

NYSED Staff Data Reporting: TEACH IDs are needed for all teaching and non-teaching professional staff members.

All teaching and non-teaching professionals at your school will need a NYS TEACH ID. Anyone can get an ID by creating an account in the TEACH system. If someone on your staff later earns NYS Certification, it will be added to their account and aligned with the ID assigned to them. Of course, not all teachers at a charter school have to be certified and it is possible that non-teaching professional will not have a TEACH ID either but they too can create an account. It is also possible that if someone went through the fingerprinting process that they have a TEACH ID and didn't even realize it. You should have a school admin account in TEACH that will allow you to search any SS# to find TEACH IDs.

Create a school admin account in TEACH: <u>http://www.highered.nysed.gov/tcert/teach/teachadmin.html</u>

Individuals can create a TEACH account here: <u>http://www.highered.nysed.gov/tcert/teach/selfreg.html</u>

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