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TO: District Superintendents  
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Charter School Leaders  
Regional Information Center Directors  
Level 1 Primary and Secondary Project Managers

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SUBJECT: Reporting 2023-24 School Year Data

DATE: September 7, 2023

This memo highlights revisions and additions to the public school district, Board of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2023-24 school year (SY) data to the New York State Education Department (NYSED or the Department) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

The reporting requirements described in this memo apply to all public school districts and their component schools, BOCES, and charter schools. Please share this information with the district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the respective program offices' web pages. Please review all dates carefully to ensure data are reported accurately and in a timely manner. As necessary, additional dates may be added to the timeline or modified and subsequently communicated to your Regional Information Center (RIC)/Big 5 City School District scanning centers as they become available. RICs and scanning centers will require data to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing. All LEAs must work within their RIC or scanning center timelines and plan to submit data the week prior to the RIC or scanning center timelines to allow for correcting data after the automated weekend refresh processes and the final RIC or scanner center deadline.

In addition to the specified due dates for data outlined in the [SIRS data reporting timeline](#), the Department will extract and use data throughout the school year as needed. Data extracts throughout the year are required for New York State (NYS) and federal reporting, NYSED program office use, and other purposes such as, but not limited to, addressing natural, civil, or political crisis condition impacting the education of students in New York State. Therefore, it is imperative that districts, BOCES, and charter schools have data collection, input, vetting, and verification protocols in place early in the school year and move data at regular and frequent intervals to the Department. These practices will help to ensure data are as complete and accurate as possible

throughout the entire school year and provide opportunities to detect data irregularities and correct inaccurate records, if necessary.

All reporting entities are expected to manage internal data protocols and data quality best practices within source systems, focusing on the degree to which local education agency (LEA) data meet school, district, and NYSED expectations of accuracy, validity, completeness, and consistency. Reporting entity staff must:

- ensure data integrity in source systems.
- know data collection requirements.
- know business rules, expectations, and timelines.
- know the importance of accurate data and how they impact their institution.
- understand data flow; and
- know and use available reports and resources throughout the school year reporting cycle to ensure data quality and accuracy.

If you have questions about best practices for managing internal data protocols, utilizing best practices for data quality, RIC and scanning center dates, or the data contained in SIRS, please contact your RIC (or, for Big 5 City School Districts, your District Data Coordinator (DDC)). For a list of RIC and Big 5 City School District contacts, see the [RIC/Big 5 Contacts page](#). For other commonly asked questions and answers, please refer to articles provided in the Office of Information and Reporting Services (IRS) [Datasupport Help Center pages](#).

## **2023-24 New SIRS Data Collection and Reporting Requirements and Reminders**

The deadline to submit 2023-24 data to the SIRS is **August 16, 2024**. Special Education Events, Staff Evaluation, and Level 0 Historical (LOH) data *have different due dates*. Please see the SIRS Timeline for other reporting deadlines.

| Subject                    | What to Know  |
|----------------------------|---|
| Program Service Codes      | <ul style="list-style-type: none"> <li>• Several Program Service Code changes have been made for the 2023-24 school year. These changes can be found on the <a href="#">SIRS Code Change document on the Vendor Support for School Districts and BOCES web page</a>.</li> </ul>   |
| Assessment Codes           | <ul style="list-style-type: none"> <li>• The new Regents Next Generation Learning Standards Examination in Algebra I will be administered for the first time in June 2024. The NYS Grade 5 Science exam will be administered for the first time in spring of 2024. Codes for these assessments can be found in the “Phased In/Out Assessment” section below and on the SIRS Code Change document on the <a href="#">Vendor Support for School Districts and BOCES web page</a>.</li> </ul>  |
| Staff and Course Reporting | <ul style="list-style-type: none"> <li>• 2023-24 Staff and Course updates can be found on the <a href="#">Teacher/Staff Data</a> and <a href="#">New York State Comprehensive Course Catalog</a> web pages.</li> <li>• The annual teacher certification match process is performed using data from the SIRS Course Instructor Assignment template. Two Cognos reports (SIRS-328 and SIRS-329) continue to be available in the Level 2 Reporting (L2RPT) Environment, along with a course to certification crosswalk distributed via the NYSED IRS Portal</li> </ul> |

