

## Manually Input Course Instructor Assignment Records

This reporting collects staff and course data for the annual Out of Certification (OOC) Match required by the State and US Departments of Education. Data reported by the OOC deadline will also be reported publicly on the NYS School Report Card at [NYSED Data Site](https://www.p12.nysed.gov/irs/sirs/).

### Important CIA NOTES

- **EVERY CLASS MUST** have at least one Primary teacher, responsible for the curriculum, instruction, grading, etc.
- **New Field 2024-25 - Instructor Type Code –SUBSTITUTE or COLLEGE**

The Instructor Type code on Course Instructor Assignment should be reported as SUBSTITUTE.

Additional information is available in the SIRS Manual 20.1 – page 96 & 131

<https://www.p12.nysed.gov/irs/sirs/>

- **“SUBSTITUTE”** Report substitute teachers in Staff Snapshot and Course Instructor Assignment when they are expected to work more than 40 continuous days as the teacher of record for a course/section until a permanent teacher returns or is hired.
- **“COLLEGE”** in the Instructor Type Code in CIA - *Page 131 in SIRS manual*
- **Librarians:** need a single CIA record for their assignment, NO SCEE data is required
  - Certified Librarian - course code 99000,
  - Non-certified Librarian - course code 99899
- **SPED and ESL staff** that push in to classes and/or pull-out students periodically will need a CIA record to exactly match the CIA of the teacher’s classroom they support. *Be sure to use the correct Indicator to report the assignment in the class as SPED or ESL.*
- **EVERY** class that every teacher teaches must have a CIA record with a unique section code.
- Section codes are *expected* to be numeric:
  - Section codes can be alpha-numeric and should not exceed 15 characters.
  - DO NOT use a comma!

**DO NOT Report Teaching Assistants/Aides** in Staff Snapshot or CIA. Need Assistance with which staff titles to include in the Staff Snapshot? Go to NYC Charter Data Central>>Resources>>Training Materials: NYC Charter Data Central > Resources > Training Materials (esboces.org) and locate Who to Include in STAFF SNAPSHOT

### CIA overview

- All staff members reported in Course Instructor Assignment (CIA) must be reported with the TEACHER Title in Staff Snapshot.
- **NYSED encourages schools to report CIA by mid-January each year.** Early reporting is necessary, as all Level 0 data MUST be reviewed in L2RPT and ALL corrections MUST be made in Level 0 prior to the final deadline.
- **The Final deadline for OOC reporting is mid-May.** L2RPT WILL NOT refresh the SIRS 328 OOC report after this deadline. Public reporting will match this data submitted to the USDE.

The following templates are pre-requisites in Level 0 prior to reporting CIA:

- **Staff Snapshot**
- **Location Marking Period**
- **Course**

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New York State Education Dept. - Level 0

Manual Input
Demographics
Enrollment
Program Fact
Assessment
Assess/Acc/Mod
Course
Course/Instr/Assign



### Data Input in Level 0

- On the grey menu bar, hover over **Manual Input**
- Click on **Course/Instr/Assign**

**Course/Instr/Assign Manual Entry:**  
\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID): 1  
 \*Instructor Start Date: 2  
 Instructor End Date: 3  
 \*Primary Instructor Ind.: 4  
 \*Primary Special Ed. Instructor Ind.: 5

State Course Info:

\*Course Location Code: 6  
 \*Course Code: 7  
 \*Term Code: 8  
 \*Section Code: 9  
 \*M.P. Code: 10  
 \*Supp. Crse. Diff.: 11

\*Instructor Delivery Method: 12  
 \*Primary ENL Instructor Ind.: 13  
 \*Primary Inst. Lang. Code: 14  
 \*Incidental Teaching Assignment Indicator: 15  
 Instructor Type Code: 16

**Import Validation Messages:**

Delete Record Validate & Save Curr. Staff / Add New COLLEGE :: COLLEGE  
 SUBSTITUTE :: SUBSTITUTE

