# Table of Contents

Overview ................................................................. 4

How to Use This Guide ......................................................... 4

1  Obtaining Verification Materials .................................................. 5

   1.2  Data Verification Workbook Overview .................................... 9

   1.3  ATS Download Assistance ................................................. 10

2  Checking Accuracy and Completeness of Verification Information ................. 11

   2.1  Check and Correct Roster Data ............................................ 11

3  Obtaining ATS Reports for an Indicator Group or Groups ......................... 13

4  Reviewing HSST Data .............................................................. 16

5  Reviewing Special Education Data in CAP .................................... 19

   5.1  CAP resources ............................................................... 22

6  Making Data Changes ............................................................. 23

7  Requesting Changes ............................................................. 24
This page left intentionally blank
Data Verification Quick Start Guide

Overview

Data Verification for NYSED/NCLB Accountability is a process by which a school can examine its accountability data. This accountability data will be used to:

- Create adequate yearly progress determinations
- Determine potential Schools Under Registration Review (SURR) status
- Determine a school's NCLB/SED accountability status (if you made AYP)
- Create the school’s state report card

Schools are held accountable for the accuracy of the data in the state report cards. It is the last opportunity to critically review and correct missing and/or inconsistent data.

To ensure your data is accurate and complete the ELL, Special Ed and Testing Specialists should work collaboratively in reviewing data. It is critical that the staff member designated to verify data has an ATS account.

How to Use This Guide

This guide identifies tasks and provides procedural guidance and requirements for data verification actions. Focusing on the data verification process, from data entry to validation, the guide includes procedural task on the following systems and processes:

- **ATS** - The Automate the Schools system contains biographical data for all schools.
- **CAP** - The Child Assistance Program is a computerized system that tracks the referral, evaluation and placement of students for possible special education services.
- **HSST** - High School Scheduling and Transcripts system provides data as it relates to School scheduling and transcripts i.e. all secondary and high schools as well as some middle school have access to HSST.
- **nySTART** - nySTART is the New York State Testing and Accountability Reporting Tool. It is part of the New York State Education Department’s Student Information Repository System (SIRS).
1 Obtaining Verification Materials

This section provides guidance on obtaining verification materials and reviewing downloadable reports in excel.

- **Contact** Application Support Liaison (ASL) if you do not have an ATS account
- **Charter Schools** must contact their School leader for downloading ATS reports
- **WinZip** must be installed on your computer to successfully complete this task. Contact the helpdesk at (718) 935-5100, for assistance.

1. **Log on** to ATS

2. **Enter** your ATS User Id and password
   - **Click** the right CTRL/Red enter key to continue until you get to the Primary menu screen

3. The ATS Primary Menu displays
   - **Type** the appropriate ATS report code next to the =>
   - **Elementary Schools/Middle school verification workbook** Type REMS.
   - **High School** verification workbook **Type** RHSV.
   - **Press right CTRL/Red enter key**

![ATS Signor Screen](image1)

![ATS Primary Menu](image2)
4. For example if you typed RHSV the high school verification would report would display onscreen.

Elementary/Middle School has the identical layout.

5. To prepare the report for downloading
   a. Type in your DOE email address and
   b. Type RHSV or REMS in the “Subj” field
   c. Press F6 twice to execute the request

A message will be sent to your DOE email address with the link and password needed to download the report.

6. An “FTP request submitted” screen displays indicating that the report will be sent to your NYC DOE email account.
7. **Open** your NYC DOE email

   a. **Copy (electronically)** the password precisely with no extra spaces

      This system generated password is required to view the data verification workbook for steps 11 & 12.

   b. **Click** the active link

      ✓ The slides we have are for the Classic zip view.
      ✓ If you use the WinZip Wizard just make sure to select the Unzip or install from”...”; then ‘Unzip Now’; follow the slides as presented.

8. A dialog box displays onscreen and states **“Do you want to open or save this file?”**

   a. **Click** “Open”
9. Click on “I Agree” License Agreement

10. Click on the excel file listed.

If the file does not display in the WinZip window, complete the following steps.
   a. Open the confirmation email (step 7) and copy the link.
   b. Open Internet Explorer
   c. Paste the link in the browser window.
   d. Click Enter

11. The following screen will pop up requesting that you insert the file's password
    a. Retrieve the (Step 7) password from the last line of your email (which
is exactly 13 characters) and paste it into the Password box. (i.e. dqfii5gguLNY)

b. Click “OK”

12. The Data Verification Workbook displays
a. Save the file in an Excel format using the “Save as” function in the Microsoft File drop down menu.

