

**ePMF and SIRS Staff Collection Timeline for 2016-17**

Date	Event	Description/ Information
September/ October 2016	2016-2017 Staff Snapshot (SIRS 320)	Records should be loaded into Staff Snapshot for token generation and ePMF form creation.
Mid- September 2016	SIRS Data Collection	SIRS will begin to collect data.
October 12, 2016 to February 24, 2017	ePMF Form Data Collection	Opens on October 12 <sup>th</sup> for teachers to submit data to NYSED via TAA portal.
November 18, 2016	2015-2016 Staff Evaluation (SIRS 325) Data Due	2015-2016 Data
December 2, 2016	2015-2016 Staff Evaluation (SIRS 325) Certification Form Due	2015-2016 Data
February 24, 2017	<p><b>ePMF Teaching Data Due</b></p> <p>ePMF (BEDs)Forms will be <u>locked for teachers</u>. Administrators may edit and submit forms.</p>	<p>Deadline for <u>teachers</u> to submit data (complete ePMF forms).</p> <p><a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a></p> <p>The certification button will become available for administrators in TAA on February 24<sup>th</sup>.</p> <p>Administrators will still have access until 11:59 PM on March 10<sup>th</sup> to make changes and certify data in TAA.</p>
March 17, 2017	<p><b>ePMF Teaching Data Certification</b></p> <p>Administrator ePMF Review and Certification</p>	<p>Certification will be done in TAA by the CEO by March 10<sup>th</sup>.</p> <p>CEOs will login into <a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a> with their SEDDAS credentials.</p>
March 17, 2017	<p><b>SIRS Non-Teaching Data</b></p> <p>2016-17 Data Extract Staff Snapshot and Staff Assignment, staff and assignment counts for federal</p>	<p><u>All non-teaching</u> professional staff data due from Staff Snapshot and Staff Assignment for Personnel Master File (PMF) purposes. Refer to the <i>SIRS Manual</i> for assignment/course codes.</p>

	reporting	
May 2017	<p><b>ePMF Teaching Data</b></p> <p>Out of Certification Reports Generated</p> <p><b>TAA is Unlocked</b> The ePMF Forms are unlocked for administrator review/corrections</p>	<p>Processing will be based on ePMF <u>teacher</u> submitted forms. Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.</p> <p>CEOs must un-submit ePMF forms and then recertify in TAA, if corrections were made as a result of the Out of Certification report.</p>
May 2017 Tentative	Final Out of Certification Reports Generated	Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.
May 26, 2017	Course Instructor Assignment and Student Class Entry Exit Data Due	Required for the reporting of course and staff data for State and federal purposes. These data will not be certified in 2016-2017, but must be complete for a comparison with ePMF data which will be eliminated in 2017-2018.
June 2, 2017	<p>2016–2017 Staff Student Course (TSDL records) (SIRS 315) Data Due</p> <p>Staff Assignment (SIRS 318) (Principals only) Data Due</p>	<p>Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2016-2017 teacher and principal State-provided growth score calculation purposes. Staff Student Course records should be verified using the Level 2 SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.</p> <p>Used for 2016–2017 Principal State-provided growth score calculation purposes.</p>
June 9, 2017	2016–2017 Staff Student Course (TSDL) (SIRS 315) and Staff Assignment (SIRS 318) (Principals only) Data Statement of Certification	Certify the accuracy of the data submitted as of the reporting deadline (Certification of Principals only in Staff Assignment.) in the NYSED Business Portal. Staff Assignment records should be verified using the Level 2 SIRS-318 Staff Assignment Verification Report.
June 30, 2017	ePMF Application Closes	ePMF forms must be corrected and certified by the CEO in TAA.
August 25 to October 27, 2017	Start of collection for 2016-17 Evaluation Composite, Category Ratings, and Subcomponent Scores and Ratings	2016-17 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2017-2018 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</u>

	Data Extract	
August 25, 2017	2016-2017 Staff Tenure (SIRS 322) Data Due	For a complete list of Tenure Codes (see <i>SIRS Manual</i> ). As part of End of Year SIRS Collection.
	2016-2017 Staff Attendance Data Due	For a complete list of Staff Attendance Codes (see <i>SIRS Manual</i> ).
September 8, 2017	2016-2017 Staff Tenure (SIRS 322) Certification	Certify the accuracy of the data submitted as of the end of year reporting deadline in the NYSED Business Portal.* This will be certified on the SIRS End of Year (EOY) Certification form.
	2016-2017 Staff Attendance Certification	
October 27, 2017	2016-17 Evaluation Composite Ratings, Category Ratings, & Subcomponent Scores and Ratings Data Due	2016-2017 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2017- 2018 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</u>  Further information regarding Staff Evaluation data submission will be available in the fall of 2017.
November 3, 2017	2016-2017 Statement of Confirmation of Staff Evaluation Rating Verification	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 27 <sup>th</sup> deadline*

\* Certification of Verification Report(s) form will be distributed and must be submitted via SED Monitoring through the NYSED Application Business Portal at [portal.nysed.gov](http://portal.nysed.gov).

**Notes:**

- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- BOCES District Superintendents, Superintendents and charter school leaders may impose a shorter timeframe for ePMF submissions by teachers.
- Your Regional Informational Center (RIC) may require an earlier deadline to allow for processing.
- For additional information, refer to <http://www.p12.nysed.gov/irs/beds/home.html> .
- For additional information including certifications, refer to the school year reporting memo <http://www.p12.nysed.gov/irs/memos/>