



Last Updated – June 28, 2024

HELPFUL HINTS FOR LEVEL 0

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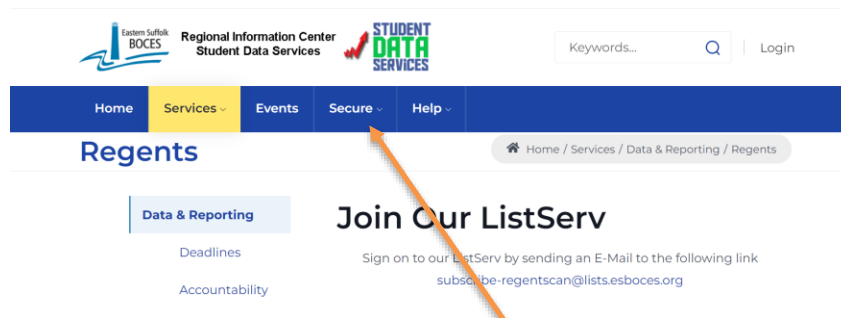


The direct website for Level 0 is: <https://level0.esboces.org/>

You can also access Level 0 via the BOCES website:

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

Both websites should be bookmarked for future reference.



All Processes you need will be selected from the Secure menu!

In Level 0, a school’s name is referred to as a “**District Code**” – an 8-digit number that begins with 800. This code is used to identify the school in all reports and in the pre-print files for ordering answer sheets. It is found next to the school name and on every record in Level 0.

Eastern Suffolk BOCES Regional Information Center Student Data Service

Home Services Events

Regents

Data & Reporting

- Deadlines
- Accountability
- NYS Testing
- Assessment Information
- Links
- Timelines
- Forms

NYSED Portal → Click here to order NYS test/Regents booklets and access Regents Scoring Key passwords.

Level 0 Historical → Click here to edit prior year's Level 0 records.

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 Exam Score Reports and High School Graduation Reports. These are the reports that MANDATED SERVICES need for reimbursement claims!

COGNOS/ReportNet >

BARS

PD System

ASAP → Click here to view/print/save Regents score reports that are ONLY created if the answer sheets have been 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.

DO NOT CLICK HERE TO LOG INTO ANY PROCESS!

- Select **Level 0** from the **Secure** menu bar
 - **The User ID is in the format of the user's firstinitiallastname – ex. skill (all lower case).**
 - ***If you do not remember your password, please click the **Forgot Password** link on the Level 0 login page (found below the User ID and Password fields, above the Log In button).***



TO VIEW LEVEL 0'S DASHBOARD

The Dashboard shows the status of Level 0 – whether there are any errors; whether data has been uploaded and processed – so **it is very important to check the Dashboard before logging out to make sure the data you have entered/edited is properly processed.**

While it appears when logging into Level 0, the **Dashboard** is also accessed from the **Reports menu**. This is a sample welcome page/Dashboard with errors:

Welcome to Level 0!

Level 0 Message Board:

80012345 : "Your School Name" - Dashboard Stats:

Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	300	NO	9/17/23 09:47 AM	9/17/23 09:50 AM	9/4/23 09:51 AM
Enrollment	0	150	150	NO	9/17/23 09:48 AM	9/17/23 09:52 AM	9/17/23 09:53 AM
Program Fact	0	0	120	--	--	--	--
__ELL Eligibility	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:49 PM	9/17/23 02:50 PM
__ELL Programs	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:51 PM	9/17/23 02:52 PM
__ESEA	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:50 PM	9/17/23 04:48 PM
Assessment	0	0	2	--	--	--	--
REGENTS	0	0	2	NO	9/17/23 01:52 PM	9/17/23 01:52 PM	9/17/23 01:53 PM

- If any Import or Verification (Verif.) errors are noted:
 - Fix the errors.
 - Run all error reports (see page 6).
 - Lock Level 0 (see page 7).
 - Run the **Dashboard** again (Select **Dashboard** from the **Reports** menu).
- Make sure that the total number of Valid Demographic and Enrollment Records match.
 - If not, add the missing record(s).
- The **Last Update** date/time refers to the last date/time your Level 0 account was edited.
- The **Last Upload** date/time refers to the last date/time your Level 0 data was processed and should be **after** the Last Update date/time.
 - If this date is prior to the **Last Update** date/time (the cell will be highlighted in deep red), it means your Level 0 data was not processed since that date/time and that you must lock Level 0 and click the **Create File for Level 1 Submission** button (see page 7).
 - Level 0 will no longer be locked after the files have been created and it is ready for new data.



