



# Out of Certification Reporting



Attn: DDCs, District Admins

Due Date: May 15, 2025

Helpdesk: [DWTShelp@esboces.org](mailto:DWTShelp@esboces.org)

The SIRS-328 Out of Certification report will be frozen after the May 15th data deadline. This data will populate your NYSED School Report Card Teacher Certification Report

## [Download the Course Crosswalk](#)

- Crosswalk allows districts to find courses that are matched to specific certification areas
  - This link is a direct download. If you are having trouble, copy the link and paste directly into your browser

## [Download the Comprehensive Course Catalog](#)

- The Comprehensive Course Catalog lists all of the recognized course codes for NYS reporting
  - This link is a direct download. If you are having trouble, copy the link and paste directly into your browser

### To Do:

- **Load Data - Due Nov. 14, 2024**
  - Staff Snapshot
  - Staff Assignment
  - Course
  - Course/Instructor/Assignment
  - Student Class Entry/Exit
- **Verify SIRS 328 report in L2RPT Staff Folder (Content > District > SEDDAS > Staff > SIRS 328)**
  - Run report with "No" selected as Certified Status
  - **How to verify Out of Certification Data**

School Year: 2024-25  
 District: [dropdown]  
 Location: All Locations  
 Certified Status: No  
 CERTIFIED\_IND: \*\*\*\*\*  
 All Statuses: [dropdown]  
 Data Refresh Date: No  
 Finish

Location Name - a -	ID - b -	Course Code - c -	Course Name - d -	Course Section - e -	Local Course Name - f -	Primary Lang - g -	Certified - h -	Charter Exemption - i -	FTE - j -	Primary Ind - k -	Special Ed Ind - l -	ENL Ind - m -	Incidental - n -
001084241	12103	Finance	B620Sem-3	Personal Finance	ENG	No	No	0.600	Yes	No	No	No	
001053782	12104	Accounting	M303-1	Accounting	ENG	No	No	1	Yes	No	No	No	
004037546	12103	Finance	B620Sem-1	Personal Finance	ENG	No	No	1	Yes	No	No	No	
004037546	12103	Finance	B620Sem-2	Personal Finance	ENG	No	No	1	Yes	No	No	No	
001102225	03005	Marine Science	S422A-1	Marine Science	ENG	No	No	1	Yes	No	No	No	
001044428	02069	Algebra-Other	J1537I-51	Intermediate Algebra	ENG	No	No	1	Yes	No	No	No	
001157444	54149	U.S. History-Other	H235Sem-1	US History through Film	ENG	No	No	1	Yes	No	No	No	

- Use the Course Crosswalk to determine why the staff member is out of Certification
  - Correct the data in your systems and reload (Staff Data refreshes overnight)
- Teacher is Out of Certification
  - Does the Teacher have a Special Ed. or ENL certification?
    - Is the Primary Sp. Ed or Primary ENL flag set to 'Y' in your SMS?
      - Fix in your SMS and reload Course, C/I/A, and SCEE
  - Is the course code connected to the teacher correct?
    - EX. General Math has a Secondary and Elementary code. Using the Secondary code with a 6th grade teacher would result in an Out of Cert.

Course Code (Course ID) ▼	Course Code Description	Course Description ▼	Course Level ▼
02002	General Math	Mathematics courses reinforce and expand students' General	SECONDARY
52002	General Math	Mathematics courses reinforce and expand	PRIOR TO SECONDARY

- Fix in your SMS and reload Course, C/I/A, and SCEE
- The course and Primary Flags are correct and teacher is still Out of certification
  - Is this an Incidental Teaching scenario?

## Incidental Teaching

Incidental teaching, governed by [Part 80.5-3](#) of Commissioner's Regulations, occurs when a teacher is assigned to teach a subject outside of the teacher's certification area for a period not to exceed ten classroom hours a week. Such an assignment may only take place when the district can document that no certified or qualified teacher is available after extensive recruitment. [More info can be found here](#)

**Please note that teachers who do not hold special education certification cannot have incidental teaching assignments where special education certification is required.**

- [Eastern Suffolk BOCES Form](#)
- [Western Suffolk BOCES Form](#)