

Data Verification Overview Guide 2012-13

Charters - Elementary, Middle, and High Schools

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Accountability Data Verification Overview

The purpose of the Data Verification process is to establish the reliability of the data utilized by the New York City Department of Education (DOE) and New York State Education Department (SED) accountability systems.

Schools are held accountable for the accuracy of their data within the DOE source systems and are given this opportunity to review the data before it is permanently uploaded and used to populate City and State accountability reports.

To ensure data accuracy, school staff should work collaboratively when completing data entry and reviewing reports on the following systems and processes:

- **ATS:** Automate the Schools (ATS) (<https://wc.nycenet.edu>) is used to collect, update, and view student biographical information. To learn more about ATS visit the *ATS Wiki* (<https://wiki.nycenet.edu/x/xQBz>).
- **SEGIS:** Special Education Student Information System (SEGIS) (<https://sis.nycenet.edu>) is used to collect, update, and view special education program information for a particular subset of students in both public and non-public schools. To learn more about SEGIS visit the *SEGIS Portal* (<http://tinyurl.com/SEGISPortal>).
- **L2RPT:** NYSED Level 2 Reports (L2RPT) (<https://reports.nycenet.edu/statel2rptreports>) enables school principals to review NYSED released reports. To learn more about navigating L2RPT visit the *DV Wiki*.

Schools should reach out to their **Cohort Director of Operations** for guidance on using the source systems **and** accountability policies or procedures.

Data and Accountability Reports

The data schools are asked to review are used to inform two accountability tools that evaluate New York City Public Schools. Reports are issued annually based on data from the prior year.

DOE Progress Reports

The NYC Progress Report is a locally-created report designed to evaluate schools on their student progress, performance and overall school environment. Schools are assigned letter grades A through F based on a year's worth of performance in five main areas of measurement.

Reports are issued annually shortly after the start of the school year based on prior year data. Schools review data used for the report via a workbook distributed to principals at the start of the school year. NYC schools have the opportunity to review the data used to inform the Progress Report via various reports within the DOE source systems before the end of the reporting year and make corrections to student data within the reporting year before the ATS rollover in July; changes made to particular student data elements after this date will not be applied to the reporting period data.

Additional Information on DOE Progress Reports such as Educator Guides can be found on the DOE Public Website: <http://schools.nyc.gov/Accountability/tools/report/default.htm>

SED Accountability Report

The State Accountability Report is a component of the New York State Report Card used to evaluate schools on their student participation, performance, and progress of certain subgroups on state exams and graduation. The report contains data used to determine Adequate Yearly Progress (AYP) which, in turn, are used to assist in the process of identifying a school's State designation status. AYP indicates satisfactory progress by a district or school toward the goal of proficiency for all students. Schools that meet predefined participation and performance criteria on New York State's accountability measures are considered to be making AYP.

NYC schools have the opportunity to review the data submitted to NYSED via various verification reports published on NYSED's Level 2 (L2RPT) portal and particular local reports. Schools are encouraged to review and make corrections to student data within the reporting year before the ATS rollover in July; changes made to particular student data elements after this date will not be applied to the reporting period data.

Additional Information on SED reporting can be found on the SFE site:

<http://intranet.nycboe.net/Accountability/SchoolPerformance/nclb/rulesresources/>

Verifying and Correcting Data

Data Refresh Dates

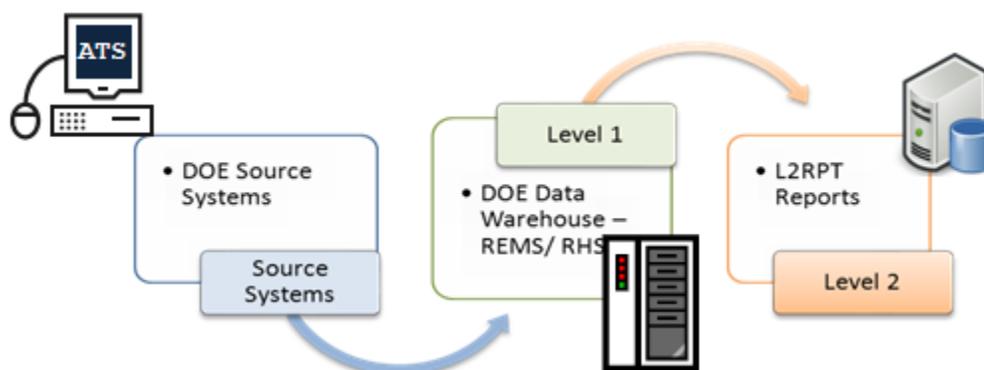
Data within the Accountability Verification Reports (non ATS source system reports) refresh data within the reports weekly or by a set of snap shot dates. These data are not in real time.

