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

OFFICE OF P-12 EDUCATION
INFORMATION AND REPORTING SERVICES (IRS)
865 EDUCATION BUILDING ANNEX
ALBANY, NEW YORK 12234
Tel. (518) 474-7965
E-Mail: dataquest@mail.nysed.gov

May 2013

TO: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Charter and Other Public Schools

FROM: Ellen Martin

SUBJECT: Verification and Certification of SIRS 2012-2013 School Year Data

This memo highlights the verification and certification requirements for 2012-13 school year data reported to the Student Information Repository System (SIRS). The reporting requirements described in this memo apply to all BOCES, public school districts and their schools, and charter schools.

Please see below for information on SIRS data verification, data certification, and final reporting deadlines for the 2012–13 reporting year. These deadlines are the final State deadlines. Local level 1 centers will require earlier due dates to allow sufficient time for processing. Please share this information with BOCES, district and school personnel who are responsible for data reporting and verification.

The "Revision History" of the SIRS manual at http://www.p12.nysed.gov/irs/sirs/ provides a summary of new data elements to be reported for the first time during the 2012-13 school year, with additional details for specific data elements found in the relevant sections of the manual.

Verification and Certification of SIRS 2012-2013 School Year Data

The table below summarizes important verification and certification dates. Regional data centers will establish an earlier deadline to allow sufficient time for processing. For a list of regional data center contacts, see "Contact Information" at http://www.p12.nysed.gov/irs/sirs/.

Date	Event	Description/Information	Who
June 14, 2013	Final submission of 2012-13 teacher-student data linkage (TSDL) information to Level 2 to be used for State-provided growth score calculation purposes	Submit final TSDL data, including linkage and duration, for all teachers and principals to be used for 2012-13 teacher and principal State-provided growth score calculation purposes. For more detail, see http://www.p12.nysed.gov/irs/teacher/Reporting-and-VerifyingLinkageInformation-Final2-26-13.pdf.	Public School Districts, BOCES, Charter Schools

June 21, 2013	2012-13 TSDL and Staff Assignment Data Verification Form Due	Certify the accuracy of the data submitted as of the June 14 submission deadline. Forms are available at: http://www.p12.nysed.gov/irs/nystart/certification.html.	Public School Districts, BOCES, Charter Schools
July 12, 2013	Final Submission of 2012-13 Regents Exam Scores to Level 2 to be used for State-provided growth score calculation purposes	2012-13 Scores for Regents exams (including June 2013 records) and approved alternatives to Regents exams to be used in principal evaluation growth score calculations.	Public School Districts and Charter Schools
August 23, 2013	Final submission of all 2012-13 SIRS data to Level 2 (except for previously submitted TSDL information, Staff Assignment Data, VR 1-9 Special Education Data and yet to be submitted Staff Evaluation Data)	Submit all SIRS data (except for previously submitted TSDL information, Staff Assignment Data, VR 1-9 Special Education Data and yet to be submitted Staff Evaluation Data) for the 2012-13 school year in Level 2 by 11:59 p.m. These data will be used to make accountability status determinations for the 2014-15 school year, State and federal reporting purposes, and will be published in the 2012-13 New York State Report Cards.	Public School Districts, Charter Schools, Non-Public Schools, State Agencies
August 26, 2013	2012-13 Data Certification of Special Education Data Elements: VR 10, VR 13, and VR 15-16 through PD Data System	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts VR 10 only: Charter Schools, Special Act Districts, State Agencies, State Operated Schools, Nonpublic schools with students educated pursuant to Article 81
August 27 – October 18, 2013	Submission of 2012-2013 Staff Evaluation Rating Data	Details are available in the February 2013 memorandum: http://www.p12.nysed.gov/irs/teacher/Reporting-and-VerifyingLinkageInformation-Final2-26-13.pdf. Public School Districts and BOCES are required to certify that these data will be submitted by August 30, 2013. Please refer to: http://usny.nysed.gov/rttt/teach	Public School Districts, Charter Schools**, BOCES.

