



SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION

Salary Based Apportionment and Benefit Apportionment

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ISEE 2015-16 Staff Data Update

Timelines for Data Submissions & Revisions:

- **Submissions reduced to six uploads**
- **Staff revisions limited to 2 time periods: December 14, 2015 & March 25, 2016.**
- **No year-end staff revisions for July 2016 payment.**

Data Elements:

- **Additional funding source fields available for Contract 2 & Contract 3**

Salary Based Apportionment:

- **New Category of Staffing**
- **Instructional/Pupil Service Staffing Percent: 8.5% for districts with student/teacher ratio greater than 1 more than the state average. (Use It or Lose It Provision – n/a for Charters)**

Career Ladder Mapping for instructional staff:

- **Mapping FY15 Index to FY16 Career Ladder Rung**
- **Education Allocations**
- **Calculating average instructional salary**
- **Staffing Reports:**
 - **Updated SBA, All Personnel & Employment Placement Reports**
 - **New - Instructional FTE & Salary Report, Parts I & II (for career ladder)**
 - **New – ISEE Form 8 (manual form)**

Staff Reporting & Requirements

General information

ISEE is a comprehensive data submission consisting of eleven files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this presentation only two files are covered; Staff Demographic & Employment and Staff Assignments, the files which are used for calculating the staff funding for salary based apportionment and benefits apportionment (**I.C.33-1004D**).

NEW for 2015-2016: Monthly data submissions are reduced to six (6) uploads during the year. Refer to SDE ISEE data submission schedule for specific timelines (<http://www.sde.idaho.gov/site/isee/>).

Last Friday in September - District/Charter submits staff demographic and staff assignment data as of the last Friday in September (September 25, 2015) – a "**snapshot**" in time.

October 15th –All staff and assignment data must be uploaded using the SRM tool. Must include all files with new data elements. Must be free of errors and must be validated. No other method will be accepted (I.C. 33-1004D).

Monday, December 14, 2015 – Last day to submit staffing corrections for the February 15, 2016 payment.

Corrections submitted *after* December 14, 2015 will be considered for the May 15, 2016 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:

- A letter of special circumstance must be sent to PSF.
- The letter must be signed by the district superintendent or charter school administrator.
- The letter must contain an explanation of the special circumstance(s) causing the revision(s).
- Each change to a data element must be identified.
- Supporting documentation may be requested.

Corrected files submitted without the approval of PSF will not be processed. The last day to submit mid-term revised data is March 25, 2016.

New: Revisions submitted after March 25, 2016 will be processed in the following fiscal year. There will be no year-end revisions in July.

Annual Staff Statistical Data (staff salaries and staff activities) shall be published on January 1 each year (I.C.33-133). All data submissions must accurately reflect correct information with regards to classes, teachers, and teacher roles.

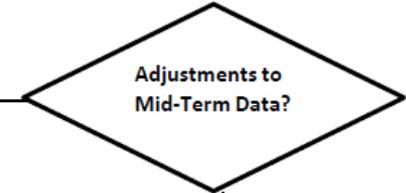
Flowchart – ISEE Data Submissions & Deadlines

Flowchart - 2015-16 ISEE Data Submission

ISEE Name	Collection Period	Deadline: Midnight on
ISEE Alt Summer School August Manifest	Approved Alternative Summer School (6/01/2015 to 9/11/2015)	9/18/2015
ISEE Oct 2015	7/01/2015 to 10/02/2015	10/15/2015
ISEE Nov 2015	10/03/2015 to 11/06/2015	11/20/2015
Last day to submit mid-term changes for February 15, 2016 payment.		Monday 12/14/2015
<p>Note: Staff and student statistical data are published on January 1 each year using mid-term data. Subsequent revisions are not reflected in the reports.</p>		

Archived Mid-Term Uploads
Monday December 14, 2015 - Last day to submit revisions for February 15 payment, no exceptions.

- February 15, 2016 Foundation Reports**
1. All Personnel Report
 2. Employment Placement Report (code 10) (Admin & Pupil Services)
 3. Instructional Staff FTE Salary Report (code 10)
 4. Salary and Benefits Apportionment Report



Approval Required
 Superintendent or Charter School Administrator must send a letter of special circumstance identifying all revisions. Supporting documentation may be requested. Last day to submit final revised mid-term data is March 25, 2016.*

If approved, adjustment reflected in May 15 payment.

Process Completed

*Revisions submitted after March 25, 2016 will be processed in the following fiscal year.

Website: <http://www.sde.idaho.gov/tech-services>

IDAHO
STATE DEPARTMENT OF EDUCATION

SCHOOLS ▾ STUDENTS ▾ PARENTS ▾ COMMUNITY ▾ TOPICS ▾ DEPARTMENTS ▾

Home / Departments / Technology Services / Idaho System for Educational Excellence (ISEE)

Idaho System for Educational Excellence (ISEE)

The Idaho State Department of Education has created the Idaho System for Educational Excellence (ISEE), a K-12 Longitudinal Data System, which supports our budgeting processes, data submissions, and delivers information to educational stakeholders to create data driven decisions.

[Idaho System for Educational Excellence \(ISEE\) Portal](#) →

Highlights

- INSTRUCTIONAL MANAGEMENT SYSTEM
- GETTING STARTED WITH ISEE
- DATA MONTHLY SUBMISSION SCHEDULES

Files | **FAQs** | Training | Links

Resource Files

General Files

- Program Information
- ISEE Data Collection Elements**
 - 2015-2016 ISEE Manuals
 - 2015-2016 Required Data Collection Elements and Templates
 - 2014-2015 ISEE Manuals
 - 2014-2015 Required Data Collection Elements and Templates

Technology Services >>

- > E-Rate
- > High School Broadband Program
- > High School Wireless Project
- > **Idaho System for Educational Excellence (ISEE)**
 - ISEE Roadshow
- Schoolnet

Archives >>

Contact Details

Support Desk
(208) 332-6923
support@sde.idaho.gov

Staff »

ISEE General Files

- **2015-2016 ISEE Manuals**
 - Staff Data Guidance
 - Staff Summer School Guidance
 - *SDE Assignment Credential Manual*
- **Required Data Collection Elements & Templates**
 - *ID Unit Record Collection items and Option Sets*
 - *Other Templates*

2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors:

1. **Support Units** - Foundation of how schools are funded - referred to as “classroom units” based on average daily attendance (ADA) through the first Friday in November (mid-term support units).
2. **Staff Allowance Ratios** - Ratios for each of the four staff categories. **Staff Ratios** establish the number of staff positions to be funded by each support unit (I.C. 33-1004).

