

**State of Idaho  
Department of Education**

**Idaho System of Educational Excellence**

**ISEE Staff Data Guidance Manual  
2015-2016 School Year**



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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: Salary Based Apportionment Funding, School Accreditation Status, and Average Yearly Progress. Also, it provides the basis from which statistical summaries are compiled. Local education agencies, the Idaho State Department of Education, and other governmental entities (both state and federal) use the summaries 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.

**New for 2015-2016:**

**Timeline for Data Submissions & Revisions:**

- Submissions reduced to six uploads
- Staff revisions limited to 2 time periods: December 14, 2015 & March 25, 2016.
- No year-end staff revisions for the July 2016 payment.

**Data Elements:**

- Additional funding source fields available for Contract 2 & Contract 3
- Removed Teacher Attendance Files
- Updated HQT data fields, definitions and option codes

**Mid-Term:**

- Change in terminology from “First Period” to “Mid-Term”. The time period has not changed.

**Career Ladder Mapping for instructional staff:**

- Staffing reports - new and updated.
- Establishing cohorts for new hires - experienced instructional staff who hold a certificate but did not hold an active Idaho contract during the 2014-15 school year.
- Initial certification must be considered for new instructional staff: I.C. §33-1004B (a) *Instructional 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.

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# 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.”

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

### **General Information**

ISEE is a comprehensive data submission consisting of eleven 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.

*NEW* for 2015-2016: Monthly data submissions are reduced to six (6) uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines (<http://www.sde.idaho.gov/site/isee/>).

The staffing portion of Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a “snapshot” date:

**Last Friday in September** - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 25, 2015) - a “**snapshot**” in time.

**October 15th** –All staff and assignment data must be uploaded using the SRM tool. The data must be free of errors and validated. No other format will be accepted. (I.C. §33-1004D).

**Monday, December 14, 2015** – Last day to submit staffing corrections for the February 15, 2016 payment. Revisions submitted *after* December 14, 2015 will not be reflected in the February 15 payment.

**Corrections submitted after December 14, 2015 will be considered for the May 15, 2016 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.

**Corrected files submitted without the approval of PSF will not be processed. The last day to submit \*mid-term revised data is March 25, 2016. (\*Terminology changed from “First Period” to “Mid-Term”. The time period has not changed.)**

**Revisions submitted after March 25 will be processed in the following fiscal year. There will be no year-end staffing revisions for the July payment.**

**Annual Staff Statistical Data** (staff salaries and staff activities) shall be published on January 1 each year (I.C. §33-133). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles. Please work with your IT regional coordinators to assure student course enrollment records are completed accurately and correlate to the teacher assignment records.

### ***Employees Whom ISEE Information is Required***

Public School Districts/Charters must report all positions employed on a regular basis. (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. *Caution: conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.***

### ***Employees Whom ISEE Information is 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 on manual ISEE form 6)

### **Professional Personnel (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:

- 1) **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. Subject codes 4X.
- 2) **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 athletic facilitator, mentor specialist, counselors, occupation and physical therapists, school nurses and education media. Subject codes 31X, 32X and 33001. (See Appendix C – List of Pupil Service Assignment Codes)
- 3) **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). Subject codes 00 through 23X .
- 4) **Classified (Non-certificated)** – Subject area 9X

Refer to: **2015-2016 Assignment Credential Manual** ([www.sde.idaho.gov/site/isee](http://www.sde.idaho.gov/site/isee))

**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 assistant superintendents and principals...”

**I.C. § 33-5206.** “Employment of charter school teachers and administrators shall be on written contract in form as 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”.

**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** are employees for which retirement and social security payments are withheld, but whose occupant are not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education.

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

***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.***

***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 for terminated/inactive staff: years of experience (if applicable), employment status, termination date, and termination reason. ***Caution: 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 ISEE Staff 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:

1. All Personnel Employment Info (all funds, all staff)
2. District Index (code 10 only)
3. Employment Placement Report (code 10 only)
4. [Instructional Staff Fte and Salary Report \(includes summer school\)\(NEW\)](#)
5. Staff Salary Summary (all funds)
6. Staff Salary Summary (code 10)
7. Staff Assignments Fte Variance (all funds, all certificated staff)
8. [Certificated Staff Career Ladder Mapping \(2014-15\) \(NEW\)](#)
9. Alternative Summer School Detail (if applicable)

All employees on your payroll must be listed on the All Personnel Employment Info report. Review the Employment Placement report to assure all certificated employees 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 assure 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 will 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 - ISEE (<http://www.sde.idaho.gov/site/isee/>). **Check for updates. Guidelines and documents are updated on this site throughout the year.**

### Required Data Collection Elements 2015-2016:

2015-2016 ID Unit Record Collection – **Items & Option Sets**



### ▼▲ 2015-2016 ISEE Manuals

- [Attendance Manual 2016](#)
- [ISEE 2015-2016 Summer School Guidance](#)
- [Summer Alternative Secondary Reporting Guidelines ISEE](#)
- [2015-2016 Assignment Credential Manual](#)
- [ISEE Staff Data Guidance Manual 2015-2016](#)

### III. Staff Demographics, Employment, and Assignments

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

*Basic Demographic Data Elements for all Staff Members (section 6).*

#### Unique Identification Number

ISEE data collection uses the staff members unique Idaho Staff Identification Number (EDUID). Thus, the accuracy of this number is essential.

This number links all records on an individual within ISEE (i.e., personnel information, contract, assignment, background checks, certification, students, etc.).

*Resolve all discrepancies as soon as possible.*

#### Name

Enter the last, first and middle name.

Enter the former name, if another name was 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

#### Citizenship (Y/N) *Removed*

#### Has Certificated Assignments (Y/N)

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

#### Is Paraprofessional (Y/N)

#### Is Title 1 Paraprofessional (Y/N)

#### Evaluation Date

#### District ID *Removed*

#### 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 date the employee was first hired by the school district.

#### Employment Status

See additional information on page 23.

#### Employee Funding Source Code

#### Employee Percent Source Percent

## IV. Certificated Staff

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

1. Personnel Information / Basic staff data elements
  - a. Input/update the personnel information data  
(See Section II. (A) Basic Demographic Data Elements for all Staff Members)
2. Education and Experience history data for 2015-2016
3. Contract data for 2015-2016
4. Assignment data for 2015-2016
5. ~~Teacher Attendance~~ **Removed**

### ***Education and Experience History for 2015-2016 (I.C. §33-1004)***

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

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.

**Important: Update staff experience and education for all certificated staff for the 2015-2016 school year.** This basic reporting process is not altered by the Career Ladder. In order to transition to full implementation of the Career Ladder over the next five years, staff demographic files must be updated each year. The education allocations for FY16 will be derived from updated 2015-2016 data (see Appendices A and B for new and updated staff funding reports).

To advance to the next level on the career ladder in future years, a teacher must have worked at least .5 fte in the prior year and met the professional compensation rung performance criteria. This vital information is maintained in ISEE. ***Without updated information, the teacher will stay on the same step and not move with her/his cohorts.***

**The following data records must be completed/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. ***Do not update during the fiscal year.***

**These fields are critical to maintain for your staff:**

#### **Transcript Year (section 6)**

The year of the most recent transcript for the employee.

#### **Initial Certification Year (section 6)**

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):

1. Initial and/or full certification may or may not have been received in Idaho.
2. Initial and/or full certification is the issue date of the certificate (even if lapsed).
3. **Provisional, Temporary or Emergency permits do not qualify as initial certification. (Provisional Authorization is no longer allowed in Idaho.)**

### **Determining Initial Certification Date**

1. Alternate Authorization – Teacher to New Certification/Endorsement: *Date of the first certificate*
2. Alternative Authorization – Content Specialist : *Issue date*
3. Alternative Authorization – Pupil Personnel Services: *Issue date*
4. Non-Traditional Route to Teacher Certification (ABCTE &TFA): *Issue date*

**Temporary permits to teach are *not* considered “initial” certification.** The Provisional Authorization is considered a “temporary permit” to teach, therefore cannot be considered as initial certification.  
**(Provisional Authorization is no longer allowed in Idaho.)**

**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:* 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 he or she has 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 5 year renewable certificate.

*Example:* 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.

**See other examples beginning on page 16. For comprehensive information, refer to: [www.sde.idaho.gov/site/teacher\\_certification](http://www.sde.idaho.gov/site/teacher_certification).**

### **Initial Certification State (section 6)**

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

### **Degrees**

Note: Thirty-two 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 degree.

### **Highest Degree Claimed for Funding (section 6) (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 his/her lower degree and additional credits earned beyond the lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

**Example:** A certificated employee has a MA and 5 credits beyond the MA degree and initial certification. The employee also has a BA+52 credits earned after initial certification. The index multiplier is higher for the employee if he/she is reported with a BA+52.

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

Option Set / Education Degree - Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	OS	Occupational Specialist
ES	Ed Specialist	O	Other
HS	High School	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 specialists are to be reported as an "OS" degree designation.

**Example:** 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 should be reported as an OS+15 which is treated as BA + 15.

**Year of Degree Claimed (section 6)**

The year in which the highest degree claimed was earned.

**Institution Where Highest Degree Was Obtained (section 6)**

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.

<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State
010	Boise State University
020	College of Idaho
023	College of St Gertrude
025	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 6)**

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

**Major for Degree Claimed (section 6)**

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

**Minor for Degree Claimed (section 6)**

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

**Additional College transcribed credits earned beyond the highest degree claimed for funding (section 6)**

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

1. 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).
2. 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 .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. **Temporary permits do not meet the requirements of initial certification. (Provisional Authorization is no longer allowed in Idaho.)**
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. **All credits and degrees earned must be in a relevant pedagogy or content area as determined by the state department of education (pending Idaho State Board of Education rule).**

**Credits 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. Effective July 1, 2015, through June 30, 2016, the education allocation shall be:

1. \$400 per fiscal year for instructional staff holding a professional endorsement and a baccalaureate degree and twenty-four or more credits.
2. \$700 per fiscal year for instructional staff holding a professional endorsement and a master degree.

**The following examples deal with issues relating to reporting initial certification and additional credits:**

**Example:** A certificated employee with a bachelor's degree completes additional courses from a university on the quarter system. After converting these quarter hours to semester hours, the individual will have a BA+11.67 additional credits. For ISEE purposes, report the individual as a BA+11 credits.

