

Performance Reports through our Student Information Repository System (SIRS). These include outcome indicators (Staticthe end of the school year, and because of stipulations in New York State Title 2d law

local program staff and evaluators cannot obtain access to records provided by SIRS.

Because many programs require access to such records in order to assess their local program objectives and/or for program administration purposes, *all such programs still need to obtain any required records from their partnering school district(s)* in accordance with their previously approved Partnership Agreement. Programs can either enter these records into EZReports and back them up later, or keep these records in a separate database external to EZReports.

_____ : When it is uploaded to EZReports by NYSED next fall, the SIRS data will *overwrite* any records currently in those data fields in EZReports. For this reason, if you have already entered demographic data into EZReports, *it is essential that you back it up as soon as possible after the end of the program year*, before it is overwritten by the SIRS data. Note that all other student and program data in EZReports still need to be kept up to date.

This overwrite will affect many of the demographic fields in EZReports among those listed below.

Records that may be overwritten with SIRS data next fall:

DOB
Age
Grade Level
Sex
Race
Bilingual
Gifted & Talented
Homeless
School
Education Program/Special need
Primary Language
Disability

State test results
School day attendance
In-school suspensions

If you have been maintaining such records in a location separate from EZReports, please continue to do so – it will not be necessary to upload them to EZReports.

Following are instructions for backing up your data if you have already entered student demographic data into EZReports.

Backing up student data from EZReports:

1. The easiest way to back up your student demographic records from EZReports is to run custom reports through the Report Wizard and save the resulting Excel file. To obtain a report of student demographics:
2. Log into the 2022-23 EZReports system at the program or site level
3. Click Reports, then Report Wizard
4. In the *Report Type* tab:
 - a. Select Report Type = List
 - b. Select Report On = Student
 - c. Select Report Output = Student Demographics
5. In the *Report Input* tab:
 - a. For Student Status, select All. [This will include students who had participated and since dropped, but still need to be reported on.]
 - b. Leave all other filters blank (Registration Date, Enrollment, Attendance, Demographics, Grade, Sex, Race, Student ID, Location, Education Program/Special Need, Transportation, and Activities). [This will ensure that the report includes all students who participated this year.]

