

CIO 101: A Year in Data Reporting– Agenda

September 2026

- I. Welcome and Introductions**
- II. Student Data Services Organization Chart**
- III. SDS Services**
- IV. The Role of the District Data Coordinator**
- V. Members of your District Data Team**
- VI. From SMS to SED – The Flow of Data**
- VII. SIRS overview – Required Data Domains**
 - a. Student Data**
 - b. Staff Data**
 - c. BEDS Day Reporting**
 - d. SEDREF Updates**
 - e. Chart of Reporting Responsibility**
 - f. Need to know Acronyms and Terminology**
- VIII. Resources**
- IX. Data Privacy**
 - a. Ed Law 2D**
 - b. FERPA**
- X. Break**
- XI. Data Verification and Certification**
 - a. L2RPT**
 - i. Level 2 Errors**
 - ii. UAIS Reports**
 - iii. NYSSIS**
 - b. Student Infraction Response**
 - i. Student Behavioral Templates**
- XII. Level 0 – Use and Helpful Tips**
- XIII. Other Reporting Reminders**
 - a. FRPL and UPK Reporting**
 - b. Staff Reporting – Out of Certification Reports**
 - c. School Safety and the Educational Climate incident data (SSEC)**
 - d. Civil Rights Data Collection (CRDC)**
 - e. Digital Resource Survey and Reporting**
- XIV. Break**

- XV. Special Education Reporting and the PD System**
- XVI. Testing throughout the year**
 - a. 3-8 ELA/Math/Science assessments**
 - b. NYSAA / NYSESLAT / NYSITELL**
 - c. Regents processing**
 - d. AP / IB Assessments**
 - e. World Languages**
- XVII. Planning a Year in Data Reporting**
 - a. Data Deadlines for 2026-27**
 - b. Year in Planning Guide**
- XVIII. TOP 10 DATA TIPS AND FAQ throughout the year**
- XIX. Questions**

Who are the important members of my District Data Team?

Special Ed. Reporting

Who: _____

What: Type of Disability, 504 Plans, NYSAA, Preschool enrollment, Out of District Students, Universal Pre-K, BEDS day snapshot, End of Year Snapshot, Special Ed. Events, VR Reports, Title I, testing accommodations

Staff Reporting

Who: _____

What: Staff Snapshot, Staff/Student/Course, Staff Evaluation, Staff Assignment, Teacher Attendance, Staff Tenure

Data Security and Privacy

Who: _____

What: Ed Law 2-d, Account provisioning, Data privacy, Internet security

Regents/RCT/AP Reporting

Who: _____

What: January/June/August Regents and RCT exams, AP & IB exams, Transferring scores/level into Student Management System, Uploading Scores into Level 0, RCT accommodations

Cohort Reporting

Who: _____

What: Graduates, Dropouts/Non-completers, 4-year/5-year/6-year, Diploma Types, Post-graduate plans, Career Path

State Assessment Reporting

Who: _____

What: 3-8 ELA/Math/Science, Answer sheets, Scoring, NYSAA, NYSESLAT, Not tested students, testing accommodations, Computer Based Testing

Accountability

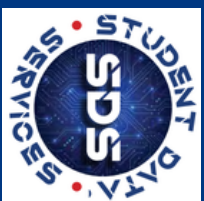
Who: _____

What: High School (ELA/Math/Graduates), Elementary/Middle Level (3-8 ELA/Math/Science), Subgroup verification

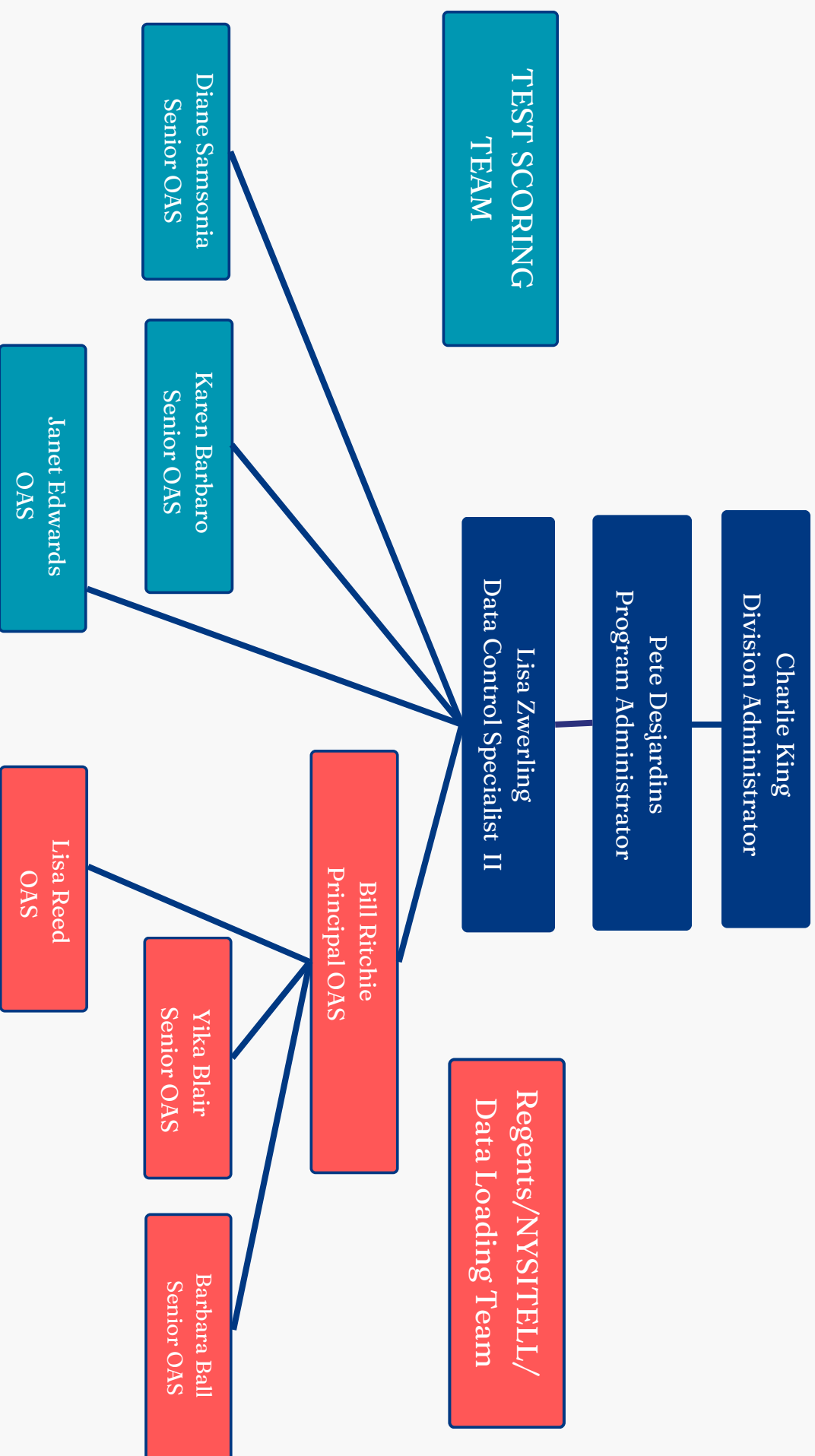
Programs / ELL Reporting / FRPL

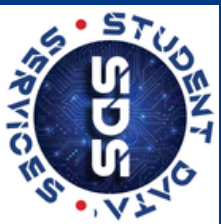
Who: _____

What: LEP Status/eligibility, CTE/Tech Prep, Poverty, Free/Reduced Lunch, Summer School, Homeless youth, NYSITELL



