

Level 0

Introduction & Basic Features

September 25, 2025

Agenda

1. Introduction & SIRS Data Flow
2. Landing Page & Dashboard
3. Getting Data into Level 0
4. Understanding Errors
5. Moving Data to Level 1
6. Level 0 Reports
7. New Features
8. Fall Warehouse L0 Reminders
9. Resources & Survey

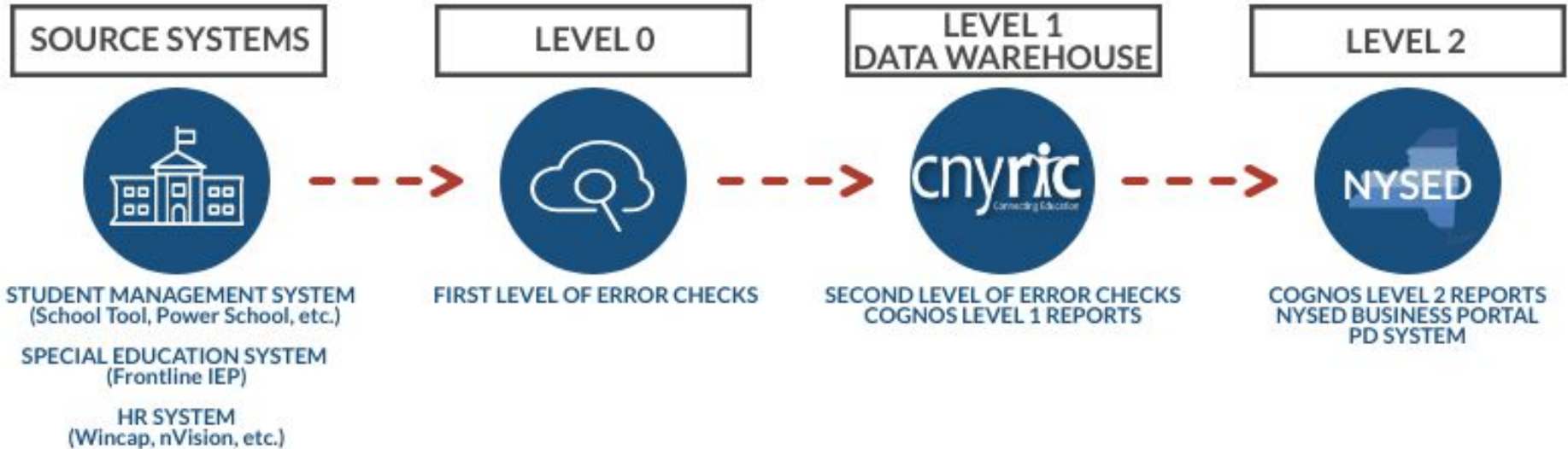
Level 0 Introduction

- Level 0 is a web based application hosted by Regional Information Centers (RICs) and Level 1 Operators
- It is the first level of the data warehouse where data from several different source systems come together and interact for the first time
- Level 0 validates the data from source systems against NYS formatting and business rules, and produces errors for district staff to review, acting as a data cleansing system
- This process prepares the data for submission to the Student Information Repository System (SIRS)
- Over 25 different data sets are used in SIRS:

Assessment Acc Mod	Assessment	Behavioral Interventions	Course	Course/Instructor/Assignment
Day Calendar	Demographics	Enrollment	Location Marking Period	Partner Project Fact
Program Fact	Special Ed. Events	Special Ed. Snapshot	Student/Class/Entry/Exit	Student/Class/Grade/Detail
Student/Credit/GPA	Student Attendance Codes	Student Daily Attendance	Student Digital Resources	Staff Snapshot
Staff Assignment	Staff Attendance Codes	Staff Attendance	Staff Evaluation Rating	Staff Tenure Snapshot

- NYSED provides templates for each data set that govern how the data must be structured and formatted; these are the **eScholar templates**

SIRS Data Flow



Navigating the Landing Page

<https://level0.cnyric.org/>

New York State Education Dept. - Level 0

Your Session timed out. Please Log In again to continue.

User ID:

Password:

[Forgot Password](#)

New York State Education Dept. - Level 0

Elect. Import

Manual Input

L1-Data Prep.

Reports

Help

Log Off

User Account: Jennifer Cocco (Rybczak) (jcocco). Current Password Expires on 2/5/2026 Level 0 Version: 21.0
Current # of users logged on: 4 [View My Users](#) [View/Update My Profile Info](#)

District: School Year:

Welcome to Level 0!

Level 0 Message Board:
No message board messages at this time.

☒ Run All Verification Checks ☐ Include Student Daily Attendance for Run All Verification Checks
Red background in "Last Upload" column indicates domain data has been updated since last Level 1 file was created.
NY112233 : CNYRIC CSD - Dashboard Stats:
Mouseover column header for column data description:

Data Domain:	Import	Verify	Valid	Last Import:	Imp	Last Update:	Last Upload:	Del.
	Errors:	Errors:	Records:		Msg:			
Demographics	20176	0	0	2025-09-09 4:08:05 PM	0	None	None	
Enrollment	0	0	0	None	0	None	None	
Program Fact	0	0	0	--	0	--	--	
Assessment	0	0	0	--	0	--	--	
Assess/Acc/Mod	0	0	0	None	0	None	None	
Behavioral Intervention	0	0	0	None	0	None	None	

Navigating the Landing Page



New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports **Help** Log Off

User Account: Jennifer Cocco (Rybczak) (jcocco). Current Password Expires on 2/5/2026

Level 0 Version: 21.0

Current # of users logged on: **4** [View My Users](#)

[View/Update My Profile Info](#)

District:

NY112233 : CNYRIC CSD

School Year:

School Year Ending 2026-06-30

Welcome to Level 0!

Level 0 Message Board:

No message board messages at this time.

☐ Include Student Daily Attendance for Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

NY112233 : CNYRIC CSD - Dashboard Stats:

Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	20176	0	0	2025-09-09 4:08:05 PM	0	None	None	
Enrollment	0	0	0	None	0	None	None	
Program Fact	0	0	0	--	0	--	--	
Assessment	0	0	0	--	0	--	--	
Assess/Acc/Mod	0	0	0	None	0	None	None	
Behavioral Intervention	0	0	0	None	0	None	None	
Course	0	0	0	None	0	None	None	

Navigating the Landing Page



New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports **Help** Log Off

User Account: Jennifer Cocco (Rybczak) (jcocco). Current Password Expires on 2/5/2026

Current # of users logged on: **4** [View My Users](#)

[View/Update My Profile Info](#)

District:

NY112233 : CNYRIC CSD

School Year:

School Year Ending 2026-06-30

Alert: Your Session is about to Expire!

Click to Continue

Welcome to Level 0!

Level 0 Message Board:

No message board messages at this time.

