

2016-2017 ASSIGNMENT/CREDENTIAL STAFF REPORTING

This document contains information about the Assignment Credential Report used to make certified staff funding decisions. It includes a reporting cycle timeline, notes to ensure accurate reporting, information on how to access and review the report, and possible ways to ensure funding for deficiencies.

The Assignment Credential Report contains state documented certification information and the ISEE data within the Staff Assignment file, sent by the Local Education Agency (LEA). This file, along with several other files, is uploaded to the State through the State Reporting Manager (SRM) by the LEA's ISEE data person. The report will show results regarding the assignment and credential status of all certified personnel. The Assignment Credential Report can be accessed by the district/charter two (2) business days after the district/charter ISEE Staff Assignment file upload.

This report will be used to make funding decisions based on unresolved deficiencies on the final signed report. District/Charter schools that have individuals who are teaching assignments for which they are not properly endorsed may not be eligible to receive full state funding. Several opportunities are available to submit requests for alternative authorizations for individuals not appropriately certificated/endorsed. Please refer to the following webpage for access to authorization application packets and also dates and timelines for submission of Alternative Authorizations for review by the Professional Standards Commissions: <http://www.sde.idaho.gov/cert-psc/cert/alt-auth.html>. Early submission will allow time for the Authorizations Committee to approve requests and then the authorizations can be entered into the system in order to clear any outstanding deficiencies on the November 2016, ISEE file upload. The Assignment Credential Report can be accessed two days after the November upload and any time after. Changes made after the November upload, will need to be uploaded and a request made to the applicable regional coordinator to push the changes through. An assignment for which a person is still not appropriately certificated and/or endorsed or for which an authorization has not been submitted by **December 2, 2016**, will be subject to withheld funding in February for that portion of the FTE. The **final signed Assignment Credential Report is due December 16, 2016**. A reporting cycle timeline is outlined below:

Event	Date	Details
First District ISEE upload	Submission Period: 09/30/2016 – 10/17/2016	Two days after the first upload, districts/charters can run their Assignment Credential Report to identify deficiencies and submit authorizations to cover funding.
District/charter submit authorization requests	October 20, 2016	District/charter to submit authorizations to ensure funding for assignment deficiencies.

Professional Standards Commission – Authorization Committee	November 3-4, 2016	Review district/charter submitted authorization application packets.
SDE Enter authorizations into TCA		Districts/charters will receive a letter of determination for each authorization requested. The approved authorizations will be put into the system and the deficiency should be clear the next time the report is ran. If an application is denied funding for the misassignment will be withheld. The district/charter can either submit an appeal to the Professional Standards Commission or resubmit the authorization as a request for the State Board of Education Emergency Provisional Certificate.
Second District ISEE upload	Submission Period: 11/04/2016 – 11/18/2016	Two days after the second upload, district/charters can run their SECOND Assignment Credential Report to identify deficiencies and submit authorizations to cover funding. This should be a clean report ready for submission. 😊
District/charter submit authorization requests	December 2, 2016	Final opportunity for districts/charters to submit final authorizations for any outstanding issues based on deficiencies noted on the November submission.
Authorization Teleconference	TBD (will be in December)	Review district/charter submitted authorization application packets.
SDE Enter authorizations into TCA		Districts/charters will receive a letter of determination for each authorization requested. The approved authorizations will be put into the system and the deficiency should be clear the next time the report is ran. If an application is denied funding for the misassignment will be withheld. The district/charter can either submit an appeal to the Professional Standards Commission or resubmit the authorization as a request for the State Board of Education Emergency Provisional Certificate.
Final signed district/charter Assignment Credential Reports are due	December 16, 2015	FINAL DISTRICT SIGNED ASSIGNMENT CREDENTIAL REPORT – Funding withheld for any unresolved

Tips to ensure an accurate report:

