

### How to ... **Manually Input Staff Snapshot**

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

> Staff names Years' experience: total for NYS employment

Birth dates Highest degree

Gender Hire dates: teachers and principals

TEACH ID# Race Email- official school email address Salary

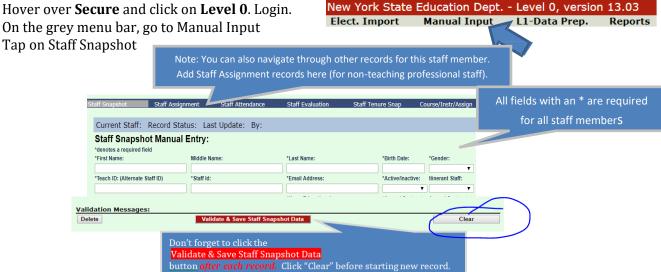
NYSED has requested that teachers provide how many total years they have been teaching when they are first hired with your school. This information should be provided in the Total Year's Educational Experience field within Staff Snapshot

Click here for assistance with determining Who to Include in Staff Snapshot Reporting.

To Start Manual Input, go to our NYC Charter Data Central website

Hover over **Secure** and click on **Level 0**. Login.

On the grey menu bar, go to Manual Input



Certain data is required based on TEACHER/PRINCIPAL titles. Non-teaching professionals require slightly less.			
1	First Name & Last Name	12	Education Level: select the highest degree held from dropdown
2	Birth Date: yyyy-mm-dd	13	Annual Contract Months: Usually 10 or 12
3	Gender	14	Annual Contract Work Days: teachers only
4	Teach ID	15	<b>Employment Basis:</b> 1 for Full-time, .5 for half-time, etc.
5	Staff ID: same as Teach ID	16	Certification Exempt. Code: teachers only, Y for non-certified teachers, N for Certified Teachers
6	Email Address: valid work email	17	Teach. Title: teachers only (enter TEACHER, all caps)
7	Active/Inactive: Enter A or call us for help	18	Teach. Hire Date: Required for teachers only, yyyy-mm-dd
8	Itinerant Staff: "N"	19	<b>Professional Dev. Indicator:</b> Y- if teachers are scheduled for training this year. teachers only
9	Primary Location: DBN code	20	*Total Yrs [of] Educational Experience: include all years in and outside of NY. Subbing 3 months, during one school year = 1 year.
10	Years Educational Exp. In District	21	Hisp. Indicator: Y/N – if N, Race Code(s) required
11	Annual Salary: Round to the nearest dollar- NO "\$"	22	Race Codes: If Hisp. Indicator is N, Race Code (s) required

Reporting a Principal **Principal title: PRINCIPAL** Prin. Hire date: yyyy-mm-dd



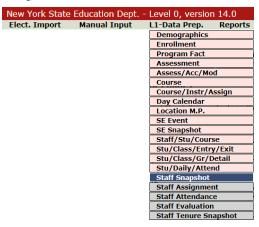
## How to ... Manually Input Staff Snapshot

Finished? Lock and Submit the data.

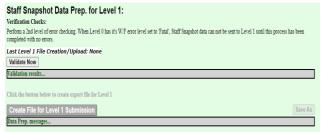
From the gray navigational bar across the top of the website Hover over L1-Data Prep. Click on **L1 Data Prep** 

Click on **Staff Snapshot** 





- Tap Validate Now you should get a green Success message
- Tap on Create File for Level 1 Submission button.



You will get an additional Success message.

Complete! You've submitted and we will transfer your data.

#### Want to review the school's Staff Snapshot list?

Go to Manual Entry and search for a record by entering either the TEACH ID# or the teacher's last name (in the correct field). Click **Search**. Tap on **VIEW** to review or edit an entry. Always SAVE changes by clicking the **Validate & Save Staff Snapshot Data** button and repeat the L1 - Data Prep Process.



Searching is easy with the \* key. Enter "\*ith" and Level 0 will display all names that end in

"ith" or enter "for\*" and select from all names that start with "for".

From the gray navigational bar across the top of the website

Hover over Reports

Select Staff Snapshot

Select DISTRICT SCHOOL SUMMARY



Tap on your school's name to see a list of all teachers with a Staff Snapshot Record Tap on the TEACH ID to View a teacher's record(s)

Tap on Back to School Rpt the button (under the light blue ribbon) to return to the staff list



# How to ... Manually Input Staff Snapshot

### Data Verification in L2RPT IBM Cognos Analytics (nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 320 Staff Snapshot Report.** Corrections to the SIRS 320 are made by updating Level 0. ALL Reporting must be completed by deadline which will be posted on our home page. NYC Charter Data Central > Home (esboces.org)

You can also view Staff Certification Reports based on current Staff Snapshot reporting. This data can assist with the Course Instructor Assignment reporting:

- SIRS 328: Staff Out of Certification Report
- SIRS 329: Staff Certification Report