Student Data Services Data Warehouse / Test Scanning Team Staff Organization Chart



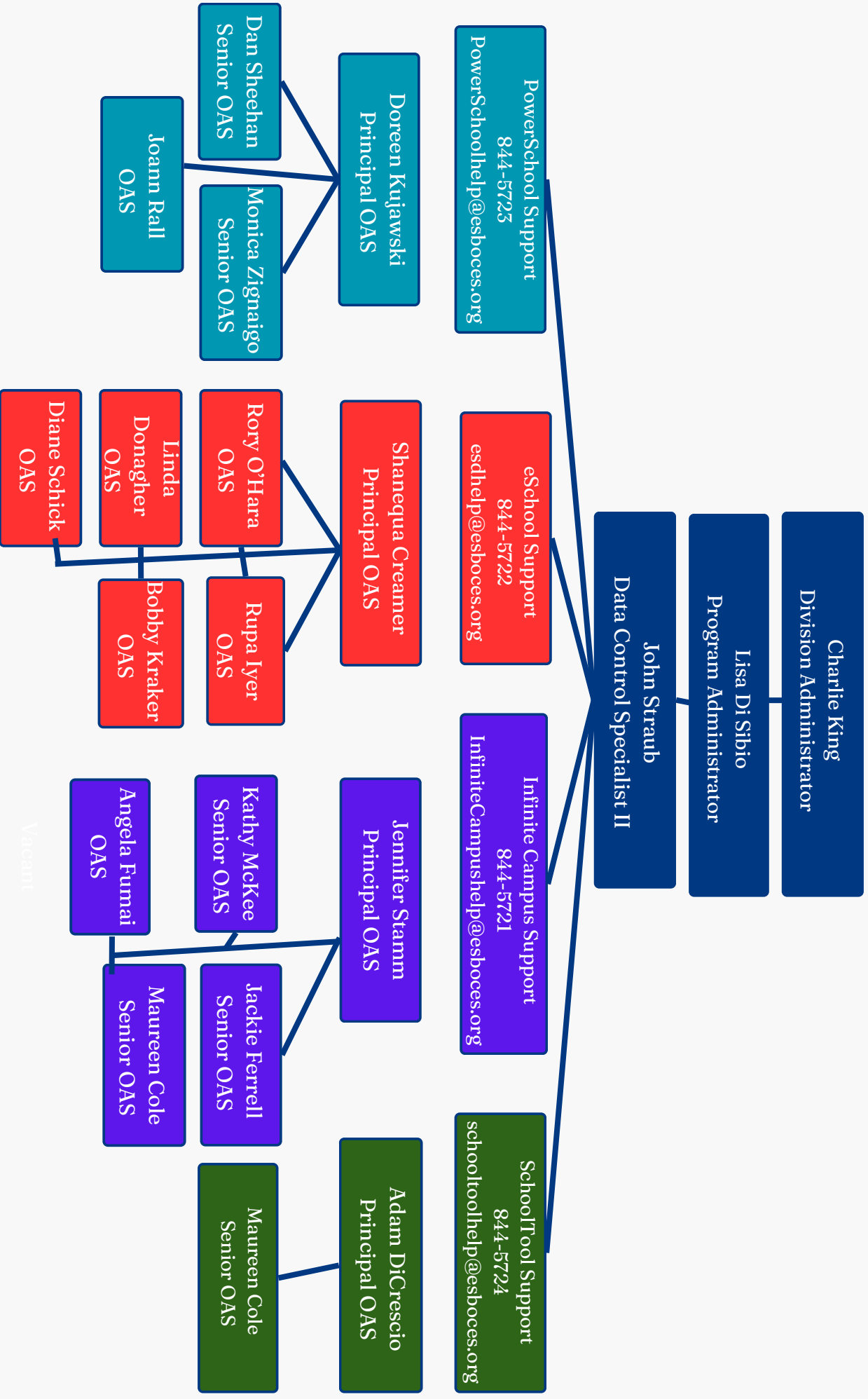


Student Data Services

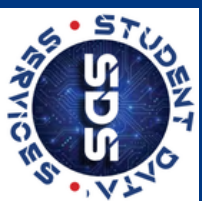
Student Management System Support Teams

Staff Organization Chart

Date
September 2026



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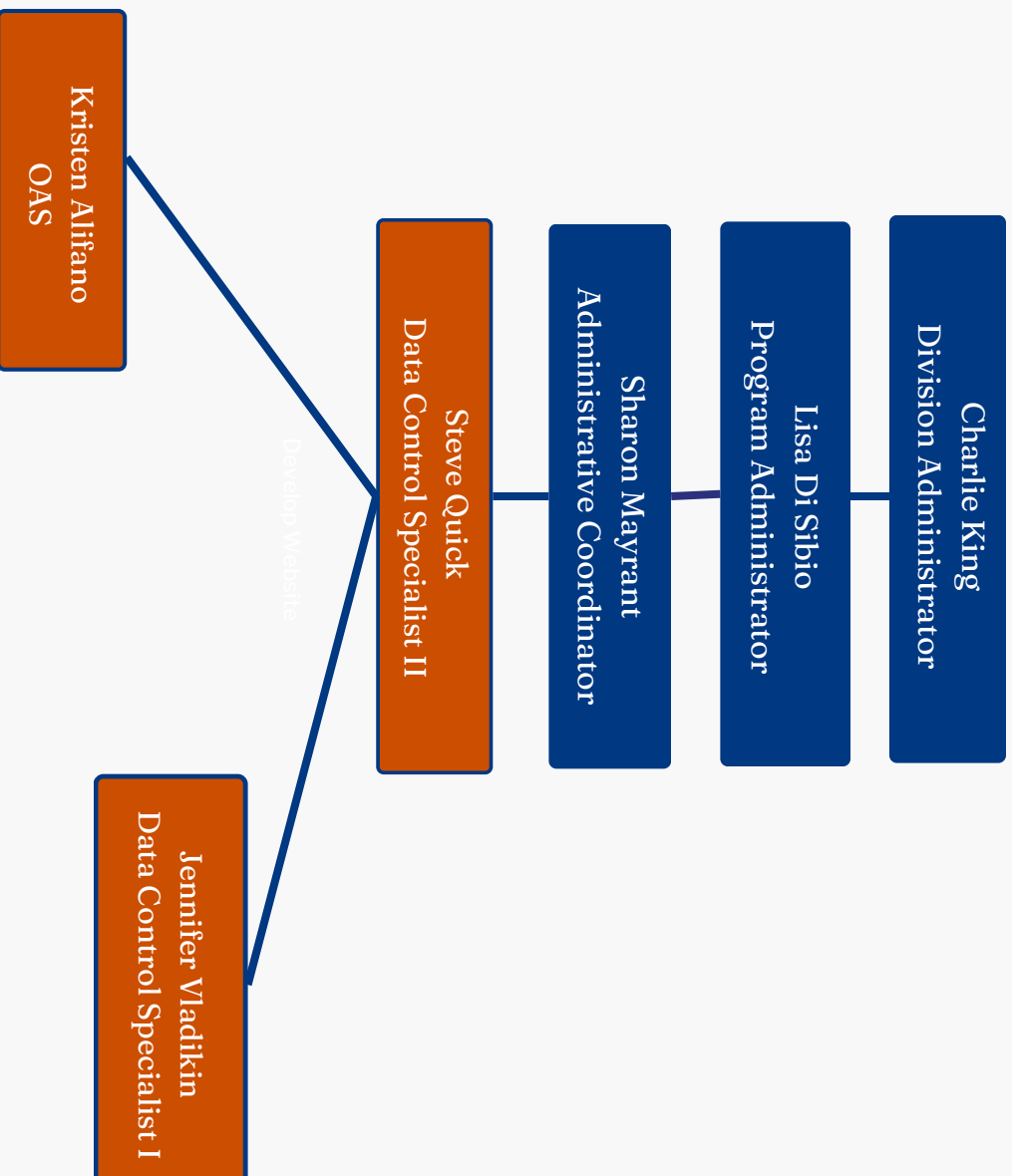


