ISEE Staff Data Guidance Manual

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INTRODUCTION

The Idaho State Department of Education (SDE) Idaho System for Educational Excellence (ISEE) is designed to consolidate data collection and to improve reporting. Data provided in this collection process will be used in determining:

Important: *Salary Based Apportionment Funding, School Accreditation Status, and Average Yearly Progress.*

It also provides the basis from which statistical summaries are compiled which local education agencies, the Idaho State Department of Education, and other governmental entities (both state and federal) use for decision-making. The summaries also provide information to other individuals and organizations interested in Idaho public education. The cooperation of all Idaho schools and administrators is needed in order to provide complete and accurate information for the advancement of public education programs.

Revisions to the ISEE manual

New for 2021-2022:

- New Career Ladder rules:
    - Movement on AP rung added
    - Placement rules clarified
- NE Contract type expanded and clarified
    - Included more details on how and when to use this field
    - Included requirement that certificated non-employee staff must be reported this way for certification review
- Updated language related to Highest Degree for Funding Purposes
    - For 21-22 only, this field operates differently for administrative staff and instructional staff
    - A new field will be added to accommodate this in 22-21
    - Reportable credits requirements differ between these two groups, so please review the requirements below carefully

I ISEE Staff Data Collection

I.C. §33-1004D. Reporting – Idaho Basic Education Data System.

"For each employee of the school district, a report shall be made in a format prescribed by the State Superintendent of Public Instruction, which shall include sufficient identifying information to provide individual verification, education, teaching experience, and other district employment information. The form shall be filed with the State Department of Education not later than October 15 of each school year."

ISEE STAFF DATA GENERAL INFORMATION

The Idaho State Department of Education has established the following guidance and procedures for submission of this data.

ISEE is a comprehensive data submission consisting of twelve files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this manual, only two files are covered: Staff Demographic & Employment and Staff Assignments.

Data Submissions snapshot date 2021-2022

There are six (6) data uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines on the ISEE webpage.

The staffing portion of Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a "snapshot" date.

Timeline
- **Last Friday in September** - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 24, 2021)   - a "snapshot" in time.
- **October 15, 2021** –All staff and assignment data are uploaded using the SRM tool. The data must be free of errors and validated. No other format is accepted. (I.C. §33-1004D).

Note: When October 15 falls on a weekend or holiday, the report is due on the next business day.

- **Uploads impacting staff funding**
  - August Alternative Summer School.
  - October 15 staff "snapshot" data.

Note: *November upload contains October's snapshot data and will override the October files.*

- **Friday, December 3, 2021** Last day to submit staffing corrections for the February 15, 2022 payment. Revisions submitted **after** December 3, 2021 will not be automatically reflected in the February 15 payment.
- **Corrections submitted after December 3, 2021** will be considered for the May 15, 2022 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:
  - A letter of special circumstance must be sent to PSF.
  - The letter must be signed by the district superintendent or charter school administrator.
  - The letter must contain an explanation of the special circumstance(s) causing the revision(s).
  - Each change to a data element must be identified.
  - Supporting documentation may be requested.

Important: *Corrected files submitted without the approval of PSF will not be processed. The last day to submit mid-term revised data is Friday, March 25, 2022 for the May 15 payment.*

ANNUAL STAFF STATISTICAL DATA

(Staff salaries and staff activities) shall be published on January 1 each year (I.C. §33-135).

All data submissions must accurately reflect correct information as it is occurring with regards to classes, teachers, and teacher roles. Leadership Premium and Professional Development FTEs are also derived from the snapshot data.

Please work with your regional ISEE coordinators to ensure student course enrollment records are completed accurately and correlate to the teacher assignment records.

Employee ISEE Information

Required
- Public School Districts/Charters must report **all** positions employed on a regular basis, regardless of funding source. (Failure to submit accurate ISEE data may impact accreditation and/or state funding.)
- Information must be updated each school year to reflect the activities of the district/charter for:
  1. Returning Employees
  2. New Employees
  3. Employees terminated after July 1 (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).
     a. Update records: years of experience (if applicable), employment status, termination date, and termination reason.
     b. This should be reported as an update to the prior year, not as part of the current year to avoid creating records of individuals for years they are not actually working in Idaho public K-12 education.

Important: Conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.

Not-Required
  1. Persons employed during emergencies.
  2. Irregular help (i.e., short term substitutes), volunteers and student food service employees.
  3. Non-District/Charter Contracted Staff (report under N/E contract type, districts should also use the Form 6 if they are requesting recovery of funds under "use it or lose it")

STAFF CONTRACT AND CERTIFICATION

Professional Personnel, Staff Categories and Certificate Required (I.C. § 33-513 & I.C. § 33-5206), Staff Categories (I.C. §33-1004), and Certificate Required (I.C. § 33-1201).

All Administrative, Pupil Service, and Instructional staff must hold the appropriate contract and certification for the service being rendered.

For funding purposes, staff members are categorized as:

- **Administrative staff** – those who hold an administrator certificate and are employed as a superintendent, an elementary or secondary school principal, or are assigned administrative duties over and above those commonly assigned to teachers. Assignment codes 4xxxxx.
- **Pupil Services Staff** - those who provide services to students but are not involved with the direct instruction of those students, including staff holding a pupil services certificate. Includes counselors, speech therapists and school nurses. Assignment codes 32xxx.
- **Instructional Staff** - those involved in the direct instruction of a student or group of students and who hold an Idaho certificate issued under I.C. §33-1201 (Certificate Required, (Idaho Code).
- **Classified (Non-certificated)** – Assignment codes 9xxxxx.

Note: *Refer to 2021-2022 SDE Assignment Credential Manual on the ISEE manual page for the most current information and updates.*

Professional Personnel (I.C. §33-513)

The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:

- "To employ professional personnel, on written contract in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."
- "In the case of school districts other than elementary school districts, to employ a superintendent of schools…."
- "To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed…"
- "To employ assistant superintendents and principals…"

I.C. § 33-5206(4)

"Employment of charter school teachers and administrators shall be on written contract conditioned upon a valid conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."

Certificate required (I.C. § 33-1201)

"Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered."

Non-Certificated (classified) staff

These are employees for which retirement and social security payments are withheld, but whose occupants are not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education. However, funds may be withheld for misassignment if standards exist for the service being provided and the person does not qualify for the required certifications.

Examples: Include business managers, office and clerical personnel, janitors, building/grounds workers, carpenters, painters, repair people, mechanics, bus drivers, school food service workers, and teacher assistants employed on a regularly scheduled basis.

Note: Beginning in 2018-19, Occupational Therapist and Physical Therapist may again be certificated staff, or classified staff (depending on if they hold the appropriate certificate) refer to 2021-2022 Assignment Credential Manual on the ISEE manual page.

For the purpose of this data collection, employees are referred to as certificated or as non-certificated.
Do not use non-certificated assignment codes to report positions for which certification standards exist. State funds may be withheld if such employees are omitted or improperly reported regardless of the funding source. (I.C. §33-1002(6) (d)).

Employees Performing both Certificated and Non-Certificated Assignments
If a person is employed by a school district/charter in both a certificated and non-certificated capacity, ISEE information must be submitted for both the certificated and non-certificated

positions. Do not add non-certificated pay to the base salary or include the FTE with the contract FTE.

Example: A classroom teacher who also drives a school bus before and after school.

Employed in Multiple Districts/Charters

An individual may be employed or shared by more than one district/charter. Each district/charter is responsible for reporting their portion of the FTE, salary, and assignment information on the ISEE system. Be aware that conflicting demographic data records, such as experience and education, may impact your funding.

Important: Individuals who are shared between locations, but only hold a contract at one location must be reported based on where their contract is held. The sharing location should also report them using the N/E contract type.

Sharing of funds generated should be done at the local level and not through approximated reporting via ISEE

Reconcile Current Year to Prior Year Data

The district/charter is responsible for reconciling current year staff data with prior year staff data. Add new employees. Update years of experience and education for certificated staff. Update records in the prior year's June upload for terminated/inactive staff: termination date, and termination reason.

Important: In the past districts/charters have reported termination data in the following year, however this creates records for the individual in that year causing errors with career ladder movement and other reporting. For this reason, late terminated staff should be corrected in the June upload of the individual's final year, not at the start of the following year.

Important: Conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.

Non-District/Charter Contracted Staff

Data should be completed for all contracted personnel who are not directly employed by the district. A "non-district" employee means a person for whom the school district does not pay the employer's obligations for employee benefits. These are positions that are not paid through your payroll system. This would include contracted professionals such as Psychologists and Speech/Language Pathologists (a person employed by district trustees as an independent contractor; paid through purchase services and issued a 1099 form).

- Districts/charters with non-district contracted staff must submit data for certificated positions using the N/E contract type. Districts also seeking to restore funding due to "use

it or lose it" should also report these individuals on the Form 6 (See Appendix A for example).

- Contracted individuals performing "certificated" duties must meet the State Board of Education certification standards and be reported regardless of their funding source.
- Districts/Charters contracting for a complete service such as a janitorial service should contact the SDE for assistance in determining and classifying the salary portion of the contract. Non-district forms are not required for contracted pupil transportation.

REVIEWING ISEE INFORMATION AND REPORTS

Each district/charter is responsible to review and validate all information relating to the ISEE data. Any discrepancies should immediately be brought to the SDE's attention, corrected, and resubmitted. After the October files are submitted, review the following reports for accuracy and completeness:

- All Personnel Employment Info- V6 (all funds, all staff)
- District Index (Administrative staff with fund source code 10 only)
- Employment Placement Report (Administrative staff with fund source code 10 only)
- Instructional Staff FTE and Salary Report Including Summer School (fund source code 10)
- Pupil Service Staff FTE and Salary Report Including Summer School (fund source code 10)
- Staff Salary Summary (all funds)
- Staff Salary Summary (fund source code 10)
- Staff Assignments FTE Variance - Edit Report (all funds, all certificated staff)

All employees on your payroll must be listed on the All Personnel Employment Info V6 report. Review the Employment Placement report to ensure all certificated administrative staff coded to fund 10 are reported accurately and the FTE and factored FTE are correct. Reconcile the reports to payroll records and budgeted estimates to ensure accuracy.

See Appendix B for examples of reports and the applicable business rules.

II Basics of ISEE Reporting

All districts/charters are required to upload staff and assignment data using the SRM tool. No other method shall be accepted.

DATA ELEMENTS USED IN THE ISEE STAFF REPORTING PROCESS

Data elements are uploaded using the SRM tool. Proper coding is essential when entering data into the system. Refer to SDE website for details, guidance and documents. Be sure to check back as these are updated throughout the year.

Required Data Collection Elements 2021-2022

- 2021-2022 ID Unit Record Collection – Items & Option Sets

Resource Files – ISEE Data Collection Elements

- 2021-2022 ISEE Manuals
- Attendance and Enrollment
- ISEE 2021-2022 Summer School Guidance
- Summer Alternative Secondary Reporting Guidelines ISEE
- 2021-2022 SDE Assignment Credential Manual
- ISEE Staff Data Guidance Manual 2021-2022

III Staff Demographics, Employment, and Assignments

Important: Review all existing personnel records for completeness and accuracy. Update and review demographic files.

BASIC DEMOGRAPHIC DATA ELEMENTS REQUIRED FOR ALL STAFF MEMBERS

Section 7 of Staff Demographic File

Unique Identification Number

ISEE data collection uses the staff members unique Idaho Staff Identification Number (EDUID). The accuracy of this number is essential, as it links all records on an individual within ISEE (i.e., personnel information, contract, assignment, background checks, certification, students, etc.).

Important: Resolve all discrepancies as soon as possible.

Name

- **Last name:** The complete legal surname/family name(s). That which may be inherited (passed) to an individual at birth, baptism, or during another naming ceremony, or through legal change.
- **First Name:** The complete legal given first name(s) given to an individual at birth, baptism, or during another naming ceremony, or through legal change.
- **Middle Name**: The complete legal given secondary name(s) given to an individual at birth, baptism, or during another naming ceremony.
- **Former name**: Any names that were used in the past by the employee

Birth Date (Month/Day/Year)

- **Verify** this date; MM/DD/YYYY OR MM/DD/YY. All employees must be eighteen years of age or older to be entered into the system.

Gender (M/F)

Ethnicity

- Is Hispanic (Y/N)

- Is Asian (Y/N)
- Is American Indian or Alaska Native (Y/N)
- Is Black (Y/N)
- Is Native Hawaiian or Pacific Islander (Y/N)
- Is White (Y/N)

Has Certificated Assignments (Y/N)

Is this staff member to be treated as a certified staff member? If yes, they must have certified assignments, be on a contract, and all the fields applying to certified staff must be completed.

Is Paraprofessional (R, T, or N)

(Modified Definition) For paraprofessionals working with students, the type of paraprofessional: Regular or Title 1?

Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments), and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

- **Option Set – Parapro type:**
  - R Regular Paraprofessional
  - T Title Paraprofessional
  - N Not Paraprofessional

Base School ID

This is the SDE assigned school number where the employee has their primary responsibility or where they receive their mail.

Employment Date

The month, day, and year the employee began current, continuous employment with the district/charter. If a non-certificated employee changes to a certificated employee, use the date of certificated employment.

Employment Status

See additional information below.

IV Certificated Staff

CERTIFICATED STAFF DEMOGRAPHICS

Each certificated employee employed as of the last Friday of September in the regular school year must have the following records:

- Personnel Information / Basic staff data elements
    - Input/update the personnel information data
    - (See Section II. (A) Basic Demographic Data Elements for all Staff Members)
- Education and Experience history data for 2021-2022
- Contract data for 2021-2022
- Assignment data for 2021-2022

Education and Experience History for 2021-2022 (I.C. §33-1004)

The education and experience records are essential to funding state Salary and Benefit Apportionment and must be in compliance with state and federal laws and regulations. Accuracy is critical when completing these records.

(These records may be left "blank" for employees working only in non-certificated positions – skip to Section V, Non-Certificated Staff.)

Important: Update staff experience and education for all certificated staff for the 2021-2022 school year.

The Career Ladder does not alter this basic reporting process and staff demographic files should be updated each year. The education allocations for FY22 will be derived from updated 2021-2022 data (see Appendices A and B for new and updated staff funding reports).

