Reporting Staff & Course Data to the New York State Education Department (NYSED) Using the Student Information Repository System (SIRS)

Reporting Data for the
2016-17 School Year

The University of the State of New York
The State Education Department
Office of Information and Reporting Services
Albany, NY 12234

Fall 2016

The New York State Education Department's Office of Information and Reporting Services (IRS) collects staff data for approximately 200,000 teachers and 30,000 non-teaching professionals.

Staff data are necessary to meet State and federal reporting requirements as well as to support the policy development and reform agenda of the Board of Regents and lawmakers. In addition, these data allow teachers and principals to review and verify teacher/student linkage data for evaluation purposes.

Data on teachers and principals of public schools and BOCES, and teachers and leaders of charter schools, including all courses taught by teachers and the students enrolled in these courses, must be reported in the Student Information Repository System (SIRS). In accordance with teacher/leader evaluation requirements outlined in Education Law §3012-c, d these data will be used for Annual Professional Performance Review (APPR), Teacher-Leader Effectiveness (TLE), and Personnel Master File (PMF) staff and course purposes.

This document serves as a resource guide for the reporting of staff data to the New York State Education Department (NYSED) by way of the SIRS utilizing the required fields in the eScholar templates for New York State.

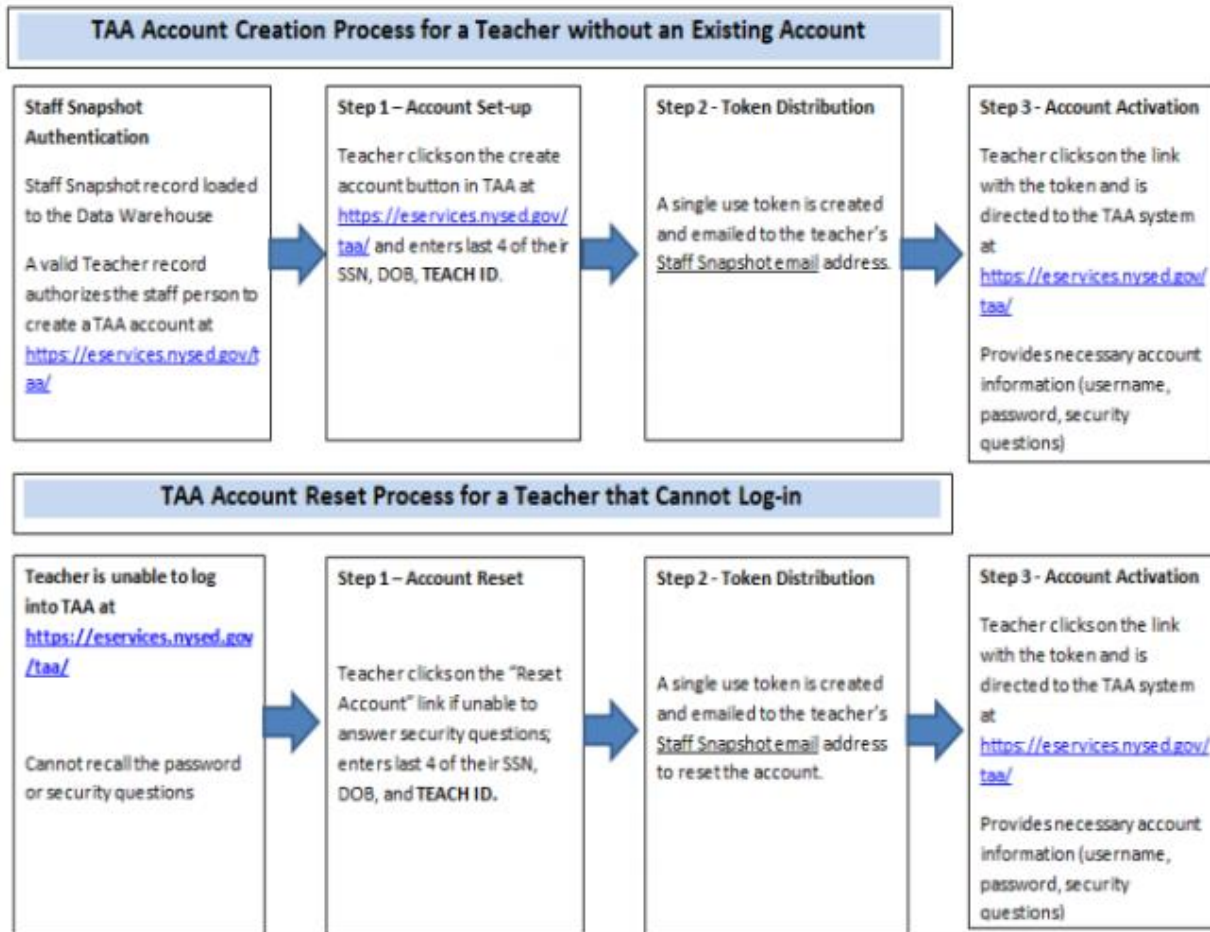| Contents	Page
Staff Snapshot	4
Staff Assignment	15
Staff Tenure	18
Staff Attendance	22
<mark>Course Instructor Assignment</mark>	24
<mark>Student Class Entry Exit</mark>	26
Staff Student Course (SSC) or Teacher Student Data Linkage (TSDL)	28
Staff Evaluation Rating	31
Additional Sources of Information Concerning the Collection and Reporting of Staff Data	38

Staff Snapshot Template Data (SIRS 320)

Staff Snapshot Template: A Staff Snapshot record must be reported to the State Data Warehouse (Level 2) before any other staff record type for that person can be reported (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, and Staff Student Course). This template collects data for teachers and non-teaching professionals. School districts, charter schools and, BOCES need to report staff in this template. In cases where an employee is on leave or suspended, but still employed, an active Staff Snapshot record would be appropriate. If s/he is not providing instruction, there would not need to be a BEDS (ePMF) form or a Staff Student Course (SSC) or Course Instructor Assignment record.

Access to the ePMF Form through the TAA System

For the 2016-17 school year, electronic Personnel Master File (ePMF) data must be submitted through the Staff Snapshot template to Level 2 in order to appropriately link staff to their district, BOCES or charter school. Staff Snapshot records active during the current school with field 8 populated with "TEACHER," will generate a secure email (Token) for teachers who currently do not have a TAA account, following Step 1 in the account creation process (see diagram below). The new Token process initiated in 2016-17, replaced the prior PIN process for TAA teacher authentication. Starting on September 13th, 2016, PINs will no longer be generated and posted to the NYSED Business Portal. The new Token TAA account creation process will begin by the end of September 2016.

Teachers with active TAA accounts do not need a Token. They would log in using their username (usually their LEA email) and their password. There is one TAA account for each teacher, though those teaching in more than one LEA will have an ePMF form for each LEA that loaded that teacher's TEACH ID into Staff Snapshot. The ePMF forms will be populated with current year Staff Snapshot data. Corrections must be made in Staff Snapshot. Teachers will have to select the building location through the ePMF system when they complete their ePMF forms. For additional information concerning the ePMF and new staff data requirements, see: http://www.p12.nysed.gov/irs/beds/PMF/home.html .

TAA Account Creation Process for a Teacher without an Existing Account

Staff Snapshot Authentication

Staff Snapshot record loaded to the Data Warehouse

A valid Teacher record authorizes the staff person to create a TAA account at https://eservices.nysed.gov/taa/

→

Step 1 – Account Set-up

Teacher clicks on the create account button in TAA at https://eservices.nysed.gov/taa/ and enters last 4 of their SSN, DOB, TEACH ID.

