

STAFF TENURE

Field Number	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	BOCES Collection will use same rules
1	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	K	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDFE Query" For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/	
2	12	*STAFF ID	*K	NYS Reporting	Populate either STAFF ID or ALTERNATE STAFF ID (field #3). Local Staff ID must be unique within the LEA. For NYC, the local staff ID must be unique within NYC. The staff ID for each staff member must be consistent across all templates. Local ID must map to a State TEACH ID.	alphanumeric	Use local staff ID. The local staff ID can be the TEACH ID.	
3	12	*ALTERNATE STAFF ID	*K	NYS Reporting	Populate either ALTERNATE STAFF ID or STAFF ID (field #2). If you are extracting data from a source system that is using the TEACH ID as the unique identifier for staff, populate this field with the TEACH ID, otherwise populate field #2.	alphanumeric	Populate with TEACH ID.	
4	20	*TENURE AREA CODE	K	NYS Reporting	Area in which staff member has tenure or is pursuing tenure. Report one record for each tenure area.	alphanumeric	See Tenure Area Codes and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/	
5	10	*SCHOOL YEAR DATE		NYS Reporting	Use June 30 of the reporting school year. Ex: For 2014-15, use 2015-06-30. Use current school year.	date yyyy-06-30	Only used to validate tenure area code was valid for reporting year. Tenure area table will be cumulative.	
6	20	*TENURE STATUS CODE		NYS Reporting	Status of the Tenure Area reported in field #4.	alphanumeric	See Tenure Status Codes and Descriptions in the SIRS Manual at: http://www.p12.nysed.gov/irs/sirs/	
7	10	*TENURE STATUS EFFECTIVE DATE		NYS Reporting	First date of tenure status in field #6. This date should be updated whenever tenure status changes.	date yyyy-mm-dd		
8	10	+ORIGINAL PROBATIONARY PERIOD END DATE		NYS Reporting	Date probation in tenure area ends.	date yyyy-mm-dd		
9	10	+PROBATIONARY PERIOD END DATE		NYS Reporting	Date probation in tenure area ends. If probation was extended, this date will be later than the date in field #8. If probation was not extended, date will equal date in field #8.	date yyyy-mm-dd		
10	3	*PROBATIONARY PERIOD EXTENDED INDICATOR		NYS Reporting	Indicate whether probation was continued beyond original end date.	alphanumeric	Y = YES, N = NO	

K	Key field
*K	Either field 2 or field 3