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TO: District Superintendents  
Superintendents of Public Schools  
Public School Leaders  
Charter School Leaders  
Regional Information Center Directors  
Level 1 Primary and Secondary Project Managers

FROM: Rose M. LeRoy *Rose M. LeRoy*

SUBJECT: Reporting 2021-22 School Year Data

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This memo highlights revisions and additions to school district, Boards of Cooperative Educational Services (BOCES), and charter school data collection requirements and deadlines for reporting 2021-22 school year (SY) data to the New York State Education Department (NYSED) via the Student Information Repository System (SIRS) and the Basic Education Data System (BEDS) Institutional Master File (IMF).

In addition to the specified due dates for data outlined in the [SIRS data reporting timeline](#), the Department will extract and use data throughout the school year as needed. These data extracts may be required for State and federal reporting purposes, NYSED program office use, and other necessary purposes. Therefore, it is vehemently important for districts, BOCES, and charter schools to have data collection and input processes in place early in the school year to ensure data are as complete and accurate as possible throughout the entire calendar year. Accountability determinations (if appropriate) and all related State and federal reporting will be completed with data submitted by school districts, BOCES, and charter schools as of Friday, August 19, 2022.

**The reporting requirements described in this memo apply to all school districts and their schools, BOCES, and charter schools.** Please share this information with district, BOCES, and school personnel who are responsible for data reporting and verification.

Dates for data collected through other NYSED collection systems are posted on the program office web pages. Please review these dates carefully to ensure all data are reported in a timely and accurate manner. As necessary, additional dates may be added to the timeline and communicated to your Regional Information Centers (RIC)/Big 5 scanning centers as they become available. Your RIC/scanning center will require data to be submitted earlier than the dates listed on the NYSED timeline to allow sufficient time for processing, and you must work with your RIC/scanning center dates.

If you have questions about earlier RIC/scanning center dates or data contained in SIRS, please contact your RIC or Big 5 Data Coordinator. For a list of RIC contacts, see

[RIC/Big 5 Contacts](#). For other commonly asked questions and answers please see the Office of Information and Reporting Services (IRS) [Datasupport Help Center pages](#).

**2021-22 New SIRS Data Collection & Reporting Requirements and Reminders**

The deadline to submit 2021-22 data to the SIRS is **August 19, 2022**. Staff Evaluation and Level 0 Historical data *have different due dates*. Please see the [SIRS Timeline](#) for other reporting deadlines.

Subject	What to Know
Program Service Codes	<ul style="list-style-type: none"> <li>Several Program Service Code changes have been made for the 2021-22 school year. These changes can be found on the SIRS Code Change document on the <a href="#">Vendor Support for School Districts and BOCES</a> web page.</li> </ul>
Assessment Codes	<ul style="list-style-type: none"> <li>A separate memo will be forthcoming with information on Graduation and Regents Exemptions for August 2021 Regents assessments.</li> </ul>
Staff and Course Reporting	<ul style="list-style-type: none"> <li>2021-22 Staff and Course updates can be found on the <a href="#">Teacher/Staff Data</a> and <a href="#">New York State Comprehensive Course Catalog</a> web pages.</li> <li>The annual teacher certification match process is performed using data from the SIRS Course Instructor Assignment template. Two Cognos reports (SIRS-328 and SIRS-329) continue to be available in the Level 2 Reporting Environment (L2RPT) along with a course to certification crosswalk distributed via the IRSP which providing Local Education Agencies (LEAs) with an appropriate mapping of course codes to certification areas. All LEAs should be consulting the Cognos reports and Crosswalk in the fall prior to reporting to course data.</li> </ul>
Student Digital Access	<ul style="list-style-type: none"> <li>Beginning in the Fall of 2021, school districts, charter schools and BOCES will report data on students' access to devices and broadband in their places of residence to the New York State Education Department's Student Information and Repository System (SIRS). This information will replace the Technology questions 8B and 8D currently collected as part of the Basic Education Data System (BEDS) Institutional Master File (IMF).</li> <li>This collection will help identify specific needs and target resources and funding opportunities when they become available. It is for this reason that NYSED strongly recommends that the student digital access data elements are entered into SIRS as soon as possible during the school year.</li> </ul>
Student Daily Attendance	<ul style="list-style-type: none"> <li>In 2021-22, LEAs will report both positive and negative attendance. Students present for the instruction for the day, irrespective of instructional modality, should be reported with the codes PRSNT-IN, PRSNT-OUT There must be an attendance record for every student on all instructional days. LEAs should continue working with their Student Management system vendors to ensure data can be reported accurately.</li> </ul>

## **Phased In/Phased Out Assessments with Assessment Measure Codes**

<b>Assessment</b>	<b>First Administered</b>	<b>Last Administered</b>	<b>Assessment Measure Code</b>
Regents U.S. History & Government	June 2001	August 2021*	08052
Regents U.S. History & Government (Framework)	June 2022		06072
NYS Grade 4 Science	2003-04	2021-22	00029
NYS Grade 5 Science	2023-24		TBD

\* (For all scheduled Regents administrations from June 2020 through August 2021, only exemptions are reported due to the cancellation of Regents assessments.)