Student Data Services

Special Education Student Management System Support Team

Frontline IEP and ClearTrack

Staff Organization Chart





ATTN: DDC

[Helpdesk: DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

District Data Loading Service

The District Data Loading Service assists Districts with the technical aspects of loading data and meeting State deadlines. We will report all SIRS and Special Ed reported to Level 1 & Level 0

- Regular meetings to discuss your data
- Reminders about upcoming data and compliance deadlines
- Error Resolution
- End of Year verification reports and assistance

AP Data Loading Service

AP Data is one of the most difficult data elements to report correctly

- The AP Data Loading Service removes the technical hurdles
- We will parse the file from College Board
- Identify students by matching multiple identifications
- Load the Data to Level 1 & Level 0
- Provide a SMS specific file for upload into your system

Regents Data Loading Service

June Regents Data is due at the busiest time of the school year

- We will load your Regents data to Level 1 & Level 0
 - We will use ASAP as the data source
 - We will create a SMS specific file for upload into your system



Student Data Services: District Data Loading Service

The District Data Loading Service is a 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
• 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 district's choosing*	• 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 • Districts must have a support contract with ESBOCES for their Student Management and Special Education systems

***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)*

2026-2027 Fee Schedule

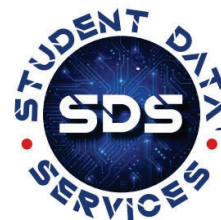
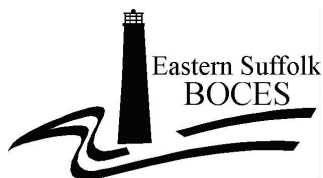
Student Count*	Base Charge – Based on Full Year Commitment**	Base Charge – Based on Monthly Commitment	Per Student Fee
1 – 499	\$3,000.00	1-3 months \$900.00 / each additional month \$300.00 per month	\$2.35
500 – 999	\$5,000.00	1-3 months \$1,500.00 / each additional month \$500.00 per month	\$2.35
1,000 – 2,499	\$10,000.00	1-3 months \$3,000.00 / each additional month \$1,000.00 per month	\$2.35
2,500 – 4,999	\$12,500.00 (\$20,000.00 maximum)	1-3 months \$3,750.00 / each additional month \$1,250.00 per month	\$2.35
5,000 +	\$15,000.00 (\$35,000.00 maximum)	1-3 months \$4,500.00 / each additional month \$1,500.00 per month	\$2.35

* Student Count will be determined by previous year's district wide January BEDS Day count.

** Yearly subscription will cover support from September 1, 2026 – August 31, 2027, and will be billed in the 2026-2027 school year.

For more information contact:

Peter Desjardins
Program Administrator, Student Data Services
Regional Information Center
Eastern Suffolk BOCES
pdesjard@esboces.org
631-218-4195



REGENTS DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services Regents Data Load Service for the 2026-2027 school year. The cost for this service for 2026-2027, which includes the August, January and June Regents exam periods, is \$1655.50.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

SchoolTool

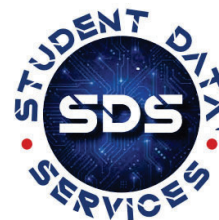
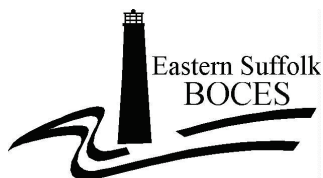
This service allows Student Data Services to load all Regents exam scores directly to Level 0 and Level 1.

The _____ School District understands that they are responsible for verifying the accuracy of all Regents scores via L2RPT.

Signature

Date

Please email the completed form to dwtshelp@esboces.org.
Please call (631) 218-4195 with any questions.



AP Advantage DATA LOADING SERVICE

The completion of this form indicates subscription to the Student Data Services AP Advantage Data Loading Service for the 2026-2027 school year at a cost of \$2207.00.

This service includes matching students to their AP Scores, posting data to Level 0 and Level 1, and creating SMS specific files.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

PHONE/EMAIL: _____

STUDENT MANAGEMENT SYSTEM (check one):

☐

Infinite Campus

☐

eSchool

☐

PowerSchool

☐

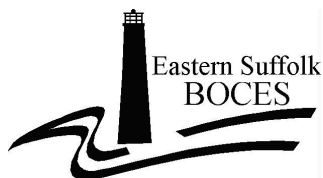
SchoolTool

The _____ School District understands that this service allows Student Data Services to load all Advanced Placement exam scores directly to Level 0 and Level 1 and that they are responsible for verifying the accuracy of all AP scores.

Signature

Date

Please email the completed form to DWTShelp@esboces.org



DIGITAL RESOURCE SURVEY SERVICE

The completion of this form indicates subscription to the Student Data Services Digital Resource Survey Service for the 2026-2027 school year.

DISTRICT NAME: _____

CONTACT NAME: _____

TITLE: _____

E-MAIL ADDRESS: _____

PHONE: _____

SERVICE OPTION (must select one option)

☐

Option #1 - Full Printing, Scanning and Reporting

\$541.00 set-up fee + \$1.65 per student (student count will be determined by previous year's district wide January BEDS Day count)

☐

Option #2 - Select Printing, Scanning and Reporting

\$541.00 set-up fee + \$1.65 per student (student count is based on file provided in original student lite file and subsequent files throughout the year)

☐

Option #3 - Digital File - \$1082.00 per district

This service allows Student Data Services to load Digital Resource Survey data directly to Level 0 and Level 1.

The _____ School District understands that they are responsible for locking data in Level 0 and verifying the accuracy of all data.