1.2 Data Verification Workbook Overview
Verification workbooks are downloadable from ATS. The State and Federal Evaluation Team, in collaboration with DIIT and Data Management created excel workbooks that contain the data verification files. Each workbook contains school level data in five spreadsheets:

- A key listing and defining the data fields
- Three worksheets; one for each school level accountability area

<table>
<thead>
<tr>
<th>Elementary/Middle School</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA participation and performance</td>
<td>2009 Participation Cohort</td>
</tr>
<tr>
<td>Math participation and performance</td>
<td>2005 HS Accountability Cohort</td>
</tr>
<tr>
<td>Science participation and performance</td>
<td>2004 Graduation Cohort</td>
</tr>
</tbody>
</table>

A summary worksheet with estimated participation rates and performance indices computed from the school rosters.
1.3 **ATS Download Assistance**

For additional ATS Download Assistance, please call your

- Application Support Liaison at the Integrated Service Centers,
- Children First Network Liaison,
- The Help Desk at 718-935-5100, or
- Visit Self Support at [http://magic75.nycenet.edu/selfsupport](http://magic75.nycenet.edu/selfsupport)
2 Checking Accuracy and Completeness of Verification Information

To check verification information schools should go to NYCDOE source systems

- ATS, CAP and/or HSST

2.1 Check and Correct Roster Data

<table>
<thead>
<tr>
<th>DATA TO BE CHECKED</th>
<th>GO TO</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH</td>
<td>SBIO, RDOB</td>
<td>ATS</td>
</tr>
<tr>
<td>GENDER(SEX)</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>NYSELAT ELIGIBLE</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>ETHNICITY</td>
<td>RESI, RENC</td>
<td>ATS</td>
</tr>
<tr>
<td>LEP</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>LEP DURATION</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>DISABILITY</td>
<td>CAP</td>
<td>CAP</td>
</tr>
<tr>
<td>NYSSA ELIGIBLE</td>
<td>CAP</td>
<td>CAP</td>
</tr>
<tr>
<td>ECONOMIC DISADVANTAGED</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>GRADE</td>
<td>RESI</td>
<td>ATS</td>
</tr>
<tr>
<td>ENTRY DATE</td>
<td>HIAD, RIIS</td>
<td>ATS</td>
</tr>
<tr>
<td>HOME DISTRICT</td>
<td>SBIO</td>
<td>ATS</td>
</tr>
<tr>
<td>SCHOOL ACCOUNTABILITY REPORT</td>
<td>RSAC</td>
<td>ATS</td>
</tr>
<tr>
<td>EXIT DATE</td>
<td>RFDR, HIAD, RIIR</td>
<td>ATS</td>
</tr>
<tr>
<td>DATA TO BE CHECKED</td>
<td>GO TO</td>
<td>SOURCE</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>EXIT REASON</td>
<td>RFDR, HIAD, RIIR</td>
<td>ATS</td>
</tr>
<tr>
<td>CREDENTIAL EARNED</td>
<td>RADP, RCOS</td>
<td>ATS</td>
</tr>
<tr>
<td>ACCOUNTABILITY COHORT</td>
<td>UGNO, RFLG</td>
<td>ATS</td>
</tr>
<tr>
<td>PARTICIPATION COHORT</td>
<td>SRCO, UGNO, RFLG</td>
<td>ATS</td>
</tr>
<tr>
<td>GRADUATION COHORT</td>
<td>SRCO, UGNO, RFLG, RGCS, RCOL</td>
<td>ATS</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>RADP, RCOS</td>
<td>ATS</td>
</tr>
<tr>
<td>ENROLLMENT STATUS</td>
<td>HIAD, RIIR</td>
<td>ATS</td>
</tr>
<tr>
<td>DATE OF FIRST ENTERING GRADE 9</td>
<td>RCOS, UGNO, RCOL</td>
<td>ATS</td>
</tr>
<tr>
<td>REGENTS EXAM SCORES</td>
<td>TRANSCRIPT</td>
<td>HSST</td>
</tr>
<tr>
<td>EXAMS</td>
<td>REXH, RPEX, VEHM</td>
<td>ATS</td>
</tr>
</tbody>
</table>
3 Obtaining ATS Reports for an Indicator Group or Groups

This section provides guidance on reviewing spreadsheet data for a specific group of students.

1. **Log on** to ATS

2. **Enter** your USERID and Password.

