



New York State  
Student Information Repository  
System (SIRS) Manual

New York State Education Dept. - Level 0

**ACTION SHEETS FOR DATA  
VERIFICATION  
DATAG SPRING 2025**



Regional Information Center  
Student Data Services





New York State  
Student Information Repository  
System (SIRS) Manual

New York State Education Dept. - Level 0

# ACTION SHEETS FOR DATA VERIFICATION DATAG SPRING 2025



Eastern Suffolk  
BOCES

Regional Information Center  
Student Data Services

STUDENT  
DATA  
SERVICES

# **ACTION SHEETS FOR DATA VERIFICATION**

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# **ACTION SHEETS FOR DATA VERIFICATION**

*Where can I find them?*

# ACTION SHEETS FOR DATA VERIFICATION

*Where can I find them?*

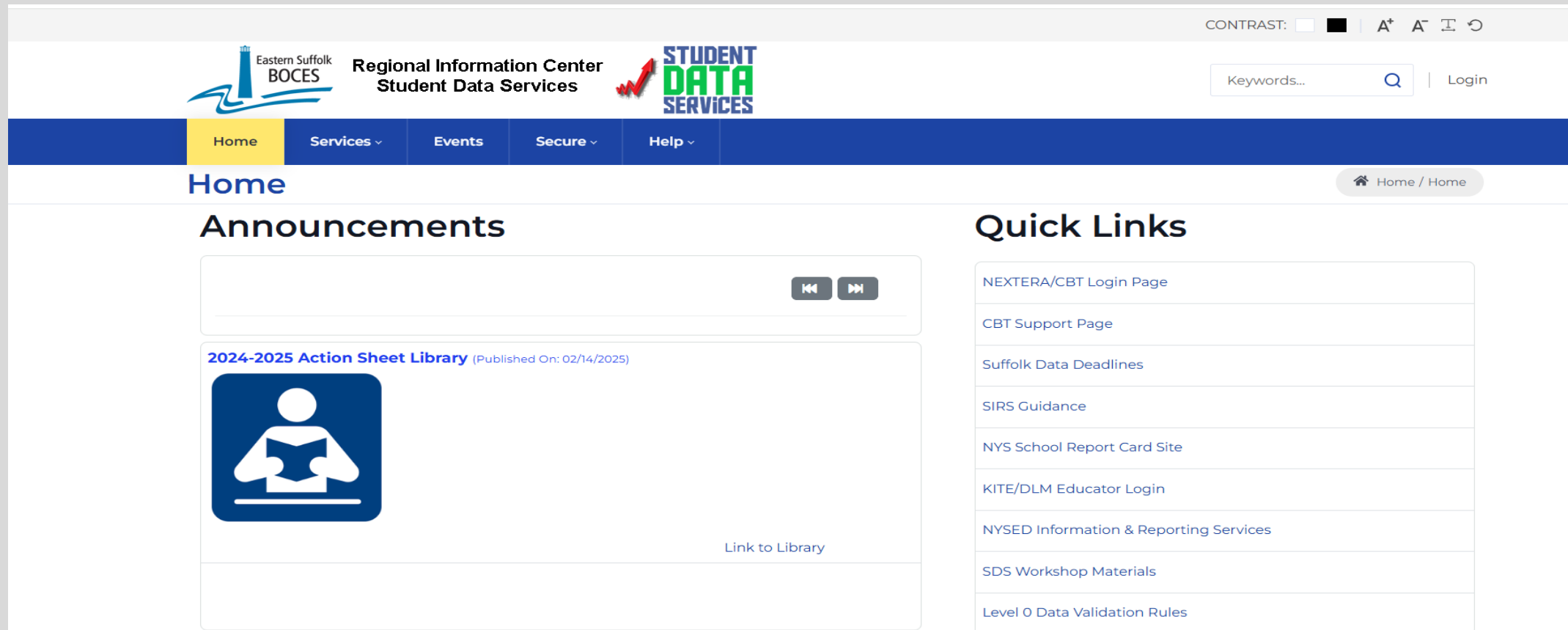
<https://datacentral.esboces.org/>



# ACTION SHEETS FOR DATA VERIFICATION

*Where can I find them?*


<https://datacentral.esboces.org/>



The screenshot shows the homepage of the Eastern Suffolk BOCES Student Data Services website. At the top, there are logos for Eastern Suffolk BOCES, Regional Information Center Student Data Services, and Student Data Services. A search bar and a "Login" link are in the top right. A blue navigation bar contains "Home", "Services", "Events", "Secure", and "Help". Below the navigation bar, the "Home" page is displayed with a breadcrumb "Home / Home". The main content is split into two columns: "Announcements" and "Quick Links".

**Announcements**

2024-2025 Action Sheet Library (Published On: 02/14/2025)



