

# 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
- Tap on Staff Snapshot

New York State Education Dept. - Level 0, version 13.03  
Elect. Import Manual Input L1-Data Prep. Reports

Note: You can also navigate through other records for this staff member.  
Add Staff Assignment records here (for non-teaching professional staff).

All fields with an \* are required for all staff members

Staff Snapshot Manual Entry:

\*denotes a required field

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

\*Teach ID: (Alternate Staff ID)  \*Staff ID:  \*Email Address:  \*Active/Inactive:  Itinerant Staff:

Validation Messages:

Delete  Validate & Save Staff Snapshot Data  Clear

Don't forget to click the **Validate & Save Staff Snapshot Data** button *after each record*. Click "Clear" before starting new record.

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	Employment Basis: 1 for Full-time, .5 for half-time, etc.
5	Staff ID: same as Teach ID	16	Certification Exempt. Code: <b>teachers only</b> , Y for non-certified teachers, N for Certified Teachers
6	Email Address: valid work email	17	Teach. Title: <b>teachers only</b> (enter TEACHER, all caps)
7	Active/Inactive: Enter A or call us for help	18	Teach. Hire Date: Required for <b>teachers only</b> , yyyy-mm-dd
8	Itinerant Staff: "N"	19	Professional Dev. Indicator: Y- if teachers are scheduled for training this year. <b>teachers only</b>
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

Call us if you need us at 631.218.4134

**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**

### NYS-Level 0

New York State Education Dept. - Level 0, version 14.0			
Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	
		Assessment	
		Assess/Acc/Mod	
		Course	
		Course/Instr/Assign	
		Day Calendar	
		Location M.P.	
		SE Event	
		SE Snapshot	
		Staff/Stu/Course	
		Stu/Class/Entry/Exit	
		Stu/Class/Gr/Detail	
		Stu/Daily/Attend	
		<b>Staff Snapshot</b>	
		Staff Assignment	
		Staff Attendance	
		Staff Evaluation	
		Staff Tenure Snapshot	

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

#### Staff Snapshot Data Prep. for Level 1:

##### Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Staff Snapshot data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validate Now

Validation results...

Click the button below to create export file for Level 1

Create File for Level 1 Submission

Save As

Data Prep. messages...

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.

Staff Search:

Teach ID:

OR

Last Name Search:

Search

Search Results:

use \* to help with last name search

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**

Download Chosen Report to: ☒ .txt file ☐ .csv file **Download**

#### Staff Snapshot Report Choices:

Run Verification Rpt

- ☒ Dist. Import Errors (Error Rpt #1)
☐ Dist(s) Summary
☒ Dist. School Summary
☐ Dist. Upload Log Dates
☐ Import Log
- ☐ Lock History
☐ Unlock History
☐ View Verif. Errors (Error Rpt #2)
☐ Import Message Log

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

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### **Data Verification in L2RPT** [IBM Cognos Analytics \(nycenet.edu\)](https://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 \(esboces.org\)](https://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**