

Infinite Campus End of Year State Reporting Checklist 2025-2026

☐ **Assessment Fact**

☐ COSF, NYSITELL_V2, REGENTS, CTE, ALTREG, LOTE, CCR

☐ New State Test Groups must be set up in the attribute dictionary, Assessments in Test Setup. Any assessment marked as State Test extracts to Assessment Fact, and the State Code must match the SIRS Manual Test Group name.

First and Last Administration of New Regents Examinations

Exam Title	First Administration of New Exam	Last Administration of Current Exam
Algebra I	June 2024	January 2024
Geometry	June 2025	January 2025
Earth & Space Sciences*	June 2025	June 2026
Life Science: Biology*	June 2025	June 2026
Algebra II	June 2026	January 2026
Chemistry*	June 2026	June 2027
Physics*	June 2026	June 2027
English Language Arts	June 2026	January 2026

* For science, the new learning standards are not as strongly aligned to the prior standards. As a result, there will be an overlap period of the old and new exams for four administrations. This will ensure that students can complete the exam that matches the instruction they received.

- ☐ LOTE (Languages Other Than English) is been replaced by World Languages
- ☐ SIRS Collects ALPHA scores only (no numeric scores) for the LOTE exam
- ☐ Alpha score can only be equal to "P" or "F" and numeric score must be blank or you will receive a warning.

☐ **Attendance Code**

☐ Map all OSS and ISS CODES to the state code drop-list

☐ ISS and OSS Absent Excused/Unexcused/Unknown may be needed.

☐ Suspension-mapped Exempt marks report as PRSNT when applied to a student for the full day.

☐ Map any local codes to the state code drop list as needed

☐ On days when a student is suspended, both Level 0 and Level 2 require two attendance records. The second record has one of the following attendance codes: PRSNT-IN, PRSNT-OUT, E (Excused), U (Unexcused), Tardy-IN, TardyOUT.

Student Attendance Codes and Descriptions

Code	Description
PRSNT-IN	Present In School
PRSNT-OUT	Present Out Of School
E	Excused
ISS	In-School Suspension
OSS	Out-of-School Suspension
T-IN	Tardy In School
T-OUT	Tardy Out Of School
U	Unexcused

☐ Course

- ☐ Any newly-added reportable courses must have a valid state code - see chart on page 5
 - ☐ Any course changes made after calendar roll has taken place must be updated in the next school year's calendar

☐ Course Instructor Assignment

- ☐ Scheduling & Courses > Courses> Section Staff History - Assign teacher role as required based on teacher's instructional responsibility for the class
 - ☐ Primary ENL Instructor Indicator (Y or N) – From Staff History
 - ☐ Primary Special Ed Instructor Indicator (Y or N) – From Staff History
- ☐ If no students are rostered in the Course, check the No Roster box in Course Information
- ☐ Primary Instructor Delivery Method - (Face to Face, Distance, Blended, Online)
- ☐ Incidental Teaching Assignment Indicator (default = N)

☐ Day Calendar

- ☐ Homebound Day Calendar Required
- ☐ Verify that grade levels are mapped to state grade level codes
- ☐ Terms – Term Code must be assigned in the term detail
- ☐ Days – Day Types
 - ☐ Map Day Event-type codes to the state description. System Settings >Custom Data and Links > Core Attribute/Dictionary > Day >Type > Code

☐ Location Marking Period Code

- ☐ Map Term Code – Scheduling & Courses> Calendar Setup> Term Setup> Term Detail
- ☐ Summer School – transfer record – Enter term S manually into Level 0

☐ Programs Fact

- ☐ Update CTE Programs in Flags or Programs - check Core CTE box if in Programs
 - ☐ Align report options with correct record location
 - ☐ Don't state report unless it is an in-house approved program
- ☐ Determine whether or not to check "Calculate 0198 Records"
- ☐ Seal of Biliteracy
- ☐ Seal of Civic Readiness

☐ **School Entry/Exit**

- ☐ January and June Graduates – End Status 799 – (2025 August should have been reported prior to EOY; August grads for the upcoming summer report in 2026).