Signature

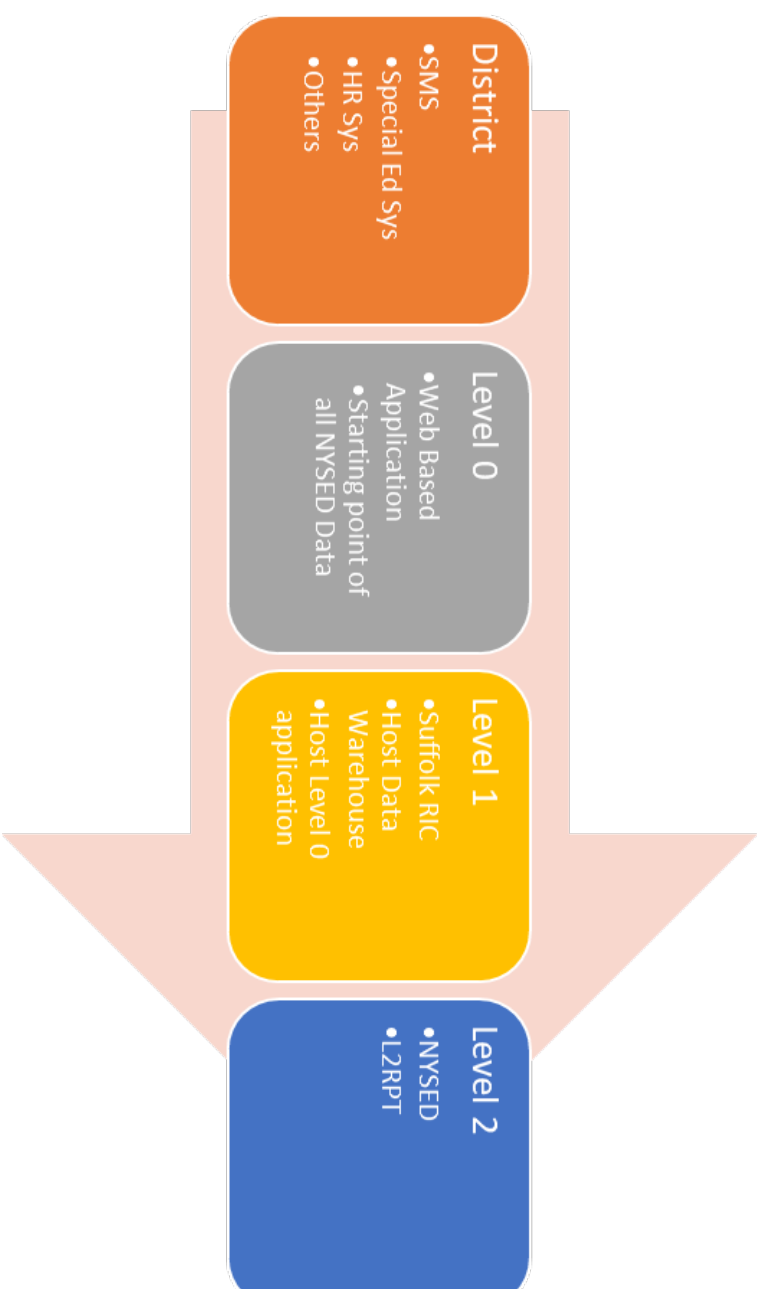
Date

Please email the completed form to dwtshelp@esboces.org

Please call (631) 218-4195 with any questions



Progression of data by Level



'A YEAR IN
DATA
PLANNING'

Data Flow For The Student Information Repository System (SIRS)

