

Edwards-Knox Central School Parents' Bill of Rights for Data Privacy and Security

The Edwards-Knox Central School District is committed to ensuring student privacy in accordance with local, state and federal regulations and district policies. To this end and pursuant to U.S. Department of Education (DOE) regulations (Education Law §2-d), the district is providing the following Parents' Bill of Rights for Data Privacy and Security:

- A student's personally identifiable information cannot be sold or released for any commercial or marketing purposes.
- Parents have the right to inspect and review the complete contents of their child's education record, including any student data maintained by the Edwards-Knox Central School District. This right of inspection of records is consistent with the federal Family Educational Rights and Privacy Act (FERPA). Under the more recently adopted regulations (Education Law §2-d), the rights of inspection are extended to include data, meaning parents have the right to inspect or receive copies of any data in their child's educational record. The New York State Education Department (SED) will develop further policies and procedures related to these rights in the future.
- State and federal laws protect the confidentiality of personally identifiable information and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls and password protection, must be in place when data is stored or transferred.
- A complete list of all student data elements collected by the state is available for public review in an Excel file at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx> or in a PDF file at www.ekcsk12.org, Parents may also obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, N.Y. 12234.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to: Suzanne Kelly, Superintendent, 2512 County Route 24, Hermon, NY 13652, (315) 562-8131, skelly@ekcsk12.org. Complaints to SED should be directed to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234; the e-mail address is cpo@mail.nysed.gov. SED's complaint process is under development and will be established through regulations from the department's chief privacy officer, who has yet to be appointed.

Additional student data privacy information

This bill of rights is subject to change based on regulations of the commissioner of education and the SED chief privacy officer, as well as emerging guidance documents from SED. For example, these changes/additions will include requirements for districts to share information about third-party contractors that have access to student data, including:

- How the student, teacher or principal data will be used;
- How the third-party contractors (and any subcontractors/ others with access to the data) will abide by data protection and security requirements;
- What will happen to data when agreements with third-party contractors expire;
- If and how parents, eligible students, teachers or principals may challenge the accuracy of data that is collected; and
- Where data will be stored to ensure security and the security precautions taken to ensure the data is protected, including whether the data will be encrypted.

More information

If you would like more information, please contact: Suzanne Kelly, Superintendent, 2512 County Route 24, Hermon, NY 13652, (315) 562-8131, skelly@ekcsk12.org. More information is also available on the following websites:

- [New York State Department of Education guidance document](#) issued on July 29, 2014 (PDF)
- [U.S. Department of Education press release](#): Guidance for Schools Issued on How to Keep Parents Better Informed on the Data They Collect on Students (PDF)
- [Privacy Technical Assistance Center \(PTAC\)](#): newly established one-stop resource for education stakeholders to learn about data privacy.

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

To satisfy their responsibilities regarding the provision of education to students in pre-kindergarten through grade twelve, “educational agencies” (as defined below) in the State of New York collect and maintain certain personally identifiable information from the education records of their students. As part of the Common Core Implementation Reform Act, Education Law §2-d requires that each educational agency in the State of New York must develop a Parents’ Bill of Rights for Data Privacy and Security (Parents’ Bill of Rights). The Parents’ Bill of Rights must be published on the website of each educational agency, and must be included with every contract the educational agency enters into with a “third party contractor” (as defined below) where the third party contractor receives student data, or certain protected teacher/principal data related to Annual Professional Performance Reviews that is designated as confidential pursuant to Education Law §3012-c (“APPR data”).

The purpose of the Parents’ Bill of Rights is to inform parents (which also include legal guardians or persons in parental relation to a student, but generally not the parents of a student who is age eighteen or over) of the legal requirements regarding privacy, security and use of student data. In addition to the federal Family Educational Rights and Privacy Act (FERPA), Education Law §2-d provides important new protections for student data, and new remedies for breaches of the responsibility to maintain the security and confidentiality of such data.

A. What are the essential parents’ rights under the Family Educational Rights and Privacy Act (FERPA) relating to personally identifiable information in their child’s student records?

The rights of parents under FERPA are summarized in the Model Notification of Rights prepared by the United States Department of Education for use by schools in providing annual notification of rights to parents. It can be accessed at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>, and a copy is attached to this Parents’ Bill of Rights. Complete student records are maintained by schools and school districts, and not at the New York State Education Department (NYSED). Further, NYSED would need to establish and implement a means to verify a parent’s identity and right of access to records before processing a request for records to the school or school district. Therefore, requests to access student records will be most efficiently managed at the school or school district level.