☐ Include Student Daily Attendance for Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

NY112233 : CNYRIC CSD - Dashboard Stats:

Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	20176	0	0	2025-09-09 4:08:05 PM	0	None	None	
Enrollment	0	0	0	None	0	None	None	
Program Fact	0	0	0	--	0	--	--	
Assessment	0	0	0	--	0	--	--	
Assess/Acc/Mod	0	0	0	None	0	None	None	
Behavioral Intervention	0	0	0	None	0	None	None	
Course	0	0	0	None	0	None	None	

Dashboard



New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. **Reports**

- Information/Warning Reports
- Data Quality Reports
- Dashboard**
- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- Behavioral Intervention
- Course
- Course/Instr/Assign
- Day Calendar
- Location M.P.
- Partner Project Fact
- SE Event
- SE Snapshot

- The Dashboard Report provides an overview of all templates
- Click or hover over “Reports”, then select “Dashboard”

Dashboard

Count of import and verification errors

Count of records in L0

Date & Time template was last imported to L0

Count of import warning messages

Date & Time template was last updated in L0

Date & Time template was last uploaded to L1

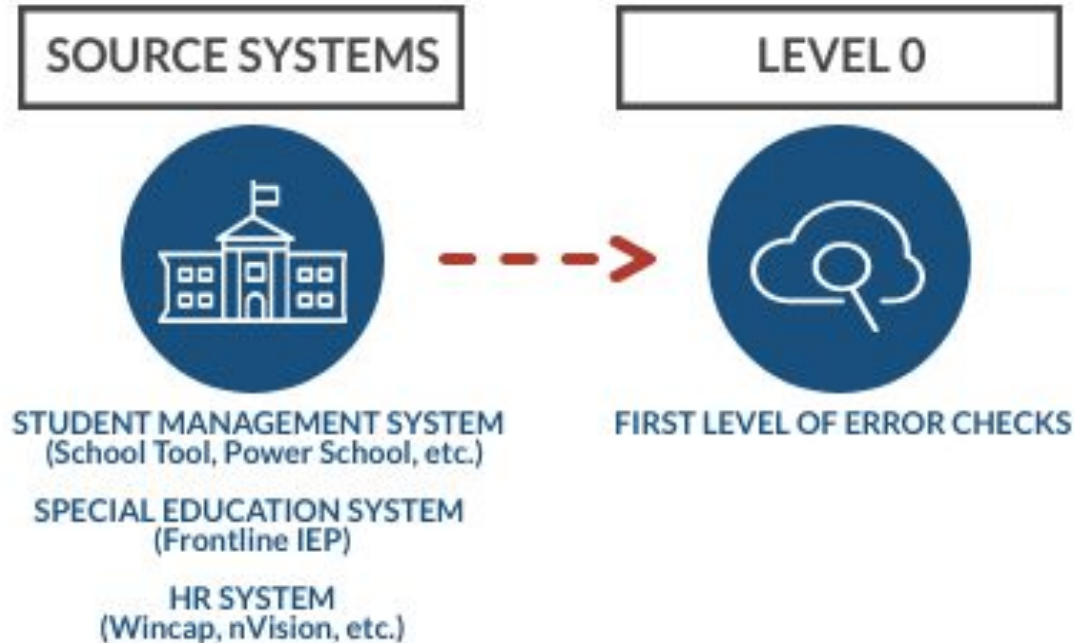
Indication if records have been deleted

NY112233 : CNYRIC

Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	0	0	1	2024-10-09 9:41:35 AM	0	2024-11-05 3:17:06 PM	None	
Enrollment	0	0	0	None	0	None	None	
Program Fact	0	0	0	--	0	--	--	
Assessment	0	0	0	--	0	--	--	
Assess/Acc/Mod	0	0	0	None	0	None	None	
Behavioral Intervention	0	10	10	2024-10-09 9:41:48 AM	0	2024-10-09 9:43:24 AM	None	
Course	0	0	0	None	0	None	None	
Course/Instr/Assign	0	0	0	None	0	None	None	
Day Calendar	0	0	0	None	0	None	None	
Location M.P.	0	0	0	None	0	None	None	
Partner Project Fact	0	0	0	--	0	--	--	
Stu/Class/Entry/Exit	0	0	0	None	0	None	None	
Stu/Class/Gr/Detail	0	0	0	None	0	None	None	
Stu/Credit/GPA	0	0	0	None	0	None	None	
Stu/Attend/Codes	0	0	0	None	0	None	None	

Getting Data into Level 0



- **Auto Load:** data from the source is scheduled to be imported to Level 0 automatically every week
 - Not available for some templates:
 - Partner Project Fact
 - Student Digital Resources
 - Behavioral Interventions
 - Staff templates
- **Electronic Import:** data is manually downloaded from the source and imported electronically to Level 0
- **Manual Input:** data is manually entered into Level 0

Electronic Import



New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports

Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Behavioral Intervention
Course
Course/Instr/Assign
Day Calendar
Location M.P.
Partner Project Fact
SE Event
SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Credit/GPA
Stu/Attend/Codes
Stu/Daily/Attend
Student Digital Resources
Staff Snapshot
Staff Assignment
Staff Attend. Codes
Staff Attendance
Staff Evaluation
Staff Tenure Snapshot

- Use to import multiple records at once
- Click or hover over “Elect. Import”
- Select type of data to import
- Names of data sets in Level 0 do not always match the names in the source
 - “Demographics” in Level 0 is “Student Lite” in SchoolTool
 - “Behavioral Interventions” in Level 0 is “Restraint Event” in SchoolTool

Electronic Import Data Templates

Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Behavioral Intervention
Course
Course/Instr/Assign
Day Calendar
Location M.P.
Partner Project Fact
SE Event
SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Credit/GPA
Stu/Attend/Codes
Stu/Daily/Attend
Student Digital Resources
Student Infraction Response
Staff Snapshot
Staff Assignment
Staff/Attend/Codes
Staff Attendance
Staff Evaluation Rating
Staff Tenure Snapshot

Foundational Template - must be loaded **prior** to other templates when DW opens; doesn't need to be loaded again unless the configuration changes in SMS

Foundational Template - must be loaded **prior** to other student templates when DW opens, doesn't need to be loaded again unless the codes change in SMS

New in 2025-26

Loaded by CNYRIC

Electronic Import

District:

NY112233 : CNYRIC CSD

School Year:

School Year Ending 2021-06-30

Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Step 1 will be done for you. It shows the name and format of the file to be imported

☒ Student Lite - Comma Delimited Text

Step 2 - Insert/Update Choices:

Choose how existing records in L0 will be impacted by this import; options vary with different templates

☒ Update EXISTING Records in Level 0 AND Insert NEW Records ☐ Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

Click "Choose file" or drag and drop the file onto the "Choose file" button

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

This checks the file format and populated fields (school year, BEDS code, etc.)

Prepare Import File

Step 5 - Click button to validate data file:

Final step to import the file and identify import errors

Validate Data

Electronic Import

Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Student Lite - Comma Delimited Text

Step 2 - Insert/Update Choices:

☒ Update EXISTING Records in Level 0 AND Insert NEW Records ☐ Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

Enrollment Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Delete current Level 0 valid enrollment records for this district and school year?

