

Data Verification Quick Start Guide

June 2009



**Department of
Education**

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Overview

Data Verification for NYSED/NCLB Accountability is a process by which a school can examine its accountability data. This accountability data will be used to:

- Create adequate yearly progress determinations
- Determine potential Schools Under Registration Review (SURR) status
- Determine a schools NCLB/SED accountability status (if you made AYP)
- Create the school's state report card

Schools are held accountable for the accuracy of the data in the state report cards. It is the last opportunity to critically review and correct missing and/or inconsistent data.

To ensure your data is accurate and complete the ELL, Special Ed and Testing Specialists should work collaboratively in reviewing data. It is critical that the staff member designated to verify data has an ATS account.

How to Use This Guide

This guide identifies tasks and provides procedural guidance and requirements for data verification actions. Focusing on the data verification process, from data entry to validation, the guide includes procedural task on the following systems and processes:

- **ATS**-The Automate the Schools system contains biographical data for all schools.
- **CAP**- The Child Assistance Program is a computerized system that tracks the referral, evaluation and placement of students for possible special education services.
- **HSST**- High School Scheduling and Transcripts system provides data as it relates to School scheduling and transcripts i.e. all secondary and high schools as well as some middle school have access to HSST.
- **nySTART** - nySTART is the New York State Testing and Accountability Reporting Tool. It is part of the New York State Education Department's Student Information Repository System (SIRS).

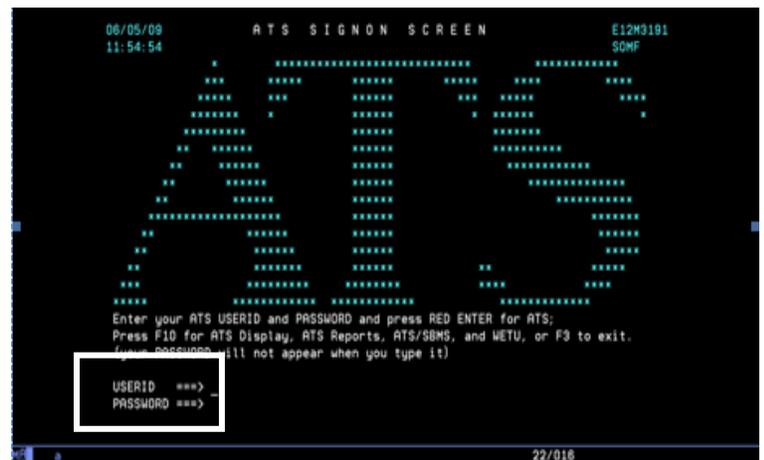
1 Obtaining Verification Materials

This section provides guidance on obtaining verification materials and reviewing downloadable reports in excel.

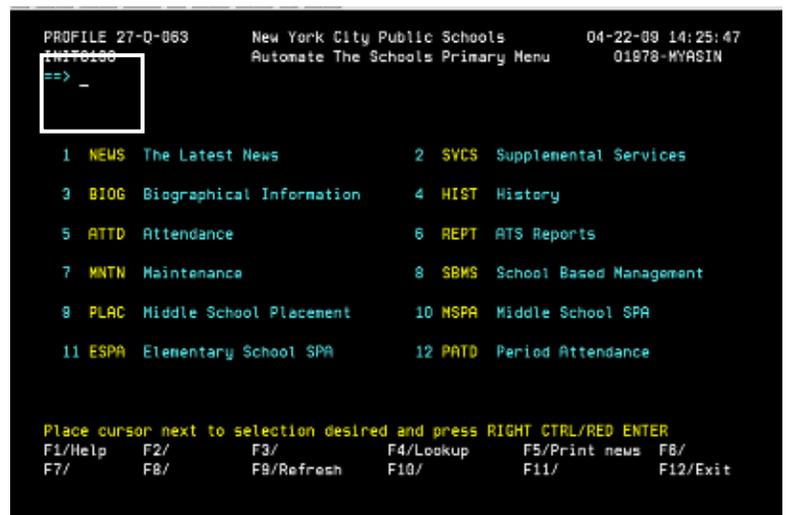


- ✓ **Contact** Application Support Liaison (ASL) if you do not have an ATS account
- ✓ **Charter Schools** must contact their School leader for downloading ATS reports
- ✓ **WinZip** must be installed on your computer to successfully complete this task. Contact the helpdesk at (718) 935-5100 , for assistance.

1. **Log on** to ATS
2. **Enter** your ATS User Id and password
 - a. **Click** the right CTRL/Red enter key to continue until to you get to the Primary menu screen



3. The ATS Primary Menu displays
 - a. **Type** the appropriate ATS report code next to the ==>
 - b. **Elementary Schools/Middle school verification workbook Type REMS.**
 - c. **High School verification workbook Type RHSV.**
 - d. **Press right CTRL/Red enter key**



4. For example if you typed RHSV the high school verification would report would display onscreen.



Elementary/Middle School has the identical layout.

```

PROFILE 02-M-400      New York City Public Schools      04-17-09 11:10:06
RHSV0100-TEST-T     ATS Report Selection Screen      00043-RSHAF2
==>

HIGH SCHOOL VERIFICATION REPORT
2008-2009

EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____

Enter valid Email id and then Press F6
F1/Help  F2/      F3/Quit-return F4/      F5/      F6/Execut
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit
    
```

5. To prepare the report for downloading
 - a. **Type** in your DOE email address and
 - b. **Type** RHSV or REMS in the “Subj” field
 - c. **Press F6 twice** to execute the request



A message will be sent to your DOE email address with the link and password needed to download the report.

