

Reporting Teacher Data in the Teacher Access and Authorization (TAA) application 2019-20

Applicable to teachers in public schools, charter schools and BOCES (excludes NYC DOE public school teachers).

See NYSED timeline below

<http://www.p12.nysed.gov/irs/documents/2019-20SIRSReportingTimeline09-11-2019.pdf>

<https://eservices.nysed.gov/taa/login.htm>

What TAA Does

- The TAA application collects and displays data about individual teachers.
- Data is displayed based on information reported by the school districts, BOCES and Charter schools to the Student Information Repository System (SIRS). That information is displayed on teacher PMF (BEDS) forms.
- In the fall, teachers choose their assignments (courses) on their PMF BEDS form in TAA.
- Administrators can review and certify the accuracy of the TAA data.

Who Has Access

Teachers and administrators.

Principals and other administrators can review teacher assignment data and correct certain course data **if** they have the correct entitlements to do that. These entitlements are granted through the NYSED SEDDAS application by their CEO. The entitlement needs to be for the TAA/TSRV/PMF.

TAA Accounts

Account Creation:

Tokens (links) are generated for staff persons who do not have active TAA accounts or require an account reset. Following a valid record in Staff Snapshot loaded to NYSED, and a staff person completing Step 1 in the account creation process, a token will be generated and sent to the staff person's Staff Snapshot email address. The staff person clicks on the link with the token and is directed to the TAA system to complete the account creation process.

Account Resets:

For staff persons that require an account reset, they will have to provide the last 4 digits of their Social Security number, date of birth, and 7-digit TEACH ID. A single use token will then be emailed to the staff person's Staff Snapshot email address to complete the process.

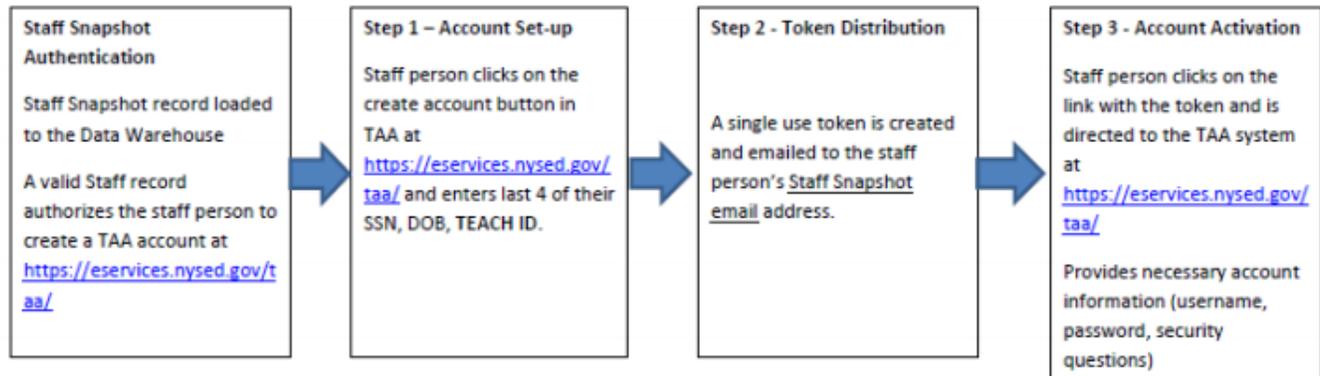
NYSED does not know the following:

- Passwords; or
- Answers to security questions.

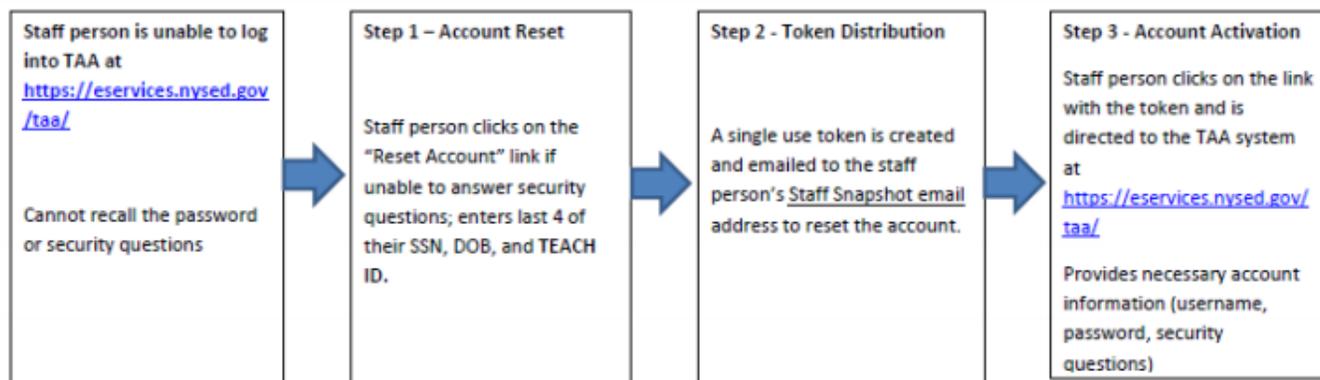
Districts have the 7 digit TEACH ID and it is displayed in TAA if the teacher is listed there.