Parents’ rights under FERPA include:

1. The right to inspect and review the student's education records within 45 days after the day the school or school district receives a request for access.
2. The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Complete student records are maintained by schools and school districts and not at NYSED, which is the secondary repository of

data, and NYSED make amendments to school or school district records. Schools and school districts are in the best position to make corrections to students' education records.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent (including but not limited to disclosure under specified conditions to: (i) school officials within the school or school district with legitimate educational interests; (ii) officials of another school for purposes of enrollment or transfer; (iii) third party contractors providing services to, or performing functions for an educational agency; (iv) authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as NYSED; (iv) (v) organizations conducting studies for or on behalf of educational agencies) and (vi) the public where the school or school district has designated certain student data as "directory information" (described below). The attached FERPA Model Notification of Rights more fully describes the exceptions to the consent requirement under FERPA).
4. Where a school or school district has a policy of releasing "directory information" from student records, the parent has a right to refuse to let the school or school district designate any all of such information as directory information. Directory information, as defined in federal regulations, includes: the student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent educational agency or institution attended. Where disclosure without consent is otherwise authorized under FERPA, however, a parent's refusal to permit disclosure of directory information does not prevent disclosure pursuant to such separate authorization.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

B. What are parents' rights under the Personal Privacy Protection Law (PPPL), Article 6-A of the Public Officers Law relating to records held by State agencies?

The PPPL (Public Officers Law §§91-99) applies to all records of State agencies and is not specific to student records or to parents. It does not apply to school districts or other local educational agencies. It imposes duties on State agencies to have procedures in place to protect from disclosure of "personal information," defined as information which because of a name, number, symbol, mark or other identifier, can be used to identify a "data subject" (in this case the student or the student's parent). Like FERPA, the PPPL confers a right on the data subject (student or the student's parent) to access to State agency records relating to them and requires State agencies to have procedures for correction or amendment of records.

A more detailed description of the PPPL is available from the Committee on Open Government of the New York Department of State. Guidance on what you should know about the PPPL can be accessed at <http://www.dos.ny.gov/coog/shldno1.html>. The Committee on Open Government's address is Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Avenue, suite 650, Albany, NY 12231, their email address is coog@dos.ny.gov, and their telephone number is (518) 474-2518.

C. Parents' Rights Under Education Law §2-d relating to Unauthorized Release of Personally Identifiable Information

1. What "educational agencies" are included in the requirements of Education Law §2-d?

- The New York State Education Department ("NYSED");
- Each public school district;
- Each Board of Cooperative Educational Services or BOCES; and
- All schools that are:
 - a public elementary or secondary school;
 - a universal pre-kindergarten program authorized pursuant to Education Law §3602-e;
 - an approved provider of preschool special education services;
 - any other publicly funded pre-kindergarten program;
 - a school serving children in a special act school district as defined in Education Law 4001; or
 - certain schools for the education of students with disabilities - an approved private school, a state-supported school subject to the provisions of Education Law Article 85, or a state-operated school subject to Education Law Article 87 or 88.

2. What kind of student data is subject to the confidentiality and security requirements of Education Law §2-d?

The law applies to personally identifiable information contained in student records of an educational agency listed above. The term "student" refers to any person attending or seeking to enroll in an educational agency, and the term "personally identifiable information" ("PII") uses the definition provided in FERPA. Under FERPA, personally identifiable information or PII includes, but is not limited to:

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, student number, or biometric record;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and Mother's Maiden Name¹;

¹ Please note that NYSED does not collect certain information defined in FERPA, such as students' social security numbers, biometric records, mother's maiden name (unless used as the mother's legal name).

(f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or

(g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

3. What kind of student data is *not* subject to the confidentiality and security requirements of Education Law §2-d?

The confidentiality and privacy provisions of Education Law §2-d and FERPA extend only to PII, and not to student data that is not personally identifiable. Therefore, de-identified data (e.g., data regarding students that uses random identifiers), aggregated data (e.g., data reported at the school district level) or anonymized data that could not be used to identify a particular student is not considered to be PII and is not within the purview of Education Law §2-d or within the scope of this Parents' Bill of Rights.

4. What are my rights under Education Law § 2-d as a parent regarding my student's PII?

Education Law §2-d ensures that, in addition to all of the protections and rights of parents under the federal FERPA law, certain rights will also be provided under the Education Law. These rights include, but are not limited to, the following elements:

(A) A student's PII cannot be sold or released by the educational agency for any commercial or marketing purposes.

- PII may be used for purposes of a contract that provides payment to a vendor for providing services to an educational agency as permitted by law.

- However, sale of PII to a third party solely for commercial purposes or receipt of payment by an educational agency, or disclosure of PII that is not related to a service being provided to the educational agency, is strictly prohibited.

(B) Parents have the right to inspect and review the complete contents of their child's education record including any student data stored or maintained by an educational agency.

- This right of inspection is consistent with the requirements of FERPA. In addition to the right of inspection of the educational record, Education Law §2-d provides a specific right for parents to inspect or receive copies of any data in the student's educational record.

- NYSED will develop policies for annual notification by educational agencies to parents regarding the right to request student data. Such policies will specify a reasonable time for the educational agency to comply with such requests.

