

Charter School Data Reporting
Charter School Principals/Principal Designees
Frequently Asked Questions

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A) Charter School Data Reporting Basics

1) *Why: Why are charter schools being asked to report class list and roster information?*

As per [state guidance](#), "All public charter schools, regardless of whether they are participating in Race to the Top, must report and verify TSDL data (except for the exemptions specified in the list of TSDL data elements in Appendix A of the memo). See Education Law [§2857\(2\) \(a\)](#), [NYCRR 119.3 \(a\) \(3\) and \(7\)](#), [\(b\) \(1\) \(v\) and \(b\) \(6\)](#), and Education Law [§215](#)."

2) *What: What are charter schools being asked to do in order to complete the data reporting process?*

TSDL Template Submission Requirements:

The New York State Department of Education (SED) now requires all school districts, including charter schools, to report class list information of all teacher-student relationships in core courses that end in a state assessment or Regents exams. This includes:

- **Math and ELA in grades 3, 4, 5, 6, 7, 8**
- **Science in grades 4 and 8**
- **Courses that end in a Regents exam**

Roster Template Submission Requirements:

The New York State Department of Education (SED) now requires all school districts, including charter schools, to submit 2013-14 school year data that include information about the following:

- **All building principals**
- **Staff student course linkages**
- **All K-12 courses**, unless the course has no grade/other outcome and no credit earned and the course is not reported on the student's transcript and report card.
 - All reported courses must include a course outcome
 - The record must indicate whether or not a Regents exam score was included in the final course grade calculation.

SED will use the submitted TSDL data to generate educator growth scores as one of multiple measures of teacher effectiveness. More information on growth score reports can be found at <http://usny.nysed.gov/rttt/teachers-leaders/>.

On **April 9, 2014** charter school leaders received an announcement from the NYCDOE Charter School Office with the TSDL and Roster template and accompanying FAQs.

By **May 16th, 2014**, charter school leaders must return the completed TSDL template to CSSupport@schools.nyc.gov.

By **June 20th, 2014**, roster templates must be returned to CSSupport@schools.nyc.gov.

3) *Who: Which charter schools and teachers need to participate in TSDL and roster reporting? Who is responsible for certifying the data submitted?*

Charter Schools with **grades 3, 4, 5, 6, 7, 8** or **courses that end in a Regents exam** are required by state regulation to complete the TSDL template. The Roster Template must be completed by **all K-12 schools**, for all grades and subjects.

Teachers are required to review class lists submitted through TSDL, as noted in the February 2014 guidance on TSDL found here: <http://www.p12.nysed.gov/irs/memos/2014/2013-14-TSDL-2-20-14.pdf>

In submitting the template back to the NYCDOE the charter school principal is certifying that s/he has received assurances from teachers that they have:

- (1) Reviewed the information for accuracy and completeness
- (2) Understand the data will be used for evaluation and other purposes.

Charter school leaders are responsible for developing an offline verification process for teachers. The verification process will **not** take place via the SED's online PIN system.

Charter school principals are responsible for certifying the completeness and accuracy of all TSDL and roster information.

Charter school principals can designate a designee to assist with the completion and submission of this data.

- 4) **When:** What is the timeline for entering information into TSDL and roster spreadsheets?

Dates	Action
April 09, 2014	TSDL and Roster spreadsheets sent to charter schools.
May 16, 2014 5pm	Deadline to submit TSDL spreadsheet to CSSupport@schools.nyc.gov
June 20, 2014 5pm	Deadline to submit Roster spreadsheet to CSSupport@schools.nyc.gov

B) Class List and Grade Information Reported in TSDL and Roster

- 1) **Teacher-Student Data Linkage Being Reported:** What TSDL information are charter schools being asked to report?

