

Administrators and Support Staff Members

The purpose of the tables on this page is to direct administrators and support staff to the proper source of information when questions arise about various data types. This site is designed to help administrators and support staff find data quickly while providing alternative resources for more complex inquiries.

Please use the link below to contact ACT or College Board if need be. In addition, please use the links to the counseling pages from our schools if you need to contact a counseling staff member.

Data Type	Type of Inquiry and Source	Type of Inquiry and Source	Type of Inquiry and Source
3-8 ELA, Math Assessments	Scores - Infinite Campus Assessment Tab	Test, Individual Student Report - Building Principal	Ad Hoc Reporting, Item Analysis – Data Team
4 & 8 Science Assessments	Scores - Infinite Campus Assessment Tab	Test, Individual Student Report - Building Principal	Ad Hoc Reporting, Item Analysis – Data Team
611 Grant	All Inquiries – Special Education Office		
619 Grant	All Inquiries – Special Education Office		
ACT Results	Scores - ACT	Guidance on Assessment Summary, Logistics, and Accommodations – Counselor / College & Career Coordinator	Reporting – Data Team
AP Results	Scores - College Board	Guidance on Assessment Summary, Logistics, and Accommodations – Counselor / College & Career Coordinator	Reporting – Data Team
BEDS Data	Support with Demographic Data – Data Team	Seniority Inquiries – Human Resources	
Behavior Referrals	Professional Development – Data Team		
Benefits	Inquiries - Payroll Office	Forms - Website	
Budget Information	Budget	Specific Inquiries – Director of Finance	
Course Information	Lookup - Program of Studies	Changes – Assistant Superintendent for Instruction	
DASA	Filing, Reporting – Student Services Department	Reporting - Data Team	
Data Alignment	Data Team		
Data Visualization	Data Team		
Employee Demographic Request	Changes – Human Resources		
LOTE Results	Scores - Infinite Campus Assessment Tab / Teacher	Test Review – World Language Standards Leader	Reporting – Data Team
Medicaid	All Inquiries – Special Education Office		

NYSAA	Scores - Infinite Campus / Teacher	Test Administration – Special Education Office	
NYSITELL/NYSESLAT Assessment	Scores - Infinite Campus / ELL Teacher	Test, Individual Student Report - Student Services Department / ELL Standards Leader	Reporting – Data Team
OLSAT Results	Scores - Infinite Campus Assessment Tab	Reporting - Data Team	
Online Form Creation	Data Team		
PD/VR Report	All Inquiries – Special Education Office		
Regents Results	Scores - Infinite Campus Assessment Tab	Access to Test – Building Principal	Reporting – Data Team
Report Generation	Data Team		
Reporting Tools	Data Team		
SAT Results	Scores - College Board	Guidance on Assessment Summary, Logistics, and Accommodations – Counselor / College & Career Coordinator	Reporting – Data Team
School Attendance Boundaries	Transfers – Student Services Department	Dashboards - Data Team	
STAC Student Accounting	All Inquiries – Special Education Office		
Student Attendance	Lookup - Infinite Campus	Simple Reports – Attendance Clerks	Dashboards, Reporting – Data Team
Student Demographics	Inquiries - Building Registrar		
Student Grades	View - Infinite Campus	Report Cards, Grade Changes – Counselor / Building Registrar	Reporting, Auditing – Data Team
Student Schedules	Inquiries - Building Registrar / Counselor		
Survey Creation and Analysis	Data Team		
Tax Forms	Inquiries - Payroll Office	Forms - Website	
Teacher Schedules	Inquiries - Building Registrar		
Title I Grant	Service and Resource Request - Student Services Department		
Title II Grant	Professional Development - Student Services Department		
Title III Grant	English Language Learners - Student Services Department		
Transcript Data	View - Counselor	Authorize Changes – Building Principal	Make Changes – Building Registrar / Data Team
Vacation and Sick Balances	Balances - Wincap Web	Further Inquiries – Human Resources	
VADIR	Filing, Reporting – Student Services Department	Reporting - Data Team	