6. An “FTP request submitted” screen displays indicating that the report will be sent to your NYC DOE email account.

```

PROFILE 10-X-213      New York City Public Schools      06-05-09 12:07:22
RACCO100             Accountability Reports      01479-TSTURH
==> -

1 RESI Student Evaluation Report by School
2 RSAC School Accountability Report
3 RGCS Graduate Cohort School Report
4 RTDI Teacher Data Initiative Report

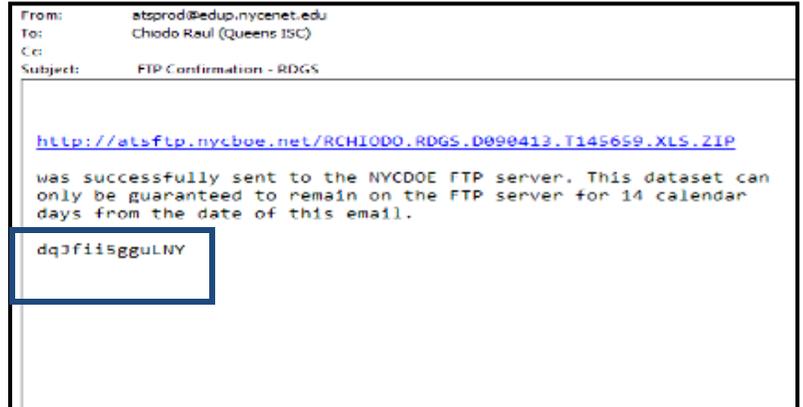
FTP request submitted. Email confirmation will be sent upon completion.
F1/Help  F2/      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh    F10/     F11/     F12/Exit
    
```

7. **Open** your NYC DOE email

- a. **Copy (electronically)** the password precisely with no extra spaces



This system generated password is required to view the data verification workbook for steps 11 & 12.



- b. **Click** the active link

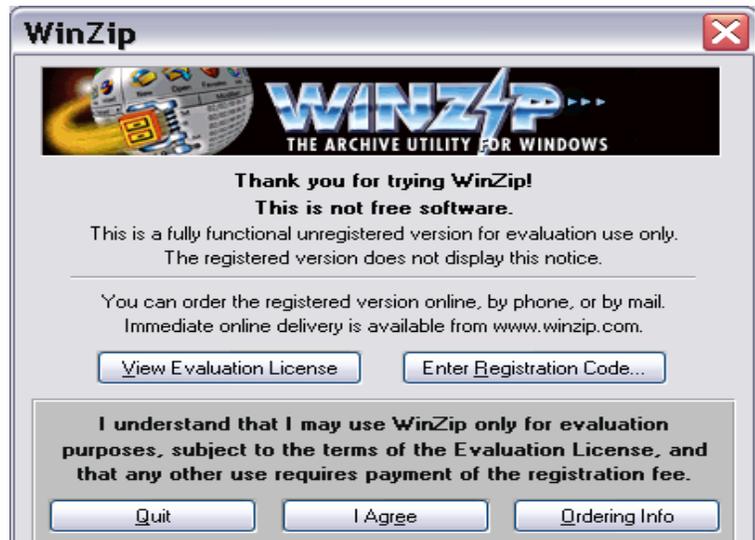
- ✓ The slides we have are for the Classic zip view.
- ✓ If you use the WinZip Wizard just make sure to select the Unzip or install from"..." ; then 'Unzip Now'; follow the slides as presented.

8. A dialog box displays onscreen and states **“Do you want to open or save this file?”**

- a. **Click** “Open”



9. **Click** on “I Agree” License Agreement



10. **Click** on the excel file listed.

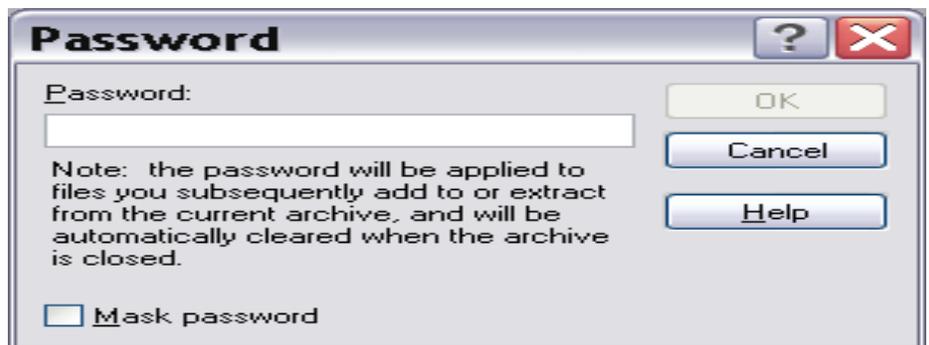


If the file does not display in the WinZip window, complete the following steps.