[Link to Library](#)

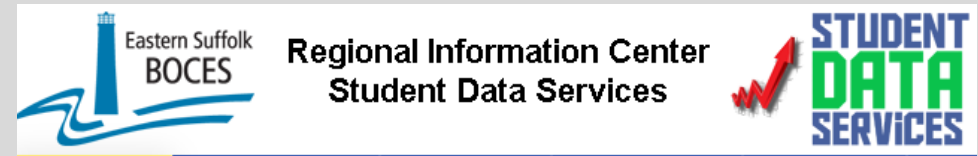
**Quick Links**

- [NEXTERA/CBT Login Page](#)
- [CBT Support Page](#)
- [Suffolk Data Deadlines](#)
- [SIRS Guidance](#)
- [NYS School Report Card Site](#)
- [KITE/DLM Educator Login](#)
- [NYSED Information & Reporting Services](#)
- [SDS Workshop Materials](#)
- [Level 0 Data Validation Rules](#)

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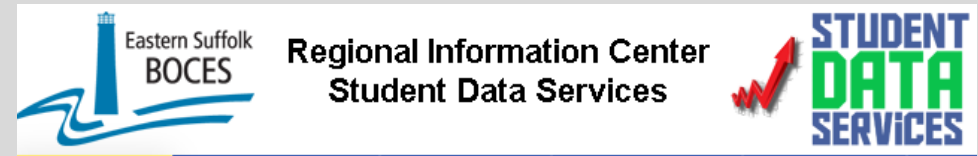
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<https://datacentral.esboces.org/>



*Over 30 tip sheets and growing!*

A screenshot of the datacentral.esboces.org website. The top navigation bar is dark blue with white text for 'Home', 'Services', 'Events', 'Secure', and 'Help'. The 'Services' tab is highlighted in yellow. Below the navigation bar, there are two main sections. On the left, under 'District Data Coordinators', there are links for 'Meeting Materials', 'Information' (which is highlighted with a blue bar), 'Data Element Spotlight', and 'DDC Contact List'. On the right, there is a 'Category' dropdown menu set to 'Action Sheets'. Below this is a section titled 'Documents' with a table listing various files. The table has a header row with the word 'File' and several rows of document titles.

File
School Report Card Release Notes
CBT Administrators Cheat Sheet
24-25 - 0220 NYSAA Eligible Program Deadline
24-25 Reporting August Grads
24-25 Teacher Out of Certification
24-25 VR 11 & VR 12 Reporting
24-25 School Safety and Climate Reporting

