

## ESBOCES 2023 - 2024

### Annotated Notes for NYSED's SIRS Timeline

Color	Meaning
	BEDS Day
	ESB Help desk support
	Best Practice
	NYSED Data Pull
	Not required for Charter Schools
	Data managed by the NYCDOE

SED or ESB	Estimated Date	Data Extract or Certification:	Purpose of Collection:	Required	ESB Help Desk	Target	Pre-requisite or Resources	Notes:
SED	4-Oct	<b>BEDS Day:</b> state and federal reporting will be based on the student enrollment at your school on this date. There is no specific task that must be completed on Wednesday, 10/4. BEDS Day email: <a href="https://nyccharterdatacentral.esboces.org/Resources/ListServ-Posts?Mode=View&amp;PID=7&amp;ReturnURLID=8F635E16-724F-4FC5-AF16-DA357DB8F4E1">https://nyccharterdatacentral.esboces.org/Resources/ListServ-Posts?Mode=View&amp;PID=7&amp;ReturnURLID=8F635E16-724F-4FC5-AF16-DA357DB8F4E1</a>						
SED	4-Oct	BEDS IMF Collection Opens	2023-24 BEDS IMF (INSTITUTIONAL MASTER FILE)	Yes	No	17-Nov		REPORTED DIRECTLY TO NYSED <a href="https://portal.nysed.gov/abp">https://portal.nysed.gov/abp</a>
SED	5-Oct	EFT Public School/District Collection Opens	ESSA Financial Transparency For submission of 2022-23 EFT data in the IDEx.					
SED	13-Oct	Immigrant indicator and Crisis Code Preliminary Data	To support supplementary Title III funding allocations for those most significantly impacted by newcomers/asylum seekers.	Yes	No	13-Oct		Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.
SED	Early/mid Oct	PD System Collection Opens (VR1-9)	For review and certification of special education data. 2023-24 data are required to be certified in the PD System by January 8, 2024.					
SED	20-Oct	Immigrant indicator and Crisis Code Final Data Due Date	To support supplementary Title III funding allocation for those most significantly impacted by newcomers/asylum seekers.	Yes	No			Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.
SED	23-Oct	EFT Charter Collection Opens	ESSA Financial Transparency For submission of 2022-23 EFT data in the IDEx.	Yes	No	29-Dec	<a href="https://www.nysed.gov/essa/financial-transparency">https://www.nysed.gov/essa/financial-transparency</a>	REPORTED DIRECTLY TO NYSED <a href="https://portal.nysed.gov/abp">https://portal.nysed.gov/abp</a>
SED	27-Oct	August Grads Data Due	Last date to submit <b>graduates as of August 31, 2023</b> , for Total Cohort Graduation Rate reporting. <b>L1s must have data in Level 2 by 11:59pm.</b> CDOS, Seal of Biliteracy/Civic Readiness	Yes	No	ASAP		Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines. Reported in Level 0
NYC	& throughout	L2RPT BEDS Folder: SIRS	Ensure all students are accounted for and properly aligned with your school building. L2RPT: BEDS Folder					Enrollment is managed by the NYCDOE; in ATS.
NYC	& throughout	L2RPT Total Cohort Folder: SIRS 201	Ensure all students are accounted for and properly aligned with your school building. L2RPT: BEDS Folder					Enrollment is managed by the NYCDOE; in ATS.
ESB	October	* Day Calendar * Student Daily Attendance Codes	Pre-requisites for Student Daily Attendance data.	Yes	Yes	October		Pre-requisites for the reporting SDA If your NYC charter school using ONLY the NYSED attendance codes, no additional codes are needed.