Starting with the transition to the 18-19 school year for instructional staff (19-20 for pupil services staff), in order to move from the residency rung to the first cell of the professional rung, the individual must hold a professional endorsement.

Starting with the transition from 19-20 to 20-21, individuals must hold an advanced professional endorsement to move to the first cell on the advanced professional rung.

Important: Additionally, starting in 18-19 for all staff, in order to move forward on the professional rung, individuals must meet certain performance criteria.

The criteria for movement along the professional rung currently outlined in I.C. §33-1001(20)(a) are:

An overall rating of proficient or higher on the state framework for teaching evaluation,

No components rated as unsatisfactory on the state framework for teaching evaluation,

Demonstrating the majority of their students have met their measurable student achievement targets or student success indicator targets

For P1 Staff: If an individual does not meet all three criteria in at least 2 of the prior 4 years, they would not move forward on the professional rung, and would remain funded at their previous year's funding level (including any applicable education allocation).

For P2 through P5 staff: If an individual does not meet all three criteria in at least three of the prior five years, one of which being the fourth or fifth year, they would not move forward on the professional rung, and would remain funded at their previous year's funding level (including any applicable education allocation).

The criteria for movement along the advanced professional rung currently outlined in I.C. §33-1001(20)(b) are:

An overall rating of proficient or higher

Not components rated as unsatisfactory of basic

Rated as distinguished in domain two – classroom environment, or domain III – instruction and use of assessment

Demonstrating seventy-five percent (75%) or more of their students have met their measurable student achievement targets or student success indicator targets.

For AP1 staff: these requirements must be met in the prior year in order to advance along the advanced professional rung.

If they are not met, the individual would remain at their prior placement and be funded at that funding year's level until performance criteria were met.

CERTIFICATED STAFF DATA RECORDS.

The following data records must be completed and updated for all certificated staff.

Education

This area provides information concerning the employee's most current education and additional credits history of certificated employment in the educational K-12 field as of the last Friday in September. Degrees and credits completed after this date are not recognized until the following fiscal year.

Important: Do not update during the fiscal year unless correcting data that was in error.

Critical Fields to maintain for Staff

- Transcript Year (section 7)
    - The year of the most recent transcript for the employee
- Initial Certification Year (section 7)
    - The date teachers or administrators first received initial or full state certification, regardless of state issuing the certification or even if the certificate lapsed (leave blank for non-certificated employees)
        - Initial and/or full certification may or may not have been received in Idaho
        - Initial and/or full certification is the issue date of the certificate (even if lapsed)
        - Provisional, Temporary or Emergency permits do not qualify as initial certification

Note: The provisional year may count as experience, if the provisional permit becomes an alternative content specialist or full valid certificate the next year.

Determining Initial Certification Date

- Alternate Authorization
    - Teacher to New Certification/Endorsement Date of the first certificate
- Alternative Authorization Content Specialist Issue date
    - During 2015-16, an individual who had never been certificated in any state and participated in the Alternative Authorization Content Specialist under the one year only option is not considered initially certified. This authorization was used as a temporary measure while rules were promulgated.

- Alternative Authorization Pupil Personnel Services: Issue date
- Non-Traditional Route to Teacher Certification (ABCTE &TFA): Issue date

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Initial Certification, by federal definition is "the first teaching certificate or license issued to an individual".

Therefore, non-renewable interim certificates are considered initial certification. However, in order to qualify for full certification, the candidate must fill predetermined requirements to receive a renewable 5-year certificate, referred to as full certification.

Although the "Alternative Route" certificate/authorization is not considered full certification, it does constitute initial certification.

Example 1: An individual who has never been certificated in any state and completes the Non-Traditional Alternate Route to Teacher Certification (i.e., ABCTE & TFA process) and receives a non-renewable Idaho interim certificate is considered initially certified, but will not be considered fully certified until they have completed all additional requirements (including the required two-year mentor program). Upon proof of completion of all of these components, the candidate will become eligible for a full five year renewable certificate.

Example 2: An individual who has never been certificated in any state and is participating in the Alternative Authorization Content Specialist and has received the authorization is considered initially certified, but will not be considered fully certified until they have completed all university requirements. Upon proof of completion of all of these components, the candidate will become eligible for a full 5 year Renewable certificate.

Note: For comprehensive information, please refer to the Teacher Certification section of the SDE website.

Initial Certification State (section 7)

Enter the state in which the initial teaching certification was granted (even if the certification has lapsed). Teacher certification maintains a database with current certification and endorsement data. This data field is used for statistical purposes.

Degrees

32 fields are available for reporting degrees and up to four degrees may be reported per certificated employee. The first 13 degree fields are grouped to report the highest degree for funding and are required for certificated staff. The remaining fields available are for reporting additional degrees, if applicable. Although the additional fields are optional, the fields are critical to funding the education allocation for the master's degree.

Highest Degree Claimed for Funding (section 6)

Note: See section below regarding additional degrees for education allocations

The highest degree claimed by the employee for funding purposes. In some cases, for index placement purposes, it may be beneficial to report an employee with their lower degree and additional credits earned beyond said lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

Important: For index placement and funding purposes, use the most beneficial multiplier.
Example: A certificated employee has a MA + 5 credits beyond the MA degree and initial certification. The same employee also has a BA+60 credits earned after initial certification. The index multiplier is higher if reported as BA+60.

For certificated staff with master's degrees reported in this manner, report the master's degree in the Additional Degree field(s). This field must be entered in order to receive the Education Allocation.

*Important: For the 2021-2022 school year **only**, this field will serve two separate functions depending on the staff member's assignment as outlined below.*

For administrative Staff, continue to report this in the same format as in the past based on:

- The most beneficial placement based on the staff index model outlined in 33-1004A
- Credits reported must be earned after both initial certification and after the degree they are reported with.
- Must be transcripted credits earned at an institution of higher education accredited by a body recognized by the state board of education.

Instructional and pupil services staff **in FY2021-2022 only** should be reported in this field based on the following:

- Must be after degree claimed
- Must be in relevant pedagogy or content area

- Must be transcripted credits earned at an institution of higher education accredited by a body recognized by the state board of education.

Currently it is planned to split this into two separate fields starting with the FY2022-2023 reporting.

Career Technical Allocation (CTE)

For certificated staff with and Occupational Specialist (OS) degree and another higher degree, report the OS degree in the Additional Degree field(s).

Districts and Charter schools receive an additional career technical education (CTE) allocation for $3,000 for instructional staff holding an occupational specialist certificate (OS) for which they are teaching. The CTE allocation is pro-rated according to contract FTE, funding source codes, and assignment FTE.

Important: Staff teaching assignments under a degree based CTE certificate are not eligible for this funding per Idaho Code 33-1004B(7)

*Important: Per changes to Idaho Code 33-1004B, the use of these funds is no longer at the discretion of the district/charter and now **must** be paid to the CTE staff member.*

Example 1: A teacher holds a contract for 1 FTE. Their funding source is 100% fund 10 and 100% of the teacher's assignments are CTE courses. The allocation is $3,000.

Example 2: The CTE teacher holds a contract for 0.50 FTE with all assignments for CTE courses. The allocation is $1,500 (50%$3,000).*

Example 3: The CTE teacher holds a contract for 1 FTE. Funding sources are 75% fund 10 and 25% fund 09. All Fund 10 assignments are for CTE courses. The CTE allocation is $2,250 (75%$3,000).*

Example 4: The teacher holds a contract for 1 FTE. Their funding source is 100% fund 10 but only 90% of the teachers assignments are CTE courses. The allocation is $2,700 (90%$3.000).*

Option Set Education Degree

Enter the code that represents the educational level or degree reported.

B – Bachelors
BA – Bachelors of Arts
BS - Bachelors of Science
DR – Doctorate
ES – Ed Specialist

HS – High School
M – Master's
MA – Master of Arts
MS – Master of Science
OS – Occupational Specialist
O – Other
A - Associate

Effective July 1, 2000, instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited towards the education factor (I.C. §33-1004A). Only those certificated employees with occupational specialist certificates are to be reported as an "OS" degree designation.

Example 1: Fred has exceptional knowledge and skills as a welder but does not have a college degree. He completes the requirements and is issued an occupational specialist certificate. Later he receives 15 additional college transcript credits from the local community college. Fred is reported as OS+15, which is treated as BA + 15.

Example 2: Fred continued taking classes and earned a BA degree a few years later. He is reported in ISEE as BA + 24 for funding. Report the OS degree in the Additional Degree field in order to recognize the OS degree for the CTE Allocation.

Year of Degree Claimed (section 7)

The year in which the highest degree claimed was earned.

Institution Where Highest Degree Was Obtained (section 7)

If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

000 - General Category - Out-of-State
010 - Boise State University
020 - College of Idaho
023 - College of Western Idaho
030 - Idaho State University
035 - Lewis-Clark State College
040 - North Idaho College
045 - Albion or Southern college of Idaho
050 - Northwest Nazarene College

    055 - BYU – Utah
    065 - Gooding College
    060 - BYU – Idaho (formerly Ricks)
    070 - University of Idaho
    075 - ISU/UI at University Place – Idaho Falls
    080 - Magic Valley Christian College
    082 - Eastern Idaho Technical College
    085 - College of Southern Idaho
    090 - Other Idaho College/University

State Where Highest Degree Obtained (section 7)

Enter state/province code where the employee received the highest degree.
Refer to Option Set / State Province

Major for Degree Claimed (section 7)

The major of the highest degree claimed for funding purposes. Refer to Option Set/ CIP Codes.

Minor for Degree Claimed (section 7)

The minor of the highest degree claimed for funding purposes.
Refer to Option Set/CIP Codes

Additional College Transcript Credits Beyond Highest Degree Claimed for Funding (section 7)

Basic guidelines for reporting additional college transcript credits earned beyond the degree reported and initial certification:

- Credits must be from an accredited college or university. (Courses for which academic credit is awarded by an accredited college or university, and can be used towards a degree).
- District/charter must have an official transcript on file before these credits may be claimed.
- Report all eligible credits in semester credit hours only.
- One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
- In-service credits do not qualify.
- Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.

- The issue date of the initial certification remains the same regardless of certification status (active or inactive).
- Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).
- All credits and degrees earned must be in a relevant pedagogy or content area as determined by the State Department of Education (I.C. §33-1004B (6)).

Credits and degrees earned toward the Education Allocation

 (I.C. §33-1004B Career Ladder)

School districts shall receive an additional allocation amount for instructional staff holding a professional endorsement.

Note: *Effective July 1, 2021, through June 30, 2022, the education allocation shall be:*

- $2,000 per fiscal year for instructional and pupil services staff holding a professional endorsement and a baccalaureate degree with twenty-four or more additional credits.
- $3,500 per fiscal year for instructional and pupil services staff holding a professional endorsement and a master's degree.
- The state board of education shall promulgate rules implementing the provisions of this section.

Note: *Individuals who do not already hold an Idaho placement and are not CTE staff will be placed on the first cell of the Residency rung unless the district/charter obtains a Professional Endorsement or advanced professional endorsement for them in their first year, in which case they will be placed as a P1 or AP1 respectively [I.C. 33-1004B*

Until they receive a professional endorsement, they will also not qualify for the education allocation. Please refer to Form P1 (Professional Endorsement Application) and the Professional endorsement District Charter Guidance on the Teacher Certification website.

Examples

The following examples deal with issues relating to reporting initial certification, additional credits, and education allocations:

Example 1: *Mary completed a teacher preparation program and received full certification in Utah in 2014. Mary taught first grade in Utah during 17-18, did not teach in 17-18 or 18-19. She is seeking an Idaho certificate/credential, but does not currently meet Idaho's requirements.*

Upon application, Mary is then issued a three-year non-renewable interim certificate allowing time to meet Idaho's requirements by 2022. Although Mary is on an Idaho interim certificate, her initial certificate date would be the date she received full Utah certification in 2014. Mary will be placed on the first cell of the residency rung.

Submit Mary's information in the October 2021 ISEE upload. In order to create a permanent record in the core database, report Mary's experience and education history as of the last Friday in September 2021.

Example 2: Colleen is an out of state experienced teacher beginning her first year in Idaho. She has a doctorate and 20 years of experience. Colleen will be placed on the first cell of the residency rung until she receives her professional endorsement or advanced professional endorsement. The District/Charter should contact Teacher Certification for help with professional endorsements and advanced professional endorsements. If she has met the requirements for the professional endorsement or advanced professional endorsement, she will be placed on the first cell of the professional rung or advanced professional rung respectively and will be eligible for the Education Allocation.

Example 3: John was teaching on a provisional/emergency/temporary certificate in another state and is seeking certification in Idaho, but has not completed a teacher preparation program and does not have any type of full out-of-state certification. Certification or authorization (when applicable) is required in order to receive state funding. Idaho does not have reciprocity with any provisional/emergency/temporary out-of-state certificates/credentials. Place John on the first rung of the Career Ladder – R1. Funding will be withheld unless certification or an authorization is in place.

Example 4: Cheryl, a math teacher, received initial Idaho certification in 2012. She continued her education while teaching and became a certificated Speech/Language Pathologist in 2017 (pupil service). Cheryl's initial certification year is 2012, the issue date of the initial certification. All credits earned after initial certification may be added. Cheryl was automatically grandfathered in with Professional endorsement.

Example 5: Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. Official transcripts however, will not be available until after the ISEE filing deadline. The University of Idaho notifies the district in writing that Sandra has earned the additional 12 credits. Sandra can be reported on the ISEE system using the additional 12 credits earned.

Example 6: Jill received a BA degree in the spring of 2011 and received initial Idaho certification on August 28, 2011. After teaching one year in Idaho, Jill discontinued teaching for a few years

and let her certificate expire. She later decided to pursue her teaching career and earned an additional 24 college credits working to obtain an occupational specialist (OS) certificate in 2017. Report Jill as a BA + 24 credits with one year of experience. As she has not previously been on the Idaho Career Ladder, she would be placed based on her holding of a professional or advanced professional endorsement, and not based on the prior year of experience in Idaho. Jill was automatically grandfathered in with a Professional Endorsement and qualifies for the education allocation and would be placed as a P1. Submit Jill's information in the October 2021 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder (see Appendix A).

