

Topic: Reporting Staff, School Nurses & Non Teaching Staff

Deadline: November 16, 2023

New for 2023-24, all school districts and charter schools should report complete data for social workers, nurses and guidance counselors.

All non-teaching professional staff, including building principals, must be reported for Personnel Master File (PMF BEDS) and Annual Professional Performance Review (APPR) purposes through the Staff Assignment Template. This data will also be used to populate data in your School Report Card.

- To determine “non-teaching professionals,” refer to the non-teaching assignment codes found on **SIRS Pg. 106 (New Codes) & Pg. 180**
 - If there is not an exact assignment description (i.e. title) for a staff person, choose the assignment from the PMF non-teaching codes that most closely matches the staff person’s current assignment
- Report one (1) record for each location, assignment related to the staff person.
 - If a staff member is responsible for assignments within more than one building in the LEA, they should report each of those specific buildings.
 - EX. Elementary Guidance Counselor split between 3 buildings will have 3 Staff Assignment records
 - This includes pupil personnel (e.g. counselors, social workers) and health services staff (nurses).
- If staff have district-wide responsibility, they may be reported with the district code.
 - The district-wide code should not be used to aggregate multiple building assignments for counselors, social workers or nurses as that may negatively affect School Report Card data

Do not report clerical staff, bus drivers, maintenance, teaching assistants, teacher aides, or food service workers.

BARS Regents Score Projection Tool

- All projections will use staff and course data that has been loaded to Level 1
- Score Projection data will update each time a district loads Staff and Course data

Intended Audience

District Data Coordinators, District Administrators

Summary

Due Date	<u>November 16, 2023</u>
Key Information	<ul style="list-style-type: none">● All non-teaching certificated staff should be reported through SIRS● NYSED has changed the way nurses and counselors are reported● Please make an effort to report your nurses as specified on SIRS pg. 106
Next Steps	<ul style="list-style-type: none"><input type="checkbox"/> Check SIRS 318 for inclusion of staff in their assignment location<input type="checkbox"/> For missing staff follow instructions attached below<input type="checkbox"/> Verify the change by checking the SIRS 318 on the following day<input type="checkbox"/> Last chance to load data is November 16, 2023
Support Documents	<ul style="list-style-type: none">● Finding TEACH IDs● Reporting Librarians● SIRS Pg. 106 (New Codes) & Pg. 180