- The policies will also require security measures when providing student data to parents, to ensure that only authorized individuals receive such data. A parent may be asked for information or verifications reasonably necessary to ensure that he or she is in fact the student's parent and is authorized to receive such information pursuant to law.
- (C) State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including, but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

Education Law §2-d also specifically provides certain limitations on the collection of data by educational agencies, including, but not limited to:

- (A) A mandate that, except as otherwise specifically authorized by law, NYSED shall only collect PII relating to an educational purpose;
- (B) NYSED may only require districts to submit PII, including data on disability status and student suspensions, where such release is required by law or otherwise authorized under FERPA and/or the New York State Personal Privacy Law; and
- (C) Except as required by law or in the case of educational enrollment data, school districts shall not report to NYSED student data regarding juvenile delinquency records, criminal records, medical and health records or student biometric information.
- (D) Parents may access the NYSED Student Data Elements List, a complete list of all student data elements collected by NYSED, at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234; and
- (E) Parents have the right to file complaints with an educational agency about possible breaches of student data by that educational agency's third party contractors or their employees, officers, or assignees, or with NYSED. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by NYSED's Chief Privacy Officer, who has not yet been appointed.
- Specifically, the Commissioner of Education, after consultation with the Chief Privacy Officer, will promulgate regulations establishing procedures for the submission of complaints from parents, classroom teachers or building principals, or other staff of an educational agency, making allegations of improper disclosure of student data and/or teacher or principal APPR data by a third party contractor or its officers, employees or assignees.

- When appointed, the Chief Privacy Officer of NYSED will also provide a procedure within NYSED whereby parents, students, teachers, superintendents, school board members, principals, and other persons or entities may request information pertaining to student data or teacher or principal APPR data in a timely and efficient manner.

5. Must additional elements be included in the Parents' Bill of Rights.?

Yes. For purposes of further ensuring confidentiality and security of student data, as an appendix to the Parents' Bill of Rights each contract an educational agency enters into with a third party contractor shall include the following supplemental information:

- (A) the exclusive purposes for which the student data, or teacher or principal data, will be used;
- (B) how the third party contractor will ensure that the subcontractors, persons or entities that the third party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
- (C) when the agreement with the third party contractor expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
- (D) if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
- (E) where the student data or teacher or principal data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
 - a. In addition, the Chief Privacy Officer, with input from parents and other education and expert stakeholders, is required to develop additional elements of the Parents' Bill of Rights to be prescribed in Regulations of the Commissioner.

6. What protections are required to be in place if an educational agency contracts with a third party contractor to provide services, and the contract requires the disclosure of PII to the third party contractor?

Education Law §2-d provides very specific protections for contracts with "third party contractors", defined as any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency. The term "third party contractor" also includes an educational partnership organization that receives student and/or teacher or principal APPR data from a school district to carry out its responsibilities pursuant to Education Law §211-e, and a not-for-profit corporation or other non-profit organization, which are not themselves covered by the definition of an "educational agency."

Services of a third party contractor covered under Education Law §2-d include, but not limited to, data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs.

When an educational agency enters into a contract with a third party contractor, under which the third party contractor will receive student data, the contract or agreement must include a data security and privacy plan that outlines how all state, federal, and local data security and privacy contract requirements will be implemented over the life of the contract, consistent with the educational agency's policy on data security and privacy. However, the standards for an educational agency's policy on data security and privacy must be prescribed in Regulations of the Commissioner that have not yet been promulgated. A signed copy of the Parents' Bill of Rights must be included, as well as a requirement that any officers or employees of the third party contractor and its assignees who have access to student data or teacher or principal data have received or will receive training on the federal and state law governing confidentiality of such data prior to receiving access.

Each third party contractor that enters into a contract or other written agreement with an educational agency under which the third party contractor will receive student data or teacher or principal data shall:

- limit internal access to education records to those individuals that are determined to have legitimate educational interests
- not use the education records for any other purposes than those explicitly authorized in its contract;
- except for authorized representatives of the third party contractor to the extent they are carrying out the contract, not disclose any PII to any other party (i) without the prior written consent of the parent or eligible student; or (ii) unless required by statute or court order and the party provides a notice of the disclosure to NYSED, district board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by the statute or court order;
- maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody; and
- use encryption technology to protect data while in motion or in its custody from unauthorized disclosure.

7. What steps can and must be taken in the event of a breach of confidentiality or security?

Upon receipt of a complaint or other information indicating that a third party contractor may have improperly disclosed student data, or teacher or principal APPR data, NYSED's Chief Privacy Officer is authorized to investigate, visit, examine and inspect the third party contractor's facilities and records and obtain documentation from, or require the testimony of,

any party relating to the alleged improper disclosure of student data or teacher or principal APPR data.

Where there is a breach and unauthorized release of PII by a third party contractor or its assignees (e.g., a subcontractor): (i) the third party contractor must notify the educational agency of the breach in the most expedient way possible and without unreasonable delay; (ii) the educational agency must notify the parent in the most expedient way possible and without unreasonable delay; and (iii) the third party contractor may be subject to certain penalties including, but not limited to, a monetary fine; mandatory training regarding federal and state law governing the confidentiality of student data, or teacher or principal APPR data; and preclusion from accessing any student data, or teacher or principal APPR data, from an educational agency for a fixed period up to five years.

8. Data Security and Privacy Standards

Upon appointment, NYSED's Chief Privacy Officer will be required to develop, with input from experts, standards for educational agency data security and privacy policies. The Commissioner will then promulgate regulations implementing these data security and privacy standards.