No Regents U.S. History & Government exam will be administered in January 2022; however, a special exemption for U.S. History & Government (Framework) will be available for students who meet certain criteria which can be found in the June 2021 [memo](#) “January 2022 Regents Examination in United States History and Government (Framework) Diploma Requirement Exemption.”

Note: ALL data collection and reporting changes for the 2021-22 school year will be detailed in the *2021-22 SIRS Manual* and Code Changes documents and made available on the [Vendor Support for School Districts and BOCES](#) web page. Please review these changes carefully when updated.

### **Data Verification**

NYSED makes available to school districts, BOCES, charter schools and some other reporting entities, tools for reviewing, verifying, and certifying their data throughout the school year. Information officers and data coordinators should be familiar with the various systems and applications associated with data verification.

### **L2RPT Reports – Reviewing SIRS Data**

[Verification reports](#) for data in the SIRS are available in the [Level 2 Reporting \(L2RPT\) environment](#). **These reports are to be used throughout the school year to help ensure that all data are reported accurately in the SIRS.** If data must be updated, changes must be made in the local source system and uploaded to Level 2 (L2) of the statewide repository system following L0 and Level 1 (L1) processes where applicable. Data will be refreshed on a daily or weekly basis (depending on the particular domain) in L2 of the SIRS until the end of year deadline, August 19, 2022. Please pay close attention to the counts within the various subgroup populations (e.g., racial, and ethnic breakdowns, students with disabilities, English Language Learners), as these counts may impact various data reports for these subgroups.

Reporting errors discovered from a review of these reports must be corrected in the local source system and submitted to the SIRS. Guides for understanding these reports are available on the [NYSED Level 2 Report Guides page](#).

User accounts for L2RPT access are created and managed by the superintendent or

charter school CEO or the superintendent's or charter school CEO's Delegated Account Administrator through the State Education Department's Delegated Account System (SEDDAS) available via the NYSED [Application Business Portal](#). Additional support for authorized users of SEDDAS can be found on the NYSED [SEDDAS page](#) and may also be provided by your Level 1 data center.

#### Notes:

- Changes made to historical data using Level 0 Historical (LOH) will be displayed within the LOH system.
  - These historical changes will be displayed in L2RPT only for current year cohort membership or the cohort's secondary assessment scores.
- When LOH Historical opens in the 2021-22 school year (after assessment clean-up closes and LOH opens for the new year), the new NYS Assessment Cleanup process will allow districts and schools to identify additional 2021 assessment changes to be submitted using the same process that is used during the regular assessment clean-up process for the following assessments: 3-8 English Language Arts (ELA), 3-8 math, and K-12 NYSESLAT. The changes will impact the following:
  - 2022: SIRS-501 – Score Report - NYSTP
  - 2022: SIRS-503 – Score Report - NYSESLAT
  - The submission will impact the “Last Year” section on the 2022 Score Reports.
  - Future data pulls using LOH data for 2021 results will include the updates.
  - All 2021 published/released results regarding 2021 data **will not be updated**. This includes but not limited to: data.nysed.gov Assessment Results, Report Cards, L2RPT reports (including but not limited to SIRS 301 Tested/Not Tested Confirmation Report), and previously fulfilled requests.
- Most SIRS data reports are refreshed weekly in the SIRS on Saturdays. The Staff data domain is refreshed daily. However, districts should work with their RIC or Big 5 data coordinators concerning data loading deadlines.

For additional information concerning SIRS reports and resources, see the [L2RPT System Resources page](#).

#### **IRS Portal (IRSP) Reports**

In addition to the verification reports available through L2RPT, other reports are distributed to schools and/or districts throughout the data collection cycle via the [Information and Reporting Services Portal](#) (IRSP). When reports are posted to the IRSP, an email notification is sent to the Information Officer/District Data Coordinator listed in SEDREF, indicating that a file is available for downloading. It is important that school districts, BOCES, and charter schools ensure these staff are listed in the NYSED SEDREF database to receive notifications.

