NYSED SIRS End of Year Data Reporting for Charter Schools

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Why are Data Reported?
Data collections align to the NYS Every Student Succeeds Act, ESSA, that was created in 2018 following the release of the US Department of Education, US DE, updated Federal regulations.

http://www.nysed.gov/essa/nys-essa-plan
Some Uses of Education Data Reported to the NYSED

- Federal Reports (Files) made with data (EDFACTS files...)
- Requests by the Commissioner, Board, Legislature, Executive
- NYSED IRS staff access data tables at L2, BEDS, PMF, other NYSED databases
- State Reports (files) made with data (School Report Cards...)
- Requests by Stakeholders, educational associations
- Requests from researchers, FOILs

NYSED shared data in the Student Information Repository System, SIRS, or Level 2 of the data warehouse as needed and as required.
The NYSED Office of IRS is responsible for submitting more than 100 Files to the U.S. Dept Ed. through the EDFacts Collection.

The federal Education Department requires certain data on all active schools each year. These facts are outlined on this slide.
The slide shows how you can access and review data reported to the US ED.

https://eddataexpress.ed.gov/
The NYS School Report card at https://data.nysed.gov/ is where NYSED publicly posts information about your school.
We will review certain parts of the NYS SRC to demonstrate how the data you report are used and highlight how to learn more about the reporting process and data usage.

All school districts, all schools in each districts, charter schools, BOCES are included data.nysed.gov reporting.
Tapping on the school Report Card allows you to drill down into important information on your school’s rating, the data, and the calculations used to determine the ratings.
View of the Accountability Status of all NY state schools for the 2017-2018 SY.
Calculations of new accountability ratings have not yet resumed since the COVID pandemic began. NYSED carried-over schools’ statuses when the regular collection and review of data was disrupted by the pandemic.
Schools are given overall ratings and ratings for their effectiveness servicing students in various Accountability Sub-Groups.

Gender is not an Accountability subgroup.
The next section of data.nysed.gov allows for the review of all data elements or results/reports can be built by one or various data elements measured under ESSA.

Chronic Absenteeism is an important metric in the ESSA regulations that is weighed into the calculation or Accountability Ratings.
Chronic Absenteeism for all NYS secondary schools.
Since the 2020-2021 SY, all schools are required to report attendance for every day of every student’s enrollment. Failure to report all data, missing data, will be considered negative attendance (absences) in the calculation of Attendance rates and Chronic Absenteeism. Reporting no Student Daily Attendance data would result in the public reporting of 100% Chronic Absenteeism.
Collection Systems and Applications
Regional Information Centers (RIC) collect data from their component schools and are considered Level 1 of the data warehouse. Your RIC also hosts the Level 0 software, a virtual ‘ground floor’ of the data warehouse where schools can load data into the system.

NYSED and all of their data systems are considered Level 2 of the data warehouse.

Data in Levels 0 – 2 are linked to staff/student personally identifiable information, PII.

All public reporting and US ED reporting is aggregate data: counts by categories.
This is a list of the various systems used by NYSED’s Office of Information and Reporting Services to collect and report (dispense or provide verification of) data.
Accessing SED’s Business Portal.

Accounts to the Business Portal or any other L2 system can ONLY be created by the CEO of each school, or their delegated administrator in the SED Delegated Account System, SEDDAS.

When SED’s Reference File, SEDREF is updated with a new CEO, NYSED will update their reports and automatically reassign the SEDDAS account to the new leader.
The NYSED Business Portal
Providing access to SED Applications

There are many helpful links in the Business Portal.
The IRS Portal provides a secure method for file transfer between the NYSED and LEAs. Ensure your entitlements to access the Portal are in place.

20

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<tr>
<th>BEDS Code</th>
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<td>3 year BEDS enrollment summary - nonpublic school district of attendance</td>
<td>Download File</td>
<td>PDF</td>
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<td>Download File</td>
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<td>Download File</td>
<td>PDF</td>
<td>04/14/2022</td>
</tr>
</tbody>
</table>

NYSED web-based application entitlements are managed through the SEDDAS – State Education Department Delegated Account System. [https://www.p12.nysed.gov/seddas/seddashome.html](https://www.p12.nysed.gov/seddas/seddashome.html)

This is a view of the Information and Data Exchange, IDEX, app in the Business Portal. CEO’s should be sure to entitle the correct staff at their school to various L2 systems in order to allow people with the responsibility for reporting data with the proper access to the data.
SEDDAS – SED Delegated Account System

The New York State Education Department (SED) has a number of web-based applications accessed via the NYSED Application Business Portal.