9. No Private Right of Action

Please note that Education Law §2-d explicitly states that it does not create a private right of action against NYSED or any other educational agency, such as a school, school district or BOCES.

ATTACHMENT

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities,

such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Summary of Data Elements

Acc Mod Type Code: Code that indicates the group of accommodations to which a particular accommodation modification belongs.

Accommodation Modification Code: Code that indicates the test accommodation(s) used by the student on the reported State assessment.

Active Indicator: Indication that the contact is connected to the student for authorization purposes.

Actual Student Instructional Time: Total number of minutes of potential student instructional time less the number of minutes the student is absent from the class between the relationship start and end dates.

Alternate Staff ID: State unique staff ID from the NYSED TEACH system.

Alternate Standard Achieved Code: Standard achieved by the student on a specific assessment for use in accountability calculations. This element is required for all assessments that are reported to SIRS and scored by the school district.

Assessment Date of Administration: First day of the testing period for a particular given assessment.

Assessment Item Response Description: Number or code that uniquely identifies each item (question) in an assessment. The numbers/codes are provided in separate Item Maps for each assessment, which are provided separately by NYSED.

Assessment Item Response Value Multiple Choice: Student's response (e.g., A, B, C, D, etc.) to a multiple-choice question on an assessment.

Assessment Item Response Value Points Earned: Number of points earned by a student on a multiple-choice, constructed-response, or essay question on an assessment.

Assessment Language Code: Three-character code that identifies the language in which the student took the assessment.

Assessment Fact Template, Field 16.

Assessment Measure Standard Description: Description of the assessment being reported.

Assessment School Year Date: June 30 of the reporting year.

Assessment Score: Score the student achieved on the assessment.

Assessment Standard Met Code: Standard achieved by the student on a specific assessment for use in annual data reporting aggregations.

Assessment Status: Indication of whether a collegial review was performed on a NYSAA datafolio.

Assignment Code: Code that indicates staff assignment.

Assignment Date: First day of school year or first date of the school year that the staff member was assigned to the "location" as the principal, whichever comes last.

Assignment Grade Level: Principals for the entire building should use "All" for the Assignment Grade Level. Otherwise send one record for each grade level.

Assignment Location Code: For school districts and charter schools, building code used by the Data Warehouse, uniquely identifying the building to which a principal is assigned.

Attendance Code Long: Code that indicates the type of student absence. E indicates excused absence, U indicates unexcused absence, T indicates tardy, ISS indicates in-school suspension, and OSS indicates out-of-school suspension.

Attendance Code Type: Indication that the attendance is being kept for students.

Attendance Date: Date of student absence or tardy attendance.

Attendance Description: Use local attendance code description. If left blank, defaults to Attendance Long value.

Backmapping BEDS Code: BEDS code of a school containing no grade 3 or above that the student was enrolled in during a previous school year.

Building of Enrollment Code: Code that uniquely identifies the building in which a student is enrolled, typically assigned by the local student management system. For preschool children with disabilities who are not enrolled in PreK or UPK programs, this code identifies the primary special-education service provider, which is typically maintained in the special-education student management system.

Class Detail Outcome Code: Code used to indicate the status at the end of a course for a student who was enrolled in the course. Statuses are "P" (pass), "F" (fail), and "N" (student is in the course when it starts but does not complete the course for any reason).

Completion Date: Last date of assignment in the building or grade level for a staff member.

Contact Authorization Code: Code that indicates adult contact is permitted to access student's educational data.

Contact First Name: First name of contact.

Contact Gender Code: Code that indicates gender of contact (M = Male, F = Female).

Contact Home Address 1: First line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 2: Second line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 3: Third line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home City: City of the contact's principal physical residence.

Contact Home Country Code: Country of the contact's principal physical residence.

Contact Home Phone Number: Home phone number of the contact, including area code.

Contact Home Postal Code: ZIP code of the contact's principal physical residence.

Contact Home State Code: State of the contact's principal physical residence.

Contact Home State County Name: County of the contact's principal physical residence.

Contact ID: Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

Contact Last Name: Last name of contact..

Contact Mailing Address 1: First line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 2: Second line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 3: Third line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing City: City of the contact's principal mailing address.

Contact Mailing Country Code: Country of the contact's principal mailing address.

Contact Mailing Postal Code: ZIP code of the contact's principal mailing address.

Contact Mailing State Code: State of the contact's principal mailing address.

Contact Mailing State County Name: County of the contact's principal mailing address.

Contact Middle Name: Middle name of contact.

Contact Mobile Phone Number: Mobile phone number of the contact, including area code.

Contact Name Prefix: An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Dr., etc.) of contact.

Contact Name Suffix: An appendage, if any, used to denote an individual's generation in the family (e.g., Jr., Sr., III.) of contact.

Contact Oral Language Code: Code that indicates the language or dialect that the contact uses to communicate orally.

Contact Personal Email Address: Personal e-mail address of the contact.

Contact Relationship Code: Code that identifies the relationship of the contact to the student.

Contact Work Email Address: Work e-mail address of the contact.

Contact Work Phone Number: Work phone number of the contact, including area code.

