

## **IRS Data Exchange (IDEx) Guidance**

Justification for Exceeding 1.0 Percent State-level Cap on New York State Alternate Assessment (NYSAA) Participation and Assurance of Participation in Tier 1 Universal Technical Assistance and Supports (2020-21 NYSAA Participation Data)

In order to submit the *Justification for Exceeding 1.0 Percent State-level Cap on New York State Alternate Assessment (NYSAA) Participation and Assurance of Participation in Tier 1 Universal Technical Assistance and Supports (2020-21 NYSAA Participation Data)* form, you must go to the [NYSED Business Portal](https://portal.nysed.gov/abp/) (<https://portal.nysed.gov/abp/>), sign into it and access the IRS Data Exchange (IDEx). If you don't have access to the IDEx, please work with your Superintendent (or his/her designee) to have permissions to the PD System delegated to you in SEDDAS. This will give you access to the IDEx and NYSAA Justification and Assurance form. The NYSAA Justification and Assurance form is used to submit information justifying a local educational agency's (LEA) need to assess more than 1.0 percent of its students using the NYSAA and provide assurance that the LEA has completed all Tier 1 Universal Technical Assistance and Supports activities identified on the form.

### **Please follow the steps below to submit your justification and assurance:**

1. Review data at the Office of Special Education's [Information Related to the New York State Alternate Assessment \(NYSAA\) webpage](#).
2. Complete Section I. Justification for Exceeding the 1.0% State-level Cap on Students Participating in NYSAA in the IDEx form.
3. Complete the activities described in Section II. Participation in Tier 1 Universal Technical Assistance and Supports and submit assurance upon completion of these activities via IDEx

Additional help with permissions through SEDDAS can be obtained by visiting the [SEDDAS – State Education Department Delegated Account System webpage](#) .

Please see below for additional IDEx Guidance for NYSSA 1.0 percent Reporting

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Go to the [NYSED Application Business Portal](https://portal.nysed.gov) at (<https://portal.nysed.gov>)

- Log in and click on the [IRS Data Exchange](#) link.



## Application Business Portal

**My Applications**

- † SEDDAS User Guide
- † BEDS-IMF-School Safety (VADIR/DASA) Application
- † **IRS Data Exchange**
- † Information and Reporting Services Portal (IRSP)
- † New York State Student Identification System (NYSSIS)
- † SED Delegated Account System (SEDDAS)
- † SEDREF Main Menu

**Notice:**  
If the Superintendent or Principal has changed, please [click here](#).  
(Does **not** apply to Summer School principals.)

- You will see a list of “Data Collections” with the collection year, due date, submission status and the last user to update the form. Click on the desired form to open the online data collection.
- If you do not see the NYSAA Justification and Assurance form on the first screen, you can also use the “Search” box to look for “NYSAA” in the list of data collections.

**Data Collections for**

Show  entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
<a href="#">NYSAA Justification and Assurance for 2020-21 Data</a>	2020-2021			

- Complete the required fields and click “Save” at the bottom of each question to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to save the data or progress.
- You can also use the “Page List” button to navigate between the pages that you have already saved.
- When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. You will have the opportunity to “Make Changes”.
- After reviewing the responses, the principal or superintendent must check the Attestation box at the bottom of the page to certify the accuracy of your data. Then click “Submit” at the bottom of the page to complete your submission. **Only the CEO of the school will see the Attestation and Submit button.**
- Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.
- Once submitted, the “Make Changes” button will be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.
- For any further questions or assistance, please visit [IRS's Data Help Center webpage](#) and click on the "Help" button in the bottom right-hand corner. Please include a subject of "NYSAA 1.0% Justification and Assurance for 2020-21 Data" when submitting the help form.