



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Level 0 (101)

Understanding and Using Level 0

DATAG Presentation January 2021

Presenters

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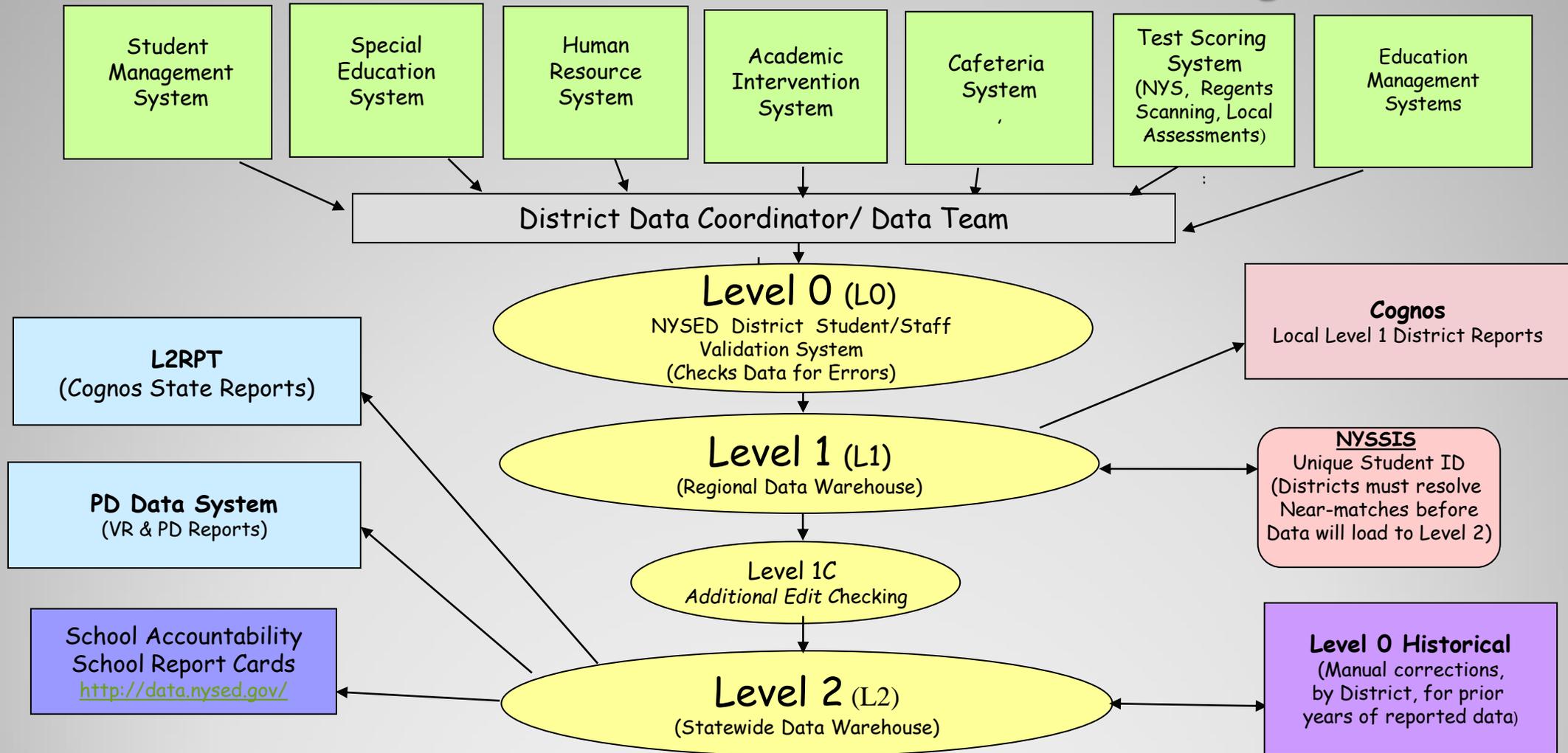


Focus of Today's Presentation

- How the Student Information Repository System (SIRS) Levels Work Together
- Level 0 Access/Log In
- New Functionality in Level 0 for 2020-21
 - Password Resets; Help Menu; Session Expiration Alert
- Things to know about Level 0
- Home Screen and Dashboard Overview
- Importing Files manually
- Understanding Errors and Reports
- Student Daily Attendance Changes
- L1 Data Prep
- Review
- Resources



How the SIRS Data Warehouse Levels Work Together



Getting Level 0 Access

Level 0 is a user id / password protected NYSED application that is housed at your Regional Information Center (RIC)/Level 0 Hosting Site.

It is important to contact your District Data Coordinator (DDC) or your RIC/L0 Hosting site to gain initial access to Level 0.

Once you are identified by the DDC or the RIC/L0 Hosting Site, you will be given procedures for registering and accessing your account. Your user id and password determines your authorization level, access, and menu choices within Level 0.

As of September 2020, Level 0 utilizes new procedures for resetting passwords and will be introducing multi-factor authentication in the future.



Level 0 Login and Security

After you have received information to set up your account password and login, you will be prompted with messages to set your security questions/answers and verify your e-mail address on file before you can access your data.

Click on each header row to display the areas that need attention and complete the required information.

My Level 0 Profile Settings - Click on any header row to display selected option.

If required actions exist they must be completed before accessing other Level 0 screens.

Required Actions: Security Questions: Incomplete Security Question Answers - Update Required
Email Setup: Email Verification Required

Password Setup

Security Questions

Status: Security question answers incomplete. Please complete.

Clear/Reset

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Save Answers

Email Setup

Password Setup

Security Questions

Email Setup

Please verify your Current Email Address. If updates are needed please fill in a new email address.

Email Address:

Current Email Address: curich@moric.org

New Email Address:

Confirm New Email Address:

Verify/Save Email Address

Level 0 Login and Security

Beginning with Level 0 16.0, released in September 2020, this new function allows you to reset your password if you:

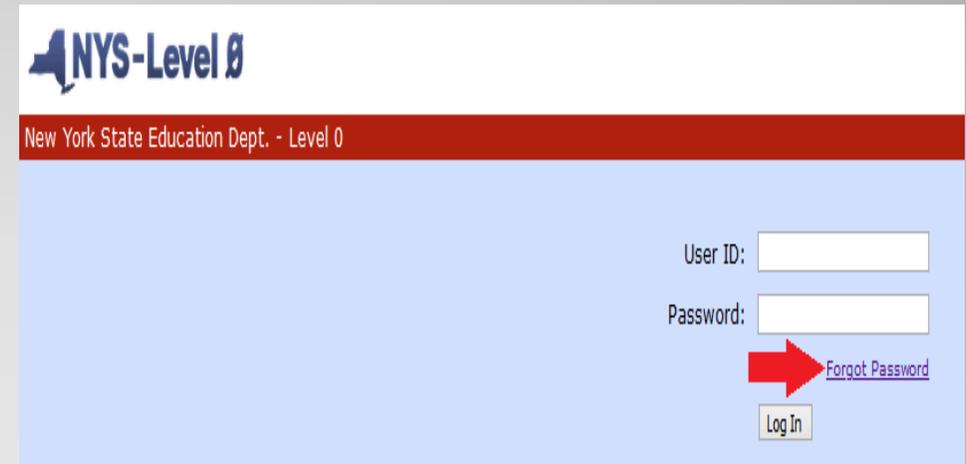
1. Previously answered 3 security questions in Level 0 and remember your answers
2. Previously provided a correct email address in Level 0

When you click on the “Forgot Password” link, you will be prompted to answer one of your security questions.

Once you have successfully done that, an email containing a 6-digit PIN will be sent to the email address on file for you in Level 0. The PIN will expire in 4 hours.

Enter the 6-digit PIN on the Level 0 PIN Submission screen, reset your password and proceed to the Level 0 Login screen.

Note: If you cannot remember the answers to your security questions contact your DDC or RIC/L0 Hosting Site for assistance.

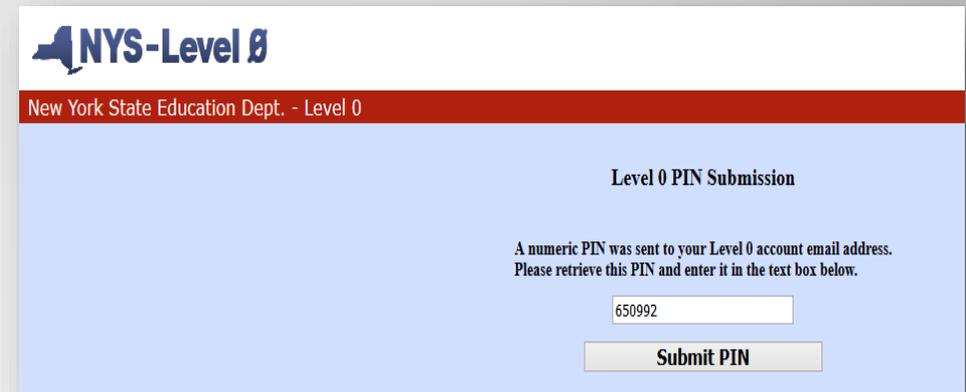


NYS-Level 0
New York State Education Dept. - Level 0

User ID:

Password:

 [Forgot Password](#)



