

2024-2025 School Year

ISEE Staff Data Guidance Manual

Summer Alternative Secondary School



IDAHO DEPARTMENT OF EDUCATION
PUBLIC SCHOOL FINANCE

650 W STATE STREET, 2ND FLOOR
BOISE, IDAHO 83702
208 332 6800 OFFICE / 711 TRS
WWW.SDE.IDAHO.GOV

CREATED 07/01/2024

Table of Contents

INTRODUCTION 3

I STAFF DEMOGRAPHICS 4

II SUMMER SCHOOL ASSIGNMENTS 5

III NON-CERTIFICATED STAFF 6

IV DATA SUBMISSION 6

2024-2025 ISEE COORDINATOR CONTACT LIST 7

Contact Information 11

INTRODUCTION

While Alternative Secondary Summer School may begin prior to July 1, 2024, Summer School is funded in the 2024-2025 fiscal year. Data submitted for Summer School are used in calculating state funding for the FY2025 school year and must be submitted in a **one-time Summer Alternative upload**. Data submitted prior to August 2024 will not be properly funded.

Report the complete summer files in ISEE and use "ISEE Summer Alternative 2024 v14".

Only approved Summer Alternative Secondary Schools and Programs need to be reported.

Alternative Secondary Summer School certificated staff shall hold the proper credentials or State funds will be withheld. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance.

[Important Data Elements and Option Codes for Summer School Funding](#)

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

I STAFF DEMOGRAPHICS

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

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

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

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

***Contract FTE:** Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff.

***Contract Days:** Enter the number of days the employee is employed for the summer alternative program.

**Required fields - do not leave blank.*

***Contract Hours:** Enter the total number of hours the certificated employee works in the summer alternative program. The maximum number of hours is 900 per year for an alternative school. Each Summer School session is 225 hours.

**Required fields - do not leave blank.*

Example: *If an employee is teaching 2.88 hours per day, five days a week for five weeks you would enter 72 hours in the "Total Hours" box. $((2.88 \text{ hours} \times 5 \text{ days per week} \times 5 \text{ weeks}) / 900 \text{ hours} = .08 \text{ FTE})$*

II SUMMER SCHOOL ASSIGNMENTS

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

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

Assignment Code (assignment): Enter the ISEE Assignment Code that best describes the particular teaching, support, and/or administrative position.

Note: Refer to 2024-2025 Assignment Credential Manual.

Assignment FTE: Summer School FTE equals total hours taught divided by 900 hours.

Note: The sum of the assignment FTE(s) must equal contractFTE1, contractFTE2, or contractFTE3.

Example: Ms. Smith holds a contract to teach 72 hours during Summer School. The alternative Summer School contractFTE1 is .08 FTE (72 hours/900 hours). Mrs. Smith teaches two classes. Each assignment FTE is .04 FTE (36 hours/900 hours). The sum of the two assignment FTEs equals the contractFTE1 of .08.

III NON-CERTIFICATED STAFF

Enter non-certificated employees working only during the summer months in 2024 at an Approved Alternative Summer School (2024-2025 data collection).

Note: Do not enter non-certificated employees working 12 months of the year unless the position is unique to the approved Alternative Secondary Summer School.

Summation: Key components for approved Alternative Summer School funding

IV DATA SUBMISSION

Staff Demographic File

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

Staff Assignment File

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

Upload

- ISEE Summer Alternative 2024 v14.
- Collection period is Summer Day 1 through Summer Last Day.
- The submission period is 8/2/2024 to 9/6/2024 at 5:00 pm MTS.

Important: After the uploading the files, run the ISEE Assignment Credential Report to ensure all staff are properly certificated and endorsed.

