NYSED Initial Staff Data Deadline
> Staff Snapshot and Staff Assignment in level 0 by **9:00 a.m.** on **Wednesday, November 14**.

Level 0: open for the 2023-2024 SY

Full Access
Course
Day Calendar
Location Marking Period
(custom) **Student Attendance Codes**
Staff Snapshot
Staff Assignment
Course Instructor Assignment

Limited Access	
Program Facts	
Student Daily Attendance	LIMITED to students enrolled prior to 10/6
Student Digital Resources	
Student Class Entry/Exit	

What gets reported first in Level 0?
Staff and course data come first.
Student Daily Attendance and Student Digital Resources can be loaded but all records for students with an enrollment on/after October 6th will be flagged as missing Demographic and Enrollment data. Once loaded in L0 these records are safe, when Enrollment data refreshes the errors can be cleared.

Chart of Level 0 Templates - ESB visual timeline

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

New YouTube recording: New Data Coordinators – This presentation provides an overview of 2023-24 data reporting and an introduction to the NYSED's Level 0 software.
 https://nyccharterdatacentral.esboces.org/

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 ESBOCES.*
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. ESBOCES, 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
ESBOCES Website: https://nyccharterdatacentral.esboces.org/Home.aspx
Email: NYCCharterData@esboces.org
Phone: (631) 218-4134