

Questions from the Field

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- **Q: For the salary field, we have a few substitutes that are acting as a leave replacement for a teacher so they are listed as a teacher of record. I know they have to be reported, however, they do not have an annual salary listed since they are only paid per diem. Last year, they populated the salary field with the per diem rate. Should we calculate the annual salary based on the per diem rate for the number of days they are schedule to be the teacher of record?**
- *A: For any teachers paid on a per diem rate that need to be included (such as leave replacements), you can just enter in the day rate in the salary field. You don't need to make any calculations.*

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- **Q: We have teachers that are on a full year leave of absence. Do they need to be reported on the staff snapshot?**
- *A: If they are going to be out the entire year, you do not need to include them in Staff Snapshot.*
- **Q: Staff on a full year leave of absence are being pulled on our extract since they are still active in nVision. They are coming up with an error since there is no salary listed. Should we just manually remove them from level 0.**
- *A: You can manually delete them or just add the salary. Having them in the file won't have any consequences.*

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- **Q: Currently, staff can only decline “race” through Staff Snapshot? What if a staff member chooses to decline answering the Hispanic/Latino indicator?**
- *A: Staff who are reported as not Hispanic/Latino (N) will be counted in the race category in which they are reported. In other words, if Race is DECLINED, then N for Hispanic will be ignored.*

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- **Q: I have a long term sub (that may be a teacher of record) who is certified in CT, but not in NY. How do I report her on the staff snapshot?**
- *A: This staff member would be reported in Staff Snapshot like any other teacher. The only issue is that because she doesn't have a NY TEACH ID she won't be able to create an account in TAA without applying for one (which is different than how NY teachers create accounts in TAA). Follow this link and it will allow her to apply for a TEACH ID so that she can create an account in TAA so to complete her ePMF form.*
<http://www.p12.nysed.gov/irs/beds/PMF/documents/TEACHAccountsandIDs.pdf>

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- **Q: We, like many other schools, run on a 6-day schedule. In BEDS, should teachers document the classes that are assigned to them as of BEDS Day for all the days of the 6-day cycle? Or are teachers supposed to only document the actual classes they will meet with on that cycle day that falls on BEDS Day?**
- *A: The districts should report the classes that they are teaching during that period. It doesn't necessarily have to be on that specific day. For example if a Phys. Ed teacher teaches 10 classes, 5 of which fall on the actual BEDS day and 5 that may fall on the following day, they should list all 10 classes. The same would hold true of schools that have an "A" and "B" day. They should report both classes.*

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- **Q: I see SED IS allowing/asking for 2nd quarter classes to go into ePMF before the 12/14 deadline. I wonder though...is it our discretion how we set the date that they'll use to put in the registration number? For instance, we use 10/3 BEDS day initially, but is there guidance about what date they want us to use to set registration numbers for second quarter courses?**
- *A: Yes, if possible, teachers should report 2nd and 3rd quarter classes. They can just use the registration on the first day the class meets. Once the registration is entered, they don't need to adjust counts if it changes later in the year.*

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- **Q: In regards to the use of State Course Codes for K-8 8:1:1 and 12:1:1 special education classes for which all students are ungraded and take the alternate assessment, which course code should they use?**

- **A:**
 - Districts may report self-contained special education scenarios by utilizing the following codes:

| Course Name | Course ID | Course Subject Area |
|---|-----------|---------------------|
| Special Class (SelfContained)- 7-12 Secondary | 99003 | Special Education |
| Special Class (SelfContained) -K-6 Elementary | 99002 | Special Education |
| Special Class (SelfContained)- Pre-school | 99001 | Special Education |

- For districts that want to report “specials” for self-contained classroom settings, they can choose from the codes ending in 99 (e.g. Visual Arts – Other, Phys Ed—Other).

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- **Q: What course code should a district report if a self-contained class contains both students in grades 6 and 7? Do they need to break that apart into two separate classes for reporting purposes?**
- *A: If the majority comprises one grade level, you could report it in that manner. Just keep in mind what the teacher's certification (K-6 SWD or 7-12 SWD) is.*

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- **Q: If a 4-8 teacher does not have a growth score generated due to not enough student scores, should the district report any parts of the “original score” for that teacher? If they should, what pieces should be reported?**
- *A: The observation pieces should be reported for original with no student performance and no overall rating. A full transition record should be reported using the alternate SLO for student performance. The last page of each district’s APPR summary addresses this situation.*

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- **Q: Can a State-provided Growth score be appealed?**
- *A: Districts or schools cannot appeal State-provided Growth Scores, but only the individual who received the score may appeal. The application to appeal has been updated, and can be found along with the updated FAQ at the [APPR 3012-d page on EngageNY](#).*

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- **Q: For Foreign Language classes (ex: AP Spanish), does the primary language for the course be reported as Spanish or English?**
- *A: The only time you would report another language as the primary language would be for Bilingual courses. English would be the primary language if it's a foreign language instruction course.*