| Subject  | What to Know   |
|--|--|
|  | <p>(IRSP), which provides LEAs with an appropriate mapping of course codes to certification areas. All LEAs should consult the Cognos reports and Crosswalk (posted to the IRSP) in the fall prior to reporting course data.</p> <ul style="list-style-type: none"> <li>Beginning in 2023-24, all school districts, BOCES, and charter schools must identify the percentage of time school nurses, counselors, social workers, and psychologists are serving each building, including itinerant staff from other LEAs and private entities. Refer to the SIRS Manual for additional guidance.</li> </ul> |
| Student Digital Access                               | <ul style="list-style-type: none"> <li>Each Fall, school districts, charter schools and BOCES will report data to the SIRS on student access to devices and broadband in their places of residence. This collection will help identify specific needs and target resources and funding opportunities when they become available.</li> <li>Student digital access data must be reported to the SIRS as soon as possible during the school year.</li> </ul>  |
| Student Daily Attendance                             | <ul style="list-style-type: none"> <li>LEAs must report both positive and negative attendance. Students present for instruction for the day, irrespective of instructional modality, must be reported with the codes PRSNT-IN, PRSNT-OUT.</li> <li>There must be an attendance record for every student on all instructional days. LEAs must continue working with Student Management System (SMS) vendors to ensure data are reported accurately.</li> </ul>  |
| Student Enrollment Codes for Compulsory Age Students | <ul style="list-style-type: none"> <li>For public school district students who stop attending school while they are still of compulsory school age, the 8300 Reason for Beginning Enrollment Code must be reported immediately after entering the Reason for Ending Enrollment Code 400 - Compulsory age student, stopped attending. The 8300 must continue to be reported each year until the end of the school year in which the student turns 16 (or 17 in select districts).</li> </ul>  |
| Students Impacted by a Crisis or Disaster.           | <ul style="list-style-type: none"> <li>A code must be reported on the student record for new students presented at the school for registration due to a crisis or disaster.</li> <li>These students may or may not have documentation and are to be registered regardless of documentation.</li> <li>Information identifying all new students to the district impacted by a crisis must be reported to SIRS as early as possible in the school year, including information for students who were impacted or displaced and coming from other countries.</li> </ul>                                       |
| Student Credit GPA                                   | <ul style="list-style-type: none"> <li>Students in Pathways in Technology (P-TECH), Smart Scholars, and Smart Transfer programs must be reported with a Student Credit GPA.</li> </ul>   |

## P-TECH, Smart Scholars, and Smart Transfer Programs

Beginning in the 2022-23 school year, the Department began utilizing a new template to collect program project partner data while phasing out the legacy NYSED program office collection. The *Partner Project Fact* template will collect data for P-TECH and Smart

Scholars programs and capture additional data points related to the specific program partners.

This template was phased in during the 2022-23 school year, piloting P-TECH, Smart Scholars, and Smart Transfer program data, including New York City (NYC) P-TECH program data reported using this template, requiring only fields 1-8 and 14. Program service codes reported in this template are 4026, 4027, 4037, and 4047. These codes are no longer reported using the Programs Fact template.

Data reported to the Partner Project Fact template requires that a project number be included for each student record. The project number is assigned by the Department during the program approval process. All grantees and their participating LEAs must have processes in place for sharing project numbers and other data related to the reporting of enrolled students by their accountable school districts. Data can only be reported by those school districts with an approved NYSED Project ID (Number). Additional data requirements for these programs are collected using the Student Lite template, including post-graduate activity, county of residence, and education level of parent. This information should be familiar to those managing the current data collections in school districts.

For more information about data reporting and codes associated with this template, please refer to the 2023-24 SIRS Manual.

For Program information related to P-TECH and the Smart Scholars and Smart Transfer programs, visit the [Office of Postsecondary Access, Support, and Success webpage](#).

### Phased In/Out Assessments with Assessment Measure Codes

| Assessment                    | First Administered | Last Administered | Assessment Measure Code |
|-------------------------------|--------------------|-------------------|-------------------------|
| NYS Grade 5 Science           | Spring 2024        |                   | 00030                   |
| Regents Common Core Algebra I | June 2014          | January 2024      | 01304                   |
| Regents Algebra I (NGLS)      | June 2024          |                   | 06303                   |

Note: ALL data collection and reporting changes for the 2023-24 school year will be detailed in the 2023-24 [SIRS Manual](#) and **Code Changes** documents and made available on the [Vendor Support for School Districts and BOCES web page](#). Please review these changes carefully when updated.

### Data Verification

NYSED provides tools for reviewing, verifying, and certifying data available to school districts, BOCES, charter schools and other select reporting entities throughout the school year. Information officers and data coordinators must be familiar with the various systems and applications associated with data verification in order to prepare for [end of year \(EOY\) verification and certification](#).