3. **The ATS Main Menu** for your school displays

   a. **Type** the name of the desired ATS Report at the cursor, for example RMSR
4. **Tab** down to Indicator and press F4

5. The school indicator listing screen displays
   a. **Type** any valid entry next to the indicators (groups) you desire; there is a maximum of 5 indicators per report
   b. Then **press F2**, which will return you to the previous screen

In the above example the #sign was entered next to Meal Code to request an exam report with all values (free, reduced price, regular priced and students with no values).
6. **Meal Code** is now entered as a report selection criterion

![Screen capture of a computer interface showing a data verification quick start guide. The screen displays a selection criteria section with options for meal code and other criteria. There is a note at the bottom explaining how to use the function KEKH for the exam history report.]
4 Reviewing HSST Data

HSST enables you to review discrepancies for High School (and some Middle School) course, credit and exam data.

1. Log on to HSST

2. After logging in **Select** Transcript Maintenance ⇒ Reports as indicated below

   ![Click here and this screen appears](image1)

3. **Select** Student Transcripts

   ![Click here](image2)
4. **Select** the type of transcript of you want

5. **Click** ‘Run Transcript’ or ‘Run Permanent Record’

- **The transcript report** is the format usually submitted with college applications.
- **The permanent record** is a report used in-house to help determine course needs and progress towards graduation.
This is an example of an individual student transcript.
5 Reviewing Special Education Data in CAP

Every special education child is entered into the CAP system. This section provides guidance on reviewing Special Education Data in CAP. CAP provides current data on a student’s special education status. For CAP data inquiries contact the Special Education Data Analyst at your ISC or your CFN Special Education Liaison.

To ensure your data is accurate and complete the ELL, Special Ed and Testing Specialists should work collaboratively in reviewing data.

Inquiries about various forms of up-to-date student data can be made through a component of CAP called Student Inquiry. Student Inquiry Screens display a variety of information on referral, evaluation, placement, status, annual reviews, class rosters, and school and class information. To access the Student Inquiry Menu:

1. On the New York City Department of Education Menu
   Type I
2. Press <Enter> or <right> control
3. The next screen prompts you to “ENTER NEXT TASK CODE”
   a. Type Sign
   b. Press <Enter> or <right> control
4. The New York City IDMS Application menu will appear
   a. In the selection code field Type CAP
   b. Move the cursor down to the password field Type your password
   c. Press <enter> or <right ctrl>

5. The New York City Department of Education Child Assistance Menu will appear.
   a. In the menu code field Type SI
   b. Press <enter> or <right control>

6. The CAP Student Inquiry (SI) menu will appear
   a. You can select many CAP data screens from the SI menu
☑ The Student Evaluation (SE) menu-This screen displays the current and prior assessments and recommendations for an individual student in your district. To access this field
  a. **Type** SE in the entire selection code field.
  b. Move the cursor to the line of the student evaluation field.
    a. In the NYCID field **Type** the NYCID number of the student whose assessments and recommendations you want to view.
    b. Press <enter> or <right control>

Some data elements included on this screen are the student’s CAP status, classification, and conference types.

As long as a student has an IEP for ANY part of the school year (July 1 through June 30) the student is considered a SWD in SIRS. Point out the conf type area and state that this is also in ATS.

**Citywide Test** field-If this is Y the student participates in the NYSTP; if it is an N, then the child is NYSAA eligible. In the Test Mod indicator on the School Indicator Listing Screen the “E” value is equivalent to citywide test “N”

☑ The Detail Placement (DP) Menu-Displays current and prior placement and pupil change information for this student in a district. Use the Detail Placement screen to view data on a pupil’s placement. To access this field
  a. **Type** DP in the entire selection code field
  b. **Move** the cursor to the line of the detail placement code field.
    a. In the NYC ID field type the NYC ID number of the student whose assessments and recommendations you want to view
    b. **Press** <enter> or <right> control
c. The Detail Placement Inquiry Screen displays

This screen provides the student’s district of residence (HDIST), promotional criteria (PR), and other information.

- SWDs whose HDIST is not the same as the CSD of which the school is a part are excluded from school-level accountability
- If there is an N entry in the PR field then the student is NYSSA eligible.

5.1 CAP resources

Additional information can be retrieved at
http://intranet.nycboe.net/DOEPortal/Principals/Accountability/Evaluation/default.htm
## 6 Making Data Changes

The ATS rollover date has been extended to Friday July, 17, 2009; therefore, schools can make changes directly into the source systems (ATS, CAP or HSST).

