



DEPARTMENT OF EDUCATIONAL SUPPORT SERVICES
SCHOOL DATA BANK SERVICES

Out of Certification Verification

Correcting Errors in Course Codes to Reduce and/or Eliminate Teachers Out of Certification

With the recent changes to the NYSED requirements in reporting the courses your instructional staff is teaching, it is necessary to ensure that your staff is teaching within their certification area. This workshop will explore how to identify and correct errors before they are publicly reported on your district's New York State School Report Card.

- Learn how to identify when staff is teaching out of certification
- Learn how to quickly identify which course codes are eligible for a certification code
- Understand your course description as compared to the State course number you assigned
- Understand the process to correct course codes
- Learn the process to receive a waiver for a teacher who is teaching out of certification
- Learn how to submit an appeal to NYSED when a teacher is appropriately teaching within their certification

DATE: Tuesday, December 8, 2020
TIME: 9:00a.m. – 10:00a.m.
COST: No Cost for districts in Full and Inclusive Level of Service.
For all other attendees the cost associated is \$75.00 per person
AUDIENCE: K-12 Building and District Level School Administrators
LOCATION: Virtual Workshop – Details will be provided by email
REGISTER: <https://webreg.esboces.org> or <https://datacentral.esboces.org/Events>



Mary Ellen Weaver has been a Staff Developer/Shared Data Expert with Eastern Suffolk BOCES since 2015. In this role, Mary Ellen works one on one with district leadership, provides regional training, and mentors new members of her team. Mary Ellen is a NYS certified teacher and Administrator. She holds a certification in Mathematics (5-12), Building Leadership, and District Leadership. Prior to joining ESBOCES, Mary Ellen was a classroom teacher, a Mathematics Specialist, and held interim positions in building and district administration.