To: Grades 3-8 Teachers

 Teachers of Courses culminating in a Math Regents Exam

From:

Date:

Re: Verification of Teacher-Student Data Linkages in SIRS (Student Information Repository System)

Federal and State regulations require that teachers be involved in the verification of classroom rosters regarding the Teacher-Student Data Linkages being collected at the state level. This data is currently used in calculating accountability decisions in both the School and District Report Cards as well as in generating pre-printed assessment answer sheets and rosters. In addition, the ELA and Math data in grades 4-8 will be used to generate a 20 point student growth score for the required teacher evaluation system.

For this 2016-17 school year, any teacher assigned as the Teacher of Record for a course culminating in a State assessment is being asked to verify the accuracy of their classroom rosters of courses which culminate in a state assessment. Therefore, attached you will find the necessary information to verify the classroom rosters of your students.

Included in this packet is the following:

* A email providing you with a token linked to TAA’s website with the classroom and building assignments and roster counts which are required to be verified (Please note: This letter is addressed to you based upon current information in the Staff Snapshot and TEACH system. If you have not updated the TEACH system with any name change, a previous name may be used. You can go to <http://www.highered.nysed.gov/tcert/teach/> to update your TEACH profile. You can also call the TEACH HELP line at 518-486-6041 for further assistance.)
* A user guide explaining the step-by-step process for creating an account and verifying your classroom roster information. You may also go to <http://www.p12.nysed.gov/irs/teacher/> to view a 20-minute video explaining this process.
* A Teacher Course Data Verification Sign Off form for you to complete during the verification process. Please return this form to your principal by \_\_\_\_\_\_\_\_\_\_\_\_.

Your building principal will work with the School District Data Coordinator to resolve any corrections that need to be made in SIRS. Should you need any further assistance please do not hesitate to contact your building principal.