TO VIEW A LIST OF LEVEL 0 STUDENTS (TO AVOID ENTERING A STUDENT TWICE):

Elect. Import Manual Input L1-Data Prep. **Reports** L0 Express Log Off

- From the Grey Menu Bar, select **Reports**.

- From the drop-down menu, select **Demographics**.
- Select the option: **Dist. School Summary**.
- Click the link of your school's name.
- A list of all students in Level 0 will appear (sorted by last name).
 - If you want to see the list sorted by ID # to see if you've already used an ID #, click **Student ID**.



TO MANUALLY ADD A NEW STUDENT:

Every student in Level 0 needs a Demographic AND an Enrollment Record using a **UNIQUE 9-digit ID number**. **DO NOT ADD A DEMOGRAPHIC RECORD WITHOUT THEN IMMEDIATELY ADDING THAT STUDENT'S ENROLLMENT RECORD!**

Elect. Import Manual Input L1-Data Prep. Reports L0 Express Log Off

From the grey menu bar, select **Manual Input**.

- From the drop-down menu, select **Demographics**.

- All fields requiring dates are entered in the format of: **yyyy-mm-dd**.
- **Student ID** - All students need unique 9-digit ID numbers that **you** assign using whatever method you prefer.
 - **NEVER RE-USE A FORMER STUDENT'S ID NUMBER**, even if the former student is a sibling of the student you want to add.
 - To avoid ID duplication, **you are strongly advised to begin the ID number with the current school year and work sequentially**. For example, this year, start assigning new students with 202400001, 202400002, 202400003, etc. and then next year you'll begin with 202500001, 202500002, 202500003, etc.
 - Please be aware that the risk of duplicating ID numbers rises significantly when using methods involving phone numbers or zip codes.
- For the **Location Code**, select the one with the 4-digits, not 0000.

- **Home Phone** should be the primary number at which the parent/guardian can be reached – it can be for a cell phone.
- **Address, City, State, and Zip** MUST be a **U.S. address** and should be the primary residence of the student during the school year.
 - If you have students from other countries, you should list the address of the residence where they live while attending your school.
- For the **Guardian**, list only one parent/guardian name – ex. Bob Smith or Jane Smith not Bob & Jane
- **Status** = Active
- **Last Status Date** refers to the default last date of the school year = **2024-06-30**.
 - **Even if your school calendar ends earlier**, use the default of June 30th.
 - **The only exception** is if a student leaves the school mid-year and you must end his/her/their enrollment (see page 8).
- The **Grade 9 Entry Date** refers to the default start date the student would have begun 9th grade in your school **even if** the student was not enrolled in your school for 9th grade.
 - **It is only a required field for students in Grades 9-12.**
 - **For the current school year, enter as follows:**
 - 9th Grade – 2023-07-01
 - 10th Grade – 2022-07-01
 - 11th Grade – 2021-07-01
 - 12th Grade – 2020-07-01
- **District Code of Residence**
 - **For a NYS student**, the code is: **NY+ the first 6-digits of the BEDS number of the public school district where the student lives**, ex. if the student lives in Queens’s District 27, you would enter: NY342700.
 - A listing of Districts can be found in the **SIRS Manual** found on the BOCES website - <https://datacentral.esboces.org/Services/DataReporting/SIRS.aspx> (click **SIRS Guidance** and, when the NYSED site opens, click **SIRS Manual** – the code listings begin on **page 197** [Five Borough Districts are listed as **NYC Geog Dist** on **page 206**]).
 - If you are unsure of a **NYC** student’s public school district, you can search for it here – <https://www.schools.nyc.gov/find-a-school>
 - Enter the student’s street address in the search bar
 - Click on the link of a resulting school
 - Use the Geographic District listed to find the Code in the SIRS Manual as listed above.
 - **For a non-NYS student**, the Code = **80034366**.
- **Hispanic Indicator** = **N** (for No; unless the student is Hispanic).
- **Race Code 1** = **W** (for White; unless the student isn’t).
- After fields are entered, click the **red Validate & Save Student Data** button.
 - If you get a red error message, fix the error(s), and click **Validate** again until you get a green “Success!” message.
- **Select and copy the student’s ID number and make a mental note of the student’s grade level.**

