

**State of Idaho
Department of Education**

Idaho System of Educational Excellence

**ISEE Staff Data Guidance
2012-2013 School Year**

Revised September 25, 2012

INTRODUCTION

The Idaho State Department of Education (SDE) Idaho System for Educational Excellence (ISEE) was designed to consolidate data collection and to improve reporting.

Data provided in this collection process will be used in determining: Salary Based Apportionment Funding, School Accreditation Status, and Average Yearly Progress. Also, it provides the basis from which statistical summaries are compiled. Local education agencies, the Idaho State Department of Education, and other governmental entities (both state and federal) use the summaries for decision-making. The summaries also provide information to other individuals and organizations interested in Idaho public education.

The cooperation of all Idaho schools and administrators is needed in order to provide complete and accurate information for the advancement of public education programs.

September 25, 2012 Revisions:

- 1. Page 15, 16, & 33 – entering funding source percentage**
- 2. Virtual Instruction Template – Page 57 & 58**
- 3. Para Professional fields: Deleted Competency Checklist, Verified By, and Verifier Staff ID – Pages 11 & 47**
- 4. Change to Option Set code definition for teaching role page 36**

TABLE OF CONTENTS

Introduction

I. General Information - Staff Data Collection

Idaho Code §33-1004D Reporting.....	6
ISEE Staff Data General Information.....	6
Monthly Submission, “snapshot” date.....	6
Employees Whom ISEE Information is Required.....	6
All positions employed on a regular basis.....	6
Returning employees.....	6
New Employees.....	6
Non-District/Charter Contracted Staff.....	6
Employees Whom ISEE Information is NOT Required.....	7
Staff Categories.....	7
Definitions.....	7
Other Information.....	7
Employees Performing Both Certificated and Non-Certificated Assignments.....	7
Assignments in Multiple Districts/Charters.....	7
Reconciling Current Year to Prior Years Data.....	8
Non-District/Charter Contracted Staff.....	8
ISEE Calculations.....	8
Reviewing ISEE Information and Reports... ..	8

II. Basics of ISEE Reporting

Data Elements Used in Reporting Process.....	9
All Staff Data Must Be Uploaded using the SRM tool.....	9
Data Elements and Option Codes Used in ISEE Data Collection.....	9
A. Basic Data Elements for All Employees.....	9
B. Certificated Staff Data.....	9
Experience.....	9
Education.....	10
Contract Data.....	10
Assignment Data.....	10
Teacher Attendance.....	11
C. Non-Certificated Employment Data.....	11
D. Paraprofessional Data for Non-Certificated Aids Positions.....	11
E. Approved Summer Alternative Secondary School.....	11
F. Non District/Charter Contracted Certificated Staff.....	12

III. Staff Demographics, Employment and Assignments (Personnel Information)

A. Basic Data Elements for all Staff Members.....	13
Unique Identification Number.....	13
Name.....	13
Former Name.....	13
Birth Date.....	13
Gender.....	13
Ethnicity.....	13
Race.....	13
Citizenship.....	14

Proficient in Language Other than English.....	14
Is Certificated.....	14
Certification Year.....	14
Initial Certification State.....	14
Is Paraprofessional.....	14
Is Title I Paraprofessional.....	14
District ID.....	15
Base School ID.....	15
Employee Funding Source Code.....	15
Employee Funding Source Percentage.....	15

IV. Certificated Staff

Certificated Staff Demographics.....	17
Education.....	17
Transcript Year.....	17
Initial Certification Year.....	17
Temporary permits are not considered initial certification.....	18
Alternative Route is considered initial certification.....	18
Highest Degree Claimed.....	18
Year of Degree Claimed.....	19
Institution Where Highest Degree Obtained.....	19
State Where Highest Degree Obtained (State Granting Degree).....	19
Major for Degree Claimed.....	20
Minor for Degree Claimed.....	20
Data Elements for up to Four Additional Degrees.....	20
Additional Credits Beyond the Claimed Highest Degree.....	20
Examples.....	20
Experience.....	22
Prior Idaho Public K-12 Years Experience.....	22
Prior Public K-12 Years Experience - Other States.....	22
All Other Accredited Private or Parochial Prior K-12 Experience – Non-Public.....	22
Accredited Idaho College or University Years Experience.....	22
Accredited College or University Years Experience – Other States.....	23
Basic Guidelines in Reporting Experience.....	23
Calculated State Salary Schedule Row.....	25
Calculated State Salary Schedule Column.....	25
Calculated State Salary Table Index.....	25
Certificated Employment/Contract Data.....	25
Current School Year.....	25
Employment Date.....	26
Years in District/Charter.....	26
Employment Status.....	26
Termination/Inactive Date.....	26
Termination/Inactive Reason Code.....	27
Contract Type.....	27
Contract Information.....	28
Data Elements Example for Two Contracts.....	28
Contract Base Salary.....	29
Contract Hours (Alternative Summer or Alternative Evening Schools).....	29
Contract Days.....	29

