

# Guidance: High School Data File Submission

## Context

In order to corroborate information submitted annually as part of high schools' Accountability Plan Progress Reports ("APPRs"), the SUNY Charter Schools Institute (the "Institute") requires schools enrolling students in 9<sup>th</sup> – 12<sup>th</sup> grades to submit a student-level data file. Each year, schools create or update the enrollment, demographic, and achievement data for all students currently and previously enrolled in high school. The Institute requests that schools submit one single data sheet using the template linked to in Epicenter which contains specific data variables outlined below. Schools should include all cohorts of students that were enrolled during the 2021-22 school year including the 5<sup>th</sup> year cohort when applicable. For the majority of schools, this means that the 2021-22 data submission should contain data for the 2017, 2018, 2019, 2020, and 2021 cohorts.

From 2019-20 through 2021-22, the state cancelled multiple administrations of the Regents exams. The Board of Regents provided guidance exempting eligible students scheduled to take those exams from completing that requirement for graduation. As a result, students across all Graduation Cohorts may have some exam exemption in their record of graduation requirements. The Institute requires schools to continue to report all available cohort data based on Regents completion during previous exam administrations. Schools may indicate students who received an exemption for any exam in the template in addition to any prior exam results.

Please review this preliminary guidance and direct any questions or concerns to [charter.accountability@suny.edu](mailto:charter.accountability@suny.edu)

## Column Specific Notes/Instructions for the student data file

Column headers are color-coded as a visual aid for navigating the guidance. The colors correspond to the type of information requested by the variables. The Column Name indicates what data element the Institute is requesting and should not be changed. The Guidance/Codes refers to what type of data should be recorded for the corresponding data variable.

Identifying Information
Demographics
Enrollment Information
Cohort Designations
Test Results

Column Name	Guidance/Codes
State ID	Each student's state issued nine-digit NYSSSID that uniquely identifies each student. This must be provided for all students as it is how the Institute tracks students over time.
Local ID	If the school uses a local ID to identify students, please provide it here.
Last Name	The student's name as listed in L2RPT reports. If it is incorrect please provide accurate information.
First Name	
Date of Birth	The student's birth date.  MM/DD/YYYY
IEP	Indicate whether or not the student has an Individualized Education Program (IEP):  Yes No
Disability Description	The possible entries are:  Autism Emotional Disturbance Deafness Deaf-Blindness Intellectual Disability Learning disability Multiple Disabilities Other Health Impairment Orthopedic Impairment Speech or Language Impairment Traumatic Brain Injury Visual Impairment (including Blindness) No Disability  Please input "No Disability" for all students not classified as special education.
Gender	Male Female
Ethnicity	This data is taken from L2RPT and BEDS reports with the following possible entries:  American Indian or Alaska Native Asian or Pacific Islander Black or African American Hispanic or Latino Multiracial White

Column Name	Guidance/Codes
LEP Status	Yes No
Economic Disadvantage	Yes No
Lunch Status	Free Reduced Full
Homeless	Yes No
Date First Enrolled in Grade 9 (Anywhere)	The month, day, and year that the student enrolled in 9 <sup>th</sup> grade anywhere. MM/DD/YYYY
Cohort Year	The year corresponding to the fall of the school year that the student entered 9 <sup>th</sup> grade anywhere (e.g., 2017, 2018, 2019). YYYY
Date First Enrolled in this Charter School	The month, day, and year that the student enrolled in this charter school. MM/DD/YYYY
Grade in Current School Year	Please leave this column blank if the student is no longer enrolled. The possible entries are:  9 10 11 12
Number of Credits Earned as of August 2022	The data provided in the previous column and this column should align with the data provided in the school's APPR. Please provide the Institute with a copy of the school's credit accumulation policy and promotion standards in the APPR.
Number of Credits Earned during the 2021-22 School Year	The data provided in the previous column and this column should align with the data provided in the school's APPR.
Still Enrolled as of August 2022	Yes No  This field should be completed for ALL students.

