

SIRS Course Instructor Assignment (New York)

Last Modified on 04/04/2025 8:55 am CDT

Tool Search: SIRS Extracts

The Course Instructor Assignment extract reports a roster of all staff members assigned to course with a State Code.

SIRS Extracts ☆

Reporting > NY State Reporting > SIRS Extracts

NY State Repository System Extracts

This tool will extract student data for SIRS data collection. Choose CSV format when uploading to SIRS, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type

Course Instructor Assignment

Effective Date

08/06/2024

Format

State Format(CSV)

Ad Hoc Filter

Column Headers

Exclude

Generate Extract

Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

24-25

24-25 Scarsdale High School

CTRL-click or SHIFT-click to select multiple

Refresh

Show top 50

tasks submitted between

07/30/2024

and

08/06/2024

Batch Queue List

Queued Time	Report Title	Status	Download

Report Logic

- To report, the course must meet the following requirements.
 - The State Code field on the course must be populated.
 - The Active checkbox on the course must be marked.
 - The class section must be scheduled in the Calendar selected on the extract editor.
 - The Section must have at least one Staff History record where the Staff Type is **P**.
 - At least one student must have an active roster record for at least one day in which the class is scheduled unless the **No Roster** checkbox is marked on the course.

- A record does NOT report if
 - the calendar is marked as **Exclude**.
 - the Staff Type on the Staff History Record is **SS**.
 - the Staff History role is **99: Exclude from State Reporting**.
 - the staff member's Staff History End Date falls before the the class starts.
 - the staff member's Staff History Start Date is after the extract editor's Effective Date.
 - the Start Date of the first Term in which the class is scheduled is greater than the extract editor's Effective Date.
 - If a teacher has multiple Staff History records in a single class, all Staff History records that qualify in the selection criteria report.

Extract Editor Field Descriptions

Field	Descriptions
Extract Type	The extract to be run.
Effective Date	The date for which information reports.
Format	The Format in which the report should generate. Options are State Format (CSV) and HTML. Use State Format for reporting information to the state and the other types for data review and verification.
Ad Hoc Filter	Selecting a filter limits the results to only those included in the filter.
Column Headers	Indicates whether Column Headers should be included in the report. This dropdown list applies to State Format (CSV).
Generate Extract/ Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking Submit to Batch instead of immediately generating the report by clicking Generate Extract . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.
Select Calendars	Identifies which Calendar(s) should be included in the report. Calendars can be sorted by active year, by school or by year.

Report Layout

Element	Logic	Campus Location
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Element	Logic	Campus Location
DISTRICT CODE	<p>The code that identifies the district and its schools for reporting purposes. The prefix "NY" is added to the district number. For example, if the district number is 662001, the District Code is NY662001.</p> <p><i>Alphanumeric, 8 digits</i></p>	<p>District Information > State District Number</p> <p>District.number</p>
COURSE LOCATION CODE	<p>The local building code that uniquely identifies the location associated with the course sections for which the staff person is responsible.</p> <p><i>Alphanumeric, 6 digits</i></p>	<p>School Information > Location Code</p> <p>School.locationCode</p>
SCHOOL YEAR DATE	<p>This field always reports as "June 30" of the reported school year.</p> <p><i>Date field, 10 characters, YYYY-06-30</i></p>	<p>Calendar Information > Calendar</p> <p>Calendar.endYear</p>
COURSE CODE	<p>The local course code that uniquely identifies the course.</p> <p><i>Alphanumeric, 12 digits</i></p>	<p>Scheduling > Courses > Course > Number</p> <p>Course.number</p>
SUPPLEMENTARY COURSE DIFFERENTIATOR	<p>The code used to indicate that the course code is offered in more than one session during the school year. This field always reports NA.</p>	N/A
SECTION CODE	<p>The local section code.</p> <p><i>Alphanumeric, 25 digits</i></p>	<p>Scheduling > Courses > Section > Section Number</p> <p>Section.number</p>
TERM CODE	<p>The code used to identify the school calendar term for which a course/section is reporting. Reports the Term Code of the last term in which the class is scheduled.</p> <p><i>Alphanumeric, 20 digits</i></p>	<p>Calendar > Calendar > Terms > Term Code</p> <p>Term.stateCode</p>
MARKING PERIOD CODE	<p>This field reports NA.</p>	N/A

Element	Logic	Campus Location
INSTRUCTOR DISTRICT CODE	<p>The District Code of the entity that has primary control of the primary instructor's course/section assignments. This code is the same as the District Code.</p> <p><i>Alphanumeric, 8 digits</i></p>	N/A
INSTRUCTOR ID	<p>The staff member's Staff State ID.</p> <p><i>Alphanumeric, 9 digits</i></p>	<p>Demographics > Staff State ID</p> <p><i>Person.staffStateID</i></p>
INSTRUCTOR START DATE	<p>The staff member's Staff History Start Date for the class. If the Staff History Start Date is NULL, the Start Date of the first Term the class is scheduled in reports.</p> <p><i>Date field, 10 characters, YYYY-MM-DD</i></p>	<p>Scheduling > Courses > Section > Staff History > Start Date</p> <p>Calendar Information > Terms > Term Detail > Start Date</p> <p>SectionStaffHistory.startDate Term.startDate</p>

