

Extract Staff Assignment (Current Year) From ReportNet

New 2023-2024

NYSED has added two (2) fields to the Staff Assignment template for ONLY six titles listed in the following chart. EVERY record for staff members with one of these titles MUST also report:

1. PERCENT TIME: 0 – 100 (with up to (3) decimals)
2. ASSIGN. FIELD: Identify the person as employee of the school or another entity, chart below.

In district	charter school employee
Contracted in public	employee of another school (charter or DOE)
Contracted in private	contracted from a private entity (non-educational)
Contracted out public	employed and contracted to provide direct services to another
Contracted out private	employed at charter and contracted to provide direct services to a non-public school

***NYSED is additionally looking for Select Staff Assignments: Principal, Counselor, Psychologist, Social Worker, Nurses**

New clarification of Grade Level reporting. REPORT ALL (AL) whenever possible.

Principal records MAY need grades level listed individually in a unique record. If two (or more) principals share grades within a school. Examples

- Two HS principals work with alternate grade levels; each will need 2-3 assignments: principal #1 gets a Staff Assignments for grades 9, 11 and 14-ungraded and Principal #2 gets grades 10, 12 and 14).
- A K-8 school has an elementary and middle school principals. Each principal could have a unique assignment for AL grades.

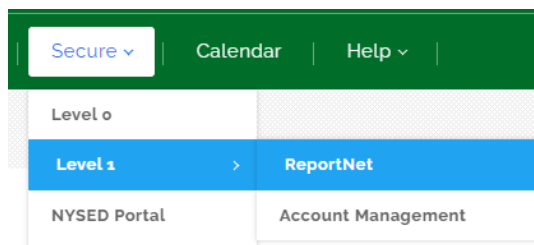
Report ALL grades for all other Staff Assignment records (I.E. Two HS School counselors also split grades, like the principals; report one Staff Assignment record for each with the grade level of AL.

1. Start at the NYC Charter Data Central website at

<https://nyccharterdatacentral.esboces.org>

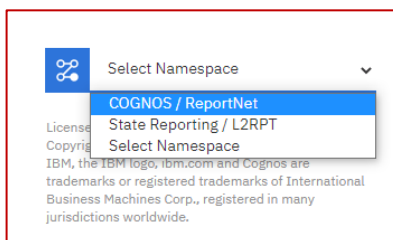
Hover over Secure Click on Level1>ReportNet

Hover



Click to login

2. Select COGNOS/ReportNet from the dropdown and login.

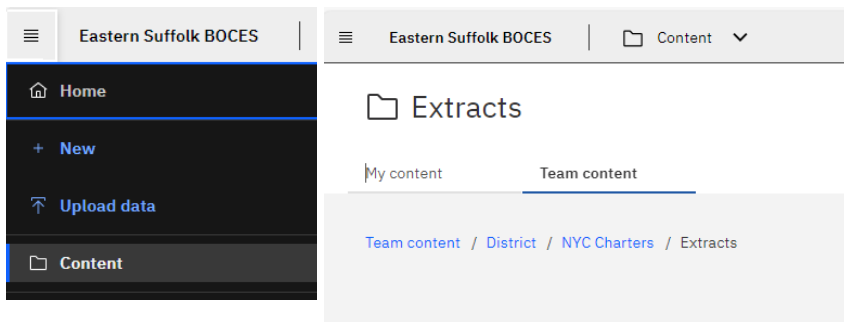


If you forgot your Username or password, return to our NYC Data Central website and use **Account Management** to reset your password.

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3. Click on the following folders:

Content>
Team Content Tab>
District>
NYC Charters>
Extracts



(Data is pulled from the current year's Staff Snapshot reporting, filtering out any staff with a TEACHER Title)

4. Select STAFF ASSIGNMENT Data (list of non-teachers)-NYC Charter-Excel

5. Select School/Year & click on NEXT

6. Open the Excel file that downloads: follow the instructions in rows 1-11.

In the picture below:

Row 10: Headers have "WRAP TEXT" on to see more data at once

Column headers are color coded to highlight different information:

- **Black text** no data required and the column can be hidden BUT DO NOT DELETE
- **Blue text** indicates a required field
- **Orange text** data is required in certain circumstances
- **Green text** extra reference information, DELETE the column(s) before creating the CSV
- **Yellow Highlighting** indicates what is NEW for the 2023-2024 school year.

Staff Assignment Data - (from prior years) - NYC Charter - Excel (2023-2024)

Blue Column Headers indicate required fields

Orange Column Headers indicate fields that are required if applicable

Green Column Headers indicate extra information for your convenience. DELETE this column before creating the CSV.

Black Column Headers indicate fields should be left blank. If not already done, you can hide these columns within the workbook to simplify data entry. Never delete these columns.

FORMAT SHEET AS TEXT PRIOR TO DATA ENTRY. Click upper left hand corner to select the entire worksheet and press CTRL + 1. In the pop-up window choose the category Text and click Ok.

NEW - column J Every social worker, school counselor, nurse and school psychologist must have one of the following Assignments: In district, Contracted in private, Contracted in public, Contracted out private or Contracted out public.

NEW - column S Every social worker, school counselor, nurse and school psychologist, must have the % of time in this position at that school reported (0.000 - 100)

NEW - Column U USE the grade level ALL for all assignments EXCEPT when a Principal only works with certain grade levels, then report one line per grade level. If one DBN covers more than one school there MUST be an assignment for each principal with each grade level they supervise.