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ESB	October	Student Daily Attendance (SDA)	Annual State and federal data reporting requirements Daily Attendance and suspensions MUST be reported in Level 0  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	* Day Calendar * Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional SDA record (Present or Absent)
ESB	October	*Course *Location Marking Period	Pre-requisites for staff and student course data.	Yes	Yes	October		Prerequisite information for the reporting of staff and student course data as required for NYSED and USDE.
ESB	October	Staff Snapshot	Staff Snapshot data must be loaded for the ability to enter data into other staff and course templates.	Yes	Yes	15-Nov	Level 0 Access TEACH IDs	Staff Snapshot for ALL teachers, principal(s) and other non-teaching professionals. UPDATE- throughout the year ALL teachers and non-teaching professionals must have a TEACH ID
ESB	How to find TEACH IDs		<a href="#">How to Find TEACH IDs</a>					
ESB	October	Staff Assignment	Non-Teachers- In L0, report the appropriate non-teaching assignment(s), Use grade level ALL <i>except</i> for Principals.	Yes	Yes	15-Nov	* Staff Snapshot	UPDATE- throughout the year
ESB	Who needs Staff Snapshot/Assignment		<a href="#">STAFF SNAPSHOT - Deciding Who to Include.pdf</a>					
SED	10-Nov	NYSAA- eligible program service code 0220 <b>Data Due</b>	Identify NYSAA-eligible students for enrollment in DLM Kite Educator Portal. <b>L1s must have data in L2 by 11:59PM</b>	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
SED	13-Nov	DLM Kite Educator Portal <b>Data Extract</b>	NYSAA enrolment file for loading to DLM Kite Educator Portal.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
SED	17-Nov	Staff Snapshot, Staff Assignment <b>Data Due</b>	<b>Preliminary 2023-24 data due.</b> Staff Snapshot must be loaded to SIRS prior to loading any other staff or course data. <b>L1s must have data in Level 2 by 11:59pm.</b>	Yes	Yes	15-Nov		
SED	17-Nov	BEDS IMF <b>Collection Closes</b>	Last date to complete submission of IMF district and school forms on the IDEX.	Yes	No	17-Nov		<a href="https://portal.nysed.gov/abp">REPORTED DIRECTLY TO NYSED https://portal.nysed.gov/abp</a>
ESB	November	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	29-Dec	EFT <b>Data Due</b>	Initial due date of 2023-24 EFT data in the IDEX.	Yes	No	29-Dec	<a href="https://www.nysed.gov/essa/financial-transparency">https://www.nysed.gov/essa/financial-transparency</a>	<a href="https://portal.nysed.gov/abp">REPORTED DIRECTLY TO NYSED https://portal.nysed.gov/abp</a>
ESB	December	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.

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SED	5-Jan	BEDS Day Enrollment and FRPL Data Extract	FRPL, enrollment by grade, district of residence, and supplemental enrollment counts submitted via SIRS are collected for calculating <b>preliminary</b> State Aid allocations. Enrollment counts are used to create the USED ED Facts Directory, which is the official directory of all schools and districts for federal reporting, serves as a sampling frame for federal statistical studies, defines the universe for the CRDC (Civil Rights Data Collection), and populates the list of schools used on the FAFSA. FRPL data are reported to USED and used primarily for the Non-Fiscal Survey of the CCD (Common Core of Data) and other USED offices.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>  <b>Enrollment is managed in ATS.</b>
SED	12-Jan	Special Ed Data Due (VR1-9)	Last date to submit data populating the VR1-9 reports. Official child count and LRE will be reported to USED. Last date to submit data populating the VR1-9 reports. L1s must have data in Level 2 by 11:59pm. Official child count and LRE (Least Restrictive Environment) will be reported to USED.					<i>FYI - Charter schools can view this data, reported by the NYCDOE.</i>
SED	16-Jan	Special Ed Certification Due (VR1-6,8)	Districts and nonpublic schools are required to certify data <b>in the PD System</b> as Accurate or Not Accurate. Data reflects official child count and LRE reported to USED. Status will be defaulted to Not Accurate for entities that do not certify. (VR7 and VR9 do not need to be certified.)					
SED	26-Jan	Student Digital Resources	<b>L1s must have preliminary data in Level 2 by 11:59pm.</b> This collection helps identify specific needs and target resources and funding opportunities when they become available.	Yes	Yes	24-Jan		
SED	26-Jan	<b>Preliminary</b> Course Instructor Assignment, Student Class Entry Exit Data Due	All student course data <b>must be up to date in Level 2 by 11:59pm.</b> and will be used by the Office of State Assessment for determining counts of students enrolled in courses leading to state assessments.	Yes	Yes	24-Jan	* Course * Staff Snapshot * Location Marking Period	Review the SIRS 328 Staff Out of Certification Report ALL Corrections must be in L0 by January 25, 2023
ESB	January	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	9-Feb	NYSESLAT Pre-ID Data Due	Level 1s must have Student Enrollment, Program Service and Demographic data in L2 <b>by 11:59 P.M.</b> L2 then creates the extract of 0231 Program Service Codes for schools administering the NYSESLAT SAFT.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>

