THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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TO:	District Superintendents
	Superintendents of Public Schools
	Principals of Public Schools
	Charter School Leaders
	Regional Information Center Directors
	Level 1 Primary and Secondary Project Managers

FROM:	Rose LeRoy

SUBJECT:	Guidance Concerning the Role of District Data Coordinator

Educational data reporting has increased considerably over the last decade, much of it driven by federal requirements that direct State educational agencies to collect significant and varied datasets from Local Educational Agencies (LEAs). In New York State, public school districts, BOCES and charter schools are all considered LEAs. This memo is to inform you of the data reporting requirements and deadlines and to provide guidance concerning the role of a District Data Coordinator.

Reporting Requirements and Deadlines

As indicated in the May 1, 2018 "New York State Educations Department (NYSED) SIRS Data Reporting Requirements" memo, all school districts, BOCES, and charter schools must adhere to data collection and reporting requirements and deadlines for the 2017–18 school year established by NYSED. Data is reported via the Student Information Repository System (SIRS) and the Basic Educational Data System (BEDS) Institutional Master File (IMF).

Districts, BOCES, and charter schools must have data collection and input processes in place to ensure data are complete and accurate throughout the entire calendar year and are responsible for reporting their data to a Level 1 (L1) data center. Each L1 data center must transfer data submitted by school districts, BOCES, or charter schools to the Level 2 (L2) Statewide Data Warehouse according to prescribed deadlines. To meet L2 deadlines, L1 data centers must schedule and maintain earlier reporting deadlines to enable the best data support possible and allow sufficient time for processing.

The deadline for reporting all 2017-18 data to L2 is the close of business on Friday, August 24, 2018. That is, the last day a L1 data center can submit 2017-18 data to the Statewide Data Warehouse. Please contact your Level 1 data center for their required data reporting deadlines.

As a reminder, NYSED will no longer accept any data beyond the August 24, 2018 deadline. This includes one-off requests from schools, BOCES, charter schools, or level 1 centers. This is to ensure NYSED's State and federal reporting deadlines are met and stakeholders can be provided data in a timely manner.

Guidance concerning the role of a District Data Coordinator

Superintendents and charter school leaders are responsible for maintaining and transmitting State-required data elements in specified file formats to SIRS and other NYSED collection applications.

The SIRS began collecting data utilizing 4 data templates over a decade ago. Today, school districts, BOCES and charter schools are required to submit data using 25 different templates with varied reporting timelines and business rules.

It is extremely important to ensure accurate and complete data are reported, as it will impact State and federal funding streams (e.g. Title I, State Aid). Additionally, State and federal laws require various datasets to be included and make publicly available in State School Report Cards. This information is available on our public data site.

Given data reporting responsibilities, all school districts and charter schools should employ a District Data Coordinator to oversee the coordination and transmission of district data to the State while ensuring data integrity and accuracy.

To implement accurate reporting practices for individual student, staff and other data, *District Data Coordinators should*:

- Assemble and lead a team of district personnel who have:
  - expertise in the district's management information system(s) and infrastructure;
  - working knowledge of current NYSED reporting requirements, including those of special populations of students (e.g. special education, migrant students, ELL/MLL students);
  - knowledge of the LEA's registration materials and processes; and
  - data analysis experience.

- Define internal best practices to ensure data integrity and accuracy and document data collection standards that include:
  - department configurations and staff responsibilities;
  - alignment of the data with State codes for State and federal reporting requirements; and
  - consistency across departments and functions.

- Review the LEA's software systems for alignment to standards to ensure:
  - flexibility of the system in terms of modifying fields or screens;

- o capabilities for staff to update/change validation tables; and
- o documenting of processes and procedures for current and future staff.

- Foster clear communication of data governance standards and NYSED data collection and verification deadlines;

- Develop a data verification protocol for review of Level 0 error reports, L2RPTs, PD reports and other reports made available by NYSED to ensure that data are accurate when they are transferred to NYSED;

- Coordinate and facilitate internal data team meetings;

- Obtain authorization for appropriate school and district personnel to view student and staff records contained in the various reporting systems;

- Work with administration to develop plans and establish priorities for meeting NYSED deadlines for required data;

- Provide status reports regarding compliance with data collection and verification deadlines to the LEA's CEO and respond to requests for data for analysis purposes;

- Identify data-related training needs for support staff;

- Work with student and staff data vendors as needed;

- Monitor compliance regarding data standards and maintenance of records;

- Act as the liaison between the LEA and the regional Level 1 data center;

- Secure certification(s) of the data by the LEA's CEO in accordance with the certification schedule set forth by NYSED;

- Direct or assist in the direction of the data analysis activities and instructional improvement initiatives; and

- Maintain knowledge of data collections and verification requirements by attending informational sessions provided for District Data Coordinators by Level 1 data centers.

Due to the complexity of the various data collections and the stakes associated with some data, a District Data Coordinator should possess *these preferred qualifications*:

- In-depth understanding of the data flow among source systems and various levels of the SIRS and other NYSED reporting systems;

- Understanding of which data systems will serve as the source system for required data elements;

- Technical understanding of relational data (e.g. how templates may relate to one another);

- Knowledge of the assessment administration and reporting timelines;

- Ability to understand, follow and communicate data security regulations and best practices to other staff;

- Flexibility to work with staff in multiple departments in resolving potential errors in all levels of the SIRS (source system reports, L0, L1, L1C, NYSSIS Near Match Queue); and

- Understanding of accountability designations (e.g. APPR, BEDS, PMF).

State Education Department Reference File (SEDREF)

As a reminder, please ensure your District Data Coordinator is listed as the contact in the NYSED SEDREF database, so they will be notified when files are posted to the NYSED Business Portal as well as other correspondence from the Department. The data in SEDREF is refreshed nightly and information changes frequently. In addition, the District Data Coordinator should be reported in the SIRS Staff Snapshot and Staff Assignment templates.