

ESBOCES UPDATES and ANNOUNCEMENTS

All Schools ESBOCES Updates and Announcements

Live, Free and In-Person Training Events

Your ESBOCES help desk is offering in-person Level 0 training events at 100 Gold Street (Manhattan), on November 14, 15 and 16.

ESBOCES is the Level 0 help desk provider for the NYCDOE and all of our support for Level 0 is free to your school. We are offering two classes, multiple times, for new and experienced Level 0 users. Bring a laptop to follow along, practice maneuvering around our website and in the Level 0 software.

- **New User Training (3 hours):** Overview of reporting requirements, in-depth introduction to Level 0 and resources on the NYC Charter Data Central Website. Demonstration of ReportNet software.
- **Level 0 Refresher (90 minutes):** Review or changes to reporting requirements, highlights of new Level 0 functions, NYC Charter Data Central Website and ReportNet demo.

Register at <https://nyccharterdatacentral.esboces.org/Events>

Tuesday, November 14	Wednesday, November 15	Thursday, November 16
	NEW Level 0 User 9 AM- Noon (3 hrs.)	Level 0 Refresh 9 - 10:30 AM (90 mins.)
Level 0 Refresher 10:30 AM - Noon (90 mins.)		
		Level 0 Refresher 11 AM - 12:30 PM (90 mins.)
NEW Level 0 User 1 - 4 PM (3 hrs.)	NEW Level 0 User 1 - 4 PM (3 hrs.)	

NYSED's SIRS Timeline with ESBOCES' Annotated Notes

Each year, we dissect and reassemble 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](#)

Program Fact
Course
Location Marking Period
Course Instructor Assignment
Student Class Entry Exit
Day Calendar
(custom) Student Attendance Codes
Student Daily Attendance
Student Digital Resources
Staff Snapshot
Staff Assignment

Level 0: open for the 2023-2024 SY

Reporting in all templates is now possible.

ATS Enrollment data in Level 0 is refreshed each week (Monday): now valid through November 2, 2023.

What gets reported first in Level 0?

Staff Snapshot & Staff Assignment

Course & Location Marking Period

Course Instructor Assignment

Student Daily Attendance (Day Calendar & custom Attendance Codes)

Student Digital Resources

Staff Data	
Staff Snapshot	🍁 October
Staff Assignment	🍁 Fall
Staff Attendance	🍁 End-of-year
Student Attendance	
Day Calendar	🍁 Fall
Student Attendance Codes	🍁 Fall
Student Daily Attendance	🍁 Monthly
Course	
Course	🍁 October
Location Marking Period	🍁 October
Course Instructor Assignment	❄️ December
Student Class Entry/Exit	❄️ December
Student Digital Resources	
Student Digital Resources	🍁 Fall all year

NYSED Recommended Staff Data Deadline: November 15

Stay ahead of the game and report Staff Snapshot and Staff Assignment in Level 0 by 9 AM on Wednesday, November 15. NYSED's Level 2 Reporting software (L2RPT) refreshed each Monday. Staff Snapshot (who works at your school) data in L2 of the data warehouse immediately populates two very useful reports:

- [SIRS 320 Staff Snapshot Verification](#) - confirms all data for each record.
 - [SIRS 329 Staff Certification Report](#) – review all staff certifications.
- [Chart of Level 0 Templates - ESB visual timeline](#)

2023-2024 SIRS Annual Memo and Timeline

BE AWARE that the deadlines listed here are for the NYCDOE to post data to SED. *Charter schools will have earlier deadlines for reporting data to the DOE and ESB/CES.*

NYSED: [SIRS 2023-24 Reporting Memo & Timeline](#)



NYSED Institutional Master File (IMF) is due Nov. 17, 2023.

This report is submitted directly to NYSED via the IRS Data Exchange folder (IDEX) on the [NYSED Business Portal](#).

The following resources will help you share key questions with staff at your school in order to complete the online report.

- [2023--24 BEDS IMF Memo IMF Charter School Memo](#)
- [2023-24 IMF Instructions: Charter School Instructions](#)
- [2023-24 IMF Worksheet: Charter School Collection Form](#)

Accessing NYSED systems 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. ESB/CES, NYCDOE (Charter Schools Office), and NYSED cannot create or manage access to those data systems.

Each school superintendent/CEO, as listed in [SEDREF](#), 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. Note that the NYSED Application Business Portal and access to L2RPT, [IBM Cognos Analytics](#), utilize the same credentials. Quick Guide for account creation and management: [Entitling Users to SED Monitoring & Vendor Performance System](#).

If your current Superintendent/CEO is not listed in SEDREF, you may update that information by accessing the following link: [SEDREF Update Process](#). NYSED maintains a contact file of staff in certain positions at

every school in the SED Reference File (SEDREF). It is important to keep this up-to-date in order for your school to receive important notices from NYSED.

IMPORTANT SEDREF title for data Coordinators: The Office of Information and Reporting Services (IRS) will also continue to utilize the Chief Information Officer (CIO) identified in SEDREF for all notifications related to SIRS reporting. SED periodically posts data to the IRS Portal, IRSP, email announcements of such postings are ONLY sent to SEDREF CIO listings. It is important to ensure that the CIO field is also kept up-to-date. Directions for SEDREF updates: [SEDREF Update Process](#).

Need help?

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

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