- Assignment Credential Report **replaces** Credential/HQT report this year.
- The Staff Assignment template is one of the required files and can be obtained from the Required Data Collection Elements and Templates, 2016-2017 section on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html>
- Please ensure that you are uploading individuals into the ISEE system accurately:
 - Use only **current, accurate, full legal** names and the correct date of birth. If not, duplicate files may be created and accurate information may not be reflected on your district/charter report.
 - Use the “General Get Merged EDUIDS” report found under Reports – Attend/Enroll to verify employee’s EDUIDs.
<https://apps.sde.idaho.gov/attendenroll/reports>
 - Staff members entered as the teacher of record must have the applicable staff assignment.
 - Staff members entered as the teacher of record must hold the proper certificates and endorsements required to teach the course.
 - Staff members with the teaching role “L” long-term substitute are not the teacher of record they must be tied to a “T” Teacher of Record.
 - Please keep in mind, when using the teaching role “C” Co-Teacher there must be another Co-Teacher and both must hold the proper certification/endorsement for the assignment. When using the teaching role “2” Assisting Teacher, there must be another individual with the teaching role “1” Lead Teacher. The lead teacher must hold the proper endorsement for the assignment being taught.
- Please access the current ISEE Assignment Credential Manuals and the Changes for the 2016-2017 Assignment Credential Manual to assist in proper coding. The documents are located on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html> under resource files and then ISEE Manuals 2016-2017.
- It is imperative that all districts load and use the most current ISEE assignment option set, regardless of the application/system (e.g. PowerSchool) being used by the district/charter. The most current option set is available on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html>. Withheld funding is based on a percentage assignment FTE for any assignment for which the teacher of record is not appropriately certificated and/or endorsed. For example, an FTE may have four assignments and hold the proper certificate,

endorsement, for three but is misassigned for the fourth assignment and does not hold the proper endorsement to be teaching that period/assignment.

- It is important to code assignment periods consistently from one upload to the next. For example, a class coded as taking place during Period 1A on the October upload should not be changed to Period 1-A on the November upload, as it will reflect in the ISEE system as an additional assignment.
- In order to reduce confusion, all PTE/CTE funded assignment codes which align exclusively to the Professional Technical Education (PTE), now called Career Technical Education (CTE), endorsed teacher have been removed from the Assignment Credential manual. The remaining CTE type of assignment codes that are still listed in the 2016-2017 Assignment Credential Manual align to endorsements that can be attached to a Standard Secondary certificate. Codes in the 2016-2017 Assignment Credential Manual should only be used when applicable and when the district is not receiving CTE funds. The most current 2016-2017 PTE assignment manual for those assignments funded by CTE can be located at on the same website as the SDE Assignment Credential Manual, noted above. For information about CTE codes and funding, please contact Kristi Enger at (208) 429-5528 or Susan Kelly at (208) 429-5513.
- The Federal HQT requirement column has been removed from the manual and also from the Assignment Credential Report (Previously titled Credential/HQT report)
- The term Highly Qualified Teacher (HQT) was a federal initiative under the No Child Left Behind - Elementary and Secondary Education Act (ESEA). The act required all teachers who teach in a core content area(s) to demonstrate content mastery in the specific content area for which they are teaching. Under the new Every Student Succeeds Act (ESSA), the highly qualified requirement is removed effective July 1, 2016. A collaborative group of educational stakeholders will determine if current rules regarding teacher preparation within Idaho Code is sufficient or if additional requirements are needed to increase the effectiveness of Idaho educators. Additional information for All Subjects K/8 teachers teaching in a middle school, special education teachers and core content secondary teachers can be found on the following website at: <http://sde.idaho.gov/cert-psc/cert/hqt.html>

Information on how to access and interpret the Assignment Credential Report (ACR)

- Report may be run 2 days after upload (specific access to log on is required)
- Access the ACR here: <https://apps.sde.idaho.gov/staffing/Reports>.
 - Use the current date for the “End Date”
 - Choose “Select All” from the buildings drop down menu

- Choose “Yes” from the “Show only Active Employees” drop down menu
 - Click “View Report”
 - After report is generated “select a format” (CSV, Excel)
 - Click “export”
- Review Assignment Deficiency column for any staff reporting “YES”
 - Correct ISEE upload to fix errors
 - If reporting cumulatively, simply replace incorrect assignment code if necessary
 - If reporting monthly, Choose the “True” radio button to “Show Only Current Assignments”
 - To correct an assignment, you must exit the correct assignment and create a new record with the correct assignment
- Signed Assignment Credential Report is due **December 16th, 2016**

PLEASE NOTE: The following may be relevant for your reporting circumstance:

If there is difficulty getting correct information to show on the Assignment Credential Report using the parameters provided above and not all of your certified personnel are showing or your district is on a trimester, try running the Assignment Credential Report with the following parameters:

“Show Only Active Employees” NO
 “Show Only Current Assignments” False

1. Click the “View Report” button. (Scroll over to the left to see the “View Report” button).
2. Wait for the report to generate and then select a format from the drop-down menu “Select a Format” (e.g., CSV, Excel, etc.).
3. Click “Export” located directly next to the “Select a Format” box to view the entire report.

