



# GUIDANCE DOCUMENT

## 2023-2024 State Department of Education (SDE) Assignment Reporting

Assignment Credential Manual (ACM)  
and  
Assignment Credential Report (ACR)

***Please*** take the time to read this document!

***Thank you for all your hard work and perseverance!***



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## ASSIGNMENT CREDENTIAL MANUAL (ACM)

### General Information (Please read this section carefully)

The State Department of Education (SDE) Assignment Credential manual is an assignment manual for educators and not a course catalog for students. The manual has three tabs. The first tab is intended for certified staff coding, the second tab provides a list of Idaho endorsements and the final tab is intended for classified-noncertified support coding. The number series reflect, in a general way, the type of services as follows:

- 30000 series assignment codes are used for certified Pupil Service Staff (PSS), Coordinator, Teacher Support, etc. These are not instructional assignments with students enrolled.
- 40000 series assignment codes are used for certified Administrators. These are not instructional assignments with students enrolled.
- All other codes are intended for certified instructional staff or as specified under the PSS or Administrator section within this document.
- 90000 series codes on the last tab of the manual reflect the classified-noncertified assignment codes.

The ACM is designed with **grade level content** in mind not the actual grade or age of the student. It is the content level being taught that is important. For example:

A teacher who holds the 8320 Mathematics – Middle Level (5-9) endorsement can teach geometry to tenth-twelfth grade students because the teacher has the necessary content level knowledge to teach the applicable math grade level content (i.e. geometry). The teacher could not teach Algebra II, Calculus, Trigonometry, etc. as their training does not encompass math concepts beyond the ninth-grade level content of Algebra I or Geometry.

A person should not be teaching outside their grade level content for which they were prepared to teach. A person with the 7010 All Subjects K-8 endorsement aligns to several K-12 assignment codes but they should not be teaching content beyond the eighth-grade level content.

It is **important** to read the assignment descriptions in the SDE Assignment Credential Manual to find the code that most closely aligns to the content. The most closely aligned assignment may be located in the CTE Assignment Credential Manual. The SDE Assignment Credential Manual and a link to the CTE Assignment Credential Manual and resources is located under Resource Files at the bottom of the following webpage: <https://www.sde.idaho.gov/cert-psc/cert/>



Assignment codes which include the word (Restricted) in the title will have additional information in the description column to help explain what those restrictions are.

The endorsement column includes all endorsements that align to the assignment. In order to provide the service denoted in the description, the educator must hold at least one of the corresponding endorsements.

The ACM now has a notes column to help provide guidance. In addition, changes made to the manual have been highlighted yellow for quick reference.

The State Department of Education (SDE) ACM and the Idaho Career and Technical Education (ICTE) Assignment/Course Manual are mutually exclusive. SDE endorsements do not align to ANY six (6)-digit assignment codes; CTE endorsements do not align to ANY five (5)-digit assignment codes. The CTE Assignment Credential Manual and guidance is located on the following webpage:

<https://cte.idaho.gov/programs-2/secondary-education/assignment-manual-and-isee-resources/>.

## Information Relevant to Specific Assignments

### Miscellaneous/Exploratory Assignments

- 00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)
  - This code can **ONLY** be used when an applicable assignment code at the elementary level does not already exist.
  - This code should no longer be used for assignments such as: health, physical education, visual arts, music, world languages.
  - The code **CANNOT** be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.
  - For additional guidance/information regarding code 00005, please access [Appendix A](#) at the end of this document or online by clicking the following link: <https://www.sde.idaho.gov/cert-psc/shared/2023-2024-Information-Regarding-Assignment-Codes-22051-00005-20005.pdf>.
  
- 20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)
  - This code may be used for advisory, study skills, study hall, **career exploration**, etc.
  - Teachers teaching a **career exploration** course must have participated in a career exploration professional development course approved by the State Board of Education. For additional information on the PD course requirement contact: Jenni Bradford, Senior Program Quality Manager at [jenni.bradford@cte.idaho.gov](mailto:jenni.bradford@cte.idaho.gov) or call (208)429-5543.
  - This code may be used for **College and Career Ready instruction** to a class/group of students taught by a teacher of record who holds an instructional certificate. The assignment code 31000 College and Career Ready Advisor can be used when advising individual students vs. instructing a course.



- This code may **ONLY** be used for instruction for secondary level (5-12) when an applicable assignment code does not already exist for the content.
- The appropriate content assignment **MUST** be used **even** when offered as an elective. For example: a math lab should be coded using a math assignment code.
- This assignment code **CANNOT** be used for Special Education, Bilingual, English as a Second Language, Literacy, Gifted and Talented OR as an assignment to fulfill Idaho State adopted content standards such as, but not limited to: Mathematics, Science, Social Sciences, English, Health, Physical Education, Visual Arts, Music, World Language, etc.
- For additional guidance/information regarding code 20005, please access [Appendix A](#) at the end of this document or online by clicking the following link: <https://www.sde.idaho.gov/cert-psc/shared/2023-2024-Information-Regarding-Assignment-Codes-22051-00005-20005.pdf>.

➤ 22051 Office/Library/Classroom Aide

- The assignment code cannot be used under any circumstance for which it is not intended. It **CANNOT** be used for a math lab, work-based learning, special needs aide, career exploration, etc.
- Please access the [2023-2023 SDE Assignment Credential Manual](#) and read the descriptions in order to determine the appropriate code to use which most closely aligns to the content being delivered.

➤ 31300 Coordinator

- This assignment code cannot be used under any circumstance for which it is not intended. It **CANNOT** be used under any circumstance for providing direct instruction (i.e., PE, Music, etc.). The appropriate assignment code must be used for the content being delivered.

## Financial Literacy Assignments

➤ 04196 Financial Literacy

- This assignment can be used in conjunction with 04201 Economics to accommodate the new Financial Literacy legislation. For additional information please see the following website: <https://www.sde.idaho.gov/academic/financial-literacy/> **and** specifically the Financial Literacy Implementation Memorandum, under Resource Files.

