



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

L2RPT

SIRS-318 - Staff Assignment Verification Report

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) and Annual Professional Performance Review (APPR). 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 cannot be attributed to a building will not receive a growth score.* 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 (column a): Generated from the SED SEDREF database based on a reported District Code in field 1 of Staff Assignment.

School Name (column b): Generated from the SED SEDREF database based on the reported Assignment Location Code in field 4 of Staff Assignment.

School Code (column c): The school BEDSCODE as reported in the Assignment Location Code in field 4 on Staff Assignment.

Assignment Category (column d): 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. This will be identified as PMF.

Assignment Codes (e): 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 PMF purposes.

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

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

Assignment Description (f): This identifies the reported assignment code.

Staff Name (g): Matching the data in TEACH.

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

Grade Level (column i): If the assignment is for all grades served, report “ALL” otherwise report a record for each grade served for PMF.

Start Date (column j): 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 (column k): This is the “Completion Date” (field 7) on the template. Report the last date in this assignment or building or grade level, whichever comes first. Do not report unless the staff person’s assignment has ended. This cannot be a future date. For returning staff (e.g. staff out on leave for a portion of the year but still deemed to be serving as the employee responsible for the position/assignment and returning) a completion date is not required during the absence. In situations where the staff person returned after a completion date was entered, that date may be removed upon return to the assignment. If the LEA determines that a new staff person will serve as a replacement for the position/assignments (as opposed to temporarily covering the work), they may report that person in Staff Assignment with the appropriate start date. Generally, this would be a long-term or permanent replacement.

Example of a Staff Assignment Verification Report

District Name	School Name	School Code	Category	Assign Code	Assign 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, 2016	Jun 30, 2017
Armond	Middle School	42390902	PMF	1104	PRINCIPAL MIDDLE SCHOOL	Nancy Smith	0098746	ALL	Jul 1, 2016	Jun 30, 2017
Armond	Middle School	42390902	PMF	0710	DIRECTOR MIDDLELEVEL EDUCATION	Nancy Smith	0098746	ALL	Jul 1, 2016	Jun 30, 2017

Armond	Junior High School	423909 03	PMF	1106	PRINCIPAL JUNIOR HIGH SCHOOL	Robert Carr	00231 21	7	Jul 1, 2016	Jun 30, 2017
Armond	Junior High School	423909 03	PMF	1106	PRINCIPAL JUNIOR HIGH SCHOOL	Robert Carr	00231 21	8	Jul 1, 2016	Jun 30, 2017

For each principal record, there is an additional data drill down option.

Data Elements Found in this Report Drill Through:

District Name: [REDACTED]
School Location: [REDACTED]
School Year: 2016-17
Grade: ALL
Data Refresh Date: Mar 18, 2017
Staff Name and ID: [REDACTED]

		Staff Assigned		Student Information													Assessment Information			
Course Description - a -	Course Section - b -	Staff Name - c -	Grade - d -	Student with Disability Flag - e -	English Language Learner Flag - f -	Economic Disadv. Flag - g -	Exclude Flag - h -	Student ID - i -	NYSSIS ID - j -	Student Name - k -	Reporting Date - l -	Linkage Start Date - m -	Linkage End Date - n -	Enrollment Linkage Duration (hrs:min) - o -	Course Duration (hrs:min) - p -	Attendance Linkage Duration (hrs:min) - q -	Linkage Duration Adjustment - r -	Assessment Name - s -	Score - t -	Assessment Date - u -
Language Arts (grade 3)	51031-3012ES-1		03	No	No	No	No				Mar 27, 2017	Sep 6, 2016	Mar 27, 2017	190:30	204:00	180:00	1			
			03	No	No	Yes	No				Mar 27, 2017	Sep 6, 2016	Mar 27, 2017	190:30	204:00	184:30	1			
			03	No	No	Yes	No				Mar 27, 2017	Sep 6, 2016	Mar 27, 2017	190:30	204:00	177:00	1			

Course Description (column a): The courses included in these reports are those that have been assigned New York State course codes. See: <http://www.p12.nysed.gov/irs/courseCatalog/home.html>.

Course Section (column b): This is the local section code for the course.

Staff Name (column c): The staff names include all teachers reported in Staff Snapshot at Level 2 with valid teacher IDs as contained in the NYSED Office of Teaching Initiatives database. To ensure that all certified teachers are correctly included in this report, be sure that all your teachers have registered for a teacher ID using the TEACH System as instructed by the Office of Teaching Initiatives. See <http://www.highered.nysed.gov/tcert/teach/> for more information.

Grade (column d): Derived from Student Snapshot.

Student with Disability Flag (column e): Derived from Student Snapshot.

English Language Learning Flag (column f): Derived from Student Snapshot.

Economic Disadvantage Flag (column g): Derived from Student Snapshot.

Exclude Flag (column h): Derived from Student Snapshot.

Student ID column i): Unique identifier assigned by the Local Education Agency in which the student is enrolled.

NYSSIS ID (column j): Derived from SchoolYear Snapshot.

Student Name (column k): Derived from SchoolYear Snapshot.

Reporting Date (column l): For evaluation data, this is the first date of the State assessment period associated with the course. See Appendix I: Assessment and Reporting Timelines in the SIRS Manual at: <http://www.p12.nysed.gov/irs/sirs/> for assessment administration dates.

Linkage Start Date (column m): First day that both the student was enrolled in and the teacher was assigned to the course section.

Linkage End Date (column n): Last day that the teacher is assigned to or student enrolled in the course section. For evaluation records, this value can be no later than the reporting date.

Enrollment Linkage Duration (hours: minutes) (column o): The total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates.

Course Duration (hours: minutes) (column p): The total number of instructional minutes in the course from the beginning of the course to the Reporting Date.

Attendance Linkage (hours: minutes) (column q): The total number of minutes in field 14 less the number of minutes the student is absent from the class between the relationship start and end dates.

Linkage Duration Adjustment (Instructional Responsibility Weight (column r): The number between 0 and 1, inclusive, representing the percent of the total number of minutes in field 14 and 15 assigned to this teacher and student after adjusting for factors not captured by the course schedule.

Assessment Name (column s): The name of the state assessment as found in the SIRS manual.

Score (column t): The scale/raw score received by the student on the state assessment.

Assessment Date (column u): The date the assessment was given in New York State.