→

Step 2 - Token Distribution

A single use token is created and emailed to the teacher's Staff Snapshot email address.

→

Step 3 - Account Activation

Teacher clicks on the link with the token and is directed to the TAA system at https://eservices.nysed.gov/taa/

Provides necessary account information (username, password, security questions)

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

Teacher is unable to log into TAA at https://eservices.nysed.gov/taa/

Cannot recall the password or security questions

→

Step 1 – Account Reset

Teacher clicks on the "Reset Account" link if unable to answer security questions; enters last 4 of their SSN, DOB, and TEACH ID.

→

Step 2 - Token Distribution

A single use token is created and emailed to the teacher's Staff Snapshot email address to reset the account.

→

Step 3 - Account Activation

Teacher clicks on the link with the token and is directed to the TAA system at https://eservices.nysed.gov/taa/

Provides necessary account information (username, password, security questions)

Non-teachers will not be completing ePMF forms and do not need TAA accounts. Administrators with entitlements to TAA can review teacher submitted data via the TAA application using their SEDDAS credentials. The school district, charter, or BOCES CEO (as listed in the NYSED SEDREF database) is able to entitle users to TAA/TSRV/PMF through the NYSED Business Portal using the SED Delegated System (SEDDAS).

For additional information concerning the ePMF and new staff data requirements, see: http://www.p12.nysed.gov/irs/beds/PMF/home.html.
Any staff (including substitutes and non-teaching professionals) reported to the SIRS will need to have TEACH IDs. Information about TEACH accounts and TEACH IDs can be found at the following location: http://www.highered.nysed.gov/tcert/.
"All staff" in the Staff Snapshot template includes any staff person who must be reported to meet any reporting requirements. All teaching staff, including substitute teachers serving as the teacher of record responsible for the course should be included in this template. In addition, all non-teaching, professional staff as defined by the PMF non-teaching assignment codes and descriptions should be included in Staff Snapshot. A local educational agency (district, BOCES,

or charter school) can report only one (1) Staff Snapshot record per staff member per year. A staff member should be reported with the district code for a location code if the staff member is associated with more than one building in the LEA.

Teaching Staff: Include all teaching staff that should be reported for APPR and PMF (course) purposes. For additional guidance concerning the reporting of teaching staff related to APPR, refer to *https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations.*
Do not include individuals not employed on a regular basis; teachers working exclusively with non-public school students; teacher aides or assistants; or ROTC teachers.

Substitute or interim staff, long-term or otherwise, are not covered by §3012-c, d for evaluation purposes <u>unless</u> they are serving as the teacher of record. Districts/BOCES will need to collect data elements to support teacher of record determinations (Please see Sections B2, B3, D1, and M2 of the APPR Guidance document posted on EngageNY at: https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations.). If the LEA determines that these staff are taking over responsibility for a course/assignment and are to be included in other staff templates (e.g. Staff Student Course, Course Instructor Assignment, Staff Evaluation) they must be included in Staff Snapshot. Interim building principals subject to evaluation purposes must be reported in Staff Snapshot and Staff Assignment.

Non-Teaching Professional Staff: To determine which staff are considered "non-teaching professionals," refer to the non-teaching assignment codes found in the SIRS manual and the file posted at: http://www.p12.nysed.gov/irs/beds/PMF/home.html. Leave Teacher Title and Principal Title blank (fields 8, 105) if they do not apply. Do not include clerical staff, bus drivers, maintenance, or food service workers. **All non-teaching professional staff employed in districts, BOCES and charter schools must be included in the Staff Assignment template.**

GUIDANCE REGARDING SPECIFIC STAFF SNAPSHOT DATA ELEMENTS

STAFF ID, Field 2 (Teaching and Non-teaching professionals) - Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

POSITION TITLE (TEACHER TITLE), Field 8 (Teachers only) - Populate Teacher Title with "TEACHER" if the staff member is currently appointed by the school board or hired in another official capacity as a teacher, otherwise leave blank. In order to have ePMF forms visible in TAA, field 8 on the Staff Snapshot template must be populated with "TEACHER." For staff in the current school year employed as both teachers and principals, also report "PRINCIPAL" in field 105 and report the appropriate hire dates for these positions. For staff in the current school

year, employed as both teachers and non-teaching professionals, populate this field with "TEACHER" and report the appropriate non-teaching assignment codes in the Staff Assignment template.

PRIMARY LOCATION CODE (LOCATION CODE), Field 14 (Teaching and Non-teaching professionals) – The building code or district code may be used. If a local building code is used, it must map to a valid State building code (SED BEDSCODE).

GENDER CODE, Field 20 (Teaching and Non-teaching professionals) – Report the gender of the staff member. Populate with codes, M or F.

RACE OR ETHNICITY CODE (RACE 1 CODE), Field 21 (Teaching and Non-teaching professionals)- This field is OPTIONAL for LEAs to provide. 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.

ORIGINAL HIRE DATA, Field 33 (Teachers only) - If field 8 is populated with "TEACHER," populate with the effective date of the first board appointment (or other official hire date if not currently board appointed) of the teacher. If a teacher left the district and was rehired within the school year, the district may use the earlier hire date. If a teacher left service for more than a year and was rehired in a subsequent school year, the LEA should use the later hire date.

EXIT DATE, Field 36 (Teaching and Non-teaching professionals) - Populate when a staff member is no longer employed by the LEA. Use the date the staff member ceased being employed by the reporting entity. If the staff member returns to the LEA during the school year, remove the exit date. Report the Employment Separation Reason Code (field 54) in conjunction with the Exit Date.

BIRTH DATE, Field 40 (Teaching and Non-teaching professionals) – Report the date of birth on the staff member's birth certificate or, if a certificate does not exist, an official source as directed by district policy.

ACTIVE/INACTIVE INDICATOR, Field 41 (Teaching and Non-teaching professionals) - A = Active; I = Inactive; D = Delete
A staff member is either active or inactive. If a staff member is erroneously reported to L2, a delete can be done by sending a "D" for this field. EPMF forms for teaching staff with a "D" in this field will not be visible. A delete should be sent for staff that should never have been reported during the current school year. This is a "soft" delete therefore records flagged for deletion will remain in the table but will not be used for reporting purposes.

YEARS EXPERIENCE IN DISTRICT (YEARS PROFESSIONAL EDUCATIONAL EXPERIENCE IN DISTRICT), field 43 (Teaching and Non-teaching professionals) – This is the number of years of professional educational experience in this district. In addition to teaching, experience in a non-teaching, professional PMF assignment as reported in Staff Assignment would be included. This year (current year) counts as one (1) full year of experience in this district. If calculating this field based on the hiring date for a new staff person, use the Hire Date as year 1 in that reporting year and round up to a whole number. If a staff is on leave for part of the school year that year may still be included. Paid leave may be included. Long-term substitute experience may be included (90 days in a district within a school year). Experience as a teacher aide or assistant would <u>not</u> be included. Total years professional educational experience in this district must be less than or equal to the total years of educational experience (field 102).

SNAPSHOT DATE, Field 50 (Teaching and Non-teaching professionals) – Use June 30 of the current school year.

