New York State Student Information Repository System (SIRS) Manual

Reporting Data for the

2023–24 School Year

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The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Information and Reporting Services
Albany, New York 12234

recovery services beyond summer school should be reported in SIRS. If currently enrolled, these students should be exited with an Exit Enrollment code 136 (Reached maximum legal age and has not earned a diploma or certificate) prior to September 1st and reenrolled with 0021 (Over 21 enrollment) Entry Enrollment code during the school year in which they turn 22.

Special Education vendors should also be exporting data as applicable. Special Education Events data should not be reported to SIRS when a student with a disability is age 22 or older. If a general education student age 21 or older or a student with a disability age 22 or older earns a diploma or credential, exit the student with the corresponding exit enrollment and credential codes. These outcomes will not be included in any annual or cohort reporting. Otherwise, exit the student from the 0021 enrollment using Exit Enrollment Code 0066 – *Ended enrollment for instructional purposes only.*

Student Digital Resources

Beginning in the Fall of 2021, and occurring each year, public schools and BOCES report data on students' access to devices and broadband in their places of residence to the New York State Education Department's Student Information and Repository System (SIRS). This information will replace the Technology questions 8B and 8D currently collected as part of the Basic Education Data System (BEDS) Institutional Master File (IMF).

This collection will help identify specific needs and target resources and funding opportunities when they become available. It is for this reason that NYSED strongly recommends that the student digital resources data elements are entered into SIRS as soon as possible during the school year. It is expected that public school districts, BOCES, and charter schools will conduct the survey in the fall of each year.

Utilizing the eScholar Student Digital Resources template, there would be at a minimum, one record for each student grades K-12 (including ungraded elementary and secondary students). If a student remains in one building, schools are encouraged to update information as is possibly feasible. For example, a student may not have had access to Wi-Fi earlier in the year, but now does.

When a student is enrolled in a new location (a second school building), a new record would be reported with that building information. The new school should review the information and update as needed.

For students in full-time out-of-district placements, it is expected that the attending LEA report the survey information. BOCES would only be required to report data for their full-time students as it is expected that students enrolled in a BOCES part-time, such as a CTE program, would have data reported by the accountable school district.

Beginning in May 2022, LEAs are able to report partial survey results to SIRS. A survey date and a minimum of one survey question will be required. All fields will continue to be edited for valid data.

date. If the LEA determines that a new staff person will serve as a replacement for the position/assignments, they may report that person with the appropriate start date. Generally, this would be a long-term or permanent replacement. Course Instructor Assignment, Field 12.

Instructor ID: Provide a TEACH ID from the TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates. Course Instructor Assignment, Field 10.

Instructor Start Date: First day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. This cannot be a future date. In most cases, this would be the first day the class meets. Course Instructor Assignment, Field 11.

Internet Access Barrier Code: An indication of the primary barrier to having internet access in the student's primary place of residence. Student Digital Resources, Field 12.

Internet Access in Residence Indicator: The student is able to access the internet in their primary place of residence to participate in school requirements. Student Digital Resources, Field 11.

Internet Access Type Code: The primary type of internet service used in the student's primary place of residence. Student Digital Resources, Field 13.

Internet Performance Code: Indicates whether the student can complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by poor internet performance in their primary place of residence. Student Digital Resources, Field 14.

Internship or Apprenticeship Name: Report the name of the internship or apprenticeship the student is involved with during the current school year. For NYS P-TECH students. Programs Partner Fact, Field 27,

Internship or Apprenticeship Type: Report the type of internship or apprenticeship the student is involved with during the current school year. For NYS P-TECH students. See Partner Type and Internship Type Codes and Descriptions in Chapter 5: Codes and Descriptions. Programs Partner Fact, Field 26.

Itinerant Staff: The Itinerant flag allows an LEA to report a staff person responsible for students in one LEA (district, BOCES, charter school) but employed by another LEA. Since the receiving district is not the employer and may not have complete personnel data for the itinerant teacher/staff person, a limited number of Staff Snapshot fields are required. These fields found on the Staff Snapshot template include District Code, Location Code, Status/Active Indicator, Itinerant Status, Staff ID, Birth Date, Staff First and Last Name, Snapshot Date, Position Title, email (fields 1, 2, 8, 14, 40, 41, 50, 56, 57, 65, 66, 76). In cases of itinerant or shared teachers/staff across LEAs, data sharing agreements may be needed. Generally, these staff will be teachers employed by one LEA but responsible for a course in another LEA. The instruction of these "traveling teachers" may take the form of traditional in-person classroom instruction or distance learning. Report "N" if the staff person is employed by the reporting

Primary Instruction Delivery Method Code: Code that identifies the delivery method for each student course:

> **Face-to-Face (FACE):** Course is delivered in the traditional classroom setting.
> **Distance Learning (DISTANCE):** Course is delivered via Distance Learning (videoconferencing) technology, primarily or completely in a synchronous manner (i.e. students at multiple locations are engaged in instruction at the same time).
> **Blended Learning (BLENDED):** Course is delivered at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
> **Online Learning (ONLINE):** Course (instruction and content) are delivered over the Internet.

Course Instructor Assignment, Field 16.

Primary ENL Instructor Indicator: Identify English as a New Language instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to an ENL certification match as required by State and federal reporting. If the ENL teacher is the only teacher in the class, he/she should be reported here and in Field 13. Course Instructor Assignment, Field 17.

Primary Instructor Indicator: Identify a staff person that has primary responsibility for the course. Teaching aides and assistants are not to be reported. A "Y" will subject the staff person to a certification match as required by State and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. If a special education teacher is the only teacher in the class (primary), he/she should be reported here and in field 14. In co-teaching situations where both teachers have full responsibility for the course, both may be identified as "primary." In such cases, the staff person would be subject to a certification match based on the content area of the course. Additionally, ENL (ESL) teachers may be scheduled using the appropriate ENL course codes (01008 and/or 51008). Course Instructor Assignment, Field 13.

Primary Learning Device Access Code: The primary learning device is shared or not shared with another individual. Student Digital Resources, Field 9.

Primary Learning Device Provider Code: The provider of the primary learning device. Student Digital Resources, Field 8.

Primary Learning Device Sufficiency Indicator: The primary learning device is sufficient for the student to fully participate in learning activities away from school. Student Digital Resources, Field 10.

Primary Learning Device Type Code: The type of device the student uses most often to complete learning activities away from school. Student Digital Resources, Field 6.

Primary Placement Type: Code used to indicate the primary placement type (residential placement (PLC02), or day placement by a district (PLC03), the court, social services, or a