- a. **Open** the confirmation email (step 7) and copy the link.
- b. **Open** Internet Explorer
- c. **Paste** the link in the browser window.
- d. **Click** Enter

11. The following screen will pop up requesting that you insert the file's password

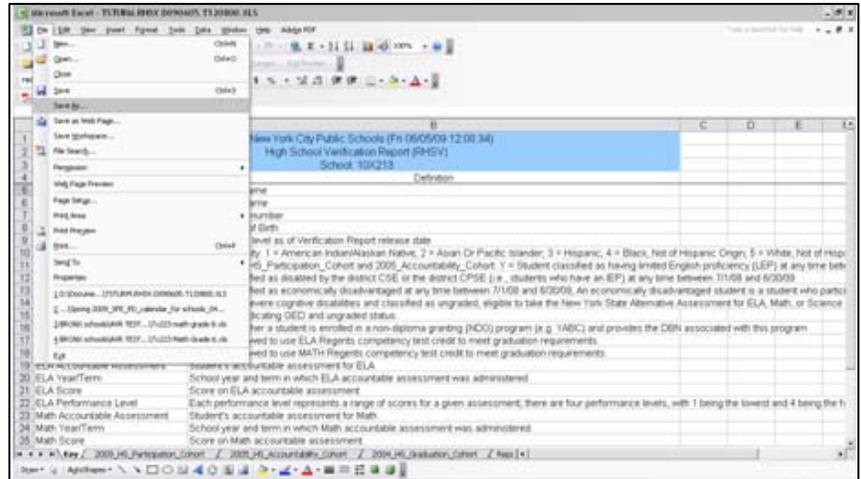
- a. **Retrieve** the **(Step 7)** password from the last line of your email (which



- is exactly 13 characters) and paste it into the *Password* box. (I.e. dqjfii5ggulNY)
- b. **Click “OK”**

12. The Data Verification Workbook displays

- a. **Save** the file in an Excel format using the “Save as” function in the Microsoft File drop down menu.



1.2 Data Verification Workbook Overview

Verification workbooks are downloadable from ATS. The State and Federal Evaluation Team, in collaboration with DIIT and Data Management created excel workbooks that contain the data verification files. Each workbook contains school level data in five spreadsheets:

- **A key** listing and defining the data fields
- **Three worksheets**; one for each school level accountability area

Elementary/Middle School	High School
ELA participation and performance	2009 Participation Cohort
Math participation and performance	2005 HS Accountability Cohort
Science participation and performance	2004 Graduation Cohort



A **summary worksheet** with estimated participation rates and performance indices computed from the school rosters.

1.3 ATS Download Assistance

For additional ATS Download Assistance, please call your

- Application Support Liaison at the Integrated Service Centers,
- Children First Network Liaison,
- The Help Desk at 718-935-5100, or
- Visit Self Support at <http://magic75.nycenet.edu/selfsupport>

2 Checking Accuracy and Completeness of Verification Information

To check verification information schools should go to NYCDOE source systems

- ATS, CAP and/or HSST

2.1 Check and Correct Roster Data

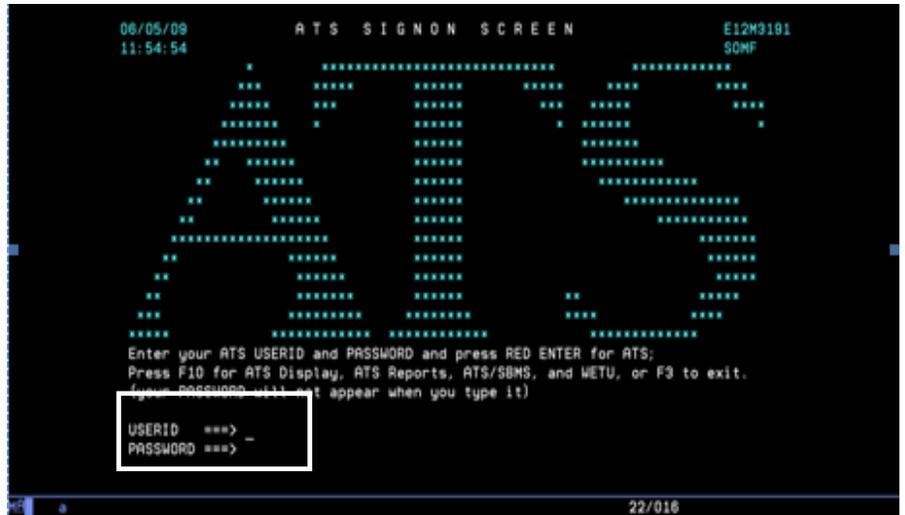
DATA TO BE CHECKED	GO TO	SOURCE
DATE OF BIRTH	SBIO, RDOB	ATS
GENDER(SEX)	RESI	ATS
NYSELAT ELIGIBLE	RESI	ATS
ETHNICITY	RESI, RENC	ATS
LEP	RESI	ATS
LEP DURATION	RESI	ATS
DISABILITY	CAP	CAP
NYSAA ELIGIBLE	CAP	CAP
ECONOMIC DISADVANTAGED	RESI	ATS
GRADE	RESI	ATS
ENTRY DATE	HIAD, RIIS	ATS
HOME DISTRICT	SBIO	ATS
SCHOOL ACCOUNTABILITY REPORT	RSAC	ATS
EXIT DATE	RFDR, HIAD, RIIR	ATS

DATA TO BE CHECKED	GO TO	SOURCE
EXIT REASON	RFDR, HIAD, RIIR	ATS
CREDENTIAL EARNED	RADP, RCOS	ATS
ACCOUNTABILITY COHORT	UGNO, RFLG	ATS
PARTICIPATION COHORT	SRCO, UGNO, RFLG	ATS
GRADUATION COHORT	SRCO, UGNO, RFLG, RGCS, RCOL	ATS
GRADUATION	RADP, RCOS	ATS
ENROLLMENT STATUS	HIAD, RIIR	ATS
DATE OF FIRST ENTERING GRADE 9	RCOS, UGNO, RCOL	ATS
REGENTS EXAM SCORES	TRANSCRIPT	HSST
EXAMS	REXH, RPEX, VEHM	ATS

