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

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June 2017

TO: District Superintendents of BOCES
Superintendents of Public Schools
Principals of Public Schools
Charter School Leaders
Nonpublic School Leaders

FROM: Rose LeRoy

Subject: End of Year Data Certification Tools and 4+1 Graduation Pathway Reporting

The Level 2 Data Warehouse (L2DW) will close on Friday, August 25, 2017 for the 2016-17 school year. Certification of End of School Year Data is scheduled for Friday, September 8, 2017. Prior to these deadlines, the Department makes preliminary data available in verification reports, which enable districts and schools to review and change their data until the final reporting deadline. The Deadlines for Verification and Certification of 2016-17 School Year Data was released in October 2016 and is available at: http://www.p12.nysed.gov/irs/documents/2016-17DataReportingTimeline.pdf.

District and schools must certify the data they see in the verification reports as of those deadlines. There are tools available to help districts, schools and level 1 (L1) Regional Information Centers (RICs) ensure the accuracy of data reported by each institution.

End of Year (EOY) SIRS Data Certification Matrix

The office of Information and Reporting Services have compiled a matrix of the L2 verification reports listed by folder, focus or reason for the data element being collected and reported. Student information Reporting System (SIRS) report number and title, along with the institution required to report and certify said data. The 2016-17 summary of L2 Reports (L2RPTs) to be reviewed, by each institution prior to the End of School Year (EOY) data collection cycle, is available at: http://www.p12.nysed.gov/irs/documents/2016-17EndofYearSirsDataCertificationFINAL.pdf.

The Level 2 Reports (L2RPT) Resources

The L2RPTs reflect statewide, L2 data in the SIRS. The L2RPTs are made available through distributed applications of the Regional (Level 1) Data Centers and are aggregated to the region at which the districts and schools are hosted.

The reports are designed to help districts verify data. District data coordinators have access to the L2RPT environment. Data coordinators can contact their L1 Regional Information Center (RIC) or Big 5 City District Data Center to access these reports. More information about the L2RPT System, the L2RPT Report guides, and steps to access L2RPT is available at:
http://www.p12.nysed.gov/irs/level2reports/reportguides.html.

Current and New SIRS Reasonableness Reports

Currently, there are two Reasonableness Reports, SIRS-401 and SIRS-405, for use at the District and School level. Both are accessible from the Reasonableness folder via the L2RPT application. Reasonableness Reports are meant to function as a "red flag" report designed to identify significant changes between data form year to year signaling possible data reporting errors prior to the L2 reporting deadline.

SIRS-401 Reasonableness Report allows Districts and Schools to compare record counts for the most recent two years to help users identify reporting errors. This report allows the user to choose from a variety of categories and subtypes in summary and detail levels. SIRS-401 is available for public school districts, public schools, charter schools, nonpublic schools and BOCES.

SIRS-405 Reasonableness Report allows districts and Schools to compare assessment record counts for three years to help users identify reporting errors. SIRS-405 is available for public school districts, public schools, charter schools, nonpublic schools and BOCES. We encourage all schools and districts to review and verify the data within each Reasonableness Report to identify any data that may be incorrect or "unreasonable" based on the comparison of counts prior to the final closing of the Level 2 Data Warehouse.

In the very near future, we will release a new SIRS Reasonableness Report for L1 Project Managers and Data coordinators. That report will enable the L1 User a "L1 view," to compare record counts for two years of mission critical, EOY data reporting elements for all districts hosted by the L1. This tool will enable the L1 user to easily see all hosted districts in one view, versus having to look at each district individually. This new tool will enable the L1 Reporting Centers to serve as an additional resource to schools in supporting the identification of reporting errors prior to the close of the Level 2 Data Warehouse (L2DW) container, ensuring the quality of data reported to the L2DW.

We encourage all L1 Centers, Districts and Schools to utilize these tools to provide complete and correct data to L2 for State and federal reporting purposes.

SIRS-340 Graduation Exam Requirements Summary Report and SIRS-341 Graduation Exam Requirements Detail Report

SIRS-340 and SIRS-341 are two new report tools to assist with Graduation requirements, including the reporting of pathways to graduation. SIRS-340 Graduation

Exam Requirements Summary Report and SIRS-341 Graduation Exam Requirements Detail Report are accessed via L2RPT and are in the Annual Outcomes folder.

These reports are refreshed weekly and display student-level information of the assessments needed for graduation. These reports are informational, not prescriptive. District data coordinators can provide these reports to guidance counselors to aid in determining how they can best assist students, anytime within their high school career. These reports will also assist guidance counselors by providing all the necessary information to see all possible Pathway to Graduation Outcomes to correctly identify and report accurate pathway codes.

