



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

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TO: District Superintendents
Superintendents of Public Schools
Principals of Public Schools
Charter School Leaders

considerably over the last decade, much of it
eral requirements that direct State educational agencies to collect
d varied datasets from Local Educational Agencies (LEAs). In New York
chool districts, BOCES and charter schools are all considered LEAs. This
orm you of the data reporting requirements and deadlines and to provide
cerning the role of a District Data Coordinator.

Reporting Requirements and Deadlines

As indicated in the May 1, 2018 "New York State Educations Department (NYSED)
SIRS Data Reporting Requirements" memo, all school distr

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

Guidance concerning th

- capabilities for staff to update/change validation tables; and
 - documenting of processes and procedures for current and future staff.
- Foster clear communication of data governance standards and NYSED data collection and verification deadlines;
- Develop a data verification protocol for review of Level 0 error reports, L2RPTs, PD reports and other reports made available by NYSED to ensure that data are accurate when they are transferred to NYSED;
- Coordinate and facilitate internal data team meetings;
- Obtain authorization for appropriate school and district personnel to view student and staff records contained in the various reporting systems;
- Work with administration to develop plans and establish priorities for meeting NYSED deadlines for required data;
- Provide status reports regarding compliance with data collection and verification deadlines to the LEA's CEO and respond to requests for data for analysis purposes;
- Identify data-related training needs for support staff;
- Work with student and staff data vendors as needed;
- Monitor compliance regarding data standards and maintenance of records;
- Act as the liaison between the LEA and the regional Level 1 data center;
- Secure certification(s) of the data by the LEA's CEO in accordance with the certification schedule set forth by NYSED;
- Direct or assist in the direction of the data analysis activities and instructional improvement initiatives; and

- Understanding of