NYS-Level 0
New York State Education Dept. - Level 0

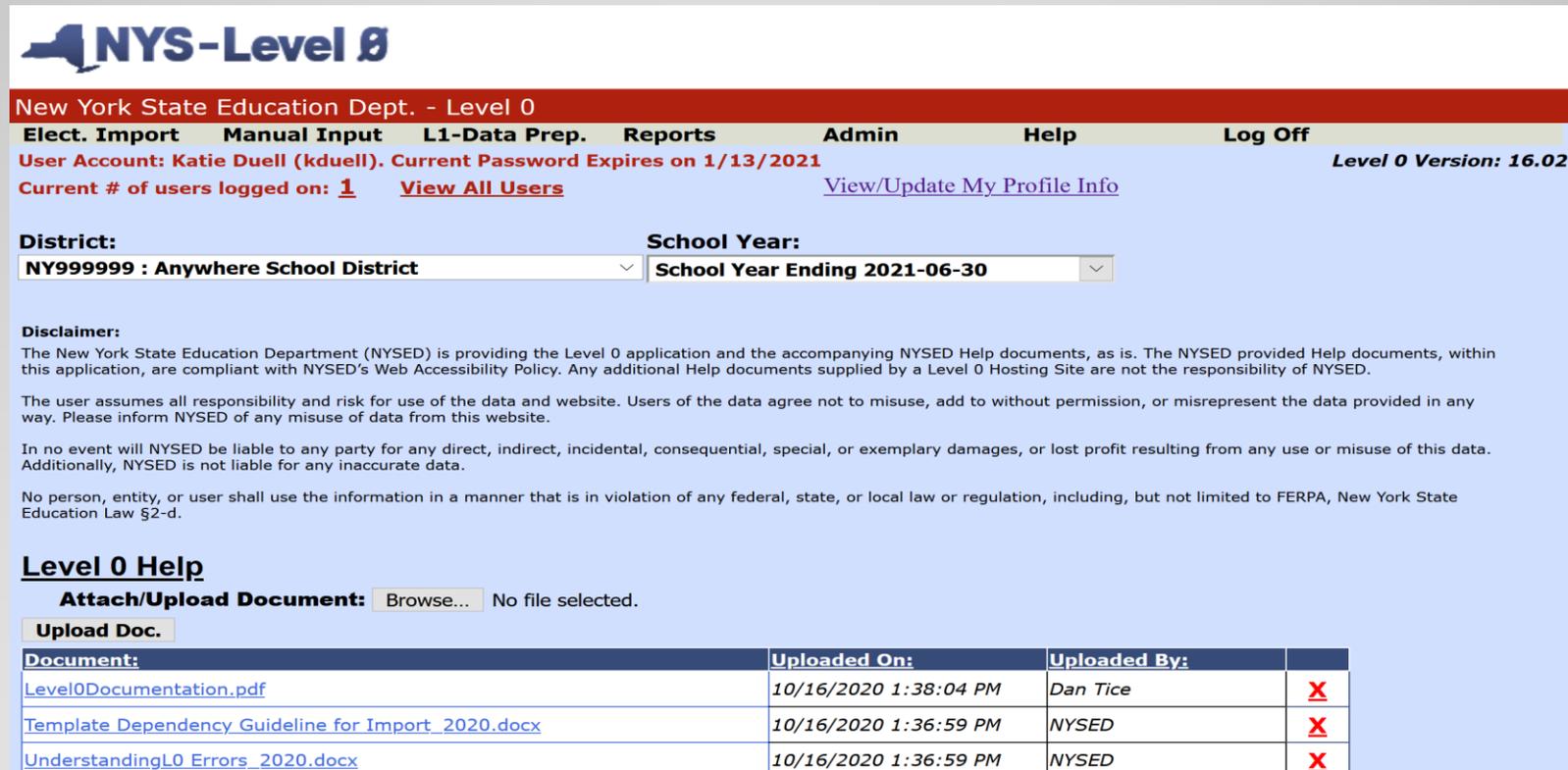
Level 0 PIN Submission

A numeric PIN was sent to your Level 0 account email address.
Please retrieve this PIN and enter it in the text box below.

650992

Help Menu

A Help Menu was made available in the 16.0 release of Level 0. The information posted in this area will be maintained by each RIC/L0 Hosting Site. Level 0 will provide some documents to use, at each RIC/L0 Hosting Site's discretion.



The screenshot shows the NYS-Level 0 application interface. At the top left is the NYS-Level 0 logo. Below it is a red navigation bar with the text "New York State Education Dept. - Level 0". A secondary navigation bar contains links for "Elect. Import", "Manual Input", "L1-Data Prep.", "Reports", "Admin", "Help", and "Log Off". The main content area displays user information: "User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021" and "Level 0 Version: 16.02". It also shows "Current # of users logged on: 1" with a link to "View All Users" and a link to "View/Update My Profile Info". Below this are two dropdown menus for "District" (set to "NY999999 : Anywhere School District") and "School Year" (set to "School Year Ending 2021-06-30"). A "Disclaimer" section follows, stating that NYSED provides the application and help documents as is, and that users assume responsibility for their use. Below the disclaimer is a "Level 0 Help" section with an "Attach/Upload Document" button and a "Browse..." button. A table lists three help documents: "Level0Documentation.pdf", "Template Dependency Guideline for Import 2020.docx", and "UnderstandingL0 Errors 2020.docx", each with its upload date, time, and the user who uploaded it (Dan Tice or NYSED). Each document has a red 'X' icon in the rightmost column.

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 Level 0 Version: 16.02

Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#)

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Disclaimer:
The New York State Education Department (NYSED) is providing the Level 0 application and the accompanying NYSED Help documents, as is. The NYSED provided Help documents, within this application, are compliant with NYSED's Web Accessibility Policy. Any additional Help documents supplied by a Level 0 Hosting Site are not the responsibility of NYSED.
The user assumes all responsibility and risk for use of the data and website. Users of the data agree not to misuse, add to without permission, or misrepresent the data provided in any way. Please inform NYSED of any misuse of data from this website.
In no event will NYSED be liable to any party for any direct, indirect, incidental, consequential, special, or exemplary damages, or lost profit resulting from any use or misuse of this data. Additionally, NYSED is not liable for any inaccurate data.
No person, entity, or user shall use the information in a manner that is in violation of any federal, state, or local law or regulation, including, but not limited to FERPA, New York State Education Law §2-d.

Level 0 Help

Attach/Upload Document: No file selected.

Document:	Uploaded On:	Uploaded By:	
Level0Documentation.pdf	10/16/2020 1:38:04 PM	Dan Tice	X
Template Dependency Guideline for Import 2020.docx	10/16/2020 1:36:59 PM	NYSED	X
UnderstandingL0 Errors 2020.docx	10/16/2020 1:36:59 PM	NYSED	X

Session Expiration Alert

Keeping with NYSED security guidelines, the current timeout default for screen inactivity is between 10 - 15 minutes, depending on the settings established by each RIC/L0 Hosting Site. An Alert notification will appear in yellow on the screen indicating the session is about to expire in 1 minute.

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Katie Duell (kduell). Current Password Expires on 7/5/2021 Level 0 Version: 16.02

Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#)

District: School Year:

Alert: Your Session is about to Expire!

Welcome to Level 0!

Include Student Daily Attendance for Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.
 'Y' in last column indicates a data domain record has been deleted since the last upload occurred.

Level 0 Message Board:

NY999999 : Anywhere School District - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:	Del.
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Here is what we know about Level 0 so far.....

Level 0 is a user id / password protected NYSED application that is housed at your RIC/Level 0 Hosting Site.

Level 0 is the first level of the data warehouse where data from several “source” systems come together and interact for the first time.

Level 0 accepts and validates data from these “source” systems and, as applicable, produces errors for the district staff to review, acting as a data cleansing system.



What else should we know about Level 0?

Level 0 supports 21 NYSED required eScholar templates. The NYSED Business Rules and Level 0 documentation for these templates can be found at <http://www.p12.nysed.gov/irs/vendors/>

With each release, Level 0 provides updated web accessible documentation which includes integrity checks (which are basic Business Rules) and associated error messages.

For error reporting each template is identified by 2 characters and a range of numbers. This combination is used in all error messages.

Your RIC/L0 Hosting Site may also provide this documentation for you.

Level 0 and Level 0 Historical (LOH) Validation Checks and Error Messages

Version 16.02

Revised

1/22/2021

DM - Student Lite (Demographic)	-1000
EE - School Entry Exit	-2000
DA - Student Daily Attendance	-2300
DC - Day Calendar	-2400
AC - Attendance Codes	-2500
PS - Programs Fact	-3000
SS - Special Education Snapshot	-4000
EV - Special Education Events	-5000
AS - Assessment Fact	-6000
AA - Assessment Acc Mod Fact	-6200
SF - Assessment Session Fact	-6300
SG - Student Class Grade Detail	-7000
CG - Student Credit GPA	-7100
SD - Staff Attendance	-7200
SN - Staff Snapshot	-7300
LM - Location Marking Period	-7400
CR - Course	-7500
SA - Staff Assignment	-7600
CE - Student Class Entry Exit	-7800
SE - Staff Evaluation Rating	-7900
CI - Course Instructor Assignment	-8000
ST - Staff Tenure	-8100

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What else should we know about Level 0?

The Level 0 application generates three distinct types of errors:

Import – errors generated when you import your data in template format from the source systems and you have missing or incorrect data in a field.