☒ DO NOT Delete Level 0 Enrollment Records ☐ Delete All Enrollment records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

The options for Step 2 change depending on the template you are loading

- Be deliberate with this step so you do not inadvertently delete or duplicate records

Electronic Import Program Fact

“Perform PreCheck” compares count of records currently in Level 0 to records in the import file

Highlighted categories should be reviewed

Program Fact Validation and Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

☒ Comma Delimited Text

Step 2 - Import File Location: (Use browse button to find file)

No file chosen

Step 3 - Click button to prepare file for validation:

Step 4 - (Optional) Pre-check - View import record category counts:

Category:	Import?	Import File Count:	Database Count:
ESEA	☒	164	164
0264::Section 504 Plan	☒	5	51
8272::Homeless Youth	☒	2	2
UPK	☒	30	30
Prekindergarten Program	☒	30	30
8300::Foster Care	☒	4	4
8262::Homeless	☒	16	16

Step 5 - Check any category type(s) that you would like to import:

☐ Check All

☐ Safety Net	☐ CTE / Tech Prep	☐ ELL Eligibility	☐ ELL Programs	☒ ESEA	☐ Type of Disability	☐ 0198::Poverty
☐ 0220::Alt. Assess.	☐ 0242::NYSESLAT	☒ 0264::Section 504 Plan	☐ 5753::Intervening Serv.	☐ 5806::Reduced Lunch	☐ 5817::Free Lunch	☐ Summer School Participation
☐ 8261::Single Parent/Pregnant	☒ 8272::Homeless Youth	☒ UPK	☐ Title 1 TAS	☒ Prekindergarten Program	☐ 2618::Inter-Dist. Transfer	☐ 1232::SIFE
☐ Higher Education	☐ 8271::CDOS Credential	☐ 8282::Immigrant	☐ 8292::Parent Armed Forces	☒ 8300::Foster Care	☐ 8312::Biliteracy	☒ 8262::Homeless
☐ Local Programs	☐ Restricted	☐ 5754::CCEIS	☐ 8313::Civic Readiness			

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

☒ DO NOT Delete Level 0 P.S. Records

☐ Delete All Valid P.S. records (selected categories only)

Step 7 - Click button to validate data file:

- Uncheck the category in either Step 4 or Step 5 to prevent the records in that category from being imported
- In Step 6, choose “Delete All” to prevent possible duplicates and overlapping dates
 - Warning: Any categories that are checked will be deleted regardless of what is in the import file
- Be careful when importing from multiple sources that you don’t delete previous imported categories

Manual Input



- Use to view or modify a single student or staff record at a time
- Click or hover over “Manual Input”
- Select type of data to view or modify from the menu of templates

Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Behavioral Intervention
Course
Course/Instr/Assign
Day Calendar
Location M.P.
Partner Project Fact
SE Event
SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Credit/GPA
Stu/Attend/Codes
Stu/Daily/Attend
Student Digital Resources
Staff Snapshot
Staff Assignment
Staff Attend. Codes
Staff Attendance
Staff Evaluation
Staff Tenure Snapshot

Manual Input

Search by Local ID,
NYSSIS ID (new in 25-26),
or Last Name

Use the options in the
blue ribbon to change the
information displayed

Student NYSSIS ID visible
in demographics

New York State Education Dept. - Level 0

Elect. Import **Manual Input** L1-Data Prep. Reports Help Log Off

User Account: Jennifer Cocco (jccocco). Current Password Expires on 2/5/2026 Level 0 Version: 21.0

Current # of users logged on: 7 [View My Users](#) [View/Update My Profile Info](#)

District: NY112233 : CNYRIC CSD **School Year:** School Year Ending 2026-06-30

Student Search:

	Local ID:	Last Name:	First Name:	M.I.	Gr:	School:
View	000031868	Nelson	Michael	U	10	CNYRIC High School
View	000023691	Nelson	Pamela	R	14	
View	000023747	Nelson	Patricia	M	12	CNYRIC High School

Local ID:
or NYSSIS ID:
or Last Name Search:

use * to help with last name search

Demographics Enrollment Programs Assessment Assess/Acc/Mod Behavioral Inter. Partner Project Fact

Stu/Class/Gr/Detail Stu/Credit/GPA Stu/Daily/Attend Stu. Digital Res. Stu. Infraction Resp.

Current Student: **Michael Nelson** Record Status: **Valid** Last Update: **2024-11-08 1:52 PM** By: **Leah Simonds**

NYSSIS ID: N/A

*denotes a required field

BEDS Day Age: 15

*Student ID:	*Last Name:	*First Name:	MI:	*Gender:	*Birth Date:	*Location Code:
000031868	Nelson	Michael	U	M :: Male	2009-03-17	0002 :: CNYRIC High School
*Home Phone:	*Address:	Address 2:			*City:	*State: *Zip Code:
121-2831	664 Restoration Road				Anytown	NY 12345
*Guardian:	Guardian 2:		*Status:		*Last Status Date:	
Linda Williams	William Nelson		A :: Active		2025-06-30	
Home Room:	*Grade Level:	Gr. 9 Entry Date:	Education Level Of Parent:	*Dist. Code of Residence:	County Of Residence:	
	10 :: 10th	2023-07-01		NY112233		
Credential Type:				Career Path:		

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Questions?

Level 0 Warnings & Errors

The Level 0 application generates three types of warnings/errors:

Information	Warnings for your information and review to assist you in identifying any “potential” problems <i>or errors of omission</i> that may exist in your data and may present situations where additional data research is necessary; displayed as “Import Messages”
Import	Errors generated when you import your data in template format from the source systems and you have missing or incorrect data in a field
Verification	Errors are identified when the verification process is run. Information from one template is dependent upon information from another template and the information is erroneous or missing

Information Warnings

Informational warnings appear as “Import Messages” and can be viewed in several places:

- Listed after the final step of the electronic import process

Step 5 - Click button to validate data file:

[Validate Data](#)

Import/Validation Messages:

Total Imported rows read: 547
Blank course code long records found: 0
Total Duplicate Key rows skipped: 1 **Please see detail of records not imported at bottom of page.**
Total Error count: 0
Total Error rows: 0
Total Valid rows saved: 547

Download information shown below to: ☒ .txt file ☐ .csv file [Download](#)

Detail of records not imported. (This information can also be seen in the Import Message Log Report)

Data Type:	Location	Import Message:
Course	0005	Duplicate key records found: Course Code Long - 042F;

- On the Dashboard in the “Imp Msg” column

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	46	0	1349	2024-11-08 1:52:29 PM	0	2024-11-08 2:25:49 PM	None	
Enrollment	10	0	183	2024-11-08 2:04:02 PM	0	2024-11-08 2:04:01 PM	None	
Program Fact	5	0	2828	--	120	--	--	

- In the blue ribbon within any template report, “Import Message Log”

Demographics Report Choices: [Run Verification Rpt](#)

☒ Dist. Import Errors (Error Rpt #1)	☐ Dist(s) Summary	☐ Dist. School Summary	☐ Dist. Upload Log Dates	☐ Dist. Dup. IDs	☐ Import Log
☐ Blank Fields	☐ Lock History	☐ View Verif. Errors (Error Rpt #2)	☐ Unlock History	☐ No Enrollment Rpt	☒ Import Message Log

Import Errors

Import errors notify users that something in the data is missing or incorrect

- Depending on what is missing or incorrect, the file may be rejected entirely
 - Files not in the correct format or with the incorrect school year will not import and you will see an Import Error Message

Import/Validation Messages:

EE2104: Incorrect School Year reported: (2024-06-30). The validation process cannot continue until all the records in the import file match your selected School Year.

- Files in the correct format are imported into Level 0, and field level data integrity checks are done during the import process
 - Any data that doesn't conform to NYSED data reporting business rules will return an import error number and message

NY112233 : CNYRIC CSD - Dashboard Stats:

Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	DeL
Demographics	46	0	1349	2024-11-08 1:52:29 PM	0	2024-11-08 2:25:49 PM	None	
Enrollment	10	0	183	2024-11-08 2:04:02 PM	0	2024-11-08 2:04:01 PM	None	
Program Fact	5	0	2828	--	120	--	--	
ELL Eligibility	0	0	9	2024-11-08 2:25:06 PM	--	2024-11-08 2:25:08 PM	None	--

Verification Errors

- Once data in in Level 0, the next step is to run verification checks, which look for other discrepancies in the data (i.e. overlapping dates, programs with missing dependent programs, etc.)
- All verification checks can be run at the same time from the Dashboard, with or without Student Daily Attendance

Update all verification error counts. Note: this process could take several minutes to complete.