➤ 04200 Economics/Financial Literacy

- This assignment is a stand-alone assignment to accommodate the new Financial Literacy legislation. For additional information please see the following website: <https://www.sde.idaho.gov/academic/financial-literacy/> **and** specifically the Financial Literacy Implementation Memorandum, under Resource Files

## Science Assignments

➤ Integrated Science or Forensic Science

- There is no assignment specifically titled Integrated Science or Forensic Science.



- Use the science assignment that most closely aligns to the majority of the science content being taught.
  - If a Local Education Agency (LEA) (i.e., district/charter) chooses to follow or create an integrated science model, the teacher of record must possess an endorsement that aligns to the preponderance of the standards covered in the course.
  - For example: if a general integrated science course includes content from earth and space science, chemistry, physics, physical science and life science, with the majority of content in biology, then the appropriate assignment would be 03051 Biology (5-12) and the teacher would need to be endorsed in Biological Science or Natural Science.
  - The section alias/name of the course (i.e., Forensic Science) is determined by the LEA.
- Environmental Science or Astronomy - The Assignment/Content Description for the assignment code 03008 Earth and Space Science (5-12) includes environmental science and astronomy.

### Mathematics Assignments

- Changes made this year.
- Assignment 02151 Applied Mathematics (5-12) has been reactivated but has a new content description.
  - Assignment 02157 Business Mathematics has been reactivated for grade level content 9-12 and has a new content description.
- Last year major changes were made to the mathematics assignments. Access [Appendix B](#) at the end of this document for information or online by clicking the following link: <https://www.sde.idaho.gov/cert-psc/shared/Changes-to-Mathematics-Assignments.pdf>. Questions regarding the mathematic assignment code changes should be directed to Dr. Catherine Beals: [Cbeals@sde.idaho.gov](mailto:Cbeals@sde.idaho.gov) (208) 332-6932.

### All Subjects K-8 Endorsement (elementary and middle level)

- All Subjects K-8 endorsed teachers **CANNOT**:
- Teach Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.
  - Teach any course as meeting the high school graduation requirement.
- The All Subjects K-8 endorsed teacher can teach the assignments noted below but credits earned will not meet the high school graduation requirements as they are intended to be used for 5-8 grade **content**. The assignments **can be** used for 9-12 grade students who need supplemental instruction or remediation but it **will not count** toward meeting the high school graduation requirements but can be counted as middle level content credit or as an elective credit.

**02002 General Mathematics (5-8 Content)**

**51001 General English/Language Arts (5-8 Content)**

**53000 General Science (5-8 Content)**

**54305 General Social Studies (5-8 Content)**



## Supplemental Instruction (see information directly above for other supplemental/remediation assignments)

- 00070 Supplemental Instruction – Elementary (K-8) (Restricted)
  - Code can be used for instruction provided in addition to the instruction delivered by the teacher of record (services provided outside a student's normal time with a teacher of record).
  - Code can be used for the Title I teacher who is supplementing the instruction of an elementary teacher of record.
  - Students are not assigned to this teacher as the teacher of record.
  - **Cannot** be used for Special Education, Bilingual, English as a Second Language or Gifted and Talented (For Gifted and Talented endorsed teachers, see new code 00074)
- Supplemental Instruction – Secondary (**this does not exist**)
  - There is no supplemental instruction assignment code at the secondary level because the person must hold the specific content subject area endorsement for which the supplemental instruction is being provided.
  - If there is a student who needs help with a specific content subject area in addition to their regular content course, the teacher must have the applicable content endorsement with the appropriate content assignment that aligns to the supplemental instruction the student is receiving, (e.g. math supplemental instruction must be provided by a math endorsed teacher and coded as a math assignment).

## Pupil Service Staff Assignments

- Pupil Service Staff (PSS) Endorsements (School Counselor, School Social Worker, etc.)
  - A Pupil Service Staff (PSS) certificate must be held to align to applicable pupil service assignment codes.
  - **Important:** Per Idaho Statute 33-1212, a person who holds a Pupil Service Staff – School Social Worker endorsement, holds a license as a social worker, holds a licensed professional counselor or licensed clinical professional counselor qualifies to apply for the PSS School Counselor – Basic (K-12) endorsement. Individuals holding the PSS School Counselor-Basic can perform the same duties as a regular PSS School Counselor.
  - A person applying for a PSS-School Social Worker endorsement will also automatically be given a School Counselor – Basic (K-12) endorsement.
  - Last year the School Counselor - Basic (K-12) endorsement was added to the credential for those who hold the Pupil Service Staff - School Social Worker endorsement. Contact Teacher Certification if a person was not automatically given this endorsement.
  - There are no longer any classroom instructional assignments which align to a Pupil Service Staff endorsement, however, below are some non-classroom codes which allow coding to PSS endorsements:
    - 31000 College and Career Ready Advisor** (to be used to advise individual students, not a course)
    - 31300 Coordinator**
    - 32150 Community Resource Worker**



- The assignment code **22051 Office/Library/Classroom Aide** can be used for those who hold a Pupil Service Staff Certificate, however, this code **cannot** be used under any circumstance for which it is not intended. See the assignment descriptions in the [2023-2023 SDE Assignment Credential Manual](#) for more information.
- The code **22050 Work Training/Career Training Opportunity** allows coding to the Pupil Service Staff endorsements. These should be coded with a 0 FTE. See the assignment descriptions in the [2023-2023 SDE Assignment Credential Manual](#) for more information.
- Occupational Therapists, Physical Therapists, Audiologists and Speech Language Pathologists can be coded using the applicable certified assignment code or the applicable classified-noncertified support assignment code based on LEA determination. Additional information is provided in Assignment Credential Reporting section of this document.