Additional degrees

Data Elements for up to four (4) additional degrees

Important: For FY 2021-2022 only, instructional and pupil services staff are not required to be reported based on highest degree for funding purposes, but if they do not have an MA, then the BA and credits must be appropriately reported in this field in order to generate the BA + 24 education allocation

Additional degree(s) earned by this employee other than the one claimed for funding (need not be earned prior to the claimed degree).

- If the teacher has a master's degree as of the last Friday in September 2021, and if the teacher has a professional endorsement, the educational allocation is applicable. The additional funds increase the average allocated salary when calculating salary based apportionment. For a district to receive additional funds, the master's degree must be reported in ISEE in a staff demographic file. Whether the degree is reported in the highestDegree field or in the additionalDegree field, the master's degree will be recognized for the allocation.

- **For FY2021-2022 only** teachers with a master's degrees, but who also hold a BA+48 or BA +60 as the highest degree for funding purposes, the MA may be reported as either the highest degree for funding purposes or an additional degree. The program will recognize additional higher degrees for the education allocation.

- This is **not** true for administrative staff who must still be reported based on the highest degree for funding purposes requirements (see Highest Degree for Funding Purposes above).

EXPERIENCE I.C.33-1004A

This area provides information concerning the employee's actual completed history of certificated employment in the educational K-12 field.

Important: Update this critical information each year.

Prior Idaho Public K-12 Years of Experience (Section 7)

- Enter the total number of years of completed certificated public school experience (K-12) in Idaho. Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school.)
- Must be 50% or more in a certificated position.
- Each year is considered on its own; partial years cannot be combined.
- A certificated employee new to the profession always begins with zero years of experience.

Important: Do not count the current year as it has not yet been completed.

Prior Public K-12 Years of Experience – Other States (Section 7)

- Enter the total number of years of completed certificated public school experience (K-12) in another state (excluding Idaho). Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school).
- Must be 50% or more in a certificated position.

Prior Accredited Private or Parochial School K-12 Years of Experience - Non-public (Section 7)

- Enter the total number of years of completed certificated non-public educational experience (K-12) the employee has accumulated at an accredited non-public school.
- Must be 50% or more in a certificated position

Accredited Idaho College or University Years of Experience (Section 7)

(Applicable to Administrative service for administrator certificate holders) I.C. §33-1004A (2)

- Enter the total number of completed years of experience with an Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.

- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.
- Initial certification must be considered for new instructional and pupil service staff: I.C. §33-1004B (a) Instructional staff and pupil service staff who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.*

Accredited College or University Years of Experience – Other States (Section 7)

(Applicable to Administrative service for administrator certificate holders) I.C. §33-1004A (2)

- Enter the total number of completed years of experience with an accredited college or university in another state (excluding Idaho) where the experience was the equivalent to K-12 instruction.
- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.
- Initial certification must be considered for new instructional and pupil services staff: 33-§1004B (3) Instructional staff and pupil services staff who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.*

Language in Idaho Code 33-1004B now includes Career Ladder placement for CTE staff using experience they have in their field outside of certificated education contracts.

These are reported to CTE as part of their certification process and should NOT be reported in ISEE.

Guidelines

Basic guidelines in reporting completed teaching and/or administrative experience are as follows:

- Only report prior, completed years.
- Do not count the current school year as it is not yet completed.
- Include only certificated teaching and administrative position experience.

- Include only certificated experience from a public school, an accredited private or accredited parochial school.
- Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
- A qualifying teacher and/or administrator must work 50% or more of a given school year – less than .50 FTE does not count.
- Each year is considered on its own, partial years cannot be combined (each year is either one or zero).
- A qualifying teacher and/or administrator must be an employee of a public school, an accredited private or accredited parochial school, or an accredited college or accredited university. Applies only to instructors holding a teaching certificate instructor prior to July 1, 2015 and pupil services staff holding a certificate prior to July 1, 2016.

Example 1: A district hires a new teacher who has a master's degree and taught at Boise State University for ten (10) years. The teacher received initial certification in May 2021. The years of experience at BSU shall not be counted as experience and the teacher is placed on the first cell of the career ladder.

Example 2: A district hires a new teacher who has a master's degree and taught at Boise State University for ten (10) years. The teacher received initial certification in 2010. The years of experience at BSU after this date may be counted towards experience.

The individual may be eligible to receive a professional endorsement or advanced professional endorsement and if so would be placed as a P1 or AP1 respectively on the career ladder (otherwise they would be placed as an R1).

A leave of absence greater than .50 FTE does not break the continuous employment period, but should not be counted as a year of service.

Include all experience in a certificated position: pupil service, instructor, and administrator. The experience must be in a public school, accredited private or parochial school, or an accredited college or university, and rounded to the nearest year.

Important: Do not include the current year, experience is not recognized until after the contract is completed.

Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education shall not be included (i.e. student teaching, internships/curriculums where the individual is not a certificated employee of a K-12 institution).

A certificated employee must work 50% or more of any given year to recognize experience for the applicable year. See the following examples.

Example: Harry, a 3rd grade teacher, taught 90 days of a 180-day (full-year) contract. Harry's work experience for this year is one (1) year since he completed 50% of the school year.

For certificated staff where the hire date is after June 30, 2005, employment at accredited colleges or universities should be according to Idaho standards and may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction environment and includes at least 0.5 FTE of actual in class work.

Important: Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho.

- Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education should not be included (i.e. student teaching, internships/ curriculums where the individual is not a certificated employee of a K-12 institution).
- One (1) year should be added to the current year record when the prior year's certificated contract record was 50% or more of an FTE.

When should in-state completed years be changed?

- The employee was reported as less than 50% FTE on last year's ISEE (snap-shot in time) but actually worked 50% or more in a certificated position.
- The employee was reported as 50% or more FTE on last year's ISEE (snap-shot in time) but actually worked less than 50% in a certificated position.
- The employee taught less than 50% FTE in more than one district but the combined FTE for the year was greater than 50%.

Note: Updating years of experience and education in the current year will not change career ladder placement. If an instructor's history was inaccurate at time of placement, please contract School Finance.

If a pupil services staff member's history was inaccurate in 2015-16 (2016-17 for pupil services staff), a prior year correction must be submitted to correct the permanent record, which is based on 2015-16 data (2016-17 for pupil services staff). (Appendix A)

Experience and Education Multiplier for Administrators (I.C. §33-1004A)

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

CERTIFICATED EMPLOYMENT/CONTRACT DATA

A current Certificated Staff Employment/Contract must be completed for all certificated staff employed by the district/charter as of the last Friday in September.

Current year contract data required for:

- New employees
- Returning employees
- Employees terminated after July 1 should be reported in updated versions of the prior year's June upload.
    - Update records: termination date and termination reason.
    - **Do not report staff who did not return in the current year as part of this year.**
    - Reporting this information in the current year causes an entry to be created for them in that year which creates issues with Career Ladder data and reporting.

Employment Date (section 7)

- Enter the month, day, and year the employee began current, continuous employment with the district/charter.
- If a non-certificated employee is hired as a certificated employee, use the date of certificated employment.

Years in District/Charter (section 7)

The number of years the employee has been employed in the district in a certificated position. This data is only used for statistical purposes to track the mobility of certificated staff.

This field refers to the number of contracts signed within the district. The amount of the FTE is not considered; both a .15 FTE and a full-time certificated employee are counted as one (1) year in the district/charter (one contract signed).

- Record the total number of years the employee has held a certificated position in a district/charter (the numbers of contracts signed within the district – begins with one).
- Include the current year contract.
- The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.

Important: *Caution – mobility of certificated staff is being extracted from this field and in most instances does not correlate with the completed year's history on the Experience and Education record.*

The data collection is asking "Including the current contract, how many years has this individual employee been a certificated staff member in your district?"

Example 1: Mary is a new employee and signed her first contract to teach at the Happy Valley District. The number of years in this district is one (1) year, equaling the number of signed contracts within the district. The number years of completed teaching experience is zero (0). Mary will be placed on the first rung of the career ladder.

Example 2: Alice is in her second year of teaching at Happy Valley District. Alice has 10 years of completed teaching and administrative experience. The number of years of completed certificated experience is ten (10). The number of years in the district is two (2) year, equaling the number of contracts Alice signed within in the district.

Example 3: Felicia is in her second year of teaching at Happy Valley Elementary. Felicia taught at Happy Valley District during the 2010-11 and 2011-12 school years. She moved out of state and taught in Oregon from 2012-13 through 2017-18. The number of years of completed teaching experience is nine (9). The number of years in district is four (4), equaling the number of contracts Felicia signed within the district.

Example 1 Mary			Example 2 Alice			Example 3 Felicia		
School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience
2020-21	1	0	2020-21	2	10	2020-21	4	9
2019-20			2019-20	1	9	2019-20	3	8
2018-19			2018-19		8	2018-19		7

School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience	School Year	Yrs. in District	Yrs. of Experience
2017-18			2017-18		7	2017-18		6
2016-17			2016-17		6	2016-17		5
2015-16			2015-16		5	2015-16		4
2014-15			2014-15		4	2014-15		3
2013-14			2013-14		3	2013-14		2
2012-13			2012-13		2	2012-11	2	1
2011-12			2011-12		1	2011-12	1	0
2010-11			2010-11		0	2010-11		

Employment Status (section 7)

The employee's employment status

- A = Active employee with current assignments.
- *I = Inactive** - The employee is currently on an active contract within the District, but not currently working or having active assignments. i.e. Does not have any currently active assignments, but is expected to return to active status at some point in the future. Examples include: sabbatical, family leave, maternity leave, etc.
- T = Terminated employee is no longer employed by the district.
- If either "inactive" or "terminated" is indicated, a "reason" code and an effective date must be included (terminationDate and terminationReason).

Exception to the use of "I" Inactive:

For Salary Based Apportionment funding calculations, the contracted certificated employee must be active in the October upload to be counted on the last Friday in September and must have active assignments. Therefore, if the employee holds an active contract but is absent 10 consecutive days or more as of the last Friday in September, enter the person's employment status as "active" for this purpose only.

In the Student Course Enrollment File, enter the EDUID of the absent teacher as the teacher of record in the first IDStaffId field. In the IDStaffId2 field, enter the EDUID of long term substitute or other certificated employee responsible during the teacher of record's absence.

Termination/Inactive Date (Month/Day/Year) (section 7)

- Used when "inactive" or "terminated" status box is checked.
- Enter the month, day, and year that the employee became inactive or terminated.
- Leave blank for active employees.

> *Example:* In the current year, Tom is employed by Quality Speech Services but will spend several days a week at the district as a Speech Pathologist. Last year he was an employee of the district. Tom will need to be "terminated" as a district employee (use code 01 - To work for another educational institution in Idaho). Remember to submit ISEE form 6 non-district contracted certificated staff.

- Complete when status code is "inactive" or "terminated".
- Leave blank for active employees.

Termination/Inactive Reason Code (section 7)

Inactive Codes
11 – Leave of absence
12 - Parental/family obligation
13 - Service in foreign country
14 - Military

Termination Code
01 - To work for another educational institution in Idaho
02 - To work for another educational institution outside Idaho
03 - Leaving education profession
04 - Returning to school
05 - Spouse transferred
06 - Retired
07 - Death
08 - Reduction in force
09 - Personal reasons
10 - Involuntary termination
15 - Contractor no longer paid on district payroll
16 - Early retirement incentive program participant
17 - Changing certificated to non-certificated position within the same district
18 - Changing non-certificated to certificated position within the same district

Professional Personnel (I.C. §33-513)

The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:

- "To employ professional personnel, on written contract in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."

- "In the case of school districts other than elementary school districts, to employ a superintendent of schools…."
- "To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed…"
- "To employ assistant superintendents and principals…"

Requirements and prohibitions of a public charter school (I.C. § 33-5206 (4))

Employment of charter school teachers and administrators shall be on written contract conditioned upon a valid conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties there under.

Certificate required (I.C. § 33-1201)

"Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered".

Contract Type (section 7)

Record type of contract employee has actually signed for the current school year (associated with individual's contract rights).

1 - Category 1 Contracts:
> For certificated instructional employees on a limited one-year contract.

2 - Category 2 Contracts:
> For certificated instructional employees in the first and second years of continuous employment with the same school district

3 - Category 3 Contracts:
> For certificated instructional employees during the third year of continuous employment by the same school district.

C - Continuing Teacher Contract:
> For certificated instructional employees who have attained renewable contract status as provided in I.C. §33-515, Idaho

R - Retired Teacher Contract:
> For retired certificated instructional employees who are currently drawing PERSI retirement benefits

A - Administrator Contract:
> For certificated administrative employees

AR - Retired Administrator Contract:
> For retired certificated administrative employees who are currently drawing PERSI retirement benefits

CH - Charter General Contract:
> For charter school teachers on a general contract approved by the charter school's board. Idaho Code 33-5206

For alternative evening school and alternative summer school, use the following contract types:

AS - Approved Alternative Summer School:
> For certificated staff performing duties in an approved Alternative Summer School program

AE - Approved Alternative Evening School:
> For certificated staff performing duties in an Alternative Evening School program

For an employee teaching regular summer school and the pay is not part of a supplemental contract or extended contract, use contract type:

RS - Regular Summer School - Limited use:
> For certificated employees performing duties only in a regular summer school program

For individuals providing services to a school district or charter school, but who are not employed by said district or charter school directly use:

NE – Non-Employee – Limited Use:
> This includes staff hired from third party businesses, independent contractors, staff on loan from another district/charter school, staff who are employed by a private parent organization, etc.

More information can be found on the SDE website under contracts.

Admin/Teacher Contracts

Fields are provided for three (3) contracts.

- Each certificated employee may have up to 3 signed contracts (administrator, teacher, evening, summer).
- One contract shall not exceed 1 FTE.

- The combined sum of the contracts FTE may exceed one, provided each contract does not exceed 1 FTE.
- Each contract shall have corresponding funding source code(s)
- Each contract is treated as a stand-alone contract and is considered on its own merits.
- Each contract shall have corresponding certificated assignments.

Important: *The sum of the certificated assignment FTEs must equal the contract FTE.*

Use the second and third contract if:

- The certificated employee signed separate contracts in your district - Administrator Contract (.5 FTE) AND a Teachers Contract (.5 FTE).
- The certificated employee signed a Teachers Contract AND signed a contract to teach extended hours in an approved alternative secondary evening program.
- The certificated employee signed a Teachers Contract AND signed a contract in an administrative or instructional capacity at an approved alternative summer school during the fiscal year.

