



# GUIDANCE DOCUMENT

## 2020-2021 State Department of Education (SDE) Assignment Reporting

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

**Please take the time to read this document  
It may just make your life easier in the long run ☺**



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## ASSIGNMENT CREDENTIAL MANUAL (ACM)

### Miscellaneous/Exploratory Assignment Codes

- 00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)
  - The title of the assignment has been changed from **Elementary - Elective/Exploratory (K-8)** to **Elementary - Miscellaneous/Exploratory (K-8) (Restricted)**
  - This code can **ONLY** be used for miscellaneous/exploratory instruction when an assignment code at the elementary level does not already exist.
  - It is no longer used for health, physical education, visual arts, music, world languages.
  - The endorsements: 7010 All Subject K-8, 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3), and 7014 Blended Elementary Education/Elementary Special Education (4-6) have been aligned to the following assignment codes to be used with content grade level in mind as applicable to the specific endorsement: 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)
  - The assignment 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/manuals/2020-2021-Information-Regarding-Assignment-Codes-00005-and-20005.pdf>.
  
- 20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)
  - The title of the assignment has been changed from **Secondary – Elective/Exploratory (5-12)** to **Secondary - Miscellaneous/Exploratory (5-12) (Restricted)**
  - This code may be used for advisory, tutorial, study skills, study hall, career exploration, etc.
  - This code may be used for College and Career Ready instruction to a class/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 indent of 31000 is to advise a student vs instructing a course.
  - This code may **ONLY** be used for instruction for secondary level (5-12) when an assignment code does not already exist for the content.
  - The appropriate content assignment **MUST** be used even when offered as an elective.
  - 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/manuals/2020-2021-Information-Regarding-Assignment-Codes-00005-and-20005.pdf>.

### 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 math 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 math graduation requirements but can be counted as an elective.
  - 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

- 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 or the Gifted and Talented endorsed 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, or English as a Second Language.
- Supplemental Instruction – Secondary
  - There is no supplemental instruction assignment code at the secondary level because the person must hold the specific subject area endorsement for which the supplemental instruction is being provided, e.g. math supplemental instruction must be provided by a math endorsed teacher.
  - If there is a student who needs help with math in addition to their regular math course, the teacher must have a math endorsement with a math assignment that aligns to the supplemental instruction they are receiving.



## Changes to the Mathematics Endorsements

- Legislative Changes to Mathematics Endorsements
    - There are only two math endorsements in Idaho code as of 2020:
      - 7300 Mathematics (6-12)**
      - 8320 Mathematics – Middle Level (5-9)**
    - The following endorsements have been *eliminated* from Idaho code and the ACM.
      - 7320 Mathematics – Basic (6-12)**
      - 8300 Mathematics (5-9)**
- For additional information regarding these changes, including information on what to do if a person can no longer teach a specific math assignment, please access [Appendix B](#) at the end of this document or online by clicking the following link: <https://www.sde.idaho.gov/cert-psc/shared/Mathematics-Endorsement-Changes.pdf>.

## New Pre-Kindergarten Assignment Code

- 23001 Pre-kindergarten - Title I-A (Pre-school Only)
  - A new code for Pre-Kindergarten – Title I-A (Preschool only) has been created to accommodate the change in Title I-A which now allows for funding of regular preschool.
  - The 7010 All Subjects (K-8), 7019 Early Childhood Special Education (Pre-K-3) and 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3) endorsements are aligned to the new code.
  - This assignment should not be used for Early Childhood – Special Education or Migrant pre-school.

## Screen Shot

Pre-Kindergarten Assignment Code from the Assignment Credential Manual

Content Type	Content	Code	Assignment Title	Assignment/Content Description	Endorsement
Early Childhood	PK	23001	Pre-kindergarten - Title I-A (Pre-school Only)	Pre-kindergarten – Title I-A content is not differentiated by subject area. The assignment focus is on content that is grade-specific and covers various subjects throughout the day, rather than a single subject-specific content area. Specific course content depends upon Idaho state standards for pre-kindergarten.  <b>This assignment cannot be used for Early Childhood - Special Education. It is intended to be used for Title I-A funded pre-</b>	7010 All Subjects (K-8) 7019 Early Childhood Special Education (Pre-K-3) 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3)

## Science Assignments

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



- 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 is determined by the LEA.
- Environmental Science
- The Assignment/Content Description for the assignment code 03008 Earth and Space Science (5-12) has been modified to include Environmental Science.

