



Theresa Billington, Assistant Commissioner  
Office of Accountability and  
Office of Innovation and School Reform

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September 16, 2025

«CEO\_Salutation» «CEO\_FName» «CEO\_LName», «CEO\_Title»  
«Legal\_Name»  
«Mailing\_Address\_Line1»  
«Mailing\_City», «Mailing\_State\_Code» «Mailing\_Zipcd5»

Dear «CEO\_Salutation» «CEO\_LName»:

Under the Every Student Succeeds Act (ESSA) and Commissioner’s Regulations §100.21(b)(1)(xvii), all public schools and districts, including charter schools, are required to be included in the New York State accountability system. Schools for which the New York State Education Department (NYSED or “the Department”) cannot make accountability support model determinations using calculation methodologies under the approved New York State ESSA plan must conduct a self-assessment of their academic programs. The self-assessment process ensures the Department can provide support wherever needed, regardless of the size of the educational setting.

Schools meeting any of the following criteria are required to participate in the self-assessment process:

1. Schools with any configuration of Grades K–12 that do not participate in the regular statewide assessment program;
2. Schools for which NYSED cannot make accountability support model determinations using the standard process, such as Grade K–1 schools or high schools without a cohort of graduating students;
3. Elementary/middle schools where the All Students group does not meet the minimum n-size for Weighted Average Achievement or Core Subject Performance, or for Student Growth, English Language Proficiency (ELP), and Attendance; and
4. High schools where the All Students group does not meet the minimum n-size for Weighted Average Achievement, for both Core Subject Performance and Graduation Rate, or for ELP, Attendance, and College, Career, and Civic Readiness (CCCR).

NYSED identifies schools for self-assessment in two stages. During the first stage, prior to the availability of all accountability data, the Department identified schools for self-assessment that meet the criteria (1) and (2) outlined above. In the second stage, when all indicator data are available, schools that meet criteria (3) and (4) will be identified and receive notification under separate cover in the fall of 2025.

The following school(s) has been identified for self-assessment. Please note that additional schools may be identified for self-assessment once the state assessment data are processed in the fall of 2025.

BEDS Code	School Name
«School BEDS»	«School Name»

Each school identified for self-assessment is required to report all requested data from the 2024–2025 school year via the IRS Data Exchange (IDEx) on the NYSED [Application Business Portal](#)

by **Wednesday, October 1, 2025. Extensions will not be granted.** This data collection is an important step in determining an appropriate level of accountability support for the school(s) and learners served. Failure to submit self-assessment data may result in the school being identified for an accountability support model [requiring intensive actions](#) from the school and district.

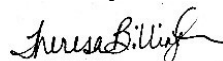
While the listed school(s) has been initially identified for self-assessment reporting, further processing of state assessment data may result in transitioning the school(s) to a more appropriate accountability determinations pathway, such as through backmapping<sup>1</sup> or the standard calculation methodology for ESSA accountability determinations, and self-assessment requirements will no longer apply.

For more information on the self-assessment calculation methodology and data reporting guidelines, please see the following attachments:

- **Attachment A:** New York State Education Department (NYSED) IRS Data Exchange (IDEx) Data Collection and Indicator Calculation Process
- **Attachment B:** Instructions for Submitting Data Using the New York State Education Department (NYSED) IRS Data Exchange (IDEx)

If you have any questions or concerns regarding this letter or completing the IDEx form, please contact the Office of Accountability at [selfassessment@nysed.gov](mailto:selfassessment@nysed.gov). Any school that considers itself eligible for an exemption from submitting self-assessment data is advised to contact the Office of Accountability immediately. Email correspondence must not include any personally identifiable information (PII) that could be used to identify a student.

Sincerely,



Theresa Billington  
Assistant Commissioner

cc: Jeffrey Matteson  
Yufan Huang  
Stephen Earley  
Lisa Long  
Jennifer Todd  
Shibu Joseph

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<sup>1</sup> The accountability support model for public schools serving Grades 1 and/or 2, but not Grade 3 or higher is typically determined through the backmapping process. In such schools, also known as “backmapping schools”, the Grade 3 state assessment results will be attributed to the school in which the student took the assessment, as well as to the backmapping school.

**ATTACHMENT A**  
**New York State Education Department (NYSED) IRS Data Exchange (IDEx)**  
**Data Collection and Indicator Calculation Process**

The table below displays the data reporting requirements for each category of schools identified for self-assessment.

