

NEW YORK STATE EDUCATION DEPARTMENT

TEACH School District  
Retiree 211 Waiver Request  
User Guide

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Version 1.0 dated 2/23/2009

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## Introduction

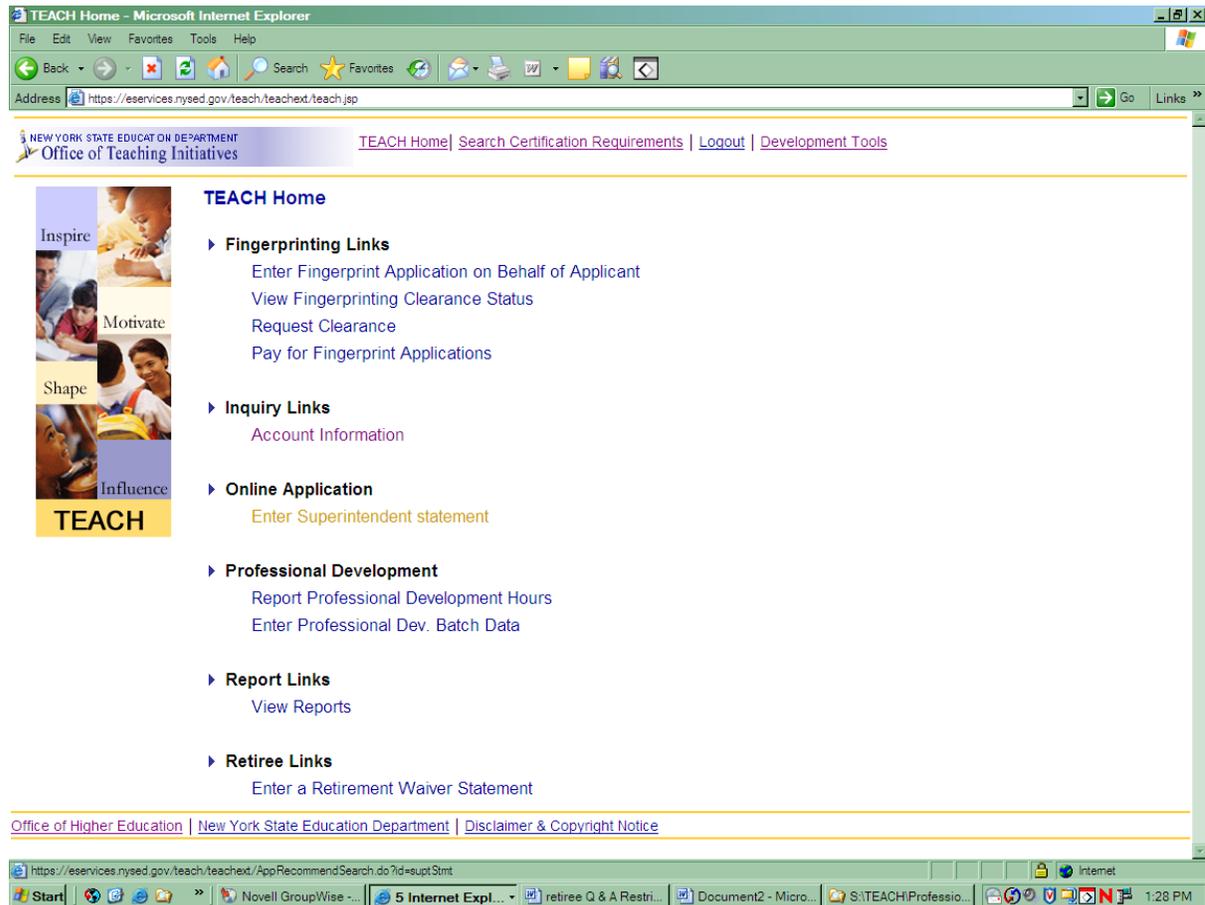
The Teacher Certification System (TEACH) was designed to help streamline certification application and evaluation procedures, including discipline activities, by moving them online and integrating the various existing SED systems for OT and OSPRA into one system. The benefits of this shift include:

- Processing will now be quicker and more efficient
- Reduced emphasis on paper-based processes
- Consolidated record holder information improves customer service

School district users who want to employ a retiree and need to request a 211 waiver can complete and submit application components online through the retiree link, Enter a Retirement Waiver Statement process. In this process a user identifies a candidate for employment and searches for the candidate in the system. If the person's name is found, the superintendent statement will be entered into the person's record. If the retiree does not exist in the system, the Retiree must complete their application prior to the School District submitting the Superintendent statement.

