



## 2010–11 Teacher and Course Verification Report Level 2 Reporting (L2RPT) Guide

### What Data Are Included in This Report?

*Teacher and Course Verification Report:* This report provides a list of teachers reported in the Student Information Repository System (SIRS) with valid teacher IDs for each public and charter school. For each teacher, the report shows the courses and course sections taught by the teacher, the number of students not tested and the number performing at each of the four performance levels on New York State assessments linked to those courses, and the count of students whose Regents examination results were included in the final course grades for the course/section.

*Teacher and Course Verification Detail Report:* This report provides student detail information (student ID, student name, assessment name, assessment date, assessment score, final course grade, whether the Regents examination score was included in the final course grade, and student demographics) by numbers of students not tested or numbers at performance levels or numbers whose Regents examination results were included in the final course grade by teacher/course in the *Teacher and Course Verification Report*.

### How Do I Access and Interpret My Report?

All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. **Please consult the main L2RPT Report Guides page** (<http://www.p12.nysed.gov/irs/level2reports/reportguides.html>) for general instructions, including how to obtain User ID and passwords through SEDDAS to gain this access. If you have trouble accessing your reports or need guidance, please contact the appropriate L2RPT support contacts at your center (<http://www.p12.nysed.gov/irs/nystart/tips.html#contax>).

Once logged in to your local L2RPT/Cognos environment, to access the **Teacher and Course** report:

1. Click on “Staff and Course” folder.

<input type="checkbox"/>	Name ↕	Modified ↕	Actions
<input type="checkbox"/>	<a href="#">Accountability</a>	March 29, 2011 9:34:57 AM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Annual Outcomes</a>	April 27, 2011 11:08:44 AM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">CTE</a>	July 2, 2010 12:36:02 PM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Individual Student Reports</a>	December 3, 2010 3:42:27 PM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Reasonableness</a>	February 12, 2010 12:02:12 PM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Staff and Course</a>	June 16, 2011 2:06:22 PM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Tested / Not Tested</a>	February 22, 2010 1:29:18 PM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">Total Cohort Report</a>	March 29, 2011 9:35:05 AM	<a href="#">More...</a>

2. Click on “SIRS-311 Teacher and Course Verification Report”.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	<a href="#">Drill Throughs</a>	May 24, 2011 9:40:14 AM	<a href="#">More...</a>
<input type="checkbox"/>	<a href="#">SIRS-311 Teacher and Course Verification Report</a>	June 21, 2011 10:42:12 AM	<a href="#">More...</a>

3. Select your district or charter school from “District Name,” your public or charter school from “School Location,” 2010–11 from “School Year,” and “All Teachers” or the name of a particular teacher in the school from “Teacher Name”. Click “Finish” to run your report.

## New York State Education Department



### Teacher and Course Verification Report

Data Contained in the Student Information Repository System

District Name	Select School District
School Location	Select School Location
School Year	Select School Year
Teacher Name	Select Teacher

Data Refresh Date:

4. The following information for your school and the teacher(s) selected will show in the resulting report.

## New York State Education Department



### Teacher and Course Verification Report

Data Contained in the Student Information Repository System

District Name	DISTRICT NAME
School Location	SCHOOL NAME
School Year	2010-11
Teacher Name	All Teachers

Data Refresh Date: Jun 20, 2011

Staff Name	Course/Section	Total Students in Course a = (g+h)	State Assessment Results					Regents Score not included in Final Course Grade - g -	Regents Score included in Final Course Grade - h -
			Not Tested - b -	Level - 1 - c -	Level - 2 - d -	Level - 3 - e -	Level - 4 - f -		

**School Location:** The courses listed for the School Location are those reported as *taught* in the school. Course/student data are *not* listed under the School Location in which the student is *enrolled* unless that is the same location where the course was reported as *taught*.

Some schools may not be displayed in School Location if they fall under the 2010-11 exemption outlined in the May 2011 memo issued by Ken Wagner to BOCES District Superintendents, School Superintendents and Principals of Charter and Other Public Schools (titled “Updated Guidance on the Collection and Reporting of Teacher and Course Data in the Student Information Repository System (SIRS)”).

This exemption is stated as follows:

“Data elements (1) through (5) are required for all school districts, charter schools and other public schools, except that elementary schools (grades K to 6) with traditional common-branch classes, and/or whose student management systems currently do not assign students to teachers on a subject-by-subject basis, are not required to report data element (2) [*Student enrollment in all elementary/middle-level courses linked to a State assessment (e.g., Grades 3-8 ELA and mathematics), using the statewide standardized course codes contained in Appendix A*] until 2011-12. These data are not required for BOCES until 2011-12.”

**Staff Name:** The staff names include all teachers reported in SIRS with valid teacher IDs as assigned by the TEACH System. To ensure that all certified teachers are correctly included in this report, be sure that all of your teachers have registered for a teacher ID using the TEACH System as instructed by the Office of Teaching Initiatives. See <http://www.highered.nysed.gov/tcert/teach/> for more information.

**Course/Section:** The courses included in these reports are those that have been assigned New York State course codes. (See Appendix A.)

**Total Students in Course:** Total students include all students reported in SIRS as enrolled in the course, whether or not they have a valid score on a New York State assessment.