Data populating SED reports refresh weekly whereas data displayed in the Progress Report workbook is as of a particular pull date.

Data entered or modified in DOE source systems (ATS and SESIS) are pulled at 5:00PM, Wednesday. New data will appear in the SED Accountability reports (both ATS and L2RPT) the following Monday.

- Data entered Monday, Tuesday reflect the Monday of the following week.
- Data entered Wednesday, Thursday, Friday will reflect the second Monday.

Displayed on all SED reports is the last “Data Refresh Date.” Use this date as a point of reference when reviewing the report data against data displayed in source the source systems.



Verification Reports

Required deadlines: Please refer to the Data Entry Deadlines for the last day schools can submit changes in the source systems (ATS/SEGIS) for data elements appearing on the on AVR reports before the ATS rollover. Changes made on and before July 10 will appear on the July 15 report. Changes made on and before July 12 (July 11 and July 12) will appear on the July 22 report refresh.

DOE State Accountability Verification Reports

Suggested window: March 1 to June 28.

The NYDOE [Elementary/ Middle School Verification Report \(REMS\)](#) and [High School Verification Report \(RHSV\)](#) were designed by the DOE to be available earlier than the SED owned [L2RPT Accountability Verification Reports \(AVRs\)](#). These interactive workbooks are downloaded from ATS ¹to a user's NYCDOE email and are intended to help schools familiarize themselves with SED data sets, identify and address potential issues with their data so they may make corrections in the appropriate source systems. The report displays up to date demographic information (refreshed weekly) for students included in the schools NYSED accountability rosters.

Each workbook contains school level data divided into sheets for each accountability measure. Each report contains a report key link displayed on the top of every spreadsheet to the report's [ATS Wiki page](#).

Guidance on verifying the data found in these reports are within this guide. Schools that do not complete this verification step may miss an opportunity to correct students' biographical data, risking inaccurate AYP determinations or a Differentiated Accountability status at the end of the year.

If any inaccuracies or omissions are identified within the reports, the school should make corrections to the student's record in the appropriate source systems. If the source system is correct and the issue still exists within the report, reference the [SED Accountability Known Issues List](#) to see if this is an identified reporting issue before contacting your CFN Data/Application Support person.

SED L2RPT Accountability Verification Report

Suggested window: June 28 – July 12th

The NYSED [Elementary and Middle School Accountability Verification Report \(EMSAVR\)](#) and [High School Accountability Verification Report \(HSAVR\)](#), available on the SEDs [Level 2 Reports \(L2RPT\)](#) portal, allow schools to verify the accuracy of the student records as they appear in the State Data Warehouse (SIRS) before it is publicly reported and used for SED accountability calculations. The L2RPT application is available to school principals, and certain network staff. Visit the [L2RPT wiki](#) for additional information.

Using the Level 2 EMSAVR and HSAVR you can review students' assessment participation, performance, and accountability graduation rate, as well as the breakdown of student subgroups. School personnel are encouraged to review the information contained in these reports, paying close attention to the counts within the various subgroup populations (e.g., racial/ethnic breakdowns, students with disabilities, limited English proficient, etc.), as these numbers may impact future accountability classifications. Note that 2012–13 assessment results for ELA, mathematics and NYSESLAT in the "Elementary/Middle-Level Accountability Data Verification Report" will not be displayed until the most recent test results have been returned from the scoring vendors.

¹ For guidance on downloading reports from ATS, visit the ATS wiki (<https://wiki.nycenet.edu/x/MQCI>)

SED New York State Testing Program (NYSTP) Tested/ Not Tested Report Confirmation Reports

Suggested window: June 10 to July 12th

As part of the NYSED EMS Verification, schools will need to review the New York State L2RPT Tested/ Not Tested Confirmation Report. The report will inform schools of whether students were reported in the Student Information Repository System (SIRS) as tested on the NYSTP ELA , math, and science assessments, the NYSESLAT, and the NYSAA for their grade/age and, if not tested, the reason why. By mid-June, the DOE will have completed the vast majority of scanning and submitted the results to the SED data warehouse (SIRS).