Contract FTE.....	30
Extra-Pay Code	30
Extra-Pay Amount	31
Citizenship	31
Proficient in Language Other than English.....	31
Is Certificated.....	31
Certification Year.....	31
Initial Certification State.....	31
Is Paraprofessional	31
Is Title I Paraprofessional	31
District ID	32
Base School ID	32
Employee Funding Source.....	32
Employee Funding Source Code	32
Funding Source Percentage.....	32
Evaluation Date.....	33
Evaluation Results	33
Student Performance Considered.....	33
Certificated Staff Assignment Data Elements	34
Current School Year	34
Idaho Staff Number.....	34
District ID	34
School ID	34
School Type	34
Contract Number.....	34
Period	35
Assignment Code	35
Grade Levels	35
Class Levels	35
Teaching Role (revised option code)	36
Instructional Setting.....	36
Course Standard.....	36
Highly Qualified	37
Qualifications Method/Reasons	37
Expected Date for HQ.....	37
Means to HQT from NHQT.....	37
Retention Program	37
Recruitment Program	37
Year Entered Retention or Recruitment Program	37
Years Required to Teach.....	38
FTE	38
Assignment Start Date	38
Assignment End Date	38
Teacher Attendance	39
Idaho Staff ID	39
Local Staff ID	39
Date	39
Period	39
Is Present.....	39
Teacher Absence Reason	39

Notes	40
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V. Non-Certificated Staff

District ID	41
Base School ID	41
Current School Year	41
Is Paraprofessional	41
Employment Date	41
Status	41
Termination/Inactive Date	42
Termination/Inactive Reason Code	42
Assignment Code	42
FTE	43
Rate Per Hour	43
Hours Per Week	43
Weeks Per School Year	43
Assignment Start Date	44
Assignment End Date	44

Paraprofessional Staff Record (non-certificated aide positions)

Academic College Degree	45
Date of Degree	45
Institution of Degree	46
State of Institution	46
Number of College Transcript Credits Earned	46
Date Minimum College Transcript Credits Earned	46
ParaPro High School Diploma Type	46
ParaPro Praxis Exam	46
Is Parapro Praxis	47
ParaPro Praxis Exam Score	47
ParaPro Praxis Exam Date	47
ParaPro Out of State Praxis Exam	47
Competency Checklist Requirements	47
Date Competency Checklist Met	47
Verified By (Position)	47
Verifier Staff ID	47

VI. Non-District/Charter Contracted Certificated Staff (form 6)

Contract	48
Contracted Amount	48
Days	48
Full-Time Equivalents (FTE)	48
Contractor Funding Source	48
Contractor Funding Source Code	49
Funding Source Percentage	49
Assignments Performed	49

VII. Summer Alternative Secondary School Staff

Certificated Staff	50
District Employment	50
Contract Type	50

Contract Base Salary.....	50
Contract FTE.....	50
Contract Days.....	50
Contract Hours.....	50
Summer School Assignments	51
School ID	51
School Type	51
Contract Number.....	51
Assignment Code.....	51
Assignment FTE	51
Non-Certificated Staff - Summer Alternative Secondary School.....	51
Summation: Key components for approved Alternative Summer School funding.....	52

VIII. Appendices.....	53
Appendix A - ISEE Forms	54
ISEE Form 1	55
ISEE Form 6	56
Virtual Instructional Template.....	57
Appendix B – Edits and Reports.....	58
Accessing ISEE Staffing Report.....	59
All Personnel Employment Report (Certificated staff)	60
All Personnel Employment Report (Non-Certificated staff)	61
Employment Placement Report	62
Summer Alternative District Detail Report	63
Appendix C – Miscellaneous.....	65
I.C. 1004A -Experience and Education Multiplier Table.....	66
Basic Guidelines-Reporting Completed Teaching/Administrative Experience ..	67
Examples:	
Summer School Contract & Assignment.....	68
Teachers Contract & Assignment.....	69

I. ISEE Staff Data Collection

33-1004D. REPORTING – Idaho basic education data system.

