Manually Input
CDOS Reporting

Expedite this reporting by collect a list of students' (name and ID) that participated in a Career Development and Occupational Studies, CDOS, course or program.

> **Under the US Department of Education's Every Student Succeeds Act, ESSA, NYSED collects information about College, Career and Civic Readiness, CCR, including student participation in CDOS.**

Definitions from the SIRS Manual: http://www.p12.nysed.gov/irs/sirs/ page 239
Underlining added for emphasis- ALL students in career & technical coursework should have a CDOS program, service record.

 CDOS Credential Eligible Coursework — *Code 8271.*

> **Description**: *Indicates a student who is taking Career and Technical Education coursework and/or work-based learning that may be used to satisfy requirements for the Career Development and Occupational Studies (CDOS) Credential. This code should not be reported in lieu of the six-digit specific Career and Technical Education (CTE) Program Code used to report the CTE program a student is in.*
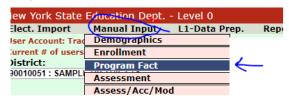> **Purpose:** *Used to identify students taking coursework that may be used to satisfy requirements for a CDOS credential as a stand-alone credential or in addition to a high school diploma or high school equivalency (HSE) diploma.*
> **Entry Date:** *Date the student begins Career and Technical Education coursework and/or work-based learning that may be used to satisfy requirements for a CDOS.*
> **Exit Date:** *Date the student receives the CDOS or is no longer participating in coursework and/or work-based learning.*
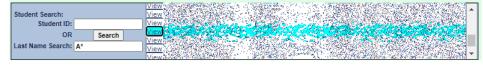> **Reason for Ending Code:** *700 — Received a CDOS credential or 701 — No longer participating in coursework and/or work-based learning that satisfied the requirements for the CDOS credential. This is the only way to indicate that a student satisfied the requirements for the CDOS credential when it's earned in addition to a local or Regents diploma.*

Adding Program Service Codes

- Go to our NYC Charter Data Central website
- Hover over **Secure** and click on **Level 0**.
- Login.
- On the grey menu bar, go to Manual Input
- Click on Program Fact

You must have the Student ID for each record.

Use the SEARCH Last Name option:
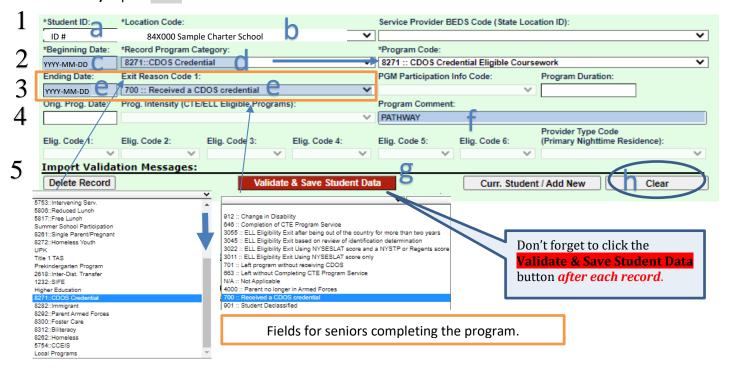> enter Student's last name, or
> the first initial(s) of the last name with an asterisk (*) to view all last names starting with that letter(s)

Click **Search**.

Level 0 will display the name(s) of the student(s) that match your search. Use **Copy and Paste** the add the correct ID into the Student ID field below.

Call us if you need us at 631.218.4134.

Complete data entry in rows 1-5 for each student tha earned a CDOS credential.

Row 1-   a) *Enter* **ID** and
             b) **Select school** from dropdown

Row 2-   c) **Enter Start Date** (use the frist day of school or the enrollment date for the current school year)
             d) **Select 8271**, CDOS Credential from Dropdown > Program Code will autmatically populate

Row 3-   e) GRADUATING SENIORS need an **End Date** if they finished the CDOS program
             Select 700 Exit Code from dropdown

Row 4-   f) GRADUATING SENIORS **Comment**- enter "PATHWAY" to denote the correct Diploma Type

Row 5-   g) Tap on **Validate & Save**
             h) Tap on **Clear** to enter the next record for another student

Don't forget to click the **Validate & Save Student Data** button *after each record*.

Fields for seniors completing the program.

Finished? *Lock* and *Submit* the data.

L1 Data Prep MUST be completed for the transfer of data to the NYCDOE for submission to NYSED:

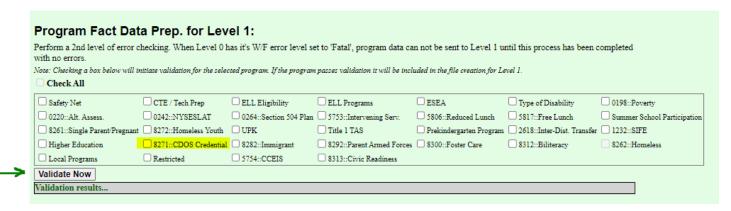Hover over **L1-Data Prep**.

Click **Program Fact** from the menu

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ALL Program Service boxes will automatically be selected, image below, this ensures that no data in any category is lost. DO NOT adjust this.

LOCK ONLY the category with new data.

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**

☐ Safety Net	☐ CTE / Tech Prep	☐ ELL Eligibility	☐ ELL Programs	☐ ESEA	☐ Type of Disability	☐ 0198::Poverty
☐ 0220::Alt. Assess.	☐ 0242::NYSESLAT	☐ 0264::Section 504 Plan	☐ 5753::Intervening Serv.	☐ 5806::Reduced Lunch	☐ 5817::Free Lunch	☐ Summer School Participation
☐ 8261::Single Parent/Pregnant	☐ 8272::Homeless Youth	☐ UPK	☐ Title 1 TAS	☐ Prekindergarten Program	☐ 2618::Inter-Dist. Transfer	☐ 1232::SIFE
☐ Higher Education	☐ 8271::CDOS Credential	☐ 8282::Immigrant	☐ 8292::Parent Armed Forces	☐ 8300::Foster Care	☐ 8312::Biliteracy	☐ 8262::Homeless
☐ Local Programs	☐ Restricted	☐ 5754::CCEIS	☐ 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 sets and report the outcome of data transfer in green.

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.

Once the Validation process has been completed, the user MUST click on Create File for Level 1 Submission

If you get any error messages in the L1-Data Prep area, give us a call at ***631.218.4134***

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