**State Assessment Results:** State Assessment Results identify students with no valid scores (Not Tested) and those with valid scores at the four performance levels (Level 1, Level 2, Level 3, and Level 4) on New York State standardized assessments taken upon completion of the course indicated. New York State course codes are cross referenced to New York State standardized assessments, using the Assessment Measure Standard Description field of the Assessment\_Fact Template of the SIRS. The scores received on these assessments are pulled from the Assessment Score field of the Assessment\_Fact Template. To ensure that all standardized assessment scores are correctly included in this report, be sure to correctly report these data in the SIRS. ***If a student takes the same New York State assessment in both January and June 2011, the student is counted only once in this report, with the highest score earned.***

**Regents Score Not Included/Included in Final Course Grade:** New York State Regents examination scores are counted as included in the student’s final course grade in this report if an “R” is reported for the student in the Student Grades Comment field of the Student Grades Template of the SIRS.

For more information about reporting data in the SIRS, see the *SIRS Manual* at <http://www.p12.nysed.gov/irs/sirs/>.

- Click on any number in the Total Students in Course, State Assessment Results (by performance level), or Regents Score Not Included/Included in Final Course Grade column to get a student detail report that shows student ID, student name, assessment name, assessment date, assessment score, final course grade, whether the Regents examination score was included in the final course grade, and student demographic information for each student in the aggregation.

## New York State Education Department



### Teacher and Course Verification Detail Report

Data Contained in the Student Information Repository System

District Name: DISTRICT NAME OL  
 School Location: SCHOOL NAME OL  
 School Year: 2010-11  
 Teacher Name: TEACHER LAST NAME, TEACHER FIRST NAME  
 Data Refresh Date: Jun 20, 2011 011

Course Information			Student Information										
Course Name	Course Code	Section	Student ID	NYSSIS ID	Student Name	Assessment Name	Assessment Date	Assessment Score	Final Course Grade	Regent's Score included in Final Course Grade (Yes/No)	Disability	LEP Eligible	Ethnicity

Student demographic information is pulled from the Student\_Lite (Ethnicity) and Programs\_Fact (LEP Eligible and Disability) Templates of the SIRS. To ensure that this information is correctly included in this report, be sure to correctly report these data in the SIRS. See the SIRS Manual at <http://www.p12.nysed.gov/irs/sirs/>.

### What if data are inaccurate?

If you believe course/assessment/student data in the report are inaccurate, you must correct the errors in the district or school source data. The source may be your student management system or it may be the Level 0 system offered by your RIC. If your district does not operate its own repository, your data administrator must notify your RIC when the changes are complete and follow its directions for submitting these corrected data. New York City staff must correct all identified errors in central data systems, such as ATS (for enrollment, demographic, and LEP indicators) and CAP (for special education student information). Staff may contact the NYCDOE State and Federal Evaluation Team at [nystartsupport@schools.nyc.gov](mailto:nystartsupport@schools.nyc.gov). Although you may, if necessary, repeat this process until the deadline, you should be sure to review all reports thoroughly and make all necessary corrections before submitting revised data. If you believe teacher data in the report are inaccurate, ensure that all teachers in the school have registered to receive a valid teacher ID from the Office of Teaching Initiatives using the TEACH System.

### What is the deadline for submitting and correcting data?

All 2010–11 teacher/course data in Level 2 of the repository on **September 30, 2011** will be frozen and used for State and federal reporting purposes. Prior to this deadline, reports will be refreshed Tuesday mornings in L2RPT. The Level 1 Operators will set deadlines for receiving student records for inclusion in the file to be submitted to Level 2 by 11:59 every Friday for the weekly refresh.

Reports produced the following week will reflect data in Level 2 of the SIRS on the previous Friday at 11:59 p.m. Your RIC or Big 5 district will notify you when your revised reports are available.

### **Should I keep a copy of my reports?**

Districts and schools are encouraged to save or print copies of their reports (in particular, those reflecting data in Level 2 of the repository on September 30, 2011, the reporting deadline) for their records.

### **How should I ensure confidentiality of data?**

The federal Family Education Rights and Privacy Act (FERPA) prohibits the release of personally identifiable student information. To be in compliance with FERPA, the State precludes the publication of summary information based on fewer than five students or in which subtraction or other simple mathematical operations could be used to obtain personal information. To facilitate data verification, the enclosed report includes data cells based on fewer than five students. Schools are cautioned NOT to share these data with unauthorized individuals. Individuals who work with education records in agencies or schools are responsible for knowing the privacy regulations that apply to their work. Specific information about safeguarding student privacy is available at:

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97527>

<http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2004330>

## Appendix A

### New York State Course Codes

<b>Code</b>	<b>Course</b>
01300	Grade 3 English Language Arts
02300	Grade 3 Mathematics
01400	Grade 4 English Language Arts
02400	Grade 4 Mathematics
03400	Grade 4 Science
01500	Grade 5 English Language Arts
02500	Grade 5 Mathematics
01600	Grade 6 English Language Arts
02600	Grade 6 Mathematics
01700	Grade 7 English Language Arts
02700	Grade 7 Mathematics
01800	Grade 8 English Language Arts
02800	Grade 8 Mathematics
03800	Grade 8 Science
01003	English/Language Arts III
02052	Algebra I
02072	Geometry
02106	Trigonometry/Algebra
03051	Biology
03101	Chemistry
03001	Earth Science
03151	Physics
06123	French III
06203	German III
06703	Hebrew III
06143	Italian III
06303	Latin III
06103	Spanish III
04101	U.S. History—Comprehensive
04052	World History and Geography