

Last Updated – August 23, 2024

[HELPFUL HINTS FOR LEVEL 2](#)

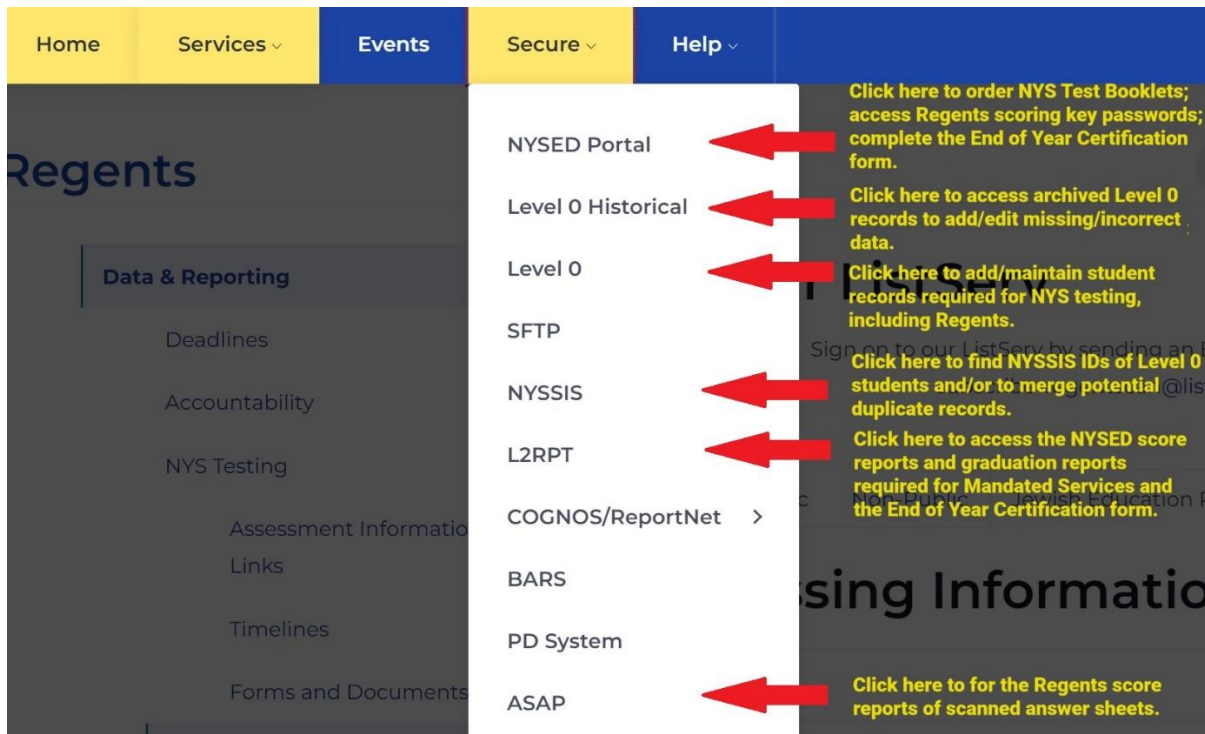
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TO ACCESS LEVEL 2