## Administrator Assignments

- Administrator Endorsements (Superintendent, Principal, Director of Special Education, etc.)
  - All administrative assignment codes require the applicable administrator endorsement.
  - There is no Dean of Students assignment code. A person must hold a principal endorsement or a superintendent endorsement and be coded as a principal or assistant principal.
  - The Head Teacher assignment code is restricted and can only be used for remote elementary schools when there are eight (8) teachers or less in the building. For additional information, see the description for 42300 Head Teacher in the [2023-2023 SDE Assignment Credential Manual](#).
  - An administrator who directs, supervises, evaluates individuals and manages a program, or supporting service, such as federal programs or curriculum director can be coded as 46020 Administrator – Other.
  - For those individuals who do not have an administrator endorsement but are serving as the federal program director or curriculum director, etc., the code 31300 Coordinator can be used; however, these individuals cannot perform supervisory duties or evaluate certificated personnel.
  - There are no longer any classroom instructional assignments which align to Administrator endorsements, however, two non-classroom codes **22051 Office/Library/Classroom Aide** and the assignment code **22050 Work Training/Career Training Opportunity** allow coding to an administrator endorsement. These should be coded with a 0 FTE. For additional information regarding the assignment/content description for the two assignments noted above, access the [2023-2023 SDE Assignment Credential Manual](#).





## ASSIGNMENT CREDENTIAL REPORTING (ACR)

### General Information (Please read this section carefully)

- **It is the responsibility of the Local Education Agency (LEA)** (i.e., district/charter) **Superintendent/Charter Administrator to ensure true and accurate data is uploaded in the ISEE data submissions.**
- **Idaho Statute 33-1201** requires educators to hold the proper certificate/endorsement for the service being rendered. All staff working as a teacher, pupil service staff or administrator must hold proper certification and endorsement for the service being rendered. There is an exception in 33-1201 for certain Pupil Service Staff endorsement areas which allows the LEA to determine how they are going to be coded. Audiologists, Occupational Therapists, Physical Therapists or Speech-Language Pathologists can be coded using the applicable certificated assignment code for those holding the PSS with the appropriate endorsement or can be coded using the applicable classified-noncertified support assignment code. However, when the applicable classified-noncertified assignment code is used, the individual must hold the applicable National Professional Certificate and/or license in the State of Idaho for the service being rendered. For additional information regarding the applicable classified-noncertified assignment code, access the Classified-Noncertified Support tab of the [2023-2023 SDE Assignment Credential Manual](#).
- Please pay attention to **WARNINGS** when inputting staff data. Warnings that are overlooked can result in a funding reduction.
- **ISEE Data Submission Schedule** - access the following link for the 2023-2024 schedule: <https://boardofed.idaho.gov/resources/2023-2024-data-monthly-submission-schedules/>
- The LEA's ACR contains certificate and endorsement information from the state database for all certificated staff and the ISEE Staff Assignments data file the LEA uploads to the State Reporting Manager (SRM). The report will show alignment between the staff endorsement, the assignment and credential status of all certified personnel. The LEA can access the ACR two (2) business days after the file upload has been submitted and should be used to verify proper alignment between assignment and endorsement for all certified staff with an assignment.
- It is **important** for the LEA to run their own ACR after each ISEE submission to ensure all data is accurate, deficiencies have cleared the appropriate application for certification/authorization/provisional has been submitted.
- Make sure the requested endorsement(s) on an authorization or provisional application aligns with the assignment. The deficiency will still show on the report until a certificate/authorization/provisional has been approved.



- An individual who has an application that will be submitted or pending should be entered as certified. Once the application is approved for the certificate/endorsement that aligns with the assignment, the deficiency will clear.
- Assignments that were active as of the last Friday in September should be left in and not changed after the fact **unless** it is to correct errors. Assignments must be reported for what the person is actually doing. Remember that assignments drive funding, funding does not drive assignments. Someone should not have an assignment contrary to what they are really doing simply because it “fits the funding source” or because their endorsement does not align to the assignment. For example, someone without an appropriate endorsement who is a teaching history class as the teacher of record, must be reported with a history assignment even if they are not properly endorsed for the assignment. This can be resolved by getting that teacher the proper credentials through an alternative authorization, or by reassigning to someone who is properly endorsed. In the case of the latter, just end the original person’s assignment and begin the assignment for the new person as of the date things changed. If this occurs after the funding has already been reduced, the LEA administrator can send an email to Teacher Certification with the name of the person the funding was reduced for and the person who took over the assignment and request funding to be restored.
- Deficiencies identified on the November LEA ACR should be reconciled/corrected before uploading the ISEE December 15, 2023 Data Submission.
- The data entered for the **DECEMBER 15, 2023** upload is the final opportunity to ensure staff assignment data has been reported accurately for the Data Collection period (8/04/2023-12/15/2023). The State Department of Education will generate the Statewide Assignment Credential Report on December 20, 2022, which includes all LEAs. **Assignment deficiencies still showing on the statewide report may result in a reduction of funding on the LEA February payment.**
- LEAs are responsible to ensure proper certification and endorsement for all assignments throughout the **entire** school year. The State Department of Education will generate several Statewide Assignment Credential Reports over the course of the school year in addition to December 20, 2022 report.
  - Salary reduction for certificate/endorsement deficiencies identified in December will be reflected on the February payment. Salary reduction for certification deficiencies identified in March will be reflected on the May payment. Salary reduction for certification deficiencies identified in May will be reflected on the July payment. Adjustments to restore funds for deficiencies that have been rectified will also be reflected on the February, May and July payments as applicable.
- Withheld funding is based on a percentage of the assignment FTE for the teacher of record that is not appropriately certificated and/or endorsed. For example, a teacher of record may have four assignments and hold the proper certificate/endorsement for three but is deficient for the fourth assignment. A reduction in funding will result for the fourth assignment. If a person holds no certificate or their endorsement(s) does not align to any of their assignments, the entire salary will be reduced.



- **IMPORTANT:** Coding changes made after the ISEE December/March Data Submission deadline will require the LEA to correct the data on or before the next ISEE upload and notify their Regional ISEE Technical Coordinator, Public School Finance and Teacher Certification of the amendment.
- If funding was reduced as a result of an error in inputting the correct assignment code and the code is corrected **OR** if the LEA receives an approved certificate/authorization/provisional with an endorsement that aligns to the assignment, the LEA should verify the deficiency has cleared by running the LEA's ACR. The LEA administrator is then required to submit a request to restore funding.

