

## **The IRSPortal**

The Department has established the Information and Reporting Services Portal (IRSP) so that important information used for accountability and policy decisions and public reports may be quickly accessed by school superintendents and charter school principals. The IRSP is available through the SED Application Business Portal accessible at <http://portal.nysed.gov/portal/page/pref/PortalApp>.

The default setup allows download privileges only for the school superintendent (or principal for charter schools). The school superintendent (or principal for charter schools) must grant access to these files to designated staff members. User IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (SEDDAS). Information regarding SEDDAS can be found at <http://www.emsc.nysed.gov/seddas/seddashome.html> or by calling the SEDDAS help desk at (518) 473-8832.

It is the responsibility of each school superintendent to ensure adherence to all procedures and processes for safeguarding the privacy of individual students. Information regarding poverty status and eligibility for free and or reduced price lunch must not be shared in combination with any other information about a student and must be made available only to the person responsible for verifying the accuracy of these data. Additional information on this topic is available in the Student Information Repository System (SIRS) manual.

### **Reports Currently Available on the IRSPortal** (last updated October 15, 2010)

Race to the Top Final Scope of Work – this file contains documents participating LEAs must submit as part of their final Scope of Work to receive RTTT allocated funds and guidance to complete them.

LEA Baseline Performance data – this file includes the student performance data needed to establish baselines for goal setting in the RTTT Final Scope of Work.

2006 Total Cohort August Graduates – this file contains a list of students in the 2006 Total cohort who have been reported in the SIRS as earning a local or Regents diploma between July 1 and August 31, 2010.

2010-11 High School Differentiated Accountability – this file contains a report that shows the 2010-11 differentiated accountability status (phase and category) for each school with secondary-level grades in your district or your charter school. If the elementary/middle-level status of districts/schools is worse than their secondary-level status, their overall status may become more severe.

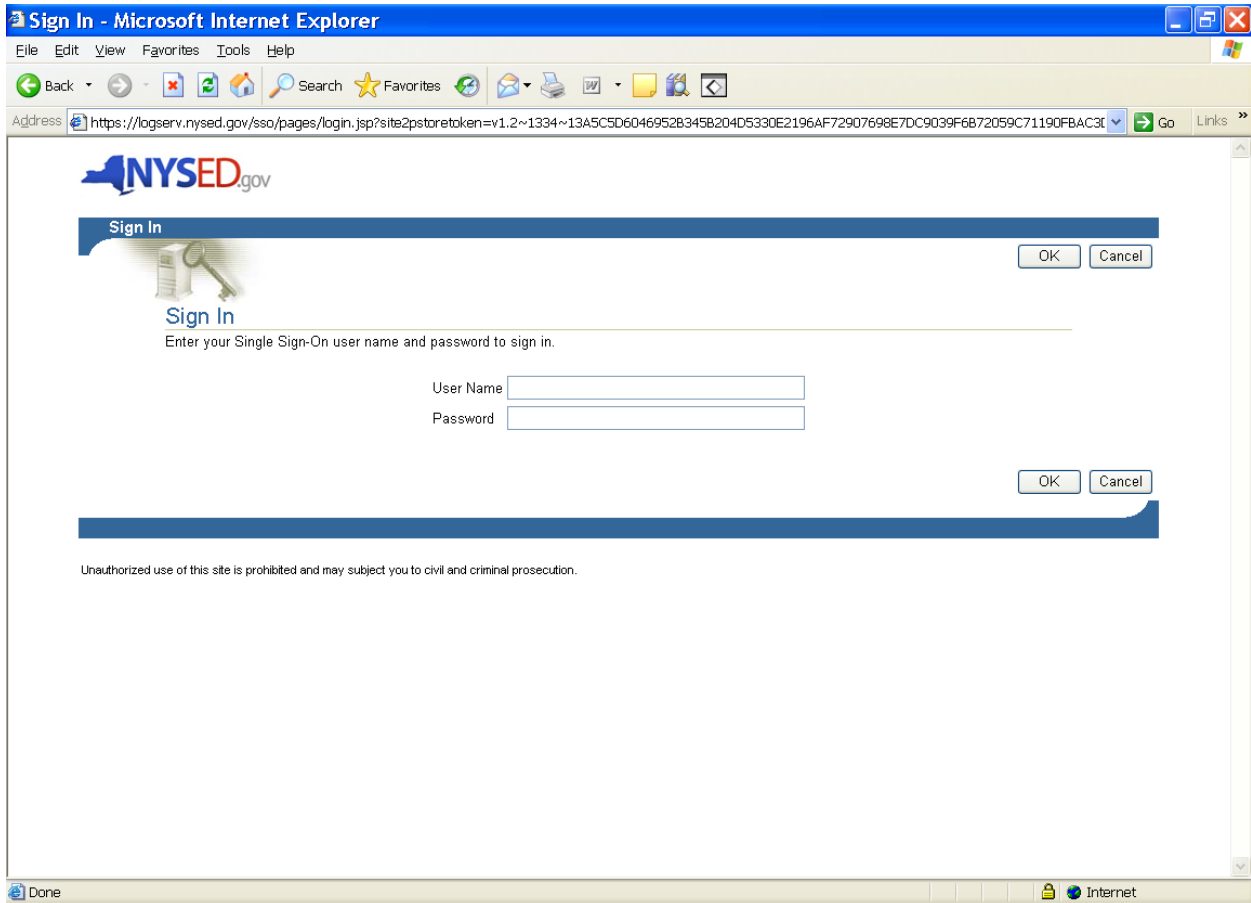
Teacher ID File – this file contains State staff identifiers for all staff in your district who have both a record in the TEACH system and who submitted a personnel form for the 2009-10 BEDS day by December 31, 2009. These identifiers are to be used to report teacher/principal and course information to SIRS (the Student Information Repository System).

