

2017-2018 ASSIGNMENT/CREDENTIAL STAFF REPORTING

Quick notes:

- 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 can be accessed by the LEA two (2) business days after the LEA ISEE Staff Assignment file upload.
- November 27, 2017 – Final opportunity to submit alternative authorization applications
 - Minimum requirements
 - Associate’s degree for provisional
 - Baccalaureate degree for Alternative Authorization – Content Specialist
 - Current/valid Idaho certificate for Alternative Authorization – Teacher to New Certification
- **DECEMBER 8, 2017** – 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 Cina Lackey at clackey@sde.daho.gov

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 LEA two (2) business days after the LEA ISEE Staff Assignment file upload.

The report information will be used to make funding decisions based on unresolved deficiencies on the final signed report. LEA 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/apply/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 that appear on the LEA

November 2017 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 **November 27, 2017**, will be subject to withheld funding in February for that portion of the FTE. The **final signed Assignment Credential Report is due on or before December 8, 2017.**

A reporting cycle timeline is outlined below:

Event	Date	Details
First LEA ISEE upload	Collection Period: 08/21/2017 – 09/29/2017 Submission Period: 9/29/2017- 10/16/2017	Two days after the first upload, the LEA can run their Assignment Credential Report to identify deficiencies and submit authorizations to cover funding and be in compliance with Idaho Statute 33-1201
LEA submit authorization requests	November 2, 2017	LEA to submit authorizations to ensure funding for assignment deficiencies and be in compliance with Idaho Statute 33-1201
Professional Standards Commission – Authorization Committee	November 16-17, 2017	Review LEA submitted authorization application packets.
SDE Enter authorizations into TCA		LEA 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 ISEE Assignment Credential Report is run. If an application is denied, funding for the mis-assignment will be withheld. The LEA 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 LEA ISEE upload	Collection Period: 8/21/2017- 11/03/2017 Submission Period: 11/03/2017 – 11/17/2017	Two days after the second upload, LEA 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. 😊
LEA submit authorization requests	November 27, 2017	Final opportunity for the LEA to submit authorizations for any outstanding issues based on deficiencies noted on the

		November submission.
Professional Standards Commission - Authorization Teleconference	TBD (will be in December)	Review LEA submitted authorization application packets.
SDE Enters authorizations into TCA		LEA 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 run. If an application is denied funding for the mis- assignment will be withheld. The LEA 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 LEA Assignment Credential Reports are due	December 8, 2017	FINAL LEA SIGNED ASSIGNMENT CREDENTIAL REPORT – Funding withheld for any unresolved certificate/endorsement issues.

NOTE: An Emergency Provisional Certificate cannot be issued for special education endorsement areas. The individual must hold a minimum of an associate’s degree in order to be eligible for the provisional. The individual must hold a minimum of a baccalaureate degree to be eligible for the Alternative Authorization – Content Specialist. The individual must already hold a current/valid Idaho certificate to be eligible for the Alternative Authorization – Teacher to New Certification.

Tips to ensure an accurate report:

- The Staff Assignment template is one of the required files and can be obtained from the Required Data Collection Elements and Templates, 2017-2018 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 LEA 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 and 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 2017-2018 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 2017-2018.
 - It is imperative that all LEAs load and use the most current ISEE assignment option set, regardless of the application/system (e.g. PowerSchool) being used by the LEA. 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 mis-assigned 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 may 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 SDE Assignment Credential manual. There are some CTE types of assignment codes still listed in the 2017-2018 SDE Assignment Credential Manual which align to endorsements that can be attached to a Standard Instructional Certificate. The endorsement(s) listed on the Standard Instruction Certificate indicates the subject and grade range for which the educator can provide services. **Codes in the 2017-2018 Assignment Credential Manual should only be used when applicable and when the LEA is not receiving CTE funds.** The most current 2017-2018 CTE Assignment Manual is posted on the CTE website at

<https://cte.idaho.gov/educators/secondary-forms/> For information about CTE codes and funding, please contact Kristi Enger at (208) 429-5528 or Susan Kelly at (208) 429-5513.

- The Standard Instructional Certificate replaces both the Elementary Certificate and the Standard Secondary Certificate. K-12, K-8, 6-12 and 5-9 endorsements can be attached to the Standard Instruction Certificate. CTE endorsements, however, can only be attached to a CTE Limited Occupational Specialist, Occupational Specialist or Advanced Occupational Specialist Certificate.

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 8th, 2017**

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 LEA 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 right 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 checkboxes. On the left side, there are three sections: "School Year" with a dropdown menu set to "2016 - 2017"; "Provider" with a dropdown menu set to "<Select a Value>"; and "Show Only Active Employees" with a dropdown menu set to "No". On the right side, there are two sections: "End Date" with a date picker icon; "Building(s)" with a dropdown menu; "Show Only Current Assignments" with radio buttons for "True" (selected) and "False"; and "Show Only Deficiencies" with radio buttons for "True" (selected) and "False". The form has a scroll bar on the right side.

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 LEA 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 LEA does non-cumulative reporting, correct it on the Staff Assignment Template and re-upload. If the LEA 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, LEAs do not simply delete any incorrect assignments in your 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 LEAs 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 certified educator does not hold the proper endorsement, the LEA can submit an Alternative Authorization – Teacher to New Certification/Endorsement in order to ensure funding and be in compliance with Idaho Statute 33-1201. If the individual does not hold an Idaho certificate at all, in most circumstances, the LEA can apply for Alternative Authorization – Content Specialist. The purpose of an alternative authorization is to allow an Idaho LEA to request an authorization to employ an individual who is not appropriately certificated/endorsed after all attempts to hire an appropriately certificated/endorsed person have failed. The alternative authorization application packets are available at the following URL: <http://www.sde.idaho.gov/cert-psc/cert/apply/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 2017-2018 school year. It is imperative for the LEA to make sure the individual on an approved authorization is demonstrating adequate progress toward full certification/endorsement.
- The State Board of Education Emergency Provisional Certificate cannot be used for special education teachers. All requests for Provisional Certification will go to the Professional Standards Commission – Authorization Committee for review and also to the State Board of Education for final consideration. 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.

For assistance please contact your regional coordinator

Amy Sigler

ISEE Technical Coordinator
Region 1 & 2
(208) 332-6981
asigler@sde.idaho.gov

Roger Evans

ISEE Technical Coordinator
Region 5 & 6
(208) 332-6982
revans@sde.idaho.gov

Cheryl McMurtrey

ISEE Technical Coordinator
Region 3 & 4
(208) 332-6941
cmcmurtrey@sde.idaho.gov

SDE Support Desk

District Support
All Regions/Districts
(208) 332-6923
support@sde.idaho.gov

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

FINAL DUE DATES:

November 27, 2017 – Final opportunity to submit alternative authorization applications

DECEMBER 8, 2017 – 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.**

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.

Submit your scanned signed report or the report and, if needed, the signed verification form (below) to Cina Lackey at clackey@sde.daho.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 LEA, 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 Cina Lackey at clackey@sde.idaho.gov