 **Run All Verification Checks** ☐ Include Student Daily Attendance for Run All Verification Checks

NY112233 : CNYRIC CSD - Dashboard Stats:
Mouseover column header for column data description:
Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

Data Domain:	Import Errors	Verify Errors	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	46	36	1349	2024-11-08 1:52:29 PM	0	2024-11-08 2:25:49 PM	None	
Enrollment	10	0	183	2024-11-08 2:04:02 PM	0	2024-11-08 2:04:01 PM	None	
Program Fact	5	0	2828	--	120	--	--	

- Verification checks can also be run for just one template by selecting “Run Verification Rpt” from within any template report

Download Chosen Report to: ☒ .txt file ☐ .csv file **Download**

Demographics Report Choices:

Run Verification Rpt 

☐ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Dist. Upload Log Dates ☐ Dist. Dup. IDs ☐ Import Log

☐ Blank Fields ☐ Lock History ☐ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ No Enrollment Rpt ☐ Import Message Log

☐ Show Distinct Import Error Messages Only

Accessing Warnings & Errors

- The Dashboard provides an overview of all templates and a count of warnings and errors for each template

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:
Demographics	46	36	1349	2024-11-08 1:52:29 PM	0	2024-11-08 2:25:49 PM
Enrollment	10	0	183	2024-11-08 2:04:02 PM	0	2024-11-08 2:04:01 PM
Program Fact	5	0	2828	--	120	--
ELL Eligibility	0	0	9	2024-11-08 2:25:06 PM	--	2024-11-08 2:25:08 PM

- Warnings and errors are also available to select within each template report from the blue ribbon

Demographics Report Choices:Run Verification Rpt

☒ Dist. Import Errors (Error Rpt #1)☐ Dist(s) Summary☐ Dist. School Summary☐ Dist. Upload Log Dates☐ Dist. Dup. IDs☐ Import Log
☐ Blank Fields☐ Lock History☒ View Verif. Errors (Error Rpt #2)☐ Unlock History☐ No Enrollment Rpt☒ Import Message Log

- Within any template report, you can download the list of errors, which preserves them as you drill in and/or work in other screens

Download Chosen Report to: ☐ .txt file ☒ .csv file Download

Demographics Report Choices:
☒ Dist. Import Errors (Error Rpt #1)☐ Dist(s) Summary☐ Dist. School Summary☐ Dist. Upload Log Dates
☐ Blank Fields☐ Lock History☒ View Verif. Errors (Error Rpt #2)☐ Unlock History

36 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Error
000034760	Bennett	Stephen	0001	CNYRIC Elementary	
000035570	Clark	Mildred	0001	CNYRIC Elementary	DM1084: Each Race Code must be unique.

Download the errors as a CSV:

- if you have numerous errors to diagnose
- if the errors need to be sent to someone else to adjust the data in the source
- if you want to preserve the errors before deleting the data in LO

Fatal Error vs. Warning

FATAL ERROR	WARNING
Not able to submit to Level 1	Able to submit to Level 1
Need to correct data	Possibly have data to address

		Fatal Errors		Warnings			
Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:
Demographics	1	0	8814	2024-11-27 3:15:05 AM	0	2024-11-27 3:15:05 AM	2024-11-21 11:53:26 AM
Enrollment	0	0	9430	2024-11-27 3:16:47 AM	0	2024-11-27 3:16:47 AM	2024-11-21 11:55:32 AM
Program Fact	1	0	4794	--	2	--	--
Safety Net	0	0	22	2024-11-27 1:32:12 AM	--	2024-11-27 1:32:13 AM	2024-11-21 11:56:42 AM
CTE / Tech Prep	0	0	546	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	None
ELL Eligibility	0	0	235	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
ELL Programs	0	0	235	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
ESEA	0	0	1	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
Type of Disability	1	0	1990	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
0220::Alt. Assess.	0	0	13	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
0264::Section 504 Plan	0	0	498	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
Summer School Participation	0	0	7	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
8272::Homeless Youth	0	0	62	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
UPK	0	0	313	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
Prekindergarten Program	0	0	623	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
Title 1 TAS	0	0	1	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM
8282::Immigrant	0	0	54	2024-11-27 3:17:42 AM	--	2024-11-27 3:17:43 AM	2024-11-21 11:56:42 AM

Error Resolution Options

1. Correct the data with error messages
 - Update data in Student Information System and reload manually
 - Update data in Level 0 (will be overwritten with next load)
2. Delete the data in Level 0
 - Temporary solution so clean records can be locked
 - Data will error again with next load if not corrected in the source

Once errors are corrected or deleted, data can be sent to Level 1

Understanding Level 0 Errors

- Each error displays an error number with an error message to indicate there is a problem with the data
- In the example below, an import error is generated because the Student ID in an enrollment record is not in the right format

EE2106: Student ID exceeds 9 characters: 1234567890

Let's break it down:

- **EE** refers to the School **E**ntry **E**xit (Enrollment) template
- **2106** is the number assigned to this error message
- **Student ID exceeds 9 characters** is the message associated with the template-error combination
- **1234567890** is the display of the data in your record that is problematic

- All Level 0 errors are described in the documentation
- There you will find the integrity check that explains what business rule was broken.
 - Example: "The Student ID must have data, must not exceed 9 characters in length, and each character must be numeric".
- Knowing the integrity check can help guide your error resolution.

Understanding Level 0 Errors

From the dashboard or from within a template report, select the errors you want to view

Error messages will be listed; click a student's ID to drill into that student's data

Demographics Report Choices: Run Verification

☒ Dist. Import Errors (Error Rpt #1) ☐ Dist(s) Summary ☐ Dist. School Summary ☐ Dist. Upload Log Dates ☐ Dist. Dup. IDs ☐ Import Log

☐ Blank Fields ☐ Lock History ☒ View Verif. Errors (Error Rpt #2) ☐ Unlock History ☐ No Enrollment Rpt ☐ Import Message Log

☐ Show Distinct Import Error Messages Only

46 Demographic errors for district NY112233

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
000040356	Bell	Raymond	0518		DM1002: Location Code reported is either blank or doesn't exist in Level 0 for this district: 0518
000039614	Cook	Jason	0506		DM1002: Location Code reported is either blank or doesn't exist in Level 0 for this district: 0506
000035914	Cooper	Nathan	4353		DM1002: Location Code reported is either blank or doesn't exist in Level 0 for this district: 4353
000039544	Davis	Angela	0519		DM1002: Location Code reported is either blank or doesn't exist in Level 0 for this district: 0519

Demographics Enrollment Programs Assessment Assess/Acc/Mod Behavioral Inter. Partner Project Fac

Stu/Class/Entry/Exit Stu/Class/Gr/Detail Stu/Credit/GPA Stu/Daily/Attend Stu. Digital Res.