Charter schools are reporting the following class list information in the TSDL spreadsheet **for the current 2013-14 school year only:**

- School DBN, Course code, ATS student ID, and school information
- Primary teachers of:
 - Grades 3, 4, 5, 6, 7, and 8 core ELA and math courses
 - Grades 4 and 8 core science courses
 - All courses ending in a Regents exam
- Relationship start and end date of the primary teacher's assignment to the course and the students' enrollment in the course
- Amount of time (prior to the assessment date) a teacher is assigned to a course and a student is enrolled in that course
- Attendance information (optional)
- Percentage of time a student was assigned to a teacher (optional)

Each row in the spreadsheet represents a **unique teacher-student-course-relationship** record. Students who are in multiple subjects, were in multiple courses or had multiple teachers for the same subject/course should have one row per each teacher-student-course-relationship record (e.g., if a 5th grade student had one teacher for math and one for ELA for the entire school year s/he would have two rows in the TSDL spreadsheet; or if a student in Integrated Algebra had 3 teachers throughout the school year s/he would have 3 rows in the TSDL spreadsheet for each one of those relationships). **See the sample tab in the TSDL template for examples.**

Roster data being reported: Additionally, charter schools will report enrollment linkage, principal linkage information, and course grade details. Reporting attendance linkage duration information is optional. **See Roster template for requirements.**

2) **Teacher of Record and Core Courses:** What is the definition of the teacher of record? What is a core course?

The teacher(s) of record for a course is/are the teacher(s) primarily responsible for teaching students content covered in the NY State learning standards for that grade and subject. Core courses are those courses in which the content covered in the course is part of the NY State learning standards and leads to a state assessment.

A student can only be assigned to one core course for math, one core course for ELA, one core course for science, and one course per subject ending in a Regents exam each day. Data cannot reflect overlapping dates for students' enrollment in these courses.

All students must be assigned to a core math and a core ELA course for grades 3-8. All students must be assigned to a core science course for grades 4 and 8.

3) **Co-Teacher:** What if two or more teachers share responsibility for teaching a core course?

As stated in section B – 2, the teacher listed as the instructor of a course should be the teacher who is primarily responsible for teaching the students. If two or more teachers share equal responsibility for teaching students this course content, they should be listed in multiple rows in the spreadsheet. See section B– 1 for additional information.

4) **Teacher and Student Linkage Start and End Dates:** How do I determine the teacher and student linkage start and end date for a particular course in a particular term?

A teacher's start date of assignment to a course should be based on when the teacher first took official responsibility as the primary teacher of the course (e.g., the first day of school). A teacher's end date of assignment to a course should be based on when he or she officially ended responsibility as the primary teacher of the course. See section D – 3 for information on reporting teachers on leave or teachers who have left your school permanently.

A student's start date of assignment to a course should be based on when the student was first officially enrolled in the course (e.g., the first day of school). A student's end date of assignment to a course should be based on when he or she officially transferred to another course, left the school, or the end of the course period (e.g., if the student was in a grade 4 ELA course from the first day of school through the first day of the ELA state exam, April 1, the student's record should be entered as 9/9/2013 – 4/01/2014).

A student's start and end date cannot be prior to his/her admission date into the school and the end date cannot be after his/her discharge date (if applicable) and must reflect admission and discharge dates entered in ATS.

5) **Course Duration through Assessment date:** What is course duration through assessment date and how should I calculate it?

Course duration through the assessment date is the total planned class time; the total number of instructional minutes in the course from the start of the course to the reporting date.

- TSDL reporting date is the date of the assessment or the end of the teacher student course linkage, whichever occurs first.
- Roster reporting date is the end of the school year or end of the teacher student course linkage, whichever occurs first

For courses with one term (e.g., grades 3-8 ELA and math, grades 4 and 8 science) course duration minutes are calculated by:

- # days of course duration X [(course minutes per week)/5] = course duration minutes
- Where # days of course duration = start of the course to the reporting date, regardless of teacher and student linkage

For courses with more than one term (e.g., Regents courses) course duration minutes are calculated by:

- # days of course duration X [(course minutes per week)/5] = course duration minutes
- Where # days of course duration = start of the course to the end of the term or reporting date (whichever is earlier) regardless of teacher and student linkage

The duration calculator is a tool that can be used to calculate the minutes for course duration through assessment. It allows you to set the parameters of the course start and end date and automatically takes into consideration holidays. See section D – 7 for instructions on using the duration calculator.

6) **Enrollment Linkage Duration:** What is the enrollment linkage duration and how do I calculate it?

Enrollment linkage duration is the potential student instructional time; the amount of time (prior to the administration of the assessment) that a teacher is assigned to the class and a student is enrolled in that class.

It is calculated by:

- # days of enrollment X [(course minutes per week)/5] = enrollment linkage duration minutes
- Where # days of enrollment = relationship start date to relationship end date

The duration calculator is a tool that can be used to calculate the minutes for enrollment linkage duration. It allows you to set the parameters of the relationship start and end date and automatically takes holidays into consideration. See section D – 7 for instructions on using the duration calculator.