- **Demographics** Enrollment Programs Assessment Assess/Acc/Mod SE Event SE Snapshot Staff/Stu/Course Stu/Class/Entry/Exit Stu/Class/Gr/Detail Stu/Credit/GPAStu/Daily/Attend

- From the blue menu bar (right above the Demographic Record fields) click **Enrollment** to enter the enrollment record of the student you just entered.

Current Student: Record Status: Last Update: By:

*denotes a required field

*Student ID: *Location Code: *Grade Level:

*Entry Date: *Entry Code: Entry Comment:

Exit Date: Exit Code: Exit Comment:

Import Validation Messages:

Delete Record Validate & Save Curr. Student / Add New Clear

- For the **Student ID** paste the ID number you copied.
- For the **Location Code**, select the one with the 4-digits, not 0000.
- The **Entry Date** refers to the **default first date of the school year = 2023-07-01**.
 - **Even if your school year begins on a different date**, use the default of July 1st.
 - **The only exception** is if a student joins the school mid-year in which case you would use the student’s true first date of school.
 - **This is a completely different field from the Grade 9 Entry Date field found in the Demographic Record and refers to the first date of the school year regardless of the student’s grade.**
- The **Entry Code** refers to how the student is associated to your school.
 - You will most often select the **0011** code to indicate that the student is enrolled in your school.
 - If you are hosting students for the Regents, select the **5555** code to indicate that the student is not enrolled in your school but simply taking the exam in your school.
 - Please keep in mind that walk-in (hosted) students will not appear in your school’s Level 2 reports because they are not actually enrolled in your school.
 - If you have students who are still trying to complete graduation requirements and are over 21 years old during the school year, you must use the **0021** code (Over 21 Enrollment).
- After fields are entered, click the red **Validate & Save Student Data** button.
 - If you get a red error message, fix the error(s), and click **Validate** again until you get a green “Success!” message.
- On the blue menu bar, click **Demographics** again.
 - Click the **Clear** button.
 - The fields should now be empty and you can repeat the above steps to enter the next student’s Demographic and Enrollment Records.



TO CHECK FOR ERRORS:

ALWAYS check for errors after adding/editing data in Level 0 BEFORE locking records!

- From the grey menu bar, select **Reports**.
- From the drop-down list, select **Information / Warning Reports**.

Select Data Type (capitalized types indicate active info checks exist):

.txt .CSV

- From the **Select Data Type** list, select **Demographics**.
- Click the **Run Report** button.
 - If any errors are reported, fix them, and re-run the report until you get a message of "0 Demographic information error(s)."

Select Data Type (capitalized types indicate active info checks exist):

.txt .CSV

- From the **Select Data Type** list, select **Enrollment**.
- Click the **Run Report** button.
 - If any errors are reported, fix them, and re-run the report until you get a message of "0 Entry/Exit information error(s)."
- From the grey menu bar, select **Reports**.
- From the drop-down list, select **Demographics**.

Demographics Report Choices:

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Dist. Dup. IDs Import Log

Blank Fields Lock History View Verif. Errors (Error Rpt #2) Unlock History No Enrollment Rpt Import Message Log

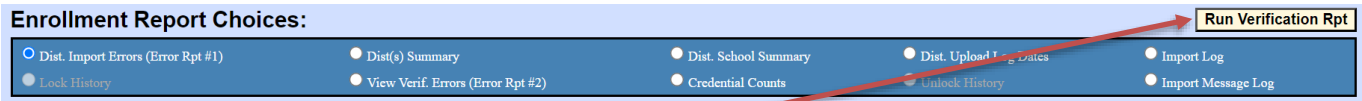
- Click the **Run Verification Rpt** button.
 - If student records are listed, the specific error(s) will be noted.
 - Click the student's ID number.
 - Correct the field(s) containing the error(s).
 - Click the **Validate** button.
 - Run the report again until you receive a message that no verification errors were found.

