



**Department of
Education**

Joel I. Klein
Chancellor



The Data Specialist's Guide For New York City Schools

2008-2009

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Note from the Data Management Team

September 2008

Dear Data Specialists,

This comprehensive guide has been developed for the Data Specialists to facilitate their ability to maintain the integrity of the data in our source systems in the coming 2008-09 school year.

This guide has been designed based on your feedback throughout the 2007-08 school year and includes:

- more targeted ways of pinpointing and correcting errors in the system
- schedules of when and how to address data verification
- improving our year-round communication strategy

We are publishing this guide in early September to give you time to consider the coming year's data verification process as well as to provide you with tools and programs to help you in this process.

Additionally, during the course of the school year we will be providing you with training sessions to assist you in this important process.

Please feel free to contact the Data Management Team or your ISC Data Support Team with feedback and questions throughout the coming school year. We very much look forward to supporting you in another year of this important work.

Kind Regards,



David H. Price

Director, Data Management, Office of Accountability

Contacting the Team:

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E-mail: datamanagement@schools.nyc.gov

Data Overview

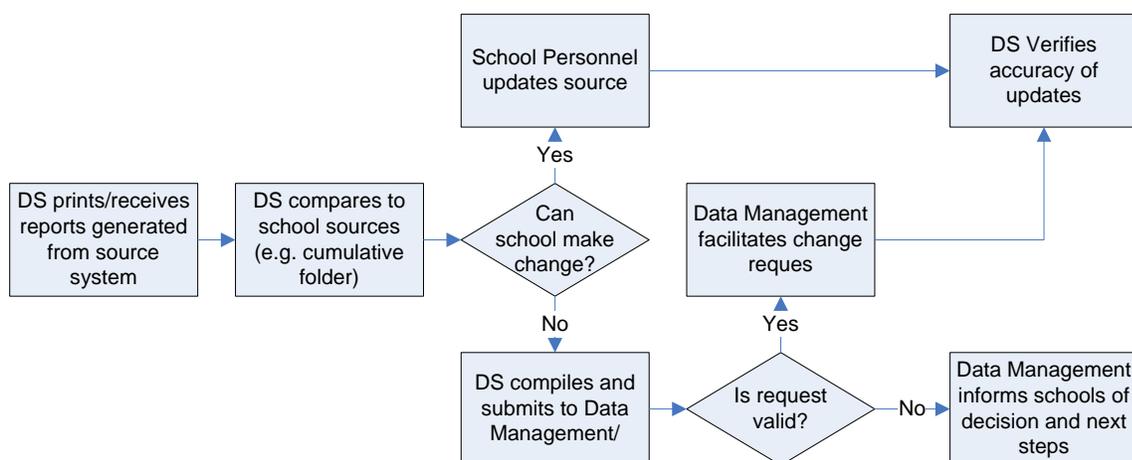
Three pillars of *Children First*:

- **Leadership** – To improve, every school needs a strong principal.
- **Empowerment** – Principals must have the authority and control the resources needed to implement the best strategy for improving student learning at each school.
- **Accountability** – Empowered school leaders must be accountable for student outcomes, measured quantitatively and qualitatively, with rewards for success and consequences for failure.

To accomplish this, principals and teachers need better access to data and information about what works best for the students at their school. Accurate data is critical to support *Children First* and help educators improve student outcomes. As both State and City will use the information to evaluate our schools, it is imperative that the information about our school that is recorded in ATS, HSST and other systems is accurate.

Transferring inaccurate or incomplete data about our school or students from existing DOE systems to other systems will compromise your ability to use data to improve learning, and may hold a school accountable for outcomes that are less favorable than the results the students actually achieved.

Based upon the lessons learned from past data integrity initiatives, we recommend the following approach.



You will be perceived as the experts on the process.

You, along with the school staff that you are working with will be required to (1) review all of these select fields, (2) identify all fields that are incorrect, (3) supervise the correction of all mistakes that can be corrected at the school level in the appropriate central databases, and (4) provide documentation to DoE/Central on inconsistencies that need to be addressed outside of the school.

Your responsibilities include:

- Reviewing data reports, comparing them to school files
- Notation of errors
- Submission of errors that cannot be changed at the school level

Fields to Be Monitored:

School Level Authority To Change

Central Authority To Change

BIOGRAPHICAL DATA (Current Year)	
Student Name	Admission Date
Student Address	Date of Birth
Sex	Ethnic Code
Ethnic Code (Only if Blank)	Cohort Year
Grade Code	LEP Flag
Grade Level	Special Education
Official Class	Special Education Service or Placement
Meal Code	NYSAA Eligible
Home Language	Years of Service (ESL/Bilingual)

TEST DATA (Last School Year)	
	ELA Results
	Math Results
	Science Results (Grades 4 & 8 Only)
	Social Studies Results (Grades 5 & 8 Only)
	NYSAA Proficiency Level
	ELA
	Math
	Science
	Social Studies
	NYSESLAT English Proficiency Level (LAB-R)

COURSE DATA (Cumulative Credits Earned – Current Snapshot)	
English Language ARTS/ESL	
Social Studies	
Mathematics	
Sciences	
Total Credits Earned (including other subject areas)	

REGENTS EXAMS (Result, School Year, Scores)	
English Language Arts	
Mathematics	
Social Studies	
United States History	
Other Areas (Up to 10 Total Per Student)	
RCT Exams	
Portfolio Exams	

Valid Values:

Field Name	Source	Values	Description/ Translated Value	Comments
Ethnicity	ATS	1	American Indian/Alaskan Native	Schools must follow guidelines that were posted in the Principal's Weekly. E.G. if ethnicity missing, a form must be sent to the parent/guardian then returned to the school signed before a change can be entered into the system. A change from one valid value (1-5, 7) to another valid value (1-5, 7) requires the parent/guardian's signature.
		2	Asian Or Pacific Islander	
		3	Hispanic	
		4	Black, Not of Hispanic Origin	
		5	White, Not of Hispanic Origin	
		6	Parent Refused to Choose	
		7	Multi-Racial	
Meal Code	ATS	A	Free Meals HRA	USM: Fair Student Funding uses base year allocation; NCLB identifies students in the test (3-8) & Regents Cohort as free lunch.
		1	Free Lunch	
		2	Reduced Price Lunch	
		3	Full Price Lunch	
		4	Parent Refused to Sign Survey	
		5	Full Price Meals – No Form	
Date of Birth	ATS	19990131	January 31, 1999	
		20021114	November 14, 2002	
Admit Date	ATS	20060702	July 2, 2006	Most recent date a student enters the school. E.G., if a student entered on Jan 10, 2006 then transferred Jan 22 to another school, then reentered the school on Feb 14, 2006 the Admit Date is Feb 14 2006
		19981031	October 31, 1998	
Grade Code	ATS	310	Kindergarten	
		110	First Grade	
		190	Ninth Grade	
		442	GED*	
		941	Ungraded Spe. Ed. (NYSAA Eligible)	
		229	CTT	
Grade Level*	ATS	KG	Kindergarten	Most relevant for general education students. Is not always relevant for students with GED or Ungraded grade codes listed above
		01	First Grade	
		02	Second Grade	
		03	Third Grade	
		04 (etc)	Fourth Grade	
Home Language	ATS	SP	Spanish	Important for determining ELL status. Students whose home language is English (value NO) cannot be identified as ELL/LEP
		NO	English	
		UR	Urdu	
LEP/ELL Status	ATS/ BESIS	E	Eligible for testing on the LABR, Home language is other than English	All new entrants to a NYC public school whose home language is other than English, must be given the LABR within 10 days of being admitted. It's the LAW. Also, all LEP/ELL students, including LEP-flag="X" must take the NYSESLAT to attain English proficiency
		S	Entitled based on IEP	
		Z	No LABR exam; not recommended by CSE; school says entitled	
		Y	Entitled based on the LAB-R exam	
		X	Previously not entitled based on IEP. THESE STUDENTS ARE now ENTITLED	
		R	Passed LAB-R; Never an ELL	
		P	English Proficient	

Field Name	Source	Values	Description/ Translated Value	Comments
Years of Service	ATS/ BESIS	0	Students who are in their first year of receiving services	Services are defined as English As a Second Language (ESL), Bilingual, Dual Language, or a combination of ESL and Bilingual.
		1	Students who are in their second year of receiving services	
		2 (etc)		
LAB-R Decision	ATS/ DAA	Y	Students who scored at the lowest cutoff	
		X	Students who are transitional, and who are close to attaining English Proficiency	
		N	Students who scored above the cutoff and are deemed to be English Proficient	These students were NEVER ELLs/LEP
NYSESLAT Proficiency	ATS/ DAA	B	Beginning level of progress towards English Proficiency	Proficiency Levels are determined by combining the four subject of NYSESLAT: Listening, Speaking, Reading, and Writing. In previous years NYSED used a local option which consisted of Regents English scores of 55+, or performance level 3+ on the grades 4 & 8 state test.
		I	Intermediate level of progress towards English Proficiency	
		A	Advanced level of progress towards English Proficiency	
		P	English Proficient/No longer entitled to ELL/LEP services	
		Blank	Beginning level of progress towards English Proficiency	
CAP Recommend ed PGM	CAP/ SEC	RS	Related Services	Please carefully check each special education student's IEP as defined by the CSE. Students integrated full-time in GE with SETSS/RS must use an ATS general Ed grade code such as 110,140 etc.
		SE	Special Class Recommendation	
		SS	Special Class Recommendation - District 75	
		ST	Special Education Teacher Support Services (SETSS)	Students receiving services as preschoolers and are now turning 5 must be evaluated and either decertified or recommended for services.
		TT	Collaborative Team Teaching - (CTT)	
		Others		
Cohort Year	ATS	H	First Entered Grade 9 in 2002-03 School Year Graduation Class is 2006	Indicates the year in which the student first entered grade 9 anywhere in the world. Ungraded students are placed in a cohort based on their AGE. Students with a GED grade code, such as 442 are placed in a cohort following their matriculation from middle school (eighth grade)
		I	First Entered Grade 9 in 2003-04 School Year Graduation Class is 2007	
		J	First Entered Grade 9 in 2004-05 School Year Graduation Class is 2008	
		K	First Entered Grade 9 in 2005-06 School Year Graduation Class is 2009	
		L	First Entered Grade 9 in 2006-07 School Year Graduation Class is 2010	

Where to Make Changes

Field	Who?	How?	Comments
Student Name	School	Using documentation in school (e.g. Admission/Discharge Form)	
Student Address	School	Using documentation in school (e.g. Admission/Discharge Form)	
Sex	School	Update via BIOU in ATS	
Date of Birth	Central	Fax copy of student birth certificate with student name and OSIS to DIIT: 718-935-5874/5192	
Admit/Discharge Date	Central	Use ATS request form found online: http://www.nycboe.net/adminorg/Divisions/diit/ats/requests/	
Grade Code	School	Use the SIGT function in ATS	
Grade Level	School	Use the SIGT function in ATS	
Official Class	School	Use the SIGT function in ATS	
Cohort Year*	School	This is a calculated field using the first entry into Grade 9 field	Take note of Cohort Year rules above
Home Language	School	Using the Home Language Identification Survey (HLIS) signed by parent/guardian upon admission	
LEP Flag	Central	School will submit data to OA who will review and resolve	Students are LEP/ELL as determined by the LAB-R score or CSE identification of severely cognitively disabled students. Students flagged as "X" in BESIS are LEP/ELL
ELL Years of Service	Central	School will submit data to OA who will review and resolve	Enter one (1) for students who have not completed a full-year (Sep – Jun) in a NYCDOE public school
Ethnic Code	School	To change a missing code or ethnic code 6 (refused) use the Update Non-Parent Ethnic Code (UPEC) function in ATS. To change an incorrect ethnic code, fax Parent Student Ethnic Identification Form (PSE) to DIIT: 718-935-5874/5192	If form is missing ethnic code, school can populate based on visual observation
Meal Code	School	Using the Application for Free & Reduced Price Meals on file in the school, update BIOU function in ATS	
NYSAA Eligible	School	School reviews student's IEP and make necessary changes in CAP	Severely cognitively disabled (Special Ed) students who can take alternate assessment, which impacts both test administration and accountability
Test Scores	Central	Check ATS exam-error screen for missing inaccuracies, and follow ATS procedures to correct. If score is missing contact OA	Documentation must be maintained at the school for possible audit purposes

Who Can Make Changes?

Report Heading	Description	Change Location
ID	Student ID	Central
Student Name	Student Last Name, First Name. Truncated id exceeds 17 characters for the last and first name.	School – ATS (BIOU)
SEX	Gender	School – ATS (BIOU)
ETH	Ethnicity Code	School – ATS (BIOU) *
MEAL	Meal Code	School – ATS (BIOU)
DOB	Date of Birth	Central
ADMIT DATE	Date of Admission into current DBN	Central
GRD	Grade Code	School – ATS (SIGT)
LVL	Grade Level	School – ATS (SIGT)
OFF CLS	Official Class	School – ATS (SIGT)
HL	Home Language	School – ATS (BIOU)
LEP	ELL LEP Flag Indicator	Contact Data Management
LAT	NYSESLAT Proficiency Level	Contact Data Management
YR OF SV	Years of Receipt of Bilingual/ESL service	Contact /LCPS
CAP REC PGM	CAP Recommended Program	Contact CAP / ISC
CAP REC SVC	CAP Recommended Service Category	Contact CAP / ISC
CAP NYSAA ELIG.	NY State Alternate Assessment Eligibility Flag	Contact Data Management
STREET NUM	Student's Building Address Number	School (BIOU)
STREET NAME	Student's Address Street	School – ATS (BIOU)
APT #	Apartment Number	School – ATS (BIOU)
ZIP	Zip Code	School – ATS (BIOU)
* Ethnicity can only be updated on BIOU if it is blank. Any other correction must be sent to ATS		

Report Heading	Description	Change Location
WI/SP ENG EXAM	ELA or SAA exam	Label Only*
WI/SP ELA SS	ENG exam Scale Score	Contact Data Management
WI/SP MATH PL	ENG Performance Level	Based on SS**
WI/SP MATH EXAM	STM or SAA exam	Label Only*
WI/SP MATH SS	MATH exam Scale Score	Contact Data Management
WI/SP ELA PL	MATH Performance Level	Based on SS**
WI/SP Science EXAM	PET Science or SAA exam	Label Only*
WI/SP PET SC SS	PET Science Scale Score	Contact Data Management
WI/SP PET SC PL	PET Science Performance Level	Based on SS**
WI/SP PET SS SS	PET Social Studies Scale Score	Contact Data Management
WI/SP Social Studies EXAM	Social Studies	Label Only*
PET SS PL	PET Social Studies Performance Level	Based on SS**
COHORT	Cohort Year (Entry into Grade 9)	Contact Data Management
H S CREDITS ELA EARND	English or ESL Credits Earned	HSST
H S CREDITS SOC EARND	Social Studies Credits Earned	HSST
H S CREDITS MTH EARND	Math Credits Earned	HSST
H S CREDITS SCI EARND	Science Credits Earned	HSST
H S CREDITS TOTAL EARND	Total Credits Earned (Including the above credits)	HSST
EXAM	Exam Code or Regents and RCT taken during calendar year	HSST
TE RM	Term for 1 st Regents Displayed	HSST
SCR	Score for 1 st Regents Displayed	HSST
EXAM	Exam Code for 2 nd Regents	HSST
TE RM	Term for 2 nd Regents Displayed	HSST
SCR	Score for 2 nd Regents Displayed	HSST
* What appears in this field is a label identifying either an ELA or an SAA exam.		
** The performance level is based on the Scale Score. If it is wrong, then the scale score is wrong.		