### Tips to Ensure Accurate Reporting:

- The "Staff Assignment Template" is one of the required files and can be obtained from the ISEE Data Collection Files, 2023-2024 section on the ISEE website at: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- Please use the current Assignment Credential Manuals and read the description for assignments to ensure the proper code is used that most closely aligns to what the assignment entails. The SDE manual and a link to the CTE manuals are located under Resource Files > ISEE Documents at the bottom of the following website: <https://www.sde.idaho.gov/cert-psc/cert/>.
- It is imperative that the LEA ensures their SIS vendor is using the most current ISEE option set. The most current "Items and Option Set" can be obtained from the ISEE Data Collection Files, 2023-2024 section on the ISEE website at: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- It is important to code assignment periods consistently from one upload to the next. 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, otherwise it may reflect in the ISEE system as an additional assignment.
- For some assignments it is important to make sure the content level grade entered aligns to the assignment. **Example 1:** if the assignment 23007 Grade 4 is put in but the LEA puts in the content level grade 5 instead of 4, an assignment deficiency will result. **Example 2:** the LEA will need to make sure to enter "9" as the content level grade for a teacher with the assignment 01001 English/Language Arts I (9<sup>th</sup> grade content level). In most cases, the students will be in 9<sup>th</sup> grade but there might be 10<sup>th</sup> grade student(s) or 7<sup>th</sup> grade advanced student(s) taking the course. The intent is to code according to the content level not the age or grade of the student.
- 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 the LEA's ACR.
  - Use the "General Get Merged EDUIDS" report found under Reports – Attend/Enroll to verify employee's EDUIDs. <https://apps2.sde.idaho.gov/Eduld/>
  - A person must be certificated and properly endorsed or the applicable authorization/provisional submitted for all assignments requiring certification. **It is important to vet all new hires who are not certificated to ensure an authorization or provisional can**



**even be used.** The individual should be reported as certificated while pending the approval of a certificate/authorization/provisional.

➤ **Teacher Roles:** It is important to report teacher roles correctly.

#### T - Teacher of Record (TOR)

- cannot have a Co or Assisting
- holds an endorsement that aligns to the assignment
- responsible for the student progress/achievement (this is reflected in their evaluation)
- plans instruction (i.e. lesson plans)
- delivers instruction/supervise the delivery of instruction
- assess students formatively and summatively
- designate the final grade
- meet with parents as necessary

#### 1 - Lead Team Teacher

- must have an Assisting Teacher
- holds an endorsement that aligns to the assignment
- has the same responsibilities as a TOR
- will have the same assignment code as the Assisting Teacher

#### 2 - Assisting Teacher

- must have a Lead Teacher
- must be certified with any valid endorsement
- will have the same assignment code as the Lead Team Teacher

#### C - Co-Teacher

- must have a Co-Teacher
- both must hold an endorsement that aligns to the assignment
- Co-teachers have the same assignment code

#### L - Long Term Substitute

- temporarily substituting for a TOR who holds the proper endorsement for the assignment
- not required to hold certification
- will have the same assignment as the TOR
- **IMPORTANT:** A Long-term Substitute is **NOT** the teacher of record and there should always be a teacher of record associated with the students. If there is no TOR then the long-term substitute **IS** the TOR and either needs to be replaced with a person who is properly endorsed or the LEA needs to apply for an alternative authorization/provisional.

#### P - Proctor

- must have a TOR or Provider Teacher identified in the Master Course Schedule (Note: Independent Study needs TOR)
- monitors students, does not provide direct instruction



- not required to hold certification
- will have the same assignment as the TOR or Provider Teacher (TOR must hold the proper endorsement for the assignment)
- **IMPORTANT:** A Proctor is **NOT** the teacher of record and there must always be a TOR associated with the students. If there is no TOR then the proctor **IS** the TOR and either needs to be replaced with a person who is properly endorsed or the LEA needs to apply for an alternative authorization/provisional.

### Information on How to Run, Access and Review the LEA Assignment Credential Report (ACR)

- Report may be run 2 days after submission (specific access to log in is required)
  1. Go to the following location to access the LEA ACR Report:  
<https://apps.sde.idaho.gov/staffing/Reports>.
  2. Choose the Assignment Credential at the bottom of the list
  3. Choose the current school year
  4. Choose the applicable Provider (Local Education Agency (LEA) (i.e., district/charter))
  5. Choose “Select All” for Building(s) – This will ensure you see ALL assignments.
  6. Choose “False” for the “Show only Deficiencies” to ensure all educators are showing.
  7. Click the “View Report” button (may need to scroll over to the right to see the “View Report” button) to generate the report

### Screen Shot below - Assignment Credential Report Application

Idaho Staffing Reports

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### Assignment Credential

School Year: 2023 - 2024

Provider: 999 State of Idaho

View Report

Building(s): GENERIC (9998)

- (Select All)
- GENERIC (9998)
- GENERIC SCHOOL NUMBER (C...

Show Only Deficiencies:  True  False

### Screen Shot below – Assignment Credential Report Information Generated



## Idaho Staffing Reports

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### Assignment Credential

School Year: 2023 - 2024 Provider: 999 State of Idaho  
Building(s): GENERIC (9998), GENERIC SCHOOL Show Only Deficiencies:  True  False


1 of 1 Find | Next

Report Date: 8/16/2023 8:47:46 AM Idaho State Department of Education  
Page: 1 Teacher Certification System  
Assignment Credential Report

School Year: 2023 - 2024

Show Only Deficiencies: False  
Provider: 999 State of Idaho  
Buildings(s): All

Building Name	Edu Id	Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Teaching Role	Level	Periods	Start Date	End Date	Certificates	Endorsements	Credential Exp Date
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8. Select the desired format to export the document by clicking on the  icon
9. Save the report
10. Open the saved report and review all assignments to ensure all certified staff are listed with the correct assignment. Remember this information is reflected on the [Certification Look-up Tool](#) and open to the public, so accurate reporting is important.
11. Review the “Assignment Deficiency” column for any areas that indicate “YES” for an assignment Deficiency. Deficiencies can result in funding reduction.