**Example:** Mary completed a teacher preparation program and received full certification in Utah in 2013. Mary taught first grade in Utah during 2014-15 and is seeking an Idaho certificate/credential but does not currently meet Idaho's requirements. Upon application Mary would be issued a three-year non-renewable interim certificate allowing time to meet Idaho's requirements by 2016. Although Mary is on an Idaho interim certificate, her initial certificate date would be the date she received full Utah certification in 2013. Place Mary on the second rung of the Career Ladder (RP2).

Submit Mary's information in the October 2015 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder, report Mary's experience and education history as of September 2014 on ISEE Form 8 (see Appendix A).

**Example:** 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 and Idaho no longer allows Provisional Authorization. Place John on the first rung of the Career Ladder – RP1. Funding will not be provided unless certification or an authorization is in place.

**Example:** Cheryl, a math teacher, was initially certificated in 2010. She continued her education while teaching and became a certificated Speech/Language Pathologist in 2015 (Pupil service). Cheryl's initial certification year is 2010, the *issue* date of the *initial* certification. All credits earned after initial certification may be added.

**Example:** An employee has a BA+60 credits earned prior to initial certification in 2015. The employee should be reported with a BA degree and zero (0) additional credits. The employee will be placed on the first rung of the Career Ladder (RP1)

**Example:** Max received his MA from Boise State University on May 15, 2015. He attended summer school and completed an additional 9 credit hours on August 15, 2015. His initial certification was issued August 12, 2015. Max has a MA + 9 credits since his certification is prior to completing summer school. Max signed a teaching contract. He will be placed on the first rung of the career ladder (RP1). Although Max holds a master degree, he will not qualify for the education allocation until he earns a professional endorsement.

**Example:** Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. However, official transcripts 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:** Jill received a BA degree in the spring of 2005. Her initial certificate is dated August 28, 2005. 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 in order to obtain an occupational specialist (OS) certificate in 2015, she earned an additional 15 college credit hours. Jill is reported as a BA + 15 credits with one year on experience and is placed on the second rung of the career ladder (RP2).

Submit Jill's information in the October 2015 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder, report Jill's experience and education history as of September 2014 on ISEE Form 8 (see Appendix A).

**Example:** Jesse is a few credits short from getting a college degree. She decides to pursue a teaching career and in order to obtain an occupational specialist certificate in August of 2015, she earns an additional 15 college credit hours. The occupational certificate is recognized as initial certification and all credits were earned before initial certification. Jesse is reported as an OS + 0 credits and is placed on the first rung of the career ladder (RP1).

**Additional degrees - Data Elements for up to four (4) additional degrees - Important**

**For the new career ladder, if a teacher holds a master degree but is reported with a lower degree plus additional credits for funding purposes, enter the master degree in the additional degree fields. These fields must be entered in order to receive the 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).

highestDegree	BS - Bachelor of Science
degreeYear	1983
claimDegreeInst	000 - General Category - Out-of-State
claimDegreeState	UT - Utah
claimedMajor	13.1202 - Elementary Education and Teaching.
claimedMinor	13.1311 - Mathematics Teacher Education.
addCredits	71
addDegree1	MA
degree1Year	2005
degree1Institution	000
degree1State	UT
degree1Major	13.1311
degree1Minor	

- ❖ If the teacher has a master degree as of the last Friday in September 2015, the educational allocation is applicable if the teacher has three or more years of experience. The additional funds increase the average salary when calculating salary based apportionment. For a district to receive additional funds, the master 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 degree will be recognized for the allocation.
- ❖ The BA+24 education allocation is determined in the same manner: if 24 or more credits are entered in the addCredits field in ISEE and if the teacher has three or more years of experience, the allocation will be recognized.
- ❖ For the teachers with Master degrees but reported as BA+48 or BA +60 (the highest degree for funding purposes), enter the second degree data into your system in the yellow highlighted fields below. The program will recognize additional higher degrees for the education allocation.

## EXPERIENCE

This area provides information concerning the employee's *actual completed* history of certificated employment in the educational K-12 field. **This critical information must be updated for instructional staff advancement to the next rung on the career ladder in future years.**

**For example, in FY16 teacher B is mapped to P2 (professional level 2) based on her index of 1.49930 in FY15. In FY17, if teacher B meets the criteria to recognize another year of experience, she will advance to P3 on the career ladder. Without updated information, the teacher will not advance on the ladder and remain at the P2 level.**

### Prior Idaho Public K-12 Years Experience (section 6)

- 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.

### Prior Public K-12 Years Experience – Other States (section 6)

- 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.

### All Other Accredited Private or Parochial Prior K-12 Years Experience - Non-public (section 6)

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

### Accredited Idaho College or University Years Experience (section 6) (Applicable to Pupil Service staff, or Teaching and 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.
- **Note: Beginning in 2015-16, initial certification must be considered for new instructional staff: 33-§1004B (a) Instructional 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 Experience – Other States (section 6) (Applicable to Pupil Service staff, or Teaching and 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.
- **Note: Beginning in 2015-16, initial certification must be considered for new instructional staff:**  
**33-§1004B (a)** Instructional 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.

**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 (it's not completed).
- Include only certificated teaching or 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 physically 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 – count 1 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.

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 or administrator. The experience must be in a public or accredited private or accredited parochial school or an accredited college or accredited university and rounded to the nearest year. Caution: do not include the current year; the 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).

Employment in foreign countries should be reported according to Idaho standards. Certificated experience in other countries may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction in this country and the schools are accredited. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to a K-12 experience in Idaho.

**Example:** After receiving a teaching certificate in Idaho, John taught six-year old students at a "public" institution in London for 3 years. The school is the equivalent of a public grade 1 institution in Idaho. A "public" school in England is the equivalent of a non-public school in Idaho. John has no other work experience. John would be reported with 3 years non-public experience.

A certificated employee must teach 50% or more of any given year to be given credit for that year. See the following examples.

**Example:** Mary, a secondary math teacher taught 3 periods of a 7-period day for the entire 2013-2014 school year in an accredited middle school. For ISEE purposes, her work experience is zero for this year since she did not teach 50% or more of the total hours in the school year ( $3/7 = 43\%$ ).

**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.

**Example:** Joan, a certificated music teacher taught 3 periods of a 7-period day for the 2014-2015 school year. She taught full-time four months during the 2014-2015 school year. For ISEE purposes, her work experience is zero (0) because 1) she did not teach 50% or more in either school year, and 2) partial years cannot be added together to accumulate work experience.

Completed experience with an accredited college or university may be recognized for those hired in a certificated position (Pupil service staff, or teaching and administrative service for administrator certificate holders) where the hire date is **after** June 30, 2005. Employment in 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. 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?**

- a. 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.
- b. 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.
- c. 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 will not change career ladder placement in 2015-16. If an instructor's history was inaccurate in 2014-15, a prior year correction must be submitted to correct the permanent record (Appendix B Edits & Reports: Prior Year Correction / Payment Adjustment Request).**

~~*Calculated State Salary Schedule Row (section 6)*~~ **Removed**

~~*Calculated State Salary Schedule Column (section 6)*~~ **Removed**

~~*Calculated State Salary Table Index (section 6)*~~ **Removed**

*Experience and Education Multiplier for administrators and pupil service employees (I.C. §33-1004A)*

Experience and Education Multiplier									
I. C §33-1004A									
		column 1	column 2	column 3	column 4	column 5	column 6	column 7	
		Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
						BA+36	BA+48	BA+60	ES/DR
ROW	1	0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
ROW	2	1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
ROW	3	2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
ROW	4	3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
ROW	5	4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
ROW	6	5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
ROW	7	6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
ROW	8	7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
ROW	9	8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
ROW	10	9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
ROW	11	10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
ROW	12	11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
ROW	13	12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
ROW	14	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 is required for:

1. New employees
2. Returning 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. *Caution: conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.*

**Employment Date (section 6)**

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

**Years in District/Charter (section 6)**

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.

**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).**

**Example 2:** Alice is in her second year of teaching at Happy Valley District. Alice has 10 years of completed years of 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 2006-07 and 2007-08 school years. She moved out of state and taught in Oregon from 2008-09 through 2013-14. 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
2015-16	1	0	2015-16	2	10	2015-16	4	9
2014-15			2014-15	1	9	2014-15	3	8
2013-14			2013-14		8	2013-14		7
2012-13			2012-13		7	2012-13		6
2011-12			2011-12		6	2011-12		5
2010-11			2010-11		5	2010-11		4
2009-10			2009-10		4	2009-10		3
2008-09			2008-09		3	2008-09		2
2007-08			2007-08		2	2007-08	2	1
2006-07			2006-07		1	2006-07	1	0
2005-06			2005-06		0	2005-06		

## Employment Status (section 6)

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 6)

- 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 6)

<u>Inactive Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

<u>Termination Code</u>	<u>Description</u>
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 (I.C. §33-1004G)
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 written contract principals who shall hold a valid certificate appropriate to the position for which they are employed, who shall supervise the operation and management of the school in accordance with the policies established by the board of trustees and who shall be under the supervision of the superintendent”.

**I.C. §33-5206.** “Employment of charter school teachers and administrators shall be on written contract in form as 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”.

**Contract Type (section 6)**

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

<b><u>Type</u></b>	<b><u>Description</u></b>
<b>1</b>	<b>Category 1 Contracts</b> - For certificated instructional employees on a limited one-year contract.
<b>2</b>	<b>Category 2 Contracts</b> - For certificated instructional employees in the first and second years of continuous employment with the same school district.
<b>3</b>	<b>Category 3 Contracts</b> - For certificated instructional employees during the third year of continuous employment by the same school district.
<b>C</b>	<b>Continuing Teacher Contract</b> - For certificated instructional employees who have attained renewable contract status as provided in I.C. §33-515, Idaho.
<b>R</b>	<b>Retired Teacher Contract</b> - For retired certificated instructional employees who are currently drawing PERSI retirement benefits.
<b>A</b>	<b>Administrator Contract</b> - For certificated administrative employees.
<b>AR</b>	<b>Retired Administrator Contract</b> - For retired certificated administrative employees who are currently drawing PERSI retirement benefits.

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

More information can be found at [https://www.sde.idaho.gov/site/educator\\_resources/contracts.htm](https://www.sde.idaho.gov/site/educator_resources/contracts.htm)  
[FY15-FY16 School District Contract Crosswalk](#).

