

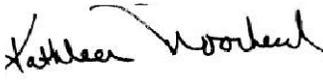


THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK  
ALBANY, NY 12234

EXECUTIVE DIRECTOR  
Data Systems and Educational Technology

April 2015

**To:** Superintendents of Public Schools  
District Superintendents of BOCES  
Principals of Public Schools  
Charter School Leaders

**From:** Kathleen Moorhead 

**Subject:** Guidance on Reporting and Verifying Teacher-Student and  
Principal Linkage Information for the 2014-15 School Year

This memorandum provides important information regarding reporting and verifying Teacher-Student Data Linkage (TSDL) information and principal linkages in the Student Information Repository System (SIRS) for the 2014-15 school year. These data are necessary to meet federal and State requirements, including but not limited to the State Longitudinal Data System (SLDS) requirements outlined in Section 6401(e)(2)(D) of the America COMPETES Act (20 U.S.C. 9871) and the American Recovery and Reinvestment Act of 2009 (ARRA); teacher/leader evaluation requirements outlined in Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents. Please share this information with personnel in your organization who have responsibility for data collection and reporting.

Please reference the February 2013 memo from Ken Wagner, "Updated Guidance on Reporting and Verifying Teacher-Student and Principal Linkage Information" (<http://www.p12.nysed.gov/irs/memos/2013/Updated-Guidance-on-Reporting-and-Verifying-Teacher-Student-and-Principal-Linkage-Information.pdf>) for information regarding reporting requirements, course mapping and data verification strategies. Please note in particular that *courses ending in State exams* must be mapped to the required codes for courses ending in State exams (see SIRS manual <http://www.p12.nysed.gov/irs/sirs/home.html>). All students enrolled in courses that culminate in a State exam must be reported as enrolled in a course mapped to the reserved course code associated with that assessment.

Because of the complexity and importance of TSDL information, section 30-2.3 of the Rules of the Board of Regents requires that teachers and principals be involved in data verification efforts. In order to make this process more manageable, it is highly recommended that data be reviewed and verified throughout the school year, rather than immediately prior to the verification deadline.

**2014-15 School Year TSDL and Principal Linkage  
Data Collection and Reporting Timeline**

The table below summarizes important data submission dates. Regional data centers may establish an earlier deadline to allow sufficient time for processing. For a list of regional data center contacts, see “RIC/Big5 data warehouse project management contacts” at <http://www.p12.nysed.gov/irs/sirs/ric-big5.html>.

<b>Date</b>	<b>Event</b>	<b>Description/Information</b>	<b>Who</b>
February 2015	2014-15 Weekly PIN distribution process continues  2014-15 Roster data available for teacher review	Personal Identification Numbers (PINs) will be generated for teachers who have not previously created accounts to view their rosters. Districts will receive a weekly PIN summary report in the Information and Reporting Services Portal (IRSP). This report will contain information on which teachers have used their PINs to create accounts and will be updated weekly.  2014-15 Roster data becomes available in the Teacher Access and Authorization (TAA) application for teachers to review at <a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a> .	Public School Districts, BOCES, Charter Schools
June 5, 2015	Final submission of all 2014-15 TSDL data to SIRS, including data to be used for State-provided growth score purposes	Final submission of 2014-15 TSDL data, including Staff Student Course records and Staff Assignment records to be used for State-provided growth score calculation purposes. Staff Student Course records should be verified using the Level 2 Verification Report: SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.  Staff Assignment records should be verified using the Level 2 Verification Report: SIRS-318 Staff Assignment Verification Report. Teachers should verify their rosters using the Teacher Student Roster Verification Application* at: <a href="http://eservices.nysed.gov/taa/">http://eservices.nysed.gov/taa/</a>	Public School Districts, BOCES, Charter Schools
June 12, 2015	2014-15 Data Certification Form due	Public school districts, BOCES, and charter schools must certify the accuracy of the data submitted as of the June 5th submission deadline.	Public School Districts, BOCES, Charter Schools

