



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK
ALBANY, NY 12234

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

March 2014

TO: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Public Schools
Charter School Leaders

FROM:

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SUBJECT: Verification and Certification of SIRS 2013-2014 School Year Data
Upcoming 2014-15 Changes for Personnel Master File (PMF)

This memo highlights the verification and certification requirements and final reporting deadlines for 2013-14 school year data reported to the Student Information Repository System (SIRS) and upcoming data collection changes for 2014-15. These deadlines are the final State deadlines. Local Level 1 data centers will require earlier due dates to allow sufficient time for processing. For a list of regional data center contacts, see "Contact Information" at <http://www.p12.nysed.gov/irs/sirs/>. The reporting requirements described in this memo apply to all BOCES, public school districts and their schools, and charter schools. Please share this information with BOCES, district and school personnel who are responsible for data reporting and verification.

The "Revision History" of the SIRS manual at <http://www.p12.nysed.gov/irs/sirs/> provides a summary of new data elements to be reported for the first time during the 2013-14 school year, with additional details for specific data elements found in the relevant sections of the manual.

Verification and Certification of SIRS 2013-14 School Year Data

The table below summarizes important verification and certification dates.

Date	Event	Description/Information	Who
March 28, 2014	Extract of 2013-14 BEDS data for State Aid	2013-14 BEDS Day Enrollment	Public School Districts, Charter Schools
April 4, 2014	2013-14 April Statement of Certification of BEDS Day Enrollment Verification due	Certify the accuracy of 2013-14 BEDS Day Enrollment in L2RPT as of the March 31, 2014 data refresh*	Public School Districts, Charter Schools

Date	Event	Description/Information	Who
May 30, 2014	Extract of 2013-14 Free/Reduced Price Lunch Eligible Students for State Aid	2013-14 Free/Reduced Price Lunch Eligible Students Enrolled on BEDS Day from SIRS	Public School Districts, Charter Schools
June 6, 2014	2013-14 Statement of Certification of Free/Reduced Price Lunch Eligible Students Verification due	Certify the accuracy of 2013-14 Free/Reduced Price Lunch Eligible Students Enrolled on BEDS Day Report in L2RPT as of the June 2, 2014 data refresh*	Public School Districts, Charter Schools
June 6, 2014	Final submission of 2013-14 Teacher-Student Data Linkage (TSDL) and Staff Assignment data to Level 2 to be used for State-provided growth score calculation purposes	Submit final TSDL and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2013-14 teacher and principal State-provided growth score calculation purposes For more detail, see http://www.p12.nysed.gov/irs/memos/2014/2013-14-TSDL-2-20-14.pdf	Public School Districts, BOCES, Charter Schools
June 13, 2014	2013-14 TSDL and Staff Assignment Data Certification Form due	Certify the accuracy of the data submitted as of the June 6 deadline*	Public School Districts, BOCES, Charter Schools
July 11, 2014	Final Submission of 2013-14 Regents Exam Scores to Level 2 to be used for State-provided growth score calculation purposes	2013-14 Scores for Regents Exams (including June 2014 records) and approved alternatives to Regents Exams to be used in principal evaluation growth score calculations	Public School Districts and Charter Schools
August 22, 2014	Final submission of all 2013-14 SIRS data to Level 2 (except for VR 1-9 Special Education Data and Staff Evaluation Data)	Submit all SIRS data (except for VR 1-9 Special Education Data and Staff Evaluation Data) for the 2013-14 school year in Level 2 by 11:59 p.m. These data will be used to make accountability status determinations for the 2015-16 school year, State and federal reporting purposes, and State Aid allocations.**	Public School Districts, Charter Schools, State Agencies