☐ **Student Behavioral Intervention changed to Student Restraint Event**

- ☐ A record reports per instance of physical restraint or timeout and for allegations concerning prohibited intervention types.
- ☐ When “Physical Restraint” or “Timeout” used, Staff Training and Incident Comment is required
- ☐ Incident Comment field has a 250 character limit or it will generate an error

☐ **Student Infraction Response**

- ☐ Reports disciplinary removal data for all students with disabilities.

☐ **Student Class Entry Exit**

- ☐ Course – Update State Course Codes as needed (see SIRS)
- ☐ Verify student roster overlapping start and end dates
- ☐ Dual Credit Checkbox (Field 26 SIRS Extract Indicator Reports Y/N)

☐ **Student Class Grade Detail**

- ☐ Primary Level – P/F Indicator has to be populated in all course/sections for grade levels **through 6**
- ☐ Secondary Level - Final Course Grades must be posted to transcript
 - ☐ Run Grades Report to identify missing final grades prior to posting
 - ☐ Section/Student Transcript: Credit Recovery checkbox
 - ☐ Course/Section/Roster Batch Edit or Walk-in Scheduler: Dual Credit Code Field - Setting where student will be taking post-secondary course
 - ☐ Alpha and Numeric Grades are regionally reported only.
 - ☐ Run the Transcript Audit report to identify differences between posted grades (report card final grade) and scores posted to Transcripts. Main Menu > Grading & Standards > Reports > Transcript Audit Report.

☐ **Student Daily Attendance**

- ☐ Report students from Homebound calendar - Attendance reporting is required
- ☐ Review ISS/OSS for second attendance-status record (one suspension, one attendance with modality)

☐ **Student Digital Access**

- ☐ If Data Warehouse loading service is used, the Extract is loaded by batch
- ☐ If Data Warehouse loading service isn't used, a new Complete file is loaded each time the Extract is run

☐ **Student Lite**

- ☐ Graduation Tab - Graduation information for January and June graduates
 - ☐ Diploma type

- ☐ Career Path
- ☐ Date Entered Grade 9 field reads from Campus enrollments. Review and override manually if needed, whether student has been retained, or if student entered grade 09 in another district
- ☐ Make sure Grad tab data is loaded from Student Lite before ending enrollments
- ☐ Check "Use Protected Identity" box if Student Protected Identity Information is needed to report
- ☐ If address needed to report "Unknown" check the private box. Version 2215 will report the City, State, Zip Code fields as a blank instead of "N/A" when address is Unknown.

☐ **Staff Snapshot from alternate source**

☐ **SSEC (School Safety and Educational Climate)**

- ☐ See https://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html for deadline to submit
- ☐ A new State Event Code, Threat of School Violence (Other than Bomb Threat or False Alarm), has been added to the New York Behavior Event Types.
- ☐ Several updates have been made to the layout of the New York SSEC Extract, including:

Code changes in locked dictionaries are addressed by the vendor, but some are codes user-entered.

A list of code changes for 25-26 is listed below:

Updated	Notes
7/1/2025	Day Calendar: New Day Type code "Remote"
7/1/2025	Programs Fact: ADD new codes
7/1/2025	Staff Snapshot: ADD Staff Qualification Status code
7/1/2025	Student Infraction Response: NEW template and codes
7/1/2025	Student Lite: New field #60
9/10/2025	Student Infraction Response: Modified Codes

STATE COURSE CODE CHART

JUNE 2026

Codes	Associated Regents Exam	Course
01003	English Language Arts	ELA III (11 th grade)
02050	Algebra I	Algebra I
02056	Algebra II	Algebra II
02072	Geometry	Geometry
03001	Phy Set/Earth Science	Earth Science
03008	Earth & Space Sciences	Earth & Space Sciences
03051	Living Environment	Biology
03050	Life Science: Biology	Life Science/Biology
03101	Phy Set/Chemistry	Chemistry
03120	Physical Science: Chemistry	Physical Science: Chemistry
03151	Phy Set/Physics	Physics
03170	Physical Science: Physics	Physical Science: Physics
04052	Global History & Geography	Global History & Geography
04101	US History & Government	U.S. History & Government