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ESB	February	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	1-Mar	EFT Collection Closes	Absolute last date for EFT data collection. Most schools/districts/charters will only be given an extension to January 31, 2023, but the Big 5 CSDs (City School District) have until this date.					
SED	11-Mar	EFT Data Extract	The EFT data in SV_REPORTS is extracted for further QA and creation of tables for the public data site.	Yes	No			
SED	15-Mar	BEDS Day Enrollment and FRPL Data Extract	FRPL, enrollment by grade, district of residence, and supplemental enrollment counts <i>submitted via SIRS</i> are collected for calculating <b>preliminary</b> State Aid allocations. FRPL data are reported to the USED via EDFacts. All entities need to show FRPL counts in the March snapshot to be included in FRPL data submitted to USED. FRPL data are reported to USED and used primarily for the Non-Fiscal Survey of the CCD and other USED offices.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>  <b>Enrollment is managed in ATS.</b>
SED	15-Mar	UPK annual enrollment Data Due	Counts of UPK students enrolled through March 13, 2024, collected for calculating UPK grant funding.					
SED	22-Mar	MBK Grants Program Service records and Liberty Partnership Programs Preliminary Data Due	All recipients of My Brother's Keeper with active grants must report complete data to SIRS using program service codes 4005–4009. Liberty Partnerships Program code 4004. <b>L1s must have data in Level 2 by 11:59pm</b>	Yes	No			My Brother's Keeper grant recipients.  <b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
ESB	March	ELL and Title 1 Part A Program Fact	Verify ELL student reporting of the type and intensity of ELL instruction  Identify HOMELESS students that receive supports through Title 1 Part A monies.	Yes	Yes	31-Mar		Report Early to ensure accurate identification of ELL students. (date change from original ESB of Feb 28)
ESB	March	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.

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ESB	April	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	17-May	Final Teacher Out of Certification data <b>Extract Taken</b>	The official NYS (New York State) Out of Certification match is performed at Level 2 based on data through May 17, 2024. SIRS-328 Out of Certification report will be frozen as of this date.	Yes	Yes	14-May	Staff Snapshot Course LMP Course Instructor Assignment	Final extract of Out of Certification Reporting.
SED	17-May	Day Calendar, Student Daily Attendance, Course Instructor Assignment, and Student Class Entry Exit <b>Data Due</b>	All student course and attendance data will be extracted from SIRS on May 15, 2023, for growth purposes. <b>The Official State teacher course to certification match is based on May 12 data.</b> 2022-23 course and attendance data may be updated until SIRS closes in August.					Student Growth scores for APPR Plans are not required for charter schools.
ESB	May	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	31-May	Summer EBT 2024 benefits initial pull <b>Data Due</b>	Initial student enrollment, address and FRPL eligibility data due to L2 to calculate Summer EBT 2024 benefits. <b>L1s must have data in Level 2 by 11:59 P.M. on the due date.</b>	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
SED	May - Early	ELL (English Language Learners) Counts and Immigrant Student Counts <b>Data Due/Extract (final)</b>	Counts at time of final data pull of ELL students enrolled in district (for Title III ELL allocations) and immigrant students enrolled in district (for Title III immigrant allocations).	Yes	Yes	30-Jun		Final Extract for ELL & Immigrant reporting to the USDE