2024-2025 ISEE COORDINATOR CONTACT LIST

Region	Number	Name	ISEE Coordinator
5	058	Aberdeen District	Roger Evans
5	381	American Falls Joint District	Roger Evans
3	492	Anser of Idaho, Inc.	Amy Sigler
5	383	Arbon Elementary District	Roger Evans
1	394	Avery School District	Amy Sigler
3	072	Basin School District	Amy Sigler
5	033	Bear Lake County District	Roger Evans
4	061	Blaine County	Roger Evans
4	234	Bliss Joint District	Roger Evans
3	001	Boise Independent School	Amy Sigler
1	101	Boundary County	Amy Sigler
3	365	Bruneau-Grand View Joint	Amy Sigler
4	412	Buhl Joint District	Roger Evans
3	132	Caldwell District	Amy Sigler
4	121	Camas County District	Roger Evans
3	432	Cambridge Joint	Amy Sigler
3	555	Canyon-Owyhee Special Services	Amy Sigler
3	566	Cardinal Academy Inc	Amy Sigler
3	422	Cascade District	Amy Sigler
4	151	Cassia County Joint District	Roger Evans
4	417	Castleford District	Roger Evans
5	483	Chief Tahgee Elementary Academy	Roger Evans
1	271	Coeur D'Alene	Amy Sigler
1	491	Coeur D'Alene Charter	Amy Sigler
3	455	Compass Public Charter	Amy Sigler
2	242	Cottonwood Joint	Amy Sigler
3	013	Council District	Amy Sigler
2	342	Culdesac Joint	Amy Sigler
4	596	Idaho School for the Deaf and The Blind	Roger Evans
4	314	Dietrich District	Roger Evans
3	550	Doral Academy of Idaho	Amy Sigler
3	523	Elevate Academy	Amy Sigler
3	575	Elevate Academy Nampa	Amy Sigler
1	574	Elevate Academy North	Amy Sigler
3	221	Emmett Independent District	Amy Sigler
3	456	Falcon Ridge Public Charter	Amy Sigler
4	413	Filer District	Roger Evans
3	528	Forge International	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	373	Fruitland District	Amy Sigler
3	499	Future Public School	Amy Sigler
3	071	Garden Valley District	Amy Sigler
2	534	Gem Prep Online	Amy Sigler
5	496	Gem Prep Pocatello	Roger Evans
4	594	Gem Prep Twin Falls	Roger Evans
3	498	Gem Prep: Meridian	Amy Sigler
3	549	Gem Prep: Meridian North	Amy Sigler
3	571	Gem Prep: Meridian South	Amy Sigler
3	796	Gem Prep: Nampa, Inc.	Amy Sigler
2	282	Genesee Joint	Amy Sigler
4	192	Glenns Ferry Joint District	Roger Evans
4	231	Gooding Joint District	Roger Evans
5	148	Grace Joint District	Roger Evans
4	233	Hagerman Joint District	Roger Evans
4	415	Hansen District	Roger Evans
1	508	Hayden Canyon Charter	Amy Sigler
4	479	Heritage Academy District	Roger Evans
3	481	Heritage Community Charter School	Amy Sigler
2	305	Highland Joint	Amy Sigler
3	370	Homedale Joint District	Amy Sigler
3	073	Horseshoe Bend School District	Amy Sigler
3	795	Idaho Arts Charter School, Inc.	Amy Sigler
4	489	Idaho College & Career Readiness (ITCA)	Amy Sigler
3	771	Idaho Digital Learning Academy	Amy Sigler
5	645	Idaho Home Learning Academy	Roger Evans
3	639	Idaho Novus Classical	Amy Sigler
3	452	Idaho Virtual Academy (IDVA)	Amy Sigler
3	469	Idaho Virtual Ed Partners (ICON)	Amy Sigler
3	453	Idaho Virtual High School (McKenna)	Amy Sigler
3	457	Inspire Academics (Connections Aca)	Amy Sigler
3	466	iSucceed Virtual High School, Inc.	Amy Sigler
4	261	Jerome Joint District	Roger Evans
2	304	Kamiah Joint	Amy Sigler
1	391	Kellogg Joint	Amy Sigler
2	283	Kendrick Joint	Amy Sigler
4	414	Kimberly District	Roger Evans
1	597	Kootenai Classical	Amy Sigler
1	274	Kootenai District	Amy Sigler
1	641	KTEC	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	003	Kuna Joint District	Amy Sigler
1	084	Lake Pend Oreille	Amy Sigler
1	272	Lakeland District	Amy Sigler
2	341	Lapwai District	Amy Sigler
3	478	Legacy Public Charter School, Inc.	Amy Sigler
2	340	Lewiston Independent	Amy Sigler
3	458	Liberty Charter School, Inc.	Amy Sigler
5	021	Marsh Valley Joint District	Roger Evans
3	363	Marsing Joint District	Amy Sigler
3	536	McCall Community School	Amy Sigler
3	421	McCall-Donnelly Joint	Amy Sigler