<b>School Category</b>	<b>IDEx Data Collection</b>
Schools with Grades K,1, and/or 2  OR  Schools with Grades K–8 with fewer than 20 student results to determine a Weighted Average Achievement Indicator Level	Choose <b>one</b> of two options for data submission related to each student listed in IDEx. <b>Please do not submit both options.</b>  <b>Option 1.</b> Submit achievement data classified into performance levels 1 to 4 for English language arts (ELA), math, and science obtained from a nationally normed achievement test.  <b>Option 2.</b> Provide evidence of whether each student showed one year’s worth of growth in ELA, math, and science based on Student Learning Objectives (SLO).
Schools with Grades 9–12 with fewer than 20 student results to determine a Weighted Average Achievement Indicator Level	For each student listed in the IDEx form, submit the grade or percentage earned in a credit-bearing course taken during the 2024–2025 school year in ELA, math, science, and social studies. <ul style="list-style-type: none"> <li>• If a student took more than one credit-bearing course in a subject, report the highest level in that subject.</li> <li>• If the student took multiple courses that are of less than a year duration, report the average of the courses.</li> </ul>

**Using the Self-Assessment Data to Calculate Indicator Levels**

The data collected using the self-assessment process will be used to determine the accountability indicator levels and support model for your school(s).

***K–8 Schools***

Schools serving Grades K–8 must submit either performance level or student learning objective (SLO) results. For schools submitting performance levels, NYSED will also incorporate student results for the New York State Alternative Assessment (NYSAA), which will be extracted from the NYSED Student Information Repository System (SIRS). NYSED will use the highest level assigned to the student to calculate a Performance Index (PI) for each subject using the following formula:

$$Subject\ PI = \frac{(\# Level\ 2) + 2(\# Level\ 3) + 2.5(\# Level\ 4)}{\# Tested\ Students} * 100$$

The resulting PI will be converted to Core Subject Performance and Weighted Average Achievement Levels using the statewide [Core Subject Performance Indicator Static Cut Points](#) established for the elementary/middle level.

For schools submitting SLO outcomes, the number of continuously enrolled students who met their SLO target in ELA, math, or science will be divided by the total number of continuously enrolled

students who were assigned an SLO target in ELA, math, or science. The resulting “Percent Met SLO” will be converted to Core Subject Performance and Weighted Average Achievement Levels using the cut points below.

<b>% Met SLO</b>	<b>Level</b>
Less than 60%	Level 1
60% to < 75%	Level 2
75% to < 90%	Level 3
90% or more	Level 4

### ***High Schools***

Schools serving Grades 9–12 must submit the numeric grade earned in a credit-bearing course in ELA, math, science, and social studies. If your school uses letter grades, please submit a numeric value associated with the level crosswalk listed below.

<b>Grade Earned</b>	<b>Level</b>
Less than 65% (F)	Level 1
65% to < 79% (D or C)	Level 2
79% to < 85% (B)	Level 3
85% or more (A)	Level 4

NYSED will also include results from Regents examinations and NYSAA for the student from SIRS to compute the PI for each subject. NYSED will use the highest level assigned to a course grade or exam level to calculate a PI for each subject. Using these PIs, NYSED will then calculate a combined PI using the following formula:

$$PI = \frac{3(ELA\ PI) + 3(Math\ PI) + 2(Science\ PI) + 2(Social\ Studies\ PI)}{Sum\ of\ Multipliers}$$

The resulting PI will be converted to Core Subject Performance and Weighted Average Achievement Levels using the statewide [Core Subject Performance Indicator Static Cut Points](#) established for the high school level.

### **Using the Indicator Levels to Make Accountability Determinations**

For each school, NYSED will use the Core Subject Performance and Weighted Average Achievement Levels and all other available accountability indicators to make 2025–2026 school year accountability support model determinations.

For further information on the accountability system for the 2025–2026 school year under the federally approved New York State ESSA plan, please see the Reimagine Phase accountability resources found on the NYSED website here: [NYSED School and District Accountability Resources and Data webpage](#).

**ATTACHMENT B**  
**Instructions for Submitting Data Using the**  
**New York State Education Department (NYSED) IRS Data Exchange (IDEx)**

1. Navigate to the NYSED Application Business Portal: <http://portal.nysed.gov>.
2. Click the Log In button.

3. On the next page, enter your Username and Password.
4. Click on "IRS Data Exchange" under “My Applications.”
  - Only delegated users will see the “IRS Data Exchange” option. If you do not see the option, contact your Superintendent/Charter School Leader to add you as a delegated user.

5. Use the “Search by Institution” field to select the appropriate Self-Assessment Data Collection form for the school.

High schools will only see the option to submit Performance level data. For K–8 schools, there will be an option to submit either Performance level data or SLO data. Click on the appropriate form and submit only one form.

If your school serves both K–8 and high school grades, please complete the High School Performance level form and only one of the Elementary/Middle School forms.