- Contact your [ISEE Regional Technology Coordinator](#) if help is needed to run the LEA ACR.

### Assignment Deficiency Reconciliation

- If a “YES” appears in the “Assignment Deficiency” column, double check to make sure the correct assignment code is being used. If the wrong code was accidentally used, correct the assignment, re-upload and send a request to your [ISEE Regional Technology Coordinator](#) to pull corrected file upload over from SRM test. Ensure that the new assignment code aligns to the certificate/endorsement held by that teacher. Reference the applicable (SDE or CTE) 2023-2024 ACM for all assignment codes and applicable endorsement(s) that align to assignment. The manuals are located under Resource Files > ISEE Documents at the bottom of the following website: <https://www.sde.idaho.gov/cert-psc/cert/>.
- If an incorrect assignment code was entered and this is a student course code as well, make sure to change the coding on student course enrollment file and the master course enrollment file as well.
- The applicable [ISEE Regional Technology Coordinator](#) must be contacted for changes to ISEE submission data that are made after the November 17, 2023 ISEE data submission and before the December 15, 2023 upload.



- If the correct assignment is used and the person has the correct endorsement as outlined in the applicable SDE or CTE ACM but the report is still showing a deficiency, reach out to [ISEE Regional Technology Coordinator](#) to determine if:
  - the person has a duplicate EDUID.
  - there was an error made in the alignment between the assignment and the endorsement when the ISEE option set was created.
  
- If the correct assignment code is being used and the Idaho certified educator does not hold the proper endorsement, the LEA can do one of the following in order to ensure funding and compliance with Idaho Statute 33-1201:
  - Hire and replace with a person who holds the proper endorsement
  - Reassign or shuffle staff to assignment(s) for which they hold the proper endorsement
  - Apply for an Alternative Authorization or a State Board Emergency Provisional.
  - Determine if a candidate can utilize/qualify for a non-traditional CSI or LSCS non-traditional three-year Interim and have them apply for the three-year interim certificate.

### General information Regarding: Alternative Authorizations, Non-Traditional Programs, State Board Emergency Provisional Certificate

- It is **important** to vet all new hires who are not certificated to ensure an authorization or provisional can even be used. A provisional can never be used for special education assignments.
  
- In addition to Appendix C, two resources have been created to assist. An [Application Crosswalk](#) document has been created to help navigate the various alternative authorizations and non-traditional programs and when a district needs to apply for an alternative authorization vs. when an individual applies for a non-traditional three-year interim. There is also an Alternative Authorization
  
- Alternative Authorization – Content Specialist, Alternative Authorization – Pupil Service Staff and the Alternative Authorization – Teacher to New Certification are **non-renewable three-year interim certificates**.
  
- The Alternative Authorization – Teacher to New Endorsement is valid for one-year (9/1 -8/31). If a candidate is using Option I of the Teacher to New Endorsement, the authorization may be renewed two additional times with adequate progress (completion of 9 credits or as designated by the program plan).
  
- **IMPORTANT:** The LEA is responsible for participating in the preparation/performance of those individuals on an alternative authorization or non-traditional certificate through support and the mentor program that aligns to the State Board of Education-approved [Idaho Mentor and Induction Program Standards](#).
  
- It is imperative for the LEA to make sure the individual on an approved authorization is demonstrating adequate progress toward full certification/endorsement.



- Enter the candidate as certificated while the authorization/provisional or non-traditional interim for the proper endorsement is being processed.
- **Important:** A warning and a deficiency will exist until the application is approved in the system. The deficiency will not clear at all if the requested endorsement does not align to the assignment.
- **SUBMIT** authorization/provisional applications as early as possible.
  - There are **ONLY** two opportunities to submit applications to ensure funding for the first reporting period.
  - The alternative authorization and provisional application packets as well as the Submission Schedule for the 2023-2024 school year are available at the following URL:  
<http://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>.
  - It is recommended to get all authorization applications submitted as early as possible. Alternative authorization application packets submitted after November 16, 2023 may be subject to reduced funding for the individual's assignment(s). If the application is not submitted by the time the Statewide Assignment Credential Report is generated in December, the funding **will be** reduced for the assignment and a request to restore funding must be made by the district/charter administrator after the LEA receives a copy of the approved authorization.
  - **Important:** State Board of Education Emergency Provisional applications received after January 1 will not be considered/approved unless it is due to a new hire which occurred after January 1.
  - Submit the correct application type and make sure the application packet is complete. Incomplete packets will not be considered for approval until all components have been submitted and may impact funding. It is extremely time consuming to track down missing items so thank you for submitting complete application packets.

Access [Appendix C](#) at the end of this document for more specific information on Alternative Authorizations, Non-Traditional Programs, State Board of Education Emergency Provisional, and Public Charter School Specific Certificates

## IMPORTANT REMINDERS

- **Proper certification/endorsement is required throughout the school year.**
- **The State Department of Education generates several Statewide Assignment Deficiency Reports throughout the school year. Data uploaded by LEAs in the ISEE Data Submissions is reflected on the Statewide Assignment Deficiency Report and used to make funding determinations. Note: The State Department of Education has not collected the individual LEA Assignment Credential Reports for several year.**
- **It is the responsibility of the Local Education Agency (LEA) (i.e., district/charter) Superintendent/Charter Administrator to ensure accurate data is uploaded in the ISEE data submissions. Note: This information is reflected on the [Certification Look-up Tool](#) and open to the public.**





- It is the responsibility of the LEA Superintendent/Charter Administrator to email the ISEE Regional Technology Coordinator, School Finance and Teacher Certification, if an LEA changes an assignment code in ISEE after the December/March ISEE data submission deadline in order for funding to be restored.
- It is the responsibility of the LEA Superintendent/Charter Administrator to contact Teacher Certification with a request to restore funding when an approved certificate/authorization/provisional has been received. Note: prior to requesting restoration, the LEA should verify the deficiency has cleared by running the LEA's ACR.