3	011	Meadows Valley District	Amy Sigler
3	136	Melba Joint District	Amy Sigler
3	785	Meridian Medical Arts Charter	Amy Sigler
3	768	Meridian Technical Charter	Amy Sigler
3	134	Middleton District	Amy Sigler
3	433	Midvale District	Amy Sigler
4	331	Minidoka County Joint District	Roger Evans
3	544	Mosaics Public School	Amy Sigler
2	813	Moscow Charter School, Inc.	Amy Sigler
2	281	Moscow District	Amy Sigler
3	193	Mountain Home District	Amy Sigler
2	244	Mountain View School	Amy Sigler
1	392	Mullan District	Amy Sigler
4	418	Murtaugh Joint District	Roger Evans
3	131	Nampa School District	Amy Sigler
3	372	New Plymouth District	Amy Sigler
2	302	Nezperce Joint District	Amy Sigler
5	149	North Gem District	Roger Evans
1	480	North Idaho STEM Charter	Amy Sigler
3	493	North Star Charter School, Inc.	Amy Sigler
4	465	North Valley Academy, Inc.	Roger Evans
3	135	Notus District	Amy Sigler
5	351	Oneida County District	Roger Evans
2	171	Orofino Joint District	Amy Sigler
2	472	Palouse Prairie Educational	Amy Sigler
3	137	Parma District	Amy Sigler
3	497	Pathways - Nampa	Amy Sigler
3	642	Pathways - West Ada	Amy Sigler
3	371	Payette Joint District	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	794	Payette River Technical	Amy Sigler
3	511	Peace Valley Charter School	Amy Sigler
4	553	Pinecrest Academy of Idaho	Roger Evans
2	618	Pinecrest Lewiston	Amy Sigler
3	364	Pleasant Valley Elementary	Amy Sigler
1	044	Plummer-Whorley Joint	Amy Sigler
5	025	Pocatello District	Roger Evans
1	273	Post Falls District	Amy Sigler
2	285	Potlatch Joint	Amy Sigler
3	191	Prairie Elementary District	Amy Sigler
5	201	Preston Joint District	Roger Evans
3	513	Project Impact Stem	Amy Sigler
3	619	Promise Academy	Amy Sigler
4	316	Richfield District	Roger Evans
5	382	Rockland District	Roger Evans
3	454	Rolling Hills Public Charter	Amy Sigler
3	528	Sage Middleton	Amy Sigler
2	243	Salmon River Joint	Amy Sigler
1	487	Sandpoint Charter School, Inc.	Amy Sigler
4	312	Shoshone Joint District	Roger Evans
5	052	Snake River District	Roger Evans
5	150	Soda Springs Joint District	Roger Evans
1	041	St. Maries Joint	Amy Sigler
4	488	Syringa Mountain School, Inc.	Roger Evans
5	460	The Academy, Inc.	Roger Evans
1	470	The Kootenai Bridge Academy	Amy Sigler
5	494	The Pocatello Community Charter	Roger Evans
3	475	The Sage International School	Amy Sigler
3	559	Thomas Jefferson Charter	Amy Sigler
4	416	Three Creek Joint Elementary	Roger Evans
3	532	Treasure Valley Classical Academy	Amy Sigler
2	287	Troy School District	Amy Sigler
4	411	Twin Falls District	Roger Evans
4	262	Valley District	Roger Evans
3	139	Vallivue School District	Amy Sigler
3	451	Victory Charter School, Inc.	Amy Sigler
3	463	Vision Charter School, Inc.	Amy Sigler
1	393	Wallace District	Amy Sigler
3	431	Weiser District	Amy Sigler
4	232	Wendell District	Roger Evans

Region	Number	Name	ISEE Coordinator
3	002	West Ada	Amy Sigler
1	083	West Bonner County	Amy Sigler
5	202	West Side Joint District	Roger Evans
2	288	Whitepine Joint District	Amy Sigler
3	133	Wilder District	Amy Sigler
4	462	Xavier Charter School, Inc.	Roger Evans

CONTACT INFORMATION

- Contact Amy Sigler at 208-332-6981 or asigler@edu.idaho.gov if you are in **region 1, 2, or 3**, and you have questions about **data structures** or how to upload **Idaho Career Ladder data**. You may also contact Todd King at 208-332-6937 or tking@edu.idaho.gov.
- Contact Roger Evans at 208-332-6982 or revans@edu.idaho.gov if you are in **region 4, 5, or 6**, and you have questions about **data structures** or how to upload **Idaho Career Ladder data**. You may also contact Todd King at 208-332-6937 or tking@edu.idaho.gov.
- Contact Vance Allen at 208-332-6924 or vallen@edu.idaho.gov if you have any questions about the **ISEE data system**.