

ESBOCES UPDATES and ANNOUNCEMENTS

All Schools ESBOCES Updates and Announcements

IMPORTANT Data deadlines:

- **CRDC Report** due to the USDE Office of Civil Rights on **February 26, 2024**. Resources below.

Data Requirement	Level 0 Templates	Due Date
Out of Certification Staff & Course Data	<ul style="list-style-type: none"> • Staff Snapshot • Staff Assignment • Course • Location Marking Period • Course Instructor Assignment • Student Class Entry Exit 	ASAP ALL CORRECTION in Level 0 by 9:00 a.m. on May 14
Student Digital Resources	<ul style="list-style-type: none"> • Student Digital Resources 	ASAP End of Year
Student Attendance	<ul style="list-style-type: none"> • Day Calendar • Student Attendance Codes (custom only) • Student Daily Attendance 	ASAP- Monthly
ELL Students Homeless Students (Title I, Part A grants)	<ul style="list-style-type: none"> • Program Facts 	2024-03-31

Changes to Staff Assignment reporting:

1. MOST Assignments can be reported with a single record for the title with a grade assignment of ALL
2. **MOST principals** need a single Assignment record that aligns to the grade levels at the school or that aligns to the grade levels they work with: I.E. K-12 school has three principals: Elementary, MS & HS. Give each principal the appropriate code and use ALL for Grade Level.
3. **ONLY schools with 2 or more principals in the same grade range need a record for each per** grade. I.E. 9-12: each principal has two HS assignments Principal 1 - grades 9 & 11, Principal 2 - grades 10 & 12.
4. **New for 2023 -24:** Schools frequently share counselors, RNs, social workers, and psychologists. NYSED now expects these positions to be reported **with ALL grade levels** and two additional fields:
 - to designate the % of their time in the position at the school (1-100) and
 - Info on whether the person is an employee of the school or from another school/organization. (e.g., a HS with two school counselor positions,
 - one person is a full-time counselor: one record, ALL grades, 100% in this assignment, employed In-District/CS
 - the other is part-time school counselor and PT data coordinator: one record for counselor, ALL grades, 60 percent of their time in this title, in-district/CS with a second Assignment record for Data Coordinator, ALL grades; NO percent or NO Assign Field/employer data are required.

Resources: [Staff Assignment - New Fields and Changes 23-24 \(esboCES.org\)](https://esboCES.org/Staff-Assignment-New-Fields-and-Changes-23-24)

What is the new INFO COUNT column in Level 0?

Info Count: flags potential issues.

I.E. A Staff Snapshot flag shows the number of records where the LO name entered by the school does not match the name associated with TEACH ID. This can be a first &/or last names. This is common for anyone with a name change, or when either the school or SED has a hyphenated last name. IF both the first and last name DO NOT MATCH ensure that this is your teacher or check ID. <https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=uOUGdWzpdGQ%3d&tabid=120&portalid=0&mid=516>

What is the difference between an Itinerant vs. Incidental teacher in Staff Snapshot?

Itinerant is defined as “moving from place to place”. Incidental is “accompanying but not a part of something.”

Itinerant	Incidental
Seldomly used. Partial record for DOE employees. Will be used for nurses provided by the DOE.	NEVER used by charter schools as we have the flexibility to assign non & certified staff to teach.
Itinerant directions: https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=uOUGdWzpdGQ%3d&tabid=120&portalid=0&mid=516	

Which classes need to be reported in Course Instructor Assignment?

In general, every class AND section that every teacher teaches. For more specific clarification and different scenarios, please refer to [SIRS Manual \(nysed.gov\)](#) beginning on page 114.

***How do districts determine which assignment(s) to report?** Refer to the “New York State Comprehensive Course Catalog” for options and select the course code that most closely reflects the assignment(s). Be sure to use course code listings from the appropriate school year since the codes are sometimes revised and updated from year to year. Local courses should be mapped to the State-approved SIRS courses after consulting the course descriptions in the SCED course code catalog on the NYSED web site and the Course to Certification Crosswalk posted to districts, charter schools, and BOCES on the NYSED IRS Portal.*

The Civil Rights Data Collection (CRDC) – due February 26, 2024

NYSED recently announced a reminder to all schools about the CRDC report due to USDE’s Office for Civil Rights. The current reporting deadline is for data from the **2021-2022 SY**. This data is reported directly to the USDE, links to their resources are listed below.

This is typically a bi-annual report but when the collection was cancelled for the 2019 - 2020 SY, two consecutive collections were required for school years: 2020-2021 and 2021-2022. Like the IMF, we highly recommend printing all of the questions and collaborating with your colleagues by forwarding certain items to the correct person/office. The CRDC websites are well stacked with resources and their help desk has always been very helpful and quick, especially if you are calling at 8:00 a.m.