## Pupil Service Staff Assignments

- Pupil Service Staff (PSS) Endorsements (School Counselor, School Social Worker, etc.)
- 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:
    - 22051 Office/Library/Classroom Aide** (This should be coded with a 0 FTE)
    - 31000 College and Career Ready Advisor**
    - 31300 Coordinator**
    - 32150 Community Resource Worker**

## Administrator Assignments

- Administrator Endorsements (Superintendent, Principal, Director of Special Education, etc.)
- An Administrator Certificate must be held to be aligned to a State Department of Education (SDE) administrative assignment code. See the 40000 series codes for administrators.
  - 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 programs 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 an Administrator endorsement, however, the non-classroom code **22051 Office/Library/Classroom Aide** (this should be coded with a 0 FTE), does allow coding to an administrator endorsement.



- A Local Education Agency (LEA) (i.e., district/charter) can code an administrator with the 22051 Office/Library/Classroom Aide assignment code for students who work in the campus office, library or as classroom aides. This should be coded with a zero FTE.

## State Department of Education (SDE) Assignments and Career and Technical Education (ICTE) Assignments

- The State Department of Education (SDE) ACM and the Idaho Career and Technical Education (ICTE) Assignment/Course Manual are mutually exclusive. In order to reduce confusion, all CTE funded assignment codes that align exclusively to the Career Technical Education (CTE) endorsed teacher, have been removed from the SDE Assignment Credential manual. SDE endorsements will no longer align to ANY six (6)-digit assignment codes; CTE endorsements will no longer align to ANY five (5)-digit assignment codes. The ICTE Assignment Credential Manual is located on the following webpage: <https://cte.idaho.gov/programs-2/secondary-education/assignment-manual-and-isee-resources/>.



## ASSIGNMENT CREDENTIAL REPORTING (ACR)

### Important Information

- **It is the responsibility of the Superintendent/Charter Administrator to ensure accurate data is uploaded in the ISEE data submissions.** Idaho Statute 33-1201 requires educators to hold the proper endorsement for the service being rendered.
- **ISEE Data Submission Schedule** - Click the following link to access the most current schedule: <https://www.sde.idaho.gov/tech-services/isee/files/general/program/Data-Monthly-Submission-Schedules.pdf>
- It is important for the LEA to run their own ACR after each ISEE submission to ensure all deficiencies have cleared or an authorization/provisional has been submitted.
- The LEA's ACR contains certificate and endorsement information from the state database for all certificated staff and the ISEE data file, Staff Assignments, the LEA uploads to the State Reporting Manager (SRM). The report will show alignment between the staff endorsements against 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.
- The applicable [Regional Technology Coordinator](#) must be contacted for changes to ISEE submission data that are made after the November 20, 2020 ISEE data submission and before the December 18, 2020 deadline.
- **DECEMBER 18, 2020 – Assignment deficiencies still showing on the state generated Statewide Assignment Credential Report as of December 18, 2020, which includes all LEAs, will be subject to a reduction in funding.** The State Department of Education does **NOT** collect individual LEA Assignment Credential Reports as in past years.
- 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.
- Funding may be reduced if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2020-2021 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.





- **NEW THIS YEAR:** Although the December reporting period is the most critical. LEAs are responsible to ensure proper certification and endorsement for all assignments throughout the entire school year. The State Department of Education will be generating several Statewide Assignment Credential Reports over the course of the school year in addition to December 18, 2020 report.
  - Salary reduction for deficiencies identified in December will be reflected on the February payment. Salary reduction for deficiencies identified in March will be reflected on the May payment. Salary reduction for 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.
  
- **Alternative Authorization/Emergency Provisional Submission and Meeting Schedules** - Click the following link to access the most current schedule:  
<https://www.sde.idaho.gov/cert-psc/cert/apply/files/alternative/application/SBOE-PSC-Meetings-2020-2021.pdf>

### Tips to Ensure Accurate Reporting:

- The Staff Assignment template is one of the required files and can be obtained from the Required Data Collection Elements and Templates, 2020-2021 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 ACR.
  - 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 and hold the proper endorsement for the assignment.
  - 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.
  - If an assignment is taught by a virtual teacher with a proctor in the physical classroom (e.g., IDLA), the certified person in the physical classroom should be coded with teaching role “P” for Proctor. The assignment code will be the same for the virtual teacher and the proctor. The proctor is not required to hold the applicable endorsement for the assignment because the virtual teacher is the teacher of record with the applicable endorsement.



- Please use the current ISEE Manuals and information 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 2020-2021.
- 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>.
- 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.

### Information on How to Run, Access and Review ACR

- Report may be run 2 days after submission (specific access to log in is required)
  1. Go to the following location to for the ACR Report:  
<https://apps.sde.idaho.gov/staffing/Reports>.
  2. Choose the Assignment Credential report
  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 (scroll over to the right to see the "View Report" button) to generate the report

### Screen Shot - Assignment Credential Report Application

A screenshot of a web application interface for generating an Assignment Credential Report. The interface includes a header "Assignment Credential" and a "View Report" button. Below the header, there are several input fields: "School Year" with a dropdown menu set to "2020 - 2021", "Provider" with a dropdown menu set to "999 State of Idaho", and "Building(s)" with a dropdown menu showing a list of buildings with checkboxes. The "Show Only Deficiencies" section has two radio buttons, "True" and "False", with "False" selected. The "Building(s)" dropdown menu is open, showing three options: "(Select All)", "GENERIC (9998)", and "GENERIC SCHOOL NUMBER (05...".

