

Progress Report Data	What is the source?	How can the data be reviewed?	How can inaccurate data be changed?
<b>I. Core data for metrics</b>			
Attendance	ATS	RGAR report in ATS.	Changes in daily student attendance are entered the same day in ATS (using RUPD) or at a later date (CIND).
Survey scores	Learning Environment Survey	Survey reports provided at the end of the school year and available on each school's web site.	Concerns should be emailed to <a href="mailto:surveys@schools.nyc.gov">surveys@schools.nyc.gov</a> .
Graduation Rate	ATS	Going forward, the Progress Report will calculate graduation rate using the same methodology as the State.  Additional guidance will be provided in Principals' Weekly in upcoming weeks.	<b>Cohort:</b> Currently change via SRCO. However, ATS is building a new, more flexible, function to replace SRCO (to be released)  This new function will have several components: UGNO - Request to Update Grade 9 Entry Year DGNO - Display Grade 9 Entry Override Requests  Additional guidance will be provided in Principal's Weekly in upcoming weeks.  <b>Discharge Code:</b> Change in ATS using UPDI.
Credits	HSST	Student transcript in HSST.	Use Transcript Maintenance function in HSST. Use ATS for summer credits.
Regents test scores	HSST	Student transcript in HSST.	Use Transcript Maintenance function in HSST. Use ATS for summer credits.
Regents Competency Test (RCT)	HSST	Student transcript in HSST.	Use Transcript Maintenance function in HSST. Use ATS for summer credits.
<b>II. Other important data</b>			
School assignment for each student	ATS, based on January 1 and June 1 snapshots	For an individual student, can be reviewed using HIAD.	Use ATS to admit or discharge students.
Student Year in High School	ATS	ATS is creating a new field, Grade 9 Entry Year, which schools will be able to review using the UGNO report (to be released).	Schools can request updates in ATS using the function UGNO and review requests using DGNO (to be released)
Ethnicity	ATS	RDGS report in ATS (Ethnic Code)	If blank or Code 6, update using UPEC in ATS. If incorrect, fax Parent Student Ethnic Identification Form with correct information to DIIT at 718-935-5874/5192.
Special education status	ATS, based on weekly data feed from CAP	RDGS report in ATS (Sp Ed IEP)	Student special education status must be updated in CAP based on CSE recommendation.
ELL status	ATS	RDGS report in ATS (ELL)	LEP Indicator is set to Y based on home language survey and LABR test and can be removed by passing NYSESLAT. If there is a mistake in the test score posted, contact the Assessment Implementation Director at your Integrated Service Center.
SIFE status	ATS	RFSE report in ATS	Can only be changed during the annual BESIS survey
Student Birth Date	ATS	RDGS report in ATS (Date of Birth)	Fax copy of student birth certificate with Student Name and Student ID (OSIS) to DIIT at 718-935-5874/5192