Current Student: **Raymond Bell** Record Status: **Error** Last Update: **2024-11-08 1:52 PM** By: **Leah Simonds**

NYSSIS ID: N/A

*denotes a required field

BEDS Day Age: 4 Back to Error Rpt

*Student ID: 000040356 *Last Name: Bell *First Name: Raymond MI: J *Gender: M :: Male *Birth Date: 2020-03-25 *Location Code: [Pink Shaded Field]

*Home Phone: 121-2997 *Address: 3656 Wasden Road Address 2: *City: Cortland *State: NY *Zip Code: 13045

*Guardian: Barbara Bell Guardian 2: Richard Bell *Status: A :: Active *Last Status Date: 2025-06-30

Home Room: *Grade Level: PS :: PRES Gr. 9 Entry Date: Education Level Of Parent: NY112233 *Dist. Code: County Of Residence:

Credential Type: Career Path:

Post-Grad Activity: Migrant Status: N :: No Home Language: ENG :: English Place of Birth:

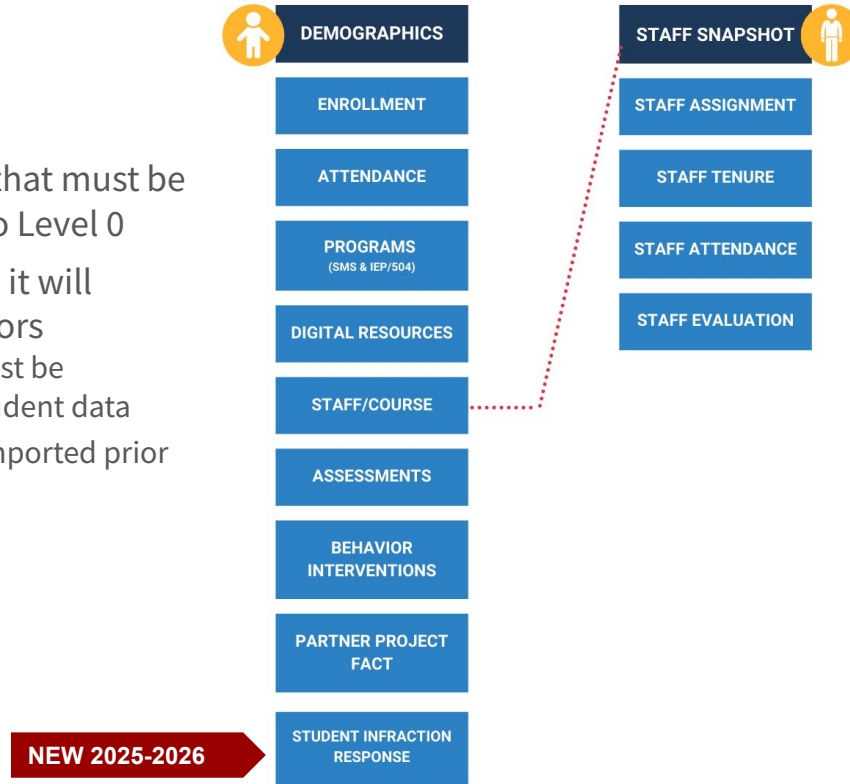
Level 0 shades the problematic data for that student in pink

This helps quickly identify the cause of the error (and what needs to be adjusted in the source)

Understanding Level 0 Errors

Template Relationships

- There is a template hierarchy that must be used when importing data into Level 0
- If the hierarchy is not followed it will result in several additional errors
 - Student Demographic data must be imported prior to any other student data
 - Staff Snapshot data must be imported prior to any other staff data



Understanding Level 0 Errors

Dependent Templates

Some templates are dependent on other templates. Knowing the dependencies can help with error resolution.

Demographics

Assess Acc Mod Fact	Assessment Fact
Enrollment	Programs Fact
Partner Project Fact	Spec Ed Events
Spec Ed Snapshot	Stu/Class/Entry/Exit
Stu/Class/Gr/Detail	Student Credit GPA
Stu Daily Attendance	Stu Digital Resources
Stu Restraint Event	Stu Infraction Resp.

Enrollment

Assess Acc Mod Fact	Assessment Fact
Programs Fact	Partner Project Fact
Special Ed Events	Spec Ed Snapshot
Stu/Class/Entry/Exit	Stu/Class/Gr/Detail
Student Credit GPA	Stu Daily Attendance
Stu Digital Resources	Stu Restraint Event
Stu Infraction Resp.	

Staff Snapshot

Course/Instr/Assign	Staff Assignment
Staff Attendance	Staff Tenure
Staff Evaluation	Demographics

Location Marking Period

Course/Instr/Assign
Stu/Class/Entry/Exit
Stu/Class/Grade/Detail

Course

Course/Instr/Assign
Stu/Class/Entry/Exit
Stu/Class/Grade/Detail

Program Fact

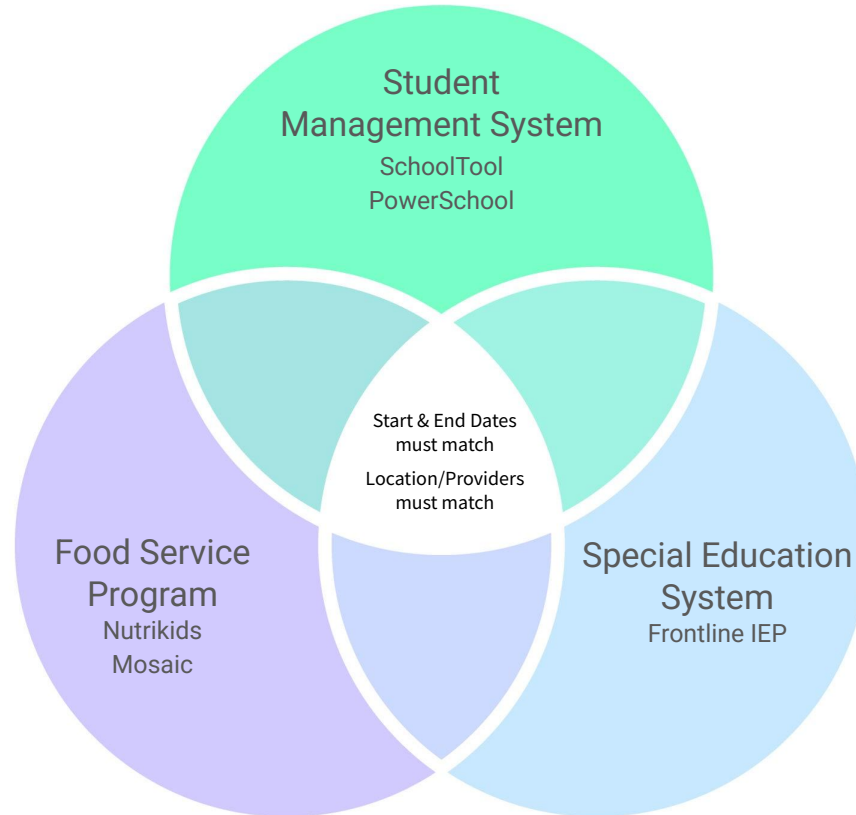
Special Ed Snapshot

Day Calendar

Stu Daily Attendance

Understanding Level 0 Errors

Data Dependencies Across Systems



Moving Data to Level 1



NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input **L1-Data Prep.** Reports

Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Course
Course/Instr/Assign
Day Calendar
Location M.P.
SE Event
SE Snapshot
Stu/Class/Entry/Exit
Stu/Class/Gr/Detail
Stu/Attend/Codes
Stu/Daily/Attend
Staff Snapshot
Staff Assignment
Staff Attend. Codes

- Click or hover over “L1-Data Prep”
- Select the template you wish to submit to Level 1
- This will need to be done for each data template

LI Data Prep

Demographics Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Red background indicates domain data has been updated since last Level 1 file was created.