Date	Event	Description/Information	Who
August 25, 2014	2013-14 Data Certification of Special Education Data Elements: VR13, VR15 and VR16 through PD Data System	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts
August 27 – October 17, 2014	Final submission of 2013-14 evaluation composite ratings, composite scores, and subcomponent scores	<p>Details are available in the February 2014 memorandum: http://www.p12.nysed.gov/irs/memos/2014/2013-14-TSDL-2-20-14.pdf</p> <p>LEAs will report 2013-14 evaluation composite ratings and subcomponent scores to the SIRS. All final and complete data, including scores for the Student Growth on State Assessments or Other Comparable Measures subcomponent, the Locally Selected Measures of Student Achievement subcomponent, the Other Comparable Measures of Effectiveness subcomponent, and the overall composite score and overall rating for all applicable teachers and principals must be submitted to the Commissioner by October 17, 2014. Further guidance is forthcoming this spring from Julia Rafal-Baer.</p>	Public School Districts, Charter Schools***, BOCES
August 29, 2014	2013-14 SIRS Data Certification Form due (except for VR 1-9 Special Education Data)	Certify the accuracy of data submitted as of the August 22 deadline.*	Public School Districts, Charter Schools (all reports); BOCES (Staff Assignment and TSDL only)

Date	Event	Description/Information	Who
August 29, 2014	APPR Implementation Certification form due to APPRCERT@MAIL.NYS.ED.GOV	The APPR Implementation Certification form must be submitted by this date by districts and BOCES. The form is one necessary component to demonstrate implementation of your approved APPR plan for the 2013-2014 school year and is used to determine eligibility for 2014-15 State aid for school districts only. The APPR Implementation Certification Form must be signed by the Superintendent/District Superintendent and Board President. The updated form will be posted this spring on the Department's web site at: http://usny.nysed.gov/rttt/teachers-leaders/appr-implementation-certification.html	Public School Districts and BOCES
October 6, 2014	2013-14 Data Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System due	Additional information relating to each VR is posted at: http://www.p12.nysed.gov/sedcar/data.htm#sirs	Public School Districts

Date	Event	Description/Information	Who
August 27 – October 17, 2014	Final submission of 2013-14 evaluation composite ratings, composite scores, and subcomponent scores	<p>Details are available in the February 2014 memorandum: http://www.p12.nysed.gov/irs/memos/2014/2013-14-TSDL-2-20-14.pdf</p> <p>LEAs will report 2013-14 evaluation composite ratings and subcomponent scores to the SIRS. All final and complete data, including scores for the Student Growth on State Assessments or Other Comparable Measures subcomponent, the Locally Selected Measures of Student Achievement subcomponent, the Other Comparable Measures of Effectiveness subcomponent, and the overall composite score and overall rating for all applicable teachers and principals must be submitted to the Commissioner by October 17, 2014. Further guidance is forthcoming this spring from Julia Rafal-Baer.</p>	Public School Districts, Charter Schools***, BOCES
October 24, 2014	2013-14 Staff Evaluation Certification Form due	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 17 deadline *	Public School Districts, Charter Schools***, BOCES
November 28, 2014	August 2014 Graduates for the 2009 and 2010 Cohort	Submission of August 2014 diplomas and assessments for students in the 2009 and 2010 total cohorts for reporting with 2013-14 graduation rate release	Public School Districts and Charters

* Certification of Verification Report(s) form will be distributed via the IRS Portal (IRSP) at portal.nysed.gov and must be submitted via upload to the New York State Education Department, Information and Reporting Services.

** Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot and disability program service records for those students who are potential submission records for the VR 11-16 reports must be submitted by August 22. Districts should use the List of Potential Student Records report contained in the PD Data System to determine that all students eligible to be included in these reports have been reported with accurate information.

*** Charter schools with an APPR plan approved by the Commissioner and charter schools who are required to comply with Education Law §3012-c as a result of Race to the Top must follow the same reporting requirements as public school districts and BOCES. All other charter schools must report overall rating categories, but are not required to report subcomponent scores. Charter schools that are

not required to implement the §3012-c evaluation rating categories (i.e., highly effective, effective, developing, ineffective) must map their local evaluation rating categories to the State rating categories for State reporting purposes.

Data Verification

Verification reports are available in the Level 2 Reporting (L2RPT) environment (see <http://www.p12.nysed.gov/irs/level2reports/home.html>) in advance of final data submission to help ensure that all data are reported accurately in SIRS. If data must be updated, changes must be made to the local source system and the changed data must be reported again to Level 1/Level 2 of the SIRS. Data will be refreshed weekly in Level 2 of the SIRS until August 22, 2014.