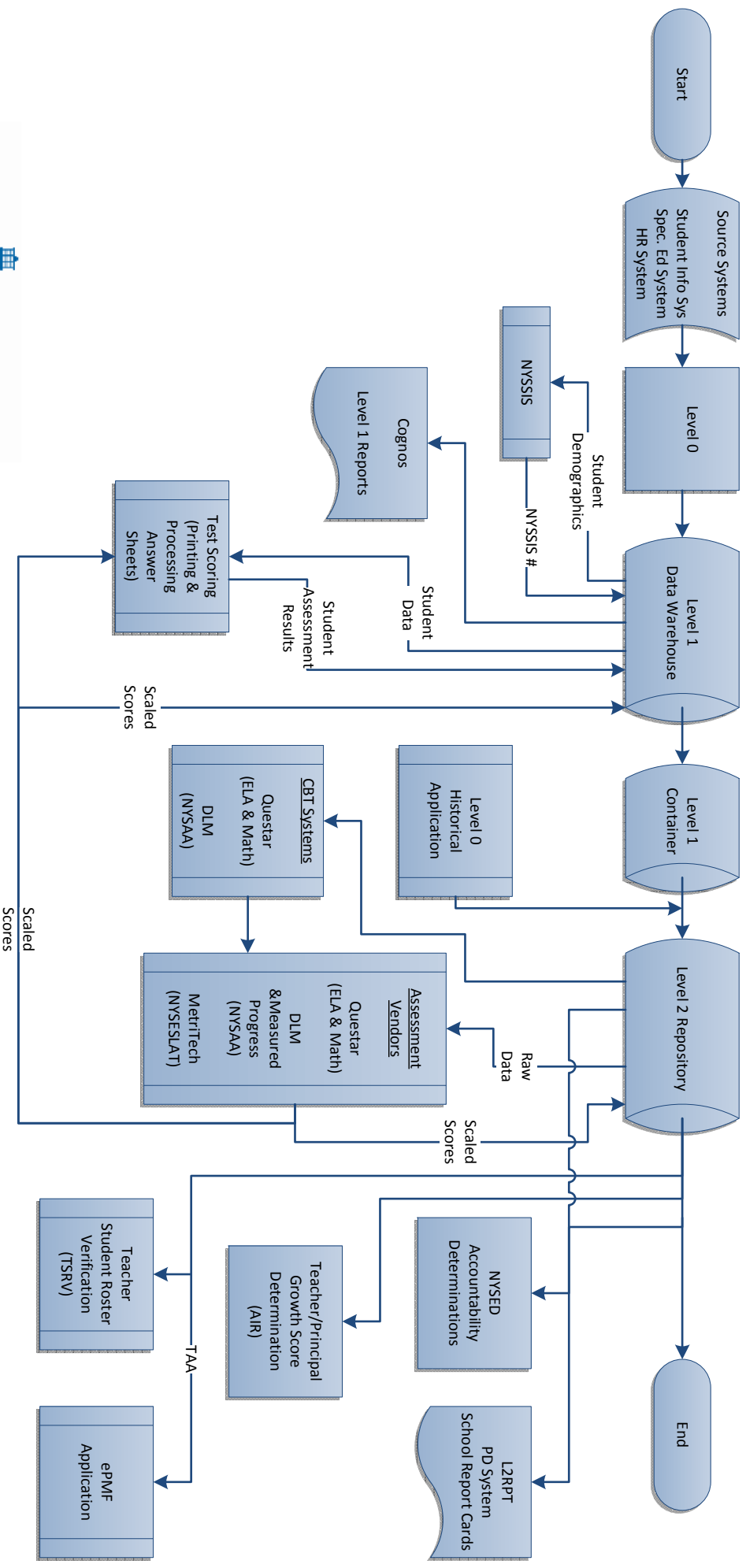


Table of Reporting Responsibility for School-Age Students

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
1) A student who attends a school within the school district of residence.	District of residence	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	Use the 12 digits of the BEDS code of the school the student attends
2) A school-age student who resides in the district and is placed by a district administrator or the CSE of the school district in educational programs outside the district (such as another school district, BOCES, approved private in-State or out-of-State school, 4201 State-supported school, or Special Act school).	District of residence	District of residence	District of residence (Reason for Beginning Enrollment Code 0011) District of attendance (Reason for Beginning Enrollment Code 0055)	School building BEDS code, BOCES code (see BOCES Codes in Chapter 5: Codes and Descriptions), code of the approved private school for students with disabilities, or the code of a 4201 State-supported school. See Location Codes for Approved Special Education Services .
3) A general education student who resides in the district and attends a charter school.	Charter school	Not applicable	Charter school (Reason for Beginning Enrollment Code 0011)	Charter school BEDS code
4) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and attends a charter school.	Charter school	District of residence	Charter school (Reason for Beginning Enrollment Code 0011) District of residence (Reason for Beginning Enrollment Code 5905)	Charter school BEDS code
5) A general education student who resides in the district, is in approved homeschooling program.	Not applicable (but district of residence must report State	Not applicable	District of residence (Reason for Beginning Enrollment Code 0011)	First 8 digits of the district of residence BEDS code and "0888" as the last 4 digits

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
	assessment results)			
6) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and is homeschooled by parent/guardian choice.	Not applicable	District of residence	District of residence (Reason for Beginning Enrollment Code 5905)	First 8 digits of the district of residence BEDS code and "0888" as the last 4 digits
7) A student who resides in the district, is "homebound" (temporary, long-term absence), and is associated with a school in the district.	District of residence	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	Use the 12 digits of the BEDS code of the school the student would attend
8) A student who resides in the district, is homebound, and is not associated with a school in the district (is not expected to attend a school in the district).	District of residence	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	First 8 digits of the district of residence BEDS code and "0777" as the last 4 digits
9) A general education student who resides in the district and is placed by a parent/guardian in another public school district.	District of attendance	Not applicable	District of attendance (Reason for Beginning Enrollment Code 0011)	Building of attendance BEDS code
10) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resides in the district and is placed by a parent/guardian in another public school district.	District of attendance	District of residence	District of attendance (Reason for Beginning Enrollment Code 0011) District of residence (Reason for Beginning Enrollment Code 5905)	Building of attendance BEDS code

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
11 A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who is placed in a religious or independent school by a parent/guardian. This includes those parentally placed in Article 81 or Article 89 schools.	Religious or independent school (Instructional if in-state; no NYS reporting if out-of-state) Not applicable (Accountability)	District in which the religious or independent school is located (if in-state; no NYS reporting if out-of-state – any reporting would be by the out of state district of location to the state of location)	Religious or independent school participating in SIRS (Reason for Beginning Enrollment Code 0011) District in which the religious or independent school is located (Reason for Beginning Enrollment Code 5905) No NYS reporting if out-of-state	Religious or independent school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious or independent school” by contacting Data support . No NYS reporting if out-of-state
12 A general education student who is placed in a religious or independent school by a parent/guardian and who takes a State assessment.	Religious or independent school (Instructional) Not applicable (Accountability)	Not applicable	Religious or independent school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious or independent school” by contacting Data support .
13 A general education student who resided in the district at the time the court or a county department of social services placed the student in an out-of-State residential facility. (Page 26	Not applicable	Not applicable	Not applicable	Not applicable

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
<i>of Education Responsibilities for School-Age Children in Residential Care)</i>				
14) A student with a disability or a student who is referred to the CSE for determination of eligibility for special education services who resided in the district at the time the court or a county department of social services placed the student in an out-of-State residential facility. (Page 26 of <i>Education Responsibilities for School-Age Children in Residential Care)</i>	Not applicable	District in which the student resided at time of placement	District in which the student resided at time of placement (Reason for Beginning Enrollment Code 5905)	BEDS code of approved out-of-state school. If not available, use 750000660000.
15) A student with a disability who is placed by the court or a county department of social services in a child-care institution or in a residential treatment facility with an affiliated school and is provided educational services pursuant to Article 81 of the Education Law. (Pages 6 and 24 of <i>Education Responsibilities for School-Age Children in Residential Care)</i>	Article 81 School	School affiliated with the child-care institution or residential treatment facility	School affiliated with the child-care institution (Reason for Beginning Enrollment Code 0011)	Article 81 school code
16) A student with a disability who is placed by the court or a county department of social services in a child-care institution or in a residential	District in which the child-care institution is located	District in which the child-care institution or residential	District in which the child-care institution is located (Reason for Beginning Enrollment Code 0011)	BEDS code of the building in which the student is enrolled

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
treatment facility that does not have an affiliated school. (Pages 7 and 25 of Education Responsibilities for School-Age Children in Residential Care)		treatment facility is located		
17) A general education student who is placed by the court in a child-care institution with an affiliated religious or independent school. (Only applicable if the student participated in an assessment)	Religious or independent school (Instructional) Not applicable (Accountability)	Not applicable	Religious or independent school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent school building BEDS code for schools that are registered. School district may apply for an institution code for a “noncompliant religious or independent school” by contacting Data Support .
18) A student who is placed by the court in a child-care institution with an affiliated Special Act School District.	Special Act School Districts	Special Act School Districts	Special Act School Districts (Reason for Beginning Enrollment Code 0011)	BEDS code of the building in which the student is enrolled
19) A student with a disability who attends the New York State School for the Blind (NYSSB) in Batavia or the New York State School for the Deaf (NYSSD) in Rome.	NYSSB or NYSSD	NYSSB or NYSSD	NYSSB or NYSSD (Reason for Beginning Enrollment Code 0011)	NYSSB or NYSSD code
20) A student who is parentally placed in a religious or independent school and the school district has been ordered to pay tuition for the student by a court or an impartial hearing officer.	Religious or independent school if the school participates in SIRS (Instructional)	District in which the student resides (if applicable)	Religious or independent school participating in SIRS (Reason for Beginning Enrollment Code 0011)	Religious or independent school building BEDS code

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
	Not applicable (Accountability)		District in which the student resides (Reason for Beginning Enrollment Code 5905)	
21) A student who resides in a State agency facility and attends an educational program operated by the State agency. State agencies include: Office of Children and Family Services (OCFS), Office of Mental Health (OMH), Office for People with Developmental Disabilities (OPWDD), and the Department of Corrections and Community Supervision (DOCCS). (Pages 2, 12, 31, and 40 of Education Responsibilities for School-Age Children in Residential Care)	State agency	State agency	State agency (Reason for Beginning Enrollment Code 0011 or AHSEP 5654)	Facility location operated by the State agency code or BEDS code of the approved AHSEP program
22) A student with a disability who resides in OMH or OPWDD facility but is placed by the agency in an approved private school for students with disabilities. (Pages 4 and 14 of Education Responsibilities for School-Age Children in Residential Care)	State agency	State agency	State agency (Reason for Beginning Enrollment Code 0011)	Approved private school for students with disabilities BEDS code
23) A student with a disability who resides in OMH or OPWDD but attends a school district or BOCES program. (Pages 3 and 13	District in which OMH or OPWDD facility is located	District in which OMH or OPWDD facility is located	District in which OMH or OPWDD facility is located (Reason for	District school building or BOCES BEDS code

