

# Data Admin Meeting

CNYRIC

November 30, 2017 1:00 - 3:00 pm

# Agenda

- Welcome
- Assessment
- Student Reporting
- Staff Reporting
- Accountability
- Other

Documents available at: <http://www.cnyric.org/teacherpage.cfm?teacher=1055>

2017-18 SIRS Manual: <http://www.p12.nysed.gov/irs/sirs/> (v 13.2 - 11/03/17 update)

Vendor Meeting Info: <http://www.p12.nysed.gov/irs/vendors/home.html>

# Assessment

- Regents
  - Regents exam ordering for January closed November 17
  - Regents Answer sheets: load course, course instructor assignment, student class entry exit by December 1 (now December 7)
  - Order template and instructions went out to test scoring contacts;
  - Plan to print over holiday break for delivery in early January
- 3-8 Information about QC training for districts - one for PBT and one for CBT
- District Test Coordinator (DTC)
  - Districts should verify in Test Coordinators (NYSAA and 3-8) in SEDREF
  - NYSAA DTC is rolling from last year
  - 3-8 DTC populated from SEDREF - Questar (CBT) will not make changes unless reflected in SEDREF
- NYSITELL
  - Enter Listening/Reading, Writing, Speaking and the Total Score in SMS
  - Revised NYSITELL for 2017-18; Order site just opened - closes Dec 15 for “Session 1” - order if you anticipate need to test in February (see handouts)

# Assessment (cont'd)

- 3-8 CBT info - <https://cbtsupport.nysed.gov>
  - Order site open until Dec. 15 - lead scoring entity is Optimum Scoring Corporation (OSC)
  - Students pulled for ELA and loaded into Nextera Admin by grade-level enrollment based on CBT orders - expected prior to winter training sessions
  - Winter Training Session for operational CBT - Feb 8 at CNYRIC; webinar Feb 12
  - CBT Technology Readiness Checklist emails being sent out now to building principals  
<https://cbtsupport.nysed.gov/hc/en-us/articles/216028323>
  - Whitelist \*.questarai.com and \*.questarai.net to receive emails
- NYSAA 2016-17
  - NYSAA student learning profile report - Business Portal - entity where student was tested, memo released with reports outlining suggested release to parents  
<https://cbtsupport.nysed.gov/hc/en-us/articles/115005467106-2017-18-Student-Learning-Profile-Memo-and-Teacher-Guide>

# Assessment (cont'd)

- NYSAA changes for 2017-18 (reminder)
  - Initial data pull on Oct 26 for Instructional Tools Interface (ITI)
  - December 1 data pull for testing purposes (manual entry required thereafter); KITE populated December 8 based Dec 1 pull; districts can then populate rosters
  - SED interested in input for training for next year - send suggestions to me or to [cbtsupport@nysed.gov](mailto:cbtsupport@nysed.gov) with “NYSAA Training Suggestions” in subject line
- FINAL: Examination Schedules for January, June and August 2018  
<http://www.p12.nysed.gov/assessment/schedules/schedule-hs.html>
- Global History exam changes <http://www.p12.nysed.gov/assessment/ss/hs/ghg-faqtransitiontimeline.pdf>
  - Transition exam - current standards, single year (June 2018 - June 2020)
  - New Exam - Global History and Geography II - new framework (June 2019 - )

# Student Reporting

- 2017-18 Reporting Timeline and Memo reminders <http://www.p12.nysed.gov/irs/>
  - Course Delivery Method - Face-to-Face (default in ST); Distance Learning, Blended Learning, Online Learning
  - English as a New Language (ENL) Indicator and course codes (01008 ENL, 51008 ESL)
  - New Exit Enrollment - 461 - Prior graduate from outside U.S. without documentation
  - Counselor ID in Student Lite
  - For all students reported with a program service code 0231 (ELL Eligible) indicate the level of service (NONE, FULL, PARTIAL) - Units of Study tables provide guidelines for mandated services for ELLs per CR Part 154.2. For more info about these tables:  
<http://www.nysed.gov/bilingual-ed/schools/units-study-tablesenglish-new-language-enl-and-bilingual-education-programs>