“For each employee of the school district, a report shall be made in a format prescribed by the State Superintendent of Public Instruction, which shall include sufficient identifying information to provide individual verification, education, teaching experience, and other district employment information. The form shall be filed with the State Department of Education not later than October 15 of each school year.”

The Idaho State Department of Education has established the following guidance and procedures for submission of this data.

General information

ISEE is a monthly data submission. However, funding for Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a “snapshot” date:

1. **Last Friday in September** - District/Charter submits staff demographic and staff assignment data as of the last Friday in September - "snapshot" in time
2. **October 15th** –All staff and assignment data must be uploaded using the SRM tool. Must include all twelve files, with all new data elements. Must be free of errors and must be validated. No other format will be accepted. (I. C. 33-1004D)
3. **December 21, 2012** – Last day to submit staffing corrections for the February 15th payment. Corrections submitted after December 21, 2012 will not be considered until the May 15th payment.

Employees Whom ISEE Information is Required

Public School Districts/Charters must report *all positions employed on a regular basis*. (Failure to submit accurate ISEE data could impact accreditation and/or state funding.)

New Employees must be added

Information must be updated each school year to reflect the activities of the district/charter for:

1. Returning Employees
2. New Employees
3. Employees terminated after July 1

Non-District/Charter Contracted Staff

Data should be completed for all contracted personnel who are not directly employed by the district. A “non district” employee means a person for whom the school district does not pay the employer’s obligations for employee benefits. These are positions that are not paid through your payroll system. This would include contracted professionals such as Psychologists and Speech/Language Pathologists (*a person employed by district trustees as an independent contractor; paid through purchase services*).

Employees Whom ISEE Information is Not Required

1. Persons employed during emergencies.
2. Irregular help (i.e., short term substitutes), volunteers and student food service employees.

Staff Categories (I.C.33-1004E (1), (2), & (3))

For funding purposes, staff members are categorized as:

1. Administrative
2. Instructional
3. Classified (Non-certificated)

Administrative and instructional staff must be certificated (required to hold a professional certificate issued under the authority of the Idaho State Board of Education). (I.C. 33-1201).

Non-Certificated (classified) staff are employees for which retirement and social security payments are withheld, but whose occupant are not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education.

Examples include business managers, office and clerical personnel, janitors, building/grounds workers, carpenters, painters, repairmen, mechanics, bus drivers, school food service workers, and teacher assistants employed on a regularly scheduled basis.

For the purpose of this data collection, employees are referred to as certificated or as non-certificated.

Do not use non-certificated assignment codes to report positions for which certification standards exist. **State funds may be withheld if such employees are omitted or improperly reported regardless of the funding source. (I.C. 33-1002(8) (e)).**

Employees Performing both Certificated and Non-Certificated Assignments

If a person is employed by a school district/charter in both a certificated and non-certificated capacity, ISEE information must be submitted for both the certificated and non-certificated positions. Do not add the non certificated pay to the base salary.

Example: A classroom teacher who also drives a school bus before and after school.

Assignments in Multiple Districts/Charters

An individual may be employed or shared by more than one district/charter. Each district/charter is responsible for reporting their portion of the FTE, salary, and assignment information on the ISEE system.

Reconciling Current Year to Prior Years Data

The district/charter is responsible for reconciling current year staff data with prior year's staff data. New employees must be added. Update records for terminated/inactive staff: years of experience (if applicable), employment status, termination date, and termination reason.

Non-District/Charter Contracted Staff

Districts/charters with non-district contracted staff must submit data for certificated positions using ISEE Staff Forms 6 (See appendix A).

Contracted individuals performing "certificated" duties must meet the State Board of Education certification standards and be reported regardless of their funding source.

Districts/Charters contracting for a complete service such as a janitorial service should contact the SDE for assistance in determining and classifying the salary portion of the contract. ***Non-district forms are not required for contracted pupil transportation.***

ISEE Calculations

If the ISEE information does not properly reflect the activities of the district/charter, a "special circumstance" letter must be submitted to the SDE adequately explaining the problem and/or situation and must be signed by the District Superintendent, the Charter Administrator, or a member of the Board of Trustees. On a case-by-case basis the SDE will determine what action, if any, is needed to resolve the problem.