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
<i>of Education Responsibilities for School-Age Children in Residential Care)</i>			Beginning Enrollment Code 0011)	
24) A student with a disability who attends an OMH or OPWDD day-treatment program.	District of residence	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	BEDS code of the State agency facility
25) A New York State student with a disability who is placed in another State under contract between a NYS school district and the approved out-of-State private school.	NYS school district of residence	NYS school district of residence	District of residence (Reason for Beginning Enrollment Code 0011)	BEDS code of the out-of-State school
26) A New York State student who is placed in another State under contract between a NYS school district and a public school district of the other State.	NYS school district of residence	NYS school district of residence	District of residence (Reason for Beginning Enrollment Code 0011)	BEDS code of approved out-of-state school. If not available, use 750000660000.
27) A student in residential care, including out-of-state facilities, (not placed by a school district) in one of the following programs: Private psychiatric hospitals or private psychiatric units within general hospitals; Short term crisis residence; Residential Respite Programs; Drug Free Residential, Inpatient Rehabilitation, Alcoholism Detoxification, Residential Chemical Dependency for Youth Programs, Inpatient Rehabilitation, Acute Care	District in which parents reside or, for students in department of social services care, the district in which student resided at the time the student was placed in a program	District in which parents reside or, for students in department of social services care, the district in which student resided at the time the student was placed in a program	District in which parents reside or, for students in department of social services care, the district in which student resided at the time the student was placed in a program (Reason for Beginning Enrollment Code 0011)	If the student attends a BOCES or school in a district, use the BEDS code of the BOCES or the district school building attended by the student. If not, use the first 8 digits of the BEDS code of the district in which the parent resides and then "0777" for the last four digits.

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
Programs, Primary Care Alcohol Crisis Centers, or Community Residences–Recovery Homes; and Pediatric Residential Health Care Facilities, Hospitals, Rehabilitation Centers, or Skilled Nursing Facilities. (Pages 5, 10, 22, 43, and 46 of Education Responsibilities for School-Age Children in Residential Care)				
28) A student with a disability placed through the Children’s Residential Project in a residential program. (Page 21 of Education Responsibilities for School-Age Children in Residential Care)	District in which parents reside	District in which parents reside	District in which parents reside (Reason for Beginning Enrollment Code 0011)	BEDS code of the school building or BOCES the student is attending
29) A student who resides in one of the following settings, which are licensed by OMH, OPWDD, OCFS, or Office of Alcohol and Substance Abuse Services (OASAS) <i>and</i> either attends school in a district or in BOCES or district arranges services to be provided at another location: Residential Treatment Facility (RTF) or Child Care Institution (CCI) that does not have an affiliated school; Community Residence (CR);	School district in which the facility is located	School district in which the facility is located	School district in which the facility is located (Reason for Beginning Enrollment Code 0011)	BEDS code of the building in which the student is enrolled. If services are provided at another location, use the first 8 digits of BEDS code of the district in which facility is located and then “0777” for the last four digits.

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
Family Based Treatment Program (FBTP); Intermediate Care Facility (ICF); Individualized Residential Alternative (IRA); Family Care Homes; Foster Family Homes; Group Homes or Agency Boarding Homes; OCFS Secure Centers, Limited Secure Centers, Non-secure Centers; Community Residential Homes (group homes); Detention Family Boarding Homes; Halfway Houses, Supported Living Facilities; and Detention Facilities, Non-Secure Institutional, Secure Holdover Detention, Non-Secure Group Care, Non-Secure Agency-Operated Detention. Applies when a youth placement order has been issued for a detention facility, post court adjudication. (Pages 7, 8, 9, 15, 16, 18, 19, 20, 27, 28, 29, 32, 33, 37, 38, and 44 of Education Responsibilities for School-Age Children in Residential Care)				

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
30) A foreign exchange student.	District of attendance (Instructional)	District of attendance if student with a disability	District of attendance (Reason for Beginning Enrollment Code 0022)	Building of attendance BEDS code
31) A kindergarten-age student with a disability or a kindergarten-age student who is referred to the CSE for determination for eligibility for special education services and who is not enrolled in kindergarten and not homeschooled. The student may be provided with special education services but is not receiving instruction.	Not applicable (Accountability) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 5905)	First 8 digits of the district BEDS code and "0777" as the last 4 digits Grade must be reported as "PS"
32) A child in foster care. See Students in Foster Care Toolkit for additional guidance on children in foster care.	District of attendance	District of attendance	District of attendance of student (Reason for Beginning Enrollment Code 0011)	Building of attendance BEDS code
33) A student in a county jail or a jail operated by the city of New York who is in a regular instruction program leading to a high school diploma. (Page 41 of Education Responsibilities for School-Age Children in Residential Care .)	District in which the jail is located	District in which the jail is located (if applicable)	District in which the jail is located (Reason for Beginning Enrollment Code 0011)	BEDS code of the jail

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
34) A student in a county jail or a jail operated by the city of New York who is in approved AHSEP program. (Page 41 of Education Responsibilities for School-Age Children in Residential Care .)	District in which the jail is located or, for NYC, the NYCDOE	District in which the jail is located or, for NYC, the NYCDOE (if applicable)	District in which the jail is located (Reason for Beginning Enrollment Code 5654)	BEDS code of the approved AHSEP program operated by the district or BOCES
35) Students residing in a non K-12 district attending a receiving district that serves all students from the non K-12 district for whom tuition is paid by the district of residence (examples would include a K-8 district resident attending a Central High School District or a K-2 or K-6 district resident attending a K-12 district that is contracted by the K-2 or K-6 district to serve all their resident students including their resident students who are placed by CSE in out-of-district locations, such as a BOCES program or other placement).	Receiving district	Receiving district	Receiving district (Reason for Beginning Enrollment Code 0011)	Building of attendance BEDS code
36) A student who resides in one of the following settings: Residential Programs for Runaway and Homeless Youth; Domestic Violence Shelters; Homeless Shelters; OR Homeless students not in residential programs for	District of attendance	District of attendance	District of attendance (Reason for Beginning Enrollment Code 0011)	Building of attendance BEDS code

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility) *	Location/BEDS Code (i.e., Building of Enrollment)
homeless youth or homeless shelters. (Pages 7, 8, 9, 15, 16, 18, 19, 20, 27, 28, 29, 32, 33, 37, 38, and 44 of Education Responsibilities for School-Age Children in Residential Care .)				