Please be advised the IRSP is a secure file transfer protocol (SFTP). LEAs should not leave or use the IRSP to save files. If an LEA wishes to save any items received via the IRSP they must download and save the files to their own secured network environment. Otherwise, files that remain on the SFTP are purged by the Department on an annual

basis and are not maintained.

### **Basic Educational Data System (BEDS) Institutional Master File (IMF) Data**

The BEDS IMF application for public school districts and schools, charter schools, BOCES, and nonpublic schools is scheduled to be available on Wednesday, October 6, 2021 and must be submitted by November 19, 2021.

BEDS IMF forms and instructions for 2021-22 will be available on the [NYSED IRS BEDS landing page](#).

### **NYCDOE Schools and New York City Charter Schools Access**

Access to various NYSED systems differs for New York City Department of Education (NYCDOE) principals, NYCDOE teachers, and New York City (NYC) Charter School leaders. The table below provides information about access to some of the NYSED IRS systems.

#### **NYC Access to Some NYSED IRS-Supported Data Collection Systems**

<b>System Name</b>	<b>NYCDOE Principals Access?</b>	<b>NYCDOE Teachers Access?</b>	<b>NYC Charter School Leaders Access?</b>	<b>Additional Information</b>
IRS Portal (IRSP)	No	No	Yes	For any data that NYSED makes available via the IRSP, the NYCDOE will provide alternate access for NYCDOE principals. IRSP information and access for charter school principals is available on the <a href="#">IRS Portal Resources and Information</a> page.
Level 2 Reporting (L2RPT) Verification Reports	Yes	No	Yes	<a href="#">NYC L2RPT assistance and access for charter schools</a>

For general assistance with data reporting, NYCDOE schools should contact their Field Support Center Performance and Assessment Lead. NYC Charter Schools should visit the [NYC Charter School Help Desk](#) and submit a ticket.

For support with all staff, course enrollment, and course outcomes data, NYC charter schools should review the NYC Charter Data website at [Eastern Suffolk BOCES](#) or contact the [NYC Charter Data Help Desk](#).

### **Mandated Federal Reporting**

Data submitted to the NYSED Office of Information and Reporting Services through the various systems and applications are routinely used by NYSED to build and submit federally mandated reports. Reporting entities should be aware of reporting deadlines to ensure the completeness and accuracy of their data.

### **Every Student Succeeds Act and Accountability**

New York State’s State Plan to comply with the Every Student Succeeds Act (ESSA)

was approved by USDE on January 16, 2018. For more information, please visit the [ESSA plan](#). For more information about how accountability will work in the 2021-22 school year, see the [Office of Accountability website](#).

### **Federal EDFacts Reporting**

As a State Education Agency (SEA), NYSED submits education performance data for grades Pre-K through 12 at the State, district, and school levels to the United States Department of Education (USDE). These data are known as EDFacts. EDFacts is a U.S. Department of Education (ED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through grade 12 data.

- Supports planning, policymaking, and management/budget decision-making.
- Centralizes data provided by state education agencies (SEAs).
- Collects data on district and school demographics, program participation, and performance data.

For more information on EDFacts, visit the EDFacts Initiative website.

### **Consolidated State Performance Report (CSPR)**

The CSPR is the required annual reporting tool for each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the ESEA, as amended. Part I of the CSPR collects data related to the five ESEA Goals. Part II of the CSPR collects information related to state activities and outcomes of specific ESEA programs. USDE uses these data to monitor States' progress in implementing ESEA and to identify technical assistance needs as well as program management and policy needs. Much of the data reported through EDFacts are reported in the [CSPR](#).

