

EOY ACCOUNTABILITY/CERTIFICATION CHECKLIST: 2013-2014

| LEVEL 0 MODULE | DATA ELEMENT (IF APPLICABLE) | DESCRIPTION/TIPS | END-OF-YEAR LEVEL 0 DATA UPLOAD DROP-DEAD DATE | CERTIFICATION DUE DATE | WAS IT UPLOADED? |
|----------------|------------------------------|------------------|--|------------------------|------------------|
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| DEMOGRAPHICS | | | | | |
|--------------|----------------------|--|-----------------|-----------------|--|
| | * POST-GRAD ACTIVITY | Plans after college: 2 year college, 4 year, unknown, etc. SEE KEY BELOW | August 20, 2014 | August 29, 2014 | |
| | * DIPLOMA-TYPE | Specific credential earned: IEP, GED, Advanced Regents, etc. SEE KEY BELOW | August 20, 2014 | August 29, 2014 | |
| | * LEP DURATION | Number of years in a LEP program. If he or she is the 1st year of LEP duration, the number is a "1" | August 20, 2014 | August 29, 2014 | |
| | * BACK MAP BEDS CODE | 12 Digit BEDS code of the K-2 Feeder School the 3rd grade student attended. If you do not have a feeder school, do not report data in this field | August 20, 2014 | August 29, 2014 | |
| | * HISPANIC INDICATOR | Yes or No | August 20, 2014 | August 29, 2014 | |
| | * RACE 1 CODE | | August 20, 2014 | August 29, 2014 | |
| | * RACE 2-5 CODES | Not required unless more than one race code is being reported | August 20, 2014 | August 29, 2014 | |

| ENROLLMENT | GRADE LEVEL | | | | |
|------------|--------------------------------|---|-----------------|------------------------|--|
| | * Preschool-Aged | Grade is "PS" if a preschool-aged student NOT enrolled in a PK program | August 20, 2014 | August 29, 2014 | |
| | * GED (Approved AHSEP) | Grade must be "GD" if the child is enrolled in an approved GED program (AHSEP) | August 20, 2014 | August 29, 2014 | |
| | * NYSAA eligible | Grade must be ungraded "13" or "14" if NYSAA eligible | August 20, 2014 | August 29, 2014 | |
| | ENTRY CODES | | | | |
| | * Preschool-Aged | <u>4034</u> : Beginning of determination process. 0011: Classified as a PS aged student with a disability | August 20, 2014 | August 29, 2014 | |
| | * GED (Approved AHSEP) | <u>5654</u> : Enrolled in an approved GED (AHSEP Program) | August 20, 2014 | August 29, 2014 | |
| | * CSE Responsibility Only | <u>5905</u> : Enrolled for JUST special education accountability | August 20, 2014 | October 6, 2014 | |
| | * Foreign Exchange Students | <u>0022</u> : Removes a child from the accountability reports | August 20, 2014 | August 29, 2014 | |
| | * Instructional Reporting Only | <u>0055</u> : Just being reported to evaluate the teacher (distance learning, BOCES) | August 20, 2014 | August 29, 2014 | |
| | EXIT CODE | | | | |

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| * Preschool-Aged | <u>140</u> : Determination process ended for any reason. <u>425</u> : Stopped receiving services as a PS student or left a UPK program. <u>153</u> : leaving the service provide location code and going to a UPK program OR grade kindergarten | August 20, 2014 | August 25, 2014 | |
| * GED (Approved AHSEP) | <u>816</u> : Earned a High School Equivalency Diploma (GED) | August 20, 2014 | August 29, 2014 | |
| * CSE Responsibility Only | <u>8305</u> : End CSE responsibility only | August 20, 2014 | October 6, 2014 | |
| * Foreign Exchange Students | <u>442</u> : Left the U.S. | August 20, 2014 | August 29, 2014 | |
| * Instructional Reporting Only | <u>0066</u> : End Instructional Reporting Only | August 20, 2014 | August 29, 2014 | |
| * Graduates | <u>799</u> Graduated (earned a Regents or local diploma) | August 20, 2014 | August 29, 2014 | |
| * H.S. Completers | <u>085</u> : Earned commencement credential; <u>629</u> : Previously commencement credential or IEP | August 20, 2014 | August 29, 2014 | |
| * Dropout Codes | SEE KEY BELOW! | August 20, 2014 | August 29, 2014 | |
| * Students Leaving One Building BEDS code in your district on 6/30 and Beginning the Next School Year in a NEW Building BEDS Code in Your District | <u>153</u> Transferred to another school in this district or to an out-of-district placement | August 20, 2014 | August 29, 2014 | |

