



Helpful Hints to Record EXEMPT STATUS for June 2020 Regents (as of 7/16/20)

Per the [NYSED guidelines](#), if you have determined that a student is exempt from a cancelled June 2020 Regents, you must enter the student's exempt status in Level 0 as an Assessment Record. Your **Level 2 reports** will be the **only** indication to the State of which students were exempt from which Regents so you **must** make sure your Level 0 data is properly processed.

You will have until October 2020 to enter these Assessment Records but **DO NOT WAIT TO ENTER THIS DATA!** In addition, you need to make sure the Demographics and Enrollment Records for the students have been processed **long before Level 0 closes on August 20th!**

- Go to the **BOCES** website - <https://datacentral.esboces.org/Services/DataReporting/Regents.aspx>.
- From the **Secure Menu**, select **Level 0**.
- Use your **Level 0 ID and Password** to log in.
 - If your password has expired or you don't remember it, please email [Shelley Hill](#) to request from BOCES a password re-set.

Elect. Import Manual Input L1-Data Prep. Reports Log Off

- From the Grey Menu Bar, select **Reports**.
 - From the drop-down menu, select **Demographics**.
 - Select the option: **Dist. School Summary**.
 - Click your school's listing with the 4-digit location code (not the one with "0000").
 - A list of your school's students in Level 0 will appear (sorted by last name)
 - Search for the "missing" student and click his/her ID number.
 - On the student's Demographic record, select and copy his/her ID number.

Demographics	Enrollment	Programs	Assessment	Assess/Acc/Mod	SE Event SE
Snapshot	Staff/Stu/Course	Stu/Class/Entry/Exit	Stu/Class/Gr/Detail	Stu/Credit/GPA	Stu/Daily/Attend


- From the Blue Menu Bar, select **Assessment** - All fields with asterisks are required.
 - Paste the student's ID number in the **Student ID** field.
 - In the **Test Description and Version** field, select **Regents:: 2020-06-30**.
 - In the **Subtest Identifier** field, select the specific exam/month.
 - In the **Test Location** field, select the school with the 4-digits, not "0000".
 - In the **Test Date** field, enter the data of the test – **2020-06-02**.
 - In the **Test Language** field, select the language – "ENG::English".
 - In the **Std. Ach. Code** field, select **86 - Exempt**.
 - The **School Year (prior year records)** should be left blank.
 - In the **Alpha Score** field, enter **E**.
- Click the red **Validate & Save Student Data** button.

- After the “Success” message appears, click the **Clear All/Add New** button if the student needs another Assessment Record for a different Regents exam.
 - Repeat the same steps to enter the student’s next Assessment record.
- Repeat the above steps for each student requiring an Exempt Assessment Record.

CHECK FOR ERRORS:

ALWAYS check for errors after adding/editing data in Level 0 BEFORE locking Level 0!


Elect. Import Manual Input L1-Data Prep. Reports Log Off

- From the Grey Menu Bar, select **Reports**. 
- From the drop-down menu, select **Information Rpt.**
- From the **Select Data Type** drop-down list, select **Assessments**.
 - Click the **Run Report** button.
 - If any errors are reported, fix them, and re-run the report until you get a message of “0 Assessments information error(s).”
 - **The report listing the student ID’s, their exams, and scores can be downloaded and saved by clicking on either “Download” button (there is an option of saving as an Excel .csv version).**
 - This report will not list the School Name (only the District Code); the Student Names (only the ID numbers); nor the date of when the records were created.
- From the Grey Menu bar, select **Reports**.
- From the drop-down menu, select **Assessments**.
- 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.

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!

Elect. Import Manual Input L1-Data Prep. Reports Log Off

- From the Grey Menu Bar, select **L1-Data Prep**. 
- From the drop-down list, select **Assessments**.
 - Check the box for Regents
 - 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.
 - When records are locked, they cannot be edited nor can new ones be added.

- Click the **Create File for Level 1 Submission** button!
 - This step pulls the data from Level 0 and processes it into Level 1.
 - And, once the data is pulled, the records will automatically unlock for you to add/edit further.

TO VIEW LEVEL 0'S DASHBOARD REPORT

ALWAYS check your Dashboard Report **BEFORE** logging out of Level 0 to make sure there are no errors and that data has been processed into Level 1!

Elect. Import Manual Input L1-Data Prep. Reports Log Off

- From the Grey Menu Bar, select **Reports**.
- From the drop-down menu, select **Dashboard Rpt.**

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	9/17/19 09:47 AM	6/22/20 01:50 PM	9/4/19 09:51 AM
Enrollment	0	150	672	NO	9/17/19 09:48 AM	6/22/20 01:52 PM	6/22/20 01:53 PM
Program Fact	0	0	0	--	--	--	--
ELL Eligibility	0	0	0	--	--	--	--
ELL Programs	0	0	0	--	--	--	--
ESEA	0	0	0	--	--	--	--
Assessment	0	1	250	--	--	--	--
REGENTS	0	1	250	NO	10/26/19 01:52 PM	6/22/20 02:55 PM	9/17/19 09:53 AM

- If any import or verification errors are noted:
 - Fix the errors
 - Run all error reports
 - Lock Level 0
 - Run **Dashboard Rpt** again.
- 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/time 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 shaded in deep red), it means your Level 0 data was not processed since that date and that you

- must lock Level 0 and click the **Create File for Level 1 Submission** button (see page 2).
- Level 0 will no longer be locked after the files have been created and it is ready for new data.
 - Take a screenshot of the table if you need to include the overall summary data with a printed Assessments report.
 - The table will show your school name and the date of when the records were processed but not the individual student names.

LEVEL 2 REPORTS

The only way the State will know which students were exempt from June 2020 Regents is if the Level 2 reports for those exams list those students.

The only way that data will be listed in the Level 2 reports is if the data was properly entered and processed from Level 0 into Level 1.

There is always a gap of time between when you create the files for Level 1 processing and when the data is processed into the Level 2 reports.

If Level 0 closes for the year and

- Your Level 0 account had errors
AND/OR
- Your Level 2 reports were inaccurate

Mandated Services will have issues with reimbursing your claims!

So, make sure to give yourself enough time to:

1. Enter the data correctly in Level 0
2. Review the reports in Level 2

BEFORE Level 0 closes for entering Demographics and Enrollment Records at the beginning of August.

Shelley Hill
Project Manager, Day Schools & Yeshivot
shill@JewishEdProject.org