Users begin by clicking “Log On” in the upper right corner of the page:



Users enter User Name and Password when prompted.

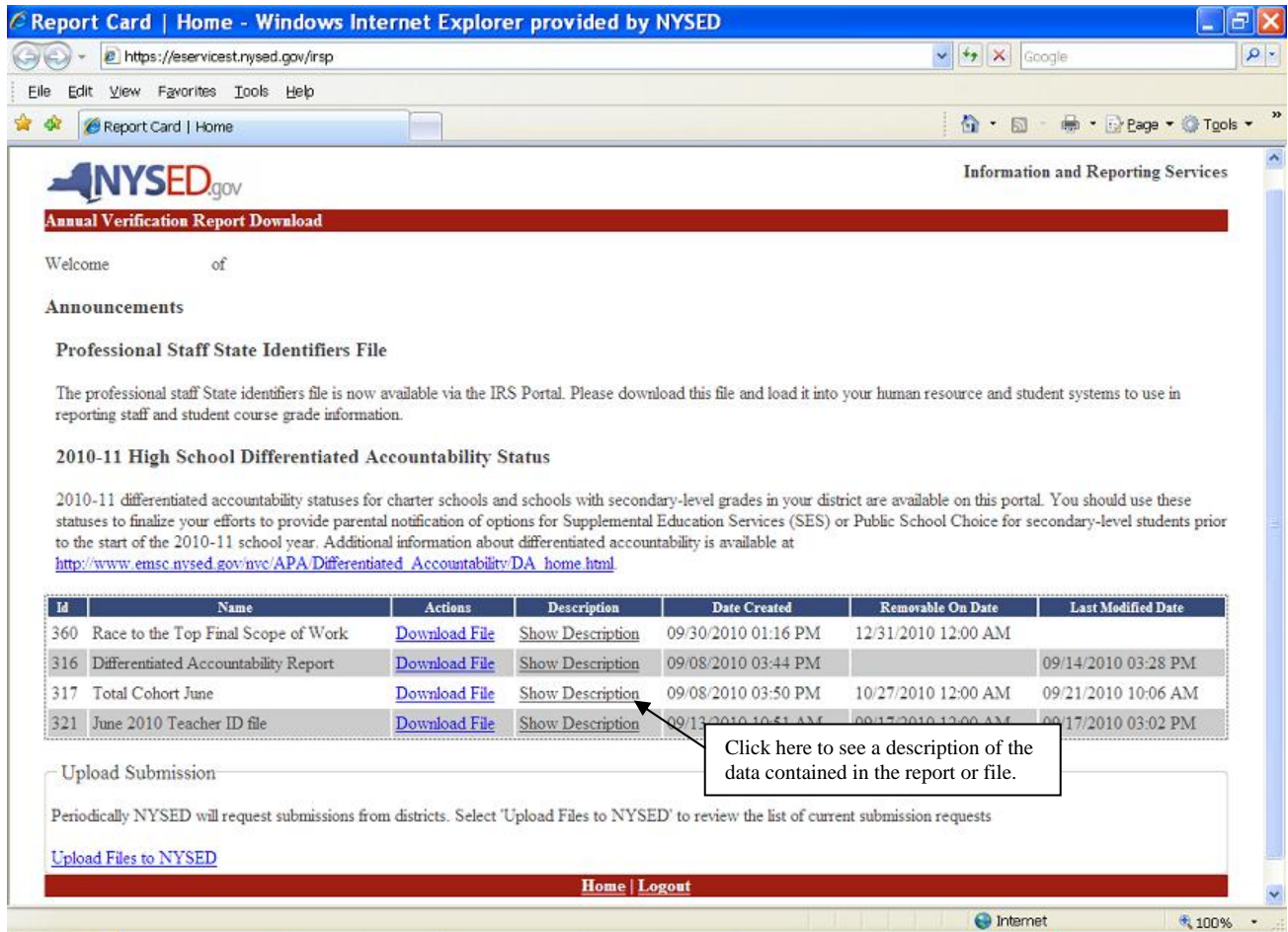
User IDs and passwords necessary for access to the SED Web Business Portal are managed by the SED Delegated Account System (SEDDAS). Information regarding SEDDAS can be found at <http://www.emsc.nysed.gov/seddas/seddashome.html> or by calling the SEDDAS help desk at (518) 473-8832.