CRDC:

<https://link.zixcentral.com/u/991fcda7/7ALjvXfL7hGC1D7BW9GfSw?u=https%3A%2F%2Fwww2.ed.gov%2Fabout%2Foffices%2Flist%2Focr%2Fdata.html>

CRDC Resource Center:
<https://link.zixcentral.com/u/8f237f23/XnzjvXfL7hGC1D7BW9GfSw?u=https%3A%2F%2Fcrdc.communities.ed.gov%2F%23program>
 CRDC Support: (855) 255-6901
 CRDC Support Email:
https://link.zixcentral.com/u/04a84e8c/_unjvXfL7hGC1D7BW9GfSw?u=https%3A%2F%2Fcrdc.communities.ed.gov%2F%23program%2Fcontact-psc

Be aware that the next collection will be next winter for the current school year, 2023 – 2024. If you encounter difficulties preparing the current report, consider how you can better capture data now.

Out of Certification, OOC – Verification and Corrections

SED will soon contact school leaders regarding the status of their OOC and Staff Assignment reporting.

Verify the accuracy of staff reporting in [L2RPT](#) with the SIRS 328, Out of Certification Verification Report. ALL corrections MUST be made in Level 0. Schools are expected to continue/update this reporting through April. Accurate OOC data is due in Level 2 in early May for reporting to the US Department of Education. Only data reported to the USDE will be published publicly. NYSED just released this data from the 2022-23 SY at <https://link.zixcentral.com/u/d0dde95c/PGvkvXfL7hGC1D7BW9GfSw?u=https%3A%2F%2Fdata.nyse.d.gov%2F>

Need help? OOC webinar on our YouTube channel at: <https://link.zixcentral.com/u/19fa9ed6/BN-kvXfL7hGC1D7BW9GfSw?u=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D05YcgQOceZs>

Resources

- [OOO Verification Training video](#)
- [All Resources for Reporting OOC data in Level 0](#)

Current Data Report Rates to NYSED

Out of Certification					Daily Attendance		
Staff Snapshot	Course	Marking Period	Course Instructor Assignment	Student Class Entry Exit	Student Attendance	Staff Assignment	Student Digital Resources
ASAP	ASAP	ASAP	ASAP	ASAP	Monthly	ASAP	ASAP
12-Feb 67%	58%	60%	50%	21%	29%	44%	20%

[NYC Charter Data Central > Reports > On Screen > Student & Staff Accountability \(esboces.org\)](#)

Percentages displayed here indicate the percentage of all NYC charter schools that reported valid data in Level 0 that is transferred to the NYCDOE for submission to NYSED each week.

This report on our website provides LIVE confirmation for the flow of data in each template from L0 to the ESB Level 1 of the data warehouse that is transferred for submission to NYSED each week. This information is helpful to Level 0 users and school leaders to track reporting to NYSED. If the Level 1 counts do not match data in Level 0, log into L0 to review your dashboard. Data will never move from Level 0 unless 1) all errors have been cleared AND 2) the Level 1 Data Prep process has been completed.

Need help preparing data for import to Level 0? Visit the Training Materials section of our website for resources, including a ReportNet downloadable template pre-populated with student info based on ATS enrollment at <https://nyccharterdatacentral.esboces.org/Resources/Training-Materials>

Subscribe to ESBOCES timeline

[NYC Charter Data Central > Resources > Timeline \(esboces.org\)](#)

ESBOCES Website Resources

A new document mapping resources on the NYC Data Central website.

[NYC Data Central Site Map.pdf \(esboces.org\)](#)

NYSED SIRS Timeline with ESBOCES Annotated Notes

Each year, ESBOCES dissects and reassembles the NYSED SIRS Timeline to add notes, suggestions, and helpful resources to make the tracking of annual reporting easier.

- [ESBOCES annotated 2023-24 NYSED SIRS Timeline.pdf](#)
- Subscribe to our timeline [NYC Charter Data Central > Resources > Timeline \(esboces.org\)](#)
- [Original SIRS Reporting Memo & Timeline](#)

Accessing L2RPT is managed by the school CEO

ONLY your school CEO or a Delegated Administrator can authorize anyone to access L2RPT, the Business Portal, or any other NYSED system. ESBOCES, the NYCDOE and NYSED cannot create or manage access to those data systems.

Each school's superintendent/CEO, as listed in [SEDREF \(nysed.gov\)](#), was given administrative access by default to the SED Delegated Account Systems (SEDDAS). Access to SEDDAS is available within the [NYSED Application Business Portal - Dashboard](#) (must be logged in). Only the CEO, or delegate, can provide access to any SED system for their school to another person. Access will be instantaneous once you are given these permissions. Please Note: The NYSED Application Business Portal and access to L2RPT, [IBM Cognos Analytics \(nycenet.edu\)](#), utilize the same credentials. Quick Guide for account creation and management: [Entitling Staff to NYSED Reporting Apps](#)

Need help?

Previous ESBOCES Charter Schools Weekly announcements: [NYC Charter Data Central > Resources > C-Weekly Updates](#)

ESBOCES Website: <https://nyccharterdatacentral.esboces.org/Home.aspx>

Email: NYCCharterData@esboces.org

Phone: (631) 218-4134