To access the TEACH system, users will log on with the login ID and password provided to them. There is a password recovery process if a password is forgotten.

## School District User TEACH Home



### 1.0 Entering a Retiree Waiver Statement

The Retirement Waiver Statement is found under the Retiree link. This is a statement submitted by a school district requesting that the record holder be able to work in the school district as a retiree. The statement includes several questions and an attestation that must be completed by the school district. This statement is required to complete the application for the retiree.

For all School District users, the basic process flow for entering the retirement waiver statement is:

- 1.) Click on **Enter a Retirement Waiver Superintendent** on TEACH Home.
- 2.) Enter social security number of applicant and click **Search**.
- 3.) Select matching record from search results
- 4.) Complete the information on this page. Click box to confirm affirmation statement.
- 5.) Click **Submit** to complete process.

## 1.1 Screenshots and Descriptions

TEACH Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://eservices.nysed.gov/teach/teachext/teach.jsp> Go Links

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[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#) | [Development Tools](#)

**TEACH Home**

- Fingerprinting Links**
  - [Enter Fingerprint Application on Behalf of Applicant](#)
  - [View Fingerprinting Clearance Status](#)
  - [Request Clearance](#)
  - [Pay for Fingerprint Applications](#)
- Inquiry Links**
  - [Account Information](#)
- Online Application**
  - [Enter Superintendent statement](#)
- Professional Development**
  - [Report Professional Development Hours](#)
  - [Enter Professional Dev. Batch Data](#)
- Report Links**
  - [View Reports](#)
- Retiree Links**
  - [Enter a Retirement Waiver Statement](#)

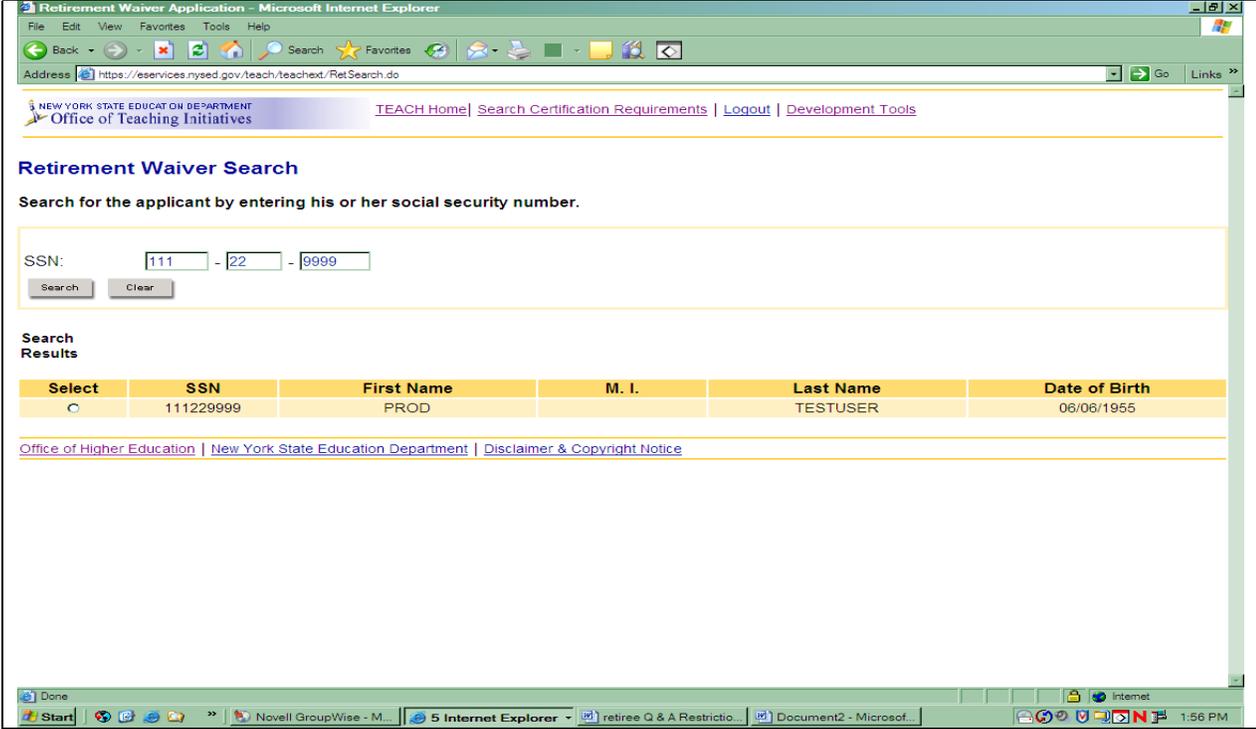
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<https://eservices.nysed.gov/teach/teachext/AppRecommendSearch.do?d=supt Stmt>