# ACTION SHEETS FOR DATA VERIFICATION

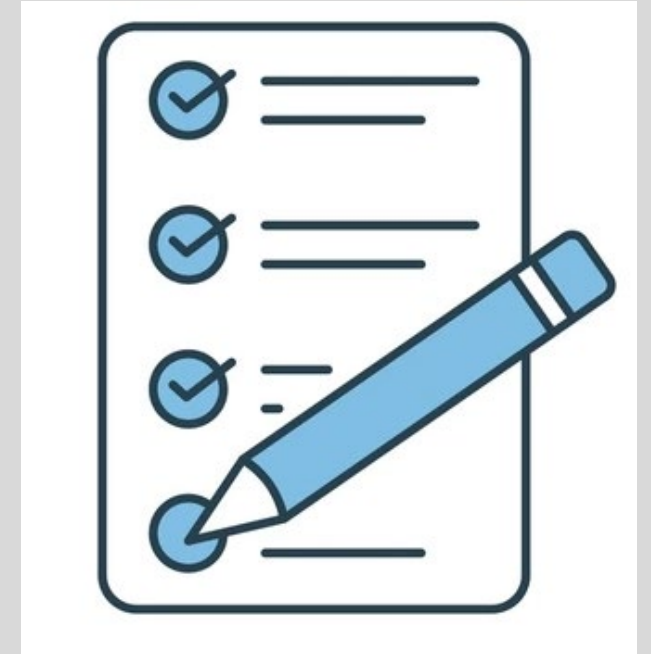
*What are they?*



# ACTION SHEETS FOR DATA VERIFICATION

*What are they?*

*“One stop shopping” for data verification*



# ACTION SHEETS FOR DATA VERIFICATION

## What are they?



### 2024-25 UPK Reporting

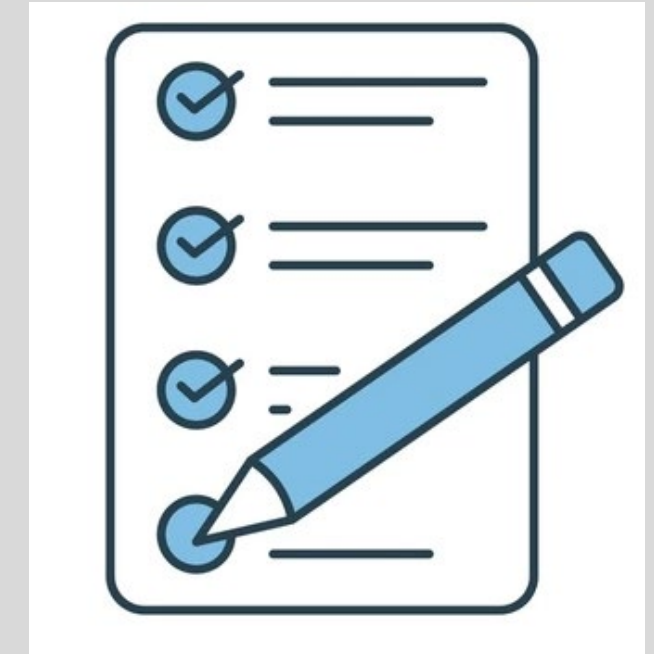


Attn: DDC, UPK Staff      Multiple Deadlines      Help Desks: • ESB Help: [DWLTS@booces.org](mailto:DWLTS@booces.org)  
• MYS UPK: [OEL@nysed.gov](mailto:OEL@nysed.gov)

For the 2024-25 UPK Enrollment counts, NYSED will **review BOTH** the BEDS day, October 2, 2024 (SIRS Reporting) Counts and PreK Child Counts day, March 12, 2025 (MVPS Reporting) **and select the higher of the two.**

 Districts should refer to the following allocation documents to determine which funding stream(s) they will utilize, how many students they are expected to serve, and which UPK code to report

