



CHARTER SCHOOL OFFICE  
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To: School Leaders and Board Chairs of All Charter Schools

From: David Frank, Executive Director

Date: July 30, 2019

Subject: Mandatory State Data Reporting

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In order to comply with federal law, Article 56 of the Education Law (the Charter Schools Act), and Commissioner's Regulation §119.3(a)<sup>1</sup>, charter schools are required to comply with reporting basic educational data requirements to the New York State Education Department (NYSED).

It has been reported to the NYSED Charter School Office (CSO) that many charter schools have yet to report the following mandatory data reporting templates which facilitate the collection of basic educational data requirements that all public schools, including charter schools, have been required to report to NYSED for the last few years:

- Course
- Course Instructor
- Course Assignment
- Day Calendar
- Location Marking Period
- Marking Period Code
- School Entry Exit
- Staff Assignment
- Staff Attendance
- Student Daily Attendance
- Student Class Exit Entry
- Student Class Grade Detail

An inventory and description of all student, teacher and principal data elements collected by NYSED, including the individual data elements that comprise each template above, with an explanation of the data element, the legal or regulatory authority authorizing its collection, and the intended uses and disclosure of the data, can be found on the NYSED website at <http://www.nysed.gov/student-data-privacy/student-data-inventory>.

Reporting this data to NYSED through your local Regional Information Center (RIC) by the **August 6 priority deadline** can be achieved by:

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<sup>1</sup> See <http://www.p12.nysed.gov/psc/aboutcharterschools/Financing/Regulations/csreg119.3.html>.

**Charter Schools in New York City:**

Report templates should be submitted through the Eastern Suffolk BOCES (ESBOCES). Please contact ESBOCES directly at [nyccharterdata@esboces.org](mailto:nyccharterdata@esboces.org) with any questions about data reporting requirements or to ascertain your school's data compliance status.

**Rest of State Charter Schools:**

Contact either your Regional Information Center (RIC) or the NYSED Office of Information Reporting Services (IRS) at [datasupport@nysed.gov](mailto:datasupport@nysed.gov) with any questions about data reporting requirements or to ascertain your school's data compliance status.

Submitting data after the **August 6, 2019 priority deadline** may result in eliminating your charter school's ability to review and correct this data. Please be aware that failure to provide accurate required data reports may result in some or all of the following consequences:

- Inaccurately reported data publically posted;
- Inaccurate data used by the charter entity for accountability/renewal decisions that may result in adverse authorizer determinations, including shortened renewal terms;
- Reduced federal per pupil allocations; and
- Reduction or elimination of federal Title funds.

Thank you for your attention to these mandatory data reporting requirements.