

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

			REQUIRED FIELDS					
			REQUIRED IN SOME INSTANCES (SEE NOTES)					
Field Number	coulmn	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
1	A	8	*COURSE DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	K	NYS Reporting	Public school districts and BOCES: NYnnnnnn. (NY followed by the first 6 digits of the BEDS code)  Charter aschools, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code). NYC will use the Geographic District Code	alphanumeric	For NYSED BEDS codes: <a href="http://www.nysed.gov/admin/bedsdata.html">www.nysed.gov/admin/bedsdata.html</a> For NYSED BEDS and Institution codes: <a href="http://portal.nysed.gov">http://portal.nysed.gov</a> Click on "SEDREF Query." For schools/agencies other than public districts and charters that are required to report these data: <a href="http://www.p12.nysed.gov/irs/sirs/home.html">http://www.p12.nysed.gov/irs/sirs/home.html</a>
2	B	6	*COURSE 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. For school districts and charter schools, use the building code that uniquely identifies the building to which the staff person is assigned. For BOCES, use a virtual location code.	alphanumeric	
3	C	10	*SCHOOL YEAR DATE	K	NYS Reporting	June 30 of the reporting school year.	date yyyy-06-30	
4	D	12	*COURSE CODE (LONG)	K	NYS Reporting	Local course code that uniquely identifies the course.	alphanumeric	Local course code must map to a State course code. See State Codes and Descriptions at <a href="http://www.p12.nysed.gov/irs/courseCatalog/home.html">http://www.p12.nysed.gov/irs/courseCatalog/home.html</a> .
5	E	3	*SUPPLEMENTARY COURSE DIFFERENTIATOR	K	NYS Reporting	Code used to indicate that the course code is offered in more than one session during the school year.	alphanumeric	For State Reporting use "NA".
6	F	25	*SECTION CODE (LONG)	K	NYS Reporting	Local section code.	alphanumeric	Although the data model allows a length of 25 for "SECTION CODE," note that the length of "SECTION CODE" (field #6) plus the length of "COURSE CODE" (field #4) cannot exceed 29.
7	G	20	*TERM CODE	K	NYS Reporting	Code used to identify the school calendar term for which a course/section is being reported.	alphanumeric	See Term Codes and Descriptions in the <i>SIRS Manual</i> at <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a> .
8	H	40	*MARKING PERIOD CODE	K	NYS Reporting	Code that represents the marking period within the school year, semester, or summer school session for which a course/section is being reported.	alphanumeric	For State Reporting use "NA."
9	I	8	*INSTRUCTOR DISTRICT CODE	K	NYS Reporting	Provide the District Code of the entity which has primary control of the Primary Instructor's course/section assignments. This will be the same as the District Code. NYC will use the Chancellor's Office code.	alphanumeric	
10	J	12	*INSTRUCTOR 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.	alphanumeric	
11	K	10	*INSTRUCTOR START 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. <b>In most cases, this would be the first day of class.</b> This cannot be a future date.	date yyyy-mm-dd	
12	L	10	+INSTRUCTOR END DATE		NYS Reporting	Report the last date in this course/section assignment for the staff person. Do not report unless the staff person's responsibility for the assignment has ended. This cannot be a future date. If the LEA determines that a new staff person will serve as a replacement for the position/assignments, they may report that person with the appropriate start date. Generally this would be a long-term or permanent replacement.	date yyyy-mm-dd	

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13	M	3	*PRIMARY INSTRUCTOR INDICATOR		NYS Reporting	Identify a staff person that has primary responsibility for the course. Teaching aides and assistants are not to be reported. A "Y" will subject the staff to a certification match as required by State and federal reporting. At least one Staff ID record for each course/section must be reported with a "Y" in this field. If a special education teacher is the only teacher in the class (primary), he/she should be reported here and in field 14.	alphanumeric	Y or N must be provided.
14	N	3	* PRIMARY SPECIAL ED INSTRUCTOR INDICATOR		NYS Reporting	Identify special education instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to a special education certification match as required by State and federal reporting. If the special education teacher is the only teacher in the class, he/she should be reported here and in field 13.	alphanumeric	Y or N must be provided.
15	O	20	INSTRUCTOR TYPE CODE					
16	P	20	*PRIMARY INSTRUCTION DELIVERY METHOD CODE		NYS Reporting	Used to identify the delivery method of the instruction.	alphanumeric	FACE, DISTANCE, BLENDED, ONLINE
17	Q	3	*PRIMARY ENL INSTRUCTOR INDICATOR		NYS Reporting	Identify ENL instructors for the course/section. Teaching aides and assistants are not to be reported. A "Y" in this field will subject the staff to an ESL/ENL certification match as required by State and federal reporting. If the ENL teacher is the only teacher in the class, he/she should be reported here and in field 13.	alphanumeric	Y or N must be provided.
18	R	20	*PRIMARY COURSE INSTRUCTION LANGUAGE INDICATOR (PRIMARY INSTRUCTION LANGUAGE CODE)		NYS Reporting	Report the Primary language used for providing instruction in the course. For Bilingual courses, report the language other than English being used.This is not for foreign language instruction courses.	alphanumeric	See Language Codes and Descriptions in SIRS Codes and Descriptions at <a href="http://www.p12.nysed.gov/irs/sirs/">http://www.p12.nysed.gov/irs/sirs/</a> .
19	S	20	ALTERNATIVE INSTRUCTION LANGUAGE CODE		Leave Blank			
20	T	3	INCIDENTAL TEACHING ASSIGNMENT INDICATOR		NYS Reporting	Districts and BOCES can select <b>six</b> course/sections that a teacher can teach outside their certification area.	alphanumeric	Y or N must be provided.