#### Level 0 (L0), L0 edits, Resources, Reports, and Documentation

L0 is a NYSED application that is hosted by RICs. Since many RICs support School Management Systems for school districts, this positions L0 to be the closest data warehouse application to the source of student and staff information, supports eScholar templates, and has implemented business rules, edits, and reports to cleanse the data before it moves forward to the next level of the warehouse.

The L0 Data Quality workgroup was formed in 2020, consists of representatives from each RIC, and meets as needed. The goal of this workgroup is to identify reports that will assist the users with identification of missing data and inconsistencies in the submitted data. With their input, L0 has developed a dashboard report that represents the current template data at a glance, reflecting records loaded, errors encountered, and dates and times when the data have moved forward to Level 1. This workgroup continually develops Data Quality reporting based on the needs and priorities of the Department and LEAs. The workgroup plans to continue to introduce needs and enhancements throughout the 2023-24 school year.

The Vendor Testing Site was enhanced in 2019 with a different approach for vendors. When vendors test their products in the VTS, they encounter the same screens and errors that a user will experience in a school district. This promotes better communication between districts and vendors and helps the vendor to understand district needs and concerns as they work to move data into the warehouse. The VTS acts as a sandbox for vendors to test their product(s) against the current SIRS business rules. Vendors can informally test as often as they wish. When they are ready to formally test, their results will be made public.

L0 Data Quality User Reports were developed and provided to pinpoint data anomalies for school and district users. Likewise, L0 Data Quality RIC Level Reports provide authorized RIC staff with a visual of the districts they support in L0. These reports look for data anomalies and gaps in record counts. L0 Missing Data Reports target missing data and information not yet reported. These reports are available and can be run any time after the school year data collection is open. They contain filters to help users zero into the areas with potential data issues.

It takes a team to identify, understand, and implement business rules and edits that help to improve the quality of the data. The team, consisting of members from Level 0 (L0), Level 2 (L2), and the Department meet regularly to keep apprised of State and federal changes. Edit changes are reflected in the [documentation](#) provided by the Department and provide not only the edits but the integrity checks of the business rules behind the edits. It is an outstanding resource for both new and experienced L0 users.

### L2RPT Reports – Reviewing SIRS Data

Verification reports for data in the SIRS are available in the [L2RPT environment](#). **These reports are to be used throughout the school year to help ensure that all data are reported accurately.** If errors are discovered upon review of reports, corrections/changes must be made in local/LEA source systems and data must be re-uploaded to the SIRS via the L0 Application and/or associated L1 processes where applicable and re-reviewed for confirmation. **Reporting entities who utilize L0 reports and resources and make corrections to their source systems will avoid correction, change, and re-review cycles.**

Data are refreshed in SIRS on a daily or weekly basis (depending on data domain) until the closing or end of year (EOY) deadline, August 16, 2024. Please attend to counts in subgroup populations (including but not limited to race, ethnicity, students with disabilities (SWD), English Language Learners (ELL), etc.), as counts impact various data reports for subgroups. [Guides for understanding L2RPT reports](#) are posted on the L2RPT Resources page.

User accounts for L2RPT access are created and managed by the superintendent or charter school Chief Executive Officer (CEO) or their Delegated Account (DA) Administrator through the State Education Department's Delegated Accounts System (SEDDAS), which is available via the [NYSED Application Business Portal](#). Additional support for authorized users of SEDDAS can be found on NYSED's [SEDDAS resources page](#) and may also be provided by your L1 data center. Please note:

- Changes made to historical data using the Level 0 Historical (LOH) Application will be displayed within the LOH system. Historical changes will only be displayed in L2RPT for current year cohort membership or the cohort's secondary assessment scores.
- When LOH opens in the 2023-24 school year (after assessment clean-up closes and LOH opens for the new data reporting year), the NYS Assessment Cleanup process will allow districts and schools to identify additional 2023 assessment changes to be submitted using the same process that is used during the regular assessment clean-up process for the following assessments: 3-8 English Language Arts (ELA), 3-8 math, and K-12 New York State English as a Second Language Achievement Test (NYSESLAT). The changes will impact the following reports:
  - 2023: SIRS-501 – Score Report - NYSTP (New York State Testing Program)
  - 2023: SIRS-503 – Score Report – NYSESLAT
  - The submission will impact the “Last Year” section on the 2024 Score Reports.
  - Future data pulls using LOH data for 2023 results will include the updates.
  - All 2023 published/released results regarding 2023 data will not be updated. This includes data.nysed.gov Assessment Results, Report Cards, L2RPT reports (including SIRS 301 Tested/Not Tested Confirmation Report), and previously fulfilled requests.
- Most SIRS data reports are refreshed weekly in the SIRS, starting on Saturdays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 CSD data coordinators concerning earlier regional (L1) loading deadlines.