- [2024-2025 UPK State-Funded Allocations List \(Project #0409-25\)](#)
  - UPK funds are allocated to school districts in accordance with the formula in Section 3602-e (10) of Education Law
    - [Reporting Instructions](#)
- [Statewide Universal Full-Day Prekindergarten \(SUFDPK\) Grant Awards \(Project # 0545\)](#)
  - Awarded to districts during the **2014-2015** school year for the provision of full-day 4-year-old Prekindergarten
  - [Special Reporting Requirement](#)
    - [Reporting half-day UPK placement](#) converted to full-day using the Statewide Universal Full-day Prekindergarten (SUFDPK) grant
    - [Reporting NEW full-day placements using SUFDPK](#)
- [2024-2025 Statewide Universal Full-Day PreK \(SUFDPK\) Expansion \(Project #0548-25\)](#)
  - As per the FY 2025 enacted state budget, SUFDPK funds awarded in SY 2022, SY 2023, or SY 2024, including the Federal SUFDPK and the newly awarded RFP, have been consolidated into one single funding source
  - [Special Reporting Requirement](#)
    - [Reporting half-day UPK placement](#) converted to full-day using the Statewide Universal Full-day Prekindergarten (SUFDPK) grant
    - [Reporting NEW full-day placements using SUFDPK](#)
- **Any child identified as Non-resident and/or Other Age (3 YO/5 YO)**
  - [Students must be reported](#) with the UPK program code and a Provider Setting Code
- **NYSED Memos:**
  - [Understanding Your 2024-2025 Prekindergarten Funding](#)
  - [PreK Child Count Memo](#)
    - If you have specific question regarding your funding or require guidance, please contact the Office of Early Learning at (518) 474-5807 or [OEL@nysed.gov](mailto:OEL@nysed.gov).

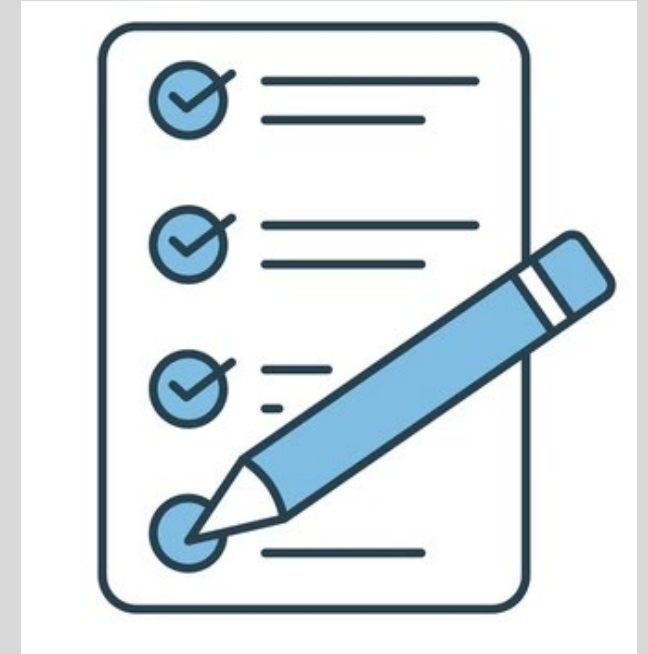


# ACTION SHEETS FOR DATA VERIFICATION

*What are they?*

*“One stop shopping” for data verification*

➤ *Hyperlinks for SED memos*

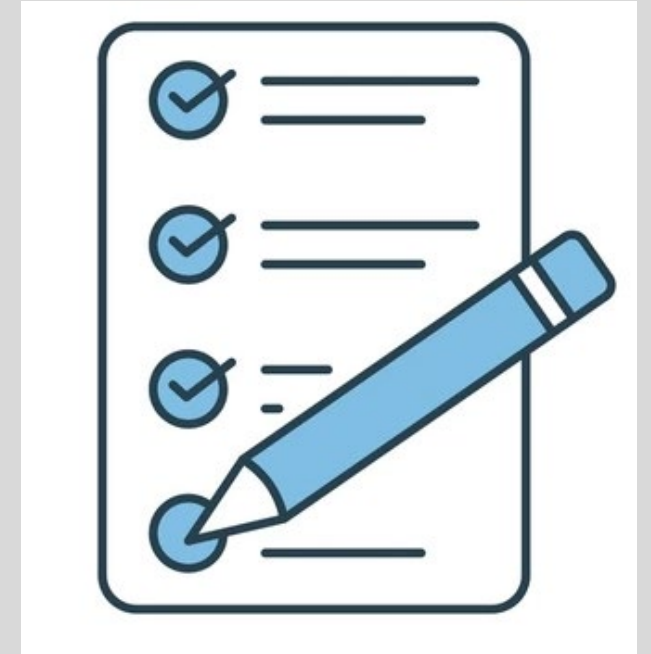


# ACTION SHEETS FOR DATA VERIFICATION

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- ***Hyperlinks for SED memos***
- ***Hyperlinks for SED funding pages***