8. Choose the "select a format" desired
9. Click "Export" located directly next to the "Select a Format"



## Screen Shot – Assignment Credential Report Information Generated

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School Year	2020 - 2021	Provider	999 State of Idaho
Building(s)	GENERIC (9998), GENERIC SCHOI	Show Only Deficiencies	<input type="radio"/> True <input checked="" type="radio"/> False

1 of 1 | Select a format | Export

Report Date : 7/21/2020 4:42:27 PM  
Page: 1

Idaho State Department of Education  
Teacher Certification System  
Assignment Credential Report

School Year: 2020 - 2021

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	Content Level	Periods	Start Dat
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10. Access the exported report.

11. Review all assignments to ensure all certified staff are listed with the correct assignment

12. 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. If the wrong code was accidentally used, correct the assignment, re-upload and send a request to your ISEE Regional 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) 2020-2021 ACM 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>.
- If an incorrect assignment code was entered and this is a 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 [Regional Technology Coordinator](#) must be contacted for changes to ISEE submission data that are made after the November 20, 2020 ISEE data submission and before the December 18, 2020 deadline.



- If the correct assignment is used and the person has the correct endorsement as outlined in the SDE or CTE applicable 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
  - The proper alignment between the assignment and the endorsement was not made in the SDE system in error.
  
- If the correct assignment code is being used and the Idaho certified educator does not hold the proper endorsement, the Local Education Agency (LEA) (i.e., district/charter) can do one of the following in order to ensure funding and be in compliance with Idaho Statute 33-1201:
  - Hire a person who holds the proper endorsement.
  - Reassign or shuffle staff to assignments 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.
  - Enter the candidate as certificated while the authorization/provisional or non-traditional interim is being processed. A warning will exist until the application is approved in the system.

### Alternative Authorizations/Emergency Provisional Certificate

- It is imperative to vet candidates before hire/placement to ensure they qualify for an authorization or provisional.
  - Alternative Authorization -Teacher to New Certification/Endorsement can be used for an individual who holds a current valid Idaho certificate but does not hold the endorsement which aligns to the assignment. The person must be willing to meet the requirements in order to add the endorsement.
    - There are four options/routes for obtaining the new certificate and/or endorsement (see application packet for details).
    - **NEW:** Option IV of the Alternative Authorization - Teacher to New Endorsement has changed. A Local Education Agency (LEA) (i.e., district/charter) can apply for Option IV for a teacher to add ANY instructional endorsement through content assessment and mentor program. Previously the teacher had to hold an endorsement which had some alignment to the one being added.
  - 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 non-traditional) 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 authorization year.
- 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.
  - Candidate must have at least 48 college/university credits.
  - It is intended for a person who does not hold certification and will not be working toward obtaining certification or does not yet qualify for the Alternative Authorization – Content Specialist.
  - **Important Note:** An Emergency Provisional Certificate **cannot** be issued for special education endorsement areas.
- **SUBMIT AUTHORIZATION/PROVISIONAL APPLICATIONS AS EARLY AS POSSIBLE.**
  - The alternative authorization and provisional application packets are available at the following URL: <http://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>.
  - Meeting dates for the 2020-2021 School Year <https://www.sde.idaho.gov/cert-psc/cert/apply/files/alternative/application/SBOE-PSC-Meetings-2020-2021.pdf>
  - There will ONLY be two opportunities to submit applications to ensure funding for the first reporting period. Due dates for applications for first reporting period to ensure funding are:
    - August 27, 2020**
    - October 29, 2020**
  - Alternative Authorizations and State Board of Education Emergency Provisional applications submitted after October 29, 2020 will be subject to reduced funding until the application has been approved and the Local Education Agency (LEA) (i.e., district/charter) submits a request for funds to be released.
  - State Board of Education Emergency Provisional applications received after the January Professional Standards Commission meeting will not be considered unless it is due to the loss of a staff member, which occurred after January 1.
  - Submit complete application packets. We are a very small staff and it is extremely difficult to track down missing items. Incomplete packets will not be reviewed until all components have been submitted and may impact funding.
  - Although the December reporting period is the most critical. LEAs are responsible to ensure proper certification and endorsement for all assignments throughout the entire school year. Please refer to the meeting date link provided above for authorization or provisional application submission dates beyond the first funding cycle.
- Funding may be reduced if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2020-2021 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.



