



DIRECTOR
Educational Data and Reports

August 2014

TO: Superintendents of Public Schools
District Superintendents of BOCES
Principals of Public Schools
Charter School Leaders

FROM: Kent Baker

SUBJECT: Personnel Master File (PMF) 2014-15 Timeline and Changes

This memo highlights the timeline for the 2014-15 data collection of the Basic Education Data System (BEDS) Personnel Master File (PMF) and updates to the collection process for teacher data. Please share this communication with your district data coordinators and individuals responsible for the BEDS collection and reporting.

COLLECTION CHANGES for 2014-15

In compliance with 8 NYCRR Section 80-1.9, each individual who possesses a teaching certificate is required to annually file with the State Education Department (SED) a fully completed Basic Educational Data System educational personnel data form on a date prescribed by the Commissioner.

Beginning with the 2014-15 school year, teachers will complete and submit their PMF information through an online application, ePMF. The questions that teachers will respond to on the ePMF are the same questions they have responded to in the past on the PMF. The only change is that the current "bubble sheet" completion, shipping, and scanning processes will be replaced with a secure online collection and verification system. In order to ensure data security and privacy, teachers will use the same credentials to log-in as they use to view their Teacher Student Roster Verification Reports in the Teacher Access and Authorization system (TAA).

For purposes of PMF data collection, teachers are defined as teachers certified pursuant to Part 80 who provide general and special education instruction in the classroom including Career and Technical Education (CTE), Library, and Academic Intervention Services (AIS). In prior years, teachers have completed the green or brown bubble sheets, BEDS Teaching Personnel Data Form or BEDS Personnel Data Form for BOCES Teachers.

Non-teaching staff will continue to complete the pink or blue bubble sheet, BEDS Non-Teaching Personnel Data Form or BEDS Non-Teaching Personnel Data Form for BOCES for the 2014-15 school year. For purposes of PMF data collection, non-teachers are those in administration and special service positions such as school psychologists, school counselors, guidance counselors, social workers, and individuals providing pupil services.

For 2014-15, New York City will continue to submit PMF data for teaching and non-teaching staff as they have done in the past.

DATA REQUIREMENTS for ePMF

Districts/BOCES/Charters

To enable teachers secure access to the ePMF, and appropriately link all teachers to their district and school location, 2014-15 school year data must be submitted to the Student Information Repository System (SIRS). The following subset of data elements will need to be submitted via the Staff Snapshot template¹ for all teachers teaching in 2014-15 school year as of BEDS day, October 1, 2014:

- DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)
- STAFF ID
- POSITION TITLE (TEACHER TITLE)
- PRIMARY LOCATION CODE (LOCATION CODE)
- ORIGINAL HIRE DATE (TEACHER HIRE DATE)
- SNAPSHOT DATE
- ALTERNATE STAFF ID

Over 95% of teachers (excluding NYC teachers) have already created TAA accounts as part of the Teacher Roster Verification process. These teachers will be able to log into TAA using their current username/password and access the ePMF teacher application. New teachers will receive a PIN once data from Staff Snapshot are submitted to Level 2. As you recall from this process, a PIN is generated and districts are responsible for the distribution of the PIN to the teacher in order for the teacher to create a TAA account. This process will remain the same but the data linkage will occur via the Staff Snapshot in lieu of the Staff Student Course data. Please note that for teachers who teach in multiple locations within a district and for teachers who do not have an accurate location identified on their Staff Snapshot, PINs will be sent to the district and it will be the district's responsibility to identify the location of the teacher in order to distribute the PIN.

Early submission of Staff Snapshot data into SIRS in fall 2014 is required to allow new teachers the ability to create TAA accounts. In the absence of Staff Snapshot data, new and returning teachers will not be able to access the ePMF application.

Teachers

As explained above, teachers will submit the same data in ePMF that has been reported in the past on the PMF bubble sheets. Where possible, the online application will pre-populate data. The teacher will have the ability to override/change pre-populated data, with the exception of teacher name and date of birth. Please note that all changes to a teacher's name and date of birth must be done through the TEACH office; additional information is available at: <http://www.highered.nysed.gov/tcert/ctname.html>.

TIMELINE

September 2014

- Districts must begin loading Staff Snapshot data.
- SED will distribute the non-teaching staff bubble sheets.
- The PIN generation process will begin with the opening of the 2014-15 data collection.

¹ A complete Staff Snapshot record must be submitted for all reported staff by the end of the 2014-15 data submission deadline. Please view the 2014-15 templates at <http://www.p12.nysed.gov/irs/vendors/templates.html> for a full list of required data elements.

October 2014

- The online application, ePMF, will be available at:
<http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html>.
- Non-Teaching staff bubble sheets are due October 31, 2014.

November 2014

- Staff Snapshot data must be loaded in order to allow sufficient time for teachers to access the ePMF application and submit before the due date.

December 2014

- Teachers can continue to enter and revise data in ePMF until January 15, 2015.

January 2015

- Teachers can enter and revise data until January 15, 2015.
- Superintendents will be able to review, correct and certify their teacher data until January 31, 2015. Superintendents will log in using their SEDDAS credentials and will need to entitle administrative users to the “Personnel Master File.” Additional documentation regarding the process for reviewing and certifying data will be released in the fall

SUPPORT

Teachers who need help logging in to TAA (PINs, passwords, etc.) should seek assistance from their District Data Coordinator. They can also utilize the information that is currently available online at <http://www.p12.nysed.gov/irs/teacher/>. If teachers have questions specific to the BEDS PMF collection, they should contact their BEDS forms administrator. The IRS web page <http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html> contains administration manuals for both teaching and non-teaching forms as well as FAQs. These documents will be updated to incorporate the new process for teachers.

If you have questions concerning ePMF, please contact the Office of Information and Reporting Services by e-mail (dataquest@mail.nysed.gov) or phone (518-474-7965).

Thank you for your continued assistance with this important work.