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Click **Enter a Retirement Waiver Statement** to access Entering a retirement waiver.

Screen Name: Applicant Search Screen



|              |   |  |        |   |       |
|--------------|---|--|--------|---|-------|
| Description: | This screen allows users to search for an applicant by entering his or her social security number. To select the matching applicant record and to continue the Enter Retirement Waiver Statement process, the user should select the radio button next to the record. If an applicant record does not show, the user will not be able to enter the statement. In this case the applicant must complete their application first. |  |        |   |       |
|              | Actions Available:  | <table border="1"> <tr> <td>Search</td> <td>Performs a search of all person records in the database that match the entered search criteria.</td> </tr> <tr> <td>Clear</td> <td>Refreshes screen and search fields.</td> </tr> </table> | Search | Performs a search of all person records in the database that match the entered search criteria. | Clear |
| Search       | Performs a search of all person records in the database that match the entered search criteria.   |  |        |   |       |
| Clear        | Refreshes screen and search fields.   |  |        |   |       |

Superintendent Statement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address: https://eservices.nysed.gov/teach/teachret/RetSearch.do

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### Superintendent Statement

**Personal Information**

|                 |               |          |             |
|-----------------|---------------|----------|-------------|
| Name :          | PROD TESTUSER | SSN :    | 111-22-9999 |
| Date of Birth : | 06/06/1955    | Gender : | Female      |

\* - Denotes a Required Field.

**Complete the Following:** (Max 4000 Characters)

\* Please explain the cause of the vacancy:

\* Specific reasons why there is a need for the services of this particular retired person:

\* Specific reasons why the employment of this particular retired person is in the best educational interests of the district or board:

\* What specific steps were taken to recruit a non-retired person? This information must be provided whether the request is for an appointment after a full recruitment process or for an emergency interim appointment pending a full recruitment.

\* List the newspapers and/or online resources in which the job advertisement was placed. If possible, copy the advertisement into the box. If not, please fax to 518-474-6950 **Attn: Retiree.**

\* A detailed recruitment plan to replace the applicant, if approved, with a certified qualified non-retired person by the end of the temporary employment period.

\* A contingency plan for the expanded recruitment in the event an insufficient number of certified non-retired individuals apply based on initial recruitment efforts.