ATS Status Reports:

Each function provides areas where likely changes or corrections can be made. Schools need to make the periodic production and review of these reports mandatory.

The STAT Screen – Your School At A Glance
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Register Reports	Special Education
RREG – Register Reports	R201 – Incomplete Evaluation Report
RDGS – NCLB Disaggregation Report	RFAD – Awaiting First Attend Report
RSSS – Ethnic Summary Report	RLER - NYSESLAT Eligibility Roster

Attendance Reports	Accountability
RYIS – YTD Attendance Interval Report	RCOS – Regents Cohort Roster and Summary
RGST – Register and Attendance Report	RCOL – Regents Cohort School Download
R4RR – R407 Report	RHSE – Regents / RCT Exam Report
RPPS – Period Attendance Summary Report	RCOF – Regents Cohort Download (Region)
RSAL – School Attendance List	RGCS – Graduation Cohort Report (NEW)
RGAR – Register and Attendance Rate	REXE – Exam Error No Match Report

Special Categories	CAP Program – Main Menu
RMEL – Meal Code Category Report	Student Inquiry
RBPS – BESIS Participation Report	Referral/Evaluation
RSNR – Net Register Report	Placement
RSSE – Reading, Math Exam Summary Report	Data Entry Menu

Cohort Changes	
UGNO – Request To Update GRD 9 Entry Year	DGNO – Display GRD 9 Entry Requests

Data Verification Timeline

The following table is a suggested timeline for monitoring data in the source systems.

Event	Month	Activity
NCLB/SED (nySTART)	August	Verification of nySTART data. Excel template will be provided for school to submit requested changes by email
Student Records Transfer	August	Verify the average class size data that we will be reporting for your school: <ul style="list-style-type: none"> ➤ Report RAVG: This report provides school-level class size data. ➤ Report RCRL: This report provides student-level class size data.
Progress Report Verification (Elem/K – 8)	June – July	See Page 31
Progress Report Verification (HS)	July – August	Verify the data for the following metrics: <ul style="list-style-type: none"> ➤ Attendance – RGAR ➤ Survey scores – Survey Report ➤ RGCS – Graduation Cohort Report ➤ Graduation Rate – UGNO to make changes ➤ Credits – HSST ➤ Regents test scores – HSST ➤ Regents Competency Test (RCT) – HSST ➤ School assignment for each student – HIAD ➤ Student Year in High School – UGNO ➤ Ethnicity – RDGS ➤ Special education status – RDGS ➤ ELL status – RDGS ➤ SIFE status – RFSE ➤ Student Birth Date – RDGS
LAB-R (Within first 10 days of entry)	First 10 days of the Month starting in September.	Verify all new entrants to a NYC public school whose home language is other than English, have been administered the LAB-R within 10 days of being admitted. – RLAB
Data Specialist Training Cohort Verification	September - June	Overview of role and expectations for New Data Specialists See Appendix A,B,C (Use the UGNO screens to request change)
Teacher Reference Table (HSST)	September – June	See Appendix J
Associating Teacher to Class (ATS)	September	See Appendix K
Associating Teacher to Course (ATS)	September	See Appendix L
Biographical Data Cleaning (DM)	October	See Pages 4 – 10
BEDS Day Verification	October	See Page 19
Data Specialist Training	November	All data specialists
NYSTP Verification – ELA	January	See Page 16
ARIS	February	Overview of the link between ARIS data displays and the source data
NYSTP Verification – Math	March	See Page 19
NYSTP Verification – Social Studies	March	See Page 19
NYSESLAT	April	Verify all LEP/ELL students, including LEP-flag="X" have taken the NYSESLAT to attain English proficiency
Promotional Appeals	June	See Page 46
Verifying Class Size	June	See Page 48
Core Subject Verification (HSST)	June	Appendix H, I

Data Verification

Throughout this process, standard procedures for changing/editing information in DoE systems must be followed. For example, a completed lunch form is necessary to change the meal code designation. This document includes a summary of the Guidelines and Standard Procedures governing data changes. Based upon these procedures, some fields can be changed in the school; however, other data fields in question will require submission to and review through a request to ATS or the Office of Data Management.

Because of state regulations, we (Office of Accountability) unfortunately cannot assure that any errors found that impacted previous years will change your state accountability status for prior years, but these fixes will apply to city and state accountability status in the future. We will work with you to make all necessary changes until you are able to acknowledge that the relevant data in our systems are accurate.

The purpose of data verification as part of the New York City Department of Education Data Management monitoring process is to establish the reliability of data utilized and published by the New York City Department of Education and the New York State Education Department.

This is critical, as our efforts will:

- Enhance accountability
- Document support for any audit
- Increase funding opportunities
- Improves documentation and record keeping
- Improves services to the student population
- Improves user management controls

New York State Testing Program (NYSTP) Verification Report Guide

The New York State Testing Program (NYSTP) Grades 3–8 Tested/ Not Tested Verification Report lists the students in your district for whom their Student Information Repository System (SIRS) records show that they should have taken a NYSTP grades 3-8 assessment. Students selected for inclusion in this report repository records met one of the following criteria:

- Show enrollment in your district between (Jan YY and Jan YY) in grades 3, 4, or 5 OR, if ungraded, have a birth date between (Sep YYYY and Aug YYYY), inclusive.
- Show enrollment in your district between (Jan YY and Jan YY) in grades 6, 7, or 8 OR, if ungraded, have a birth date between (Sep YYYY and Aug YYYY), inclusive.

This report allows you to confirm that all tested students have assessment records in the repository and to determine that the list of students enrolled in your district at the time of test administration is accurate. All students enrolled at the time of test administration must have a valid score on the NYSTP, the New York State Alternate Assessment (NYSAA), or the New York State English as a Second Language Achievement Test (NYSESLAT) in lieu of the NYSTP English language arts assessment.

Please see the SIRS Policy Manual at <http://www.emsc.nysed.gov/irts/SIRS/home.shtml> for eligibility rules for the latter two assessments. *Note that the data in this report cannot be used to calculate participation rate for NCLB. Participation rate can only be determined when scores for all eligible assessments are available.*

To assist you in detecting errors in the demographic data, the individual student records in this report show the disability and proficiency status of each listed student. The Accountability Verification Reports will give you another opportunity to review and correct birth date, gender, ethnicity, immigrant, and poverty data for each student before these data are transferred to the Level 3 Repository for use in the New York State Report Cards and for making accountability decisions.

Note that this final opportunity for making corrections will occur during summer and will require very short submission deadlines.

Accessing Reports

This verification report can be accessed at www.nySTART.gov by district personnel with district- or school-level authorization using their nySTART user IDs and passwords.

Report Detail - The report provides data at the district, school, and student levels.

The *District Assessment Summary Report* displays the number of students tested and not tested district-wide and for homebound students, home-instructed students, out-of-district placements, and each school within the district.

The *School Assessment Summary Report* displays the same information but by student groups: general-education students, students with disabilities (broken down by disability classification), race/ethnicity, gender, proficiency status, economic status, migrant status, new immigrant status, New York State Alternate Assessment (NYSAA) eligibility status, Section 504 plan status, and services under NCLB.

The *Student Assessment Detail Report* provides the following data for each student enrolled in the appropriate grade or at the appropriate age (if ungraded) during the test administration period: name, State and local ID, birth date, grade, demographic information, whether the student was tested or not and,

if not, the reason.

Students are counted as tested if they have a NYSTP assessment record in the repository and the record does not show administrative error or medically excused in the standard met field. If the student does not have a test record, the reason for not testing will be recorded as “not tested.”

The rules for determining eligibility for a valid score may be found in the SIRS Policy Manual at <http://www.emsc.nysed.gov/irts/SIRS/home.shtml> . All demographic data for the grades 3-8 English language arts assessments are based on the status of students during the test administration period, as recorded on repository records.

Factors that Cause Records to Be Inaccurate

If a student is incorrectly listed as enrolled in your district and required to participate in testing, check the student's record to make sure that the dates of enrollment and/or discharge are correct and that the student's grade level—or, if ungraded, birth date—are recorded correctly. If a student was discharged during the test administration or make-up period, the student will be counted in the school and district report card only if the student receives a valid score on the test based on an assessment record reported by the district. Otherwise, it will be assumed that the student was not present for a sufficient number of days to be administered the complete test.

Do not be concerned if a student who is taking the NYSAA to meet the English language arts testing requirement is listed as not tested. Data for these students can be verified in the NYSAA and Accountability Verification Reports.

Do not be concerned if a student who is taking the NYSESLAT to meet the English language arts testing requirement is listed as not tested. To be eligible to take the NYSESLAT, the student must be recorded in the repository system as entering U.S. schools on or after January YYYY. Data for these students can be verified in the Accountability Verification Reports.

If a student is incorrectly listed as taking the assessment at an inappropriate grade level, check that the student's grade level—or, if ungraded, birth date—is reported accurately.

If a student that your district tested does not have a test record, check with your scan center to see if they received the student's scannable answer documents.

If a student that your district tested is not listed in this report, check that the enrollment and discharge dates on their repository records are correct. Students are not listed in a district report unless their repository records show them as enrolled at some time during the official test administration and make-up period.

What if a count is inaccurate?

- If you believe that a count in a table is inaccurate, click on that count and you will see the list of the students counted. By going through the list, you can check to see which students are not accounted for or are included incorrectly.
- All identified errors must be corrected in the district or school source data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). The updated data will be reflected the next day in ATS/CAP. You can see these changes in an ATS RDGS report. **New York City school staff must notify OA liaison upon completion of all corrections.**
- After data are corrected, they must be loaded into the repository system. After corrected data are loaded into Level 2, revised reports can be obtained through nySTART. The revised reports should be reviewed to ensure that all necessary changes have been made.
- Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data.

How do I certify?

The superintendent (or charter school principal) is responsible for reviewing the data for accuracy and authorizing the transfer of the data to the Level 2 Repository.

Students whose records are not included in that file will not receive an individual student report through nySTART.

Your Level 1 Operator will establish a deadline prior to the date for receiving records for submission to Level 2. Superintendents will not be asked to certify data for submission to Level 2 at this time.

Superintendents will be asked to certify the accuracy of data once each year. In the summer, a final verification report will be available showing the data to be used for accountability decisions and to be published in the district and school report cards. This report, which will allow district officials to preview the data as they will appear on the report cards, will provide superintendents with a last opportunity to correct erroneous or incomplete data. Superintendents will be required to certify the accuracy of these data. After the certification deadline, enrollment and program service data for the current year on the Level 3 Repository and the Annual Reporting Database will be purged and replaced by the data certified by school superintendents. Current information about timelines for verification and certification can be found in the SIRS Policy Manual at <http://www.emsc.nysed.gov/irts/SIRS/home.shtml> .

FERPA Confidentiality Clause

The federal Family Education Rights and Privacy Act (FERPA) prohibit the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work. Specific information about safeguarding student privacy is available on these websites:

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>
<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>

nySTART Verification Reports

If you need to review the procedures for accessing your nySTART account, please download the PowerPoint presentation available at www.nycboe.net/schools/principals/weekly/20080506/nystart_password.ppt (click on "Read Only" to view the presentation).

Please note that you must have a personal account to access nySTART; old regional accounts will no longer work. If you need additional assistance in accessing nySTART, please contact nySTARTSupport@schools.nyc.gov

- **BEDS Day Enrollment Verification Report:** You can use this report to confirm that all students enrolled in your school as of October 3, YYYY have records in the state's data warehouse. Please verify this data and cross reference it with your online BEDS survey submission. You can review a copy of the state's instruction letter for this report at www.emsc.nysed.gov/irts/nystart/. Please follow the procedures indicated in the instruction letter for faxing your report of substantial errors or discrepancies directly to the state education department. In addition, please fax your report of BEDS day enrollment discrepancies to the Office of Accountability at (212)374-5591.
- **Grades 3-8 Mathematics Assessment Tested/Not Tested Verification Report:** You can use this report to confirm that all of your students who took the state math test have assessment records in the state's data warehouse and that the list of students enrolled in your school at the time of test administration contains accurate demographic data. This data should include the students who were enrolled in your school during the test administration period: March (current year's date) for grades 3-5 or ungraded students born between September and August; March (current year's date) for grades 6-8 or ungraded students born between September and August. If you submitted student answer documents to the scan center after the official scoring period (March – April), data for those students may not yet appear in this report. The report will be refreshed periodically through the end of May. You can view the instruction letter for this report at www.emsc.nysed.gov/irts/nystart/. Please note that the birth dates for ungraded middle school students in the letter are incorrect; refer to the dates above. If you see any students who are incorrectly listed as "not tested" in this report, please complete the form available at www.nycboe.net/schools/principals/weekly/ and return it to your senior accountability data and support specialist. On the report, please **do not** include students for whom you submitted a mathematics NYSAA datafolio or special education students who do not reside in your school's district. If you see any errors in demographic data or other student characteristics, please correct them in the appropriate DOE database (ATS or CAP).
- **Grades 5 Social Studies Tested/Not Tested Verification Report:** This report contains the same student enrollment, demographic, and accountability group membership information as the ELA and math tested/not tested reports. It also indicates whether students took the grade 5 social studies assessment. The same special education and NYSAA rules apply for this verification report that apply to the math tested/not tested report. The birth date range for ungraded students for this report is September through August. If you see any students who are incorrectly listed as "not tested" in this report, please complete the form available at www.nycboe.net/schools/principals/weekly/. On the form, please **do not** include students for whom you submitted a social studies NYSAA datafolio or special education students who do not reside in your school's district. If you see any errors in demographic data or other student characteristics, please correct them in the appropriate DOE database (ATS or CAP).

