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HELPFUL HINTS FOR LEVEL 2

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**TO ACCESS LEVEL 2**

Go to the BOCES website - <https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>

From the **Secure** menu, select **L2RPT**.

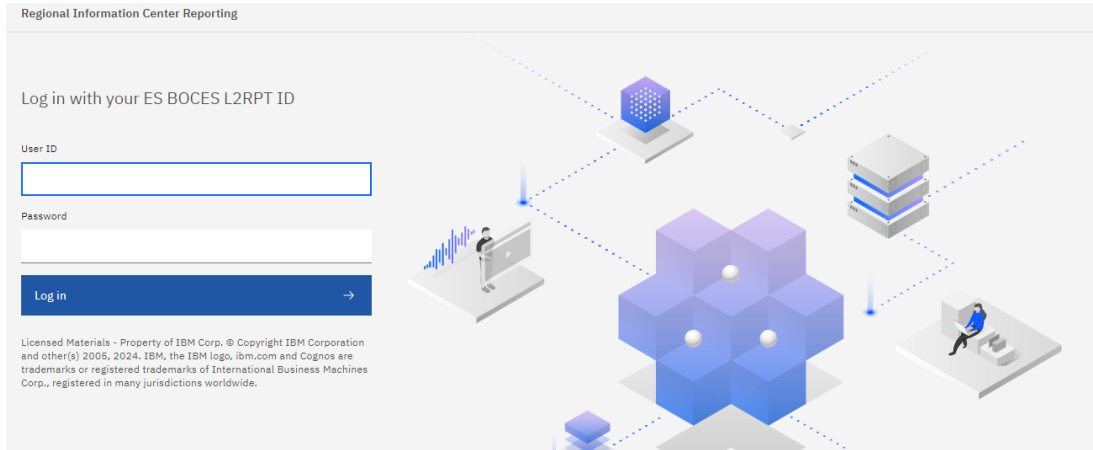
(Remember, you are not clicking on the Login link in the upper right corner.)



The screenshot shows the website interface with the following callouts:

- DO NOT CLICK HERE TO LOG IN!**: A red box pointing to the 'Login' link in the top right corner.
- ALL PROCESSES ARE SELECTED FROM THIS MENU!**: A red box pointing to the 'Secure' dropdown menu in the navigation bar.
- Click here to order NYS tests/Regents and access Regents Scoring Key passwords.**: A red arrow pointing to 'NYSED Portal'.
- Click here to edit prior year's records from Level 0.**: A red arrow pointing to 'Level 0 Historical'.
- Click here to access Level 0.**: A red arrow pointing to 'Level 0'.
- Click here to clear the NYSSIS queue and resolve potential duplicate records.**: A red arrow pointing to 'NYSSIS'.
- 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!**: A red arrow pointing to 'L2RPT'.
- Click here to view/print/save Regents score reports that are only created if the Regents answer sheets are scanned.**: A red arrow pointing to 'ASAP'.
- Click here for the Admin Console for NYS Grades 3-8 ELA/Math/Science Computer-Based Test administration.**: A red arrow pointing to 'CBT Admin Console'.

You should now see the following login screen for the Regional Information Center Reporting:



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



**TIP: LEVEL 2 LOGIN DATA**

**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)
- On the top menu bar, click **Reset Your Password** (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 the SEDDAS Help Desk - [seddas@nysed.gov](mailto:seddas@nysed.gov) (be sure to include the school name, BEDS number, and principal’s name).



You may see a welcome message that warns of the responsibilities involved with maintaining the confidentiality and security of the reports.