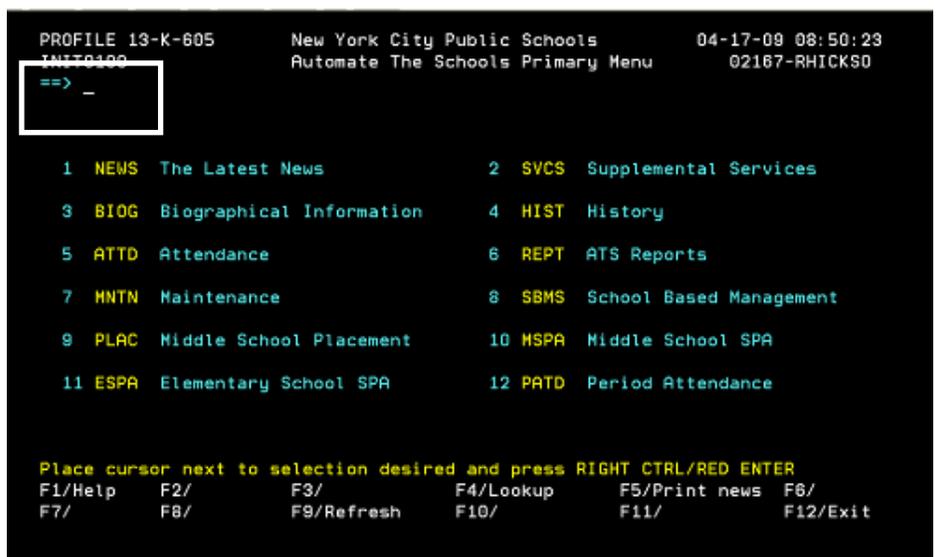
3 Obtaining ATS Reports for an Indicator Group or Groups

This section provides guidance on reviewing spreadsheet data for a specific group of students.

1. **Log on to ATS**
2. **Enter your USERID and Password.**



3. **The ATS Main Menu for your school displays**
 - a. **Type** the name of the desired ATS Report at the cursor, for example RMSR



4. **Tab** down to Indicator and press F4

```

PROFILE 13-K-605      New York City Public Schools      04-20-09 11:40:18
REPT0193             ATS Report Selection Screen        01337-RHICK50
==>

                                EXAM REPORTS
                                SCHOOL NUMBER: 605
SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
STATUS (A,D,T,R)      (DEFAULT IS A) : _
OFFICIAL CLASS        (DEFAULT IS ALL): _
GRADE LEVEL (E.G.05) (DEFAULT IS ALL): _
INDICATOR             (PRESS F4)  : _

SELECT REPORT FORMAT (ENTER "Y")
PRIMARY/SECONDARY     (DEFAULT): _
GAINS REPORT          : _
EXAM ROSTER           : _

Use function REXH for the Exam History Report

Press F5 for exam type selection screen
F1/Help  F2/      F3/Quit-return  F4/Lookup  F5/Continue  F6/
F7/      F8/      F9/Refresh   F10/      F11/        F12/Exit
    
```

5. The school indicator listing screen displays
 - a. **Type** any valid entry next to the indicators (groups) you desire; there is a maximum of 5 indicators per report
 - b. Then **press** F2, which will return you to the previous screen

```

PROFILE 10-X-000      New York City Public Schools      04-22-09 19:04:47
ATS0400             School Indicator Listing Screen        01764-MPAYNE
==>

                                AIS SERVICES
_ BILINGUAL           _ FOSTR HOME           _ ELA ELIG           _ SCHOOL A           _ AVID
_ ESL                 _ TEMP HOUS           _ ELA PART           _ SCHOOL B           _ POST GRD
_ LEP                 _ HEALTH INS         _ MATH ELIG          _ SCHOOL C           _ MAINSTRM
_ SPEC ED            _ GIFTED              _ MATH PART          _ DIST A             _ YTD ATTEND
_ IEP SPEC ED        _ REL TIME           _ SCI PART           _ DIST B             _ ELA PROF
_ RES ROOM           _ EXTEND DAY         _ SS PART            _ DIST C             _ MATH PROF
_ ADD'L RS           _ CHAP 53            _ SUPP SVC           _ 407 FLAG
_ COUNSEL            _ PLUS PROG          _ ELA AT RSK         _ DNGNG SVC          _ HEALTH ALRT
_ SPCH SVC           _ SUMM SCH           _ CELL PH XMT        _ SECT 504           _ FUT EX INST
_ CTT PART           _ # MEAL CODE         _ BASIS ST           _ SL COMM             _ PREP ACAD
_ SETSS              _ IMMUN STAT         _ TEST MOD           _ COHORT YR          _ EX INSTR PD

                                VALID ENTRIES:
                                (MAX ENTRIES 4)
                                Y - STUD. W/ VALUE 'Y'
                                * - STUD. W/O VALUES
                                # - STUD. W/ALL VALUES

Enter selection(s) next to desired indicator(s) or press F4
F1/Help  F2/Select  F3/Quit-return  F4/Lookup  F5/          F6/
F7/      F8/        F9/            F10/       F11/         F12/Exit
    
```

In the above example the #sign was entered next to Meal Code to request an exam report with all values (free, reduced price, regular priced and students with no values).

