

Enhancements in Staff and Course Data Collections for the 2017-18 School Year

Teacher Account Creation and Account Resets in the Teacher Authorization and Access Application

A new secure email (Token) process was instituted in 2016-17, replacing the Personal Identification Number (PIN) process for TAA teacher authentication. PINs are no longer generated and posted to the NYSED Business Portal. This process had required data coordinators or administrators to retrieve the PINs and distribute them to teachers. There was also a delay in PIN distribution following an account deactivation.

For teachers with current active accounts, no action will be required unless you cannot recall your password and security questions and need to reset your account. After requesting an account reset, you would then need to utilize the new Token process.

Tokens are generated for teachers who do not have active TAA accounts or require an account reset. Following a valid record in Staff Snapshot, and a teacher completing Step 1 in the account creation process, a token will be generated and sent to the teacher's Staff Snapshot email address. The teacher clicks on the link with the token and is directed to the TAA system and begins the account creation process.

For teachers that require an account reset, they will have to provide the last 4 digits of their social security number, date of birth, and 7-digit TEACH ID. Your district may store your TEACH ID with two leading zeros. A single use token will then be emailed to the teacher's Staff Snapshot email address. The teacher clicks on the link with the token and is directed to the TAA system and completes the account creation process.

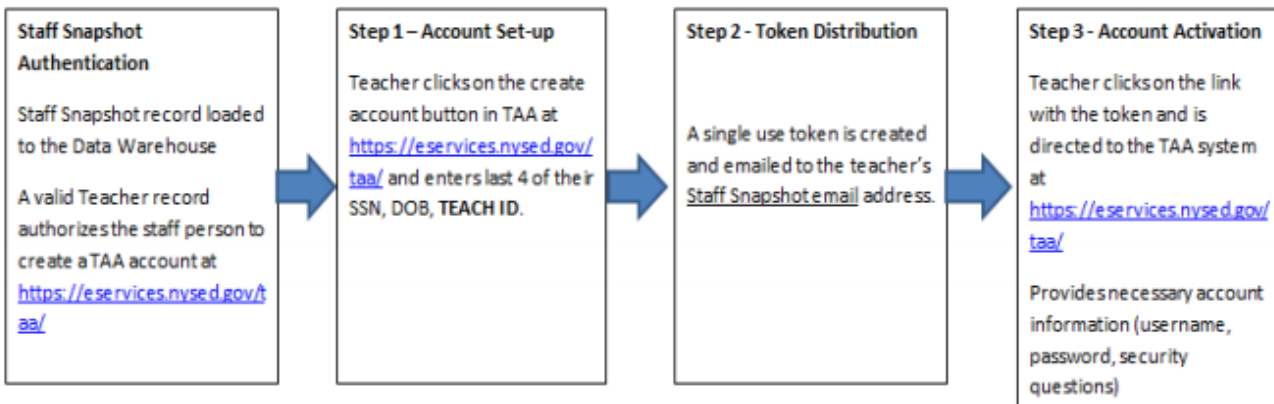
NYSED does not provide the following:

- TEACH IDs;
- Usernames;
- Passwords; or
- Answers to security questions.

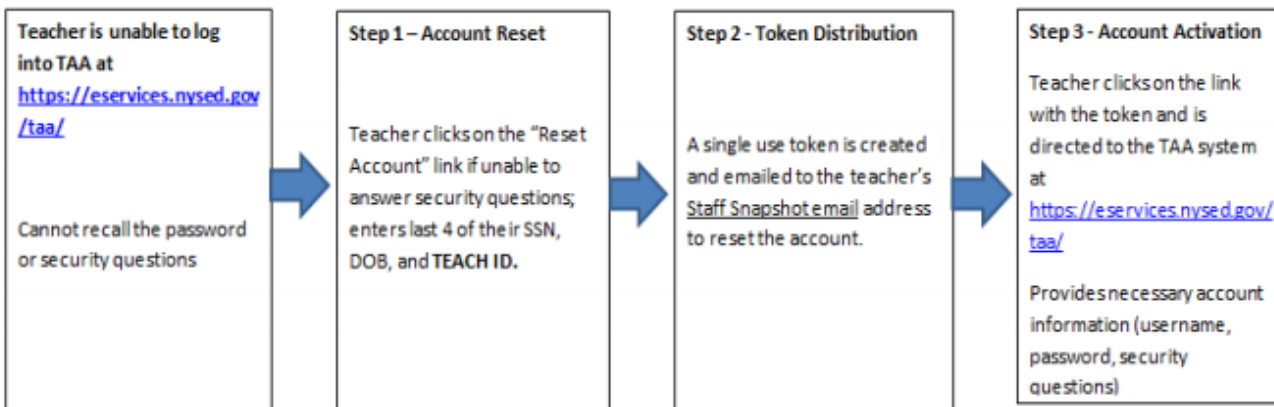
***Your district has your 7 digit TEACH ID.**

The new process is summarized in the chart below.