- Staff Name:** Choose a teacher from the dropdown. (Missing someone? Check Staff Snapshot, either the record or the TEACHER title is missing.)
- Instructor Start Date:** Enter the first day of the school year or the first date of the year that the staff member was assigned to this class/section. **This cannot be a future date.**
- Instructor End Date:** If a teacher leaves a class enter the last date this staff member was in this course/section. Report only if the staff person's responsibility for the assignment has ended (not necessary for leaves of absence). **This cannot be a future date.**
- Primary Instructor Ind.:** Select "Y" or "N". Identify the teacher with primary responsibility for the class. If a special education teacher is the only teacher in the class (primary), he/she should be reported as Primary here and in field 5.
- Primary Special Ed. Instructor Ind.:** Select "Y" or "N" to identify this person as the special education instructor in the class/section.
- Course Location Code:** Select the school's code/name.
- Course Code:** Select the local course/code from the dropdown.
- Term Code:** Enter the appropriate code as reported in the Location Marking Period.
- Section Code:** Enter a unique value: alpha &/or numeric, up to 15 characters.
- MP Code:** Skip.
- Supp. Course Diff.:** Skip.
- Instructor Delivery Method:** Use the dropdown to report the originally designed instructional delivery method for the class: Face, Distance, Blended and Online. (Only classes designed to be delivered strictly online should be reported as "Online.")
- Primary ENL Instructor Indicator:** Use the dropdown to select "Y" or "N" to identify this teacher as the ENL instructor for the class.
- Primary Inst. Lang Code:** Choose a language from the dropdown- or tap in the field and tap a letter to jump to that part of the alphabet. Dual Language classes: report the non-English language.

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- 15. Incidental Teaching Assignment Indicator:** Use the dropdown to report “N” for No; this code is not applicable to charter school teachers.
- 16. Instructor Type Code** – ONLY collects data on two types of teachers “SUBSTITUTE” or “COLLEGE”
  - Report substitute teachers expected to work more than 40 continuous days as the teacher of record for a course/section until permanent teacher returns or is hired.
  - Report when a teacher or administrator are the instructor of a college credit barrier course offered in the school through an approved institution of higher education (college/university).
- 17.** Tap the **Validate & Save Course/Instr/Assign Data** button after each record is added.
- 18. IMPORTANT** - FAILURE to follow this step will result in one record to be changed multiple times. BEFORE entering a new record tap the appropriate button to...
  - A** add another class/section for the current teacher or
  - B** CLEAR the current teacher to start a new record.

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**Import Validation Messages:**

Delete Record

Validate & Save Course/Instr/Assign Data

Curr. Staff / Add New

Clear

A
B

Additional FAQs are listed in the [SIRS Manual](#)

## FAQ

### How should elementary classes be reported?

If grades are departmentalized report each course	If non-departmentalized, the teacher provides instruction in all subject areas (homerooms) report each grade
51032- Language Arts (grade 4) 52034 - Mathematics (grade 4)	73030 - Kindergarten 73033 - Grade 3

**Do we need to report substitutes?** Report substitute teachers in Staff Snapshot and Course Instructor Assignment when they are expected to work more than 40 continuous days as the teacher of record for a course/section until a permanent teacher returns or is hired.

**How do I report a class with multiple teachers?** Each teacher needs a record for each class that they teach, denoting their teaching role in the classroom: Primary, ESL and or SPED.

- Co-teachers – each teacher needs a CIA record for Primary (L2 of the data warehouse will only look for one certified teacher in each role; only one Name will appear on the SIRS 328 Out of Certification Verification Report. If one teacher is certified that will be listed on eth SIRS 328. If both teachers are certified or not certified, only one teacher’s name will be listed: SED will list the person with the first TEACH ID (sequentially).
- One teacher can have multiple roles – this would only require one record with two indicators

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flagged as Y[es]. EXAMPLE: In a special education class (designated for students exempt from NYS assessments) the teacher may be filling the role of Primary and SPED.

- The following chart outline other examples of how to determine how many CIA records are required for a single class/section.