6. **Meal Code** is now entered as a report selection criterion

```
PROFILE 10-X-000      New York City Public Schools      04-22-09 19:06:48
REPT0193             ATS Report Selection Screen        01764-MPAYNE
==>

                                EXAM REPORTS
                                SCHOOL NUMBER: ____

SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
STATUS (A,D,T,R)          (DEFAULT IS A) : _
OFFICIAL CLASS            (DEFAULT IS ALL): _
GRADE LEVEL (E.G.03)     (DEFAULT IS ALL): _
INDICATOR (PRESS F4,    (DEFAULT IS ALL): _
                                MEAL CODE

SELECT REPORT FORMAT (ENTER "Y")
PRIMARY/SECONDARY        (DEFAULT): _
GAINS REPORT             : _
EXAM ROSTER              : _

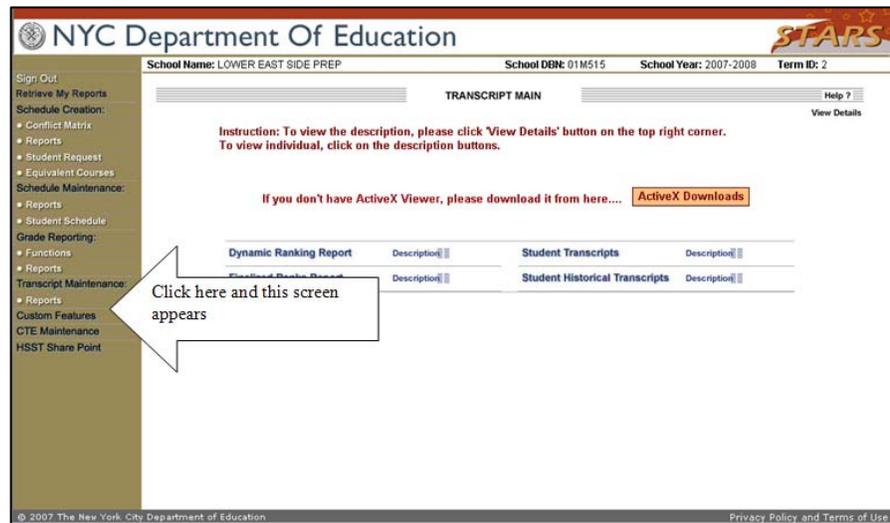
Use function REXH for the Exam History Report

Press F5 for exam type selection screen
F1/Help   F2/      F3/Quit-return F4/Lookup   F5/Continue   F6/
F7/      F8/      F9/Refresh  F10/       F11/         F12/Exit
```

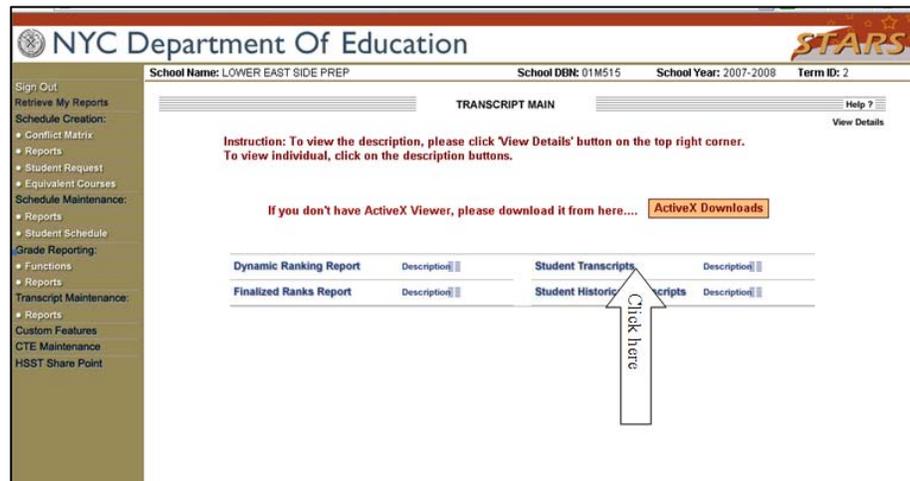
4 Reviewing HSST Data

HSST enables you to review discrepancies for High School (and some Middle School) course, credit and exam data.

1. Log on to HSST
 - a. In your Internet Explorer browser type <https://ats.nycboe.net/hsst/index.aspx>.
2. After logging in **Select** Transcript Maintenance → Reports as indicated below



3. **Select** Student Transcripts



4. Select the type of transcript of you want

NYC Department Of Education

School Name: WALTON HS School DEN: 10X430 Year: 2004-2005 Term ID: 2

Student Transcript and Permanent Record

Select Options

Name	Type	Created	Expires	User	
770654	Ranking Seniors	Grade Level	04/18/2005	07/15/2005	OWSNLandau
770652	New Combo	Category	04/14/2005	07/15/2005	OWSNLandau
770651	Five	Students	04/14/2005	07/15/2005	OWSNLandau
770655	Student Ranking	Students	04/18/2005	07/15/2005	HSST_System

Search for Students in the School currently logged into

Search by: BAD REBECCA -- 248449274 (D) Counselor Grade Level

Click here to find students

Display Options: Show Averages

5. Click 'Run Transcript' or 'Run Permanent Record'

Middle School University Show Rank

Sort Options

Student Name Counselor Official Class Grade Level

Message Board

Note: The message will be retained for 6 months.

