SIRS Level 1 Host-Child (L1HC) Relationships
L1HC "valid child" LEA SPECIFICATIONS

REQUIRED to ensure reliable processing/automation:

Child-entity Requirements

1. Child LEA/BEDS code may be claimed by only ONE Level 1 host per School Year.
2. The BEDS code/SED code[1] for any claimed child entity **must** exist in SEDREF. (A link to the SEDREF public query tool appears after the table below.)
3. SEDREF must show any claimed child as being currently ACTIVE[2].
4. SEDREF must show any claimed child as belonging to one of the following Institution Type/Subtype combinations:

Valid Institution Type-Subtype Combinations

T-code	Institution Type	St-code	Institution Subtype
10	Government Agencies	3	State Agencies (Non-Facilities)
10	Government Agencies	10	NYSED Operated Facilities
14	Non-Public Schools	*	(All)
16	School Districts	1-9	(**Not** type 10: 100% Contract)
17	Public Schools	11	Charter Schools
18	BOCES	1	BOCES (Admin entities)

The Institution Type/Subtype for any entity may be found by looking up the BEDS code/SED code[1] (or Institution ID) in the online SEDREF Master Data File public query tool here:
http://portal.nysed.gov/portal/pls/pref/SED.sed_inst_qry_vw$.startup

FOOTNOTES:

[1] the BEDS code may be queried using the "SED code" field in the SEDREF public query tool
[2] to be considered Active, the "Inactive Date" field must be empty in the SEDREF public query tool

To CLAIM relationships

1. Designated/approved L1HC Points of Contact may go to the L1HC Online Application through the NYSED Application Business Portal with an appropriately-entitled Username/password.
2. Issues with accessing the L1HC Application may be resolved by contacting your Level 1 Project Manager or other SEDDAS DA/EA. You may also try looking for Help via Datasupport.
    i. click the blue Help button (from any NYSED Information & Reporting Services webpage) to open a Datasupport query form.
    ii. type "L1HC" or "l1hc" in the "How can we help?" text box and Enter.
        - the Help query box should now be displayed, showing possibly-related Datasupport articles

- If these do not answer the issue, look at the bottom for the [Contact us] button
- an L1HC PoC should enter their **work email** in the "Email address" field
- the L1HC PoC should enter "l1hc" or "L1HC" anywhere in the "How can we help you?" field and describe the issue in detail
- the L1HC PoC may attach screenshots using the "Attachments" field (click inside Attachments to browse/select, or drag from a separate File explorer window and drop into Attachments)

iii. click the [Send] button