ANNUAL SALARY, Field 52 (Teaching and Non-teaching professionals) –Report the total amount paid for the staff member's primary assignment(s). If the staff member has more than one primary assignment (e.g. teacher and Director of Curriculum), report the combined salary for all primary assignments. Do not include any extra pay received for extra services outside the professional and instructional responsibilities. For example, do not include additional pay received for supervising extra-curricular activities beyond the normal assignments, such as for coaching or for supervising clubs. Instructional and professional stipends related to the staff person's primary assignments should be included such as those for chairing a department or serving as both a teacher and administrator. Staff members should also include stipends for college credits, in-services, mentoring, longevity/steps, and compensation activities that pertain to their pedagogical duties as long as it is part of the contracted annual salary. Do not include summer school pay or overtime pay. Round the annual salary amount to the nearest whole dollar. For teachers working in multiple LEAs, each LEA that plans to load that staff record into Staff snapshot would report the amount paid to the teacher. If an LEA is unable to provide an annual salary for staff they need to report (e.g. hourly, per diem substitutes) a day rate may be substituted for the annual salary. LEAs should make an effort to report hourly employees with the amount expected to be paid for the year (annualize the hourly salary if possible). Do not include salaries paid for private school work.

Salary Scenarios:					
Scenario	**What to Report**	**Annual Salary (field 52)**	**Employment (FTE) (field 60)**	**Contract Work Days (field 53)**	**Annual Contract Months (field 110)**
1) An employee has an annual contract salary	Report the annual	$100,000	1.0	# of days stated in	# of months

of $100,000, is a 100% FTE, and works for the entire school year.	contract salary amount.			the staff member's contract.	staff member is expected to work.
2) An employee that is 50% FTE, has an annual contract salary of $50,000, and works for the entire school year.	The FTE annual contract salary amount should be $50,000. Report this amount and complete the Employment basis in Staff Snapshot (field 60) as .5.	$50,000	0.5	# of days stated in the staff member's contract.	# of months staff member is expected to work.
3) An employee's annual contract salary amount was $40,000, but the person left the district before the end of the year (e.g. left on leave, resigned), and was actually only paid $20,000, should we only report what the district ended up paying or the contract amount at the beginning of the school year?	Pay the annual contract salary amount for the staff person, do not reduce the amount based on actual expenditures because the person departed early.	$40,000	1.0	# of days stated in the staff member's contract.	# of months staff member is expected to work.
4) An employee entered the district in December with an annual contract salary of $80,000, but will only be paid $50,000 by the end of the school year because	Report the $80,000 annual contract salary amount for the staff person, regardless of	$80,000	1.0	# of days stated in the staff member's contract.	# of months staff member is expected to work.

the person started the position late in the school year. What should we report?	actual expenditure.				
Hourly/ Per Diem Scenarios					
1) An employee is an annualized hourly employee with an FTE of 100%, work days of 200, actual hours per day of 6.5, and an hourly rate of $15.00 (e.g. nurses, substitutes).	For hourly employees, use the actual number of hours worked (expected to work) as the multiplier. Work Days × Hours Per Day × Hourly Rate.	$19,500	1.0	200	10
2) An employee is an annualized hourly employee with an FTE of 50%, work days of 200, actual hours per day of 6.5 and an hourly rate of $15.00.	Same as above.	$9,750	0.5	200	10
3) An employee is an annualized daily employee with an FTE of 100%, actual work days of 200, and a daily rate of $100.00 (e.g., interim administrators)	For per diem employees, Work Days × Daily Rate x FTE.	$20,000	1.0	200	10
4) An employee is an annualized daily employee with an FTE of 50%, actual work days of 200, and a daily rate of $100.00.	Same as above.	$10,000	0.5	200	10
5) An employee works on a day-to-day basis (e.g. substitute teacher), has an hourly rate of $20.00, standard hours per day	Equate to a daily rate using the actual number of hours worked	$140	1.0	1	1

of 7 and actual hours per day of 7.	(expected to work) as the multiplier. Hours Per Day × Hourly Rate.				

Terminology:
Annual contract salary- Provide the total amount of compensation provided to the staff for services to the district for teaching and non-teaching professional responsibilities. This amount should be based on the person's expected annual contract or agreement for the year. Instructional and professional stipends related to the staff person's primary assignments should be included such as those for chairing a department, serving as both a teacher and administrator, or teaching an extra class(es). Stipends related to extracurricular activities such as coaching and after school clubs should be excluded. Do not include summer school pay or overtime pay.
Hourly employee- A staff person paid an hourly wage for their services.
Daily employee- A staff person paid a daily wage for their services.
Day-to-day employee- A staff person that may not have a regular contract and works in the district as needed. (e.g. substitute teachers)

CONTRACT WORK DAYS, Field 53 (Teachers only) - Report the number of work days the staff person is expected to work in the LEA based on the staff contract or appointment. Districts should interpret their contractual obligations. For example, a permanent instructional staff person might be expected to work 180 days. This should be reported as a whole number only. A long-term substitute might be hired for 90 days. This should only be reported if the staff person is identified in field 8 as "TEACHER." If an LEA is unable to provide contract work days for staff they need to report (e.g. substitutes, staff without a contract) a value must still be provided. For example, if the staff person is only working on a day-to-day basis, a value of 1 may be provided.

EMPLOYMENT SEPARATION REASON CODE, Field 54 (Teachers and principals only) - Populate when a staff member (Teacher or Principal) is no longer employed by the LEA. If the staff member returns to the LEA during the school year, remove the reason for exit. RES=Resignation, RET=Retirement, PRT=Performance-related termination, or OTH=Other. Include reasons and dates that occur anytime during the year.

ITINERANT TEACHER, Field 56 (Teachers only) (New for 2016-17)- Report "N" if the Teacher is employed by this LEA. Report "Y" if the Teacher is not an employee of this LEA but is the teacher of record for a course and will be reported in other staff/course templates. All itinerant (travelling) teachers for all courses must be reported. An itinerant teacher may be employed by a BOCES or school district but travels to another LEA to provide instruction where he or she may be serving as the teacher of record for a course. The employer would report the staff

evaluation data, attendance and tenure data. The receiving district where the course is being taught should report the course information in Course Instructor Assignment. Since the receiving district is not the employer and may not have complete personnel data for the itinerant teacher, a more limited number of Staff Snapshot fields would be required. These fields found on the Staff Snapshot template include: (District Code, Location Code, Status/Active Indicator, Itinerant Status, Employment Basis, Staff ID, Birth Date, Staff First and Last Name, Snapshot Date, Position Title, email – Fields 1, 2, 8, 14, 40, 41, 50, 56, 60, 65, 66, 76). In cases of itinerant or shared teachers across LEAs, data sharing agreements may be needed.

ALTERNATE STAFF ID, Field 57 (Teaching and Non-teaching professionals) - Provide a valid TEACH ID from the NYSED TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567.

EMPLOYMENT BASIS, Field 60 (Teaching and Non-teaching professionals) - For most staff, the entry will be 100 percent. However, some staff members have their services shared by more than one LEA or are working only part-time. Estimate the percent of the school year the staff member will actually work for this LEA. Do not report more than 100 percent. Report as a percentage (e.g. 100 percent should be reported as 1.000, 75 percent should be reported 0.750).

HISPANIC ETHNICITY INDICATOR, Field 69 (Teaching and Non-teaching professionals) – This is an OPTIONAL field. Indicate whether the staff member is Hispanic/Latino. Populate with Y or N code. If provided, also provide field 21 (and fields 78-81, if applicable).

EMAIL ADDRESS, Field 76 (All reported staff) (New for 2016-17) - Include only valid work email address. This is important for notifications related the Teacher Access and Authorization (TAA) system.

