

Out of Certification Deadline and the SIRS 328 Report

Notes from NYSED's Information and Reporting Services Office on OOC verification

The NYSED course to teacher certification match process utilizes the reported data in Course Instructor Assignment, the teachers' certification data held in the NYSED teacher certification database, and the NYSED Course to Certification Crosswalk (available on your school's Business Portal and on the NYC Charter Data Central website at <https://nyccharterdatacentral.esboces.org/Reports/Lookups/SCED-Certification-Crosswalk>)

NYSED will perform a match on the latest active primary teacher assigned to each course section. If multiple primary teachers are assigned to a section with the same start dates, match priority is given to a certified teacher over a non-certified teacher, excluding the latter from the SIRS report and subsequently, the out of certification reports. The same logic will be utilized for SWD and ENL teachers.

Checklist for Identifying Issues with the SIRS 328 Out of Certification Report	
Did the teacher have an effective certification in place?	Check the effective date in TEACH if you do not see a certification for the teacher in the SIRS 329.
Does the teacher have the appropriate subject certification for the course?	Check the SIRS 329 for teacher certifications in TEACH
Does the teacher have the appropriate certification grade level for the course (e.g. 7-12 for a Secondary level course)?	The crosswalk identifies courses as Secondary, Prior-to-Secondary, or All Grades. Check Crosswalk course level.
Special Education certified teacher (see the listing of SWD certifications on the Crosswalk)	Is the SWD Instructor Indicator set to Y on Course Instructor Assignment?
ESL certified teacher (see the listing of ESL certifications on the Crosswalk)	Is the ENL Instructor Indicator set to Y on Course Instructor Assignment?
Bilingual Certified teachers (see the listing of Bilingual certifications on the Crosswalk)	Is the Primary Instruction Language Code In Course Instructor Assignment set to a language other than English? It must be for Bilingual certified teachers.