Student Information Repository System (SIRS) Reporting

**Please note, by accessing this system and reports, you are acknowledging that you have read, understood, and will comply with the following statement.**

I acknowledge that it is my responsibility with access to PII, private or confidential information to do the following:

- I will take all reasonable precautions to prevent unauthorized access to passwords, user identifications, or other information that may be used to access the Student Information Repository System (SIRS) Level 2 Reporting Environment (L2RPT) or Level 1 Reporting Environment systems and reports.
- I will not access any restricted information if such access is not required to perform my job.
- I will not disclose any information I access to those not authorized to receive it.
- I will use all reasonable efforts to protect confidential information from unauthorized or unlawful disclosure.
- I will seek guidance from my Superintendent, CEO, District Data Coordinator or my Regional Information Center whenever I am unsure of the correct decision regarding use, confidentiality, or access, and will do so BEFORE I take any action to release potentially sensitive information.
- I will not attempt to access, alter, change, modify, add, or delete from any record, report, or information system including audit trails and logs outside of the scope of my job responsibilities.
- I will immediately report any incidents of personal non-compliance or the non-compliance of colleagues with the terms of this standard to my District Data Coordinator, Superintendent or CEO.

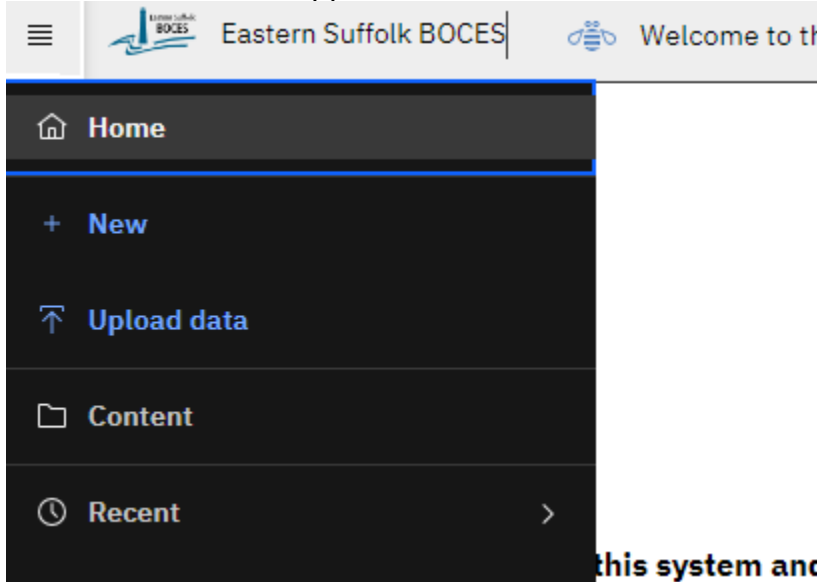
**The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.**

**TO FIND REGENTS SCORE REPORT AND GRADUATION FOLDERS**

From the menu bar, click the icon of 4 vertical lines on the far left:



From the menu that appears, click the **Content** link:



You should now see:

# Content

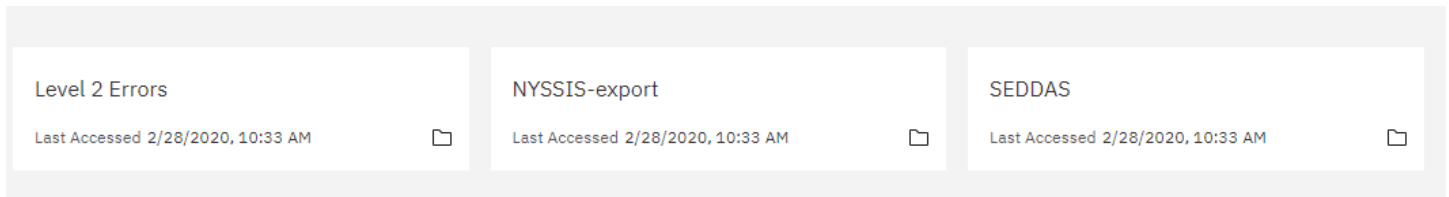


Click the **Team content** tab and you should then see a white box for **District** (which will also indicate the last time it was accessed).

Click the **District** link.

You should now see the following 3 white boxes:

1. **Level 2 Errors** (errors by data domain)
2. **NYSSIS-export** (NYSSIS numbers created in a specific school year)
3. **SEDDAS** (all subfolders for L2RPT reporting)



Click the **SEDDAS** link.