For every one support unit, the state funds to the district/charter:

.075 Administrative Staff (certificated)

Examples: Superintendent, Charter Administrator, Principal, Curriculum Director, Special Education Director, etc. **(assignment code series 40000)**

1.021 Instructional Staff (certificated)

Teachers **(assignment code series 00001 – 29000, 50000-72999)**

.079 Pupil Services Staff (certificated)

Examples: Librarian, Counselor, School Nurse, School Psychologist, Teacher Support, **(assignment code series 31000, 32000 & 33000)**

.375 Classified Staff (non-certificated)

Examples: Business Managers, Instructional Aids, Office Support, Custodial Care, Tech Support, etc. **(assignment code series 90000)**

1.1

2015-2016 Salary Based Apportionment (SBA)

Salary Based Apportionment Formula Factors (continued):

3. FY 2016 Base Salaries (I.C. 33-1004E) Reviewed and set by the legislature each year.

a) Administrative **\$33,116**

b) Pupil Services **\$24,055**

c) Classified staff **\$19,826**

Minimum Pupil Services Salary: \$32,703

4. Experience/Education Index - Multiplier table for certificated Administrative & Pupil Service staff.

5. Instructional Staff Average Salary : I.C. 33104E (1) To determine the apportionment for instructional staff, take the amounts indicated on the career ladder table plus the amounts associated with the additional education allocation amounts pursuant to section 33-1004B, Idaho Code, and calculate the weighted average.

Minimum salary: \$32,700 (the minimum dollar amount on the career ladder residency compensation rung).

Salary Based Apportionment Templates – District & Charter 2015-2016 Public School Finance Budget Forms & Information

The screenshot shows the Idaho Department of Education website. The top navigation bar includes links for SCHOOLS, STUDENTS, PARENTS, COMMUNITY, TOPICS, and DEPARTMENTS. The DEPARTMENTS link is circled in red. Below the navigation bar is a search box and a 'Public School Finance' header. The main content area features a description of the department's role, a 'Highlights' section with three tiles (ARCHIVES, ATTENDANCE & ENROLLMENT, DATA ACQUISITION CALENDAR), and a 'Resource Files' section. The 'Resource Files' section is divided into 'General Files', 'Attendance & Enrollment', and 'Budget Forms and Information'. The 'Budget Forms and Information' section lists various forms, including 'Salary Based Apportionment' templates. The 'Salary Based Apportionment' section is circled in red, and an arrow points to the text 'Salary Based Apportionment Templates' in the main content area. Another red circle highlights the 'Files' section, and a third red circle highlights the 'Budget Forms' section. A red box on the right side of the page contains the text 'Departments: Public School Finance' with an arrow pointing to the DEPARTMENTS link in the navigation bar.

Files

Budget Forms

**Salary Based Apportionment
Templates**

**Departments:
Public School
Finance**

Salary Based Apportionment - Charter School Example

Idaho Department of Education
 Basic Education Data System
 Salary Based Apportionment and Benefit Apportionment
 Computation
 School Year: 2015-2016

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District 999 Example Charter

Statewide Information:

Administrative Staff Index 1.84153
 Administrative Staff Index Cap 1.86643 100.00%
 PERSI plus FICA Employer Rate 18.97%

District Information:

Administrative Staff Index 2.0126
 Administrative Staff Index (adjusted for cap) 2.01260
 Pupil Services Staff Index 1.60510
 Mid-Term Support Units: 15.00

Mid Term Units

	Staff Allowance Ratio	Staff Allowance FTE (Units x a)	< 40 units then + 0.5 FTE	< 20 units then + 0.5 FTE	Separate Sec. School Allowance FTE	Adjusted Staff Allowance FTE (b + c + d + e)	Actual FTE	Staff Allowance FTE col (f)	Staff Index	Base Salary	Average Salary (i x j)	Certified Preliminary Salary Based Apportionment (h x k)
	a	b	c	d	e	f	g	h	i	j	k	l
Administration	0.075	1.12500	N/A for Charters			1.12500	1.00000	1.12500	2.01260	33,116.00	66,649.26	74,980.42
Instructional	1.021	15.31500				15.31500	9.50000	15.31500			37,500.00	574,312.50
Pupil Service	0.079	1.18500				1.18500	1.00000	1.18500	1.60510	24,055.00	38,610.68	45,753.66
Noncertified	0.375	5.62500				5.62500	7.00000	5.62500		19,826.00		
TOTAL							23.25000	18.50000	23.25000			

	Noncertified Preliminary Salary Based Apportionment (h x j) m	Minimum Salary Allocation for Pupil Service Staff (Min \$32,703) n	Preliminary Salary Based Apportionment (l + m + n) o	Actual Salary q	Salary Based Apportionment Eligible for Benefits Smaller: o or q r	Benefit Apportionment r x 18.97% s	Virtual Allowance (Max 15%) t	Ancillary Allowance u	Salary Based Apportionment Plus Allowances v	Maximum Salary Apportionment w	Salary Based Apportionment col (o) x
Administration			74,980.42	75,000.00			N/A for Charters				74,980.42
Instructional			574,312.50	460,000.00							574,312.50
Pupil Service		0.00	45,753.66	40,000.00							45,753.66
Noncertified	111,521.25		111,521.25	200,000.00							111,521.25
TOTAL			806,567.83	775,000.00	775,000.00	147,017.50					

Benefit Apportionment

Salary Based Apportionment

Salary Based Apportionment & Benefits Apportionment - District

Idaho Department of Education
 Basic Education Data System
 Salary Based Apportionment and Benefit Apportionment
 Computation
 School Year: 2015-2016

District **1000 Example District**

Statewide Information:

Administrative Staff Index **1.84153**
 Administrative Staff Index Cap **1.86643** 100.00%
 PERSI plus FICA Employer Rate **18.97%**

District Information:

Administrative Staff Index **1.75272**
 Administrative Staff Index (adjusted for cap) **1.75272**
 Pupil Services Staff Index **0.00000**
 Mid-Term Support Units **13.34**
 Instructional / Pupil Service Staffing Flexibility Percenta **9.5%**

