

**DEADLINES FOR VERIFICATION AND  
CERTIFICATION OF 2018–19 SCHOOL YEAR DATA IN SIRS**

**January 29, 2019**

<b>Date/ Estimated Date:</b>	<b>Data Extract or Certification:</b>	<b>Purpose of Collection:</b>	<b>Applicable To:</b>
October 12, 2018	August Graduates, Total Cohort Graduation Rate Reporting	Deadline for districts to submit graduates as of August 31, 2018 for Total Cohort Graduation Rate reporting.	Public School Districts, Charter Schools
October 2018	Staff Snapshot	Staff Snapshot data should be loaded for the earlier submission of teacher BEDS forms in TAA and ability to load data into other staff and course templates. Additionally, districts must load guidance counselors in Staff Snapshot if they wish to report these staff in the Student template for use with the Graduation Tracker.	Public School Districts, Charter Schools, State Operated Schools
December 14, 2018	2018-19 ePMF <b>Data Due</b>	Deadline for <u>teachers</u> to submit data (complete ePMF forms). Administrators with entitlements can review and correct forms until the certification date.	Public School Districts, BOCES, Charter Schools, State Operated Schools
January 4, 2019	2018–19 BEDS Day Enrollment <b>Data Extract</b>	<p>Counts of UPK students are collected for calculating UPK grant funding.</p> <p>Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates the list of schools used on the FAFSA.</p>	Public School Districts, Charter Schools
January 4, 2019	2018–19 FRPL <b>Data Extract</b>	<p>FRPL, Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting which serves as a sampling frame for federal statistical studies, defines the universe for the CRDC, and populates, the list of schools used on the FAFSA.</p>	Public School Districts, Charter Schools

January 4, 2019	2018-19 BEDS Day Immigrant Student Count <b>Data Extract</b>	Counts of immigrant students are collected for calculating Title III immigrant allocations.	Public School Districts, Charter Schools
January 7, 2019	2018-19 Data <b>Certification</b> of Special Education Data Elements VR 1-9 through PD Data System	Districts and nonpublic schools are required to certify data as Accurate or Not Accurate. Status will be defaulted to Not Accurate in the PD system for entities that do not certify.	Public School Districts, nonpublic schools, Special Acts, Article 81, State Agencies, State Operated Schools
February 1, 2019	2018-19 Staff Snapshot and Staff Assignment <b>Data Due</b>  CEO Certification of ePMF forms	Staff and course counts used for federal reporting.  PMF Teacher data will be certified in the <a href="#">TAA system</a>	Public School Districts, BOCES, Charter Schools, State Operated Schools
February 1, 2019	2018-19 Course Instructor Assignment and Student Class Entry Exit <b>Data Due.</b> <b>(Preliminary Data- Data must be complete by SIRS EOY)</b>	All courses, students and teachers should be current to date. Data can be updated until SIRS closes in August.	Public School Districts BOCES, Charter Schools
March 22, 2019	2018-19 BEDS Day Enrollment <b>Data Extract</b>	Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.	Public School Districts, Charter Schools
March 22, 2019	2018-19 BEDS Day FRPL <b>Data Extract</b>	Used for calculating preliminary State Aid allocations. Also reported to USED via ED Facts. All entities need to show FRPL counts in the March snapshot to be included in the FRPL data submitted to USED.	Public School Districts, Charter Schools
March/April 2019	2018-19 BEDS Day ELL Counts <b>Data Extract</b>	Reported to USED via ED Facts. Supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment must report these students in SIRS with the appropriate ELL Eligible program service code in the March/April BEDS Day Enrollment snapshot to be included in the ELL data file submitted to USED.	Public School Districts, Charter Schools
June 14, 2019	2018-19 Staff Assignment (Principals data) <b>Data Due</b>	Used for 2018-19 Principal State-provided growth score calculation purposes.	Public School Districts, BOCES, Charter Schools

