DATA NEWSLETTER

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Level 3 students, Focus Area & Hours

- As of September 1st, PFS students can be classified as either Level 3 (Instructional Service) or Level 1 (Support Services)
- If a student is marked as Level 3, the tutor can choose to focus on ELA, Math, or Secondary (only for HS students)
- Two of our Measurable Program Outcomes (MPOs) state that Level 3 students will receive at least 30 hours of Math or ELA instruction during Academic Period, 5 hours during the Summer
- In order to help your tutors, please check that the hours submitted on the MidYear/Summary form are matching the selected focus area for Level 3 students
- **Example:** A Level 3 student has 10 hours of Math instruction and 1 hour of ELA but the selected focus area was ELA. In this case, check if the tutor made a mistake while submitting the Intake form or if something else changed

- *What if a tutor submitted ESL hours for a Level 3 student with ELA focus?* Here, you would add the ESL hours to the ELA hours. If the tutor submitted 5 hours of ELA and 1 hour of ESL from September to December, this student will have 6 hours of ELA on MIS2000.
- If you have questions about supplemental services, talk with your Director. More than ever it is important for you to talk with your Director and tutors regarding any questions/concerns you may have.

OSY Profile

⇒ Recently, the OSY Profile was updated in order to reflect some of the changes implemented September 1, 2016
⇒ When entering the English Language Proficiency for a student, you can choose: Yes– Minimum, Yes– Adequate or No
⇒ Remember that every Out of School student (includes DO, D+, and OSY) need to have one profile per performance period
⇒ If you need information on how to print the OSY Profile from MIS2000, please refer to the DS Fast Facts document

MSIX Email Move Notification

The Email Move Notification feature serves two purposes: alerting other states about students relocating to their area or letting states know when a student previously identified by other state moves to NY. Hence, we request that DSs follow these protocols on a daily basis:

◊ **Departures:** When you receive a departure of a student to a different state, send a MSIX email notification to the receiving state with all pertinent information that might help locating the family. Please check with recruiters/tutors if they know the address or city in which the student is relocating

◊ **Enrollments:** *Search the student on MSIX every time* you receive a COE with Qualifying Move from a different state. Make the searching of a new student on MSIX part of your process of entering COEs (such as Search Remote or sending Free Lunch letters). If you find the student on MSIX, send the MEP that previously identified the student an MSIX email notification letting them know that the student moved to NY.

◊ *IMPORTANT:* Please be aware of following the NYS Data Security protocols when sending/sharing

Send an MSIX user an email notification indicating that a student has arrived in your area or has moved to their area.

[Send Notification]
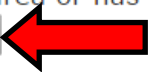
| **Demographics** | **Enrollments** | **Assessments** | **Course History** |

Student Information

Happy New Year to the wonderful NYS Data Specialists!

Friendly Reminder:

• EasyCBM Winter Assessment windows opens 01/01/17 to 02/17/17
• CSPR forms checklists and forms completed and sent to ID&R Office by 01/4/17
• Last day to make any changes or add enrollment lines for performance period 09/01/15-08/31/16 is **01/4/17.** If you have any questions, please contact Will Messier.
• All services from the Mid-Year/Summary form (September 1 to December 31) entered on MIS2000 by 01/27/17
• Please send to Mary Anne Diaz hard copies of any ECA that was completed since 09/01/16 by January 31st
• 2/1/17 to 4/30/17 is the Spring Period to change students' service levels using the Mid-Year/Summary form
• Updates/changes to the 2015/16 Credit Accrual report are due to Mike Reho by 2/3/17
• Graduation Plans for 9th and 10th Grade students (Level 1 and 2) must be completed by 2/6/17