Contact Written Language Code: Code that indicates the language or dialect that the contact uses to communicate in writing.

Country of Origin: Description of the country from which the student emigrated. Students from American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Minor Outlying Islands, and US Virgin Islands are not considered immigrants.

Course Code: Local course code that uniquely identifies the course. The local course code must be mapped to a State course code. If the course culminates in a State assessment, please use the subset of State Course Codes for courses leading to a State exam. If the course is aligned to the common core for Algebra I or English/Language Arts III, use the common core course codes. For science courses that culminate in a Regents examination and where the lab is scheduled separately from the course or the teachers for the course and the lab are different, use the science lab course codes. If the lab is scheduled separately, do not report a separate course grade for the lab.

Course District Code: See Staff District Code.

Course Location Code: Code that uniquely identifies the location where the course is taught. This location must be associated with the principal or BOCES administrator responsible for the course instruction.

Credit Recovery Code: Code to identify if the course was taken for credit recovery.

Credential Type Code: The code identifying the credential earned by the student.

Credit GPA Code: Code that indicates subject for which Grade Point Average (GPA) being reported. Reporting credits and GPA by subject area is optional.

Credits Attempted: Indicates the number of credits that may be earned upon completion of a course. This is generally associated with courses that are required for graduation. However, if schools award credits for other courses, those credits should also be reported.

Credits Earned: Indicates the actual number of credits earned upon completion of a course.

CTE Program Intensity: Program intensity is a measure of the student's progression through his or her CTE program. While CTE programming in BOCES and Technical or CTE high schools (found in the larger districts in the State) is usually predefined or linear in nature, CTE programming in local high schools often crosses content areas and may not be predefined or linear. CTE students at local high schools build meaningful cohesive concentrations based on individual interests (e.g., a program might consist of business courses and technology education courses).

CTE Program Type: Indicates that the student is in a career and technical education program.

Cumulative Credits Attempted: Total graduation credits attempted to date. Report cumulative credits attempted for any student who has attempted to earn graduation credit.

Cumulative Credits Earned: Total graduation credits earned by the student to date. Report cumulative credits earned for any student who has earned graduation credit.

Cumulative GPA: Total cumulative Grade Point Average (GPA) earned by the student to date. Report cumulative GPA only on records with a Credit GPA Code of "TOTAL." Report cumulative GPA for any student who has earned graduation credit.

Date of Birth: Date of the student's birth derived from a certificate of birth issued by an appropriate government authority or, if a birth certificate does not exist, an official source as directed by district policy. The source document must be the same as that used to document when the child is of school age.

Date of Entry into United States: Date the student immigrated to the United States for the first time.

Day Type: Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day.

District Code of Residence: District where the student resides on BEDS day of the reporting school year or, for students who enroll after BEDS day, the district where the student resides at the time of enrollment. Students who reside outside of New York State should be reported with 80034366 as their District of Residence code.

District of Responsibility Code: Eight-digit code used to identify a public school district, charter school, or nonpublic school.

Enrollment Entry Date: Date that a student enrolls in a building or a grade level. There must be at least one enrollment entry record for each student for each year, including students who re-enroll (or are continuously enrolled). Each Enrollment Entry Date must also have a Reason for Beginning Enrollment Code. If a student changes grade level within a school year in the same building or changes buildings, schools, or grade levels within a school year, enter an enrollment exit record and create a new enrollment entry record for the new grade level, building, or school. For the first year of enrollment in an LEA, use the actual enrollment date, not a default date such as September 1 or July 1. For a student who is continuously enrolled in the LEA for a second or subsequent year, the enrollment entry date for the second or subsequent year should be July 1.

Enrollment Exit Date: Last date of enrollment for a student who changes grade level during the school year (i.e., July 1 – June 30) or leaves a school building, or when the enrollment record for a student who was enrolled solely as a walk-in for assessment purposes is being ended. Each Enrollment Exit Date must also have a Reason for Ending Enrollment Code.

Evaluation Criteria Code: Code associated with the description of a particular evaluation criterion. This code must be defined in the dimension table for the evaluation criteria rating template.

Evaluation Criteria Rating Code: Code from the dimension table defined in evaluation criteria rating template. This field must be populated with the value "NA".

Evaluation Criteria Rating Points: Score received by an evaluated teacher for a particular component of the evaluation or the overall evaluation score. The score for each component is reported on a separate record. An additional record containing the composite score for the overall evaluation is reported.

Event Date: Date that a student was referred, parent consent to evaluate was received, CPSE or CSE meeting to discuss evaluation results to determine special-education eligibility was held, or IEP was implemented as indicated in the Event Type Code field. One date must be entered for each Event Type Code. Event dates are actual dates when events occurred, not when they are anticipated to occur. Event dates may not be "future dates" and may not exceed August 31, 2014, since the status of students is to be reported as of August 31, 2014.

Event Outcome Code: Code used to indicate whether the student with an Event Type Code was determined to be eligible for special education. This code is reported on the first record in the series of Event Type Codes.

Event Type Code: Code that refers to a single event in a series of events for referring, evaluating, and implementing IEPs for students who may require special-education services.

