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 9:00 a.m. 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

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
4-Mar	69%	60%	60%	51%	21%	30%	45%	23%

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.

Quick Reminders:

NEW Algebra I Course for 2024. ALL Algebra I Regents courses need the new NYSED code of **02050**

- The Algebra 1 Common Core Regents exam was offered for the last time in January 2024. ANY offered of a half year Algebra class for the January test should be mapped in you SMS and L0 as 02052CC

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. Let

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](#)

Changes to Staff Assignment reporting: Resource(s): [Staff Assignment - New Fields and Changes 23-24](#)
- MOST 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 that aligns to the grade levels they work with: e.g., 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:** 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.

For example, a HS school 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.

Check the following report to see which new fields for Staff Assignment have been reported for your school to date: [NYC Charter Data Central > Reports > On Screen > Staff Assignment Counts (esboces.org)](#)

Frequently Asked Questions
What is the new INFO COUNT column in Level 0?
Info Count: flags potential issues.
For example, a Staff Snapshot flag shows 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 and/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

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. Wil 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. 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, 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.*

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: https://link.zixcentral.com/u/ef68a36b/qBPdeMbc7hGkpJeiKHgf9A?u=https%3A%2F%2Fdata.nysed.gov%2F

Need help? OOC webinar on ESBOCES YouTube channel at: https://link.zixcentral.com/u/ac6064f1/zoPdeMbc7hGkpJeiKHgf9A?u=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D05YcgQOceZs

> ***Resources***
> OOC Verification Training video
> All Resources for Reporting OOC data in Level 0

RESOURCES
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 Website Resources:
A new document mapping resources on the NYC Data Central website.
NYC Data Central Site Map.pdf

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 the annual reporting easier.

- ESBOCES annotated 2023-24 NYSED SIRS Timeline.pdf
- Subscribe to our timeline NYC Charter Data Central > Resources > Timeline
- Original SIRS Reporting Memo & Timeline

Accessing L2RPT is managed by the school CEO
ONLY your school's CEO or a Delegated Administrator can authorize anyone to access L2RPT, the Business Portal or any other NYSED system. Neither ESBOCES, NYCDOE, nor NYSED can 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: 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
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