		ers-leaders/updated-review-room-appr-resources-may-2013.html	
August 30, 2013	2012-13 SIRS Data Certification Form due (except for previously submitted TSD Data, Staff Assignment Data, VR 1-9 Special Education Data)	Certify the accuracy of the data submitted as of the August 23 submission deadline. The 2012-13 Certification of Verification Reports form is available at: http://www.p12.nysed.gov/irs/nystart/certification.html.	Public School Districts, Charter Schools and BOCES
September 30, 2013	2012-13 Data Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System Due	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts
November 29, 2013	August 2013 Graduates for the 2008 and 2009 Cohort	Submission of August 2013 diplomas and assessments for students in the 2008 and 2009 total cohorts.	Public School Districts and Charters.

* Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot and disability program service records for those students who are potential submission records for the **VR 10-16 reports must be submitted by August 23rd.** Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

** Charter schools must report overall rating categories, but are not required to report sub-component scores. Charter schools that are not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

Data Verification

Verification reports are available in the Level 2 Reporting (L2RPT) environment (see http://www.p12.nysed.gov/irs/level2reports/home.html) in advance of final data submission to help ensure that all data are reported accurately in SIRS. If data must be updated, changes must be made to the local source system and the changed data must be reported again to Level 1/Level 2 of the SIRS. Data will be refreshed weekly in Level 2 of the SIRS until August 23, 2013.

User accounts for the Level 2 reporting environment are created and managed through the State Education Department's Delegated Account System (SEDDAS) available at http://www.p12.nysed.gov/seddas/seddashome.html. Specific details on how to proceed with the authorization of accounts are provided by your Level 1 data center.

Level 2 Reports

The following Level 2 Reports are available to assist with data verification. Changes made to historical data using Level 0 Historical will be displayed within Level 0 Historical system. These historical changes

will be displayed in L2RPT only for current year (2012-13) cohort membership or the cohort's secondary assessment scores.

- **Reasonableness Report (SIRS-401):** Using the Level 2 "Reasonableness Report," school personnel can check their data for significant year-to-year changes that may indicate a reporting error. In particular, please check your number of graduates and number of students eligible to take the NYSESLAT in lieu of the English Language Arts for accountability purposes (students with a Program Service code of 0242). Remember that a student is only counted as a graduate if he or she is coded with a diploma type, post-grad activity, and corresponding exit enrollment code 799.

  The Reasonableness Report provides counts of last year's and this year's data (2011–2012 in column A and 2012–2013 in column B), the difference between these counts (column C), and the percentage change between the counts (column D) of students by various category types (e.g., enrollment ending code).

  Significant changes between data reported in 2011–12 and those reported in 2012–13 may flag a reporting error, which can be further investigated via one of the available student-level detail reports. **Particular attention should be paid to percentage changes equal to or greater than 10%** and known reporting issues from previous years. For smaller districts, a 10 percent change may not be significant; for larger districts, a smaller change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local source system and submitted to the SIRS.

- **Total Cohort Report (SIRS-201):** Using the Level 2 "Total Cohort – Summary" report, you can review cohort enrollment count, credentials reported, as well as the count and percentage of graduates and dropouts for the 2009 total cohort through June 2013 (four-year outcomes), the 2008 total cohort (five-year outcomes) and the 2007 total cohort (six-year outcomes). When results for August 2013 graduates have been reported in SIRS, this report will show August credentials, as well as the count and percentage of graduates and dropouts for the 2009 total cohort through August 2013 (four-year outcomes), the 2008 total cohort (five-year outcomes).   Using the Level 2 "Total Cohort – Assessment Summary" report (SIRS-202), you can review Regents performance of students in the 4-year, 5-year, and 6-year – total cohorts.

  Please use this report to identify any corrections (e.g., proper coding of graduates and accurate cohort membership identification) that need to be made to graduation rate data prior to the August 23 deadline. Please work with your Level 1 data center on the proper process for submitting historical data corrections that may impact proper cohort year membership. Data from this report will be used for the public release of 4-year, 5-year, and 6-year graduation rates and calculation of aspirational performance measures

- **Accountability Data Verification Reports:** Using the Level 2 "High School Accountability Data Verification Report" **(SIRS-101)** and "Elementary/Middle-Level Accountability Data Verification Report" **(SIRS-102)**, you can review students' assessment participation, performance, and accountability graduation rate, as well as the breakdown of student subgroups. District and school personnel are encouraged to review the information contained in these reports, paying close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers may impact future accountability classifications. Note that 2012–13 assessment results for ELA, mathematics and

NYSESLAT in the "Elementary/Middle-Level Accountability Data Verification Report" will not be displayed until the most recent test results have been returned from the scoring vendors.

