THE STATE EDUCATION DEPARTMENT
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

L2RPT

SIRS-328 – Staff Out of Certification Report

The Staff Out of Certification report provides school districts, BOCES, and charter schools with certification information as to whether their teachers were considered appropriately certified for their reported courses in Course Instructor Assignment. The SIRS-328, SIRS-329, and SIRS-330 reports allow local education agencies (LEAs) to review the data used in the match process.

The certification match process through the 2019-20 school year is based on BEDS, PMF data collected in the Teacher Access and Authorization (TAA) application.

Beginning in the 2020-21 school year, the certification to course match process will be performed based on data in the Student Information Repository System (SIRS). The three primary inputs for this process are SIRS Course Instructor Assignment, certification data contained in the NYSED Office of Teaching Initiatives (OTI or TEACH) database, and the NYSED course to certification Crosswalk.

The mapping of appropriate courses for each certification (the Crosswalk) is made available to LEAs via the NYSED IRS Portal. That Crosswalk allows administrators to anticipate what the reported course certification status (certified or not certified) of each assignment should be, based on their teachers' certificates.

SIRS - 328 will be run more than one time each school year to allow LEAs the opportunity to correct any misreporting of assignments in Course Instructor Assignment and ensure they have used the indicators for Special Ed, ENL, and Bilingual teachers. The SIRS reporting timeline will reflect these dates beginning in 2020-21.

Data Elements Found in the Report

Location Name (a): The name of the reported location reported in Course Instructor Assignment where the course is offered.

Name (b): The teacher's name as reported in Staff Snapshot. If names in the LEA data do not align with those in the OTI database, the teacher must contact the OTI to request a name change at http://www.highered.nysed.gov/tcert/namechg.html.

Staff ID (c): The reported TEACH ID in Course Instructor Assignment.

Course Code (d): The SIRS course code as reported in Course Instructor Assignment.

Course Name (e): The name of the course associated with the reported SIRS course code.

Course Section (f): The reported section code associated with the course as reported in Course Instructor Assignment.

Local Course Name (g): The local course name will be displayed when reported to NYSED.

Primary Lang (h): The Primary language used for providing instruction in the course as reported in Course Instructor Assignment. For Bilingual courses, report the language other than English being used. This is not for foreign language instruction courses or ENL instruction. Please note that while Bilingual certified teachers should be reported using a language code other than English (the foreign language in which they are assisting students), ESL certified teachers should be using the ENL indicator for all courses.

Certified (i): The certification status generated for each course/section for Primary, Special Ed, and ESL teachers based on the course to certification mapping in the Crosswalk.

Charter Exemption (j): Charter schools report in Staff Snapshot which of their teachers they plan to exempt from the legal requirements for teacher certification. While the Department recognizes the legal exemption for a certain number and percentage of charter school teachers, the out of certification reports will not alter these teachers' certification statuses based on the use of the exemption indicator. Data publicly reported on https://data.nysed.gov/ will footnote that charter schools are authorized under law to employ some teachers that lack certification.

FTE (k): This represents the Employment Basis reported in Staff Snapshot. It is not used to determine a teacher's certification status for each course/section.

Primary Ind (l): As reported in Course Instructor Assignment, this identifies a teacher that has primary responsibility for the course. Teaching aides and assistants must not be reported. A "Y" (Yes) will subject the teacher to a certification match as required by NYS and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. During the match process, if there are multiple primary instructors that were assigned to the course during its duration, NYSED will use the most current instructor in the course/section for the match.

Special Ed Ind (m): As reported in Course Instructor Assignment, this identifies Special Education instructors for the course/section. Teaching aides and assistants must not be reported in Course Instructor Assignment. A "Y" (Yes) in this field will subject the staff to a Special Education certification match. Always report Special Ed teachers in Course Instructor Assignment with this indicator set to "Y." Be aware of course levels (Secondary vs Prior-to-

Secondary) as they relate to Special Education certifications during the match process. For example, a teacher with a Grade 1 - 6 SWD certification will not be considered certified for a secondary level course.

ENL Ind (n): As reported in Course Instructor Assignment, this identifies ENL instructors for the course/section. Teaching aides and assistants must not be reported. A "Y" (Yes) in this field will subject the staff to a certification match. Always report ENL teachers in Course Instructor Assignment with this indicator set to "Y." For ESL certified teachers, the primary language for the course would be set to "ENGLISH."

Incidental (o): Districts and BOCES can select one course/section that a teacher can teach outside their certification area and report this in Course Instructor Assignment. The section would be set to "Y" (Yes). Districts should consult their BOCES for information on the approval process for out of certification teaching http://www.highered.nysed.gov/tcert/resteachers/employmentissues.html#incidental.