YEARS OF TEACHING EXPERIENCE (TOTAL YEARS OF PROFESSIONAL EDUCATIONAL EXPERIENCE), Field 102 (Teaching and Non-teaching professionals) - Combine all years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience within NYS. Experience in non-teaching, professional PMF assignments as reported in Staff Assignment should be included. Long-term substitute experience should be reported, this has generally been considered at least three (3) months or more in a school year. Experience as a teacher aide or assistant would not be included. Experience as an administrative intern, paid or unpaid would not be included. This year counts as one full year of experience. The Total Years Educational Experience (field 43) must be greater than or equal to the total years of educational experience in this district Report as a whole number.

SECOND POSITION TITLE (PRINCIPAL TITLE), Field 105 (Principals only) - Populate with "PRINCIPAL" if the staff member is currently appointed by the school board or hired in another official capacity, if not currently board appointed as a principal in this LEA, otherwise leave blank. For staff in the current school year employed as both teachers and principals, also report "TEACHER" in field 8 and report the corresponding hire and exit dates. Co-principals may be reported here. Do not report assistant principals in this field.

SECOND POSITION HIRE DATE (PRINCIPAL HIRE DATE), Field 106 (Principals only) - If field 105 = "PRINCIPAL," populate with the effective date of first board appointment or other official hire date if not currently board appointed as the principal. If a principal left the district and was rehired within the school year, the district may use the earlier hire date. If a principal left service for more than a year and was rehired in a subsequent school year, the LEA should use the later hire date.

STAFF EDUCATION LEVEL CODE, Field 108 (Teaching and Non-teaching professionals) - Report the highest degree currently held by the staff member. Use the numeric code from following list:
0=No higher education; 1=Freshman year completed; 2=Sophomore year completed; 3=Associate degree ; 4=Junior year completed ; 5=Bachelors degree; 6= Bachelors+30 or more hours; 7=Masters degree; 8=Masters+30 or more hours; 9=Doctorate. When reporting "The Bachelors +30," the 30 hours or more in the Bachelors degree may be beyond undergraduate coursework. When reporting "The Masters +30," the 30 or more beyond the Masters degree must be graduate level coursework.

ANNUAL CONTRACT WORK MONTHS, Field 110 (Teaching and Non-teaching professionals) - Number of months per year the staff member is currently employed by this LEA. Even if the staff member receives salary over a 12-month period, report the number of months the staff member is expected to be on the job for the current school year. LEAs should be able to provide a value from 1 – 12 allowing for the reporting of substitutes they deem to be the teacher of record.

PROFESSIONAL DEVELOPMENT INDICATOR, Field 111 (Teachers only) - Populate only for teaching staff. Did teacher receive "professional development" during the current school year? For each teacher, populate with "Y," "N," or "NA." This field may be updated during the school year. Use the definition of "professional development" found in ESSA at: http://www.p12.nysed.gov/irs/beds/PMF/documents/CertifcationandProfessionalDevelopment.pdf . The school year begins on July 1 and ends on June 30.

CERTIFICATION EXEMPTION CODE, Field 112 (Charter school teachers only) - Populate with "Y" for a teacher who is exempt or "N" for a teacher who is not exempt based on the Certification law. Section 2854(3)(a-1) of New York State Education Law allows charter schools an exemption from certification requirements, provided that such teachers shall not comprise more than the sum of 30 percent of the teaching staff, or five teachers, whichever is less, plus five teachers of

mathematics, science, computer science, technology, or career and technical education plus five additional teachers. <mark>For 2016-17, the ePMF forms will capture the certification exemptions. Following the Out of Certification reports posted to the NYSED Business Portal, charter schools should apply the exemption to those that are out of certification.</mark>

Example: A charter school with 22 teachers can report 6 teachers (22 x .3 = 6.6). This is NOT rounded up as an additional teacher would exceed 30%.

An additional 5 STEM teachers can be exempt if each course they teach is a STEM class (included on the STEM exception list).

# Teachers	# of Allowable Exemptions
3 or less	0
4 to 6	1
7 to 9	2
10 to 13	3
14 to 16	4
17 to 19	5
20 to 23	6
24 to 26	7
27 to 29	8
30 to 33	9
34 or more	10

Staff Assignment Template Data (SIRS 318)

This template collects data for Personnel Master File (PMF BEDS) state and federal reporting purposes and Annual Professional Performance Review (APPR) purposes. This template also includes information to link principals to students enrolled in programs they supervise, including assignment start and end dates. Report one (1) record for each location, assignment, and grade-level combination related to the staff person. If a staff member is responsible for assignments within some buildings in the LEA, they should report each of those specific buildings. If they have district-wide responsibility, they may report the district code so that only one row would be reported.

A Staff Snapshot record must be loaded to SIRS (Level 2) prior to reporting any Staff Assignment records for staff members. Staff Assignment is a delete and replace or purge and reload template.

Which Staff Should be Reported?

In the 2016-17 School Year, all non-teaching professional staff, including building principals, must be reported. To determine which staff are considered "non-teaching professionals," refer to the non-teaching assignment codes found in the SIRS Manual at:

http://www.p12.nysed.gov/irs/sirs/. If you do not see an exact assignment description (i.e. title) for a staff person, choose the course from the PMF non-teaching codes that most closely matches the staff person's current assignment (e.g. Assistant Coordinator of Staff Development, there are codes in the "Other General Staff" or in the specific content subject areas). All categories also include an "Other" code.

Staff Assignment data are used to link principals to schools and grades for the purpose of generating State-provided growth scores for principals of grades 4-8 and 9-12. In order for high school principals to receive a State-provided growth score, they must be assigned to students in all of grades 9-12 in buildings that serve grades 9-12. [Note: While TSDL records are used to link students to teachers, principals are linked to students through the principal (1102-1110) Staff Assignment record(s), along with student school entry/exit enrollment records that link students to those schools.]

Principals that are responsible for all grade levels within a location should be reported with a grade level of "ALL." If a principal is not responsible for all grade levels within a location, report multiple Staff Assignment records for the principal, one for each grade level the principal is responsible for.

PRINCIPAL ASSIGNMENT CODES USED FOR PMF AND APPR	
1102	PRINCIPAL ELEMENTARY SCHOOL
1104	PRINCIPAL MIDDLE SCHOOL
1106	PRINCIPAL JUNIOR HIGH SCHOOL
1107	PRINCIPAL K - 12 SCHOOL
1108	PRINCIPAL SENIOR HIGH SCHOOL
1109	PRINCIPAL JUNIOR/SENIOR H S
1110	PRINCIPAL SPECIAL SCHOOL

LEAs should make use of the Assignment Date and Completion Date fields (fields 6, 7) when reporting staff that took over an assignment after the school year started.

STAFF ID, Field 2 - Provide TEACH ID from the TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

ASSIGNMENT CODE, Field 3 - Send one record for each assignment code/location code/grade level combination. See *Assignment Codes and Descriptions* in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/ .

ASSIGNMENT LOCATION CODE, Field 4 - Report one record for each assignment, building and grade-level combination. This is the local building code uniquely identifying the location for which the staff person is responsible, typically assigned by the local student management system. For school districts and charter schools, use the building code that uniquely identifies the building to which the staff person is assigned.

SCHOOL YEAR DATE, Field 5 - Use June 30 of the reporting school year (yyyy-mm-dd).

ASSIGNMENT DATE, Field 6 – This is the first day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. This cannot be a future date.

COMPLETION DATE, Field 7 – Report the last date in this assignment or building or grade level, whichever comes first. Do not report unless the staff person's responsibility for the assignment has ended. This cannot be a future date. For returning staff (e.g. staff out on leave for a portion of the year but still deemed to be serving as the employee responsible for the position/assignment and returning) a completion date is not required during the absence. In situations where the staff person returned after a completion date was entered, that date may be removed upon return to the assignment. If the LEA determines that a new staff person will serve as a replacement for the position/assignments (as opposed to temporarily covering the work), they may report that person in Staff Assignment with the appropriate start date. Generally this would be a long-term or permanent replacement.