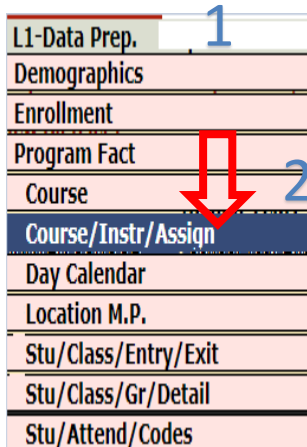
Class	Section	Teacher(s)	Assignment	# of CIA Records
ELA 9	101	Mr. Lopez Ms. Smith	Primary ESL	2
ELA 9	102	Mr. Lopez Ms. Brown	Primary CSE	2
ELA 9	103	Mr. Lopez	Primary & ESL	1
ELA 9	104	Mr. Lopez Ms. Smith Ms. Brown	Primary ESL CSE	3

### Finished?

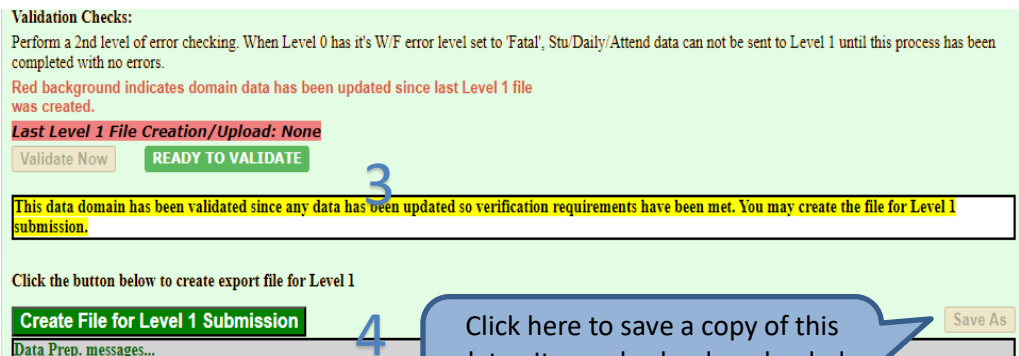
All Course Instructor Assignment records must clear the L1 Data Prep Process.

How to **Submit** the data.

1. Hover over **L1-DATA PREP**
2. Click on **Course/Instr/Assign**
3. **Validate Now** may not be required
4. Click **CREATE** to submit a file to Level 1



The data is safe in Level 0 but MUST clear the L1 Data Prep process in order to be transferred to the NYCDOE for submission to NYSED.



Click here to save a copy of this data. It can also be downloaded at any time from L0 or ReportNet.

## Manually Input Course Instructor Assignment Records

### BEST PRACTICE - check the CIA Info/Warning Report

Hover over **REPORTS**

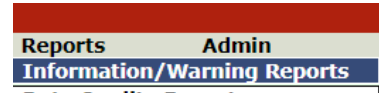
Click on **INFORMATION/WARNING REPORT**

From the **SELECT DATA** dropdown, choose COURSE/INSTR/ASSIGN

Click on **RUN REPORT**

Review any items listed and adjust data if necessary.

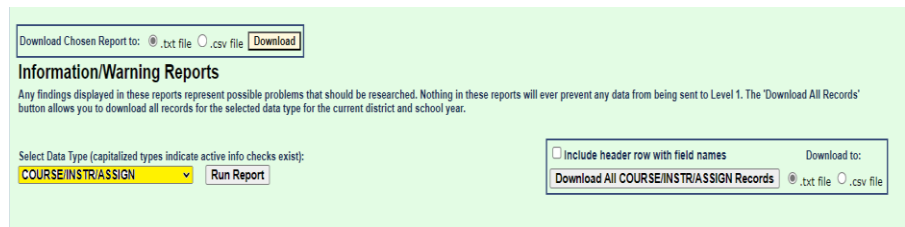
Need help? Call us at 631.218.4134



The data can be downloaded here tap on: **DOWNLOAD ALL COURSE/INSTR/ASSIGN RECORDS**

Note: valid records in Level 0 will be included

Save the file



## Complete!

You've submitted your Course Instructor Assignment file and the data is queued for transfer to the NYCDOE for submission to NYSED. (CIA data is transferred to the NYCDOE for submission to NYSED on Wednesdays, at 10 AM. Each weekly transfer refreshes in L2RPT the following Monday.

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

Ensure that SED has the correct data by reviewing the **SIRS 328: Staff Out of Certification Report**. Corrections to the SIRS 328 MUST be made in Level 0. ALL updates for official Out of Certification MUST be reported by deadline date listed on our timeline. Corrections and records reported after the deadline date will be forwarded to NYSED but will not be included in the official OOC results.

The following L2RPT reports will allow for the review of the specific data used to identify teacher's Certification status for each course:

- **SIRS 329: Staff Certification Report**
- **SIRS 328: Out of Certification Verification Report**
- **SIRS 330: Student Class/Course Instructor Summary Report**