Mid Term Units

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Staffing %

	Staff Allowance Ratio	Staff Allowance FTE (Units x a)	Small District Staff Allowance		Separate Sec. School Allowance FTE	Adjusted Staff Allowance FTE (b + c + d + e)	Actual FTE	Staff Allowance FTE	Staff Index	Base Salary	Average Salary (i x j)	Certified Preliminary Salary Based Apportionment (h x k)
	a	b	< 40 units then + 0.5 FTE	< 20 units then + 0.5 FTE	e	f	g	h	i	j	k	l
Administration	0.075	1.00050	0.50000			1.50050	1.58000	1.50050 col (h)	1.75272	33,116.00	58,042.94	87,093.44
Instructional	1.021	13.62014	0.50000	0.50000	0.00000	14.62014	14.83000	14.62014			37,840.09	553,227.42
Pupil Service	0.079	1.05386				1.05386	0.00000	1.05386	0.00000	24,055.00	37,840.09	39,878.16
Noncertified	0.375	5.00250				5.00250	14.83000 smaller of (f) or (g)/(1-Staff %)	5.00250 col (h)		19,826.00		
TOTAL						22.17700	23.65780	22.17700				

	Noncertified Preliminary Salary Based Apportionment (h x j)	Minimum Salary Allocation for Pupil Service Staff (Min \$32,703)	Preliminary Salary Based Apportionment (l + m + n)	Actual Salary	Salary Based Apportionment Eligible for Benefits Smaller: o or q	Benefit Apportionment r x 18.97%	Virtual Allowance (Max 15%)	Ancillary Allowance	Salary Based Apportionment Plus Allowances	Maximum Salary Apportionment	Salary Based Apportionment Plus Allowances
	m	n	o	q	r	s	t	u	v	w	x
Administration			87,093.44	102,659.89					87,093.44 smaller of (o or q)	87,093.44 col (o)	87,093.44 col (w)
Instructional			553,227.42	592,669.80			0.00	0.00	553,227.42	553,227.42 (f x k)	553,227.42 smaller: v or w
Pupil Service		0.00	39,878.16	0.00				0.00	39,878.16	39,878.16 [(f x k) + n]	39,878.16 smaller: v or w
Noncertified	99,179.57		99,179.57	226,878.96					593,105.57 smaller of [(o or q) / (1-Staff%)] + t + u	99,179.57	99,179.57 col (o)
TOTAL			779,378.57	922,208.65	779,378.57	147,848.12	0.00	0.00	99,179.57 smaller of (o or q)	99,179.57 col (o)	99,179.57 col (w)

Benefit Apportionment

Salary Based Apportionment

Calculating Indexes – Staffing (I.C. 33-1004A)

Administrative & Pupil Service Index

EXPERIENCE AND EDUCATION MULTIPLIER TABLE INSTRUCTIONAL INDEX 2009-2010							
				MA	MA+12	MA+24	MA+36
Year	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13+	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Experience: Years of experience. Use the actual number of completed prior years of experience. Experience is not recognized until after the contract is completed. Do not count the current year since it is not completed.

Education: Degree - Highest Degree claimed for funding. Additional college transcript credits Earned beyond the degree reported AND after initial certification.
Initial certification - issue date of the first certificate.

Credits must be earned at an accredited institution of higher education (I.C. 33-1004A).

All credits must be in a relevant pedagogy or content as determined by SDE.

Reported in semester credit hours only.

Do not report in-service credits.

Do not update degrees and credits earned after the contract is signed for the current year. The education and experience must reflect the data as of the last Friday in September.

EXPERIENCE AND EDUCATION MULTIPLIER TABLE

ADMINISTRATIVE INDEX 2015-2016

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0							
1							
2							
3							
4							
5							
6					1.00000		
7							
8					-		
9							
10							
11							
12							
13 or more							1.00000
TOTALS	-	-	-	-	1.00000	-	1.00000
					Actual FTE	TOTAL FTE	2.00000

FACTORED FTE PLACEMENT

Year	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36
				BA+36	BA+48	BA+60	ES/DR
0	-	-	-	-	-	-	-
1	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-
6	-	-	-	-	1.44510	-	-
7	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-
9	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-
13 or more	-	-	-	-	-	-	2.01260
TOTALS	-	-	-	-	1.44510	-	2.01260
					Administrative FACTOR		3.45770
					FACTORED INDEX		1.72885

Administrative Index

Factored Index = Total FTE/total Factor

Salary Based Apportionment & Benefits Apportionment – District Template

Required Data Elements for Calculating Salary Based Apportionment
 Include only staff paid from General Fund Money (Fund Code 10)
 For Budgeting Purposes 2015-2016

District Number		District Enters
District Name		District Enters
District February Support Units	13.34	Units - from 1st Reporting Period Support Unit Calculation
<i>NEW</i> - Instructional / Pupil Service Staffing Percent	9.5%	Enter 9.5%. For districts with <i>Teacher/Student Ratio</i> greater than the statewide average plus 1, enter 8.5%.
Separate Secondary School Allowance	0.0	Applies to School Districts with one or more Separate Secondary Schools (9-12) (I.C. 33-1004 (5)(d))
District Staff Index - Administration	1.76262	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or district enters
Average Instructional Salary	37,840.09	From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters
District Staff Index - Pupil Services	1.24730	From "Index - Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE - Administration	1.58000	From "Index - Admin" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE - Instructional	14.83000	From "Instructional Staff Wksht" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE - Pupil Services	0.50000	From "Index - Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Actual FTE - Noncertified	7.24000	District Enters
Actual Total Salary - Administration	102,659.89	District Enters
Actual Total Salary - Instructional	592,669.80	District Enters
Actual Total Salary -Pupil Services	-	District Enters
Actual Total Salary - Noncertified	226,878.96	District Enters
Minimum adj to \$32,703	\$1,350	From "Pupil Services MinSalary \$32,703" worksheet (tabs at bottom of this worksheet) or district enters
Virtual Salary - Instructional	\$0	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters
Virtual FTE - Instructional	0.00000	From "Virtual Instruction" worksheet (tabs at bottom of this worksheet) or district enters
Contracted Salary - Instructional	\$0	From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters
Contracted FTE - Instructional	0.00000	From "Ancillary Instructional" worksheet (tabs at bottom of this worksheet) or district enters
Contracted Salary - Pupil Services	\$0	From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters
Contracted FTE - Pupil Services	0.00000	From "Ancillary Pupil Services" worksheet (tabs at bottom of this worksheet) or district enters

INSTRUCTIONS:

Blue Cells require data entry.