For more information on navigating the Tested/Not Tested Reports, please review this [FAQ document](#).

SED Total Cohort Report

Suggested window: June 1 – July 12 (June graduates and demographics); August 26-October 1 (Summer graduates) L2RPT Total Cohort Report (SIRS-201): allows schools to review [accountability cohort](#) enrollment count, credentials reported, as well as the count and percentage of graduates and dropouts for the 2009 total cohort through June 2013 (four-year outcomes), the 2008 total cohort (five-year outcomes) and the 2007 total cohort (six-year outcomes). When results for August 2013 graduates have been reported in SIRS, this report will show August credentials, as well as the count and percentage of graduates and dropouts for the 2009 total cohort through August 2013 (four-year outcomes), the 2008 total cohort (five-year outcomes). Using the Level 2 “Total Cohort – Assessment Summary” report (SIRS-202), you can review Regents performance of students in the 4-year, 5-year, and 6-year – total cohorts.

Use this report to identify any corrections (e.g., proper coding of graduates and accurate cohort membership identification) that need to be made to graduation rate data prior to the deadlines listed above. Data from this report will be used for the SED public release of 4-year, 5-year, and 6-year graduation rates and calculation of aspirational performance measures

DOE Progress Report Preliminary Workbook

Suggested window: TBD

A frozen workbook is emailed to principals in late September/ early October. This communication from the PR office will open a period of exactly one week for corrections or appeals. The workbook is emailed directly to principals and contains progress report metric values, student demographics and academic data. All of the data (including demographics, attendance, June graduates, and cohort membership) listed as part of the “End of School Year Verification” period cannot be changed during the correction period.

Schools may also use the workbooks for any calculation errors or incorrect test scores. Errors that are beyond the control of the school may still be valid reasons for appeal during this time.

Accountability Reports Availability Timeline

Schools should make changes to student level data during the Suggested Windows. The availability of each report is provided for informational purposes only.

Date Available	Report	School Level	Next Steps
3/1/2013 06/28/2013	NYCDOE Accountability Verification Reports REMS and RHSV	ALL	<p>Non-Special dataset EMS and HS schools download and review the ATS State Accountability Verification reports REMS and RHSV. These reports allows schools to:</p> <ul style="list-style-type: none"> • Review the SED accountability rosters for accuracy of student information. • Make corrections to student data in DOE source system when possible. <p>Additional information on the data displayed within these reports and how the data is collected refer to the SFE <i>EMS SED Data Verification and HS SED Data Verification guides</i>.</p>
3/20/2013 05/08/2013	Review Test Takers (RETT) for students in grades 3-8	EMS	EMS schools download RETT to review the students identified to sit for particular State assessments NYSTP 3-8 ELA, Math, NYSAA. This report is information
6/1/2013 08/23/2013	NYSESED Level 2 (L2RPT) Tested/Not Tested report	ALL	Schools should begin to review tested status of the students for grades 3-8 NYSTP ELA and Math, 4 and 8 NYSTP Science, NYSAA and NYSESLAT. The report displays the testing status for students the school is identified as being accountable for. Out of district placements will not appear on a school's report. Data displayed in this report will appear on the NYSED Report Card.
6/1/2013 08/23/2013	L2RPT HS Total Cohort Report	HS	High Schools review the L2RPT Total Cohort report to see students in their non-accountable 4,5 and 6 year cohorts used for public reporting (i.e. NYSED Report Cards)
6/28/2013 08/23/2013	NYSESED Level 2 (L2RPT) Accountability Verification Reports (AVR)	ALL	After the ATS REMS and RHSV reports are turned off for the reporting year, schools are asked to review the official state L2RPT AVR reports for their school level to ensure the same data that appeared on the ATS reports appear in the NYSED Data Warehouse. Data viewed in these reports will be used by NYSED to create PI calculations and AYP determinations.
08/15/2013 9/20/2013*	Preliminary Progress Report Data Workbook	ALL	<p>The Progress Report Preliminary Workbook is sent by email to DOE Principals to review the data used to for the PR. The accompanying email will provide directions on which data points schools can update and which should be sent to the PR team. There is a one-week time-frame for these corrections.</p> <p>Changes not made to student demographic/biographical data prior to the ATS rollover date will not be nominated by the PR team as a discrepancy.</p>

Data Table

Below is a table with data found in all the above accountability reports described above. Each data category contains its data source, what to review, where to review the report, and how the data can be corrected. Each hyperlink connects the user to a page describing the process, function or report on either the ATS or STARS wiki. For additional guidance on how to review and/or correct data schools should contact their Cohort Director of Operations.