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

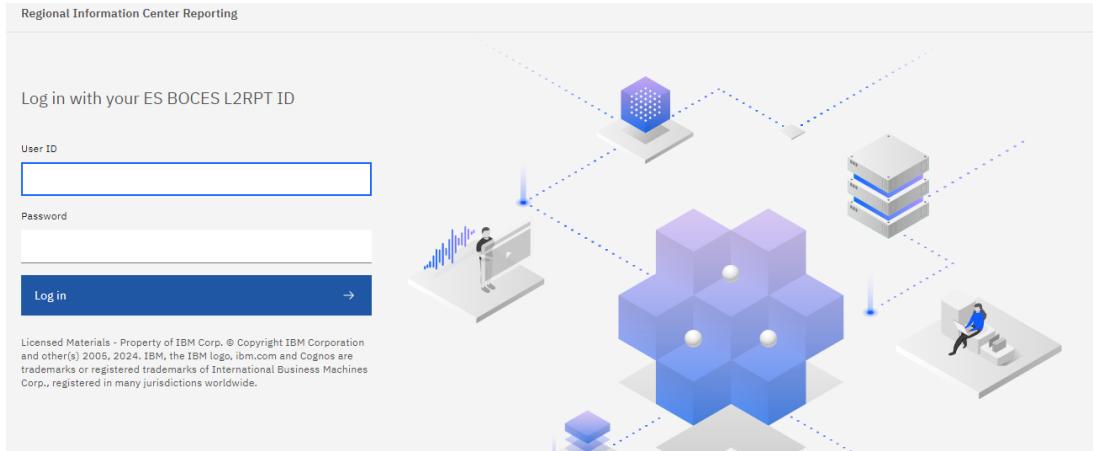
From the **Secure** menu, select **L2RPT**.



The screenshot shows the 'Secure' dropdown menu with the following items: NYSED Portal, Level 0 Historical, Level 0, SFTP, NYSSIS, L2RPT, COGNOS/ReportNet, BARS, PD System, and ASAP. Red arrows point from explanatory text boxes to each of these items. The text boxes provide instructions on how to use each feature, such as accessing test booklets, viewing historical records, adding student records, and accessing score reports.

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

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 name - first.last (ex. shelley.hill). 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 when:

- the data doesn’t work for the Portal, please contact seddas@nysed.gov (be sure to include the school name, BEDS number, and name of person for the username);
- the works for the Portal but not for Level 2, please contact datasupport@nysed.gov (be sure to include the school name, BEDS number, and username).



You may now 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.

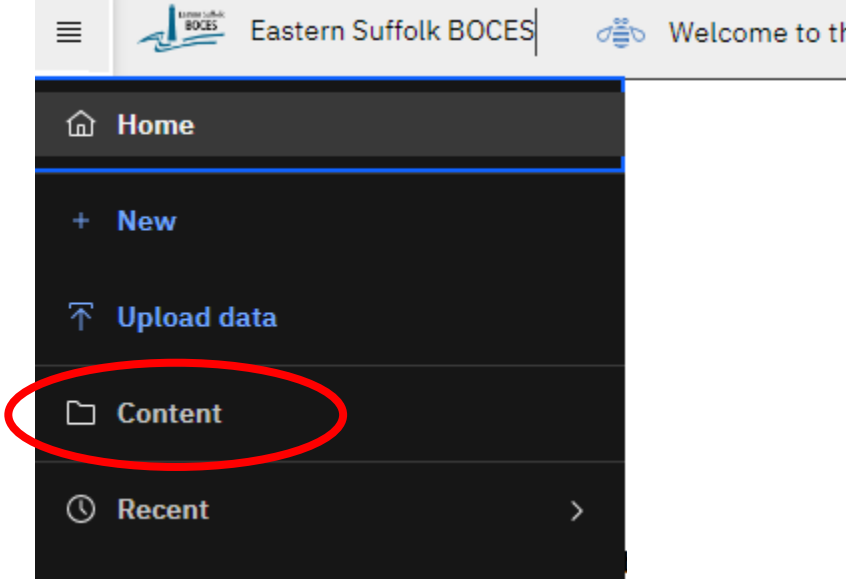
The NYSED will not tolerate illegal, dishonest, improper, or irresponsible use of privileged access to information to which users may have been granted. Failure to do so will result in loss of access privileges and may result in further administrative action.