Exclude From Evaluation Indicator: Flag used to indicate that the student should be excluded from the evaluation of this teacher for a particular course section.

Exit Date: Date staff member is no longer employed by reporting entity.

First Date of Entry into Grade 9: Month, day, and year on which the student first entered grade 9 anywhere. Do not enter this information until the student first enrolls in grade 9. Students with a disability who are coded as ungraded for enrollment purposes, must be assigned a grade 9 entry date no later than, whichever comes first, (1) the first school year during which the student enters a school where the earliest grade is grade 9; or (2) when the school of attendance has grades earlier than grade 9, the first school year during which the student participates in a grade 9 program, using criteria similar to those applied to non-disabled students when making such determinations; or (3) the school year in which the student turns 17.

Gender Description: Gender of the student being reported, as identified by the parent/guardian.

Grade Detail Code: Code used to identify the type of grade that is being reported. This code must exist in the GRADE_DETAIL_CODE table for the reporting year. For State reporting, use the final course grade. The code used for State reporting is "FG".

Grade Level: Instructional level for the student, as determined by the school district. Grade level reporting has specific rules for NYSSIS and student status.

Hispanic/Latino Ethnicity Indicator: Indication of whether the student is Hispanic/Latino.

Home Language Description: Language or dialect routinely spoken in the student's home. This language or dialect may or may not be the student's native language.

Homeless Indicator: Code that indicates whether the student met the definition of homeless at some point during the academic year or was never homeless during the academic year, as determined by the LEA's homeless liaison. If at any time during the academic year the student is homeless, this "Homeless Indicator" must be "Y", the data element Homeless Primary Nighttime Residence must be populated, and the program service "Homeless Unaccompanied Youth Status" must be reviewed and populated, as applicable.

Homeless Primary Nighttime Residence: Code that indicates where students identified as homeless in the Homeless Indicator field have their primary nighttime residence (PNR). The LEA's homeless liaison determines the PNR at the time the student is identified as homeless. The USED realizes that a homeless family or youth may be mobile during their homelessness. If the PNR is not known at the time of enrollment but a PNR is subsequently identified, the LEA must indicate the PNR as soon as it becomes known.

Immigrant Indicator: Indication of whether the student is or is not an immigrant, as identified by the parent/guardian.

Immunization Date for First Polio Vaccination: Date the student was first immunized against poliomyelitis, regardless of whether the immunization was provided orally (OPV) or intravenously (IPV).

Initial Event Date: Date of the first event in the required sequence of events. The Initial Event Codes are CPSE01, CSE01, EI01, and CSENP01. See "Event Type Code" above. The Initial Event Date is the date that corresponds to the Initial Event Type Code (see below). Include the same Initial Event Date on each record in the sequence of events.

Initial Event Type Code: Code used to report the first event in the required sequence of events for the following:

For completing the timely evaluation of preschool and school-age students for special-education eligibility determination.

The first event for this sequence is CPSE01 or CSE01 (SPP Indicator 11).

For implementing a child's IEP by their third birthday for preschool children transitioning from Early Intervention to preschool special education. The first event for this sequence is EI01 (SPP Indicator 12).

Instructional Responsibility Weight: Percent allocation of responsibility a teacher has for a particular student's learning in a subject or course with aligned performance measures.

Least Restrictive Environment Code: Code that indicates the least restrictive environment in which students with disabilities are enrolled.

Local Course Code: Local course code used in the local course scheduling system. This code must map to a State course code.

Location Code: Typically the building code (assigned by local student management system and used by L1 Data Warehouse) that uniquely identifies the building in which a student is receiving a service. If the staff person works in more than one building within the LEA, use "0000". If not "0000", local building code must map to a valid State building code.

Location Grade Level: Grade level of students to which the "Day Type" for a particular date in the day calendar pertains.

Marking Period Code: Code from the Marking Period Number Table in Chapter 5: Codes and Descriptions that represents the marking period within the school year, semester, or summer school session for which a grade is being reported. For example, when reporting the final grade for a full year course for a school where the school year has four marking periods, use the marking period number "4". This is the number that corresponds to the last marking period for a full year course in a school where there are four marking periods per year.

Migrant Indicator: Indication of whether the student met the definition of migrant at some point during the academic year or was never a migrant during the academic year

Neglected or Delinquent Indicator: Indication of whether the student met the definition of neglected or delinquent at some point during the academic year or was never considered neglected or delinquent during the academic year.

Number of Days:

Indicator 11 for preschool children: Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate to the date that the CPSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

Indicator 11 for school-age students: The Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate and the date that the CSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

Indicator 12 for preschool children referred from Early Intervention: For a child found eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the IEP is implemented. The first day past the child's third birthday is "day 1." If the IEP is not implemented by August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. For a child who is determined to be not eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the CPSE meeting to determine eligibility was held. For a child whose eligibility is undetermined as of August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. If the child's third birthday is ON August 31, 2014, the Number of Days is "1" for the following scenarios:

Numeric Grade: Numeric grade within the range of 0 to 100. If the grade detail code is "FG" and the local grade is alpha, the grade must be converted to a numeric within the range of 0 to 100. The conversion used is at the discretion of the school. Leave blank if grade is not yet known. All other grade types, local use. Required for secondary-level courses; optional for all other courses.