User accounts for the Level 2 reporting environment are created and managed through the State Education Department's Delegated Account System (SEDDAS) available at <http://www.p12.nysed.gov/seddas/seddashome.html>. Specific details on how to proceed with the authorization of accounts are provided by your Level 1 data center.

In addition to the verification reports available through L2RPT, throughout the data collection cycle additional reports are distributed to schools and/or districts via the Information Reporting Services Portal (IRSP). When reports are posted to the IRSP, an email notification is sent to alert designated users that a file is available for pick up.

Please see Appendix A for a listing of reports available to assist with data verification.

NYCDOE Schools and New York City Charter Schools

NYSED plans to publish supplemental accountability data to the IRS portal. NYCDOE principals **do not have access** to the IRS portal. The NYCDOE will make any supplemental data published to the IRS portal available to NYCDOE principals through a timely and appropriate alternative and will communicate about data availability through NYCDOE communication channels. Charter school principals have access to the IRS Portal. IRS Portal information and access for charter school principals is available at <http://www.p12.nysed.gov/irs/irs-portal/>

Accountability verification reports are available to both NYCDOE and charter school principals in L2RPT. For L2RPT access support, NYCDOE principals should contact CFN Data/Application Support; New York City charter school principals should contact the Charter School Office at charterschools@schools.nyc.gov or 212.374.5419. For Teacher Student Data Linkages reports and verification, teachers and principals who are employed by the NYCDOE will use alternate data verification processes and reports. NYCDOE teachers and principals will have access to an online tool, STARS Classroom, to review and update class list information. If NYCDOE teachers have questions about this process, they should contact their principals or data specialists in their school or network. Teachers and principals employed by NYCDOE may also contact AdvanceSupport@schools.nyc.gov with questions.

Data Reporting Clarifications

Please pay particular attention to the following data elements when reporting and verifying your data:

- **Graduates** must be reported with the correct diploma type code, post-grad activity code **and** corresponding reason for ending enrollment code 799.

- All students, including **students with disabilities**, must be included in the final submitted file with all of their appropriate Program Service Codes.
- **Limited English Proficient eligible** students must be reported correctly with a Program Service Code 0231 and a LEP Program code.
- Students eligible to use the New York State English as a Second Language Test (**NYSESLAT**) in lieu of the elementary /middle-level **ELA** for accountability participation rate purposes must be reported correctly with a Program Service Code 0242 as well as a program service code 0231, indicating they are LEP.
- **Grade 8 students who took a science Regents Exam** for elementary/middle-level science accountability purposes must be reported with the appropriate assessment record for the Regents Exam taken.
- **Grade 7 or 8 students who took a Common Core Learning Standards Algebra Regents Exam** for elementary/middle-level mathematics accountability purposes must be reported with the appropriate assessment record for the Regents Exam taken.
- All schools required to submit **backmapping** data (schools with grades 1, 2, 1–2, K–1, or K–2 only) must do so. Failure to submit these data will result in the school not making Adequate Yearly Progress (AYP). The list of 2012–13 backmapping schools can be found at <http://www.p12.nysed.gov/irs/sirs>. A new backmapping report will be available on IRSP for 2013–14.
- Students **eligible for the New York State Alternate Assessment (NYSAA)** must be reported with an appropriate grade level (either ‘13’ or ‘14’), a program service code that identifies their disability, a Program Service code of 0220 (NYSAA eligible), and an accurate date of birth that corresponds to the NYSAA administered. See “Assessments by Birth Date/Age for Ungraded Students in 2013–14” table under Ungraded Students in Chapter 2: Student Reporting Rules in the *2013–14 SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/> for additional information.

New Data Reporting for 2013-14

The New York State Identification Test for English Language Learners (NYSITELL) will be administered for the first time in 2013–14. This test is used to assess the English language proficiency of new entrants whose home language is other than English, as indicated on their Home Language Questionnaire. NYSITELL is used to determine if the student is in need of bilingual education and/or English as a Second Language (ESL) services. Information on this assessment can be found on the Office of State Assessment's (OSA's) webpage at <http://www.p12.nysed.gov/assessment/nysitell/home.html>.