You should now see the following white boxes:

<a href="#">Accountability</a> <small>Last Accessed 9/30/2022, 11:21 AM</small>	<a href="#">Annual Outcomes</a> <small>Last Accessed 11/2/2021, 1:08 PM</small>	<a href="#">Attendance</a> <small>Last Accessed 4/29/2021, 12:18 PM</small>	<a href="#">BEDS</a> <small>Last Accessed 11/20/2019, 8:34 AM</small>
<a href="#">Course</a> <small>Last Accessed 8/11/2022, 9:21 AM</small>	<a href="#">CTE</a> <small>Last Accessed 11/23/2022, 2:08 PM</small>	<a href="#">Higher Ed Programs</a> <small>Last Accessed 8/11/2022, 9:18 AM</small>	<a href="#">Post Secondary</a> <small>Last Accessed 8/11/2022, 9:21 AM</small>
<a href="#">Reasonableness</a> <small>Last Accessed 8/11/2022, 9:18 AM</small>	<a href="#">Score Reports</a> <small>Last Accessed 4/27/2021, 11:52 AM</small>	<a href="#">Staff</a> <small>Last Accessed 8/11/2022, 9:22 AM</small>	<a href="#">Student Profile</a> <small>Last Accessed 9/28/2021, 11:54 AM</small>
<a href="#">Tested / Not Tested</a> <small>Last Accessed 1/27/2022, 2:12 PM</small>	<a href="#">Total Cohort Report</a> <small>Last Accessed 7/20/2021, 2:10 PM</small>	<a href="#">UIAS</a> <small>Last Accessed 8/11/2022, 9:23 AM</small>	

Click the **Annual Outcomes** link.

You should now see the following white boxes:

<a href="#">SIRS-303 Annual Secondary Assessment Summary Report</a> <small>Last Accessed 12/4/2023, 9:24 AM</small>	<a href="#">SIRS-307 Annual Dropout &amp; NonCompleter Report</a> <small>Last Accessed 11/30/2023, 10:12 AM</small>	<a href="#">SIRS-308 Annual Graduation Report</a> <small>Last Accessed 12/31/2023, 12:12 PM</small>	<a href="#">SIRS-309 Annual Regents Report (SY 2010-11 to 2019-20)</a> <small>Last Accessed 11/30/2023, 10:13 AM</small>
<a href="#">SIRS-310 Annual Regents Competency Report (SY 2010-11 to 2018-19)</a> <small>Last Accessed 11/30/2023, 10:14 AM</small>	<a href="#">SIRS-333 Pre-K Enrollment Summary Report</a> <small>Last Accessed 11/30/2023, 10:14 AM</small>	<a href="#">SIRS-335 Career Pathways Verification Summary Report (SY 2015-16 to 2017-18)</a> <small>Last Accessed 11/30/2023, 10:15 AM</small>	<a href="#">SIRS-336 Annual Digital Resources Survey Report</a> <small>Last Accessed 11/30/2023, 10:16 AM</small>
<a href="#">SIRS-340 Graduation Exam Requirements Summary Report</a>	<a href="#">SIRS-341 Graduation Exam Requirements Details Report</a>	<a href="#">SIRS-350 Monthly Student Enrollment Summary Report</a>	<a href="#">SIRS-650 English Language Learner Profile Summary</a>
<a href="#">SIRS-651 Annual Enrollment Summary Report</a> <small>Last Accessed 11/30/2023, 10:30 AM</small>	<a href="#">SIRS-652 Annual Title III Allocation ELL and Immigrant Counts Summary Report</a> <small>Last Accessed 11/30/2023, 10:30 AM</small>	<a href="#">SIRS-653 Annual Regents Examination Report</a> <small>Last Accessed 11/30/2023, 10:31 AM</small>	

The high school graduation report can be found in the **SIRS-308 Annual Graduation Report** if the data had been properly entered into Level 0 that year.

The Regents score reports can be found in either of two folders, based on the school year:

- The **SIRS-309 Annual Regents Report** only lists school years 2010/11 through 2019/20.
- The **SIRS-653 Annual Regents Exam Report** will list school years 2020/21 through the present.