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ESB	June	Course Instructor Assignment	Update as needed	Yes	Yes	12-Jul	* Course * Location Marking Period	Review the SIRS 328 Staff Out of Certification Report  ALL Corrections for the US Department of Education reporting must have been in L0 by January 25, 2023
ESB	June	Student Class Entry Exit	Update as needed	Yes	Yes	12-Jul	* Course * Location Marking Period. * Course Instructor Assignment	SIRS 330 Student Class/Course Instructor Summary Report  ALL Corrections for the US Department of Education reporting must have been in L0 by January 25, 2023
SED	3-Jun	Summer EBT 2024 benefits initial data pull <b>Extract Taken</b>	Initial student enrollment, address and FRPL eligibility data pulled to calculate Summer EBT 2024 benefits.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
SED	7-Jun	UPK annual enrollment <b>Data Due (final)</b>	Counts of UPK students enrolled through March 15, 2023, collected for calculating UPK grant funding.					
ESB	14-Jun	<b>Student Daily Attendance</b>	LEVEL O Deadline for SED EOY Data	Yes	Yes	14-Jun	*Day Calendar *Custom Student Attendance Codes (if applicable)	Best date to transfer August - May SDA data for Verification in L2RPT with time to make corrections.
SED	June	Special Ed EOY reports <b>Collection Opens</b> (VR11-16)	(Districts will be required to certify data <b>in the PD System</b> by <b>two due dates</b> : August 7 (VR13,15,16) & September 18 (VR11,12,14), 2023.)					
SED	28-Jun	Summer EBT 2024 benefits FINAL pull <b>Data due</b>	FINAL student enrollment, address and FRPL eligibility data due to L2 to calculate Summer EBT 2024 benefits. <b>L1s must have data in Level 2 by 11:59 P.M. on the due date.</b>	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>
ESB	28-Jun	<b>OTHER TEMPLATES</b>	LEVEL O Deadline for SED EOY Data	Yes	Yes	27-Jun	SCEE, SCGD Staff Attendance Program Fact - Seals, CDOS & CTE	Best date to transfer all/most templates for Verification in L2RPT with time to make corrections.
ESB	June	Student Daily Attendance	Annual State and federal data reporting requirements Student Daily Attendance (Daily suspension and attendance MUST be reported in Level 0)  Each school day MUST be reported for each day of each students' enrollment.	Yes	Yes	Monthly	*Day Calendar *Custom Student Attendance Codes (if applicable)	NYSED requires an attendance record for every student on every instructional day of their enrollment. Each suspension requires an additional record.
SED	1-Jul	Summer EBT 2024 benefits FINAL pull <b>Extract taken</b>	FINAL student enrollment, address and FRPL eligibility data pulled to calculate Summer EBT 2024 benefits.	Yes	No			<b>Managed by the NYCDOE; please follow the Charter School Weekly for key deadlines.</b>

