



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	<a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a>
SIRS Data Reporting Memo & Timeline	<a href="#">SIRS Reporting Memo 2022-23 (esboces.org)</a>
22-23 Timeline & ESBOCES Notes	<a href="#">ESBOCES annotated 2022-23 NYSED SIRS Timeline.xlsx</a>

### **ESBOCES Software Systems**

ESBOCES Website	<a href="#">NYC Charter Data Central &gt; Home (esboces.org)</a>
Level 0	<a href="#">NYSED - Level 0 (esboces.org)</a>
ReportNet	<a href="#">Regional Information Center Reporting (esboces.org)</a>
Report Net Tip Sheet	<a href="#">New Cognos March 2020 (esboces.org)</a>

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

#### **Staff Snapshot**

Who to Include in Reporting	<a href="#">Deciding Who to Include in STAFF SNAPSHOT.pdf (esboces.org)</a>
Staff Snapshot Codes	<a href="#">Staff Snapshot Codes (esboces.org)</a>
Level 0 Manual Input	<a href="#">Manual Input Instructions Staff Snapshot (esboces.org)</a>
Extract Data from ReportNet	<a href="#">Microsoft Word – Staff Snapshot- - ReportNet Extract Instructions.docx (esboces.org)</a>
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>

2- Report ALL courses offered at your school

#### **Course**

Level 0 Manual Input	<a href="#">Microsoft Word - COURSE - Level 0 Manual Input Instructions.docx (esboces.org)</a>
Extract Data from ReportNet	<a href="#">Course-ReportNet Extract Instructions (esboces.org)</a>
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>



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	<a href="#">LMP Manual Input Instructions (esboces.org)</a>
Extract from ReportNet	N/A
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>

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	<a href="#">Course Instructor Assignment-Manual (esboces.org)</a>
Extract from ReportNet	<a href="#">CIA-ReportNet Extract Instructions (esboces.org)</a>
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>
NYCSA Data Working Group (Nov.)	<a href="#">NYCSA Data Working Group (11/15/2022) - YouTube</a>
Out of Certification YouTube Video	<a href="#">Out of Certification - Verification and Reporting 2023</a>

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

**Student Class Entry Exit, SCEE**

Level 0 Manual Input	<a href="#">SCEE Manual Input Instructions (esboces.org)</a>
Extract from ReportNet	<a href="#">Student Class Entry Exit ReportNet Extract Instructions (esboces.org)</a>
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>

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**

LO Manual Input	<a href="#">Staff Assignment Manual Input Instructions (esboces.org)</a>
Titles & Assignment Codes	<a href="#">Microsoft Word - 2022-23SIRSManual18-1.docx (esboces.org)</a>
Principal Codes	<a href="#">Staff Assignment - Principal Codes (esboces.org)</a>
Template Instructions	<a href="#">escholar-templates-nysed-2022-23.xlsx (esboces.org)</a>
ReportNet Extract –Current Year data, from Staff Snapshot	<a href="#">Staff Assignment-ReportNet Instructions (esboces.org)</a>
ReportNet Extract last year's data	<a href="#">Staff Assignment-ReportNet Instructions (esboces.org)</a>