Last Level 1 File Creation/Upload: 2024-11-21 9:34 AM

Validate Now

Success! No Verification errors found. You may now create a file for level 1 submission.

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Data Prep. messages...

"Validate Now" runs a 2nd level of error checking;
"Success" message appears if there are no errors

"Create File for Level 1 Submission" will
send data to Level 1

Demographics Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: 2024-11-21 9:34 AM

Validate Now

This data domain has been validated since any data has been updated so verification requirements have been met. You may create the file for Level 1 submission.

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Data Prep. messages...

"Validate Now" is grayed out if
verification has already been run

Proceed directly to "Create File for
Level 1 Submission"

LI Data Prep

Program Fact

Avoid using “Check All”

Some program records are accidentally loaded into Level 0 from the wrong source.
Locking even 1 record in Level 0 wipes out all the records reporting from the actual source.

Program Fact Data Prep. for Level 1:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will initiate validation for the selected program. If the program passes validation it will be included in the file creation for Level 1.

☒ **Check All**

☐ Safety Net	☐ CTE / Tech Prep	☐ ELL Eligibility	☐ ELL Programs	☐ ESEA	☐ Type of Disability	☒ 0198::Poverty
☐ 0220::Alt. Assess.	☐ 0242::NYSESLAT	☐ 0264::Section 504 Plan	☐ 5753::Intervening Serv.	☒ 5806::Reduced Lunch	☒ 5817::Free Lunch	☐ Summer School Participation
☐ 8261::Single Parent/Pregnant	☐ 8272::Homeless Youth	☐ UPK	☐ Title 1 TAS	☐ Prekindergarten Program	☐ 2618::Inter-Dist. Transfer	☐ 1232::SIFE
☐ Higher Education	☐ 8271::CDOS Credential	☐ 8282::Immigrant	☐ 8292::Parent Armed Forces	☐ 8300::Foster Care	☐ 8312::Biliteracy	☐ 8262::Homeless
☐ Local Programs	☐ Restricted	☐ 5754::CCEIS	☐ 8313::Civic Readiness			

Validate Now

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Data Prep. messages...

Manually select the program if you are certain the records came from the correct source and you want to submit them to NYSED

LI Data Prep

The Dashboard shows which templates need to be locked.

Templates with a red background in “Last Upload” have been updated in Level 0 since the last time they were sent to Level 1.

Run All Verification Checks ☐ Include Student Daily Attendance for Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.

NY112233 : CNYRIC CSD - Dashboard Stats:

Mouseover column header for column data description:

Data Domain:	Import Errors:	Verify Errors:	Valid Records:	Last Import:	Imp Msg:	Last Update:	Last Upload:	Del.
Demographics	0	0	1	2024-10-09 9:41:35 AM	0	2024-11-05 3:17:06 PM	None	
Enrollment	0	0	0	None	0	None	None	
Program Fact	0	0	0	--	0	--	--	
Assessment	0	0	0	--	0	--	--	
Assess/Acc/Mod	0	0	0	None	0	None	None	
Behavioral Intervention	0	10	10	2024-10-09 9:41:48 AM	0	2024-10-09 9:43:24 AM	None	
Course	0	0	0	None	0	None	None	
Course/Instr/Assign	0	0	0	None	0	None	None	
Day Calendar	0	0	0	None	0	None	None	
Location M.P.	0	0	0	None	0	None	None	

1. Introduction & SIRS Data Flow
2. Landing Page & Dashboard
3. Getting Data into Level 0
4. Understanding Errors
5. Moving Data to Level 1
6. Level 0 Reports
7. New Features
8. Fall Warehouse L0 Reminders
9. Resources & Survey

Questions?

Level 0 Reports

Reports	Help
Information/Warning Reports	
Data Quality Reports	
Dashboard	
Demographics	
Enrollment	
Program Fact	
Assessment	
Assess/Acc/Mod	
Behavioral Intervention	
Course	
Course/Instr/Assign	
Day Calendar	
Location M.P.	
Partner Project Fact	
SE Event	
SE Snapshot	
Stu/Class/Entry/Exit	
Stu/Class/Gr/Detail	
Stu/Credit/GPA	
Stu/Attend/Code	
Stu/Daily/At	

“Blue Ribbon” Reports are found in various templates

“Blue Ribbon” Reports

Within each template, the blue ribbon provides a variety of reports users can access, including different data summaries and breakdowns. The reports available vary depending on the template.

● Dist. Import Errors (Error Rpt #1)	● Dist(s) Summary	● Dist. School Summary	● Dist. Upload Log Dates	● Dist. Dup. IDs	● Import Log
● Blank Fields	● Lock History	● View Verif. Errors (Error Rpt #2)	● Unlock History	○ No Enrollment Rpt	● Import Message Log

- **Most Templates**

- No Enrollment Rpt - Shows students with records in the selected template who do not have an enrollment

- **Enrollment**

- Credential Counts - Breakdown of reported credentials with comparison to previous year

- **Program Fact & Partner Project Fact**

- Category Breakdown - Breakdown of reported programs with comparison to previous year

- **Stu/Class/Entry/Exit & Course/Instr/Assign**

- Course Roster by Teacher - Listing of teachers w/ counts of students on roster; useful in identifying staff with no students

- **Course**

- Course Teacher Student - Listing of courses with teacher & student counts for each section

“Blue Ribbon” Reports

- **Stu / Daily/ Attend**

- Missing Attendance - Shows students with missing attendance for instructional days on which they're enrolled; check Day Calendar and enrollment in SMS
- Attendance Breakdown - Breakdown of reported attendance types with comparison to previous year

- **Student Digital Resources**

- Missing Surveys - Listing of students with enrollment records who do not have a SDR Survey record.

- **Staff Assignment**

- Group Breakdown - Breakdown of reported certified, non-instructional staff (principals, counselors, nurses, etc.)

- **Staff Evaluation**

- Staff Snap/Eval Count - Counts of evaluation records for staff with snapshot records; useful in identifying teachers missing evaluations
- Eval Type Breakdown - Breakdown of reported evaluation types (observation, student performance, etc.)

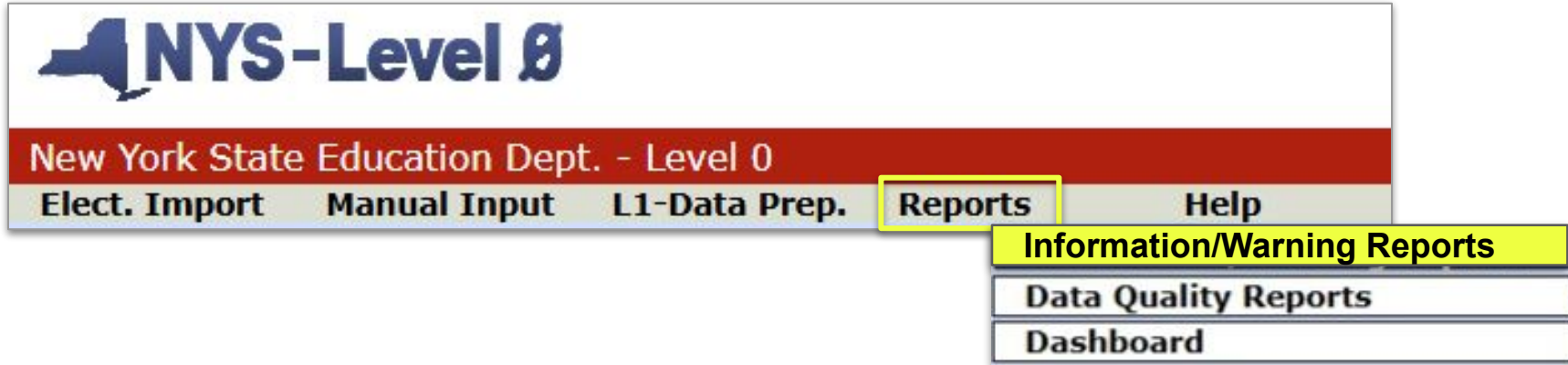
- **Staff Attendance**

- Attendance Breakdown - Breakdown of reported staff absence categories with comparison to previous year

