

2025 CERTIFICATION CHECKLIST

EOY L2RPT REPORTS



IMPORTANT - All reports on the NYSED certification list should be reviewed for accuracy. Click here for the complete list from NYSED.

This document contains language and checklists you can use or adapt as you ask your colleagues to verify data. You can copy paste portions of this document to send in an email along with the reports that you need verified. Here is a link to a project management spreadsheet you can use/adapt to keep track of your verifications.

LIST OF REPORTS TO BE CERTIFIED

✓ Suggested Email Copy (Use or adapt as you like)

✓ SIRS-111 School Year Suspension Accountability Report*

- ✓ SIRS-303 Annual Secondary Assessment Summary Report
- ✓ SIRS-333 Annual Pre-K Enrollment Summary Report
- ✓ SIRS-336 Annual Digital Resources Survey Report
- ✓ SIRS-650 English Language Learner Profile Summary Report
- ✓ SIRS-653 Annual Regents Exam Report

Attendance/Chromic Absenteeism

- ✓ SIRS-360 Attendance Absence Daily Summary
- ✓ SIRS-361 Year to Date Student*
 Attendance/Absenteeism Summary Report
- ✓ SIRS-370 Day Calendar Summary Report
- ✓ SIRS-371 Student Attendance Count Report
- ✓ SIRS-375 Student Attendance Count (by District) Report

BEDS Day Enrollment

- ✓ SIRS-312 BEDS Day Enrollment Verification Report for State Aid
- ✓ SIRS-313 BEDS Day Enrollment by Location of Enrollment & Student Subgroup
- ✓ SIRS-314 BEDS Day Enrollment Verification Report by District of Residence
- ✓ SIRS-323 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day

├→ Course

- ✓ SIRS-321 Student Class Grade Verification Report
- ✓ SIRS-330 Student Class /Course Instructor Summary Report

CTE

✓ SIRS-305 Career and Technical Education Report

Higher Ed Programs

- ✓ SIRS-655 Annual Higher Ed Programs Summary Report
- ✓ SIRS-656 Partner Project Fact Report

Staff Reports (HR System)

- ✓ SIRS-320 Staff Snapshot Verification Report
- ✓ SIRS-322 Staff Tenure Verification Report
- ✓ SIRS-324 Staff Attendance Summary Report
- ✓ SIRS-365 Staff Evaluation Rating Verification Report
- ✓ SIRS-334 Staff Assignment VR

Student Support

✓ SIRS-658 Student Behavioral Interventions Summary Report

Tested/Not Tested

✓ SIRS-301 Tested/Not Tested Confirmation Report

- ✓ SIRS-201 Total Cohort Report
- ✓ SIRS-203 Total Cohort Career Pathways Summary Report
- ✓ SIRS-204 Total Cohort Assessment Summary Report

^{*}Certification is not required for these reports, but we suggest the data be verified.

SUGGESTED EMAIL COPY (USE OR ADAPT AS YOU LIKE)

The attached reports require certification by the Superintendent for NYSED. I have addressed known errors in the data within the State's Level 0 system. It is now necessary to review the data counts in order to ensure their accuracy and confirm that nothing is missing or inaccurate. I kindly request that you carefully examine each column of the enclosed report to verify the correctness of the data contained within. It is important to note that this submission will serve as the final version, which will be utilized for accountability determinations, State Aid calculations, and to populate the New York State Report Cards. Additionally, these data may be utilized for other reports to the Board of Regents or for various policy-related purposes. It is worth mentioning that these data will be considered public information and can be provided to any interested party upon request.

REPORT	REVIEW FOR:
SIRS-111 School Year Suspension Accountability Report	SIRS-111 is used to review data that will determine Suspension Rates. This is the official Suspension Report for Accountability.
Suggested Verification by ✓ Building Principals	While certification is not required for this report it is an important report to check as it used for Accountability
	Check the following:
	☐ Column B for correct number of students suspended in school
	☐ Column C for correct number of students suspended out of school
	Subgroups (check for disproportionality among race and disabilities)
	Drill down to Check the following: ☐ The accuracy of the student ISS/OSS counts
	REPORT REVIEWED BY