Upon successfully logging on, users will again be presented with the business portal screen that now has a 'My Applications' tab. Users select Information and Reporting Services Portal (IRSP) from My Applications list.



Users will land on the IRSPortal Homepage. The page will provide any new information regarding available downloads and download links of specific reports and files as well as a link to the file upload function.



To view a description of the contents of a file, click the “Show Description” link.

A pop up window of descriptive text about the corresponding file will be displayed. To close the pop up window, click on the white “x” in the upper right hand corner.

The screenshot shows a web browser window titled "Report Card | Home - Windows Internet Explorer provided by NYSED". The address bar shows the URL "https://eservices.nysed.gov/irsp". The main content area displays the NYSED.gov logo and "Annual Verification Report Download". A pop-up window titled "Total Cohort June" is overlaid on the page. The pop-up contains the following text:

**2009-2010 Total Cohort**

The links below allow you to access reports containing Total Cohort data. The reports are available as .pdf files.

The June Total Cohort file includes outcome data for the 2005 Total Cohort after 4 years; 2004 Total Cohort after 5 years; and 2003 Total Cohort after 6 years. The data is broken down into subgroups: All Students, Gender, Disability Status, Race/Ethnicity, Economic Status and LEP Status. Counts and percentages are available for graduates, IEP diplomas, still enrolled, transfers to GED, and dropouts.

The August Total Cohort file contains a list of students reported as graduating between July 1 and August 31, 2009. Instructions on using this information to calculate graduation rates as of August 2009 are provided in the report.

In Date	Last Modified Date
2:00 AM	09/14/2010 03:28 PM
2:00 AM	09/21/2010 10:06 AM
2:00 AM	09/17/2010 03:02 PM

The background page also shows a table with the following data:

ID	Name
360	Race to the Top Final Scope of W
316	Differentiated Accountability Rep
317	Total Cohort June
321	June 2010 Teacher ID file

The IRSPortal has the capability to allow authorized district and charter school users to upload a file.

To upload a file to SED click on the Upload Files TO NYSED link at the bottom left portion of the page.

**Report Card | Home - Windows Internet Explorer provided by NYSED**

https://eservices.nysed.gov/irsp

Report Card | Home

**NYSED.gov** Information and Reporting Services

**Annual Verification Report Download**

Welcome of

**Announcements**

**Professional Staff State Identifiers File**

The professional staff State identifiers file is now available via the IRS Portal. Please download this file and load it into your human resource and student systems to use in reporting staff and student course grade information.

