




May 4, 2004

To: Executive Directors of Private Schools/Superintendents of Special Act School Districts Approved Under Articles 81 and 89 of the Education Law

From: Rebecca H. Cort 

Subject: Survey to Determine Certification Status of Teachers in Approved Private Schools and Special Act School Districts

Some private schools and Special Act School District special education providers have indicated to Department staff that they have difficulty in recruiting appropriately certified teachers and, in some cases, teachers without appropriate certification may provide instruction. The Department is asking private schools and Special Act Districts to assist in determining the extent of this problem and in which parts of the State it is most prevalent. The information provided will be used to determine what State-level actions may be needed to assist schools in addressing this issue.

We are asking schools to submit photocopies of their IRS Form 941 and the associated supporting schedules for the Quarter ending December 31, 2003 annotated as follows:

- 1) highlight the names of the teachers employed in Preschool programs approved under Section 4410 of Education Law or School Age programs approved under Article 81 or 89 of Education Law that are reported in position title codes 218, 220, 221, 222, 225, 260, 261, 262, and 263 on the New York State Consolidated Fiscal Report (CFR) or Supplemental Schedules SS 10 through 16 of the ST-3 Report (see the chart below).
- 2) indicate if the teacher is primarily assigned to preschool or school age programs by writing "PS" or "SA" to the left of the teacher name.
- 3) do not highlight:
 - a) teacher aides;
 - b) teacher assistants;
 - c) special education related service providers;
 - d) teachers working in Early Intervention Programs (EI) approved by the New York State Department of Health; and
 - e) teachers employed in adult programs which schools may operate.

We will determine the certification status of the highlighted teachers using the Department's Teacher Certification database.



Schools not responding to this request will be considered to not be experiencing problems hiring certified teachers. This will be reflected in the statewide and regional analyses performed by the Department.

Thank you for your cooperation in this data gathering initiative. By close of business, Friday, May 28, 2004, please send materials to:

Thomas Hamel, Chief
New York State Education Department
Rate Setting Unit
89 Washington Avenue
Room 304 EB
Albany, NY 12234

OR

Via e-mail for those providers that have electronic versions of the Form 941:

rateweb@mail.nysed.gov

SUMMARY OF POSITION TITLE CODES:

**POSITION
TITLE
CODE**

POSITION TITLE

218	Teacher-Special Education
220	Teacher-Physical Education
221	Teacher-Vocational/Occupational Education
222	Teacher-Other
225	Teacher-Speech Certified
260	Teacher-Non-disabled
261	Teacher-Deaf
262	Teacher- Hard of Hearing
263	Teacher-Deaf/Blindness