<table>
<thead>
<tr>
<th>Correction to be made</th>
<th>If student is currently registered</th>
<th>If student is registered in another NYC school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>ATS (BIOU)</td>
<td>Contact new school and request that the change be made</td>
</tr>
<tr>
<td>Gender</td>
<td>ATS (BIOU)</td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>ATS (BIOU)</td>
<td></td>
</tr>
<tr>
<td>DOB</td>
<td>ATS (BIOU)</td>
<td></td>
</tr>
<tr>
<td>Admit discharge information for the 2008-09 school year</td>
<td><a href="https://www.nycboe.net/adminorg/Divisions/diit/ats/requests/">https://www.nycboe.net/adminorg/Divisions/diit/ats/requests/</a></td>
<td></td>
</tr>
<tr>
<td>Grade code</td>
<td>ATS (SIGT)</td>
<td></td>
</tr>
<tr>
<td>Grade level</td>
<td>ATS (SIGT)</td>
<td></td>
</tr>
<tr>
<td>LEP</td>
<td><strong><strong>No changes can be made</strong></strong>*</td>
<td></td>
</tr>
<tr>
<td>NYSESLAT eligible</td>
<td><strong><strong>Change request form</strong></strong> (elementary/middle)</td>
<td></td>
</tr>
<tr>
<td>NYSAA eligible</td>
<td><strong><strong>Change request form</strong></strong> (all schools)</td>
<td></td>
</tr>
<tr>
<td>Missing test score</td>
<td><strong><strong>Change request form</strong></strong> (all schools)</td>
<td></td>
</tr>
<tr>
<td>Grade 3-8 test score</td>
<td><em><strong>No changes can be made</strong></em>*</td>
<td></td>
</tr>
<tr>
<td>5th Year HS student</td>
<td>Use the ATS UPCO function</td>
<td></td>
</tr>
<tr>
<td>HS exam info</td>
<td>HSST and ATS</td>
<td>Contact new school and request that the change be made</td>
</tr>
<tr>
<td>Disability code</td>
<td>CAP</td>
<td></td>
</tr>
<tr>
<td>NYSAA Eligible</td>
<td>CAP (PR or CITYWIDE TEST)</td>
<td></td>
</tr>
</tbody>
</table>

The hyperlink provides on-line forms for the following ATS request: admission/discharge, student records, cancel duplicate id numbers, and to add a grade code.
7 Requesting Changes

Change request forms are required to request changes that cannot be made at the school level. Change request forms are sent as an excel spreadsheets via email to the School Principal. This section provides guidance on requesting changes through a change request form.

Elementary/Middle Schools
There are only three (3) instances when a change request form should be used:

1. To identify NYSESLAT eligible students, that is, those new immigrant grade 3 – 8 ELLs who first entered our school system after January 8, 2008

2. To identify NYSAA eligible students

3. To indicate students who have missing scores in ATS”. These requests are sent to our DOE Assessment group, who will not be able to take action if scores are missing in nySTART.

High Schools
There are only two (2) instances when this form should be used:

1. To identify NYSAA eligible students
Each column within the Change Request spreadsheet contains a drop down list. 

Select the value that is correct, not the value that is currently displayed in the verification report.

For Example: REMS indicates that Student 204568943 is NOT NYSESLAT Eligible (NYSESLAT Eligible = “N”) even though he first entered the DOE on February 12, 2009. To make a correction request, find student ID and select “Y” under the NYSESLAT Eligible field.

All schools should follow the guidelines below to ensure changes are processed in a timely manner.

1. Enter data only by typing in the text cells or by choosing an item from a drop-down list.
   a. NEVER cut/paste entries, as this causes problems, and the form will be rejected.
2. Submit only ONE form per school on a given day. If more than one is submitted only the last one will be accepted.
3. Return all files as EXCEL files (.xls) ONLY. ANY OTHER FORMAT CAN NOT BE ACCEPTED.
4. Schools with large student populations should consolidate their data on the original form.
5. The four left-hand columns (last/first names, student_id, and dbn), and the "Updated" column (to the right of these fields) are intentionally locked.
6. Do not change the filename.

Elementary/Middle

1. There are 3 groups of 2 columns for ELA, Math, and Science accountable assessments. Complete these fields if a score is missing in ATS. The 2 columns are Accountable Assessment and Grade Level. Enter values in each color coded column for a change request. For example, for an Accountable Assessment ELA, enter values for the green color-coded columns.

Schools will receive updated changes on the following dates:
   o Friday, June 26, 2009
   o Friday, July, 3, 2009
   o Friday July 10, 2009
   o July 3, 2009 is the last date to submit changes