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

- Student Management System
- Special Education System
- Human Resource System
- Academic Intervention System
- Cafeteria System
- Test Scoring System (NYS, Regents Scanning, Local Assessments)
- Education Management Systems

District Data Coordinator/Data Team

Level 0 (L0)
- NYSED District Student/Staff Validation System (Checks Data for Errors)
- NYSED District Student/Staff Validation System

Level 1 (L1)
- Regional Data Warehouse
- Level 0 Historical (Manual corrections, by District, for prior years of reported data)
- Level 1C
  - Additional Edit Checking
  - PD Data System (VR & PD Reports)
  - School Accountability School Report Cards
    - http://data.nysed.gov/

Level 1C
- Additional Edit Checking

Level 2 (L2)
- Statewide Data Warehouse
- L2RPT (Cognos State Reports)
- Cognos Local Level 1 District Reports
- NYSSIS Unique Student ID (Districts must resolve Near-matches before Data will load to Level 2)
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

- ESSA Fiscal Transparency Reporting
  - Open Tuesday, November 1, 2022
  - Due by Friday, December 30, 2022
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.
We are all here for you!

Janet.kline@nysed.gov