## CONTACT INFORMATION

For technical assistance please contact your ISEE Regional Technical Coordinator:

Amy Sigler Regions 1-3, ISEE Technical Coordinator (208) 332-6981 <a href="mailto:asigler@sde.idaho.gov">asigler@sde.idaho.gov</a>	Roger Evans Regions 4-6, ISEE Technical Coordinator (208) 332-6982 <a href="mailto:revans@sde.idaho.gov">revans@sde.idaho.gov</a>
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For other assistance please contact Teacher Certification:

Cina Lackey Certification & Professional Standards Director (208) 332-6936 <a href="mailto:clackey@sde.idaho.gov">clackey@sde.idaho.gov</a>	Mandy Fulbright Teacher Certification, Alternative Authorization Coordinator (208) 332-6885 <a href="mailto:mfulbright@sde.idaho.gov">mfulbright@sde.idaho.gov</a>
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## Appendix A - Information Regarding Assignment Codes 22051, 00005 and 20005

It is important to read the assignment descriptions in the [SDE Assignment Credential Manual](#) to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the [CTE Assignment Credential Manuals](#).

### 22051 Office/Library/Classroom Aide

Assignment/Content Description
Office Aide, Library Aide and Classroom Aide provides students with the opportunity to work in campus offices, developing skills related to clerical office work; library and research skills, etc. Duties may include typing, filing, record-keeping, receiving visitors, answering the telephone, and making copies, among others. These courses emphasize appropriate work attitudes, human relations, and proper office/library/classroom procedures.

- There has been an increase in erroneous use of assignment code 22051 Office/Library/Classroom Aide.
- This code can only be used for the intended purpose as defined in the Assignment/Content Description.
- This code is **not** intended for instructing a course/group of students. It is intended to be an assignment for a certificated educator to oversee individual students who are helping in the office, library or assisting a teacher as a classroom aide.
- This code cannot be used for areas for areas such as; Advanced Studies, Medical Career Exploration, Building Technology, Supervised Alternative Classroom, Zoology, Ecology Field Practicum, Keyboarding, Business Occupational & Career Experience, etc.

### 00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)

### 20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)

Assignment/Content Description	Assignment/Content Description
<p>This code can <b>ONLY</b> be used for miscellaneous/exploratory instruction for elementary level (K-8) when an assignment code does not already exist.</p> <p><b>This assignment cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.</b></p>	<p>This code may be used for advisory, study skills, study hall, <b>career exploration</b>, etc. This code may <b>ONLY</b> be used for instruction for secondary level (5-12) when an assignment code does not already exist for the content. The appropriate content assignment <b>MUST</b> be used even when offered as an elective.</p> <p><b>This assignment code cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, Gifted and Talented OR as an assignment to fulfill Idaho State adopted content standards such as, but not limited to: Mathematics, Science, Health or Physical Education, Visual Arts, Music, World Language, etc.</b></p>



- 1) It is important to read the assignment descriptions in the [SDE Assignment Credential Manual](#) to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the [CTE Assignment Credential Manuals](#).
  - 2) Assignment codes which include the word **(Restricted)** in the title, such as 00005 and 20005, will have additional information in the description column to help explain what those restrictions are.
  - 3) Assignment codes 00005 and 20005 can **never** be used simply because the teacher does not hold the endorsement which aligns to the type of content being taught.
  - 4) **Important:** 20005 should never be used when there is an assignment code which already exists for the content, regardless if the course is offered as a middle/high school elective. The appropriate assignment code for the content being delivered must be used and the teacher must hold the proper endorsement. For example: A math assignment code should be used if math is being taught regardless if the course is for elective or content credit.
  - 5) This code may be used **career exploration**. Teachers teaching a **career exploration** course must have participated in a career exploration professional development course approved by the State Board of Education. For additional information on the PD course requirement contact: Jenni Bradford, Senior Program Quality Manager at [jenni.bradford@cte.idaho.gov](mailto:jenni.bradford@cte.idaho.gov) or call (208)429-5543.
  - 6) Assignment code 20005 can be used for College and Career Ready instruction to a course/group of students and students can be tied to this person as the teacher of record. Students cannot be tied to 31000 College and Career Ready Advisor as the intent of 31000 is to advise a student vs. instructing a course/group of students.
  - 7) Assignment code 00005 and 20005 can be used for areas which have no specific content and truly are designed to allow students to explore an area for which no other assignment aligns.
  - 8) 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) is no longer used for health, physical education, visual arts, music, world languages. The applicable subject specific assignment code should be used.
  - 9) A person with the 7010 All Subjects K-8 endorsement aligns to the following K-12 assignment codes but they should not be teaching content beyond the eighth-grade level content: 00029 World Language (K-12), 00031 Music (K-12), 00035 Visual Arts (K-12), 00051 Physical Education (K-12), 00052 Health (K-12), 24052 Spanish (K-12), 24102 French (K-12), 24252 German (K-12), 24342 Latin (K-12), 24852 American Sign Language (K-12), 33001 Teacher Librarian (K-12)
- Examples are provided below where 00005 and 20005 are being used incorrectly.
- 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) assignment code **cannot** be used for English as a Second Language. ESL must be coded using assignment code 01008 English as a Second Language (K-12) or 01009 English as a Second Language – Support (K-12) and the teacher must hold either the 7126 English as a Second Language (ESL) (K-12) endorsement or the 7038 Bilingual (K-12) endorsement.
  - Title I teachers who are **supplementing** the instruction of an elementary teacher of record should **not** be coded as 00005 but can be coded with the assignment code 00070 Supplement Instruction – Elementary (K-8) (Restricted).



