

This reporting collects staff and course data for the annual Out of Certification (OOC) Match required by the State and US Departments of Education. Data reported by the OOC deadline will also be reported publicly on the NYS School Report Card at [NYSED Data Site](#).

### Important CIA NOTES

- **Teaching Aides** and Assistants are not reported in Staff Snapshot or CIA. [Who to Include in STAFF SNAPSHOT](#)
- **EVERY CLASS MUST** have at least one Primary teacher, responsible for the curriculum, instruction, grading, etc.
- **Librarians:** need a single CIA record for their assignment, NO SCEE data is required
  - Certified Librarian - course code 99000,
  - Non-certified Librarian - course code 99899
- **SPED and ESL staff** that push in to classes and/or pull-out students periodically will need a CIA record to exactly match the CIA of the teacher's classroom they support. [Be sure to use the correct Indicator to report the assignment in the class as SPED or ESL.](#)
- EVERY class that every teacher teaches must have a CIA record with a unique section code.
- Section codes are *expected* to be numeric:
  - Section codes can be alpha-numeric and should not exceed 15 characters.
  - DO NOT use a comma!

### CIA overview

- All staff members reported in Course Instructor Assignment (CIA) must be reported with the TEACHER Title in Staff Snapshot.
- **NYSED encourages schools to report CIA by mid-January each year.** Early reporting is necessary as all Level 0 data MUST be reviewed in L2RPT and ALL corrections MUST be made in Level 0 prior to the final deadline.
- **The Final deadline for OOC reporting is mid-May.** L2RPT WILL NOT refresh the SIRS 328 OOC report after this deadline. Public reporting will match this data submitted to the USDE.

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There are multiple pre-requisite data that MUST be reported in Level 0 prior to reporting CIA. Each of the following templates should also have the L1 Data Prep Process completed prior to entering CIA data:

- **Staff Snapshot**
- **Location Marking Period**
- **Course**

# How to...

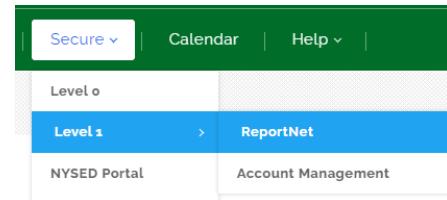
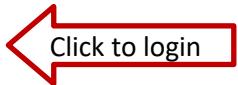
## Extract Course Instructor Assignment From ReportNet

Expedite this reporting by collecting the following data for each class taught at your school and non-teaching professional staff member working at your school:

- Copy of the master schedule
- Course Titles and Codes
- Term codes (fall, spring, full-year, etc.)
- Section codes
- TEACH ID of teacher(s) for all course/sections
- Start/Ends dates for the assignment of each teacher

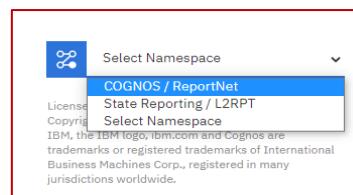
1. Start at the NYC Charter Data Central website at

<https://nyccharterdatacentral.esboches.org>

Hover over Secure  
Click on Level 1  
Click on ReportNet

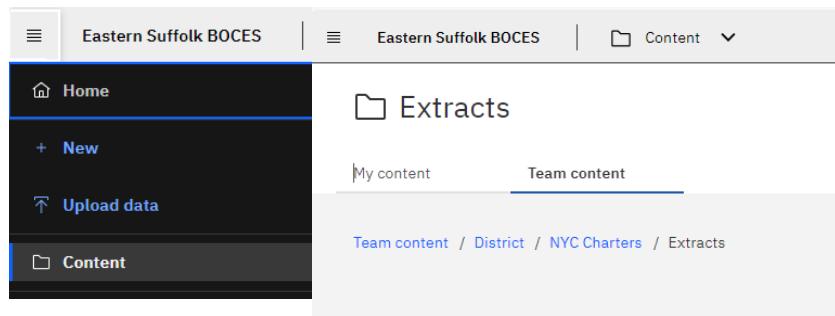
2. Select COGNOS/ReportNet from the dropdown and login.



If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to

3. Click on the following folders:

Content>  
Team Content Folder>  
District>  
NYC Charters>  
Extracts



4. Select COURSE INSTRUCTOR ASSIGNMENT

5. Select School/Year & click on NEXT

6. Open the Excel file that downloads: follow the instructions in rows 1-8. ROW 6: BE SURE to immediately change the format of all cells to TEXT.

This extract pre-populates Course information into the CIA format to create a file of multiple records for each course taught, by each teacher, at your school. Follow the directions to save the data as a CSV (comma separated value) file for easy upload into Level 0.

