Review Out of Certification (OOC) Data in L2RPT: DUE May 14, 2024
OOC is a multi-step process that requires data reporting in six (6) Level 0 templates.

Data Locked in L0 by 9:00 a.m.	Data Transfer each Wednesday	L2RPT Refresh	Review the SIRS 328 & 330 reports Days to make corrections in L0
prior to Apr 3	3-Apr	8-Apr	36
Apr 4 - Apr 10	10-Apr	15-Apr	29
Apr 11 - Apr 17	17-Apr	22-Apr	22
Apr 17 - Apr 24	24-Apr	29-Apr	15
Apr 25 - May 1	1-May	6-May	8
May 2 - May 8	8-May	13-May	1
May 9 - May 14	14-May	20-May	0

OOC Data will be Locked in L2RPT on May 20

Checklist to Track the Completion of OOC Reporting

Data/Templates	Reported in L0	SIRS Verification Report	Verified L2RPT	ERRORS? Update L0	Check updates in L2PRT
Staff Snapshot		SIRS 320 SIRS 329			
Staff Assignment		SIRS 318			
Course Location Marking Period		SIRS 330			
Course Instructor Assignment		SIRS 328			
Student Class Entry Exit		SIRS 330			

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

Verify the accuracy of staff reporting in L2RPT with the SIRS 328, OOC Verification Report. ALL corrections MUST be made in Level 0. Schools are expected to continue/update this reporting through Apr. 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/93e95710/9DW4funx7hGwNTAh8Y9C_g?u=https%3A%2F%2Fdata.nysed.gov%2F

This reporting collects staff and course data for the annual 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

Important OOC Reminders:
Advance Placement (AP) and International Baccalaureate (IB) Courses MUST be mapped to NYSED code for the associated IP/IB exam in your SMS and L0. Even if AP US History students take the NYSED US History Exam, the course must be mapped to the higher-level AP course code.

Level 0 data transfer to NYC for submission to NYSED, can ONLY be completed when all data in the template/data set (i.e. Staff Snapshot or Student Daily Attendance) can happen when ALL the data is clear of any errors. Be sure to complete the L1 Data Prep Process and fix errors on the L0 dashboard. Need help? Here are some specific directions for common errors by template. Or call ESBOCES at (631) 218-4134.
- Wrong Teach ID
- New Staff Assignment fields
- Course Instructor Assignment
- Student Class Entry Exit
- Student Daily Attendance

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,
   - 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!

Frequently Asked Questions
What is the new INFO COUNT column in Level 0?
Info Count: flags potential issues. Here are two examples:

A Staff Assignment flag may highlight that no one has an assignment as the principal. Each school is required to have a principal per Commissioner's Regulations Part 100.2a.

A Staff Snapshot flags show the number of records where the L0 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 hyphened 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

Why do I report ALL grades for some staff and separate by grades for other staff in Staff Assignment?
Resources: Staff Assignment - New Fields and Changes 23-24

- ALL Assignments can be reported with a single record for the title with a grade assignment of ALL
- **MOST principals** need a single Assignment record that aligns to the grade levels at the school or 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.
- **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.
- *New* for 2023 -24 - NYSED now collects information on shared counselors, RNs, social workers and psychologists. For these positions *ONLY*, the Assignment record needs the percent time the person works at the school (0-100) and confirmation of the employer, use "In district" for your employees.

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

	Out of Certification					
	Staff Snapshot	**Course**	**Marking Period**	**Course Instructor Assignment**	**Student Class Entry Exit**	**Staff Assignment**
1-Apr	ASAP	ASAP	ASAP	ASAP	ASAP	ASAP
% of Schools Reporting	72%	64%	65%	53%	22%	47%

Percentages displayed here 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.

New Resources

NEW: Does your school need Help Desk support for PowerSchool, Infinite Campus, eSchool Data or SchoolTool? *ESBOCES offers these services to schools across the state. Call us if you would like information to purchase SMS support and work with our colleagues in Student Data Services.*

The ESBOCES Attendance App
Eastern Suffolk BOCES has developed a custom low-cost Attendance Application to help NYC charter schools that need an electronic method for the recording of Student Daily Attendance data. [Attendance App brochure](#)

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? Contact ESBOCES:
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
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