



L2RPT

SIRS –320 Staff Snapshot Verification Report

A Staff Snapshot record must be reported before any other staff record type for that person can be reported (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, Staff Student Course). Staff data are currently reported to meet requirements related to APPR, provide access to the Engage NY portal (ENYP), and meet the BEDS Electronic Personnel Master File (ePMF) requirements. “All staff” in the Staff Snapshot template includes any staff person who must be reported to meet any of these requirements.

Staff Snapshot records that contain a value of “TEACHER” in field #8 will trigger the distribution of PINs for teachers who need to create accounts for the NYSED online Teacher Access and Authorization (TAA) application. TAA is used by teachers to access the Teacher Student Roster Verification (TSRV) system and will now also provide access to ePMF. EPMF forms are created for teachers with a valid record in the Staff Snapshot template loaded to Level 2. **Field 8 on the template, Position Title, must be populated with “Teacher” in order to create an ePMF form.** If non-teaching staff are included in this field with “TEACHER,” an ePMF form will be generated for them. In this case, the district should work with their Regional Information to remove that designation or delete the record for staff that the LEA should not be reporting.

An LEA can report only one Staff Snapshot record per staff member per year. Each staff member should have only one local staff ID. A staff member associated with only one building should have a location code for that building. A staff member should have the district code for a location code ONLY if the staff member is associated with more than one location in the LEA

Staff Snapshot Used for ePMF Purposes

Beginning on BEDS Day, 2014, teachers could access their electronic PMF forms by logging into the Teacher Authorization and Authentication (TAA) system at <https://eservices.nysed.gov/taa/>.

For the ePMF collection starting in 2014–15, data must be submitted through the Staff Snapshot template to Level 2 in order to appropriately link teachers to their district and school location.

For BEDS ePMF purposes, all teaching staff and professional non-teaching staff reporting any of the non-teaching assignment codes, should have a Staff Snapshot record. Additional information regarding the PMF collection can be found at the following page <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>

Data Elements Found in the Report

School Name: Generated from the SED code (BEDSCODE) reported in the location code field of Staff Snapshot.

Educator Name: The staff name reported in Staff Snapshot from the district.

Staff Name from TEACH: The staff name as recorded in the TEACH system is provided in the report to assist districts in resolving educator name discrepancies between data reported through SIRS and data reported to TEACH. Information about updating information in TEACH is available here: <http://www.highered.nysed.gov/tcert/teach/>

Staff ID (Local): The Staff ID must be unique within the LEA. For NYC, the local staff ID must be unique within NYC. The Staff ID for each staff member must be consistent across all templates. This will contain the TEACH ID for LEAs that use the TEACH ID as their local staff ID.

Teach ID: Alternate Staff ID on the template. This is a seven digit source ID from the TEACH system. Use 9 numeric characters, left padded with two zeros. If the TEACH ID is incorrect, an ePMF form will not be generated for the teacher.

Position Title (Teacher Title): If the staff member is currently appointed by the school board as a teacher in this LEA, this field should contain the word "TEACHER," otherwise leave it blank. If it was inadvertently left blank, include it in the next load to Level 2.

Active/Inactive Indicator: Staff member is either active or inactive. If a staff member is erroneously reported to L2, a soft delete can be done by sending a "D" for this field. This record will still remain in Level 2 as Staff Snapshot records may be tied to records in other templates.

Date of Birth: The birth date cannot be greater than the current date. For ePMF purposes, the Date of Birth is matched against the TEACH system. If incorrect in TEACH, the staff person should contact TEACH <http://www.highered.nysed.gov/tcert/teach/>

Gender: M = Male, F = Female

Hispanic Indicator: Y/N

Race/Ethnicity (Race Codes): Race of the staff member.

I = American Indian or Alaska Native

A = Asian

B = Black or African American

P = Native Hawaiian/Other Pacific Islander

W = White

If a 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 (Hispanic Ethnicity Indicator).

For the 2014-15 and 2015-16 school years, this field is optional.

Original Hire Date (Teacher Hire Date): Initial hire date within the reporting entity as a teacher. If field #8 = "TEACHER," the effective date of the first board appointment the staff member received as a teacher in this LEA.. Otherwise, the field will be blank.

Annual Salary: The total amount paid for the staff member's primary assignment(s) on BEDS Day. If the staff member has more than one primary assignment, the combined salary for all primary assignments will be displayed if that was what was reported. Extra pay received for extra services is not included. If the staff member's salary contract is currently under negotiation, the salary should be blank.

Employment Basis (Percent of Time in District): For most staff, the entry will be 100 percent. For staff shared by more than one LEA or staff working only part-time, the entry will be less than 100%.

Staff Education Level:

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

Annual Contract Work (Months): Number of months per year (between 3 and 12 months) the staff member is expected to be employed by this LEA.

Years Experience in this District (Field 43): This is the number of years of professional educational experience in this LEA. This year counts as one full year of experience in this LEA. Professional educational experience includes both teaching and professional non-teaching assignments. Years of PMF non-teaching assignments would be included here.

Total Years Experience (Field 102): The total number of years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience. Professional educational experience includes both teaching and professional non-teaching assignments. This year counts as one full year of experience.

Professional Development Indicator: This field should be populated only for teaching staff. Indicates whether a teacher received "high quality professional development" during the prior

school year. The field is populated with "Y", "N", or "NA". "NA" pertains to first-year teachers, teachers on leave, and teachers who had only non-teaching assignments.

Second Position Title (Principal Title): Populate if the staff member is appointed by the school board as a principal.

Second Position Hire Date (Principal Hire Date): Initial hire date within the reporting LEA

Exit Date: Date the staff member is no longer employed in the reporting LEA.

Employment Separation Reason Code: Populate when the staff member is no longer employed by the LEA.

Certification Exemption Code for Charter Schools: Populated with "Y" for a teacher who is exempt or "N" for a teacher who is not exempt based on the 5-30 Certification rules for charter schools.. Section 2854(3)(a-1) of New York State Education Law allows charter schools an exemption from certification requirements for up to thirty percent of total teachers, with a maximum of five teachers, provided these teachers meet all other requirements to be considered Highly Qualified as specified under federal No Child Left Behind (NCLB) legislation.