Review Out of Certification (OOC) Data in L2RPT
Verify the accuracy of staff reporting in L2RPT with 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. Review this data from the 2022-23 SY at https://link.zixcentral.com/u/63183cc1/8lIIbH7s7hGGBN2fIYY8jw?u=https%3A%2F%2Fdata.nysed.gov%2F

> ***Need help?***
> - OOC Verification Training video
> - Resources for Reporting OOC data in Level 0

IMPORTANT Data deadlines:

Data Requirement	Level 0 Templates	Due Date
Out of Certification Staff & Course Data	• Staff Snapshot • Staff Assignment • Course • Location Marking Period • Course Instructor Assignment • Student Class Entry Exit	***ASAP*** ALL CORRECTIONS must be made in Level 0 by 9 AM on May 14.
Student Digital Resources	• Student Digital Resources	ASAP End of Year
Student Attendance	• Day Calendar • Student Attendance Codes (custom only) • Student Daily Attendance	ASAP- Monthly
ELL Students Homeless Students (Title I, Part A grants)	• Program Facts	2024-03-31

This reporting collects staff and course data for the annual Out of Certification (OOC) Match required by the State and US Departments of Education. Data reported by the OOC deadline will also be reported publicly on the NYS School Report Card at NYSED Data Site. ONLY teachers with one or more CIA records will be included in SED reporting to the US Dept. of Education (ED Facts) and at NYSED's data.nysed.gov

OOC: Important Course Instructor Assignments (CIA) Notes
- **EVERY CLASS** that every teacher teaches needs a CIA record.
- **Teaching Aides** and Assistants are not reported in Staff Snapshot or CIA.
- **EVERY CLASS MUST** have at least one Primary teacher responsible for the curriculum, instruction, grading, etc.
- **Librarians:** need a single CIA record for their assignment, NO SCEE data is required
  - Certified Librarian - course code 99000,

- o Non-certified Librarian - course code 99899
- **SPED and ESL staff** that push in to classes and/or pull-out students periodically will need a CIA record to exactly match the CIA of the teacher's classroom they support. Be sure to use the correct Indicator to report the assignment in the class as SPED or ESL.
- **Section codes:** 15 characters or less, are expected to be numeric and CANNOT contain a comma!

Which classes need to be reported in Course Instructor Assignment?
In general, every class AND section that every teacher teaches. Schools must be accurate on the course codes reported; course codes and course levels should correspond to the accurate grade level: Prior to Secondary (K-6) or Secondary (7-12), AP classes must be linked to an AP course code. This will avoid inaccurate reporting for out of certification by ensuring instructors are assigned to the courses they are certified in. 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.*

Current Data Report Rates to NYSED
NYC Charter Data Central > Reports > On Screen > Student & Staff Accountability (esboces.org)

	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
# of schools not reported as of 3-18-24 18-Mar	80	104	101	132	216	189	148	208
	71%	62%	63%	52%	21%	31%	46%	24%

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

RESOURCES
All Training Materials https://nyccharterdatacentral.esboces.org/Resources/Training-Materials
ESBOCES Timeline NYC Charter Data Central > Resources > Timeline (esboces.org)
Website Map NYC Data Central Site Map.pdf (esboces.org)
NYSED SIRS Timeline
- ESBOCES annotated 2023-24 NYSED SIRS Timeline.pdf
- Original SIRS Reporting Memo & Timeline

Need help?

Previous ESBOCES *Charter Schools Weekly* announcements: [NYC Charter Data Central > Resources > C-Weekly Updates](#)
ESBOCES Website: https://nyccharterdatacentral.esboces.org/Home.aspx
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