- SEDSAS is designed to protect secure data in these applications from unauthorized access.
- Allows designated school district personnel to create, assign and manage secure user accounts for their own staff

**Main Functions:**

1. **Account Administration**
   - Creating, updating, and disabling accounts.

2. **Entitlement Administration**
   - Granting access to protected web applications found on SED portal to certain school administrators.

ESBOCES has a YouTube video highlighting the use of SEDDAS:
https://www.youtube.com/watch?v=nZxn1TPu-Lk

It is very important to maintain accurate reporting of school staff in various positions to NYSED. Access to certain systems and the delivery of important noticed from NYSED depends on certain job titles.

Create SEDDAS account with the SEDDAS Entitlements User Guide:


List of Important job titles:
Details about managing your schools’ SEDDAS accounts.

Reviewing and Verifying Data
Reporting and Verifying data cannot be done quickly. The process is subject to the data flow process and multiple verification checks at each level. Do NOT wait until the last minute, week or month!!

Some data can be reported and initial verifications can be completed in the fall of each school year.
Reviewing and Verifying Data

⭐ Know early in the school year where you will review the data.
⭐ Check entitlements and accounts.

- **IMF BEDS Online Data** has been reviewed in the BEDS Online Application.

- **SIRS Data** should be reviewed in the L2RPT Cognos report made available to school districts.
  - Be aware of weekly or daily refreshes and data load cycles.
  - Ask your Regional Information Center for assistance.

Know the schedule
Know the deadlines
Plan and take action throughout the year
These software companies work with NYSED and have custom reports that for ALL SIRS reporting (digital equity survey are currently being developed too).

If you have one of these systems, be sure to work with your vendor to setup the necessary details to make you reporting to SIRS as easy as the touch of a button. (Then an upload to L0, etc.)
Do you know your RIC’s reporting schedule?

From ATS data is directly stored in Level 1: NYC and ESB are both L1 providers (orange dots on slide 2).

NYC shares basic data about your schools and student enrollment (including Demographics and Program Facts).

We collect additional data as required by SED, including eth various items mentioned on the school’s Report Card.

We package that up and pass it back to NYC, who submits it to NYSED.

Highest degree of security and safeguards are taken. NYC data at ESB has held on a separate server and access is only provided to dedicated staff, and everyone has all has been fingerprinted.
Everything you need to know about reporting data in L0 and most of what you will review in L2RPT is explained in this document,
Five-page Annual Data Reporting memo, a must read. Especially, the second paragraph! NYSED will use data in Level 2 as needed, at any time.
The annual memo is accompanied by the reporting Timeline. Review this early in the year to understand the schedule for reporting data to NYSED.

SED deadlines posted here are for when the RICS MUIST post data to NYSED. Your school’s deadlines will be earlier in the week, month, or year.

Note- the document will be updated as needed.
Colors and notes highlight the important data on each line.

Some notes reference the start or a collection, a data extract or deadline. Know the difference and plan accordingly.
The close of the data warehouse is a hard stop. All data and corrections must be submitted by your RIC on August 19.

ALL of your school’s data must be report and corrected ON AN EARLIER DATE. KNOW THAT DATE. No knowing is not an excuse.
The L0 Application preps your data for reporting to the NYSED.

"Y" denotes that a record(s) has been manually deleted since the last L1 Data Prep Process was completed.

ESBOCES report on how to read the L0 dashboard.

This is a thousand + words. Learn how to read this in order to stay on top of your reporting.
But, is the data in L2RPT

NYSED publishes this list to help schools prepare for the closing of the data warehouse. The CEO of each District/charter school/BOCES must certify the school’s data by September 2, 2022. In order to know the accuracy of the data, certain reports need to be reviewed.
Review each list carefully to ensure the correct reports are verified. Review that document during the next school year can be helpful when planning the reporting of data listed in the SIRS Timeline.
Examples of other reports that need to be verified for the end of the year certification.
This screen shows the basic structure of folders in L2RPT to help you maneuver around the site.
In side of every report in eth lower right hand corner you can use a hyperlink to SED’s website to review the information about the report: the source of data, business rules about calculations, etc.
Sample BEDS Day enrollment report.

This list counts of all students at the school by subgroups and breaks down each grade level.