PROGRAMS

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|--------------------------|---|-----------------|-----------------|--|
| * 0231::LEP ELIGIBILITY | | June 18, 2014 | August 29, 2014 | |
| * TYPE OF DISABILITY | (Reminder: While some PD reports are not due to be certified until 10/6/2014 - Program fact records freeze before then, please make sure they are ALL reported by the deadline) | August 20, 2014 | August 29, 2014 | |
| * 0198::POVERTY | | 5/28 & 8/20 | August 29, 2014 | |
| * 5806::REDUCED LUNCH | | 5/28 & 8/20 | 6/6 & 8/29 | |
| * 5817::FREE LUNCH | | 5/28 & 8/20 | 6/6 & 8/29 | |
| * 0220::ALT.ASSESS | (Reminder: the grade in demographics and enrollment need to be ungraded (13 or 14) | August 20, 2014 | August 29, 2014 | |
| * 5753::INTERVENING SERV | (Reminder: While some PD reports are not due to be certified until 10/6/2014 - Program fact records freeze before then, please make sure they are ALL reported by the deadline) | August 20, 2014 | August 25, 2014 | |

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| | * 0242::ELIGIBLE TO TAKE THE NYSESLAT FOR ELA ACCOUNTABILITY | This code would be given (in addition to the LEP Eligibility Code of 0231) ONLY if the child is in YEAR 1 of LEP duration and is in grades 3-8. This codes tells SED they can use the NYSESLAT in lieu of the Grade 3-8 ELA state assessment | August 20, 2014 | August 29, 2014 | |
| | | | | | |
| ASSESSMENTS | * REGENTS | ASSESSMENT DATES TO REPORT: August 2013-08-13; January 2014-01-27; June 2014-06-03 | July 9, 2014 deadline for scores to be used for growth scores calculations! | August 29, 2014 | |
| INDICATOR #7 (SPED) - VR14 | * RCTs | Assessment dates: August 2013-08-13; January 2014-01-27; June 2014-06-03 (Reminder: RCT's in all subjects, except RCT Writing, may be reported as raw scores in the NUMERIC SCORE field or "P" or "F" in the ALPHA SCORE field) | August 20, 2014 | August 29, 2014 | |
| | * COSF | ASSESSMENT DATE TO REPORT: 2013-07-01 | August 20, 2014 | August 25, 2014 | |
| | * CTE TECH SKILLS ASSESS | ASSESSMENT DATE TO REPORT: Date test was given | August 20, 2014 | August 29, 2014 | |
| | * NYSITELL | If NERIC scans the answer sheet, NERIC will load these data to Level 1. If you import and upload to Level 1, the assessment date would be: Date test was given | August 20, 2014 | August 29, 2014 | |
| | | | | | |
| EOY SE SNAPSHOT | * SNAPSHOT DATE | REPORT: "2013-07-01" | August 20, 2014 | August 25, 2014 | |
| <u>Report EOY Snapshot Records ONLY:</u> For preschool-aged students (PS, PKH, or PKF) students who received CPSE services at any point during the school year (7/1/13 to 6/30/2014) | * PRIMARY SERVICE CODE | Required for EOY Snapshot. All preschool students with disabilities who received a special-education service any time during the school year (July 1 to June 30) must have a primary service code entered in this snapshot. If the student received different services during the school year, use the code for the last service as reflected on the IEP. If the student received multiple services for equal amounts of the school day, use the code for the service with the numerically lowest code value. | August 20, 2014 | August 25, 2014 | |
| | * PRIMARY PLACEMENT TYPE | NOT Required for EOY Snapshot | August 20, 2014 | August 25, 2014 | |
| | * PRIMARY SETTING CODE | NOT Required for EOY Snapshot | August 20, 2014 | August 25, 2014 | |
| | * PRIMARY SERVICE PROVIDER | If preschoolers receive services from more than one provider, use the BEDS code of the coordinating service provider (CSP) | August 20, 2014 | August 25, 2014 | |

