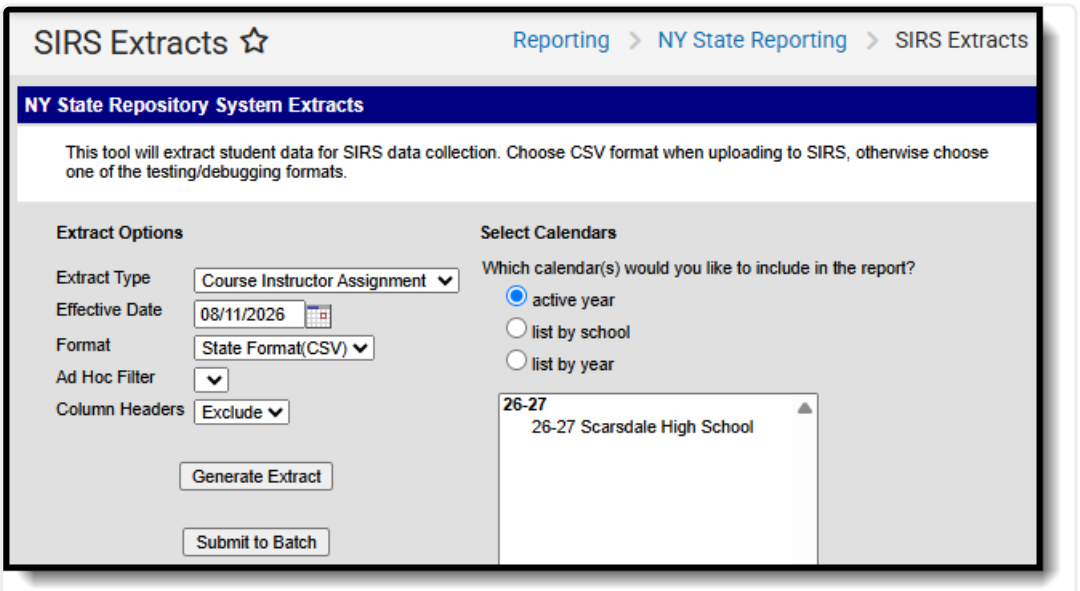
SIRS Course Instructor Assignment (New York)

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Tool Search: SIRS Extracts

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



The Course Instructor Assignment SIRS extract editor fields.

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 when:
  - 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 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.
  - 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
Extract Type	The extract to be run.
Effective Date	The date for which the 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
DISTRICT CODE	The code that identifies the district and its schools for reporting purposes. Reports the District Number Override when populated. When null, the prefix NY plus the State District Number reports. *Alphanumeric, 8 digits*	District Information > State District Number District.number
COURSE LOCATION CODE	The local building code that uniquely identifies the location associated with the course sections for which the staff person is responsible. *Alphanumeric, 6 digits*	School Information > Location Code School.locationCode

Element	Logic	Campus Location
SCHOOL YEAR DATE	This field always reports as "June 30" of the reported school year. *Date field, 10 characters, YYYY-06-30*	Calendar Information > Calendar Calendar.endYear
COURSE CODE	The local course code that uniquely identifies the course. *Alphanumeric, 12 digits*	Scheduling > Courses > Course > Number Course.number
SUPPLEMENTARY COURSE DIFFERENTIATOR	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**.	N/A
SECTION CODE	The local section code. *Alphanumeric, 25 digits*	Scheduling > Courses > Section > Section Number Section.number
TERM CODE	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. *Alphanumeric, 20 digits*	Calendar > Calendar > Terms > Term Code Term.stateCode
MARKING PERIOD CODE	This field reports NA.	N/A
INSTRUCTOR DISTRICT CODE	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. *Alphanumeric, 8 digits*	N/A
INSTRUCTOR ID	The staff member's Staff State ID. *Alphanumeric, 9 digits*	Demographics > Staff State ID *Person.staffStateID*

