption for U.S. History & Government (Framework) will be available for students who meet certain criteria which can be found in the June 2021 memo "January 2022 Regents Examination in United States History and Government (Framework) Diploma Requirement Exemption."

Note: ALL data collection and reporting changes for the 2021-22 school year will be detailed in the *2021-22 SIRS Manual* and Code Changes documents and made available on the Vendor Support for School Districts and BOCES web page. Please review these changes carefully when updated.

Data Verification

NYSED makes available to school districts, BOCES, charter schools and some other reporting entities, tools for reviewing, verifying, and certifying their data throughout the school year. Information officers and data coordinators should be familiar with the various systems and applications associated with data verification.

L2RPT Reports – Reviewing SIRS Data

Verification reports for data in the SIRS are available in the Level 2 Reporting (L2RPT) environment. **These reports are to be used throughout the school year to help ensure that all data are reported accurately in the SIRS.** If data must be updated, changes must be made in the local source system and uploaded to Level 2 (L2) of the statewide repository system following L0 and Level 1 (L1) processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in L2 of the SIRS until the end of year deadline, August 19, 2022. Please pay close attention to the counts within the various subgroup populations (e.g., racial, and ethnic breakdowns, students with disabilities, English Language Learners), as these counts may impact various data reports for these subgroups.

Reporting errors discovered from a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available on the NYSED Level 2 Report Guides page.

User accounts for L2RPT access are created and managed by the superintendent or

charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED Application Business Portal. Additional support for authorized users of SEDDAS can be found on the NYSED SEDDAS page and may also be provided by your Level 1 data center.

Notes:

- Changes made to historical data using Level 0 Historical (L0H) will be displayed within the L0H system.
    - These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.

- When L0Historical opens in the 2021-22 school year (after assessment clean-up closes and L0H opens for the new year), the new NYS Assessment Cleanup process will allow districts and schools to identify additional 2021 assessment changes to be submitted using the same process that is used during the regular assessment clean-up process for the following assessments: 3-8 English Language Arts (ELA), 3-8 math, and K-12 NYSESLAT. The changes will impact the following:
    - 2022: SIRS-501 – Score Report - NYSTP
    - 2022: SIRS-503 – Score Report - NYSESLAT
    - The submission will impact the "Last Year" section on the 2022 Score Reports.
    - Future data pulls using L0H data for 2021 results will include the updates.
    - All 2021 published/released results regarding 2021 data **will not be updated**. This includes but not limited to: data.nysed.gov Assessment Results, Report Cards, L2RPT reports (including but not limited to SIRS 301 Tested/Not Tested Confirmation Report), and previously fulfilled requests.

- Most SIRS data reports are refreshed weekly in the SIRS on Saturdays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 data coordinators concerning data loading deadlines.

For additional information concerning SIRS reports and resources, see the L2RPT System Resources page.

IRS Portal (IRSP) Reports

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the Information and Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in the NYSED SEDREF database to receive notifications.

Please be advised the IRSP is a secure file transfer protocol (SFTP). LEAs should not leave or use the IRSP to save files. If an LEA wishes to save any items received via the IRSP they must download and save the files to their own secured network environment. Otherwise, files that remain on the SFTP are purged by the Department on an annual

basis and are not maintained.

Basic Educational Data System (BEDS) Institutional Master File (IMF) Data

The BEDS IMF application for public school districts and schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, October 6, 2021 and must be submitted by November 19, 2021.

BEDS IMF forms and instructions for 2021-22 will be available on the NYSED IRS BEDS landing page.

NYCDOE Schools and New York City Charter Schools Access

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, NYCDOE teachers, and New York City (NYC) Charter School leaders. The table below provides information about access to some of the NYSED IRS systems.

NYC Access to Some NYSED IRS-Supported Data Collection Systems

System Name	NYCDOE Principals Access?	NYCDOE Teachers Access?	NYC Charter School Leaders Access?	Additional Information
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals is available on the IRS Portal Resources and Information page.
Level 2 Reporting (L2RPT) Verification Reports	Yes	No	Yes	NYC L2RPT assistance and access for charter schools

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC Charter Schools should visit the NYC Charter School Help Desk and submit a ticket.

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at Eastern Suffolk BOCES or contact the NYC Charter Data Help Desk.

Mandated Federal Reporting

Data submitted to the NYSED Office of Information and Reporting Services through the various systems and applications are routinely used by NYSED to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure the completeness and accuracy of their data.

Every Student Succeeds Act and Accountability

New York State's State Plan to comply with the Every Student Succeeds Act (ESSA)

was approved by USDE on January 16, 2018. For more information, please visit the [ESSA plan](#). For more information about how accountability will work in the 2021-22 school year, see the [Office of Accountability website](#).

Federal ED*Facts* Reporting

As a State Education Agency (SEA), NYSED submits education performance data for grades Pre-K through 12 at the State, district, and school levels to the United States Department of Education (USDE). These data are known as ED*Facts*. ED*Facts* is a U.S. Department of Education (ED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data.

- Supports planning, policymaking, and management/budget decision-making.
- Centralizes data provided by state education agencies (SEAs).
- Collects data on district and school demographics, program participation, and performance data.

For more information on EDFacts, visit the EDFacts Initiative website.

Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the ESEA, as amended. Part I of the CSPR collects data related to the five ESEA Goals. Part II of the CSPR collects information related to state activities and outcomes of specific ESEA programs. USDE uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs as well as program management and policy needs. Much of the data reported through ED*Facts* are reported in the [CSPR](#).