Red Cells contain formulas. You may elect to complete the appropriate worksheet or override by entering the data

SUGGESTION: If you choose to override one of the "RED" numbers, change the font color to "BLUE", thus indicating the cell is no longer a formula.

Career Ladder Mapping

Mapping FY15 Instructional Staff FTE to Career Ladder								2015-2016 Career Ladder	2014-2015 Index	2014-2015 Salary	2015-2016 Salary Apportionment
2014-2015 Cohorts/Career Ladder Placement											
Yrs.	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36				
	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR				
0	RP2	RP2	RP2	RP2	RP2	RP2	RP2	RP2	NA	NA	\$ 32,700
1	RP2	RP2	RP2	RP2	RP2	RP2	RP2	RP2	1.00000 to 1.34260	\$ 31,750	\$ 33,200
2	RP2	RP2	RP2	RP2	RP2	RP2	RP2	RP2	1.39290	\$ 32,530	\$ 33,822
3	RP2	RP2	RP2	RP2	RP2	RP2	RP3	RP3	1.44510	\$ 33,749	\$ 35,498
4	RP2	RP2	RP2	RP2	RP2	RP3	P1	P1	1.49930	\$ 35,015	\$ 36,885
5	RP2	RP2	RP2	RP2	RP3	P1	P2	P2	1.55550	\$ 36,327	\$ 38,311
6	RP2	RP2	RP2	RP3	P1	P2	P3	P3	1.61380	\$ 37,689	\$ 39,775
7	RP2	RP2	RP3	P1	P2	P3	P4	P4	1.67430	\$ 39,102	\$ 41,282
8	RP2	RP3	P1	P2	P3	P4	P5	P5	1.73710	\$ 40,568	\$ 42,089
9	RP3	P1	P2	P3	P4	P5	P6	P6	1.80220	\$ 42,089	\$ 43,668
10	RP3	P2	P3	P4	P5	P6	P7	P7	1.86980	\$ 43,667	\$ 45,305
11	RP3	P2	P3	P4	P6	P7	P8	P8	1.93990	\$ 45,304	\$ 47,004
12	RP3	P2	P3	P4	P6	P8	P9	P9	2.01260	\$ 47,002	\$ 47,603
13+	RP3	P2	P3	P4	P6	P8	P10	P10			

ENTER 2014-2015 Instructional FTE (excluding)								MA	MA+12	MA+24	MA+36
Yrs.	BA	BA+12	BA+24	BA+36	BA+48	BA+60	ES/DR				
0	1.29	1.00									
1	1.00										
2	1.00										
3											
4	1.00					0.50					
5											
6											
7				1.00	1.00						
8											
9			1.00								
10	0.07										
11											
12											
13+				1.00		3.97					
Total	4.36	1.00	1.00	2.00	1.00	4.47	-	13.83			

Career Ladder Placement	fte by cohort
RP2	5.29
RP3	0.57
P1	1.00
P2	2.00
P3	-
P4	1.00
P5	-
P6	-
P7	-
P8	3.97
P9	-
P10	-
	13.83

1. Use FY 15 District Index report from ISEE, fund 10 (snapshot data)
2. Subtract the pupil services fte from the appropriate cells
3. *Input the remaining instructional fte in the grid.*
4. *Adjust for terminated staff and new hires. First year teachers are entered on the next tab (instructional staff worksheet).*
5. Data populates Instructional Staff Worksheet

Career Ladder Worksheet

Career Ladder Worksheet

Instructional Staff Worksheet

1	Enter fte for first year teachers in RP1 field. Data from "Instructional Staff Mapping" worksheet forwards to this tab.
2	Enter fte for Educational Allocations (advanced degree).
3	Total fte calculates automatically.
5	Average Instructional Salary calculates automatically.

Enter Actual Number RP1 (new) FTE

Fund Code 10 Only

2015-2016

Residency/Prof	RP1 (Enter new)	RP2	RP3								Total	
FTE (actual)	1.00	5.29	0.57								6.86	(a)
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10		
FTE (actual)	1.00	2.00	-	1.00	-	-	-	3.97	-	-	7.97	(b)
											14.83	(c)

2015-2016 (yr1) Base Salary Allocations

Residency/Prof	RP1 (new)	RP2	RP3							
Salary	\$ 32,700	\$ 33,200	\$ 33,822							
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10
Salary	\$ 35,498	\$ 36,885	\$ 38,311	\$ 39,775	\$ 41,282	\$ 42,089	\$ 43,668	\$ 45,305	\$ 47,004	\$ 47,603

Salary allocation (actual fte x base allocation)

2015-2016

Residency/Pro	RP1 (new)	RP2	RP3								Total	
Salary	\$ 32,700	\$ 175,628	\$ 19,279								\$ 227,607	(d)
Professional	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	Total	
Salary	\$ 35,498	\$ 73,770	\$ -	\$ 39,775	\$ -	\$ -	\$ -	\$ 179,861	\$ -	\$ -	\$ 328,904	(e)
Total revenue	\$ 68,198	\$ 249,398	\$ 19,279	\$ 39,775	\$ -	\$ -	\$ -	\$ 179,861	\$ -	\$ -	\$ 556,510	(f)

Enter Number of Advanced Degrees

Fund Code 10

(Only applies to Instructional staff w/professional endorsement)

Education Allocati	FTE	Premium	Total
Enter BA + 24	7	\$ 400	\$ 2,800
Enter MA	1.47	\$ 700	\$ 1,029
Total Ed Allocation		\$ 3,829	(g)

Revenue from Advanced Degrees (g)	\$ 3,829	(h)
Qualifying adjustm	829.15	(i)
Net Estimated Revenue (f) + (h)	\$ 561,169	(i)
Average Salary (i)	37,840.09	(i)

Enter FTE for 1st year teachers and the education allocations. Total fte and average salary calculate automatically.

