Out of Certification Verification

Correcting Errors in Course Codes to Reduce and/or Eliminate Teachers Out of Certification

Changes to ePMF

- All of this information will be pulled directly from Level 0 data
    - Course Instructor
    - Staff Snapshot
    - Student Course Entry / Exit
- Principals / District Administrators will need to review the SIRS 328 and SIRS 329 report in October (the DDC should upload the reports to Level 0 as early as possible)

Accessing the Reports in L2RPT

- Log into L2RPT on Data Central
- Click on: Team Content- District- SEDDAS- Staff
  - SIRS 328 – Staff Out of Certification Verification Report
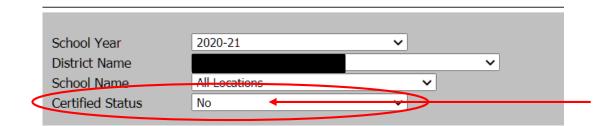 - SIRS 329 – Staff Certification Report

SIRS 328
Staff Out of Certification Verification Report

School Year 2020-21
District Name [redacted]
School Name All Locations
Certified Status No

Set to **NO** to view teachers out of certification

Location Name - a -	Name - b -	Staff ID - c -	Course Code - d -	Course Name - e -	Course Section - f -	Local Course Name - g -	Primary Lang - h -	Certified - i -	Charter Exemption - j -	FTE - k -	Primary Ind - l -	Special Ed Ind - m -	ENL Ind - n -	Incidental - o -
			51045	Reading (grade 5)	05-READ-3	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-1	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-10	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-2	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-10	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-11	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-12	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-15	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-6	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-7	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-8	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-9	Specialized Reading	ENG	No	No	1	Yes	No	No	No

- This report shows all teachers whose certifications do not meet the requirements for the Course Code(s) associated with them in your Student Information System.
- Please note that in this example, Corrective Reading is most likely AIS which has its own code. You may find that this is a very common error.
- Another common error is that the Special Ed, ENL or Incidental Indicator is set to incorrectly set to No.

AIS codes

You may find many errors for teachers providing Academic Intervention Services.

Please refer to the list below. This information is pulled from the SIRS manual, page 115.

What course codes should districts use to report Academic Intervention Services (AIS) for Grades K-6?

- Districts should use the following course code(s) based on the content area:
  51996- Eng Lang & Lit- Supplemental
  52996- Mathematics- Supplemental
  53996- Life & Phys Sci- Supplemental
  54996- Social Sci & Hist- Supplemental

What course codes should districts use to report Academic Intervention Services (AIS) for Grades 7-12?

- Districts should use the following course code(s) based on the content area:
  01996- Eng Lang & Lit- Supplemental
  02996- Mathematics- Supplemental
  03996- Life & Phys Sci- Supplemental
  04996- Social Sci & Hist- Supplemental

NYSED has created a course code specific to librarians

- Library Media Specialists must have a Staff Snapshot record
  - Use code: 99000- Library (Library Media Specialist)- All Grades.
  - Librarians should also be reported in Course Instructor Assignment.
    - Adding students is not required as NYSED would not expect a Student Class Entry Exit record for that course and section

- **An elementary school library manager <u>without</u> library or school media certification**
  - Use code: 99899 – Library Manager Elementary
    - This assignment identifies staff assigned to a 'prior to secondary' building where no certified school media specialist exists

SIRS 329
Staff Certification Report

▶ Now that you have seen who is teaching out of certification, it is important to understand their certification area.

▶ This report can be run by entire district, by building, and by individual teacher.

Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
					TEACHER	0126	Students With Disabilities (Birth - Grade 2)	Apr 26, 2018		0084	Professional Certificate
					TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	3014	Childhood Education (Grades 1-6)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	9014	Students With Disabilities (Grades 1-6)	Aug 15, 2018		0084	Professional Certificate