- **Staff Tenure**

- Category Breakdown - Breakdown of reported staff tenure categories with comparison to previous year

Information/Warning Reports



- Click or hover over “Reports” and select “Information/Warning Reports”
- These reports find issues that will not prevent data from moving to Level 1.
- They are warning messages that “flag” potential issues that may need to be resolved.
- Examples
 - CSE Responsibility enrollments/no disability record
 - Gr. 9 Entry dates for kids <9th grade
 - Mismatch Course/Instructor//Snapshot start dates
 - Misreported Regents days in Day Calendar

Information/Warning Reports

Download Chosen Report to: ☐ .txt file ☒ .csv file

Information/Warning Reports

Any findings displayed in these reports represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

▼

- DEMOGRAPHICS
- ENROLLMENT
- PROGRAM FACT
- ASSESSMENT
- Assess/Acc/Mod
- Behavioral Intervention
- COURSE
- COURSE/INSTR/ASSIGN
- DAY CALENDAR
- Location M.P.
- PARTNER PROJECT FACT
- SE Event
- SE SNAPSHOT
- STU/CLASS/ENTRY/EXIT
- STU/CLASS/GR/DETAIL
- STU/CREDIT/GPA
- Stu/Attend/Codes
- STU/DAILY/ATTEND

☐ Include header row with field names

Download to:

☐ .txt file ☒ .csv file

- To view warning messages that may need to be resolved for one template, select the template from the dropdown, then “Run Report”
- To download all records for a specific template (not just the problematic ones), select the template from dropdown, then “Download all records”

Data Quality Reports



New York State Education Dept. - Level 0

Elect. Import

Manual Input

L1-Data Prep.

Reports

Information/Warning Reports

Data Quality Reports

Dashboard

District:

NY112233 : CNYRIC CSD

School Year:

School Year Ending 2025-06-30

Download Chosen Report to: ☒ .txt file ☐ .csv file

Download

Data Quality Reports

To help ensure accuracy, please resolve any outstanding errors before running these reports.

Select Data Type:

Demographics

Enrollment

Assessment

Day Calendar

Course

Student Digital Resources

Select Report:

Dropout/Not Graduated Summary

Enrollment Summary

No Student Class Entry Exit (SCEE) Records Summary

Data Quality Reports

Data summaries allow users to review the quality of reported data and verify accuracy

- **Demographics**

- Crisis Impact Summary: Summary of students reporting with a crisis impact code
- Diploma District/Location Summary: Breakdown of reported diploma types by location & seniors with missing credentials

- **Enrollment**

- Dropout/Not Graduated Summary: Listing of students exited with a SIRS dropout code
- Enrollment Summary: Breakdown of enrollments by subgroup with optional location filter
- No Stu/Class/Entry/Exit Summary: Listing of Students reported as enrolled with no class entry/exit records

- **Day Calendar**

- Day Calendar Summary: Summary by day type and location

- **Course**

- Regents State Course Code Summary: Listing of Regents Courses, the associated Local Course ID, Course/Instructor information and Counts of Student Class Entry Exit Records

- **Student Digital Resources**

- SDR District/Location Summary: Summary of survey completion status by location.

New Features

Student Infraction Response

Demographics	Enrollment	Programs	Assessment	Assess/Acc/Mod	Behavioral Inter.	Partner Project Fact	SE Event
Stu/Class/Gr/Detail	Stu/Credit/GPA	Stu/Daily/Attend	Stu. Digital Res.	Stu. Infraction Resp.			

Current Student: Record Status: Last Update: By:

*denotes a required field

*Student ID:	*Location Code:	*Event ID:	*Response Date:	*Response Duration (Days Suspended):	Suspended Remainder of School Year:

*Response Code:	Response Reason:	*Received Services Ind. (During Suspension):	

Import Validation Messages:

Delete Record	Validate & Save	Clear
--	--	--------------------------------------

Drugs :: Drugs

Serious Bodily Injury :: Serious Bodily Injury

Weapons :: Weapons

N :: No

Y :: Yes

N :: No

Y :: Yes

New Features

Demographics

Student Search by
NYSSIS ID

Student Search: **Search Results:**

Local ID:
or NYSSIS ID:
or Last Name Search:

use * to help with last name search

Demographics	Enrollment	Programs	Assessment	Assess/Acc/Mod	Behavioral Inter.	Partner P
Stu/Class/Gr/Detail	Stu/Credit/GPA	Stu/Daily/Attend	Stu. Digital Res.	Stu. Infraction Resp.		

Current Student: Record Status: Last Update: By:

NYSSIS ID:
*denotes a required field

BEDS Day Age:

*Student ID: *Last Name: *First Name: MI: *Gender: *Birth Date: *Location Code:

*Home Phone: *Address: Address 2: *City: *State: *Zip Code:

*Guardian: Guardian 2: *Status: *Last Status Date:

Home Room: *Grade Level: Gr. 9 Entry Date: Education Level Of Parent: *Dist. Code of Residence: County Of Residence:

Credential Type: Career Path:

Post-Grad Activity: Migrant Status: Home Language: Place of Birth:

Neg./Delinquent: Homeless: *Hispanic Ind: *Race 1 Code: Race 2 Code:

Race 3 Code: Race 4 Code: Race 5 Code:

Counselor Name :: Staff ID | Teach ID: Counselor Dist. Code: Parent Email Address:

Crisis Impact Code: Crisis Name:

Import Validation Messages:

Parent
Contact
Email

New Features

Day Calendar - Remote Day

Day Calendar Manual Entry:

Search For Records:
Note: all fields are optional, but at least 1 must be filled in for search.
Search Month:
Search Date:
Search Location:
Search Grade Level:
Search Day Type: **Search**

Data Entry:
*denotes a required field
Status:
Last Update:
By:
*School Date:
*Location Code:
*Location Grade Level:
*Day Type:

Day Calendar Records:
No Day Calendar Records Found.

