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HELPFUL HINTS FOR LEVEL 0

To View the Dashboard Report..... page 2
 To View List of Level 0 Students page 3
 To Manually Add Student Records..... page 3
 To Check for Errors page 4
 To Lock Level 0 page 5
 To End Student Enrollment..... page 6
 To Enter Graduation Data..... page 6
 Tip – View Dashboard Report page 7
 Tip – Download Report..... page 7
 Tip – NYSED Manuals page 7



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

You can also access the website by:

- Clicking on this link for The Jewish Education Project’s page on the BOCES website: <https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>
- Selecting **Level 0** from the **Secure** menu bar

The screenshot shows the website interface with the following elements and annotations:

- URL Bar:** <https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>
- Navigation Bar:** Home, Services, Events, **Secure** (circled in red), Help, ESB Home.
- Page Header:** Eastern Suffolk BOCES, EISS Student Data Services, STUDENT DATA SERVICES, DO NOT LOG IN HERE.
- Regents Processing Page:**
 - Red arrow: Click here to log into the Portal (points to NYSED Portal)
 - Orange arrow: Click here to log into Level 0 Historical (points to Level 0 Historical)
 - Red arrow: Click here to log into Level 0 (points to Level 0 dropdown)
 - Orange arrow: Click here to log into the NYSSIS Queue (points to NYSSIS)
 - Red arrow: Click here to log into Level 2 Reports (points to L2RPT)
 - Orange arrow: Click here to log into ASAP Reports (points to ASAP)
- Processing Information Table:**

| Title | |
|--|--|
| CSV Preprint File Layout | |
| Instructions on Importing a .csv File into Excel | |
| January 2018 Regents Exam Schedule | |
| January 2018 Regents Order/Sort Form | |
| January 2018 Regents Timeline | |
| JEP Quality Control Guidelines | |
| Preprint File Template | |
| Printing Answer Sheets from .PDF Important | |
| School Administrator's Manual-Secondary Level | |
| State Course Code Chart | |
| Steps to Create the CSV File | |
- Join Our ListServ:** Sign on to our listserv by sending an e-mail to the following link: subscribe-regentscan@lists.esboces.org

Both websites should be bookmarked for future reference.

In Level 0, a school’s name is listed with a “District Code” – an 8-digit number that begins with 800 – and the term is often used by BOCES instead of “School Name.”



TO VIEW LEVEL 0’S DASHBOARD REPORT

The Dashboard Report 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 report to make sure the data you have entered/edited is properly processed.**

While it now immediately appears when logging into Level 0, **the Dashboard Report is accessed from the Reports menu (2nd to last option).** This is a sample of the welcome page:

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 | 150 | NO | 9/17/18 09:47 AM | 9/17/18 09:50 AM | 9/17/18 09:51 AM |
| Enrollment | 0 | 150 | 672 | NO | 9/17/18 09:48 AM | 9/17/18 09:52 AM | 9/17/18 09:53 AM |
| Program Fact | 0 | 0 | 120 | -- | -- | -- | -- |
| __ELL Eligibility | 0 | 0 | 40 | NO | 9/17/18 02:43 PM | 9/17/18 02:49 PM | 9/17/18 02:50 PM |
| __ELL Programs | 0 | 0 | 40 | NO | 9/17/18 02:43 PM | 9/17/17 02:51 PM | 9/17/18 02:52 PM |
| __ESEA | 0 | 0 | 40 | NO | 9/17/18 02:43 PM | 10/26/17 02:50 PM | 4/10/18 04:48 PM |
| Assessment | 0 | 0 | 2 | -- | -- | -- | -- |
| REGENTS | 0 | 0 | 2 | NO | 9/17/18 01:52 PM | 9/17/18 01:52 PM | 9/17/18 01:53 PM |

- If any import or verification errors are noted (the cell will be highlighted in deep red):
 - Fix the errors.
 - Run all error reports (see page 5).
 - Lock Level 0 (see page 6).
 - Run **Dashboard Rpt** again (Select **Dashboard Rpt** from the **Reports** menu).
- Make sure that the total number of Demographic and Enrollment Records match.
 - If not, add the missing record(s).
- The **Last Update** date/time refers to the last date/dtime 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 the last time you updated it and that you must lock Level 0 and click the **Create File for Level 1 Submission** button (see page 4).
- Level 0 will no longer be locked after the files have been created.



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

- From the Red Menu Bar, select **Reports**.
- From the drop-down menu, select **Demographics**.
- Select the option: **Dist. School Summary**.
- Click on your school's listing with the 4-digit location code (not the one with 0000).
- A list of all students in Level 0 will appear (sorted by last name).
 - If you want to see the list sorted by ID #, click on **Student ID**.



TO MANUALLY ADD A NEW STUDENT:

Every student in Level 0 needs a Demographic and an Enrollment Record using a unique ID number. DO NOT ADD ONE RECORD WITHOUT THE OTHER.