For additional information concerning SIRS reports and resources, see the [L2RPT System Resources page](#).

### IRS Portal (IRSP) Reports

In addition to verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the IRSP. When reports are posted to the IRSP, an email notification is sent to the Information Officer/DDC listed in SEDREF (**NYSED** reference file database), indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in SEDREF to receive notifications.

Please be advised the IRSP is a secure file transfer protocol (SFTP). LEAs should not use the IRSP to store files. If an LEA wishes to save any items received via the IRSP, the user must download and save the file(s) to the LEA's own secured network environment. Otherwise, files that remain on the SFTP will not be maintained and will be purged by the Department on an annual basis.



## Basic Educational Data System Institutional Master File (BEDS IMF) Data

The BEDS IMF application for public school districts, public schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, **October 4, 2023**, and must be submitted by November 17, 2023.

BEDS IMF forms and instructions for 2023-24 are available on the [NYSED IRS BEDS landing page](#).

## New York City Department of Education (NYCDOE) Schools and NYC Charter Schools Access

Access to various NYSED systems differs for NYCDOE principals, NYCDOE teachers, and NYC Charter School leaders. The table below provides information about access to select NYSED IRS systems.

### **For NYC: Who Has Access to Select NYSED IRS-Supported Data Collection & Reporting Systems**

| System Name   | NYCDOE Principals | NYCDOE Teachers | NYC Charter School Leaders | Additional Information   |
|---------------|-------------------|-----------------|----------------------------|--|
| IRS Portal    | No                | No              | Yes                        | For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals.<br>Information on access to IRSP for charter school principals is noted on the <a href="#">IRSP Resources and Information page</a> . |
| L2RPT Reports | Yes               | No              | Yes                        | <a href="#">NYC L2RPT assistance and access for charter schools</a>  |

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC Charter Schools should visit the [NYC Charter School Help Desk](#) and submit a ticket.

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at [Eastern Suffolk BOCES](#) or contact the [NYC Charter Data Help Desk](#).

### **Accountability under the Every Student Succeeds Act (ESSA)**

Data submitted to the NYSED's IRS Office are used by NYSED to make accountability status and support model determinations for public school districts, public schools, and charter schools. Applicable accountability determinations and all related State and federal reporting will be completed with data submitted by public school districts, BOCES, and charter schools as of Friday, August 16, 2024, with some exceptions for federal reporting as indicated on the [SIRS data reporting timeline](#). For more information on New York State's State Plan under ESSA and the accountability system, see the Office of Accountability's website.

## **Mandated Federal Reporting**

Data submitted to NYSED's IRS are used to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure completeness and accuracy of data submitted to the United States Department of Education (ED).

### Federal ED*Facts* Reporting

As a State Education Agency (SEA), NYSED submits education performance data to the USED for grades pre-kindergarten (Pre-K) through 12 at State, district, and school levels. These data are known as ED*Facts*. ED*Facts* is an ED initiative to collect, analyze, and promote the use of high-quality Pre-K through 12 data.

ED*Facts* is in place to:

- Support planning, policymaking, and management/budget decision-making.
- Centralize data provided by SEAs; and
- Collect data on district and school demographics, program participation, and performance data.

For more information on ED*Facts*, visit the [ED\*Facts\* Initiative website](#).

### Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each state, the District of Columbia and Puerto Rico, as authorized under Section 9303 of the ESEA (Elementary and Secondary Education Act), as amended. In general, the Department uses the information derived from the CSPR to: (1) assess and report individual program performance; (2) monitor States' implementation of the ESEA and the extent to which States are meeting program and accountability goals; (3) identify areas for technical assistance to States and overall program improvement; (4) inform policy and program improvement; (5) monitor and report its progress in meeting *Strategic Plan* goals; and (6) inform other reporting and program evaluation requirements. The CSPR is organized into two parts (Part I and Part II). Much of the data reported through ED*Facts* are contained in the CSPR.

For more information on the CSPR, visit ED's [CSPR website](#).