## Memo

To: All Nassau County Public School CIOs and District Data Administrators

From: Patricia S. Reinhardt

Technical Manager of the Nassau BOCES Data Warehouse

Date: March 15, 2012

Re: Bulk Changes to Historical Data

In preparation for the opening of Level 0 Historical (L0H), NYSED is giving districts a limited opportunity to make <u>bulk</u> changes to historical data through two different methods. This is intended for bulk changes <u>only</u> and all other changes should be made in LOH, when it becomes available. Changes to the following templates will be accepted:

- 1. Student
- 2. Enrollment
- 3. Program Services
- 4. Assessments (only those assessments for which scores were originally submitted through Level 0)

The options for making bulk historical changes:

- Level 0 Level 0 will be opened up to allow access to 2010/11. Only 2010/11 historical changes can be made in Level 0. Each domain that has changes must be locked and submitted to Level 1 no later than Wednesday, April 4, 2012 @ 2:30 PM.
- 2. <u>Historical Templates</u> bulk changes prior to 2010/11 can be submitted via templates. It is critical that the templates are accurate and complete because NYSED will not process any bad files. Errors will be ignored and discarded. All files must be submitted to your State Reporting support person by <u>Friday</u>, <u>March 30</u>, 2012. This is the same process that we used for historical updates in the past. If you need a copy of the templates or need assistance with the process, please contact to your State Reporting support person.

Please keep in mind that this process is for <u>bulk</u> changes only and that individual records should be changed through L0H when NYSED releases the full version in April.