Demographics Report Choices:

Dist. Import Errors (Error Rpt #1) Dist(s) Summary Dist. School Summary Dist. Upload Log Dates Dist. Dup. IDs Import Log

Blank Fields Lock History View Verif. Errors (Error Rpt #2) Unlock History No Enrollment Rpt Import Message Log

- Click the **No Enrollment Rpt** button.
 - If a student record is listed, it means there is no Enrollment Record for that student and you need to add it by clicking the ID number and completing the record following the above guidelines for entering an Enrollment Record.
 - Run the report again until you receive a message that all students with a Demographic Record have an associated Enrollment Record.
- From the grey menu bar, select **Reports**.
- From the drop-down list, select **Enrollment**.



- Click the **Run Verification Rpt** button.
 - If student records are listed, the specific error(s) will be noted.
 - Click the student's ID number.
 - Correct the field(s) containing the error(s).
 - Click the **Validate** button.
 - Run the report again until you receive a message that no verification errors were found.



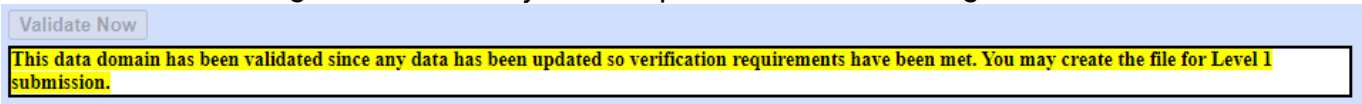
TO LOCK LEVEL 0 AND UPLOAD DATA:

ALWAYS lock and upload Level 0 data after checking for errors BEFORE logging out of Level 0!

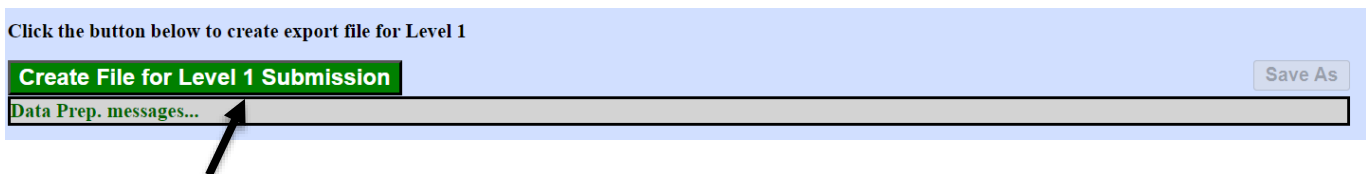
- From the grey menu bar, select **L1-Data Prep**.
- From the drop-down list, select **Demographics**.
- You will either see:
 - A button that says **Validate Now** which you should click.
 - If errors are reported, you must resolve them until you receive a green **Success!** Message.

OR

- The **Validate Now** button may be greyed-out and you will see the following message which allows you to skip the action of clicking the button:



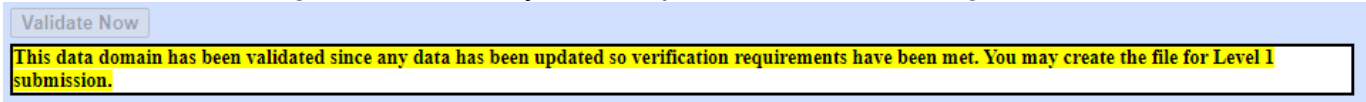
- When records are locked, they cannot be edited nor can new ones be added.



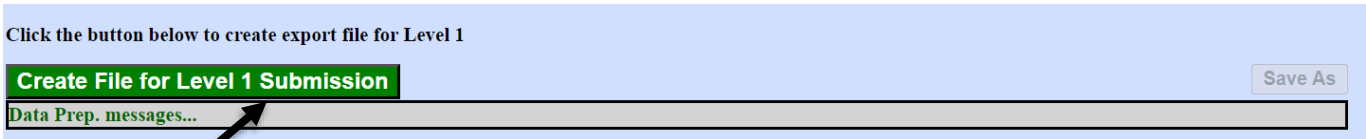
- **Click the green Create File for Level 1 Submission button!**
 - This step pulls the data from Level 0 and processes it into Level 1.
 - Once the data is pulled, the records will automatically unlock for you to add/edit further.
- From the grey menu bar, select **L1-Data Prep**.
- From the drop-down list, select **Enrollment**.
- You will either see:
 - A button that says **Validate Now** which you should click.
 - If errors are reported, you must resolve them until you receive a green **Success!** Message.