**2010-11 High School Differentiated Accountability Status**

2010-11 differentiated accountability statuses for charter schools and schools with secondary-level grades in your district are available on this portal. You should use these statuses to finalize your efforts to provide parental notification of options for Supplemental Education Services (SES) or Public School Choice for secondary-level students prior to the start of the 2010-11 school year. Additional information about differentiated accountability is available at [http://www.emsc.nysed.gov/nvc/APA/Differentiated\\_Accountability/DA\\_home.html](http://www.emsc.nysed.gov/nvc/APA/Differentiated_Accountability/DA_home.html)

Id	Name	Actions	Description	Date Created	Removable On Date	Last Modified Date
360	Race to the Top Final Scope of Work	<a href="#">Download File</a>	<a href="#">Show Description</a>	09/30/2010 01:16 PM	12/31/2010 12:00 AM	
316	Differentiated Accountability Report	<a href="#">Download File</a>	<a href="#">Show Description</a>	09/08/2010 03:44 PM		09/14/2010 03:28 PM
317	Total Cohort June	<a href="#">Download File</a>	<a href="#">Show Description</a>	09/08/2010 03:50 PM	10/27/2010 12:00 AM	09/21/2010 10:06 AM
321	June 2010 Teacher ID file	<a href="#">Download File</a>	<a href="#">Show Description</a>	09/13/2010 10:51 AM	09/17/2010 12:00 AM	09/17/2010 03:02 PM

Upload Submission

Periodically NYSED will request submissions from districts. Select 'Upload Files to NYSED' to review the list of current submission requests

[Upload Files to NYSED](#)

[Home](#) | [Logout](#)

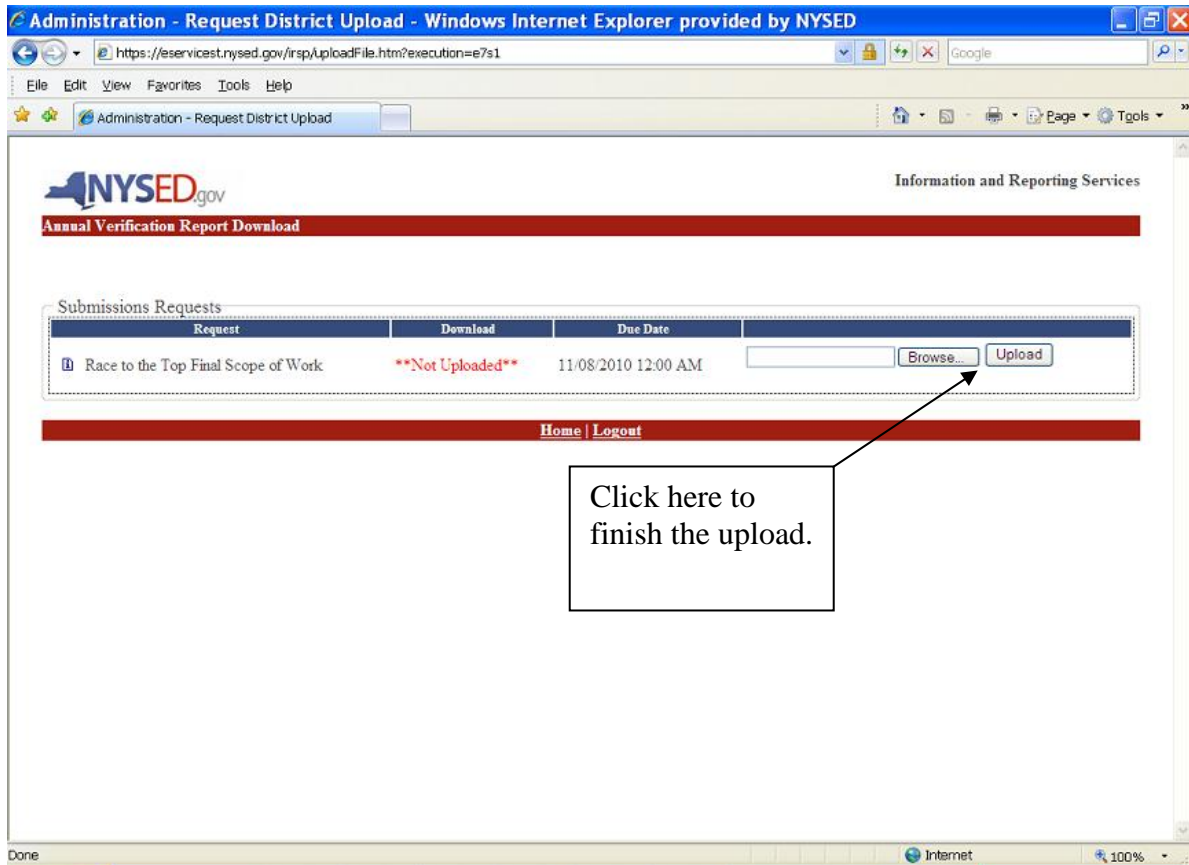
Internet 100%

Click here to upload a file to the portal.