Data Type	Data To Be Viewed	Reports	Functions	Source
Assessment	Exams	Error Report: REXE Exam History: REXH Reading/Math Rept: RSCE	Review the Data Integrity Score Card (DISC) for records that appear on the XAMM (Exam Errors). Correct exam errors for the exam to be posted.	ATS
Assessment	Regents Exams	Student Evaluation: RESI Regents/ RCT Exam Report: RHSE View Regents Exam: VEXM STARS Custom Report 1.15 (Regents) STARS Custom Report 1.16 (RCT)	ATS: Regents exam grades are collected in two ways; Regents Scanning and MEXB. LOTE and RCT assessments will need to be entered in MEXB using new June exam codes .	ATS
Biographical	Admission Date	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP HS End of Year History: HEOY	For students who have the wrong "ADMIT DATE" not "FIRST TIME ENROLLMENT", request for change using ROSA .	ATS
Biographical	Date Of Birth	Student Evaluation: RESI Date of Birth Report: RDOB And most ATS biographical reports.	Make changes using BIOU for students currently active under the DBN. File reason for change in cumulative folder with the admission form.	ATS
Biographical	Date Of First Entering Grade 9	Graduate Cohort Report: RGCS for a list of students within a given cohort. Student Evaluation: RESI for a list of students active under the DBN and their biographical, assessment, credit information. HS End of Year History: HEOY located under the HIST menu gives the school a summary of the students HS transactions in addition to information used to lock a student into a cohort. Cohort List: RGDC for a list of students active in your DBN for a particular cohort.	ATS: If the cohort designation is listed in error, use the Grade 9 Override Requests: UGNO to request for cohort change. Students can only be assigned to earlier cohorts (cohorts that were not reported). Requests can only be submitted once.	ATS

Data Type	Data To Be Viewed	Reports	Functions	Source
Biographical	Discharge Code/ Reason	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP SBIO	ATS: Depending on the action, schools are able to graduate and correct an incorrect graduation in ATS. Additional information can be found in the Transfer, Discharge, and Graduation Guide . Students discharged in: <ul style="list-style-type: none"> • CURRENT SCHOOL YEAR: Corrections and updates for the current school year is entered using the ATS UPDI function. • PREVIOUS SCHOOL YEAR: New discharges and corrections of previous graduation codes for students who were discharged prior to the current academic school year are entered using the ATS PDSC function. • OTHER: All other changes are requested through ROSA. 	ATS
Biographical	Discharge Date	Student Evaluation: RESI Admit and Discharge Hist: HIAD Admit Discharge Report: RADP Review the Data Integrity Score Card (DISC) for missing student names.	Request for change using ROSA . Additional information can be found in the Transfer, Discharge, and Graduation Guide .	ATS
Biographical	Economic Disadvantaged	Student Evaluation: RESI for a list of students active under the DBN and their biographical, assessment, credit information. Meal Code Report: RMEL for a list of students active under the DBN NCLB Report: RDGS Review the Data Integrity Score Card (DISC) for missing meal codes.	ATS: Update in BINU for students currently active under the DBN and school is not USM or scanning. Scanning schools may have the family complete the meal form either electronically or by hand. Non-electronic completed forms are sent to the office of school food.	ATS
Biographical	Ethnicity	Student Evaluation: RESI for a list of students active under the DBN and their biographical, assessment, credit information. Missing Ethnic Code Worksheet: RENC NCLB Report: RDGS Review the Data Integrity Score Card (DISC) for missing or incorrect ethnicities (students with an ethnic code of 6 or 7)	ATS: For an active individual student, use the function BIOU . For a group of students use, the UETR function. File new Parent Student Ethnicity Survey (PSE) form in cumulative folder.	ATS
Biographical	Gender (Sex)	Student Evaluation: RESI And all ATS biographical reports. Review the Data Integrity Score Card (DISC) for missing gender.	Make updates using the BIOU function for students currently active under the DBN. File reason for change in cumulative folder.	ATS
Biographical	Grade Level/ Grade Code	Student Evaluation: RESI Intergrade/ Interclass Report: RIIR Homeroom History - HIGC	For updates to a student's grade level, grade code or official class use SIGT for students currently	ATS

