



L2RPT

SIRS-318 - Staff Assignment Verification Report, 2014-15

All L2RPT reports are generated in a Cognos reporting environment, each independently hosted by a RIC/Big 5 Level 1 data center (or other hosting site) on their own server. Because all L2RPT environments are independently maintained, each may therefore vary somewhat. For specific information about how to access your local/regional L2RPT environment, or if you have trouble accessing your reports or need guidance, please contact the appropriate L2RPT support contacts at your Level 1 data center or host site.

In 2014-15, all public school districts, BOCES, and charter schools are required to submit Staff Assignment data for all professional, non-teaching staff.

The Staff Assignment template collects data for the Personnel Master File (PMF), Annual Professional Performance Review (APPR) and the Engage NY Portal (ENYP). A Staff Snapshot record must be loaded to SIRS prior to reporting any Staff Assignment records for staff members.

Principal PMF assignment codes (1102 – 1110) will also be used to link the principal to the students enrolled in the program/location that they supervise for APPR purposes. 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.

Data Elements Found in this Report:

District Name: Generated from the SED SEDREF database based on a reported District Code in Field 1 of Staff Assignment.

School Name: Generated from the SED SEDREF database based on the reported Assignment Location Code in Field 4 of Staff Assignment.

School Code: The school BEDSCODE as reported in the Assignment Location Code in Field 4 on Staff Assignment.

Assignment Category: This field defines the category of the assignment record and the purpose/usage of the record. This category name is based on the assignment code reported.

1. APPR (PRN) Assignment Category

In 2015-16, LEAs should no longer use the "PRN" designation for Principal. The PMF non-teaching assignment codes below for principals can be used in 2014-15 and must be used in 2015-16.

2. PMF Non-Teaching Assignment Category

In 2015-16, non-teaching professional staff assignments will no longer be collected on pink bubble scan forms. These assignments will be provided in the Staff Assignment template.

3. Engage New York Portal (ENYP) Assignment Category

The ENYP designation will be based on one of the ENYP Codes being reported to Level 2 (See Codes below).

Assignment Codes: These codes are based on what was reported in Field 3 of the Staff Assignment template. One record for each assignment code/location code/grade level should be reported for both PMF and ENYP purposes.

1. **APPR** – The “PRN” code identifying principals for APPR purposes should be replaced with the PMF principal assignment codes below. In 2015-16, “PRN” will not be allowed.

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

2. **PMF Non-teaching Codes** - The list of non-teaching codes can be found in the SIRS Manual <http://www.p12.nysed.gov/irs/sirs/home.html>

3. **Engage New York Portal (ENYP) Codes**

PINSTADM2	PII Institution Admin II
PINSTADM1	PII Institution Admin I
INSTLEAD	Institution Leader
INSTAFF	Institution Staff
INSTADM2	Institution Admin II
INSTADM1	Institution Admin I
EDUCATORLEAD	Educator Leader
EDUCATOR	Educator
EDUCATIONLEAD	Education Leader

Assignment Description: This identifies the reported assignment code.

Staff Name: Matching the data in TEACH

Staff ID: The local staff ID reported. This can be the TEACH ID.

Grade Level (Assignment): If the assignment is for all grades served, report "ALL" otherwise report a record for each grade served for PMF. You must report "ALL" for ENYP.

Start Date (Assignment): Use the first day 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.

End Date (Assignment): This is the "Completion Date" (Field 7) on the template. Use the last date in this assignment or building or grade level, whichever comes first. Do not report unless the assignment has ended.

Example of a Staff Assignment Verification Report

District Name	School Name	School Code	Category	Assignment Code	Assignment Desc	Staff Name	Staff ID	Grade Level	Start Date	End (Completion) Date
a	b	c	d	e	f	g	h	i	j	k
Armond	Elementary School	42390901	PMF	1102	PRINCIPAL ELEMENTARY SCHOOL	Mike Jones	00124657	ALL	Jul 1, 2014	Jun 30, 2015
Armond	Elementary School	42390901	ENYP	*EDUCATOR	PRINCIPAL ELEMENTARY SCHOOL	Mike Jones	00124657	ALL	Jul 1, 2014	Jun 30, 2015
Armond	Middle School	42390902	PMF	1104	PRINCIPAL MIDDLE SCHOOL	Nancy Smith	0098746	ALL	Jul 1, 2014	Jun 30, 2015
Armond	Middle School	42390902	PMF	0710	DIRECTOR MIDDLE-LEVEL EDUCATION	Nancy Smith	0098746	ALL	Jul 1, 2014	Jun 30, 2015
Armond	Junior High School	42390903	PMF	1106	PRINCIPAL JUNIOR HIGH SCHOOL	Robert Carr	0023121	7	Jul 1, 2014	Jun 30, 2015
Armond	Junior High School	42390903	PMF	1106	PRINCIPAL JUNIOR HIGH SCHOOL	Robert Carr	0023121	8	Jul 1, 2014	Jun 30, 2015

*A non-teaching educator that would need access to the EngageNY Data Portal. For additional information concerning the ENY Portal access assignment codes, refer to the SIRS manual.