ASSIGNMENT GRADE LEVEL, Field 20 - If the assignment is for all grades served in the entire building, use "ALL"; otherwise, send one (1) record for each grade level. If the staff person works with or is responsible for only some grade levels within the building, report one (1) record for each grade level.

Staff Tenure Template Data (SIRS 322)

Education Law §3012-c,d requires information on tenure granting and denial based on the final quality rating categories to be included in the public reporting of staff evaluation data. In addition, tenure data is used to inform Department policy decision making in a number of areas related to educator quality and professional development.

This template includes each staff member's current tenure status **as a teacher and/or principal**, effective date of the tenure status, and when their probation ends. Although teachers can be certified in multiple areas, teacher tenure is only granted once by an employer (although there may be some exceptions for teachers who leave an employer for a significant length of time and return). This template is not year-based and therefore staff present in the L2RPT report is based on that person having a valid Staff Snapshot record for the current School Year. All codes will be carried over from year-to-year. If the codes are correct and current for the staff person, a reload will be necessary for new staff only.

Who Should be Reported?
Records should be reported by all LEAs with approved Annual Professional Performance Review (APPR) plans. Staff subject to APPR evaluations should be reported in this template (i.e. building principals/administrators and teachers). These staff should be reported as "TEACHER" or "PRINCIPAL" in Staff Snapshot fields 8 or 105 for that current year.

STAFF ID, Field 2 - Populate either STAFF ID or ALT STAFF ID (field #3). Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

ALTERNATE STAFF ID, Field 3 - Populate either ALTERNATE STAFF ID or STAFF ID (field #2). Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

TENURE AREA CODE, Field 4 - Area in which the staff member has tenure or is pursuing tenure. All tenure areas pertaining to a staff member and reported in the Staff Tenure template should be visible, including tenure areas the staff member holds but may not be providing instruction in during the current school year. All codes that apply should have been reported for each staff member.

Report all teacher tenure areas for current year teachers and report principal tenure if they are a principal in the current year.

In 2014-15, the only valid codes were TCH (Teacher) and ADT for principals/building administrators.

In 2015-16, an expanded list of tenure area codes as contained in the Commissioner's Regulations were made available. LEAs should determine which tenure area the teacher was awarded or is pursuing. Prior year tenure records for existing staff will continue to be present in the reports as the collection is not strictly school-year based. For example, a staff person reported in 2014-15 with the Tenure Area Code of TCH and then reported in 2015-16 with the Tenure Area Code of SEG (Special education-general) will have two records if the dates differ (see below). If the records are identical with the exception of the updated Tenure Area Code, the most current code should be visible.

Tenure Area Code	Tenure Status Code	Tenure Status Effective Date
SEG	TENGRANT	30-Aug-15
TCH	TENGRANT	30-Aug-07

Tenure Area Codes and Descriptions

Code	Description
ADT	Administrative
ETA	Elementary tenure area
MGT	Middle grades tenure area (seventh and/or eighth grades)
SET	Secondary English
SSS	Secondary social studies
SMT	Secondary mathematics
SST	Secondary science
SFL	Secondary foreign languages
ATA	Art
GBE	General business education
DET	Driver education
SEB	Special education-blind
SED	Special education-deaf
SEH	Special education-speech and hearing
SEG	Special education-general
HTA	Health
HEG	Home economics-general/Family and consumer science
IAG	Industrial arts-general (technology education)
MTA	Music
PET	Physical education

RRT	Remedial reading
STA	Speech
SMS	School media specialist (including library or educational communications)
ESL	English as a second language
AGT	Agriculture
HOT	Health occupations
HEO	Home economics-occupational
OBE	Occupational business education and distributive occupation subjects
TST	Technical/Trade subjects

SCHOOL YEAR DATE, Field 5 - June 30 of the reporting school year. Use current school year. Used to validate the tenure area code was valid for the reporting year.

TENURE STATUS CODE, Field 6 - Code that indicates the status for the Tenure Area Code reported in field 4 of the Staff Tenure Template. For staff being reported with a Tenure Status code of NOTTENELIG and not on a tenure track (e.g. a long-term substitute serving as the teacher of record and submitted in other staff data templates), the LEA should have chosen a Tenure Area Code aligned with the staff person's position. In most cases, staff reported as NOTTENELIG will have a Tenure Status Effective Date equal to their hire date in Staff Snapshot.

If an LEA is missing historical information for a new staff member (e.g. probationary dates prior to tenure), the date they were granted tenure can be reported for fields 7, 8, and 9 and an N in field 10. For example, if they know tenure was granted on July 1st 2010, but they do not know what the probationary dates were and/or if there was an extension, then they would just report 2010-07-01 for fields 7, 8, & 9 and default to N on the extend indicator.

If a staff person left the district before being granted or denied tenure, leave the last tenure code in place (e.g. probationary or probation extended).

Tenure Status Codes and Descriptions	
Code	**Description**
NOTTENELIG	Not tenure eligible
PROBATION	Probationary
PROBEXT	Probation extended
TENGRANT	Tenure granted
TENDEN	Tenure denied
D	Delete

TENURE STATUS EFFECTIVE DATE, Field 7 – This is the first date of the tenure status as officially approved by the LEA. This date should coincide with the Tenure Status Code reported in field 6 of the Staff Tenure Template. This date is updated whenever the tenure status changes. If the

staff earned tenure, this is the date that would be reported. If the staff member's status is probationary, report the date probation began.

If an LEA is missing historical information for a new staff member (e.g. probationary dates prior to tenure), the date they were granted tenure can be reported for fields 7, 8, and 9 and an N in field 10. For example, if they know tenure was granted on July 1st 2010, but they do not know what the probationary dates were and/or if there was not an extension, then they would report 2010-07-01 for fields 7, 8, & 9 and default to N on the extend indicator.

If a staff person left the district before being granted or denied tenure, leave the last tenure code in place (e.g. probationary or probation extended).

ORIGINAL PROBATIONARY PERIOD END DATE, Field 8 – Report the date probation in the tenure area is scheduled to end. If a staff member has finished his/her probationary period before the decision has been made to grant or deny tenure, leave the current code until the status has officially changed. If an LEA did not track this date, the same date as "TENGRANT" can be used.

PROBATIONARY PERIOD END DATE (ACTUAL), Field 9 - Date probation in the tenure area ends. If probation was extended, this date will be later than the date in field 8. If probation was not extended, this date will equal the date in field 8. If a staff member had his/her probationary period ended early, this date would be earlier than the date provided in field 8 and the Probationary Period Extended Indicator would be N.

PROBATIONARY PERIOD EXTENDED INDICATOR, Field 10 - Indicate whether probation was continued beyond the original end date. Can either be a Yes or No (Y/N).

Examples of two staff tenure record dates:

ORIG_PROBATION PERIOD END DT	PROBATION PERIOD END DATE ACTUAL	TENURE STATUS CD	TENURE STATUS EFFECTIVE DT
6/30/2005	6/30/2005	TENGRANT	7/1/2005 ←
9/1/2016*	9/1/2016*	PROBATION	9/1/2013 ←

*If Probation Period End Date (Actual) has not yet occurred, Original and Actual Dates will be the same.