Training on the use of SIRS-340 and SIRS-341 has been provided as of May 2017 to guidance counselors and in June 2017 to L1 data center project managers from the Office of Curriculum and instruction. We encourage your data coordinator and guidance counselors to utilize this Graduation Application to provide support for ensuring graduation requirements have been met as the student progresses through High School, along with identifying the viable options and accuracy of reporting student pathways to graduation.

Current Diploma Requirements

The Office of Curriculum and instruction provides additional resources regarding graduation requirements, student populations that have access to each diploma, non-diploma high school exiting credentials, along with websites providing more detailed information regarding the requirements for each diploma or credential.

The chart outlining the diploma and credential requirements currently in effect can be found at:
http://www.p12.nysed.gov/ciai/gradreq/Documents/CurrentDiplomaCredentialSummary.pdf.

Students may no use the appeal process to earn a Regents diploma and advanced designation. Appeals can be brought forward at any time during a student's high school career. All appeal documentation must be maintained with the student's records and the school must submit one (1) Appeal Summary Form to NYSED at the end of the school year, with a record of all appeals granted by the school. No individual student information is to be submitted with the one Appeal Summary Form. All appeal forms can be found at:
http://www.p12.nysed.gov/ciai/gradreq/CurrentAppealForm.pdf.

Superintendent Determinations

The February 2017 memorandum from the Office of Special Education, provides critical changes to the requirements for superintendents to make a local determination as to the academic proficiency for eligible students with disabilities to graduate with a local diploma.

The memorandum and eligibility conditions can be found at:
http://www.p12.nysed.gov/specialed/publications/2017-memos/superintendent- determination-of-graduation-with-a-local-diploma-updated.htm

Pathways to Graduation

The April 2017 memorandum, Clarification of the 4+1 Graduation Pathway Options, from the Office of Information and Reporting Services reviewed the flexibility available to students who substitute passing the previously required second Regents examination in Social Studies with passing an additional examination aligned with their pathway or meeting the requirements of a Career Development and Occupational Studies (CDOS) Commencement Credential. The memo provides the code, description, definition and guidance to assist guidance counselors in choosing the correct Career Path Code when reporting student EOY graduation data. We have included the April 2017 memo in this correspondence for your reference.

More Information

For more information about EOY data reporting and the reporting of career path codes for students, please refer to the "Student Reporting Rules" section of Chapter 2 of the *Student Information and Reporting Services (SIRS) Manual* at:
http://www.p12.nysed.gov/irs/sirs/home.html. If you have questions about reporting career path codes or any data reporting, please contact datasupport at:
https://datasupport.nysed.gov/hc/en-us.

Thank you for your continued support in ensuring that data are accurately reported to the Department.

Rose M. LeRoy, Director of Educational Data and Research
Information and Reporting Services
Room 865 EBA
Albany, NY 12234

April 2017

TO: District Superintendent of BOCES
              Superintendents of Public Schools
              Principals of Public Schools
              Charter School Leaders
              Nonpublic School Leaders

FROM: Rose M. LeRoy

SUBJECT: Clarification of 4+1 Graduation Pathway Options

In June 2015, the Board of Regents approved the use of additional pathways to graduation for students whose secondary-level curricula is more focused on a particular course of study, such as science, math, CTE, the Arts, or biliteracy. These students may substitute passing the previously required second Regents examination in social studies with passing an additional examination aligned with their pathway or meeting the requirements of a Career Development and Occupational Studies (CDOS) Commencement Credential.

Reporting Career Path Codes

The New York State Education Department ("the Department") began collecting data on pathway options used by students in June 2016 for the 2015-16 school year. These data were collected in the Student Information Repository System (SIRS) using "Career Path Codes" and are required to be reported for all students reported with a local or Regents diploma or credential. In 2016-17, the Department further refined and clarified the options that could be reported. The table below shows the Career Path Codes that must be reported beginning in 2016-17 for students reported in SIRS with a diploma or credential.

Code	Description	**Definition:** Student passes one Regents exam (or an examination from the list of Department-approved alternatives) in each of the following: English, Math, Science, and Social Studies *PLUS*:
ARTS	Arts	− passes one Department-approved pathway assessment in the Arts
CTE	Career and Technical	− passes one Department-approved Technical pathway assessment
HUM	Humanities	− passes one additional Regents examination in Social Studies

HUMALT	Humanities Alternative	– passes one additional examination from the list of Department-approved alternative examinations in English or Social Studies
LOTE	Languages Other Than English	– passes one Department-approved pathway assessment in Biliteracy
STEMMATH	Mathematics	– passes one additional Regents examination or Department-approved alternative in Mathematics
STEMSCIENCE	Science, Technology, and Engineering	– passes one additional Regents examination or Department-approved alternative in Science
CDOS	Career Development and Occupational Studies	– meets the requirements of the CDOS Commencement Credential
NONE	No Pathway	– Student ends enrollment but does not fulfill the requirements of the other pathways

Department approved alternatives to Regents examinations are available at:
http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf.