Element	Logic	Campus Location
INSTRUCTOR START DATE	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. *Date field, 10 characters, YYYY-MM-DD*	Scheduling > Courses > Section > Staff History > Start Date Calendar Information > Terms > Term Detail > Start Date SectionStaffHistory.startDate Term.startDate
INSTRUCTOR END DATE	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. If a new staff person will serve as a replacement for the position/assignments, that person can report with the appropriate start date. 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: • 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. Otherwise, this field reports blank. *Date field, 10 characters, YYYY-MM-DD*	Scheduling > Courses > Section > Staff History > End Date Calendar Information > Terms > Term Detail > End Date SectionStaffHistory.endDate Term.endDate

Element	Logic	Campus Location
PRIMARY INSTRUCTOR INDICATOR	Indicates whether the staff person has primary responsibility for the course. At least one Staff ID record for each course/section reports with a "Y" in this field. If the teacher is the primary teacher or assigned to one of the following Teacher Roles, Y reports. • 03 Additional Primary Instructor • 04 Primary Sped/Additional Primary Instructor • 06 Primary ENL/Additional Primary Instructor • 08 Primary Sped/ENL/Additional Primary Instructor • 10 Primary ENL/Substitute • 11 Primary Sped/Substitute Otherwise, N reports. *Alphanumeric, 3 digits*	Scheduling > Courses > Section > Staff History > Primary Teacher Scheduling > Courses > Section > Staff History > Teacher Role SectionStaffHistory.staffType SectionStaffHistory.role
PRIMARY SPECIAL EDUCATION INDICATOR	Indicates whether the staff person is the special education instructor for the course/section. If the teacher has a Staff History assigned to one of the following Teacher Roles, Y reports. • 02 Primary Sped • 04 Primary Sped/Additional Primary Instructor • 07 Primary Sped/ENL • 08 Primary Sped/ENL/Additional Primary Instructor • 11 Primary Sped/Substitute Otherwise, N reports. *Alphanumeric, 3 digits*	Scheduling > Courses > Section > Staff History > Teacher Role SectionStaffHistory.role

Element	Logic	Campus Location
INSTRUCTOR TYPE CODE	Reports a substitute teacher when their role is "Substitute Teacher," "Primary ENL/Substitute," or "Primary Sped/Substitute" 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. 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." *Alphanumeric*	Scheduling and Courses > Section Staff History Scheduling and Courses > Course Information
PRIMARY INSTRUCTION DELIVERY METHOD CODE	The delivery method of the instruction. *Alphanumeric, 20 digits*	Scheduling > Courses > Course > Section > Section Editor > Primary Instruction Delivery Method Override Scheduling > Courses > Course > Course Information > Primary Instruction Delivery Method Section.instructionalSetting CustomCourse.value

Element	Logic	Campus Location
PRIMARY ENL INSTRUCTOR INDICATOR	Identifies the ENL instructors for the course/section. Teaching aides and assistants are not reported. A "Y" in this field will subject the staff to an ESL/ENL certification match as required by State and federal reporting. A Y reports if the Teacher Role is one of the following: • 05 Primary ENL • 06 Primary ENL/Additional Primary Instructor • 07 Primary Sped/ENL • 08 Primary Sped/ENL/Additional Primary Instructor • 10 Primary ENL/Substitute *Alphanumeric, 3 digits*	Scheduling > Courses > Section > Staff History > Teacher Role SectionStaffHistory.role
PRIMARY COURSE INSTRUCTION LANGUAGE INDICATOR (PRIMARY INSTRUCTION LANGUAGE CODE)	The Primary language used for providing instruction in the course. For Bilingual courses, this is the language other than English that is being used. *Alphanumeric, 20 characters*	Scheduling > Courses > Course > Section > Section Editor > Primary Instruction Language Section.mediumOfInstruction
ALTERNATIVE INSTRUCTION LANGUAGE CODE	This field reports blank.	N/A
INCIDENTAL TEACHING ASSIGNMENT INDICATOR	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. *Alphanumeric, Y or N*	Scheduling > Courses > Sections > Staff History > State Reporting Fields > Incidental Teaching Assignment SectionStaffHistory.nonCertified