

# DATA NEWSLETTER

NYS ID&R/MIS2000 Program

July 2015

## Maintenance of School History Enrollment Lines

- **Grade:** We do not change grades during a performance period (09/01/14-08/31/15). The grade a student had during the academic period will remain the same when you enroll the student for the summer period.
- If the student departs from your area during the academic period and returns during the summer period, please carefully review the information given to you in the COE since many times families give recruiters the grade in which the student will be enrolled next September.
- **Facility Name:** In-School students (K-12) need to be enrolled by the School Building Facility Name for the academic and summer enrollments. Please DO NOT use the Central School District for In-School students for the academic nor summer enrollment line. **IMPORTANT:** This doesn't apply to small school districts in which all students are registered at the CSD.
- Example: student Pancho Villa, a K student, lives in the Albion Central School District area. His School Building Facility Name is Ronald Sodoma Elementary School.
- You can use the most recent Level 2 Data report along with the Brand New SIRS Report to confirm if you have In-School students accurately enrolled in the correct School Building.

## Entry/Process of a COE

- While Data Specialists throughout NYS have many job duties, we want them to put the task of entering/processing a COE as a **PRIORITY**.
- The ID&R/MIS2000 Office expects Data Specialists to enter/process a COE within 5 business days from the date it was received by the METS. Still, many Data Specialists make the effort to process the COEs the day in which they were received.
- In cases when Data Specialists are waiting for clarification from the recruiter, send an email to Will Messier as notification.

### In this newsletter:

- Maintenance of Enrollment Lines
- Entry/Process of a COE
- Printing Departure Forms
- Identifying Duplicates



Give us a call if you have any questions:

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## Printing Departure Forms

- Recent changes to the system made it possible to print departures the same way you print the COEs. Process: COE/ Queue COE/Print Preview COE Queue
- When you print a COE, you will have the original COE, the supplemental sheet, and a copy of the departure. If you only want one of the three sheets, go to Print Preview and use "Print Current Page".

## Identifying Duplicates

When trying to determine duplicates:

- Check MSIX to see other METS information
- Talk with your tutors/recruiter
- Review/compare school history enrollment lines and Qualifying Information
- If possible, check/compare signatures on COEs
- Have at LEAST 3 data points confirming duplication before requesting merging

In order to create a list of possible duplicates, you can run the reports on Potential Duplicate Students: Matching DOB and Matching DOB + Last or First Name. REMEMBER: reduction of duplicate student records is a current measurable objective in NYS Service Delivery Plan.

When you find duplicates, send an email to Odilia with the following information: Student MSIX IDs for both students, the ID which you want to make the primary ID, and any other information that needs to be changed (example: DOB).

### Friendly Reminder:

- Esperanza Student Report Forms are due 7/31/15
- School Year Summary Student Record Form is due 7/31/15. REMEMBER: All students' school history enrollment lines need a Withdrawal Date.