Warning/Fatal (W/F) – errors are identified when the verification process is run. Information from one template is dependent upon information from another template and the information is erroneous or missing.

Information Errors are exactly that - for your information and review to assist you in identifying any “potential” problems or errors of omission that may exist in your data and may present situations where additional data research is necessary.



Understanding Level 0 Errors

Each error has an integrity check and an error number with an associated error message to indicate when there is a problem with the data being reported. An **integrity check is not an error** but rather a detailed account of the business rule that will guide you through a better understanding of the error.

In the example below, an import error is generated because an enrollment record being reported for a student has an incorrect format for the Student ID:

EE2106 Student ID exceeds 9 characters: 1234567890

Let's break it down:

EE refers to School Entry Exit/Enrollment template

2106 is the number assigned to this error message

Student ID exceeds 9 characters is the message associated with the template-error combination

"1234567890" is the display of the data in your record that is incorrect

Note: All Level 0 errors are found and described in the documentation



Home Screen Overview

Menu

District
School Year

Dashboard Stats

New York State Education Dept. - Level 0

[Elect. Import](#)
[Manual Input](#)
[L1-Data Prep.](#)
[Reports](#)
[Admin](#)
[Help](#)
[Log Off](#)

User Account: **Katie Duell (kduell)**. Current Password Expires on **7/5/2021** Level 0 Version: 16.02

Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: **NY999999 : Anywhere School District**
 School Year: **School Year Ending 2021-06-30**

Welcome to Level 0!

Include Student Daily Attendance for Run All Verification Checks

Red background in "Last Upload" column indicates domain data has been updated since last Level 1 file was created. "Y" in last column indicates a data domain record has been deleted since the last upload occurred.

NY999999 : Anywhere School District - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:	Del.
Demographics	3	0	1999	NO	1/2/21 03:34 P	12/31/20 12:37 P	10/29/20 04:39 P	
Enrollment	2	3	1998	NO	1/2/21 03:37 P	1/2/21 03:37 P	10/29/20 04:39 P	
Program Fact	0	2	2000	--	--	--	--	Y
CTE / Tech Prep	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ELL Eligibility	0	0	2	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ESEA	0	0	108	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Type of Disability	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
0198::Poverty	0	0	456	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Summer School Participation	0	0	1429	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
5806::Reduced Lunch	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Higher Education	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
8262::Homeless	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Assessment	0	0	0	--	--	--	--	
Assess/Acc/Mod	0	0	0	NO	None	None	None	
Course	0	0	0	NO	None	None	None	
Course/Instr/Assign	0	0	0	NO	None	None	None	
Day Calendar	0	0	1484	NO	12/30/20 02:49 P	12/30/20 02:49 P	1/1/21 02:01 P	Y

IMPORTING FILES

IMPORTING FILES - Manually

Demographics (Student Lite) Import

Select 'Demographics' from the "Elect. Import" menu

New York State Education Dept. - Level 0

Elect. Import	Manual Input	L1-Data Prep.	Reports	Admin	Help
Demographics). Current Password Expires on 1/13/2021				
Enrollment	View All Users		View/Update My Profile Info		
Program Fact					
Assessment	School Year:				
Assess/Acc/Mod	strict	School Year Ending 2021-06-30			
Course					
Course/Instr/Assign					
Day Calendar					

Step 2: Choose Update EXISTING or Insert NEW →

Step 3: Choose File to be imported →

Step 4: Click Prepare Import file →

Step 5: Click Validate Data →

District: NY999999 : Anywhere School District
School Year: School Year Ending 2021-06-30

Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Student Lite - Comma Delimited Text

Step 2 - Insert/Update Choices:

Update EXISTING Records in Level 0 AND Insert NEW Records Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

Browse... Anywhere_NY999999_DEMOGRAPHICS.txt

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validating data, Please be patient...

Import/Validation Messages:

The data file has been prepared for validating. Click the validate button above to begin the validation process. Please be patient, since this process could be time consuming if there are many thousands of records to validate. Additionally there may be multiple districts validating simultaneously which may also slow down the validation process. Thank you.

IMPORTING FILES - Manually

Prepare/Validate Import File - Error messages

You may encounter the following messages when preparing or validating your import file:

Step 5 - Click button to validate data file:

Validate Data

Import/Validation Messages:

DM1004: Incorrect School Year reported: (2019-06-30). The validation process cannot continue until all the records in the import file match your selected School Year.

Step 5 - Click button to validate data file:

Validate Data

Import/Validation Messages:

DM1001: The District Code selected on the Import Screen does not match the District Code listed in the file: NY8999999. The validation process cannot continue until all the records in the import file match your selected district.

IMPORTING FILES - Manually

Successful import with errors

Import Errors can be checked directly from the Elect. Import screen, after importing, by clicking “View Error Report”



*Tip – Review the documentation provided by your RIC/L0 Hosting Site to assist you in the error correction process.

Demographics Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Student Lite - Comma Delimited Text

Step 2 - Insert/Update Choices:

Update EXISTING Records in Level 0 AND Insert NEW Records Insert NEW Records Only

Step 3 - Import File Location: (Use browse button to find file)

No file selected.

Step 4 - Click button to prepare file for validation:

Step 5 - Click button to validate data file:



Import/Validation Messages:

Total Imported rows read: 2001
 Blank Student ID Records found: 1. Records with no student ID are not imported. **Please see detail of records not imported at bottom of page.**
 Blank Request Sequence Records found: 0
 Total Duplicate Key rows skipped: 2 **Please see detail of records not imported at bottom of page.**
 Total Error count: 3. Click 'View Error Report' button to see error list.
 Total Error rows: 1
 Total Valid rows saved: 0
 Total Imported rows with no changes from previous loads: 2000

Download information shown below to:

.txt file .csv file

Detail of records not imported. (This information can also be seen in the Import Message Log Report)

Data Type:	Last Name:	First Name:	Import Message:
Demographics	Wayne	John	Student record found with blank ID.
Demographics	Potter	Harry	Duplicate key records with different student names found: Student ID - 000000001. (See Dist. Dup. IDs report for more info).
Demographics	Black	Zoey	Duplicate key records found: Student ID - 990900007.

IMPORTING FILES - Manually

Please note: The Enrollment Import options are different from Demographics.

These choices are also available for:

- Program Fact
- Assessment
- Course Instructor Assignment
- Day Calendar
- Student Class Entry Exit
- Student Class Grade Detail
- Student Daily Attendance
- Staff Assignment
- Staff Attendance
- Staff Tenure Snapshot

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Enrollment Import:
Step 1 - Select Import file type:
(Note: First line of file must contain a student record.)
 Comma Delimited Text

Step 2 - Delete current Level 0 valid enrollment records for this district and school year?
 DO NOT Delete Level 0 Enrollment Records Delete All Enrollment records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)
Browse... Anywhere_NY999999_ENROLLMENT.txt

Step 4 - Click button to prepare file for validation:
Prepare Import File

Step 5 - Click button to validate data file:
Validating data, Please be patient... [View Error Report](#)

Import/Validation Messages:
Total Imported rows read: 2000
Blank Student ID Records found: 0
Total Duplicate Key rows skipped: 0
Total Error count: 2. Click 'View Error Report' button to see error list.
Total Error rows: 2
Total Valid rows saved: 1998
Total Imported rows with no changes from previous loads: 0

IMPORTING FILES - Manually

Example for Assessment

There are additional check boxes to select when importing Assessments and Staff Evaluation (not shown).

You may “Check All” or select the particular Test Group(s) or Evaluation Criteria Codes you would like to import.

Please note that if you “Check All” and “Delete All Valid records”, and your file does not contain a certain Test Group or Evaluation Criteria Code that was previously loaded, it will delete that data.

Assessment Validation and Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Comma Delimited Text

Step 2 - Check any test group(s) that you would like to import:

Check All

ALTRCT COSF Regents ALTREG CTE RCT CCR NYSITELL CDOS LOTE SEQ

Step 3 - Delete current Level 0 valid Assessment records for this district and school year?

DO NOT Delete Level 0 Assessment Records Delete All Valid Assessment records (selected test groups only)

IMPORTING FILES - Manually

There are additional Program Fact import check boxes and a new Perform Pre-Check option to select after preparing your import file.

You may use the Optional **Perform Pre-Check** button (Step 4) to view/select import record category counts.

If the **Import File Count** is **less** than the **Database Count** for any of the selected categories, that Category or Categories will be highlighted for manual review to ensure that the Category should continue to be imported

If it is determined that any **Category** should **not** be Imported, simply uncheck the check box in either the **Pre-Check** (Step 4) or full Category type list (Step 5) and it will be unchecked in both places.

Any selections made in Step 4 can be overridden with the Category check boxes in Step 5.