| SE EVENTS | | | | | |
|---|---|---|-----------------|-----------------|--|
| <p><u>Report SE EVENTS records ONLY IF:</u></p> <p>You have Indicator 11, 12,</p> <p>or if you had any 5905 students who went through the determination process</p> | * LINK 1 (Initial Referral) | CPSE01 (preschool aged); CSE01 (school-aged); EI01 (Early Intervention); CSENP01 (5905 or NP for nonpublic) | August 20, 2014 | October 6, 2014 | |
| | * LINK 2 (Parental Consent to Evaluate) | CPSE02 (preschool aged); CSE02 (school-aged); EI02 (Early Intervention); CSENP02 (5905 or NP for nonpublic) | August 20, 2014 | October 6, 2014 | |
| | * LINK 3 (Meeting to Discuss Evaluation Results) | CPSE03 (preschool aged); CSE03 (school-aged); EI03 (Early Intervention); CSENP03 (5905 or NP for nonpublic) | August 20, 2014 | October 6, 2014 | |
| | * LINK 4 (Full Implementation of IEP - Only for EI and/or CSENP students) | EI04 (Early Intervention); CSENP04 (5905 or NP for nonpublic) | August 20, 2014 | October 6, 2014 | |

| GRADE DETAIL | | | | | |
|--------------|--------------------------|---|-----------------|-----------------|--|
| | * REPORTING DATE | REPORT: "2014-06-30" | August 20, 2014 | August 29, 2014 | |
| | * GRADE DETAIL CODE | For State reporting use "FG" | August 20, 2014 | August 29, 2014 | |
| | * NUM. GRADE | Can be numeric or Alpha | August 20, 2014 | August 29, 2014 | |
| | * OUTCOME CODE | "N" non-complete; "P" Pass; "F" Fail | August 20, 2014 | August 29, 2014 | |
| | * ASSESSMENT INCLUDE IND | Yes - if Regents was used in Final Grade. No - If Regents was not used. | August 20, 2014 | August 29, 2014 | |
| | * CREDIT RECOVERY | Yes - if this course was for credit recovery | August 20, 2014 | August 29, 2014 | |

| CREDIT GPA | | | | | |
|------------|-----------------------------|---|-----------------|-----------------|--|
| | * CREDIT GPA CODE | Report "TOTAL" for students who have earned ANY graduation credits. Reporting credits and GPA by subject area is optional. See Credit GPA Codes in the SIRS Manual | August 20, 2014 | August 29, 2014 | |
| | * REPORTING DATE | REPORT: "2014-06-30" | August 20, 2014 | August 29, 2014 | |
| | * MP CODE | Always "NA" | August 20, 2014 | August 29, 2014 | |
| | * TERM CODE | Always "NA" | August 20, 2014 | August 29, 2014 | |
| | * CUMULATIVE CREDITS EARNED | Total graduation credits earned to date. Report cumulative credits earned for ANY student who has earned graduation credit. | August 20, 2014 | August 29, 2014 | |
| | * CUMULATIVE GPA | Total cumulative GPA earned. Report cumulative GPA only on records with a Credit GPA Code of "TOTAL". Report cumulative GPA for ANY student who has earned graduation credit. | August 20, 2014 | August 29, 2014 | |
| | * STUDENT GPA RANGE MIN | Minimum possible GPA value. | August 20, 2014 | August 29, 2014 | |