Instructional FTE & Salary Report including Summer School – Part I

Effective Date :		Idaho State Department of Education								
Page: 1		Basic Education Staffing System								
Instructional FTE & Salary Report Including Summer School						Part I				
School Year: 2015 - 2016										
Effective Date: 2/15/2016		02/15/16								
Provider(s):										
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	
Name	EDUID	Current Career Ladder	Current Base Salary	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	Allocated Salary (h x i)	Average Salary
Aaron, Brock	1 xxxxxx	P2	\$36885.00		\$ 400		\$ 37,285.00	1.00	\$ 37,285.00	
Adams, Abigail	2 xxxxxx	RP2	\$33200.00				\$ 33,200.00	1.00	\$ 33,200.00	
Brown, Harvey	3 xxxxxx	P4	\$39775.00		\$ 400		\$ 40,175.00	1.00	\$ 40,175.00	
Ceeley, Edward	4 xxxxxx	RP3	\$33822.00			\$ 700	\$ 34,522.00	0.50	\$ 17,261.00	
Coffin, Sarah	5 xxxxxx	RP2	\$33200.00				\$ 33,200.00	0.62	\$ 20,584.00	
Collins, Judy	6 xxxxxx	RP2	\$33200.00				\$ 33,200.00	0.67	\$ 22,244.00	
Dover, Edward	7 xxxxxx	P1	\$35498.00	\$829.15	\$ 400		\$ 36,727.15	1.00	\$ 36,727.15	
Fredericks, Julie	8 xxxxxx	P8	\$45305.00			\$ 700	\$ 46,005.00	0.97	\$ 44,624.85	
Goslin, Carol	9 xxxxxx	P8	\$45305.00		\$ 400		\$ 45,705.00	1.00	\$ 45,705.00	
Howard, Harold	10 xxxxxx	RP2	\$33200.00				\$ 33,200.00	1.00	\$ 33,200.00	
Jackson, Mary	11 xxxxxx	P2	\$36885.00		\$ 400		\$ 37,285.00	1.00	\$ 37,285.00	
Lyon, Sue	16 xxxxxx	RP1	\$32700.00				\$ 32,700.00	1.00	\$ 32,700.00	
McClellan, Francis	17 xxxxxx	RP2	\$33200.00				\$ 33,200.00	1.00	\$ 33,200.00	
McClellan, George	18 xxxxxx	RP2	\$33200.00				\$ 33,200.00	1.00	\$ 33,200.00	
Murphy, Catherine	19 xxxxxx	P8	\$45305.00		\$ 400		\$ 45,705.00	1.00	\$ 45,705.00	
Paddock, Janet	20 xxxxxx	RP3	\$33822.00				\$ 33,822.00	0.07	\$ 2,367.54	
Starbuck, Dina	22 xxxxxx	P8	\$45305.00		\$ 400		\$ 45,705.00	1.00	\$ 45,705.00	
Subtotal							\$ 634,836.15	14.83	\$561,168.54	\$ 37,840.09

This report is the detail of the salary and benefit apportionment calculations for instructional staff with funding source code 10. Each instructor's base salary plus allocations and fte are used to derive the weighted average instructional salary.

Instructional FTE & Salary Report including Summer School – Part II

Effective Date : Idaho State Department of Education
 Page: 2 Basic Education Staffing System
 Instructional FTE & Salary Report Including Summer School

Part 2

School Year: 2015 - 2016 02/15/16
 Effective Date: 2/15/2016

Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	FY15 Index	FY15 Additional Degree	Current Career Ladder Placement	Current Base Salary	Current Highest Degree	Current Total Credits	Current Total Years	Current Index	Current Salary WO Career Ladder	Qualifying Salary Adjustment
Aaron, Brock	1 xxxxxxxxx	BA	52	7	1.4993		P2	36,885	BA	52	8	1.5555	36,327.15	
Adams, Abigail	2 xxxxxxxxx						RP2	33,200	BS	0	1	1.0375	24,229.78	
Brown, Harvey	3 xxxxxxxxx	BS	38	14	1.6138		P4	39,775	BS	38	15	1.6138	37,688.69	
Ceeley, Edward	4 xxxxxxxxx	MS	29	4	1.3929		RP3	33,822	MS	29	5	1.4451	33,748.87	
Coffin, Sarah	5 xxxxxxxxx	B	0	0	1		RP2	33,200	B	0	1	1.0375	24,229.78	
Collins, Judy	6 xxxxxxxxx	BA	11	2	1.0764		RP2	33,200	BA	11	3	1.1168	26,081.75	
Dover, Edward	7 xxxxxxxxx	BS	37	7	1.4451		P1	35,498	BS	37	9	1.5555	36,327.15	829.15
Fredericks, Julie	8 xxxxxxxxx	BA	63	33	1.8698	MA	P8	45,305	BA	63	23	1.8698	43,667.31	
Goslin, Carol	9 xxxxxxxxx	BS	67	31	1.8698		P8	45,305	BS	67	32	1.8698	43,667.31	
Howard, Harold	10 xxxxxxxxx	B	0	0	1		RP2	33,200	B	0	1	1.0375	24,229.78	
Jackson, Mary	11 xxxxxxxxx	BS	24	9	1.4993		P2	36,885	BS	24	10	1.5555	36,327.15	
Lyon, Sue	16 xxxxxxxxx						RP1	32,700	MA	0	0	1.1168	26,081.75	
McClellan, Francis	17 xxxxxxxxx	BS	0	4	1.1587		RP2	33,200	BS	0	5	1.2022	28,076.18	
McClellan, George	18 xxxxxxxxx	BA	21	0	1.0375		RP2	33,200	BA	21	1	1.0764	25,138.25	
Murphy, Catherine	19 xxxxxxxxx	BS	60	19	1.8698		P8	45,305	BS	60	20	1.8698	43,667.31	
Paddock, Janet	20 xxxxxxxxx	BA	0	10	1.3929		RP3	33,822	BA	0	11	1.3929	32,529.79	
Starbuck, Dina	22 xxxxxxxxx	BS	86	30	1.8698		P8	45,305	BS	86	31	1.8698	43,667.31	

Part II of the Instructional Staff FTE & Salary Report is supplemental information detailing the calculations in Part I. Each instructor funded by code 10 is listed with Fy15 and FY16 education and years of experience. FY16 salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the variance is regarded as a “Qualifying Salary Adjustment”. The adjustment increases the instructor’s total salary (see Part I, column (h)) and increases the weighted average instructional salary for the district/charter.