OR

- The **Validate Now** button may be greyed-out and you will see the following message which allows you to skip the action of clicking the button:



- When records are locked, they cannot be edited nor can new ones be added.



- **Click the green Create File for Level 1 Submission button!**
 - This step pulls the data from Level 0 and processes it into Level 1.
 - Once the data is pulled, the records will automatically unlock for you to add/edit further.



TO END ENROLLMENT:

For a student (grades K-12) who leaves the school in the middle of the school year:

- On the student's Demographic Record:
 - Change **Status** to **Inactive**.
 - Change **Last Status Date** to the student's last date in school using the format of **yyyy-mm-dd** (ex. 2023-12-21).
 - Click the red **Validate & Save Student Data** button.
- On the blue menu bar, click **Enrollment**:
 - Enter the **Exit Date** (it should match the date used in the Demographic Record's **Last Status Date** field).
 - For the **Exit Code** select the appropriate code from the drop-down list of choices.
 - You will most likely be selecting the most appropriate Transferred option or the Graduated option.
 - Click the red **Validate & Save Student Data** button.
- Run all Error Reports (see page 6).
- Lock Level 0 (see page 7).



TO ENTER GRADUATION DATA:

Graduation data is **ONLY** entered for a **high school** student who graduates per [NYS Diploma requirements](#) and has earned a NYS Regents or Local diploma. **If the student has not satisfied the requirements to receive a diploma and is still leaving the school at the end of June, no graduation data is entered.**

For Graduating High School Students fields are changed on both the Demographic AND Enrollment Records:

- On the student's Demographic Record:

- For **Last Status Date**, change the date to the graduation date you will enter on the Enrollment Record.
- For **Post-Grad Activity**, select the appropriate code from the drop-down list of choices.
 - Select **11 – Unknown** if you don't know the student's intention.
- For **Credential Type**, select the appropriate code from the drop-down list of choices.
 - For a standard Regents diploma (no Adv. or Honors), select, **779–Regents**.
- For **Career Path**, select **HUM - Humanities** if you are unsure.
- Click the **Validate & Save Student Data** button.
- On the blue menu bar, click **Enrollment**.
 - Enter the **Exit Date** which must be prior to the date you are changing the record. For example, if graduation is June 18th, you cannot enter the graduation data on June 14th; you will have to wait until June 18th to edit the Level 0 record.
 - If the graduation date occurs prior to the student taking a June Regents exam, you must wait until after the date of that exam to enter the data and use that date as the Exit Date.
 - For the **Exit Code**, select **799 – Graduated (earned a Regents or local Diploma)**.
 - If you selected **085 – IEP diploma** as the Credential Type on the Demographic Record, you must select **629 – previously earned a commencement credential** as the Exit Code.
 - Click the red **Validate & Save Student Data** button.
- Run all Error Reports (see pages 6).
- Lock Level 0 (see page 7).
 - **All Graduation Data must be entered, locked, and processed before Level 0 closes for the school year – by **noon, August 14, 2024**.**



TIP: To View Level 0's Dashboard Report

- From the grey menu bar, select **Reports**.
- From the drop-down list, select **Dashboard**.
- Refer to the Dashboard Report section on pages 2-3 regarding errors.
 - If the **Last Upload** date/time is prior to the **Last Update** date/time (the cell will be highlighted in deep red), it means your Level 0 data was not processed the last time you updated it and that you must lock Level 0 and click the **green Create File for Level 1 Submission** button (see page 7).
 - Level 0 will no longer be locked after the files for Level 1 have been created.
 - You may ignore any **gold** highlighted cell which only means that Level 0 thinks you've been inactive in those records for longer than it anticipated.

You **WANT** to see a Dashboard that looks something like this:

80012345 : "Your School Name" - Dashboard Stats:							
Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	300	NO	6/17/23 09:47 AM	6/17/23 09:50 AM	6/17/23 09:51 AM
Enrollment	0	0	300	NO	6/17/23 09:48 AM	6/17/23 09:52 AM	6/17/23 09:53 AM
Program Fact	0	0	120	--	--	--	--
ELL Eligibility	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:49 PM	9/17/23 02:50 PM
ELL Programs	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:51 PM	9/17/23 02:52 PM
ESEA	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:50 PM	9/17/23 04:48 PM
Assessment	0	0	2	--	--	--	--
REGENTS	0	0	2	NO	9/17/23 01:52 PM	9/17/23 01:52 PM	9/17/23 01:53 PM

Why is it a "good" Dashboard?