# How to...

## Extract Course Instructor Assignment From ReportNet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	U
1	Course Instructor Assignment																		
2	Blue Column Headers indicate required fields																		
3	Orange Column Headers indicate data that is required only if applicable																		
4	Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.																		
5	Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete these columns.																		
6	Select the whole worksheet by tapping in the box left of in the upper left-hand corner between the Header for column "A" & above row "1"; all columns & rows will be grey. From the ribbon at the top in the NUMBER section (about center screen) change the dropdown to "A1:U1".																		
7	When complete, save as an Excel file with headers and again as a CSV file without directions, headers and green columns.																		
8	DISTRICT CODE	LOCATION CODE	SCHOOL YEAR	COURSE CODE	COURSE NAME	DIFFERENTIATION	SECTION CODE	TERM CODE	MARKING PERIOD CODE	INSTRUCT OR DISTRICT	TEACH ID	INSTRUCTOR START DATE	INSTRUCTOR END DATE	PRIMARY INSTRUCTOR INDICATOR	PRIMARY SPED INSTRUCTOR	DELIVERY METHOD	PRIMARY ENL	PRIMARY LANGUAGE	INCIDENTAL TEACHING
9	90000001	84A123	2022-06-30	73033	Grade 3	NA	NA	90000001						Y	N	FACE	N	ENG	N
10	90000001	84A123	2022-06-30	73032	Grade 2	NA	NA	90000001						Y	N	FACE	N	ENG	N
11	90000001	84A123	2022-06-30	73031	Grade 1	NA	NA	90000001						Y	N	FACE	N	ENG	N
12	90000001	84A123	2022-06-30	73030	Kindergarten	NA	NA	90000001						Y	N	FACE	N	ENG	N
13	90000001	84A123	2022-06-30	60003	Computer & Info Tech	NA	NA	90000001						Y	N	FACE	N	ENG	N
14	90000001	84A123	2022-06-30	51008	English as a Second Language	NA	NA	90000001						Y	N	FACE	N	ENG	N
15	90000001	84A123	2022-06-30	99004	Resource Room- K-6 Elementary	NA	NA	90000001						Y	N	FACE	N	ENG	N
16	90000001	84A123	2022-06-30	58033	Phys Ed (Grade 3)	NA	NA	90000001						Y	N	FACE	N	ENG	N

In the above view,

- Row 8: Headers has “WRAP TEXT” on to see more data at once
- Columns with black text are hidden as these are not required but MUST be in the file.
- Blue text headers indicate required field,
- Orange text headers required in certain circumstances
- Green text header contains extra data to make reporting easy by seeing the course name (only the code is required) delete this column before creating the CSV for upload

### What you need to report:

This file has one-line per course based on COURSE template reporting. Use this extract to build a teacher’s assignments for NYSED’s certification match by creating one row for every section of each course that each teacher teaches. EVERY class must have a primary teacher. *Do not report teaching aides and teaching assistants.*

*Certified Librarians are reported with course code 99000, but not required in Student Class Entry Exit. Non-certified Librarians are reported with course code 99899.*

If your school has five sections of the first class, copy the entire row, highlight the rows 2-5, then right-click and INSERT COPIED CELLS. REMEMBER TO CHANGE THE SCHOOL YEAR TO THE CURRENT ONE.

Complete the following columns:

D - **Course Code:** Confirm the course code reported from the course template corresponds with the accurate Course Level (Prior to Secondary or Secondary courses) for the assigned instructor.

This will ensure course codes are aligned correctly with instructors for certification purposes.

G- **Enter a section number** for a class: If there are 2 or more teachers in a classroom with the same students, add record with the same codes for course, marking period and section for each teacher.

H- **Enter a Term code** (as reported in Location Marking Period)

K- **Enter the TEACH ID** of the person teaching this section of the class (ReportNet has a “My TEACHERS” report in the main Charters School folder that might be a great reference)

L- **Start date**- enter the date the teacher was assigned to the course. This may be the first day of school. It CANNOT be a future date.

M- report an **END DATE** if a teacher left the class.

### REVIEW and update Columns N-U

(N) **Primary Instructor-** every class MUST have a primary instructor, if more than one teacher is in a class determine if the others are primary or not

(O) **Primary SPED Instructor-** pre-populated “N”: If this row is for a SPED teacher in a class change this to “Y” (failure to ‘tag’ a SPED certification teacher may cause them to be misidentified as teaching out of certification)

**(Q) Primary Instruction Delivery-** prepopulated with the most common course design FACE

FACE- Classes designed to be delivered face-to-face

ONLINE- Only for classes designed to be delivered strictly online

BLENDED- the original design of the class is a mix of face-to-face and online

DISTANCE LEARNING- Course is delivered via Distance Learning (videoconferencing) technology, primarily or completely in a synchronous manner (i.e. students at multiple locations are engaged in instruction at the same time)

**(R) Primary ENL/ELL Instructor-** pre-populated "N": If this row is for an ENL/ELL teacher in a class change this to "Y" (failure to 'tag' an ENL/ELL certified teacher may cause them to be misidentified as teaching out of certification)

**(S) Language of Instruction-** pre-populated with "ENG", change this if a course has *all instruction* in a different language (pages 229-240 of [SIRS Manual](#) (version 18.3)) or update this field in LO manually.

