## Staff and Course Data: DUE May 14, 2024

*Out of Certification "OOC" is a multi-step process that requires reporting in six (6) Level 0 templates.*

| Data Locked in L0 by 9 AM | *Data Transfer each Wednesday* | L2RPT Refresh | Review the SIRS 328 & 330 reports<br><br>Days to make corrections in L0 |
|---|---|---|---|
| Prior to 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<br>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 | https://www.youtube.com/watch?v=05YcgQOceZs |
|---|---|
| All Resources for Reporting OOC data in Level 0 | https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/ALL%20RESOURCES%20FOR%2023-24%20-Staff%20and%20Course%20Data.pdf?ver=IqzPOZ9-tr4S9IYx-uqGpA%3d%3d |

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 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. Review this data from the 2022-23 SY at https://data.nysed.gov/

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 Department of Education (ED Facts) and at NYSED's data.nysed.gov

*Got Level 0 Errors?* Check the HELP section in Level 0 for on-demand access to directions to correct common errors by template. Or call us at 631.218.4134. Of use the following links:

- Wrong Teach ID: https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/DRAFT%20STAFF%20SNAPSHOT%20-%20How%20to%20fix%20bad%20TEACH%20ID.pdf?ver=bIcFN7mHGXYoI-uQSbfGoA%3d%3d
- New Staff Assignment fields: https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/STAFF%20ASSIGNMENT%20-%20New%20Fields%20and%20Changes%20for%2023-24.pdf?ver=khVtXaPM5ma3nbb6pDyiWg%3d%3d
- Course Instructor Assignment: https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/CIA%20common%20Errors.pdf?ver=0YBgRIzWV9-csxrYyluGIw%3d%3d
- Student Class Entry Exit: https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/SCEE%20common%20Errors%20and%20Corrections.pdf?ver=xoCRLUciyah2qdhD6C7Uzw%3d%3d
- Student Daily Attendance: https://nyccharterdatacentral.esboces.org/Portals/0/Documents/Resources/Training%20Materials/STUDENT%20DAILY%20ATTENDNACE%20-%20Common%20Enrollment%20Errors.pdf?ver=5mZl0RH7ELLyA-pAQ0rOTQ%3d%3d

## Current Data Reporting Rates

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

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**

| | Out of Certification | | | | | |
|---|---|---|---|---|---|---|
| | Staff Snapshot | Course | Marking Period | Course Instructor Assignment | Student Class Entry Exit | Staff Assignment |
| Due | ASAP | ASAP | ASAP | ASAP | ASAP | ASAP |
| 15-Apr | 76% | 68% | 70% | 54% | 22% | 48% |

## 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

***Contact us if you need us***
All ESB Charter School C-Weekly messages: NYC Charter Data Central > Resources > C-Weekly Updates
ESBOCES Website: https://nyccharterdatacentral.esboces.org/Home.aspx
Email: NYCCharterData@esboces.org
Phone: (631) 218-4134