TAA Account Creation Process for a Teacher without an Existing Account



TAA Account Reset Process for a Teacher that Cannot Log-in



ePMF Forms

ePMF forms will continue to be generated based on a valid Staff Snapshot record for teachers and can be accessed within the TAA application. The district Staff Snapshot template is the official source of data for ePMF. The employment and educational experience data elements loaded into a teacher's Staff Snapshot record will prepopulate a teacher's ePMF form (see chart below). Teachers will not be able to change this information on the ePMF form. Corrections will have to be made in Staff Snapshot. **Teachers will still need to provide their PMF assignment information.**

In 2017-18, the Department plans to incorporate Race/Ethnicity into the ePMF forms. Additional guidance will be forthcoming.

ePMF Form for 2017-18

Personnel Master File - [REDACTED]
[REDACTED] SD (201)

This form was last SUBMITTED on 12/07/2015 09:18:09 AM by user [REDACTED]

Personal Information

Last Name: [REDACTED] TEACH ID: [REDACTED]
 First Name: [REDACTED] Middle Initial: [REDACTED] Gender: FEMALE
 Date of Birth: [REDACTED]

Please note that all changes to a teacher's name and date of birth must be done through the TEACH office; additional information is available at: http://www.highered.nysed.gov/tao/tao_namechg.html.

Educational Experience

Degree Status: Masters degree
 Professional Development: No

Employment Information

Number of Years Employed in This District: 9
 Total Years Employed (including nonpub.): 11
 Percent of Time Employed in This District: 100%
 Number of Months Employed Per Year: 10
 Current Annual Salary: \$67,026

I work at multiple locations in this district. (Uses District BEDSCODE)
 one location in this district: [REDACTED]

The following items: Last name, First name, TEACH ID, and Date of Birth are derived from the TEACH system. If some of this information is incorrect, you should contact the Office of Teaching Initiatives in the Department. Website - <http://www.highered.nysed.gov/>

The following items: Gender, Educational experience (Degree status and Professional Development), and Employment Information (Years employed in district, Total years employed, Percent time employed, Number of months employed, Current annual Salary) are derived from your district's Staff Snapshot. Please contact your administrator if there is an error in what is reported.

Assignments

+ Add Assignment
Remove Selected Assignment -

Code	Assignment Name	Grade	Registration
7412	SCHOOL LIBRARIAN (LIB MEDIA SPEC)	Mixed Secondar	2500

Showing 1 to 1 of 1 entries

The following items: I work at (location) and Assignments must be completed by the teacher.

Teacher provides assignment data as was done in prior years.

NEW:

Course Instructor Assignment:

- **PRIMARY INSTRUCTION COURSE DELIVERY METHOD CODE, Field 16 (New for 2017-18)-** Identify the delivery method for each student course.
 - **Face-to-Face (FACE)**- Course is delivered in the traditional classroom setting.
 - **Distance Learning (DISTANCE)**- Course is delivered via Distance Learning (videoconferencing) technology, primarily or completely in a synchronous manner (i.e. students at multiple locations are engaged in instruction at the same time).
 - **Blended Learning (BLENDED)**- Course is delivered at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience.
 - **Online Learning (ONLINE)**- Course (instruction and content) are delivered over the Internet.
- **PRIMARY ENL INSTRUCTOR INDICATOR, Field 17 (New for 2017-18)-** Identify English as a New Language instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to an ENL certification match as required by State and federal reporting. If the ENL teacher is the only teacher in the class, he/she should be reported here and in field 13.

TEMPLATE ENHANCEMENTS/REVISIONS:

Staff Snapshot:

- **RACE OR ETHNICITY CODE (RACE 1 CODE), Field 21 (Teaching and Non-teaching professionals)-** This field is required for LEAs to provide, but edits will not prevent the data from moving to Level 0 or Level 2 in the absence of these fields being populated in 2017-18. Report the race of the staff member. Populate with codes from the SIRS Manual at: <http://www.p12.nysed.gov/irs/sirs/>. If the staff member is identified as being a member of more than one race, populate field 21 with the first race code and populate fields 78 through 81 with remaining race codes. If a record is provided, the staff member must have at least one race code. If field 21 is provided, also provide field 69.

REMINDERS:

The following templates collect data in order to comply with State and federal laws including information presented in the School Report Cards. In the future, these templates will be replacing the PMF assignment collection in TAA as the official source of course data in the near future. Additionally, these templates will collect course information used solely for APPR purposes.

Course Instructor Assignment- All staff members reported in Staff Snapshot identified as "TEACHER" must be reported in this template. A record for all classroom teachers (district, BOCES, and, charter school teachers) must be reported here.

Student Class Entry Exit- All students in every course must be reported in this template.

Staff Student Course - Provides Teacher Student Data Linkage (TSDL) for the NYSED data collection system designed to comply with State and federal laws to create a State Longitudinal Data System (SLDS) and assist with teacher and principal evaluation (APPR- Annual Professional Performance Review).

- A record for classroom teachers (district, BOCES, and, charter school teachers) providing instruction in grades 3-8 ELA/ Math and Math Regents courses must be reported in the Staff Student Course Template. Only these courses can be reported. All courses must be reported in the Course Instructor Assignment template and Student Class Entry Exit templates.
- For 2017-2018, only assessment dates are required when reporting as opposed to reporting both assessment and end of year (6/30) dates as was required in prior years.

For additional guidance bookmark the IRS Staff Data landing page <http://www.p12.nysed.gov/irs/beds/PMF/home.html>