

STAFF ASSIGNMENT (Copyright eScholar LLC © 2023. All Rights Reserved.)

			REQUIRED FIELDS	REQUIRED IN SOME INSTANCES (SEE NOTES)				
			NEW 2023-2024					
Template Column	Field Number	Max Length	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	Key Field	NYS, Regional, or Local Purpose	Instructions or Rules	Format	Recommended Codes
A	1	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	K	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter schools, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alpha-numeric	For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on “SEDREF Query” For schools/agencies other than public districts and
B	2	12	*STAFF ID	K	NYS Reporting	Provide TEACH ID from TEACH system. Use 9 numeric characters, left padded with zeros. For example, for 1234567, use 001234567. Staff ID for each staff member must be consistent across all templates.	alpha-numeric	Must be a valid TEACH ID.
C	3	30	*ASSIGNMENT CODE	K	NYS Reporting	Send one record for each assignment code/location code/grade level combination.	alpha-numeric	See Assignment Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .
D	4	6	*ASSIGNMENT LOCATION CODE	K	NYS Reporting	Local building code used by the Data Warehouse, uniquely identifying the location associated with the course sections for which the staff person is responsible, typically assigned by the local student management system.	alpha-numeric	
E	5	10	*SCHOOL YEAR DATE	K	NYS Reporting	June 30 of the reporting school year.	date yyyy-06-30	
F	6	10	*ASSIGNMENT DATE	K	NYS Reporting	First day of the school year, or first date of the school year that the staff member was assigned to this "location" in this assignment, whichever comes last. NO a future dates.	date yyyy-mm-dd	
G	7	10	+COMPLETION DATE		NYS Reporting	Last date in this assignment or building or grade level, whichever comes first. Do not report unless the assignment has ended. This cannot be a future date.	date yyyy-mm-dd	
H	8	8	ASSIGNMENT JOB CODE			Leave blank.		
I	9	50	+ASSIGNMENT FIELD		NYS Reporting	Report the appropriate code for staff employed by the district that work in the district, out of the district, or are contracted from an outside agency and work in the district. Required for social workers, counselors, nurses, school psychologists.		Refer to SIRS Manual for codes.
J	10	30	ASSIGNMENT ROOM			Leave blank.		
K	11	50	ASSIGNMENT SITE			Leave blank.		
L	12	20	ASSIGNMENT PROGRAMS CODE		Local use only			
M	13	20	OBSOLETE			Leave blank.		
N	14	20	OBSOLETE			Leave blank.		
O	15	24	ASSIGNMENT PRIMARY FUND SOURCE CODE			Leave blank.		
P	16	20	ASSIGNMENT QUALIFICATION STATUS			Leave blank.		
Q	17	25	SUBJECT CODE			Leave blank.		

			+PERCENT TIME ASSIGNED			Estimate the percentage of time the staff member will work or is assigned to work in the building or district. The Percent Time Assigned must fall within the range 0-100 with no more than 3 decimal places. For example, for a staff member working in three buildings equally, they could be reported with 33.333 for each location. Do not report more than 100.00 for a staff person. For Itinerant staff working in your LEA, report the amount of time they work in each location in your LEA. Only required for social workers, counselors, nurses, school psychologists. Refer to SIRS manual for Staff Assignment Field codes.		
R	18	8,3			NYS Reporting			
S	19	3	ASSIGNMENT FIELD			Leave blank.		
T	20	3	*ASSIGNMENT GRADE LEVEL	K	NYS Reporting	If the assignment is for all grades served in the entire building, use "ALL" for the Assignment Grade Level; otherwise, send one record for each grade level. Do not report each grade level separately. If the staff person works with or is responsible for only some grade levels within the building, report one record for each grade level.		See Assignment Grade Level Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .
U	21	20	CONTROLLING DISTRICT CODE	K*		Leave blank.		
V	22	24	ASSIGNMENT SECONDARY FUND SOURCE CODE			Leave blank.		
W	23	24	ASSIGNMENT PRIMARY FUND SOURCE CODE			Leave blank.		
X	24	24	ASSIGNMENT QUATERNARY FUND			Leave blank.		
Y	25	50	ASSIGNMENT TITLE		Local use only			
Z	26	3	PRIMARY ASSIGNMENT INDICATOR			Leave blank.		
AA	27	2,0	ASSIGNMENT ORDER			Leave blank.		
AB	28	5,0	ASSIGNMENT STUDENT COUNT			Leave blank.		
AC	29	2,0	YEARS EXPERIENCE IN ASSIGNMENT			Leave blank.		