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## Contract Information

### Fields are provided for three (3) contracts.

1. Each certificated employee may have up to 3 signed contracts (administrator, teacher, evening, summer).
2. One contract shall not exceed 1 fte.
3. The combined sum of the contracts FTE may exceed one, provided each contract does not exceed 1 fte.
4. Each contract is treated as a stand-alone contract and is considered on its own merits.
5. Each contract shall 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)

### *Use the second and third contract if:*

1. The certificated employee signed separate contracts in your district - Administrator Contract (.5fte) *AND* a Teachers Contract (.5 fte).
2. The certificated employee signed a Teachers Contract *AND* signed a contract to teach extended hours in an approved alternative secondary evening program.
3. 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.

### *Please 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. New for 2015-16, each contract 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 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 - 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; \$32,856.40 = 32856
- 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.**

**Contract Hours (section 6)**

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

### Contract Days (section 6)

- 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)
- 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 6)

- 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 employed 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 teaching 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.

***Example: Mr. Brown 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. Brown 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 6)**

A = \*Extracurricular activities; e.g. coaching, debate, special music, drama

B = Driver training

C = Fringe Benefit Cash Amount

*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

E = Extended Summer Contracts (paid from funds other than general maintenance and operation)

F = Stipend or Bonus

G = Extended Summer Contracts (*not* reimbursed by Professional-Technical)

L = Leadership Premiums as described in I.C. §33-1004J

*Enter this data during the month in which the premium is received by the employee. Do not estimate the amount for the snapshot date collection (as of the last Friday in September) unless the amount is known.*

- \* 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.**

**Extra Pay Amount (e.g. \$1,000 = 1000 (section 6))**

- 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 \$35,000. He also receives \$1,000 for serving as a department head, \$888 for a fringe benefit cash amount and receives \$2,000 from the Professional-Technical Division for an extended summer contract. He is paid from general funds. His funding source would be reported at 100% (1.0) from code 10 - the general fund.

**Citizenship (section 6) Removed**

**Proficient in Language Other than English (section 6 )**

(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 6)**

Is this staff member to be treated as a Certified staff member? That is, they have certified assignments, is on a contract, then all the fields applying to certificated staff must be completed? (Yes or No)

**Certification Year**

The date teachers or administrators first received certification, regardless of state issuing the certification. Leave blank for non-certified employees.

**Initial Certification State (section 6)**

The state where the initial teaching certification was granted.

**Is Paraprofessional (section 6)**

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

**Is Title I Paraprofessional (section 6)**

Is this staff member a Title 1 Paraprofessional? (Yes or No)

**District ID (section 6) Removed**

**Base School ID (section 6)**

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

**Employee Funding Sources - New for FY2016**

- Each contract has a set of four corresponding funding sources.
- A set of four sources is available for non-certificated 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, which is 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**

contract 1 Funding Source1	contract1 Funding percentage1	contract t1 Fundin g Source 2	contract1 Funding percentage e2	contract t1 Fundin g Source 3	contract1 Funding percentage e3	contract1 Funding Source4	contract1 Funding percenta ge4
10	100						

**Staff Demographic - 2015-16 Administrator Contract 2**

contract2 Funding Source1	contract2 Funding percentage1	contract2 Funding Source2	contract2 Funding percentage 2	contract2 Funding Source3	contract2 Funding percentage 3	contract2 Funding Source4	contract2 Funding percentage 4
10	50	01	25	04	25		

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

**Employee Funding Source Code (section 6)** (2 digits)

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.

<u>Code</u>	<u>Funding Source</u>
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:

- 1<sup>st</sup> Contract: c1fundSource1, c1fundSource2, c1fundSource3, c1fundSource4
- 2<sup>nd</sup> Contract: c2fundSource1, c2fundSource2, c2fundSource3, c2fundSource4
- 3<sup>rd</sup> Contract: c3fundSource1, c3fundSource2, c3fundSource3, c3fundSource4

**For Non Certificated Assignments: ncFundSource1, ncFundSource2, ncFundSource3, ncFundSource4**

**Funding Source Percentage/Percent Source ((maximum value = 100(%)) (section 6)**

The percentage of funding from each funding code source.

**Data element field names for certificated staff:**

- 1<sup>st</sup> Contract: c1percentSource1, c1percentSource2, c1percentSource3, c1percentSource4
- 2<sup>nd</sup> Contract: c2percentSource1, c2percentSource2, c2percentSource3, c2percentSource4
- 3<sup>rd</sup> 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 assure 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), .50 fte paid out of Title I and Federal IDEA funding. Her second contract is a teaching type C contract for .50 fte paid out of the general fund. Ms. Smith also teaches alternative summer school, which is funded by the general fund.

<b>Contract 1 Type</b>	<b>A</b>	<b>Contract 2 Type</b>	<b>C</b>	<b>Contract 3 Type</b>	<b>AS</b>
<b>Contract 1 Base Salary</b>	<b>\$ 40,000</b>	<b>Contract 2 Base Salary</b>	<b>\$ 30,000</b>	<b>Contract 3 Base Salary</b>	<b>\$ 3,500</b>
<b>Contract 1 Days</b>	<b>260</b>	<b>Contract 2 Days</b>	<b>91</b>	<b>Contract 3 Days</b>	<b>30</b>
<b>Contract 1 Hours</b>	<b>1820</b>	<b>Contract 2 Hours</b>	<b>637</b>	<b>Contract 3 Hours</b>	<b>162</b>
<b>Contract 1 FTE</b>	<b>0.50</b>	<b>Contract 2 FTE</b>	<b>0.50</b>	<b>Contract 3 FTE</b>	<b>0.18</b>
<b>Contract 1 Funding Code 1</b>	<b>01</b>	<b>Contract 2 Funding Code 1</b>	<b>10</b>	<b>Contract 3 Funding Code 1</b>	<b>10</b>

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:** Teacher 2 works half days as kindergarten instructor (.5 fte) and is paid fully out of the General Fund. She would be reported as:

c1fundSource1  c1percentSource1

Teacher 2 works in the afternoon as a non-certificated teacher's aide as well and is paid fully out of Title I-A funds. She would be reported as:

Non Certificated Funding code1  Non certificated Percent Source 1

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

c1fundSource1  c1percentSource1  (3/7)  
c1fundSource2  c1percentSource2  (4/7)

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

fundSource1  percentSource1

**Evaluation Date** – For teachers and principals, the date when their evaluation is expected to be final in the current school year.

**Evaluation Results** - **Removed**

**Student Performance Considered** – **Removed**

**Professional Practice Rating (New)**

**Staff evaluation Level**

- **4 Distinguished**
- **3 Proficient**
- **2 Basic**
- **1 Unsatisfactory**

**Student achievement rating (New)**

**Staff evaluation Level**

- **4 Distinguished**
- **3 Proficient**
- **2 Basic**
- **1 Unsatisfactory**

## Certificated Staff Assignment Data Elements (Idaho Unit Record Collection, Section 7, Staff Assignments)

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 7)

Enter the employee’s unique Idaho Staff Identification Number.

### District ID (section 7) **Removed**

### School ID (section 7) (This is the SDE assigned school number in the Idaho Education Directory)

Enter the school number in which the assignment takes place using the School ID for your district.

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.

### School Type (section 7) **Removed**

### Contract Number (section 7)

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

**For Non-Classroom Assignments** for which grade level and membership would not be applicable:

Examples of non-classroom assignments for which grade level and membership would not be reported are: Administration 4XXXX, use option code "A" for the grade level.

**For Librarian and Pupil Personnel Services when either all grades or no grades are applicable (3XXXX), use option code "MX" for the grade level.**

### Period (section 7)

Enter assignment data for each period of the day; **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:** 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:** Ms. Jones is a principal and teaches three classes of American History per day.

Principal	Period 1	.57 FTE
History	Period 3	.144 FTE
History	Period 4	.143 FTE
History	Period 5	.143 FTE
		<u>1.0 FTE</u>

**Staff Assignment Code (section 7)**

Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to **2015-2016 Assignment Credential Manual** ([www.sde.idaho.gov/site/isee](http://www.sde.idaho.gov/site/isee)).

**Assignment Grade Level (section 7)** (Do not enter a grade range)

Enter the grade level for which the class being taught was designed or the grade level of the majority of students in the class. Available option codes for assignment grade levels in addition to 1 through 12 are:

<u>Code</u>	<u>Option Name</u>
PK	Preschool
KG	Kindergarten
A	Administrative Function
MX	Mixed Grades
XA	Extracurricular Activities

**Remember**, 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.

**Class Level (section 7) ~~Removed~~**

**Teaching Role (Section 7) *(Updated Option Codes)***

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

- ~~R~~ ~~Regular Class~~ ~~Removed~~
- T*** ***Teacher of record (NEW)***  
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.
- ~~S~~ ~~Special Education Consultant~~ ~~Removed~~
- S*** ***Supplemental Educator (NEW)***

**The certified staff person, assisting a regular classroom team teacher, providing supplement educational guidance to student(s). May share the same class period and assignment, but the students will be assigned to the teacher of record.**

- 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.

**\*Student Course Enrollment Record: Continue reporting the teacher of record in the IDStaffid field. Enter the long term substitute teacher's EDUID in the IDStaffid2 field.**

**Instructional Setting (section 7)**

For Teachers, the typical instructional setting for this class

DA	Distance Learning (All Students)
DS	Distance Learning (Some Students)
VI	Virtual
RC	Regular Classroom
RR	Resource Room
SC	Self-Contained Classroom
CT	Co Taught
ES	Sheltered English Class

**Course Standards (section 7) Removed**

**Highly Qualified (section 7)**

For Teachers, is the teacher highly qualified for this course as defined by the US Education Department? If this assignment does not require HQT, mark as N/A. Please refer to SDE-HQT Endorsement tab.

**Required entry for all certificated staff assignments.**

Yes/No/NA

**Qualifications Method (section 7)**

For teachers who are Highly Qualified, indicate from the option set, the applicable qualification method for which the LEA has supporting documentation. **Updated Option Code Definitions.**

- 1 Met HOUSSE (before July 1, 2008) or Special Education assignments or Rural districts with permission.
- 5 HQT by undergraduate major or equivalent 30 Credits (Secondary Content Only)
- 6 HQT by graduate degree in core subject matter area (Secondary Content Only)
- 8 Competency Test in the Core Content Area (Praxis II).
- 9 State Approved Alternative Certification Program (ABCTE).
- 10 National Board for Professional Teaching Standards (Secondary Content Only).
- 11 Out of State Content Assessment or Official Letter.

**Expected Date for HQ (section 7)**

For teachers who are NOT Highly Qualified, indicate the expected date in the future by which the teacher will demonstrate highly qualified teaching status and the LEA will have supporting documentation.