- **Annual Outcomes Reports:** Using the Level 2 Annual Outcomes reports ("Annual Dropout and NonCompleter Report **(SIRS-307)**," "Annual Graduation & Post Graduation Plans Report **(SIRS-308)**," Annual Regents Report **(SIRS-309)**," and "Annual Regents Competency Report" **SIRS-310**)), districts and schools can review the secondary assessment information reported as well as graduate and non-completer information. These reports are not cohort-based and reflect activity reported by the district/school during the 2012–13 school year.

- **Tested/Not Tested Reports (SIRS-301):** Districts and schools can review 2012–13 school year enrollment counts and counts of students who were tested on the grades 3-8 English Language Arts and mathematics assessments, the grades 4 and 8 science assessments, the New York State English as a Second Language Test (NYSESLAT), and the New York State Alternate Assessment (NYSAA). Results for grade 8 students taking a Regents science test in lieu of the Grade 8 science test and LEP students taking the NYSESLAT in lieu of the New York State Testing Program (NYSTP) test may also be reviewed.

- **Teacher Student Data Linkage (TSDL) Report (SIRS-315):** The TSDL verification report shows basic roster information, including which students are linked to which teachers and the students' beginning and ending enrollment dates as well as Enrollment and Attendance Durations, or the total course time, prior to the administration of the assessment or the end of the school year, that each student was linked to a teacher.

- **BEDS Reports (2012-13 BEDS day was October 3, 2012):**

  BEDS Day Enrollment Verification Report for State Aid (SIRS-312): Public school districts can select a year and review supplementary BEDS Day enrollment counts and student subgroup data as of the current refresh date. These data are used by State Aid for aid projections.
  BEDS Day Enrollment Verification Report for State Aid-Snapshot (SIRS-312.1): For current year, public school districts can select a snapshot (January or April) and review supplementary BEDS day enrollment counts and student subgroup data as of the snapshot date.

  BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup (SIRS-313): Public school districts, public schools and charter schools can select a year and review grade-by-grade and student subgroup BEDS day enrollment as of the current refresh date.
  BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup-Snapshot (SIRS-313.1): For current year, public school districts, public schools and charter schools can select a snapshot (January or April) and review grade-by-grade and student subgroup BEDS day enrollment as of the snapshot date.

  BEDS Day Enrollment Verification Report by District of Residence SIRS-314): Public school districts, public schools and charter schools can select a year and review grade-by-grade BEDS day enrollment as of the current refresh date by students' district of residence. **BEDS Day *Enrollment Verification Report by District of Residence-Snapshot (SIRS-314.1):* For current year, public school districts, public schools and charter schools can select a snapshot (January or April) and review grade-by-grade BEDS day enrollment as of the snapshot date by students' district of residence.

BEDS Day Enrollment Verification Report for District Pre-K (SIRS-316): Public school districts can select a year and review BEDS Day Pre-K enrollment by program description as of the current refresh date.
BEDS Day Enrollment Verification Report for District Pre-K-Snapshot (SIRS-316.1): For current year, public school districts can select a snapshot (January or April) and review BEDS day Pre-K enrollment by program description as of the snapshot date.

- **Staff Evaluation Rating Report (SIRS 317):** Using the Level 2 Staff Evaluation Rating Verification Report, districts, BOCES, and public charter schools will be able to review total number of teachers reported in the Staff Evaluation Rating table in SIRS. Districts, BOCES, and public charter schools will also be able to review evaluation sub-component scores (growth, local, and other measures) and HEDI scores and ratings for all of their teachers and principals.