Also on this webpage is information on how to determine a performance level on this assessment based on the student's raw score <http://www.p12.nysed.gov/assessment/nysitell/2014/nysitellconversionchart.pdf>. Students' assessment results will be collected in SIRS. There are assessment measure codes for each modality (Listening, Reading, Writing, and Speaking) and for the total assessment score linking to each performance level.

Event	Description/Information	Who
NYSITELL (beginning in February 2014)	New assessment and measure and standard achieved codes for NYSITELL (New York State Identification Test for English Language Learners)	Public School Districts and Charter Schools
Tenure	Additional information regarding teacher and principal tenure	Public School Districts and BOCES
Regents Common Core ELA and Algebra I	New assessment measure codes for Regents Common Core Examinations in ELA and Algebra I	Public School Districts Charter Schools and BOCES

School Report Card Data

Beginning with the 2012-13 New York State School Report Card, report card data will be available at the following address: <http://data.nysed.gov>. This site will replace the pdf version of the report cards. This dynamic view of the data will allow users to "build" the entire report card or parts of the report based on need. Prior to public release, authorized users will be able to view the report on data.nysed.gov web site using a secure user ID and password. Data in the reports are primarily single year, unless otherwise required by State or federal law. In the future, a mechanism will be established to select multiple years of data for comparison.

Historical Updates to Staff Evaluation Data

The LOHistorical system has been updated to provide the capability of viewing and modifying historical Staff Evaluation Rating data for the 2012-13 school year. Each district in New York State has a negotiated appeals process in place that can be found in their APPR plan. The Level 0 Historical Application provides the tool to allow districts to make approved changes to staff evaluation records as

a result of resolved appeals processes. Please see Q18 of the September 27th, 2013 memo, "Annual Professional Performance Review Data Submission and Certification Deadlines for the 2012–13 School Year": <http://usny.nysed.gov/rttt/teachers-leaders/appr-data-submission-deadline-memo-and-faq.html>. Please note that any historical updates made to staff evaluation data is intended for district use only. The data will not be used for state public reporting. However, this data is subject to future auditing by the Department.

User IDs and passwords necessary for access to the Staff Evaluation Rating historical module (LOHIST) are managed by the NYSED Delegated Account System (SEDDAS). To obtain access, you or your delegated entitlement administrator will need to grant appropriate district staff authorization to this section of the LOHistorical application.

It is important to note that although entitlement to LOHIST Staff Evaluation Rating will be done through the SEDDAS portal, access to the application will be through the website listed below. To maintain confidentiality and manageability, we recommend that you limit the number of "district level" staff who will have access to this module in the historical application.

Level 0 Historical application support and training materials will be provided by the Level 1 Operator or Regional Information Center that supports your district. Below is additional information to assist you through this process.

SEDDAS MiniGuide: <http://www.p12.nysed.gov/seddas/seddashome.html>

SEDDAS Portal: <http://portal.nysed.gov/portal/page/pref/PortalApp>

SEDDAS Help Desk Support: (518) 473-8832

Level 0 Historical Application Website address: <https://l0historical.nyseddata.org>

Personnel Master File Data Collection Changes for 2014-15

For the 2014-15 school year, teachers who generally fill out the BEDS Teaching Personnel Data Form or BEDS Personnel Data Form for BOCES Teachers (the green or brown bubble sheets) will now be required to complete their BEDS Personnel Master File (PMF) data collection through an online web form. Access to the form will be based on the login information which teachers currently use to access their Teacher Student Roster Verification Reports within the Teacher Access and Authorization System (TAA). Teachers will enter data such as salary, highest degree earned, etc. that have historically been collected on paper report forms each fall. Teachers are defined as those providing instruction in the classroom both general education and special education including CTE, Library, and AIS.

Non-Teachers who generally complete the BEDS Non-Teaching Personnel Data Form or BEDS BOCES Non-Teaching Personnel Data Form (pink or blue bubble sheets) for their BEDS PMF data will continue to do so for the 2014-15 school year. SED is working to create non-teacher accounts in TAA to allow for the completion of their PMF data via a web form for 2015-16 school year. More information on this collection will be shared in the fall 2014. Non-Teachers are those in administration and special service positions (school psychologists, school counselors, guidance counselor, social worker, pupil services, etc.).

