



# Determining Teacher of Record



<p><b>teacher of record /tee-cher / uhv / rek-erd/</b></p> <p>teachers who are primarily and directly responsible for a student's learning activities that are aligned to the performance measures of a course</p> <p>Who is a teacher? See the other side.</p> 		<p><b>Substitute Teachers</b> (B3)</p> <p>A substitute teacher would become the teacher of record if they are in the classroom teaching service and become primarily and directly responsible for students' learning activities.</p>
<p><b>Consultant Teacher</b> (B3, B8)</p> <p>Special education consultant teachers should be the teacher of record for the students they are assigned. The consultant teacher will have a separate section of just their students or be assigned to only the students in a section they serve (depending on how your student management system is designed). The student's general education or special education teacher is also assigned to the student as the teacher of record.</p>	<p><b>Speech</b> (B3, B10, B11)</p> <p>Speech Teachers, also known as Teachers of the Speech and Hearing Handicapped or Teachers of Speech and Language Disabilities are considered teachers of record if they are providing instruction.</p> <p>If a Speech Teacher is providing related services only, they would not be considered a teacher of record.</p> 	<p>If a substitute is considered a day to day sub and not primarily and directly responsible for the students' learning activities, you would not record this teacher as a teacher of record on the course.</p> <p>The point at which a substitute teacher becomes primarily and directly responsible for student's learning activities is determined by local decision and policy.</p>
<p><b>Librarians</b> (B12)</p> <p>A school librarian who is certified as a library media specialist or school media specialist would be considered a teacher of record if he or she provided instructional services to students.</p>		<p><b>Resource Room</b> (B3, B8)</p> <p>A Resource Room teacher is the teacher of record for all students assigned to him or her for the purposes of resource room activities.</p>
<p><b>AIS</b> (B3, B8)</p> <p>Academic Intervention Services Teachers should be the teacher of record for the students they serve, regardless if the AIS is designed as a stand alone course or a push-in or pull-out model.</p>	<p><b>Co-Teachers</b> (B7)</p> <p>Both the regular education teacher and the special education teacher in an integrated co-teaching class will be the teacher of record for every student in the class. Click <a href="#">here</a> for more information about Integrated Co-Teaching.</p>	

## All classroom teachers must be evaluated under APPR law, but who is a classroom teacher?

A classroom teacher is defined as a teacher in the classroom teaching service as defined in §80-1.1 of the Commissioner's Regulations. See Section B of [NY's Guidance on APPR Law & Regulations](#)

### WHO'S IN?

Most K-12 Classroom Teachers

CTE Teachers

School Librarians if certified as a Library Media Specialist or School Media Specialist and is a teacher of record

Teachers of the Speech and Hearing Handicapped (TSHH) or Teachers of Speech & Language Disabilities, also known as Speech Teachers, if they provide instructional services and are a teacher of record

Itinerant Teachers at BOCES who are considered the teacher of record to students at multiple schools. BOCES are only required to report TSDL data for Itinerant Teachers and their students in Grades 4-8 ELA and Math classes. Only report evaluation data on all other BOCES Itinerant Teachers.

Substitutes who have a teaching certificate and are considered a teacher of record

Part-time Teachers who are in the classroom teaching service for 40% or more of a full time position. This does not require the teacher be a full time employee of the district.

Co-Teachers (Special Ed and General Ed)

AIS Teachers

### WHO'S OUT?

Pre-Kindergarten Teachers

Adult, Community and Continuing Education Teachers

GED Teachers

Speech Language Pathologists (unless certified as a teacher and providing instructional services)

Pupil Personnel Services (including School Psychologists and School Social Workers)

Teachers performing Instructional Support Services for more than 40% of his/her time (unless also a classroom teacher for 40% or more of his/her time)

Substitutes without a teaching certificate or substitutes who are not considered a teacher of record (ie day-to-day sub)

Subject Area Directors, unless also serving as a classroom teacher

Teacher Aides and Teaching Assistants

### REMEMBER!



If teachers switch sections within a school year, they must be ended as a teacher of record with the original section and started as the teacher of record with the new section. The start and end dates must not overlap.

Don't forget to keep track of when a teacher is no longer a teacher of record for a course and also when a substitute may become the teacher of record.

### Got students who audit?

(M28)

These students do not have to be linked to a teacher of record if they are not expected to learn the standards in the course.

### Back to the home instruction issue...

(M26)

If a student is linked to the teacher of record for the course they were in prior to being on home instruction, and that teacher is not providing the actual instruction, the minutes would be reported as 0 for attendance linkage on those days. However, if the teacher of record is also the district assigned tutor the instruction time should be reflected in the attendance linkage.

References are to [NY's Guidance on APPR Law & Regulations](#)