Element	Logic	Campus Location
INSTRUCTOR END DATE	<p>The last date in this course/section assignment for the staff person. This field only reports if the staff person's responsibility for the assignment has ended.</p> <p>If a new staff person will serve as a replacement for the position/assignments, that person can report with the appropriate start date.</p> <p>Generally, this is a long-term or permanent replacement. To report, one of the following dates must be less than or equal to the Effective Date entered on the extract editor:</p> <ul style="list-style-type: none"> • The staff member's Staff History End Date for the class • If the staff member's Staff History End Date for the Class is NULL, the End Date of the last Term in which the class was scheduled reports. <p>Otherwise, this field reports blank.</p> <p><i>Date field, 10 characters, YYYY-MM-DD</i></p>	<p>Scheduling > Courses > Section > Staff History > End Date</p> <p>Calendar Information > Terms > Term Detail > End Date</p> <p>SectionStaffHistory.endDate Term.endDate</p>

Element	Logic	Campus Location
PRIMARY INSTRUCTOR INDICATOR	<p>Indicates whether the staff person has primary responsibility for the course.</p> <p>At least one Staff ID record for each course/section reports with a "Y" in this field.</p> <p>If the teacher is the primary teacher or assigned to one of the following Teacher Roles, Y reports.</p> <ul style="list-style-type: none"> • 03 Additional Primary Instructor • 04 Primary Sped/Additional Primary Instructor • 06 Primary ENL/Additional Primary Instructor • 08 Primary Sped/ENL/Additional Primary Instructor <p>Otherwise, N reports.</p> <p><i>Alphanumeric, 3 digits</i></p>	<p>Scheduling > Courses > Section > Staff History > Primary Teacher</p> <p>Scheduling > Courses > Section > Staff History > Teacher Role</p> <p>SectionStaffHistory.staffType SectionStaffHistory.role</p>
PRIMARY SPECIAL EDUCATION INDICATOR	<p>Indicates whether the staff person is the special education instructor for the course/section.</p> <p>If the teacher has a Staff History assigned to one of the following Teacher Roles, Y reports.</p> <ul style="list-style-type: none"> • 02 Primary Sped • 04 Primary Sped/Additional Primary Instructor • 07 Primary Sped/ENL • 08 Primary Sped/ENL/Additional Primary Instructor <p>Otherwise, N reports.</p> <p><i>Alphanumeric, 3 digits</i></p>	<p>Scheduling > Courses > Section > Staff History > Teacher Role</p> <p>SectionStaffHistory.role</p>

Element	Logic	Campus Location
INSTRUCTOR TYPE CODE	<p>Reports a substitute teacher when their role is "Substitute Teacher" with the code "SUBSTITUTE." These individuals serve as the teacher of record for a course or section until a permanent teacher returns or is hired.</p> <p>Reports the code "COLLEGE" for teachers (or administrators) with a role of 01: Teacher of Record for a Course OR Section where the Dual Credit Code = "COLLEGE: College."</p> <p><i>Alphanumeric</i></p>	<p>Scheduling and Courses > Section Staff History</p> <p>Scheduling and Courses > Course Information</p>
PRIMARY INSTRUCTION DELIVERY METHOD CODE	<p>The delivery method of the instruction.</p> <p><i>Alphanumeric, 20 digits</i></p>	<p>Scheduling > Courses > Course > Section > Section Editor > Primary Instruction Delivery Method Override</p> <p>Scheduling > Courses > Course > Course Information > Primary Instruction Delivery Method</p> <p>Section.instructionalSetting CustomCourse.value</p>
PRIMARY ENL INSTRUCTOR INDICATOR	<p>Identifies the ENL instructors for the course/section. Teaching aides and assistants are not reported.</p> <p>A "Y" in this field will subject the staff to an ESL/ENL certification match as required by State and federal reporting.</p> <p>A Y reports if the Teacher Role is one of the following:</p> <ul style="list-style-type: none"> • 05 Primary ENL • 06 Primary ENL/Additional Primary Instructor • 07 Primary Sped/ENL • 08 Primary Sped/ENL/Additional Primary Instructor <p><i>Alphanumeric, 3 digits</i></p>	<p>Scheduling > Courses > Section > Staff History > Teacher Role</p> <p>SectionStaffHistory.role</p>

Element	Logic	Campus Location
PRIMARY COURSE INSTRUCTION LANGUAGE INDICATOR (PRIMARY INSTRUCTION LANGUAGE CODE)	<p>The Primary language used for providing instruction in the course. For Bilingual courses, this is the language other than English that is being used.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Scheduling > Courses > Course > Section > Section Editor > Primary Instruction Language</p> <p>Section.mediumOfInstruction</p>
ALTERNATIVE INSTRUCTION LANGUAGE CODE	<p>This field reports blank.</p>	N/A
INCIDENTAL TEACHING ASSIGNMENT INDICATOR	<p>Identifies whether the staff assignment is an Incidental Teaching assignment. This column reports the value set on the Staff History Detail. If the dropdown list is Null, N reports.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling > Courses > Sections > Staff History > State Reporting Fields > Incidental Teaching Assignment</p> <p>SectionStaffHistory.nonCertified</p>