- Emergency day
- Holiday
- Instructional day
- Late Arrv/Early Dism
- Make-up day
- Other
- Pub health/inst
- Pub health/no inst
- Remote**
- Rgnts Attendance
- Rgnts No Attendance
- Strike
- Super Conf Full Day
- Teacher only day
- Weather day

Staff Snapshot - Qualification Status

Staff Snapshot Manual Entry:

***denotes a required field**

TEACH Name:
*First Name: Middle Name: *Last Name: *Birth Date: *Gender:

***Teach ID:** ***Staff Id:** ***Email Address:** ***Active/Inactive:** ***Itinerant Staff:** **Qualification Status Code:**

***Primary Location Code:** ***Years Educational Exp. in District:** ***Annual Salary:** ***Annual Contract Work Months:** **Annual Contract Work Days:**

***Employment Basis:** **Certification Exempt Code:** **Teacher Title:** **Teach. Hire Date:** **Professional Dev. Indicator:** ***Total Years Educational Exp.:** **Principal Title:** **Prin. Hire Date:**

***Education Level:** **Exit Date:** ***Hisp. Indicator:** **Race 1 Code:** **Race 2 Code:**

Race 3 Code: **Race 4 Code:** **Race 5 Code:**

Level 0 Updates v21.0

Additions & Enhancements Summary

- New Student Infraction Response template
- Staff Snapshot includes new Qualification Status code of NBCT National Board Certified Teacher; discontinued use of Separation Reason Code.
- Day Calendar has a new day type code, “Remote”
- Demographics added a new field #60 to report parent email address when available; added a new box in the search field to search by NYSSIS ID, renamed “Student ID” to “Local ID”
- Assessment Fact removed unnecessary fields
- Programs Fact has added new codes:
 - 4010 My Sister’s Keeper STEM Program (MSK)
 - 8302 Student Residing on Reservation Land
 - FRPL Eligibility Codes
 - 903 SUFDPK Slot with Certified Teacher
 - 904 SUFDPK Slot with Non-certified Teacher
 - 905 UPK-SUFDPK Conversion Slot with Certified Teacher
 - 906 UPK-SUFDPK Conversion Slot with Non-certified Teacher

Level 0 Updates v21.0

Validation Checks

For list of *new* validation checks, see [Level 0 v21.0 Release Notes](#)

Level 0 – v21.0 Release Notes			
Area	Purpose	Rule Text	Error Message
Enrollment	The Department needs to identify program locations for reporting (e.g. CTE). Creates an enrollment information check to warn BOCES when reporting a student with the overall BOCES location.	BOCES overall code should not be reported for enrollment locations, or you will receive the following [information] warning:	EE2111 v21.0 Student location should be virtual location - Please review.
Enrollment	Establishes reporting requirements aligning specific credential types (Diploma Types) with associated enrollment exit	Beginning on June 30th of the reporting school year (excluding students with Partner Project Fact records), a Credential Type Code of 204, 221, 238, 255, 272, 289, 306, 323, 340, 357, 374, 391, 762, 813, 779, 796, 068, 069, 070,	EE2076 v21.0 Missing or Invalid enrollment Exit Code for XXX Credential Type Code in demographics: & bad data.

Fall Level 0 Tasks

- Load Foundational & Dependent Templates
- August Graduates
- Staff Evaluation



Fall Level 0 Tasks

Load Foundational & Dependent Templates

Template	Needed for
Location Marking Period	Course/Instructor, Student/Class Templates
Student Attendance Codes	Student Daily Attendance
Day Calendar	Student Daily Attendance
Demographics	All student templates
Enrollment	All student templates (except Demographics)

Fall Level 0 Tasks

August Graduates

- Accurate reporting of August graduates is extremely important as these students count as graduates in the four- and five-year Total Cohort Graduation Rate
- Begin loading as soon as the warehouse opens for 25-26 (mid-September):
 - Demographics (provides credential)
 - Enrollment (provides graduate exit reason)
- The deadline to load August Graduate data is **Thursday, October 16th**
- Verify all Aug Grads are reporting:
 - “Credential Count” in Enrollment
 - Data Quality Report
 - SIRS 201 Total Cohort Report

Select Data Type: **Demographics** Select Report: **Diploma District/Location Summary**

Report Criteria:
 -Entry Enrollment Codes Included: 0011,5544,7000,7011
 -Exit Enrollment Included: 0065,085,799
 -Grade 12 Missing: blank Credential and/or blank Exit Code

Enrollment Report Choices: Run Verification Rpt

☐ Dist. Import Errors (Error Rpt #1)
 ☐ Dist(s) Summary
 ☐ Dist. School Summary
 ☐ Dist. Upload Log Dates
 ☐ Import Log
☐ Lock History
 ☐ View Verif. Errors (Error Rpt #2)
 ☒ **Credential Counts**
☐ Unlock History
 ☐ Import Message Log

Counts for District: NY600301 (Red highlight indicates > 5% difference between years)

Description/Code:	Prior Year Count:	Current Year Count:
Graduated with Regents or local diploma (799)	48	1
Earned commencement credential (085)	1	0
Previously commencement credential or IEP (629)	0	0
Earned High School Equiv. diploma - GED (816)	0	0
Fulfilled HS Grad Req for Extended Integrated HS Program (0065)	0	0
Graduated and completed Extended Int HS Program Simultaneously (0071)	0	0

Diploma Summary: (mouse over column headers for full header description and applicable credential codes)

Location Name:	Location Code:	Grade 12 Missing (a)	Local (b)	Regents (c)	Regents: Honors (d)	Regents: Adv. (e)	Regents: Adv. Honors (f)	Regents: CTE (g)	Biliteracy (h)	Commence. Cred. (i)	Total Grads (b+c+d+e+f)	Total Completers (b+c+d+e+f+i)
		28	7	128	6	112	69	23	44	1	322	323
		11	0	21	0	0	0	1	1	0	21	21

Fall Level 0 Tasks

Staff Evaluation for 24-25

- Staff Evaluation scores and ratings are loaded to Level 0 using the Staff Evaluation extract from your Human Resources System
- The deadline to load Staff Evaluation data is **Thursday, October 23rd**

Staff Snapshot Staff Assignment Staff Attendance **Staff Eval. Rating** Staff Tenure Snap Course/Instr/Assign

Current Staff: [Redacted] Record Status: **Valid** Last Update: 2025-07-09 10:11 AM [Redacted]

Staff Evaluation Rating Manual Entry:

*denotes a required field

*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): [Redacted] *Reporting Date: 2025-06-30 *Evaluation Type: TEACHER *Evaluation Group: 3012d Overall Rating: OR04 :: Overall rating - Highly Effective

[Back to Eval Type Rpt](#)

3012d Evaluation Group: [Clear 3012d](#)

Required Student Performance Score:	Optional Student Performance Score:	Required Observation/ School Visit Score:	Optional Observation/ School Visit Score:
17		3.9	

3012e Evaluation Group (TEACHER): [Clear 3012e \(Teacher\)](#)

TSI Knowledge of Students:	TSII Instructional Planning:	TSIII Instructional Practice:	TSIV Learning Environment:	TSV Assessment For Learning:	TSVI Professional Responsibilities:	TSVII Professional Growth:

3012e Evaluation Group (PRINCIPAL): [Clear 3012e \(Principal\)](#)

PS1 Mission and Vision:	PS2 Professional Ethics:	PS3 Equity and CRSE:	PS4 Systems for Academic Success:	PS5 School Community:	PS6 Human Capital:	PS7 Professional Community:	PS8 Family and Community:	PS9 Operations and Resources:	PS10 Continuous Improvement:

Import Validation Messages:

[Delete Record](#) [Validate & Save](#) [Clear All / Add New](#)



Questions & Additional Resources

[Level 0 New User Application](#) CNYRIC permission form for new accounts

[Level 0 Guide: Data Flow & Load Schedule](#) CNYRIC resource

[Level 0 Release Notes](#) v21.0

[Level 0 Validation Checks](#) New document for each L0 release

[Level 0 Template Dependency 25-26](#) Updated periodically

[Understanding Level 0 Errors 25-26](#) Updated periodically

[SIRS Guidance](#) NYSED SIRS manual

Thank You!

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