7) **Numeric Grade:** How do I report course grades that are alphabetical instead of numeric?

If a school uses alphabetical grades they must convert the grades on a scale of 0 – 100. The conversion method used is at the discretion of the school.

8) **Regents Course Grade and Credits:** How do I report information for Regents courses?

For Regents courses, schools must report whether the final numeric grade/mark the student received for the course factored into the student's Regents exam score. In the "State Assessment Included Indicator" field enter Y = yes the grade factors in a Regents exam score or N = no the grade does not factor in a Regents exam score.

Credits attempted and credits earned indicate the credits awarded at the completion of a course. This is generally associated with courses that are required for graduation. However, if schools award credits for other courses, those credits should also be reported.

9) **Exemptions:** Which students are exempt from TSDL reporting?

All students in grades 3, 4, 5, 6, 7, and 8 core ELA and math courses, 4 and 8 core science courses and all courses ending in a Regents exam are required to be reported using the TSDL reporting template.

However, only **course grade and credit information** needs to be reported in TSDL for NYSAA (NY State Alternative Assessment) students. That includes only the following columns in the TSDL spreadsheet:

- Class detail outcome code
- Numeric grade/mark
- State Assessment Included Indicator
- Credits Attempted
- Credits Earned

The remainder of the columns in the TSDL spreadsheet, representing teacher-student-course relationships, does not need to be reported because NYSAA students do not have state test scores; therefore, their results will not be included in NY State’s teacher growth score calculations.

C) Support and Communication

- 1) **Support for TSDL Reporting:** Where should people go for support with TSDL and roster reporting?

Charter school leaders and/or their designees can email CSsupport@schools.nyc.gov or call (718) 935-4051 Monday – Friday, 9 a.m. – 5 p.m. with any questions and for assistance completing the spreadsheets.

- 2) **Communication:** How have charter school leaders been informed of TSDL and roster reporting?

Charter school leaders received information on TSDL and the roster spreadsheet on **April 9** from the NYCDOE Charter School Office.

Charter school leaders should inform their teachers about TSDL and set up a process to allow them to verify their TSDL information.

Charter school leaders and their designees can contact the Charter School Support Desk at CSsupport@schools.nyc.gov or (718) 935-4051 Monday – Friday, 9 a.m. – 5 p.m. if they have concerns or questions about the TSDL or roster templates.

D) Specific Situations

- 1) **Push-in, Pull-out Teachers, CTT/ICT Teachers:** How should a school report push-in and pull-out (PIPO) teachers in TSDL? How should a school report CTT/ICT teachers’ information?

Push-in and pull-out teachers should not be listed as primary teachers of core math, ELA, science or Regents courses.

CTT/ICT teachers should be listed as co-teaching a course. Co-teaching courses are reported by creating a new row in the TSDL spreadsheet for each co-teacher (e.g., if a student was in a co-taught core ELA course for the entire school year there would be two rows in the TSDL spreadsheet for that relationship, where the student information was identical and the teacher information represented one teacher per row).

- 2) **Teachers on Leave, Teachers who have Left the School Permanently:** How should schools report information for teachers who were on leave or absent for an extended part of the year? Should schools report information for teachers who are no longer at my school?

If a teacher was on leave or absent for over 20 consecutive business days, the first day of the teacher's leave/absence should be reported as the last day of the teacher's assignment in the course. For example, if a teacher taught core 6th grade math from the start of the school and then went on leave from October 11th to December 2nd, the teacher should be listed as teaching the course from September 8th – October 10th.

A new record (i.e., new row in the template) should be listed for the teacher of the course if and when they return from leave. In the case of the teacher above, a new record should list that teacher as teaching the course starting on December 3rd.

For the time period when the teacher was absent, the teacher that covered the course during that time should be included in the spreadsheet as a new row.

Schools should report information for teachers who are no longer at the school – make sure that the last day the teacher was the teacher of record for the course corresponds to the last day of assignment to the course in the TSDL spreadsheet.

3) **Discharged Students:** How do I report information for students discharged from my school?

Students must be accounted for every school day of the 2013-14 school year. If a student was enrolled in your school, but discharged at any point during the year, your school must report the days he or she was enrolled at your school. For example, if a student was discharged from your school on 9/10/13, the student should be reported as enrolled in your school from 9/9/13 – 9/10/13 and be linked to the correct teacher and course section for the days enrolled.