Note: *Certificated administrative positions must not exceed 1.00 FTE.*

Example: *Carl has an administrator contract for .50 FTE and a contract to teach as a regular classroom teacher (.50 FTE). Carl also has a separate contract to teach at the approved alternative evening school.*

Each contract is reported separately and has a separate group of fields for funding (see Employee Funding Sources for more information). Carl's total FTE is 1.09 FTE.

Example of data elements for three contracts:

Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Base Salary	$40,000	Contract 2 Base Salary	$30,000	Contract 3 Base Salary	$3,500
Contract 1 Days	260	Contract 2 Days	91	Contract 3 Days	30
Contract 1 Hours	1820	Contract 2 Hours	637	Contract 3 Hours	80
Contract 1 FTE	0.50	Contract 2 FTE	0.50	Contract 3 FTE	0.09
Contract 1 Funding Code 1	01	Contract 2 Funding Code 1	10	Contract 3 Funding Code 1	10
Contract 1 Percent Source 1	50	Contract 2 Percent Source 1	100	Contract 3 Percent Source 1	100
Contract 1 Funding Code 2	04	Contract 1 Funding Code 2		Contract 1 Funding Code 2	

Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Percent Source 2	50	Contract 2 Percent Source 2		Contract 3 Percent Source 2	
Contract 1 Funding Code 3		Contract 2 Funding Code 3		Contract 3 Funding Code 3	
Contract 1 Percent Source 3		Contract 2 Percent Source 3		Contract 3 Percent Source 3	
Contract 1 Funding Code 4		Contract 2 Funding Code 4		Contract 3 Funding Code 4	
Contract 1 Percent Source 4		Contract 2 Percent Source 4		Contract 3 Percent Source 4	

Example – Staff Assignments

schoolID	1111	schoolID	333	schoolID	444
contractNo	1	contractNo	2	contractNo	3
assignment	42210	assignment	03051	assignment	03051
FTE	0.50	FTE	0.50	FTE	0.09

Contract Base Salary

Use "Contract 1-Base" as it appears on the contract.

- Round to the nearest dollar; $35,856.40 = 35,856
- If the contract includes extended pay, this should be included as a part of the base salary reported.
- **Do not include extra pay such as coaching as a part of the base salary. Report as extra pay**.

Contract Hours (section 7)

Enter the number of hours contracted for the year. Required field - do not leave blank.

Contract Days (section 7)

- Enter the number of days on the contract
- Calculate the number of days using a five-day workweek (even those districts now operating extended days on a 4-day week)

Note: *Use the following guideline for consistency:*

Monthly contract - total number of weeks x 5 (days) = number of days

> *Twelve-month contract - 52 weeks x 5 days = 260 days*

Contract FTE (section 7)

- The maximum FTE allowable per contract for a certificated employee is 1.00 FTE.
- Certificated employee teaching full-time every day for the entire school year is 1.00 FTE.
- The FTE must be calculated for those with a contract for less than a full school year, fewer than 5 days a week, or less than a full school day.
- Employees with extended contracts do not generate more than 1.00 FTE.
- If the employee is contracted for less than a full school year, divide the number of days in the employee's contract by the standard number of contract days for a full time teacher in the district. You may also use the number of hours contracted divided by the standard contract hours of a full time teacher.
  - Individuals who leave after the snapshot date should continue to have the FTE of their initial contract reported for funding purposes.

Example: Mr. DeMayo was hired in late September to fill a teacher vacancy. His contract is for 170 days of full-time teaching. The district's typical teacher's contract is 190 days. The FTE for Mr. DeMayo is 170/190 or .89 (89%). The sum of the corresponding Assignment FTE(s) must equal .89 (89%).

- If the employee is teaching less than the full day for the entire school year, divide the number of class periods at work by the number of periods in the usual school day to determine FTE.

Example: Ms. Young teaches 2 periods of a 7 period day for the full school year. The FTE for Ms. Young is 2/7 or .29 (29%). The sum of the corresponding Assignment FTE(s) must equal .29 (29%).

Extra Pay (use for certificated staff only)

- Enter a descriptive code and the amount of payment for special or supplemental duties performed which are not in the base contract salary.
- Use the code from the option codes below that best describes the extra duties that the employee will perform to earn extra pay.
- Report each type of extra pay separately.

Extra Pay Code (section 7)

Codes for the special or supplemental duties performed by certificated staff not in the base pay.

Note: The option code determines the funding source.

A - Extracurricular activity; e.g. coaching, debate, special music, drama (fund source 10)

Important: Do not use classified assignments for extracurricular activities. The amount of the extra pay will be duplicated and the assignment FTE may dilute the contract FTE.

B – Driver training (fund source 09)

C – Fringe Benefit Cash Amount (fund source 10)

Note: Report cash amounts that are paid to employees in lieu of another benefit as code C. Include all taxable income that is paid to an employee from a fringe benefit.

D - Special curriculum assignments and department heads (fund source 10)

E – Extended Summer Contracts paid from funds other than general maintenance and
   operation (fund source 09)
F – Stipend or Bonus paid from the general fund (fund source 10)
O – Stipend or Bonus paid from federal funds (fund source 08)
P – Stipend or Bonus paid from other state funds (fund source 09)
G – Extended Summer Contracts not reimbursed by Professional-Technical (fund source 09)
L – Leadership Premiums as described in I.C. §33-1004J (fund source 09)

Important: Enter this data during the month in which the employee receives the premium. Do not estimate the amount for the snapshot date collection (as of the last Friday in September) unless the amount if known.

N – National Board Certification Benefit (fund source 09)

Extra Pay Amount (section 7)

The option code determines the funding source (see extra pay code option codes above).

- Enter the extra pay amount
- Round to nearest dollar (e.g. $999.96 = 1000)
- Only four (4) extra pay codes per employee contract record will be accepted

Extra pay codes may be used for certificated employees only

Example: *Art Brown has a teaching contract for $40,000. He also receives $1,000 for serving as a department head (extra pay type A), $888 for a fringe benefit cash amount (extra pay type A) and receives $500 for Leadership Premium (extra pay type L). He is paid from general funds and his contract funding source is at 100% (1.0) from fund source code 10 - the general fund. The Leadership Premium's fund source is 09, other state, and does not dilute his full FTE as calculated for Salary Based Apportionment.*

Proficient in Language Other than English (section 7) (Optional)

If this staff member is proficient in a language other than English, enter the code* for that language. If the staff member is proficient in more than one other language, choose the most proficient.

*Refer to Options Set Name / Languages for code numbers.

Has certificated assignments (isCertificated) (section 7)

Is this staff member to be treated as a certified staff member (they have certified assignments, and are on a contract)?

(Yes or No)

Important: *If yes, then all the fields applying to certificated staff must be completed.*

Is Paraprofessional (section 7)

For paraprofessionals working with students, enter the type of paraprofessional: Regular or Title 1. Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments), and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

- Option Set – Parapro type:
    - R - Regular Paraprofessional
    - T - Title Paraprofessional
    - N - Not Paraprofessional

Initial Certification Year

The date teachers or administrators first received certification. Leave blank for non-certified employees.

Important: If individual was first certificated outside Idaho, use the date of their certification in the non-Idaho state.

Initial Certification State (section 7)

The state where the initial teaching certification was granted.

Base School ID (section 7)

Assigned school number where the employee has their primary responsibility or where they receive their mail.

Employee Funding Sources

A set of four sources is available for each contract and non-classified staff.

Contract Funding Sources

For certificated staff with more than one contract, fields are available to enter funding sources for *each* separate contract: contract 1, contract 2, or contract 3.

Example: Staff member A has two contracts: a teaching contract for Alternative Summer School funded 100% by fund source 10, and an administrator's contract funded 50% by fund source 10 (General M&O), 25% by fund source 01 (Title 1), and 25% by fund source 04 (IDEA special Ed).

Staff Demographic - Alternative Summer School Teacher Contract 1

contract1 Funding Source1	contract1 Funding percentage1	contract1 Funding Source2	contract1 Funding percentage2	contract1 Funding Source3	contract1 Funding percentage3	contract1 Funding Source4	contract1 Funding percentage4
10	100						

Staff Demographic - 2021-22 Administrator Contract 2

contract2 Funding Source1	contract2 Funding percentage1	contract2 Funding Source2	contract2 Funding percentage2	contract2 Funding Source3	contract2 Funding percentage3	contract2 Funding Source4	contract2 Funding percentage4
10	50	01	25	04	25		

Important: *Allocate each funding source as a percentage of 100. The sum of the four sources must equal 100(%)*

Employee Funding Source Codes (section 7)

The code for how the employee is funded by each contract (up to 3 contracts). A set of four fields is available for classified staff.

01 – Title I-A
02 - Title I-C
03 - Title VI-B
04 - IDEA Special Ed
05 - IDEA Preschool
06 - Transportation
07 - Food Service Program
08 - Other Federal Program
09 - Other State/Local (not state funding formula)
10 - General M & O
11 - Title II-A
12 - Title X
13 - Title X-C Subgrant
14 - Title III
15 - Title III Subgrant
16 - Title I-D Subpart 1
17 - Title I-D Subpart 2

Data element field names for certificated staff:

- 1st Contract: c1fundSource1, c1fundSource2, c1fundsource3, c1fundSource4

- 2nd Contract: c2fundSource1, c2fundSource2, c2fundsource3, c2fundSource4
- 3rd Contract: c3fundSource1, c3fundSource2, c3fundsource3, c3fundSource4

For Non Certificated Assignments:

- ncFundSource1, ncFundSource2, ncFundSource3, ncFundSource4

Funding Source Percentage (section 7)

The percentage of funding from each funding code source.

Important: *Maximum value – 100(%)*

Data element field names for certificated staff:

- 1st Contract: c1percentSource1, c1percentSource2, c1percentSource3, c1percentSource4
- 2nd Contract: c2percentSource1, c2percentSource2, c2percentSource3, c2percentSource4
- 3rd Contract: c3percentSource1, c3percentSource2, c3percentSource3, c3percentSource4

Data Elements for Non Certificated Staff:

- ncPercentSource1, ncPercentSource2, ncPercentSource3, ncPercentSource4

Multiple Funding Sources

If an employee is paid from multiple funding sources, review the allocations to ensure the sum of the fund source percentages equals 100(%) (Contract FTE is irrelevant to the funding percent).

Example 1: Ms. Smith holds three contracts. Contract 1 is an administrator's type A contract (Special Ed Director), 0.50 FTE paid out of Title I and Federal IDEA funding. Her second contract is a teaching type C contract for 0.50FTE paid out of the general fund. She also teaches alternative summer school, which is funded by the general fund:

Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Base Salary	$40,000	Contract 2 Base Salary	$30,000	Contract 3 Base Salary	$3,500
Contract 1 Days	260	Contract 2 Days	91	Contract 3 Days	30
Contract 1 Hours	1820	Contract 2 Hours	637	Contract 3 Hours	162
Contract 1 FTE	0.50	Contract 2 FTE	0.50	Contract 3 FTE	0.18
Contract 1 Funding Code 1	01	Contract 2 Funding Code 1	10	Contract 3 Funding Code 1	10
Contract 1 Percent Source 1	50	Contract 2 Percent Source 1	100	Contract 3 Percent Source 1	100
Contract 1 Funding Code 2	04	Contract 2 Funding Code 2		Contract 3 Funding Code 2	
Contract 1 Percent Source 2	50	Contract 2 Percent Source 2		Contract 3 Percent Source 2	
Contract 1 Funding Code 3		Contract 2 Funding Code 3		Contract 3 Funding Code 3	
Contract 1 Percent Source 3		Contract 2 Percent Source 3		Contract 3 Percent Source 3	
Contract 1 Funding Code 4		Contract 2 Funding Code 4		Contract 3 Funding Code 4	
Contract 1 Percent Source 4		Contract 2 Percent Source 4		Contract 3 Percent Source 4	

Example 2: *Mr. Jones works half days as kindergarten instructor (0.50 FTE) and is paid fully out of the General Fund and would be reported as:*

Contract 1 Funding Code 1 – 10

Contract 1 Percent Source 1 – 100

Mr. Jones also works in the afternoon as a non-certificated teacher's aide and is paid fully out of Title I-A funds. This would be reported as:

Non-Certificated Funding code1 – 01

Non-Certificated Percent Source 1 - 100

Example 3: *Mr. Lyons works 3 periods per day as a Title 1-C teacher and 4 periods as a math teacher paid by the General Fund. He would be reported as:*

Contract 1 Funding Code 1 – 02

Contract 1 Percent Source 1 - 43 (3/7 = approx. 43%)

Contract 1 Funding Code 1 – 10

Contract 1 Percent Source 2 – 57 (4/7 = approx. 57%)

Example 4: *Ms. Maheswaran works as an elementary instructor and is paid fully out of the General Fund. She would be reported as:*

Contract 1 Funding Code 1 – 10

Contract 1 Percent Source 1 – 100

CERTIFICATED STAFF ASSIGNMENT DATA ELEMENTS

Idaho Unit Record Collection, Section 8, Staff Assignments

Important: *Certificated Staff Assignment data records must be submitted for all certificated employees. Funding is based on the data submitted as of the last Friday in September; a "snap shot in time".*

The assignment data must be completed for each certificated contract. In some cases an employee may have a contract to teach all day at the regular school and then a contract to teach at the alternative school in the evening. Assignment data must be completed for each contract.

Idaho Staff Number (section 8)

Enter the employee's unique Idaho Staff Identification Number.

School ID (section 8)

Enter the school number in which the assignment takes place using the School ID for your district. This is the SDE assigned school number in the Idaho Education Directory.

If an employee has the same assignment in more than one building, it is important for school accreditation purposes to show the assignment in each building.

Example: *A principal oversees two buildings. An assignment code for the principal should be entered for each school.*

Contract Number (section 8)

Enter the number of the contract which corresponds to the assignment code (Contract 1, 2, or 3 - not to be mistaken with contract type (A, R, AS). Is this the 1st, 2nd, or 3rd contract?).

Important: *Do not enter a contract number for classified assignment codes.*

Section Period (section 8)

The period of the day for the instructional course/assignment section.

