

Idaho System of Educational Excellence (ISEE)
2016-2017 School Year - Summer Alternative Secondary School Staff Data Guidance

Although Alternative Secondary Summer School may begin prior to July 1, 2016, summer school is funded in the 2016-2017 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2017 school year and must be submitted in a one-time August 2016 Summer School upload. Data submitted prior to August 2016 will not be properly funded.

Report the complete summer files in ISEE and use “ISEE Summer Alternative 2016 v7”.
This submission opens August 8, 2016 and will close September 16, 2016.

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. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance.

Important Data Elements and Option Codes for Summer School Funding

Summer Alternative Secondary School certificated personnel must be reported as a separate contract.

Staff Demographics

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

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

Enter the employee's salary for the summer alternative secondary school contract. The figure should not include any amount for extra pay such as coaching or driver education.

If the employee is paid on an hourly basis, calculate the base salary by multiplying the total number of hours worked by the employee's hourly rate of pay. Required field - do not leave blank.

Contract FTE: Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff. **Required field - do not leave blank.**

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

Contract Hours: Enter the total number of hours the certificated employee works in the summer alternative program. Maximum number of hours is 900 per year for an alternative school. Each summer school session is 225 hours. **Required field - do not leave blank.**

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

Summer School Assignments

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

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

Assignment Code (assignment): Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to: 2016-2017 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 contractFTE1 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 contractFTE1 of .08.

Non-Certificated Staff

Non-certificated employee working **only** during the summer months in 2016 at an Approved Alternative Summer School should be entered in 2016-2017 data collection. ***Do not enter non-certificated employees working 12-months of the year unless the position is unique to the approved Alternative Secondary Summer School.***

Summation: Key components for approved Alternative Summer School funding Staff Demographic File

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

Staff Assignment File

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

Upload

- ISEE Summer Alternative 2016 **v7**.
- This submission opens August 8th and will close September 16th, at 5:00 pm MTS.