Assignment Date must be the first day of the assignment this year. Returning staff/position: Use YYYY-07-01. New staff: Use hire date

When complete, save as an Excel file with headers then delete rows 1-12 and column C (Staff Name) and save as a .csv

DISTRICT CODE	STAFF ID Enter 9 digit TEACH ID	STAFF NAME	ASSIGNMENT CODE (4 Digits)	ASSIGNMENT LOCATION CODE	SCHOOL YEAR DATE YYYY-06-30	ASSIGNMENT DATE (start date in the current SY as YYYY-MM-DD)	COMPLETION DATE Use only after someone left the school during this year. Cannot be a future date (yyyy-mm-dd)	ASSIGNMENT FIELD	PERCENT TIME ASSIGNED	ASSIGNMENT GRADE LEVEL
90010001	000000001	Principal, John	1104	000001	2024-06-30	2023-07-01				05
90010001	000000001	Principal, John	1104	000001	2024-06-30	2023-07-01				06
90010001	000000001	Principal, John	1104	000001	2024-06-30	2023-07-01				07
90010001	000000007	Principal, Tracy	1104	000001	2024-06-30	2023-07-01				08
90010001	000000007	Principal, Tracy	1104	000001	2024-06-30	2023-07-01				09
90010001	000000002	Social Worker, James	2022	000001	2024-06-30	2023-10-18		In district	100.00	ALL
90010001	000000003	Dean, Margaret	2005	000001	2024-06-30	2023-07-01				ALL
90010001	000000004	Equity, Bonnie	0717	000001	2024-06-30	2023-07-01				ALL
90010001	000000005	Counselor, Mary	2117	000001	2024-06-30	2023-07-01		In district	100.00	ALL
90010001	000000006	Nurse, Katie	2210	000001	2024-06-30	2023-07-01		Contracted in public	33.33	ALL
90010001	000000008	Insttech, Alex	7502	000001	2024-06-30	2023-07-01				ALL

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Directions:

IMPORTANT- ROW 6: BE SURE to immediately change the format of all cells to TEXT.

Please remember that the information in this Excel file is data that is pulled from the current year's Staff Snapshot reporting, filtering out any staff with a TEACHER Title

Update assignments for the current school year.

- Identify staff that are no longer in an assignment prior to the opening of school and delete the entire row.
- Identify staff that changed positions or left the school during the current SY.
 - New jobs: add an End Date for the last day in the old title and add a record(s) for the new position.
 - Left the school (mid-year): add an end date for the last day. (ALSO, add an Exit date to Staff Snapshot).
- Add new Staff Assignment records, if necessary. Be sure the staff member has a Staff Snapshot in Level 0 before adding the Staff Assignment record. *NYSEd is additionally looking for Select Staff Assignments: Principal, Counselor, Social Worker, Psychologists, Nurses
- School Year Date, Column F should display the current year. Enter all dates in Level 0 as yyyy-mm-dd
- Change the Assign Date, Column G, to the date the person started this assignment in the current school year. Returning staff use: 2023-07-01
- Enter Percent Time and Assignment Field for any Assignment Codes listed in the chart on the first page of this document.
- Check each remaining record for accuracy and make any modifications necessary.
- BEST PRACTICE:
 - 1) Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - 2) Find the first empty row at the bottom: select multiple rows & hit DELETE
- Once you have updated your spreadsheet with this year's information, save it as an Excel file with an appropriate name for this year's information.
- Prep for creating the CSV file for import:
 - a. Delete column C (Staff Name)
 - b. Delete all header rows (rows 1-12)
 - c. Find the first empty column off to the right: select multiple columns & hit DELETE, then
 - d. Find the first empty row at the bottom: select multiple rows & hit DELETE
 - e. SAVE as CSV

Keep this open while importing data to easily update any codes, formatting for importing into Level 0.

Finished? Be sure to have reported a PRINCIPAL

Loading the CSV into Level 0.

Log into Level 0

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Hover over ELECTRONIC
 IMPORT
 Click on Staff Assignment

Step 1, 2 & 3: default
 settings do not need to be
 adjusted

Step 3: Click on CHOOSE
 FILE to select your CSV

STEP 4: Click on PREPARE
 IMPORT FILE (this may take
 a moment)

Staff Assignment Import:

Step 1 - Select Import file type:

(Note: First line of file must contain a staff record.)

☒ Comma Delimited Text

Step 2 - Check any staff assignment type(s) that you would like to import:

☒ PMF

Step 3 - Delete current Level 0 valid Staff Assignment records for this district and school year?

☒ DO NOT Delete Level 0 Staff Assignment Records ☐ Delete All Valid Staff Assignment records (selected eval. types only)

Step 4 - Import File Location: (Use browse button to find file)

No file chosen

Step 5 - Click button to prepare file for validation:

Step 6 - Click button to validate data file:

Import/Validation Messages:

If a red message pops up, the file cannot be loaded. Review the message and make the necessary updates to the original Excel file then re-save and re-create the CSV and start over. Need help? Call us at 631.218.4134

Green message? Proceed to...

Step 5: Validate

If a red message pops up, the file has loaded with some errors. Click on view report to manually correct records as necessary or return to your Excel file to make corrections and import the data again. Need help? Call us at 631.218.4134

Green message? Yeah!

Hover over **L1-DATA PREP**

Click on **Staff Assignment**

Complete two clicks on this screen to **CREATE** a file.

Staff Assignment Data Prep. for Level 1:

Verification Checks:

Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Staff Assignment data can not be sent to Level 1 until this process has been completed with no errors.

Last Level 1 File Creation/Upload: None

Validation results...

Click the button below to create export file for Level 1

Data Prep. messages...

Click here to save a copy of this data. It can also be downloaded at any time

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the **SIRS 318 Staff Assignment Report**. Corrections to the SIRS 318 are made by updating Level 0.