Column Name	Guidance/Codes
<b>Date Left School if No Longer Enrolled</b>	<p>For students no longer enrolled, please provide the date they left the school. If a student graduated (completed the highest grade offered), please enter the date of graduation.</p> <p>Format as MM/DD/YYYY.</p>
<b>Discharge Reason</b>	<p>The possible discharge reasons below generally align to the reasons for ending enrollment beginning on page 212 of the <a href="#">SIRS Manual</a>.</p> <p> Graduated (earned a Regents of local diploma)  Transferred to another in-state diploma granting institution  Transferred to out-of-state diploma granting institution  Enrolled in HSE program (High School Equivalency, formerly GED)  Left the U.S.  Deceased  Dropped out  Long term absence  Expulsion  Other </p>
<b>Diploma Type</b>	<p>Leave blank if not graduated. The categories are:</p> <p> Local diploma  Regents diploma  Regents diploma with honors  Regents diploma with advanced designation  Regents diploma with advanced designation with honors  IEP diploma </p>
<b>Subsequent Placement</b>	<p>Identify the diploma granting (or other) institution into which the student has transferred.</p>
<b>Date of Confirmation</b>	<p>Format DD/MM/YYYY</p>
<b>Confirmation Method</b>	<p>The categories are:</p> <p> Received written confirmation  Received verbal confirmation  Received request for records from legitimate program  Received confirmation via ATS (NYC schools only) </p> <p>The title, name, and organizational affiliation of the person who confirmed a student's new placement or transfer information should be maintained by the school for auditing purposes if necessary.</p>

Column Name	Guidance/Codes
Included in Graduation Cohort	Yes No
If Not in Graduation Cohort Why Not	The categories are:  Transferred to in-state diploma granting institution Transferred to out-of-state diploma granting institution Left the U.S. Deceased Transferred by court order Transferred to other school or district Transferred to home schooling by parent or guardian Other (must be an approved reason listed in the current <a href="#">SIRS manual</a> beginning on page 278)
Included in Accountability Cohort	Yes No
If Not in Accountability Cohort Why Not	The categories are:  Not enrolled on BEDS day of year 4 in cohort Enrolled for first time only after BEDS day of year 4 in cohort
Grade 8 ELA Scaled Score	Provide the numeric scaled score for the student.
Grade 8 ELA Performance Level	Provide the numeric performance level achieved by the student. 1 2 3 4
Grade 8 Math Scaled Score	Provide the numeric scaled score for the student.
Grade 8 Math Performance Level	Provide the numeric performance level achieved by the student. 1 2 3 4
Test Year	Input the year the student took the 8 <sup>th</sup> grade ELA and mathematics exams.  YYYY

Column Name	Guidance/Codes
<b>Regents Graduation Requirement exemptions</b>	<p>For students who had not previously taken an exam required for graduation or took the exam previously but did not achieve a passing score, indicate whether they received an exemption from that requirement. Eligible students may have received an exemption for one or more of the following requirements: ELA, mathematics, science, social studies, and the second social studies or approved pathway exam.</p> <p>Yes No</p>
<b>Regents Exam data*</b>	Please provide the scale scores, performance levels, and semester during which that student received the highest score on each exam that the student has completed.
<b>Pathways Exam Performance*</b>	Please provide the scale scores, binary indicator of passing, and semester during which student received highest score on the exam.
<b>PSAT; SAT; ACT exam results*</b>	Please provide scores for these nationally normed exams as students complete them and the data becomes available.
<b>AP Exam and IB Exam results*</b>	Please record the necessary number of data elements to capture the total number of different Advanced Placement or International Baccalaureate examinations administered. Please refer to the sample data submission file for more detail.
<b>College Acceptance</b>	<p>An indicator of whether or not the student received at least one college acceptance letter.</p> <p>Yes No</p>
<b>College Matriculation</b>	<p>An indicator of whether or not the student matriculated into a college or university anytime in the school year following graduation. For the 2018 Cohort, these data are likely preliminary and the Institute may require an update when further information becomes available later in the year. Data for prior years' cohorts should be updated.</p> <p>Yes No</p>

\*For the data elements corresponding to Regents and other college preparatory exam performance, please see sample data sheet from the Institute for comprehensive and accurate variable headings.