If the position to be filled is a classroom teacher:

- Is the subject area a shortage area?  Yes  No
- Is the school where the applicant would be placed a high need school?  Yes  No

\* **Anticipated Period of Employment:** [ ] - [ ] (no more than one year may be requested)

\* **Select Employment Type:**  Emergency  Temporary  Temporary/Leave Replacement

\* **Choose Prospective Employment Category (Enter Exact Title Here)** [ ]

- Principal
- Business Official
- Teacher
- PPS
- Other Administrator
- Other Assignment

\* **Select the salary category for this position:** [ - Select - ] [ - Select - ]

Superintendent Statement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address: https://eservices.nysed.gov/teach/teachret/RetSearch.do

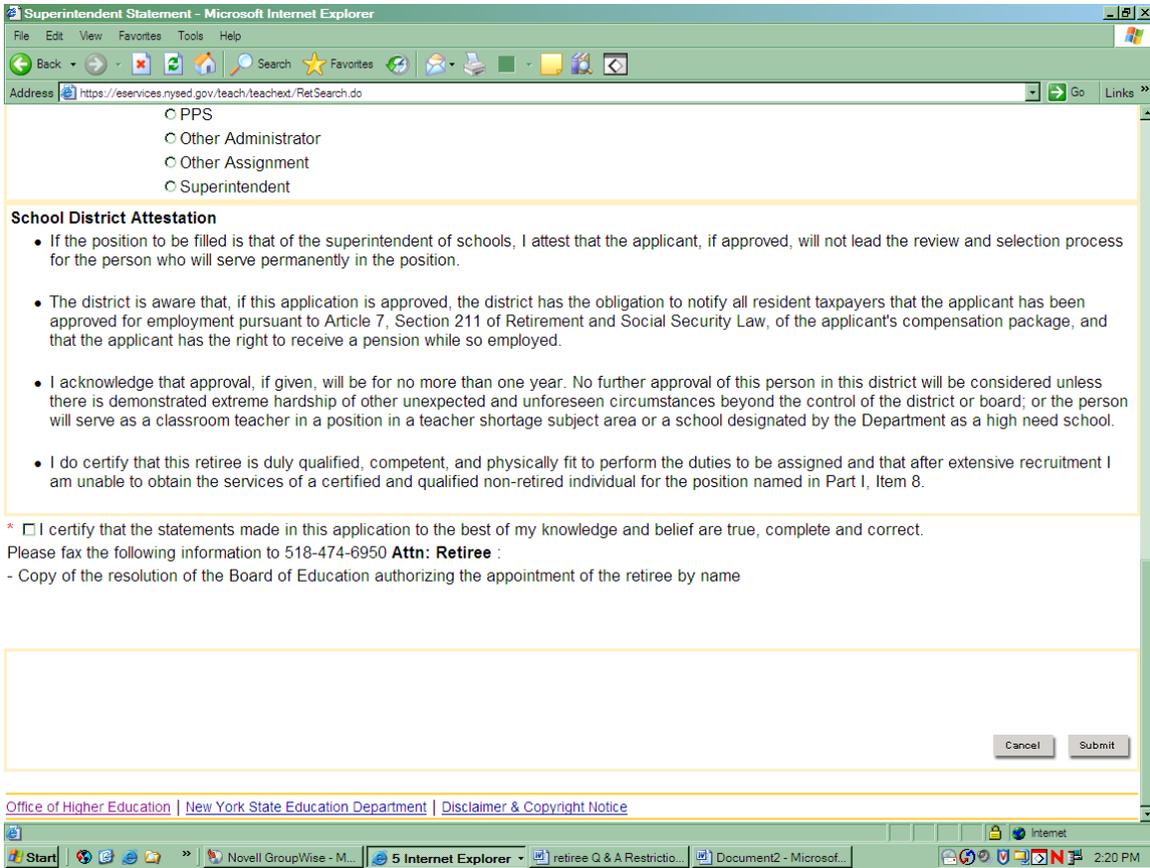
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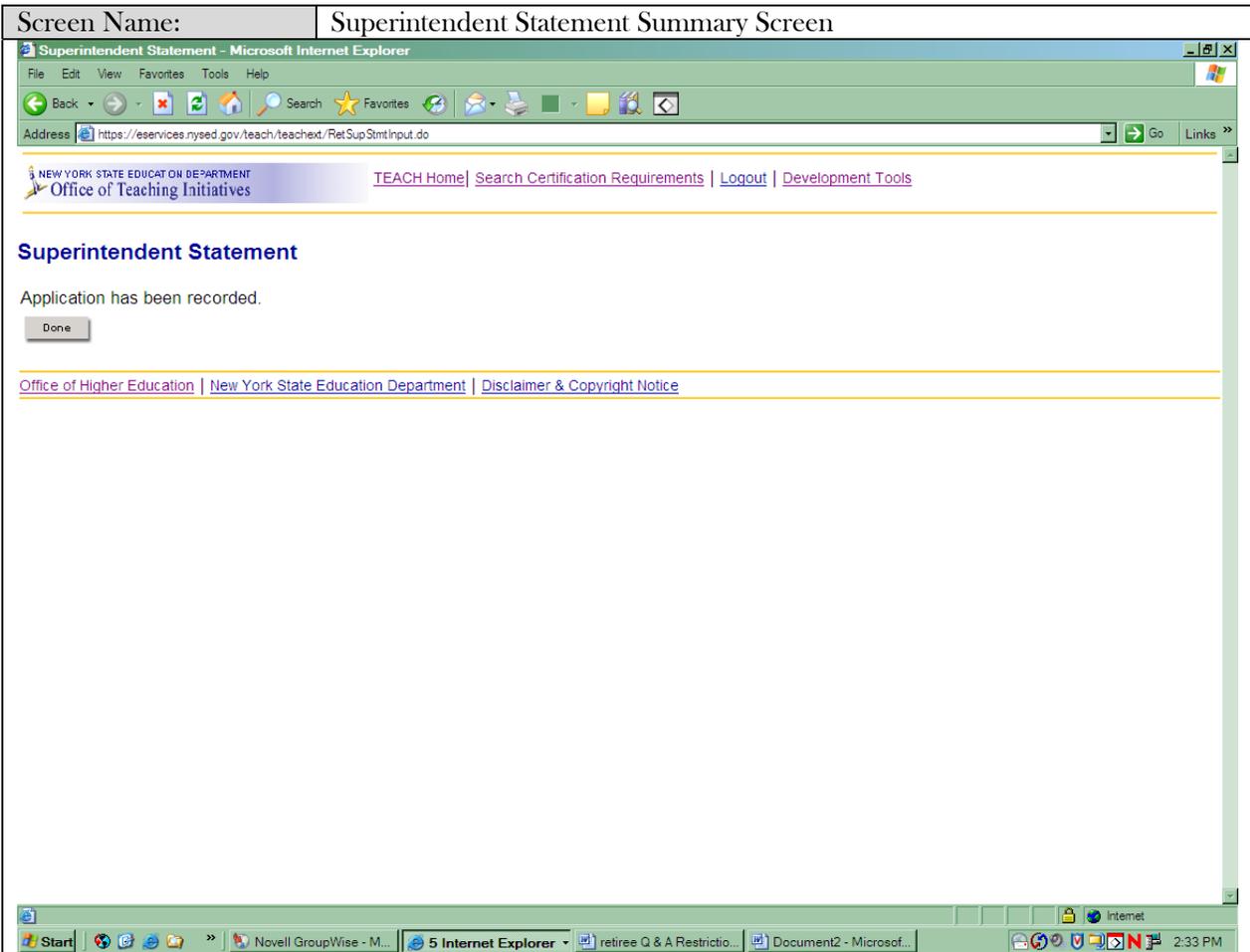
\* A contingency plan for the expanded recruitment in the event an insufficient number of certified non-retired individuals apply based on initial recruitment efforts.

