

## ESBOCES UPDATES and ANNOUNCEMENTS

All Schools ESBOCES Updates and Announcements

### IMPORTANT Data deadlines:

Data Requirement	Level 0 Templates	Due Date
<b>Out of Certification Staff &amp; Course Data</b>	<ul style="list-style-type: none"> <li>Staff Snapshot</li> <li>Staff Assignment</li> <li>Course</li> <li>Location Marking Period</li> <li>Course Instructor Assignment</li> <li>Student Class Entry Exit</li> </ul>	<b>ASAP</b> ALL CORRECTIONS must be made in Level 0 by 9 AM on May 14.
<b>Student Digital Resources</b>	<ul style="list-style-type: none"> <li>Student Digital Resources</li> </ul>	ASAP End of Year
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>Day Calendar</li> <li>Student Attendance Codes (custom only)</li> <li>Student Daily Attendance</li> </ul>	ASAP- Monthly
<b>ELL Students Homeless Students (Title I, Part A grants)</b>	<ul style="list-style-type: none"> <li>Program Facts</li> </ul>	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](#).

### Current Data Report Rates to NYSED

[NYC Charter Data Central > Reports > On Screen > Student & Staff Accountability \(esboces.org\)](#)

11-Mar	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
	70%	62%	63%	52%	21%	31%	45%	23%

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.

### 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 students offered a half year Algebra class for the January test should be mapped in you SMS and LO 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 LO. 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 LO 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](#)

### Important CIA NOTES

- **Teaching Aides** and Assistants are not reported in Staff Snapshot or CIA. [Who to Include in STAFF SNAPSHOT](#)
- **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.
- EVERY class that every teacher teaches must have a CIA record with a unique section code.
- Section codes are expected to be numeric:
  - Section codes can be alpha-numeric and should not exceed 15 characters.
  - DO NOT use a comma!

### CIA overview

- All staff members reported in Course Instructor Assignment (CIA) must be reported with the TEACHER Title in Staff Snapshot.
  - **NYSED encourages schools to report CIA by mid-January each year.** Early reporting is necessary as all Level 0 data MUST be reviewed in L2RPT and ALL corrections MUST be made in Level 0 prior to the final deadline.
  - **The Final deadline for OOC reporting is mid-May.** L2RPT WILL NOT refresh the SIRS 328 OOC report after this deadline. Public reporting will match this data submitted to the USDE.
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There are multiple pre-requisite data that MUST be reported in Level 0 prior to reporting CIA. Each of the following templates should also have the L1 Data Prep Process completed prior to entering CIA data:

- **Staff Snapshot**
- **Location Marking Period**
- **Course**

### 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.*

### 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/059a494b/fvrX83rh7hG8msG7hns0Mg?u=https%3A%2F%2Fdata.nyse.d.gov%2F>

Need help? OOC webinar on the ESBOCES YouTube channel at: <https://link.zixcentral.com/u/db8437eb/KDzY83rh7hGE-MG7hns0Mg?u=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3D05YcgQOceZs>

### Resources

- [OOO Verification Training video](#)
- [All Resources for Reporting OOC data in Level 0](#)

**Changes to Staff Assignment reporting:** Resources: [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: 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:** 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 \(esboces.org\)](https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=uOUGdWzpdGQ%3d&tabid=120&portalid=0&mid=516)

### 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 &/or last names. This is common for anyone with a name change, or when either the school or SED has a hyphenated 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. Will 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: <a href="https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=uOUGdWzpdGQ%3d&amp;tabid=120&amp;portalid=0&amp;mid=516">https://nyccharterdatacentral.esboces.org/LinkClick.aspx?fileticket=uOUGdWzpdGQ%3d&amp;tabid=120&amp;portalid=0&amp;mid=516</a>	

### 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](https://nyccharterdatacentral.esboces.org/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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