

## Extract Student Graduation Credential From ReportNet

Expedite this reporting by collecting a list of **students graduating with a Regents diploma in June of the current year** (name and ID), that earned either a Seal of Biliteracy or Civic Readiness, even if the criteria for receiving the Seal was met in a prior year.

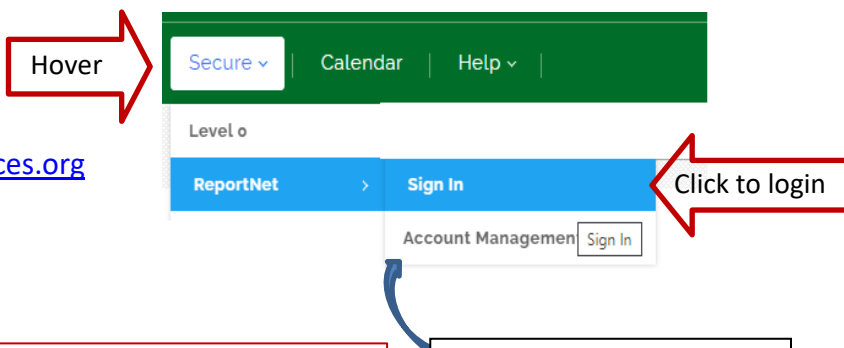
**August Grads, that receive a Seal of Biliteracy or Civic Readiness, must be reported each October.**

<p><b>Received Seal of Biliteracy — Code 8312</b>  <b>Level Designation:</b> District-level service.  <b>Description:</b> This program service is used to identify students who have earned a Regents diploma and received a New York State Seal of Biliteracy (NYSSB), which is an award given by a school or district in recognition of students who have studied and attained proficiency in foreign language courses.</p>	<p><b>Received Seal of Civic Readiness – Code 8313</b>  <b>Level Designation:</b> District-level service.  <b>Description:</b> This program service is used to identify students who have earned a Regents diploma and received a New York State Seal of Civic Readiness (NYSSCR), which is an award given by a school or district in recognition of students who have studied and attained high level of proficiency in civic knowledge, civic skills, civic mindset and civic experiences.</p>
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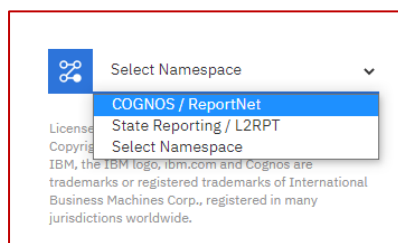
1. Start at the NYC Charter Data Central website at

<https://nyccharterdatacentral.esboces.org>

Hover over **Secure**  
Click on **ReportNet**



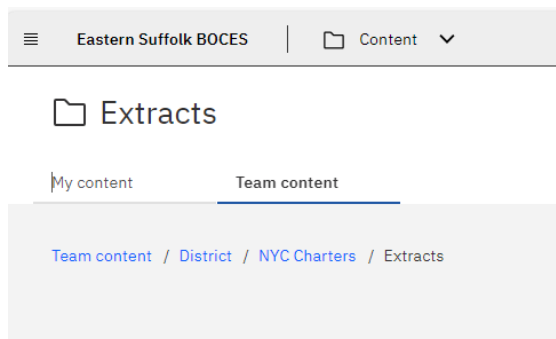
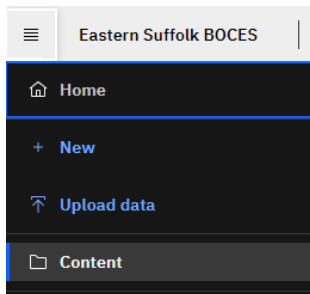
2. Select **COGNOS/ReportNet** from the dropdown and login.



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

3. Click on the following folders:

**Content>**  
**Team Content>**  
**District>**  
**NYC Charters>**  
**Extracts**



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4. Select **PROGRAM FACTS – Student Graduation Credential**