# Student Reporting (cont'd)

- FRPL
  - SIRS 323 - Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day
- Immigrant Children and Youth Status Program Service Code (8282)
  - Immigrant status reflects education outside of US, not immigration status
  - SED considering name change
- Deleted Program Service Code 5566 (Title X-Part C: Homeless Education/McKinney-Vento)
  - Collection through other means
  - Homeless indicator is still required - leave for entire year
- McKinney-Vento Disaster Displacement Reporting - MVPS (was due 11/22)
- Disaster Displaced Student Survey

<https://www.surveymonkey.com/r/FVBBWJJ>

# Student Reporting (cont'd)

- L2RPT BEDS Reports
  - SIRS 312 - BEDS Day Enrollment Verification Report for State Aid
  - SIRS 313 - BEDS Day Enrollment by Location of Enrollment & Student Subgroup
  - SIRS 314 - BEDS Day Enrollment Verification Report by District of Residence
  - SIRS 316 - BEDS Day Enrollment Verification Report for District Pre-K
    - UPK Enrollment Counts for 2017-18 in the portal
  - SIRS 319 (reference only) - BEDS Day Enrollment in Public and Charter Schools by Resident District
  - SIRS 323
- Special Education VR 1-9 support workshops
  - December 5 - 9:30 - 12:00 at TST BOCES Tioga Training Room
  - December 13 - 9:30 - 12:00 at CNYRIC 2 Erie and Ontario Rooms
  - December 13 - 12:30 - 3:30 at CNYRIC 2 Erie and Ontario Rooms
- Reason for Ending Program Service Codes for Program Service Code 0231-ELL eligible — Codes - 3011, 3022 or 3045



# Student Reporting (cont'd)

For 2017-18

- New course codes:
  - Library (Library Media Specialist): 99000
  - Special Class (Self-Contained) - Pre-school: 99001
  - Special Class (Self-Contained) - K-6 Elementary: 99002
  - Special Class (Self-Contained) - 7-12 Secondary: 99003
  - Resource Room - K-6 Elementary: 99004
  - Resource Room - 7-12 Secondary: 99005
  - English as a New Language - 01008
  - English as a Second Language - 51008
- Course Codes - <http://www.p12.nysed.gov/irs/courseCatalog/>
- SED working on collecting Postsecondary Credit Units - SCGD and SCEE  
(more to come)

# Staff Reporting

- ePMF Form Data Collection open (since Oct. 30)
- Due: January 26, 2018 - locked for teachers
- Certification: February 23, 2018

Reference documents <http://www.p12.nysed.gov/irs/beds/PMF/home.html>

- Reporting SIRS Staff Data - updated 10/11/2017 (includes revision history)  
<http://www.p12.nysed.gov/irs/beds/PMF/documents/ReportingSIRSStaffDatatoNYSED17-18.pdf>
- Staff Reporting Timeline - updated 9/28/2017  
<http://www.p12.nysed.gov/irs/beds/PMF/documents/ePMFandSIRSStaffCollectionTimelinefor2017-18.pdf>
- Using the TAA Application for Staff and Course Data - posted 9/27/2017  
<http://www.p12.nysed.gov/irs/beds/PMF/documents/UsingtheTAAApplicationforStaffandCourseData2017-18.pdf>

*Often updated - check for latest documents*

# Staff Reporting (cont'd)

- Special Education

- <http://www.p12.nysed.gov/irs/beds/PMF/documents/teachingcodes2017-18.pdf>
- If a teacher co-teaches or is a consultant teacher, they should use the 7731/7732 code (depending on the grade level). The general education teacher counts all students. The special education teacher counts only those students with disabilities in the class.
- The other codes are by subject area if the teacher teaches a self-contained classroom.
- There is also a resource room code.
- If a special education teacher uses a general education code and does not have the content area certification, they will show on the “out of cert” report at the end of the year.

# Staff Reporting (cont'd)

- Additional hints from SED
  - Do not add students together from different sections/classes. Districts have wanted to report several hundred students for an assignment. If they cannot ascertain the exact amount because it changes based on rotation of whatever other configuration they have, estimate (e.g. 25 students on a given day for this assignment/section).
  - Common Branch (code 2612) assumes the teacher is teaching all subjects to the same students all day. That code can only be reported once.
  - Regarding “specials” (music, art, PE) it is not a problem if the total assignments taught exceeds the 16 maximum on the form. We are looking for different types of course types by teachers rather than the maximum number of assignments (i.e. 4 classes of Physical ed and 4 classes of Health ed, rather than just listing all physical ed).