Staff Attendance Template Data

In June of 2015, the New York State Board of Regents approved the collection and reporting of individual teacher attendance data by school districts, Boards of Cooperative Educational Services (BOCES), and charter schools in order to better assist Local Education Agencies (LEAs) in working toward providing equitable access to effective educators for all students and help to inform Department policy. These local educational agencies (LEAs) will begin submitting individual teacher attendance data to the New York State Education Department during the 2015-16 School Year. Information about the Board meeting can be found at: http://www.regents.nysed.gov/meetings/2015/2015-06/p-12-educationhigher-education-joint-meeting.

LEAs will be providing individual staff attendance to the NYSED utilizing the eScholar Staff Attendance template for New York. An end of school year count of "days absent" will be provided for each teacher. This collection does not pertain to teaching assistants, teacher aides, or other staff.

A teacher absence will be defined in the same manner as currently defined on the Basic Educational Data System (BEDS) Public School Data Form. A teacher is absent if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. LEAs will have to decide which days should be included as instructional days. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave. Teacher absenteeism does not include administratively approved leave for professional development, field trips, or other off-campus activities with students. Days in which schools are closed (e.g. snow days), would not count as an absence for teachers.

LOCATION CODE, Field 2 - If the staff member works in more than one building within the LEA (District) use "0000." If a local building code is used, it must map to a valid State building code. For BOCES, use a virtual location code assigned to the principal responsible for the instruction.

STAFF ID, Field 3 - **For Teachers only**. Provide a TEACH ID from the TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

ATTENDANCE PERIOD START DATE, Field 5 - First date of the school year or hire date if the hire date is after the first date of the school year.

ATTENDANCE PERIOD END DATE, Field 6 - June 30 of the reporting year or the date the staff member is no longer employed by the reporting entity.

TIME USED, Field 8 - Number of days the teacher is absent. **Only report full days.** Days working outside the classroom on official LEA business are not considered absences. Partial days should not be combined to report as full days.

STAFF ATTENDANCE CODE LONG, Field 11 - Code that identifies type of absence. LEAs will have to make determinations as to which codes are most appropriate based on specific cases and how they track absences. *In cases where they do not track the specific type of absence, O (Other) may be used.* Different charges for an entire day may be reported as "Other") (e.g. 4 hours sick and 3 hours personal).

Code	Description
B	Bereavement Leave
J	Jury Duty
M	Maternity/Paternity Leave
O	Other
P	Personal Leave
S	Sick Leave

Course Instructor Assignment Template <mark>(New for 2016-17)</mark>

Course Instructor Assignment collects staff data in order to comply with state and federal laws including information presented in the School Report Cards. This template will be replacing the PMF BEDS assignment collection in TAA as the official source of course data starting in 2017-18. The Staff Student Course template will still collect specific course information used solely for APPR purposes.

Who Should be Reported?
All staff members reported in Staff Snapshot identified as "TEACHER" must be reported in this template. A record for all classroom teachers (<mark>district, BOCES, and, charter school teachers</mark>) must be reported here.

DISTRICT CODE, Field 1- Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code). Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code). NYC will use the Geographic District Code. For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html . For NYSED BEDS and Institution codes: http://portal.nysed.gov . Click on "SEDREF Query." For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/home.html

COURSE LOCATION CODE, Field 2- Local building code used by the Data Warehouse, uniquely identifying the location associated with the course sections for which the staff person is responsible, typically assigned by the local student management system. For school districts and charter schools, use the building code that uniquely identifies the building to which the staff person is assigned. For BOCES, use a virtual location code.

SCHOOL YEAR DATE, Field 3- Use June 30 of the reporting school year (yyyy-mm-dd).

COURSE CODE, Field 4- Local course code that uniquely identifies the course. Local course codes must map to a State course code. See *State Codes and Descriptions* at: http://www.p12.nysed.gov/irs/courseCatalog/home.html. If the course culminates in a State assessment in the reporting year, use the subset of State Course Codes for courses leading to a State exam.

SUPPLEMENTARY COURSE DIFFERENTIATOR, Field 5- Code used to indicate that the course code is offered in more than one session during the school year. For State Reporting use "NA."

SECTION CODE, Field 6- Local section code that uniquely identifies the section of the course. Although the data model allows a length of 25 for "SECTION CODE," note that the length of "SECTION CODE" (field #6) plus the length of "COURSE CODE" (field #4) cannot exceed 29.

TERM CODE, Field 7- This is the term associated with the marking period. See Term Codes and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/.

MARKING PERIOD CODE, Field 8- Code as defined in the Location Marking Period Template. See Marking Period Numbers and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/.

INSTRUCTOR DISTRICT CODE, Field 9- Provide the District Code of the entity which has primary control of the Primary Instructor's class assignments. This will be the same as the District Code. NYC will use the Chancellor's Office code.

INSTRUCTOR ID, Field 10- Provide a TEACH ID from the TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

INSTRUCTOR START DATE, Field 11- First day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. This cannot be a future date.

INSTRUCTOR END DATE, Field 12- Report the last date in this assignment for the staff person. Do not report unless the staff person's responsibility for the assignment has ended. This cannot be a future date. If the LEA determines that a new staff person will serve as a replacement for the position/assignments, they may report that person with the appropriate start date. Generally this would be a long-term or permanent replacement.

PRIMARY INSTRUCTOR INDICATOR, Field 13- Identify a staff person that has primary responsibility for the course. Teaching aides and assistants are not to be reported. A "Y" will subject the staff to a certification match as required by State and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. If a special education teacher is the only teacher in the class (primary), he/she should be reported here and in field 14.

PRIMARY SPECIAL EDUCATION INSTRUCTOR INDICATOR, Field 14- Identify special education instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to a special education certification match as required by State and federal reporting. If the special education teacher is the only teacher in the class, he/she should be reported here and in field 13.

Student Class Entry Exit Template <mark>(New for 2016-17)</mark>

Student Class Entry Exit collects student course data in order to comply with State and federal laws, including information presented in the School Report Cards. In 2017-18, this template will be replacing the PMF BEDS assignment collection in TAA as the official source of course data. The Staff Student Course template will still collect course information used solely for APPR purposes.

Who Should be Reported?
All students in every course must be reported in this template <mark>(district, BOCES, charter teachers)</mark>.

DISTRICT CODE, Field 1- Provide the District Code of the District offering the Class (Course and Section combination). For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov. Click on "SEDREF Query." For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/SIRS/home.html.

LOCATION CODE, Field 2- Provide the Location Code of the location offering the class.

COURSE CODE, Field 3- Local course code that uniquely identifies the course. Local course codes must map to a State course code. See *State Codes and Descriptions* at: http://www.p12.nysed.gov/irs/courseCatalog/home.html. If the course culminates in a State assessment in the reporting year, use the subset of State Course Codes for courses leading to a State exam.

SCHOOL YEAR DATE, Field 4- School year date.

SUPPLEMENTARY COURSE DIFFERENTIATOR, Field 5- Code used to indicate that the course code is offered in more than one session during the school year. For State Reporting use "NA."

SECTION CODE, Field 6- Local section code that uniquely identifies the section of the course. Although the data model allows a length of 25 for "SECTION CODE," note that the length of "SECTION CODE" (field #6) plus the length of "COURSE CODE" (field #3) cannot exceed 29.

STUDENT ID, Field 7- Unique identifier assigned by the Local Education Agency in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.

CLASS ENTRY DATE, Field 8- Provide the date on which the student entered the class.

CLASS EXIT DATE, Field 11- Provide the date on which the student exited the class.

TERM CODE, Field 24- Code used to identify the school calendar term for which a course grade is being reported. See Term Codes and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/.

MARKING PERIOD CODE, Field 25- Code as defined in the Location Marking Period Template. See Marking Period Numbers and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/.

