Dear STEP Administrators,

Please take a moment to read this important email on reporting requirements for the STEP reports. STEP Administrators will be expected to collect and provide the NYSSIS ID#s\* for their STEP participants on all upcoming Interim and Annual Reports.

\*For all STEP projects located in NYC or serving NYC schools, you will be required to collect the STEP participants’ local school ID#, also called their OSIS ID#, instead of the NYSSIS ID#. The 9-digit NYC/OSIS student ID# can be found on the student’s academic records, including a report card, or by asking the school.

All other STEP projects can obtain their student’s NYSSIS ID# by using the attached spreadsheet (or email us for the link) to identify the Chief Information Officer (CIO) associated with your students’ schools (typically one CIO per school district). You will want to provide the CIO with a roster of your students (list of names with their schools). The CIO, from the respective school district, will be able to return your roster with the NYSSIS ID# for your students. If you have multiple school districts you will need to repeat this process for each school district.

If the CIO contact information on the spreadsheet is incorrect or you encounter difficulty with obtaining this information from the CIO, please contact your NYSED program liaison for guidance. Please be sure to communicate with your CIO to determine how much advance notice she or he will require to complete this request and build that time into your schedule so you can complete the Interim and Annual reports by their respective deadlines.

You can also find attached the memorandum sent from NYSED to all Districts explaining your program and its need for the NYSSIS ID#, just in case your district appears unaware. You may also refer to the signed MOUs that you secured from the schools and districts you are working with. They should have agreed to support you in securing this type of information for reporting purposes. All provided information will remain confidential.

For STEP participants who attend private schools (e.g., parochial schools, etc.), please double check with those schools to ensure that they are not using an OSIS# (NYC schools) or NYSSIS ID# (non-NYC school), as some may still do so.

If the child does not possess a pre-existing NYSSIS ID# (or OSIS# for NYC schooled youth), which may sometimes occur if the student has never attended school in NYS and is home-schooled or attends a private school, then you may develop a unique 9-digit ID# beginning with the last four-digits of your project number for use on your roster and reports. Note that it is important to keep the unique ID# connected to that specific student for all future STEP/NYSED reports.

As an aside, NYSSIS IDs are **not** being sought for CSTEP participants.

We encourage you to contact your CIO as soon as possible to develop a timeline or work plan to get this information in a timely fashion or identify possible obstacles in advance. We want feedback on your ability to obtain this information, so please keep us informed.

Wishing you all the best,

Chris, Adrienne, Kim, & Chris

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