

## Itinerant Staff Snapshot

SIRS Manual <http://www.p12.nysed.gov/irs/sirs/>

The Itinerant flag allows a school to report a partial Staff Snapshot for someone that works at their school but is employed by another (district, charter school or professional organization). The instruction of these “traveling teachers” may take the form of traditional in-person classroom instruction or distance learning. The fields required to report itinerant staff are

**District Code**

**Location Code**

**Status/Active Indicator** (Active, Inactive, Deleted)

**TEACH ID**

**Birth Date**

**Snapshot Date**

**Itinerant Status** (“Y”)

**Employment Basis** (i.e. half time assignment: “0.5”)

**Staff First**

**Last Name**

**email (work)**

**& Position Title** (TEACHER or PRINCIPAL)

*Required fields in the Staff Snapshot Template*

Field Number	1	2	8	14	40	41	50	56	57	60	65	66	76	105
Column	A	B	H	N	AN	AO	AX	BD	BE	BH	BM	BN	BX	DA
Max Length	8	12	50	6	10	1	10	3	20	5,3	60	60	80	50
FIELD NAME	*DISTRICT CODE 800####	*TEACH ID	+POSITION TITLE TEACHER	*PRIMARY LOCATION CODE 84_###	*BIRTH DATE	*ACTIVE - INACTIVE INDICATOR	*SNAPSHOT DATE	*ITINERANT	*TEACH ID	*EMPLOYMENT BASIS	*FIRST NAME LONG	*LAST NAME LONG	*EMAIL ADDRESS	++POSITION TITLE PRINCIPAL

## Manual Input: Required fields for Itinerant

**Itinerant-** staff shared between schools only needs one full Snapshot at one of the schools.

### Staff Snapshot Manual Entry:

\*denotes a required field

TEACH Name:

*First Name:	Middle Name:	*Last Name:	*Birth Date:	*Gender:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Teach ID: (Alt. Staff ID)	*Staff Id:	*Email Address:	*Active/Inactive:	*Itinerant Staff:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Primary Location Code:				
<input type="text"/>				
Certification	Teacher Title:	Teach. Hire Date:	Professional Dev. Indicator:	*Total Years Educationa Exp.:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Employment Basis: Exempt. Code:	Separation Reason Code:	Exit Date:	*Hisp. Indicator:	Principal Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Education Level:	Race 2 Code:	Race 3 Code:	Race 4 Code:	Race 5 Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Validation Messages:

Validate & Save Staff Snapshot

Clear

*Active/Inactive:	Itinerant Staff:
<input type="text"/>	<input type="text"/>
A :: Active	N :: No
D :: Deleted	No :: No
I :: Inactive	Y :: Yes
	Yes :: Yes

#### EMPLOYMENT BASIS

Report as percentage  
Full Time=1, 75%=.75, 50%=.50, etc.

Enter TEACHER &/or PRINCIPAL depending on the persons role(s).

Leave blank for non-teaching professionals.