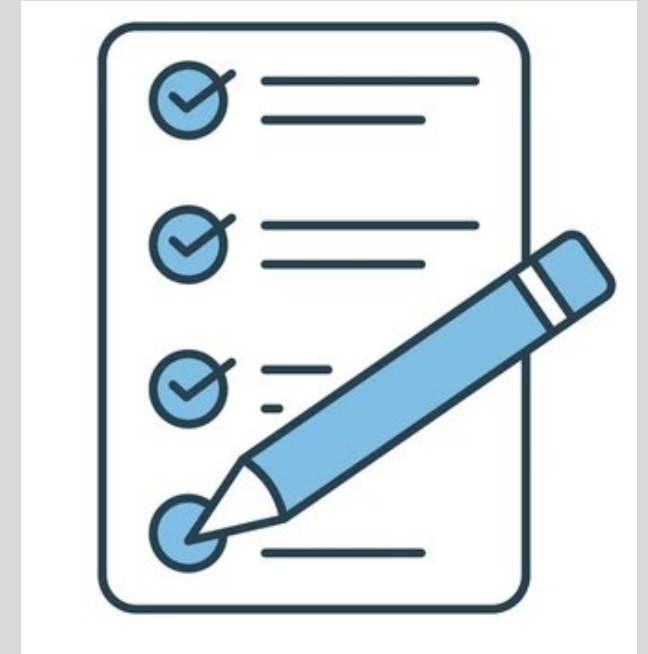


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***What are they?***

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- ***Hyperlinks for SED memos***
- ***Hyperlinks for SED funding pages***
- ***Hyperlinks for L2RPT report guides***



# ACTION SHEETS FOR DATA VERIFICATION

***What are they?***

***“One stop shopping” for data verification***

- ***Hyperlinks for SED memos***
- ***Hyperlinks for SED funding pages***
- ***Hyperlinks for L2RPT report guides***
- ***SIRS descriptions for data rules***





# ACTION SHEETS FOR DATA VERIFICATION

***What are they?***

***“One stop shopping” for data verification***

- ***Hyperlinks for SED memos***
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- ***SIRS descriptions for data rules***
- ***Contact information for help!***

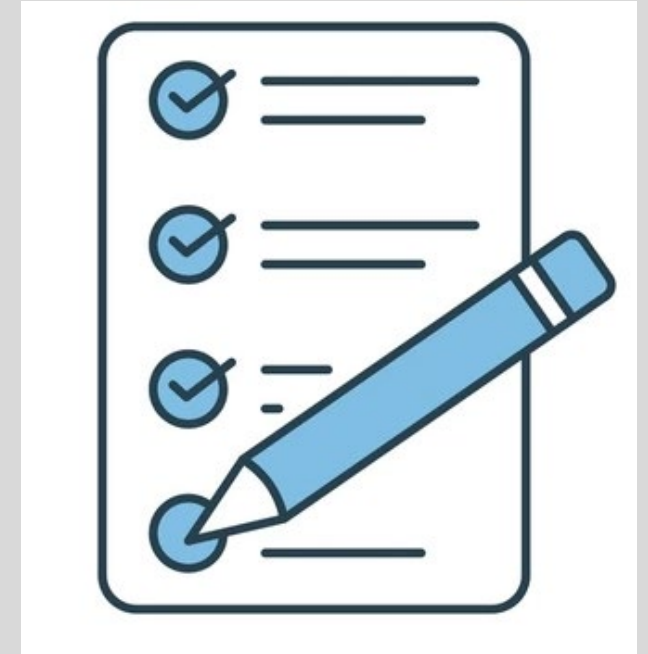


# ACTION SHEETS FOR DATA VERIFICATION

***What are they?***

***“One stop shopping” for data verification***

- ***Hyperlinks for SED memos***
- ***Hyperlinks for SED funding pages***
- ***Hyperlinks for L2RPT report guides***
- ***SIRS descriptions for data rules***
- ***Contact information for help!***
- ***And so much more.....***



