



Reporting Course Data

NYSED utilizes several templates to collect course information as required by state and federal law. These templates (Course Instructor Assignment and Student Class Entry Exit) include information related to the Personnel Master File (PMF) For additional information, please refer to the sections pertaining to the specific templates.

Requirements for reporting online or virtual courses:

NYSED regulations require the granting district to ensure that instruction in online/blended learning courses in which students earn high school credits used toward graduation requirements be provided by a teacher who is either a certified teacher from a school district who provides instruction in the subject area where authorized pursuant to Education Law §1950; or a certified teacher from a school district who provides instruction in the subject area under a shared service agreement; or in the case of a charter school, a teacher of the subject area from a charter school.

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School districts and BOCES involved in the collaboration of virtual instruction should determine which entity will report the course data. The most common reporting methodology would be where receiving districts report the course data and report the outside teacher providing the instruction as an Itinerant teacher in Staff Snapshot.

A teacher providing instruction or directing/supervising instruction would be the teacher of record. Districts, BOCES, and charter schools responsible for teachers serving in this role should report them by linking them to the students they are assigned to instruct or supervise.

For online/distance learning college courses: This situation may include the use of itinerant instructors. If these courses are being taught by a teacher in another LEA, refer to the Itinerant Staff description under the Staff Snapshot guidance in this document. This includes instruction provided by or under the direction and/or supervision of a teacher certified in the subject area of instruction who has regular and substantive interaction with students taking the course. This teacher is a teacher of record.

For college courses taught by college instructors (and/or district teachers) used for granting high school credit: Instruction must be provided by or under the direction and/or supervision of a teacher certified in the subject area of instruction who has regular and substantive interaction with students taking the course. This teacher is a teacher of record. Even if the college teacher is teaching the course, if students are receiving credit, a district, charter school, or BOCES teacher should be reported as the teacher of record.

¹ Refer to §100.5(d) (10) of the Regulations of the Commissioner of Education to ensure any online courses you report meet all other requirements.

² Please see [Regulations of the Commissioner of Education 153](#) for further detail regarding how the teacher needs to be associated to the district.

Course Instructor Assignment Template

In cases where a student is receiving special education services outside of their regularly scheduled courses and such help is not regularly scheduled, course code 99008, Special Education Teacher – Unassigned should be reported. A Student Class Entry Exit record would not be required.

Frequently Asked Questions - Course Instructor Assignment Template

How do districts determine which assignment(s) to report?

Refer to the “New York State Comprehensive Course Catalog” for options and select the course code that most closely reflects the assignment(s). Be sure to use course code listings from the appropriate school year since the codes are sometimes revised and updated from year to year. Local courses should be mapped to the State-approved SIRS courses after consulting the course descriptions in the SCED course code catalog on the NYSED web site and the Course to Certification Crosswalk posted to districts, charter schools, and BOCES on the NYSED IRS Portal.

How are librarians reported?

New York State has created a course code specific to librarians. Use code: 99000- Library (Library Media Specialist).

Librarians should be reported in Course Instructor Assignment. NYSED would not expect a Student Class Entry Exit record for that course and section.

An elementary school library manager without library or school media certification should be reported using course code 99899 – Library Manager Elementary. This assignment identifies a staff person assigned to a prior to secondary building where no certified school media specialist exists. This staff person would be a person with another type of certification. Support staff are not required to be reported in SIRS.

How are speech teachers reported?

If the speech teacher is not providing instruction in one of these areas (Public Speaking, Communications, Forensic Speech- Inclusive, Forensic Speech- Debate, Forensic Speech- Individual Event, Speech- Independent Study, Speech- Workplace Experience, or Speech- Other) then they are considered a non-teaching professional- they should be reported in Staff Assignment.

Speech Therapists, Speech Language Pathologists, etc. are non-teaching professionals and are not reported in the course templates. Their information is reported in SIRS via Staff Snapshot and Staff Assignment by the district. Special education speech teachers should be reported in Course Instructor Assignment.

Can you give specific examples of how “specials” should be reported (e.g., Music, Art, Physical Education, etc.)?

“Specials” should be reported by grade level and content area, using the appropriate code.

For example:

55181- Art (grade 1)

55182- Art (grade 2)

58035- Phys Ed (grade 5)

How should Common Branch courses be reported?

If grades are departmentalized, courses should be reported by grade level and content area.

For example:

51032- Language Arts (grade 4)

52034- Mathematics (grade 4)

If grades are not departmentalized (i.e. the teacher provides instruction in all subject areas), courses should be reported by grade level:
73030- Kindergarten
73033- Grade 3

What course code should our district use for HSE/TASC?

For Prior-to-Secondary, use 72005- Dropout Prevention Program

For Secondary, use 22004- Dropout Prevention Program

How are resource room courses to be reported?

New York State has created course codes specific for resource room classrooms. Use codes:

99004- Resource Room K-6- Elementary

99005- Resource Room 7-12- Secondary

How should AP and IB courses be reported?

LEAS should only be reporting AP and IB courses approved by the College Board and International Baccalaureate and have gone through the approval process. NYSED receives new AP and IB courses each fall from the SCED workgroup and will add them to the dimension tables made available to the school districts through their RICs. The assessment results would be reported in Assessment Fact. AP and IB course participation and assessment data reported to SIRS is made available on data.nysed.gov.

How do I report courses for self-contained settings or mixed grade levels?

If districts are not reporting content-specific courses for students in self-contained settings (i.e.

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

Courses Reported in Course Instructor Assignment not Requiring a

Course Instructor Assignment Data and the Annual Certification Match Process

Beginning in 2020-21, the NYSED annual teacher certification match process (previously done using data reported in the Teacher Access and Authorization application (TAA)), is performed using data supplied in Course Instructor Assignment and data held in the NYSED teacher certification database. Districts, charter schools and BOCES should be diligent in flagging special education and ENL (ESL) certified teachers with the appropriate CIA indicators. Bilingual teachers should be reported using the Primary Instruction Language code other than English.

The certification match process will be run weekly in SIRS and the data can be reviewed using the SIRS 328 Cognos report until the final match is performed in the Spring. Updated and corrected data in CIA will be reflected in the 328. Teachers who do not have the appropriate certification for the reported course will be deemed to be teaching out of certification. As part of the match process, NYSED will perform a match on the latest primary teacher assigned to the course/section. If multiple primary teachers are assigned to a section with the same start dates, match priority is given to a certified teacher over a non-certified teacher, excluding the latter from the SIRS report and subsequently, the out of certification reports. The same logic will be imposed for SWD and ENL teachers.

Teachers are required to have their certifications in place at the start of the school year. Due to a significant increase in certificate applications, including review of emergency certificates related to COVID-19, the department is not identifying teachers as out of certification for their courses if they have the appropriate certificate in place prior to the final certification match during the school year. Refer to the SIRS Timeline for this date.

Districts should review the course to certification crosswalk (Crosswalk) mapping distributed via the NYSED IRSP. Certification data held by staff reported in Staff Snapshot can be reviewed using the SIRS 329 report. Teachers with expiring certifications during the school year, should ensure they make provisions several months in advance to provide the Office of Teaching Initiatives (OTI) with the necessary documentation needed to issue certifications