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NYC	5-Jul	Student Daily Attendance	<b>LEVEL O</b> <b>FINAL Deadline for SED EOY Data</b>	Yes	Yes	5-Jul	Day Calendar Custom Student Attendance Codes (if applicable) Student Daily Attendance	<b>LAST SDA TRANSFER</b>
NYC	12-Jul	ALL TEMPLATES	<b>LEVEL O</b> <b>FINAL Deadline for SED EOY Data</b>	Yes	Yes	12-Jul	Program Fact Course LMP CIA SCEE SCGD SDR Staff Snapshot Staff Assignment Staff Attendance	<b>Last day to load new data for the 2022-2023 SY</b>
SED	12-Jul	Regents Assessment <b>Data Due</b>	Regents data for State-provided Growth results. <b>L1s must have data in Level 2 by 11:59 P.M. on the due date.</b>	Yes	No			NYCDOE deadline to post Regents data to SED
SED	2-Aug	Special Ed <b>Data Due</b> (VR13,15,16)	Last date to submit data populating VR13,15,16 reports. <b>L1s must have data in Level 2 by 11:59 P.M. on the due date.</b>					
SED	5-Aug	Special Ed <b>Certification Due</b> (VR13,15,16)	Districts must certify data as Accurate or Not Accurate <b>in the PD System</b> . Status defaults to Not Accurate for entities that do not certify.					
SED	16-Aug	Special Ed EOY ( <b>End of Year</b> ) <b>Data Due</b>	Last date to submit Special Ed enrollment, demographic, assessment (including COSF), Special Ed EOY Snapshot, and disability program service records for students with potential submission records for VR11-16 reports. LEAs use PD System <i>List of Potential Student Records</i> report to confirm all eligible students are reported accurately.					
SED	16-Aug	FINAL SIRS EOY <b>Data Due</b>	<b>L1s must have EOY data submitted to Level 2 by 11:59 P.M.</b> Used for federal and State reporting, State Aid allocations, and to make accountability status determinations. (Staff Eval not due until October, see below.)					<b>NYCDOE deadline to post data to NYSED</b>
SED	30-Aug	SIRS EOY Data <b>Certification Due</b>	<b>Statement of Certification</b> certifies accuracy of data submitted by EOY reporting deadline, as applicable per institution type. (Staff Eval not due until October, see below.)	Yes	No	30-Aug		<a href="https://portal.nysed.gov/abp">REPORTED DIRECTLY TO NYSED https://portal.nysed.gov/abp</a>

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SED	9-Sep	Special Ed <b>Certification Due</b> (VR11, VR12, VR14)	Districts are required to certify data <b>in the PD System</b> as Accurate or Not Accurate. Status defaults to Not Accurate for entities not certifying.					
SED	18-Oct	Staff Evaluation Scores and Ratings <b>Data Due</b>	Overall ratings & subcomponent scores to fulfill reporting requirements under Education Law 3012-d. Staff Evaluation data is one factor in district eligibility for <b>2023-24</b> State Aid. LIs must have data in Level 2 by 11:59 P.M. on the due date.					Public School Districts, BOCES
SED	25-Oct	Staff Eval Rating Verification Report <b>Certification Due</b>	Certify accuracy of Staff Evaluation data <b>by the October 27 due date.</b> <a href="#">Form is accessed and must be submitted via SEDMON in NYSED's Application Business Portal.</a>					Public School Districts, BOCES



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#### Acronyms:

AP	Advanced Placement
APPR	Annual Professional Performance Review
BEDS	Basic Educational Data System
BOCES	Board of Cooperative Educational Services
CCD	Common Core of Data
CDW	Complete Data Warehouse
COSF	Child Outcomes Summary Form
CRDC	Civil Rights Data Collection
CSDs	(with "Big 5": City School DistESBt. Otherwise, Central or Community School DistESBt)
EDFacts	U.S. Department of Education (ED) repository of state-reported education data
EFT	ESSA (Every Student Succeeds Act) Financial Transparency
ELL	English Language Learners
EOY	End of Year
ESSA	Every Student Succeeds Act
FAFSA	Free Application for Federal Student Aid
FRPL	Free and Reduced-PESBe Lunch
IDEx	IRS Data Exchange
IMF	Institutional Master File
IRS	NYSED Office of Information and Reporting Services
L1	Level 1 (regional data warehouse)
L2	Level 2 (statewide data warehouse)
LEA	Local Educational Agency
LRE	Least Restrictive Environment
MBK	My Brother's Keeper
NYSED	New York State Education Department
NYSESLAT	New York State English as a Second Language Achievement Test
PD	PD System (Special Education data collection system)
QA	Quality Assurance
SAFT	Stand-Alone Field Test
SEDMON	State Education Department Monitoring system
SIRS	Student Information Repository System
SY	School Year
UPK	Universal Prekindergarten
USED	United States Education Department
VR	Verification Report