

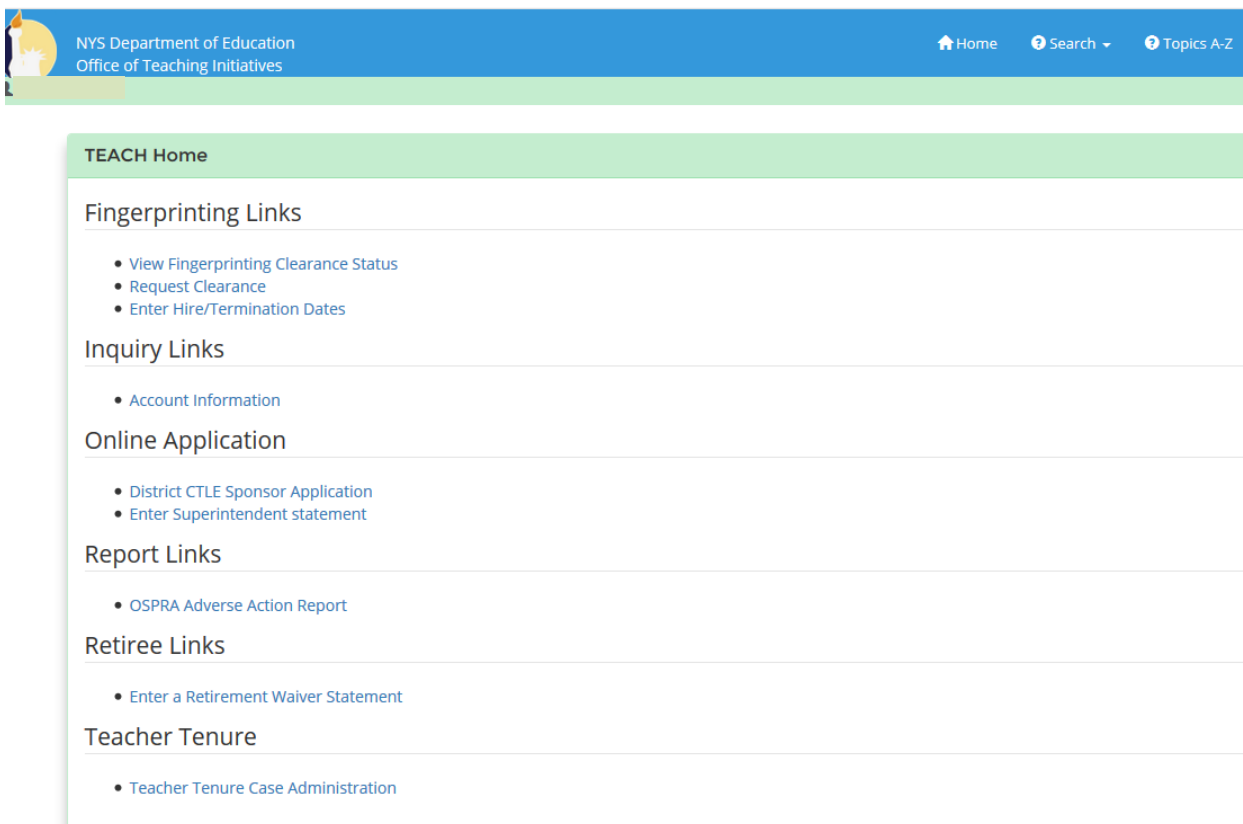
## Keep your School's Staff Record Up-to-Date in TEACH

May 2018

Every school needs to update its staff record in TEACH at least once a year. This ensures you have clearance to hire new employees and you have terminated those who have left your school. Use the following quick guide for how to do it.

### To Enter Termination Dates On TEACH For Individuals No Longer Employed In Your School

- Using your school's administrative authorized username and password, log onto TEACH
- Under Fingerprinting Links, click on **Enter Hire/Termination Dates**



The screenshot shows the TEACH Home page with a blue header for the NYS Department of Education Office of Teaching Initiatives. The main content area is divided into several sections, each with a list of links:

- TEACH Home**
- Fingerprinting Links**
  - View Fingerprinting Clearance Status
  - Request Clearance
  - Enter Hire/Termination Dates
- Inquiry Links**
  - Account Information
- Online Application**
  - District CTLE Sponsor Application
  - Enter Superintendent statement
- Report Links**
  - OSPRA Adverse Action Report
- Retiree Links**
  - Enter a Retirement Waiver Statement
- Teacher Tenure**
  - Teacher Tenure Case Administration

- In the Enter Hire/Termination Dates screen, click on **Search for all individuals** and click on Search

## Enter Hire/Termination Dates

Employer Name/School District: Your school

Search for all individuals

Search for all individuals  
 SSN [ ] - [ ] - [ ]  
 Personal Information

Last Name  First Name   
 MI

### You are required, by law, to enter hire and termination dates on the TEACH fingerprint screen

1. Schools are required to identify hire and termination dates for all covered employees.
2. Unless otherwise noted below, the hire date will be presumed to be the date of the Conditional Clearance or Full Clearance, whichever is earlier. If no clearance date is listed, it means that a Clearance has not been issued. Please refer to the fingerprinting status page for more information.
3. Please select a record by clicking on the box to left of the social security number then enter a valid hire or termination date (mm/dd/yyyy) on the record you wish to update, then click on the update button at the bottom of the page . You may not enter a future termination date. You may enter data on more than one record, and then update them all at once. No changes will take place until the update button is selected at the bottom of the screen.
4. If you enter a termination date, and no hire date was entered, the TEACH system will retain the earliest clearance date as the hire date. If you enter a termination date, and there is no clearance date listed, it will be assumed that the prospective employee was never hired.
5. Any records that have errors during the update process will have red text and will not be updated.
6. Once you terminate an employee, the employee's name will no longer appear in the list below or on the view fingerprinting clearance status page. You must request a new clearance for employment.

Search Results

how  entries Search:

select	SSN	Last Name	First Name	MI	DOB	Earliest Clearance Date	Current Hire Date	Hire Date	Termination Date
<input type="checkbox"/>	***-**-5885	Name			m/d/y	03/26/2009		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/>	***-**-4531	Name		S	etc.	07/19/2017		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/>	***-**-1786	Name		E		08/13/2017		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<input type="checkbox"/>	***-**-0710	Name		J		07/10/2008		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

- To the left of each person's SSN and other pertinent information, click on **Select ONLY** for those individuals who are no longer employed in your school
- Scroll across each person's name for whom you clicked on **Select**, and enter the **Termination Date** in the last column
- Don't worry if you never entered the Hire Date. Read #4 above carefully but note that you are required to enter the Hire Date for each employee at the time s/he is hired
- You must enter Termination Dates so that you are not automatically notified if a former employee gets arrested. It would be ILLEGAL for you to receive such notification.