- From the red menu bar, select **Manual Input**.
- From the drop-down menu, select **Demographics**.
 - All fields requiring dates are entered as **yyyy-mm-dd**.
 - All fields with an asterisk are required; the others are optional.
 - The exception is the non-asterisked **Grade 9 Entry Date** (the date the student would have begun 9th grade in your school whether or not the student was actually enrolled in the school for 9th grade) which **must be completed for all 9-12 graders:**
 - 9th Grade = 2018-07-01
 - 10th Grade = 2017-07-01
 - 11th Grade = 2016-07-01
 - 12th Grade = 2015-07-01.
 - 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.**
 - To avoid ID duplication, **it is advised that you begin the ID number with the current school year and working sequentially.** For example, this year, start assigning new students with 201900001, 201900002, 201900003, etc. and then next year begin with 202000001, 202000002, 202000003.
 - Please be aware that the risk of duplicating ID numbers rises significantly when using methods involving phone numbers and zip codes.
 - For the **Location Code**, select the one with the 4-digits, not 0000.
 - **Status** = Active
 - **Last Status Date** refers to the last date of the school year = **2019-06-30** (even if your school calendar actually ends earlier, use the default of June 30th).
 - **Hispanic Indicator** = N (for No; unless you have students who are).

- **Race Code 1** = W (for White; unless you have students who aren't).
- **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 District 22, you would enter: NY332200.
 - 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 on **SIRS Guidance** and, when the NYSED site opens, click on **SIRS Manual** – the code listings begin on **page 180** [5 Boro Districts are on **page 189**]).
 - If you are unsure of a NYC student's public school district, you can search for it here – <http://schools.nyc.gov/schoolsearch> (enter the student's home address in the search bar and use the district number of the closest public school).
 - For a non-NYS student, the code = **80034366**.
- After fields are entered, click the red **Validate & Save Student Data** button.
 - If you get a red error message, fix the error(s), and **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.**
- From the blue menu bar (above the Demographic Record fields), select **Enrollment** to enter the enrollment record of the student you just entered.
 - All fields with an asterisk are required; the others are optional.
 - For the **Student ID** paste the ID number you copied.
 - For the **Location Code**, select the one with the 4-digits, not 0000.
 - **Entry Date** refers to the first date of the school year = **2018-07-01** (even if your school calendar actually starts on a different, use the default of July 1st).
 - If a student joins your school mid-year, enter the actual first date of school for that student.
 - **Entry Code** refers to how the student is associated to your school.
 - You will most often select the **0011** code to indicate the student is enrolled in your school.
 - You will select the **5555** code to indicate that the student is not enrolled in your school but simply taking the exam in your school.
 - After fields are entered, click on the red **Validate & Save Student Data** button.
 - If you get a red error message, fix the error(s), and **Validate** again until you get a green "Success!" message.
- On the blue menu bar, click again on **Demographics**.
 - Click on the **Clear All/Add New** button.
 - The fields should now be empty and you can now 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 Level 0!

- From the red menu bar, select **Reports**.

- From the drop-down list, select **Information Rpt.**
- 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).”
- From the **Reports** drop-down list, select **Information Rpt.**
- 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 red menu bar, select **Reports.**
- From the drop-down list, select **Demographics.**
- Click the **Run Verification Rpt** button.
 - If student records are listed, the specific error(s) will be noted.
 - Click on 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.
- Click the **No Enrollment Rpt** button.
 - If student records are listed, you will need to add the Enrollment Record for each student.
 - Run the report again until you receive a message that all students with a Demographic Record have an associated Enrollment Record.
- From the red 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 Level 0 after adding/editing data, BEFORE logging out of Level 0, or the new data will not be processed!

- From the red menu bar, select **L1-Data Prep.**
- From the drop-down list, select **Demographics.**
 - Click the **Validate Now** button.
 - If you get a red error message, fix the error(s), and **Validate Now** again until you get a green “Success!” message.
- Check the box.
- **Click the Create File for Level 1 Submission button!** (This will then unlock the records.)

- From the red menu bar, select **L1-Data Prep**.
- From the drop-down list, select **Enrollment**.
 - Click the **Validate Now** button.
 - If you get a red error message, fix the error(s), and **Validate Now** again until you get a green “Success!” message.
- Check the box.
- **Click the Create File for Level 1 Submission button!** (This will then unlock the records.)



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. 2018-02-21).
 - 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.
 - Click the red **Validate & Save Student Data** button.
- Run all Error Reports (see page 5).
- Lock Level 0 (see page 6).



TO ENTER GRADUATION DATA:

For a high school student who graduates in June per [NYS Diploma requirements](#) and earns a NYS diploma (this does not apply to students who earn IEP diplomas):

- On the student’s Demographic 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 red **Validate & Save Student Data** button.
- On the blue menu bar, click on **Enrollment**.
 - Enter the **Exit Date** (it should match the date used in the Demographic Record’s **Last Status Date** field).
 - The Exit Date must prior to the date that you are changing the record (ex. editing the record on June 15th means you cannot enter an exit date of June 22nd; you will have to wait until after June 22nd to edit that record).

- For the **Exit Code**, select **799 – Graduated (earned a Regents or local Diploma)**.
- Click the red **Validate & Save Student Data** button.
- Run all Error Reports (see pages 5).
- Lock Level 0 (see page 6).
 - **All Graduation Data must be entered, locked, and processed before Level 0 closes for the school year.** For the last few years, Level 0 has closed on August 24th.



TIP: To View Level 0's Dashboard Report

- From the red menu bar, select **Reports**.
- From the drop-down list, select **Dashboard Rpt.**
- Refer to the Dashboard Report section on page 2 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 **Create File for Level 1 Submission** button (see pages 5-6).
 - Level 0 will no longer be locked after the files for Level 1 have been created.



TIP: To Download a Report of Level 0 Students

- From the red menu bar, select **Reports**.
- From the drop-down list, select **Information Rpt.**
- From the **Select Data Type** drop-down list, select **Demographics**.
- Click on the **Download All Records** button.
- For an Excel spreadsheet, 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.



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](#).