Important: *Do not report teacher preparation periods.*

Certificated staff performing their duties "by assignment" rather than "by period" can enter the information as a single assignment.

Example 1: *Ms. Smith works exclusively at Monroe's Elementary School as the principal.*

Enter assignment data for period one only.

Principal	Period 1	1.0 FTE

Example 2: *Mr. Jones is a principal and teaches three classes of American History per day.*

Principal	Period 1	.570 FTE
History	Period 3	.144 FTE
History	Period 4	.143 FTE
History	Period 5	.143 FTE
		1.000 FTE

Staff Assignment Code (section 8)

The Idaho state assignment code that best outlines the particular assignment. This code should be the same code used when matching instructional staff records between Staff Assignments, Student Course Enrollments, and Master Course Schedule files.

Refer to 2020-2021 Assignment Credential Manual on the ISEE website.

Note: *The Certificated Staff Assignment data must be as of the last Friday in September; a "snap-shot in time".*

Alternate day kindergarten teachers and year-round "track schools" should report the last full day prior to the last Friday in September that they were in session.

Teaching Role (Section 8)

For Teachers, the primary role they play in the classroom:

T - Teacher of record:
>   Teacher of record that is solely in charge of a classroom and leading instruction.

P - Proctor:
>   The person proctoring the class for the teacher in the case of a virtual course.

1 - Lead Team Teacher:

Teacher works with an Assisting Teacher, but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.

2 - Assisting Teacher:

Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher.

C - Co-Teacher:

Class is team taught and this teacher shares duties equally with another teacher. Each teacher has an assignment and student courses are generated for each teacher. Students are assigned to both courses.

L - Long Term Substitute:

A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment for 10 consecutive days or more. An individual who temporarily replaces a contracted certificated classroom educator for 10 consecutive days during the school year.

X - Short Term Substitute:

A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment *for less than* 10 consecutive days. An individual who temporarily replaces a contracted certificated classroom educator for less than 10 consecutive days during the school year.

FTE (section 8)

The full-time equivalent status for this assignment.

Note: *The sum of the assignment FTE(s) must equal the contractFTE amount.*

Example 1: *Chester Arthur is a certificated instructor with an annual contract of 1.0 FTE. Chester teaches at a secondary school with a six period day.*

Period 1 - Geography	*0.20 FTE*
Period 2 - Social Studies	*0.20 FTE*
Period 3 - Social Studies	*0.20 FTE*
Period 4 - Social Studies	*0.20 FTE*
Period 5 - Geography	*0.20 FTE*
Period 6 - Prep Period	*0.0 FTE (N/A, do not submit)*
Total FTE	*1.0 FTE*

Example 2: *Lily is a certificated instructor with an annual contract for 0.5 FTE. Lily teaches one kindergarten class at an elementary school.*

               Period 1   Kindergarten   0.5 FTE
                              Total FTE   0.5 FTE

Example 3: *Late Hire: Mary is a certificated instructor hired at the end of September with an annual contract of 0.90 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon. Even though Mary will teach a full day for the remainder of the year, she is contracted for fewer days than the average full time teacher in her district due to the late start date (171 days/190 days = 0.90 FTE).*

               Period 1   Kindergarten   0.45 FTE
               Period 2   Kindergarten   0.45 FTE
                              Total FTE   0.90 FTE

Assignment Start Date (section 8)

The date this assignment starts.

Assignment End Date (section 8)

The date this assignment ends.

Notes (section 8)

Any comments or explanatory notes for the data in this record.

V Non-Certificated Staff

The following data elements for the current school year should be completed for each Non-Certificated employee on the payroll as of the last Friday in September.

PERSONNEL INFORMATION / BASIC DATA ELEMENTS

Input/update the personnel information data (see section II (A) Staff Demographics/Basic Data Elements for all employees).

Update current year employment data for all non-certificated employees included in the prior year ISEE program. Add assignments for new non-certificated employees for school year 2021-2022.

Base School ID

From the SDE Assigned school number. Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

Is Paraprofessional (section 7)

Is this staff member a Paraprofessional working with students? That is, does this staff member have para-professional assignments, is not treated as a certified staff member for those assignments, and works under the direction of certified staff? (Yes or No).

Employment Date (Month/Day/Year) (section 7)

Enter the month, day, and year the employee began current, continuous employment with the district. If a certificated employee is being added as a non-certificated employee, use the date of non-certificated employment.

Employment Status (section 7)

The employee's employment status.

A – Active:
> Employee with current assignments.

I – Inactive:

> The employee is currently on an active contract within the district, but not currently working or having active assignments (i.e. does not have any currently active assignments, but is expected to return to active status at some point in the future). Examples include: sabbatical, family leave, maternity leave, etc.

T - Terminated employee is no longer employed by the district.

Note: If either "inactive" or "terminated" is indicated, a "reason" code and an effective date must be included (terminationDate and terminationReason).

Termination/Inactive Date (Month/Day/Year) (section 7)

If the status code "inactive" or "terminated" is used, enter the month, day, and year that the employee became or will become inactive or terminated. Leave blank for active employees.

Termination/Inactive Reason Code (section 7)

If either inactive or termination is indicated, list the code which best describes the reason for the change in status. Leave blank for active employees.

Inactive reason codes:

> 11 - Leave of absence
> 12 - Parental/family obligation
> 13 - Service in foreign country
> 14 – Military

Termination reason codes are as follows:

> 01 - To work for another educational institution in Idaho
> 02 - To work for another educational institution outside Idaho
> 03 - Leaving education profession
> 04 - Returning to school
> 05 - Spouse transferred
> 06 - Retirement
> 07 - Death
> 08 - Reduction in force
> 09 - Personal reasons
> 10 - Involuntary termination
> 15 - Contractor no longer paid on district payroll
> 16 - Early retirement incentive program participant
> 17 - Changing certificated to non-certificated position within the same district
> 18 - Changing non-certificated to certificated position within the same district

Assignments and Wages

Enter the assignment code, FTE, rate per hour, hours per week, and weeks per year for each non-certificated position.

Important: Leave the contract number (contractNo) field blank for non-certificated staff.

Assignment Code (section 8)

- Enter the assignment code that best describes the particular non-certificated position (97XXX series).
- Enter the primary (highest total wage) position first.
- Limit reporting to three non-certificated assignment codes per employee.
- Non-certificated assignment codes also begin with "97XXX" series

Important: Do not use non-certificated assignment codes to report positions for which certification standards exist. Employees in such positions must be reported as certificated staff. This action may result in funds being withheld. (I.C. §33-1002(6) (d))

Idaho Statutes 33-513 and 33-1201 clearly mandate all professional staff hold a valid certificate for the service being rendered. Regardless of the funding source, the salary amount for every non-certificated teacher is subtracted from the foundation payment.

See I.C. §33-1002(6) (d) "Adjustment of District Share. The contract salary of every non-certificated teacher shall be subtracted from the district's share as calculated…."

FTE (section 8)

Enter the full time equivalent status for the assignment based on the number of hours worked per year divided by 2080 hours.

Non-Certified Rate Per Hour (section 8)

Enter the employee's rate of pay per hour ($7.50 reported as 7.50).

Adjust the rate per hour to include any extra-pay, overtime, bonuses, etc.

Important: Do not overstate the actual number of hours worked to adjust for this additional pay.

Note: Salaried non-certificated employees and non-certificated employees paid a "flat" amount need to have their pay converted to an hourly rate for ISEE purposes.

Non-certificated employees are limited to a maximum of 1 FTE or 2080 hours.

Example: Carol, a non-certificated employee, is hired as the drill team coach for $2,000. It is estimated that the drill team will practice from September through March (7 months) and there will be five 1-hour sessions per week. Carol's hourly rate would be $14.29 per hour.

7 months x 4 weeks per month = 28 weeks x 5 hours per week = 140 hours

$2,000 divided by 140 hours = $14.29 per hour

Non-Certified Hours Per Week (section 8)

Enter the number of hours, rounded to the nearest half hour that the employee works each week. A 40-hour and 14 minute week would be reported as 40.0 while a 40-hour and 15 minute week would be reported as 40.5.

Non-Certified Weeks per School Year (section 8)

Enter the number of weeks (rounded to the nearest week) that the employee is scheduled to work during the fiscal year. The ISEE program will not accept a fraction of weeks.

Example: *Louise, a teacher's aide, works 6 hours per day for a full-school year. She is not required to attend staff development meetings of which 22 hours are planned for the school year and is paid $12.00 per hour. ISEE information for Louise is calculated as follows:*

1,040   *Total hours scheduled*
  - 22   *Staff development hours*
1,018   *Actual hours scheduled*

1,018 hours divided 6 hours per day, divided by 5 days per weeks = 33.9 weeks = 34 weeks.

Assignment Start Date (section 8)

The date this assignment starts.

Assignment End Date (section 8)

The date this assignment ends.

NON-CERTIFICATED PARAPROFESSIONAL STAFF RECORD

All instructional paraprofessionals working in a Title I school wide school or paid by Title I funds and working in a Targeted Assistance Program at a school must meet the following requirements.

The ESSA law states that paraprofessionals who are paid in part or in total with Title I-A funds must meet certain education requirements. The idea behind this is that the most at-risk students should be instructed by the most qualified teachers with assistance from paraprofessionals that meet at minimum the following:

1. High School Diploma
2. One of the following:
   a. Bachelor's Degree or Associates Degree
   b. 2 years (32 credits total) of post-secondary work.
   c. Proficiency on the state's rigorous test-In Idaho this is the Para-Pro Praxis Exam with a minimum score of 460.

Academic College Degree (section 7)

Enter the code that represents the educational level or degree reported.

A - Associate
B - Bachelors
BA - Bachelor of Arts
BS - Bachelor of Science
M - Masters
MA - Master of Arts
MS - Master of Science
ES - Ed Specialist (Ed. D.)
DR - Doctorate

Date of Highest Degree (section 7)

Enter the date that the highest degree reported was granted (e.g. 05/21/2008).

Institution (Granting Degree) (section 7)

Enter the applicable code corresponding with the highest degree reported. Zeros (000) are to be entered for all out-of-state institutions. If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

000 - General Category - Out-of-State

010 - Boise State University
020 - College of Idaho
025 - College of Western Idaho
030 - Idaho State University
035 - Lewis-Clark State College
040 - North Idaho College
050 - Northwest Nazarene College
060 - BYU – Idaho (formerly Ricks)
070 - University of Idaho
075 - ISU/UI at University Place – Idaho Falls
080 - Magic Valley Christian College
082 - Eastern Idaho Technical College
085 - College of Southern Idaho
090 - Other Idaho College/University

State of Institution (section 7)

The state where the institution that granted the credit is based.

Number of College Transcript Credits Earned (section 7)

Enter the number of college transcript credits.

Date Minimum College Transcript Credits Earned (section 7)

Enter the date college transcript credits were completed (e.g. 05/21/1990).

Paraprofessional High School Diploma Type (section 7)

Did they receive a high school diploma or a GED (or equivalent)?

D - Regular high school degree
G - GED or equivalent
X - No Diploma or something else

Paraprofessional Praxis Exam (section 7)

Para Pro PRAXIS exam information is now being received by SDE's Teachers Certification Division. Provide SDE's Teacher Certification Division with any additional information that may require data entry (i.e., an individual passing the paraprofessional exam period prior to becoming a part of Idaho's ISEE data collection, such as passing it when employed in another state).

Was the ParaPro Praxis Exam Taken? Yes or No

Is Paraprofessional Praxis (section 7)

This is a flag for non-certificated paraprofessional instructional assistants indicating if they took the Praxis or ETS Paraprofessional Exam. Yes/No

Paraprofessional Praxis Exam Score (section 7)

Enter the score from the ETS paraprofessional exam.

Paraprofessional Praxis Exam Date (section 7)

The date they passed the ETS paraprofessional exam.

Paraprofessional Out-of-State Praxis Exam (section 7)

Was the ETS paraprofessional exam taken in another state? Yes/No

VI Non-Employee Contracted Certificated Staff

Non-Employee Contracted Certificated Staff should be reported under NE contract types in ISEE.

These individuals may also be reported on ISEE Form 6 when districts have unutilized FTEs (instructional or pupil service). See Appendix A for a copy of the manual form and additional information.

> **Note:** *This form is not applicable to Charter Schools.*

The forms are available in PDF and Excel formats and can be downloaded from the ISEE website. The forms are due by **December 17, 2021 for the February payment** but may be submitted at any time during the year without requesting permission. (Submit the form to Public School Finance for processing.)

Non-employee contracted certificated staff are those individuals not directly employed by the district. No social security and/or retirement benefits are withheld from the amount paid the contracted person. Payments for these individuals' work are not included with your employees but rather with purchased services.

> **Note:** *All non-employee contracted certificated staff shall adhere to the standards existing for the services being rendered.*

Please note the following in completing the Non-District Contracted Certificated Staff forms:

- Complete ISEE Staff Form 6 for "Non-District Contracted Certificated Staff"
- Use same basic guidelines as for Certificated Staff (see section above)
- Forms require special handling by the SDE
- Submit forms to Public School Finance

CONTRACT

Contracted Amount

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar (e.g. $32,703.45 = 32703). Report only the salary portion of the contract.

Days

Enter the number of days on the contract. For staff contracting on a monthly basis, calculate the number of days using a five-day workweek (total number of weeks times 5). For consistency on twelve-month contracts, enter 250 days.

Full-Time Equivalents (FTE)

The FTE must be calculated for those employed less than a full school year, fewer than five days per week, or less than a full school day. If a contractor is working less than a full day for the entire school year, divide the number of class periods at work by the number of periods in the usual day to determine FTE.

Important: Maximum = 1.00

Example: Ms. Gray, a certificated Speech/Language Pathologist, evaluates students 2 periods per day for the full school year. The school usually has 7 periods per day. The FTE for Ms. Gray is 2/7 or 29% (0.29).

CONTRACTOR FUNDING SOURCE

The funding source provides information about how each contractor is funded. This section must be completed.