Data Type	Data To Be Viewed	Reports	Functions	Source
			active under the DBN. Take care to appropriately set the effective date to when the student actually changed grades. The effective date can be between 7/2/2012 and 6/17/2013 inclusive.	
Biographical	Promotion	Student Evaluation: RESI Intergrade/ Interclass Report: RIIR Homeroom History - HIGC	To promote students to the next grade use GPPL . Do not use SIGT for promotion.	ATS
Biographical	Graduation	Graduate Cohort Report: RGCS for a list of students within a given cohort. HS End of Year History: HEOY located under the HIST menu gives the school a summary of the students HS transactions in addition to information used to lock a student into a cohort. Admission/ Discharge Report: RADP see a list of students discharged for a particular discharge code/date range. Admission/ Discharge History: HIAD for an individual student's enrollment records.	ATS: Depending on the action, schools are able to graduate and correct an incorrect graduation in ATS. Additional information can be found in the Transfer, Discharge, and Graduation Guide . Students discharged in: <ul style="list-style-type: none"> • CURRENT SCHOOL YEAR: Corrections and updates for the current school year is entered using the ATS UPDI function. • PREVIOUS SCHOOL YEAR: New discharges and corrections of previous graduation codes for students who were discharged prior to the current academic school year are entered using the ATS PDSC function. • OTHER: All other changes are requested through ROSA. 	ATS
Biographical	Home District		ATS: Generate the report for all students or by student indicator "IEP Special Ed". To view information on an individual student use function SBIO . Make updates in BIOU for an individual student's zone district or address.	ATS
Biographical	Student Name	Student Evaluation: RESI And all ATS biographical reports. Review the Data Integrity Score Card (DISC) for missing student names.	Make updates using the BIOU function for students currently active under the DBN. Enter the student's previous name in the "Comment" page of BIOU (Press F5 twice to get to this screen). File reason for change in cumulative folder.	ATS
Biographical	Temporary Housing	Temporary Housing Address Report: RATH	Review students who are missing Residency flags. Make update to Residency flags (Temp House) on the student BIOU function. All new entries should be accompanied by an Residency Questionnaire to be filed in the students cumulative folder.	ATS
LEP	ELA Exempt	Test Takers Report: RETT	For students who are first year LEP review the UYRE function for eligibility.	ATS
LEP	LEP	Student Evaluation: RESI Most ATS indicator reports NCLB Report: RDGS	A LEP flag is assigned to students identified by the LAB-R as not being English proficient. The	ATS

Data Type	Data To Be Viewed	Reports	Functions	Source
		Review the Data Integrity Score Card (DISC) for pending “E” students.	indicator is only modified after the student tests out. Review the XAMM function for any scores (for NYSESLAT or LAB-R) not posted to a student’s record due to a discrepancy during scanning.	
SpEd	Disability	SEGIS ATS Reports: Special Ed: RSPD Student Evaluation: RESI NCLB Report: RDGS	ATS: Review ATS reports RESI or RSPD for student disability information. Reconcile all ATS/CAP discrepancies found on the ATS RACP report particularly the REC PROG. If there are any questions about the students recommended program (disability) consult with SEGIS and ensure all documents are finalized.	SEGIS
SpEd	NYSAA Eligible	SEGIS, Special Ed: RSPD Student Evaluation: RESI	Review ATS reports RESI or RSPD for test modification E - Exempt. If incorrect check SEGIS.	SEGIS
SpEd	NYSAA Eligible	SEGIS, Special Ed: RSPD Student Evaluation: RESI HS End of Year History: HEOY	ATS: Review ATS reports RESI or RSPD for test modification “E - Exempt.” If incorrect check SEGIS.	SEGIS

Data to review for the Progress Report

Demographic	Process
Attendance	<p>A measure under School Environment, the attendance rate includes the attendance days for all students on a schools register at any point during the regular school year (September through June). The attendance rate is calculated by adding together the total number of days attended by all students and dividing it by the total number of days on register for all students. School attendance rates can be reviewed using the RGAR screen in ATS.</p> <p>Report: RGAR/ RRSA Generate these reports within the active school year. Only full day RGAR – Gives you school wide attendance RRSA - gives you student level attendance</p> <p>Make changes to student attendance using the CIND function in ATS All changes should be made prior to July 1st.</p>