Numeric Score: Numeric score for assessment administered to student.

Phone at Primary Residence: Telephone number at the student's principal residence, the residence where the student typically resides.

Postgraduate Plan Description: Postgraduate activity planned by the student.

Potential Student Instructional Time: Total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates.

Primary Contact ID: Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

Primary Placement Type: Code used to indicate the primary placement type (residential placement (PLC02), or day placement by a district (PLC03), the court, social services, or a State agency placement (PLC01)) of students with disabilities.

Primary Service Code: Code that represents the primary service provided to preschool students with disabilities. This information will be reported by school districts and will include information on all preschool students with disabilities who received special-education programs and/or services on the October 2, 2013 snapshot date and also at any time during the school year in the end of year special-education snapshot.

Primary Service Provider: BEDS code or Institution ID that represents the coordinating special-education service provider, as designated by the CPSE, for preschool students with disabilities who receive special-education services.

Principal Hire Date: The effective date of the first board appointment the staff person received as a principal in this LEA.

Principal Tenure Date: The effective date of the first tenure the staff person received as a principal in this LEA. If the principal has never been tenured, leave blank.

Principal Title: If the staff person is or has ever been appointed by the school board as a principal in this LEA, populate with "PRINCIPAL." Otherwise, leave blank.

Program Service Code: Code that indicates the program service in which a student participates.

Program Service Entry Date: Date a student begins a specific program service. There must be one Program Service Entry Date record for each program service a student begins. Each academic year, every Program Service Code applicable to a student must be recorded and must also have a Program Service Entry Date. Program Services that were not exited in the previous academic year must be recorded with a July 1 entry date. A student cannot have program service records without an active enrollment record.

Program Service Exit Date: Date a student left a specific program service. A Program Service Exit Date is required only when a student either completes a program service or leaves the service without completing the program. Some program services that require an exit date also require a Reason for Ending Program Service Code. Program Services continuing into the following academic year should not have an ending date in the current year. A student cannot have program service records without an active enrollment record.

Program Service Provider BEDS Code: BEDS Code of the organization or institution that provides the program service. School-level program services require an eligibility determination each time the student enrolls in a new building within the school district or in an out-of-district placement. If the service continues in the new building, a new program service record must be reported. For school-level services, the BEDS code to be provided is defined below:

Race Code (1–5): Code that indicates the race or races with which the student primarily identifies as indicated by the student or the parent/guardian. Race designations do not denote scientific definitions of anthropological origins. For reporting purposes, a student should be reported using the race or races designation for the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. If the student or the parent/guardian will not designate race or races, a school administrator should select the race or races. LEAs may institute their own local practices and procedures for identifying the race or races.

American Indian or Alaska Native — A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

Asian — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American — A person having origins in any of the black racial groups of Africa.

Native Hawaiian/Other Pacific Islander — A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Reason Code: Code used to indicate the reason for delay in completing the evaluation, determining eligibility, or implementing the IEP by the child's third birthday for Indicators 11 and 12.

Reason for Beginning Enrollment Code: Code that indicates the reason the student's enrollment began or the type of enrollment begun. Each Reason for Beginning Enrollment Code must also have an Enrollment Entry Date. Each student must have at least one enrollment record. Enrollment information is used to determine district and school accountability cohort membership and the school/district to which annual assessment results, dropouts, and credentials are attributed.

Reason for Ending Enrollment Code: Code that indicates the reason the student's enrollment ended. Each Reason for Ending Enrollment Code must also have an Enrollment Exit Date. Each student must have at least one enrollment record. If a student leaves during the school year or finishes the school year but is not expected to return for the next school year, the student's enrollment record must have an Enrollment Exit Date and an appropriate Reason for Ending Enrollment Code.

Reason for Ending Program Service Code: Code that indicates the reason a student no longer participates or is enrolled in a specific program service. Not all program services require a Reason for Ending Program Service Code.

Relationship End Date: Last day that the teacher is assigned to or student enrolled in the course section. For evaluation records, this value can be no later than the reporting date.

Relationship Start Date: First day that both the student was enrolled in and the teacher was assigned to the course section.

Reporting Date: In Student Class Grade Detail, Staff Evaluation Rating, Student Contact Fact, and Student Credit GPA templates, June 30 of the reporting year (i.e., YYYY-06-30). In Staff Student Course template, the first day of the assessment period for the State assessment associated with the course or, if the record is for roster purposes, June 30 of the reporting year.

School Date: Calendar date during school year.

School District Student ID: Local unique identifier assigned to the student by the LEA in which the student is enrolled. The ID must be unique within an LEA.

School Year Date: School year that encompasses the data being collected/reported. The school year is reported as June 30 of the academic school year (e.g., 2014-06-30 for academic school year 2013–14).

School-Age Indicator: Indication of whether a student with a disability is of school age.

Scoring Modeling Key: Type of scoring model used to score an assessment. For NYSAA, this field is used for the Scoring Institute Code.

Section Code: Local section code that uniquely identifies the section of the course.