### TO VIEW THE SCORE REPORTS

Depending upon which school year you need, click either the **SIRS-309 Annual Regents Report** or the **SIRS-653 Annual Regents Examination Report**:

- Select the **School Year** you want.
  - Please keep in mind that August is considered part of the next school year – ex. the report for August 2022 will be included in the 2022-23 year and not in the 2021-22 year.
- Wait a few seconds for it to process and then select your **School Name** from the **School or District** field.
- Wait a few seconds for it to process and then select the **Exam** you want from the **Assessment** field.
- After a few seconds, you will then see an overall summary for that Exam. For example:

Student Subgroup (accountability subgroups are marked by an asterisk(*)) a	Number Tested b	Number of Students Scoring					Percentage of Tested Students Scoring				
		Performance Level 1 c	Performance Level 2 d	Performance Level 3 e	Performance Level 4 f	Performance Level 5 (common core assessments only) g	Performance Level 1 h	Performance Level 2 i	Performance Level 3 j	Performance Level 4 k	Performance Level 5 (common core assessments only) l
* All Students *	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Female	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
* White *	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
General Education Students	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not English Language Learner	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not Economically Disadvantaged	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%
Not Migrant	43	3	1	10	5	24	7.0%	2.3%	23.3%	11.6%	55.8%

Please keep in mind that:

- **the total Number Tested includes all administrations of the exam** – August, January, and June
- **the PHE column** will list all students who had exemptions properly entered into Level 0 for Regents that had been cancelled.

Click the hyperlink for the **Number Tested** (or **PHE**) for **All Students**.

A new tab will open listing the report for that one exam which will list all the students sorted by last name. The different administration dates will, therefore, be combined in the list.



### To Check the Score Reports for Accuracy while Level 0 is still Open for that Year:

- **If there is a student missing:**
  - Check the **ASAP report** for that exam (the report generated after the exam's answer sheets were scanned) to see if the student was listed.
    - If yes, it likely means the data wasn't processed into Level 2 due to a problem in Level 0.
      - Access Level 0 and check that the student is entered in Level 0; run all error reports, resolving all errors; lock records; and click the buttons to create the files for Level 1. All steps can be found in the **Helpful Hints for Level 0** document available for download from our [website](#).

- If no, it likely means the answer sheet wasn't scanned.
- If there is still time to scan that exam's answer sheets, e-mail the request to [Shelley Hill](#). Otherwise, create an Assessment Record for that student's score in Level 0.
- **If you see an incorrect student name listed:**
  - Check the answer sheet for the ID number listed in the report to see who used the ID.
  - Check Level 0 for that student's record to see what the correct ID number is for the student.
    - If there is still time to scan the sheet, e-mail a detailed explanation of the problem to [Shelley Hill](#). For example, on the January ELA report, Student A (ID 999999999) is listed but A did not take the exam. The report should have listed Student B who had that ID on the answer sheet. But B's Level 0 ID is really 111111111.
    - If it is no longer possible to scan that sheet's exam, create an Assessment Record in Level 0 for that student's score and email a detailed explanation of the problem to [Shelley Hill](#) to see if the record can be deleted from the incorrect student.
- **If you see that there is a discrepancy in the student's score:**
  - Scanning the answer sheets calculates student scores **based on the completed student bubbles and teacher score bubbles**. Discrepancies are most likely due to human error: incorrectly calculating the student's short answers; incorrectly completing a score bubble; incorrectly adding score bubbles; and/or incorrectly converting the final score.
    - If it is necessary to change the score bubbles and re-scan the sheet, email the request to [Shelley Hill](#) and be specific as to which exam, which question, which bubble, etc.
      - If it is no longer possible to scan the sheet, enter an Assessment Record of the correct score into Level 0.
  - The principal may assign the higher of the two scores to the student.
    - If the discrepancy means the difference between passing and failing and there is no scoring bubble to change, the principal should contact NYSED's Office of Assessment for guidance – 518-474-5902.



