

ePMF and SIRS Staff Collection Timeline for 2017-18		
Date	Event	Description/ Information
September/ October 2017	2016-2017 Staff Snapshot (SIRS 320)	Records should be loaded into Staff Snapshot for token generation and ePMF form creation.
Mid- September 2017	SIRS Data Collection	SIRS will begin to collect data.
October 4, 2017 to January 26, 2018	ePMF Form Data Collection	Opens on October 4 th for teachers to submit data to NYSED via TAA portal.
October 27, 2017	2016-2017 Staff Evaluation (SIRS 325) Data Due	2016-2017 Data
November 3, 2017	2016-2017 Staff Evaluation (SIRS 325) Certification Form Due	2016-2017 Data
January 26, 2018	ePMF Teaching Data Due ePMF (BEDs)Forms will be <u>locked for teachers</u> . Administrators with entitlements can review and correct forms until the certification date.	Deadline for <u>teachers</u> to submit data (complete ePMF forms). https://eservices.nysed.gov/taa/ The certification button will become available for administrators in TAA on January 26 th . Administrators will still have access until 11:59 PM on February 23 rd to make changes and certify data in TAA.
February 23, 2018	ePMF Teaching Data Certification CEO ePMF Review and Certification	Certification will be done in TAA by the CEO by February 23 rd . CEOs will login into https://eservices.nysed.gov/taa/ with their SEDDAS credentials.
February 23, 2018	SIRS Non-Teaching Data 2017-18 Data Extract Staff Snapshot and Staff Assignment, staff and course counts for federal reporting	<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.

Posted on August 21, 2017

May 4, 2018 (Tentative)	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 2017-2018, but must be complete for a comparison with ePMF data. Note: Districts may be asked to move course data earlier in the school year.
June 15, 2018	2017–2018 Staff Student Course (TSDL records) (SIRS 315) Data Due Staff Assignment (SIRS 318) (Principals only) Data Due	Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2017-2018 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. Used for 2017–2018 Principal State-provided growth score calculation purposes.
June 22, 2018	2017–2018 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 2018 (Tentative)	ePMF Teaching Data Out of Certification Reports Generated TAA is Unlocked The ePMF Forms are unlocked for administrator review/corrections	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. CEOs must un-submit ePMF forms and then recertify in TAA, if corrections were made as a result of the Out of Certification report.
July 2018	ePMF Application Closes	ePMF forms must be corrected and certified by the CEO in TAA.
August 2018	Final Out of Certification Reports Generated	Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.
August 24 to October 19, 2018	Start of collection for 2017-18 Evaluation Composite, Category Ratings, and Subcomponent	2017-18 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2018-2019 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</u>

	Scores and Ratings Data Extract	
August 24, 2018	2017-2018 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.
	2017-2018 Staff Attendance Data Due	For a complete list of Staff Attendance Codes (see <i>SIRS Manual</i>).
September 7, 2018	2017-2018 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.
	2017-2018 Staff Attendance Certification	
October 19, 2018	2017-18 Evaluation Composite Ratings, Category Ratings, & Subcomponent Scores and Ratings Data Due	2017-2018 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2018- 2019 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 2018.
October 26, 2018	2017-2018 Statement of Confirmation of Staff Evaluation Rating Verification	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 26 th 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.

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/>