Early submission of staff data into SIRS in fall 2014 will be critical to allow new teachers the ability to create accounts. The application will open at approximately the beginning of October with a completion date of mid-November. Superintendents would be expected to certify by mid-December. New York City teachers and staff will follow the same procedures as they have in the past.

Teachers who need help with the TAA application (PINs, passwords, etc.) should seek help from their District Data Coordinator. They can also utilize the information which is currently available on the TAA website <http://www.p12.nysed.gov/irs/teacher/>. If they have questions specific to the BEDS PMF collection they should seek out the district staff person who in the past has assisted with this task (BEDS forms administrator) and who is helping the non-teachers with the collection of PMF data. The IRS web page <http://www.p12.nysed.gov/irs/beds/home.html> contains administration manuals for both teaching and non-teaching forms as well as FAQs. These documents will be updated to incorporate the new process. Please note that NYC will continue to use their current processes for the submission of PMF data for 2014-15.

If you have questions about SIRS or data verification, please contact the Office of Information and Reporting Services by e-mail (dataquest@mail.nysed.gov) or phone (518-474-7965). You may also contact your Regional Information Center or Big 5 Data Coordinator if you have questions about data contained in the SIRS.

Thank you for your continued assistance with this important work.

APPENDIX A VERIFICATION REPORTS FOR 2013-14

Level 2 Reports

The following Level 2 Reports are available to assist with data verification. Changes made to historical data using Level 0 Historical will be displayed within Level 0 Historical system. These historical changes will be displayed in L2RPT only for current year 2013-14 cohort membership or the cohort's secondary assessment scores.

- **Reasonableness Report (SIRS-401):** Using the Level 2 “Reasonableness Report,” school personnel can check their data for significant year-to-year changes that may indicate a reporting error. In particular, please check your number of graduates and number of students eligible to take the NYSESLAT in lieu of the English Language Arts for accountability purposes (students with a Program Service code of 0242). Remember that a student is only counted as a graduate if he or she is coded with a diploma type, post-grad activity, and corresponding exit enrollment code 799.

The Reasonableness Report provides counts of last year's and this year's data (2012–13 in column A and 2013–14 in column B), the difference between these counts (column C), and the percentage change between the counts (column D) of students by various category types (e.g., enrollment ending code).

Significant changes between data reported in 2012–13 and those reported in 2013–14 may flag a reporting error, which can be further investigated via one of the available student-level detail reports. **Particular attention should be paid to percentage changes equal to or greater than 10%** and known reporting issues from previous years. For smaller districts, a 10 percent change may not be significant; for larger districts, a smaller change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local source system and submitted to the SIRS.

- **Total Cohort Report (SIRS-201):** Using the Level 2 “Total Cohort – Summary” report, you can review cohort enrollment count, credentials reported, as well as the count and percentage of graduates and dropouts for the 2010 total cohort through June 2014 (four-year outcomes), the 2009 total cohort (five-year outcomes) and the 2008 total cohort (six-year outcomes). When results for August 2014 graduates have been reported in SIRS, this report will show August credentials, as well as the count and percentage of graduates and dropouts for the 2010 total cohort through August 2014 (four-year outcomes), the 2009 total cohort (five-year outcomes). Using the Level 2 “Total Cohort – Assessment Summary” report (SIRS-202), you can review Regents performance of students in the 4-year, 5-year, and 6-year – total cohorts. In addition to the four- five- and six-year cohorts, this spring, a district or school user can view enrollment and assessment outcomes for the 2011 total cohort through June 2014 (three-year outcomes), 2012 total cohort through June 2014 (two-year outcomes), 2013 total cohort through June 2014 (one-year outcomes).
- Please use this report to identify any corrections (e.g., proper coding of graduates and accurate cohort membership identification) that need to be made to graduation rate data prior to the August **22** (November 28 for August 2014 graduates) deadline. Please work with your Level 1 data center on the proper process for submitting historical data corrections that may impact proper cohort year membership. Data from this report will be used for the public release of 4-year, 5-year, and 6-year graduation rates and calculation of aspirational performance measures.

