



L2RPT Report Guide

SIRS-320 - Staff Snapshot Verification Report

About the Reports

Staff data are required to meet State and federal reporting requirements. All teachers and non-teaching professional staff must have a Staff Snapshot record. A Staff Snapshot record must be reported before any other staff record type for that person can be reported (Staff Assignment, Staff Evaluation Rating, Staff Tenure, and Course Instructor Assignment). 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. A staff member associated with only one building should be reported with the 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 Name (column a): Generated from the SED code (Location Code) reported in the location code field of Staff Snapshot.

Location BEDS Code (column b): Reported in the “Location Code” field of Staff Snapshot.

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

Staff Name from TEACH (column d): 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. Cells in this column are highlighted in red if the name reported by the district does not match the name in the TEACH System. Information about updating records in TEACH is available [here](#).

Staff ID (column e): Unique ID from the TEACH system. In the SIRS, the seven-digit TEACH ID is left-padded with two zeroes.

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

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

Gender (column h): Male, Female, Nonbinary.

Hispanic Indicator (column i): Yes/No.

Race (column j): Race of the staff member, as reported in “Race Code 1.”

I = American Indian or Alaska Native

A = Asian

B = Black or African American

P = Native Hawaiian/Other Pacific Islander

W = White

DECLINED = DECLINED

Active/Inactive (column k): 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 not be removed from L2 as Staff Snapshot records may be tied to records in other templates.

Teacher Title (column l): Populate if the staff member is appointed by the school board as a teacher. Teachers cannot be reported in Course Instructor Assignment if this field is not set to "TEACHER."

Teacher Hire Date (column m): Initial hire date within the reporting entity as a teacher.

Itinerant (column n): Yes/No. The Itinerant flag allows an LEA to report a staff person who is 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 for itinerant staff.

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

Principal Hire Date (column p): Initial hire date within the reporting entity.

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

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

Employment Basis (column s): 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.

Annual Contract Work Months (column t): 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 u): 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 for teachers or long-term substitutes.

Staff Education Level (column v):

0 = No higher education

1 = Freshman year completed

2 = Sophomore year completed

3 = Associates 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

Years Experience in this District (column w): 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.

Total Years Teaching Experience (column x): The total number of years of professional educational experience in New York State, including other public school districts, nonpublic schools, BOCES, and colleges or universities. Professional educational experience includes both teaching and professional non-teaching assignments. This year counts as one full year of experience.

Total Years Reported in Staff Snapshot (column y): The total number of years that the person has been reported in Staff Snapshot in this or any LEA. LEAs should use these data to ensure that the total years of teaching experience has been reported correctly. The first year for this data element reported in Staff Snapshot was 2012-13, therefore Total Years Teaching Experience may exceed the number reported in this column. This information can be used as a tool to detect under-reporting.

Professional Development (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.

Certification Exemption Code (Charter School Staff Only) (column aa): 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.

Staff Assignment Record (column bb): Indicates whether Staff Assignment records have been reported for the staff person.

Course Instructor Assignment Record (column cc): Indicates whether Course Instructor Assignment records have been reported for teachers.

Staff Tenure Record (column dd): Indicates whether Staff Tenure records have been reported for teachers or principals.

Staff Evaluation Record (column ee): Indicates whether Staff Evaluation records have been reported for teachers or principals.

Staff Attendance Record (column ff): Indicates whether Staff Attendance records have been reported for teachers.