If you have any questions about the data reports, please contact your senior accountability data and support specialist by calling the nySTART support hotline at (212) 374-5765 or by e-mail

Guide to nySTART Verification: 2008-09 Elementary & Middle School

The nySTART verification (<http://intranet.nycboe.net/NR/ronlyres/92BE926E-27C9-4636-92C6-51DBB281699D/0/GuidetonySTARTVerification2008EMS090308.pdf>) guide explains how elementary and middle schools can update the information in the New York State Testing and Accountability Reporting Tool (nySTART). By reviewing, certifying, and requesting changes to their schools' accountability data through this process, schools can help ensure the accuracy of school accountability determinations made by the New York State Education Department (SED). Please take the time to review the information provided to guide you through this process.

You can always find up-to-date verification timeline information and resources on the Principals' Portal, online at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

If you have any questions about nySTART data verification, please email nystartsupport@schools.nyc.gov or call us at 212-374-5765.

nySTART Verification Overview

- Log on to www.nystart.gov.

If you are a principal and do not know your username and password, please contact the nySTART support helpline via e-mail at nystartsupport@schools.nyc.gov or by phone at 212-374-5765. If you are not a principal and need a username and password, please ask your principal to provision you with a username and password.

- Review the Accountability Verification Report (AVR) on nySTART and the FAQs at the end of this section.

Review the Accountability Verification Report (AVR) recorded for 2007-08 on nySTART. Users can verify that correct student enrollment, demographic, assessment, outcomes, and accountability data are in the Student Information Repository System (SIRS) Level 2 data warehouse.

You can find detailed information regarding this process on the Principals' Portal at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

On the "Student Detail Report" in nySTART, you can view the records in SIRS for each of your students. To determine the accuracy of each field in the Student Detail Report, compare the data in nySTART to the data in DOE source systems (ATS, CAP). For detailed information on which data fields in DOE source system to review in order to verify each data field in nySTART, you can use pages 5-15 of the guide.

Review the FAQs at the end of the guide.

- If all of your school's data is correct, certify the accuracy of your school's data. Please certify your school's data online, at the Data Specialists' Sharepoint site. To complete the NYSED Accountability Verification Certificate, please visit <http://cfi.sharepointsite.net/dataspecialists/default.aspx>. When prompted to log on, enter the following information:
 - User Name: nyc10x206 (replacing "10x206" with your school's DBN)
 - Password: password

Click on the "NYSED Accountability Verification Certificate" near the top left corner of the page. Then click on "Respond to this Survey." You can submit the survey by clicking "Finish" at the bottom of the survey.

- If you would like to request changes to your school's data, complete and submit a nySTART Change Request Form.
 - a. Download and complete the nySTART Change Request Form, using the instructions outlined in pages 4-15 of this guide. Email your completed nySTART Change Request

Form to nystartsupport@schools.nyc.gov. Faxes cannot be accepted.

- b. Complete the certification form to indicate that you have requested changes to your school's data, using the link and login information described in step 3, above.
- Please print and save a copy of all data for future reference. All accountability verification data is deleted from nySTART yearly.
 - a. September 3- Schools begin to review the data in nySTART
 - b. Schools should log into nySTART each Wednesday to see if any changes to the data have occurred based on change requests. Approved changes should be viewable in nySTART two Wednesdays after the form is received by nySTART support.
 - c. September 23- Last date to submit the nySTART Change Request Form to nystartsupport@schools.nyc.gov
 - d. October 22 (approx)-The Accountability Overview Report (AOR) will be available on nySTART. This report is a preview of the school's accountability report based on the verified information in nySTART.
 - e. Updated information will be posted on the Principals' Portal as additional information becomes available. Weekly updates will be included in Principals' Weekly as well.

How to use the nySTART Change Request Form

1. Download the nySTART Change Request Form from <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>. Save the file as "nySTART Change Request Form_DBN "(i.e. if your school's DBN is 10x272, save your form as "nySTART Change Request Form_10x272").
2. Complete the information requested at the top of the form (name of principal, name of school contact, school info, phone number, e-mail addresses).
3. Identify the field name in nySTART where the error has been reported and the corresponding row heading on the nySTART Change Request Form. On the nySTART Change Request Form, each row is preceded by a plus sign (+). Click on the plus sign if incorrect information has been uploaded into nySTART for more than one student in the school as this will uncover additional rows to collect the requested information listed below. If only one student has a particular issue, there is no need to click on the plus sign (+). If there is no issue to report for a particular field, no information is needed in that particular row.
4. Use the field descriptions on pages 5-15 of this guide to determine what information is required for each change request.
5. Complete the form and return it via e-mail to nystartsupport@schools.nyc.gov

Please note that changes to our source systems will be made weekly and sent to SED. Therefore, schools will not see the requested changes in nySTART for at least 2 weeks. nySTART expects to have new information posted each Wednesday.

Guide to nySTART Verification: 2008-09 High School

The nySTART verification (<http://intranet.nycboe.net/NR/ronlyres/92BE926E-27C9-4636-92C6-51DBB281699D/0/GuidetonySTARTVerification2008EMS090308.pdf>) guide explains how high schools can update the information in the New York State Testing and Accountability Reporting Tool (nySTART). By reviewing, certifying, and requesting changes to their schools' accountability data through this process, schools can help ensure the accuracy of school accountability determinations made by the New York State Education Department (SED). Please take the time to review the information provided to guide you through this process.

You can always find up-to-date verification timeline information and resources on the Principals' Portal, online at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

If you have any questions about nySTART data verification, please email nystartsupport@schools.nyc.gov or call us at 212-374-5765.

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- Log on to www.nystart.gov.

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You can find detailed information regarding this process on the Principals' Portal at <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>.

On the "Student Detail Report" in nySTART, you can view the records in SIRS for each of your students. To determine the accuracy of each field in the Student Detail Report, compare the data in nySTART to the data in DOE source systems (ATS, CAP). For detailed information on which data fields in DOE source system to review in order to verify each data field in nySTART, you can use pages 5-15 of the guide.

Review the FAQs at the end of the guide.

- If all of your school's data is correct, certify the accuracy of your school's data. Please certify your school's data online, at the Data Specialists' Sharepoint site. To complete the NYSED Accountability Verification Certificate, please visit <http://cfi.sharepointsite.net/dataspecialists/default.aspx>. When prompted to log on, enter the following information:
 - User Name: nyc10x206 (replacing "10x206" with your school's DBN)
 - Password: password

Click on the "NYSED Accountability Verification Certificate" near the top left corner of the page. Then click on "Respond to this Survey." You can submit the survey by clicking "Finish" at the bottom of the survey.

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 - a. Download and complete the nySTART Change Request Form, using the instructions outlined in pages 4-15 of this guide. Email your completed nySTART Change Request

Form to nystartsupport@schools.nyc.gov. Faxes cannot be accepted.

- b. Complete the certification form to indicate that you have requested changes to your school's data, using the link and login information described in step 3, above.
- Please print and save a copy of all data for future reference. All accountability verification data is deleted from nySTART yearly.
 - a. September 3- Schools begin to review the data in nySTART
 - b. Schools should log into nySTART each Wednesday to see if any changes to the data have occurred based on change requests. Approved changes should be viewable in nySTART two Wednesdays after the form is received by nySTART support.
 - c. September 23- Last date to submit the nySTART Change Request Form to nystartsupport@schools.nyc.gov
 - d. October 22 (approx)-The Accountability Overview Report (AOR) will be available on nySTART. This report is a preview of the school's accountability report based on the verified information in nySTART.
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How to use the nySTART Change Request Form

1. Download the nySTART Change Request Form from <http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm>. Save the file as "nySTART Change Request Form_DBN "(i.e. if your school's DBN is 10x272, save your form as "nySTART Change Request Form_10x272").
2. Complete the information requested at the top of the form (name of principal, name of school contact, school info, phone number, e-mail addresses).
3. Identify the field name in nySTART where the error has been reported and the corresponding row heading on the nySTART Change Request Form. On the nySTART Change Request Form, each row is preceded by a plus sign (+). Click on the plus sign if incorrect information has been uploaded into nySTART for more than one student in the school as this will uncover additional rows to collect the requested information listed below. If only one student has a particular issue, there is no need to click on the plus sign (+). If there is no issue to report for a particular field, no information is needed in that particular row.
4. Use the field descriptions on pages 5-15 of this guide to determine what information is required for each change request.
5. Complete the form and return it via e-mail to nystartsupport@schools.nyc.gov

Please note that changes to our source systems will be made weekly and sent to SED. Therefore, schools will not see the requested changes in nySTART for at least 2 weeks. nySTART expects to have new information posted each Wednesday.

Progress Report Data Verification – High School

Progress Report Data	What is the source?	How can the data be reviewed?	How can inaccurate data be changed?
I. Core data for metrics			
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 surveys@schools.nyc.gov .
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	Cohort: RGCS – View list of students in Cohorts 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. Discharge Code: 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.
II. Other important data			
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 has creating a new field, Grade 9 Entry Year, which schools will be able to review using the UGNO report.	Schools can request updates in ATS using the function UGNO and review requests using DGNO
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

Progress Report Data Verification – Elementary / Middle / K – 8

Progress Report Data	What is the source?	How can the data be reviewed?	How can inaccurate data be changed?
I. Core data for metrics			
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 surveys@schools.nyc.gov .
ELA and math test scores	ATS	<p>Begin by reviewing the list of tested students in nySTART (www.nystart.gov) using the Student Assessment Detail Report. Note: This report does not include test scores for students with disabilities from out of the Community School District, students for whom testing data was entered late, and possibly other students.</p> <p>Next, when the data are available in June, use ATS to review student test scores for all students. The latest ELA and Math test scores can be generated through various reports on the ATS Exam Reports menu (RPEX). Some can be generated in ATS (i.e. RSCE contains ELA and STM data). Some must be generated in ATS2 (i.e. RMSR, RLAB, etc). Use REXH for student exam <i>history</i>.</p> <p>Note that ATS, not nySTART, is the official source for exam data used in the Progress Reports.</p>	<p>For questions about nySTART, contact your Accountability Data and Support Specialist:</p> <ul style="list-style-type: none"> • Manhattan and charter schools: Andrea Ferguson, afergus4@schools.nyc.gov • Bronx: Tami Sturm, tsturm2@schools.nyc.gov • Brooklyn (D13-16, 19, 23, 32): Robert Hickson, rhickso@schools.nyc.gov • Brooklyn (D17-18, 20-22), Staten Island, D75: John Dirrigl, jdirrig@schools.nyc.gov • Queens: Mohamed Yasin, myasin@schools.nyc.gov <p>For questions about test scores, contact your Assessment Implementation Director:</p> <ul style="list-style-type: none"> • Manhattan: Suzanne Muller, (212) 356-3784, SMuller@schools.nyc.gov • Bronx: Sharon Cahr, (718) 741-5559, SCahr@schools.nyc.gov • Brooklyn (D13-16, 19, 23, 32): David Rapheal, (718) 935-5965, draphea@schools.nyc.gov • Brooklyn (D17-18, 20-22) and Staten Island: Judy Cohen, (718) 390-1579, JCohen32@schools.nyc.gov • Queens: Jose Garcia, (718) 391-8352, JGarcia17@schools.nyc.gov • District 75: Steven Weinrich, (212) 802-1521, sweinri@schools.nyc.gov <p>For questions about using ATS, contact your Application Support Liaison at the ISC.</p>
II. Other important data			
School assignment for each student	ATS, based on the October 31 Audited Register	RSNR Report in ATS, using a "run date" of 01/18/08 and an "as of" date of 10/31/07. Drill down on the gross register for a list of students.	Enrollment updates must be made prior to December break each year, when a snapshot of the 10/31 register is taken and audited by the Office of the Auditor General (OAG).
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 your Assessment Implementation Director.
Title I	Budget Office	School Allocation Memorandum	Student lunch form updates must be made

Progress Report Data	What is the source?	How can the data be reviewed?	How can inaccurate data be changed?
I. Core data for metrics			
Poverty Percentage	(DBOR)	(SAM) 10 on the DBOR web site for Fiscal Year 2009.	prior to December break each year, when a snapshot of the 10/31 register is taken and audited by the Office of the Auditor General.
Math regents (for one year of progress measure)	ATS	VEXM report in ATS displays exam scores for a single student. RHSE displays exam scores for multiple students, including discharged students.	Depending on the school's system: <ul style="list-style-type: none"> • HSST: Use Transcript Maintenance function • MSPA: Use MSPA functions, including MACP • Otherwise: Manually enter using MEXB in ATS

Progress Reports Data Extraction

Progress Report data for all schools will be extracted in **July**. For high schools, additional summer school data (August graduates, summer credits, summer Regents) will be extracted in **September**. The data in the DOE source systems (ATS, HSST, CAP) on those dates will be the final data used in the Progress Reports.

During the months prior to these pull dates, your school will be asked to review and correct data in DOE source systems. Principals' Weekly announcements will include detailed instructions for this data verification. However, it may help to begin planning resources now to ensure that someone at your school is available to verify data during the months prior to the pull dates.

School staff needs to be aware of the following potential areas of a school's data concerns. We recommend at least an awareness of these areas. The recommendation results from our experience in dealing with data issues within these data areas in the past.

1. **LEP (ELL) Status:** Schools need to verify the LEP value of their students. The RCHK function may be used for this purpose. DAA provides the LEP values to ATS. Students flagged with a code of "E" are "eligible for testing." Once tested, the results go to OA before they appear in ATS.
2. **Ethnic Code:** Student with a missing or ethnic code of "6" (Parent Refused...), are identified using the RENC – Ethnic Code Worksheet – report.
3. **Special Education Student Codes:** It is critical that special class and team-teaching students be coded correctly. If a student has a special education grade code, the Special Ed Indicator will equal "Y". Schools identify their special education students via the RFAD function – First Attend Data Report. All students recommended for special class or team-teaching must have the appropriate grade code. (It also should be noted that typically special education students are not automatically "bumped" (promoted) to the next grade level, but must be manually promoted.)
4. **Grade 9 Entry:** You can review a student's Cohort Year by using the ATS student indicator screen (BIND). If a student is "graded", his Cohort Year is set by his Grade 9 Entry Date. You may request a change to a student's Grade 9 Entry Date using the ATS function UGNO. If a student is NYSAA eligible, his cohort year is determined by the school year in which he turns seventeen (17).
5. **Grade Levels:** ATS inconsistent with school records
6. **OSIS Duplication:** Duplication of Student ID with various spelling of names
7. **City:** Missing from 3rd party imports
8. **Exam Errors:** Use of the XAMM function – Accepting Exam Records – provides information on students with contradictory information – such as duplicate ids, and such. This function is used to accept the appropriate data so that students' scores are properly applied. This process is outlined later in the document.
9. **Calendars:** Schools must be familiar with the various school-year calendars in order to affect appropriate mission-critical processing, such as accumulation and posting of appropriate register and PAR (attendance) data, Free-Lunch data, etc.