**DEADLINES FOR VERIFICATION AND  
CERTIFICATION OF 2021-22 SCHOOL YEAR DATA IN SIRS**

8/10/2021

<b>Date/ Estimated Date:</b>	<b>Collection Open/ Close; Data Due; Extract Taken; or Certify Due:</b>	<b>Purpose of Collection:</b>	<b>Applicable To:</b>
September 27, 2021	Level 2 SIRS data warehouse <b>Opens</b>	Level 1 regional data warehouses may begin loading <b>2021-22 SY</b> student demographic, enrollment, program and associated eScholar CDW (complete data warehouse) templates supporting SIRS data collection	Public School Districts, BOCES, Charter Schools, Nonpublic Schools, Special Acts, Article 81, State Agencies, and State Operated Schools
October 6, 2021	<b>BEDS Collection Opens</b>	BEDS IMF Data Collection Opens.	Public School Districts, Public Schools, Charter Schools, Nonpublic Schools
October, 2021	PD System <b>opens</b> (VR1-9)	Districts and nonpublic schools are required to certify data <b>in the PD system</b> as Accurate or Not Accurate by January 10, 2022.	Public School Districts, Charter Schools, Nonpublic Schools, Special Acts, Article 81, State Agencies, and State Operated Schools
October 15, 2021	August Grads <b>Data Due</b>	Deadline for districts to submit graduates as of August 31, 2021, for Total Cohort Graduation Rate reporting.	Public School Districts, and Charter Schools
November 19, 2021	Staff Snapshot <b>Data Due</b>	<b>Preliminary Data due.</b> Staff Snapshot data must be loaded to SIRS prior to loading any other staff or course data.	Public School Districts, BOCES, Charter Schools, and State Operated Schools
November 2021	<b>BEDS Collection Closes</b>	Deadline for complete submission of district, public school, charter school and nonpublic school forms on the IRS Data Exchange (IDEx).	Public School Districts, Public Schools, Charter Schools, Nonpublic Schools

Date/ Estimated Date:	Collection Open/ Close; Data Due; Extract Taken; or Certify Due:	Purpose of Collection:	Applicable To:
January 7, 2022	2021-22 BEDS Day Enrollment <b>Data Extract</b>	<p>Counts of UPK students are collected for calculating UPK grant funding.</p> <p>Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.</p> <p>Enrollment counts are also used to create the USED Directory, which is the official directory of all schools and districts for federal reporting which serves as a sampling frame for federal statistical studies, defines the universe for the Civil Rights Data Collection (CRDC), and populates the list of schools used on the FAFSA.</p>	Public School Districts and Charter Schools
January 7, 2022	2021-22 FRPL <b>Data Extract</b>	<p>FRPL, enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations.</p> <p>The FRPL data is reported to the US Department of Education (ED) and is used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD). The data are also used by other offices of ED.</p>	Public School Districts and Charter Schools (BEDS online)
January 10, 2022	2021-22 due date for <b>Data Certification</b> of Special Ed VR1-6,8	Districts and nonpublic schools are required to certify data <b>in the PD system</b> as Accurate or Not Accurate. Status will be defaulted to Not Accurate for entities that do not certify. (VR7 and VR9 do not need to be certified.)	Public School Districts, Nonpublic Schools, Special Acts, Article 81, State Agencies, and State Operated Schools
March 18, 2022	2021-22 BEDS Day Enrollment <b>Data Extract</b>	Enrollment by grade, district of residence, district Pre-K, and supplemental enrollment counts are collected for calculating preliminary State Aid allocations. Counts of UPK students are collected for calculating UPK grant funding.	Public School Districts and Charter Schools
March 18, 2022	2021-22 BEDS Day FRPL <b>Data Extract</b>	<p>Used for calculating preliminary State Aid allocations. Also reported to USED via ED Facts. All entities need to show FRPL counts in the March snapshot to be included in the FRPL data submitted to USED.</p> <p>The FRPL data reported to the US Department of Education (ED) is used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD). The data are also used by other offices of ED.</p>	Public School Districts and Charter Schools (BEDS online)



Date/ Estimated Date:	Collection Open/ Close; Data Due; Extract Taken; or Certify Due:	Purpose of Collection:	Applicable To:
March/April	2021-22 BEDS Day ELL Counts <b>Data Extract</b>	Reported to USED via ED Facts. This data supplies part of the Title III Biennial Evaluation Report. All entities with ELL enrollment must report these students in the SIRS with the appropriate ELL Eligible program service code in the March/April BEDS Day Enrollment snapshot to be included in the ELL data file submitted to USED.	Public School Districts and Charter Schools
April 30, 2022	2021-22 Course Instructor Assignment Staff Snapshot, and Staff Assignment <b>Data Extract</b>	For federal reporting. <b>Official State teacher certification match to be conducted.</b> All courses, students and teachers should be current to date. Data can be updated until the SIRS closes in August.  All school districts, charter schools and BOCES must review the SIRS 328 certification report prior to April 30, 2022. Data extracted will be used for the State School Report Cards.	Public School Districts, BOCES, and Charter Schools
May/June 2022	2021-22 ELL Counts for Title III ELL Funding <b>Data Extract</b>  2021-22 Immigrant Student Counts for Title III Immigrant Funding <b>Data Extract</b>	Counts of ELL students are collected for calculating Title III ELL allocations. Count is ELL students enrolled in district at time of final data pull.  Counts of immigrant students are collected for calculating Title III immigrant allocations. Count is immigrant students enrolled in district at time of final data pull.	
June 2022	Special Ed EOY reports <b>open</b> (VR11-16)	Districts required to certify data <b>in the PD system</b> as Accurate or Not Accurate. Two due dates: August 22 (VR13,15,16) & September 19 (VR11,12,14), 2022.	Public School Districts
July 5, 2022	2021-22 Staff Evaluation <b>collection begins</b>	Overall Ratings & Subcomponent scores for districts and BOCES implementing an APPR plan under Education Law 3012-d. <b>(Data Due: October 21, 2022)</b>	Public School Districts and BOCES
August 19, 2022	<b>All Final 2021-22 SIRS EOY Data Due</b> (except Staff Evaluation)	<b>End of Year (EOY) data must be submitted to Level 2 by 11:59 P.M. on due date.</b> Used for federal and State reporting purposes, for State Aid allocations, and to make accountability status determinations.	Public School Districts, Charter Schools, State Agencies, BOCES, and Nonpublic Schools

