

Guidance: High School Data File Submission

Purpose

To corroborate information submitted annually as part of high schools' Accountability Plan Progress Reports ("APPRs") and to identify and rectify any discrepancies between school and state records, the SUNY Charter Schools Institute (the "Institute") requires schools enrolling students in 9th – 12th grades to submit a student-level data file, the High School Data Submission ("HSDS"). 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 provided in Epicenter which contains specific data elements outlined below. Schools should include all cohorts of students that were enrolled during the 2025-26 school year, including the 5th year cohort when applicable. For the majority of schools, this means that the 2025-26 data submission should contain data for the 2021, 2022, 2023, 2024, and 2025 cohorts.

2025-26 HSDS Template Changes

Please note that in the interest of easing the reporting burden on schools, the total number of data elements in the 2025-26 HSDS template has been reduced compared to prior year templates. While Regents exam data remain of paramount importance to the Institute's ability to evaluate the effectiveness of a high school program, these data are available to us via state SIRS reports, and therefore the Institute will no longer require that schools report Regents exam data to us in the HSDS. In some cases, such as with AP, SAT, and ACT data reporting, the total number of data elements are collapsed into fewer discrete data elements.

Please review this preliminary guidance and direct any questions or concerns to charter.accountability@suny.edu

Instructions for the student data file

The Column Letter indicates the letter of the column in which you can find each data element. The Column Name indicates which 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 element.

Column Letter	Column Name	Guidance/Codes
A	State ID	Each student's state issued nine-digit NYSSISID that uniquely identifies each student. This must be provided for all students as it is how the Institute tracks students over time.
B	Local ID	If the school uses a local ID to identify students, please provide it here.
C	Last Name	

Column Letter	Column Name	Guidance/Codes
D	First Name	The student's name as listed in L2RPT reports. If it is incorrect please provide accurate information.
E	Date of Birth	The student's birth date. MM/DD/YYYY
F	IEP	Indicate whether or not the student has an Individualized Education Program (IEP) as of BEDS Day 2025: Yes No
G	Gender	Male Female Non-binary
H	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
I	LEP Status	Yes No
J	Economic Disadvantage	Yes No
K	Date First Enrolled in Grade 9 (Anywhere)	The month, day, and year that the student enrolled in 9 th grade anywhere. MM/DD/YYYY
L	Cohort Year	The year corresponding to the fall of the school year that the student entered 9 th grade anywhere (e.g. 2020 for fall of 2020, 2021 for fall of 2021, 2022 for fall of 2022). YYYY
M	Date First Enrolled in this Charter School	The month, day, and year that the student enrolled in this charter school. MM/DD/YYYY
N	Grade in Current School Year	Please leave this column blank if the student is no longer enrolled. The possible entries are: 9 10

Column Letter	Column Name	Guidance/Codes
		11 12 UG (Ungraded)
O	Number of Credits Earned as of August 2026	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.
P	Number of Credits Earned during the 2025-26 School Year	The data provided in the previous column and this column should align with the data provided in the school's APPR.
Q	Still Enrolled as of August 2026?	Yes No This field should be completed for ALL students.
R	Date Left School if No Longer Enrolled	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. Format as MM/DD/YYYY.
S	Discharge Reason	The possible discharge reasons below generally align to the reasons for ending enrollment beginning in the SIRS Manual . Graduated (earned a Regents or 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
T	Diploma Type	Leave blank if not graduated. The categories are: Local diploma Regents diploma Regents diploma with honors Regents diploma with advanced designation Regents diploma with advanced designation with honors

Column Letter	Column Name	Guidance/Codes
U	Subsequent Placement	If discharge reason beings with “Transferred”, identify the diploma granting (or other) institution into which the student has transferred.
V	Date of Confirmation	Format DD/MM/YYYY; date that the student enrolled at transfer institution
W	Confirmation Method	The categories are: Received written confirmation Received verbal confirmation Received request for records from legitimate program Received confirmation via ATS (NYC schools only) 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.
X	Included in Graduation Cohort	Reasons for inclusion and exclusion from the graduation cohort can be found in the SIRS manual. The options are: Yes No
Y	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 SIRS manual)
Z	Included in Accountability Cohort	Reasons for inclusion and exclusion from the accountability cohort can be found in the SIRS manual. The options are: Yes No
AA	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
AB	College Acceptance	An indicator of whether or not the student received at least one college acceptance letter. Yes

Column Letter	Column Name	Guidance/Codes
		No
AC	College Matriculation	An indicator of whether or not the student matriculated into a college or university anytime in the school year following graduation. For the 2022 Four Year Cohort (i.e. four-year graduating class of 2025-26), these data are likely preliminary and the Institute may require an update when further information becomes available later in the year. Yes No Data for prior years' cohorts should be updated.
AD	Grade 8 ELA NYS Exam Scaled Score	Provide the numeric scaled score for the student.
AE	Grade 8 ELA NYS Exam Performance Level	Provide the numeric performance level achieved by the student. 1 2 3 4
AF	Grade 8 Math NYS Exam Scaled Score	Provide the numeric scaled score for the student.
AG	Grade 8 Math NYS Exam Performance Level	Provide the numeric performance level achieved by the student. 1 2 3 4
AH	NYS Exam Test Year	Input the year the student took the 8th grade ELA and mathematics exams. YYYY
AI-AR	PSAT; SAT; ACT exam results	Please provide scores for these nationally normed exams as students complete them and the data becomes available.
AS-AT	Number of AP Exams Administered/Passed	Number of AP exams that the student has sat for and the number of AP exams that the student has passed with a score of 3 or higher throughout the student's high school career
AU-AV	Number of IB Exams Administered/Passed	Number of IB exams that the student has sat for and the number of IB exams that the student has passed with a score of 4 or higher throughout the student's high school career