

ePMF and SIRS Staff Collection Timeline for 2015-16

| Date | Event | Description/ Information |
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| <p>September/ October 2015</p> <p>Mid- September</p> <p>October 7, 2015 to January 29, 2016</p> <p>October 16, 2015</p> <p>October 23, 2015</p> | <p>2015-2016 Staff Snapshot (SIRS 320)</p> <p>SIRS Data Collection</p> <p>ePMF Form Data Collection Opens</p> <p>2015-2016 Staff Evaluation (SIRS 317) Data Due</p> <p>2015-2016 Staff Evaluation (SIRS 317) Certification Form Due</p> | <p>Records should be loaded into Staff Snapshot for PIN generation and ePMF form creation.</p> <p>SIRS will begin to collect data.</p> <p>Opens on BEDS Day (October 7th) for teachers to submit data to NYSED via TAA portal.</p> <p>2014-15 Data</p> <p>2014-15 Data</p> |
| <p>January 29, 2016</p> | <p>SIRS Non-Teaching Data 2015- 2016 Staff Snapshot (SIRS 320)</p> <p>2015- 2016 Staff Assignment (SIRS 318)</p> | <p><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.</p> |
| <p>January 29, 2016</p> | <p>ePMF Teaching Data ePMF Form Data Due</p> | <p>Deadline for teachers to submit data (complete ePMF forms).</p> |
| <p>January 29 to February 26, 2106</p> | <p>ePMF Teaching Data Administrator ePMF Review and Certification</p> | <p>Administrator review of ePMF forms begins. Certification will be done in TAA by the CEO.</p> |
| <p>February 26, 2016</p> | <p>SIRS Non-Teaching Data 2015-2016 Certification of <u>Non-teaching</u> Data from Staff Snapshot (SIRS 320) and Staff</p> | <p>Certification of non-teaching data from Staff Snapshot and Staff Assignment for PMF purposes. Certification form will be posted to the IRSP Business Portal.</p> |

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| | Assignment (SIRS 318) | |
| February 26, 2016 | ePMF Teaching Data (TAA is closed) ePMF Form Review Closes | PMF Teacher data will be reviewed and certified in the Teacher Access and Authorization (TAA) system based on the ePMF collection by the CEO. |
| March 2016 | ePMF Teaching Data Highly Qualified (HQ)/ Out of Certification TAA Reopens The ePMF Forms are unlocked for administrator review/corrections | Processing will be based on ePMF teacher submitted forms. Reports will be posted to the 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 HQ report. |
| April 2016 | Final HQ reports run | Reports will be posted to the Business Portal for school district, BOCES, and charter school review. |
| June 2016 | 2015–2016 TSDL (SIRS 315) and Staff Assignment (SIRS 318)(Principals only) Data Extract | Used for 2015–2016 teacher and principal State-provided growth score calculation purposes. |
| June 2016 | 2015–2016 TSDL (SIRS 315) and Staff Assignment (SIRS 318) (Principals only) Data Certification | Certify the accuracy of the data submitted as of the reporting deadline.* |
| June 2016 | 2015-2016 Staff Assignment (SIRS 318) Data Due 2015-2016 Staff Student Course (TSDL records) (SIRS 315) Due | Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2015-2016 teacher and principal State-provided growth score calculation purposes. |
| June 2016 | 2015–16 TSDL (SIRS 315) & Staff Assignment (SIRS 318) Data Statement of Certification | Certify the accuracy of the data submitted as of the reporting deadline (Principals only in Staff Assignment). |

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| <p>August 24 to October 14, 2016</p> | <p>Start of collection for 2015–16 Evaluation Composite Ratings, Category Ratings, and Subcomponent Scores and Ratings (for districts implementing an APPR plan under Education Law 3012-d) and 2015–16 Evaluation Composite Ratings and Scores, Subcomponent Scores and Ratings (for districts implementing an APPR plan under Education Law 3012-c) Data Extract</p> | <p>2015-16 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. Eligibility for 2016-17 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</p> <p>Further information regarding Staff Evaluation data submission will be available in the fall of 2016. The Staff Evaluation Rating template will be modified to facilitate submission from LEAs implementing APPR plans under Education Law 3012-d and those implementing APPR plans under Education Law 3012-c.</p> |
| <p>August 26, 2016</p> | <p>APPR Implementation Certification Form Due to NYSED's Application Business Portal at http://portal.nysed.gov</p> | <p>Uses as a component to demonstrate implementation of approved APPR plan for the 2015–16 school year and to determine eligibility for 2016–17 State Aid for school districts only.</p> |
| <p>August 26, 2016</p> | <p>2015-2016 Staff Tenure (SIRS 322) Data Due</p> <p>2015-2016 Staff Attendance Data Due</p> | <p>For a complete list of Tenure Codes (see <i>SIRS Manual</i>).</p> <p>For a complete list of Staff Attendance Codes (see <i>SIRS Manual</i>).</p> |
| <p>August 31, 2016</p> | <p>2015-2016 Staff Tenure (SIRS 322) Certification</p> <p>2015-2016 Staff Attendance Certification</p> | |
| <p>October 14, 2016</p> | <p>2015–2016 Evaluation Composite Ratings, Composite Scores, & Subcomponent Scores Data Due</p> | <p>2015-2016 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. Eligibility for 2016-2017 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</p> <p>Further information regarding Staff Evaluation data submission will be available in the fall of 2016. The Staff Evaluation Rating template will be modified to facilitate submission from LEAs implementing APPR plans under Education Law 3012-d and</p> |

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| | | those implementing APPR plans under Education Law 3012-c. |
| October 21, 2016 | 2014-2015 Statement of Confirmation of Staff Evaluation Rating Verification | Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 14 deadline.* |

* Certification of Verification Report(s) form will be distributed via the Information and Report Services Portal (IRSP) at portal.nysed.gov and must be submitted via upload to the New York State Education Department, Information and Reporting Services.

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 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/>