

Manually Input Course Instructor Assignment Records

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](https://www.nysed.gov/data-reports/school-report-card).

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.

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

Sign into Level 0,

- On the grey menu bar, hover over **Manual Input**
- Click on **Course/Instr/Assign**

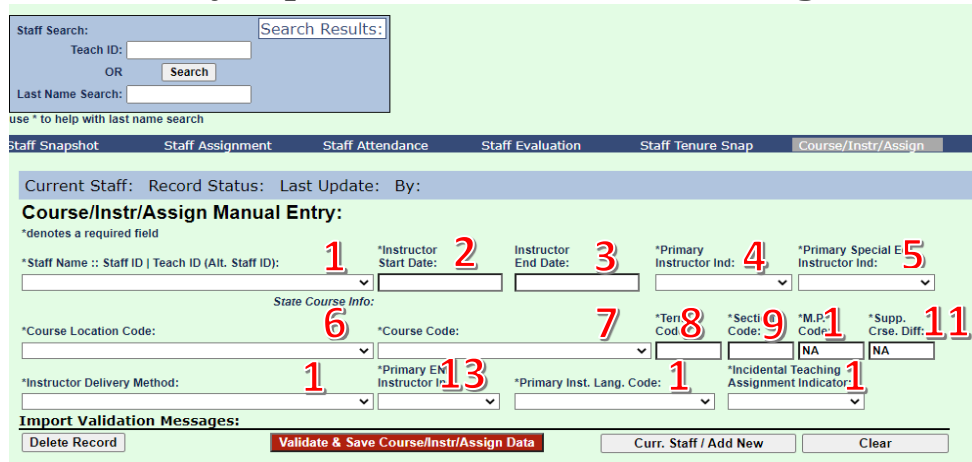
New York State Education Dept. - Level 0

Manual Input
Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Course
Course/Instr/Assign
Day Calendar



How to...

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The screenshot shows the 'Course/Instr/Assign Manual Entry' form. It includes a search bar at the top, a navigation bar with tabs like 'Staff Snapshot', 'Staff Assignment', and 'Course/Instr/Assign'. The form fields are numbered 1 through 15, corresponding to the instructions below. Fields include dropdowns for Staff Name, Course Location Code, Course Code, Term Code, Section Code, MP Code, and Supp. Course Diff., as well as date fields for Instructor Start and End Dates, and a checkbox for Primary Instructor Ind. The form also has buttons for 'Delete Record', 'Validate & Save Course/Instr/Assign Data', 'Curr. Staff / Add New', and 'Clear'.

1. **Staff Name:** Choose a teacher from the dropdown. (Missing someone? Add a Staff Snapshot)
2. **Instructor Start Date:** Enter the first day of the school year or the first date of the year that the staff member was assigned to this class/section. **This cannot be a future date.**
3. **Instructor End Date:** If a teacher leaves a class enter the last date this staff member was in this course/section. Report only if the staff person's responsibility for the assignment has ended (not necessary for leaves of absence). **This cannot be a future date.**
4. **Primary Instructor Ind.:** Select "Y" or "N". Identify the teacher with primary responsibility for the class. If a special education teacher is the only teacher in the class (primary), he/she should be reported as Primary here and in field 5.
5. **Primary Special Ed. Instructor Ind.:** Select "Y" or "N" to identify this person as the special education instructor in the class/section.
6. **Course Location Code:** Select the school's code/name.
7. **Course Code:** Select the local course/code from the dropdown. Confirm the course code reported in the course template corresponds with the accurate Course Level (Prior to Secondary or Secondary courses). This will ensure course codes are aligned correctly with instructors for certification purposes.
8. **Term Code:** Enter the appropriate code as reported in the Location Marking Period.
9. **Section Code:** Enter a section code for the class. SED expects a unique numeric value, alphas characters are allowed.
10. **MP Code:** Skip.
11. **Supp. Course Diff.:** Skip.
12. **Instructor Delivery Method:** Use the dropdown to report the originally designed instructional delivery method for the class: Face, Distance, Blended and Online. (Only classes designed to be delivered strictly online should be reported as "Online.")
13. **Primary ENL Instructor Indicator:** Use the dropdown to select "Y" or "N" to identify this teacher as the ENL instructor for the class.
14. **Primary Inst. Lang Code:** Use the dropdown to report the primary language used in this class/section. If the class is Dual Language, report the non-English language.
15. **Incidental Teaching Assignment Indicator:** Use the dropdown to report "N" for No; this code is not applicable to charter school teachers.

How to...

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Import Validation Messages:

Delete Record

Validate & Save Course/Instr/Assign Data

Curr. Staff / Add New

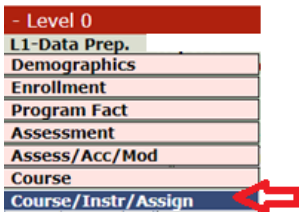
Clear

Be sure to click the **Validate & Save Course/Instr/Assign Data** button after each record is added.

To add another class for the same teacher, click the **Curr. Staff/Add New** button, or **Clear** to start a new record for another teacher. Failure to use the ADD NEW or CLEAR buttons will cause one record to be changed multiple times.

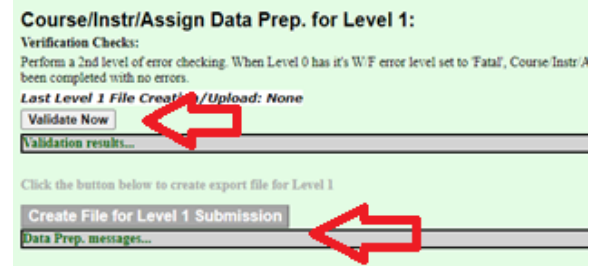
Finished?

All Course Instructor Assignment records must clear the L1 Data Prep Process.



- Hover over L1-Data Prep.
- Select **Course/Instr/Assign**.

1. Tap on **Validate Now**
2. Tap on **Create File for Level 1 Submission** button.



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 MUST be made in Level 0. ALL updates for official Out of Certification MUST be reported by deadline date listed on our timeline. Corrections and records reported after the deadline date will be forwarded to NYSED but will not be included in the official OOC results.

- **SIRS 328: Out of Certification**
- **SIRS 329: Staff Certification Report**
- **SIRS 330: Student Class/Course Instructor Summary Report**