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

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TO:	District Superintendents School Superintendents Public School Leaders Charter School Leaders Regional Information Center Directors Data Warehouse Primary and Secondary Project Managers
FROM:	Yufan Huang, Executive Coordinator Rose M. LeRoy, Director
SUBJECT:	Reporting of Pupil Personnel Services Staff
DATE:	July 20, 2023

You are receiving this information to understand and fulfil

In situations where individual staff turnover frequently exists, such as the use of contracted positions by outside agencies where the position is being covered, but by different individuals, it is not necessary to introduce a new staff record each time another person enters the building. If the position is continuously being covered, the last person reported may remain in the file with an open record, indicating the position is still active and the location being served.

The two new fields on the eScholar template that must be reported for select staff outlined below are 1. Field 9 (Assignment Field) which identifies the type of assignment the staff person has (e.g., In district, Contracted out private); and 2. Field 18 (Percent Time Assigned) which collects the percentage of time the person is assigned such responsibilities in a particular location.

The staff positions in the table below are subject to these new reporting requirements. For nurse practitioners serving as school nurses, report with the school nurse code of 2211.

Staff Assignment Code	

Scenario	LEA of Employment	Receiving Public LEA where students are served
District or BOCES employed staff working in a nonpublic school	***Reports Staff Snapshot*** record Itinerant = N (No). ***Reports Staff Assignment*** record with Assignment Field *Contracted out private* and *Percent Time Assigned* at the district level would be 0.	Nonpublic schools do not report Staff Assignment data to the SIRS.
Privately Employed staff working in a district, BOCES, or charter school	***Private entities do not report staff data to the SIRS.***	***Reports Staff Snapshot*** record where Itinerant record = Y (Yes). ***Reports Staff Assignment*** record with Assignment Field *Contracted in private* and *Percent Time Assigned* for each building served.

Assignment Field Codes

In district: Staff person is providing direct services to students in their own LEA.

Contracted in public: Staff person was contracted from another public LEA to come to this(por)-1 (1 (s)-1 (

Additional guidance concerning the specifics of reporting data to the SIRS will be incorporated into the SIRS Manual

For questions concerning the reporting of data to the SIRS, contact datasupport