# Staff Reporting (cont'd)

- Reminders
  - Non-teaching professionals will create TAA accounts and review their Staff Snapshot and Staff Assignment data. LEAs will not be certifying non-teaching PMF forms since they are being developed for informational purposes for school districts, BOCES, and charter schools.
  - SED is **requesting** staff to identify their Race and/or Ethnicity in ePMF which will allow school districts, BOCES, and charter schools to download this information from TAA to ensure what they will be submitting in Staff Snapshot is correct. During this dual collection, Race/Ethnicity reported in Staff Snapshot will not be populating the PMF forms.

# Accountability

- Performance Level Score Ranges for Regents  
<http://www.p12.nysed.gov/irs/sirs/documents/2017RegentsScoreRangesforAnnualandAccountabilityReporting.pdf>
- 3 new subgroups (Level 2 reports will be updated throughout year)
  - Homeless
  - Foster
  - Student with a parent on active duty in the military
- ESSA - Nothing new except shortened timeline for state
  - PPT from September Board of Regent meeting  
<http://www.regents.nysed.gov/common/regents/files/Full%20Board%20Monday%20-%20ESSA%20State%20Plan%20-%20Proposed%20Plan%20for%20Submission%20to%20USDE.pdf>
  - Presentations: <https://www.regents.nysed.gov/node/8643>
  - ESSA Guidance Link: <http://www2.ed.gov/policy/elsec/leg/essa/index.html>

# Other

- Data Source Matrix

[https://docs.google.com/forms/d/e/1FAIpQLSciTx9j\\_8-ne2TwdOCW-3udXCVSXQo6bSmtjzn5DpBOFnoUIQ/viewform#responses](https://docs.google.com/forms/d/e/1FAIpQLSciTx9j_8-ne2TwdOCW-3udXCVSXQo6bSmtjzn5DpBOFnoUIQ/viewform#responses)

- System status page <http://status.cnyric.org/>

# Upcoming Dates

- **December 1:** NYSAA eligible students loaded to DW for inclusion in load to KITE. Students can be added manually if not included in data load.
- **December 4:** NYSED Final Data Pull of NYSAA Eligible students
- **December 8:** NYSED Load Final Data Pull of NYSAA Eligible students to KITE
- **December 12:** SchoolTool Counseling Module user group
- **December 15:** NYSED Online Examination Request System (test ordering site) for 3-8 ELA and math testing closes - CBT and PBT
- **December 15:** Student Data available in L2 for loading into Nextera Admin (3-8 CBT)
- **December 15:** NYSITELL “Session 1” ordering closes
- **December 29:** 3-8 CBT Tech Readiness complete in Nextera Admin
- **January (TBD):** SchoolTool New Release meeting
- **January:** CBT ELA students loaded to Nextera
- **January 5:** 2017–18 BEDS Day Enrollment and FRPL Data Extract
- **January 8:** 2017-18 Data Certification of Special Education Data Elements VR 1-9 through PD Data System



# Upcoming Dates (cont'd)

- **January 9:** ST Scheduling Workshop - High School
- **January 10:** ST Scheduling Workshop - Middle School
- **January 26:** 2017-18 ePMF data due (system closes to teachers)
- **February 8:** Winter Training Session for operational CBT
- **February 12 (tentative):** CBT State Webinar
- **February 23:** 2017-18 Data Extract Staff Snapshot and Staff Assignment CEO Certification of ePMF forms

# Anticipated Data Admin Meetings for 2017-18

- ✓ Thursday, September 28th – 1:00 - 3:00 PM
- ✓ Thursday, November 30th – 1:00 - 3:00 PM
- Thursday, January 18th – 1:00 - 3:00 PM
- Thursday, March 8th – 1:00 - 3:00 PM
- Thursday, May 3rd – 1:00 - 3:00 PM
- Thursday, June 14th – 1:00 - 3:00 PM

# WebEx Connection

**Data Admin Meeting**

**Thursday, November 30, 2017 1:00 pm**

**Meeting number (access code): 853 177 301**

**Meeting password: Data**

**<https://cnyric.webex.com/cnyric/j.php?MTID=m6f68f9eb47c6ea2d8198d734db0a4175>**