10. COHORT YEAR

11. Attendance

The following section lists reports that can be used to extract data from ATS for systematic verification.

Available ATS Reports

Most print jobs can be viewed on the screen by changing the printer from 0 to the letter S before pressing the F6 key. Once you view the report on the screen, you can re-run the job to print it. You may interrupt the on-screen viewing by typing the letter "C" at the ">" prompt and pressing the red CTRL key. ***This is not a comprehensive list but includes the most common jobs.***

REPORT	FUNCTION
PARR	Reprint specific period attendance sheet
R4RR2	407 register report
R4SS1	407 school summary report
RACL1	Official class information list – including CAP, bilingual, SAR, grade code information
RACM2	Shows attendance changes made for selected date range
RADP	Prints list of students admitted/discharged [ADMIT/DISCHARGE]
RADR	Student address report
RADT	Generates ADT form [use UADT to set number of copies and default printer]
RBIR	Lists student biographical data [like ENROLLMENT list]
RCHK	List of special indicators for each student, e.g. ESL,BL,LEP, etc.
RCLN	List notice cancels
RCR1	Lists students not attending for first five days [<i>clearance of register report</i>]
RCRA	Lists students absent every day for one or two of the previous months
RCRL	Lists student data [OSIS, <i>DOB, official, phone#, and sex</i>]. Can be used for PHONEMASTER
RCSL	Summary of months attendance for official class
RCUA	Listing of students absent for a specified number of days over a date range [CUMABS] Can be used for PHONEMASTER
RCUL2	Cumulative lateness a specified number of times over a date range. Can be used for PHONEMASTER
RDAL	Daily absence and lateness [<i>with or without phone#</i>] can be used for PHONEMASTER
RDOB	Lists date of birth information [<i>can be used to find overage students</i>]
RENC	List students with missing ethnic codes
REVA	List students eligible for attendance reversal
REXH2	Exam history
RFCL	Lists new term officials with old term info [FROM list – end of term]
RFCR	List student data for following term [like RCRL]
RFTF	Generates face to face letter
RGST1	Register and attendance for one day or date range
RHTF	Student immunization report
RHLD	Lists students not promoted to next grade [after promotions – end of term]
RIIR	Listing of interclass/intergrade changes for a specified date range [IA/IO]
RISA	Lists individual student attendance to date [use DISA to view]
RISP	List individual student attendance for previous year [like RISA]
RLAB	LAB scores and home language report [ATS Region 2 only]
RLEF	Lists students in current officials with space for new official info [end of term]

ATS Reports:

REPORT	FUNCTION
RLNA	List notice address report
RLNB	List notice biographical information
RLNE	List notice exam report
RLNH	Historical profile for list noticed students
RLNR	Listing of students list noticed to school
RLNS	List notice Special Program Report
RMEL	Listing of students with meal codes
RMIN	Missing information in regard to promotion, new official, and list notice
RNOC	Missing attendance rosters (blue)
RORL	Lists current term officials with new term info [TO list – end of term]
ROCL	Listing of students in official classes [CLAX]
ROCR1	Listing of official classes with registers [OFCRGST]
RPAA1	Perfect attendance summary
RPAL2	Perfect attendance list for specified range
RPAR	Period attendance report (PAR) – preliminary prints immediate; final overnight
RPAS2	Attendance summary by course and section
RPCC	Lists students cutting for a specified date range
RPCS1	Summary of number of cuts for specific date
RPDC	Daily cutting list [for entire school, or grade, or official class, or teacher]
RPOB	List place of birth, home language, and GOE code [enter "ZZ" for missing codes]
RPOS	Generate generic post cards
RPRA	Lists students marked present in classes but not in official attendance period
RPUR	Missing period attendance sheets (salmon)
RRAI	Lists missing attendance for new admit [use UARA to update attendance]
RREG	School register – prints grade codes with class and register totals
RREL	List of reason codes to be used when changing attendance [CIND]
RRNG	Reprint range of daily attendance rosters (blue)
RRSA	Lists aggregate student attendance by school, grade, or official for year or date range
RRST	Reprint specific daily attendance roster (blue)
RSAL	Lists enrollment, attendance taken, present, and percentages for specified date range
RSEC	Summary of ethnic codes by official class
RSMR	Pre summer school sending and receiving report
RSNS2	No shows for a specific date range
RSUM	Summary report of held over students or list notice students by school
RSUS	Student suspension report
RTRR2	Student transportation listing [distance, bus stop, and Metrocard number]
RWCL	Blank monthly attendance sheet for official classes [can be used as paper backup]
RZAR	Shows street address ranges for addresses zoned to the school
SCNS	Lists jobs that have been scanned and sent to ATS for a particular day
SIND	Print indicator scan sheets

ATS Reports – Attendance and Cutting:

REPORT	FUNCTION
RCRA	Absent every day for one and/or two of the previous months
RCUA	Absent for a specified number of days over a date range [CUMABS]
RCR1	Absent for every day of first five days [<i>clearance of register report</i>]
RRSA	Aggregate student attendance by school, grade, or official for year or date range
RACM2	Attendance changes made for selected date range
RPAS2	Course and section attendance summary
RCUL2	Cumulative lateness a specified number of times over a date range
RPCS1	Cut summary for specific date
RPCC	Cutting for a specified date range
RDAL	Daily absence and lateness [<i>with or without phone#</i>] can be used for PHONEMASTER
RPDC	Daily cutting list [<i>for entire school, or grade, or official class, or teacher</i>]
RSAL	Enrollment, attendance taken, present, and percentages for specified date range
RISA	Individual student attendance to date [use DISA to view]
RREL	List of reason codes to be used when changing attendance [CIND]
SCNS	Listing of scan jobs for a particular day
RPRA	Marked present in classes but not in official attendance period
RRAI	Missing attendance for new admit [use UARA to update attendance]
RSNS2	No shows for a specific date range
RPAL2	Perfect attendance list for specified range
RPAA1	Perfect attendance summary
RPAR	Period attendance report (PAR) – preliminary prints immediate; final overnight
RISP	Previous year attendance for individual student
RGST1	Register and attendance for one day or date range
REVA	Students eligible for attendance reversal
RCSL	Summary of months attendance by official class

OFFICIAL CLASS

REPORT	FUNCTION
RWCL	Blank monthly attendance sheet for official classes [can be used as paper backup]
RACL1	Official class information list – including CAP, bilingual, SAR, grade code information
RCRL	Lists student data [OSIS, <i>DOB, official, phone#, and sex</i>]. Can be used for PHONEMASTER
ROCL	Official class listing [CLAX]
ROCR1	Official classes with registers [OFCRGST]
RREG1	School register – prints grade codes with class and register totals

ATS Reports – Student Information:

REPORT	FUNCTION
RADR	Address report
RADP	Admit or discharge listing [ADMIT/DISCHARGE]
RBIR	Biographical data [like ENROLLMENT list]
RDOB	Date of birth information [<i>can be used to find overage students</i>]
REXH2	Exam history
RADT	Generates ADT form [use UADT to set number of copies and default printer]
RFTF	Generates face to face letter
RHTF	Immunization report
RIIR	Interclass/intergrade changes for a specified date range [IA/IO]
RLAB	LAB scores and home language report [ATS Region 2 only]
RMEL RENC	Meal code report Missing ethnic codes report
RPOB	Place of birth, home language, and GOE code [<i>enter "ZZ" for missing codes</i>]
SIND	Print Indicator scan sheets
RCHK	Special indicators for each student, e.g. ESL,BL,LEP, etc.
RZAR	Street address ranges for addresses zones to school
RCRL	Student data [<i>OSIS, DOB, official, phone#, sex</i>]
RTRR2	Student transportation listing [distance, bus stop, and Metrocard number]
RSEC	Summary of ethnic codes by official class
RSUS	Suspension report

END OF YEAR

REPORT	FUNCTION
RORL	Current term officials with new term info [TO list]
RFCR	List student data for following term [like RCRL]
RMIN	Missing information in regard to promotion, new official, and list notice
RFCL	New term officials with old term info [FROM list]
RACL1	Official class information list – including CAP, bilingual, SAR, grade code information
RSMR	Pre summer school sending and receiving report
RLEF	Students in current officials with space for new official info
RHLD	Students not promoted to next grade [after promotions]
RSUM	Summary of held over students or list noticed students by school

LIST NOTICE

REPORT	FUNCTION
RLNA	Address report for list noticed students
RLNB	Biographical information for list noticed students
RLNE	Exam report for list noticed students
RLNH	Historical profile for list noticed students
RCLN	List notice cancels
RLNR	Listing of students list noticed to school
RLNS	Special Program Report for list noticed students

Cohorts

High schools are accountable for three areas and a different cohort of students is measured in each of these areas.

- English and mathematics performance;
- English and mathematics participation; and
- Graduation rate.

A student's *Cohort Year* assigns her to a graduation cohort. For example, the 2004 graduation cohort, represented in ATS with the letter "J", is made up of students who are expected to graduate in June of 2008. A student's *Cohort Year* is initially determined in ATS using the following rules:

- For "graded" students, *Cohort Year* is determined by the year in which the student entered 9th grade anywhere (whether in NYCDOE or elsewhere).
- For "ungraded" students, *Cohort Year* is determined by the school year in which a student turns 17. For example, if an ungraded student turns 17 during the 2004/05 school year (July 1, 2004 to June 30, 2005), she is assigned to the 2004
- Cohort, represented by letters 'A - O' in ATS. If a student switches between "graded" and "ungraded" status, the most recent status for the student is used to determine her cohort, unless it would move the student from a cohort that is yet-to-graduate to a cohort that should already have graduated.

Cohort membership is a fixed characteristic (with the exception of new immigrant ELL/LEP students; see below) like the place where a person was born, and is determined by the school year in which a student first enrolls in the 9th grade. For example cohort membership does not change if a student transfers to or from schools, nor will cohort membership change if a student is retained or drops out, nor if a student graduates in less than four years. Also note that:

- All students with an IEP, including those with severe cognitive disabilities who are eligible to take the New York State Alternate Assessment (NYSAA), must be included in a specific cohort.
- Students in a GED grade code must also be assigned to a cohort.

Cohort year information is extremely sensitive, and critical for graduation statistics, especially for students in GED grade codes, and for ungraded special-education students.

Exception

For new immigrant ELLs, the school has one school-year to place students in a final cohort. When a school first enrolls a high-school-age student who is: non-English speaking, newly arrived in the United States, and whose level of literacy in his or her native language is low, school administrators may have difficulty determining the student's correct grade placement. Therefore, schools are allowed up to one year of academic instruction to assist them with determining the appropriate grade level for these specific LEP students.

As such, upon enrolling the student, the school may arbitrarily assign student to a grade level based on the administrator's best judgment. This temporary grade level should be used to assign students to a cohort; and before the end of the second year of enrollment, the school must evaluate the student and determine the appropriate grade level based on the student's scheduled course work for the next semester. That grade level must then be used to determine the year of first entry into grade 9. *Schools may change a student's reported year of first entering grade 9 only once.*

Assigning Students to Cohorts

Who is in a school's 4-year graduation cohort?

A school's 4-year graduation cohort is the group of students who are expected to graduate on-time in a particular year. For example, the 2004 Cohort are students who are expected to graduate at the end of the 2007/08 school year. The school's 4-yr graduation cohort is all students who:

- Are assigned to the 2004 *Cohort Year* (this cohort is represented by the letter 'J' in ATS), **and**
- Were active in the school as of June 30, 2008, or the school is the last diploma-granting high school that they attended before June 30, 2008, **and**
- Were not discharged with a code that removes students from the cohort (see Example A below), **and**
- *For NCLB/SED calculation only:* attended the school for five or more consecutive months (excluding July and August) at any point during their first four years of high school.

Assigning a student to a Cohort Year?

A student's *Cohort Year* assigns her to a graduation cohort. For example, the 2004 graduation cohort, represented in ATS with the letter "J", is made up of students who are expected to graduate in June of 2008.

A student's *Cohort Year* is initially determined in ATS using the following rules:

- For "graded" students, *Cohort Year* is determined by the year in which the student entered 9th grade anywhere (whether in NYCDOE or elsewhere). Section 3 below gives further details on the rules that ATS uses to calculate a student's *Grade 9 Entry Year*.
- For "ungraded" students, *Cohort Year* is determined by the school year in which a student turns 17. For example, if an ungraded student turns 17 during the 2004/05 school year (July 1, 2004 to June 30, 2005), she is assigned to the 2004 Cohort, represented by the letter 'J' in ATS.
- If a student switches between "graded" and "ungraded" status, the most recent status for the student is used to determine her cohort, unless it would move the student from a cohort that is yet-to-graduate to a cohort that should already have graduated.

See Example B for examples illustrating these rules.

Assigning a student a Grade 9 Entry Year?

The *Grade 9 Entry Year* in ATS is used to determine a student's year in high school for the credits and regents metrics on the Progress Report. For "graded" students, the *Grade 9 Entry Year* automatically places a student in a cohort.

A student's *Grade 9 Entry Year* is initially determined in ATS using the following rules:

- A student's *Grade 9 Entry Year* is determined by her grade level at the end of her first year of high school.
- A "year of high school" means any year in which the student ends the year in a high school grade level (9 – 12).
- During the student's first year of high school, the *Grade 9 Entry Year* is set based on her current grade level and recalculated when she changes grade level anytime during that year.
- After a student's first year of high school, her *Grade 9 Entry Year* is never recalculated and can only be changed by a manual override process, which is initiated by a school request through the UGNO screen in ATS.

See Example C for examples illustrating these rules.

How is a student determined to be graded or ungraded?

