

## 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.

### NYS-Level 0

New York State Education Dept. - Level 0  
Elect. Import Manual Input L1-Data Prep. Rep  
User Account: Tra Demographics  
Current # of users Enrollment  
District: Program Fact  
90010051 : SAMPL Assessment  
Assess/Acc/Mod

### 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

Student Search:  
Student ID:   
OR   
Last Name Search: A\*

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.

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# Manually Input CDOS Reporting

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

The screenshot shows the CDOS Reporting form with the following fields and annotations:

- 1**: \*Student ID: (ID #) and \*Location Code: (84X000 Sample Charter School)
- 2**: \*Beginning Date: (YYYY-MM-DD) and \*Record Program Category: (8271::CDOS Credential)
- 3**: \*Program Code: (8271 :: CDOS Credential Eligible Coursework)
- 4**: \*Ending Date: (YYYY-MM-DD) and Exit Reason Code 1: (700 :: Received a CDOS credential)
- 5**: \*Program Comment: (PATHWAY)
- g**: **Validate & Save Student Data** button
- h**: **Clear** button

Fields for seniors completing the program:

- Elig. Code 1: (dropdown)
- Elig. Code 2: (dropdown)
- Elig. Code 3: (dropdown)
- Elig. Code 4: (dropdown)
- Elig. Code 5: (dropdown)
- Elig. Code 6: (dropdown)
- Provider Type Code (Primary Nighttime Residence): (dropdown)

Import Validation Messages:

- 6753::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
- 8282::Homeless
- 5754::CCEIS
- Local Programs
- 912 :: Change in Disability
- 646 :: Completion of CTE Program Service
- 3055 :: ELL Eligibility Exit after being out of the country for more than two years
- 3045 :: ELL Eligibility Exit based on review of identification determination
- 3022 :: ELL Eligibility Exit Using NYSESLAT score and a NYSTP or Regents score
- 3011 :: ELL Eligibility Exit Using NYSESLAT score only
- 701 :: Left program without receiving CDOS
- 663 :: Left without Completing CTE Program Service
- N/A :: Not Applicable
- 4000 :: Parent no longer in Armed Forces
- 700 :: Received a CDOS credential
- 901 :: Student Declassified

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

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



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

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How to...

## Manually Input CDOS Reporting

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

<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 1 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"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<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 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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