Reporting Career Path Code "NONE"

Students who received a credential but no diploma (i.e., students who received a CDOS Commencement Credential and did not received a local or Regents diploma and students who received a Skills and Achievement Credential) must be reported with Career Path Code "NONE."

Reporting Career Path Code "HUM"

Students must **_always_** be reported with Career Path Code "HUM" if they passed one Regents or Department-approved alternative in English, Math, and Science **_and_** **_two_** Regents exams in Social Studies, regardless of whether or not the student also passed additional Regents examinations, Department-approved alternatives, pathway assessments in the Arts, Career and Technical Education, or Biliteracy (LOTE) assessments, and/or met the requirement of a CDOS pathway.

Students should only be reported with a Career Path Code other than "HUM" if the student passed **_only one_** Social Studies Regents examination and passed an additional Department-approved pathway assessment or met the requirements for the CDOS pathway (others besides HUM or NONE), or if the student received a credential but no diploma (NONE).

Reporting Career Path Codes for Students with More Than One Pathway

If a student did not use the "HUM" pathway (passed only one Social Studies Regents examination) and met the requirements for multiple pathways (i.e., STEMMATH and STEMSCIENCE), the student should be reported with the Career Path Code for the career pathway with which the student most closely associates.

Sample Career Path Code Reporting Situations

Please use the guidance below to assist you in choosing the correct Career Path Code when reporting your students:

1. If a student passed one Regents exam in English, Math, and Science **and two Regents exams in Social Studies**, the student must be reported with Career Path Code **"HUM," _because the student took two Regents exams in Social Studies_**.

2. If a student passed one Regents exam in English and math, two Regents exams in Science, **and two Regents exams in Social Studies**, the student must be reported with Career Path Code **"HUM"** **_because they passed two Regents in Social Studies_**.

   Though the student met the requirements for both the STEMSCIENCE and the HUM pathways, _the student must be reported with the HUM code, as the student did not use the extra Regents Science exam **in lieu of** the second Regents Social Studies exam to fulfill the graduation requirements_.

3. If a student passed **_only one Regents exam in Social Studies_** and on Regents exam in English, Math, **and two Regents exams in Science**, the student must be reported with Career Path Code **"STEMSCIENCE,"** because the student used the Regents Science exam **_in lieu of_** the second Regents Social Studies exam to fulfill the graduation requirements.

4. If a student passed **_only one Regents exam in Social Studies_** and one Regents exam in English, Math, Science and **a Department approved alternative assessment in Math**, the student should be reported with the Career Pathway Code **"STEMMATH"** because the student used the Department- approved alternative assessment in Math **_in lieu of_** the second Regents Social Studies exam to fulfill the graduation requirements

5. If a student passed ***only one Regents exam in Social Studies*** and one Regents exam in English, Math, Science, and **a Department-approved pathway assessment in the Arts**, the student must be reported with Career Path Code **"ARTS,"** because the student used the Department-approved pathway assessment in Arts ***in lieu of*** the second Regents Social Studies exam to fulfill the graduation requirements.

6. If a student passed one Regents exam in English, Math, Science, ***two Regents exams in Social Studies*** and **a Department approved pathway assessment in Biliteracy (LOTE)**, the student should be reported with the Career Pathway Code **"HUM"** because the student did not use the Department-approved pathway assessment in Biliteracy **in lieu of** the second Regents Social Studies exam to fulfill the graduation requirements.

7. If a student passed **one** Regents exam in English, Math, Science, Social Studies, ***and a Department-approved alternative assessment in Social Studies***, the student must be reported with Career Path Code **"HUMALT,"** because the student used the Department-approved alternative assessment in Social Studies ***in lieu of*** the second Regents Social Studies exam to fulfill the graduation requirements.

8. If a student passed ***only one Regents exam in Social Studies*** and one Regents exam in English, Math, Science, and a Department-approved alternative assessment in English, the student must be reported with Career Path Code **"HUMALT,"** because the student used the Department-approved alternative assessment in English ***in lieu of*** the second Regents Social Studies exam to fulfill the graduation requirements.

More Information

For more information about reporting Career Path Codes for students, please refer to the "Student Reporting Rules" section of Chapter 2 of the *Student Information and Reporting Services (SIRS) Manual* at: http://www.p12.nysed.gov/irs/sirs/home.html. If you have questions about reporting Career Path Codes, please contact datasupport at: https://datasupport.nysed.gov/hc/en-us.

Thank you for your continued support in ensuring that data are reported to the Department accuratelY