Itinerant Staff Snapshot

Reporting Itinerant Staff

SIRS Manual http://www.p12.nysed.gov/irs/sirs/

The Itinerant flag allows an LEA to report a staff person responsible for students in this LEA but employed by another LEA (district, BOCES, or charter school).

The fields required to report itinerant staff on the Staff Snapshot template are District Code, Location Code, Status/Active Indicator, Itinerant Status, Staff ID, Birth Date, Staff First and Last Name, Snapshot Date, Position Title, and email (Fields 1, 2, 8, 14, 40, 41, 50, 56, 57, 65, 66, 76). If reporting an itinerant principal, Field 105 (Principal Title) is required.

Typically, itinerant staff are teachers employed by another LEA but responsible for a course in this LEA. The instruction of these "traveling teachers" may take the form of traditional in-person classroom instruction or distance learning. In cases of itinerant or shared teachers/staff across LEAs, data sharing agreements may be needed. Report "N" if the staff person is employed by this LEA. Report "Y" if the staff is employed by another charter school.

Required fields in the Excel Staff Snapshot Template

Itinerant Staff Required Fields

for staff who work at another charter school and has a FULL STAFF SNAPSHOT record at the other school

Template Column	A	B	H	N	AN	AO	AX	BD	BE	BM	BN	BX
Field Number	1	2	8	14	40	41	50	56	57	65	66	76
Max Length	8	12	50	6	10	1	10	3	20	60	60	80
FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all staff + = Required only for specified staff	*DISTRICT CODE (Starts with 800)	*STAFF ID	+POSITION TITLE (TEACHER TITLE)	*PRIMARY LOCATION CODE (LOCATION CODE)	*BIRTH DATE	*ACTIVE INACTIVE INDICATOR	*SNAPSHOT DATE	+ITINERANT STAFF (Y)	*ALTERNATE STAFF ID (TEACH ID)	*FIRST NAME LONG	*LAST NAME LONG	*EMAIL ADDRESS

Manual Input: Required fields for Itinerant

Staff Snapshot Manual Entry:

*denotes a required field
TEACH Name:

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:

*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:

*Primary Location Code:

*Years Educational Exp. in District:	*Annual Salary:	*Annual Contract Work Months:	Annual Contract Work Days:

*Employment Basis:	Certification Exempt. Code:	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	* Total Years Educationa Exp.:	Principal Title:	Prin. Hire Date:

*Education Level:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Race 1 Code:

Race 2 Code:	Race 3 Code:	ace 4 Code:	Race 5 Code

Import Validation Messages:

Delete	Validate & Save Staff Snapshot Data	Clear

*Active/Inactive:

A :: Active
D :: Deleted
I :: Inactive

Itinerant Staff:

N :: No
No :: No
Y :: Yes
Yes :: Yes

Either an initial or word is a valid response.

Itinerant- staff shared between schools only needs one full Snapshot at one of the schools.

Enter TEACHER &/or PRINCIPAL titles and hire dates depending on the role(s) this person fills.

Shared non-teaching professional will have both of these fields blank.