Table of Reporting Responsibility for Preschool-Age and Prekindergarten Students

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
1) A preschool-age student who does not participate in a PreK or Universal PreK program referred to the CPSE or CSE for an initial evaluation to determine eligibility for special education. See definition of “initial evaluation for special education” in the glossary.	Not applicable (Accountability) District of residence (Instructional)	District of residence	District of residence (Reason for Beginning Enrollment Code 4034)	District of residence BEDS code
2) A preschool-age student with a disability who resides in the district, does not participate in a PreK or Universal PreK program and who will receive or does receive special education services from:	Not applicable (Accountability) District of residence (Instructional)	District of residence	District of residence (Reason for Beginning Enrollment Code 0011) The 0011 must be reported for preschool-age students the day after they are found	a) If the student attends a school building, use the school building BEDS code; if the services are provided at home or another location or the student is not yet receiving services, use

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
a) an employee of a school district in a district building, the student's home, or in another location; b) an employee of a BOCES, in a BOCES building, the student's home or in another location; c) an employee of an approved private school for students with disabilities in that school's building, the student's home, or another location; d) an employee of a Section 4201 State-supported school in that school's building, the student's home, or another location; e) an independent service provider employed by the county in the student's home or in another location; f) an employee of New York State School for the Blind (NYSSB) in this school's building, the student's home, or another location.			eligible for special education services, regardless of when the services begin.	the first 8 digits of the district of residence BEDS code and "0777" as the last 4 digits; b) BOCES BEDS code; c) Approved Private School BEDS code; d) 4201 School BEDS code; e) County BEDS code; or f) NYSSB BEDS code For c and e, see Location Codes for Approved Special Education Services.
3) A preschool-age student, with or without a disability, who resides in the district and participates in a district-operated PreK or Universal PreK program;	District of residence (Instructional) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	District building BEDS code First 8 characters of the district code followed by "0666" signifying CBO-placed UPK BOCES code

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
BOCES-operated Prek program under a Universal Prek contract with a school district with the BOCES acting as an Other Eligible Agency (i.e., Community-Based Organization – CBO); BOCES-operated Prek not under a Universal Prek contract.				
4) A preschool-age student with a disability or a preschool-age student who is referred to the CPSE for determination of eligibility for special education services who resides in the district and attends a UPK or Pre-K program operated by another school district or charter school.	District of residence or charter school (Instructional) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 5905) District or charter school in which student is attending Pre-K or UPK (Reason for Beginning Enrollment Code 0011)	BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits
5) A prekindergarten student who attends a school within the school district of residence or a UPK program contracted by the district.	District of residence (Instructional) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits
6) A preschool student with a disability who is transitioning to kindergarten, will not receive extended school-year services and was enrolled in a UPK program or another PK program.	District of residence (Instructional) Not applicable (Accountability)	District of residence	District of residence (Reason for Beginning Enrollment Code 0011)	There are three options to report these students in July and August: 1) If the UPK program was run by the district

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
				and the district chooses to continue to report the location where the student attended the UPK program, the BEDS code of the school the student attends 2) If the UPK program the student attended is contracted by the district and the district chooses to continue to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0666” as the last 4 digits. 3) If the district does not choose to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0777” as the last 4 digits. For options 1 and 2, the student will be reported with the grade PKF or

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
				PKH from July 1-August 31. For option 3, the student will be reported with the grade PS from July 1 - August 31.
7) A preschool-age student with a disability who resides in the district, does not participate in a PreK or Universal PreK program and who has been appointed to the New York State School for the Deaf (NYSSD).	NYSSD	NYSSD	NYSSD (Reason for Beginning Enrollment Code 0011)	NYSSD BEDS code
8) A preschool-age student in foster care with a disability or a preschool-age student who is referred to the CPSE for determination of eligibility for special education services.	District of attendance (Instructional) Not applicable (Accountability)	District of attendance	District of attendance of student (Reason for Beginning Enrollment Code 0011)	BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and "0666" as the last 4 digits

FREQUENTLY USED ACRONYMS

Acronym	Definition
AHSEPP	Alternative High School Equivalency Preparation Program
AIS	Academic Intervention Services
AMO	Annual Measurable Objective
APPR	Annual Professional Performance Review
ASAP	Assessment Scoring and Analysis Program
AVR	Accountability Verification Report
AYP	Adequate Yearly Progress
BARS	BOCES Assessment Reporting System
BEDS	Basic Education Data System
BOCES	Board of Cooperative Education Services
CBT	Computer Based Testing
CDOS	Career Development and Occupational Studies
CEIS	Coordinated Early Intervening Services
CIO	Chief Information Officer
COSF	Child Outcome Summary Form
CPSE	Committee on Preschool Special Education
CSE	Committee on Special Education
CTE	Career Technical Education
DATAG	Data Analysis Technical Advisory Group
DDC	District Data Coordinator
DW	Data Warehouse
EI	Early Intervention
ELA	English Language Arts
ELL	English Language Learning
ePMF	Electronic Personnel Master File
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language
ESSA	Every Student Succeeds Act
FERPA	Family Educational Rights and Privacy Act
FOIL	Freedom of Information Law
FRPL	Free or reduced-price lunch
FTE	Full Time Equivalent
GED	General Education Diploma
IC	Infinite Campus

IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
L2RPT	Level 2 Reports
LEA	Local Education Agency
LEP	Limited English Proficient
L0H	Level 0 Historical
LOTE	Languages Other Than English
LRE	Least Restrictive Environment
NCLB	No Child Left Behind
NYSAA	New York State Alternate Assessment
NYSED	New York State Education Department
NYSITELL	New York State Identification Test for English Language Learners
NYSESLAT	New York State English as a Second Language Achievement Test
NYSSIS	New York State Student Identifier System
NYSTP	New York State Testing Program
OSC	Optimum Solutions Corporation
PBT	Paper Based Testing
PD	Pupils with Disabilities
PDF	Portable Document format
PMF	Personnel Master File
RCT	Regents Competency Test
RIC	Regional Information Center
ROS	Rest of State
RTI	Response to Intervention
SDS	Student Data Services
SED	State Education Dept.
SEDCAR	Strategic Evaluation Data Collection, Analysis and Reporting
SEDDAS	State Education Department Delegated Account System
SEDREF	State Education Data Reference File
SFTP	Secured File Transfer Protocol
SIRS	Student Information Repository System
SLO	Student Learning Objectives
SLP	Second Language Proficiency
SMS	Student Management System
SNAP	Supplemental Nutrition Assistance Program
SWD	Students with Disabilities
TAA	Teacher Access and Authorization

UIAS	Unique identifier accountability system
UPK	Universal Pre K
USDOE	US Department of Education
VADIR	Violent and Disruptive Incident Report
VESID	Vocations and Educational Services for Individuals with Disabilities
VR	Verification Report

<https://www.nysed.gov/about/acronyms>

Student Management System

Yearly Timeline

Each Student Information System is slightly different and each may use different terminology to describe a task/module. The items below may or may not relate to your SMS. This list is meant to serve as a general guideline to remind districts of common tasks throughout the year.

