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

EXECUTIVE DIRECTOR
Data Systems and Educational Technology

June 2015

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

From: Kathleen Moorhead

Subject: Personnel Master File (PMF) Transition Collection and Staff Collection Timeline

This memorandum provides important information concerning the transition of PMF data from the legacy Basic Educational Data System (BEDS) PMF collection system to the Student Information Repository System (SIRS), as well as a projected timeline for that transition. In addition, it provides due dates and certification dates for staff data submitted through the SIRS.

Collection of PMF Teacher Data

Historically, PMF data were collected from teacher-submitted "bubble forms" that were sent to the New York State Education Department (NYSED) to meet both State and federal reporting requirements. In October 2014, NYSED collected PMF teacher data via the electronic Personnel Master File (ePMF) form accessed and submitted through the Teacher Access and Authorization System (TAA): https://eservices.nysed.gov/taa/. New York City school district teachers will continue to be collected by the NYC Department of Education and transferred to NYSED through the 2015-16 school year.

During the 2014-15 and 2015-16 school years, PMF data elements will also be collected in the SIRS as provided by the district. Because the process of providing PMF staff data through SIRS is new to districts, the ePMF forms will serve as the official source for these data and will be used for reporting purposes through the 2015-16 school year.

Beginning in the 2016-17 school year, PMF data will be derived solely from the SIRS. These data will be submitted by all school districts, charter schools and BOCES using the SIRS staff templates (Staff Snapshot, Staff Assignment, and Staff Student Course). Teachers will no longer be submitting data directly to the Department through the ePMF. The Staff Snapshot template will provide all non-assignment related data. BEDS PMF assignment codes will be replaced with the State course codes in SIRS which can be found at http://www.p12.nysed.gov/irs/courseCatalog/home.html. These Staff Student Course records already used for Teacher Student Data Linkage (TSDL) purposes will be the source for all teacher course information.

Not Highly Qualified/Teaching Out of Certification Process and ePMF Correction Period

The teacher-submitted data (ePMF forms), which were closed for updates in February to both teachers and administrators, are now open for corrections (by administrators only) following the Not Highly Qualified/Out of Certification report processing. These reports are generated by SED and posted on the IRS Portal at http://portal.nysed.gov/portal/page/pref/PortalApp. Corrections to ePMF forms and selecting teachers for HOUSSE or charter school 5-30 exemptions are done in each ePMF form via TAA at https://eservices.nysed.gov/taa/.

Please refer to the 2015 Not Highly Qualified (HQ)/Out of Certification information at http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html for further information and guidance concerning the HQ, HOUSSE and the 5-30 requirements.

Collection of Non-Teaching Professional Staff Data

Historically, non-teaching professional staff data were collected from non-teaching professional submitted bubble forms that were sent to the NYSED to meet both State and federal reporting requirements. The bubble sheets will be used as the official source for PMF reporting purposes in 2014-15 for non-teaching staff. Beginning in the 2014-15 school year, these data were also collected in the SIRS as part of a dual collection. The SIRS Staff Snapshot template will be used to collect all non-assignment related data (e.g., teaching experience, degree, professional development). All PMF non-teaching assignment codes should be reported in the Staff Assignment template. These codes can be found in the *SIRS Manual* at http://www.p12.nysed.gov/irs/sirs/home.html.

Beginning in the fall of the 2015-16 school year, the SIRS Staff Snapshot and Staff Assignment data will be the official source for PMF non-teaching data. Non-teaching professionals will not be completing ePMF forms.

Any staff that will need to be reported using SIRS will need to have a TEACH ID. For information about creating a Teach account or locating a Teach ID, please see: http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html.

Useful Links Concerning the Collection of Staff Data

- Teacher Access and Authorization (TAA) application – used for the creation of TAA accounts for PIN generation, ePMF forms, and Teacher Student Roster (TSRV) data review https://eservices.nysed.gov/taa/
- TAA Guidance – Documentation and guidance concerning TAA and TSRV http://www.p12.nysed.gov/irs/teacher/
- PMF and SIRS Data Collection – Documentation and guidance concerning PMF, Highly Qualified and SIRS Staff collections http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html
- Student Information Repository System – Guidance and information concerning SIRS, including the *SIRS Manual* http://www.p12.nysed.gov/irs/sirs/
- Level 2 (L2) Reporting – L2 Staff Report Guides http://www.p12.nysed.gov/irs/level2reports/reportguides.html

2014-15 Staff Collection School Year Timeline		
Date	**Event**	**Description/Information**
May/June 2015	Not Highly Qualified/Out of Certification	Processing will be based on ePMF teacher submitted forms. Reports will be posted to the Business Portal for school district, BOCES and charter school CEO review. Administrators with entitlements to TAA/TSRV/ePMF can make corrections to ePMF teacher forms within TAA. Notification and guidance will be sent to the field when the reports are ready to be distributed. Certification will be done in TAA by the CEO.
June 2015	Staff Snapshot*	Edits for all required fields will be in place.
	Staff Assignment**	June 5th, deadline for reported principals for State-provided growth score calculations; June 12th, certification forms will be due for principals
	Staff Student Course	June 5th, final submission of Teacher Student Data Linkage data to be used for State-provided growth scores (all courses leading to State assessments). June 12th, certification form due.
August 2015	Staff Tenure	Staff that currently have tenure and those pursuing Tenure (Tenure Codes used are TCH for teachers and ADT for building administrators/principals).
	Staff Assignment	Remaining PMF non-teaching assignments due. Refer to the *SIRS Manual* for assignment codes.

*A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.

** Your Regional Information Center may require an earlier deadline to allow for processing.

2015-16 Staff Collection School Year Timeline		
Date	**Event**	**Description/Information**
September/ October 2015 SIRS will open in mid-September to accept data.	Staff Snapshot* ePMF Staff Evaluation**	Records should be loaded into Staff Snapshot for PIN generation and ePMF form creation. Opens on BEDS Day for teachers to submit data to NYSED via TAA Portal **(2014-15 data)** - October 16th, data due; October 23rd, certification form due
January 2016	Staff Snapshot* Staff Assignment**	All non-teaching professional staff data pull for PMF purposes. PMF non-teaching assignments due. Refer to the *SIRS Manual* for assignment/course codes. Final deadline for teachers to submit data (complete ePMF forms).
February 2016	ePMF Form Review	Administrator final review of ePMF forms
April/May 2016	Not Highly Qualified/Out of Certification	Processing will be based on ePMF teacher submitted forms. Reports will be posted to the Business Portal for School district, BOCES and charter school CEO review. Administrators with entitlements to TAA/TSRV/ePMF can make corrections to ePMF teacher forms within TAA. Notification and guidance will be sent to the field when the reports are ready to be distributed. Certification will be done in TAA by the CEO.
June 2016	Staff Assignment	Data due for reported principals for APPR growth score purposes. Certification form due.
August 2016	Staff Tenure	Complete list of Tenure Codes (see *SIRS Manual*).

*A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
** Your Regional Information Center may require an earlier deadline to allow for processing.