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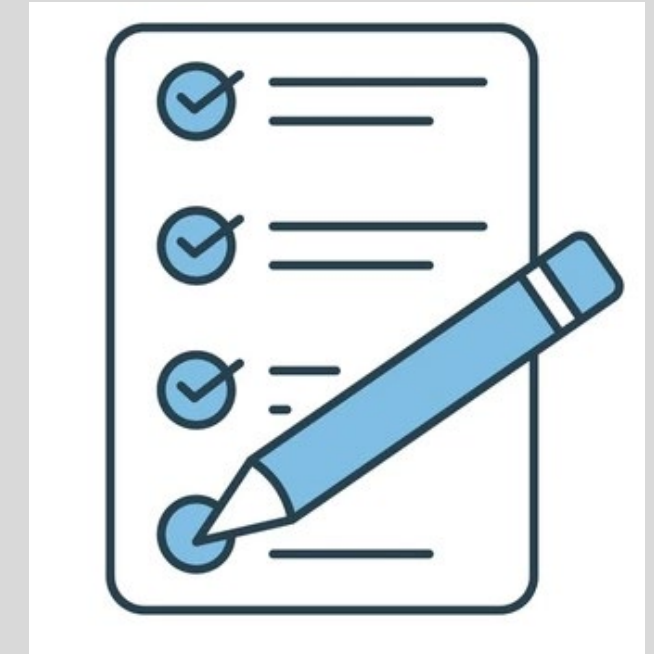
## *What are they?*

*“One stop shopping” for data verification*

## ➤ TO DO LIST

### Action Items

- Identify funding streams & allotted FTEs
  - What funding stream(s) are you using?  
\_\_\_\_\_
- Count of 4 YO ½ Day students \_\_\_\_\_
- Count of 4 YO Full-Day students \_\_\_\_\_
- [Assign the appropriate UPK Program Code & Provider Setting to UPK students](#)
- UPK enrollment count as of BEDS Day Oct. 2, 2024
  - Submit data through Level 0
    - [Verify SIRS 316 District PreK Report](#)
    - [Verify SIRS 333 UPK Enrollment Report](#)
    - [Final chance to load BEDS Day data is Jan. 2, 2025](#)**
- UPK Child Count Day March 12, 2025
  - Submit Data through the Monitoring & Vendor Performance System
    - Districts will receive an automated email from the Office of Early Learning in February 2025** to prompt them to complete the 2024-2025 SUFDPK Child Counts Survey.



# ACTION SHEETS FOR DATA VERIFICATION



## End of Year Tip Sheet: #1 Day Calendar



Attn: DDCs

Sheet Date: June 20, 2024

Helpdesk: [DWTSheIn@eshoces.org](mailto:DWTSheIn@eshoces.org)

*All Data Due: Aug. 15, 2024*

The Day Calendar is the blueprint that NYSED follows when assigning aid allocations and ESSA accountability. The SIRS 370 examines the district configuration of "Session Days" and "Attendance Days"

The terms "Session Day" and "Attendance Day" are crucial for school district compliance with state education requirements.

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- State Aid Attendance FAQ  
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### **To Do:**

[Verify the SIRS 370 Day Calendar Report](#)

- [L2RPT](#) > District > SEDDAS > Attendance > SIRS 370 Day Calendar Report
  - Are all Snow/Weather closures reported
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***Audience and due dates***

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***Audience and due dates***



***SIRS descriptions***

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## State Aid

[View District Data](#)

2024-25 Calendar of Deadlines

2024-25 State Aid Handbook

Topics

SAMS

General State Aid Information/Handbooks

Forms

Contact Us

Links to Related Sites

NYSED / State Aid / Attendance/900/990 Hour Requirement Information/Attendance and Enrollment Frequently Asked Questions (FAQ)