Instructional FTE & Salary Report including Summer School – Part II

Effective Date : Idaho State Department of Education
 Page: 2 Basic Education Staffing System
 Instructional FTE & Salary Report Including Summer School

Part 2

School Year: 2015 - 2016 02/15/16
 Effective Date: 2/15/2016

Name	EDUID	FY15 Highest Degree	FY15 Credits	FY15 Total Years	FY15 Index	FY15 Additional Degree	Current Career Ladder Placement	Current Base Salary	Current Highest Degree	Current Total Credits	Current Total Years	Current Index	Current Salary WO Career Ladder	Qualifying Salary Adjustment
Aaron, Brock	1 xxxxxxxxx	BA	52	7	1.4993		P2	36,885	BA	52	8	1.5555	36,327.15	
Adams, Abigail	2 xxxxxxxxx						RP2	33,200	BS	0	1	1.0375	24,229.78	
Brown, Harvey	3 xxxxxxxxx	BS	38	14	1.6138		P4	39,775	BS	38	15	1.6138	37,688.69	
Ceeley, Edward	4 xxxxxxxxx	MS	29	4	1.3929		RP3	33,822	MS	29	5	1.4451	33,748.87	
Coffin, Sarah	5 xxxxxxxxx	B	0	0	1		RP2	33,200	B	0	1	1.0375	24,229.78	
Collins, Judy	6 xxxxxxxxx	BA	11	2	1.0764		RP2	33,200	BA	11	3	1.1168	26,081.75	
Dover, Edward	7 xxxxxxxxx	BS	37	7	1.4451		P1	35,498	BS	37	9	1.5555	36,327.15	829.15
Fredericks, Julie	8 xxxxxxxxx	BA	63	33	1.8698	MA	P8	45,305	BA	63	23	1.8698	43,667.31	
Goslin, Carol	9 xxxxxxxxx	BS	67	31	1.8698		P8	45,305	BS	67	32	1.8698	43,667.31	
Howard, Harold	10 xxxxxxxxx	B	0	0	1		RP2	33,200	B	0	1	1.0375	24,229.78	
Jackson, Mary	11 xxxxxxxxx	BS	24	9	1.4993		P2	36,885	BS	24	10	1.5555	36,327.15	
Lyon, Sue	16 xxxxxxxxx						RP1	32,700	MA	0	0	1.1168	26,081.75	
McClellan, Francis	17 xxxxxxxxx	BS	0	4	1.1587		RP2	33,200	BS	0	5	1.2022	28,076.18	
McClellan, George	18 xxxxxxxxx	BA	21	0	1.0375		RP2	33,200	BA	21	1	1.0764	25,138.25	
Murphy, Catherine	19 xxxxxxxxx	BS	60	19	1.8698		P8	45,305	BS	60	20	1.8698	43,667.31	
Paddock, Janet	20 xxxxxxxxx	BA	0	10	1.3929		RP3	33,822	BA	0	11	1.3929	32,529.79	
Starbuck, Dina	22 xxxxxxxxx	BS	86	30	1.8698		P8	45,305	BS	86	31	1.8698	43,667.31	

Part II of the Instructional Staff FTE & Salary Report is supplemental information detailing the calculations in Part I. Each instructor funded by code 10 is listed with Fy15 and FY16 education and years of experience. FY16 salaries are compared to the amounts the instructors would have made had the career ladder not been implemented. If an instructor would have earned more by using the FY15 method of calculating salaries, the variance is regarded as a “Qualifying Salary Adjustment”. The adjustment increases the instructor’s total salary (see Part I, column (h)) and increases the weighted average instructional salary for the district/charter.

ISEE Form 8 (manual form)

For new hires who hold a certificate but did not hold a contract in FY15, use this form to establish a permanent record for placement on the career ladder table. This does not apply to instructional staff who are in their first year of holding a certificate. Example: Certificated experienced staff who did not hold an active contract during the 2014-2015 school year and experienced staff new to Idaho who hold a certificate from another state and who are approved to teach in Idaho.

Idaho State Department of Education
Basic Education Staffing System
ISEE Form 8 (Manual)

2014-15 Education & Experience History for New Certificated Instructional Hires with Experience.
(as of September 28, 2014)

District / Charter Number: _____
 District / Charter Name: _____
 Date: _____

The purpose of this report is to establish the career ladder cohort for certificated instructional staff who did not hold an Idaho contract during the 2014-15 school year. Submit education and experience records as of September 28, 2014. This is not applicable for instructional staff who are in their first year of holding a certificate.

Examples:
 Instructional staff new to teaching in Idaho who hold a certificate from another state and who are approved to teach in Idaho.
 Instructional staff with an Idaho certificate who did not hold an active contract during the 2014-15 school year.

Do not use this form to correct prior year data or to report staff who are in their first year of holding a certificate.

Staff Demographic Information:					
EDUID					
Last Name					
First Name					
Middle Name					
Former Name(s)					
Date of last K-12 experience					
Place of Last K-12 Experience (enter state other than Idaho or Idaho district)					
FY15 Highest Degree as of September 28, 2014.					
Additional credits as of September 28, 2014.					
Prior K-12 Idaho Teaching Experience as of September 26, 2014.					
Prior K-12 Other States Teaching Experience (exclude Idaho) as of September 26, 2014.					
Prior K-12 Private or Parochial Teaching Experience as of September 26, 2014.					
Prior Idaho Higher Ed Teaching Experience as of September 26, 2014.					
Prior Higher Ed Teaching Experience - other states as of September 26, 2014.					
Total Years of Experience as of September 28, 2014.					
Additional Degree, as of September 28, 2014					

Superintendent, Charter School Administrator, Business Manager or HR Director
 Signature _____
 Title _____

Employment Placement Report

Date :		Idaho State Department of Education								
Page: 1		Basic Education Staffing System								
		Employment Placement Schedule Including Summer School								
School Year: 2015- 2016										
Effective Date: 10/20/2015		Funding Code 10 Only								
Provider: 999 Example DISTRICT										
				Years of Service		Education	Pupil ServicesFTE		Administrative FTE	
Name	Edu Id	Degree	Credits	Actual	Placement	Actual	Qualifying	Factored	Qualifying	Factored
Denver, Georgia	6xxxx	ES	0	23	23	MA+36 / ES/DR			1.00	2.0126
Lima, Anton	14xxxx	BA	60	21	21	MA+24 / BA+60	0.7	1.30886		
Wallace, Eli	22xxxx	ES	0	25	25	MA+36 / ES/DR			1.00	1.39
Provider Totals							0.70000	1.30886	2.00000	3.40550
Factored Index							1.86980		1.70275	

- Review all data elements for accuracy. Assure all certificated staff paid from the general fund code 10 are listed on this report with accurate education, years of experience, and index placement.
- This report is the detail of the salary and benefit apportionment calculations for administrative and pupil service staff. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school fte.
- If certificated staff with assignment codes in the 3x,xxx series are missing from the report (pupil services), review the key staff assignment data elements. For example, the grade level field may be blank (use option code MX).
- Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule

All Personnel Employment Report – Non Certificated Staff

Effective Date : Idaho State Department of Education
 Page: 2 Basic Education Staffing System
 School Year: 2015 - 2016
 Effective Date: 2/15/2016
 Provider: 1000 DISTRICT EXAMPLE

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Funding Source			Total Salary
								Salary	Cd	% of FTE	
1110	XXXXXXXXX1	A1	97110	12.16	40.00	45	0.87	\$21,888.00	10	100.00	\$21,888.00
1110	XXXXXXXXX2	A2	97401	14.71	40.00	18	0.35	\$10,591.20	10	100.00	\$10,591.20
1110	XXXXXXXXX3	A3	97405	15.15	40.00	52	1	\$31,512.00	10	100.00	\$31,512.00
1110	XXXXXXXXX4	A4	97201	12.90	40.00	44	0.85	\$22,704.00	7 10	20.00 80.00	\$4,540.80 \$18,163.20
1110	XXXXXXXXX5	A5	97310	13.29	40.00	34	0.65	\$18,074.40	7	100.00	\$18,074.40
1110	XXXXXXXXX6	A6	97110 97310 97702	11.50 11.50 11.50	22.00 13.00 5.00	46 34 34	0.49 0.21 0.08	\$11,638.00 \$5,083.00 \$1,955.00	7 10	26.00 74.00	\$4,855.76 \$13,820.24
1110	XXXXXXXXX7	A7	97502	11.69	30.00	36	0.52	\$12,625.20	4	100.00	\$12,625.20
1110	XXXXXXXXX8	A8	97502	15.24	30.00	36	0.52	\$16,459.20	4	100.00	\$16,459.20
1110	XXXXXXXXX9	A9	97101	24.41	40.00	52	1	\$50,772.80	10	100.00	\$50,772.80
Non-Certified Provider Totals							6.54	203,302.80			203,302.80

- Review all data fields for accuracy. Assure staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to assure the percentages equal 100 (%).
- Non certificated FTE equals (hours per week x weeks per years) / 2080 hours. If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.
- When an employee has more than one assignment, check the data entries for reasonableness. For example, in total the person would not work more than 40 hours per week or more than 52 weeks during the year.
- Note: The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.

Staff Salary Summary – All Funds

Effective Date :	Idaho State Department of Education				
Page: 1	<i>Basic Education Staffing System</i>				
	Staff Salary Summary				
School Year: 2014 - 2015	Provider: 1000 District Example				
Effective Date:10/20/2014	Funding Source: All				
Activity	Employees		Total Salaries	Base Salaries Extra Pay	
	Actual	FTE			
Superintendent	1	0.25	21,400	21,400	
Principal - Secondary	1	0.97	76,995	72,583	4,412
Head Teacher			0		
Counselor	1	0.57	32,895	32,895	
Teacher - Elementary	6	5.02	219,111	211,611	7,500
Teacher - Secondary	10	9.01	314,200	302,643	11,557
Total Certified	19	15.82	664,601	641,132	23,469
Distinct Certified Employees	17				
Business Manager/District Clerk	1	0.92	35,235	35,235	
Office Support Personnel - Building	1	0.79	20,090	20,090	
Custodian Supervisor	1	0.19	5,872	5,872	
Custodial Personnel	4	0.65	16,611	16,611	
Child Nutrition - Manager	1	0.18	5,253	5,253	
Child Nutrition - Other	2	0.22	5,562	5,562	
Building/Grounds Maintenance Personnel	3	0.32	11,046	11,046	
Instructional Assistant - Regular Education	4	1.78	44,020	44,020	
Instructional Assistant - Special Education	1	0.51	13,034	13,034	
Instructional Assistant - Title I	1	0.51	13,034	13,034	
Pupil Transportation - School Bus Mechanic	1	0.04	2,800	2,800	
Pupil Transportation - School Bus Drivers	4	0.45	16,785	16,785	
Other Non-Certified, Specify (Restricted)	1	0.07	513	513	
Child Nutrition – Food Preparation and Service	1	0.18	4,655	4,655	
Total Non-Certified	26	6.810	194,510	194,510	
Distinct Non-Certified Employees	14				
Provider Totals	45	22.63	859,111	835,642	23,469
Distinct Total Employees	31				

- This report is a summary by activity of the All Personnel Employment Report.
- A format similar to this report will be used in the Annual Staff Statistical Staff Data publication on January 01, 2016 for each District / Charter School.

Use it or Lose it Provision (n/a for Charters)

Staff Category	Adjusted Staff Allowance FTE (b+c+d+e)	Actual FTE	Staff Allowance FTE
	f	g	h
Administration	1.40000	2.00000	1.40000
			col (f)
Instructional	13.25200	12.00000	12.89005 (prorated: $(13.252/14.20)*13.81215$)
Pupil Service	0.94800	0.50000	0.92211 (prorated: $(.9480/14.20)*13.81215$)
Subtotal Instructional and Pupil Service	14.20000	12.50000	13.81215 (smaller of 14.20 or $12.50 / .905$) (g)/(1-Staff %)
Noncertified	4.50000	5.50000	4.50000 col (f)
TOTAL	20.10000	20.00000	19.71215

Adjusted Staff Allowance	SBA column (f)	14.20000
Staff Allowance - Instructional & Pupil services	SBA column (h)	13.81215
	Variance	0.38785 Unutilized FTE

School districts must employ at least 90.5%* of Instructional staff allowed in order to receive the full instructional allowance; commonly referred to as “use it or lose it”. Virtual instructional expenses and non-district certificated ancillary contracts may be applied to the unutilized variance.

*Districts in which the average class size, as determined from prior fiscal year data was at least one (1) student greater than the statewide average class size, must employ 91.5% in order to receive the full allowance(I.C.33-1004(g)).

ISEE Staff Form 6 – Non District Contracted Certificated Staff (Districts only, fund source 10 - due by November 15, 2015).