Because there are:

- 0 Import Errors
- 0 Verif(ication) Errors
- Matching Total Numbers for Demographics and Enrollment
- No red highlighted cells for Last Upload

You **DO NOT** want to see something that looks like this:

80012345 : "Your School Name" - Dashboard Stats:							
Data Domain:	Import Errors:	Verif. Errors:	Valid Records:	Locked:	Last Import:	Last Update:	Last Upload:
Demographics	0	0	300	NO	6/17/23 09:47 AM	6/17/23 09:50 AM	9/17/23 09:51 AM
Enrollment	0	150	150	NO	9/17/23 09:48 AM	9/17/23 09:52 AM	9/17/23 09:53 AM
Program Fact	0	0	120	--	--	--	--
ELL Eligibility	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:49 PM	9/17/23 02:50 PM
ELL Programs	0	0	40	NO	9/17/23 02:43 PM	9/17/23 2:51 PM	9/17/23 02:52 PM
ESEA	0	0	40	NO	9/17/23 02:43 PM	9/17/23 02:50 PM	9/17/23 04:48 PM
Assessment	0	0	2	--	--	--	--
REGENTS	0	0	2	NO	9/17/23 01:52 PM	9/17/23 01:52 PM	--

What are the errors in this Dashboard and how do I fix them?

- Errors
 - Red highlighted cell for Demographics **Last Upload** indicates that none of the Demographic Records entered after September 17th was processed because the **green** button to Create the File for Level 1 had not been clicked.
 - There are 300 valid Demographic Records but only 150 valid Enrollment Records
 - There are 150 Enrollment Verification Errors
 - Red highlighted cell with no date/time for Regents Assessment **Last Upload** indicates that none of the Assessment Records entered were processed because the **green** button to Create the File for Level 1 had not been clicked.
- Corrections
 - Follow all the previous steps to check for records, lock records and create the files for Level 1 (pages 6-7).
 - Check the Dashboard again to make sure all errors have been resolved.



TIP: To Download a Report of Level 0 Students

Elect. Import Manual Input L1-Data Prep. Reports L0 Express Log Off

- From the Grey Menu Bar, select **Reports**.
 - From the drop-down list, select **Information / Warning Reports**.

Select Data Type (capitalized types indicate active info checks exist):
DEMOGRAPHICS [Run Report]

Include header row with field names Download to:
Download All DEMOGRAPHICS Records .txt file .csv file

- Select **Demographics** from the **Select Data Type** drop-down list.
- For an Excel spreadsheet, check the box to include the header row and select .csv file.
 - The report will only include the school's District Code and not the school name.
 - The report will not indicate when a student's record was added/edited.
- Click on the **Download All Demographics Records** button.



TIP: NYSED Manuals

- The [SIRS Manual](#) provides, in great detail, the many requirements of a school's reporting of student data in Level 0 (SIRS), including:
 - the codes for students' Districts of Residence
 - students' programs
 - students' exit of school mid-year
 - students' graduation at the end of the school year.
- NYSED has uploaded documents detailing schools' graduation/diploma requirements – they can be found [here](#).



TIP: Level 0 Users and Passwords

- A school can have multiple users for Level 0 but each user should have his/her own login account and should not all share one login.
 - Please email shill@JewishEdProject.org to request the form for a new Level 0 user.
 - Please email shill@JewishEdProject.org to request that a former colleague's login data should be ended if he/she no longer works in the school.
- Under the grey menu bar, Level 0 notes, in red, when your password will expire.
 - An alert notification will be sent to the email address associated with the User ID a few weeks prior to the password expiration date.
- If forgotten, please click the **Forgot Password** link on the Level 0 login page (below the User ID and Password fields, above the Log In button) and follow the time-sensitive directions you will receive (you will need to know your User ID for the process).
 - Once your password has been changed, make sure all who share the login data are informed of the new password.

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