



2022-2023 Best Practices for Data Reporting

SEPTEMBER 2022

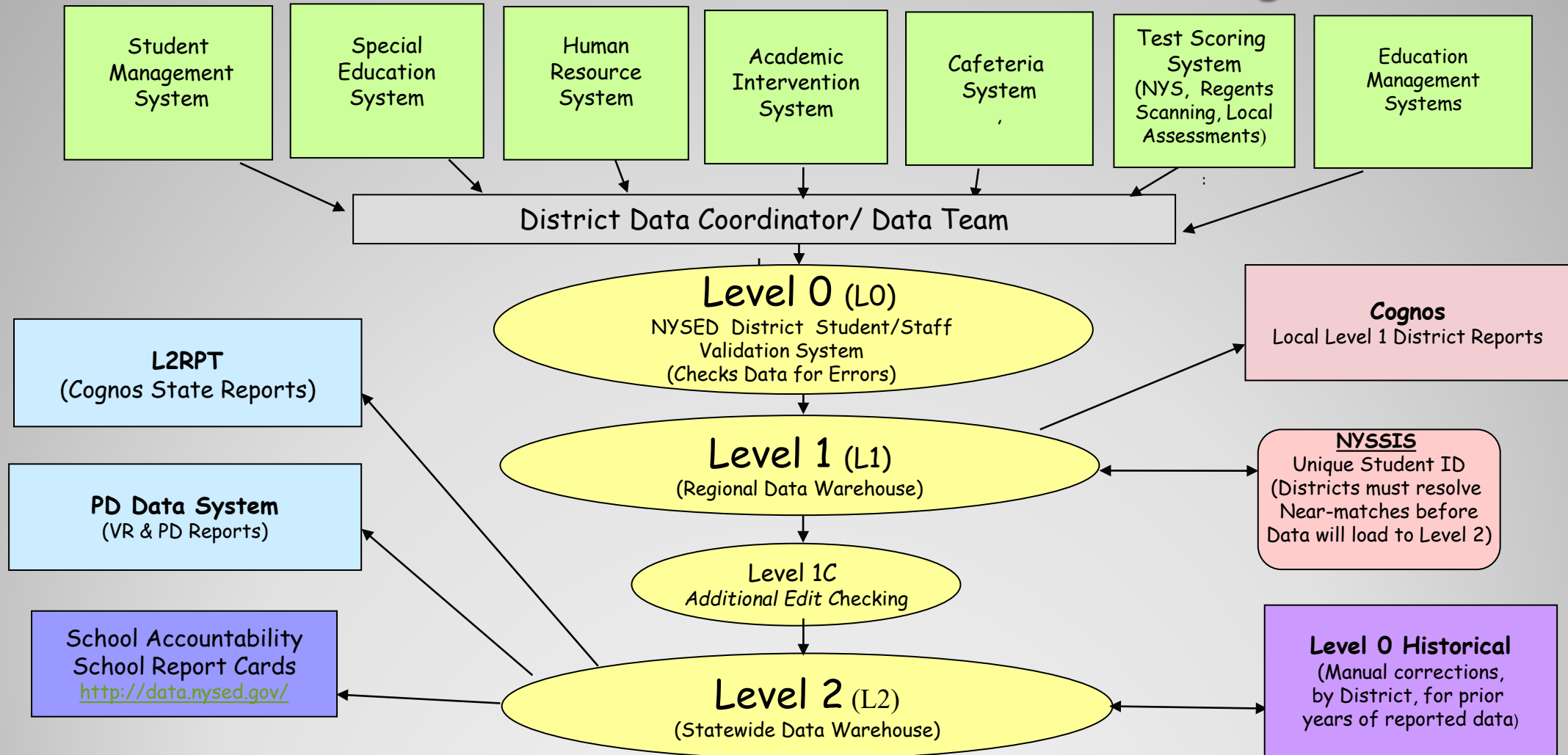
Best Practices for Timely and Accurate Reporting

- ▶ Start Reporting early
- ▶ Verify
- ▶ Correct
- ▶ Repeat

Reporting Systems and Reports

- ▶ Student Information Repository System (SIRS)
 - ▶ Submitted through your Regional Information Center (RIC)
 - ▶ Data moves from Level 0 to Level 1 to Level 2
 - ▶ Multiple check points for errors
 - ▶ eScholar® templates, files, and processes
- ▶ NYSED Business Portal
 - ▶ IDEX
 - ▶ Basic Educational Data System (BEDS) Institutional Master File
 - ▶ SED Monitoring
 - ▶ Office of Student Support Services
 - ▶ Office of ESSA Programs
 - ▶ SEDDAS Account Management
 - ▶ System for enabling administrators of districts and schools to provision user accounts for secure access to NYSED systems.
 - ▶ PD Data System for Special Education Data (SEDCAR)

How the SIRS Data Warehouse Levels Work Together



SIRS Reports to Do Now

- ▶ Staff Snapshot
 - ▶ Pre-requisite for CIA, SCEE, and Staff Assignment
- ▶ Staff Assignment
- ▶ Day Calendar
 - ▶ Pre-requisite for Student Daily Attendance
- ▶ Student Attendance Codes
 - ▶ Pre-requisite for Student Daily Attendance **if you use custom codes**
- ▶ Location Marking Period
 - ▶ Pre-requisite for CIA and SCEE
- ▶ Course
- ▶ Student Daily Attendance
 - ▶ Submit monthly through the end of the year
- ▶ Course Instructor Assignment (CIA)
- ▶ Student Class Entry/Exit (SCEE)
- ▶ Staff Attendance
- ▶ Program Facts for English Language Learners
 - ▶ Intensity and Service Codes

Other IDEx Reports Coming up

- ▶ Basic Education Data System (BEDS) Institutional Master File (IMF)
 - ▶ Open on Wednesday, October 5, 2022
 - ▶ Due by Friday, November 18, 2022
 - ▶ <https://www.p12.nysed.gov/irs/beds/IMF/home.html>
- ▶ ESSA Fiscal Transparency Reporting
 - ▶ Open Tuesday, November 1, 2022
 - ▶ Due by Friday, December 30, 2022
 - ▶ <http://www.nysed.gov/essa/financial-transparency>

Resources

- ▶ SIRS Manual
 - ▶ 295 pages of answers to all your data reporting questions from codes to definitions to business rules and more.
 - ▶ Links to eScholar Templates, Data Elements List, and more.
- ▶ Data Analysis Technical Assistance Group (DATAG)
 - ▶ Group of NYS education data professionals
- ▶ NYSED School Reporting Requirements
 - ▶ Searchable list of all NYSED reports by sector, office, and more
- ▶ Eastern Suffolk Boces (ESBOCES)
 - ▶ Fantastic support from webinars to YouTube videos, to office hours.

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We are all here for you!

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Janet.kline@nysed.gov