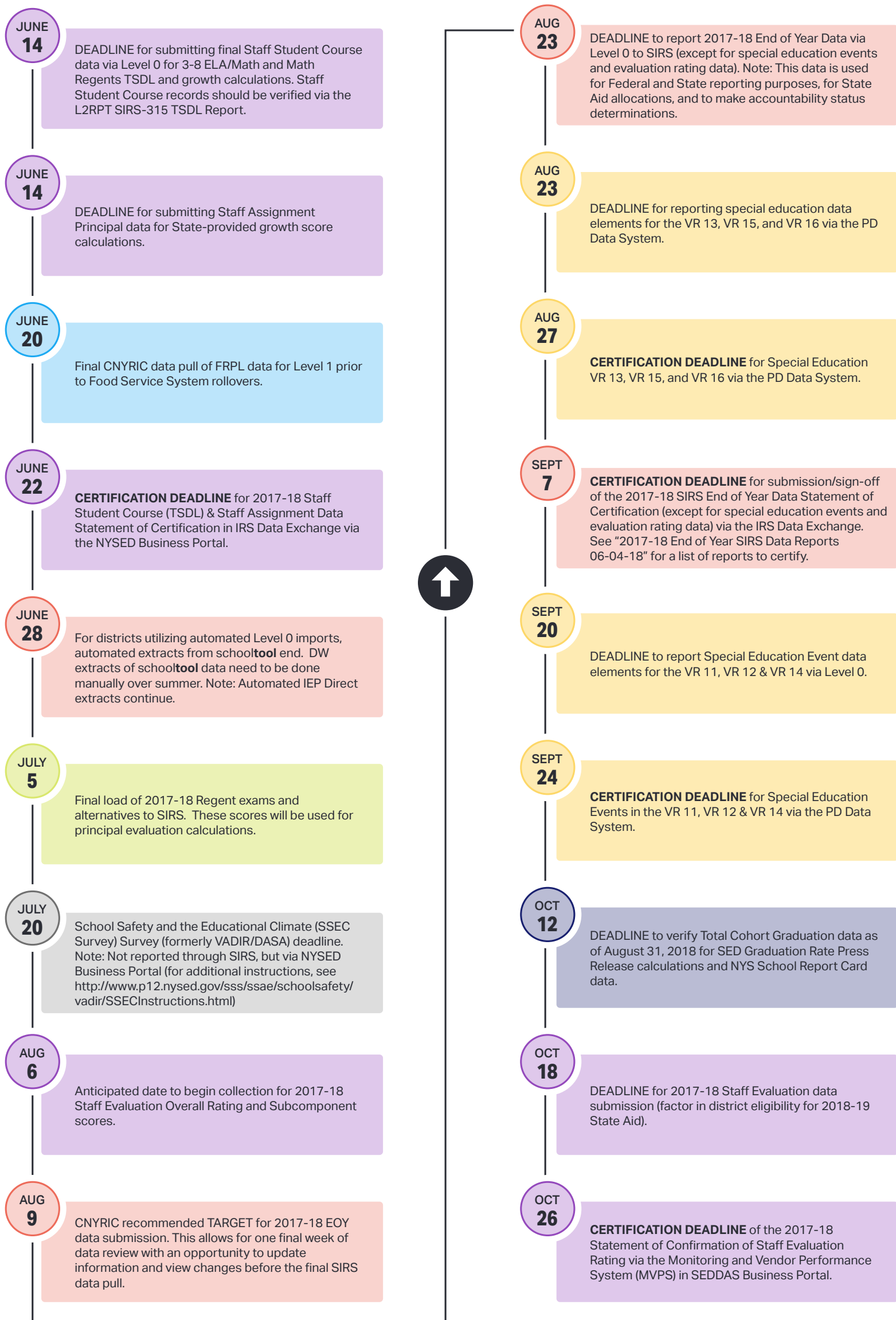


# Important Dates for 2017-18 SIRS Reporting



- Assessment Reporting & Verification
- Staff Reporting & Verification
- End of Year Reporting & Verification
- Special Education Reporting & Verification
- Free & Reduced Lunch Reporting
- Graduation Data Reporting & Verification

## State Reporting Requirements and Deadlines -

New York State Department of Education reporting requirements have increased significantly over the last decade. Throughout the school year, data is collected on an ongoing basis via the CNYRIC Level 1 Data Warehouse. The CNYRIC reporting deadline for a majority of 2017-18 data to NYSED is the close of business on Thursday, August 23, 2018 in order to meet the NYS SIRS reporting deadline of August 24.