MessageID	Created	User
1		

Clear Save Delete

Run Transcript Run Permanent Record

- ✓ **The transcript report** is the format usually submitted with college applications.
- ✓ **The permanent record** is a report used in-house to help determine course needs and progress towards graduation.

Data Verification Quick Start Guide

 This is an example of an individual student transcript

New York City Department Of Education Student Transcript									
HIGH SCHOOL					Message Area				
Name / ID:									
Address:									
Grades: 2		DOB: 6/25/2002							
Grade Level: 12		Discharge Date: 10/03/12 00:00:00							
Admit Date:		Graduation Date:							
CUNY Rank:		Class Size:							
2002 Term 2					Credit Earned: 7.00				
72	ES67	HAT LAM 2	89	1.00	202	ES60	ENG 101 100	CR	1.00
72	ES68	ESHS00101	82	1.00	202	ES61	ENG 100 100	CR	1.00
72	ES69	ES61	85	1.00	202	ES62	ENG 100 100	CR	1.00
72	ES70	ES62	85	1.00	202	ES63	ENG 100 100	CR	1.00
72	ES71	ES63	85	1.00	202	ES64	ENG 100 100	CR	1.00
72	ES72	ES64	85	1.00	202	ES65	ENG 100 100	CR	1.00
				Credit Earned: 5.00					
2002 Term 1					Credit Earned: 3.00				
72	ES69	ES61	85	1.00					
72	ES70	ES62	85	1.00					
72	ES71	ES63	85	1.00					
72	ES72	ES64	85	1.00					
				Credit Earned: 5.00					
2002 Term 2					Credit Earned: 3.00				
202	ES60	ES60	CR	1.00					
202	ES61	ES61	CR	1.00					
202	ES62	ES62	CR	1.00					
202	ES63	ES63	CR	1.00					
202	ES64	ES64	CR	1.00					
202	ES65	ES65	CR	1.00					
202	ES66	ES66	CR	1.00					
202	ES67	ES67	CR	1.00					
202	ES68	ES68	CR	1.00					
Exam Summary									
2002 Term 2 (ES60-ES69) 12									
2002 Term 1 (ES70-ES72) 10									
2002 Term 2 (ES60-ES69) 12									
2002 Term 1 (ES70-ES72) 10									
Total Credit Earned: 33.00					Overall GPA Range: 83.33%				

5 Reviewing Special Education Data in CAP

Every special education child is entered into the CAP system. This section provides guidance on reviewing Special Education Data in CAP. CAP provides current data on a student’s special education status. For CAP data inquiries contact the Special Education Data Analyst at your ISC or your CFN Special Education Liaison.

To ensure your data is accurate and complete the ELL, Special Ed and Testing Specialists should work collaboratively in reviewing data.

Inquiries about various forms of up-to-date student data can be made through a component of CAP called **Student Inquiry**. Student Inquiry Screens display a variety of information on referral, evaluation, placement, status, annual reviews, class rosters, and school and class information.

To access the Student Inquiry Menu:

1. On the New York City Department of Education Menu **Type I**
2. **Press <Enter> or <right> control**

```

LU=E12M3101 DIVISION OF INSTRUCTIONAL AND INFORMATION TECH
-----
NYCDOE - DIIIT NATIVE SERVICES          NYS SERVICES          CITYNET SERVICES
-----
T -TSD/ISPF          RP          -RMS PROD  VM41 -SEDE          2 -FISA
P -CICS PROD         AT          -RMS TEST  SEDU -SED UBNISYS  CSC-CSC
C -CICS TEST         ER          -EMAIL           (AKUSYS)        COM-COMPTROLLER
CQ -CICSQA           DMS          -OUTPUT MNGT  DDL -NYSDDL
K -KEY/MASTER       AP          -XPTA
I -IDMS PROD         AT$          NYCDOE-ATS PRO
S -IDMS SYSTEST     DMSHS       -H.S. DMS
U -IDMS UNITTEST    SJ          -SUMMER JOBS
DU -CICS/DB2 UNIT
DR -CICS/DB2 TRAIN  UAPC SERVICES
PP -PASSPORT PROD   -----
PR -PASSPORT TRAIN  UR          -UAPCNET

FOR ASSISTANCE, INCLUDING EIS PASSWORD RESETS, CALL THE SUPPORT CENTER
AT (718) 955-5100. FOR PASSPORT HELP CALL (718) 349-5789.
TO REFRESH THE SCREEN HIT CLEAR THEN ENTER.
FOR TSD ENTER SERVICE FOLLOWED BY A BLANK AND THEN USERID.
                          Service Desired ==>  I _
    
```

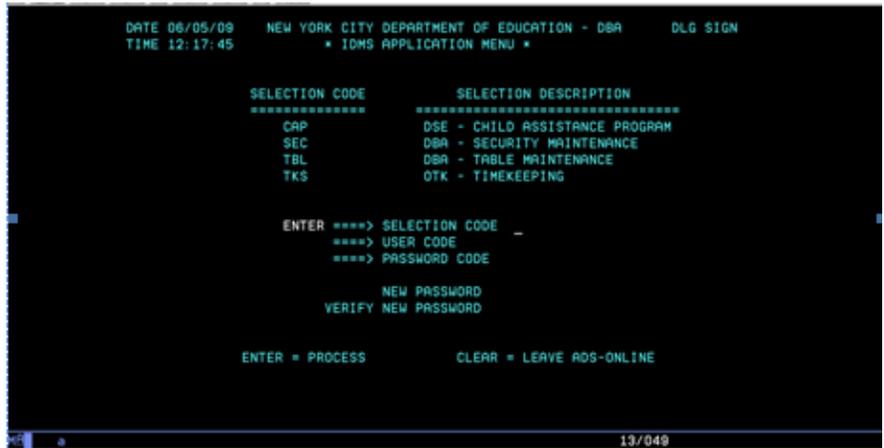
3. The next screen prompts you to “ENTER NEXT TASK CODE”
 - a. **Type Sign**
 - b. **Press <Enter> or <right> control**

```

V1 ENTER NEXT TASK CODE:
sign _
    
```

