



OFFICE OF HIGHER EDUCATION

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Date: December 3, 2014

To: Superintendents of Public Schools  
District Superintendents of BOCES  
Principals of Public Schools  
Charter School Leaders

From: Stanley S. Hansen, Jr., Executive Director  
Office of Postsecondary Access, Support and Success  
Office of Higher Education

A handwritten signature in black ink that reads "Stanley S. Hansen, Jr.".

Subject: Special Codes for Participants in Liberty Partnerships Program, Science Technology Entry Program, Early College High School, and NYS Pathways to Technology, and release of individual student NYSIS numbers to higher education program partners of these programs

This memorandum provides important information regarding reporting and verifying student participation in New York State funded opportunity programs for secondary school students. The New York State Education Department, through contracts with higher education institutions and school districts in New York State, established programs which provide academic support services to various special populations of secondary school students. These programs work with the educational leadership of the secondary school to meet the needs of specifically identified students to reduce dropouts, enhance early participation in post-secondary education, implement a high school-college-career partnership, and enhance students' exposure to scientific and technical fields.

These programs include: the Liberty Partnerships Program (LPP), which was established in 1988 under Section 612 of the Education Law to address the significant dropout rate among New York's youth. In 1985, the New York State legislature passed an amendment to the Education Law, Article 130, Section 6454 to authorize the creation of the Science and Technology Entry Program (STEP) to prepare underrepresented and economically disadvantaged secondary school students for entry into post-secondary degree programs in scientific and technical fields and the licensed professions. The NYS legislature in 2013 launched the NYS Pathways to Technology (P-TECH) program as a public-private partnership to prepare students for high-skilled jobs in the technology, manufacturing, finance, and healthcare fields. Finally, the Smart Scholars Early College High School (ECHS) program was created in 2010 to provide college access to at risk and disadvantaged students in grades 9-12. Each of these programs operates as a partnership between a secondary school and a higher education institution, and some include community organizations and/or local businesses.

Specific codes have been developed to identify students participating in these New York State opportunity programs. These students individual data record must be coded and reported through

SIRS to indicate their participation during the academic year. Additionally, the higher education partners and school districts, under contract to provide academic support services to these students must also report the students' participation through interim and final reports. The higher education partners are required to utilize the individual student identifier (NYSSIS ID) to ensure that their identification of participating students is identical to the district's reporting of participating students.

These data are necessary for the accurate reporting of student participation and the disclosure of NYSSIS ID numbers for participating students to the higher education partner institutions is required for these institutions to fulfill their contractual obligations with the State.

Please use the appropriate codes to identify students participating in each program using the list below:

Code: 4004 - Liberty Partnerships Program (LPP)  
Code: 4015 - Science and Technology Entry Program (STEP)  
Code: 4037 - Smart Scholars Early College High School  
Code: 4026 - New York State Pathways in Technology (NYS P-TECH)

Participating school districts are directed to provide the higher education partner institution with the NYSSIS ID number for each student participating in the program. The individual identifier will be utilized by the higher education partner institution solely to confirm the identity of the participating student and will not be used by the higher education partner institution for any other purpose.

Thank you for your continued support.

cc:  
Regional Information Center Directors  
Big 5 Data Coordinators  
Regional Information Center SIRS Project Managers  
Charter School Network Leaders  
STEP, LPP, ECHS, & P-Tech project directors