- Middle level assignments for mathematics, social studies, science and English taught by a 7010 All Subjects (K-8) endorsed teacher should **never** be coded using 20005 and must be coded using the applicable (5-8) content assignment codes below. The following assignments are not to be used for high school content credit:

- 02002 General Mathematics (5-8 Content)
- 51001 General English/Language Arts (5-8 Content)
- 54305 General Social Studies (5-8 Content)
- 53000 General Science (5-8 Content)

- 20005 should **never** be used for credit recovery. The applicable content assignment code must be used and there must be an Idaho certified teacher with the appropriate endorsement providing the instruction.
- Independent Study courses should be coded according to the content being delivered by an appropriately endorsed Idaho certified teacher.
- Regardless if a course is offered as an elective, 20005 should never be used when there is an assignment code which already exists for the content. The appropriate assignment code for the content being delivered should be used and the teacher of record must hold the proper endorsement.
- Section Alias has been added to the Assignment Credential Report to help identify the actual course and determine if a different assignment code should be used to align to the content being taught.

Below are specific examples of *courses* coded as 20005, but **MUST** be coded with an existing assignment code:

Course Coded as 20005:	Existing Applicable Assignment Codes:
Choir	00031 Music (K-12), or 05149 Music (5-12)
Music Appreciation	00031 Music (K-12), or 05149 Music (5-12)
Creative Writing	01103 Composition/Writing (5-12)
Sign Language	24852 American Sign Language (K-12)24853, or American Sign Language (5-12)
Drama	05052 Theater Arts (5-12)
PE/Weight lifting	00051 Physical Education (K-12), or 08001 Physical Education (5-12)
Journalism	11101 Journalism (5-12)
Teacher Aide	22051 Office/Library/Classroom Aide
Library Aide	22051 Office/Library/Classroom Aide
Office Aide	22051 Office/Library/Classroom Aide
Intro Technology/computers	10001 Introduction to Computer Technology (5-12) or 10049 Computer Information Technology (5-12)

Below are examples of mathematics courses miscoded using 20005 and **MUST** be coded using a mathematics assignment code and the teacher must hold a mathematics endorsement which aligns to the applicable math assignment code:

Accelerated Foundations in Math	HS Mathematics A	Math Lab
Advanced Math help	IDLA Math 9	Math Strategies
ALEK Math	Math 7	Math Tutor
Applied Math	Math 8	MS Math support
Boost Math	Math and Literacy lab	Personal Finance & Business math
Consumer math	Math Basics	Resource Math
Essential consumer Math	Math intervention	Seminar Math A



## Appendix B - Changes to Mathematic Assignments

- **IMPORTANT:** As a result of feedback from LEA's the following change to Applied Mathematics has been made: **02150 Applied Mathematics (11-12)** has been **eliminated** and **02151 Applied Mathematics (5-12)** has been reestablished, however, the description has been altered.
  - This assignment can be taught by someone who holds one of the following endorsements:
    - 7300 Mathematics (6-12)
    - 8320 Mathematics – Middle Level (5-9)
    - 7999 Public Charter School Teacher
- **IMPORTANT: 02157 Business Mathematics** has also been created as a result of LEA feedback.
  - This assignment can be taught by someone who holds one of the following endorsements:
    - 7300 Mathematics (6-12)
    - 8320 Mathematics – Middle Level (5-9)
    - 7999 Public Charter School Teacher
- 02002 General Mathematics (5-8 Content)
  - This assignment is reserved for grades 5-8 content and it is designated as a support class.
  - This assignment can be taught by someone who holds one of the following endorsements:
    - 7010 All Subjects (K-8)
    - 7300 Mathematics (6-12)
    - 8320 Mathematics - Middle Level (5-9)
    - 7999 Public Charter School Teacher
- 02006 Mathematics (6<sup>th</sup> grade content level)  
02007 Mathematics (7<sup>th</sup> grade content level)  
02008 Mathematics (8<sup>th</sup> grade content level)
  - New Assignment codes have been created for Grade 6, 7, 8 Math Class aligned to Grade level standards for middle schools.
  - These assignments can be taught by someone who holds one of the following endorsements:
    - 7010 All Subjects (K-8)
    - 7300 Mathematics (6-12)
    - 8320 Mathematics - Middle Level (5-9)
    - 7999 Public Charter School Teacher
- 02052 Algebra I  
02062 Integrated Mathematics I  
02063 Integrated Mathematics II  
02072 Geometry
  - These assignments are considered 9th grade math content and the teacher who holds the 8320 Mathematics – Middle Level (5-9) endorsement has the content knowledge to teach this level of mathematics to any student **regardless of the age or grade level** of the student.



- It isn't about the age/grade level of the student but the content level being taught. For example, a teacher who holds the 8320 Mathematics – Middle Level (5-9) endorsement can teach geometry to a tenth-grade student because the teacher has the necessary content level knowledge to teach the applicable level of content.
- These assignments can be taught by someone who holds one of the following endorsements:

7300 Mathematics (6-12)  
8320 Mathematics - Middle Level (5-9)  
7999 Public Charter School Teacher

- The following assignment codes have been changed from Grade Level Content **5-12** to Grade Level Content **9-12**

02052 Algebra I  
02056 Algebra II  
02062 Integrated Mathematics I  
02063 Integrated Mathematics II  
02064 Integrated Mathematics III  
02072 Geometry

- The following assignment codes have been changed from Grade Level Content **5-12** to Grade Level Content **11-12**

02102 Discrete Mathematics  
02103 Trigonometry  
02110 Pre-Calculus  
02121 Calculus

- Please access the [2022-2023 SDE Assignment Credential Manual](#) for assignment description details.

**For assistance navigating the changes to mathematic assignments contact:**

Catherine Beals  
Mathematics Coordinator  
(208) 332-6932  
[cbeals@sde.idaho.gov](mailto:cbeals@sde.idaho.gov)

**NOTE:** If a person holds 8320 Mathematics – Middle Level (5-9) endorsement and the LEA has a need for the person to teach in a math assignment which requires the full 7300 Mathematics (6-12) endorsement, the LEA can apply for the [Alternative Authorization – Teacher to New Endorsement](#) Option III (i.e., content assessment and mentoring).