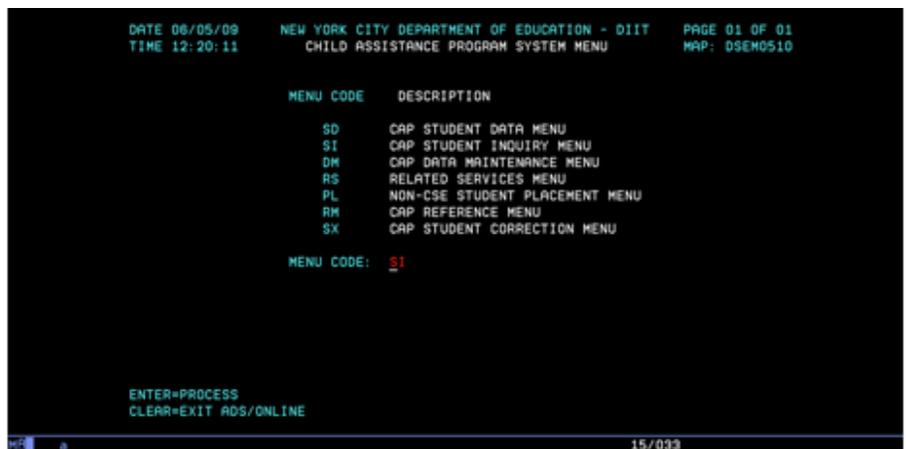
4. The New York City IDMS Application menu will appear

- a. In the selection code field **Type** CAP
- b. Move the cursor down to the password field **Type** your password
- c. **Press** <enter> or <right ctrl>



5. The New York City Department of Education Child Assistance Menu will appear.

- a. In the menu code field **Type** SI
- b. **Press** <enter> or <right control>



6. The CAP Student Inquiry (SI) menu will appear

- a. You can select many CAP data screens from the SI menu



- ✓ The Student Evaluation (SE) menu-This screen displays the current and prior assessments and recommendations for an individual student in your district. To access this field
 - a. **Type** SE in the entire selection code field.
 - b. Move the cursor to the line of the student evaluation field.
 - a. In the NYCID field **Type** the NYCID number of the student whose assessments and recommendations you want to view.
 - b. Press <enter> or <right control>

 Some data elements included on this screen are the student’s CAP status, classification, and conference types.

 As long as a student has an IEP for ANY part of the school year (July 1 through June 30) the student is considered a SWD in SIRS. Point out the conf type area and state that this is also in ATS.

 **Citywide Test** field-If this is Y the student participates in the NYSTP; if it is an N, then the child is NYSAA eligible. In the Test Mod indicator on the School Indicator Listing Screen the “E” value is equivalent to citywide test “N”



- ✓ The Detail Placement (DP) Menu-Displays current and prior placement and pupil change information for this student in a district. Use the Detail Placement screen to view data on a pupil’s placement. To access this field
 - a. **Type** DP in the entire selection code field
 - b. **Move** the cursor to the line of the detail placement code field.
 - a. In the NYC ID field type the NYC ID number of the student whose assessments and recommendations you want to view
 - b. **Press** <enter> or <right> control

c. The Detail Placement Inquiry Screen displays

 This screen provides the student's district of residence (HDIST), promotional criteria (PR), and other information.

- ✓ SWDs whose HDIST is not the same as the CSD of which the school is a part are excluded from school-level accountability
- ✓ If there is an N entry in the PR field then the student is NYSSA eligible.



5.1 CAP resources

Additional information can be retrieved at

<http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>

6 Making Data Changes

The ATS rollover date has been extended to Friday July, 17, 2009; therefore, schools can make changes directly into the source systems (ATS, CAP or HSST).

Correction to be made	If student is currently registered	If student is registered in another NYC school
Student Name	ATS (BIOU)	Contact new school and request that the change be made
Gender	ATS (BIOU)	
Ethnicity	ATS (BIOU)	
DOB	ATS (BIOU)	
Admit/discharge information for the 2008-09 school year	https://www.nycboe.net/adminorg/Divisions/diit/ats/requests/	
Grade code	ATS (SIGT)	
Grade level	ATS (SIGT)	
LEP	****No changes can be made****	
NYSESLAT eligible	****Change request form**** (elementary/middle)	
NYSAA eligible	****Change request form**** (all schools)	
Missing test score	****Change request form****(all schools)	
Grade 3-8 test score	****No changes can be made****	
5 th Year HS student	Use the ATS UPCO function	
HS exam info	HSST and ATS	Contact new school and request that the change be made
Disability code	CAP	
NYSAA Eligible	CAP (PR or CITYWIDE TEST)	



The hyperlink provides on-line forms for the following ATS request: admission/discharge, student records, cancel duplicate id numbers, and to add a grade code.

7 Requesting Changes

Change request forms are required to request changes that cannot be made at the school level. Change request forms are sent as an excel spreadsheets via email to the School Principal. This section provides guidance on requesting changes through a change request form.