Under recent NCLB/SED rules, only a small proportion of special education students may be considered ungraded and ungraded status may not be determined by the type of setting in which a student receives his or her special education services. Consistent with this rule, all NYSAA eligible students will be considered ungraded for purposes of Progress Report and NCLB/SED Accountability. Students who receive special education instruction in CTT or Self-Contained settings but are not NYSAA eligible will not be considered ungraded. Schools will be held-harmless on the 2007/08 Progress Report with respect to this change: no school will receive a lower grade solely because of it.

How can a school update the Cohort Year for a student if the Cohort Year automatically assigned by ATS is incorrect?

If the student is graded, the school must request an update to the *Grade 9 Entry Year* using the ATS function UGNO. If the request is approved and the *Grade 9 Entry Year* is changed, the student's *Cohort Year* will be automatically updated. The school can review the status of requests using the function DGNO. If the student is ungraded, her *Cohort Year* cannot change unless either her birth date or her NYSAA eligibility is not correctly recorded in ATS and is updated.

Example A – Discharge codes that remove a student from a school's cohort

Code	Description
06	ADMITTED TO NYC PAROCHIAL SCHOOL WITH DOCUMENTATION
08	ADMITTED TO NYC PRIVATE SCHOOL WITH DOCUMENTATION
10	PLACED IN JUVENILE JUSTICE OR SIMILAR INSTITUTION (NON DOE)
11	TRANSFERRED TO SCHOOL OUTSIDE OF NEW YORK CITY WITH DOCUMENTATION
15	DECEASED
	ENROLLED IN A COLLEGE EARLY ADMISSION PROGRAM PRIOR TO GRADUATING
20	FROM HS

Example B – Examples to illustrate how a student's Cohort Year is automatically determined by ATS:

- Student 1 is a *graded* student with a *Grade 9 Entry Year* in the 2004/05 school year and a birth date implying that he will turn 17 during the 2005/06 school year – his *Cohort Year* is set to the letter J corresponding to an on-time (four-year) graduation at the end of the 2007/08 school year (in this case, birth date does not matter).
- Student 2 is an *ungraded* student with a *Grade 9 Entry Year* in the 2004/05 school year and a birth date that implies she will turn 17 during the 2005/06 school year – her *Cohort Year* is set to the letter K, corresponding to an on-time graduation at the end of the 2008/09 school year (in this case, birth date matters).
- During the 2005/06 school year, Student 1 changes from being a graded to an ungraded student – his *Cohort Year* changes from the letter J to the letter K.
- During the 2005/06 school year, Student 2 changes from being an ungraded to a graded student in grade level 10 – her *Cohort Year* changes from the letter K to the letter J.
- During the 2005/06 school year, Student 2 changes from being an ungraded to a graded student, but is still in grade level 9 – her *Cohort Year* changes from letter K to the letter J (i.e. based on her *Grade 9 Entry Year*, not her grade when she switches out of ungraded status).
- During the 2008/09 school year, Student 2 changes from being an ungraded to a graded student – her *Cohort Year* stays as a letter K (i.e. she cannot be switched to Cohort J because that cohort should already have graduated in the year 2007/08).

Example C – Examples to illustrate student's Grade 9 Entry Year is automatically determined by ATS

- A student enters New York City as grade level 9 in September of 2007 and stays in grade level 9 throughout the year – *Grade 9 Entry Year* is set to the 2007/08 school year
- A student enters New York City as grade level 9 in September of 2007 and moves to grade level 10 in October of 2007 – *Grade 9 Entry Year* is set to 2006/07
- A student enters New York City as grade level 10 in September of 2007 and moves to grade

- level 9 in October of 2007 – *Grade 9 Entry Year* is set to 2007/08
- A student enters New York City as grade level 10 in September of 2007 and moves to grade level 9 in September of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year
- A student enters New York City as grade level 10 in June of 2008 and moves to grade level 9 in September of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year
- A student enters New York City as grade level 11 in September of 2007 and moves to grade level 10 in June of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year

Example D – Cohort Year Table

ATS Cohort Year Letter	Grade 9 Entry Year (Graded Students)	Birth Date Range (Ungraded Students)	Expected Graduation Year
H	2002/03	July 1, 1985 – June 30, 1986	2005/06
I	2003/04	July 1, 1986 – June 30, 1987	2006/07
J	2004/05	July 1, 1987 – June 30, 1988	2007/08
K	2005/06	July 1, 1988 – June 30, 1989	2008/09
L	2006/07	July 1, 1989 – June 30, 1990	2009/10

Other Verification

The following verification activities also have significant impact on the school as well as district accountability and compliance. Schools should make every effort to validate the accuracy of student information as it relates to the following areas.

NYSESLAT

NYSESLAT helps schools determine which instructional standards they must focus on to ensure their English language learners fully acquire the language proficiency that will prepare them for success in the classroom.

New York State's Education Law 3204 and the federal NCLB Act, require that all English language learners from kindergarten through grade 12 be assessed every year to measure their English language proficiency in listening, speaking, reading, and writing and track their annual progress toward proficiency.

The NYSESLAT is administered annually to all LEP students in grades K–12. Each student's performance on this test will be the basis for determining whether the student continues to be LEP. Based on the results of the test, the student's English language proficiency level is classified as beginning, intermediate, advanced, or proficient. Such classification must be used to provide the required amount of language arts instruction prescribed under Part 154 of the Regulations of the Commissioner of Education.

All students who are Limited English Proficient/English Language Learners (ELLs) must take the New York State English as a Second Language Achievement Test (NYSESLAT).

Under state law the only way students designated as ELLs can exit from ELL programs is to pass the NYSESLAT.

If you need assistance with NYSESLAT, contact the New York State Education Department Office of State Assessment at emcassessinfo@mail.nysed.gov or (518) 474-5902.

NYSAA Datafolios

When scoring of the New York State Alternate Assessment datafolios is complete, schools will receive boxes containing the students' datafolios back from the scoring site.

Upon receipt of these schools should immediately check the test booklets against class rosters.

Your school's test coordinators should also open each booklet to make sure that all answer documents were collected at the scoring site. If any datafolios from your school have been selected as part of the State Education Department reliability monitor review (RMR), the boxes will contain a note that the datafolios have been submitted as part of the RMR process.

After you have checked the materials, please complete the return confirmation form available at www.nycboe.net/schools/principals/weekly/20080408/nysaa_confirmation.doc and fax it to your assessment implementation director by the deadline.

Please also place the datafolios in a secure location for at least one year.

Recording Promotion Appeals Data

Schools are required to assemble portfolios of work for 3rd, 5th and 7th grade students as part of the automatic appeals process for students who did not meet promotion criteria on the state ELA and/or mathematics tests.

Teachers assemble the portfolios using the information and resources contained in the appropriate teachers' manual.

Screens and reports are available in ATS to facilitate the collection of information on the 3rd, 5th, and 7th grade promotion appeals process. During June for ELA and for math, schools can use these ATS functions to summarize information about the evidence in students' portfolios and to record recommendations and community superintendents' promotion decisions for individual students.

The following functions are part of the **Grade 3, Grade 5, and Grade 7 Promotion Appeals Tracking Menu (TGR3)**. Please note that the screens and reports work similarly for Grade 3, Grade 5 and Grade 7 appeals. Before updating or printing a report you will be asked to identify if you are entering the Grade 3 appeals, Grade 5 appeals or Grade 7 appeals.

FUNCTION TYPE	UPDATE FUNCTIONS
Update	TG3S: Enter Portfolio Evidence: This function allows school staff to record whether specific work in each student's portfolio is comparable to the Level 2 ELA and/or math promotion standard.
Update	TG3L: Parent Letter Tracking: This function allows school staff to record whether a notification letter has been sent to each student and the date the letter was sent.
Update	TG3P: Principal Recommendation: This function allows principals to review each student's portfolio information and to indicate their promotion recommendations.
Update	TG3D: Community Superintendent Decision: This function allows Community Superintendents to review portfolio information and principals' recommendations and to record their decisions for individual students.
Update	TGRV: Grade 7 Promotion Reversal: This function allows principals to retain students that have met New York City Promotional Standards in ELA and math but in the principal's judgment should be retained. Report
Report	RG3S: Appeals Tracking Report- School: These reports track the number of students for whom portfolio information has been entered at the school level.
Report	RG3D: Appeals Tracking Report - Community District: These reports track the number of students for whom portfolio information has been entered at the district level.
Report	RG3L: Parental Letter Tracking Report - School: These reports track the number of letters sent at the school level.

Promotion in June for grade 3, 5, and 7 students who did not score Level 2 on the state ELA and math test should be reserved for a very small number of students. Accordingly, if the school plans to recommend promotion appeals for more than 2% of students in grades 3, 5, and 7 who failed to achieve Level 2 on the tests, they should first consult their SSO on the standards and processes that are to be used to review portfolios and recommend those appeals. Only after this consultative process and after the school is confident that the students in question truly meet the "high Level 2" portfolio benchmarks should they submit appeals to the community superintendent, who will then review the appeals.

Please be aware that community superintendent will presumptively approve all appeals if schools are recommending that appeals be granted to 2% or fewer of your students in grades 3, 5, and 7 who did not score Level 2 on the ELA and math tests. You do not need to submit appeals to your community superintendent in this case. Your community superintendent will presumptively return appeals if you are seeking to promote more than 5% of students in grades 3, 5, and 7 who did not score Level 2 on the ELA and math tests.

Reminder: Please record all information on promotion appeals for students in grades 3, 5 and 7 using the "Grade 3, Grade 5, and Grade 7 Promotion Appeals" functions in ATS.

Detailed information about the ATS functions and instructions on how to record the results of the June portfolio review/automatic appeals process is available in a memo in the Promotion Policy Toolkit at www.nycboe.net/AdminOrg/Offices/TeachingLearning/Promotion.

If you have questions about the promotion policy and appeals process, please contact your SSO or e-mail promotion@schools.nyc.gov. If you have specific questions about the promotion appeals screens in ATS, contact the help desk at (718) 935-5100.

Transfer of Student Records

The transfer of student records (general and special education) will take place from **(Date through Date)** to coincide with the two clerical half days. This process includes the movement of records for students articulating from one level to the next (elementary to middle, middle to high school), elementary and middle school students transferring to another school because of a change in home address, and students moving due to changes in school grade reconfigurations. Your ISC will support your efforts to ensure that student records are transferred within the established timeframe.

Prior to the transfer of records, please ensure that all entries on the cumulative record card are complete and accurate. The special education confidential files for each student with an IEP must be included in this transfer process and moved with the cumulative records to the appropriate site. After records are completed and prepared for transfer, copies of the ATS list notice (including the special education checklist – PSPE) must be attached.

Please note that students retained in a grade are list noticed; their cumulative record remains at the current school until the summer promotion decision is made. The transfer of records for students promoted following summer school is late **August through September (5th)**. In addition, the original cumulative records for students leaving the New York City public school system should remain at their current school. If requested, a copy of the cumulative record should be forwarded to the receiving school.

Small schools located within large school campus buildings should have their records sent directly to them and not in care of the host school. Campus building councils should ensure that provisions are in place to receive and appropriately store records for all schools located within the building.

If you have any questions concerning the general education record transfer process, contact Beth Breger at BBreger@schools.nyc.gov. If you have any questions about the transfer of special education records, contact Linda Wernikoff at LWernik@schools.nyc.gov.

Verifying Class Size Data in ATS

The accuracy of this data is important, and we know that you are in the best position to assess whether the data we access is an accurate reflection of the class sizes in your school. Therefore, we are asking you to verify your school's class size data as documented in ATS by **June (date)**. Any updates entered before this date will be reflected in our end-of-year class size report, which will be posted in July.

The current 2007-08 class size report is available here at <http://schools.nyc.gov/AboutUs/DOEData/ClassSizeReport/classsize.htm>.

In order to streamline this process and make it easier for you to understand how we calculate your school's class size data, please use the following ATS reports to verify the average class size data that we will be reporting for your school:

- Report RAVG: This report provides school-level class size data.
- Report RCRL: This report provides student-level class size data.

Please note that our class size methodology excludes Bridge classes that are not flagged as collaborative team teaching, so schools that program in multi-grade classes will not show average class size information for all classes in the 2007-08 class size report.

For more detailed information on RAVG and RCRL and for information on the methodology we are using and which courses are excluded from the average class size calculations, please read the memo available at www.nycboe.net/schools/principals/weekly/20080610/class_size_data_memo_0608.doc.

Periodic Assessment Verification

Over the summer the Periodic Assessment team has worked in conjunction with our vendors and internal DOE Data Teams to help set guidelines to help schools better understand where their Periodic Assessment roster data is coming from and to ensure that this data is as accurate as possible. This document will be revised over the course of the year as questions arise and processes change. Information is contained below on the following:

- Data Uploads: defining data sources and timelines
- High School Course Information: which courses can you expect to see in the assessment systems
- Addressing Data Issues: how to trouble shoot and where to go for additional help
- Staff Permissions: what roles will be assigned and how they can be changed

Please visit the Periodic Assessment Web site at <http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/default.htm> for program updates and more information. If you have any questions, please feel free to reach out the Periodic Assessment Team at periodicassessment@schools.nyc.gov or 212-374-5162.

Data Uploads

- Only officially recognized schools (as opposed to academies, programs, or other designations) will have data reflected within the Periodic Assessment systems. All of these schools were required to complete a Periodic Assessment selection survey through the Principal's Portal in the spring of 2008.

Sources of Data

- The Periodic Assessment Team works with the DOE Data Team to regularly upload student, staff, and course information into the various assessment systems (Acuity, Performance Series, etc). This data is supplied from output files from ATS (G3-8) and HSST (G6-12). ATS will be the sole data source for D75 schools for G3-12 in 2008-09.
- Middle Schools using HSST will have course scheduling information in addition to their "official class" list pulled from ATS.
- For initial data loads, MSPA data will not be included for grades 6-8. However, we understand that some middle school educators would find it useful to be able to view this course level information that MSPA provides in addition to ATS data. We are currently exploring the feasibility of including this information later in the school year. We will be sending a survey to all middle schools to develop a better understanding about how the Periodic Assessment systems could potentially incorporate MSPA data. Please look for this survey in the September 16 Principal's Weekly.
 - For schools using Acuity, answer grids for G3-8 will be pre-slugged according to the ATS official class data only.
- Staff HR information is provided from Galaxy.
- Staff assignments to specific classes are derived from the respective Student Information Systems. Therefore, it is imperative that staff information is up to date in both the HR system and the Student Information Systems.

