May 24, 2011

Dear Colleagues:

I am writing to remind you of the deadlines for reporting and certifying 2010–11 data in the Student Information Repository System (SIRS) and the PD Data System, alert you to commonly made reporting errors, and provide you with additional information for assisting you in ensuring the data you report are accurate. Please share this information with district and school personnel who are responsible for general and special education data submission and verification.

August 5, 2011 SIRS Data Submission Deadline

The final deadline for submitting 2010–11 school year data in the Student Information Repository System (SIRS) is **Friday, August 5, 2011**. The deadline established by your Level 1 data center will be earlier than August 5 to allow sufficient time for processing. **Data in the SIRS on August 5 will be used to make final 2011–12 accountability determinations, to determine graduation cohort membership and June 2011 graduate counts, and for 2010–11 school report cards.** A signed 2010–11 Statement of Certification of Verification Reports form, which is available at http://www.p12.nysed.gov/irs/nystart/certification.html, is due to your Level 1 data center by **Friday, August 12**. Districts are strongly encouraged to retain copies of verification reports based on data in the SIRS on August 5 for record keeping purposes.

Common Data Reporting Errors

In previous years, schools and districts have encountered difficulties correctly reporting the following data elements:

- **Graduates** must be reported with the correct diploma type 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;
- Students eligible to use the **NYSESLAT in lieu of the ELA** for participation for accountability purposes must be reported correctly with a Program Service Code 0242;
- **Grade 8 students who took a science Regents exam** for 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);
- 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 of 0220, and an accurate date of birth that corresponds to the NYSAA administered. See: http://www.p12.nysed.gov/apda/nysaa/2010-2011/age-range.pdf for additional information.

As always, any necessary changes must be made to the source data contained in the local student management system and loaded to Level 1 / Level 2 of the SIRS. Note that data will be refreshed weekly in Level 2 of the SIRS until August 5, the final reporting deadline. Districts should work with their Level 1 data center to determine the data loading schedules in place prior to the statewide August 5 certification deadline for 2010–11 school year data.

Additional Reporting Information

SIRS Data Verification Reports are available to authorized users in the Level 2 reporting environment (L2RPT) and on nySTART (www.nySTART.gov). 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. User accounts for the nySTART reporting environment are available from Regional Information Center (RIC) and Big 5 City School District nySTART support contacts (see http://www.p12.nysed.gov/irs/nystart/tips.html).

Please pay close attention to the following Level 2 Reports:

- **Reasonableness Report:** 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 ELA 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 and corresponding exit enrollment code 799.

  The Reasonableness Report provides counts of last year's and this year's data (2009–2010 in column A and 2010–2011 in column B), the difference between these counts (column C), and the percent change between the counts (column D) of students by various category types (e.g., enrollment ending code).

  Significant changes between data reported in 2009–10 compared to those reported in 2010–11 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 percent 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 percent change may be significant. Reporting errors discovered as a result of a review of these reports should be corrected in the local student management system and submitted to the SIRS.

- **Total Cohort Report:** 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 2007 total cohort through June 2011 (four-year outcomes), the 2006 total cohort (five-year outcomes) and the 2005 total cohort (six-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 5 deadline.

Preview Accountability and Overview Reports

The Preview Accountability and Overview Reports (preAORs) provide information on whether a school or district made Adequate Yearly Progress (AYP) based on 2010–11 school year data in the SIRS. preAORs containing secondary-level AYP determinations only are scheduled to be available to authorized users on nySTART on **June 2 and June 15, 2011**. preAORs containing elementary/middle- and secondary-level AYP determinations will be available **July 13** through **August 10, 2011.**

Special Education Notification and Certification

Data in special education verification reports will be available for review and certification through the PD Data System by the dates shown below:
- **June 1, 2011:** VR10, VR11, VR12, VR13, VR14, VR15, and VR16 available for review. On this date, the option to certify these individual reports as accurate will become available within the PD system. Districts will be able to certify this data as accurate throughout the certification period.
- **August 5, 2011*:** State Ed deadline for uploading all demographic, program services, enrollment, type of credentials, and post-graduate plans for VR10, VR11, VR12, VR13, VR14, VR15, and VR16. Check with your local Level 1 data center for their data submission schedule.
- **August 10, 2011:** VR10 and VR16 data certification deadline. After this date, districts will have the option to indicate that the data within the report(s) are not accurate.
- **November 2, 2011:** VR11, VR12, VR13, VR14, and VR15 data certification deadline. After this date, districts will have the option to indicate that the data within the report(s) are not accurate.

*The data repository will be closed or "frozen" for a period of time after August 5, 2011. During this frozen period, school districts will not be able to update any demographic, program services, and enrollment data that are required for the VR11, VR12, VR13, VR14, and VR15 reports. Only data submitted via the Special Ed Events template will be updated.

If you have questions about this information, please contact the Office of Information and Reporting Services by phone (518-474-7965) or e-mail (dataquest@mail.nysed.gov). 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 all your work on behalf of all the students of our State.

Jeff Baker
Data Director