



SIRS 334 Staff Assignment Verification Summary Report



Attn: DDC, HR Dept.

Due May 15, 2025

Helpdesk: DWTShelp@esboces.org

Assignment data for nonteaching personnel in LEAs is used for State and federal reporting and for educator evaluations.

- Report one (1) record for each location and assignment related to the staff person.
- The grade level the person is responsible for only needs to be reported for building principals.
- If a staff member is responsible for assignments within more than one building in the LEA, report each of those specific buildings.
 - This includes pupil personnel (e.g., counselors, social workers) and health services staff (nurses). If they have district-wide responsibility, they may report the district code so that only one record would be reported.
- [L2RPT](#) > Content > District > SEDDAS > Staff > SIRS 334 - Staff Assignment Verification Summary
- SIRS Manual: [Who Should be Reported?](#)

School Year:

District/BOCES/School:

Location:

Data Refresh Date: Apr 8, 2025 [Report Documentation](#)

Location a	Location BEDS Code b	Superintendents b	Principals d 1	Assistant Principals e	School Counselors f 2	School Nurses g 3	School Psychologists h 4	School Social Workers i 5	Other Staff j	Total Staff k=(b+c+d+e+f+g+h+i+j)
District of UFSD	580101030000	1	0	0	0	0	0	0	10	11
District of UFSD ELEMENTARY SCHOOL	580101030003	0	1	0	1	1	0	0	2	5
District of UFSD HIGH SCHOOL	580101030002	0	1	1	4	1	2	1	9	19
District of UFSD GRADE SCHOOL	580101030001	0	1	0	0	1	3	0	1	6
Total		1	3	1	5	2	5	1	22	41

1. Principal - **Every school building must be reported with a Principal**
 - a. A Principal can have more than one assignment (IE Principal is also the Superintendent; they receive a Staff Assignment record for both titles)
2. School Counselor - **Every school building should have a School Counselor reported**
 - a. Counselors who are shared across the district should receive a Staff Assignment record for each building they serve
 - b. [Guidance for Part 100 Counseling Programs](#)
3. School Nurse - **Every school building must be reported with a School Nurse**
 - a. [2022 NYSED Memo RE: Reporting Nurses](#)
4. School Psychologist - Report in the building where their office is located
5. School Social Worker - Report in the building where their office is located