Last Updated – March 11, 2024

Level 0 Historical is the archive of prior years' Level 0 records. When Level 0 closes for the year, 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 a prior school year must be done in Level 0 Historical. For example, if it is only discovered in November 2023 that a student who:
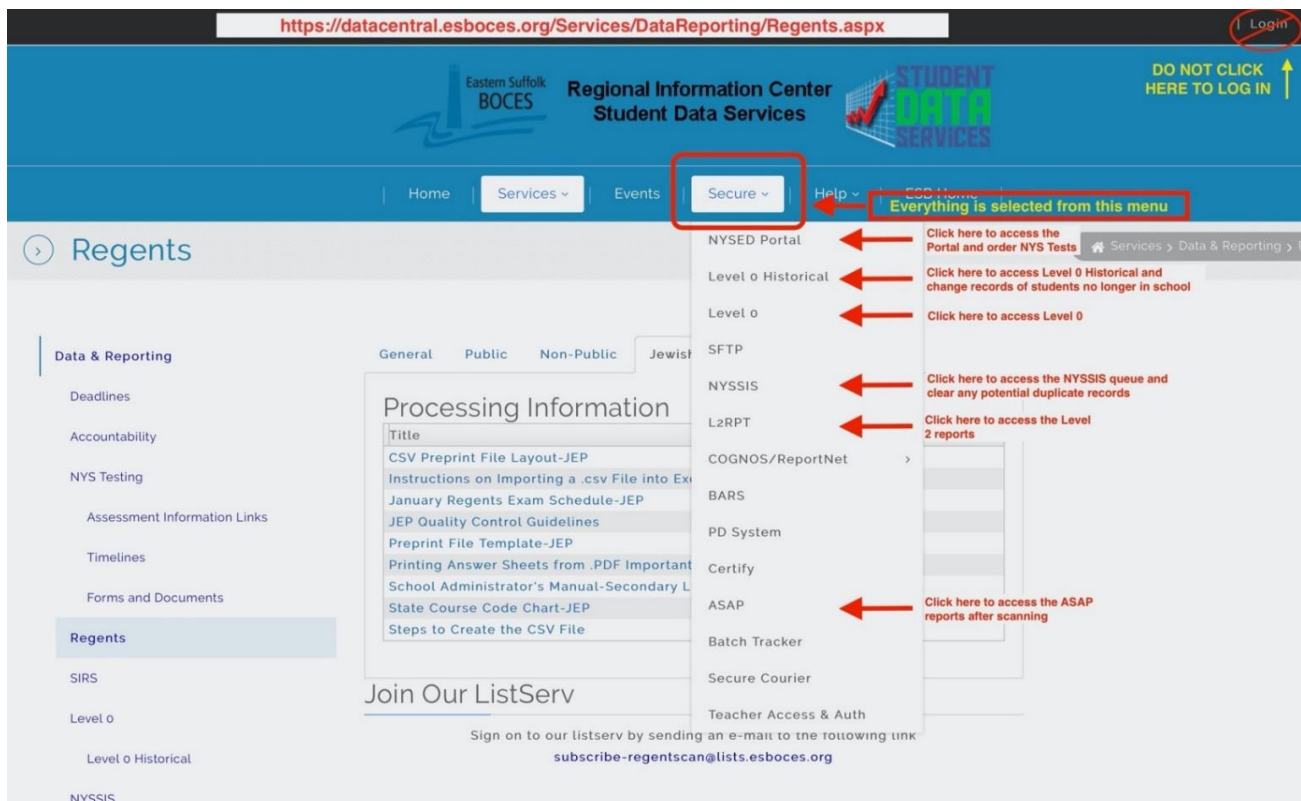
- transferred out of the school, was not listed with a score in the June 2023 Algebra I Level 2 report, the score would be added to the student's 2023 record in Level 0 Historical because there is no current 2024 Level 0 record for that student.
- graduated in June 2023 (high school only) but was not 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

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

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

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

<mark>**Level 2 login data IS NOT the same as your Level 0 login data!**</mark>

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:

LEVEL Ø HISTORICAL

NEW YORK STATE - LEVEL 0 HISTORICAL

Need help? Student|Log Out

Welcome, Your Name

District: YOUR SCHOOL – BEDS #

School Year Ending:

Student ID:

Get Student Clear Student

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** **Special Ed**

Events **Partner Project Fact**

| 2023-06-30 | 2022-06-30 | 2021-06-30 | 2020-06-30 | 2019-06-30 | 2018-06-30 | 2017-06-30 | 2016-06-30 | 2015-06-30 | 2014-06-30 |

Demographics 2023-06-30

Status	District	District Code	Local Student ID	School Year	Student Name	DOB	Gender	Ethnicity	Home Language	Credential Type	Career Path	Entry Grade 9	District Code of Residence	Hispanic	Race 1	Race 2	Race 3	Race 4	Race 5	Migrant Status	Neglected/ Delinquent	NYSSIS ID	Address 1	Address 2	City	State	Zip	Parent Education Level	County of Residence	Crisis Impact	Crisis Name
School Name	80 01 23 45	12 34 56 78 9	20 23-06-30	Student Name	20 05-01-01	F :: Female	W :: White					2019-07-01	NY1 11 11 1	No	W :: White					No	No	987 654 321 0	Street Address		City	NY :: New York	Zip				

To Edit the Demographic Record:
- Click the **Edit** button.
- Enter/Edit the fields you need to change.
    - The changes will be outlined in green.
    - For Graduation data, enter the data for the following fields:
        - Credential Type
        - Career Path
        - Home Language
- 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.**

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