Please consider that most language classes are taught in English. If the class is Dual Language, you can report the non-English language.

**(U) Incidental Teaching Assignment-** prepopulated with N, **not applicable for a charter school**

Continue to create a row for each teacher in each class. If someone is the Primary teacher AND is also serving as a SPED or ENL teacher in the same class/section simultaneously, change indicators to "Y" as necessary. If ReportNet extracted a row for a class(es) that is not being offered this year, simply DELETE the entire row.

## FAQ

Additional FAQs are listed in the [SIRS Manual](#)

**How should elementary raaraclases be reported?**

If grades are departmentalized report each course	If non-departmentalized, the teacher provides instruction in all subject areas (homerooms) report each grade
51032- Language Arts (grade 4)	73030 - Kindergarten
52034 - Mathematics (grade 4)	73033 - Grade 3

**Do we need to report substitutes?** NO. If the original teacher is out of that assignment and a new teacher has not been hired for the class, you can leave the original assignment open until a replacement is hired.

## Finished?

Once you have updated your spreadsheet with this year's information, save it as

**1 ) an Excel file (with headers)**

- then DELETE only COLUMN E (course names)
- DELETE rows 1-8
- BEST PRACTICE:

1 ) Find the first empty column off to the right: select multiple columns & hit DELETE, then

2 ) Find the first empty row at the bottom: select multiple rows & hit DELETE

**2) save the file again in the file format .csv (comma separated values).**

# How to...

## Extract Course Instructor Assignment From ReportNet

### Loading the CSV into Level 0.

Log into Level 0  
Hover over ELECTRONIC IMPORT  
Click on COURSE INSTRUCTOR  
ASSIGNMENT

#### Course/Instr/Assign Import:

Step 1 - Select import file type:  
(Note: First line of file must contain a Course/Instr/Assign record.)

Comma Delimited Text

Step 2 - Insert/Update Choices:

DO NOT Delete Level 0 Course/Instr/Assign Records  Delete All Valid Course/Instr/Assign records for current district and current year

Step 3 - Import File Location: (Use browse button to find file)

Choose File No file chosen

Step 4 - Click button to prepare file for validation:

Prepare Import File

Step 5 - Click button to validate data file:

Validate Data

Import/Validation Messages:

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**Step 1 & Step 2:** default settings do not need to be adjusted

**Step 3:** Click on CHOOSE FILE to select your CSV

**STEP 4:** Click on PREPARE IMPORT FILE (this may take a moment)

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over.

Need help? Call us at 631.218.4134

Green message? Proceed to...

**Step 5:** Validate

If a red message pops up, the file has loaded with some errors. Click on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Hover over L1-DATA PREP

Click on COURSE INSTRUCTOR  
ASSIGNMENT

Complete three clicks on this screen  
to CREATE a file. Great job!

#### Course/Instr/Assign Data Prep. for Level 1:

##### Verification Checks:

Perform a 2nd level of error checking. When Level 0 has its W/F error level set to 'Fatal', Course/Instr/Assign data can be completed with no errors.

##### Validation results...

Check the box below and click the button to create export file

By checking this box I (the District Admin.) assert that the Course/Instr/Assign data for this school district is ready to be submitted to the state. Note: Checking this box will lock the Course/Instr/Assign data for this district. The data will be unlocked when the file for level 1 submission is accepted or by manually unchecking this check box.

Data Prep. messages...

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**Complete!** You've submitted your Course Instructor Assignment file and the data is queued for transfer to the NYCDOE for submission to NYSED. (Data is submitted every Wednesday at 9AM)

#### Data Verification in L2RPT IBM Cognos Analytics ([nycenet.edu](http://nycenet.edu))

Ensure that SED has the correct data by reviewing the **SIRS 328: Staff Out of Certification Report** Corrections to the SIRS 328 are made by updating Level 0. ALL updates for official Out of Certification MUST be reported by April. Corrections and records reported after the deadline date will be forwarded to NYSED but will not be included in the official OOC results.

The following L2RPT reports will allow for the review of the specific data used to identify teacher's Certification status for each course:

- **SIRS 329: Staff Certification Report**
- **SIRS 330 Student Class/Course Instructor Summary Report**