

## Extract CDOS Credential From ReportNet

Under the US Department of Education's Every Student Succeeds Act, ESSA, NYSED collects information about College, Career and Civic Readiness, CCR, including student participation in CDOS.

Definitions from the SIRS Manual: <http://www.p12.nysed.gov/irs/sirs/> page 247 page 36 CDOS Explanation

**Underlining added for emphasis- ALL students in career & technical coursework should have a CDOS program, service record.**

**CDOS Credential Eligible Coursework** — Code 8271.

**Description:** Indicates a student who is taking Career and Technical Education coursework and/or work-based learning that may be used to satisfy requirements for the Career Development and Occupational Studies (CDOS) Credential. This code should not be reported in lieu of the six-digit specific Career and Technical Education (CTE) Program Code used to report the CTE program a student is in.

**Purpose:** Used to identify students taking coursework that may be used to satisfy requirements for a CDOS credential as a stand-alone credential or in addition to a high school diploma or high school equivalency (HSE) diploma.

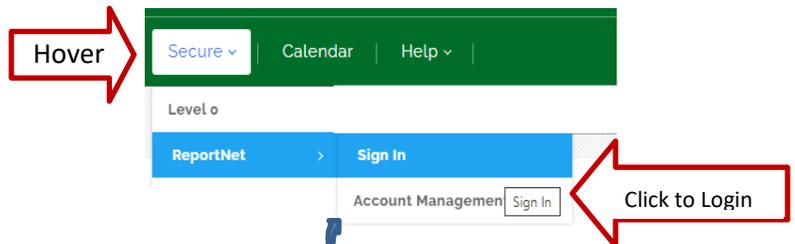
**Entry Date:** Date the student begins Career and Technical Education coursework and/or work based learning that may be used to satisfy requirements for a CDOS.

**Exit Date:** Date the student receives the CDOS or is no longer participating in coursework and/or work-based learning.

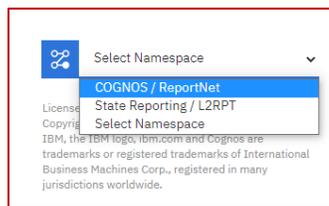
**Reason for Ending Code:** 700 — received a CDOS credential or 701 — No longer participating in coursework and/or work-based learning that satisfied the requirements for the CDOS credential. This is the only way to indicate that a student satisfied the requirements for the CDOS credential when it's earned in addition to a local or Regents diploma.

1. Start at the NYC Charter Data Central <https://nyccharterdatacentral.esboces.org>

Hover over **Secure**  
Click on **ReportNet**



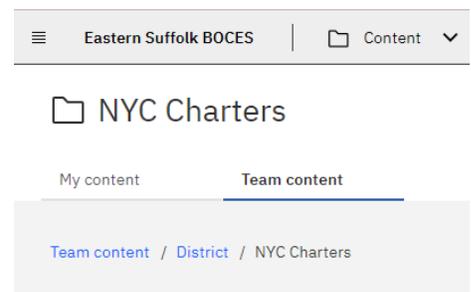
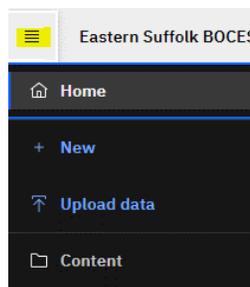
2. Select **COGNOS/ReportNet** from the dropdown and login.



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management**

3. Click on the following prompts:  
the **Open Menu** icon>

**Content** >  
**TEAM Content** >  
**District** >  
**NYC Charters** >  
**Extracts**



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## Extract CDOS Credential From ReportNet

4. Select **PROGRAM FACTS – Student CDOS Credentials**

5. Select **School/Year** & click **NEXT**

6. Select the student(s) that are receiving the CDOS credential and click on **Finish**

7. Open the Excel file that downloads: follow the instructions in rows 1-12.

**Program Facts - Student CDOS Credential (2023-2024)**

Student names are updated weekly. If a student is missing from this report please ensure that they have been reported in the appropriate NYCDOE system.

**Blue Column Headers indicate required fields**

**Orange Column Headers indicate data that is required if applicable. Enter date in Column H only if student left the program/school before the end of the year.**

**Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.**

**Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete these columns.**

Column G - Add a start date (yyyy-mm-dd)

Graduating Seniors that have earned a CDOS credential MUST have COLUMNS H, N & Q

Column H: enter (yyyy-mm-dd), Column N: 700, Column Q: "PATHWAY"

FORMAT SHEET AS TEXT PRIOR TO DATA ENTRY. Instructions below:  
Click upper left hand corner and press CTRL + 1. In the Format window click **Number** tab. In the **Category** list, click **text**, and click **OK** to close window.  
When complete, save as an Excel file with headers and again as a CSV file without directions, headers and green columns.

DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE Enter June 30 of the current school year (yyyy-mm-dd)	STUDENT ID 9 numeric characters (left pad with zeros if needed)	STUDENT_NAME	PROGRAM CODE	PROGRAM START DATE (yyyy-mm-dd)	PROGRAM END DATE Enter only if student left the program/school before the end of the class (yyyy-mm-dd)	EXIT REASON CODE 1 (Enter 700 for graduating Seniors who earned credential)	PROGRAM COMMENT (enter "PATHWAY" for graduates who completed the program)
90000001	84####	2024-06-30	000000001	Last, First	8271				
90000001	84####	2024-06-30	000000002	Last, First 1	8271	G	H	N	Q
90000001	84####	2024-06-30	000000003	Last, First 2	8271				
90000001	84####	2024-06-30	000000004	Last, First 3	8271				

Column headers are color coded to highlight different information:

- **Black**
- **Blue text**
- **Green text** indicates a field with extra information for your convenience. DELETE this column before creating a CSV
- **Orange text** are optional fields based on individual student

### What you need to report:

- **Column G:** Add a Program Start Date for each student designated with a CDOS Program Code, 8271.
- **Column H:** Add a Program End Date *ONLY* if a student left the program/school prior to the end of the current school year.
- **Column N:** Enter a Reason Code, 700, for seniors that earned the credential.
- **Column Q:** Enter a Program Comment, PATHWAY, for graduates who completed the program.

### Seniors and Graduates

Finished?

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## Extract CDOS Credential From ReportNet

Once you have updated your spreadsheet with this year's information, save it as

### 1) an Excel file (with headers)

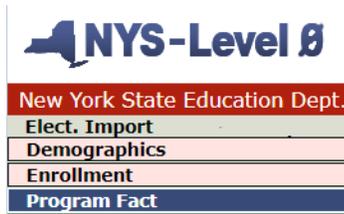
- then DELETE rows 1-8, directions and headers
- Remove Column E, student name
- BEST PRACTICE:
  - 1) Find the first empty column off to the right: select multiple empty columns to the right & hit DELETE, then
  - 2) Find the first empty row at the bottom: select multiple empty rows & hit DELETE
  - 3) **Save the file** again in the file format **.CSV** (comma separated values).

### Loading the CSV into Level 0.

Log into **Level 0**

Hover over **ELECTRONIC IMPORT**

Click on **PROGRAM FACTS**



**STEP 1:** Default settings do not need to be adjusted

**STEP 2:** Click on **CHOOSE FILE** to select your CSV

**STEP 3:** Click on **PREPARE IMPORT FILE** (this may take a moment)

**STEP 4:** Click on **PERFORM PRECHECK** to verify record counts prior to import: Biliiteracy &/or Civic Readiness will be automatically selected.

**STEP 5:** Default settings - do not need to be adjusted

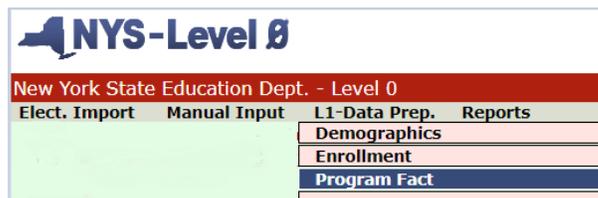
**STEP 6:** Click on **VALIDATE DATA** icon

**Red message?** *There is an error(s) and the file cannot be loaded.* Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and reload the data.

**Green message?** Proceed to... L1 DATA PREP

Hover over **L1-DATA PREP**

Click on **PROGRAM FACT**



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## Extract CDOS Credential From ReportNet

1. Identify ONLY CDOS data, click on 8271 CDOS Credential
2. Click the **“Validate Now”** button – you should get a green success message.
3. Tap on **Create File for Level 1 Submission**

**DO NOT** ✓ **ALL**

**Program Fact Data Prep. for Level 1:**

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed. **Watch for errors.**

Note: Clicking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

Check All

<input type="checkbox"/> Safety Net	<input type="checkbox"/> CTE / Tech Prep	<input type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input type="checkbox"/> ESEA	<input type="checkbox"/> Type of Disability	<input type="checkbox"/> 0198::Poverty
<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan	<input type="checkbox"/> 5753::Intervening Serv.	<input type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input type="checkbox"/> Summer School Participation
<input type="checkbox"/> 8261::Single Parent Pregnant	<input checked="" type="checkbox"/> 8271::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer	<input type="checkbox"/> 1232::SIFE
<input type="checkbox"/> Higher Education	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces	<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input type="checkbox"/> 8262::Homeless	
<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted	<input type="checkbox"/> 5754::CCEIS	<input type="checkbox"/> 8313::Civic Readiness			

Validation results...

L0 will list each of the data set you checked and report the outcome of data transfer in green. Click on **Create File for Level 1 Submission.**

Click the button below to create export file for Level 1

The checked categories above are locked and waiting to be prepared for Level 1 submission.

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates.

You've submitted your Program Facts file and the data is queued for transfer to the NYCDOE for submission to NYSED. Data is submitted every Wednesday at 9AM to the NYCDOE and refreshed in L2RPT the following Monday.

Once ESBOCES transfers the data to the NYCDOE, you should verify data reporting to NYSED in L2RPT **Data Verification in L2RPT** [IBM Cognos Analytics \(nycenet.edu\)](http://ibm.cognosanalytics.nycenet.edu)  
Ensure that SED has the correct data by reviewing the

- SIRS 308 Annual Graduation & Post Graduation Plans Report

*Each school is responsible for the accuracy of ALL data reporting.  
Verification MUST be completed by a review of the associated L2RPT report.*

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