Elementary/Middle Schools

There are only three (3) instances when a change request form should be used:

1. To identify NYSESLAT eligible students, that is, those new immigrant grade 3 – 8 ELLs who first entered our school system after January 8, 2008
2. To identify NYSAA eligible students
3. To indicate students who have missing scores in ATS”. These requests are sent to our DOE Assessment group, who will not be able to take action if scores are missing in nySTART.

Student ID	NYSESLAT Eligible (ELA)	NYSESLAT Eligible (Math)	NYSESLAT Eligible (Science)	NYSAA Eligible (ELA)	NYSAA Eligible (Math)	NYSAA Eligible (Science)	Updated	Error Messages
20051270								
20052387								
20070827								
20080872								
20468270								
20494501								
20070822								
20369562								
27497288								
20002844								
20518753								
20487000								
20468274								
20468275								
20498788								
20468284								
20473288								
20497852								
20467878								
20052282								
20054018								
20070788								
20432830								
20088411								
20498787								
20368666								
20002728								
20070785								

Elementary/Middle School change request form.

High Schools

There are only two (2) instances when this form should be used:

1. To identify NYSAA eligible students

First Name:		Instructions:					
Last Name:		Please fill out the form per instructions in each updateable column (columns E through G)					
DOE email address (e.g. asingh6@schools.nyc.gov):							
Last Name	First Name	DBN	Student ID	NYSAA Eligible - ELA	NYSAA Eligible - Math	NYSAA Eligible - Science	Updated
ABREU	ENRIQUILLO	06M462	256002841				
ABREU	MIGUEL	06M462	256002833				
ACOSTA	EVELYN	06M462	209794627				
ALEGRIA	JAVIER	06M462	255114086				
ALEJO	JORGE	06M462	262814674				
ALVARADO	HARRISON	06M462	256081555				
ANAYA	ROXANNE	06M462	262914914				
AQUINO	ERICK	06M462	264742115				
AQUINO	VICTOR	06M462	255776775				
ARIAS	RALPHY	06M462	264575051				
BALBUENA	AIHAL	06M462	269122841				
BALLO	ABOULAYE	06M462	263513715				
BATISTA	ALONDRA	06M462	207874421				
BATISTA	CARLOS	06M462	262803554				
BATISTA	JOSUE DAMIA	06M462	207875253				
BAUTISTA	SERGIO	06M462	205298874				
BEATO	MICHAEL	06M462	255598747				
BENCOSME	MANUEL	06M462	255444277				
BENSON	EVAN	06M462	263196893				
BIERD	CAROLYN	06M462	208194415				
BILLINI	FRANKLIN	06M462	255204638				
BONILLA	ANNIE	06M462	204386254				
BRACERO	ALEXIS	06M462	255084279				
BRITO	RAHON	06M462	274535202				
BUNYAN	DAVID	06M462	256683525				

High School Report Change Request Form

Each column within the Change Request spreadsheet contains a drop down list.

Select the value that is correct, not the value that is currently displayed in the verification report.

For Example: REMS indicates that Student 204568943 is NOT NYSESLAT Eligible (NYSESLAT Eligible = "N") even though he first entered the DOE on February 12, 2009. To make a correction request, find student ID and select "Y" under the NYSESLAT Eligible field.

If a data value in the EMS Verification Report is inaccurate or missing, please enter the correct value in columns E - H the source system.
Important: ONLY if test scores are not recorded in ATS, then complete columns I - Q. You must enter a group of 3 columns for each subject: NYSAA Eligible, Accountable Assessment (ELA), and Grade Level (ELA).

Student ID	NYSAA Eligible ELA	NYSAA Eligible Math	NYSAA Eligible Science	NYSESLAT Eligible	Accountable Assessment (ELA)	Grade Level (ELA)	Accountable Assessment (Math)	Grade Level (Math)	Accountable Assessment (Science)
206681270									
204633093									
206523367									
206799827									
203066972									
204668230									
204994511									
206700221									
203665062									
274972918									
205013584									
205187529									
204871511									
206522974									
204603765									
204888788									
206569964									
204753990									
204070452									
204871529									
206522823									
205541519									
206351280									
220325302									
205804131									
204890347									
203036660									
205027378									
206317503									

All schools should follow the guidelines below to ensure changes are processed in a timely manner.

1. Enter data only by typing in the text cells or by choosing an item from a drop-down list
 - a. **NEVER cut/paste entries**, as this causes problems, and the form will be rejected.
2. **Submit only ONE form per school on a given day.** If more than one is submitted only the last one will be accepted.
3. Return all files as **EXCEL files (.xls) ONLY.** ANY OTHER FORMAT CAN NOT BE ACCEPTED.
4. Schools with large student populations should consolidate their data on the original form.
5. The four left-hand columns (last/first names, student_id, and dbn), and the "Updated" column (to the right of these fields) are intentionally locked.
6. **Do not change the filename.**

Elementary/Middle

1. There are 3 groups of 2 columns for ELA, Math, and Science accountable assessments. Complete these fields if a score is missing in ATS. The 2 columns are Accountable Assessment and Grade Level. **Enter values in each color coded column for a change request.** For example, for an Accountable Assessment ELA, enter values for the green color-coded columns.



Schools will receive updated changes on the following dates:

- Friday, June 26, 2009
- Friday, July, 3, 2009
- Friday July 10, 2009
- July 3, 2009 is the last date to submit changes