Frequency of Uploads

- The Periodic Assessment Team will work with the DOE Data Team to provide data refreshes to the assessment systems approximately once a month. The last day for schools to input changes into source systems prior to each upload is displayed below, as is the date by which schools can expect to see this refreshed data:

Program and Grades	Last Date for Schools to Update Source Systems	Data Available in Assessment Systems
ACUITY: G3-8	8/19/2008	9/16/2008
ACUITY: G3-8 Performance Series: G2-12	9/1/2008	9/29/2008
ACUITY: G3-12	9/8/2008	10/6/2008
ACUITY: G9-12	9/26/2008	10/24/2008
ACUITY: G3-8 Performance Series: G2-12	10/3/2008	10/31/2008
ACUITY: G9-12	10/15/2008	11/12/2008
ACUITY: G3-8 Performance Series: G2-12	11/4/2008	12/2/2008
ACUITY: G3-8 Performance Series: G2-12	12/26/2008	1/23/2009
ACUITY: G9-12 Performance Series: G2-12	1/28/2009	2/25/2009
ACUITY: G9-12	2/4/2009	3/4/2009
ACUITY: G3-12 Performance Series: G2-12	2/24/2009	3/24/2009
ACUITY: G3-12 Performance Series: G2-12	3/31/2009	4/28/2009
ACUITY: G3-8 Performance Series: G2-12	4/30/2009	5/22/2009

High School Course Information

- We will include only English and Mathematics Courses in the assessment systems.
- The Code Desk located on the HSST Sharepoint Site (the document is entitled "NEW CODE DECK PROPOSAL2-Updated 430") has specified naming designations for High School Courses. Based on the conventions used in this document, we will be pulling:
 - English courses designated as:
 - English 9: EA; E1, E2; E1A, E1B, E2A, E2B
 - English 10: EB; E3, E4; E3A, E3B, E4A, E4B
 - English 11: EC; E5, E6; E5A, E5B, E6A, E6B
 - English 12: ED; E7, E8; E7A, E7A, E8A, E8B
 - Mathematics courses that begin with MA, MB, ME, or MM.
 - English as a Second Language courses that begin with L
- If student are not in one of these courses but would benefit from participating in a Periodic Assessment program, a school may choose to manually create additional classes.

- If the code deck designates a core course in which you administer Periodic Assessments and that course is not included above, please email Periodicassessment@schools.nyc.gov. Additional courses may be added to the assessment systems later in the year.

What if I find incorrect data in an assessment system?

All data in the assessment systems directly feeds from the Department of Education Student Information Systems. Most errors found in the assessment systems are the result of incorrect data within the DOE internal systems.

- If student data displays incorrectly within Acuity and/or Performance Series, please inform your Principal and/or Data Specialist about the errors so that they can make the necessary corrections directly into the Information Systems (ATS or HSST). Student data edited solely in an assessment system will be overwritten unless it is also changed in the Student Information System. Changes made in the Student Information Systems will be reflected in the following upload (see calendar above). If the records in the assessment systems display incorrectly after an upload, please contact the help desk at Acuity (NYCAcuity@ctb.com) or Performance Series (scantron_project_management@scantron.com)
- If staff data displays incorrectly within Acuity and/or Performance Series, please inform your Principal and/or Data Specialist about the errors so that they can make the necessary corrections directly into the Information Systems (ATS, HSST, and Galaxy). Performing edits in an assessment system can provide a temporary solution, but manual corrections risk deletion if they are not properly corrected within the source systems.

Permissions for School-Based Staff

- We have assigned permissions based on staff assignments within Galaxy. Administrative roles have been assigned administrative views. Pedagogical roles have been assigned teacher views. A memo will be posted in August 26 Principal's Weekly with more specific permissions information for Performance Series.
- In Acuity, educators will retain the permissions they had at the end of the 2007-08 school years. We will also assign administrative access to the individuals designated on the selection tool (up to two staff members in addition to the Principal).

Changing Permissions

- If you require additional permissions:
 - In Acuity, contact your designated testing coordinator or school administrator.
 - In Performance Series, contact your designated Location Controller.

Table of Appendix

- A. Cohort Definition
- B. Uploading Courses / Classes in HSST / MSPA
- C. Exam Error Corrections
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- J. Citywide and Statewide 2008-2009 Assessment Calendar
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- O. Source Systems Websites for Information

Appendix A - Cohort Definition

Assigning Students to Cohorts:

Who is in a school's 4-year graduation cohort?

A school's 4-year graduation cohort is the group of students who are expected to graduate on-time in a particular year. For example, the 2004 Cohort are students who are expected to graduate at the end of the 2007/08 school year. The school's 4-yr graduation cohort is all students who:

- Are assigned to the 2004 *Cohort Year* (this cohort is represented by the letter 'J' in ATS), **and**
- Were active in the school as of June 30, 2008, or the school is the last diploma-granting high school that they attended before June 30, 2008, **and**
- Were not discharged with a code that removes students from the cohort (see Example A below), **and**
- *For NCLB/SED calculation only:* attended the school for five or more consecutive months (excluding July and August) at any point during their first four years of high school.

Assigning a student to a Cohort Year?

A student's *Cohort Year* assigns her to a graduation cohort. For example, the 2004 graduation cohort, represented in ATS with the letter "J", is made up of students who are expected to graduate in June of 2008.

A student's *Cohort Year* is initially determined in ATS using the following rules:

- For "graded" students, *Cohort Year* is determined by the year in which the student entered 9th grade anywhere (whether in NYCDOE or elsewhere). Section 3 below gives further details on the rules that ATS uses to calculate a student's *Grade 9 Entry Year*.
- For "ungraded" students, *Cohort Year* is determined by the school year in which a student turns 17. For example, if an ungraded student turns 17 during the 2004/05 school year (July 1, 2004 to June 30, 2005), she is assigned to the 2004 Cohort, represented by the letter 'J' in ATS.
- If a student switches between "graded" and "ungraded" status, the most recent status for the student is used to determine her cohort, unless it would move the student from a cohort that is yet-to-graduate to a cohort that should already have graduated.

See Example B for examples illustrating these rules.

Assigning a student a Grade 9 Entry Year?

The *Grade 9 Entry Year* in ATS is used to determine a student's year in high school for the credits and regents metrics on the Progress Report. For "graded" students, the *Grade 9 Entry Year* automatically places a student in a cohort.

A student's *Grade 9 Entry Year* is initially determined in ATS using the following rules:

- A student's *Grade 9 Entry Year* is determined by her grade level at the end of her first year of high school.
- A "year of high school" means any year in which the student ends the year in a high school grade level (9 – 12).
- During the student's first year of high school, the *Grade 9 Entry Year* is set based on her current grade level and recalculated when she changes grade level anytime during that year.
- After a student's first year of high school, her *Grade 9 Entry Year* is never recalculated and can only be changed by a manual override process, which is initiated by a school request through the

UGNO screen in ATS.

See Example C for examples illustrating these rules.

How is a student determined to be graded or ungraded?

Under recent NCLB/SED rules, only a small proportion of special education students may be considered ungraded and ungraded status may not be determined by the type of setting in which a student receives his or her special education services. Consistent with this rule, all NYSAA eligible students will be considered ungraded for purposes of Progress Report and NCLB/SED Accountability. Students who receive special education instruction in CTT or Self-Contained settings but are not NYSAA eligible will not be considered ungraded. Schools will be held-harmless on the 2007/08 Progress Report with respect to this change: no school will receive a lower grade solely because of it.

How can a school update the Cohort Year for a student if the Cohort Year automatically assigned by ATS is incorrect?

If the student is graded, the school must request an update to the *Grade 9 Entry Year* using the ATS function UGNO. If the request is approved and the *Grade 9 Entry Year* is changed, the student's *Cohort Year* will be automatically updated. The school can review the status of requests using the function DGNO. If the student is ungraded, her *Cohort Year* cannot change unless either her birth date or her NYSAA eligibility is not correctly recorded in ATS and is updated.

Example A – Discharge codes that remove a student from a school's cohort

Code	Description
06	ADMITTED TO NYC PAROCHIAL SCHOOL WITH DOCUMENTATION
08	ADMITTED TO NYC PRIVATE SCHOOL WITH DOCUMENTATION
10	PLACED IN JUVENILE JUSTICE OR SIMILAR INSTITUTION (NON DOE)
11	TRANSFERRED TO SCHOOL OUTSIDE OF NEW YORK CITY WITH DOCUMENTATION
15	DECEASED
20	ENROLLED IN A COLLEGE EARLY ADMISSION PROGRAM PRIOR TO GRADUATING FROM HS

Example B – Examples to illustrate how a student's Cohort Year is automatically determined by ATS:

- Student 1 is a *graded* student with a *Grade 9 Entry Year* in the 2004/05 school year and a birth date implying that he will turn 17 during the 2005/06 school year – his *Cohort Year* is set to the letter J corresponding to an on-time (four-year) graduation at the end of the 2007/08 school year (in this case, birth date does not matter).
- Student 2 is an *ungraded* student with a *Grade 9 Entry Year* in the 2004/05 school year and a birth date that implies she will turn 17 during the 2005/06 school year – her *Cohort Year* is set to the letter K, corresponding to an on-time graduation at the end of the 2008/09 school year (in this case, birth date matters).
- During the 2005/06 school year, Student 1 changes from being a graded to an ungraded student – his *Cohort Year* changes from the letter J to the letter K.
- During the 2005/06 school year, Student 2 changes from being an ungraded to a graded student in grade level 10 – her *Cohort Year* changes from the letter K to the letter J.
- During the 2005/06 school year, Student 2 changes from being an ungraded to a graded student, but is still in grade level 9 – her *Cohort Year* changes from letter K to the letter J (i.e. based on her *Grade 9 Entry Year*, not her grade when she switches out of ungraded status).
- During the 2008/09 school year, Student 2 changes from being an ungraded to a graded student – her *Cohort Year* stays as a letter K (i.e. she cannot be switched to Cohort J because that cohort should already have graduated in the year 2007/08).

Example C – Examples to illustrate student's Grade 9 Entry Year is automatically determined by ATS

- A student enters New York City as grade level 9 in September of 2007 and stays in grade level 9

- throughout the year – *Grade 9 Entry Year* is set to the 2007/08 school year
- A student enters New York City as grade level 9 in September of 2007 and moves to grade level 10 in October of 2007 – *Grade 9 Entry Year* is set to 2006/07
 - A student enters New York City as grade level 10 in September of 2007 and moves to grade level 9 in October of 2007 – *Grade 9 Entry Year* is set to 2007/08
 - A student enters New York City as grade level 10 in September of 2007 and moves to grade level 9 in September of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year
 - A student enters New York City as grade level 10 in June of 2008 and moves to grade level 9 in September of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year
 - A student enters New York City as grade level 11 in September of 2007 and moves to grade level 10 in June of 2008 – *Grade 9 Entry Year* is set to 2006/07 school year

Example D – Cohort Year Table

ATS Cohort Year Letter	Grade 9 Entry Year (Graded Students)	Birth Date Range (Ungraded Students)	Expected Graduation Year
H	2002/03	July 1, 1985 – June 30, 1986	2005/06
I	2003/04	July 1, 1986 – June 30, 1987	2006/07
J	2004/05	July 1, 1987 – June 30, 1988	2007/08
K	2005/06	July 1, 1988 – June 30, 1989	2008/09
L	2006/07	July 1, 1989 – June 30, 1990	2009/10

Appendix B - Uploading Courses/Classes in HSST/MSPA

HSST

The first character must denote the subject area (department)

- E = English
- L = English as a Second Language
- M = Mathematics

The 5th character:

- 'M' is for self contained Special Ed 15:1 ratio
- 'N' is for self contained Special Ed 12:1 ratio
- 'S' is for self contained Special Ed 8:1 ratio
- 'Q' is for self contained Special Ed 6:1 ratio
- 'T' is for Team Teaching classes
- 'W' is reserved for District 75 designation
- 'X' is reserved for District 75 designation
- 'Y' is reserved for District 75 designation
- The former code deck designated courses that began as YE, WE, YM, or WM as Special Education English and Math courses, respectively. We have continued to honor such coding for the purposes of Periodic Assessments.

MSPA

STANDARDIZED CODING STRUCTURE FOR COURSES TAKEN BELOW GRADE 9

- ENGLISH – Most courses begin with "EO"* followed by the number representing the grade level of the students. Exceptions are reading courses which begin with "ER."
- ESL – All courses begin with "LO"* followed by the number representing the grade level of the students.
- MATHEMATICS – Most courses begin with "MO"* followed by the number representing the grade level of the students. Exceptions are computer courses which begin with "M" and are followed by the number representing the grade level of the students. The third character is the letter "C."

SPECIAL EDUCATION – Codes will be revised, including Resource Room.

All Resource Room codes begin with the letter "Y" followed by the number representing the grade level of the students. The third and fourth characters are "RR". "Y" is also used to designate Funded Reading and Funded Math classes. The third and fourth characters of these sections are designated "FR" or "FM."

Appendix C - EXAM ERROR CORRECTIONS

INTRODUCTION

ATS has been pre-slugging Citywide Exam Answer documents since 1990. Pre-slugging the documents reduces the possibility of human error and ensures that exam results will be posted to a student's exam record. However, errors do occur. Schools should periodically review and correct any exam errors.

HOW DO I KNOW IF MY SCHOOL HAS EXAM ERRORS

The number of exam errors existing for a school are listed on the STAT screen and labeled "EXAM ERRORS". In the example below the school has 40 exam errors.

```
PROFILE 99-X-999          New York City Public Schools          02-15-07 14:04:38
STAT0100          Opening School Status ( As Of 02-14-07 )    01221-JMEGLIN
==>
99-Z-999  PS/IS ANY SCHOOL                                PHONE: (718) 111-2222
          2703 MAIN AVENUE                                FAX: (718) 111-3333
          BRONX, NY 10458                                PRIN: MRS. GOODSCHOOL

ACTIVE STUDENTS (A):          503 PREVIOUS UNSCANNED ROSTERS (RNO):          0
PEND DISCHARGE (WARN):        0 STUDENTS MISSING ATTENDANCE (RRAI):         0
FUTURE ADMITS (R):            0 ADDRESS ERRORS (RADR):          0
NEW ADDRESS (CSAC):           33 EXAM ERRORS (XAMM):          40
PENDING GRAD (RPGR):          0 % IMMUNIZATION STATUS COMPLETE(HLST):      95.8
TEMP HOUSING :                11

END OF YEAR (RPKF) PRE-REGISTERED STUDENTS FOR NEXT YEAR (P,K,F,O) :        0

*****                      READ THE ATS NEWS DAILY                      *****

Press F5 to print or F8 for more information
F1/Help   F2/      F3/Quit-return F4/      F5/Print   F6/
F7/      F8/Forw   F9/      F10/     F11/      F12/Exit
```

The Exam Error report (REXE) will list these errors. To correct the errors, use function XAMM. The following pages give directions on how to use the XAMM function.