REPORT	REVIEW FOR:
SIRS-303 Annual Secondary Assessment Summary	SIRS-303 is used to review AP, IB, LOTE (optional) assessment results.
Report (AP and IB Scores)	This Report feeds the SIRS-108 Accountability Report (HS – CCCR (MIPs)
Suggested Verification by ✓ HS Principal ✓ LEP Coordinators	Check the following: ☐ To see if all assessments are listed ☐ The "Number Tested" column for correct number of students tested
	Drill Down to Check the following: ☐ That the scores are correct
	REPORT REVIEWED BY

SIRS-333 Annual Pre-K Enrollment Summary Report	SIRS-333 is used to review Pre-K student enrollment counts that will determine UPK grant allocations.
Suggested Verification by ✓ UPK Coordinator	Select the most recent date in the "Snapshot Date" dropdown.
V OF R Coordinator	Check for correct counts in: ☐ All columns in the "Half-Day" section ☐ All columns in the "Full-Day" section ☐ All columns in the "FTE" section ☐ Be sure there are no students without required Pre-K Program Code
	REPORT REVIEWED BY
SIRS-336 Annual Digital Resources Survey Report	SIRS-336 is used to review results of your Digital Resources survey that is reported on the NY State Data site.
Suggested Verification by ✓ CIO	Check counts in the following columns: ☐ "Total Enrolled" ☐ "Missing Survey"
	REPORT REVIEWED BY
SIRS-650 English Language Learner Profile Summary Report	SIRS-650 is used to review students whose enrollment records show ELL Eligibility.
Suggested Verification by ✓ LEP Coordinator	This Report feeds the SIRS-113 Accountability Report (HS and E/M – ELP Level)
	Check the following: □ "Total Enrolled" column □ "Newcomer" and "Developing" columns □ The columns in the "Program Participation" section □ The students in "Missing Program Participation Code" column □ The students in the "Long-term" column
	 Drill down to Check the following: □ The "NYSESLAT Achievement Level Description" column to make sure "Commanding" student counts are accurate
	REPORT REVIEWED BY

Annual Regents Exam Report

Suggested Verification by

- ✓ HS Principal
- ✓ Guidance
- ✓ Special Education
- ✓ LEP Coordinator

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SIRS-653 is used to review Regents exam results and exemptions.

Check the following:

- ☐ Check performance levels for each Regents
- ☐ Check Exemptions (if applicable)

Drill down to Check the following:

□ Levels 1 and 2 for possible special appeal. If the score was in the 50-64 range they can appeal to graduate. Click here to view the guidelines on the NYSED site.

REPORT REVIEWED BY

Attendance/Chronic Absenteeism

REPORT **REVIEW FOR: SIRS-360** SIRS-360 is a report to review and plan for improved student **Attendance Absence** attendance. **Daily Summary Report** This Report feeds the SIRS-107 Accountability Report (HS and E/M – **Suggested Verification** by ✓ Building Principals ✓ Attendance Monitor Spot check a few days and confirm your total absences and the breakup of excused and unexcused. Check the following: □ COLUMN C: "Total Number of Enrolled Students" □ COLUMN D: "Total Number of Students Absent (Excused and Unexcused and Missing)" ☐ COLUMN N: "Missing" (these students will count as Absent) REPORT REVIEWED BY

Year to Date Student Attendance/ Absenteeism Summary Report

Suggested Verification by

- ✓ Building Principals
- ✓ Attendance Monitor

SIRS-361 is used to review number of instructional days to date and number of students enrolled at least one day in the school year.



This Report feeds the SIRS-107 Accountability Report (HS and E/M – Chronic Absenteeism (MIPs))

While certification is not required for this report it is an important report to check as it feeds the Chronic Absenteeism Summary Report

Check the following:

- ☐ COLUMN B: "Attendance Days to Date" (instructional days)
- □ COLUMN C: "Students Enrolled for at Least One Day During the School Year"

REPORT REVIEWED BY

SIRS-370

Day Calendar Summary Report

SIRS-370 is used to review the number of calendar day types by grade for instructional and non-instructional days.

Suggested Verification by

- ✓ CIO
- ✓ Central Office

This Report feeds the SIRS-107 Accountability Report (HS and E/M – Chronic Absenteeism (MIPs))

☐ Check all columns to ensure correct day types are reported for each grade level in each building

REPORT REVIEWED BY

SIRS-371

Student Attendance Count Report

Suggested Verification by

- ✓ Building Principals
- ✓ Attendance Monitor

SIRS-371 is used to review student attendance by type and modality (In Person and Remote).