Step 4 - (Optional) Pre-check - View import record category counts:

Perform PreCheck

Category:	Import?	Import File Count:	Database Count:
CTE / Tech Prep	<input checked="" type="checkbox"/>	2	1
ELL Eligibility	<input checked="" type="checkbox"/>	1	1
ESEA	<input checked="" type="checkbox"/>	108	107
Type of Disability	<input checked="" type="checkbox"/>	1	1
0198::Poverty	<input checked="" type="checkbox"/>	4	456
5806::Reduced Lunch	<input checked="" type="checkbox"/>	1	1
Summer School Participation	<input checked="" type="checkbox"/>	1430	1430
Higher Education	<input checked="" type="checkbox"/>	1	1
8262::Homeless	<input checked="" type="checkbox"/>	1	1

Step 5 - Check any category type(s) that you would like to import:

Check All

<input type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> CTE / Tech Prep	<input checked="" type="checkbox"/> ELL Eligibility	<input type="checkbox"/> ELL Programs	<input checked="" type="checkbox"/> ESEA
<input checked="" type="checkbox"/> Type of Disability	<input checked="" type="checkbox"/> 0198::Poverty	<input type="checkbox"/> 0220::Alt. Assess.	<input type="checkbox"/> 0242::NYSESLAT	<input type="checkbox"/> 0264::Section 504 Plan
<input type="checkbox"/> 5753::Intervening Serv.	<input checked="" type="checkbox"/> 5806::Reduced Lunch	<input type="checkbox"/> 5817::Free Lunch	<input checked="" type="checkbox"/> Summer School Participation	<input type="checkbox"/> 8261::Single Parent/Pregnant
<input type="checkbox"/> 8272::Homeless Youth	<input type="checkbox"/> UPK	<input type="checkbox"/> Title 1 TAS	<input type="checkbox"/> Prekindergarten Program	<input type="checkbox"/> 2618::Inter-Dist. Transfer
<input type="checkbox"/> 1232::SIFE	<input checked="" type="checkbox"/> Higher Education	<input type="checkbox"/> 8271::CDOS Credential	<input type="checkbox"/> 8282::Immigrant	<input type="checkbox"/> 8292::Parent Armed Forces
<input type="checkbox"/> 8300::Foster Care	<input type="checkbox"/> 8312::Biliteracy	<input checked="" type="checkbox"/> 8262::Homeless	<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted

IMPORTING FILES - Manually

Program Fact

You may skip the Perform PreCheck (Step 4) and go directly to Step 5 to “Check All” or select the particular Category Type(s) you would like to import.

Please note that if you “Check All” and “Delete All Valid P.S. records”, and your file does not contain a certain category that was previously loaded, it will delete that data.



Step 4 - (Optional) Pre-check - View import record category counts:

Step 5 - Check any category type(s) that you would like to import:

Check All

<input checked="" type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> CTE / Tech Prep	<input checked="" type="checkbox"/> ELL Eligibility	<input checked="" type="checkbox"/> ELL Programs	<input checked="" type="checkbox"/> ESEA
<input checked="" type="checkbox"/> Type of Disability	<input checked="" type="checkbox"/> 0198::Poverty	<input checked="" type="checkbox"/> 0220::Alt. Assess.	<input checked="" type="checkbox"/> 0242::NYSESLAT	<input checked="" type="checkbox"/> 0264::Section 504 Plan
<input checked="" type="checkbox"/> 5753::Intervening Serv.	<input checked="" type="checkbox"/> 5806::Reduced Lunch	<input checked="" type="checkbox"/> 5817::Free Lunch	<input checked="" type="checkbox"/> Summer School Participation	<input checked="" type="checkbox"/> 8261::Single Parent/Pregnant
<input checked="" type="checkbox"/> 8272::Homeless Youth	<input checked="" type="checkbox"/> UPK	<input checked="" type="checkbox"/> Title 1 TAS	<input checked="" type="checkbox"/> Prekindergarten Program	<input checked="" type="checkbox"/> 2618::Inter-Dist. Transfer
<input checked="" type="checkbox"/> 1232::SIFE	<input checked="" type="checkbox"/> Higher Education	<input checked="" type="checkbox"/> 8271::CDOS Credential	<input checked="" type="checkbox"/> 8282::Immigrant	<input checked="" type="checkbox"/> 8292::Parent Armed Forces
<input checked="" type="checkbox"/> 8300::Foster Care	<input checked="" type="checkbox"/> 8312::Biliteracy	<input checked="" type="checkbox"/> 8262::Homeless	<input type="checkbox"/> Local Programs	<input type="checkbox"/> Restricted

Step 6 - Delete current Level 0 valid P.S. records for this district and school year?

DO NOT Delete Level 0 P.S. Records Delete All Valid P.S. records (selected categories only)

CHECKING FOR ERRORS

CHECKING FOR ERRORS

Import Errors - Dashboard

New York State Education Dept. - Level 0

[Elect. Import](#)
[Manual Input](#)
[L1-Data Prep.](#)
[Reports](#)
[Admin](#)
[Help](#)
[Log Off](#)

User Account: Katie Duell (kduell). Current Password Expires on 7/5/2021 Level 0 Version: 16.02
 Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#)

District: NY999999 : Anywhere School District
 School Year: School Year Ending 2021-06-30

Welcome to Level 0!

Include Student Daily Attendance for Run All Verification Checks

Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created.
 'Y' in last column indicates a data domain record has been deleted since the last upload occurred.

Level 0 Message Board:

Welcome to Level 0!

NY999999 : Anywhere School District - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:	Del.
Demographics	3	0	1999	NO	1/2/21 03:34 P	12/31/20 12:37 P	10/29/20 04:39 P	
Enrollment	2	3	1998	NO	1/2/21 03:37 P	1/2/21 03:37 P	10/29/20 04:39 P	
Program Fact	0	2	2000	--	--	--	--	Y
CTE / Tech Prep	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ELL Eligibility	0	0	2	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ESEA	0	0	108	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Type of Disability	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
0198::Poverty	0	0	456	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Summer School Participation	0	0	1429	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
_5806::Reduced Lunch	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Higher Education	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
8262::Homeless	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Assessment	0	0	0	--	--	--	--	
Assess/Acc/Mod	0	0	0	NO	None	None	None	
Course	0	0	0	NO	None	None	None	
Course/Instr/Assign	0	0	0	NO	None	None	None	
Day Calendar	0	0	1484	NO	12/30/20 02:49 P	12/30/20 02:49 P	1/1/21 02:01 P	Y



CHECKING FOR ERRORS

- After you have clicked on the template name, it automatically defaults to Dist. Import Errors (Error Rpt #1)
- When you click on a Student ID, it will bring you to the manual input screen

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Demographics Report Choices: **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Dist. Dup. IDs
 Import Log

Blank Fields
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Import Message Log

Show Distinct Import Error Messages Only

3 Demographic errors for district NY999999

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Errors:
990900014	Moore	Madison	0666	UPK	DM1091: Missing or Invalid Dist. Code of Residence: NY
990900014	Moore	Madison	0666	UPK	DM1081: Missing or Invalid Race 1 Code: C
990900014	Moore	Madison	0666	UPK	DM1010: Missing or Invalid Grade Level: PSS

CHECKING FOR ERRORS

Demographic Import Errors

Student Search: Search Results:

Student ID:

OR

Last Name Search:

use * to help with last name search

Demographics Enrollment Programs Assessment Assess/Acc/Mod SE Event SE Snapshot

Current Student: **Madison Moore** Record Status: **Error** Last Update: 12/31/20 12:37 PM By: **Katie Duell**

*denotes a required field

*Student ID: 990900014 *Last Name: Moore *First Name: Madison MI: A *Gender: F :: Female *Birth Date: 2015-05-12 *Location Code: 0666 :: UPK

Home Phone: Address: 130 W Morris St Address 2: City: Anywhere State: NY Zip Code: 19999

Guardian: Jordan Moore Guardian 2: *Status: A :: Active *Last Status Date: 2021-06-30

Home Room: *Grade Level: Gr. 9 Entry Date: *Dist. Code of Residence: NY Post-Grad Activity:

Credential Type: Career Path:

Migrant Status: N :: No Home Language: Place of Birth: Anywhere NY

Neg./Delinquent: N :: No Homeless: N :: No *Hispanic Ind: N :: No *Race 1 Code: Race 2 Code:

Race 3 Code: Race 4 Code: Race 5 Code:

Counselor Name :: Staff ID | Teach ID: Counselor Dist. Code:

Import Validation Messages:

DM1091: Missing or Invalid Dist. Code of Residence: NY
DM1081: Missing or Invalid Race 1 Code: C
DM1010: Missing or Invalid Grade Level: PSS

Click here to go back to Error Report

CHECKING FOR ERRORS

Reports – Import Message Log

Demographics Report Choices:

Run Verification Rpt

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Dist. Dup. IDs
 Import Log
 Blank Fields
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment
 Import Message Log

Import Message Log Records.

Import Type:	Loc. Code:	Import Date/Time:	Import User:	Import Message:
Website Import	NA	12/31/2020 12:37:55 PM	Katie Duell	1 records were cleared from the import file because of a blank student ID value.
Website Import	0001	12/31/2020 12:37:54 PM	Katie Duell	Duplicate key records with different student names found: Student ID - 000000001.
Website Import	0004	12/31/2020 12:37:54 PM	Katie Duell	Duplicate key records found: Student ID - 990900007.
Website Import	0004	12/31/2020 12:37:54 PM	Katie Duell	Student record found with blank ID: John Wayne

CHECKING FOR ERRORS

Warning/Fatal Errors - Dashboard

New York State Education Dept. - Level 0

[Elect. Import](#)
[Manual Input](#)
[L1-Data Prep.](#)
[Reports](#)
[Admin](#)
[Help](#)
[Log Off](#)

User Account: **Katie Duell (kduell)**. Current Password Expires on **7/5/2021** Level 0 Version: 16.02!
 Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: **NY999999 : Anywhere School District** School Year: **School Year Ending 2021-06-30**

Welcome to Level 0!