Staff Student Course SSC or Teacher Student Data Linkage (TSDL)

Template (SIRS 315)

TSDL is 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). More about these laws and the policies governing APPR can be found in the APPR guidance document at: https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations.

A record for classroom teachers (district, BOCES, and, charter school teachers) providing instruction in grades 4-8 ELA/ Math and Math Regents courses (see table below) must be reported in the Staff Student Course Template. Only these courses will be reported in Staff Student Course. All courses will be reported in the Course Instructor Assignment template. This template includes information to link teachers to the students they teach, including linkage start and end dates and linkage durations. The template allows for linkage duration adjustments to accommodate teacher-student linkage durations that are different than those captured by the course schedule.

Code	Description
51032	Grade 4 English Language Arts
52034	Grade 4 Mathematics
51033	Grade 5 English Language Arts
52035	Grade 5 Mathematics
51034	Grade 6 English Language Arts
52036	Grade 6 Mathematics
51035	Grade 7 English Language Arts
52037	Grade 7 Mathematics
51036	Grade 8 English Language Arts
52038	Grade 8 Mathematics
02052CC	Algebra I (Common Core)
02072CC	Geometry (Common Core)
02106	Trigonometry/Algebra
02056CC	Algebra II (Common Core)

STAFF ID, Field 2 - Provide a TEACH ID from the TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

STUDENT ID (SCHOOL DISTRICT STUDENT ID), Field 4 - Unique identifier assigned by the LEA in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.

SCHOOL YEAR DATE, Field 5 - June 30 of the school year (yyyy-mm-dd).

COURSE LOCATION CODE, Field 7 - Local building code uniquely identifying the location associated with the course section, typically assigned by the local student management system. For school districts and charter schools, use the building code that uniquely identifies the building to which the principal responsible for the instruction is assigned. For BOCES, use a virtual location code assigned to the principal responsible for the instruction.

COURSE CODE, Field 8 - Local course code that uniquely identifies the course. Local course codes must map to a State course code. See *State Codes and Descriptions* at: http://www.p12.nysed.gov/irs/courseCatalog/home.html. If the course culminates in a State assessment in the reporting year, use the subset of State Course Codes for courses leading to a State exam.

SUPPLEMENTARY COURSE DIFFERENTIATOR, Field 9 - Code used to indicate that the course code is offered in more than one session during the school year. For State Reporting use "NA."

SECTION CODE, Field 10 - Local section code that uniquely identifies the section of the course. Although the data model allows a length of 25 for "SECTION CODE," note that the length of "SECTION CODE" (field 10) plus the length of "COURSE CODE" (field 8) cannot exceed 29.

REPORTING DATE, Field 11 - For evaluation data, use the first date of the State assessment period associated with the course. End of year (6/30) roster dates are not required in 2016-17. See *Appendix I: Assessment and Reporting Timelines* in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/ for assessment administration dates.

RELATIONSHIP START DATE, Field 12 - First day that both the student was enrolled in and the teacher was assigned to the course section.

RELATIONSHIP END DATE, Field 13 - Last day that the teacher is assigned to or student enrolled in the course section. For evaluation records, this value can be no later than the reporting date.

ENROLLMENT LINKAGE DURATION (POTENTIAL STUDENT INSTRUCTIONAL TIME), Field 14 – The total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates.

ATTENDANCE LINKAGE DURATION (ACTUAL STUDENT INSTRUCTIONAL TIME), Field 15 – The total number of minutes in field 14 less the number of minutes the student is absent from the class between the relationship start and end dates.

LINKAGE DURATION ADJUSTMENT (INSTRUCTIONAL RESPONSIBILITY WEIGHT), Field 16 – The number between 0 and 1, inclusive, representing the percent of the total number of minutes in field 14 and 15 assigned to this teacher and student after adjusting for factors not captured by the course schedule.

EXCLUDE FROM EVALUATION INDICATOR, Field 17 – A flag used to indicate that the student should be excluded from the evaluation of this teacher for a particular course section. Default to "N." If left blank, Level 0 will default to "N."

COURSE DURATION THROUGH ASSESSMENT DATE (TOTAL PLANNED CLASS TIME), Field 18 – The total number of instructional minutes that the course is scheduled to meet between the relationship start and reporting dates.

TERM CODE, Field 19 – A code used to identify the school calendar term for which a course grade is being reported. See *Term Codes and Descriptions* in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/ .

Staff Evaluation Rating Template Data (SIRS 317)

This template is used to collect staff evaluation data for each teacher and principal who is subject to evaluation under Education Law §3012-c, d. It includes the Overall Evaluation rating categories (Highly Effective, Effective, Developing, or Ineffective) and rating points.

<mark>Charter schools are required to send staff evaluation ratings. Charter schools that have an approved APPR plan are required to submit all subcomponent and overall scores and All other charter schools only need to report evaluation rating categories (i.e., Highly Effective, Effective, Developing, Ineffective) without any subcomponent scores. They must map their local evaluation rating categories to the state rating categories for state reporting purposes. For 2015-16 – 2018-19, educators whose original evaluations are based on 3-8 ELA/math state assessments or any state provided growth scores, must also report both original and transitional scores. Those entities submitting staff evaluation rating data must also submit staff tenure data.</mark>

<mark>For more information, please refer to the July 2016 memo: http://usny.nysed.gov/rttt/teachers-leaders/docs/appr-deadline-timeline-memo-2015-16.pdf</mark>

STAFF ID, Field 2 - Populate either STAFF ID or ALT STAFF ID (field #14). Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

EVALUATION CRITERIA CODE, Field 3 - Choose codes from dimension table defined in evaluation criteria rating template.

3012-c: Report one STATE, one LOCAL, one ""OTHER,"" and one ""OC"" code for each staff member reported (for a total of four records). For educators subject to transition scores and ratings (see the Transition FAQ document, [Sections 30-2.14 and 30-3.17 of the Commissioner's regulations](), for more information) also report one ""TSTATE"", one ""TLOCAL"", one ""TOTHER,"" and one ""TOC"" code, as applicable, for each staff member reported (for a possible total of eight records). Charter schools are required to send only the ""OC"" record but may send all four records.

3012-d: Report one ""REQSP"", one ""OPTSP"", one ""OSPC"", one ""REQOB"", one ""OPTOB"", one ""OOBC"", and one ""OCR"" code for each staff member reported (for a total of seven records). For educators subject to transition scores and ratings (see the Transition FAQ document, [Sections 30-2.14 and 30-3.17 of the Commissioner's regulations](), for more information) also report one ""TREQSP"", one ""TOPTSP"", one ""TOSPC"", one ""TREQOB"", one ""TOPTOB"", one ""TOOBC"", and one ""TOCR"" code, as applicable, for each staff member

reported (for a possible total of 14 records). See *Evaluation Criteria Codes and Descriptions* in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/ .

REPORTING DATE, Field 5 - June 30 of the school year for which the staff person is being evaluated (yyyy-mm-dd).

EVALUATION CRITERIA RATING CODE, Field 7 – A code from the dimension table defined in the evaluation criteria rating template. Use "NA."

EVALUATION CRITERIA RATING POINTS, Field 8 – A score received by evaluated staff for a particular criterion.

3012-c: This value must be a whole number.

3012-d: Required and optional student performance subcomponent scores must be a whole number. Required and optional teacher observation/principal school visit scores may have up to two decimal places.