■ Note the "Attendance Through" date above the chart – counts are as of that date

Check the following:

- ☐ "Remote" column
- ☐ "Present Out of School" row
- ☐ "In-School Suspension" row
- ☐ "Out-of-School Suspension" row
- ☐ "Missing" row (Missing = Absent)

REPORT REVIEWED BY

Student Attendance Count (by District) Report

Suggested Verification by

- ✓ Building Principals
- ✓ Attendance Monitor

SIRS-375 provides an overview of attendance within the district (including by location).

□ Note the "Attendance Through" date above the chart. Counts are as of that date.

Check the following:

- ☐ COLUMN d: "Present Out of School"
- ☐ COLUMN h: "Out-of-School Suspension"
- ☐ COLUMN i: "In-School Suspension"
- ☐ COLUMN I: "Missing" (Missing = Absent)

REPORT REVIEWED BY

BEDS Day Enrollment

REPORT	REVIEW FOR:
SIRS-312 BEDS Day Enrollment Verification Report for State Aid	SIRS-312 is used to review Resident and Non-Resident student enrollment as of BEDS Day that are used in State aid calculations. Check the following:
Suggested Verification by ✓ Principals	 Columns A-H to look for resident students who are in OOD placements Columns I-K to look for students who are not residents of the district and for whom tuition is or could be charged
✓ Special Education✓ Business Office	REPORT REVIEWED BY
SIRS-313 BEDS Day Enrollment by Location of Enrollment & Student Subgroup Suggested Verification by Building Principals	SIRS-313 is used to review counts of all students enrolled in the district by grade and by subgroup, regardless of where they live (non resident). The report can be run by district or location. □ Check all columns to ensure correct totals for each grade, location and sub-group □ The All Students line will be recognized as official BEDS grade-by grade enrollment and be sent to State Aid for funding calculations. □ Subgroup categories will be used on the NYS Report Card.
✓ Business Office	REPORT REVIEWED BY

BEDS Day Enrollment Verification Report by District of Residence SIRS-314 is used to review counts of enrolled students by grade and by their District of Residence. These counts are used for many purposes including: State aid calculations; generating targeted federal program aid; reporting in New York State Report Cards; and reporting to the media.

Suggested Verification by

- ☐ This report helps to show students who reside in other districts and for whom the district may be able to charge tuition.
- ✓ Building Principals
- ☐ Check all columns for each "District of Residence"
- ✓ Business Office

REPORT REVIEWED BY

SIRS-323

Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day SIRS-323 is used to review counts of enrolled students eligible for Free and Reduced-Price Lunch. These BEDS Day counts are used for State Aid, Targeted Federal Aid, is reported on the NYS Report Card, reported by the media.

Suggested Verification by

✓ Food Service Managers

Check the following:

- □ COLUMN L: "Total Eligible" for total numbers of students who receive free and reduced price lunch
- □ COLUMN N: "Total Enrollment"

REPORT REVIEWED BY



REPORT	Review for:
SIRS-321 Student Class Grade Verification Report	SIRS-321 is used to review all courses in the district for student counts, outcomes, credits, etc.
Suggested Verification by ✓ Building Principals	This Report feeds the SIRS-108 Accountability Report (HS and E/M – CCCR (MIPs))
✓ Guidance Counselors	☐ Check to make sure all courses are listed
	 Drill down to check the following: □ COLUMNS A-L, O AND P MUST BE CERTIFIED □ COLUMN F: All students enrolled in the course during the school year □ COLUMN J or K: Alpha or Numeric Grade (This data is not required but some IDW reports use this information) □ COLUMN L: "Class Detail Outcome Code" is required □ COLUMN O & P: "Credits Attempted" and "Credits Earned" are required
	REPORT REVIEWED BY
SIRS-330 Student Class /Course Instructor Summary Report	SIRS-330 is used to review student/staff course data and is used to comply with State and federal laws, including information in the School Report Cards.
Suggested Verification by ✓ Building Principals ✓ Guidance Counselor	Check the following for each subject: "Course Codes" "Course Names" "Course Sections" "Total Students" "Total Teachers in Course"
	REPORT REVIEWED BY

◯ CTE

REPORT	REVIEW FOR:
SIRS-305 Career and Technical Education Report	SIRS-305 is used to verify student counts for Career and Technical Education students, their Program Concentrations and their assessment results.
Suggested Verification by ✓ Guidance and/or whomever is responsible for CTE	Check the following: "CTE Program Concentrators" column "Number of Concentrators Passing Technical Skills Assessment" column* "CTE Program Participants" column
programs	*Pay special attention to student who passedEnsure those students get the appropriate CTE credentials for graduation
	REPORT REVIEWED BY