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|-----------------------------|--|---|----------------------------|-----------------|-------------|--|
| | * STUDENT GPA RANGE MAX | Maximum possible GPA value. | August 20, 2014 | August 29, 2014 | | |
| | * CUMULATIVE CREDITS ATTEMPTED | Total graduation credits attempted to date. Report cumulative credits attempted for ANY student who has attempted to earn graduation credit. | August 20, 2014 | August 29, 2014 | | |
| STAFF-STUDENT-COURSE | ROSTER SSC RECORD | Report a Roster Record (used to show enrollment in a course) for Every Teacher/Student/Course connection. The district MUST employ (own) the teacher and OWN the course. | | | | |
| | * Roster Record Reporting Date | REPORTING DATE: "2014-06-30" | June 4, 2014 | 6/13 & 8/29 | | |
| | * Relationship Start Date | The day the STUDENT starts a section of a COURSE with a TEACHER | June 4, 2014 | 6/13 & 8/29 | | |
| | * Relationship End Date | The day the STUDENT leaves a section or a COURSE with a TEACHER OR on the last day of the COURSE | June 4, 2014 | 6/13 & 8/29 | | |
| | * Enroll. Linkage Duration | POTENTIAL STUDENT INSTRUCTIONAL TIME | June 4, 2014 | 6/13 & 8/29 | | |
| | * Attend. Linkage Duration | ACTUAL STUDENT INSTRUCTIONAL TIME | June 4, 2014 | 6/13 & 8/29 | | |
| | * Linkage Duration Adjustment | INSTRUCTIONAL RESPONSIBILITY WEIGHT (WEIGHTING) - Note: Not being used this year | June 4, 2014 | 6/13 & 8/29 | | |
| | * Course Duration through Assess. Reporting Date | TOTAL PLANNED CLASS TIME | June 4, 2014 | 6/13 & 8/29 | | |
| | EVALUATION SSC RECORD (aka Assessment Group Record) | Report an Evaluation Record (used to evaluate your teacher) for every Teacher/Student/Course connection where the course terminates in a State Assessment. The district MUST employ (OWN) the teacher and OWN the course. | | | | |
| | 6/13 cert. for growth score | * Grades 3-8 ELA | REPORTING DATE: 2014-04-01 | June 4, 2014 | 6/13 & 8/29 | |
| | 6/13 cert. for growth score | * Grades 3-8 Math | REPORTING DATE: 2014-04-30 | June 4, 2014 | 6/13 & 8/29 | |
| | 6/13 cert. for growth score | * Grades 4 & 8 Science | REPORTING DATE: 2014-05-21 | June 4, 2014 | 6/13 & 8/29 | |
| 6/13 cert. for growth score | * January Regents | REPORTING DATE: 2014-01-27 | June 4, 2014 | 6/13 & 8/29 | | |
| 6/13 cert. for growth score | * June Regents | REPORTING DATE: 2014-06-03 | June 4, 2014 | 6/13 & 8/29 | | |

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| ACCOMMODATIONS (ONLY FOR NON-NERIC SCANNED ASSESSMENTS) | IEP AND 504 ACCOMMODATION CODES AND DESCRIPTIONS | 01 Flexibility in scheduling/timing 02 Flexibility in setting 03 Method of presentation 04 Method of response 05 Other 06 Braille 07 Large type 08 Test read 09 Use of Calculator 10 Use of spell-check/grammar check 11 Deletion of spelling | August 20, 2014 | August 29, 2014 | |
| | ENGLISH LANGUAGE LEARNER (ELL) ACCOMMODATION CODES | 21 Time extension 22 Separate location 23 Third reading of listening selection 24 Bilingual dictionary/glossary 25 Translated edition 26 Oral translation 27 Responses written in native language (Leave blank for COSF) | August 20, 2014 | August 29, 2014 | |
| ATTENDANCE | REPORT ONLY NEGATIVE STUDENT ATTENDANCE. THAT IS, ONLY REPORT A RECORD FOR DAYS THAT A STUDENT IS ABSENT OR TARDY | Local attendance codes will be mapped to SED Codes (First with CIO mapping codes in Level 0 Express, Attendance Codes). SED Codes: E=excused absence, U=unexcused absence, T=tardy, ISS=In-school suspension, OSS=Out-of-school suspension | August 20, 2014 | August 29, 2014 | |
| STAFF ASSIGNMENT | LINKS A PRINCIPAL TO THEIR "LOCATION" (GRADE/BUILDING BEDS) | Principals for the entire building should use "ALL" for the Assignment Grade Level. Otherwise send one record for each grade level. For the ASSIGNMENT CODE: USE "PRN" | June 4, 2014 | 6/13 & 8/29 | |

