

**ePMF and SIRS Staff Collection Timeline for 2015-16**

Date	Event	Description/ Information
September/ October 2015	2015-2016 Staff Snapshot (SIRS 320)	Records should be loaded into Staff Snapshot for PIN generation and ePMF form creation.
Mid- September	SIRS Data Collection	SIRS will begin to collect data.
October 7, 2015 to February 12, 2016	ePMF Form Data Collection Opens	Opens on BEDS Day (October 7 <sup>th</sup> ) for teachers to submit data to NYSED via TAA portal.
October 16, 2015	2015-2016 Staff Evaluation (SIRS 317) Data Due	2014-15 Data
October 23, 2015	2015-2016 Staff Evaluation (SIRS 317) Certification Form Due	2014-15 Data
February 12-26, 2016	<p><b>ePMF Teaching Data</b></p> <p>ePMF (BEDs) Forms will be locked for teachers. Administrators may edit and submit forms.</p>	<p>Deadline for teachers 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 26th.</p> <p><b>**Administrators will still have access until 11:59 PM on March 4<sup>th</sup> to make changes and certify data in TAA.</b></p>
February 26, 2016	<p><b>SIRS Non-Teaching Data</b></p> <p>2015- 2016 Staff Snapshot (SIRS 320)</p> <p>2015- 2016 Staff Assignment (SIRS 318)</p>	<p>All non-teaching 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> <p>For non-teaching professionals, the form will be in the NYSED Business Portal on February 26th.</p>
March 4, 2016	<p><b>ePMF Teaching Data</b></p> <p>Administrator ePMF Review and</p>	<p>Certification will be done in TAA by the CEO by March 4, 2016. CEOs will login into <a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a> with their SEDDAS</p>

	Certification	credentials.
March 4, 2016	<p><b>SIRS Non-Teaching Data</b></p> <p>2015-2016 Certification of <u>Non-teaching</u> Data from Staff Snapshot (SIRS 320) and Staff Assignment (SIRS 318)</p>	<p>Certification of non-teaching data from Staff Snapshot and Staff Assignment for PMF purposes. Certification form will be posted to the NYSED Business Portal.</p> <p>Certification form due in the NYSED Business Portal based on February 26<sup>th</sup> data in SIRS.</p>
May 2016	<p><b>ePMF Teaching Data</b></p> <p>Highly Qualified (HQ)/ Out of Certification</p> <p><b>TAA Reopens</b> The ePMF Forms are unlocked for administrator review/corrections</p>	<p>Processing will be based on ePMF teacher 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 HQ report.</p>
May 2016	Final HQ reports run	Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.
June 3, 2016	2015–2016 TSDL (SIRS 315) and Staff Assignment (SIRS 318)(Principals only) Data Due	Used for 2015–2016 teacher and principal State-provided growth score calculation purposes.
June 10, 2016	2015–2016 TSDL (SIRS 315) and Staff Assignment (SIRS 318) (Principals only) Data Certification	Certify the accuracy of the data submitted as of the reporting deadline in the NYSED Business Portal.
June 3, 2016	<p>2015-2016 Staff Assignment (SIRS 318) Data Due</p> <p>2015-2016 Staff Student Course (TSDL records) (SIRS 315) Due</p>	Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2015-2016 teacher and principal State-provided growth score calculation purposes.

**Updated March 29, 2016**

June 10, 2016	2015–16 TSDL (SIRS 315) & Staff Assignment (SIRS 318) Data Statement of Certification	Certify the accuracy of the data submitted as of the reporting deadline (Principals only in Staff Assignment) in the NYSED Business Portal.
August 24 to October 14, 2016	Start of collection for 2015–16 Evaluation Composite Ratings, Category Ratings, and Subcomponent Scores and Ratings (for districts implementing an APPR plan under Education Law 3012-d) and 2015–16 Evaluation Composite Ratings and Scores, Subcomponent Scores and Ratings (for districts implementing an APPR plan under Education Law 3012-c) Data Extract	2015-16 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. Eligibility for 2016-17 State Aid is dependent upon submission of Staff Evaluation data for school districts only.  Further information regarding Staff Evaluation data submission will be available in the fall of 2016. The Staff Evaluation Rating template will be modified to facilitate submission from LEAs implementing APPR plans under Education Law 3012-d and those implementing APPR plans under Education Law 3012-c.
August 26, 2016	APPR Implementation Certification Form Due to NYSED's Application Business Portal at <a href="http://portal.nysed.gov">http://portal.nysed.gov</a>	Uses as a component to demonstrate implementation of approved APPR plan for the 2015–16 school year and to determine eligibility for 2016–17 State Aid for school districts only.
August 26, 2016	2015-2016 Staff Tenure (SIRS 322) Data Due  2015-2016 Staff Attendance Data Due	For a complete list of Tenure Codes (see <i>SIRS Manual</i> ).  For a complete list of Staff Attendance Codes (see <i>SIRS Manual</i> ).
August 31, 2016	2015-2016 Staff Tenure (SIRS 322) Certification  2015-2016 Staff Attendance Certification	
October 14, 2016	2015–2016 Evaluation Composite Ratings,	2015-2016 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. Eligibility for 2016-2017 State Aid is

	Composite Scores, & Subcomponent Scores Data Due	dependent upon submission of Staff Evaluation data for school districts only.  Further information regarding Staff Evaluation data submission will be available in the fall of 2016. The Staff Evaluation Rating template will be modified to facilitate submission from LEAs implementing APPR plans under Education Law 3012-d and those implementing APPR plans under Education Law 3012-c.
October 21, 2016	2015-2016 Statement of Confirmation of Staff Evaluation Rating Verification	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 14 <sup>th</sup> deadline.*

\* Certification of Verification Report(s) form will be distributed via the Information and Report Services Portal (IRSP) at [portal.nysed.gov](http://portal.nysed.gov) and must be submitted via upload to the New York State Education Department, Information and Reporting Services.

**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 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/>