**Means to HOT from NHQT (section 7)**

For teachers who are NOT Highly Qualified, indicate from the option set, the applicable qualification method for which the LEA will have supporting documentation.

<u>Option Code</u>	<u>Definition</u>
A	ABCTE
C	Course Work
M	Master's Degree
N	National Board Certification (except elementary)
P	Praxis II

~~**Retention Program (section 7)**~~ **Removed**

~~**Recruitment Program (section 7)**~~ **Removed**

~~**Year Entered Retention or Recruitment Program (section 7)**~~ **Removed**

~~**Years Required to Teach (section 7)**~~ **Removed**

**FTE (section 7)**

The full-time equivalent status for this assignment.

**Note: the sum of the assignment FTE(s) must equal the contract FTE 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	.20 FTE
Period 2	Social Studies	.20 FTE
Period 3	Social Studies	.20 FTE
Period 4	Social Studies	.20 FTE
Period 5	Geography	.20 FTE
Period 6	Prep Period	0 FTE (N/A, do not submit)
Total FTE		1.0 FTE

Full Time Annual Contract (1 FTE)		
1		
0.9	0.20	Geography
0.8		
0.7	0.20	Social Studies
0.6		
0.5	0.20	Social Studies
0.4		
0.3	0.20	Social Studies
0.2		
0.1	0.20	Geography

**Example 2:** Lily is a certificated instructor with an annual contract for .5 FTE. Lily teaches one kindergarten class at an elementary school.

Period 1	Kindergarten	.5 FTE
----------	--------------	--------

Annual Contract .50 FTE				
1				
9				
0.8				
0.7				
0.6				
0.5	0.50	Kindergarten a.m. session		
0.4				
0.3				
0.2				
0.1				

**Example 3: Late Hire:** Mary is a certificated instructor hired at the end of September with an annual contract of .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 = .90 fte).**

Period 1	Kindergarten	.45 FTE
Period 2	Kindergarten	.45 FTE
	Total FTE	.90 FTE

Annual Contract .90 FTE		
1		
9	0.90	Kindergarten
0.8		
0.7		
0.6		
0.5		
0.4		
0.3		
0.2		
0.1		

**Assignment Start Date (section 7)**

The date this assignment starts.

**Assignment End Date (section 7)**

The date this assignment ends.

**Notes (section 7)**

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

**Teacher Attendance (Section 9) Removed**

## 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).

~~District ID~~ *Removed*

### 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.

### Submit the Current year Non-Certificated Employment data

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 2015-2016.

### Is Paraprofessional (section 6)

Is this staff member a ParaProfessional working with students? That is, does this staff member have para-professional assignment, 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 6)

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 6)

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).

Option codes If either inactive or termination is indicated, the appropriate code and an effective date must be included.

**Termination/Inactive Date (Month/Day/Year) (section 6)**

If the status code “inactive” or “terminated” had been checked, 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 6)**

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 are as follows:

<u>Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

*Termination* reason codes are as follows:

<u>Code</u>	<u>Description</u>
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, rate per hour, hours per week and weeks per year for each non-certificated position. **Leave the contract number (contractNo) field blank for non certificated staff.**

**Assignment Code (section 7)**

- 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

**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))**

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 7)**

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 7)** (e.g. \$7.50 reported as 7.50)

- Enter the employee's rate of pay per hour.
- The rate per hour should be adjusted to include any extra-pay, overtime, bonuses, etc. Do not overstate the actual number of hours worked to adjust for this additional pay.
- 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.

$$\begin{aligned} 7 \text{ months} \times 4 \text{ weeks per month} &= 28 \text{ weeks} \times 5 \text{ hours per week} = 140 \text{ hours} \\ \$2,000 \text{ divided by } 140 \text{ hours} &= \$14.29 \text{ per hour} \end{aligned}$$

**Non-Certified Hours Per Week (section 7)**

Enter the number of hours that the employee works each week; a 40-hour week would be reported as 40.

**Non-Certified Weeks Per School Year (section 7)** (round to the nearest week)

Enter the number of weeks 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 have been planned for the school year. She is paid \$10.00 per hour. ISEE information for Louise would be calculated as follows:

$$\begin{array}{r} 1,040 \text{ Total hours scheduled} \\ - \quad 22 \text{ Staff development hours} \\ \hline 1,018 \text{ Actual hours scheduled} \end{array}$$

$$1,018 \text{ hours divided } 6 \text{ hours per day divided by } 5 \text{ days per weeks} = 33.9 \text{ weeks} = \mathbf{34} \text{ weeks.}$$

**Assignment Start Date (section 7)**

The date this assignment starts.

**Assignment End Date (section 7)**

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 NCLB 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 6)

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

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	ES	Ed Specialist (Ed. D.)
A	Associate		

### Date of Degree (Date of Highest Degree) (section 6)

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

### Institution (Granting Degree) (section 6)

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.

<u>Code</u>	<u>Description</u>
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 6)**

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

**Number of College Transcript Credits Earned (section 6)**

Enter the number of college transcript credits.

**Date Minimum College Transcript Credits Earned (section 6)**

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

**Parapro High School Diploma Type (section 6)**

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

**Parapro Praxis Exam (section 6)**

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 be 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 Parapro Praxis (section 6)**

This is a flag for non-certificated paraprofessional instructional assistants indicating if they took the Praxis or ETS Paraprofessional Exam.

Enter Yes or No

**Parapro Praxis Exam Score (section 6)**

The score from the ETS paraprofessional exam.

**Parapro Praxis Exam Date (section 6)**

The date they passed the ETS paraprofessional exam.

**Parapro Out of State Praxis Exam (section 6)**

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

## VI. Non-District/Charter Contracted Certificated Staff

Non-District/District Contracted Certificated Staff **must** be reported on **ISEE Form 6** (see **Appendix A for manual form**). For the 2015-2016 school year, paper forms must be submitted to SDE. The forms are available in a pdf format and can be downloaded from the ISEE website. **The forms are due no later than December 15<sup>st</sup>.**

Non-district/charter 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. These individuals are not your employees but rather purchased services.

***Note: All non-district/charter contracted certificated staff should be reported if standards exist for those services being required.***

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

- ✓ Complete ISEE Staff Form 6 for "Non-District/Charter Contracted Certificated Staff".
- ✓ Use same basic guidelines as for Certificated Staff (see page 17)
- ✓ Forms require special handling by the SDE.
- ✓ Submit forms to SDE.

### Contract

**Contracted Amount** (e.g. \$32,703 = 32703)

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar. 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 Equivalent (FTE)** (maximum = 1.00)

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.

***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% (.29).

### Contractor Funding Source

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

**Contractor Funding Source Code** (2 digits)

<u>Code</u>	<u>Funding Source</u>
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 (maximum value = 100%) (section 6)**

Report the percent of total FTE's 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 regular 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/Charter 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. Idaho System of Educational Excellence (ISEE) 2015-2016 School Year - Summer Alternative Secondary School Staff Data Guidance

Although Alternative Secondary Summer School may begin prior to July 1, 2015, summer school is funded in the 2015-2016 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2016 school year and must be submitted in a one-time August 2015 Summer School upload. Data submitted prior to August 2015 will not be properly funded.

**Report the complete summer files in ISEE and use “ISEE Summer Alternative 2015 v6”. This submission opens August 7, 2015 and will close September 18, 2015.  
Only Summer Alternative Secondary Schools and Programs need to be reported.**

Alternative Secondary Summer School certificated staff must hold the proper credentials or State funds may be withheld (*I.C. §33-1002(6)(d)*). 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. **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)

Staff Demographic				
contractType1	baseSalary1	contractDays1	contractHours1	contractFTE1
AS	1800	25	72	.080

**FTE must correlate to summer attendance and enrollment.**

#### **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.

School Type *Removed*

**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: 2015-2016 Assignment Credential Manual.

**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 contract1 FTE is .08 fte (72 hours/900 hours). She teaches 2 classes. Each assignment FTE is .04 FTE (36 hours /900 hours). The sum of the two assignment FTEs equals the contract FTE2 of .08.

**Staff Demographic**

Contract1Type	baseSalary1	contractDays1	contractHours1	contractFTE1
AS	1800	15	72	.080

**Staff Assignments**

schoolId	contractNo	assignment	FTE
0203	1	2052	0.04
0203	1	2056	0.04

**FTE must correlate to summer attendance and enrollment.**

**(New for FY2016) 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, which is 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 - 2015-16 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		

**Non-Certificated Staff**

Non-certificated employee working only during the summer months in 2015 at an Approved Alternative Summer School should be entered in 2015-2016 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 2015 v6.
- This submission opens August 7<sup>th</sup> and will close September 18<sup>th</sup>, by midnight.

**Note: If the summer school employee only works during summer and does not have another contract in your district, do not terminate the contract in the August upload.**

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# **APPENDIX A**

## **ISEE FORMS**



**Virtual Template: Due no later than January 15, 2016 - Districts Only**

Idaho Department of Education Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees For School Year 2015-2016									
District/Charter _____									
Name of Virtual School Instructor	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				0					
fte				-					
(total hrs/1380 hrs)									

## Example Virtual Template

Idaho Department of Education Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees For School Year 2015-2016									
District/Charter									
Name of Virtual School Instructor	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
xxxxx	IDLA	Digital Photography & Communication - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Earth Science A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	English 11A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	3	3	9/12/2015	1/13/2016	1
xxxxx	IDLA	Fundamentals of Health Professions - Sec 1 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Health - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Lifetime Fitness - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Speech - Sec 3 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10B - Sec 1 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 11A - Sec 2 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
<b>Total</b> <b>fte</b> (800 total hrs/1380 hrs)				<b>800</b> <b>0.58</b>					

## ISEE Form 8 (Manual form)

draft							
Idaho State Department of Education Basic Education Staffing System ISEE Form 8 (Manual)							
2014-15 Education & Experience History for New Certificated Hires with Experience. (as of September 26, 2014)							
District / Charter Number:							
District / Charter Name:							
Date							
<p>The purpose of this report is to establish the career ladder rung for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year. Submit education and experience records as of September 26, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate.</p>							
<p>Examples:</p> <p>Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.</p> <p>Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year.</p>							
<p><b>Do not use this form to correct prior year data.</b></p>							
Name	EDUID	FY15 Highest Degree as of September 2014	Additional credits as of September 2014.	Total Years of Experience as of September 2014.	Index 2014 - 2015	Additional Degree, as of September 2014	Career Ladder Rung 2015-16
<p>Superintendent, Charter School Administrator, Business Manger or HR Director</p>				<p>Signature</p>			
<p>Submit form to:</p>				<p>Title</p>			
<p>Kathryn Vincen    <a href="mailto:klvincen@sde.idaho.gov">klvincen@sde.idaho.gov</a></p>							
<p>LaRae Ashby    <a href="mailto:lbashy@sde.idaho.gov">lbashy@sde.idaho.gov</a></p>							

The purpose of this report is to establish the career ladder rung for certificated instructional staff who did not hold an active Idaho contract during the 2014-15 school year. Submit education and experience records as of September 26, 2014. **This is not applicable for instructional staff who are in their first year of holding a certificate.**

Examples:

- Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.
- Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year.