Note the subgroup Non-Migrant above, has one line will showing all students as not identified as being from a Migrant-worker family. Other subgroups will show you the exact number of students within a subgroup and those not: Economically Disadvantaged and Not Economically Disadvantaged. Each category has a hyperlink to that this easiest way to review this data is to use the hyperlink in the upper-left hand corner of the chart (the largest #) downloading this to Excel allows you to see all student and their identification in subgroups by columns which can easily be sorted to filtered on.
It is recommended that the first step in verifying attendance data is to review the SIRS 371, record count report. This will allow you to quickly confirm that the L2 has the expected number of records reported in L0.

ESBOCES SDA YouTube webinar: https://www.youtube.com/watch?v=kwVoUbZFsDE
In the upper right-hand corner of every report in Cognos has options for how to print or save the data. If you want it in EXCEL, be sure to use the RUN EXCEL DATA option. This will be just data, the other report will look like the screen and be difficult to work with because of merged cells and graphics.
### Student Daily Attendance
The largest file.

<table>
<thead>
<tr>
<th>Students</th>
<th>889</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days of school/enrolled</td>
<td>x 180</td>
</tr>
<tr>
<td>Record count</td>
<td>160,020</td>
</tr>
<tr>
<td>I/O Suspensions</td>
<td>+ 111</td>
</tr>
<tr>
<td>Total records</td>
<td>160,131</td>
</tr>
</tbody>
</table>

SED needs an attendance record for every student on every day of school. SDA also collects suspension data so...

- For a school with an average daily enrollment of 889 students and 180 days of school, you can estimate that you will need 160,020 SDA records before the data warehouse closes next summer.
- If you have 111 suspensions, you will actually have 160,131 SDA records to report.

Daily Attendance needs to be collected accurately every day, hopefully electronically, and should be loaded to SIRS (via Level 0) periodically (weekly, monthly, quarterly), you choose but please make the end of year reporting process as easy as possible by working on this throughout the year.
Check the Day Calendar- this report was certified during the 2020-21 SY.
Errors in the Day Calendar can erroneously flag students in the count of Chronic Absenteeism. A day listed as Instructional but missing actual attendance data will be calculated as negative attendance, absences for every student. Students on the cusp of actually being chronically absent, might be pushed onto that list.
SIRS 320 is a review of all reported Staff Snapshots.
New York State Education Department

Staff Certification Report
Data Contained in the Student Information Repository System

SIRS 329

View of the SIRS 329 report. From the prompts at the top, you can choose to All staff or view only certifications or staff without certifications.

Teachers with multiple certifications will have one line per certification.

ESBOCES YouTube Out of Cert webinar:
https://www.youtube.com/watch?v=RLb9EQAjQTw
SIRS 328- shows the teaching assignments from Course Instructor Assignment and whether or not the teacher is certified for each course they teach. Someone could be erroneously flagged as out of cert if the correct indicators about their assignment are not flagged in the CIA record: i.e. a CSE teacher can be assigned to Geometry but if they are flagged as the Primary teacher, the certification match looks for math certification in Geometry and they would be out of cert. If the teacher is there to work with IEP students, they are probably not the primary teacher but should have the SPED Indicator tagged. Same goes for ENL teachers in various topics. Correcting this is done in Level 0.

The report also shows if the Certification exemption was reported in the Staff Snapshot. ONLY teachers hired as a certification exemption (not certified) need this. ALL certified teachers can be assigned courses outside of their certification at charter schools: they are not exempt from being certified because they are certified BUT they will appear on this report and in US ED & public reporting on the school’s count of out of cert because they are teaching outside of their specific cert.

All blue underlined numbers/text are hyperlinks that drill down into the data. On the SIRS 328, this link will open the SIRS 329, listing certifications.
After tapping on the TEACH ID in eth SIRS 328 will open another tab of the browser to the SIRS 329 report to show that teacher’s certification(s).

Once open, you can use the prompts on the screen to view all teachers and easily verify the rest of the SIRS 328 report.
View of the 2020-21 EOY certification. The language at the top of the 2021-22 form will very likely be similar to.
A view of the EOY certification form to be completed by the CEO in IDEX.

The school needs to choose a box for each line:

1. Certify [accurate]
2. Cannot certify (use this if it is known that the data is incomplete/inaccurate)
3. Certification of this report is not required (i.e. line 2: K-5 schools that do not offer Regents courses is not required to certify Regents results)
Handout, you’re welcome.

This should be enough information for any teacher or non-teacher to log into TAA and start reviewing their ePMF data and for teachers to self report their assignments.