## REMINDERS:

- **NEW THIS YEAR** - The State Department of Education will be generating multiple Statewide Assignment Deficiency Reports throughout the school year in December, March, and May.
- It is the responsibility of the Local Education Agency (LEA) (i.e., district/charter) Superintendent/Administrator to ensure accurate data is uploaded in the ISEE data submissions.
- It is the responsibility of the LEA administrator to contact Teacher Certification with a request to restore funding upon receipt of an approved authorization or provisional certificate.
- It is the responsibility of the LEA administrator to email School Finance and Teacher Certification, if an LEA changes an assignment code in ISEE after the December deadline in order for funding to be restored.
- The State Department of Education will NOT be collecting individual LEA Assignment Credential Reports this year. Data uploaded for the ISEE Data Submissions will be used to make funding decisions.

For technical assistance please contact your SDE 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 Coordinator (208) 332-6936 <a href="mailto:clackey@sde.idaho.gov">clackey@sde.idaho.gov</a>	Shannon Miner Teacher Certification, Alternative Authorizations Program Specialist (208) 332-6885 <a href="mailto:sminer@sde.idaho.gov">sminer@sde.idaho.gov</a>
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*Thank you for all your hard work and perseverance!*



## APPENDICIES

### Appendix A - Information Regarding Assignment Codes 00005 and 20005

**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, tutorial, study skills, study hall, career exploration, 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) Some assignments are (Restricted), including 00005 and 20005 and there is red text in the description to help explain what those restrictions are.
- 3) The titles for the assignment code 00005 and 20005 have been changed in an effort to reduce confusion. The word elective has been removed and replaced with the word miscellaneous to better define the intent of the assignment.
- 4) These assignment codes can never be used simply because the teacher does not hold the endorsement which aligns to the type of content being taught. The applicable assignment code and the appropriately endorsed teacher are required regardless if the course is an elective credit, content high school credit, etc.
- 5) 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) is no longer used for health, physical education, visual arts, music, world languages.



- 6) The endorsements: 7010 All Subject K-8, 7083 Blended Early Childhood/Early Childhood Special Education (Birth-Grade 3), and 7014 Blended Elementary Education/Elementary Special Education (4-6) have been aligned to the following assignment codes to be used with content grade level in mind as applicable to the specific endorsement: 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)
- 7) We are seeing several instances where 00005 and 20005 are being used incorrectly.

For Example:

- 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** code as 00005 but can be coded with the assignment code 00070 Supplement Instruction – Elementary (K-8) (Restricted).
- Middle level mathematics, social studies, science and English taught by a 7010 All Subjects (K-8) endorsed teacher should be coded using the applicable (5-8) content assignment codes.

**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.
- Plato, NovaNet, Edmentum, OdysseyWare, Edgenuity, etc. are forms of curriculum to be used to facilitate the instruction of an Idaho certified teacher. The assignment cannot be coded as 20005. The applicable content assignment must be used and the teacher must hold the appropriate endorsement that aligns to the assignment.
- 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.





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

<b>Coded as 20005:</b>	<b>Existing applicable codes:</b>
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)

All of the following are examples of mathematics courses miscoded using 20005 and **MUST** be coded with mathematics assignment code and the teacher must hold the applicable endorsement which aligns to the 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 - 2020-2021 Mathematics Endorsement Changes

There are now only two math endorsements in Idaho code as of 2020:

### **7300 Mathematics (6-12)**

**8320 Mathematics – Middle Level (5-9)** This is a title change only. It was previously titled 8320 Mathematics – Basic (5-9). Individuals holding this endorsement still have the ability to teach the mathematic content, (i.e., geometry, algebra 1, etc.) regardless of the grade level of the student. 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. It isn't about the age/grade level of the student but the content level being taught.

The **7320 Mathematics – Basic (6-12)** endorsement has been *eliminated* from Idaho code and also from the Assignment Credential Manual (ACM).

- Anyone who held the 7320 Mathematics – Basic (6-12) endorsement has been given the 8320 Mathematics – Middle Level (5-9) endorsement.”
- If they take and pass the regular Mathematics: Content Knowledge Praxis II and include a year-end summative evaluation demonstrating successful teaching of a mathematics class, they can apply for a revision for the 7300 Mathematics (6-12) endorsement.

The **8300 Mathematics (5-9)** endorsement has been *eliminated* from Idaho code and also from the Assignment Credential Manual (ACM).

- Anyone who has passed the Mathematics: Content Knowledge Praxis II has been given the 7300 Mathematics 6-12 endorsement. If they have only passed the Middle School Mathematics Praxis II assessment, they have been given the 8320 Mathematics – Middle Level (5-9) endorsement.
- If they take and pass the regular Mathematics: Content Knowledge Praxis II and include a year-end summative evaluation demonstrating successful teaching of a mathematics class they can apply for a revision for the 7300 Mathematics (6-12) endorsement.