Submit this report after the ISEE October 2015 files are uploaded. The data on ISEE Form 8 will be added as a permanent employee record in the core database. Without this information, the teacher will not be placed on the career ladder or funded properly.

**Do not use this form to correct prior year records or to enter data for first year teachers.**

**APPENDIX B**

**EDITS AND REPORTS**

# APPENDIX B –Reports - Accessing ISEE Staffing Reports

## All Personnel Employment Report

- Choose School Year 2015-2016
- Click on Review
- Choose Excel as format
- Export
- Save

IDAHO STATE DEPARTMENT OF EDUCATION Idaho Staffing

Back to Reports List

All Personnel Employment Info

School Year: 2015 - 2016 Effective Date: 7/14/2015 View Report

Provider: 999 State of Idaho

Effective Date: 7/14/2015 12:28:50 PM

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

School Year: 2015 - 2016  
Effective Date: 7/14/2015  
Provider: 999 State of Idaho

Certified Personnel Employment Info

Blg Edu Id	Name	Assign	Cont Yr	Degre	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Col	Amount	Col	% FTE
Certified Provider Totals																		

Non-Certified Personnel Employment Info

Blg Edu Id	Name	Assign	Rate	Hours	Weeks	Col	% of FTE	FTE	Salary	
Non-Certified Provider Totals										
Grand Total									0	0

Do you want to open or save PersonnelEmploymentInfo.xls from apps.sde.idaho.gov? Open Save Cancel

## Employment Placement Schedule Report

- Choose School Year 2015-2016
- Funding Source - **10 General Fund**
- Report Type – Both (administrative and pupil services)
- Click on Review
- Choose Excel as format
- Export
- Save

IDAHO STATE DEPARTMENT OF EDUCATION Idaho Staffing

Back to Reports List

Employment Placement Schedule including Summer School

School Year: 2015 - 2016 Effective Date: 7/14/2015 View Report

Provider: 999 State of Idaho Funding Source: 10 General Fund

Report Type: Both

Effective Date: 7/14/2015

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

School Year: 2015 - 2016  
Effective Date: 7/14/2015  
Provider: 999 State of Idaho

Report Type: Both

Name	Edu Id	Degree	Credits	Actual	Placement	Actual	Qualifying	Factored	Qualifying	Factored
Provider Totals										

State Board of Education Employee Resources State of Idaho Privacy Policy Contact Us

650 West State Street, PO Box 83720 Boise, Idaho 83720-0527  
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

Do you want to open or save EmploymentPlacementSchedule.xls from apps.sde.idaho.gov? Open Save Cancel

# All Personnel Employment Report

## (Updated for additional funding sources per contract)

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

Idaho State Department of Education Basic Education Staffing System All Personnel Employment Info																			
Certified Personnel Employment Info																			
Bldg	Edu Id	Name	Assign(s)	Initial Cert Yr	Degree	Credits	< Hist Years -x Hi-Ed >					<-----Contract----->			Extra Pay		Fund Src		
							In	Out	NPub	In	Out	Salary	Day	FTE	Type	Cd	Amount	Cd	% FTE
999	1 xxxxxxxx	Aaron, Brock	01058 03051 03053 03061	2015	BA	0	0	0	0	0	0	32,700		1			10	100	
999	2 xxxxxxxx	Adams, Abigail	00011 00035 00063	1995	BS	60	16	0	0	0	0	48,000		1	C		10	100	
999	3 xxxxxxxx	Brown, Harvey	22054 23007 58001 72206	2010	BS	24	5	0	0	0	0	35,000		1	C	A	2619	10	100
999	4 xxxxxxxx	Ceeley, Edward	080510 160523 192010 219980	1993	BS	48	22	0	0	0	0	45,000		1	C	E	2268	10	100
												0				A	1402		
												0				D	11380		
999	5 xxxxxxxx	Coffin, Sarah	184011 184015 184040 68001	1986	BS	60	25	0	0	0	0	48,000		1	C	G	3617	10	100
												0				E	3617		
			1054									4,000		0.16	AS			10	100
		Collins, Judy	05101 05111 55101	2015	BA	6	0	0	0	0	0	32,700							
999	6 xxxxxxxx	Denver, Georgia	41010 42200	1990	ES	0	23	0	0	0	0	80,000		1	A	A	817	10	100
999	7 xxxxxxxx	Dover, Edward	05101 05111 55101	1992	B	40	22	0	0	0	0	33,000		0.75	C	A	1343	10	100
999	8 xxxxxxxx	Fredericks, Julie	00011 00035 00041 00061	2008	M	12	6	0	0	0	0	38,000		1	C			10	100
999	9 xxxxxxxx	Goslin, Carol	00070	1994	ES	36	12	1	0	1	0	51,600		1	C			10	100
			22003									4,200		0.13	AS			10	50
																		1	50
999	10 xxxxxxxx	Howard, Harold	00011 00041 00061 00063	1990	MS	41	32	0	0	0	0	52,000		1	C	A	1051	10	100
999	11 xxxxxxxx	Jackson, Mary	180020 180523 185059 22051	1986	BS	85	19	0	0	0	0	48,000		1	C	E	3649	10	100
												0				A	234		
999	12 xxxxxxxx	Johnson, Robert	01058 03051 03053 03061	1992	BS	60	18	1	0	0	0	52,000		1	A	A	3803	10	100
												0				E	1216		
999	13 xxxxxxxx	Kendall, Anne	04101 04151 04310 22051	2010	MA	12	5	0	0	0	0	35,000		1	C	A	1168	10	100
999	14 xxxxxxxx	Lima, Anton	32100 32110 72006	1993	BA	60	21	0	0	0	0	48,000		1	C			10	100
999	15 xxxxxxxx	Lyon, Sue	02002 02157 03151 03159	2013	BS	12	2	1	0	0	0	36,000		1	2	A	234	10	100
999	16 xxxxxxxx	McClellan, Francis	00011 00035 00041 00061	2012	BA	12	3	0	0	0	0	36,000		1	3			10	100
999	17 xxxxxxxx	McClellan, George	00011 00035 00041 00061	2003	BS	6	1	0	0	0	0	33,200		1	2			10	100
999	18 xxxxxxxx	Murphy, Catherine	43020	1983	MS	39	29	0	0	0	0	57,000		1	A			4	100
			72006									4,000		0.13	AS			10	100
999	19 xxxxxxxx	Paddock, Janet	01001 01002 01003 01004	2010	BA	7	4	0	0	0	0			1	C			10	100
999	20 xxxxxxxx	Siegfried, Roy	00001 00083	1990	BA	60	16	5	0	0	0	48,000		1	C			10	100
999	21 xxxxxxxx	Starbuck, Dina	00005 00070	1998	BS	30	12	0	0	0	0	39,000		1	C	A	1695	01	95
												0						10	15
999	22 xxxxxxxx	Wallace, Eli	42100	1990	ES	0	25	0	0	0	0	70,000		1	A			10	100
<b>Certified Provider Totals</b>											<b>\$ 1,010,400</b>	<b>22.17</b>			<b>\$40,103</b>				

Save the All Personnel Employment Report in an excel format. There are two tabs in the excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.

- Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. If an employee is paid from **multiple funding sources**, review the allocations to assure 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 assure all assignments are entered correctly. Make corrections in your records and resubmit the files.

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

- Data field "isCertified" must be "Y"
- Year of initial certification must be populated
- Employment status must be active on the snapshot date or during summer school
- Employee must have active assignments on the snapshot date or during the summer school
- Experience and education fields must be populated
- Base salary amount must be populated
- If the Contract fte is greater proportionally than the minimum salary of \$32,700, then the fte is reduced
  - Example: Contract fte is .50 and the base salary is \$10,000, then the fte is reduced to .325 (10,000/32,700)

8. Base contract must have corresponding assignment codes with the correct **contractNo** entered. **Each contract is a stand-alone contract and shall be considered on its own merits.**
  - a. Example: A teacher has one full time contract and four assignments. Each assignment must have **contractNo 1** 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 on pages 29 & 30.
9. The sum of the assignment FTE(s) must equal the contract FTE.
10. Fund source code and fund source percentage fields must be populated.
11. If the employee has more than one contract, the fund code and fund source percentage fields must be entered for each contract.
12. The sum of the fund source percentage(s) must equal 100 (for each contract).
13. Assignments must be active on the snapshot date and required data fields must be entered.
14. Assignment start date and assignment end date must be valid
  - a. Example: Assignment start date is 8/01/15 and the assignment end date is 1/30/15. This data will not be included due to the incorrect end 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.
  - a. For example, a teacher has two contracts.
    - i. contractFTE1 = 1.0
    - ii. contractFTE2 = .14
    - iii. The sum of the assignment ftes for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.
    - iv. 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. FTE is reduced due the amount entered in the contract base salary (see the example on line 7a in the above business rules).
9. Certificated staff with assignment codes in the 3x,xxx series are missing from the report. Review the key staff assignment data elements. For example, the grade level field may be blank (use option code MX).
10. Funding source percentage(s) do not equal 100.
  - a. For example, a teacher works half a day and holds a contract for .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).
11. 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 Personnel Employment Report