5. Select School/Year & click on  
NEXT

6. Select the student(s) that are receiving  
the Seal of Biliteracy/Civic Readiness  
credential and click on Finish

7. Open the Excel file that downloads:  
follow the instructions in rows 1-7.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Program Facts - Student Graduation Credential (2022-2023)</b>												
2	Student names are updated weekly. If a student is missing from this report please ensure that they have been reported in the appropriate NYCDOE system.												
3	Blue Column Headers indicate required fields												
4	Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.												
5	Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete th												
6	Column E - enter 4 digit SEAL code: BILITERACY 8212 or CIVIC READINESS 8313												
7	When complete, save as an Excel file with headers and again as a CSV file without directions, headers and green columns.												
8	DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE Enter June 30 of the current school year (yyyy-mm- dd)	STUDENT ID 9 numeric characters (left pad with zeros if needed)	STUDENT NAME	PROGRAM CODE	PROGRAM START DATE (yyyy- mm-dd)	PROGRAM END DATE Enter only if student left the program/sc hool before the end of the class (yyyy-mm- dd)	STATE BEDS CODE (leave blank)	PROGRAM INTENSITY (leave blank)	ENTRY REASON CODE 1 (leave blank)	ENTRY REASON CODE 2 (leave blank)	ENTRY REASON CODE 3 (leave blank)
9	90000001	84A###	2023-06-30	000000001	Last1, First		2023-05-30						
10	90000001	84A###	2023-06-30	000000002	Last2, First		2023-05-30						
11	90000001	84A###	2023-06-30	000000003	Last3, First		2023-05-30						

In the above view,

**Row 8:** Headers have “WRAP TEXT” on to see more data at once

Column headers are color coded to highlight different information:

- **Black text** no data required and the column can be hidden BUT DO NOT DELETE
- **Blue text** indicates a required field
- **Green text** indicates a field with extra information for your convenience. DELETE this column before creating a CSV

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## Extract Student Graduation Credential From ReportNet

### What you need to report:

Add a Program Code for each graduating student that earned either a Seal of Biliteracy or Civic Readiness. Type the appropriate code in the row of the associated student with a Seal of Biliteracy (Code: 8312) or Civic Readiness (Code: 8313) in column F (prior to removing column E).

### Finished?

Once you have updated your spreadsheet with this year's information, save it as

#### 1) an Excel file (with headers)

- then DELETE rows 1-8, directions and headers
- Remove Column E, student name
- BEST PRACTICE:
  - 1) Find the first empty column off to the right: select multiple empty columns to the right & hit DELETE, then
  - 2) Find the first empty row at the bottom: select multiple empty rows & hit DELETE

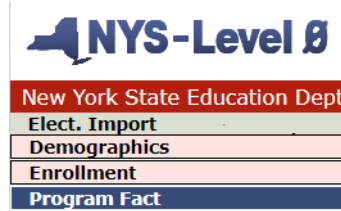
#### 2) save the file again in the file format **.CSV** (comma separated values).

### Loading the CSV into Level 0.

Log into **Level 0**

Hover over **ELECTRONIC IMPORT**

Click on **PROGRAM FACTS**



**STEP 1:** Default settings do not need to be adjusted

**STEP 2:** Click on **CHOOSE FILE** to select your CSV

**STEP 3:** Click on **PREPARE IMPORT FILE** (this may take a moment)

**STEP 4:** Click on **PERFORM PRECHECK** to verify record counts prior to import: Biliteracy &/or Civic Readiness will be automatically selected.

**STEP 5:** Default settings - do not need to be adjusted

**STEP 6:** Click on **VALIDATE DATA** icon

**Program Fact Validation and Import:**

Step 1 - Select Import file type:  
(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

No file chosen

Step 3 - Click button to prepare file for validation:

Step 4 - (Optional) Pre-check - View import record category counts:

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSES/LAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch
<input type="checkbox"/> 8261::Single Parent Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title I TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. T
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input checked="" type="checkbox"/> 8312::Biliteracy
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 8754::CCEIS	<input checked="" type="checkbox"/> 8313::Civic Readiness		

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☒ DO NOT Delete Level 0 P.S. Records ☐ Delete All Valid P.S. records (selected categories only)

Step 7 - Click button to validate data file:

**Red message?** There is an error(s) and the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and reload the data.

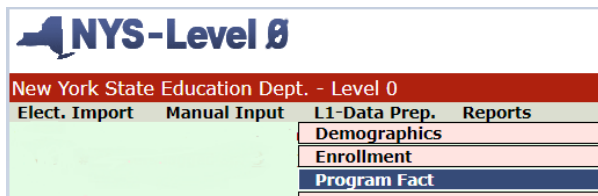
**Green message?** Proceed to...