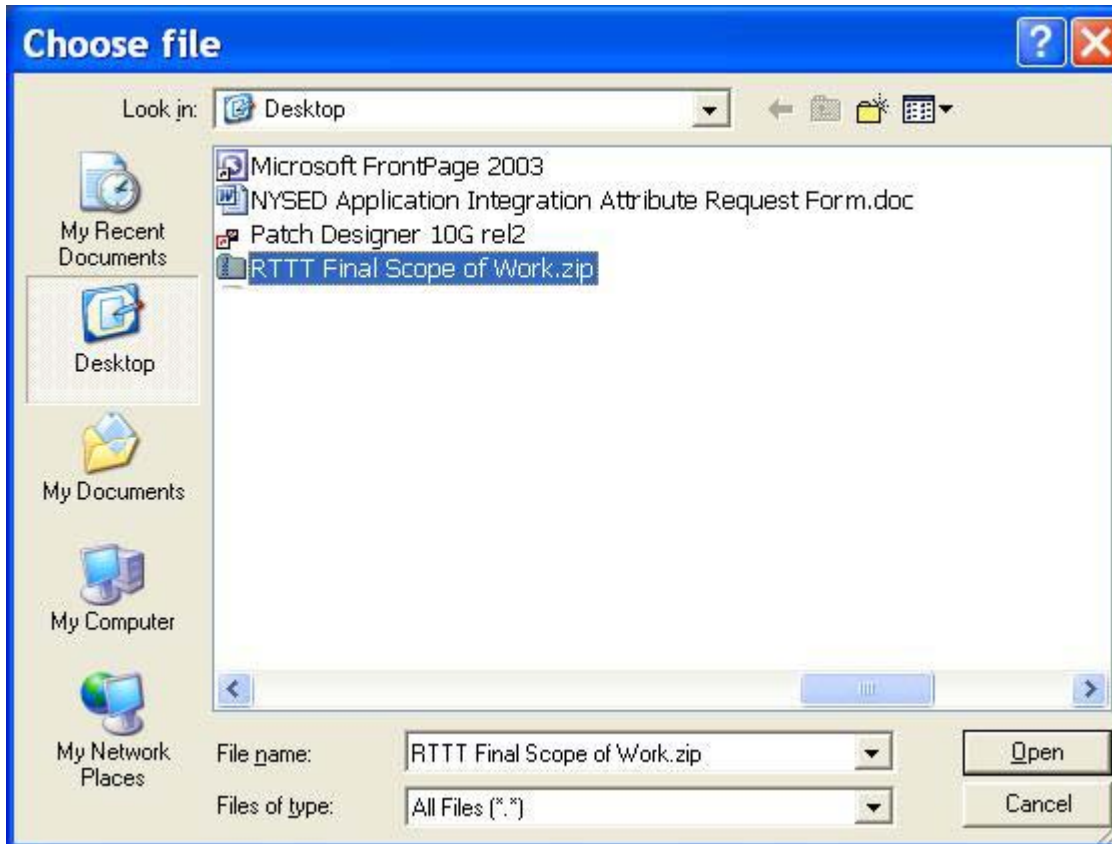
Users will land on the page shown below

If SED is requesting any files from a LEA they will show under “Submissions Requests”. If a file has not been uploaded for this district (or charter school), **\*\*Not Uploaded\*\*** will appear in red under the “Download” heading.

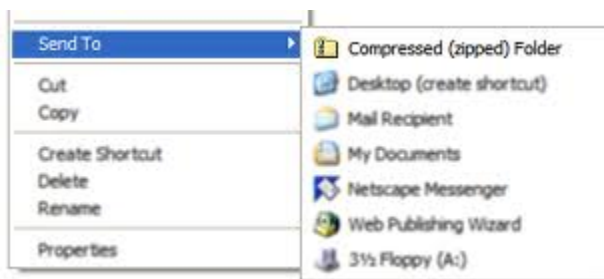
To upload a file, click on the browse button. This will bring up the “Choose File” dialog box shown on the next page.