REPORT	REVIEW FOR:
SIRS-655 Annual Higher Ed Programs Summary Report (1, 2) Suggested Verification by HS Principal	SIRS-655 is used to verify Higher Ed Programs counts (types of Outcomes and Assessments) and Chronic Absenteeism. For each Higher Ed Program, check the following: Counts in each of the "Outcomes" section columns Counts in each of the "Secondary Assessments" section columns Counts in the "Elementary/Middle Assessments" section columns Counts in the "Chronic Absenteeism" section columns
	REPORT REVIEWED BY
SIRS-656 Partner Project Fact Report	SIRS-656 is used by districts that participate in Partner Projects such as P-Tech, ECHS Scholars and Smart Scholars to verify the number of students in each program.
Suggested Verification by ✓ HS Principal	For each Partner Project Program, check the following: Counts in the "Number of Students" column Counts in "Count Career Pathway" column
	REPORT REVIEWED BY

⊘ Staff Reports (HR System)

REPORT	REVIEW FOR:
SIRS-334 Staff Assignment Verification Summary Report	SIRS-334 is used to verify data for teachers, principals, and other non-teaching professionals. The data will be used in the BEDS Personnel Master File (PMF) and Annual Professional Performance Review. This data will be used to link the principal to the students enrolled in the program/location that they supervise for APPR purposes.
Suggested Verification by ✓ Building Principals	 Check the following: □ Columns C-I: Be sure each building has correct number of Principals and Asst. Principals, School Counselors, Nurses, Psychologists and Social Workers. □ Column J: All non-teaching professional staff must be reported. Use non-teaching Assignment Codes in Chpt 5 of SIRS. REPORT REVIEWED BY
SIRS-320 Staff Snapshot Verification Report Suggested Verification	SIRS-320 is used to review staff data by location. All Staff includes any staff person who must be reported to meet any requirements related to APPR to and meet the BEDS Electronic Personnel Master File (ePMF) requirements. Only one staff snapshot record per staff member per year.
by ✓ Building Principals	 Check the following: Check the following: □ Columns C-F: Total counts are correct for each column □ Columns C-F: Drill down for columns C-f to be sure data contained are correct □ *NEW* Be sure that counts of teachers and principals are in the ballpark of the same number of Total Educators (teachers and principals) in Staff Tenure SIRS-322. NYSED will compare.
	Drill Down to see the list of staff in each of those categories.
	REPORT REVIEWED BY

Staff Tenure **Verification Report**

Suggested Verification by

✓ Building Principals

SIRS-322 is used to review teachers' tenure status in relation to their APPR final rating. This data is used to inform Department policy decision making in several areas related to educator quality and professional development. This should only be reported for teachers and principals. *NEW* Be sure that Total Educator counts match counts of teachers and Principals in Staff Snapshot. NYSED will compare.

Check the following:

- ☐ Check all columns pay special attention to Column G Tenure Denied.
- □ COLUMN B: "Total Educators Reported in Staff Tenure Template in SIRS"
- ☐ COLUMN C: "Not Tenure Eligible"
- ☐ COLUMN D: "Probationary"
- ☐ COLUMN E: "Probation Extended"
- □ COLUMN F: "Tenure Granted"
- □ COLUMN G: "Tenure Denied"

Drill Down to see the list of staff in each of those categories. Be sure Central Office is aware of any staff with "Tenure Denied".

REPORT REVIEWED BY

SIRS-324

Staff Attendance Summary Report

Suggested Verification by

✓ Building Principals

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SIRS-324 is used to review staff attendance for the school year.

Check the following:

- □ COLUMN C: "Total Absences"
- ☐ COLUMN D: "Sick Leave"
- ☐ COLUMN E: "Personal Leave"
- □ COLUMN F: "Jury Duty Leave"
- □ COLUMN G: "Maternity/Paternity Leave"
- ☐ COLUMN H: "Bereavement Leave"
- □ COLUMN I: "Other Leave"

Drill Down to see the list of staff in each of those categories.

REPORT REVIEWED BY

SIRS-365 Staff Evaluation **Rating Verification** Report

Suggested Verification

✓ Building Principals

SIRS-365 is used to verify staff evaluation rating and scores reported

This certification is not due until October. The report will be an updated SIRS-331 and will be available in L2RPT closer to the October 31 due Date.