TO FIND REGENTS SCORE REPORT AND GRADUATION REPORT FOLDERS

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

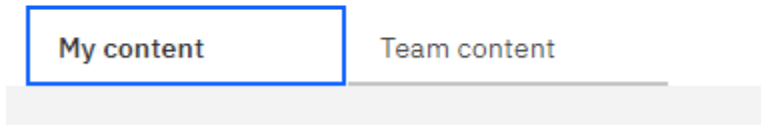


From the menu that appears, click the **Content** folder:



You should now see:

Content

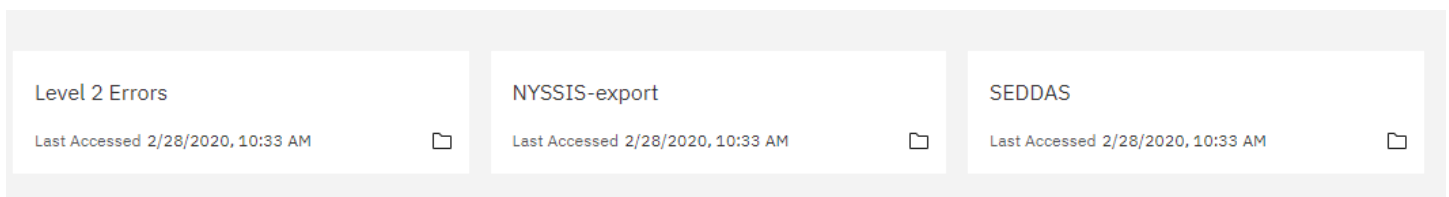


Click the **Team content** tab and you should then see a white box for **District** (which will also indicate the last time it was accessed).

Click the word "**District**" (the hyperlink is not underlined).

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 word "**SEDDAS**" (the hyperlink is not underlined).

You should now see the following white boxes:

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

Click the words "**Annual Outcomes**" (the hyperlink is not underlined).

You should now see the following white boxes:

SIRS-303 Annual Secondary Assessment Summary Report <small>Last Accessed 12/4/2023, 9:24 AM</small>	SIRS-307 Annual Dropout & NonCompleter Report <small>Last Accessed 11/30/2023, 10:12 AM</small>	SIRS-308 Annual Graduation Report <small>Last Accessed 12/31/2023, 12:12 PM</small>	SIRS-309 Annual Regents Report (SY 2010-11 to 2019-20) <small>Last Accessed 11/30/2023, 10:13 AM</small>
SIRS-310 Annual Regents Competency Report (SY 2010-11 to 2018-19) <small>Last Accessed 11/30/2023, 10:14 AM</small>	SIRS-333 Pre-K Enrollment Summary Report <small>Last Accessed 11/30/2023, 10:14 AM</small>	SIRS-335 Career Pathways Verification Summary Report (SY 2015-16 to 2017-18) <small>Last Accessed 11/30/2023, 10:15 AM</small>	SIRS-336 Annual Digital Resources Survey Report <small>Last Accessed 11/30/2023, 10:16 AM</small>
SIRS-340 Graduation Exam Requirements Summary Report	SIRS-341 Graduation Exam Requirements Details Report	SIRS-350 Monthly Student Enrollment Summary Report	SIRS-650 English Language Learner Profile Summary
SIRS-651 Annual Enrollment Summary Report <small>Last Accessed 11/30/2023, 10:30 AM</small>	SIRS-652 Annual Title III Allocation ELL and Immigrant Counts Summary Report <small>Last Accessed 11/30/2023, 10:30 AM</small>	SIRS-653 Annual Regents Examination Report <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-653 Annual Regents Exam** Report will list school years 2020/21 through the present.
- The **SIRS-309 Annual Regents Report** only lists school years 2010/11 through 2019/20.

TO VIEW THE SUMMARY SCORE REPORT

Depending upon which school year you need, click either 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 2023 will be included in the 2023-24 year and not in the 2022-23 year.
- Wait a few seconds for it to process and then select your **School Name** from the **School or District** field.
- **All Exams** is the default for **Examination**. Wait a few seconds for it to process and then you will see an overall summary report for all exams for that school year. For example:

Exam	Student Subgroup (accountability subgroups are marked by an asterisk(*))	Number Tested(a)	Number of Student Scoring**					Percentage of Tested Students Scoring**				
			Performance Level 1(b)	Performance Level 2(c)	Performance Level 3(d)	Performance Level 4(e)	Performance Level 5(f)	Performance Level 1(g) (b)/(a)*100	Performance Level 2 (h) (c)/(a)*100	Performance Level 3 (i) (d)/(a)*100	Performance Level 4 (j) (e)/(a)*100	Performance Level 5 (k) (f)/(a)*100
Regents Common Core Algebra II	All Students *	1	0	0	0	1	0	0.0%	0.0%	0.0%	100.0%	0.0%
Regents Common Core English Language Arts	All Students *	26	0	0	8	6	12	0.0%	0.0%	30.8%	23.1%	46.2%
Regents Common Core Geometry	All Students *	11	0	0	2	3	6	0.0%	0.0%	18.2%	27.3%	54.5%
Regents NF Global History	All Students *	1	0	0	0	1	0	0.0%	0.0%	0.0%	100.0%	0.0%
Regents Phy Set/Earth Sci	All Students *	3	0	0	3	0	0	0.0%	0.0%	100.0%	0.0%	0.0%
Regents US History&Gov't (Framework)	All Students *	89	0	0	6	31	52	0.0%	0.0%	6.7%	34.8%	58.4%

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 exams that had been cancelled.

TO VIEW A SCORE REPORT FOR AN INDIVIDUAL EXAM LISTING THE STUDENTS

You have 2 options to view the same report which will list each student's: Level 0 ID, NYSSIS ID, Name, Grade, Gender, Ethnicity, Date of Exam, Exam, Grade, and Performance.

Option 1:

In the Summary Report, click the **Total Number Tested** hyperlink of the exam you want to review. After a few seconds, a new tab in your browser will open with the detailed report. For example:

Student ID	Grade	Gender	Ethnicity	ELL Eligible	Former ELL	Former SWD	Economically Disadvantaged	Migrant	Disability	Homeless	In Foster Care	Parent In Armed Forces	Date of Administration	Examination	Score	Performance Level
she	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	71	Level 3
jel	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	73	Level 3
rahu	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	71	Level 3
n, i	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	74	Level 3
id	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	75	Level 4
ezer	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	72	Level 3
imon	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	76	Level 4
f	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	75	Level 4
ya	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	73	Level 3
el	10	Male	White	N/A			N/A						Jun 4, 2024	Regents Algebra I	69	Level 3

Option 2:

From the **Examination** Field, select the exam you want to review. After a few seconds, you will then see an overall summary report 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%

Click the hyperlink for the **Number Tested** for **All Students**. After a few seconds, a new tab in your browser will open with the detailed report. For example:

me	Grade	Gender	Ethnicity	ELL Eligible	Former ELL	Former SWD	Economically Disadvantaged	Migrant	Disability	Homeless	In Foster Care	Parent In Armed Forces	Date of Administration	Examination	Score	Performance Level
ty	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	61	Level 2
alie	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	52	Level 1
a	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	49	Level 1
ren	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	72	Level 3
il,	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	74	Level 3
rlly	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	65	Level 3
by	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	83	Level 4
a	10	Female	White	N/A			N/A						Jun 4, 2024	Regents NF Global History	68	Level 3



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 the correct student 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 by incorrectly: calculating the multiple choice; completing a score bubble; adding score bubbles; adding the exam part's totals; 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 when it's an insignificant discrepancy even if it means the student actually had the lower score.
 - If the discrepancy means the difference between passing and failing and there should not be a change to the scoring bubble (meaning the student failed when the school mistakenly passed the student), the principal should contact NYSED's Office of Assessment for guidance – 518-474-5902.



To Check the 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 high school 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 re-opens in February.



TIP: TO VIEW STUDENTS' GRADUATION REQUIREMENTS REPORTS

You can view the listing of students in your school and whether they've met/are meeting their requirements for graduation and a NYS Regents diploma.

Caution: The data in these reports is based on what has been recorded in the system for the students. It's possible that you'll see the report showing a student not having taken an exam when you know the student took it. If you have that information, you could create an Assessment Record for the student in Level 0, properly processed, it should update the report.

