Idaho System of Educational Excellence (ISEE)
2017-2018 School Year - Summer Alternative Secondary School Staff Data Guidance

While Alternative Secondary Summer School may begin prior to July 1, 2017, summer school is funded in the 2017-2018 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2018 school year and must be submitted in a one-time Summer Alternative upload. Data submitted prior to August 2017 will not be properly funded.

Report the complete summer files in ISEE and use "ISEE Summer Alternative 2016 v7". This submission opens on <mark>August 4, 2017</mark> and closes on <mark>August 18, 2017.</mark>

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. **Required field - do not leave blank.**

Contract Days: Enter the number of days the employee is employed for the summer alternative program. **Required field - do not leave blank.**

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. **Required field - do not leave blank.**

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 code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to 2017-2018 Assignment Credential Manual.

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

Example: Ms. Smith holds a contract to teach 72 hours during summer school.
The alternative summer school contractFTE1 is .08 fte (72 hours/900 hours). Mrs. Smith teaches two classes. Each assignment FTE is .04 FTE (36 hours/900 hours). The sum
of the two assignment FTEs equals the contractFTE1 of .08.

Non-Certificated Staff

Enter non-certificated employees working *only* during the summer months in 2017 at an Approved Alternative Summer School 2017-2018 data collection. *Do not enter non-certificated employees working 12-months of the year unless the position is unique to the approved Alternative Secondary Summer School.*

*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 2016 **v7**.
- Collection period is 5/23/2017 to 8/18/2017.
- Submission period is 8/04/ 2017 to 8/15/2017 at 5:00 pm MTS.

After the uploading the files, run the ISEE Assignment Credential Report to assure all staff are properly certificated and endorsed.