**Q Search by Institution**

**Q Search by Form**

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Data Collections
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Dunning

**Data Collections for**

[Show Archived Forms](#)

Show  entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
Self-Assessment Data for Elementary/Middle School - Performance Level	2024-2025	09/30/2025		
Self-Assessment Data for Elementary/Middle School - SLO	2024-2025	09/30/2025		

6. The Self-Assessment Data Collection Form for High School is shown below.

New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity

# Information and Reporting Services

Data Exchange

Logged in as: **idexuser**

From: **NYS DEPT OF EDUCATION**

**Q Search by Institution**

**Q Search by Form**

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Data Collections
Manage Forms
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Dunning

**Data Collections for**

[Show Archived Forms](#)

Show  entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
Self-Assessment Data for High School	2024-2025	09/30/2025		

7. Clicking on “Download Saved Forms” will save the form to your computer.

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# Self-Assessment Data for Elementary/Middle School - SLO 2024-2025 Collection

[Return to Data Exchange](#)

for SELF-ASSESSMENT SCHOOL

(Bedcode: 000000000000)

Please download the form by clicking on **"Download Saved Forms"** and complete this form offline. Detailed instructions are provided in the memo. All fields are required, including contact information and student information. Errors in data formatting will result in data not being uploaded. To upload the form, use **"Bulk Upload."** To confirm upload, refresh the page to see if data populated the online form. Additional edits and modifications can be made to data once the form has been uploaded.

All students in the school in grades K-8, including ungraded elementary/middle-level students, for the 2024-25 school year are included in this form. For each student, indicate with a Y or N if the SLO for ELA, Math and Science was met in the Met ELA SLO, Met Math SLO and Met Science SLO fields, respectively. If the student does not have an SLO, please enter N/A.

If you opt to submit SLO data, please do not complete the Performance Level form in IDEX

Do not leave any cells blank for any student. The submission will fail if any cell is left blank. **After reviewing the uploaded data, please click "Submit."**

Download Template    Bulk Upload    **Download Saved Forms**    No Activity

Wide View


SLO Growth Data							
* NYSSIS ID	* First Name	* Last Name	* Grade	* Met ELA SLO	* Met Math SLO	* Met Science SLO	Remove

- Open the downloaded form. In the first tab, complete the requested information and contact details for the staff completing the form.
- In the second tab, enter the following data:
  - “Y” or “N” for the Met ELA SLO, Met Math SLO, Met Science SLO, if submitting elementary/middle SLO data.
  - Performance Levels for ELA, math, and science, if submitting elementary/middle performance level data.
  - Course Passing scores for ELA, math, science, and social studies, if submitting high school course passing data.
  - “Not Tested” for students that were enrolled at the school but did not participate in the assessment.
  - “Not Enrolled” for students that were not enrolled at the school.
  - “N/A” for students that were not continuously enrolled.
- If there are students missing in the downloaded form, add the New York State Student Identification System Identification Number (NYSSIS ID), First Name, Last Name, Grade, and other details in the respective columns.
- All columns must have an entry in the required format, otherwise the form cannot be uploaded back to IDEX. **Do not leave any of the columns blank for any student. All data fields in the IDEX form must be completed for successful submission.**
- Save your template after both Tabs have been completed.

13. Click on “Bulk Upload” to upload the file.
14. If the upload is successful, then the online form will be populated with your data.
15. If the upload fails, then the online form will remain blank, and the “Show Upload Log” box will turn **Red** and will display “Error File Created” when hovering the cursor over the button. If an error file does not appear, please contact [selfassessment@nysed.gov](mailto:selfassessment@nysed.gov) for further guidance.
16. Click on the “Show Upload Log” to open a new window and click the blue link to download the file starting with the word “ERRORS.” Error(s) will be highlighted in pink in the downloaded file.

Status History for: Self-Assessment Data for Elementary/Middle School - SLO ×

Show  entries Search:

Username	Status	Date	File
idexuser 	<b>Error File Created</b>	2025-09-15 12:42:32	<a href="#">ERRORS_SA_SLO_GROWTH_2425_filled.xlsx</a>
idexuser	<b>Validation Failed</b>	2025-09-15 12:42:32	<a href="#">SA_SLO_GROWTH_2425_filled.xlsx</a>
idexuser	<b>Validation Started</b>	2025-09-15 12:42:31	<a href="#">SA_SLO_GROWTH_2425_filled.xlsx</a>

Showing 1 to 3 of 3 entries Previous **1** Next

17. Make the required changes in the downloaded form and re-upload the file.
18. The online form will be populated with your data if the errors were corrected. Submit the data.
19. **Delete the downloaded form from your computer** after the form is successfully submitted to IDEx.
20. If you have questions about filling out the form or if you need support troubleshooting an error, please contact [selfassessment@nysed.gov](mailto:selfassessment@nysed.gov).