For an adjustment to the May 15 Payment, submit no later than April 13, 2016

STATE OF IDAHO DEPARTMENT OF EDUCATION IDAHO BASIC EDUCATION DATA SYSTEM ISEE Data Collection - Staffing NON-DISTRICT CONTRACTED CERTIFICATED STAFF										
1. STATUS										
ACTIVE										
INACTIVE										
TERMINATE										
CODE										
EFFECTIVE DATE		2. SCHOOL YEAR								
MM	DD	YY								
3. Idaho Staff ID (or Tax ID number)			4. DISTRICT		5. PRIMARY BUILDING					
6. PERSONAL INFORMATION										
NAME										
Last			First			Middle				
EDUCATION		HISTORY - K-12			History - HI ED					
Degree	Add Credits	State	Out of State	Non Public	Idaho	Other				
7. CONTRACT INFORMATION										
CONTRACT										
Contract Amount		Days		FTE						
\$										
CONTRACTOR FUNDING SOURCE										
1ST PROGRAM		2ND PROGRAM		3RD PROGRAM						
Code	% of FTE	Code	% of FTE	Code	% of FTE					
ASSIGNMENT PERFORMED										
Code		Code			Code					
SERVICE DESCRIPTION										
ISEE Staff Form 6										

Submit this manual form to Public School Finance to utilize ancillary staff fte.

Virtual Template: Due no later than January 09, 2016 - Districts Only.

For an adjustment to the May 15 Payment, submit no later than April 13, 2016.

Idaho Department of Education									
Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees For School Year 2015-2016									
District/Charter _____									
Name of Virtual School Instructor	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
xxxxx	IDLA	Digital Photography & Communication - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Earth Science A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	English 11A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	3	3	9/12/2015	1/13/2016	1
xxxxx	IDLA	Fundamentals of Health Professions - Sec 1 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Health - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Lifetime Fitness - Sec 2 - Sep 16wk 2015	xxxxxxx	80	2	2	9/12/2015	1/13/2016	1
xxxxx	IDLA	Speech - Sec 3 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10A - Sec 1 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 10B - Sec 1 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
xxxxx	IDLA	US History 11A - Sec 2 - Sep 16wk 2015	xxxxxxx	80	1	1	9/12/2015	1/13/2016	1
Total				800					
fte				0.58					
(800 total hrs/1380 hrs)									

Name of virtual institution's certified staff employee.

Submit this manual form to Public School Finance to utilize virtual fte.

Prior Year Correction / Payment Adjustment Request

Public School Finance

The Public School Finance Department staff prepares payments and provides technical support to Idaho's School Districts and Charter Schools. Staff also prepares reports about revenues, expenditures, budgets, attendance and enrollment, staffing, and school property taxes with information provided by Idaho's School Districts and Charter Schools and other governmental entities.

The documents below are the most current available. For documents from previous years, please view the [Archives](#).

Highlights

ARCHIVES

ATTENDANCE & ENROLLMENT

DATA ACQUISITION CALENDAR

Files FAQs Training Links

Resource Files

General Files

- Manuals
- Other Forms
 - Emergency Closure
 - Form 8 Non-District Certified
 - Form 8 Education and Experience History
 - Form 8 Education and Experience History
 - Prior Year Correction-Payment Adjustment Request
 - Remote Schools Petition
 - Virtual Template with Example
- School Building Forms

Attendance & Enrollment

Prior Year Correction / Payment Adjustment Request

Public School Finance »

Archives »

Contact Details

Carol Piranfar
 Program Information Coordinator
 (208) 332-6840
clpiranfar@sde.idaho.gov

Staff »

ISEE Prior Year Correction/Revision & Payment Adjustment Request

Today's Date:

(Note: if correction made prior to October 1st of each year, adjusted payment adjustment will be made February 15th)

District/Charter Name and Number:

School Year Revision & Payment Requested For: (Prior School Year(s))

Month(s) Corrected and Date(s) of Submission:

Regional Coordinator worked with:

Reporting Period Corrected: First Reporting Period Best 28 Weeks Both

Type of Changes: Staffing (First Reporting Period Only)

Attendance/Enrollment

Both

Description of problem:

Specific correction(s) made:

Copies of original payment documentation attached: Yes

Copies of documentation showing corrections attached: Yes

For Attendance these copies include: Foundation Program Worksheet, Current Year Support Unit Calculation Report, Building Level, Net Enrollment, Aggregate Attendance Detail, Best 28 Weeks, showing accepted and verified changes

I certify that the changes made to the prior year data are accurate, and now accurately reflect what our units and or staffing changes should be:

Business Manager Name & Signature:

Superintendent/Administrator Name & Signature:

www.sde.idaho.gov/finance

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DEPARTMENT OF EDUCATION

Data Submission Schedule

2015-2016 School Year

Data Submission Schedule

The following is the schedule for the 2015-2016 ISEE data collection and submission.

Submission Type	Collection Period (Data)	Submission Period	Notes
ISEE Summer Alternative 2015 v6	06/01/2015 – 09/11/2015	08/07/2015 - 09/18/2015	
ISEE October 2015 v6	07/01/2015 - 10/02/2015	10/02/2015 - 10/15/2015	
ISEE November 2015 v6	10/03/2015 - 11/06/2015	11/06/2015 - 11/20/2015	
<p>Last day to submit mid-term revisions for February 15, 2016 payment is Monday, December 14, 2015. Revisions, submitted after December 14, 2015 will not be reflected in the February 15 payment.</p>		<p>Monday, December 14, 2015</p>	<p>Revisions submitted after December 14, 2015 requires a letter of special circumstance signed by the superintendent or charter school administrator. If approved, adjustments will be reflected in the May 15 payment.</p>
ISEE March 2016 v6	11/07/2015 - 03/04/2016	03/04/2016 - 03/18/2016	
<p>Last day to submit mid-term revisions for a May 15 payment adjustment is March 25, 2016. Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.</p>		<p>Friday, March 25, 2016</p>	<p><u>March 25, 2016 is the last day to submit corrections for the year.</u> Revisions submitted after March 25, 2016 are prior year adjustments and may be considered for the February, 2017 payment.</p>
ISEE May 2016 v6	03/05/2016 – 05/06/2016	05/06/2016 – 05/20/2016	
ISEE End Of Year 2016 v6	05/07/2016 - 06/17/2016	05/20/2016 - 06/17/2016	<p>No year-end staff revisions are allowed for the July payment</p>

Questions?

Contacts:

Calculating Salary Based Apportionment

Kathryn Vincen

Idaho Department of Education

Public School Finance

208-332-6840

Email – klvincen@sde.idaho.gov

Fax 208-334-2228

LaRae Ashby – Calculating salary based apportionment

Brandon Phillips - Budgeting forms and reporting

Shannon Wendling - Calculating support units

Pam Brewer - Calculating support units & salary based apportionment

Julie Oberle - IFARMS, Funds, function/program, object and revenue codes

