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TO: District Superintendents
               Superintendents of Public Schools
               Public School Leaders
               Charter School Leaders
               Regional Information Center Directors
               Level 1 Primary and Secondary Project Managers

FROM: Yufan Huang, Executive Coordinator
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SUBJECT: Reporting 2023-24 School Year Data

DATE: September 7, 2023

This memo highlights revisions and additions to the public school district, Board of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2023-24 school year (SY) data to the New York State Education Department (NYSED or the Department) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

The reporting requirements described in this memo apply to all public school districts and their component schools, BOCES, and charter schools. Please share this information with the district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the respective program offices' web pages. Please review all dates carefully to ensure data are reported accurately and in a timely manner. As necessary, additional dates may be added to the timeline or modified and subsequently communicated to your Regional Information Center (RIC)/Big 5 City School District scanning centers as they become available. RICs and scanning centers will require data to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing. All LEAs must work within their RIC or scanning center timelines and plan to submit data the week prior to the RIC or scanning center timelines to allow for correcting data after the automated weekend refresh processes and the final RIC or scanner center deadline.

In addition to the specified due dates for data outlined in the [SIRS data reporting timeline](), the Department will extract and use data throughout the school year as needed. Data extracts throughout the year are required for New York State (NYS) and federal reporting, NYSED program office use, and other purposes such as, but not limited to, addressing natural, civil, or political crisis condition impacting the education of students in New York State. Therefore, it is imperative that districts, BOCES, and charter schools have data collection, input, vetting, and verification protocols in place early in the school year and move data at regular and frequent intervals to the Department. These practices will help to ensure data are as complete and accurate as possible

<u>throughout</u> the entire school year and provide opportunities to detect data irregularities and correct inaccurate records, if necessary.

All reporting entities are expected to manage internal data protocols and data quality best practices within source systems, focusing on the degree to which local education agency (LEA) data meet school, district, and NYSED expectations of accuracy, validity, completeness, and consistency. Reporting entity staff must:

- ensure data integrity in source systems.
- know data collection requirements.
- know business rules, expectations, and timelines.
- know the importance of accurate data and how they impact their institution.
- understand data flow; and
- know and use available reports and resources throughout the school year reporting cycle to ensure data quality and accuracy.

If you have questions about best practices for managing internal data protocols, utilizing best practices for data quality, RIC and scanning center dates, or the data contained in SIRS, please contact your RIC (or, for Big 5 City School Districts, your District Data Coordinator (DDC)). For a list of RIC and Big 5 City School District contacts, see the [RIC/Big 5 Contacts page](#). For other commonly asked questions and answers, please refer to articles provided in the Office of Information and Reporting Services (IRS) [Datasupport Help Center pages](#).

2023-24 New SIRS Data Collection and Reporting Requirements and Reminders

The deadline to submit 2023-24 data to the SIRS is **August 16, 2024**. Special Education Events, Staff Evaluation, and Level 0 Historical (L0H) data *have different due dates*. Please see the SIRS Timeline for other reporting deadlines.

Subject	What to Know
Program Service Codes	• Several Program Service Code changes have been made for the 2023-24 school year. These changes can be found on the SIRS Code Change document on the [Vendor Support for School Districts and BOCES web page](#).
Assessment Codes	• The new Regents Next Generation Learning Standards Examination in Algebra I will be administered for the first time in June 2024. The NYS Grade 5 Science exam will be administered for the first time in spring of 2024. Codes for these assessments can be found in the "Phased In/Out Assessment" section below and on the SIRS Code Change document on the [Vendor Support for School Districts and BOCES web page](#).
Staff and Course Reporting	• 2023-24 Staff and Course updates can be found on the [Teacher/Staff Data](#) and [New York State Comprehensive Course Catalog](#) web pages. • The annual teacher certification match process is performed using data from the SIRS Course Instructor Assignment template. Two Cognos reports (SIRS-328 and SIRS-329) continue to be available in the Level 2 Reporting (L2RPT) Environment, along with a course to certification crosswalk distributed via the NYSED IRS Portal