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## Extract Student Graduation Credential From ReportNet

*Finished?*

Complete the **L1 DATA PREP** process for  
 Program Fact



New York State Education Dept. - Level 0	
Elect. Import	Manual Input
L1-Data Prep. Reports	
Demographics	
Enrollment	
Program Fact	

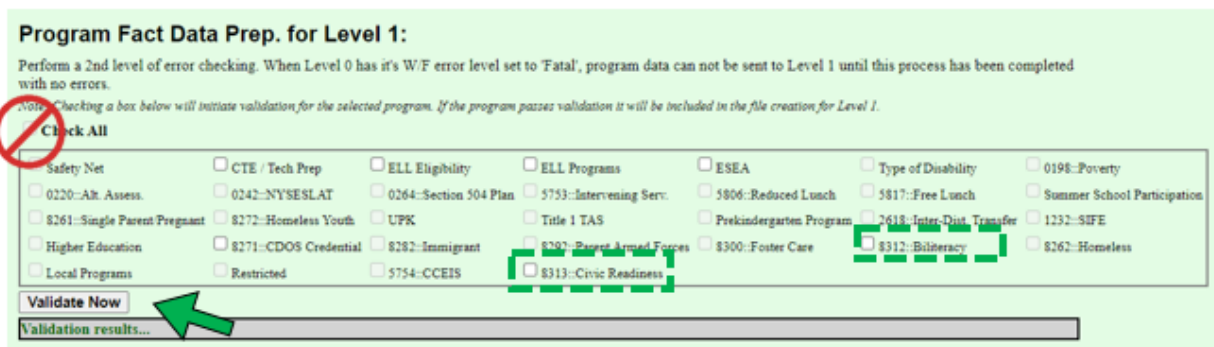
Hover over **L1-DATA PREP**

Click on **PROGRAM FACT**

- Identify ONLY the NEW SEAL DATA loaded
  - Check: 8312 &/or 8313
- Click on **VALIDATE NOW**
- Click on **Create File for Level 1 Submission**

ONLY check the data types reported by you in Level 0

**DO NOT** ✓ **ALL**



**Program Fact Data Prep. for Level 1:**

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

☒ Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability	<input type="checkbox"/> 0198::Poverty
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation
<input type="checkbox"/> 8261::Single Parent Pregnant	<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title I TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8287::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Bilingual	<input type="checkbox"/> 8262::Homeless
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754::CCEIS	<input type="checkbox"/> 8313::Civic Readiness			

**Validate Now**

Validation results...

Click the **"Validate Now"** button – you should get a green success message

L0 will list each of the data set you checked and report the outcome of data transfer in green.

Click on **Create File for Level 1 Submission**.



Click the button below to create export file for Level 1

**Create File for Level 1 Submission** Save As

The checked categories above are locked and waiting to be prepared for Level 1 submission.

*If a red message pops up*, the file cannot be loaded. Review the message and make the necessary updates.

**Complete!**

Once **ESBOCES** transfers the data to the **NYCDOE**, you should Verify data reporting to **NYSED** in **L2RPT**

You've submitted your Program Facts file and the data is queued for transfer to the NYCDOE for submission to NYSED. Data is submitted every Wednesday at 9AM to the NYCDOE and refreshed in L2RPT the following Monday.

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## Extract Student Graduation Credential From ReportNet

**Data Verification in L2RPT** [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the

- **SIRS 308 Annual Graduation & Post Graduation Plans Report**

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates	Total Completers	Local Diplomas	Regents Diplomas	Regents Diplomas with Honors	Regents with Advanced Designation	Regents with Advanced Designation with Honors	Regents with CTE Endorsement	Commencement Credentials	Seal of Biliteracy	Seal of Civic Readiness
	a = (c+d+e+f+g)	b = (c+d+e+f+g+h)	c	d	e	f	g	h	i	j	k

**Note:** Seal of Biliteracy and Seal of Civic Readiness categories appears only if it has been reported.

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates	Total Completers	Local Diplomas	Regents Diplomas	Regents Diplomas with Honors	Regents with Advanced Designation	Regents with Advanced Designation with Honors	Regents with CTE Endorsement	Seal of Biliteracy	Seal of Civic Readiness
*All Students	a = (c+d+e+f+g)	b = (c+d+e+f+g+h)	c	d	e	f	g	h	i	k

Blue numbers are hyperlinks to a list of students in each category.

*Each school is responsible for the accuracy of ALL data reporting.  
Verification **MUST** be completed by a review of the associated L2RPT report.*

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