Demographic	Process
Special Education	<p>Report: RACP/ RSPD</p> <p>Generate these reports within the active school year.</p> <p>RACP– Use to identify discrepancies with SESIS/CAP and ATS. The report contains four errors to correct.</p> <p>RSPD– Use this report to display special education data from the SPEA function within excel.</p> <p>These reports will identify a student’s special education status including primary program placement is a key factor in the progress report. Although the Process Report pulls the data directly from SESIS it is important to ensure that the data crosswalks do not contain discrepancies. (Information in SESIS is reflected in ATS correctly)</p> <p>Changes must be completed before June 27</p>
Non-STARS Credit Update - USCR	<p>Available to non-STARS schools that are able to use the MEXB function to record exam marks, the USCR function allows Non-STARS schools to enter credit accumulation totals for their students in addition to attendance information if they do not use the ATS daily attendance functionality. Select the 2012-13 school year followed by a grade code, grade level, official class or status and press red enter. For a list of all active students in straight alphabetical order just enter a school year and press red enter.</p> <p>For each student enter/ verify the attendance and credits information. Attendance figures should include the regular school year only, not summer school. For each student, enter the total number of days the student was on register, the number of days present, and the number of days absent. Most students will probably have the same number of total days on register, except for those that transferred in or were discharged during the school year. The number of days on register minus the number of days present should equal the number of days absent. Students who were not enrolled for even one day should be ignored. If using ATS for collecting attendance data, attendance information will populate for students.</p> <p>All charter high school should enter their credit information for all students into the right side of USCR. Each school should enter the actual number of credits earned by each student in each of the five areas: Mathematics, Science, English, Social Studies, and Other. A total will be calculated automatically by adding those five categories. For students in grades 9-12, this should follow the normal NYC credit definition where a year-long course is typically worth two credits (not the state’s “unit” definition that assigns only one unit to a year-long course). For grades 9-12, both core and elective courses count for each subject. So an elective math class would count in the math category. For students in grades 9-12, summer school courses should be included.</p> <p>Press F2 to save. The total number of credits will calculate under the "Total Credits" column.</p>

Demographic	Process
Graduation Cohort Report	<p>Report: RGCS (for non-transfer schools*)</p> <p>Generate the report for graduation cohort membership and discharge information.</p> <p>Ensuring accuracy:</p> <ul style="list-style-type: none"> ▪ A student’s cohort should reflect the first year that they entered ninth grade anywhere in the world. If the cohort is incorrect, schools request an override within the ATS UGNO function. Students may only be placed into later cohorts, earlier cohorts are locked because the graduation rates have already been published and cannot be changed. ▪ Graduations should be entered into the ATS function GRDT within the window of time specified for the graduation period. Once the window is closed, enter graduate information in DISC. ▪ For incorrect graduation codes update using UPDI. Changes can only be done for the school year in which the student was graduated. Discharges made prior to this academic school year use PDSC. ▪ Changes must be made before September 1st to be captured in the Progress Report workbook. For more information on discharges see “Discharges and Graduation Cohorts”