Subject	What to Know
	(IRSP), which provides LEAs with an appropriate mapping of course codes to certification areas. All LEAs should consult the Cognos reports and Crosswalk (posted to the IRSP) in the fall prior to reporting course data. • Beginning in 2023-24, all school districts, BOCES, and charter schools must identify the percentage of time school nurses, counselors, social workers, and psychologists are serving each building, including itinerant staff from other LEAs and private entities. Refer to the SIRS Manual for additional guidance.
Student Digital Access	• Each Fall, school districts, charter schools and BOCES will report data to the SIRS on student access to devices and broadband in their places of residence. This collection will help identify specific needs and target resources and funding opportunities when they become available. • Student digital access data must be reported to the SIRS as soon as possible during the school year.
Student Daily Attendance	• LEAs must report both positive and negative attendance. Students present for instruction for the day, irrespective of instructional modality, must be reported with the codes PRSNT-IN, PRSNT-OUT. • There must be an attendance record for every student on all instructional days. LEAs must continue working with Student Management System (SMS) vendors to ensure data are reported accurately.
Student Enrollment Codes for Compulsory Age Students	• For public school district students who stop attending school while they are still of compulsory school age, the 8300 Reason for Beginning Enrollment Code must be reported immediately after entering the Reason for Ending Enrollment Code 400 - Compulsory age student, stopped attending. The 8300 must continue to be reported each year until the end of the school year in which the student turns 16 (or 17 in select districts).
Students Impacted by a Crisis or Disaster.	• A code must be reported on the student record for new students presented at the school for registration due to a crisis or disaster. • These students may or may not have documentation and are to be registered regardless of documentation. • Information identifying all new students to the district impacted by a crisis must be reported to SIRS as early as possible in the school year, including information for students who were impacted or displaced and coming from other countries.
Student Credit GPA	• Students in Pathways in Technology (P-TECH), Smart Scholars, and Smart Transfer programs must be reported with a Student Credit GPA.

P-TECH, Smart Scholars, and Smart Transfer Programs

Beginning in the 2022-23 school year, the Department began utilizing a new template to collect program project partner data while phasing out the legacy NYSED program office collection. The *Partner Project Fact* template will collect data for P-TECH and Smart

Scholars programs and capture additional data points related to the specific program partners.

This template was phased in during the 2022-23 school year, piloting P-TECH, Smart Scholars, and Smart Transfer program data, including New York City (NYC) P-TECH program data reported using this template, requiring only fields 1-8 and 14. Program service codes reported in this template are 4026, 4027, 4037, and 4047. These codes are no longer reported using the Programs Fact template.

Data reported to the Partner Project Fact template requires that a project number be included for each student record. The project number is assigned by the Department during the program approval process. All grantees and their participating LEAs must have processes in place for sharing project numbers and other data related to the reporting of enrolled students by their accountable school districts. Data can only be reported by those school districts with an approved NYSED Project ID (Number). Additional data requirements for these programs are collected using the Student Lite template, including post-graduate activity, county of residence, and education level of parent. This information should be familiar to those managing the current data collections in school districts.

For more information about data reporting and codes associated with this template, please refer to the 2023-24 SIRS Manual.

For Program information related to P-TECH and the Smart Scholars and Smart Transfer programs, visit the Office of Postsecondary Access, Support, and Success webpage.

Phased In/Out Assessments with Assessment Measure Codes

Assessment	First Administered	Last Administered	Assessment Measure Code
NYS Grade 5 Science	Spring 2024		00030
Regents Common Core Algebra I	June 2014	January 2024	01304
Regents Algebra I (NGLS)	June 2024		06303

Note: ALL data collection and reporting changes for the 2023-24 school year will be detailed in the 2023-24 SIRS Manual and **Code Changes** documents and made available on the Vendor Support for School Districts and BOCES web page. Please review these changes carefully when updated.