**For assistance navigating alternative authorizations contact:**

Mandy Fulbright  
Alternative Authorization Program Specialist  
(208) 332-6885  
[mfulbright@sde.idaho.gov](mailto:mfulbright@sde.idaho.gov)



## Appendix C – Alternative Authorizations, Non-Traditional Programs, State Board of Education Emergency Provisional, and Public Charter School Specific Certificates

### Alternative Authorizations

- There are four types of authorizations: Alternative Authorization – Content Specialist, Alternative Authorization – Pupil Service Staff, Alternative Authorization – Teacher to New Certification and the Alternative Authorization – Teacher to New Endorsement. It is imperative to vet candidates before hire/placement to ensure they qualify for an authorization. Reference the application packets and additional information available on the Alternative Authorizations website at: <https://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>. A brief overview of each authorization type is provided below.
- **Alternative Authorization – Content Specialist** can be used for an individual who does not hold Idaho certification but is willing to complete an educator preparation program (traditional or ABCTE) for certification and proper endorsement that aligns to the assignment.
    - The person must qualify for the application (see application packet for details).
    - Candidate must have baccalaureate degree or will be doing their student teaching some time during the first year of the authorization.
    - Content Specialist for ABCTE candidates should only be used if the candidate needs additional time to pass the ABCTE assessments. See nontraditional section if the person has already obtained the ABCTE Professional Teaching Certificate.
  - **Alternative Authorization – Pupil Service Staff** can only be used for School Counselor and School Social Worker endorsements. For all other Pupil Service Staff requirements, please reference the Idaho Administrative Code beginning on page 8: <https://adminrules.idaho.gov/rules/current/08/080202.pdf>.
  - **Alternative Authorization – Teacher to New Certification** can be used for an individual who holds a valid certificate but not in the area needed by the LEA. Examples include:
    - A person who holds a valid Standard Instructional Certificate qualifies to use the Teacher to New Certification to add an Administrator Certificate.
    - A person who has an Administrator Certificate qualifies to use the Teacher to New Certification to add a Standard Instructional Certificate.
    - A person who holds a Standard Instructional Certificate qualifies to use the Teacher to New for add a Pupil Service Staff certificate, etc.
  - **Alternative Authorizations – Teacher to New Endorsement** can be used for an individual who holds a current valid Idaho endorsement but not in the area needed by the LEA. The person must be willing to meet the requirements in order to add the certificate/endorsement. There are three options/routes for obtaining a new endorsement (see application packet for details).
    - **Option I** of the Teacher to New endorsement allows a person to use a traditional program to adding and endorsement and can be renewed two additional times with adequate progress.



- **Option II** of the Teacher to New endorsement allows a person who has already completed a master degree in the specific content area to add the endorsement by demonstrating proficient teaching in the new endorsement area through completion of one-year successful teaching as indicated by completion of the mentor program requirements.
- **Option III** of the Teacher to New endorsement are not renewable. Option III allows a person to add ANY instructional endorsement through content assessment and demonstration of performance through one-year successful teaching as indicated by completion of the mentor program requirements.

## Non-traditional Programs

There are four non-traditional Programs in Idaho: American Board for Certification of Teacher Excellence (ABCTE), College of Southern Idaho (CSI), Lewis-Clark State College (LCSC), and Teach for America (TFA). General information is provided below. Reference additional information and guidance for each non-traditional program on the following website: <https://www.sde.idaho.gov/be-an-educator/files/non-trad/Non-Traditional-Routes-Summary.pdf>

- Non-traditional programs **do not** require a district/charter to submit an authorization application. The candidate works directly with the program to obtain documentation which allows the candidate to apply for the three-year Idaho Interim Certificate.
- It is important to remember that the LEA is part of the candidate's preparation program.
- Candidates using CSI, LCSC or TFA will be required to obtain a letter from the program which includes information indicating the candidate has enrolled in the program, has an applicable qualifier, and the specific LEA that is part of the consortium. The candidate then applies directly with the State Department of Education for a three-year interim certificate which allows the individual to be the teacher of record in the applicable endorsement area while they are completing the module/mastery-based program, in addition to the required two-year mentor program and any additional state specific requirements, (i.e., ICLC/ICLA and the TMT as applicable to the endorsement area).
- Candidates using ABCTE who have already completed the ABCTE assessments and have received the ABCTE issued "Professional Teaching Certificate" can apply directly to the State Department of Education for the three-year ABCTE Interim Certificate. An LEA can apply for an Alternative Authorization – Content Specialist if time is needed for the candidate to pass the applicable ABCTE assessments. The Alternative Authorization is a three-year interim certificate; therefore, candidates will need to complete the mentor program and any additional state specific requirements, (i.e., ICLC/ICLA and the TMT as applicable to the endorsement area) during the three-year authorization time frame.





## State Board of Education Emergency Provisional Certificate

- It is imperative to vet candidates before hire/placement to ensure the person qualify for a provisional. Reference the application packets and additional information available on the following website: <https://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>.
- State Board of Education Emergency Provisional Certificate can **only** be used for emergency hire situations. Provisionals can only be used when all other avenues have been exhausted. Information relevant to the SBOE Emergency Provisional includes:
  - Candidate must have an associate's degree or at least 48 college/university credits.
  - It is intended for a person who does not hold certification and the LEA must attest to the recruitment efforts which lead to the emergency situation.
  - Provisional certificates are approved by the State Board of Education
  - **Important Note:** The State Board of Education Emergency Provisional Certificate **cannot** be issued for special education endorsement areas.

## Public Charter School Administrator Certificate and Public Charter School-Specific Teacher Certificate

- The application packets and guidance available by accessing the applicable links provided below:
  - Public Charter School Administrator Certificate: <https://www.sde.idaho.gov/cert-psc/cert/files/general/PCSA-Application-2020-2021.pdf>
  - Public Charter School-Specific Teacher Certificate: <https://www.sde.idaho.gov/cert-psc/cert/files/general/PCST-Application-2022.pdf>