Demographic	Process
<p>College Readiness Data Report (UACR)</p>	<p>College Prep Course Index: The percentage of students who, after their fourth or sixth year of high school, have successfully completed approved rigorous courses and assessments Review in ATS: Early college courses University courses offered in HS students College now courses for college credit For students who received college credit, use the ATS function UACR to collect that information.</p> <p>College Readiness Index: The percentage of students who, by their fourth or sixth year of high school, have graduated and demonstrated proficiency in reading, writing, and mathematics as defined by the CUNY standards for passing out of remedial coursework.</p> <p>College and career readiness exam outcomes not tracked through other NYCDOE systems will be tracked through the EVER function in ATS. The NYCDOE will verify student data received from external data partners including SAT, SAT II, AP, IB, ACT and CTE assessments, and will load data to EVER by mid-May 2013. Additional verified exam data for Spring 2013 administrations will be loaded in August.</p> <p>Schools have the opportunity to augment this centrally verified data based on vendor score reports obtained by the school. If a school has an official physical or electronic score report provided by an exam vendor, it will be able to enter this data into EVER.</p> <p>Postsecondary Enrollment Date: The percentage of students who graduated with a local or higher diploma and enrolled in a two- or four-year college, vocational program, or public service program. High school, transfer high school, and YABC reports include a metric tracking enrollment rate within six months of scheduled graduation (after four school years of first starting ninth grade for high schools, after six school years of first starting ninth grade for transfer high schools and YABCs).</p> <p>Student postsecondary outcomes will be tracked through the CVER function in ATS. The NYCDOE will verify enrolled students based on data received from external data partners including the National Student Clearinghouse (NSC) and the City University of New York (CUNY), and load that data to CVER by mid-May 2012. The NYCDOE is working to obtain postsecondary data from other external sources as well and will load that data to CVER and alert schools as it becomes available.</p> <p>Schools have the opportunity to augment this centrally verified data based on documented confirmation of student enrollment. If a school can confirm and document one of the above outcomes for a graduate student, it may be entered into CVER.</p> <p>Preparing for next year: Enter all post-graduation plans during the discharge process for all students graduating.</p> <p>Keep in touch with graduates; obtain their email address/contact information before discharge. Build an alumni community. Incentivize students who are graduating to still keep contact with the school community. Before graduation, have students sign up to NYGrads online at www.nycgrads.org or by texting GRAD to 877-777.</p>

Data Entry Deadlines

Deadline Date	Data	School Level	Reports/ functions to review
12/1/2012 6/21/2013	Update Years of USA Enroll (UYRE) for ELA Exempt calculation.	ALL	Review UYRE to ensure students are correctly identified as ELA exempt.
6/20/2013* 9/8/213	College Enrollment ATS Screen (CVER) loaded with NSC/CUNY data	HS	School should begin verifying the enrollment data and contacting students and families as needed to supplement the enrollment lists. College-ready exam information in EVER
6/20/2013* 9/8/2013	College-Ready Exam ATS screen loaded with SAT, AP, and IB scores	HS	School should begin verifying this data and supplementing if needed College enrollment report and entry in CVER
6/21/2013 6/28/2013	Certify June Graduates	HS	Certify June graduates and make entries using GRDT .
6/28/2013	Verify Admission and Discharge Dates	ALL	Ensure students have the correct discharge date/ reason code paying close attention to students discharge with Reason Code X. Use ATS functions UPDI , RQSA to make corrections when appropriate. Enrollment/Discharge: Review the ATS report RADP to review all admission/discharges transactions for the current school year. Use RQSA or UPDI to make updates to codes/dates if incorrect. Ensure the proper documentation is on file for these updates. More information can be found in the Transfer, Discharge, and Graduation Guide
6/28/2013 7/12/2013	Verify student demographics and make corrections accordingly	ALL	Student Demographics: Review the ATS report RESI for students' demographics, assessment and credit and information. Review temporary housing data using RATH . If errors were identified in student data, complete all corrections data includes: student name, DOB, home address, grade level, grade code, meal code status, ELL status, ELA exempt status, SWD status, temporary housing, and student ethnicity,
6/28/2013 7/12/2013**	Special Education data	ALL	Special Education: Ensure all students with IEPs are correctly recorded in SESIS with the appropriate NYSSAA indicator, student disability and grade code.
6/28/2013 7/1/2013**	Student Attendance	ALL	Attendance: Generate the ATS reports RGAR/RRSA to review school level and student level attendance information.
6/28/2013 7/12/2013**	Cohort Assignments	HS	Cohort inclusion: RGCS cohort report in ATS
6/28/2013 7/12/2013**	Exam Errors	ALL	Exam Errors: Review the ATS STAT screen for a number of exam errors relevant to your school. Generate ATS report REXE for a list of student names and make corrections using XAMM . Once the correct is made, the exam recorded if

Deadline Date	Data	School Level	Reports/ functions to review
			missing for the student will appear on their exam history HISE .
6/28/2013 7/12/2013**	Transcript Data – Course Credits	HS	Review USCR report in ATS
8/28/2013 9/24/2013**	Certify August Graduates	HS	RGCS cohort report to check for summer graduation
8/28/2013 9/24/2013	MEXB	HS	Reviewing Exam Marks: ATS REDS report for Regents assessments.

<u>Cohort</u>	<u>Director of Operations</u>	<u>Email Address</u>
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