STAFF ACCESS TO THE TAA SYSTEM

TAA Account Creation Process for a Staff Person without an Existing Account



TAA Account Reset Process for a Staff Person that Cannot Log-in



Teacher selects the assignments they are teaching. This information can be corrected by administrators or teachers when TAA is unlocked.

A teacher can Save or Submit a PMF form. Once they hit Submit, only an administrator from their district or charter school can unsubmit it.

Personnel Master File - AVON CSD (2018)

Personal Information

Last Name: [] TEACH ID: []
 First Name: [] Middle Initial: [] Gender: TEACH
 Date of Birth: []

Race/Ethnicity

Are you of Hispanic origin? []
 Select Additional or Other race? []

Staff Snapshot Data

Degree Status: MASTERS DEGREE
 Professional Development: NOT APPLICABLE
 Number of Years Employed in This District: []
 Total Years Employed (including temp(s)): []
 Percent of Time Employed in This District: []
 Number of Months Employed Per Year: []
 Current Annual Salary: \$71,239

Location Information

I work at [] multiple locations in this district. (Select District BEDSCODE)
 [] one location in this district. (Select Location...)

Assignments

Code	Assignment Name	Grade	Registration
No data available in table			

Buttons: Add Assignment, Remove Selected Assignment, Back, Submit

The following items: Last name, First name, TEACH ID, and Date of Birth are derived from the TEACH system. If some of this is incorrect, you should contact the Office of Teaching Initiatives in the Department. Website- <http://www.highered.nysed.gov/>

The following items: Gender, Race/Ethnicity, Educational experience (Degree status and Professional Development), and Employment Information (Years employed in district, Total years employed, Percent time employed, Number of months employed, Current annual Salary) are derived from your district's Staff Snapshot. Please contact your administrator if there is an error in what is reported.

Teacher to provide location and assignments.

Non-teaching professionals should only select PMF BEDS teaching assignments if they are teaching as well. Non-teaching assignment data will prepopulate this form from SIRS data loaded in Staff Assignment by the district, BOCES, or charter school. The PMF form cannot be "Submitted" until the Staff Assignment data is present.

ePMF Forms <https://eservices.nysed.gov/taa/>

- ePMF forms will continue to be generated based on a valid Staff Snapshot record for teachers and can be accessed within the TAA application. The employment and educational experience data elements loaded into a teacher’s Staff Snapshot record (by the district, BOCES, or charter school) will prepopulate a teacher’s ePMF form.
- Teachers will not be able to change this information on the ePMF form. Corrections will have to be made in Staff Snapshot.
- Teachers will provide their PMF assignment information.
- **Non-teachers** - While non-teachers are not required by NYSED to create TAA accounts, they will need to do so to view their data. LEAs may require their non-teachers to create accounts, review their data and submit forms. If non-teaching professionals do not see any assignments on their PMF forms, their LEA has not loaded their Staff Assignment records to the State Data Warehouse (Level 2). These staff will not be able to submit their forms or view their assignments until Staff Assignment data is loaded. **NYSED does not need them to submit forms or create accounts.**

Course Roster Data for 3-8 ELA and Math Teachers

Teacher Staff Resources | Help | Logout

Year ▼ ANDES CSD ▼ PMFs ▼ Home **BACON, GRACE ▼**

2011-2012
2012-2013
 2013-2014
 2014-2015
 2015-2016
 2016-2017
 2017-2018 - Displayed

(GRADE 8) - 2017-2018
 SNAPSHOT | SHOW FULL YEAR SNAPSHOT

ANDES CENTRAL SCHOOL
 LAST UPDATED: 09/08/2018

Name	Snapshot Date	Linkage Start Date	Linkage End Date
[REDACTED]	04/10/18	09/05/17	04/10/18
[REDACTED]	04/10/18	09/05/17	04/10/18
[REDACTED]	04/10/18	09/05/17	04/10/18
[REDACTED]	04/10/18	09/05/17	09/05/17

Export options: CSV | Excel | Print-Friendly PDF **Print-Friendly PDF [all courses]**

[View Additional Data Columns](#)

Teacher roster data carried over from SIRS Staff Student Course template. Allows the teacher to review their student roster.

Check Cognos reports Staff Snapshot Data



New York State Education Department



Staff Snapshot Verification Report Data Contained in the Student Information Repository System

School Year: 2019-20
District: Select District
School: Select School
Staff Status: Select Staff Status

Finish

Data Refresh Date:

School Code	Location	Total Staff	Teachers	Principals	Other
a	b	c	d	e	f

Reminders and Helpful Tips

- The TEACH IDs are listed in TAA and in Staff Snapshot in the Cognos Report (If the person has a record there).
- Teachers are the only individuals that have to fill out an ePMF (BEDS) form.
- Non-teaching professionals (counselors, administrators) do not have to fill out an ePMF (BEDS) form.

Questions Regarding TAA Accounts and PMF (BEDS Forms) - Please have teachers send an email to datasupport@nysed.gov for any questions or issues. The Office of Information and Reporting Services can then research what the issue is and respond.

Questions Regarding TEACH Accounts, Certification and TEACH IDS, Office of Teaching Initiatives – TEACH Accounts, Teaching Certification, and Continuing Teacher Leader Education (CTLE) Requirements: TEACHHELP@nysed.gov

Additional Information

<http://www.p12.nysed.gov/irs/beds/PMF/home.html>