September – May

- Review and correct blank attendance (this should be done every month to ensure state reporting is accurate)

September

- Set up attendance letters and attendance jobs
- Check course credits, weights, NYS course numbers and other course settings
- Verify Elementary Report Cards are correct and linked to the appropriate courses
- Tie assessments to courses and verify assessment dates if your SMS requires this. Ensure you are using correct NYS assessments.
- Update report cards for current year if necessary
- Create traditional grade calculations from District if necessary

October

- Print progress reports
- Issue transcripts

November

- Run report cards

December

- Process Progress Reports
- Develop a scheduling plan and identify scheduling team members

January

- Process report cards
- Run 7th semester rank
- Print transcripts for seniors
- Run new schedules for semester 2

February

- Prepare schools for next year (rollovers, calendars, course setup, etc.)
- Start entering course requests

March

- Process progress reports

April

- Process report cards
- Review/Modify Registration Forms for upcoming year
- Review and correct next year grade, next school and retentions for student grade advance

May

- Kindergarten Registration
- Process progress reports
- Set up summer school – staff, courses, security, etc

June

- Issue report cards
- Print transcripts after running final class rank
- Assign senior graduates a PGP (informational), Diploma Type and Career Path
- Register/Enroll Summer School students

July – August

- Run all end of year reports (rank, transcripts, etc.)
- Gather future year calendar information which may include the following: School start and end dates, marking period dates, progress report dates, holidays, Regents exam dates, final and mid-term exam dates, SA129 semester dates
- Review/Update Attendance Reasons/Codes
- Review/Update Grading Tables/Options
- Review/Update Discipline/Behavior Incidents and Actions
- Place order for next year's paper forms (report card, progress report, etc.)
- Develop class lists (elementary) for rostering
- Lock or complete secondary master schedules
- Advance students/years/calendars as dictated by your SMS
- Set the appropriate NYS Summer School indicator for students attending summer school
- Inactivate former staff and add/delete users for the new school year after state reporting is completed
- Correct enrollment errors
- Review security/permissions for users
- Assign lockers and buses to students
- Clean up unused student groups, if applicable
- Update/Assign homerooms and Counselors
- Print, mail or post schedules on the portal
- Run all necessary reports from Summer School Database prior to ending summer school
- Review Bell times for each school
- Ensure all 3rd party extracts are ready for the upcoming school year
- Check Parent/Student Portal settings



Student Data Services

750 Waverly Avenue
Holtsville, NY 11742
631-218-4195



REGENTS ASAP Account Request for Regents Reports

Please submit names of 2 staff members who will be provided access to the web-based ASAP Regents Reporting Application.

The ASAP application does not have building level access accounts, therefore the staff members assigned these accounts must have permission to view records for all district students.

These staff members will be expected to disseminate ALL REGENTS SCORE REPORTS to appropriate building personnel in a timely manner.

	1 st Account Designee	2 nd Account Designee
Name		
Title		
Email		
Phone		

I request ASAP accounts for the above personnel. I understand these accounts provide access to Regents exam outcomes for all students in my district, and acknowledge that the account designees are aware of, and will adhere to, all FERPA regulations regarding access to student information.

These accounts cannot be restricted to a specific school or department!

District Level Administrator or District Data Coordinator:

Signature: _____

Name: _____ Title: _____

District: _____ Date: _____

Email: _____ Phone: _____

When completed, please email this form to dwtshelp@esboces.org.



**THE INFORMATION ON THIS
FORM IS STRICTLY
CONFIDENTIAL**



**Security Form – Level 0 Warehouse
Complete and email to Student Data Services
DWTSHelp@esboces.org**

Complete this section to identify the person authorized to access Level 0 with District Admin access.

School District / Agency: _____

Last Name: _____ First Name: _____

Telephone #: _____ Building: _____

Position Title: _____

Email Address: _____

ID AND PASSWORD SELECTION AND PROCEDURE

Each authorized user of the system will be given a unique User ID and password.

- Use this form to request an individual ID.
- The District Level Administrator or District Data Coordinator, in the district must sign the Level 0 security form. We require two (2) business days turnaround after the form is received
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be 8 or more characters; letters, numbers and special characters. They are case sensitive.
- User Names and Passwords are not to be shared.
- If a password is lost, forgotten, or stolen, contact Student Data Services immediately as stated above

***** **IMPORTANT** *****

**As the District Level Administrator or District Data Coordinator of _____
I give permission for the person named above to receive a User ID and password for Level 0 with
District Admin access. However, I understand that I am ultimately held responsible for confirming
that the data in Level 0 is correct and ready for submission to the Level 1 Data Warehouse. In
order to accomplish this I will be given an ID and Password with District Admin/Lock access.**

**District Level Administrator or _____ Date: _____
District Data Coordinator (Signature)**

Student Data Services

Charles King, Divisional Administrator

Peter Desjardins, Program Administrator

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the applicable laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.



**THE INFORMATION ON THIS
FORM IS STRICTLY
CONFIDENTIAL**



ReportNet Access Form

**Complete and Fax to Student Data Services (631) 240-8966
or email Laura Barranco at lbarranc@esboces.org**

School District / Agency: _____

Last Name: _____ First Name: _____

Telephone #: _____ Building: _____

Position Title: _____

Email Address: _____

SELECTION AND PROCEDURE ID AND PASSWORD

Each authorized user of the system will be given a unique User ID and password.

- Use this form to request an individual ID.
- The District Data Coordinator (DDC) or District level administrator must sign the ReportNet Access Form. We require two (2) business days turnaround after the form is received.
- Passwords associated with individual User IDs (ex., MYNAME) can be changed by those users online at any time.
- Passwords associated with individual User IDs (ex., MYNAME) need to be at least 8 characters with letters, numbers and special characters. They **are** case sensitive.
- If a password is lost, forgotten, or stolen, email Laura Barranco at lbarranc@esboces.org

*****IMPORTANT*****

I, _____ (please print name) give permission for the person
named to receive a User ID and password to access ReportNet.

**District Level Administrator or _____
District Data Coordinator (Signature)**

Title _____ Date: _____

Student Data Services

Charles King, Divisional Administrator
Peter Desjardins, Program Administrator

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Student Data Services

Special Ed. Reporting 101

DATES & TIMES: Monday, November 16th from 9:00am – 12:00pm or Thursday, November 19th from 9:00am – 12:00pm

LOCATION: Instructional Support Center at Sequoya

AUDIENCE: District Data Coordinators / PPS Directors / Directors of Special Education

DESCRIPTION: This workshop is specifically intended for administrators who are involved in the process of reporting special education data to the State Education Department. Any district team members involved in the data reporting process are welcome to attend. Topics will be especially relevant to District Data Coordinators, Special Education Directors, and Pupil Personnel Services Directors. Topics discussed will include:

- The flow of data from source systems to SED
- Understanding VR Reports and Special Ed. data requirements
- Special Education Deadlines
- PD System entitlements and certification
- Best practices to verify the accuracy of Special Education data

Advanced registration is required

To register online please visit <http://datacentral.esboces.org>

Student Data Services (SDS) has transitioned the registration process for events to utilize Frontline Professional Learning (formerly My Learning Plan – MLP) WebReg. Those participants who do not have an MLP account will need to create a free WebReg account in order to register for SDS events.

Charles King, Divisional Administrator
cking@esboces.org / (631) 244-4240

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Student Data Services Workshops

2026 – 2027 Dates to Remember

all workshops are in person at Sequoyia

CIO 101 : A Year in Data Reporting - Friday, September 25, 2026 or Thursday, October 1, 2026

Special Ed Reporting 101 – Monday, November 16, 2026 or Thursday, November 19, 2026

End of Year Data Reporting Workshop – Tuesday, June 1, 2027 or Friday, June 4, 2027 – *Location TBD*****

