

Student Data Services: District Data Loading Service

The District Data Loading Service is a new program offered by Eastern Suffolk BOCES Student Data Services. This service is designed for districts that need assistance with the day to day technical aspects of NYSED data reporting and verification.

SDS Service Includes	District is Responsible for
<ul style="list-style-type: none"> • Identification of primary and back-up contact personnel for this task • Extracting required data extracts from district Student Management System and Frontline IEP** • Import and locking of data in Level 0 from district source systems on a weekly basis or more frequently as needed • Review of Level 0 errors and provision of guidance on resolution • Review of Level 2 errors and provision of guidance concerning resolutions • Personalized guidance on End of Year reporting and best practices • Expedited service of NYS 3-8 Test Room files and Regents walk-in files • Two (2) 3 hour, personalized data reporting trainings of the districts choosing* 	<ul style="list-style-type: none"> • Identification of primary and back-up contact personnel for this task • Extracting any and all required data extracts from district Human Resources systems (Finance Manager/nVision) and Third Party systems (RTIM, MLP, OAYSIS) • Securely transmitting HR and/or Third Party system extracts to SDS via ESBOCES Secure Courier or SFTP • Resolution of any errors in district source systems • Districts are responsible for timely review and certification of all data

***Trainings may be scheduled as needed and may include:**

- *Special Ed 101: Our team will work directly with the DDC and Special Ed department to resolve errors and explain how NYSED reporting occurs*
- *CIO 101: Provides a personal tutorial for new DDCs or a higher level refresher for accelerated data coordinators*
- *End of Year Reporting: We will help districts identify all of the data that needs to be certified, help resolve errors and get your data loaded for the end of year certification*
- *Any other data related training that the district may request (Excludes SMS, HR System, FrontlineIEP/ClearTrack, 3rd Party Assessment and APPR Systems)*

**** Districts must have a support contract with ES BOCES for their Student Management and Special Education systems**

For more information please contact:

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