



Information and Reporting Services
 Room 865 EBA
 Albany, NY 12234

2014-15 Staff Collection School Year Timeline		
Date	Event	Description/Information
May/June 2015	Highly Qualified/Out of Certification	Processing will be based on ePMF teacher submitted forms. Reports will be posted to the Business Portal for School district, BOCES and charter school CEO review. Administrators with entitlements to TAA/TSRV/ePMF can make corrections to ePMF teacher forms within TAA. Certification will be done in TAA by the CEO. June 26 th , 2015 HQ correction period ends.
June 2015	*Staff Snapshot	Edits for all required fields will be in place.
	**Staff Assignment	June 5 th , deadline for reported principals for State-provided growth score calculations; June 12 th , certification forms will be due for principals
	Staff Student Course	June 5th, final submission of Teacher Student Data Linkage data to be used for State-provided growth scores (all courses leading to State assessments). June 12th, certification form due.
August 2015	Staff Tenure	Staff that currently have tenure and those pursuing Tenure (Tenure Codes used are TCH for teachers and ADT for building administrators/principals).
	Staff Assignment	Remaining PMF non-teaching assignments due. Refer to the <i>SIRS Manual</i> for assignment codes.

*A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.

** Your regional information center may require an earlier deadline to allow for processing.



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2015-16 Staff Collection School Year Timeline		
Date	Event	Description/Information
September/ October 2015	*Staff Snapshot	Records should be loaded into Staff Snapshot for PIN generation and ePMF form creation.
SIRS will open in mid-September to accept data.	ePMF	Opens on BEDS Day for teachers to submit data to NYSED via TAA Portal
	**Staff Evaluation	October 16 th , data due; October 23 rd , certification form due (2014-15 data)
January 2016	*Staff Snapshot	<u>All non-teaching</u> professional staff data pull for PMF purposes.
	**Staff Assignment	PMF non-teaching assignments due. Refer to the <i>SIRS Manual</i> for assignment/course codes. Final deadline for teachers to submit data (complete ePMF forms).
February 2016	ePMF Form Review	Administrator final review of ePMF forms
April/May 2016	Highly Qualified/Out of Certification	Processing will be based on ePMF teacher submitted forms. Reports will be posted to the Business Portal for School district, BOCES and charter school CEO review. Administrators with entitlements to TAA/TSRV/ePMF can make corrections to ePMF teacher forms within TAA. Notification and guidance will be sent to the field when the reports are ready to be distributed. Certification will be done in TAA by the CEO.
June 2016	Staff Assignment	Data due for reported principals for APPR growth score purposes. Certification form due.
August 2016	Staff Tenure	Complete list of Tenure Codes (see <i>SIRS Manual</i>).

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