



PUBLIC SCHOOLS RELEASE
TO: Superintendents, Charter Administrators
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www.sde.idaho.gov

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NOTICE: CERTIFIED STAFF ASSIGNMENT REPORTING REQUIRED THROUGH ISEE TO SUPPORT FUNDING

(BOISE) – Data submitted to the Idaho State Department of Education through the Idaho System for Educational Excellence (ISEE) regarding Certified Staff Assignments is required to be submitted to the department's Teacher Certification Department by December 16, 2016. Submissions received will be compiled into the Assignment Credential Report which shows assignment and credential status of all certified personnel for the state of Idaho. Important documentation to support districts is posted on the [department's technology services website](#), and also listed below:

- [CTE Assignment Credential Manual](#)
- [SDE Assignment Credential Manual](#)
- [Assignment Credential Manual changes \(2016-2017\)](#)
- [District Assignment Credential Report and Review](#)

The following are important submission dates:

- **December 2, 2016** - An assignment for which a person is still not appropriately certificated and/or endorsed or for which an authorization has not been submitted by December 2, 2016, will be subject to withheld funding in February for that portion of the FTE
- **December 16, 2016** – The final Assignment Credential Report is due on December 16, 2016.

Any questions regarding submission of Certified Staff Assignments may be directed to Cina Lackey at (208) 332-6936 or by email at clackey@sde.idaho.gov.

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