Assignment Credential

The screenshot shows a web-based form for generating an Assignment Credential report. The form is titled "Assignment Credential" and contains several input fields and radio buttons. On the left side, there are three sections: "Show Only Active Employees" with a dropdown menu set to "No", "Show Only Deficiencies" with a radio button selected for "True", and "Show Only Current Assignments" with a radio button selected for "True". On the right side, there are fields for "End Date" (with a calendar icon), "Building(s)" (with a dropdown menu), and "Show Only Current Assignments" with a radio button selected for "True". The form is displayed in a scrollable window with a vertical scrollbar on the right and horizontal scrollbars at the top and bottom.

Note: If running the Assignment Credential Report for years prior to the current year, be sure the FALSE button for “Show Only Current Assignments” is checked. Otherwise, the report will only return assignment codes that are current to this year’s list.

Information on how to review the district report:

- Access the exported report.
- Review the columns “Assignment Deficiency” for any areas that indicate “YES” for an assignment Deficiency.
- **Assignment Deficiency reconciliation:** If a “YES” appears in the “Assignment Deficiency” column, double check to make sure the correct assignment code is being used. Check the “Active Assignment” column to ensure that the assignment code being used is an active code. If the wrong code was accidentally used and the district/charter does non-cumulative reporting, correct it on the Staff Assignment Template and re-upload. If the district/charter does cumulative reporting, simply amend for the next submission period or amend and re-upload and send a request to your regional coordinator to pull corrected November file upload over from SRM test. Ensure that the new assignment code aligns to the certificate/endorsement held by that teacher. Reference the 2016-2017 ISEE Assignment Credential Manual for all assignment codes and endorsements required to teach various assignments, at the following URL: <http://www.sde.idaho.gov/tech-services/isee/index.html>. **Note:** For non-cumulative reporting districts/charter do not simply delete any incorrect assignments in you Staff Assignment file. An end date must be put into the row with the wrong assignment or it will still appear on the report as an assignment deficiency. Enter a new row with all of the correct information. Only districts/charters submitting cumulative reports can delete the incorrect row in the Staff Assignment file and then re-enter the correct information on a new row.
- If the correct assignment code is being used and the teacher does not hold the proper certificate and/or endorsement, the district will need to submit an Alternative Authorization – Teacher to New Certification/Endorsement in order to ensure funding. If the individual does not hold an Idaho credential/certificate at all, the district can apply for Alternative Authorization – Content Specialist in most circumstances. The purpose of an alternative authorization is to allow Idaho school districts to request an interim authorization to hire an individual who is not appropriately certificated/endorsed after all attempts to hire an appropriately certificated person have failed. The alternative authorization application packets are available at the following URL: <http://www.sde.idaho.gov/cert-psc/cert/alt-auth.html>
- Funding may be withheld if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2016-2017 school year. It is imperative that districts/charters make sure adequate progress is being

made toward full certification for those individuals approved for a district requested alternative authorization.

- The **Provisional** Authorization **is back** but it is now the State Board of Education Emergency Provisional Certificate. It cannot, however, be used for special education teachers. These requests will not go to the Professional Standards Commission – Authorization Committee but will go directly to the State Board of Education. Incomplete packets will not be reviewed until all components have been submitted.
- **Please:** Submit complete application packets. We are a very small staff and it is extremely difficult to track down missing items.

IMPORTANT:

The report must be signed by the district/charter administrator verifying the information is correct. If the report format used does not contain a signature area at the end, please use the verification form located at the end of this document and include with the report submission.

For assistance please contact:

Cina Lackey, (208) 332-6936 clackey@sde.idaho.gov
Shannon Miner, (208) 332-6885 sminer@sde.idaho.gov

FINAL DUE DATES:

DECEMBER 2, 2016 – Final opportunity to submit alternative authorization applications

DECEMBER 16, 2016 – Final signed report due. **Assignment deficiencies still showing on this report will not be funded. The Superintendent or Administrator signature will attest the understanding of funding to be withheld.**

Submit your scanned signed report or the report and the signed verification form (below) to Shannon Miner at sminer@sde.idaho.gov

Thank you for all your hard work and perseverance!

ASSIGNMENT CREDENTIAL REPORT VERIFICATION

VERIFIER INFORMATION:

Name: _____

Position: _____

Phone #: _____

Fax #: _____

Email: _____

CERTIFICATION OF ACCURACY:

As the responsible party for the district/charter, I verify the information submitted in this report regarding assignment and endorsement for each certified staff is complete and accurate and supporting documentation is on file in the event of an audit. I am aware of the state board statute [33-1201](#) regarding proper credentialing requirements for certified staff. Furthermore, I understand withheld funding is based on a percentage of the assignment FTE for any assignment for which the teacher of record is not appropriately certificated and/or endorsed.

Verifier's Signature:

Date: _____

Superintendent/Administrator Signature:

Date: _____

Include this document with the Assignment Credential report and send to Shannon Miner sminer@sde.idaho.gov