

## UIAS 2.0 :: Guidance for LEAs and Regional Information Center providers

### Simultaneous Enrollment Report

- a. *Report Intention:* To alert an LEA that a student recorded as enrolled in that LEA is also recorded as enrolled at the same time in another location (either in another LEA or elsewhere in the same LEA).
- b. *Definition of “simultaneous enrollment”:* For the sake of this report, a student will be considered simultaneously enrolled if the student has more than one “open” enrollment record (a record with an enrollment entry code but no enrollment exit code\*) in more than one location<sup>1</sup>. This report will ignore any ‘closed’ enrollment records (records that have enrollment exit codes\*). For the purposes of this report, the following entry codes will be considered valid:
  - 0011 Enrollment in building or grade
  - 0022 Foreign exchange student enrollment in building or grade
  - 5544 Transferred in under the NCLB Title I "School in Improvement Status" transfer option
  - 5555 Student enrolled for the purpose of recording a test score (walk-in)
  - 5654 Enrollment in a AHSEP or HSEP program
  - 5905 CSE responsibility only (see **NB** below)
  - 7000 Transferred in under the NCLB "Persistently Dangerous School" transfer option
  - 7011 Transferred in under the NCLB "Victim of Serious Violent Incident" transfer option
  - 8294 School-age children on the roster for census purposes only

**NB:** 5905 enrollments normally *expect* a simultaneous enrollment in LEA ‘X’ (the LEA with CSE responsibility) and another LEA ‘Y’ (the LEA providing the educational services). Therefore, the following cases are defined for 5905 enrollments:

In cases where there is **only one** 5905 record detected for a given student, that record will be ignored (not flagged as a possible violation) for the purposes of identifying potential “simultaneous enrollments” for this report. Two types of cases can occur within this larger “one 5905 record” use case:

A-1. One 5905 and *one* NON-5905 enrollment. The 5905 record is ignored, leaving only one non-5905 record to consider, thus no potential simultaneous enrollment violation to report.

A-2. One 5905 and *multiple* NON-5905 enrollments. The 5905 record is ignored, leaving multiple potential simultaneous enrollment violations; these (but not the 5905) will be reported.

In cases where there are **multiple** 5905 records for a given student, however, these 5905 records *will* be flagged, as *only one* LEA can claim CSE responsibility. Again, two types of cases can occur within this larger “multiple 5905 records” use case:

B-1. Multiple 5905 and *one* NON-5905 enrollment. The non-5905 record is ignored, leaving only the 5905 records to be resolved, since only one 5905 should remain (other 5905s are likely to be deleted or closed), thus leaving only one 5905 and one NON-5905 (thus NOT a violation). If any of the multiple 5905s are re-entered with a valid non-5905 entry code at that LEA (i.e., rather than deleted or closed), a “new” non-5905 simultaneous enrollment would be triggered

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in the next audit run.

B-2. Multiple 5905 and *multiple* NON-5905 enrollments. All records must be displayed. Even resolving multiple 5905s (i.e., such that only one 5905 remains) will still leave other multiple non-5905 simultaneous enrollment violations to be resolved.

- c. *Distribution of Reports:* Every LEA in which a student is determined to be simultaneously enrolled will receive a report displaying that student's simultaneous enrollment records (as will the RIC serving such LEA).

The LEA will receive a report through the IRS-Portal (using their SEDDAS account), and the RIC serving that LEA will receive a copy of the report via their NYSED secure FTP directory.

(Note: As of March 2011, non-public LEAs have no SEDDAS accounts or access to the IRS-Portal. Until non-public LEAs are granted access, RICs must securely deliver UIAS reports to their non-public customers.)

- d. *Report Design:* The report shall select all school age students meeting the definition above (pre-school students should not be included). The following information will be included in the report:
- Name and BEDS code of LEA receiving the report
  - School year for which the report is being run
  - Date of latest data refresh prior to report run
  - Date of report run
  - Name of building (where enrolled in LEA 'X')<sup>2</sup>
  - Student Last Name, First Name
  - Student NYSSIS ID
  - Student Local ID
  - Student Grade level
  - Details for each building (in LEA 'X' **OR** LEA 'Y') in which there is a simultaneous enrollment: District/Building names<sup>3</sup>, Entry date, Entry code, Entry reason
- e. *Report Format:* The sort order for this report should be: LEA Name, Building Name<sup>4</sup>, Grade level, Student Name (Last then First), then local ID. The report format will be comparable to the following sample (In sample report header, variables appear in square brackets. No brackets appear in actual report.):

### Simultaneous Enrollment Report

LEA [Name]

BEDS CODE [nnnnnnnnnnnn]

2009-2010 SCHOOL YEAR

Data Refresh Date : [mm/dd/yyyy]

Date of Report Execution [mm/dd/yyyy]

Building of Enrollment [Name]<sup>\*\*\*</sup>

Last Name	First Name	NYSSIS ID	Local ID	Grade	District/ Building <sup>3</sup>	Entry Date	Entry Code	Entry Reason
Jones	Mary	4125536941	010203041	08	District Y – Alpha HS	07/01/2009	0011	Enrollment in Building or Grade

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Smith	John	9012145326	010001634	09	District Z – Omega HS	07/02/2009	0011	Enrollment in Building or Grade
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\*\*\* (This will be the building in the LEA receiving the report; all other enrollments for this student will be shown in the body of the report—see 'LEA/Building' column.)