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

Effective Date :		Idaho State Department of Education								
Page: 2		Basic Education Staffing System								
		All Personnel Employment Info								
School Year: 2014 - 2015										
Effective Date: 10/15/2014										
Provider: 1000 DISTRICT EXAMPLE										
<b>Non-Certificated Personnel Employment Info</b>										
Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Funding Source		FTE	Salary
							Cd	% of FTE		
1010	XXXXXXXXX1	A1	97110	10.39	17.00	31	10	100	0.26000	\$5,475.53
1010	XXXXXXXXX2	A2	97401	13.46	40.00	52	10	100	1.00000	\$27,996.80
1010	XXXXXXXXX3	A3	97502	15.91	17.00	36	10	100	0.30000	\$9,736.92
1010	XXXXXXXXX4	A4	97405	12.16	40.00	52	10	100	1.00000	\$25,292.80
1010	XXXXXXXXX5	A5	97201	11.81	40.00	52	07	40	0.40000	\$9,825.92
1010	XXXXXXXXX5	A5	97201	11.81	40.00	52	10	60	0.60000	\$14,738.88
1010	XXXXXXXXX6	A6	97310	12.16	40.00	36	07	100	0.69000	\$17,510.40
1010	XXXXXXXXX7	A7	97502	13.95	30.00	36	04	100	0.52000	\$15,066.00
1010	XXXXXXXXX8	A8	97502	10.70	30.00	36	04	100	0.52000	\$11,556.00
1010	XXXXXXXXX9	A9	97502	13.95	30.00	36	04	100	0.52000	\$15,066.00
1010	XXXXXXXXX10	A10	97101	20.31	40.00	52	10	100	1.00000	\$42,244.80
<b>-Certified Provider Totals</b>									<b>6.81</b>	<b>194,510</b>

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

Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. 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. For example, 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  
(For Administrative and Pupil Service Staff)  
(Choose Code10 Only)**

**Employment Placement Report (DRAFT)  
(Updated to reflect Pupil Services factored index)**

Date :		Idaho State Department of Education									
Page: 1		Basic Education Staffing System									
		Employment Placement Schedule Including Summer School									
School Year: 2015- 2016											
Effective Date: 10/20/2015		Funding Code 10 Only									
Provider: 999 Example DISTRICT											
				Years of Service		Education		Pupil ServicesFTE		Administrative FTE	
Name	Edu Id	Degree	Credits	Actual	Placement	Actual	Qualifying	Factored	Qualifying	Factored	
Denver, Georgia	6xxxx	ES	0	23	23	MA+36 / ES/DR			1.00	2.0126	
Lima, Anton	14xxxx	BA	60	21	21	MA+24 / BA+60	0.7	1.30886			
Wallace, Eli	22xxxx	ES	0	25	25	MA+36 / ES/DR			1.00	1.39	
Provider Totals							0.70000	1.30886	2.00000	3.40550	
Factored Index							1.86980		1.70275		

Review all data elements for accuracy. Assure all certificated 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 and pupil service staff. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.

If certificated staff with assignment codes in the 3x,xxx series are missing from the report (pupil services), review the key staff assignment data elements. For example, the grade level field may be blank (use option code MX).

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

**DRAFT**  
**Instructional FTE & Salary Report including Summer School**  
**Part I (New)**

Idaho State Department of Education Basic Education Staffing System Instructional FTE & Salary Report including Summer School										
Provider:	test	Fund 10	Part I							
Effective Date	10/20/2015									
Name	EDUID	Career Ladder Status (Res/Prof or Professional)	Base Salary	Qualifying Salary Adjustment (See Part II)	Ed Allocation BA +24	Ed Allocation MA	Total (d+e+f+g)	Allocated FTE	Allocated Salary (h x i)	Note
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
Aaron, Brock	1 xxxxxxxx	RP1	\$ 32,700				\$32,700.00	1.00	\$ 32,700.00	
Adams, Abigail	2 xxxxxxxx	P6	\$ 42,089	\$ 1,578.31	\$ 400		\$ 44,067.31	1.00	\$ 44,067.31	
Brown, Harvey	3 xxxxxxxx	RP2	\$ 33,200		\$ 400		\$33,600.00	1.00	\$ 33,600.00	
Ceeley, Edward	4 xxxxxxxx	P6	\$ 42,089			\$ 700	\$42,789.00	1.00	\$ 42,789.00	
Coffin, Sarah	5 xxxxxxxx	P8	\$ 45,305		\$ -	\$ 700	\$46,005.00	1.00	\$ 46,005.00	
Collins, Judy	6 xxxxxxxx	RP1	\$ 32,700				\$32,700.00	1.00	\$ 32,700.00	
Dover, Edward	7 xxxxxxxx	P4	\$ 39,775		\$ 400		\$ 40,175.00	1.00	\$ 40,175.00	
Fredericks, Julie	8 xxxxxxxx	P1	\$ 35,498	\$ 826.15	\$ 400		\$ 36,724.15	1.00	\$ 36,724.15	
Goslin, Carol	9 xxxxxxxx	P10	\$ 47,603			\$ 700	\$48,303.00	1.07	\$ 51,442.70	
Howard, Harold	10 xxxxxxxx						\$ -	1.00	\$ -	(No FY15 record)
Jackson, Mary	11 xxxxxxxx	P8	\$ 45,305		\$ 400		\$45,705.00	1.00	\$ 45,705.00	
Johnson, Robert	12 xxxxxxxx	P8	\$ 45,305			\$ 700	\$46,005.00	1.00	\$ 46,005.00	
Kendall, Anne	13 xxxxxxxx	RP2	\$ 33,200			\$ 700	\$33,900.00	1.00	\$ 33,900.00	
Lewis, Jennifer	14 xxxxxxxx	RP1	\$ 32,700			\$ -	\$ 32,700.00	1.00	\$ 32,700.00	
Lima, Anton	15 xxxxxxxx	P8	\$ 45,305			\$ 700	\$46,005.00	0.30	\$ 13,801.50	
Lyon, Sue	16 xxxxxxxx	RP2	\$ 33,200			\$ 700	\$33,900.00	1.00	\$ 33,900.00	
McClellan, Francis	17 xxxxxxxx						\$ -	1.00	\$ -	(No FY15 record)
McClellan, George	18 xxxxxxxx	RP2	\$ 33,200			\$ 700	\$33,900.00	1.00	\$ 33,900.00	
Murphy, Catherine	19 xxxxxxxx	P10	\$ 47,603		\$ 400		\$48,003.00	0.13	\$ 6,240.39	
Paddock, Janet	20 xxxxxxxx	RP2	\$ 33,200			\$ 700	\$33,900.00	1.00	\$ 33,900.00	
Siegfried, Roy	21 xxxxxxxx	P8	\$ 45,305		\$ -	\$ 700	\$46,005.00	1	\$ 46,005.00	
Starbuck, Dina	22 xxxxxxxx	P3	\$ 38,311		\$ 400		\$ 38,711.00	0.15	\$ 5,806.65	
				\$ 2,404.46	2,800.00	7,000.00	795,797.46	19.65	692,066.70	
Average Instructional Salary										\$ 35,228.64
(Total Allocated Salary / Total FTE)										

Review all data elements for accuracy. Assure 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 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 assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.

Two instructors on this list are new hires without experience and education records in the FY15. Mr. Howard holds a Master degree plus 41 credits and 33 years of out of state experience. The second person in this example with incomplete records, Ms. McClellan, has Idaho experience but did not hold a contract during FY15.

In order to establish cohorts for instructors without a FY15 record, districts must submit the new hires' degrees and years of experience as of September 2014 in an Excel format to Public School Finance. The data will be added as a permanent record in the core database (see Appendix A - ISEE Form 8).

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

# DRAFT

## Instructional FTE & Salary Report including Summer School Part II (New)

Idaho State Department of Education Basic Education Staffing System Instructional FTE & Salary Report including Summer School																
Provider:	test	Fund 10	Part 11													
Effective Date	10/20/2015															
Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	Index 2014 - 2015	Additional Degree	Career Ladder Rung 2015-2016	2015-16 Salary	FY16 Highest Degree	Total credits earned as of Sept. 2015	FY16 Total Years	2015-16 index without the career ladder	Additional Degree	FY16 Salary without the career ladder. Use FY15 \$23,354 base salary.	Salary Variance Over (Under)	Qualifying Salary Adjustment
Aaron, Brock	1 xxxxxxxxxx						RP1	\$ 32,700	BA	0	0	1.00000		na	na	n/a
Adams, Abigail	2 xxxxxxxxxx	BS	58	15	1.7371		P6	\$ 42,089	BS	60	16	1.86980		43,667.31	\$ 1,578.31	yes
Brown, Harvey	3 xxxxxxxxxx	BS	19	4	1.2022		RP2	\$ 33,200	BS	24	5	1.29410		30,222.41	\$ (2,977.59)	n/a
Ceeley, Edward	4 xxxxxxxxxx	BS	48	21	1.7371		P6	\$ 42,089	BS	48	22	1.73710	MA	40,568.23	\$ (1,520.77)	n/a
Coffin, Sarah	5 xxxxxxxxxx	BS	60	24	1.8698	MA	P8	\$ 45,305	BS	60	25	1.86980	MA	43,667.31	\$ (1,637.69)	n/a
Collins, Judy	6 xxxxxxxxxx						RP1	\$ 32,700	BA	6	0	1.00000		na	na	n/a
Dover, Edward	7 xxxxxxxxxx	B	36	21	1.6138		P4	\$ 39,775	B	40	22	1.61380		37,688.69	\$ (2,086.31)	n/a
Fredericks, Julie	8 xxxxxxxxxx	M	12	6	1.4451		P1	\$ 35,498	M	24	7	1.55550		36,327.15	\$ 829.15	yes
Goslin, Carol	9 xxxxxxxxxx	ES	36	13	2.0126	MA	P10	\$ 47,603	ES	36	14	2.01260	MA	47,002.26	\$ (600.74)	n/a
Howard, Harold	10 xxxxxxxxxx								MS	41	33	2.01260				
Jackson, Mary	11 xxxxxxxxxx	BS	85	18	1.8698		P8	\$ 45,305	BS	85	19	1.86980		43,667.31	\$ (1,637.69)	n/a
Johnson, Robert	12 xxxxxxxxxx	BS	60	18	1.8698	MS	P8	\$ 45,305	BS	60	19	1.86980	MS	43,667.31	\$ (1,637.69)	n/a
Kendall, Anne	13 xxxxxxxxxx	MA	3	4	1.2941		RP2	\$ 33,200	MA	12	5	1.34260		31,355.08	\$ (1,844.92)	n/a
Lewis, Jennifer	14 xxxxxxxxxx						RP1	\$ 32,700	MA	0	0	1.11680		na	na	n/a
Lima, Anton	15 xxxxxxxxxx	BA	60	20	1.8698		P8	\$ 45,305	BA	60	21	1.86980	MA	43,667.31	\$ (1,637.69)	n/a
Lyon, Sue	16 xxxxxxxxxx	BS	0	1	1.0375		RP2	\$ 33,200	BS	8	2	1.07640		25,138.25	\$ (8,061.75)	n/a
McClellan, Francis	17 xxxxxxxxxx								BA	12	3	1.11587				
McClellan, George	18 xxxxxxxxxx	BS	0	0	1		RP2	\$ 33,200	BS	6	1	1.03750		24,229.78	\$ (8,970.23)	n/a
Murphy, Catherine	19 xxxxxxxxxx	MS	39	28	2.0126		P10	\$ 47,603	MS	39	29	2.01260		47,002.26	\$ (600.74)	n/a
Paddock, Janet	20 xxxxxxxxxx	BA	1	3	1.1168		RP2	\$ 33,200	BA	7	4	1.15870		27,060.28	\$ (6,139.72)	n/a
Siegfried, Roy	21 xxxxxxxxxx	BA	60	20	1.8698		P8	\$ 45,305	BA	60	21	1.86980	MA	43,667.31	\$ (1,637.69)	n/a
Starbuck, Dina	22 xxxxxxxxxx	BS	24	11	1.5555		P3	\$ 38,311	BS	30	12	1.55550		36,327.15	\$ (1,983.85)	n/a

Part II of the Instructional Staff FTE & Salary Report lists each instructor coded for fund 10. Fy15 and FY16 education and years of experience are listed on the report. FY16 career ladder base salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the difference is added to the teacher's base salary. Adjustments are listed on Part I, column (e).