4) **General Student Absences, Students who have Left the School Permanently:** How do schools report information for students who were absent? Should I report information for those students no longer enrolled at my school?

Schools should report information for students who are no longer at the school – make sure that the last day of enrollment at the school corresponds to the last day of enrollment in the course and is consistent with the discharge date entered into ATS.

If a student was officially enrolled in a course, even if they were absent for a prolonged period of time, they should be reported as enrolled in the course. SED intends to consider attendance information in calculating statewide educator growth scores.

5) **AIS and Non-core Courses:** How should schools enter information for students receiving Academic Intervention Services (AIS), non-core course instruction, or other additional instruction/tutoring?

Students receiving AIS or other additional instruction/ tutoring should be *included* in their primary teacher's class list.

6) **TEACH ID:** What is a TEACH ID? How do I obtain TEACH IDs for teachers at my school?

The TEACH ID is a unique teacher ID assigned by the SED to all certified professionals.

To download a list of your school's TEACH IDs follow the directions provided by the SED located here, <http://www.p12.nysed.gov/irs/irs-portal/irsportal-directions20101003/IRSPortal-directions.html> or access the IRS portal directly, <http://portal.nysed.gov/portal/page/pref/PortalApp>.

7) **Duration Calculator:** What is the duration calculator and what information do I need to know in order to calculate course and enrollment duration in minutes?

The duration calculator is designed to help you calculate:

- Enrollment linkage duration: the amount of time (prior to the administration of the assessment) that a teacher is assigned to the class and a student is enrolled in that class.
- Course duration through assessment date: total number of instructional minutes in the course from the start of the course to the reporting date.

To use the calculator you will need to have the following information:

- **Start Date:** The teacher-student-course relationship start date, which should be based upon when the teacher first took official responsibility as the primary teacher of the course and the student's start date of assignment when they were first officially enrolled in the course.
- **End Date:** The teacher-student-course relationship end date, which should be based upon when the teacher officially ended responsibility as the primary teacher of the course and a student's end date of assignment to a course should be based upon when they officially were transferred to another course or left the school, or the end of the course period.

To use the calculator for enrollment linkage duration:

1. Select the corresponding course type row
2. Enter the start date and end date of the teacher-student relationship you are calculating.
3. Holidays are already accounted for according to the official DOE school schedule. You do not need to make any additional adjustments to account for holidays throughout the school year unless your school follows an alternate schedule.
4. The days and minutes will automatically adjust as you make changes to the start and end date and enter student's absences.
5. Enter the minutes into the TSDL spreadsheet.

To use the calculator for course duration:

1. Select the corresponding course type row
2. Enter the start date and end date of the course you are calculating.
3. Holidays are already accounted for according to the official DOE school schedule. You do not need to make any additional adjustments to account for holidays throughout the school year unless your school follows an alternate schedule.
4. The days and minutes will automatically adjust as you make changes to the start and end date and enter student's absences.
5. Enter the minutes into the TSDL spreadsheet.

E) Other Questions:

- 1) ***Use of TSDL Information:*** Where can schools and teachers go for more information about how this TSDL information will be used?

Schools and teachers can find more information about SED's statewide teacher growth scores here:
<http://usny.nysed.gov/rttt/teachers-leaders/>.

These growth scores provide teachers and principals with one source of information to inform teacher development and evaluation. In order to form the clearest possible picture of teacher effectiveness, teachers and schools are asked to report information about the students whose results will be included in each teacher's report.

In addition, data reported here will be used to establish a longitudinal data system, and to support the policy development and reform agenda of the Board of Regents. Additional information is available at
<http://www.engageny.org/sites/default/files/resource/attachments/appr-field-guidance.pdf>

- 2) **Sources for TSDL Information:** Where should schools get the class list information needed to complete each template?

Schools should use their own student management systems or ATS to gather information for the TSDL spreadsheet.

- 3) **Missed Deadlines:** What happens if I miss the deadline for submitting TSDL or Roster information?

It is important that schools adhere to the NYCDOE deadlines for submitting TSDL and Roster spreadsheets to allow sufficient time for processing and troubleshooting. NYCDOE cannot accept TSDL or Roster submissions or make changes to the data after the deadlines.