

Listed under the title of each topic or template below are specific resources, including training videos, to help you meet the State's data reporting deadlines for the current school year.

NYSED Guidance and Resources

SIRS Manual	http://www.p12.nysed.gov/irs/sirs/
SIRS Data Reporting Memo & Timeline	SIRS Reporting Memo Reporting 2023-24 School Year Data
23-24 Timeline & ESBOCES Notes	ESBOCES annotated 2023-24 NYSED SIRS Timeline.pdf
Why do we report this data?	EDFacts Community Video

ESBOCES Software Systems

ESBOCES Website	NYC Charter Data Central > Home
Level 0	NYSED - Level 0
ReportNet	Regional Information Center Reporting
Staff/Stu. Accountability Report	NYC Charter Data Central > Reports > On Screen > Student & Staff Accountability

1- Report ALL teachers and professional staff at your school. TEACHERS are needed ASAP for Out of Certification reporting in January.

Staff Snapshot

Level 0 Manual Input	Manual Input Instructions Staff Snapshot
Extract Data from ReportNet	Staff Snapshot-ReportNet Extract Instructions
Template Instructions	eScholar Staff Snapshot Template
Who to Include in Reporting	Deciding Who to Include in STAFF SNAPSHOT.pdf
Staff Snapshot Codes	STAFF SNAPSHOT-Manual Input Screenshot

2- Report ALL courses offered at your school

Course

Course Code Changes for 23-24 SY	2023 - 2024 SIRS Template & Code changes
Level 0 Manual Input	Course Manual Input Instructions
Re-load Prior Year Course Data	23-24 COURSES from previous year- L0 Info report.pdf
Template Instructions	eScholar Course template

3- Report terms (start and end date) of when classes end and final grades/credits are reported

Location Marking Period, LMP

Level 0 Manual Input	LMP Manual Input Instructions
Extract from ReportNet	N/A
Template Instructions	eScholar Location Marking Period Template

4- Report EVERY section of EVERY class the each teacher is assigned to teach. ONLY credit bearing courses that appear on the student's transcript.

Course Instructor Assignment, CIA

Level 0 Manual Input	Course Instructor Assignment-Manual
Extract from ReportNet	CIA-ReportNet Extract Instructions
Common CIA Errors	CIA Common Errors
Template Instructions	eScholar Course Instructor Assignment Template
Out of Certification training:	TBA

5- Report when EVERY student entered every class they take at your school.

Student Class Entry Exit, SCEE

Level 0 Manual Input	SCEE Manual Input Instructions
Extract from ReportNet	Student Class Entry Exit - ReportNet Extract Instructions
Template Instructions	eScholar Student Class Entry Exit Template
My Teacher/Student Reports	ReportNet My Teachers & My Students
Common SCEE Errors	SCEE Common Errors and Corrections

6- Report all non-teaching professionals at your school with a title/role comparable to those listed on the Titles & Assignment codes document (below). NOTE- a count of staff in the titles of principal, school counselor, social worker and nurse, will be listed publicly at <https://data.nysed.gov/>

STAFF ASSIGNMENT – NEW FIELDS for 2023-2024

L0 Manual Input	Staff Assignment Manual Input Instructions
ReportNet Extract –Current Year data, from Staff Snapshot	Staff Assignment-ReportNet Instructions
ReportNet Extract last year's data	Staff Assignment-ReportNet Instructions
Template Instructions	eScholar Staff Assignment Template
NEW Fields for 2023-2024	Staff Assignment New Fields for 2023-2024
Titles & Assignment Codes	23-24 L0 Assignment Codes.pdf
Principal Codes	Staff Assignment - Principals codes and grade levels