



L2RPT Report Guide

SIRS-320 - Staff Snapshot Verification Report

About the Reports

A Staff Snapshot record must be reported before any other staff record type for that person can be reported (i.e., Staff Assignment, Staff Evaluation Rating, Staff Tenure, Course Instructor Assignment).

Staff data are currently reported to meet State and federal reporting requirements. All teachers and non-teaching professional staff must have a Staff Snapshot record. Refer to the Staff Assignment codes in the SIRS Manual to determine which non-teaching positions should be reported.

An LEA can report only one Staff Snapshot record per staff member per year. Each staff member should have only one local staff ID. A staff member associated with only one building should have a location code for that building. A staff member should have the district code for a location code if the staff member is associated with more than one location in the LEA.

Data Elements Found in the Report

Location (School name) (column a): Generated from the SED code (BEDSCODE) reported in the location code field of Staff Snapshot.

Educator Name (column b): The staff name as reported in Staff Snapshot by the LEA.

Staff Name from TEACH (column c): The staff name as recorded in the TEACH system is provided in the report to assist districts in resolving educator name discrepancies between data reported through SIRS and data reported to TEACH. Information about updating records in TEACH is available [here](#).

Staff ID – Local (column d): The Staff ID must be unique within the LEA. For NYC, the local staff ID must be unique within NYC. The Staff ID for each staff member must be consistent across all templates. This will contain the TEACH ID for LEAs that use the TEACH ID as their local staff ID.

Teach ID (column e): Alternate Staff ID on the template. This is a 7-digit source ID from the TEACH system. In the TEACH System the ID is 7 numeric characters and in the SIRS, it is 9, left padded with two zeros.

Position Title/Teacher Title (column f): If the staff member is currently appointed by the school board as a teacher in this LEA, this field should contain the word "TEACHER," otherwise leave it blank. If it was inadvertently left blank, include it in the next load to L2.

Active/Inactive Indicator (Staff Status) (column g): Staff member is either active or inactive. If a staff member is erroneously reported to L2, a soft delete can be done by sending a "D" for this field. This record will still remain in L2 as Staff Snapshot records may be tied to records in other templates.

Itinerant (column h): The Itinerant flag allows an LEA to report a staff person responsible for students in this LEA but employed by another LEA district, BOCES, or charter school. There are a limited number of Staff Snapshot fields required. Report N if the Staff member is employed by this LEA. Report Y if the Staff member is not an employee of this LEA but is the teacher of record for a course and will be reported in other staff/course templates or a school nurse, counselor, social worker, employed by another LEA.

Email (column i): Valid work email address of the staff member.

Date of Birth (column j): The birth date cannot be greater than the current date.

Gender (column k): Male, Female, Nonbinary

Hispanic Indicator (column l): Y/N

Race/Ethnicity Codes (columns m - q): Race of the staff member.

I = American Indian or Alaska Native

A = Asian

B = Black or African American

P = Native Hawaiian/Other Pacific Islander

W = White

DECLINED = DECLINED

If a staff member is identified as being a member of more than one race, populate field 21 on the eScholar template with the first race code and populate fields 78 through 81 with remaining race codes. If a record is provided, the staff member must have at least one race code. If field 21 is provided, also provide field 69 (Hispanic Ethnicity Indicator).

This field is optional.

Original Hire Date/Teacher Hire Date (column r): Initial hire date within the reporting entity as a teacher. If field 8 = "TEACHER," the effective date of the first board appointment the staff member received as a teacher in this LEA. Otherwise, the field will be blank.

Annual Salary (column s): The total amount paid for the staff member's primary assignment(s).

Employment Basis/Percent of Time in District (column t): For most staff, employment basis is 1.0, indicating 100% full time. For staff shared by more than one LEA or staff working only part-time, the entry will be less than 1.0.

Staff Educational Level Code (column u):

0 = No higher education

1 = Freshman year completed

2 = Sophomore year completed

3 = Associate degree

4 = Junior year completed

5 = Bachelors degree

6 = Bachelors+30 or more hours

7 = Masters degree

8 = Masters+30 or more hours

9 = Doctorate

Annual Contract Work Months (column v): Number of months per year (between 1 and 12 months) the staff member is expected to be employed by this LEA.

Annual Contract Work Days (column w): The number of work days the staff person is expected to work in the LEA based on the staff contract or appointment. This should only be reported if the staff person is identified in field 8 as "TEACHER. A long-term substitute might be hired for 90 days.

Years Experience in this District (column x): This is the number of years of professional educational experience in this LEA. This year counts as one full year of experience in this LEA. Professional educational experience includes both teaching and professional non-teaching assignments. Years of PMF non-teaching assignments would be included here.

Total Years Experience (column y): The total number of years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience in NYS. Professional educational experience includes both teaching and professional non-teaching assignments. This year counts as one full year of experience.

Professional Development Indicator (column z): This field should be populated only for teaching staff. Indicates whether a teacher received "high quality professional development" during the current school year. The field is populated with "Y", "N", or "NA." Use the definition of "professional development" found in ESSA [here](#). The school year begins on July 1 and ends on June 30.

Second Position Title/Principal Title (column aa): Populate if the staff member is appointed by the school board as a principal.

Second Position Hire Date/Principal Hire Date (column bb): Initial hire date within the reporting LEA.

Exit Date (column cc): Date the staff member is no longer employed in the reporting LEA.

Termination/Employment Separation Reason Code (column dd): No longer collected by the State.

Certification Exemption Code for Charter Schools (column ee): For charter schools, populate with "Y" for a teacher who is exempt or "N" for a teacher who is not exempt based on current charter school legislation.