

GUIDANCE FOR LEAs REGARDING THE ACQUISITION OF PROFESSIONAL STAFF IDs

In order to implement certain initiatives required by the America Competes Act and the State's recent Race to the Top award, the New York State Education Department has established a process for assigning a universal state identifier to all professional staff employed in public LEAs. (See memo from Assistant Commissioner Alan Ray: <http://www.p12.nysed.gov/irs/ARay/Teacher-CourseDataCollection-finaldraft6-1-10.pdf>).

The following process may be used to obtain IDs for all professional staff:

1. In May 2010 a file was posted for each LEA (except the BOCES) in the state containing the IDs of staff known by the state to be employed by that LEA. These files are still available and can be downloaded from (<http://portal.nysed.gov/portal/page/pref/PortalApp>) by the LEA's Data Director.
2. With some exceptions, anyone in the state who is certified or applied for certification has an account in the TEACH system. An ID for those individuals may be retrieved by the LEA's Human Resource office by logging into the TEACH system. Human Resource Directors should use this method for retrieving the ID of any professional staff member not included in the file mentioned above.
3. There are some professionals in the state who are working in LEAs, but are not in the TEACH system. This includes some teachers who were certified prior to the existence of the TEACH system, and some teachers in Charter Schools who are not certified. These individuals may go to the TEACH system and create a TEACH account. The account will then assign an ID to these individuals.
4. The TEACH system for certified staff, as well as for self-provisioned accounts, can be accessed using this link: <http://www.highered.nysed.gov/tcert/teach/>.
5. A professional staff ID file has been generated for each BOCES in the state, but not yet posted to the State Portal. Additional guidance will be sent to the BOCES as soon as this file is ready for processing.
6. All LEAs are responsible for maintaining a file containing the assigned state ID for each of its professional staff. Many Human Resource system vendors have worked with the state to provide a capability for maintaining such a file. Check with your Human Resource system vendor or with your RIC to determine if your system has this capability.

FAQs

1. There are professional staff listed on the SED ID file that no longer work in our district. What should I do about them?

The file you received was based on BEDS data submitted by your district in October, 2009. Teachers that left the district after that date will be included in your ID file. You may simply ignore these entries and take no action at all.

2. There are professional staff members that work in the district, but are not included in the file that SED sent. What should I do about these staff members?

The file you received was based on BEDS data submitted by your district in October, 2009. Staff hired subsequent to that time are not included in the ID file. You may retrieve an ID for those staff members by accessing their file on the TEACH system.

3. I've been told that I am required to maintain IDs for all professional staff members in the District's Human Resource system. May I maintain it elsewhere?

The District is required to maintain a file of unique state IDs for all professional staff members. Since the HR systems tend to be accurate and up-to-date with professional staff information, many districts have chosen to use this system to maintain the IDs. Additionally many of the major HR system vendors have modified their systems to allow for the inclusion of a state ID.

However, there is no requirement to use your HR system for this purpose. You are required to maintain the IDs and be able to use them in various data collections required by SED.

4. Should I retrieve IDs for substitute teachers?

Yes. Since these teachers are certified, they should have a file in TEACH and an ID. It is good practice to establish the unique ID as one of the standard data fields populated for all professional staff.

5. What about non-teaching staff?

IDs should be maintained for all certified professional staff: Superintendent, Assistant Superintendent, Principals, Assistant Principals, Department Chairs, Guidance Counselors, etc.

6. What about non-certified staff?

There is no requirement to maintain an ID on staff hired through the Civil Service process. However, if a non-certified staff member is acting in a role that would ordinarily require certification, for example a non-certified teacher, that person should establish an account on TEACH and acquire an ID.

7. Which data collections will require the use of a professional staff ID?

Initially the collection of teacher – course – section data will require that each teacher be identified using the state identifier available as described above. This will necessitate populating the Student Management System with the TEACH ID for each teacher. Some HR systems and SMS are working collaboratively to automate this exchange of data. Check with your RIC or your systems vendors to determine their status.