This document is intended to provide district superintendents the necessary information to prepare for NYS Certification. Additional details regarding NYS reporting can be found in the following documents: “2017-18 Data Reporting Timeline 4-26-18”, “Revised Reporting 2017-18 School Year Data and Timeline Memo”, “Memorandum Data Coordinator 052218”, “2017-18 End of Year SIRS Data Reports 06-04-18.”

### What are the important deadlines that superintendents need to be aware of?

- By June 22, certify the accuracy of Staff Student Course (TSDL) & principals in Staff Assignment Data. This data will be used to in the calculation of growth scores for teachers and principals.
- By July 5, confirm with District Data Coordinator (DDC) that all scores for 2017-18 Regent exams and alternatives have been reported to SIRS. These scores will be used for principal evaluation calculations.
- By August 27, certify or have special education director certify the accuracy of the VR 13, VR 15, and VR 16 through the PD Data System.
- By September 7, certify the accuracy of 2017-18 SIRS End of Year Data (except for special education events and evaluation rating data) as submitted by the NYSED August 24 deadline. See “2017-18 End of Year SIRS Data Reports 06-04018” for a list of reports to certify.
- By September 24, certify or have special education director certify the accuracy of special education event data elements (VR 11-12 and VR 14) as submitted by the September 20 deadline in the PD Data System.
- By October 12, confirm with DDC that all graduates as of August 31, 2018 have been accurately reported for the data SED will pull for Graduation Rate Press Release calculations and NYS School Report Card data.
- By October 26, certify the accuracy of the Staff Evaluation data submitted as of the October 18 deadline on the 2017-18 Statement of Confirmation of Staff Evaluation Rating Verification report via the SED Monitoring in NYSED’s Application Business Portal. Staff Evaluation data submission is a factor in a school district’s eligibility for 2018-19 State Aid.

### Please note:

- NYSED is strictly enforcing deadlines. These dates are firm and efforts should be made to submit data well in advance of the deadline.
- **No changes to any data from any institution or Level 1 will be accepted after NYSED’s deadline of August 24.**
- “It is extremely important to ensure accurate and complete data are reported, as it will impact State and Federal funding streams (e.g. Title I, State Aid).” (Guidance Concerning the Role of District Data Coordinator, May 22, 2018). These data sets are also used for the public release of data and are made publicly available in NYS School Report Cards and various data displays on the NYSED Public Data Site ([data.nysed.gov](http://data.nysed.gov)) as required by State and Federal laws.
- The CNYRIC recommends to have a target date of August 9 as the date for final data submission. This allows for one final week of data review with an opportunity to update information and view changes before the final SIRS data pull.
- Struggling and persistently struggling schools have additional reporting deadlines for demonstrable improvement on July 27, August 3, and/or August 15.
- Verification should be an ongoing process, rather than a task completed at one point in time.
- Districts should “have data collection and input processes in place, early in the school year, to ensure data are as complete and accurate as possible...” (Reporting 2017-18 School Year Data Memo)
- Districts should have not only data analysis teams, but data verification teams to communicate SIRS reporting requirements, oversee processes for ongoing data review and ensure accurate data reporting.
- Need help? Please contact your CNYRIC School District Data Coordinator or the Educational Data Services Department (Jeremy Dodds, [jdodds@cnyric.org](mailto:jdodds@cnyric.org), 315-433-2217 or Lori DeForest, [ldeforest@cnyric.org](mailto:ldeforest@cnyric.org), 315-433-2247).

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