### Attendance and Enrollment Frequently Asked Questions (FAQ)

*\*Please Note: While State Aid provides and references guidance such as this FAQ, Statutes and Regulations, it is up to the district to interpret any guidance provided with the assistance of the district's representatives, experts, counsel, other appropriate SED offices, etc.*

[Superintendent Days](#)

[Early release/Late Arrival & Snow Days](#)

[Reporting Session Days and Instructional Hours](#)

[Extraordinary Condition Days & State of Emergency Days](#)

[Scheduling Session Days](#)

[Regents Examinations & Local Examinations](#)

[Charter Schools](#)

[Nonpublic Schools](#)

[Prekindergarten](#)



**State aid FAQ**

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

### L2RPT Report Guide

**SIRS-360 Attendance/Absence Verification Report;  
SIRS-361 Year to Date Attendance/Absenteeism Verification Report;  
SIRS-370 Day Calendar Summary Report**

For public schools, districts, charters and BOCES, verification reports that reflect year to date Chronic Absenteeism (CA) data based on student daily attendance records reported in SIRS are available via L2RPT. Districts, BOCES and charter schools should continue reporting student attendance data and day calendar in SIRS, consistent with the requirements defined by local attendance policy (e.g., a district policy that requires a student attend at least 3 classroom periods to be considered in attendance for a school day).

Please use the information in the reports and data available in district (or school) to develop an internal process for verification that meets the individual needs of the district or school. Communication between the data coordinator and the attendance official and establishing an internal process for verification will be an important part of submitting and verifying attendance data in SIRS.

#### What is Chronic Absenteeism?

Chronic absence from school, defined as missing at least ten percent of enrolled school days, warrants urgent attention because it diminishes successful student outcomes and undermines learning. Chronic absence is inversely associated with key academic priorities, including reading proficiency, math performance, graduation rates, and even college completion. Improving the ability to identify students at risk affords school staff the opportunity to engage students and their families early to ensure students are on track to learn and succeed.

Chronic absence differs from traditional attendance measures because its emphasis is on missed instructional time, which takes into account both unexcused and excused absences rather than focusing on unexcused absences or truancy. Clearly, having students in school for instruction is a fundamental first step to helping students achieve. Fortunately, considerable research has shown that interventions to help get kids to school are successful, and when students stop being chronically absent, they improve



***L2RPT Report Guide***



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Log in

Namespace

ES BOCES L2RPT

User ID

Password

Log in



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***Even has the Log in Link!!***

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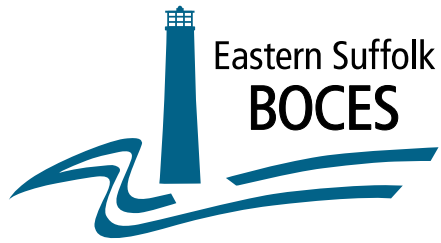
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***Most important – To Do list and reminders!!***



## Eastern Suffolk BOCES Board and Administration

### President

Lisa Israel

### Vice President

William K. Miller

### Members

Arlene Barresi  
Angelo Cassarino  
Linda S. Goldsmith  
William Hsiang  
Kelli Anne Jennings

Susan Lipman  
Joseph LoSchiavo  
Anne Mackesey  
James F. McKenna

Brian O. Mealy  
Catherine M. Romano  
Robert P. Sweeney  
John Wyche

### District Superintendent

Jasmin Varela, Ed.D.

### Chief Operating Officer

David Wicks

### Associate Superintendent

Claudy Damus-Makelele – Educational Services

### Associate Superintendent

James J. Stucchio – Management Services

### Assistant Superintendent

Nichelle Rivers, Ed.D. – Human Resources

### Directors

Leah Arnold – Career, Technical and Adult Education  
Kate Davern – Educational Support Services  
Arlene Durkalski - Human Resources  
Mark Finnerty – Facilities  
Katelyn Fretto – Business Services  
Susan Maddi – Administrative Services  
Gina Reilly – Special Education  
Darlene Roces – Regional Information Center  
Jachan Watkis – Diversity, Equity, and Inclusion

[www.esboces.org](http://www.esboces.org)

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