- **Accountability Data Verification Reports:** Using the Level 2 “High School Accountability Data Verification Report” (**SIRS-101**) and “Elementary/Middle-Level Accountability Data Verification Report” (**SIRS-102**), you can review students’ assessment participation, performance, and accountability graduation rate, as well as the breakdown of student subgroups. District and school personnel are encouraged to review the information contained in these reports, paying close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers may impact future accountability classifications. Note that 2013–14 assessment results for ELA, mathematics and NYSESLAT in the “Elementary/Middle-Level Accountability Data Verification Report” will not be displayed until the most recent test results have been returned from the scoring vendors.
- **Annual Outcomes Reports:** Using the Level 2 Annual Outcomes reports (“Annual Dropout and NonCompleter Report (**SIRS-307**),” “Annual Graduation & Post Graduation Plans Report (**SIRS-308**),” “Annual Regents Report (**SIRS-309**),” and “Annual Regents Competency Report” **SIRS-310**), districts and schools can review the secondary assessment information reported as well as graduate and non-completer information. These reports are not cohort-based and reflect activity reported by the district/school during the 2013–14 school year.
- **Tested/Not Tested Reports (SIRS-301):** Districts and schools can review 2013–14 school year enrollment counts and counts of students who were tested on the grades 3-8 English Language Arts and mathematics assessments, the grades 4 and 8 science assessments, the New York State English as a Second Language Test (NYSESLAT), New York State Identification Test for English Language Learners (NYSITELL), and the New York State Alternate Assessment (NYSAA). Results for grade 8 students taking a Regents science test in lieu of the Grade 8 science test and LEP students taking the NYSESLAT in lieu of the New York State Testing Program (NYSTP) test may also be reviewed.
- **Teacher Student Data Linkage (TSDL) Report (SIRS-315):** The TSDL verification report shows basic roster information, including which students are linked to which teachers and the students’ beginning and ending enrollment dates as well as Enrollment and Attendance Durations, or the total course time, prior to the administration of the assessment or the end of the school year, that each student was linked to a teacher.

BEDS Reports (2013-14 BEDS Day was October 2, 2013):

- **BEDS Day Enrollment Verification Report for State Aid (SIRS-312):** Public school districts can select a year and review supplementary BEDS day enrollment counts and student subgroup data as of the current refresh date. These data are used by State Aid for aid projections.
- **BEDS Day Enrollment Verification Report for State Aid-Preliminary Data (SIRS-312.1):** For current year, public school districts can select a snapshot (January, April or June) and review supplementary BEDS day enrollment counts and student subgroup data as of the snapshot date.
- **BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup (SIRS-313):** Public school districts, public schools and charter schools can select a year and review grade-by-grade and student subgroup BEDS day enrollment as of the current refresh date.

- **BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup-Preliminary Data (SIRS-313.1):** For current year, public school districts, public schools and charter schools can select a snapshot (January, April or June) and review grade-by-grade and student subgroup BEDS day enrollment as of the snapshot date.
- **BEDS Day Enrollment Verification Report by District of Residence SIRS-314):** Public school districts, public schools and charter schools can select a year and review grade-by-grade BEDS day enrollment as of the current refresh date by students' district of residence.
- **BEDS Day Enrollment Verification Report by District of Residence-Preliminary Data (SIRS-314.1):** For current year, public school districts, public schools and charter schools can select a snapshot (January, April or June) and review grade-by-grade BEDS day enrollment as of the snapshot date by students' district of residence.
- **BEDS Day Enrollment Verification Report for District Pre-K (SIRS-316):** Public school districts can select a year and review BEDS day Pre-K enrollment by program description as of the current refresh date.
- **BEDS Day Enrollment Verification Report for District Pre-K-Preliminary Data (SIRS-316.1):** Public school districts can select a snapshot (January, April or June) and review BEDS day Pre-K enrollment by program description as of the snapshot date.
- **BEDS Day Enrollment in Public and Charter Schools by Resident District (SIRS-319):** Public school districts can select a year and review grade-by-grade BEDS day enrollment in public school districts, public schools and charter schools for their residents as of the current refresh date.
- **BEDS Day Enrollment in Public and Charter Schools by Resident District-Preliminary Data (SIRS-319.1):** Public school districts can select a snapshot (January, April or June) and review grade-by-grade BEDS day enrollment in public school districts, public schools and charter schools for their residents as of the snapshot date.
- **Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day (SIRS-323 available in March 2014):** For current year, public school districts, public schools and charter schools can review counts of students enrolled on BEDS day who are eligible to receive a free or reduced price lunch as of the current refresh date.
- **Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day-Preliminary Data (SIRS-323.1 available in March 2014):** For current year, public school districts, public schools and charter schools can select a snapshot (May or June) and review counts of students enrolled on BEDS day who are eligible to receive a free or reduced price lunch as of the snapshot date.