Evaluation Criteria Codes and Descriptions (3012-c)

Code	Description	Rating Points
STATE20	State subcomponent score (comparable measure)	value from 0-20
LOCAL20	Local achievement subcomponent (comparable measure)	value from 0-20
OTHER01	Other - Ineffective	value from 0-59
OTHER02	Other - Developing	value from 0-60
OTHER03	Other - Effective	value from 0-60
OTHER04	Other - Highly Effective	value from 0-60
OC01	Overall composite - Ineffective	value from 0-64
OC02	Overall composite - Developing	value from 65-74
OC03	Overall composite - Effective	value from 75-90
OC04	Overall composite - Highly Effective	value from 91-100
TSTATE20	State subcomponent score (comparable measure) - Transition	value from 0-40

TLOCAL20	Local achievement subcomponent (comparable measure) - Transition	value from 0-40
TOTHER01	Other - Ineffective - Transition	value from 0-99
TOTHER02	Other - Developing - Transition	value from 0-100
TOTHER03	Other - Effective - Transition	value from 0-100
TOTHER04	Other - Highly Effective - Transition	value from 0-100
TOC01	Overall composite - Ineffective - Transition	value from 0-64
TOC02	Overall composite - Developing - Transition	value from 65-74
TOC03	Overall composite - Effective - Transition	value from 75-90
TOC04	Overall composite - Highly Effective - Transition	value from 91-100

Evaluation Criteria Codes and Descriptions (3012-d)

Code	Description	Rating Points
REQSP01	Required student performance subcomponent - Ineffective	value from 0-12
REQSP02	Required student performance subcomponent - Developing	value from 13-14
REQSP03	Required student performance subcomponent - Effective	value from 15-17
REQSP04	Required student performance subcomponent - Highly effective	value from 18-20
OPTSP00	Optional student performance subcomponent - Not applicable	leave blank
OPTSP01	Optional student performance subcomponent - Ineffective	value from 0-12
OPTSP02	Optional student performance subcomponent - Developing	value from 13-14
OPTSP03	Optional student performance subcomponent - Effective	value from 15-17
OPTSP04	Optional student performance subcomponent - Highly effective	value from 18-20
OSPC01	Overall student performance category - Ineffective	leave blank
OSPC02	Overall student performance category - Developing	leave blank

Code	Description	Rating Points
OSPC03	Overall student performance category - Effective	leave blank
OSPC04	Overall student performance category - Highly effective	leave blank
REQOB01	Required teacher observation/principal school visit subcomponent - Ineffective	value of 0.00 or from 1.00-1.74
REQOB02	Required teacher observation/principal school visit subcomponent - Developing	value from 1.50-2.74
REQOB03	Required teacher observation/principal school visit subcomponent - Effective	value from 2.50-3.74
REQOB04	Required teacher observation/principal school visit subcomponent - Highly Effective	value from 3.50-4.00
OPTOB00	Optional teacher observation/principal school visit subcomponent - Not applicable	leave blank
OPTOB01	Optional teacher observation/principal school visit subcomponent - Ineffective	value from 1.00-1.74
OPTOB02	Optional teacher observation/principal school visit subcomponent - Developing	value from 1.50-2.74
OPTOB03	Optional teacher observation/principal school visit subcomponent - Effective	value from 2.50-3.74
OPTOB04	Optional teacher observation/principal school visit subcomponent - Highly effective	value from 3.50-4.00
OOBC01	Overall teacher observation/principal school visit category - Ineffective	leave blank
OOBC02	Overall teacher observation/principal school visit category - Developing	leave blank
OOBC03	Overall teacher observation/principal school visit category - Effective	leave blank

Code	Description	Rating Points
OOBC04	Overall teacher observation/principal school visit category - Highly effective	leave blank
OCR01	Overall composite - Ineffective	leave blank
OCR02	Overall composite - Developing	leave blank
OCR03	Overall composite - Effective	leave blank
OCR04	Overall composite - Highly Effective	leave blank
TREQSP01	Required student performance subcomponent - Ineffective - Transition	value from 0-12
TREQSP02	Required student performance subcomponent - Developing - Transition	value from 13-14
TREQSP03	Required student performance subcomponent - Effective - Transition	value from 15-17
TREQSP04	Required student performance subcomponent - Highly Effective - Transition	value from 18-20
TOPTSP00	Optional student performance subcomponent - Not Applicable - Transition	leave blank
TOPTSP01	Optional student performance subcomponent - Ineffective - Transition	value from 0-12
TOPTSP02	Optional student performance subcomponent - Developing - Transition	value from 13-14
TOPTSP03	Optional student performance subcomponent - Effective - Transition	value from 15-17
TOPTSP04	Optional student performance subcomponent - Highly Effective - Transition	value from 18-20
TOSPC01	Overall student performance category - Ineffective - Transition	leave blank
TOSPC02	Overall student performance category - Developing - Transition	leave blank
TOSPC03	Overall student performance category - Effective - Transition	leave blank

Code	Description	Rating Points
TOSPC04	Overall student performance category - Highly Effective - Transition	leave blank
TREQOB01	Required teacher observation/principal school visit subcomponent - Ineffective - Transition	value of 0.00 or from 1.00-1.74
TREQOB02	Required teacher observation/principal school visit subcomponent - Developing - Transition	value from 1.50-2.74
TREQOB03	Required teacher observation/principal school visit subcomponent - Effective - Transition	value from 2.50-3.74
TREQOB04	Required teacher observation/principal school visit subcomponent - Highly Effective - Transition	value from 3.50-4.00
TOPTOB00	Optional teacher observation/principal school visit subcomponent - Not Applicable - Transition	leave blank
TOPTOB01	Optional teacher observation/principal school visit subcomponent - Ineffective - Transition	value from 1.00-1.74
TOPTOB02	Optional teacher observation/principal school visit subcomponent - Developing - Transition	value from 1.50-2.74
TOPTOB03	Optional teacher observation/principal school visit subcomponent - Effective - Transition	value from 2.50-3.74
TOPTOB04	Optional teacher observation/principal school visit subcomponent - Highly Effective - Transition	value from 3.50-4.00
TOOBC01	Overall teacher observation/principal school visit category - Ineffective - Transition	leave blank
TOOBC02	Overall teacher observation/principal school visit category - Developing - Transition	leave blank
TOOBC03	Overall teacher observation/principal school visit category - Effective - Transition	leave blank

Code	Description	Rating Points
TOOBC04	Overall teacher observation/principal school visit category - Highly Effective - Transition	leave blank
TOCR01	Overall composite - Ineffective - Transition	leave blank
TOCR02	Overall composite - Developing - Transition	leave blank
TOCR03	Overall composite - Effective - Transition	leave blank
TOCR04	Overall composite - Highly Effective - Transition	leave blank

ALTERNATE STAFF ID, Field 14 - Populate either ALTERNATE STAFF ID or STAFF ID (field #2). Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.

EVALUATION GROUP CODE, Field 15 – Indicate which evaluation system the scores are reported for, use 3012c or 3012d. Charter schools should use 3012c for 2015-16.

For Staff Evaluation Data Template Examples, please visit EngageNY at:
https://www.engageny.org/resource/resources-closeout-2015-16-appr

Additional Sources of Information Concerning the Collection and

Reporting of Staff Data

The Office of Teaching Initiatives (TEACH) – for TEACH Accounts, TEACH IDs, and issues related to certification: http://www.highered.nysed.gov/tcert/teach/

The Office of Information and Reporting Services (IRS) Staff Data: http://www.p12.nysed.gov/irs/beds/PMF/home.html

Level 2 Report Guides for Staff Data: http://www.p12.nysed.gov/irs/level2reports/reportguides.html

eScholar Templates used for the reporting of staff data: http://www.p12.nysed.gov/irs/vendors/templates.html

APPR guidance: https://www.engageny.org/