Navigate to the file SED has requested and click open. This will populate the textbox next to the browse button with the file location. Once this has been completed click on the upload button.

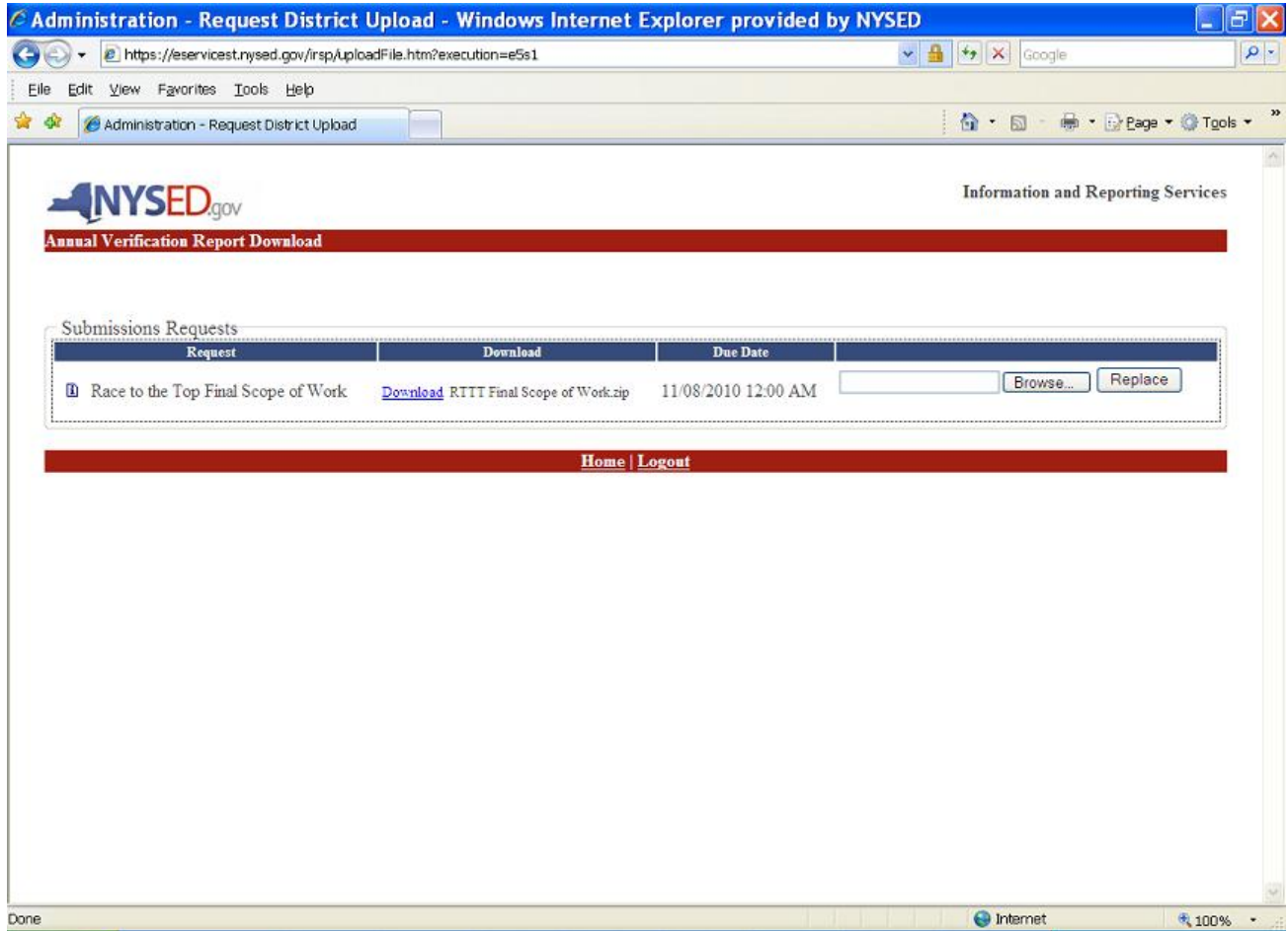


Note: If a zip file is requested, you can zip a file by right clicking the file with your mouse and scrolling to the send to option; choose “Compressed (Zipped) Folder.” You can then drag files into the zipped folder. If necessary, rename the uploaded file.