### **Checking Reports for Accuracy after Level 0 Closed for that Year:**

Once Level 0 has closed for the school year, any student who was missing from a Level 2 report must have the Assessment Record added to:

- Level 0 when it re-opens in the next school year, if the student remains in the school
- Level 0 Historical when it re-opens in February, if the student is no longer in the school.

Adding Assessment Records after that Level 0 account has closed for the year will not update that year's Level 2 reports; it only ensures that the student records are accurate.



### **TIP: GRADUATION REPORT (SIRS-308 FOLDER)**

Please keep in mind that the Graduation Report will only list your students if you properly entered and processed the graduation data in Level 0 **prior to Level 0 closing for the school year**.

If there are problems in Level 0, the graduation data will not be properly processed, and the Level 2 graduation report will be inaccurate or missing. Problems include but are not limited to:

- Entering graduation data in the student's Demographic Record but not the Enrollment Record.
- Entering all graduation data but not clicking the buttons to create the files for Level 1.
- Entering all graduation data after Level 0 has closed for that year.

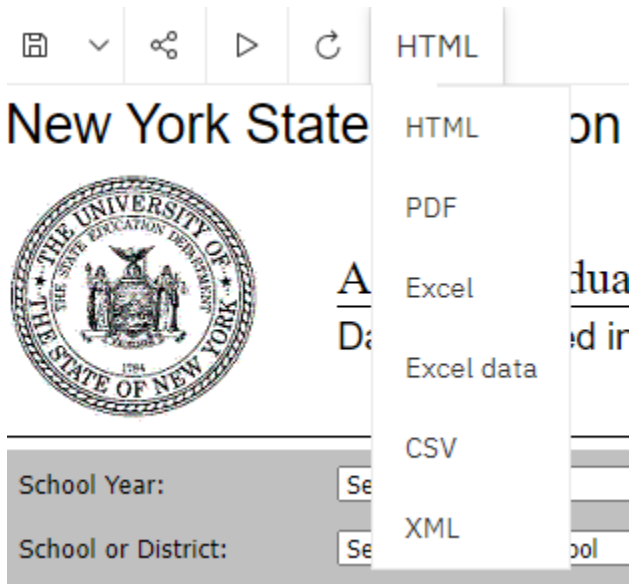
If Level 0 has closed for the year, the only way to enter the graduation data for students missing from that year's Level 2 graduation report is to add the data in Level 0 Historical when it opens in February.

### TO DOWNLOAD/SAVE LEVEL 2 REPORTS

At the top of each report (above NYSED), to the left side, you should see the following menu:



Click **HTML** to see the following menu:



Select **PDF** and save the report to your computer files, changing the name if you prefer to reflect the year and exam name.



### TIP - ADDING RECORDS LATE (after Level 0 closed for that year)

Once Level 0 closes at the end of August, for the school year, **LEVEL 0 DATA IS NO LONGER PROCESSED**, therefore, the Level 2 reports can no longer be updated.

After a school year's Level 0 is closed, adding any missing data or records to the next year's Level 0 or to Level 0 Historical for that year makes sure the student records are accurate but it **will not update that year's Level 2 reports**.

Therefore:

- **DO NOT WAIT until the week of the Level 0 August deadline** to check Level 2 reports for accuracy due to the risk of changes not being implemented in time to update the reports.
- **DO NOT WAIT until the Fall/Winter**, when filing Mandated Services claims, to check reports for accuracy due to the complexity of adding the records late which will not update the reports.



**TIP – MANDATED SERVICES**

Mandated Services uses the Level 2 reports to verify schools’ claims for reimbursement. **That is why it is extremely important that you make sure your Level 2 reports are accurate while Level 0 is open for that school year.**

Once Level 0 closes for the year and it is no longer possible to update the Level 2 reports, schools adding records to Level 0 or Level 0 Historical will have to take screenshots of the records to show Mandated Services that the data was added.



**TIP – TO LOG OUT**

In the upper right corner, you should see the following icons:



Click the image of the person (to the right of the bell) and click the **Log Out** link.



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