Snapshot Date: For Field 35 in Special Education Snapshot, the date on which a “snapshot” of certain special-education data elements are captured. This date is either October 2 of the reporting period (2013-10-02) or July 1 (End of Year) of the reporting year (2013-07-01). For Field 50 in Staff Snapshot Template, the last day of the school year for which the record is being reported (2014-06-30).

Staff District Code: District code for the entity that employs the staff member.

Staff ID: Local education agency staff member identifier. This must be a unique number within the district (or, for New York City staff, unique within New York City) and must also map to a State staff identifier.

State Assessment Included Indicator: Indicates whether or not the calculation to determine the final course grade includes a Regents assessment score.

State Attendance Code: State attendance code used to indicate student is excused (E), unexcused (U), tardy (T), in-school suspension (ISS), or out-of-school suspension (OSS).

State Attendance Description: Description of the code that indicates state attendance (excused, unexcused, tardy, in-school suspension, and out-of-school suspension)..

State Contact ID: Contact ID generated by the NYSED web application and provided by the contact at the time of proof of identify.

State Course Code: Code from the list of State course codes table that identifies the course in which a student is enrolled.

Student Credit GPA Comment: Information the LEA would like to provide related to how the Grade Point Average (GPA) was calculated or what was included in the calculation.

Student District Code: See Staff District Code.

Student GPA Range Maximum: Maximum possible Grade Point Average (GPA) value.

Student GPA Range Minimum: Minimum possible Grade Point Average (GPA) value.

Student's Address City: City of the student's principal residence.

Student's Address Line 1: First line (number, street, and apartment number) of the address of the student's principal residence.

Student's Address Line 2: Second line of the address of the student's principal residence.

Student's Address State Code: Two-character United States Postal Service (USPS) code for the state of the student's principal residence.

Student's Address Zip Code: Official United States Postal Service (USPS) zip code of the student's principal residence.

Student's First Name: First name given to an individual at birth, baptism, or during another naming ceremony or through legal change. Local districts may determine their own policies and procedures for obtaining the student's first name. For students who have only one name, use either “NoFirstName” in this field or “NoLastName” in the last name field.

Student's Guardian One Name: Full name of the parent, primary guardian, or legal guardian who enrolled the student. If the student has two primary guardians, enter the first guardian in Guardian One Name and enter the second guardian in Guardian Two Name.

Student's Guardian Two Name: Full name of a second parent, primary guardian, or legal guardian who enrolled the student.

Student's Last Name: Legal last name borne in common by members of a family and used by the student (i.e., the last name given to an individual at birth or through legal change).

Student's Middle Initial: First letter of a middle name given to an individual at birth, baptism, or during another naming ceremony or through legal change. Local districts may determine their own policies and procedures for obtaining the student's middle initial.

Student's Place of Birth: City, State/Province/Region, and Country in which the student was born. If the student was born in the United States, country is optional. However, if included, use USA. If the student was born outside of the United States, record the city, province, state, or region, and the country of birth. If all of these data elements are not available, record as many elements as possible.

Supplementary Course Differentiator: The code used for state reporting is "NA."

Teacher Hire Date: The effective date of the first board appointment the staff person received as a teacher in this LEA. This field must be populated if the staff person has ever been appointed as a teacher in this LEA, otherwise, leave blank. If Teacher Title is populated, Teacher Hire Date must also be populated..

Teacher Title: Indicates that a staff person is or has ever been appointed by the school board as a teacher in the reporting LEA. If staff person has never been a teacher in this LEA, leave blank. In Staff Snapshot template, either Teacher Title or Principal Title must be populated. Both fields can be populated. If Teacher Hire Date is populated, Teacher Title must also be populated. The code used for state reporting is "TEACHER."

Teacher Tenure Date: First date tenure was granted for teacher by the LEA.

Term Code: Code used to identify the school calendar term for which a course grade is being reported.

Test Booklet ID: Identification of the form (A, B, C, or D) used by a student for the Grades 3–8 English Language Arts (ELA) and Mathematics New York State Testing Program (NYSTP) operational tests.

Test Group: Short description of the test type being reported for the student (e.g., ALTREG, CTE, NYS, NYSAA, Regents, etc.).

Total Planned Class Time: Total number of instructional minutes in the course from the beginning of the course to the Reporting Date.

Version: June 30 of the school year of test administration (e.g., 2014-06-30).

Years Enrolled in a Bilingual or English as a Second Language (ESL) Program: Cumulative number of years in which a LEP-eligible student (Program Service Code 0231 — LEP Eligible) has been enrolled in a bilingual or ESL program in New York State, including the current academic year. Note: These data are used for research on the relationship between length of service and NYSESLAT performance and for federal reporting. This data element is not used to identify LEP students who are not required to take grades 3–8 English language arts (ELA) assessments. Students eligible to take the NYSESLAT in lieu of the ELA assessment to meet the participation requirement for accountability must be identified using the Program Service Code 0242 — Eligible to take the NYSESLAT for grades 3–8 ELA Accountability.

Years in United States Schools: Number of full consecutive academic years an immigrant student has been enrolled in schools anywhere in the United States.