June 14, 2019	2018-19 Staff Student Course (TSDL records) <b>Data Due</b>	Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2018-19 teacher and principal State-provided growth score calculation purposes. Staff Student Course records should be verified using the L2RPT SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.	Public School Districts, BOCES, Charter Schools
June 21, 2019	2018-19 Staff Student Course (TSDL) & Staff Assignment Data <b>Statement of Certification</b>	Certify the accuracy of the data submitted as of the reporting deadline (Certification of Principals only in Staff Assignment) in the NYSED Business Portal. Staff Assignment records should be verified using the Level 2 SIRS-318 Staff Assignment Verification Report.	Public School Districts, BOCES, Charter Schools
July 12, 2019	2018-19 Regents Exam Scores <b>Data Extract</b>	2018-19 scores for Regents exams (including June 2019 records) and approved alternatives to Regents exams to be used in principal evaluation growth score calculations.	Public School Districts and Charter Schools
August 23, 2019 <b>Data Due</b>	2018-19 Special Ed Data	2018-19 Special Education Data Elements: VR13, VR15, and VR16 through the <a href="#">PD Data System</a>	Public School Districts
August 26, 2019 <b>Certification</b>	2018-19 Special Ed Data	2018-19 Special Education Data Elements: VR13, VR15, and VR16 through the <a href="#">PD Data System</a>	Public School Districts
August 23, 2019	<b>All Final 2018-19 SIRS EOY Data Due</b> (except for Special Education Events, Staff Evaluation)	<b>Data must be submitted to Level 2 by 11:59 P.M. on due date.</b>  Used for federal and State reporting purposes, for State Aid allocations, and to make accountability status determinations.	Public School Districts, Charter Schools, State Agencies, BOCES, Nonpublic Schools
August 23, 2019 ( <b>Data Due:</b> October 18, 2019)	<b>Start of collection</b> for 2018-19 Staff Evaluation Overall Ratings & Subcomponent scores	Overall Ratings & Subcomponent scores for districts implementing an APPR plan under Education Law 3012-d.  Staff Evaluation data submission is one factor in a school district's eligibility for 2019-20 State Aid.	Public School Districts, BOCES
September 6, 2019	<b>2018-19 SIRS EOY Data Statement of Certification</b> Form (except for Special Education Events, Staff Evaluation)	Certify the accuracy of data submitted as of the end of year (EOY) reporting deadline as applicable per institution.	Public School Districts, Charter Schools, BOCES, Nonpublic Schools
September 20, 2019 <b>Data Due</b>	2018-19 Data and Certification of Special Education Data	<a href="#">Information relating to each VR</a>	Public School Districts

	Elements: VR 11-12 and VR 14 through PD Data System		
September 23, 2019 <b>Certification</b>	2018-19 Data and Certification of Special Education Data Elements: VR 11-12 and VR 14 through PD Data System	<a href="#">Information relating to each VR</a>	Public School Districts
October 11, 2019	August Graduates, Total Cohort Graduation Rate Reporting	Submission of August 2019 diplomas for students in the 2013 and 2014 total cohorts.	Public School Districts, Charter Schools
October 18, 2019	<b>2018-19 Staff Evaluation</b> Overall Ratings & Subcomponent scores <b>due</b>	2018-19 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012- d. Staff Evaluation data submission is one factor in a school district's eligibility for 2019-20 State Aid.  Further information regarding Staff Evaluation data submission will be available in the fall of 2019.	Public School Districts, BOCES
October 25, 2019	2018-19 <b>Statement of Confirmation</b> of Staff Evaluation Rating Verification Report	Certify the accuracy of the Staff Evaluation data submitted <u>as of the October 18 deadline</u> .  This form can be accessed and must be submitted via SED Monitoring in <a href="#">NYSED's Application Business Portal</a>	Public School Districts, BOCES

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 23, 2019. 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.

**Notes:**

- BEDS enrollment in the PD System VR1-6 and VR 8 as of January 7, 2019, are reported to USED.
- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- BOCES district superintendents, superintendents and charter school leaders may impose a shorter timeframe for ePMF submissions by teachers.
- Your regional informational center (L1 center) may require an earlier deadline to allow for processing.

**Acronyms:**

APPR = Annual Professional Performance Review  
BEDS = Basic Educational Data System  
BOCES = Board of Cooperative Educational Services  
COSF = Child Outcomes Summary Form  
CRDC = Civil Rights Data Collection  
ELL/MLL = English Language Learners/Multilingual Learners  
ENL = English and New Language Program  
FAFSA = Free Application for Federal Student Aid  
FRPL = Free and Reduced-Price Lunch  
IDEA = Individuals with Disabilities Education Act  
LEAs = Local Educational Agencies  
PMF = Personnel Master File  
SIRS = Student Information Repository System  
TAA = Teacher Access and Authorization  
TSDL = Teacher-Student Data Linkage  
UPK = Universal Prekindergarten  
USED = United States Education Department  
VR = Verification Report