EXAM ERROR CORRECTIONS

DIRECTIONS

- Logon to ATS.
- Press **Red Enter** at the Security Screen.
- If this is the first logon of the day, Press **F3** at the Opening School Status Screen.
- At the command line (==>) on the Primary Menu, type **XAMM**.

This will bring up the **Accepting Exam Records Screen**.

```
PROFILE 88-Q-000          New York City Public Schools          03-31-95 12:36:10
HLPD0130                  Accepting Exam Records              00205-BHARTNI
==>
DIS: 88 BORO: Q SCHL: ___ TYPE: ___                      SEASON(S,F,W): _ YEAR: ___
RANGE OF ERROR NUMBERS  START: _____ END: _____ PERCENTILE: ___
=====
  ERROR      NEW ID/      ----EXAM TYPE----  -ADMIN--  RAW SCORE/%
A NUMBER    EXAM ID/              FIRST  LAST          DOB   -SCHL-  GR
=====
      EXAM =>
      BIOG =>
-----
      EXAM =>
      BIOG =>
-----
      EXAM =>
      BIOG =>
Enter district, and/or error number range and press red enter
F1/Help    F2/          F3/Quit-return F4/Lookup    F5/          F6/
F7/        F8/          F9/Refresh     F10/         F11/         F12/Exit
```

- Enter the school number. The cursor will jump to the Type field .
- Press **F4** to get the Type lookup screen.

EXAM ERROR CORRECTIONS

```

PROFILE 17-K-000      New York City Public Schools      02-02-96 15:55:31
ATS0192              Exam Listing Screen              00645-BHARTNI
==>                                                         PAGE 1 OF 3

      CODE      DESCRIPTION
=====
CAT      TOTAL MATH
DRP      TOTAL READING
ELE      TOTAL READING
L&B      ENGLISH TOTAL
L&B      SPANISH TOTAL
PCT      TOTAL WRITING
PEP      TOTAL MATH
PEP      TOTAL WRITING
CRT      CHINESE READ
RCT      TOTAL MATH
RCT      TOTAL READING
RCT      TOTAL SCIENCE
ESP      ENGL SPRNG

Place cursor next to selection desired and press F2
F1/Help   F2/Select   F3/Quit-return F4/      F5/      F6/
F7/      F8/Forw    F9/          F10/     F11/     F12/Exit
  
```

Use the **TAB** key to move the cursor to the type desired.

- Press **F2/Select**.
- Enter the season and the year and press **Red Enter**.

```

PROFILE 88-Q-000      New York City Public Schools      03-31-95 15:50:22
HLPD0130              Accepting Exam Records              00145-BHARTNI
==>                                                         PAGE 1 OF 32
DIS: 88 BORO: Q SCHL:  TYPE: PCT TOTAL WRITING  SEASON(S, F, W): W YEAR: 95
RANGE OF ERROR NUMBERS  START:          END:          PERCENTILE:
=====
      ERROR      NEW ID/      ----EXAM TYPE----  -ADMIN--  RAW SCORE/%
A  NUMBER      EXAM ID/      FIRST  LAST          DOB      -SCHL- GR
=====
_ 332892      _____  PCT TOTAL WRITING WI  95 077/
  EXAM =>    252 410 391  JOHN      HRIEH          02/25/81 88Q145 08
  BIOG =>    252 410 391  JOHN      HSIEH          02/25/81 88Q145 08
-----
_ 332893      _____  PCT TOTAL WRITING WI  95 075/
  EXAM =>    230 555 457  SENA      GUZMAN         08/02/81 88Q023 08
  BIOG =>    230 555 457  SENA      GUZMAN         02/08/81 88Q123 08
-----
_ 332903      _____  PCT TOTAL WRITING WI  95 078/
  EXAM =>    232 777 536  JUAN      MARTINEZ       04/30/81 88Q239 08
  BIOG =>    232 777 536  JOSE      CORTES         11/19/81 14K319 01
Enter an 'a' or 'd' in column 1 and press F2 to save information
F1/Help   F2/Save     F3/Quit-return F4/      F5/Search   F6/
F7/      F8/Forw    F9/Refresh     F10/     F11/Print  F12/Exit
  
```

The list of Exam Errors will appear.

EXAM ERROR CORRECTIONS

Column 1 is the action column. The error number is in column 2. This number corresponds to the error number found on the REXE report.

⇒ **NOTE: Exam errors can be brought to the screen by entering the error number range on the Accepting Exam Records selection screen.**

The **EXAM** line indicates information that was bubbled in on the exam answer document. The **BIOG** line indicates the biographical information as it appears on the ATS file.

Examine the information carefully. In the first example, it's easy to determine that the name was bubbled incorrectly on the Exam document.

- Enter an **A** in the action column to accept the exam information for the student.

The error number will disappear and ***A*** will appear, indicating that the exam information has been accepted.

The example below is not as easy. There is no corresponding information on the ATS Biofile.

```
=====
_ 332971      _ _ _ _ PCT TOTAL WRITING WI    95 072/
  EXAM =>                JOSE              GONZL EZ          06/01/81 88Q228 08
  BIOG =>
=====
```

Examples of this type can be dealt with in two ways:

1. If you know the student ID number, enter it on the top line and press **Red Enter**.

```
=====
_ 332971      252 592 161 PCT TOTAL WRITING WI    95 072/
  EXAM =>                JOSE              GONZL EZ          06/01/81 88Q228 08
  BIOG =>      252 592 161 JOSE              GONZALEZ          06/01/81
=====
```

That will bring up the student information that is on the ATS system for that student. Examine the information carefully. Enter an **A** in the action column to accept the exam information for the student if the ID number is correct.

EXAM ERROR CORRECTIONS

2. If you do not know the student ID number, place the cursor in the Action column.
- Press **F5/Search**.

```
PROFILE 88-Q-000      New York City Public Schools      04-03-95 09:02:15
HELP0110              Search Main Menu              00275-BHARTNI
==>

STUDENT ID:          _____      TEMPORARY HOUSING:      -
LAST NAME:           GONZL EZ _____      LAST CHANGE DATE:      ___ / ___ / ___
FIRST NAME:          JOSE _____      DISCHARGE CODE:        ___
SEX:                 -                DISCHARGE DATE:        ___ / ___ / ___
DOB:                 05 / 01 / 81      CONFIRM DISCHARGE:     -
SCHOOL BORO:         -                ADMISSION CODE:        ___
DISTRICT:           -                ADMISSION DATE:        ___ / ___ / ___
SCHOOL:             -                STATUS:                 -
GRADE:              -
OFFICIAL CLASS:     -
IMMUN STATUS:       -

Please enter at least 1 selection field.
F1/      F2/Select  F3/Quit-return F4/Lookup    F5/      F6/
F7/      F8/      F9/Refresh    F10/      F11/     F12/Exit
```

Make necessary changes to the search screen. Use the * when needed.

```
PROFILE 88-Q-000      New York City Public Schools      04-03-95 09:02:15
HELP0110              Search Main Menu              00275-BHARTNI
==>

STUDENT ID:          _____      TEMPORARY HOUSING:      -
LAST NAME:           GONZ* _____      LAST CHANGE DATE:      ___ / ___ / ___
FIRST NAME:          JOSE _____      DISCHARGE CODE:        ___
SEX:                 -                DISCHARGE DATE:        ___ / ___ / ___
DOB:                 05 / 01 / 81      CONFIRM DISCHARGE:     -
SCHOOL BORO:         -                ADMISSION CODE:        ___
DISTRICT:           -                ADMISSION DATE:        ___ / ___ / ___
SCHOOL:             -                STATUS:                 -
GRADE:              -
OFFICIAL CLASS:     -
IMMUN STATUS:       -

Please enter at least 1 selection field.
F1/      F2/Select  F3/Quit-return F4/Lookup    F5/      F6/
F7/      F8/      F9/Refresh    F10/      F11/     F12/Exit
```

EXAM ERROR CORRECTIONS

The * after the letter Z in the student's last name field will bring up a list of all students in your district born on May 1, 1981 whose last name begins with GONZ and whose first name is Jose.

- Press **F2/Select**.

```
PROFILE 88-Q-000      New York City Public Schools      04-03-95 09:46:52
HELP0120              Central Search                          00563-BHARTNI
==>                                     PAGE 1 OF 1
STUDENT ID LAST NAME      FIRST NAME      DOB   ST B D SCH AD/DIS D CONF
-----
252592161 GONZALEZ*          JOSE            05/01/81 A Q 88 228 07/02/92

Place cursor next to selection desired and press F2
F1/      F2/Select  F3/Quit-return F4/      F5/      F6/Sound
F7/      F8/        F9/           F10/     F11/     F12/Exit
```

Use the **Tab** key to place the cursor next to the desired student.

- Press **F2/Select** to view the biographical information.

```
PROFILE 88-Q-000      New York City Public Schools      04-03-95 09:50:25
HELP0250              Display Student And Adult          00563-BHARTNI
==>
STUDENT ID: 252 592 161          ACP FLAG:
LAST NAME: GONZALEZ*           FIRST: JOSE           MIDDLE: A
DOB: 05 / 01 / 81 SEX: M PROOF OF BIRTH: CERT #: POB CODE: 88
HOUSE NO: 2803 STREET: MERMAID AVENUE APT NO: 2
CITY: BROOKLYN STATE: NY ZIP: 11224 PHONE: 718 372 0842
ADULT: BUSINESS PHONE:
RESIDE FLAG: AUTH CODE: RELATION CODE:
BORO CODE: K HOME DIST: ADDR STAT: V SSN:
GEO CODE: 88 MEAL CODE: 1 TEMP HOUS: IMMUN: P
SPAN SURNAME: Y HOME LANG: SP ETHNIC STATUS: 3 CITIZEN:
ADMIT CODE: 57 ADMISSION DATE: 07/02/92 STATUS: A RECORDS RECEIVED:
DISC CODE: DISCHARGE DATE: ENTERED NYC SCHOOL SYS:

SCHOOL LOCATION:  BORO  DIST  SCHOOL  GRADE  GR LVL  OFF CLASS
CURRENT:           Q    88    228    180    08     805
PREVIOUS:          Q    88    085
LAST CHANGE DATE: 02/02/95 USERID: NCORBIS
Press F5 to display indicators
F1/      F2/      F3/Quit-return F4/      F5/Cont  F6/Exams
F7/      F8/      F9/           F10/     F11/Bios F12/
```

EXAM ERROR CORRECTIONS

Review the information presented in order to decide if this is the student that took the exam. Grade, school, student name and birth date should all be verified.

- Press **F3/Quit-return** to return to the exam acceptance screen. The new student ID and biographical information will now be on the screen.

```
=====
      _ 332971          252 592 161 PCT TOTAL WRITING WI    95 072/
EXAM =>                JOSE          GONZL EZ          05/01/81 88Q228 08
      BIOG =>    252 592 161   JOSE          GONZALEZ          05/01/81
-----
```

Review the information again, comparing it to the original information on the screen.

If the information selected does not correctly identify the student, use the space bar to remove the ID number before proceeding to the next student.

If the information selected **does** correctly identify the student:

- Enter an **A** in the action column to accept the exam information.
- Press **F2/Save**.

Appendix D - How to Associate the Teacher to an Official Class with File Number

- Go to CMOD and enter the code of the Official Class and press enter
- When the class comes up, if the file number is not correct, tab to the teacher's last name and press F5 – Search.
- You will see a list of teachers who match on the last and first name.
- If no name appears, you may want to try using just the First Initial of the Last Name leaving the First name blank.
- When you press F5, you will then get a longer list and perhaps recognize the teacher with a slightly different spelling than what you originally had.
- Tab to the correct teacher and press F2 to select. The teacher's name and the correct File Number will be brought over to the CMOD screen.
- Make any other changes that may be needed and press F2 to save your changes.

Sample Screen Shots

Teacher Name is present but the file ID is incorrect.

```

PROFILE 01-M-010      New York City Public Schools      10-29-07 10:57:08
CMOD0100             Current Class Data Add / Change Screen      01136-EFINNEG
==>

                                SCHOOL NUM: 110

CLASS CODE: 011      BILINGUAL: N (Y/N)      SAR/LTA: N (Y/N)      FUNDING:
                                (PRE-K ONLY)
TEACHER ID:      999999  LAST NAME: SMITH JOHNSON      FIRST: LINDA
ADVISOR:
ADDL STAFF1 TYPE: _  LAST NAME:
ADDL STAFF2 TYPE: _  LAST NAME:

CLASS NAME: OFCL 011
CLASS DESC: OFFICIAL CLASS K1-307 RM 331
GRADES: 310

ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY): 1      GIFTED/TALENTED: Y
NUMBER OF STUDENTS - ALLOWED: 25_      ACTUAL: 25      PHYSICAL LOCATION: M010

OPT NUMBER:
Make changes to this data as required
F1/Help      F2/Save      F3/Quit-return      F4/Lookup      F5/Search      F6/
F7/          F8/          F9/Refresh      F10/          F11/          F12/Exit
    
```

Tab to the teacher's last name and press F5. You should see the following screen.

```

PROFILE 01-M-110      New York City Public Schools      10-29-07 11:01:04
MNTN0215             Official Class Teacher Search Screen      01136-EFINNEG
==>
                                PAGE 1 OF 1

                                TEACHER'S NAME SEARCH

SEL      FIRST NAME      LAST NAME      TEACH ID
-----
LINDA      SMITH JOHNSON      761232

Place cursor next to selection desired and press F2
F1/Help      F2/Select      F3/Quit-return      F4/          F5/          F6/
F7/          F8/          F9/          F10/          F11/          F12/
    
```

Tab to the name and Press F2 and the name and number will be returned.
If you get the message Name Not Found, try putting just the first letter of the last name and an asterisk S* and then press F5. You will see something like the list below.