Contractor Funding Source Code

> 01 - Title I
> 02 - Title I - Migrant
> 03 - Title I - Handicapped
> 04 - Title VI-B IDEA Special Ed
> 05 - Title VI-B IDEA Preschool
> 06 - Transportation Program
> 07 - Food Service Program
> 08 - Other Federal Program
> 09 - Other State/Local (not state funding formula)
> 10 - General M & O (state funding appropriation)

Funding Source Percentage/Percent Source (section 7)

Important: Maximum value = 100%

Report the percent of total FTEs the non-district/charter contracted certificated individual is paid by the funding codes identified above. The entries must total 100%.

Example: *Jeff is an employee of Mountain View Speech and Hearing. The district has contracted with Mountain View for Jeff to work at the district two days a month. It is anticipated that Jeff will spend 80% of his time working with special education students using Title VI-B IDEA funding and 20% of his time with general education students (General Fund). He would be reported as funding code 04 for 80% and funding code 10 for 20%.*

Assignments Performed

Enter the code(s) from the ISEE Assignment Codes that best describes the particular teaching, support or administrative position.

Contractor Information (Non-District Contracted Certificated Staff)

7	CONTRACTED INFORMATION		

CONTRACT		
Contract Amount	Days	FTE
17340	95	.50

CONTRACTOR FUNDING SOURCE					
1ST Program		2ND Program		3RD Program	
Code	% of FTE	Code	% of FTE	Code	% of FTE
04	80	10	20		

ASSIGNMENTS PERFORMED		
Code	Code	Code
32010	32050	

VII Summer Alternative Secondary School

INTRODUCTION

While Alternative Secondary Summer School may begin prior to July 1, 2021, summer school is funded in the 2021-2022 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2022 school year and must be submitted in a one-time Summer Alternative upload. Data submitted prior to August 2021 will not be properly funded.

Report the complete summer files in ISEE and use "ISEE Summer Alternative 2021 v11".

Only approved Summer Alternative Secondary Schools and Programs need to be reported. Alternative Secondary Summer School certificated staff shall hold the proper credentials or State funds will be withheld. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance.

Important Data Elements and Option Codes for Summer School Funding
Summer Alternative Secondary School certificated personnel must be reported as a separate contract.

STAFF DEMOGRAPHICS

Contract Type (contractType)**:** Use option code **AS (Approved Alternate Summer School)** to designate alternative summer school.

***Contract Base Salary** (e.g. $3,000 = 3000) Round to the nearest dollar.

- Enter the employee's salary for the summer alternative secondary school contract. The figure should not include any amount for extra pay such as coaching or driver education.
- If the employee is paid on an hourly basis, calculate the base salary by multiplying the total number of hours worked by the employee's hourly rate of pay. **Required field - do not leave blank.**

***Contract FTE:** Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff.

*Contract Days: Enter the number of days the employee is employed for the summer alternative program.

*Contract Hours: Enter the total number of hours the certificated employee works in the summer alternative program. Maximum number of hours is 900 per year for an alternative school. Each summer school session is 225 hours.

Example: *If an employee is teaching 2.88 hours per day, five days a week for five weeks you would enter 72 hours in the "Total Hours" box. ((2.88 hours x 5 days per week x 5 weeks) / 900 hours = .08 FTE)*

SUMMER SCHOOL ASSIGNMENTS

School ID (schoolID): Enter the **approved alternative summer school number** in which the assignment takes place. Other school IDs will not be recognized for funding purposes.

Contract Number (contractNo): The number of the contract associated with this assignment - contract **1, 2 or 3**.

Assignment Code (assignment): Enter the ISEE Assignment Code that best describes the particular teaching, support, and/or administrative position.

Note: *Refer to 2021-2022 Assignment Credential Manual.*

Important: Funding shall be withheld if staff do not hold the proper credentials or endorsements.

Assignment FTE: Summer school FTE equals total hours taught divided by 900 hours.

Note: *the sum of the assignment FTE(s) must equal contractFTE1, contractFTE2, or contractFTE3.*

NON-CERTIFICATED STAFF

Enter non-certificated employees working only during the summer months in 2021 at an Approved Alternative Summer School 2021-2022 data collection.

Summation: Key components for approved Alternative Summer School funding

Staff Demographic File

- Summer school separate contract 1, 2 or 3
- Summer school contract type "AS"
- Allocation of summer school FTE (number of hours taught / 900 hours)

Staff Assignment File

- Summer school approved ID
- Assignment Start Date and Assignment End Date must correspond to attendance and enrollment.

Upload

- ISEE Summer Alternative 2021 v11.
- Collection period is 5/22/2021 to 8/20/2021.
- Submission period is 8/2/2021 to 9/3/2021 at 5:00 pm MTS.

APPENDIX A (ISEE FORMS)

ISEE STAFF FORM 6 – NON EMPLOYEE CONTRACTED CERTIFICATED STAFF – DISTRICTS ONLY

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report ancillary instructional and pupil services staff on ISEE Form 6 to utilize FTE. Not applicable to Charter

Schools (Charter Schools receive full staff allowance without restriction).

STATE OF IDAHO
DEPARTMENT OF EDUCATION
IDAHO BASIC EDUCATION DATA SYSTEM
ISEE Data Collection - Staffing
NON-DISTRICT CONTRACTED
CERTIFIED STAFF

1 STATUS

| ACTIVE |
| INACTIVE |
| TERMINATE |
| | CODE |

EFFECTIVE DATE

MM	DD	YY

2 SCHOOL YEAR

3 Idaho Staff ID (or Tax ID number)   **4** DISTRICT   **5** PRIMARY BUILDING

6 PERSONAL INFORMATION

NAME

Last	First	Middle

EDUCATION		HISTORY - K-12			History - HI ED	
Degree	Addl Credits	State	Out of State	Non Public	Idaho	Other

7 CONTRACT INFORMATION

CONTRACT

Contract Amount	Days	FTE
$		

CONTRACTOR FUNDING SOURCE

1ST PROGRAM		2ND PROGRAM		3RD PROGRAM	
Code	% of FTE	Code	% of FTE	Code	% of FTE

ASSIGNMENT PERFORMED

Code	Code	Code

SERVICE DESCRIPTION

ISEE Staff Form 6

VIRTUAL TEMPLATE: DUE JANUARY 15, 2021- DISTRICTS ONLY

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report virtual instructional information on this form to utilize FTE. Not applicable to Charter Schools (Charter Schools receive full staff allowance without restriction).

Important: EDUID required for each virtual instructor. All staff must be appropriately certificated and endorsed in Idaho to teach online classes. (I.C. 33-1201 - Certificate Required)

Idaho Department of Education
Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees
For School Year 2018-2019

District/Charter _____

Name of Virtual School Instructor	EDUID*	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
				Total fte (total hrs/1380 hrs)	0 -					

* Instructional staff must hold an Idaho certificate issued under I.C.33-1201.

Example Virtual Template

Idaho Department of Education
Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees
For School Year 2017-2018

District/Charter _____

Name of Virtual School Instructor	EDUID*	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
Anderson, Alan	888866661	IDLA	Medicial Terminology Sept 17wks 2017	141540	80	1	1	9/19/2017	1/16/2018	1
Anderson, Alan	888866661	IDLA	Fundamentals for Health Proffessionals Sept 17 wks 2017	140010	80	5	5	9/19/2017	1/16/2018	1
Anderson, Alan	888866661	IDLA	Physical Therapy Aide Sept 17wks 2017	140600	80	3	3	9/19/2017	1/16/2018	1
Borda, Bob	666777555	IDLA/IEN	Spanish IA Semester I Sept 17wks 2017	06101	56	3	3	9/19/2017	1/16/2018	1
Borda, Bob	666777555	IDLA/IEN	Spanish IIA Semester I Sept 17wks 2017	06102	56	10	10	9/19/2017	1/16/2018	1
Thomas, Terry	444455556	IDLA	Dual Credit U.S. Government & Politics A (CWI) Late Fall 2017	04151	56	1	1	9/19/2017	1/16/2018	1
Thomas, Terry	444455556	IDLA	Dual Credit U.S. Government & Politics B (CWI) Early Spring 2018	04151	56	1		9/19/2017	5/12/2018	1HS / 3College
Robertson, Richard	333344445	IDLA/IEN	Spanish IB Semester II 16wks	06101	56	2		9/19/2017	6/11/2018	1
Robertson, Richard	333344445	IDLA/IEN	Spanish II B Semester II 16wks	06102	56	8		9/19/2017	6/10/2018	1
				Total fte (total hrs/1380 hrs)	576 0.42					

* Instructional staff must hold an Idaho certificate issued under I.C.33-1201.

2021-2022 ISEE FORM 10

2020-2021	IDAHO STATE DEPT OF EDUCATION
ISEE Form 10	Instructional/Pupil Services Staff (Manual)

Date:	District / Charter Number:
	District / Charter Name:

GENERAL INSTRUCTIONS

Examples of Staff that should be included on this form:	Do NOT use Form 8 for:
• Newly certificated Idaho staff with experience in the previous five years, outside Idaho public K-12 • Idaho certificated staff who worked outside of Idaho public K-12 between the 2015-2016 and 2019-2020 school year. • Certificated staff whose performance criteria outside Idaho public K-12 have not been recorded with the SDE.	• Correcting prior year's ISEE data. • First year certificated staff • Idaho certificated staff who did not hold a certificated contract in 2015-2016 through 2019-2020 • Idaho certificated staff with previous performance criteria outside Idaho public K-12 already recorded with the SDE

REMINDER: Date of initial certification may **NOT** be the same as date of degree earned. **Please use initial certification date.**

Part I - Instructional Staff Demographic Information	Person 1	Person 2	Person 3	Person 4
EDUID				
First Name				
Middle Name				
Last Name				
Former Name(s)				
Month/Year/State of initial certification (may not be Idaho or graduation year)				
Last certificated K-12 Experience (Name of Idaho district or other state)				

Professional Endorsement: If this Instructional or pupil services employee has held a certificate for at least three years, please visit the SDE Teacher Certification page for guidance. This individual must hold a Professional Endorsement to be placed on the professional rung of the Career Ladder. Failure to do so may adversely affect initial placement.

Part II - History 15-16 SY Onward	Note: Those with a break in Idaho assignments will advance based on the last year holding a certified assignment in Idaho AND meeting the performance criteria requirement. Use this form if certificated staff have evaluations to report other than Idaho public K-12. Please be advised, funding year will be affected for staff not meeting the performance criteria requirement			
Did this person hold a certificated contract of any length at an accredited K-12 school outside Idaho public K-12 during the 2015-16 school year?				
If Yes, does submitting District/Charter certify equivalent performance criteria were met there (see Criteria tab)?				
Did this person hold a certificated contract of any length at an accredited K-12 school outside Idaho public K-12 during the 2016-17 school year?				
If Yes, does submitting District/Charter certify equivalent performance criteria were met there (see Criteria tab)?				
Did this person hold a certificated contract of any length at an accredited K-12 school outside Idaho public K-12 during the 2017-18 school year?				
If Yes, does submitting District/Charter certify equivalent performance criteria were met there (see Criteria tab)?				
Did this person hold a certificated contract of any length at an accredited K-12 school outside Idaho public K-12 during the 2018-19 school year?				
If Yes, does submitting District/Charter certify equivalent performance criteria were met there (see Criteria tab)?				
Did this person hold a certificated contract of any length at an accredited K-12 school outside Idaho public K-12 during the 2019-20 school year?				
If Yes, does submitting District/Charter certify equivalent performance criteria were met there (see Criteria tab)?				

Submit form to:	Estimate (optional):			
Branwyn Phillips bcphillips@sde.idaho.gov Mandy Fulbright mfulbright@sde.idaho.gov	2020-2021 Placement:			
	Funding Year:			
	Date:			

Superintendent, Charter School Administrator, Business Manger or HR Director Signature & Title:

Superintendent or Charter School Administrator signature required if claiming performance criteria outside Idaho public K-12:

The purpose of this form is to establish previously unrecorded performance criteria for those working in Idaho as instructional/pupil service staff who had prior out-of-state or private/parochial school experience not already recorded with the SDE.

Important: Due to changes in Idaho Code the Forms 8 and 9 previously used for placement have been retired with placement determined based either on previous Idaho placement on the Career Ladder (subject to applicable advancement), if the individual is issued a professional or advanced professional endorsement in their first year (placed as P1 or AP1 if so, or R1 if not), or applicable industry experience for CTE staff only.

Note: This form is not applicable for instructional staff who are in their first year of teaching.

Example1:

Instructional staff new to teaching in Idaho who hold a certificate from another state, who are approved to teach in Idaho.

Example2:

Instructional staff with an Idaho certificate who had a gap in certificated experience here, but in the interim held a certificated instructional/pupil service contract out of state or at an accredited private/parochial school.

Important: While this form does not affect career ladder placement, it does affect an individual's movement on the Professional Rung of the career ladder later.

Do not use this form to enter data for first year instructional staff.

If a correction is required, please contact Public School Finance to determine the best way to correct placement.

PRIOR YEAR CORRECTION / PAYMENT ADJUSTMENT REQUEST

ISEE Prior Year Correction/Revision & Payment Adjustment Request

Today's Date: _____
(Note: if correction made prior to October 1st of each year, adjusted payment adjustment will be made February 15th)

District/Charter Name and Number: _____

School Year Revision & Payment Requested For: _____ (Prior School Year(s))

Month(s) Corrected and Date(s) of Submission: _____

Regional Coordinator worked with: _____

Reporting Period Corrected: ☐ First Reporting Period ☐ Best 28 Weeks ☐ Both

Type of Changes: ☐ Staffing (First Reporting Period Only)

☐ Attendance/Enrollment

☐ Both

Description of problem:

Specific correction(s) made:

Copies of original payment documentation attached: ☐ Yes

Copies of documentation showing corrections attached: ☐ Yes

For Attendance these copies include: Foundation Program Worksheet, Current Year Support Unit Calculation Report, Building Level, Net Enrollment, Aggregate Attendance Detail, Best 28 Weeks, showing accepted and verified changes

I certify that the changes made to the prior year data are accurate, and now accurately reflect what our units and or staffing changes should be:

Business Manager Name & Signature: _____

Superintendent/Administrator Name & Signature: _____

4

Form to be filled out for corrections to payments and data in previous, closed years.

For monthly ISEE filers, submit revised November files. For Cumulative ISEE filers, the revisions must be made in the last cumulative files submitted for the year.

