

Frontline: Maintenance > Other Maintenance Options > State Reporting Information Repository System (SIRS) Extracts > Data Verification Extracts > October Snapshot, Comprehensive CSE October Snapshot Verification, then, Download.

Student Information Repository System Verification Reports

Select School Year : 2024-2025 ▾

SIRS Extract : October Snapshot ▾

Please select Data Verification File : Comprehensive CPSE October Snapshot Verification ▾

Comprehensive CPSE October Snapshot Verification

Comprehensive CSE October Snapshot Verification

Open the Frontline CSE .csv file, and to the right of the last column (P), in column Q, PASTE the CSE data copied from the PD Data System (or copied from the .csv file).

The screenshot shows an Excel spreadsheet with columns labeled A through S. A text box in the center reads: "Frontline Data Downloaded from: Maintenance > Other Maintenance Options > State Reporting Information Repository System (SIRS) Extracts > Data Verification Extracts > October Snapshot". To the right, columns Q, R, and S are highlighted. Column Q is labeled "Student Name" and column S is labeled "Local Student ID". A red box with a red arrow points to column Q, containing the text "PASTE PD Data System data here". A yellow box highlights columns R and S, containing the text "PD Data COPIED from PD Data System page OR .csv file downloaded from PD Data System".

Compare/Contrast the Student ID fields using Conditional Formatting:

On the left side Frontline data, click the top of the Gen Ed ID column (D) to select the column. While holding the control key, click the 'Local Student ID' column (S) to select that column.

In the HOME tab, click on **Conditional Formatting > Highlight Cell Rules > Duplicate Values**

The screenshot shows the Excel ribbon's HOME tab. The "Conditional Formatting" dropdown menu is open, showing options like "Highlight Cells Rules", "Top/Bottom Rules", "Data Bars", "Color Scales", "Icon Sets", "New Rule...", "Clear Rules", and "Manage Rules...". The "Highlight Cells Rules" option is selected, and its sub-menu is open, showing options like "Greater Than...", "Less Than...", "Between...", "Equal To...", "Text that Contains...", "A Date Occurring...", and "Duplicate Values...". A red arrow points to the "Conditional Formatting" button, another red arrow points to "Highlight Cells Rules", and a third red arrow points to "Duplicate Values...".

In the **Duplicate Values** pop up window, choose **Unique**, and click OK. This will highlight the outstanding values in RED that do not have a match in the opposite column, and vice versa.



Investigate the RED cells on the Frontline side to determine why those students are not reporting to the PD Data System. Reasons could include:

- Snapshot extract needs to be uploaded and pushed through Level 0
- Student is missing enrollment in Level 0
 - Sometimes home schooled enrollments get overlooked - must report with 5905 code
- Student data is not moving from Level 1 to Level 2
 - [Check the Level I report](#): Verification Reports > L1C Error Report

	A	B	C	D	E	F	G	H	I
90	NY450607			11072					
91	NY450607			10099					
92	NY450607			10240					
93	NY450607			11613					
94	NY450607			11320					
95	NY450607			11340					
96	NY450607			11747					
97	NY450607			11746					
98	NY450607			10203					
99	NY450607			10660					
100	NY450607			11735					

the RED cells show the students who are in the Frontline export, but who are NOT in the Included list in the PD Data System.

Check for any RED cells on the PD Data System side, and if found, investigate why a student would be in the PD Data System but not on the Frontline extract.

- Edits to the start dates of the IEP can affect the student being included for the Snapshot. The student may have been included in a previous upload, but due to a review of the IEP and change in the start date, the student is removed from the Frontline extract and therefore should not report in the PD Data System.

Repeat the compare/contrast process for CPSE students.

Phase 2: Exclusion Accuracy and Data Alignment

Frontline IEP: After confirming all students on the October snapshot extract are reporting to the PD Data System, find students who may have been exited incorrectly, and therefore will not show up on the Frontline Exclusion report. If a student who was receiving services is not exited by creating a draft (is exited on the single IEP they had in the school year), then that student will not report to the Exclusion list.

Create a listing for each committee with the following fields and compare the values in the columns to check the integrity of your data. Performing this step can also assist you in data cleanup.

Selected Fields
CR Decision/Status
Student Last Name
Student First Name
Student Gen Ed ID#
CR Recommended School
PP School Agency
CR Expected Grade
Date of Exit
SIRS Exit Reason

Use the D/S column to compare to other data columns to find potential omissions or data misalignment.

Classified: Is there a value in the SIRS Exit reason column, and if so, is it correct or does it require cleanup from a previous IEP?

Classified No Services: Verify why they are No Services – Check the Parentally Placed column to check if the student is Home Schooled. If the Parentally Placed column is blank and the student is attending a Recommended school in the district, then confirm that they indeed are not getting services, since it’s not typical to attend in the building and not get services.

Declassified: Review the accuracy of students declassified just prior to or just after BEDS day by looking at the Date of Exit.

Classified Charter School Dual Enrollment: Make sure there is a charter school designation in the Parentally Placed column. May report an inaccurate LRE if this field is blank.

Exited: Review any students who do not have a date of exit or SIRS exit reason. Did they move? Were they Declassified?

PD Data System: Review enrollment codes to ensure they align with the Building of Enrollment SED code and the Primary Setting Code.

For example, 5905 code:

Home Schooled Students: Whether or not getting services, a home schooled student needs to be reported with the 5905 enrollment code, with their ‘Building of Enrollment SED’ code ending with 0888. If the student is getting services on BEDS day, they will report for the October snapshot, and the Primary Setting Code should be SA10 – Home Schooled at Parent’s Choice.

- Review the IEP to confirm programs and services span BEDS day, and check the Related Service Log to confirm that the student is receiving services. If the student is not receiving services, then the Decision/Status of the IEP should be Classified, No Services to remove the student from the snapshot.

Primary Setting Code	Primary Placement Code	Building of Enrollment SED Code	Gender	Ethnicity	LEP Eligibility Code	Enrollment Code
SA10		450607040888	Male	White	N/A	5905

Classified Charter School Enrollment: Students attending a charter school get reported with the 5905 enrollment code and the BEDS location of the charter.

Preschoolers: 5905 should only be reported for preschoolers who are attending a UPK in another public school.

If the enrollment, SED code, and Primary Setting don't align, then check each data piece to see which is incorrect.

School Age Primary Setting Code (LRE)	Building of Enrollment SED Code	Enrollment Code
SA06 – Homebound - Placed on Home Instruction by the CSE and receives special education and related services at home	BEDS code ends in 0777	0011
SA10 – Home Schooled at Parent’s Choice	BEDS code ends in 0888	5905
Preschool Primary Service Code	Building of Enrollment SED Code	Enrollment Code
SVC04* Integrated Half Day Program	BEDS code of 4410 provider, NOT County	0011
SVC06* Integrated Full Day Program	BEDS code of 4410 provider, NOT County	0011

**Students with these codes should be reporting with the SIRS CPSE Primary Service Provider in the VR6. The enrollment needs to align with that location.*