

Last Updated – November 20, 2023

Level 0 Historical is the archive of prior years' Level 0 records. When Level 0 closes for the year in August, it is no longer possible to process updates to that year's student records.

If a student has left the school, any changes that must be made to the student's record for the prior school year must be done in Level 0 Historical. For example, if it is only discovered in November 2023 that a student who:

- transferred out of the school, was not listed with a score in the June 2023 Algebra I Level 2 report, the score would be added to the student's 2023 record in Level 0 Historical because there is no current 2024 Level 0 record for that student.
- graduated in June 2023 (high school only) but was not listed in the 2023 Level 2 graduation report, the graduation data would be added to the student's 2023 records in Level 0 Historical because there is no current 2024 Level 0 record for that student.

To access Level 0 Historical, go to the BOCES website -

<https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>



The screenshot shows the website interface for Eastern Suffolk BOCES Regional Information Center Student Data Services. The 'Secure' dropdown menu is open, listing various services. Red arrows point from callout boxes to specific menu items. A red box highlights the 'Secure' menu itself with the text 'ALL PROCESSES ARE SELECTED FROM THIS MENU!'. A red box in the top right corner says 'DO NOT CLICK HERE TO LOG IN!' with a red circle around the 'Login' link.

Menu Item	Callout Description
NYSED Portal	Click here to order NYS tests/Regents and access Regents Scoring Key passwords.
Level 0 Historical	Click here to edit prior year's records from Level 0.
Level 0	Click here to access Level 0.
SFTP	
NYSSIS	Click here to clear the NYSSIS queue and resolve potential duplicate records.
L2RPT	Click here to view/print/save NYS exam score reports and high school graduation reports. These are the reports that MANDATED SERVICES uses for reimbursement claims!
COGNOS/ReportNet	
BARS	
PD System	
ASAP	Click here to view/print/save Regents score reports that are <u>only</u> created if the Regents answer sheets are scanned.
Batch Tracker	
Secure Courier	
CBT Admin Console	Click here for the Admin Console for NYS Grades 3-8 ELA/Math/Science Computer-Based Test administration.

From the **Secure** menu, select **Level 0 Historical**.

(Remember, you are not clicking the Login link in the upper right corner.)

Log in using the same Username and Password you use for the **NYSED Portal** (where you order the NYS test booklets).

Level 2 login data IS NOT the same as your Level 0 login data!

The user name is generally the principal's **firstname.lastname**. If the password is forgotten or needs to be re-set:

- From the **Secure** menu on the BOCES site, select **NYSED Portal** (it's first on the list)
- Click the **Reset Your Password** tab (to the left of the Log In button)
- Follow the directions and then log into Level 0 Historical again

If there are any questions about the login data not working when the data is accurate, please contact NYSED directly: seddas@nysed.gov or datasupport@nysed.gov (be sure to include the school name, BEDS number, principal's name, and the username).

Once in Level 0 Historical, you should now see the following welcome information:



NEW YORK STATE - LEVEL 0 HISTORICAL

[Need help?](#) Student | [Log Out](#)

Welcome, Your Name

District: YOUR SCHOOL – BEDS #

School Year Ending:

Student ID:

[Demographics](#)

[Enrollment](#)

[Programs Fact](#)

[Assessment Fact](#)

1. Select the appropriate year from the options listed in the **School Year Ending** field.
2. Enter the ID number of the student for whom you must edit/add records.
 - a. If you enter the wrong ID number or select the wrong year for that ID number, you will likely receive a message that says: **No record for that student/year matches**. You will then have to figure out which part of that information is incorrect and try again.
3. Click the **Get Student** button.

If the student exists, you should see the **Demographic Record** appear onscreen (with the year you selected highlighted). For example:

Demographics
Enrollment
Programs Fact
Assessment Fact

2023-06-30	2022-06-30	2021-06-30	2020-06-30	2019-06-30	2018-06-30	2016-06-30	2015-06-30		
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Demographics 2021-06-30

St at us	Dist rict	Loca l	Stu den t	Ge nde r	Eth nicit y	Ho me Lan guag e	LE P Dur ation	Pos t G rad	Cred entia l Type	Caree r Path	En try Gr ad e 9	Back mappi ng BEDS Code	Dist rict Cod e of Resi denc e	His pan ic	Ra ce 1	Ra ce 2	Ra ce 3	Ra ce 4	Ra ce 5	Mig ran t Stat us	Negl ected / Delin quen t	NYS SIS ID
Y	U	800	2021	DO	F ::	W ::					20		NY3	No	W					No	No	1234
R	S	000	2023	E,	Ma	Whi					20		3000		::							5768
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Edit

To Edit the Demographic Record:

- Click the **Edit** button
- Enter/Edit the fields you need to change
 - The changes will be outlined in green.
- Click the **Validate** button
 - If you receive notification that there is a problem with one of the fields, fix the error and click the Validate button again and keep repeating the process (if necessary) until you are told the record has been validated.
 - It is possible that you will be told of errors in other school years (outlined in red) which must also be fixed to save the changes on the record you want.
- Click the **Submit** button
 - You will now see that the original record indicates it is pending an update.
 - It may take overnight, or longer, for the pending updates to be applied.

To Edit the Enrollment Record:

- Click the **Enrollment** tab
- Click the **Edit** button
- Enter/Edit the fields you need to change
 - The changes will be outlined in green.

- Click the **Validate** button
 - If you receive notification that there is a problem with one of the fields, fix the error and click the Validate button again and keep repeating the process (if necessary) until you are told the record has been validated.
 - It is possible that you will be told of errors in other school years (outlined in red) which must also be fixed to save the changes on the record you want.
- Click the **Submit** button
 - You will now see that the original record indicates it is pending an update.
 - It may take overnight, or longer, for the pending updates to be applied.

To Edit the Assessment Record:

- Click the **Assessment Fact** tab
- Click the **Edit** button
 - To edit an existing Assessment, edit the fields you need to change.
 - The changes will be outlined in green.
 - To add an Assessment Record, click the **Add Record** button and enter the appropriate data in the fields.
- **For the last field – Standard Scoring Model – select N/A: Not Applicable**
- Click the **Validate** button
 - If you receive notification that there is a problem with one of the fields, fix the error and click the Validate button again and keep repeating the process (if necessary) until you are told the record has been validated.
 - It is possible that you will be told of errors in other school years (outlined in red) which must also be fixed to save the changes on the record you want.
- Click the **Submit** button
 - You will now see that the original record indicates it is pending an update.
 - It may take overnight, or longer, for the pending updates to be applied.

A note about Assessment Records:

If a student was listed in a Level 2 report but had not taken that particular Regents exam (because a different student's answer sheet used that student's Level 0 ID number), you may delete the student's incorrect Assessment Record by clicking the **Delete** button.

Reports cannot be printed from Level 0 Historical!

If you need to submit proof to Mandated Services that a student's record has been edited/added, you will need to take and submit a **screenshot of the student's record** showing the updated/new data.

ONE FINAL NOTE:

Level 2 reports can only be updated while that school year's Level 0 account is still open. Once Level 0 closes for the year, data is no longer processed into Level 2.

Adding data to Level 0 Historical means that you are making sure the student's record is accurate.

But it will not update the prior year's Level 2 reports.