

**ePMF and SIRS Staff Collection Timeline for 2018-19**

Date	Event	Description/ Information
September 2018	SIRS Data Collection	SIRS will begin to collect data.
October 2018	2018-2019 Staff Snapshot (SIRS 320)	Records should be loaded into Staff Snapshot for token generation and ePMF form creation.
October 3, 2018 to December 14, 2018	ePMF Form Data Collection	Opens on October 3 <sup>rd</sup> for teachers to submit data to NYSED via TAA portal.
November 16, 2018	2017-2018 Staff Evaluation (SIRS 326) Data Due	2017-2018 Data
November 30, 2018	2017-2018 Staff Evaluation (SIRS 326) Certification Form Due	2017-2018 Data
December 14, 2018	<p><b>ePMF Teaching Data Due</b></p> <p>ePMF (BEDs)Forms will be <u>locked for teachers</u>. Administrators with entitlements can review and correct forms until the certification date.</p>	<p>Deadline for <u>teachers</u> to submit data (complete ePMF forms).</p> <p><a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a></p> <p>The certification button will become available for administrators in TAA on December 14<sup>th</sup>.</p> <p>Administrators will still have access until 11:59 PM on February 1<sup>st</sup> to make changes and certify data in TAA.</p>
February 1, 2019	<p><b>ePMF Teaching Data Certification</b></p> <p>CEO ePMF Review and Certification</p>	<p>Certification will be done in TAA by the CEO by February 1<sup>st</sup>.</p> <p>CEOs will login into <a href="https://eservices.nysed.gov/taa/">https://eservices.nysed.gov/taa/</a> with their SEDDAS credentials.</p>
February 1, 2019	<p><b>SIRS Non-Teaching Data</b></p> <p>Staff Snapshot and Staff Assignment data should be reported.</p>	<p>All <u>non-teaching</u> professional staff data due from Staff Snapshot and Staff Assignment for Personnel Master File (PMF) purposes. Refer to the <i>SIRS Manual</i> for assignment/course codes.</p>
February 1, 2019	<p>Course Instructor Assignment and Student Class Entry Exit data should be reported.</p> <p>(Preliminary Data-Data must be complete by SIRS EOY)</p>	<p>Required for the reporting of course and staff data for State and federal purposes. These data will be certified in 2018-2019 and must be complete for a comparison with ePMF data.</p>

<p>March 2019 (Tentative)</p>	<p><b>ePMF Teaching Data</b></p> <p>Out of Certification Reports Generated</p> <p><b>TAA is Unlocked</b> The ePMF Forms are unlocked for administrator review/corrections</p>	<p>Processing will be based on ePMF <u>teacher</u> submitted forms. Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.</p> <p>CEOs must un-submit ePMF forms and then recertify in TAA, if corrections were made as a result of the Out of Certification report.</p>
<p>April 2019 (Tentative)</p>	<p>ePMF Application Closes</p>	<p>ePMF forms must be corrected and certified by the CEO in TAA.</p>
<p>May 2019 (Tentative)</p>	<p>Final Out of Certification Reports Generated</p>	<p>Reports will be posted to the NYSED Business Portal for school district, BOCES, and charter school review.</p>
<p>June 14, 2019</p>	<p>2018–2019 Staff Student Course (TSDL records) (SIRS 315) Data Due</p> <p>Staff Assignment (SIRS 318) (Principals only) Data Due</p>	<p>Submit final TSDL (Staff Student Course) and Staff Assignment data, including linkage and duration, for all teachers and principals to be used for 2018-2019 teacher and principal State-provided growth score calculation purposes. Staff Student Course records should be verified using the Level 2 SIRS-315 Teacher Student Data Linkage (TSDL) Verification Report.</p> <p>Used for 2018–2019 Principal State-provided growth score calculation purposes.</p>
<p>June 21, 2019</p>	<p>2018–2019 Staff Student Course (TSDL) (SIRS 315) and Staff Assignment (SIRS 318) (Principals only) Data Statement of Certification</p>	<p>Certify the accuracy of the data submitted as of the reporting deadline (Certification of Principals only in Staff Assignment.) in the NYSED Business Portal. Staff Assignment records should be verified using the Level 2 SIRS-318 Staff Assignment Verification Report.</p>
<p>August 23 to October 18, 2019</p>	<p>Start of collection for 2018-19 Staff Evaluation Overall Ratings &amp; Subcomponent scores Data Extract</p>	<p>2018-19 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2019-2020 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</u></p>
<p>August 23, 2019</p>	<p>2018-2019 Staff Tenure (SIRS 322) Data Due</p> <p>2018-2019 Staff Attendance Data Due</p>	<p>For a complete list of Tenure Codes (see <i>SIRS Manual</i>). As part of End of Year SIRS Collection.</p> <p>For a complete list of Staff Attendance Codes (see <i>SIRS Manual</i>).</p>

**January 28, 2019**

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September 6, 2019	2018-2019 Staff Tenure (SIRS 322) Certification  2018-2019 Staff Attendance Certification	Certify the accuracy of the data submitted as of the end of year reporting deadline in the NYSED Business Portal.* This will be certified on the SIRS End of Year (EOY) Certification form.
October 18, 2019	2018-19 Staff Evaluation Overall Ratings & Subcomponent scores Data Due	2018-2019 Staff Evaluation scores and ratings to fulfill data reporting requirements under Education Law 3012-d. <u>Eligibility for 2019- 2020 State Aid is dependent upon submission of Staff Evaluation data for school districts only.</u>  Further information regarding Staff Evaluation data submission will be available in the fall of 2019.
October 25, 2019	2018-2019 Statement of Confirmation of Staff Evaluation Rating Verification	Certify the accuracy of the Staff Evaluation Rating data submitted as of the October 18 <sup>th</sup> deadline*

For due dates related to other SIRS domains (e.g. assessment data, student data) refer to the complete [SIRS reporting timeline](#).

\* Certification of Verification Report(s) form will be distributed and must be submitted via **SED Monitoring** through the NYSED Application Business Portal at [portal.nysed.gov](http://portal.nysed.gov).

**Notes:**

- A staff record must be present in Staff Snapshot before it can be loaded into other staff templates.
- BOCES District Superintendents, Superintendents and charter school leaders may impose a shorter timeframe for ePMF submissions by teachers.
- Your Regional Informational Center (RIC) may require an earlier deadline to allow for processing.
- For additional information, refer to <http://www.p12.nysed.gov/irs/beds/home.html> .
- For additional information including certifications, refer to the school year reporting memo <http://www.p12.nysed.gov/irs/memos/>