Data Verification

NYSED provides tools for reviewing, verifying, and certifying data available to school districts, BOCES, charter schools and other select reporting entities throughout the school year. Information officers and data coordinators must be familiar with the various systems and applications associated with data verification in order to prepare for end of year (EOY) verification and certification.

Level 0 (L0), L0 edits, Resources, Reports, and Documentation

L0 is a NYSED application that is hosted by RICs. Since many RICs support School Management Systems for school districts, this positions L0 to be the closest data warehouse application to the source of student and staff information, supports eScholar templates, and has implemented business rules, edits, and reports to cleanse the data before it moves forward to the next level of the warehouse.

The L0 Data Quality workgroup was formed in 2020, consists of representatives from each RIC, and meets as needed. The goal of this workgroup is to identify reports that will assist the users with identification of missing data and inconsistencies in the submitted data. With their input, L0 has developed a dashboard report that represents the current template data at a glance, reflecting records loaded, errors encountered, and dates and times when the data have moved forward to Level 1. This workgroup continually develops Data Quality reporting based on the needs and priorities of the Department and LEAs. The workgroup plans to continue to introduce needs and enhancements throughout the 2023-24 school year.

The Vendor Testing Site was enhanced in 2019 with a different approach for vendors. When vendors test their products in the VTS, they encounter the same screens and errors that a user will experience in a school district. This promotes better communication between districts and vendors and helps the vendor to understand district needs and concerns as they work to move data into the warehouse. The VTS acts as a sandbox for vendors to test their product(s) against the current SIRS business rules. Vendors can informally test as often as they wish. When they are ready to formally test, their results will be made public.

L0 Data Quality User Reports were developed and provided to pinpoint data anomalies for school and district users. Likewise, L0 Data Quality RIC Level Reports provide authorized RIC staff with a visual of the districts they support in L0. These reports look for data anomalies and gaps in record counts. L0 Missing Data Reports target missing data and information not yet reported. These reports are available and can be run any time after the school year data collection is open. They contain filters to help users zero into the areas with potential data issues.

It takes a team to identify, understand, and implement business rules and edits that help to improve the quality of the data. The team, consisting of members from Level 0 (L0), Level 2 (L2), and the Department meet regularly to keep appraised of State and federal changes. Edit changes are reflected in the documentation provided by the Department and provide not only the edits but the integrity checks of the business rules behind the edits. It is an outstanding resource for both new and experienced L0 users.

L2RPT Reports – Reviewing SIRS Data

Verification reports for data in the SIRS are available in the L2RPT environment. **These reports are to be used throughout the school year to help ensure that all data are reported accurately.** If errors are discovered upon review of reports, corrections/changes must be made in local/LEA source systems and data must be re-uploaded to the SIRS via the L0 Application and/or associated L1 processes where applicable and re-reviewed for confirmation. **Reporting entities who utilize L0 reports and resources and make corrections to their source systems will avoid correction, change, and re-review cycles.**

Data are refreshed in SIRS on a daily or weekly basis (depending on data domain) until the closing or end of year (EOY) deadline, August 16, 2024. Please attend to counts in subgroup populations (including but not limited to race, ethnicity, students with disabilities (SWD), English Language Learners (ELL), etc.), as counts impact various data reports for subgroups. Guides for understanding L2RPT reports are posted on the L2RPT Resources page.

User accounts for L2RPT access are created and managed by the superintendent or charter school Chief Executive Officer (CEO) or their Delegated Account (DA) Administrator through the State Education Department's Delegated Accounts System (SEDDAS), which is available via the NYSED Application Business Portal. Additional support for authorized users of SEDDAS can be found on NYSED's SEDDAS resources page and may also be provided by your L1 data center. Please note:

- Changes made to historical data using the Level 0 Historical (L0H) Application will be displayed within the L0H system. Historical changes will only be displayed in L2RPT for current year cohort membership or the cohort's secondary assessment scores.
- When L0H opens in the 2023-24 school year (after assessment clean-up closes and L0H opens for the new data reporting year), the NYS Assessment Cleanup process will allow districts and schools to identify additional 2023 assessment changes to be submitted using the same process that is used during the regular assessment clean-up process for the following assessments: 3-8 English Language Arts (ELA), 3-8 math, and K-12 New York State English as a Second Language Achievement Test (NYSESLAT). The changes will impact the following reports:
  - 2023: SIRS-501 – Score Report - NYSTP (New York State Testing Program)
  - 2023: SIRS-503 – Score Report – NYSESLAT
  - The submission will impact the "Last Year" section on the 2024 Score Reports.
  - Future data pulls using L0H data for 2023 results will include the updates.
  - All 2023 published/released results regarding 2023 data will not be updated. This includes data.nysed.gov Assessment Results, Report Cards, L2RPT reports (including SIRS 301 Tested/Not Tested Confirmation Report), and previously fulfilled requests.
- Most SIRS data reports are refreshed weekly in the SIRS, starting on Saturdays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 CSD data coordinators concerning earlier regional (L1) loading deadlines.

For additional information concerning SIRS reports and resources, see the L2RPT System Resources page.

IRS Portal (IRSP) Reports

In addition to verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the IRSP. When reports are posted to the IRSP, an email notification is sent to the Information Officer/DDC listed in SEDREF (**NYSED** reference file database), indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in SEDREF to receive notifications.

Please be advised the IRSP is a secure file transfer protocol (SFTP). LEAs should not use the IRSP to store files. If an LEA wishes to save any items received via the IRSP, the user must download and save the file(s) to the LEA's own secured network environment. Otherwise, files that remain on the SFTP will not be maintained and will be purged by the Department on an annual basis.

Basic Educational Data System Institutional Master File (BEDS IMF) Data

The BEDS IMF application for public school districts, public schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, **October 4, 2023,** and must be submitted by November 17, 2023.

BEDS IMF forms and instructions for 2023-24 are available on the NYSED IRS BEDS landing page.

New York City Department of Education (NYCDOE) Schools and NYC Charter Schools Access

Access to various NYSED systems differs for NYCDOE principals, NYCDOE teachers, and NYC Charter School leaders. The table below provides information about access to select NYSED IRS systems.

For NYC: Who Has Access to Select NYSED IRS-Supported Data Collection & Reporting Systems

System Name	NYCDOE Principals	NYCDOE Teachers	NYC Charter School Leaders	Additional Information
IRS Portal	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. Information on access to IRSP for charter school principals is noted on the IRSP Resources and Information page.
L2RPT Reports	Yes	No	Yes	NYC L2RPT assistance and access for charter schools

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC Charter Schools should visit the NYC Charter School Help Desk and submit a ticket.

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at Eastern Suffolk BOCES or contact the NYC Charter Data Help Desk.

Accountability under the Every Student Succeeds Act (ESSA)

Data submitted to the NYSED's IRS Office are used by NYSED to make accountability status and support model determinations for public school districts, public schools, and charter schools. Applicable accountability determinations and all related State and federal reporting will be completed with data submitted by public school districts, BOCES, and charter schools as of Friday, August 16, 2024, with some exceptions for federal reporting as indicated on the SIRS data reporting timeline. For more information on New York State's State Plan under ESSA and the accountability system, see the Office of Accountability's website.

Mandated Federal Reporting

Data submitted to NYSED's IRS are used to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure completeness and accuracy of data submitted to the United States Department of Education (ED).

Federal ED*Facts* Reporting

As a State Education Agency (SEA), NYSED submits education performance data to the USED for grades pre-kindergarten (Pre-K) through 12 at State, district, and school levels. These data are known as ED*Facts*. ED*Facts* is an ED initiative to collect, analyze, and promote the use of high-quality Pre-K through 12 data.

ED*Facts* is in place to:

- Support planning, policymaking, and management/budget decision-making.
- Centralize data provided by SEAs; and
- Collect data on district and school demographics, program participation, and performance data.