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|                    |  |  |
|--------------------|--|--|
| Description:       | The applicant's personal information is pre-filled in the Personal Information table. Complete the required information; check the attestation box and click submit to complete the statement. |  |
| Actions Available: | Submit   | Saves statement information into system and takes user to Superintendent Summary page. |
|                    | Cancel   | Ends search process and takes user back to TEACH Home.                                 |



|                   |   |                                 |
|-------------------|---|---------------------------------|
| Description:      | The Superintendent Statement Summary Screen shows you application has been recorded |                                 |
| Actions Available | Done  | Returns the user to TEACH Home. |

## 2.0 Inquiry

A new table has been created to show any Retiree applications on file for the person.

Teach System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://eservices.nysed.gov/teach/teachext/CpPersonSearch.do>

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### Account Information

|                 |                                  |          |             |
|-----------------|----------------------------------|----------|-------------|
| Name :          | PROD TESTUSER                    | SSN :    | 111-22-9999 |
| Date of Birth : | 06/06/1955                       | Gender : | Female      |
| Address :       | 123 FIRST ST<br>ALBANY, NY 12234 |          |             |

Select information you want to view:  
*To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.*

- Education
- Work Experience
- Certificates
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations
- Retirement

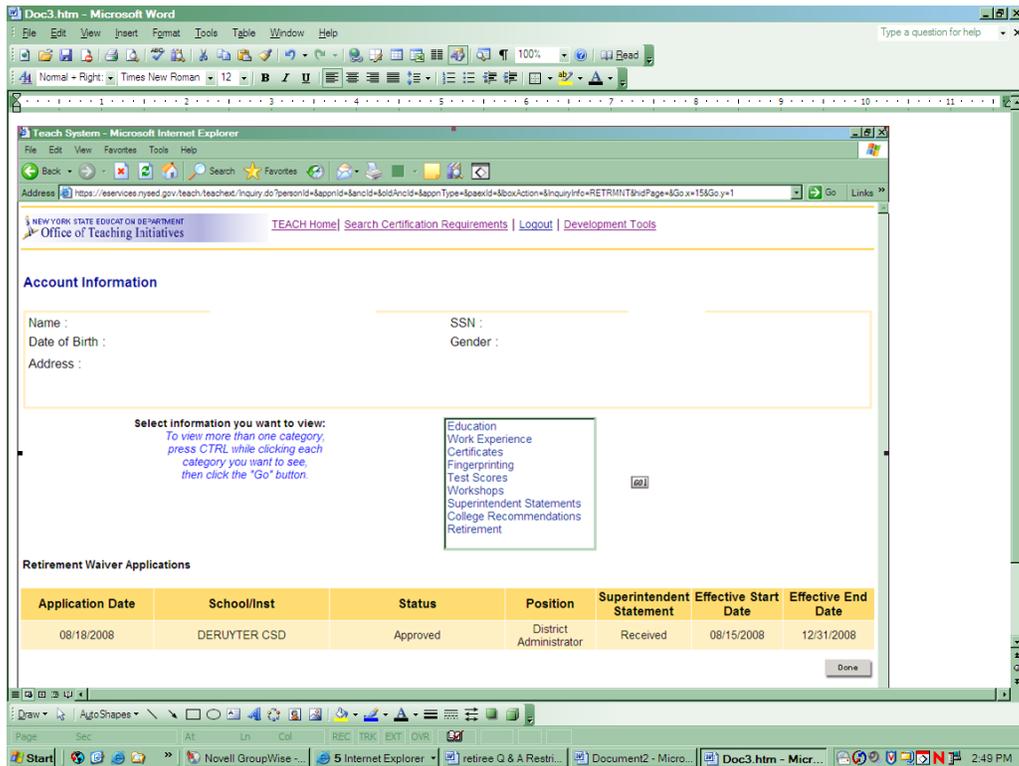
Done

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http://www.highered.nysed.gov/toest/disclaimer.htm

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If you select the retirement link and press go, a table will be returned called Retirement Waiver Applications. If there are any applications, they will show in this table.



The Superintendent Statement will either be received or pending.

Received: TEACH has linked a superintendent statement with the applicants application

Pending: TEACH has not received or matched a statement to the applicants application.

Status:

- Approved
- Pending
- Requested Additional Information
- Not Approved
- Withdrawn
- Over 65