- **Staff Assignment (Principal Student Data Linkage) Report (SIRS-318):** For a school or district, this verification report shows principal(s) and the grades which the principal(s) are responsible for with a drill down view to display the students enrolled in those grades.

- **Assessment Results of Recently Arrived Limited English Proficient Students Report (SIRS 103):** This report displays the counts of LEP students who on April 1 of the reporting year have been attending school in the United States for less than one year. These students are eligible to take the NYSESLAT in lieu of the NYSTP to fulfill the testing requirement for accountability in ELA at the elementary/middle level. The report also displays results for these students on the NYSESLAT and indicates if they took the NYSTP.

- **Parent Reports/Individual Student Reports (ISRs) (SIRS-501):** These reports display one page of information for each student tested on the NYSAA, NYSESLAT, and grades 3-8 mathematics and English language arts assessments. Commonly referred to as "parent reports," these reports include information to help a parent interpret and understand their child's performance on NYS assessments. School districts, charter schools, and nonpublic schools may either print these reports for mailing home to parents or work with their RIC/Level 1 data center for printing services. ISRs for ELA, mathematics, and NYSESLAT will be available in L2RPT *after* scores are returned from the testing vendors. School district, charter school and nonpublic school administrators will be notified when the reports are available.

Guidance on using the reports outlined above is available at
http://www.p12.nysed.gov/irs/level2reports/reportguides.html.

NYCDOE Schools and New York City Charter Schools Information

NYSED plans to publish supplemental accountability data to the IRS portal. NYCDOE principals *do not have access* to the IRS portal. The NYCDOE will make any supplemental data published to the IRS portal available to NYCDOE principals through a timely and appropriate alternative and will communicate about data availability through NYCDOE communication channels. Charter school principals have access to the IRS Portal. IRS Portal information and access for charter school principals is available at http://www.p12.nysed.gov/irs/irs-portal/.

Accountability verification reports are available to both NYCDOE and charter school principals in L2RPT. For L2RPT access support, NYCDOE principals should contact CFN Data/Application Support; charter school principals should contact the Charter School Office at charterschools@schools.nyc.gov or 212.374.5419. For Teacher Student Data Linkages reports and verification, teachers and principals who are employed by the NYCDOE will use alternate data verification processes and reports. NYCDOE

teachers and principals will have access to an online tool, Class List Reporting, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network.

Data Reporting Clarification

Please pay particular attention to the following data elements when reporting and verifying your data:

- **Graduates** must be reported with the correct diploma type code, post-grad activity code **and** corresponding reason for ending enrollment code 799.
- All students, including **students with disabilities**, must be included in the final submitted file with all of their appropriate Program Service Codes.
- **Limited English Proficient eligible** students must be reported correctly with a Program Service Code 0231 and a LEP Program code.
- Students eligible to use the **NYSESLAT in lieu of the** elementary /middle-level **ELA** for accountability participation rate purposes must be reported correctly with a Program Service Code 0242 as well as a program service code 0231, indicating they are LEP.
- **Grade 8 students who took a science Regents exam** for elementary/middle-level science accountability purposes must be reported with the appropriate assessment record for the Regents exam taken.
- All schools required to submit **backmapping** data (schools with grades 1, 2, 1–2, K–1, or K–2 only) must do so. Failure to submit these data will result in the school not making Adequate Yearly Progress (AYP). The list of 2012–13 backmapping schools can be found at http://www.p12.nysed.gov/irs/sirs.
- Students **eligible for the New York State Alternate Assessment (NYSAA)** must be reported with an appropriate grade level (either '13' or '14'), a program service code that identifies their disability, a Program Service code of 0220 (NYSAA eligible), and an accurate date of birth that corresponds to the NYSAA administered. See "Assessments by Birth Date/Age for Ungraded Students in 2012–13" table under Ungraded Students in Chapter 2: Student Reporting Rules in the *2012–13 SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/ for additional information.

If you have questions about SIRS or data verification, please contact the Office of Information and Reporting Services by e-mail (dataquest@mail.nysed.gov) or phone (518-474-7965). You may also contact your Regional Information Center or Big 5 Data Coordinator if you have questions about data contained in the SIRS.

Thank you for your continued assistance with this important work.