

DATA NEWSLETTER

NYS ID&R/MIS2000 Program

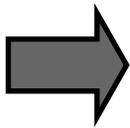
October 2015

Mentor/Caring Adult

- On the Student/School History tab flag (✓) any student that has engaged in the process of identifying a mentor or caring adult.
- This data field must be updated yearly and it pertains to students Grades 7-12.
- Bring to the tutors attention that they can mark this data field on the 2nd page of the Summary Student Record/AOP Section.

AOP (Grades 7-12)

Mentor/Caring Adult Identified



- Yes No, If no provide reason.
 HS Graduation Date: HSE

- Run a list of students to check if you are missing this information for any of your students. Refer to the “Final Creating Reports for MPO” document for detailed instructions or you can send us an email.

In this newsletter:

- Mentor/Caring Adult
- Revising MPOs Data
- DO Students

Friendly Reminder:

- Esperanza Student Report Form was due 10/1/15, pending the availability of State Assessment scores.
- Summer Intake/Summary Student Record Data (06/26/15-08/31/15) to be entered into MIS2000 by 10/2/15.
- NYS Math Assessment data Excel report sent to Cortland. The assessment data should also be entered into MIS2000 by 10/9/15.
- Retention list– students retained at the end of previous school year to be entered into MIS2000 by 10/30/15.
- Final OSY Language/Basic Screening Test and BEST Plus Data with corrections entered on MIS2000 due to MRC on 10/30/15.

Give us a call if you have any questions:

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Revising MPOs Data

Recently, you received excel files from the ID&R Office to review the OSY Oral Language Test for 09/01/14-08/31/15 (due 10/16/15 :)). Soon, you will also receive another file for the Early Childhood Assessments. Here are some things you might want to consider when reviewing MPO data:

- Bring the list to the attention of your Director, make sure he/she knows that you are going to be working on updating the data.
- Check if the data on the Excel file makes sense. You are experts with your METS data. If you see something odd (e.g. a PK student listed as missing the OSY Screening Test), let the ID&R Office know as soon as you can so we can correct our report.
- Review the report and look for anything that seems off. Is the Post test score less than the Pre test score for a couple of students? A student with over 20 hours of ESL does not have a Pre or Post test? Bring these questions to your Director/tutors so they can help you find an answer.
- All corrections (unless explicitly explained in the instructions) should be done in MIS2000. You should let the ID&R Office know when you are done making changes and have uploaded to server.
- Personal Identifiable Information (PII) should not be shared via email unless the email is encrypted/password protected. When in doubt, send a password protected word document and attach it to the email. If you would like detailed instructions of how to password protect a doc, send us an email to provide you with instructions.



Drop-Out (DO) Students

- If a student dropped out of school during the previous performance period (09/01/14-08/31/15**), **the grade stays the same**. You only change the “**Still in School**” data field from “Y” to “**DO**” in the School History tab.
NOTE: Drop out (DO) students can be PFS if the students have met the necessary conditions.

**We are focusing on previous performance period because this data is due for submission in the following months.

School Bldg.	School ID	Grade	Last Grade	Still in Schl			
CHARLES D'AMICO HS	NYDRPG	11	10	DO			
Type	Date	QADate*	Res Date	ELL	CD	Cont	First / Last Attendance Date
Term	E	9/1/2016	9/1/2013	9/1/2013			

Two grey arrows are overlaid on the form. One arrow points from the right towards the 'Last Grade' field, which contains the value '10'. The other arrow points from the bottom towards the 'Still in Schl' field, which contains the value 'DO'.