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
Principals of Public Schools
Charter School Leaders
Regional Information Center Directors
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy

SUBJECT: Reporting 2020-21 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 2020-21 school year 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 for other necessary purposes. Therefore, it is 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. All accountability determinations and related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 20, 2021.

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.

If you have questions about data contained in SIRS, contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see RIC/Big 5 Contacts. If you need further assistance, you may contact the Office of Information and Reporting Services (IRS) by e-mail.

2020-2021 New SIRS Data Collection & Reporting Requirements and Reminders	
The deadline to submit 2020-21 data to the SIRS is **August 20, 2021**. 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 2020-21 school year. These changes can be found on the Vendor Support for School Districts and BOCES web page.
Assessment Codes	• A separate memo with information on Public Health Event Exemptions for August 2020 Regents assessments can be found here.
Staff and Course Reporting	• 2020-21 Staff and Course updates can be found on the Teacher/Staff Data and New York State Comprehensive Course Catalog web pages. • Beginning in 2020-21, all course data used for reporting purposes will be derived from the SIRS. Legacy PMF codes are being phased out and the Department will no longer be using the Teacher Access and Authorization (TAA) application. • The annual teacher certification match process will be performed using data from the SIRS Course Instructor Assignment template. Two new Cognos reports (SIRS-328 and SIRS-329) were distributed in the 2019-20 school year to prepare districts for the 2020-21 school year. Additionally, a course to certification crosswalk was distributed during the 2019-20 school year via the IRSP which provided LEAs with an appropriate mapping of course codes to certification areas.

Regents U.S. History & Government (Framework)	June 2021		06072
NYS Grade 4 Science	2003-04	2020-21	00029
NYS Grade 5 Science	2022-23		TBD

Note: ALL data collection and reporting changes for the 2020-21 school year will be detailed in the *2020-21 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 of the statewide repository system following L0 and L1 processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in Level 2 of the SIRS until the end of year deadline, August 20, 2021. 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 Reporting 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 [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.
- Most SIRS data reports are refreshed weekly in the SIRS on Sundays. 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 support 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.

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 7, 2020** and must be submitted by **November 20, 2020**.

BEDS IMF forms and instructions for 2020-21 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 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	Who Has Access			Additional Information
	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	
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.
NYSED Teacher Access and Authorization (TAA)	No	No	Yes	NYCDOE teachers and principals have access to STARS Classroom to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or their school's STARS administrator.

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC charters schools should contact the NYC Charter School office.

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 at (631) 218-4134.

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 2020-21 school year, see Understanding the New York State Accountability System Under ESSA.

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 ED*Facts*, visit the ED*Facts* 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.