For example: Abigail Adams is a returning Idaho teacher. In September 2014, Ms. Adams had a BA+58 credits, 15 years of experience and an index of 1.7371. In FY16 she maps to P6 with a salary of \$42,089. During FY15, Ms. Adams earned an additional 2 credits. Had the career ladder not been enacted, her index would have been 1.86980 and her salary would have been \$43,667 (1.86980 x \$23,354).

Even though Ms. Adams moved across the lanes of the multiplier table, she stays in the same cohort. However, the variance of \$1,578 (\$43,667 - \$42,089) becomes an adjustment on Part I, column (e) and increases the district's weighted average salary.

## 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	Assignm ent 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
xxxxxxxx	Abercrombie, Samuel			1.00					
xxxxxxxx	Abercrombie, Samuel	00011	English - Elementary (Gr. 1-6)		0.845				
xxxxxxxx	Abercrombie, Samuel	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.031				
xxxxxxxx	Abercrombie, Samuel	00063	Social Studies (Gr. 1-6)		0.124				
	<b>Abercrombie, Samuel</b>		<b>Subtotal</b>	<b>1.00</b>	<b>1.000</b>	<b>0.00</b>			<b>0</b>
xxxxxxxx	Ceeley, Mary			1.00			0.16		
xxxxxxxx	Ceeley, Mary	22054	Tutoring Practicum (Gr. 9-12)		0.160				
xxxxxxxx	Ceeley, Mary	23007	Developmental Support-Special Ed (Gr. 9-12)		0.400				
xxxxxxxx	Ceeley, Mary	58001	Physical Education (Gr. 6-8)		0.080				
xxxxxxxx	Ceeley, Mary	72206	Life Skills (Gr. 6-8)		0.080				
xxxxxxxx	Ceeley, Mary	73005	Social Development/Resource Instruction-Spec Ed (Gr. 6-8)		0.200				
xxxxxxxx	Ceeley, Mary	73007	Developmental Support-Special Ed (Gr. 6-8)		0.240				
	<b>Ceeley, Mary</b>		<b>Subtotal</b>	<b>1.00</b>	<b>1.16</b>	<b>(0.16)</b>	<b>0.16</b>	<b>0</b>	<b>0.16</b>
xxxxxxxx	Dewey, Edward			1.00					
xxxxxxxx	Dewey, Edward	00011	English - Elementary (Gr. 1-6)		0.286				
xxxxxxxx	Dewey, Edward	00035	Arts and/or Crafts/Visual Arts (Gr. K-6)		0.027				
xxxxxxxx	Dewey, Edward	00041	Mathematics (Gr. 1-6)		0.401				
xxxxxxxx	Dewey, Edward	00061	General Science (Gr. 1-6)		0.134				
xxxxxxxx	Dewey, Edward	00063	Social Studies (Gr. 1-6)		0.153				
	<b>Dewey, Edward</b>		<b>Subtotal</b>	<b>1.00</b>	<b>1.001</b>	<b>0.00</b>			<b>0</b>
			<b>Total</b>	<b>3.00</b>	<b>3.16</b>	<b>(0.16)</b>	<b>0.16</b>	<b>0.00</b>	<b>0.16</b>

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.

## Edit Report – Certificated Staff Career Ladder Placement (as of September 2014)

Idaho State Department of Education Basic Education Staffing System Certificated Staff Career Ladder Placement												
<b>School Year: 2014 - 2015</b>												
Effective Date: 7/24/2015												
Provider(s): 999 Example												
Name	EDUID	Highest Degree	Credits	K12In State	K12Out State	K12Non Public	Higher Ed In State	Higher Ed Out State	Total Years	Salary Index 2014 - 2015	Add'l Degree	Career Ladder 2015-2016
Adams, Abigail	2 xxxxxxxx	BS	58	14	1	0	0	0	15	1.7371		P6
Brown, Harvey	3 xxxxxxxx	BS	19	4	0	0	0	0	4	1.2022		RP2
Ceeley, Edward	4 xxxxxxxx	BS	48	21	0	0	0	0	21	1.7371		P6
Coffin, Sarah	5 xxxxxxxx	BS	60	24	0	0	0	0	24	1.8698	MA	P8
Dover, Edward	7 xxxxxxxx	B	36	21	0	0	0	0	21	1.6138		P4
Fredericks, Julie	8 xxxxxxxx	M	12	6	0	0	0	0	6	1.4451		P1
Goslin, Carol	9 xxxxxxxx	ES	36	6	7	0	0	0	13	2.0126	MA	P10
Jackson, Mary	11 xxxxxxxx	BS	85	10	5	0	3	0	18	1.8698		P8
Johnson, Robert	12 xxxxxxxx	BS	60	18	0	0	0	0	18	1.8698	MS	P8
Kendall, Anne	13 xxxxxxxx	MA	3	4	0	0	0	0	4	1.2941		RP2
Lima, Anton	15 xxxxxxxx	BA	60	18	2	0	0	0	20	1.8698		P8
Lyon, Sue	16 xxxxxxxx	BS	0	1	0	0	0	0	1	1.0375		RP2
McClellan, George	18 xxxxxxxx	BS	0	0	0	0	0	0	0	1		RP2
Murphy, Catherine	19 xxxxxxxx	MS	39	28	0	0	0	0	28	2.0126		P10
Paddock, Janet	20 xxxxxxxx	BA	1	3	0	0	0	0	3	1.1168		RP2
Siegfried, Roy	21 xxxxxxxx	BA	60	20	0	0	0	0	20	1.8698		P8
Starbuck, Dina	22 xxxxxxxx	BS	24	11	0	0	0	0	11	1.5555		P3

This report lists certificated staff as of September 2014 for the purpose of mapping to the career ladder. The instructional staff member’s permanent history for placement on the career ladder table begins with this information. Although the staff demographic records will be updated as of September 2015, the Career Ladder placement will not change.

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 [www.sde.idaho.gov/site/finance\\_tech/forms](http://www.sde.idaho.gov/site/finance_tech/forms). For more information, contact Kathryn Vincen at [klvincen@sde.idaho.gov](mailto:klvincen@sde.idaho.gov) or LaRae Ashby at [lbashby@sde.idaho.gov](mailto:lbashby@sde.idaho.gov).

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

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- [2015-2016 Budget Forms and Information](#)
- [2014-2015 Budget Forms and Information](#)
- [2013-2014 Budget Forms and Information](#)
- [2012-2013 Budget Forms and Information](#)
- [ISEE Information](#)

**Forms**

- [2015-2016 School Calendar Forms](#)
- [2014-2015 School Calendar Forms](#)
- [2013-2014 School Calendar Forms](#)

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**Manuals**

- [Attendance Manual 2015](#)
- [2003 Indirect Cost Manual](#)
- [School Building Maintenance \(Idaho Code 33-1019\) Guidance \(updated May, 2015\)](#)

**Other Forms**

- [Prior Year Correction-Payment Adjustment Request](#)
- [Emergency Closure](#)
- [Remote Schools Petition](#)

**Prior Year Correction /  
Payment Adjustment Request**

# Prior Year Correction / Payment Adjustment Request

**ISEE Prior Year Correction/Revision & Payment Adjustment Request**

Today's Date:

(Note: if correction made prior to October 1<sup>st</sup> of each year, adjusted payment adjustment will be made February 15<sup>th</sup>)

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:

For monthly ISEE filers, submit revised November 2014 files. For Cumulative ISEE filers, the revisions must be made in the last cumulative files submitted for the year.

**APPENDIX C**

**MISCELLANEOUS**

## APPENDIX C – Miscellaneous

### I.C. §33-1004A Experience and Multiplier Table

Each **pupil service** and administrative staff position shall be assigned an appropriate multiplier based upon the following table:

Experience and Education Multiplier							
I. C 33-1004A							
Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	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

(2) In determining the experience factor, the actual years of **certificated service for pupil service staff**, or 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) transcribed credits for determination of the education factor and meeting recertification requirements.**

## Career Ladder Mapping I.C. §33-1004B

2014-15				MA	MA+12	MA+24	MA+36
Year	BA	BA+12	BA+24	BA+36	BA+48	BA+60	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

2014-2015 Cohorts/Career Ladder Pla				MA	MA+12	MA+24	MA+36
Yrs.	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR
0	RP2	RP2	RP2	RP2	RP2	RP2	RP2
1	RP2	RP2	RP2	RP2	RP2	RP2	RP2
2	RP2	RP2	RP2	RP2	RP2	RP2	RP2
3	RP2	RP2	RP2	RP2	RP2	RP3	RP3
4	RP2	RP2	RP2	RP2	RP2	RP3	P1
5	RP2	RP2	RP2	RP2	RP3	P1	P2
6	RP2	RP2	RP2	RP3	P1	P2	P3
7	RP2	RP2	RP3	P1	P2	P3	P4
8	RP2	RP3	P1	P2	P3	P4	P5
9	RP3	P1	P2	P3	P4	P5	P6
10	RP3	P2	P3	P4	P5	P6	P7
11	RP3	P2	P3	P4	P6	P7	P8
12	RP3	P2	P3	P4	P6	P8	P9
13+	RP3	P2	P3	P4	P6	P8	P10