⊘ Student Support

REPORT	REVIEW FOR:
SIRS-658 Behavioral Interventions Summary Report	SIRS-301 is used to review data on the use of physical restraint, timeout and allegations of prohibited interventions in schools. Run by building (if applicable) and check all columns for accuracy.
Suggested Verification	Drill Down to see the list of students.
by ✓ Building Principals	REPORT REVIEWED BY

REPORT	REVIEW FOR:
SIRS-301 Tested/Not Tested Confirmation Report	SIRS-301 is used to review data for students who should take the NYS Assessments on the selected test year.
Suggested Verification by ✓ ES Principals ✓ MS Principals	This Report feeds the: SIRS-105 Accountability Report (HS – Composite Performance) SIRS-105 Accountability Report (HS ELA and Math Progress (MIPs)) SIRS-106 Accountability Report (E/M – Composite Performance) SIRS-106 Accountability Report (E/M – ELA and Math Progress (MIPs)) SIRS 108 Accountability Report (HS – CCCR (MIPs) SIRS-112 Accountability Report (E/M – Student Growth (SGP)) SIRS-113 Accountability Report (HS and E/M – ELP Level) Check by both building and grade level for both Math and ELA for the following: "Total Tested" column and verify those students took the assessment Look at "Refusal" column and verify those students refused to take the assessment Look at the "No Assessment" column and verify all students are either NYSAA eligible or are ELL taking the NYSESLAT Drill Down to see the list of students REPORT REVIEWED BY

REPORT	Review for:
SIRS-201 Total Cohort Report Suggested Verification by ✓ HS Principal ✓ Guidance ✓ Special Education (for verification of exiting SWD) ✓ LEP Coordinator	SIRS-201 is used to review data on total cohort enrollment, district and school enrollment outcomes and percentages of students identified with these outcomes. This Report feeds the: SIRS-105 Accountability Report (HS – Graduation Rate.) SIRS 108 Accountability Report (HS – CCCR (MIPs) Check the following: COLUMN B: "Cohort enrollment as of June" COLUMNS D-F: Correct Diploma Types especially Advanced for CCCR COLUMN G: "IEP Diplomas and Commencement Credentials" COLUMN H: "Still Enrolled" affects Graduation Rate COLUMN I: "Transfers to Alternative High School Equivalency Preparation Program/HSEPP)" COLUMN J: "Dropped Out" affects Graduation Rate Drill Down to see the list of students REPORT REVIEWED BY
SIRS-203 Total Cohort Career Pathways Summary Report Suggested Verification by ✓ HS Principal ✓ Guidance ✓ Special Education (for verification of exiting SWD) ✓ LEP Coordinator	SIRS-203 is used to review data for assessment pathways to graduation. Check the counts in the following columns: COLUMN B: "Cohort enrollment as of June" COLUMN C: "Total Number of Graduates" COLUMNS D: "Commencement Credentials" COLUMNS E-M: Career Pathways Drill Down to see the list of students REPORT REVIEWED BY

Total Cohort Assessment Summary Report

Suggested Verification

- ✓ HS Principal
- ✓ Guidance
- ✓ Special Education (for) verification of exiting SWD)
- ✓ LEP Coordinator

SIRS-204 is used to review data for assessment results on Regents and approved alternatives to Regents examinations for the 4-year, 5- year, and 6-year total cohorts.



This Report feeds the:

- **SIRS-105** Accountability Report (HS Composite Performance)
- SIRS-105 Accountability Report (HS ELA and Math Progress (MIPs))
- ☐ Verify the report for the 4, 5 and 6 year outcomes. (Select these options in the "Cohort Membership" dropdown)

Check each of the 3 cohorts for the following:

- □ COLUMN A: Correct number of students in that Cohort
- ☐ COLUMN B: Correct number of students Not Tested (No Regents)
- ☐ COLUMN C: Correct number of students Tested
- □ COLUMNS D-G: Student who scored at Levels 1.2.3 and 4
- □ COLUMN H: Students with passing scores on Approved Regents **Alternatives**
- □ COLUMN P: Student with an Exemption for that Regent
- ☐ COLUMN Q: Students who Tested and also had an Exemption
- □ COLUMN R: Exemptions and Not Tested. Check this column against Column B

REPORT REVIEWED BY