For more information on ED*Facts*, visit the ED*Facts* Initiative website.

Consolidated State Performance Report (CSPR)

The CSPR is the required annual reporting tool for each state, the District of Columbia and Puerto Rico, as authorized under Section 9303 of the ESEA (Elementary and Secondary Education Act), as amended. In general, the Department uses the information derived from the CSPR to: (1) assess and report individual program performance; (2) monitor States' implementation of the ESEA and the extent to which States are meeting program and accountability goals; (3) identify areas for technical assistance to States and overall program improvement; (4) inform policy and program improvement; (5) monitor and report its progress in meeting *Strategic Plan* goals; and (6) inform other reporting and program evaluation requirements. The CSPR is organized into two parts (Part I and Part II). Much of the data reported through ED*Facts* are contained in the CSPR.

For more information on the CSPR, visit ED's CSPR website.

DEADLINES FOR VERIFICATION AND CERTIFICATION
OF 2023-2024 SCHOOL YEAR DATA IN SIRS
9/07/2023 | 9/22/2023 [1] | 9/27/2023 [2] | 10/11/2023 [3] | 10/16/2023 [4] | 10/20/2023 [5]

Note to LEAs: For **Data Due Dates**, Level 1 Centers establish earlier deadlines for reporting institutions to submit data, to allow time for processing. Please consult your L1's *NYSED Systems Support* team for your L1's local deadlines.

<< An ACRONYMS list follows the Timeline. >>

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
September 25, 2023	Level 2 SIRS data warehouse **Collection Opens**	L1 regional data warehouses may begin loading **2023-24 SY** student demographic, enrollment, program and associated eScholar CDW templates supporting SIRS data collection	Public School Districts, BOCES, Charter Schools, Religious and Independent (Nonpublic) Schools, Special Acts, Article 81, State Agencies, State Operated Schools
October 4, 2023	BEDS **Collection Opens**	For submitting 2023-24 BEDS IMF data.	BOCES, Public School Districts, Public Schools, Charter Schools, Religious and Independent (Nonpublic) Schools
October 5, 2023	EFT School/District **Collection Opens**	For submission of 2023-24 EFT data in the IDEx.	Public School Districts, Public Schools
October 13, 2023	Immigrant indicator and Crisis Code **Preliminary Data Due**	To support supplementary Title III funding allocations for those most significantly impacted by newcomers/asylum seekers.	Public School Districts, Public Schools, Charter Schools
(TBD) Early mid-October 2023	PD Data System **Collection Opens** (VR1-9)	[4] For review and certification of special education data. 2023-24 data are required to be certified **in the PD System** by January 16, 2024.	Public School Districts, Charter Schools, Religious and Independent (Nonpublic) Schools, Special Acts, Article 81, State Agencies, State Operated Schools
October 20, 2023	Immigrant indicator and Crisis Code **Final** Data Due Date	To support supplementary Title III funding allocation for those most significantly impacted by newcomers/asylum seekers.	Public School Districts, Public Schools, Charter Schools

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
October 23, 2023	EFT Charter **Collection Opens**	For submission of 2023-24 EFT data in the IDEx.	Charter Schools
[5] October 27, 2023	August Grads **Data Due**	Last date to submit **graduates as of August 31, 2023**, for Total Cohort Graduation Rate reporting. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, Charter Schools
[3] November 10, 2023	[3] NYSAA-eligible program service code 0220 **Data Due**	[3] Identify NYSAA-eligible students for enrollment in DLM Kite Educator Portal. **L1s must have data in L2 by 11:59 P.M.**	[3] Public School Districts
[3] November 13, 2023	[3] DLM Kite Educator Portal **Data Extract**	[3] NYSAA enrollment file for loading to DLM Kite Educator Portal.	[3] Public School Districts
November 17, 2023	Staff Snapshot, Staff Assignment **Data Due**	**Preliminary** 2023-24 data due. Staff Snapshot must be loaded to SIRS prior to loading any other staff or course data. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, BOCES, Charter Schools, State Operated Schools
November 17, 2023	BEDS **Collection Closes**	Last date to complete submission of IMF district and school forms on the IDEx.	Public School Districts, Public Schools, Charter Schools, Religious and Independent (Nonpublic) Schools
December 29, 2023	EFT **Data Due**	Initial due date of 2023-24 EFT data in the IDEx.	Public School Districts, Public Schools, Charter Schools