2015-2016 Career Ladder Placement	2014-2015 Index	2014-2015 Salary	2015-2016 Salary Apportionment
R1	NA	NA	\$ 32,700
RP2	1.00000 to 1.34260	\$ 31,750	\$ 33,200
RP3	1.39290	\$ 32,530	\$ 33,822
P1	1.44510	\$ 33,749	\$ 35,498
P2	1.49930	\$ 35,015	\$ 36,885
P3	1.55550	\$ 36,327	\$ 38,311
P4	1.61380	\$ 37,689	\$ 39,775
P5	1.67430	\$ 39,102	\$ 41,282
P6	1.73710	\$ 40,568	\$ 42,089
P7	1.80220	\$ 42,089	\$ 43,668
P8	1.86980	\$ 43,667	\$ 45,305
P9	1.93990	\$ 45,304	\$ 47,004
P10	2.01260	\$ 47,002	\$ 47,603

1. **Returning instructional staff** map to the Career Ladder compensation rung based on their index as derived from the salary multiplier table on the last Friday in September 2014.
  - a. Update staff experience and education for all certificated staff for the 2015-2016 school year.
    - i. This process is not altered by the Career Ladder. The education allocations for FY16 are derived from updated 2015-2016 data.
    - ii. In order to advance to the next level on the career ladder in future years, a teacher must have worked at least .5 fte in the prior year and met the professional compensation rung performance criteria. This vital information is maintained in ISEE. *Without updated information, the teacher will stay on the same step and not move with her/his cohorts.*
2. **Teachers who are in their first year of holding a certificate** are placed on the first rung of the Career Ladder compensation rung.
3. **\*Instructional staff new to teaching in Idaho who hold a certificate from a state** other than Idaho and who are approved to teach in Idaho will be placed into a cohort equivalent to their experience and education as of the last Friday in September 2014. (ISEE Form 8)
4. **\*Experienced instructional staff who did not hold an active contract in FY15** are placed into a cohort equivalent to their experience and education as of the last Friday in September 2014. (ISEE Form 8)

**\*For experienced instructors who were not active during FY15 (items 3 & 4 above):**

Submit the records in the October 2015 ISEE upload. For the purpose of creating a permanent record in the core database and to establish placement on the Career ladder, report the experience and education history as of September 2014 on manual ISEE **Form 8** (see Appendix A). Submit the form to Public School Finance. The teacher will be listed on the staff funding reports but will not be placed on the career ladder until this information is received.

# Basic Guidelines - Quick Reference & Reminders For Reporting Certificated Staff Experience & Education

**Important:** Update staff experience and education for all certificated staff for the 2015-2016 school year.

This process is not altered by the Career Ladder. The education allocations for FY16 will be derived from updated 2015-2016 data.

In order to advance to the next level on the career ladder in future years, a teacher must have worked at least .5 fte in the prior year and met the professional compensation rung performance criteria. This vital information is maintained in ISEE. *Without updated information, the teacher will stay on the same step and not move with her/his cohorts.*

## **Basic guidelines for reporting completed teaching or administrative experience are as follows:**

1. Only report *prior, completed* years.
2. Do not count the current school year (it's not completed).
3. Include only certificated teaching or administrative position experience.
4. Include only experience from a public school, 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 physically work 50% or more of a given school year – less than .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 teacher and/or administrator 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 school.
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).
5. Years in teaching in higher Education *excluding* Idaho (out of State) (must be equivalent to K-12 teacher's contract).

## **Caution: 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 (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 can be used towards a degree).
2. 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 .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. **Temporary permits do not meet the requirements of initial certification. (Provisional Authorization is no longer allowed in Idaho.)**
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. All credits and degrees earned must be in a relevant pedagogy or content area *as determined by the state department of education (pending Idaho State Board of Education rule).*

**If an employee is on your payroll, report 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 assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, 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 .50 - do not count the year as one. Certificated Contract & Assignments: Sum of assignment fte(s) 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.
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.
6. Each contract shall have corresponding funding source code(s)

**Non-Certificated Employment.**

- Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo 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:** Funding may be withheld (*I.C. §33-1002(6)(d)*). Work with Teacher Certification to resolve these issues.

**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. Compare to reports and resolve all discrepancies.

**Work with HR to assure staffing data is updated:** 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 assure 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 funded (**summer school is included**). Anyone hired after the last Friday in September will not be funded. There is an exception to this rule such as if a position was advertised as open on the school district website prior to October 15 and no qualified applicants were received prior to that date. The instructional employee must be hired prior to January 1 and the district must provide documentation supporting the claim, such as the job posting.

**Review Staffing Reports after October data submission**

**All Personnel Information Report (all staff, all funds)**

- Export to Excel: the 1<sup>st</sup> tab in file is certificated staff data. The 2<sup>nd</sup> tab in file is non-certificated staff data.
- Assure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or 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, then fte is reduced accordingly to the same percentage.

**Employment Placement Report for Pupil Service and Administrative Staff (fund code 10 only)**

- Assure 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.
  - 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 fte(s) must equal the contract fte for correct allocation.

**District Index - Pupil Service and Administrative Staff (fund code 10 only)**

- Review this report to assure the fte and factored indexes agree with budgeted estimates.
- The pupil service minimum salary adjustment is part of this report.

**Instructional Staff FTE & Salary Report (fund code 10 only):**

- Review all data elements for accuracy. Assure 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.

**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, then fte is reduced accordingly to the same percentage.
- 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 or in the August manifest.
- Experienced staff must have a FY15 core database record to map to a Career Ladder compensation rung. See page 68 for instructions.

**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 2015-2016 ISEE data collection and submission.

Submission Type	Collection Period (Data)	Submission Period	Notes
ISEE Summer Alternative 2015 v6	06/01/2015 – 09/11/2015	08/07/2015 - 09/18/2015	
ISEE October 2015 v6	07/01/2015 - 10/02/2015	10/02/2015 - 10/15/2015	
ISEE November 2015 v6	10/03/2015 - 11/06/2015	11/06/2015 - 11/20/2015	
<p><b>Last day to submit *mid-term revisions for February 15, 2016 payment is Monday, December 14, 2015. Revisions, submitted after December 14, 2015 will not be reflected in the February 15 payment.</b></p>		<p><b>Monday, December 14, 2015</b></p>	<p>Revisions submitted after December 14, 2015 requires a letter of special circumstance signed by the superintendent or charter school administrator. If approved, adjustments will be reflected in the May 15 payment.</p>
ISEE March 2016 v6	11/07/2015 - 03/04/2016	03/04/2016 - 03/18/2016	
<p><b>Last day to submit *mid-term revisions for a May 15 payment adjustment is March 25, 2016. Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.</b></p>		<p><b>Friday, March 25, 2016</b></p>	<p><u>March 25, 2016 is the last day to submit corrections for the year.</u> Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.</p>
ISEE May 2016 v6	03/05/2016 – 05/06/2016	05/06/2016 – 05/20/2016	
ISEE End Of Year 2016 v6	05/07/2016 - 06/17/2016	05/20/2016 - 06/17/2016	<p><b>No year-end staff revisions are allowed for the July payment</b></p>

\*Terminology changed from “First Period” to “Mid-Term”. The time period has not changed.)

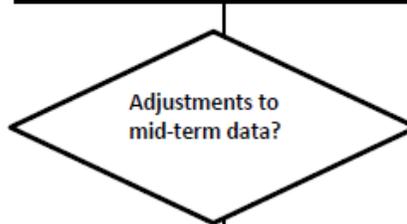
## Flowchart - 2015-16 ISEE Data Submission

ISEE Name	Collection Period	Deadline: Midnight on
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (6/01/2015 to 9/11/2015)	9/18/2015
ISEE Oct 2015	7/01/2015 to 10/02/2015	10/15/2015
ISEE Nov 2015	10/03/2015 to 11/06/2015	11/20/2015
Last day to submit mid-term changes for February 15, 2016 payment.		Monday 12/14/2016
<p>Note: Staff and student statistical data are published on January 1 each year using mid-term data. Subsequent revisions are not reflected in the reports.</p>		

Archived Mid-Term Uploads  
**Monday December 14, 2015** - Last day to submit revisions for February 15 payment, no exceptions.

February 15 Foundation Reports

1. All Personnel Report
2. Employment Placement Report (code 10) (Admin & Pupil Services)
3. Instructional Staff FTE Salary Report (code 10)
4. Salary and Benefits



Yes

No

Approval Required  
 Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit revised mid-term data is March 25, 2016.\*

If approved, adjustment reflected in May 15 payment.

Process Completed

*\*Revisions submitted after March 25, 2016 will be processed in the following fiscal year. No year-end July staff revisions will be accepted.*

## Pupil Service Assignment Codes

SdeCode	Name	Description
31049	Athletic Facilitator (Gr. 6-12) Restricted	Athletic Facilitator (Gr. 6-12) Restricted
31430	Technology Assistance Specialist (Gr. K-5)	Technology Assistance Specialist (Gr. K-5)
31440	Technology Assistance Specialist (Gr. 6-12)	Technology Assistance Specialist (Gr. 6-12)
31450	Mentor Specialist (Gr. K-5)	Mentor Specialist (Gr. K-5)
31460	Mentor Specialist (Gr. 6-12)	Mentor Specialist (Gr. 6-12)
31510	Gifted/Talented Specialist (Elementary)	Gifted/Talented Specialist (Elementary)
31540	Gifted/Talented Specialist (Secondary)	Gifted/Talented Specialist (Secondary)
31600	Consulting Instructor-Special Ed (Gr. K-5)	Consulting Instructor-Special Ed (Gr. K-5)
31610	Consulting Instructor-Special Ed (Gr. 6-12)	Consulting Instructor-Special Ed (Gr. 6-12)
32010	Audiologist (All grades)	Audiologist (All grades)
32050	Speech/Language Pathologist (All grades)	Speech/Language Pathologist (All grades)
32070	School Nurse (All grades)	School Nurse (All grades)
32080	School Psychologist (All grades)	School Psychologist (All grades)
32090	School Social Worker (All grades)	School Social Worker (All grades)
32100	Counselor (Elementary)	Counselor (Elementary)
32110	Counselor (Secondary)	Counselor (Secondary)
32120	Occupational Therapist (All grades)	Occupational Therapist (All grades)
32130	Physical Therapist (All grades)	Physical Therapist (All grades)
32150	Community Resource Worker (All grades)	Community Resource Worker (All grades)
32990	Prevention Specialist (All grades)	Prevention Specialist (All grades)
33001	Library Media Specialist (All grades)	Library Media Specialist (All grades)