Include Student Daily Attendance for Run All Verification Checks

Red background in 'Last Upload' column indicates domain data has been updated since last Level 1 file was created. 'Y' in last column indicates a data domain record has been deleted since the last upload occurred.

Level 0 Message Board:

Welcome to Level 0!

NY999999 : Anywhere School District - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:	Del.
Demographics	3	0	1999	NO	1/2/21 03:34 P	12/31/20 12:37 P	10/29/20 04:39 P	
Enrollment	2	3	1998	NO	1/2/21 03:37 P	1/2/21 03:37 P	10/29/20 04:39 P	
Program Fact	0	2	2000	--	--	--	--	Y
CTE / Tech Prep	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ELL Eligibility	0	0	2	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
ESEA	0	0	108	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Type of Disability	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
0198::Poverty	0	0	456	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Summer School Participation	0	0	1429	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
5806::Reduced Lunch	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Higher Education	0	1	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
8262::Homeless	0	0	1	NO	12/31/20 01:39 P	12/31/20 01:38 P	1/1/21 02:00 P	--
Assessment	0	0	0	--	--	--	--	
Assess/Acc/Mod	0	0	0	NO	None	None	None	
Course	0	0	0	NO	None	None	None	
Course/Instr/Assign	0	0	0	NO	None	None	None	
Day Calendar	0	0	1484	NO	12/30/20 02:49 P	12/30/20 02:49 P	1/1/21 02:01 P	Y

CHECKING FOR ERRORS

Warning/Fatal Errors - Reports

The “Run Verification Rpt” can also be found on the Reports screen for each template. This only runs the Verification checks for the template you have selected.

The screenshot shows the NYS Level 0 Reports interface. At the top, there is a navigation bar with tabs for 'Elect. Import', 'Manual Input', 'L1-Data Prep.', 'Reports', 'Admin', 'Help', and 'Log Off'. The 'Reports' tab is active. Below the navigation bar, the user account is identified as 'Kathryn Duell (Kathryn.duell@nysed.gov)' with a 'Profile Info' link. The current number of users logged on is 1, with a 'View My Users' link. The district is set to 'NY999999 : Anywhere School District'. A dropdown menu for reports is open, listing options such as 'Demographics', 'Enrollment', 'Program Fact', 'Assessment', 'Assess/Acc/Mod', 'Course', 'Course/Instr/Assign', 'Day Calendar', 'Location M.P.', 'SE Event', and 'SE Snapshot'. The 'Enrollment' report is selected. Below the dropdown, there is a 'Download Chosen Report to:' section with radio buttons for '.txt file' (selected) and '.csv file', and a 'Download' button. The 'Enrollment Report Choices:' section includes radio buttons for 'Dist. Import Errors (Error Rpt #1)', 'Dist(s) Summary', 'Lock History', and 'View Verif. Errors (Error Rpt #1)'. On the right side, there are radio buttons for 'Dist. Upload Log Dates', 'Import Log', 'Unlock History', and 'Import Message Log'. A red arrow points to a yellow button labeled 'Run Verification Rpt'.

CHECKING FOR ERRORS

Warning/Fatal Errors - Reports

Once the Verification report has been run, it will default to the “View Verif. Errors (Error Rpt #2).

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 Level 0 Version: .

Current # of users logged on: 1 [View All Users](#) [View/Update My Profile Info](#)

District: **NY999999 : Anywhere School District** School Year: **School Year Ending 2021-06-30**

Download Chosen Report to: .txt file .csv file **Download**

Enrollment Report Choices: **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Import Log

Lock History View Verif. Errors (Error Rpt #2) Credential Counts Unlock History Import Message Log

2 Verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Error Msg:
990901004	Baker	Joshua	0005	High School 1	EE2023: W/F - Invalid Credential Type Code in demographics for a Graduated enrollment Exit Code (799).
990901998	Dove	Leah	0005	High School 1	EE2070: An enrollment in an AHSEP program (5654), an approved AHSEP/GED Location, and a "GD" Grade Level, can only be paired with one another.

CHECKING FOR ERRORS

To view the details of the error(s), click on the “Display” button

*Student ID: *Location Code: *Grade Level:

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

Verification Messages Exist. Click

Display

Valid

Delete Record

Enrollment Records:

	Status:	Student ID:	Location:
View	Valid	990901004	0005 :: High School 1

*Student ID: *Location Code: *Grade Level:

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

Verification Messages:

Note: These verification errors will not be refreshed until the verification checks are run for the entire district.

Location:	Verification Message:
0005 :: High School 1	EE2023: W/F - Invalid Credential Type Code in demographics for a Graduated enrollment Exit Code (799).

Delete Record

Validate & Save Student Data

Curr. Student / Add New

Clear

Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
View	Valid	990901004	0005 :: High School 1	2020-07-01	0011	2020-12-29	799	12

CHECKING FOR ERRORS

Some errors may be caused by missing or invalid data in another template. Click on the appropriate template name in the dark blue bar to view that screen

Demographics **Enrollment** Programs Assessment Assess/Acc/Mod SE Event SE S

Current Student: **Joshua Baker** Record Status: **Valid** Last Update: **12/31/20 01:16 PM** By: **Katie Duell**

*denotes a required field [Back to Verify Rpt](#)

*Student ID: *Location Code: *Grade Level:

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

Verification Messages:

Note: These verification errors will not be refreshed until the verification checks are run for the entire district.

Location:	Verification Message:
0005 :: High School 1	EE2023: W/F - Invalid Credential Type Code in demographics for a Graduated enrollment Exit Code (799).

Enrollment Records:

	Status:	Student ID:	Location:	Entry Date:	Entry Code:	Exit Date:	Exit Code:	Grade:
View	Valid	990901004	0005 :: High School 1	2020-07-01	0011	2020-12-29	799	12

CHECKING FOR ERRORS

Demographics Enrollment Programs Assessment Assess/Acc/Mod SE Event SE Snapshot

Current Student: **Joshua Baker** Record Status: **Valid** Last Update: **12/31/20 12:37 PM** By: **Katie Duell**

*denotes a required field

BEDS Day Age: 20

*Student ID:	*Last Name:	*First Name:	MI:	*Gender:	*Birth Date:	*Location Code:
990901004	Baker	Joshua	S	M :: Male	2000-06-20	0005 :: High School 1
Home Phone:	Address:	Address 2:	City:	State:	Zip Code:	
	1153 Sherman Ave		Anywhere	NY	19999	
Guardian:	Guardian 2:	*Status:	*Last Status Date:			
William Baker		A :: Active	2021-06-30			
Home:	*Grade Level:	Gr. 9 Entry Date:	*Dist. Code of Residence:	Post-Grad Activity:		
C107-	12 :: 12th	2014-07-01	NY999999			
Credential Type:	Career Path:					
Migrant Status:	Home Language:	Place of Birth:				
N :: No		Anywhere NY				
Neg./Delinquent:	Homeless:	*Hispanic Ind:	*Race 1 Code:	Race 2 Code:		
N :: No	N :: No	N :: No	W :: White			
Race 3 Code:	Race 4 Code:	Race 5 Code:				
Counselor Name :: Staff ID Teach ID:	Counselor Dist. Code:					

Import Validation Messages:

Delete **Validate & Save Student Data** Clear

CHECKING FOR ERRORS

When running the Verification Report for Program Fact, it is recommended to “Verify ALL Programs”. You can also select individual programs as needed.

District: NY999999 : Anywhere School District School Year: School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file [Download](#)

Program Fact Report Choices:

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Category

Lock History Waiting For Level 1 View Verif. Errors (Error Rpt #2) Unlocked

Show Distinct Import Error Messages Only

0 Prog. Service errors for district NY999999

Verify ALL Programs (selected) [Run Verification Rpt](#)

- Disability
- ELL Elig.
- ELL Prog.
- ESEA
- Safety Net
- 0198::Poverty
- 0220::Alt. Assess.
- 0242::NYSESLAT
- 0264::Sect. 504
- Summer School Part.
- 5753::Inter. Serv.
- 5806::Red. Lunch
- 5817::Free Lunch
- 8272::Homeless Youth
- 8261::Single Parent/Pregnant
- CTE / Tech Prep
- UPK
- Title 1 TAS

[Upload Log Dates](#) [Import Message Log](#)

CHECKING FOR ERRORS

The example below is showing an error associated with enrollment data.

Program Fact Report Choices: Verify ALL Programs

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Category Breakdown
 Import Log
 Upload Log Dates
 Lock History
 Waiting For Level 1
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Import Message Log

Choose Verification Rpt. Category

Disability
 ELL Eligibility
 ELL Programs
 ESEA
 Safety Net
 0198:Poverty
 0220:Alt. Assess
 0242:NYSESLAT
 0264:Sect. 504
 Summer School Part.
 5753:Inter. Serv.
 5806:Red. Lunch
 5817:Free Lunch
 8272:Homeless Youth
 8261:Single Parent/Pregnant
 CTE / Tech Prep
 UPK
 Title 1 TAS
 Prekindergarten Program
 2618::Inter-Dist. Transfer
 1232:SIFE
 Higher Education
 8271:CDOS Credential
 8282:Immigrant
 8292:Parent Armed Forces
 8300:Foster Care
 8312:Biliteracy
 8262:Homeless
 Restricted
 5754::CCEIS

Maroon = Category has Errors

1 verification error(s) for : Higher Education.