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
January 5, 2024	BEDS Day Enrollment and FRPL **Data Due**	FRPL, enrollment by grade, district of residence, and supplemental enrollment counts *submitted via SIRS* are collected for calculating **preliminary** State Aid allocations. Enrollment counts are used to create the USED EDFacts Directory, which is the official directory of all schools and districts for federal reporting, 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. FRPL data are reported to USED and used primarily for the Non-Fiscal Survey of the CCD and other USED offices.	Public School Districts, Charter Schools
January 5, 2024	Special Ed **Data Due** (VR1-9)	Last date to submit data populating the VR1-9 reports. **L1s must have data in L2 by 11:59 P.M.** Official child count and LRE will be reported to USED.	Public School Districts, Religious and Independent (Nonpublic) Schools, Special Acts, Article 81, State Agencies, State Operated Schools
[4] January 16, 2024	Special Ed **Certification Due** (VR1-6,8)	[3] Districts and nonpublic schools are required to certify data **in the PD System** as Accurate or Not Accurate. Data reflects official child count and LRE reported to USED. Status will be defaulted to Not Accurate for entities that do not certify. (VR7/VR9 do not need to be certified; VR10 is informational and does not need to be certified.)	Public School Districts, Religious and Independent (Nonpublic) Schools, Special Acts, Article 81, State Agencies, State Operated Schools
January 26, 2024	Student Digital Resources **Data Due**	**L1s must have preliminary data in L2 by 11:59 P.M.** This collection helps identify specific needs and target resources and funding opportunities when they become available.	Public School Districts, BOCES, Charter Schools

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
January 26, 2024	**Preliminary** Course Instructor Assignment, Student Class Entry Exit **Data Due**	All student course data **must be up to date L2 by 11:59 P.M.** and will be used by the Office of State Assessment for determining counts of students enrolled in courses leading to state assessments.	Public School Districts, BOCES, Charter Schools
February 7, 2024	NYSESLAT Pre-ID **Data Due**	L1s must have Student Enrollment, Program Service and Demographic data **L2 by 11:59 P.M.** L2 then creates the extract of 0231 Program Service Codes for schools administering the operational NYSESLAT and SAFT.	Public School Districts, Public Schools, BOCES, Charter Schools, Religious and Independent (Nonpublic) Schools, Special Acts, Article 81, State Agencies, State Operated Schools
March 1, 2024	EFT **Collection Closes**	Absolute last date for EFT data collection. Most schools, districts, and charters will only be given an extension to January 31, 2024, but the Big 5 CSDs have until this date.	Public School Districts, Public Schools, Charter Schools
March 11, 2024	EFT **Data Extract**	The EFT data in SV_REPORTS is extracted for further QA and creation of data tables to support the public data site.	Public School Districts, Public Schools, Charter Schools
March 15, 2024	BEDS Day Enrollment and FRPL **Data Due**	FRPL, enrollment by grade, district of residence, and supplemental enrollment counts *submitted via SIRS* are collected for calculating **preliminary** State Aid allocations. FRPL data are reported to the USED via EDFacts. All entities need to show FRPL counts in the March snapshot to be included in FRPL data submitted to USED. FRPL data are reported to USED and used primarily for the Non-Fiscal Survey of the CCD and other USED offices.	Public School Districts, Charter Schools
March 15, 2024	[1] UPK enrollment **Data Due**	[1] Counts of UPK students enrolled on March 13, 2024, collected for calculating UPK grant funding.	Public School Districts