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|-------------------------|--|--|------------------|------------------|--|
| STAFF EVALUATION | 2013-2014 APPR EVALUATION DATA: COMPOSITE RATINGS, COMPOSITE SCORES & SUBCOMPONENT SCORES | | Aug 27 - Oct. 17 | October 24, 2014 | |
| | EVALUATION CRITERIA CODE | STATE20 - State sub-component score LOCAL20 - Local achievement sub-component OTHER01 - Other - Ineffective OTHER02 - Other - Developing OTHER03 - Other - Effective OTHER04 - Other - Highly Effective OC01 - Overall composite - Ineffective OC02 - Overall composite - Developing OC03 - Overall composite - Effective OC04 - Overall composite - Highly Effective | Aug 27 - Oct. 17 | October 24, 2014 | |
| | EVALUATION CRITERIA RATING CODE | Use NA | Aug 27 - Oct. 17 | October 24, 2014 | |
| | EVALUATION CRITERIA RATING POINTS | STATE20: value from 0-20 LOCAL20: value from 0-20 OTHER01: value from 0-60 OTHER02: value from 0-60 OTHER03: value from 0-60 OTHER04: value from 0-60 OC01: value from 0-64 OC02: value from 65-74 OC03: value from 75-90 OC04 : value from 91-100 | Aug 27 - Oct. 17 | October 24, 2014 | |
| | REPORTING DATE | REPORTING DATE: USE 2014-06-30 | Aug 27 - Oct. 17 | October 24, 2014 | |

EOY CHECKLIST: 2013-2014 (CODES & DESCRIPTIONS) Page: 8

| Postgraduate Plans Codes and Descriptions KEY (Demographic Screen) | | Diploma Type Codes and Descriptions KEY (Demographic Screen) | | Drop-Out Codes (Enrollment Screen) | |
|--|--|--|--|---|---|
| 1: 4-year college in NYS | 10: Adult Services (students with disabilities only) | 762: Regents with Honors post | 221: Regents Diploma with Adv Designation Science | 714: Regents Diploma with Adv Des & Honors | 136 Reached maximum legal age and has not earned a diploma or certificate |
| 2: 2-year college in NYS | 11: Unknown | July 1 2001 | 238: Regents Diploma with Adv Designation Math and Science | 731: Regents Diploma with AD&Honors&Career Ed | 340 Left school: first-time dropout |
| 3: Other postsecondary school in NYS | | 813: Regents with Honors&CTE post July 1 2001 | 255: Regents Diploma with Adv Des & Career Ed Math | 738: GED | 391 Long-term absence (20 consecutive unexcused days) |
| 4: 4-year college outside NYS | | 779: Regents post July 1 2001 | 272: Regents Diploma with Adv Des & Career Ed Science | 085: IEP Diploma | 408 Permanent expulsion (student must be over compulsory attendance age) |
| 5: 2-year college outside NYS | | 796: Regents with CTE post July 1 2001 | 289: Regents Diploma with Adv Des & Career Ed Math and Science | *085 can only be used for students who earned an IEP diploma prior to July 1, 2013. | 425 Left school, no documentation of transfer (Note: Includes preschool children who are declassified by the CPSE.) |
| 6: Other postsecondary school outside NYS | | 068L Local Diploma | 306: Regents Diploma with Adv Des & Honors Math | 204: Regents Diploma with Adv Designation Math | 306 Transferred to other high school equivalency (GED) preparation program |
| 7: Seek employment | | 612: Local Diploma with Career Ed | 323: Regents Diploma with Adv Des & Honors Science | 374: Regents Diploma with AD&Honors&Career Ed Science | 357 Left school: previously counted as a dropout |
| 8: Enlist in the military | | 680: Regents Diploma with Adv Designation | 340: Regents Diploma with Adv Des & Honors Math and Science | 391: Regents Diploma with AD&Honors&Career Ed Math and Science | 8338 Incarcerated student, no participation in a program culminating in a regular diploma |
| 9: Other plan | | 697: Regents Diploma with Adv Des & Career Ed | 357: Regents Diploma with AD&Honors&Career Ed Math | 119: Career Development & Occupational Studies Commencement Credential | 136: Skills and Achievement Commencement Credential |