



L2RPT Report Guide

SIRS-318 - Staff Assignment Verification Report

About the Reports

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 are 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.

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 Until 2023-24	
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
PRINCIPAL ASSIGNMENT CODES USED FOR PMF AND APPR Beginning in the 2024-25 School Year	
1100	PRINCIPAL

The list of non-teaching codes for assignments to be reported for the PMF can be found in the [SIRS Manual](#).

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

Staff Name (g): Staff Name from TEACH.

Staff ID (h): The staff person's 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 Principals.

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.

Assignment Field (column l): The code for staff employed by the district that work in the district, out of the district, or are contracted from an outside agency and work in the district. Required for social workers, counselors, nurses, school psychologists.

Percent Time Assigned (column m): The percentage of time the staff member works or is assigned to work in the building or district. For Itinerant teachers working in your LEA, the amount of time they work in each location in your LEA. Only required for social workers, counselors, nurses, and school psychologists.