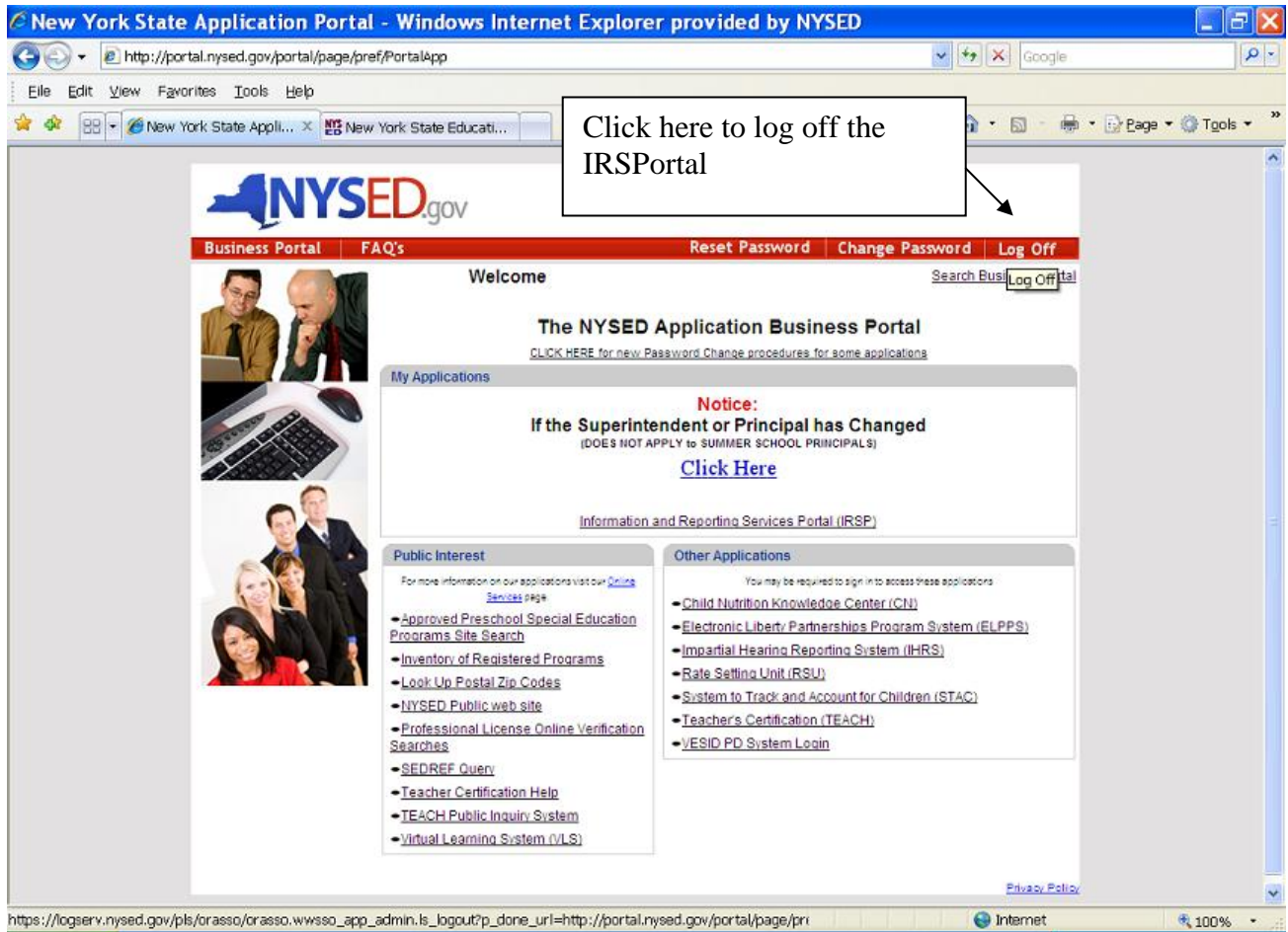


Once a file has been uploaded for this district (or charter school), a “Download” link will appear along the file name under the “Download” heading.

The user may download a copy of the file or replace the previously uploaded file by browsing to the file via the “Browse” button and then clicking the “Replace” button.



To exit the report, users simply close the session of Internet Explorer. To logout of the business application portal, click Log Off in the top right corner of the page.



Upon logging out of the business application portal, users will see the following screen.