Date/ Estimated Date:	Collection Open/ Close; Data Due; Extract Taken; or Certify Due:	Purpose of Collection:	Applicable To:
August 19, 2022	Special Ed <b>2021-22 EOY Data Due</b>	Enrollment, demographic, assessment (including COSF), Special Education End of Year (EOY) Snapshot, and disability program service records for students with potential submission records for VR11-16 reports. LEAs use the PD System's <i>List of Potential Student Records</i> report to confirm all eligible students are reported accurately.	Public School Districts, Charter Schools, State Agencies, BOCES, and Nonpublic Schools
August 22, 2022	2021-22 <b>due date</b> for Special Ed <b>Certification</b> of VR13,15,16	Districts are required to certify data <b>in the PD system</b> as Accurate or Not Accurate. Status will be defaulted to Not Accurate for entities that do not certify.	Public School Districts
September 2, 2022	<b>2021-22 SIRS EOY Data Certification</b> due	<b>Statement of Certification</b> Form to certify the accuracy of data submitted as of the end of year (EOY) reporting deadline as applicable per institution.  ( <b>Staff Evaluation not due until October</b> , see below.)	Public School Districts, Charter Schools, BOCES, and Nonpublic Schools
September 19, 2022	2021-22 <b>due date</b> for Special Ed <b>Certification</b> of VR11,12,14	Districts schools are required to certify data <b>in the PD system</b> as Accurate or Not Accurate. Status will be defaulted to Not Accurate for entities that do not certify.	Public School Districts
October 7, 2022	August Grads, Total Cohort Grad Rate <b>data due</b>	Last day to submit data on August 2022 diplomas for students in the 2016, 2017, and 2018 total cohorts.	Public School Districts and Charter Schools
October 21, 2022	<b>2021-22 Staff Evaluation scores and ratings due</b>	2020-21 Staff Evaluation Overall Ratings & Subcomponent Scores to fulfill data reporting requirements under Education Law 3012- d. Staff Evaluation data submission is one factor in a school district's eligibility for 2022-23 State Aid.	Public School Districts and BOCES
October 28, 2022	2021-22 <b>Statement of Confirmation</b> of Staff Evaluation Rating Verification Report	Certify the accuracy of the Staff Evaluation data submitted <u>as of the October 28 deadline</u> .  This form can be accessed and must be submitted via the State Education Department Monitoring system (SEDMON) in <a href="#">NYSED's Application Business Portal</a> .	Public School Districts and BOCES

**Notes:**

- BEDS enrollment in the PD System VR1-6 and VR 8 as of January 4, 2021, are reported to USED.

- A staff records must be present in Staff Snapshot before it can be loaded into other staff templates.
- Your regional informational center (L1 center) may require an earlier deadline to allow for processing.

**Acronyms:**

APPR = Annual Professional Performance Review  
BEDS = Basic Educational Data System  
BOCES = Board of Cooperative Educational Services  
COSF = Child Outcomes Summary Form  
CRDC = Civil Rights Data Collection  
ELL/MLL = English Language Learners/Multilingual Learners  
ENL = English and New Language Program  
FAFSA = Free Application for Federal Student Aid  
FRPL = Free and Reduced-Price Lunch  
IDEA = Individuals with Disabilities Education Act  
LEAs = Local Educational Agencies  
PMF = Personnel Master File  
SIRS = Student Information Repository System  
TSDL = Teacher-Student Data Linkage  
UPK = Universal Prekindergarten  
USED = Unites States Education Department  
VR = Verification Report