



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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TO: District Superintendents
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Data Warehouse Primary and Secondary Project Managers

FROM: Yufan Huang, Executive Coordinator
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SUBJECT: Reporting of Pupil Personnel Services Staff

DATE: July 20, 2023

You are receiving this information to understand and fulfil the reporting requirements for the employment of pupil personnel services professionals by each reporting entity, particularly school nurses, counselors, psychologists, and social workers. The Department has found some school districts, Board of Cooperative Educational Service (BOCES), and charter schools have not been reporting complete data to the New York State Education Department (NYSED) Student Information Repository System (SIRS). Please be advised, the reporting of Pupil Personnel Services is needed to report professional staff counts to the U.S. Department of Education (USED) and to assist the Department with decision making.

Non-teaching professional staff data is collected in the SIRS, using the Staff Assignment template since the 2014-15 school year. Prior to that, data were collected using scan forms. Data are reported by using the assignment code that identifies the staff person's role. For a list of Staff Assignment codes, including new codes, refer to the [SIRS Manual](#).

Beginning this fall, the New York State Education Department (NYSED) will expect complete data for all non-teaching professionals employed by your district, BOCES or charter school. Changes were made to the NYSED eScholar Staff Assignment template for 2023-24, requiring that select staff assignments be reported in the building they are serving during the school year, along with the percentage of time assigned to that building. If a staff person leaves the assignment, end the assignment by providing a Completion Date (field 7). A new staff person assigned to the building should be reported with an assignment start date. If no staff person is subsequently covering the building during the school year, the last person assigned to the building with an end date during the school year would be reported.

In situations where individual staff turnover frequently exists, such as the use of contracted positions by outside agencies where the position is being covered, but by different individuals, it is not necessary to introduce a new staff record each time another person enters the building. If the position is continuously being covered, the last person reported may remain in the file with an open record, indicating the position is still active and the location being served.

The two new fields on the eScholar template that must be reported for select staff outlined below are 1. Field 9 (Assignment Field) which identifies the type of assignment the staff person has (e.g., In district, Contracted out private); and 2. Field 18 (Percent Time Assigned) which collects the percentage of time the person is assigned such responsibilities in a particular location.

The staff positions in the table below are subject to these new reporting requirements. For nurse practitioners serving as school nurses, report with the school nurse code of 2211.

Staff Assignment Code	Staff Assignment Description
2210	SCHOOL NURSE-TEACHER
2211	SCHOOL NURSE (RN)
2212	LICENSED PRACTICAL NURSE (LPN)
2022	SCHOOL SOCIAL WORKER
2017	SCHOOL PSYCHOLOGIST
2117	SCHOOL COUNSELOR

The following scenarios should assist with reporting pupil personnel services professional staff; specifically, school nurses, school counselors, school psychologists, and school social workers based on their primary place of employment and entities served.

Scenario	LEA of Employment	Receiving Public LEA where students are served
<i>District, BOCES, or Charter School employed staff</i> working in home district, BOCES, or charter school.	<i>Reports Staff Snapshot</i> record Itinerant = N (No). <i>Reports Staff Assignment</i> record with Assignment Field <i>In district</i> and <i>Percent Time Assigned</i> for each building served.	NA
<i>District, BOCES, or Charter School employed staff</i> working in another school district, BOCES, or charter school.	<i>Reports Staff Snapshot</i> record Itinerant = N (No). <i>Reports Staff Assignment</i> record with Assignment Field <i>Contracted out public</i> and <i>Percent Time Assigned</i> at the district or overall BOCES level code would be 0.	<i>Reports Staff Snapshot record</i> where Itinerant record = Y (Yes). <i>Reports Staff Assignment</i> record with Assignment Field <i>Contracted in public</i> and <i>Percent Time Assigned</i> for each building served.

Scenario	LEA of Employment	Receiving Public LEA where students are served
<i>District or BOCES employed staff</i> working in a nonpublic school	<i>Reports Staff Snapshot</i> record Itinerant = N (No). <i>Reports Staff Assignment</i> record with Assignment Field <i>Contracted out private</i> and <i>Percent Time Assigned</i> at the district level would be 0.	Nonpublic schools do not report Staff Assignment data to the SIRS.
<i>Privately Employed staff</i> working in a district, BOCES, or charter school.	<i>Private entities do not report staff data to the SIRS.</i>	<i>Reports Staff Snapshot</i> record where Itinerant record = Y (Yes). <i>Reports Staff Assignment</i> record with Assignment Field <i>Contracted in private</i> and <i>Percent Time Assigned</i> for each building served.
Assignment Field Codes <i>In district:</i> Staff person is providing direct services to students in their own LEA. <i>Contracted in public:</i> Staff person was contracted from another <u>public LEA</u> to come to this LEA to provide direct services. <i>Contracted in private:</i> Staff person was contracted from a <u>private entity</u> , not a school district, BOCES, or charter school to come to this LEA to provide direct services. <i>Contracted out public:</i> Staff person employed in this LEA is contracted to provide direct services to another district, BOCES, or charter school. <i>Contracted out private:</i> Staff person employed in this LEA is contracted to provide direct services to a nonpublic school.		

In preparation for the 2023-24 school year, please ensure nurses and social workers serving students in your schools or directly employed by your district, BOCES or charter school and serving students in nonpublic schools have supplied the required information for SIRS reporting.

All staff reported to the SIRS require a TEACH ID, thereby serving as a Staff ID. TEACH accounts can be created by an individual through the [NYSED Office of Teaching Initiatives](#). The Department will discuss these new requirements with HR/Financial system vendors who will be making the necessary enhancements during the fall of 2023 to assist with reporting.

Additional guidance concerning the specifics of reporting data to the SIRS will be incorporated into the [SIRS Manual](#).

For questions concerning the reporting of data to the SIRS, contact [Datasupport](#).

For questions concerning staff licensure and responsibilities within LEAs, contact studentsupportservices@nysed.gov