Monthly Student Enrollment Summary Report (SIRS-350 available in early spring 2014):

Public school districts can select a year and review a month-to-month enrollment count of students by school as of the most recent data refresh.

- **Student Attendance Summary Report (available in late spring 2014)** For current year, public school districts and schools can review a summary of student absences and suspensions reported in SIRS.
- **Staff Evaluation Rating Report (SIRS-317):** Using the Level 2 Staff Evaluation Rating Verification Report, districts, BOCES, and public charter schools will be able to review the total number of teachers reported in the Staff Evaluation Rating table in SIRS. Districts, BOCES, and public charter schools (to the extent reported) will also be able to review evaluation subcomponent scores (growth, local, and other measures) and HEDI scores and ratings for all of their teachers and principals.
- **Staff Assignment (Principal Student Data Linkage) Report (SIRS-318):** For a school or district, this verification report shows principal(s) and the grades which the principal(s) are responsible for with a click through view to display the students enrolled in those grades.
- **Assessment Results of Recently Arrived Limited English Proficient Students Report (SIRS 103):** This report displays the counts of LEP students who on April 1 of the reporting year have been attending school in the United States for less than one year. These students are eligible to take the NYSESLAT in lieu of the NYSTP to fulfill the testing requirement for accountability in ELA at the elementary/middle level. The report also displays results for these students on the NYSESLAT and indicates if they took the NYSTP.
- **Parent Reports/Individual Student Reports (ISRs) (SIRS-501):** One two-page report of information for each student tested on the NYSAA, NYSESLAT, and grades 3-8 mathematics and English language arts assessments. Commonly referred to as “parent reports,” these reports include information to help a parent interpret and understand their child’s performance on NYS assessments. School districts and charter schools may either print these reports for mailing home to parents or work with their RIC/Level 1 data center for printing services. ISRs for ELA, mathematics, and NYSESLAT will be available in L2RPT after scores are returned from the testing vendors. School district, charter school and nonpublic school administrators will be notified when the reports are available.

Guidance on using the reports outlined above is available at:
<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>

IRSP Reports for 2013-14 School Year Data

The reports distributed via the IRSP include those listed below but may include others for the 2013-14 school year. If it is determined that reports other than those listed below must be developed and distributed using the IRSP, the report will include information necessary to assist district and/or school staff in verifying and correcting data as necessary. In addition, Level 1 data centers and Big 5 district staff will be notified of the distribution and will be provided with information necessary to assist LEAs. Additional information about the IRSP is available at: <http://www.p12.nysed.gov/irs/irs-portal/>

- **UIAS (Unique Identifier Audit System) Reports:** These reports are posted monthly and are intended to alert LEAs to specific scenarios in which students' enrollment records may have been incorrectly reported in SIRS. Additional information about UIAS is available at: <http://www.p12.nysed.gov/irs/uias/home.html>
- **2013-14 School Year Statement of Certification Reports:** Certification forms are now distributed to LEAs via the IRSP and must be submitted to IRS via the IRSP. The Certification forms will be posted to the IRSP by the deadlines indicated in this memo.
- **Counts of Teachers Reported in TSDL and Counts of Principals Reported in Staff Assignment Reports:** These supplemental reports include summary counts of data included in L2RPT verification reports and are distributed to LEAs to help support accurate and timely data submission. These reports will be distributed to LEAs in the weeks immediately preceding the submission deadline.
- **Backmapping Verification Report:** This report will be available in late spring 2014 and will provide information for schools whose accountability status may be affected by students from backmapping schools.
- **Three Year Enrollment Summary:** This report provides 2011-12 to 2013-14 BEDS Day enrollment for use by State Aid in the April snapshot.