Both of the following folders are found within the **Annual Outcomes** folder:

• **SIRS-340 Folder**

Running this report will provide a summary of all students with a simple "check" or "x" if they've met their requirement for graduation (App means they can qualify with an appeal).

- Select the School Year
- Select the School Name

S	Grade	Cohort Year	Disability	ELL	Economically Disadvantaged	Diploma Exam Requirements Met										Projected Diploma Type
						Four				+	Pathways					
						ELA	Math	SS	Sci	HUM	STEM	LOTE	CTE	Arts	CDOS	
176	12	2020	N	N	N	✗	✓	✗	✓	✗	✗					
176	12	2020	N	N	N	✓	✓	✓	✓	✗	✗					
146	12	2020	N	N	N	✓	✓	✓	✓	✓	✓					Regents
131	12	2019	N	N	N	✓	✓	✓	✓	App	✓					Regents
83	12	2020	N	N	N	✓	✓	✓	✓	✗	✗					

• **SIRS-341 Folder**

Running this report will provide the details for each student by listing each exam the student took and the score received. It also has the summary with a simple "check" or "x" if they've met their requirement for graduation (App means they can qualify with an appeal).

- Select the School Year
- Select the School Name

Diploma Exam Requirements Met										English						Mathematics					
Four				+	Pathways					Projected Diploma Type	Review for Earned Endorsements	Regents English	Regents Common Core English Language Arts	Regents Common Core ELA Military Exempt	ELA Regents Alternative	Regents Integrated Algebra	Regents Common Core Algebra I	Regents Common Core Algebra I Military Exempt	Regents Geometry	Regents Common Core Geometry	Regents Common Core Geometry Milit Exer
ELA	Math	SS	Sci	HUM	STEM	LOTE	CTE	Arts	CDOS												
✓	✓	✓	✓	✓	✓					Regents		69				48				32	
✗	✓	✗	✓	✗	✗							55				79				55	
✓	✓	✓	✓	✗	✗							77				75				41	
✓	✓	✓	✓	✓	✓					Regents		67				70				55	

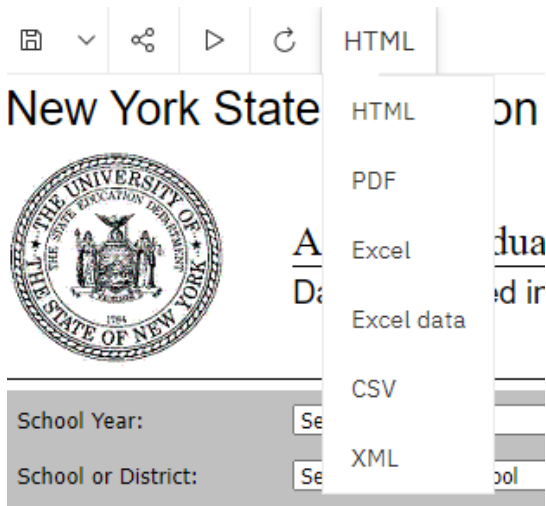


TO DOWNLOAD/SAVE LEVEL 2 REPORTS

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 for the school year in August, **LEVEL 0 DATA FOR THAT YEAR 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 End of Year Certification Form deadline** to check Level 2 reports for accuracy due to the complexity of adding the records late which will not 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 – END OF YEAR CERTIFICATION FORM

Every school that administers a NYS assessment (including Regents) and/or awards students a NYS diploma must complete the End of Year Certification form. Schools must verify that their Level 2 reports, including high school graduation, are accurate; not accurate; not required by the school.

The form only opens after Level 0 has closed for the year, after it’s no longer possible to update the Level 2 reports. That is why it is so important that you make sure your Level 2 reports are accurate **BEFORE** Level 0 closes for the school year.

The form can be completed and submitted online in your NYSED Portal account in the IRS Data Exchange (IDEx) or by submitting it manually to datasupport@nysed.gov as an attachment (enter “EOY Certification” in the “How Can We Help You?” field).



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.