Student ID:	Student Last:	Student First:	Prog. Code:	Loc. Code:	Loc. Name:	Begin Date:	Error Msg:
990900004	Ketchum	Isabella	4026	0001	Elementary School 1	2020-07-01	PS3114: W/F - P-Tech 4026 Program Code must have an associated enrollment Grade Level of "9, 10, 11 or 12": 03

CHECKING FOR ERRORS

Information Reports

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Kathryn Duell (Kathryn.duell@nysed.gov) 22/2021

Current # of users logged on: 1 [View My Users](#) Profile Info

District:
NY999999 : Anywhere School District

Download Chosen Report to: .txt file .csv file Download

Information Reports

These reports are only for your information. Any findings displayed in these reports will never prevent any data from being sent to Level 1. You can select data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT Run Report

- Demographics
- Enrollment
- Program Fact
- Assessment
- Assess/Acc/Mod
- Course
- Course/Instr/Assign
- Day Calendar
- Location M.P.
- SE Event
- SE Snapshot
- Staff/Stu/Course
- Stu/Class/Entry/Exit
- Stu/Class/Gr/Detail
- Stu/Credit/GPA
- Stu/Attend/Codes
- Stu/Daily/Attend
- Staff Snapshot
- Staff Assignment
- Staff Attend. Codes
- Staff Attendance
- Staff Evaluation
- Staff Tenure Snapshot
- Dashboard Rpt
- Information Rpt

CHECKING FOR ERRORS

Information Reports

New York State Education Dept. - Level 0

Elect. Import Manual Input L1-Data Prep. Reports Admin Help Log Off

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 Level 0 Version: 1

Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: **NY999999 : Anywhere School District** School Year: **School Year Ending 2021-06-30**

Download Chosen Report to: .txt file .csv file [Download](#)

Information Reports

These reports are only for your information. Any findings displayed in these reports only represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):

PROGRAM FACT [Run Report](#) [Download All PROGRAM FACT Records](#) .txt file .csv file

4 Program Fact information error(s).

Show Distinct Information Messages Only

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Potential Problem?
990900004	Ketchum	Isabella	0001	Elementary School 1	PS3099 - Current year P-Tech Program Duration should be 1 year greater than previous year Program Duration - Please review.
990901461	Bahantka	Autumn	0002	Elementary School 2	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.
990900001	Greene	Matthew	0002	Elementary School 2	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.
990900007	Black	Zoey	0004	Middle School 2	PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch program record (5817) - Please review.

Once the report has run, you can click on the Student ID to view the manual input screen(s)



CHECKING FOR ERRORS

Information Reports

Clicking on the number will expand the detail on a particular error to view all the records with that error. 

New York State Education Dept. - Level 0

Elect. Import **Manual Input** **L1-Data Prep.** **Reports** **Admin** **Help** **Log Off**

User Account: Katie Duell (kduell). Current Password Expires on 1/13/2021 Level 0 Version: 1

Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: **School Year:**
NY999999 : Anywhere School District School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Information Reports

These reports are only for your information. Any findings displayed in these reports only represent possible problems that should be researched. Nothing in these reports will ever prevent any data from being sent to Level 1. The 'Download All Records' button allows you to download all records for the selected data type for the current district and school year.

Select Data Type (capitalized types indicate active info checks exist):
PROGRAM FACT .txt file .csv file

3 distinct info messages found.

Show Distinct Information Messages Only

Count	Distinct list of potential problems:
<u>2</u>	PS3067: An ELL Eligibility (0231) Program Code requires a valid associated ELL program record - Please review.
<u>1</u>	PS3099 - Current year P-Tech Program Duration should be 1 year greater than previous year Program Duration - Please review.
<u>1</u>	PS3134: Student that has a Homeless Program Code (8262) may be eligible for a Free Lunch program record (5817) - Please review.

CHECKING FOR ERRORS

No Enrollment Report

This report can be found on any student templates, except Enrollment. Data for students with no enrollment will not export to Level 1.

New York State Education Dept. - Level 0

Elect. Import **Manual Input** **L1-Data Prep.** **Reports** **Admin** **Help** **Log Off**

User Account: **Katie Duell (kduell)**. Current Password Expires on **1/13/2021** Level 0 Version: 1

Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Demographics Report Choices: **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Dist. Dup. IDs Import Log

Blank Fields Lock History View Verif. Errors (Error Rpt #2) Unlock History  No Enrollment Rpt Import Message Log

2 Student(s) with a Demographic record and no associated enrollment record:

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:
990900318	Baker	Mark	0001	Elementary School 1
990901708	Baker	Nicholas	0001	Elementary School 1

Student Daily Attendance Changes

(as stated in the SIRS manual)

- Beginning in 2020-21, LEAs will be reporting both **positive and negative attendance** as reported using the Student Daily Attendance template. Students present for the instruction for the day, irrespective of instructional modality, should be reported with the code PRSNT (Present). There must be an attendance record for every student on all instructional days. Failure to report a record (missing data) will default in an absence on that day.
- Each day an attendance code is reported for a student, an **instructional modality** must also be reported. This identifies the mode for which the instruction was provided to that student on that particular day. The codes are as follows: **R** (Remote); **IN** (In-Person); **B** (Both).
 - **Remote** – The student received instruction remotely for the day. The student and teacher were not physically in the same location.
 - **In-Person** – The student and teacher were physically in the same location where instruction was delivered in the traditional sense.
 - **Both** – The student’s instruction was both remote and in-person for instruction on the same day.



Student Daily Attendance

New Code for Positive attendance

Student Attendance Codes Report Choices:

[Run Verification Rpt](#)

- Dist. Import Errors (Error Rpt #1)
- Dist(s) Summary
- Dist. Upload Log Dates
- Import Log
- Lock History
- View Verif. Errors (Error Rpt #2)
- Unlock History
- Import Message Log

Valid Student Attendance Codes in district -

Attend Code Long:	Description:	State Attend Code:	State Description:
E	Excused	E	E
ISS	In-School Suspension	ISS	ISS
OSS	Out-of-School Suspension	OSS	OSS
PRSNT	Present	PRSNT	PRSNT
T	Tardy	T	T
U	Unexcused	U	U

Student Daily Attendance

Manual Entry Screen dropdown values

Student Search: Search Results:

Student ID: OR

Last Name Search:

us **Show All** t name search

De **August**

St **September**

October

November

December

January

February

March

April

May

June

Show All ▾

Red highlighted c attenda

No Stu/Daily **Positive Attendance**

Negative Attendance

Suspension

Enrollment Programs Assessment Assess/Acc/Mod SE Event SE S

Stu/Credit/GPA **Stu/Daily/Attend**

ent: Record Status: Last Update: By:

d field

Attendance *Instructional *Attendance Code Long: *Location Code:

te: Modality:

tion Mess

B :: Both **E :: Excused**

IN :: In-Person **ISS :: In-School Suspension**

R :: Remote **OSS :: Out-of-School Suspension**

PRSENT :: Present

T :: Tardy

U :: Unexcused

Curr. Student / Add New

Attendance Group:

0 records

Student Daily Attendance – Import

Manual Import Process

District:

NY999999 : Anywhere School District

School Year:

School Year Ending 2021-06-30

Stu/Daily/Attend Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a student record.)

Comma Delimited Text

Step 2 - Delete current Level 0 valid Stu/Daily/Attend records for this district and school year?

DO NOT Delete Level 0 Stu/Daily/Attend Records Delete All Stu/Daily/Attend records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Browse... No file selected.

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

Student Daily Attendance

Import Errors

District:

NY999999 : Anywhere School District

School Year:

School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Stu/Daily/Attend Report Choices:

Run Verification Rpt

- Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Attendance Breakdown
 Import Message Log
 Missing Attendance

Show Distinct Import Error Messages Only

4 Stu/Daily/Attend errors for district NY999999

Student ID:	Last Name:	First Name:	Loc. Code:	Loc. Name:	Attend. Date:	Errors:
990900005			0004	Middle School 2	2020-12-18	DA2307: Missing or Invalid demographic record.
990900887	Brink	Cody	0004	Middle School 2	2020-12-11	DA2310: Missing or Invalid Attendance Code Long (Local): ES
000000001	Potter	Harold	0001	Elementary School 1	2020-12-18	DA2310: Missing or Invalid Attendance Code Long (Local): Prsnt
000000001	Potter	Harold	0001	Elementary School 1	2020-12-18	DA2321: Missing or Invalid Attendance Instructional Modality: Remote

Student Daily Attendance

Manual Entry Screen – Import Errors

Demographics Stu/Class/Gr/Detail	Enrollment Stu/Credit/GPA	Programs Stu/Daily/Attend	Assessment	Assess/Acc/Mod	SE Event
-------------------------------------	------------------------------	------------------------------	------------	----------------	----------

Current Student: **Harold Potter** Record Status: **Error** Last Update: **1/2/2021 1:13:00 PM** By: **Katie Duell**

*denotes a required field [Back to Error Rpt](#)

*Student ID: *Attendance Date: *Instructional Modality: *Attendance Code Long: *Location Code:

Import Validation Messages:

DA2310: Missing or Invalid Attendance Code Long (Local): Prsnt
DA2321: Missing or Invalid Attendance Instructional Modality: Remote

Stu/Daily/Attend Records:
 Month: Attendance Group:

Red highlighted cells indicate duplicate state attendance code records for the same date and location. 72 records

	Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
View	Error	2020-12-18	Remote ::	Prsnt :: Present	0001 :: Elementary School 1	PRSNT
View	Valid	2020-12-17	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-16	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-15	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-14	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-11	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS

Student Daily Attendance

Warning/Fatal Errors

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Stu/Daily/Attend Report Choices: ➔ **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Attendance Breakdown
 Import Message Log
 Missing Attendance

11 verification error(s).