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
March 22, 2024	MBK Grants Program Service records and Liberty Partnership Programs Preliminary **Data Due.**	All recipients of My Brother's Keeper with active grants must report complete data to SIRS using program service codes 4005–4009. Liberty Partnerships Program code 4004. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts
May 17, 2024	Final Teacher Out of Certification data **Extract Taken**	**The official NYS Out of Certification match is performed at L2 based on data through May 17, 2024.** SIRS-328 Out of Certification report will be frozen as of this date.	Public School Districts, BOCES, Charter Schools
May 17, 2024	Day Calendar, Student Daily Attendance, Course Instructor Assignment, and Student Class Entry Exit **Data Due**	Student Daily Attendance, Day Calendar, and course data must be current **through May 3rd and in L2 by 11:59pm** and will be **extracted for the Office of Accountability on May 20, 2024,** for growth purposes.	Public School Districts, Public Schools, BOCES, Charter Schools
TBD Late-May, Early-June 2024	ELL Counts and Immigrant Student Counts **Data Due (final)**	Counts at time of **final** data pull of ELL students enrolled in district (for Title III ELL allocations) and immigrant students enrolled in district (for Title III immigrant allocations).	Public School Districts, Charter Schools
June 7, 2024	[1] UPK enrollment **Data Due (final)**	[1] Counts of UPK students enrolled on March 13, 2024, collected for calculating UPK grant funding. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts
May 31, 2024	Summer EBT 2024 benefits initial pull **Data Due**	Initial student enrollment, address and FRPL eligibility data due to L2 to calculate Summer EBT 2024 benefits. **L1s must have data in L2 by 11:59 P.M**.	Public School Districts, Public Schools, Charter Schools
June 3, 2024	Summer EBT 2024 benefits initial pull **Extract Taken**	Initial student enrollment, address and FRPL eligibility data pulled to calculate Summer EBT 2024 benefits.	Public School Districts, Public Schools, Charter Schools

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
June 2024	Special Ed EOY PD data system reports **Collection Opens** (VR11-16)	[3] For review and certification of special education data. 2023-24 data are required to be certified **in the PD** System by **two due dates**: August 5, 2024 (VR13,15,16) & September 9, 2024 (VR11,12,14).	Public School Districts
June 28, 2024	Summer EBT 2024 benefits FINAL pull **Data Due**	FINAL student enrollment, address and FRPL eligibility data due to L2 to calculate Summer EBT 2024 benefits. **L1s must have data in L2 by 11:59 P.M**.	Public School Districts, Public Schools, Charter Schools
July 1, 2024	Staff Evaluation **Collection Opens**	Overall ratings & subcomponent scores for districts and BOCES implementing an APPR plan under Education Law 3012-d. (**Data Due** October 18, 2024)	Public School Districts, BOCES
July 1, 2024	Summer EBT 2024 benefits FINAL pull **Extract Taken**	FINAL student enrollment, address and FRPL eligibility data pulled to calculate Summer EBT 2024 benefits.	Public School Districts, Public Schools, Charter Schools
July 12, 2024	Regents Assessment **Data Due**	Regents data for State-provided Growth results. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, BOCES, Charter Schools
August 2, 2024	Special Ed **Data Due** (VR13,15,16)	Last date to submit data populating VR13,15,16 reports. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts
August 5, 2024	Special Ed **Certification Due** (VR13,15,16)	Districts must certify data as Accurate or Not Accurate **in the PD System**. Status defaults to Not Accurate for entities that do not certify.	Public School Districts

