

## ESBOCES UPDATES and ANNOUNCEMENTS

All Schools

ESBOCES Updates and Announcements

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### Level 0 Webinars

Join Tracy for an overview of annual reporting and a live demonstration of the Level 0 software. If you missed our in-person training events in Manhattan please plan to attend one of the following two-hour webinars. A recording will also be made and posted to our YouTube channel shortly thereafter.

Thursday, December 7	Friday, December 8
2:00 p.m.	10:00 a.m.

No pre-registration is required, just tap to join:

<https://e2ccb-gst.zoom.us/j/94276251055?pwd=NGRwS29VNysxVzMrK3JZc3pLWVhOQT09>

### Data Reporting to NYSED via Level 0

**Staff Snapshot** and **Staff Assignment** data should have reported in Level 0 by now. ESBOCES will soon start sending reminders to schools who have not yet started this reporting.

NYSED's Level 2 Reporting software (L2PRT) is refreshed each Monday. Staff Snapshot (who works at your school) data in L2 of the data warehouse immediately populates two very useful reports:

- [SIRS 320 Staff Snapshot Verification](#) - confirms all data for each record.
- [SIRS 329 Staff Certification Report](#) – review all staff certifications.

**Student Daily Attendance, SDA**, data should be reported in Level 0 monthly. NYSED requires that on every day of instruction EACH enrolled student will have an attendance record. Reporting SDA data has two pre-requisite templates: **Day Calendar** and custom **Student Attendance Codes**.

Subscribe to ESBOCES timeline for automated reminders on important Level 0 deadlines at [NYC Charter Data Central > Resources > Timeline \(esboces.org\)](#)

### ESBOCES Website Resources

A new document mapping resources on the NYC Data Central website is available at [NYC Data Central Site Map](#).

### 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 annual reporting easier.

- [ESBOCES annotated 2023-24 NYSED SIRS Timeline.pdf](#)
- Subscribe to our timeline [NYC Charter Data Central > Resources > Timeline \(esboces.org\)](#)
- [Original SIRS Reporting Memo & Timeline](#)

### Has your school submitted the BEDS IMF Report?

The NYSED Institutional Master File (IMF) report is submitted directly to NYSED via the IRS Data Exchange folder (IDEX) on the [NYSED Business Portal](#). This report should be completed and submitted. Check the status of this report and/of finished the reporting ASAP.

#### **RESOURCES:**

[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>

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