



**THE STATE EDUCATION DEPARTMENT**  
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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**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 to 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.

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>.

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, 2016, 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, 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/PMF/home.html> .

### **Data Elements Found in the Report**

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

**Educator Name (column b):** The staff name reported in Staff Snapshot from the district.

**Staff Name from TEACH (column c):** 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 (column d):** 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 (column e):** Alternate Staff ID on the template. This is a 7-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 (column f):** 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 L2.

**Staff Status - Active/Inactive Indicator (column g):** 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 L2 as Staff Snapshot records may be tied to records in other templates.

**Itinerant (column h):** The Itinerant flag allows an LEA to report a staff person responsible for students in this LEA but employed by another LEA district, BOCES, or charter school. There are a limited number of Staff Snapshot fields required. Report N if the Staff member is employed by this LEA. Report Y if the Staff member is not an

employee of this LEA but is the Staff member of record for a course and will be reported in other staff/course templates).

**Email (column i):** Valid work email address of the staff member. This is important for notifications related the Teacher Access and Authorization (TAA) system.

**Date of Birth (column j):** 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 at:  
<http://www.highered.nysed.gov/tcert/teach/> .

**Gender (column k):** M = Male, F = Female

**Hispanic Indicator (column l):** Y/N

**Race/Ethnicity (columns m -q):** 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).

This field is optional.

**Original Hire Date/Teacher Hire Date (column r):** 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 (column s):** 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. For additional information, see *Reporting SIRS Staff Data to NYSED* at:  
<http://www.p12.nysed.gov/irs/beds/PMF/home.html> .

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

**Staff Educational Level Code (column u):**

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 in Months (column v):** 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 (column w):** 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 (column x):** The total number of years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience in NYS. Professional educational experience includes both teaching and professional non-teaching assignments. This year counts as one full year of experience.

**Professional Development Indicator (column y):** This field should be populated only for teaching staff. Indicates whether a teacher received “high quality professional development” during the **current** school year. The field is populated with “Y”, “N”, or “NA.” **Use the definition of “professional development” found in ESSA at: <http://www.p12.nysed.gov/irs/beds/PMF/documents/CertificationandProfessionalDevelopment.pdf> .The school year begins on July 1 and ends on June 30.**

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

**Second Position Hire Date/Principal Hire Date (column aa):** Initial hire date within the reporting LEA.

**Exit Date (column bb):** Date the staff member is no longer employed in the reporting LEA.

**Termination/Employment Separation Reason Code (column cc):** Populate when the staff member is no longer employed by the LEA.

**Certification Exemption Code for Charter Schools (column dd):** 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.

**Additional SIRS Records from Other Staff Templates**

Several flags are included to allow the reviewer to identify if the staff person is also reported in other staff templates.

**Staff Assignment (column ee):** Y/N

**TSDL/Staff Student Course (column ff):** Y/N

**Staff Evaluation Rating (column gg):** Y/N

**Staff Tenure (column hh):** Y/N