PROFILE 01-M-110	New York City Public Schools	10-29-07 11:01:04			
MNTN0215	Official Class Teacher Search Screen	01136-EFINNEG			
==>		PAGE 1 OF 1			
TEACHER'S NAME SEARCH					
SEL	FIRST NAME	LAST NAME	TEACH ID		

	LINDA	SMITH	761232		
	ELLEN	SCHANK	441237		
	FRANK	SIMMONS	791239		
	LARRY	SOLOMON	781238		
	MAUREEN	SUTTERBERG	781231		
Place cursor next to selection desired and press F2					
F1/Help	F2/Select	F3/Quit-return	F4/	F5/	F6/
F7/	F8/	F9/	F10/	F11/	F12/

Appendix E - Identifying Core Courses in HSST

The "Core Subject" field on HSST allows schools to use the Modify Course and the Add New Course screens to indicate this information. In some subject areas, the core field simply identifies a course as being an elective (i.e. – under English, the options are "English" or "English Elective"). In other subject areas, there is a choice of different 'topics' within the subject (i.e. – under Math, the options are "Math A", "Math B", "Algebra", "Geometry" "Trigonometry", or "Math elective"). Data using these core identifiers is currently available only from HSST reports in the current term.

SIF, the Student Information System database, contains historical data grades for students and is used for transcript generation. SIF also has copies of the code decks for each year and term. Until recently, the SIF databases did not have the core subject information. As part of the ARIS project, the core subject information is needed in the SIF database. To add this information to the SIF databases, we have done the following:

- Taken the core subject information from the 2006-2007 term and applied it to the SIF code decks for this year;
- Where the same course code exists in previous years, (back to 2001), we have applied the same core subject information from the 2006-2007 term.
- Where possible, use this information to update the "old" DBN number for the school, (i.e. – the "70" DBN);
- Created lists of course codes used by the schools in previous years that do not contain the core course information.

For most schools, this match enabled us to update many of the course codes that were used in the past. Some course codes, however, could not be updated because they are presently not being used. We will need the schools to update the information for these course codes. In order to allow you to update the SIF databases, we have added a new field to the Course Update screen on the HSST web page.

The following is a list of the Subject Areas and the appropriate core subjects for each:

<u>Subject</u>	<u>Core Subject</u>
English/ESL	English English Elective
Social Studies	Global Studies US History Government Economics SS Elective
Mathematics	Math A Math B Math Elective Algebra Geometry Trigonometry

Science	Living Environment Chemistry Physics Earth Science Science Elective
Foreign Language	Language Sequence Language Elective
The Arts	Arts Arts Elective
Health/Physical Education	Health Physical Education PE Elective

**** Please note that for Career & Tech Ed and Miscellaneous/Guidance courses there are no core subjects.*

Appendix F - HSST Custom Reports for Core Subjects

We have created 2 custom reports that can be used to assist you with this update process.

- Custom report 4.20 – Transcript: Courses without Core Subject
- Custom report 4.21 – Transcript: Course details with Core Subject

Both reports can be accessed by selecting the Custom Features option on the left side of the screen and then selecting Custom Reports from the list. Scroll through the pages until you get to 4.20 and/or 4.21. These reports can be run as Excel, CSV, and text or as HTML pages.

Report 4.20 can be run for a specific year and term and will list any course code which students have grades for on their transcripts, but do not have a core subject defined. This report can be run after you have updated the initial list of codes to insure that they have all been corrected. Enter the year as YYYY-YYYY (ie – 2006-2007) and term as a single digit (ie – 1)

Report 4.21 can be used to verify that the core subjects are listed correctly. For a specific year and term, the report will list the codes that students have grades for, the subject area, department, core subject, instructional level, credit value and GAF. Enter the year as YYYY-YYYY (ie – 2006-2007) and term as a single digit (ie – 1)

Appendix G - Completing the Teachers Reference Table in HSST

The Teacher Reference Table ties the name used on the master schedule with a real DoE person. It looks identical to the Email Reference Table; however it will be used for different purposes. The Teacher Reference MUST be linked to the actual person teaching the class. If you have not completed this table, please do so ASAP. If you find that a teacher in your school that does not have a DoE email account, or if the account does not have your schools DBN attached to it, contact the Helpdesk and/or your ASL.

FYI – If you filled in the Teacher Reference table in a previous term, you can use custom report 6.45 to copy the table into the current term. You MUST run this in the current term and use the previous term for the prompts. The function will match up any name on the master in the current term to the same name on the master in term you designate at the prompts. For names that do not match, you will have to complete the table manually.

This table provides a list of teachers' names on the left which are derived from the HSST Master Schedule. It is necessary to match these names to their Outlook email account USERIDs, by clicking on "Edit" and using the drop-down list of teachers. There may be teachers missing from the list. If there are many teachers missing, it will take a while to resolve the problem of getting them on the list. Please do not wait until the end of the school year to request assistance.

Please follow the directions below, to facilitate the process of identifying the missing teachers and helping your ASLs to help you in getting those teachers on the list:

1. After matching all teachers possible with the existing list, print out the custom report 6.42, Teacher Reference.
2. For each teacher missing from the drop-down list:
 - a. Ask if he/she uses Outlook email (or HSST); if Yes, get his/her USERID. Then the ASL will know which USERID to move to your school location.
 - b. If a teacher does not use Outlook email (or HSST), please ask whether he/she used to work at another school or schools; if Yes, get the name(s) and (if possible) DBN of the school(s). Then the ASL will be able to see if there is someone with that teacher name in the school location of the previous school(s).
 - c. Use the Outlook Address Book to identify as many of the remaining missing teachers as possible.
 - d. Make a list of any teachers not identified by "a", "b" or "c" above. Contact your Data Specialist and have him/her request email accounts for these teachers. The Data Specialist makes these requests using an Excel spreadsheet which includes the following information:
 - (1) full name
 - (2) title/position
 - (3) school telephone number
 - (4) file number
 - (5) Payroll Reference # (7 digit PMS # from the pay stub)
3. Email to your ASL:
 - a. the "a" list of missing teachers whose USERIDs are known

- b. the "b" list of missing teachers and the previous schools where they worked
- c. the "c" list of missing teachers identified in the Address Book

The Principal and/or Data Specialist will be notified by email of the USERIDs and passwords for the new Outlook accounts which have been created at the Principal's request. The other missing teachers' USERIDs will be moved to the school location, and the Program Chair and Principal will be notified that the task has been completed. By the following day, the names should appear on the HSST drop-down menu.

Please contact your ASL if there are any teachers still missing.

Appendix H - D75 – Associating the Teacher to an Official Class with File Number

- Go to CWCU and enter the code of the Official Class and press enter
- When the class comes up, press F10 to check the teacher name for this class.
- When the Teacher update screen comes up, if the name is missing or not correct, tab to the teacher's last name and press F5 – Search.
- You will see a list of teachers who match on the last and first name.
- If no name appears, you may want to try using just the First Initial of the Last Name leaving the First name blank.
- When you press F5, you will then get a longer list and perhaps recognize the teacher with a slightly different spelling than what you originally had.
- Tab to the correct teacher and press F2 to select. The teacher's name and the correct File Number will be brought over to the CWCU screen.
- Make any other changes that may be needed and press F2 to save your changes.

Sample Screen Shots

```
PROFILE 75-X-123      New York City Public Schools      10-31-07 08:53:51
CTWD0690             Official Class Add / Change Screen    01757-EFINNEG
==>

                BORO: M                SCHOOL NUM: 094

CLASS CODE: W05                CLASS NAME: 12:1:1 3R_____
CLASS TYPE: O                PROGRAM : 3R
CLASS DESC: SS 3R 12:1:1_____
GRADES : 753 763 _____
STAFFING RATIO: 1 ( 12 : 1 )                # PARAS ASSIGNED : 0
ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY): 1    MONO OR BILINGUAL: M
NUMBER OF STUDENTS - ALLOWED: 12    ACTUAL: 8    OPT NUMBER: 01450
PHYSICAL LOC: 07X188    PRINTING LOC: 75X123    ROOM NUMBER: 510    FUNDING CODE: _
Make changes to this data as required or press F10 to update teacher and para
F1/Help    F2/Save    F3/Quit-return    F4/Lookup    F5/    F6/
F7/    F8/    F9/Refresh    F10/Teacher    F11/    F12/Exit
```

Press F10 to get to the Teacher Update Screen.

Teacher Update Screen

```

PROFILE 75-X-123      New York City Public Schools      10-31-07 08:56:26
CTWD0692             Official Class Add / Change Screen    01757-EFINNEG
==>

CLASS CODE: V25      PROGRAM: 3R
TEACHER ID: 999999  LAST NAME: SMITH_____ FIRST NAME: MARY_____

          ----- PARAPROFESSIONAL -----
          TYPE                                LANGUAGE
          --                                ---
          --                                ---
          --                                ---
          --                                ---
          --                                ---
          --                                ---
          --                                ---
          --                                ---

Enter required data to change this record
F1/Help   F2/Save   F3/Quit-return F4/Lookup   F5/Search   F6/
F7/       F8/       F9/Refresh    F10/        F11/        F12/
    
```

If the File number is incorrect, Tab to the teacher's last name and press F5. You should see the following screen.

```

PROFILE 01-M-110      New York City Public Schools      10-29-07 11:01:04
MNTN0215             Official Class Teacher Search Screen 01136-EFINNEG
==>
                                     PAGE 1 OF 1

          TEACHER'S  NAME  SEARCH

SEL    FIRST NAME    LAST NAME          TEACH ID
-----
        LINDA         SMITH              761232
        ELLEN         SMITH              441237

Place cursor next to selection desired and press F2
F1/Help   F2/Select   F3/Quit-return F4/          F5/          F6/
F7/       F8/         F9/            F10/         F11/         F12/
    
```

Tab to the correct name and press F2 to select that name and number.

If you get the message Name Not Found, try putting just the first letter of the last name and an asterisk S* and then press F5. You will see a list like the following:

PROFILE 75-M-094	New York City Public Schools	10-31-07 09:05:05			
MNTN0215	Official Class Teacher Search Screen	01757-EFINNEG			
==>		PAGE 1 OF 1			
TEACHER'S NAME SEARCH					
SEL	FIRST NAME	LAST NAME	TEACH ID		

	FAITHE	SANDERS	812233		
	LINDA	SMITH	441237		
	JACQUELINE	SHANE	612334		
	PRISCILLA	SHULTZ	353219		
	RONNIE	SHUMAND	632323		
	CHERYL	SPINCER	662336		
	JOSHUA	STEINBERG	831125		
	PAUL	STRAUSS	813315		
Place cursor next to selection desired and press F2					
F1/Help	F2/Select	F3/Quit-return	F4/	F5/	F6/
F7/	F8/	F9/	F10/	F11/	F12/

Appendix I - How to Associate the Teacher to a Course/Section with File Number

- Go to USEC and enter the course and section to be modified or added.
- When the section comes up, if the file number is not correct, tab to the teacher's last name and press F5 – Search.
- You will see a list of teachers who match on the last and first name.
- If no name appears, you may want to try using just the First Initial of the Last Name with an asterisk and leaving the First name blank. (i.e. D*)
- When you press F5, you will then get a longer list and perhaps recognize the teacher with a slightly different spelling than what you originally had.
- Tab to the correct teacher and press F2 to select. The teacher's name and the correct File Number will be brought over to the USEC screen.
- Make any other changes that may be needed and press F2 to save your changes.

Sample Screen Shots

Teacher Name is present but the file ID is incorrect.

```
PROFILE 18-K-123      New York City Public Schools      06-16-08 14:41:21
MNTN0310             Section Add/Change Screen          00678-EFINNEG
==>
SCHOOL NUM: 285      SCHOOL YEAR: 07 - 08

CODE: AA01   SECT NUM: 01   TERM: Y                               FUNDING: __ __ __
NAME: AM DUTY          DESC: AM Duty_____

TEACHER ID: 459123   LAST NAME: COLETTI_____   FIRST: BARBARA_____
GRADES:  _____   ALL GRADES (Y/N): Y

START DATE: 09 / 04 / 07      END DATE: 06 / 26 / 08      CAPACITY: 1__
LOCATION: 18K123   PERIOD DURATION (MINUTES):  _____   ACTUAL REG: 0

DAY/PER/ROOM   DAY/PER/ROOM   DAY/PER/ROOM   DAY/PER/ROOM   DAY/PER/ROOM
-----
1  08 _____   2  08 _____   3  08 _____   4  08 _____   5  08 _____
6  08 _____   -  -  _____   -  -  _____   -  -  _____   -  -  _____
-  -  _____   -  -  _____   -  -  _____   -  -  _____   -  -  _____

Make CHANGES to this section as required
F1/Help   F2/Save   F3/Quit-return F4/Lookup   F5/Search   F6/Dupe
F7/       F8/       F9/Refresh   F10/        F11/        F12/Exit
```

Tab to the teacher's last name and press F5. You should see something like the following screen:

```

PROFILE 18-K-285      New York City Public Schools      06-16-08 14:51:05
MNTN0216             Official Class Teacher Search Screen 00678-EFINNEG
==>                                                         PAGE 1 OF 1

                                TEACHER'S  NAME  SEARCH

SEL      FIRST NAME    LAST NAME      TEACH ID    CURR LIC    MULTI LIC
-----
          BARBARA     COLETTI        549123      756B        N

Place cursor next to selection desired and pressF2
F1/Help   F2/Select  F3/Quit-return F4/Lookup   F5/          F6/
F7/       F8/        F9/           F10/        F11/         F12/
  
```

Tab to the name and Press F2 and the name and number will be returned.
If you get the message Name Not Found, try putting just the first letter of the last name and an asterisk S* and then press F5. You will see the following.

```

PROFILE 18-K-285      New York City Public Schools      06-16-08 14:52:36
MNTN0216             Official Class Teacher Search Screen 00678-EFINNEG
==>                                                         PAGE 1 OF 2

                                TEACHER'S  NAME  SEARCH

SEL      FIRST NAME    LAST NAME      TEACH ID    CURR LIC    MULTI LIC
-----
          PAULA      SAIABAL        793210      781B        Y
          JOHNNY     SAINTIEN        712356      764B        Y
          MARGALITE  SALVADOR        798321      790B        Y
          MARILYN    SANTINI         692340      781B        Y
          BRIANNE    SCANTONE        633454      790B        Y
          HILDE     SELUGA          486543      4106        Y
          MARSHAY    STREENIER       815432      781B        Y

Place cursor next to selection desired and pressF2
F1/Help   F2/Select  F3/Quit-return F4/Lookup   F5/          F6/
F7/       F8/Forw   F9/           F10/        F11/         F12/
  
```