



New for 2020-21- *The annual teacher certification match process previously done using TAA, will be performed using data supplied in Course Instructor Assignment and data from the TEACH system*

The new process requires submission of the following templates in Level 0:

- Staff Snapshot
- Course
- Course Instructor Assignment

Reports on L2RPT

- SIRS 320-Staff Snapshot Verification
- SIRS 328-Out of Certification Report-report can be filtered to display “No”
- SIRS 329-Staff Certification Report

Finding the correct course codes:

- Consult the **SCED Course Crosswalk** to find courses that the teacher is certified for
- Consult the **NYSED Comprehensive Course Catalog** to find a course that best fits the material being taught

Important things to know:

- **How to use the Incidental Teaching Assignment Indicator in Course Instructor Assignment**
 - Districts can select two courses/sections that each teacher can teach outside their certification area (Y)
- **How to report ENL and Special Education Instructors in Course Instructor Assignment**
 - Apply the Special Education and ENL indicators for staff serving in these roles-they can also be the primary teacher
 - **No courses are required for** students receiving special help outside of regularly scheduled courses
- **How are speech teachers reported?**
 - If the speech teacher is not providing instruction in a speech course such as Public Speaking or Communications, then they are considered a **non-teaching professional and should be reported in staff assignment**
 - Speech Therapists, Speech Language Pathologists, etc. are non-teaching professionals and are not reported in the course templates
- **How are resource room courses to be reported?**
 - NYS has created course codes specific for resource room classrooms:
 - 99004- Resource Room K-6- Elementary
 - 99005- Resource Room 7-12- Secondary
- **What course codes should districts use to report AIS for Grades K-6?**

51996- Eng Lang & Lit- Supplemental	53996- Life & Phys Sci- Supplemental
54996- Social Sci & Hist- Supplemental	52996- Mathematics- Supplemental
- **What course codes should districts use to report AIS for Grades 7-12?**

01996- Eng Lang & Lit- Supplemental	03996- Life & Phys Sci- Supplemental
04996- Social Sci & Hist- Supplemental	02996- Mathematics- Supplemental