APPENDIX B (EDITS AND REPORTS)

ALL PERSONNEL EMPLOYMENT INFO - V6 REPORT

- Choose School Year 2021-2022
- Click on Review
- Choose Excel or PDF as format
- Export
- Save

All Personnel Employment Info - V6 Report

All Certificated Staff, All Funds (part 1 of 2)

Effective Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
All Personnel Employment Info

School Year: 2020-2021
Effective Date: 10/15/2020
Provider: 999 State of Idaho

Bldg	Edu Id	Name	Assign(s)	Initial Cert Yr	Date Professional Endorsement	Degree	Crdits	Hist Years In	Out	NPub	Hi-Ed In	Out	Contract Salary	Days	FTE	Type	Extra Pay Cd	Amount	Fund Src Cd	% FTE
999	xxxxxxxxx	Duck, Donald	23006	2017		BA	29	2	0	0	0	0	49,500		1	2			10	100
999	xxxxxxxxx	Mouse, Mickey	23003	2016		MA	0	2	0	0	0	0	49,500		1	2			10	100
999	xxxxxxxxx	Mouse, Minnie	04001	2019		MA	0	0	0	0	0	0	49,500		1	2			10	100
													0				D	2000	10	100
999	xxxxxxxxx	America, Captain	23004	2010	2016-07-01	BA	35	3	4	0	0	0	49,500		1	3			10	100
													0				L	1000	09	100
999	xxxxxxxxx	Man, Iron	23008	2013	2016-07-01	MA	0	6	0	0	0	0	49,500		1	3			10	100
999	xxxxxxxxx	Frog, Kermit T	23005	2012	2015-07-01	MA	12	6	0	0	0	0	49,500		1	2			10	100
999	xxxxxxxxx	Piggy, Miss	32110	2019		MS	0	0	0	0	0	0	49,500		1	2			10	100
													0				L	1000	09	100
		Certified Provider Totals											3,465,000	7.00				3,000		

Save the All Personnel Employment Report in Excel or pdf format. There are two tabs in the Excel file. The first tab is the certificated staff report and the second tab is the non-certificated staff report.

Review all data fields for accuracy. Ensure all staff assignments and funding codes are correct.

Important: If an employee is paid from multiple funding sources, review the allocations to ensure the sum of the fund source percentages equals 100(%).

This report is the detail of all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections in your records and resubmit the files.

Business Rules (key data elements for the certificated staff report):

1. Data field "isCertified" must be "Y"
2. Year of initial certification must be populated
3. Employment status must be active on the snapshot date or during summer school
4. Employee must have active assignments on the snapshot date or during the summer school
5. Experience and education fields must be populated
6. Base salary amount must be populated
7. Base contract must have corresponding assignment codes with the correct <u>contractNo</u> entered. Each contract is a stand-alone contract and shall be considered on its own merits.

Example: A teacher has one full time contract and four assignments. Each assignment must have contractNo entered. The number entered in the contractNo field must correspond to the first, second or third contract (not to be confused with contract type). See examples in the contract section above.

8. The sum of the assignment FTE(s) must equal the contract FTE
9. Fund source code and fund source percentage fields must be populated
10. If the employee has more than one contract, the fund code and fund source percentage fields must be entered for each contract
11. The sum of the fund source percentage(s) must equal 100 for each contract.

12. Assignments must be active on the snapshot date and required data fields must be entered.

13. Assignment start date and assignment end date must be valid

Example: Assignment start date is 8/01/21 and the assignment end date is 1/30/21. This data will not be included due to the end date being incorrectly listed as a date before the start date.

Common Issues:
1. The data field "isCertified" entered as "N"
2. The assignment contract number does not correspond to a valid contract or the contract does not have corresponding assignments

Example: A teacher has two contracts:

      1.) contractFTE1 = 1.0
      2.) contractFTE2 = 0.14

The sum of the assignment FTEs for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.

Both contracts are invalid for funding purposes.

3. The summer school contract type is invalid, only AS (Alternative Summer) is acceptable
4. The summer school assignments do not have a corresponding approved alternative summer school building number entered in the schoolID field
5. The variance between the contract FTE and the sum of the assignment FTE(s) is greater than 1%
6. The assignment code is inactive or invalid
7. The assignment start date and end date are not valid or do not indicate an active status on the snapshot date

a. The assignment start date is after the snapshot date; thus, there are no active assignments on the snapshot date
b. The assignments end prior to the snapshot date resulting in no activity on the snapshot date (this is not applicable to summer school assignments)
8. Funding source percentage(s) do not equal 100.

Example: *For example, a teacher works half a day and holds a contract for 0.50 FTE. The teacher is paid solely from fund code 10. The district entered the funding percentage as 50. The teacher will be missing from the report due to the incorrect allocation of funding (the sum of the funding sources must equal 100).*

a. The second contract is not on the funding reports due to missing entries of Funding Source Codes and Funding Source Percentage(s). Each contract must have corresponding funding source code(s) and percentage(s).

All Non-Certificated Staff, All Funds (part 2 of 2)

Idaho State Department of Education
Basic Education Staffing System
All Personnel Employment Info

School Year: 2020-2021
Effective Date: 10/15/2020
Provider: 796 State of Idaho

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Salary	Funding Cd	% of FTE	Total Salary
999	xxxxxxxxxx	Dolittle, Doctor	97501	12.00	15.00	36	0.26	$6,480.00			
			97506	12.00	25.00	36	0.43	$10,800.00			
									01	62.00	$10,713.60
									10	38.00	$6,566.40
999	xxxxxxxxxx	Hook, Captain	97115	12.00	40.00	41	0.79	$19,680.00			
									10	100.00	$19,680.00
999	xxxxxxxxxx	Pan, Peter	97501	12.75	10.00	36	0.17	$4,590.00			
			97506	12.75	30.00	36	0.52	$13,770.00			
									01	75.00	$13,770.00
									10	25.00	$4,590.00
999	xxxxxxxxxx	Potts, Mrs.	97115	17.00	40.00	44	0.85	$29,920.00			
									10	100.00	$29,920.00
999	xxxxxxxxxx	Beast, The	97501	12.25	16.00	36	0.28	$7,056.00			
			97502	12.25	24.00	36	0.42	$10,584.00			
									03	22.00	$3,880.80
									10	78.00	$13,759.20
		Non-Certified Provider Totals					3.72	$102,880.00			$102,880.00

Review all data fields for accuracy. Ensure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to ensure the percentages equal 100 (%).

Non-certificated FTEs equal (hours per week x weeks per years) / 2080 hours.

Important: *If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.*

When an employee has more than one assignment, check the data entries for reasonableness (e.g. in total the person would not work more than 40 hours per week or more than 52 weeks during the year).

Note: *The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.*

PLACEMENT ON THE MULTIPLIER TABLE

Note: *For Administrative Staff, Choose only Code 10.*

Employment Placement Report reflecting 2021-2022 Administrator's factored index

Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
Employment Placement Schedule
Including Summer School

School Year: 2020 - 2021

Report Type:

Effective Date: 10/15//2020

Provider: 999 State of Idaho

Name	Edu Id	Degree	Credits	Years of Service		Education Actual	Administrative FTE	
				Actual	Placement		Qualifying	Factored
Jasmine, Princess	8675309	M	36	8	8	MA+36	1.00	1.00
					Provider Totals		1.00	1.00

Review all data elements for accuracy. Ensure all certificated administrative staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.

This report is the detail of the salary and benefit apportionment calculations for administrative staff. If data is incorrect or missing, review the All Personnel Employment Info - V6 report for possible discrepancies. Review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school FTEs.

Note: *Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule*

INSTRUCTIONAL FTE & SALARY REPORT INCLUDING SUMMER SCHOOL

Part I

	Part 1	(a)	(b)		(c)	(d)		(e)	(f)	(g)	(h)	(i)		(j)
Dist #	Provider	Name	EDUID	Professional Endorsed As Of Date	Current Career Ladder Placement	Current Base Salary	Base Salary Schoolyear	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	cte Allocation	Allocated Salary (h x i)
999	EXAMPLE CHA	Adams, Abigail	#########	7/1/2015	P5	$ 50,000.00	2019-2020			$ 3,500.00	$ 53,500.00	1		$ 53,500.00
999	EXAMPLE CHA	Aran, Sam	#########	7/1/2015	P6	$ 46,614.00	2018-2019			$ 2,800.00	$ 49,414.00	1		$ 49,414.00
999	EXAMPLE CHA	Baharnd, Phil	#########	7/1/2015	RP3	$ 39,500.00	2019-2020			$ 3,500.00	$ 43,000.00	1		$ 43,000.00
999	EXAMPLE CHA	Bethersonton, Joe	#########		RP1	$ 38,500.00	2019-2020				$ 38,500.00	1		$ 38,500.00
999	EXAMPLE CHA	Comstock, Helen	#########	7/1/2015	P6	$ 45,102.00	2017-2018			$ 2,100.00	$ 47,202.00	1		$ 47,202.00
999	EXAMPLE CHA	DeMayo, Greg	#########		RP2	$ 39,000.00	2019-2020				$ 39,000.00	1	$ 2,499.00	$ 41,499.00
999	EXAMPLE CHA	Doyle, Sadie	#########		RP1	$ 38,500.00	2019-2020				$ 38,500.00	1		$ 38,500.00
999	EXAMPLE CHA	Douglas, Dexter	#########	7/1/2015	P2	$ 44,375.00	2019-2020	$ 2,000.00			$ 46,375.00	1		$ 46,375.00
999	EXAMPLE CHA	Farnsworth, Yancy	#########	7/1/2015	P4	$ 48,125.00	2019-2020			$ 3,500.00	$ 51,625.00	1		$ 51,625.00
999	EXAMPLE CHA	Forester, Clayton	#########	7/1/2015	P5	$ 50,000.00	2019-2020			$ 3,500.00	$ 53,500.00	1		$ 53,500.00
999	EXAMPLE CHA	Jones, Caroline	#########	7/1/2015	P5	$ 50,000.00	2019-2020			$ 3,500.00	$ 53,500.00	0.2		$ 10,700.00
999	EXAMPLE CHA	Jones, Fred	#########	7/1/2015	P3	$ 46,250.00	2019-2020				$ 46,250.00	1		$ 46,250.00
999	EXAMPLE CHA	King, Niles	#########		RP2	$ 39,000.00	2019-2020				$ 39,000.00	1		$ 39,000.00
999	EXAMPLE CHA	Lazuli, Lorelie	#########	7/1/2018	P1	$ 42,500.00	2019-2020	$ 2,000.00			$ 44,500.00	1		$ 44,500.00
999	EXAMPLE CHA	Nguyen, Diane	#########	7/1/2015	P2	$ 44,375.00	2019-2020			$ 3,500.00	$ 47,875.00	1		$ 47,875.00
999	EXAMPLE CHA	Maheswaran, Connie	#########	7/1/2015	RP3	$ 39,500.00	2019-2020			$ 3,500.00	$ 43,000.00	1		$ 43,000.00
999	EXAMPLE CHA	Meloy, Colin	#########	7/1/2016	P5	$ 50,000.00	2019-2020	$ 2,000.00			$ 52,000.00	0.1		$ 5,200.00
999	EXAMPLE CHA	Parker, Dorothy	#########	7/1/2015	P4	$ 48,125.00	2019-2020				$ 48,125.00	1		$ 48,125.00
999	EXAMPLE CHA	Wong, Amy	#########	7/1/2015	P5	$ 50,000.00	2019-2020			$ 2,800.00	$ 52,800.00	1		$ 52,800.00
999	EXAMPLE CHARTER SCHOOL					Subtotal		$ -	$ 6,000.00	$ 32,200.00	$ 887,666.00	17.3	$ 2,499.00	$ 800,565.00
999												Average Salary		$ 46,275.43

Review all data elements for accuracy. Ensure all certificated instructional staff paid from the general fund code 10 are on this report with the correct career ladder placement and educational allocations.

This report is the detail of the salary and benefit apportionment calculations for instructional staff with funding source code 10. The average instructional salary is derived from this data. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school FTEs.

Note: *Only certificated instructors with demographic records and accurate data paid from the general fund code 10 will populate the Instructional FTE & Salary Report.*

Important: *If the Current Career ladder Placement col (c) check to if a Form 10 is applicable, otherwise, make a note and check to ensure a correct placement is made prior to the February payment.*

PUPIL SERVICES FTE & SALARY REPORT INCLUDING SUMMER SCHOOL

Part I

Part 1		(a)	(b)		(c)	(d)		(e)	(f)	(g)	(h)	(i)	(j)
Dist #	Provider	Name	EDUID	Professional Endorsed As Of Date	Current Career Ladder Placement	Current Base Salary	Base Salary Schoolyear	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	Allocated Salary (h x i)
999	EXAMPLE DISTRIC	McClellan, Francis	########	7/1/2015	RP2	$ 39,000.00	2019-2020			$ 3,500.00	$ 42,500.00	1	$ 42,500.00
999	EXAMPLE DISTRICT					Subtotal				$ 3,500.00	$ 42,500.00	1	$ 42,500.00
999											Average Salary		$ 42,500.00

Important: If the Current Career ladder Placement col (c) check to if a Form 10 is applicable, otherwise, make a note and check to ensure a correct placement is made prior to the February payment.