<b>Date</b>	<b>Event</b>	<b>Description/Information</b>	<b>Who</b>
June 26, 2015	Submission of June 2015 Common Core Algebra I Regents exam scores to SIRS for 8th graders to be used for State-provided growth score calculation purposes	June 2015 Common Core Algebra I Regents exams scores to be used in State provided growth score calculations.	Public School Districts, BOCES, Charter Schools
July 10, 2015	Final submission of 2014-15 Regents exam scores to SIRS to be used for State-provided growth score calculation purposes	2014-15 scores for Regents exams (including June 2015 records) to be used in principal evaluation growth score calculations.	Public School Districts, BOCES, Charter Schools
Summer 2015	State growth score distribution	State growth scores are distributed to districts for inclusion in 2014-15 teacher/leader evaluations.	NYSED
By September 1, 2015	Annual Professional Performance Review (APPR) evaluations due	2014-15 APPR evaluations will be completed and provided to teachers and principals.	Public School Districts, BOCES and Charter Schools
October 2015	Final submission of 2014-15 APPR evaluation data: Composite Ratings, Composite Scores, and Subcomponent Scores	LEAs will report 2014-15 evaluation composite ratings and subcomponent scores to SIRS.	Public School Districts, BOCES and Charter Schools

\* Please note that for Teacher-Student Data Linkages reports and verification, teachers and principals who are employed by the NYCDOE will use STARS Classroom to review and update class roster information. If NYCDOE teachers have questions about this process, they should contact their principals. Principals should contact their networks with questions. Teachers and principals may also contact [AdvanceSupport@schools.nyc.gov](mailto:AdvanceSupport@schools.nyc.gov) with questions.

### **Data Reporting Clarifications**

- For data accuracy purposes, TSDL records (Staff-Student-Course Record, Staff Assignment) cannot have overlapping start and end dates. For example, if a linkage ended on March 6, 2015, any new start date entered in the same record must be March 7, 2015 or later.
- To link students to principals by grade level, in order to allow co-principals of a school to be held accountable only for the grades for which each principal is responsible, staff assignment data will be used to attribute students to principals in State-provided growth score calculations beginning in 2014-15. Please reference M12 of APPR Guidance for additional information: <https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations/>.

## Teacher-Student Roster Verification Application Enhancements

- District Data Coordinators now have access to a Teacher-Student Roster Verification Administration Application. This application allows District Data Coordinators to verify a teacher's account status. This application will be particularly useful for assisting teachers who have trouble creating an account. Also, in situations where a teacher has forgotten his or her password and the answers to their security questions, this application will allow data coordinators to deactivate the teacher's account so a new PIN can be issued. For more information on this application please go to <http://www.p12.nysed.gov/irs/TSDL/home.html>. Superintendents will have the ability to entitle staff to use this application through the SED Delegated Accounts System (SEDDAS). More information on SEDDAS can be found at <http://www.p12.nysed.gov/seddas/seddashome.html>.
- The PIN letters, which are securely distributed to districts, will now include the teacher's New York State TEACH Identification Number. It is important for teachers to know their number in case they forget their password, username, or answers to their security questions. The Information and Reporting Services Portal (IRSP) provides secure access for Data Coordinators to view TEACH Identification Numbers in the Teacher PIN Distribution file.
- PINS are generated on Mondays for newly reported teachers. PINS for teachers who have accounts deactivated Monday through Thursday before 5 p.m. are distributed the next business day. Teachers who have their accounts deactivated after 5 p.m. on Thursday will have PINs generated on the following Monday. All PINs continue to be posted on the IRSP in the Teacher PIN Distribution file.
- Teacher-Student Roster Verification Resources can be found at <http://www.p12.nysed.gov/irs/teacher/>. Resources include updated FAQs, a user guide, and videos. In addition, a self-help menu is found by clicking on the *Help with Your Account?* link found on the login page at <https://eservices.nysed.gov/taa/>.
- Additional guidance concerning teacher/staff collection and reporting can be found at <http://www.p12.nysed.gov/irs/teacher/>.

As required by Education Law §3012-c(10), the State Education Department has developed a public reporting website to display APPR rating results at the state-, district- and school-level: <http://data.nysed.gov/>. By law, that website cannot display any personally identifiable information, and the rating of an individual teacher or principal cannot be made public on such website<sup>1</sup>.

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<sup>1</sup> Pursuant to Education Law §3012-c(10)(b), school districts and BOCES are required to fully disclose and release to the parents and legal guardians of a student the final quality rating and composite effectiveness score for each of the teachers and the principal of the school building which the student is assigned for the current school year upon request of such parents and legal guardians.

If you have any questions about these technical and reporting requirements, please contact your RIC or Big 5 City School District data center or the Office of Information and Reporting Services at (518) 474-7965 or via email at [datasupport@nysed.gov](mailto:datasupport@nysed.gov). If you have questions about the requirements for teacher/principal evaluations, please contact [educatoreval@nysed.gov](mailto:educatoreval@nysed.gov) .

Thank you for your continued support.

cc: Regional Information Center Directors  
Big 5 Data Coordinators  
Regional Information Center SIRS Project Managers  
Charter School Network Leaders