Student ID:	Student Last:	Student First:	Loc. Code:	Loc. Name:	Attend. Date:	Error Msg:
990901834	Barber	Max	0000	Anywhere District Loc	2020-12-11	DA2312: Student Daily Attendance must be reported with a building or virtual location where the student is enrolled: PRSNT
990901834	Barber	Max	0000	Anywhere District Loc	2020-12-11	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.
000000001	Potter	Harold	0001	Elementary School 1	2020-09-12	DA2315: Student Daily Attendance reported on a Non-Instructional Day.
000000001	Potter	Harold	0001	Elementary School 1	2020-11-25	DA2315: Student Daily Attendance reported on a Non-Instructional Day.
990900001	Greene	Matthew	0002	Elementary School 2	2020-12-17	DA2313: Missing Student Enrollment for this Student Daily Attendance Location/Date.

Student Daily Attendance

Manual Entry Screen – W/F Errors

Demographics Stu/Class/Gr/Detail	Enrollment Stu/Credit/GPA	Programs Stu/Daily/Attend	Assessment	Assess/Acc/Mod	SE Event	SE
-------------------------------------	------------------------------	------------------------------	------------	----------------	----------	----

Current Student: **Harold Potter** Record Status: Last Update: By:

*denotes a required field **Back to Verify Rpt**

*Student ID: *Attendance Date: *Instructional Modality: *Attendance Code Long: *Location Code:

Import Validation Messages:

Verification Messages Exist. Click to view.

Stu/Daily/Attend Records:
Month: Attendance Group:

Red highlighted cells indicate duplicate state attendance code records for the same date and location. 72 records

	Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
View	Error	2020-12-18	Remote ::	Prsnt :: Present	0001 :: Elementary School 1	PRSNT
View	Valid	2020-12-17	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-16	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-15	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-14	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-11	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS

Student Daily Attendance

Manual Entry Screen – W/F Errors

Demographics Stu/Class/Gr/Detail	Enrollment Stu/Credit/GPA	Programs Stu/Daily/Attend	Assessment	Assess/Acc/Mod	SE Event	SE
-------------------------------------	------------------------------	------------------------------	------------	----------------	----------	----

Current Student: **Harold Potter** Record Status: Last Update: By:

*denotes a required field [Back to Verify Rpt](#)

*Student ID: *Attendance Date: *Instructional Modality: *Attendance Code Long: *Location Code:

Import Validation Messages:

Verification Messages:

Note: These verification errors will not be refreshed until the verification checks are run for the entire district.

Location:	Attend Date:	Verification Message:
0001 :: Elementary School 1	2020-09-12	DA2315: Student Daily Attendance reported on a Non-Instructional Day.
0001 :: Elementary School 1	2020-11-25	DA2315: Student Daily Attendance reported on a Non-Instructional Day.

Stu/Daily/Attend Records:

Month: Attendance Group:

Show All

Red highlighted cells indicate duplicate state attendance code records for the same date and location. 72 records

	Status:	Attendance Date:	Instructional Modality:	Local Attendance Code:	Location:	State Code:
View	Error	2020-12-18	Remote ::	Prsnt :: Present	0001 :: Elementary School 1	PRSNT
View	Valid	2020-12-17	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS
View	Valid	2020-12-16	R :: Remote	ISS :: In-School Suspension	0001 :: Elementary School 1	ISS

Student Daily Attendance

Missing Attendance Report

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Stu/Daily/Attend Report Choices: **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Attendance Breakdown
 Import Message Log
 Missing Attendance

To help ensure accuracy, please resolve any outstanding errors before running this report

- Note: Students that are only reported as ISS or OSS on an instructional day will be included in the Missing Attendance report.

Select Month For Report: December

Location Filter:

5762 missing attendance records for December:

1 2 3 4 5 6 7 8 9 10 ... >>

Student ID:	Last Name:	First Name:	Grade:	Loc. Code:	Loc. Name:	Day Type:	Attend. Date:
990901434	Ali	Xavier	09	0090	BOCES	Instructional day	2020-12-21
990901434	Ali	Xavier	09	0090	BOCES	Instructional day	2020-12-22
990901434	Ali	Xavier	09	0090	BOCES	Instructional day	2020-12-23
990900012	Brooks	Hannah	06	0001	Elementary School 1	Instructional day	2020-12-01
000000001	Potter	Harold	PKF	0001	Elementary School 1	Instructional day	2020-12-01

Student Daily Attendance

Missing Attendance Report Location Filter dropdown

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file **Download**

Stu/Daily/Attend Report Choices: **Run Verification Rpt**

Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 Missing Attendance

To help ensure accuracy, please resolve any outstanding errors before running this report
 - Note: Students that are only reported as ISS or OSS on an instructional day will be included in the Missing Attendance report.

Select Month For Report: January

Location Filter:

Attendance records from 2021-01-01 to 2021-01-04 (last attendance date loaded for January):

Student Name:	First Name:	Grade:	Loc. Code:	Loc. Name:	Day Type:	Attend. Date:
	Harold	PKF	0001	Elementary School 1	Instructional day	2021-01-04
ki	Ian	06	0001	Elementary School 1	Instructional day	2021-01-04
d	Rachael	08	0004	Middle School 2	Instructional day	2021-01-04
n	Isabella	03	0001	Elementary School 1	Instructional day	2021-01-04
	Zoey	09	0004	Middle School 2	Instructional day	2021-01-04
	Jillian-Ann	09	0003	Middle School 1	Instructional day	2021-01-04
320900003 - Brockaw	Sophia	06	0002	Elementary School 2	Instructional day	2021-01-04

Student Daily Attendance

Attendance Breakdown Report

District:

NY999999 : Anywhere School District

School Year:

School Year Ending 2021-06-30

Download Chosen Report to: .txt file .csv file [Download](#)

Stu/Daily/Attend Report Choices:

[Run Verification Rpt](#)

- Dist. Import Errors (Error Rpt #1)
 Dist(s) Summary
 Dist. School Summary
 Dist. Upload Log Dates
 Import Log
 Lock History
 View Verif. Errors (Error Rpt #2)
 Unlock History
 No Enrollment Rpt
 Attendance Breakdown
 Import Message Log
 Missing Attendance

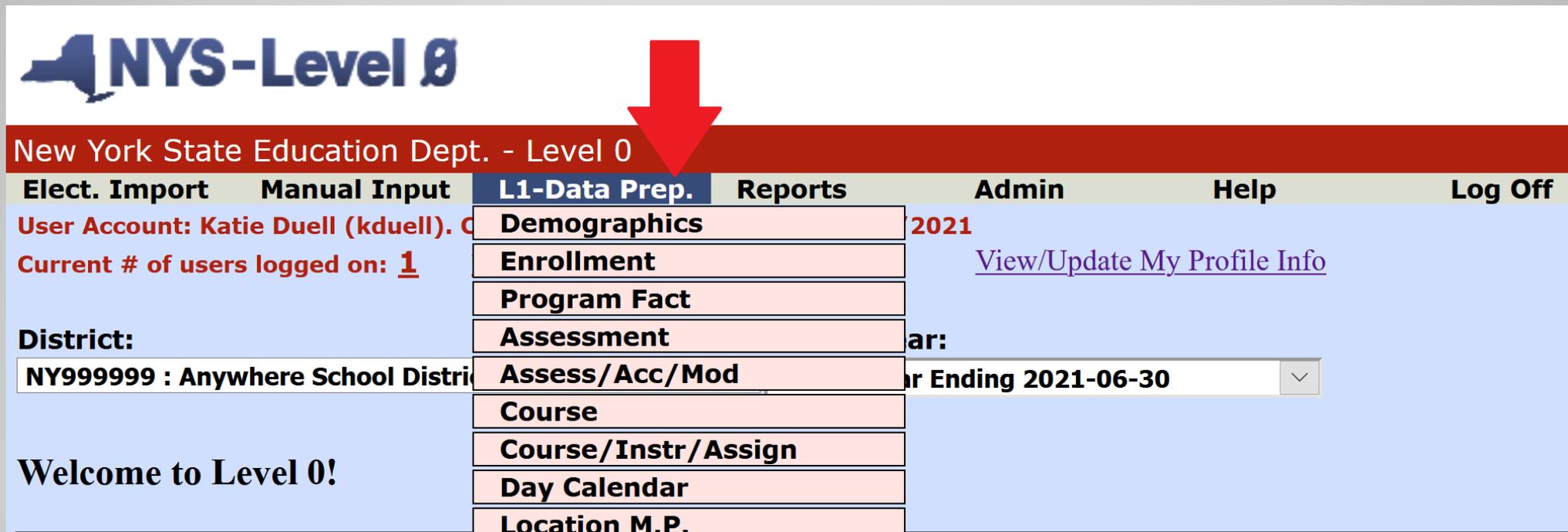
Attendance Counts for District: NY999999

Attendance Code:	Last Year Total:	Last Year (as of 2020-01-05):	This Year (as of 2021-01-05):	Change:	Percent Change:	Error Records:
Positive Attendance						
Present (PRSNT)	0	0	<u>138,918</u>	138,918	100%	<u>3</u>
Negative Attendance						
Excused (E)	0	0	<u>52</u>	52	100%	<u>0</u>
Tardy (T)	0	0	<u>49</u>	49	100%	<u>0</u>
Unexcused (U)	0	0	<u>49</u>	49	100%	<u>0</u>
Suspension						
In-School Suspension (ISS)	0	0	<u>48</u>	48	100%	<u>0</u>
Out-of-School Suspension (OSS)	0	0	<u>48</u>	48	100%	<u>0</u>

L1-DATA PREP.