Part 2

Part 2																		
Dist #	Provider	Name	EDUID	FY16 Highest Degree	FY16 Credits	FY16 Total Years	FY16 Index	FY16 Additional Degree	Current Career Ladder Placement	Current Base Salary	Base Salary Schoolyear	Current Highest Degree	Current Total Credits	Current Total Years	Current Index	Current Salary WOCareer Ladder	Qualifying Salary Adjustment
999	EXAMPLE DISTRICT	McClellan, Francis	########	MS	2	1	1.1587		RP2	$ 39,000.00	2019-2020	MS	2	1	1.1587	$ 27,872.53	

EDIT REPORT – STAFF ASSIGNMENT FTE VARIANCE REPORT

Idaho State Department of Education

Page: 1

Basic Education Staffing System
Staff Assignment FTE Variance Report

School Year: 2015- 2016

Provider: 999 Example DISTRICT

EDUID	Name	Assignment Code	Assignment Name	Contract Number1 FTE	Contract 1 Assignment FTE As Reported	Variance Contract 1	Contract Number2 FTE	Contract 2 Assignment FTE As Reported	Variance Contract 2
xxxxxxxxx	Abercrombie, Samuel			1.00					
xxxxxxxxx	Abercrombie, Samuel	00011	English - Elementary (Gr. 1-6)		0.845				
xxxxxxxxx	Abercrombie, Samuel	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.031				
xxxxxxxxx	Abercrombie, Samuel	00063	Social Studies (Gr. 1-6)		0.124				
	Abercrombie, Samuel		**Subtotal**	1.00	1.000	0.00			0
xxxxxxxxx	Ceeley, Mary			1.00			0.16		
xxxxxxxxx	Ceeley, Mary	22054	Tutoring Practicum (Gr. 9-12)		0.160				
xxxxxxxxx	Ceeley, Mary	23007	Developmental Support-Special Ed (Gr. 9-12)		0.400				
xxxxxxxxx	Ceeley, Mary	58001	Physical Education (Gr. 6-8)		0.080				
xxxxxxxxx	Ceeley, Mary	72206	Life Skills (Gr. 6-8)		0.080				
xxxxxxxxx	Ceeley, Mary	73005	Social Development/Resource Instruction-Spec Ed (Gr. 6-8)		0.200				
xxxxxxxxx	Ceeley, Mary	73007	Developmental Support-Special Ed (Gr. 6-8)		0.240				
	Ceeley, Mary		**Subtotal**	1.00	1.16	(0.16)	0.16	0	0.16
xxxxxxxxx	Dewey, Edward			1.00					
xxxxxxxxx	Dewey, Edward	00011	English - Elementary (Gr. 1-6)		0.286				
xxxxxxxxx	Dewey, Edward	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.027				
xxxxxxxxx	Dewey, Edward	00041	Mathematics (Gr. 1-6)		0.401				
xxxxxxxxx	Dewey, Edward	00061	General Science (Gr. 1-6)		0.134				
xxxxxxxxx	Dewey, Edward	00063	Social Studies (Gr. 1-6)		0.153				
	Dewey, Edward		**Subtotal**	1.00	1.001	0.00			0
			Total	3.00	3.16	(0.16)	0.16	0.00	0.16

This is an assignment report of all certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract FTEs and assignment FTEs.

If the data is incorrect, a prior year correction must be submitted to revise the information. The form for submitting prior year revision can be found at on the Public School Finance Webpage. For more information please contact Public School Finance.

APPENDIX C (MISCELLANEOUS)

I.C. §33-1004A EXPERIENCE AND MULTIPLIER TABLE

(1) Each administrative staff position shall be assigned an appropriate multiplier based upon the following table:

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
INSTRUCTIONAL INDEX   2009-2010

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13+	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

(2) In determining the experience factor, the actual years of certificated service as pupil personnel services staff, teaching and administrative service for administrator certificate holders in a public school, in an accredited private or parochial school, or beginning in the 2005-06 school year and thereafter in an accredited college or university shall be credited.

(3) In determining the education factor, only credits earned after initial certification, based upon a transcript on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by a body recognized by the state board of education, shall be allowed; however, successful completion of a state approved evaluation training and proof of proficiency shall be counted as up to three (3) transcripted credits for determination of the education factor and meeting recertification requirements.

2021-2022 SALARY BASED APPORTIONMENT

Placement on the Career Ladder

Instructional Staff and Pupil Services Staff:

1. New staff in their first year of holding a certificate shall be placed on the first rung of the career ladder, R1.
2. Staff with a previous placement and a gap in experience in Idaho public K-12 in the prior year will be placed based on their previous placement and if they met the movement requirements for the year they are entering
3. Non-CTE staff who do not hold a previous career ladder placement will be placed as a P1 or AP1 if you are able to obtain them a professional endorsement or advanced professional endorsement in that year or earlier. **Otherwise they will be placed as an R1 regardless of prior experience or education.**
4. CTE staff in their first year holding a certificated contract in Idaho will be placed according to Idaho Code 33-1004B using applicable field experience as determine by CTE. No action is needed for placement of these staff unless an error appears to have been made.
   A Form 10 should not be submitted for these individuals as they by definition cannot have met performance criteria prior to their first year teaching.

Important: This also means that CTE staff placed as a P1 from industry experience will not be able to advance for at least 2 years, and those placed as a P2 will not be able to advance for at least 3 years as they would not have had sufficient evaluations to meet criteria until those points.

5. Returning instructional staff will advance under the following criteria:

*Note 1: For career ladder movement **only**, the certificated contract requirement can be less than 0.50 FTE and still count towards movement.*

   a. R1 -> R2, R2 -> R3, advance if a certificated contract is held in the prior year. Otherwise they will remain at prior placement funded at current year levels.
   b. R3 -> P1, advance if a certificated contract is held in the prior year and the staff member holds a professional endorsement in the current year. Otherwise they will remain at prior placement funded at current year levels.
   c. P1 -> P2 advance if they held a certificated contract in the prior year and met the evaluation and student performance criteria outlined in I.C. 33-1001(20)(a) in at least two of the last four years (17-18, 18-19, 19-20, 20-21). Otherwise they will remain at the previous placement and funded at the prior year levels. This affects the funding year used for Education Allocations as well.

d. P2 -> P3, etc., advance if they held a certificated contract in the prior year and met the evaluation and student performance criteria outlined in I.C. 33-1001(20)(a) in at least three of the last five years, with one being in year four or five (16-17, 17-18, 18-19, 19-20, 20-21). Otherwise they will remain at the previous placement and funded at the prior year levels. This affects the funding year used for Education Allocations as well.

e. Professional Rung to AP1 advance if they are in their first year of holding an advanced professional endorsement.

Note: Individuals who were P5s in the previous year who met the professional rung criteria, but who were not awarded an advanced professional endorsement will remain P5s, but will not be held at prior year funding if they did meet the required criteria

f. AP1 -> AP2 advance if they meet the evaluation and student performance criteria outlined in I.C. 33-1001(20)(b) in the prior year only. Otherwise they will remain at the previous placement and funded at the prior year levels. This affects the funding year used for Education Allocations as well.

Basic Guidelines - Quick Reference & Reminders

For Reporting Certificated Staff Experience & Education

Important: Update staff experience and education for all certificated staff for the 2021-2022 school year.

The Career Ladder does not alter this process. The education allocations for FY22 are derived from updated 2021-2022 data.

Basic guidelines for reporting completed teaching or administrative experience:

1. Only report prior, completed years.
2. Do not count the current school year (it is not completed).
3. Include only certificated teaching, pupil service, or administrative position experience.
4. Include only experience from a public school or an accredited private or parochial school.
5. Do not include Pre-K experience.

Exception: early childhood special education in a public school or an accredited private school.

6. A qualifying teacher and/or administrator must work 50% or more of a given school year less than 0.50 FTE does not count.
7. Each year is considered on its own; partial years cannot be combined (count 1 or zero).

8. A qualifying staff member must be an employee of an accredited public, private, parochial school or accredited college or university.

There are five categories of years of experience:
1. Years in public Idaho K-12 schools.
2. Years in public K-12 schools excluding Idaho (out of state).
3. Years in private or parochial K-12 school.
4. Years in teaching in Idaho higher Education (must be equivalent to K-12 teacher's contract and on or after the 05-06 school year).
5. Years in teaching in higher Education excluding Idaho (out of State) (must be equivalent to K-12 teacher's contract and on or after the 05-06 school year).

Important: Do not duplicate years of experience. Each category is a component of total years of completed experience.

Basic guidelines for reporting additional college transcript credits earned beyond the degree reported and initial certification (FY15 I.C. §33-1004A):

1. Credits must be from an accredited college or university (courses for which academic credit is awarded by an accredited college or university and may be used towards a degree).
2. The reporting District/Charter must have an official transcript on file before these credits may be claimed.
3. Report all eligible credits in semester credit hours only.
4. One (1) quarter credit hour converts to 0.67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do not qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. Provisional, Temporary, or Emergency permits do not necessarily meet the requirements of initial certification. Contact Teacher Certification for assistance.
8. The issue date of the initial certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).
10. For non-administrative staff, all credits and degrees earned must be in a relevant pedagogy or content area as determined by the State Department of Education.

11. If an employee is on your payroll, report them in ISEE. Staff demographic and staff data are entered as annualized amounts.

Experience & Education History:

Update at the beginning of the year. Review prior year work history to ensure the FTE reported is accurate.

Examples:

1. *A teacher left unexpectedly in December and did not complete the entire year.*

2. *A new teacher hired in March working full weeks but the number of hours worked for the remainder of the year divided by 1,380 hours is less than 0.50*

Do not count these year as one.

Important: Sum of assignment FTEs must equal contract FTE.

Contract Rules:

1. One contract shall not exceed 1 FTE.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. Each contract stands alone and is considered on its own merits.
4. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 FTE.
5. Each contract must have corresponding certificated assignments.
6. The sum of the certificated assignment FTEs must equal the contract FTE.
7. Each contract shall have corresponding funding source code(s).

Non-Certificated Employment:
Assignment FTE = (hours per week x weeks per year) / 2080 hours.

Note: Leave the <u>contractNo</u> blank for classified assignments.

Reporting not required for:
- Persons employed during emergencies.
- Irregular help (i.e., short term substitutes, volunteers, etc.).
- Non-district contracted staff (report on ISEE Form 6, if applicable).

Certificated Staff Member Not Having the Proper Credentials:

Important: *Funding will be withheld in such cases (I.C. §33-1002(6) (d)). Work with Teacher Certification to resolve these issues as early as possible.*

Validate and verify all data before and after submitting:

Review staffing reports after the October and November submissions.

Review budgeted estimates:

Number of FTE, factored index, etc. Compare to reports and resolve all discrepancies.

Work with HR to ensure staffing data is updated:

Ensure additional credits earned since the prior year are accurate. Review years of experience.

After the October data is uploaded

Run the ISEE staffing reports to ensure the data is correct and agrees with payroll records and budgeted numbers.

Note: *Only staff members with an active contract and assignments as of the last Friday in September are included as part of the funding calculations (summer school is included). Anyone hired after the last Friday in September will not be included. There is an exception to this rule if a position was advertised as open on the school district website prior to October 15th and no qualified applicants were received prior to that date. The instructional employee must be hired prior to January 1st and the district must provide documentation supporting the claim, such as the job posting.*

This does not mean those positions are not funded as SBA calculations are based on average allocated salaries applied to allocated FTEs derived from your support units and is not based on a reimbursement model or on a 1 for 1 payment for each individual hired.

Review Staffing Reports after October data submission

All Personnel Information Report (all staff, all funds)
- Export to Excel. The 1st tab in file is certificated staff data, the 2nd tab in file is non-certificated staff data.
- Ensure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or is inaccurate, review and correct files.
- Business rules:

- Staff member's employment status must be active on the snapshot date (the last Friday in September).
- Active contracts must correlate with active assignments.
- If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.

Employment Placement Report for Administrative Staff (fund code 10 only)
- Ensure all certificated staff with code 10 funding are listed on this report with accuracy. If a staff member is not on this report, or the data is inaccurate, review key data fields for accuracy.
- This report is the detail of the Salary Based Apportionment Report.
- Business Rules:
  - Staff member's employment status must be active in the October upload.
  - Staff member must have an administrative assignment code (42XXX series)
  - Only those with funding source code 10 are included.
  - Education & years of experience must be complete.
  - Assignment data must be accurate and active on the snapshot date.
  - The sum of the assignment FTEs must equal the contract FTE for correct allocation.

District Index – (Administrative Staff (fund code 10 only)
Review this report to ensure the FTEs and factored indexes agree with budgeted estimates.
Staff member must have an administrative assignment code (4xxxx series)

Instructional Staff FTE & Salary Report (fund code 10 only)
- Review all data elements for accuracy. Ensure all certificated instructional staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of instructional staffing data on the Salary Based Apportionment Report and the average instructional salary is derived from this data. The report lists each instructional staff and corresponding career ladder rung and base salary, as well as educational allocations for those holding a professional endorsement.
- Business Rules:
  - Staff member's employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
  - Active contracts must correlate with active assignments.
  - If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.
  - Only those with funding source code 10 are included.

- Education and years of experience must be complete.
- When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master degree, the master degree can be reported as an additional degree or instead of the higher BA + credits for the education allocation (See Highest Degree for Funding Purposes section above).
- When a staff member is reported bachelor or master degree and holds an Occupational Specialist (OS) certificate, report the OS degree as an additional degree for the Career Technical Education (CTE) Allocation.
- Assignment data must be accurate and active on the snapshot date or in the August manifest.

Pupil Services Staff FTE & Salary Report (fund code 10 only)
- Review all data elements for accuracy. Ensure all certificated pupil service staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of pupil personnel service staffing data on the Salary Based Apportionment Report and the average pupil personnel service staff salary is derived from this data. The report lists each pupil personnel staff member, their corresponding career ladder rung and base salary, as well as educational allocations for those holding a professional endorsement.
- Business Rules:
    - Staff member's employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
    - Active contracts must correlate with active assignments.
    - If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.
    - Only those with funding source code 10 are included.
    - Education and years of experience must be complete.
    - When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master degree, the master degree must be reported as an additional degree for the education allocation.
    - Assignment data must be accurate and active on the snapshot date or in the August manifest.

Review and resolve all SRM Warnings. The business rules in place will limit funding until the problems are resolved.

Data Submission Schedule

The following is the schedule for the 2021-2022 ISEE data collection and submissions.

Uploads impacting staff funding:
1. August Alternative Summer School.
2. October 15 staff "snapshot" data.
3. November upload containing the October's snapshot data will override the files.
4. Uploads after December 3rd, 2021 will not be included in staffing calculations unless the correction process is completed (see corrections section above).
5. Corrections made after December 3rd, 2021 may not be included in the February 15th payment calculations and may be delayed until May.
6. Corrections made after March 25th, 2022 may not be included in the May 15th payment calculations, but will be included in the final July payment.
7. Corrections made after May 28st, 2022 may not be included in July payments and may require a prior year correction in the following year's February 15th

Important: *Subsequent cumulative uploads do not automatically affect the snapshot data after December 3rd, 2021 and a request must be made to update the snapshot data as outlined in the corrections section above.*