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
August 16, 2024	Special Ed EOY Data Due	Last date to submit Special Ed enrollment, demographic, assessment (including COSF), Special Ed EOY Snapshot, and disability program service records for students with potential submission records for VR11-16 reports. LEAs use PD System *List of Potential Student Records* report to confirm all eligible students are reported accurately. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, BOCES, Charter Schools, Religious and Independent (Nonpublic) Schools, State Agencies
August 16, 2024	FINAL SIRS EOY **Data Due**	**L1s must have EOY data submitted to L2 by 11:59 P.M.** Used for federal and State reporting, State Aid allocations, and to make accountability status determinations. (**Staff Eval not due until October**, see below.)	Public School Districts, BOCES, Charter Schools, Religious and Independent (Nonpublic) Schools, State Agencies
August 30, 2024	SIRS EOY Data **Certification Due**	**Statement of Certification** certifies accuracy of data submitted by EOY reporting deadline, as applicable per institution type. (**Staff Eval not due until October**, see below.)	Public School Districts, BOCES, Charter Schools, Religious and Independent (Nonpublic) Schools
[3] September 9, 2024	Special Ed **Certification Due** (VR11, VR12, VR14)	Districts are required to certify data **in the PD System** as Accurate or Not Accurate. Status defaults to Not Accurate for entities that do not certify.	Public School Districts
October 4, 2024	August Grads, Total Cohort Grad Rate **Data Due**	Last day to submit **August 2024** diplomas for the 2018, 2019, and 2020 total cohorts. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, Charter Schools
October 18, 2024	Staff Evaluation Scores and Ratings **Data Due**	Overall ratings & subcomponent scores to fulfill reporting requirements under Education Law 3012-d. Staff Evaluation data are one factor in district eligibility for **2023-24** State Aid. **L1s must have data in L2 by 11:59 P.M.**	Public School Districts, BOCES

Date/ Estimated Date:	Collection Open/Close; Type of Data Due; Extract Taken; Certification Due:	Purpose of Collection:	Applicable To:
October 25, 2024	Staff Eval Rating Verification Report **Certification Due**	Certify accuracy of Staff Evaluation data **by the due date**. The form is accessed and must be submitted via SEDMON in [NYSED's Application Business Portal](#).	Public School Districts, BOCES

Notes:

- **LEAs**: For **Data Due Dates**, Level 1 Centers establish earlier deadlines for submitting data to them, to allow time for processing. Consult your [L1 NYSED Systems Support team](#) for your local L1 deadlines.
- **BEDS Day enrollment in the PD System VR1-6 and VR8 as of January 8, 2024, are reported to the USED**.
- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- SIRS 2023-24 **EOY Certification** information is available on the [IRS Verification and Certification web page](#).
- [2] November 2024 BEDS Day ELL Counts Data Extract row was struck.

Acronyms:

AP =Advanced Placement
APPR = Annual Professional Performance Review
BEDS = Basic Educational Data System
BOCES = Board of Cooperative Educational Services
CCD = Common Core of Data
CDW = Complete Data Warehouse
COSF = Child Outcomes Summary Form
CRDC = Civil Rights Data Collection
CSDs (with "Big 5": City School District. Otherwise, Central or Community School District)
[3] DLM = Dynamic Learning Maps
EBT = Electronic Benefit Transfer
EDFacts = U.S. Department of Education (ED) repository of state-reported education data
EFT = ESSA (Every Student Succeeds Act) Financial Transparency
ELL = English Language Learners
EOY = End of Year
ESSA = Every Student Succeeds Act
FAFSA = Free Application for Federal Student Aid
FRPL = Free and Reduced-Price Lunch
IDEx = IRS Data Exchange
IMF = Institutional Master File
IRS = NYSED Office of Information and Reporting Services
L1 = Level 1 (regional data warehouse)
L2 = Level 2 (statewide data warehouse)
LEA = Local Educational Agency
LRE = Least Restrictive Environment
MBK = My Brother's Keeper
NYS = New York State
NYSED = New York State Education Department
NYSESLAT = New York State English as a Second Language Achievement Test
PD = PD System (Special Education data collection system)
QA = Quality Assurance
SAFT = Stand-Alone Field Test
SEDMON = State Education Department Monitoring system

SIRS = Student Information Repository System
SY = School Year
UPK = Universal Prekindergarten
USED = Unites States Education Department
VR = Verification Report