L1-DATA PREP.

L1-Data Prep. is used to export data for Level 1



The screenshot shows the NYS-Level 0 interface. At the top left is the logo "NYS-Level 0". Below it is a red navigation bar with the text "New York State Education Dept. - Level 0". A red arrow points to the "L1-Data Prep." menu item in the navigation bar. The navigation bar also includes "Elect. Import", "Manual Input", "Reports", "Admin", "Help", and "Log Off". Below the navigation bar, the user account is "Katie Duell (kduell). C" and the current number of users logged on is "1". The district is "NY999999 : Anywhere School Distri". The year is "2021" and the year ending is "2021-06-30". The "L1-Data Prep." menu is open, showing options: "Demographics", "Enrollment", "Program Fact", "Assessment", "Assess/Acc/Mod", "Course", "Course/Instr/Assign", "Day Calendar", and "Location M.P.". The text "Welcome to Level 0!" is visible in the bottom left of the interface.

L1-DATA PREP.

These are the steps to locking and creating your file for Level 1.

Step 1: Validate 

Step 2: Check box. This will “lock” the data 

Step 3: Create File and Save, as per guidance from your DDC or RIC/Level 0 Hosting site 

District: NY999999 : Anywhere School District **School Year:** School Year Ending 2021-06-30

Demographics Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Validate Now

Validation results...

Check the box below and click the button to create export file

By checking this box I (the District Admin.) assert that the Demographics data for this school district is ready for submission to the Level 1 database.
Note: Checking this box will lock the Demographics data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Create File for Level 1 Submission **Save As**

This District's data is now locked and is waiting to be prepared for Level 1 submission.

Create File for Level 1 Submission  **Save As**

Success! The data has been written to a text file on the web server in preparation for being loaded into the Level 1 database. Click the 'Save As' button to download this file to your computer. Also, this district's demographics data has been unlocked and is now available for updating.

Please note: Data cannot be imported when the template/domain is locked.

L1-DATA PREP.

Data cannot be sent to L1-L2 until all Import and W/F errors are cleared.

In this example, Import errors exist, so Verification checks can not be performed.

New York State Education Dept. - Level 0

Elect. Import **Manual Input** **L1-Data Prep.** **Reports** **Admin** **Help** **Log Off**

User Account: **Katie Duell (kduell)**. Current Password Expires on **1/13/2021** Level 0 Version:

Current # of users logged on: **1** [View All Users](#) [View/Update My Profile Info](#)

District: **School Year:**

Demographics Data Prep. for Level 1:

Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', demographics data can not be sent to Level 1 until this process has been completed with no errors.

Note: 2 student(s) with demographic records have no enrollment records, and will NOT be exported to Level 1. (See 'No

There are Demographic Import error records associated with this district (See Error Rpt # 1 on Reports page). The Verification checks can not be performed until the import errors have been corrected.

Check the box below and click the button to create export file

By checking this box I (the District Admin.) assert that the Demographics data for this school district is ready for submission to the Level 1 database.

Note: Checking this box will lock the Demographics data for this district. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking this check box.

Data Prep. messages...

L1-DATA PREP.

For the Program Fact Data Prep., you must click the “Check All” box before validating

Program Fact Data Prep. for Level 1:

Check the desired programs below and verify, then click **Create File for Level 1 Submission** button to create export file.

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', program data can not be sent to Level 1 until this process has been completed with no errors.

Note: Checking a box below will lock the data for the selected program. The data will be unlocked when the file for level 1 submission has been created, or by manually unchecking the program.

Check All

<input checked="" type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> CTE / Tech Prep	<input checked="" type="checkbox"/> ELL Eligibility	<input checked="" type="checkbox"/> ELL Programs	<input checked="" type="checkbox"/> ESEA
<input checked="" type="checkbox"/> Type of Disability	<input checked="" type="checkbox"/> 0198::Poverty	<input checked="" type="checkbox"/> 0220::Alt. Assess.	<input checked="" type="checkbox"/> 0242::NYSESLAT	<input checked="" type="checkbox"/> 0264::Section 504 Plan
<input checked="" type="checkbox"/> 5753::Intervening Serv.	<input checked="" type="checkbox"/> 5806::Reduced Lunch	<input checked="" type="checkbox"/> 5817::Free Lunch	<input checked="" type="checkbox"/> Summer School Participation	<input checked="" type="checkbox"/> 8261::Single Parent/Pregnant
<input checked="" type="checkbox"/> 8272::Homeless Youth	<input checked="" type="checkbox"/> UPK	<input checked="" type="checkbox"/> Title 1 TAS	<input checked="" type="checkbox"/> Prekindergarten Program	<input checked="" type="checkbox"/> 2618::Inter-Dist. Transfer
<input checked="" type="checkbox"/> 1232::SIFE	<input checked="" type="checkbox"/> Higher Education	<input checked="" type="checkbox"/> 8271::CDOS Credential	<input checked="" type="checkbox"/> 8282::Immigrant	<input checked="" type="checkbox"/> 8292::Parent Armed Forces
<input checked="" type="checkbox"/> 8300::Foster Care	<input checked="" type="checkbox"/> 8312::Biliteracy	<input checked="" type="checkbox"/> 8262::Homeless	<input checked="" type="checkbox"/> Local Programs	<input checked="" type="checkbox"/> Restricted

Note: 2 student(s) with program records have no enrollment records, and will **NOT** be exported to Level 1. (See 'No Enr

Validate Now

Validation results...

L1-DATA PREP.

In this example, there are Fatal and/or W/F errors present in one or more categories in Program Fact. Data for these categories will be unlocked and cannot be sent to Level 1

Note: 2 student(s) with program records have no enrollment records, and will NOT be exported to Level 1. (See 'No Enrollment Rpt' for more info)

Validate Now

View Error Report

Safety Net results: No Safety Net records were found for this district/school year.
CTE / Tech Prep results: Success! No verification errors found.
ELL Eligibility results: Success! No verification errors found.
ELL Programs results: No ELL Programs records were found for this district/school year.
ESEA results: Success! No verification errors found.
Type of Disability results: Success! No verification errors found.
0198::Poverty results: Success! No verification errors found.
0220::Alt. Assess. results: No 0220::Alt. Assess. records were found for this district/school year.
0242::NYSESLAT results: No 0242::NYSESLAT records were found for this district/school year.
0264::Section 504 Plan results: No 0264::Section 504 Plan records were found for this district/school year.
5753::Intervening Serv. results: No 5753::Intervening Serv. records were found for this district/school year.
5806::Reduced Lunch results: Fatal and/or W/F errors found and W/F level is set to 'Fatal'.
5817::Free Lunch results: No 5817::Free Lunch records were found for this district/school year.
Summer School Participation results: Success! No verification errors found.
8261::Single Parent/Pregnant results: No 8261::Single Parent/Pregnant records were found for this district/school year.
8272::Homeless Youth results: No 8272::Homeless Youth records were found for this district/school year.
UPK results: No UPK records were found for this district/school year.
Title 1 TAS results: No Title 1 TAS records were found for this district/school year.
Prekindergarten Program results: No Prekindergarten Program records were found for this district/school year.
2618::Inter-Dist. Transfer results: No 2618::Inter-Dist. Transfer records were found for this district/school year.
1232::SIFE results: No 1232::SIFE records were found for this district/school year.
Higher Education results: Fatal and/or W/F errors found and W/F level is set to 'Fatal'.

Review

It is important to contact your DDC or RIC/L0 Hosting Site with any questions you have while using Level 0. They are a great resource for you.

Remember to always correct your data in your source system(s).

Solve all Level 0 errors before trying to move the data to the next level of the data warehouse.

Run Level 0 Information reports to look for warning messages.



What's Next?

Be sure to join us again for the sequel: **Level 0 Tips and Tricks !**

- Where RIC representatives will provide you with some Level 0 helpful hints

In the meantime, Level 0 will be:

- Reviewing enhancement requests
- Working on helpful data quality reports closer to the “source”
- Implementing some additional security features



RESOURCES

Templates and Collection Requirements

<http://www.p12.nysed.gov/irs/vendors/home.html>

SIRS Guidance

<http://www.p12.nysed.gov/irs/sirs/>

Latest News/Memos

<http://www.p12.nysed.gov/irs/news.html>

<http://www.p12.nysed.gov/irs/memos/>

Comprehensive State Course Catalog

<http://www.p12.nysed.gov/irs/courseCatalog/home.html>

RIC/Level 1 Contacts

<http://www.p12.nysed.gov/irs/sirs/ric-big5.html>



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