This report should be run three times a year as follows:

- Immediately following BEDS Day
- At the beginning of the second semester (January)
- April (prior to testing)

The following text is included in the report (as the first page of any PDF report; and as a separate "cover" sheet/tab at the front of any XLS report):

"The attached report includes a list of students reported by you (as of the last Level 2 repository refresh cycle prior to the date this report was run) as legally enrolled in your LEA.

The data in the Level 2 repository indicates that this student is also actively enrolled in another LEA in New York State. The name of that LEA is included in this report. You should engage in due diligence to determine the accurate status of this student. You may also need to consider whether NYSSIS IDs are a possible source of discrepancies, in which case these may need to be corrected through the standard NYSSIS troubleshooting procedures.

If the result of your investigation indicate that this student is no longer enrolled in your LEA, you should enter an appropriate exit code and exit date, then refresh your data in the Level 1 repository. In the case of multiple 5905 records, if you have entered an incorrect entry code, you should either enter an appropriate entry code and entry date or close/delete any erroneous record (as the situation dictates), then refresh your data in the level 1 repository. If the student enrollment record for your LEA contained in this report is accurate, you do not need to take any action.

Contact your Level 1 operator if you have any questions about this report or need any assistance in refreshing your data.

Report guidance is available on NYSED's main UIAS resource page ( <http://www.p12.nysed.gov/irs/uias/> ). Each Big 5 City District and Regional Information Center has at least one designated UIAS Point of Contact to support UIAS reports.

To look up core information (BEDS codes, location names, etc.) for locations providing educational services:

SEDREF ( [http://portal.nysed.gov/pls/pref/SED.sed\\_inst\\_qry\\_vw\\$.startup](http://portal.nysed.gov/pls/pref/SED.sed_inst_qry_vw$.startup) ) may be used to look up LEA/school location codes and other education institution-related information. SEDREF is publicly available on the NYSED Business Portal ( <http://portal.nysed.gov/> ).

Helpful tips about the main SEDREF query page:

- ~ When querying the "Name (Popular or Legal)" field, place a percent sign ('%') before AND after the query text (examples: %syracuse%, %syracuse acad%, etc.).
- ~ Please note that BEDS Code is listed as "SED Code".

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~ See "Public Help" (top of page) for additional usage and tips."

- f. *Known issues and future enhancements:* The following are known issues, with estimated dates for resolution (when known), and any applicable guidance on how to best use these reports (for example, using available workarounds) while issues remain unresolved:

<sup>1</sup> Current SE reports only look for potential simultaneous enrollments in other LEAs. The SE report will also check for potential SE violations within the same LEA beginning with the release of UIAS 3.0 (Fall 2011).

<sup>2</sup> Current reports display *BEDS code* in the header information rather than building *name*. Names will replace BEDS codes beginning with the release of UIAS 3.0 (Fall 2011). In the interim, users unfamiliar with the BEDS codes should use NYSED's Web-based SEDREF application (Web addresses referenced in the textual guidance provided with each report) to look up codes for any location in question.

<sup>3</sup> Current report's 'District/Building' column displays *BEDS code* rather than *names*. Names will replace BEDS codes beginning with the release of UIAS 3.0 (Fall 2011). Users unfamiliar with the BEDS codes should use NYSED's Web-based SEDREF application (Web addresses referenced in the textual guidance provided with each report) to look up codes for any location in question.

<sup>4</sup> Current reports are sorted in *BEDS code* order rather than alphabetically by building *name*. Sort by name will replace sort by BEDS beginning with the release of UIAS 3.0 (Fall 2011). Users unfamiliar with the BEDS codes should use NYSED's Web-based SEDREF application (Web addresses referenced in the textual guidance provided with each report) to look up codes for any location in question.

Future enhancement. It has been requested that the student record for LEA 'X' be displayed in the report along with the simultaneous enrollment record. The primary reason is for ease of looking up student records by local LEA 'X' ID (as the only ID currently noted is in the simultaneously enrolled location). This has been proposed for the release of UIAS 3.0 (Fall 2011).

\* (Technical note: Once enrollment records with empty exit code fields have passed edit checks and have been staged in the Level 1 Container, they are passed to the Level 2 Statewide data warehouse where the exit code field is populated with a "flag" of 'EOY' indicating an End of Year rollover. While 'EOY' is not "valid" in student management systems or Level 1 datamarts (i.e., it is not listed amongst valid exit codes in the SIRS Manual), it is a "valid code" in the sense that it is used in Level 2 and in the UIAS application to detect a student who has not exited, but whose enrollment in the recorded location is current, or, at the close of a school-year, is expected to continue in that location in the subsequent school year.)