Reviewing ISEE Information and Reports

Each district/charter has the responsibility to review all information and reports relating to the ISEE data. Any discrepancies should immediately be brought to the SDE's attention, corrected, and resubmitted. After the October files are submitted, review the following reports for accuracy and completeness:

1. All Personnel Employment Info
2. District Index (code 10 only)
3. Employment Placement Report including Summer School (code 10 only)

All employees on your payroll must be listed on the All Personnel Employment Info report. Review the Employment Placement report to assure all certificated employees coded to fund 10 are reported accurately and the fte and factored fte are correct.

II. Basics of ISEE Reporting

All districts/charters are required to upload staff and assignment data monthly using the SRM tool. No other method will be accepted.

Data Elements Used in the ISEE Staff Reporting Process

Data elements are uploaded using the SRM tool. Proper coding is essential when entering data into the system.

Refer to SDE website - ISEE (<http://www.sde.idaho.gov/site/isee/>). *Check for updates.*

Required Data Collection Elements 2012-2013:

- ID Unit Record Collection – **Items**
- ID Unit Record Collection – **Option Sets**
- ID Unit Record Collection – **Rules**

A. Basic Data Elements for all employees (see Section III (A) for detail)

1. Idaho Staff ID
2. Local staff ID (optional)
3. Last Name
4. First Name
5. Birth Date
6. Gender
7. Ethnicity
8. Citizenship
9. Language Proficiency Other than English (optional)
10. Has Certificated Assignments
11. Is ParaProfessional
12. Is Title 1 ParaProfessional
13. Initial Certification Year
14. Initial Certification state
15. District ID
16. Base School ID
17. Employment Status
18. Employment Date
19. Funding Source Code (up to 4 sources)
17. Fund FTE (allocation/percentage of each funding source, sum must equal 1.0)

B. Certificated Staff Data (see Section IV for detail)

1. Education and Completed Years History

a. Experience

- 1) Prior Idaho Teaching Experience
- 2) Prior Public Teaching Experience – Other States
- 3) Prior Private/Parochial Teaching Experience
- 4) Prior Idaho Higher Ed Teaching Experience
- 5) Prior Higher Ed Teaching Experience - Other states

Note: The sum of the five categories equals the total years of completed experience

b. Education

- 1) Initial Certification Year
- 2) Transcript Year
- 3) Highest Degree Claimed
- 4) Year of Degree Claimed
- 5) Institution Where Highest Claimed Degree was Obtained
- 6) State of Institution Granting Claimed Degree
- 7) Major for Degree Claimed
- 8) Minor of Degree Claimed
- 9) Additional Credits Beyond the Claimed Highest Degree & Initial Certification
- 10) Additional Degree, major & minor (list up to 4)
- 11) Year of Additional Degree (list up to 4)
- 12) Institution's State for Additional Degree (list up to 4)

2. Contract Data (certificated staff)

- a. Contract Type
- b. Contract Base Salary
- c. Contract Days
- d. Contract Hours (Alt Summer or Alt Evening only)
- e. Contract FTE
- f. Extra Pay Code (up to 4 sources)
- g. Extra Pay Amount
- h. Funding Code (up to 4 sources)
- i. Fund FTE (allocation/percentage of each funding source, sum must equal 1.0)

3. Assignment Data

- a. District ID
- b. School ID
- c. School Type
- d. Contract Number
- e. Period or Assignment Number
- f. Assignment Code
- g. Grade Level
- h. Class Level
- i. Teaching Role
- j. Instructional Setting
- k. Course Standards
- l. Highly Qualified
- m. Qualifications Override
- n. Expected Date for HQ
- o. Means to HQT from NHQT
- p. Retention Program
- q. Recruitment Program
- r. Year entered Retention or Recruitment Program
- s. Years required to Teach
- t. FTE
- u. Assignment Start Date
- v. Assignment End date

4. Teacher Attendance

- a. Idaho Staff ID
- b. Local staff ID (optional)
- c. Date
- d. Period
- e. Is Present
- f. Teacher Absence Reason

C. *Non-Certificated Employment Data (see Section V for detail)*

- 1. District ID
- 2. School ID
- 3. Employment Date
- 4. Employment Status
- 5. Inactive/Termination Date
- 6. Inactive/Termination Reason Code
- 7. Funding Code (up to 4 sources)
- 8. Fund FTE (allocation/percentage of each funding source, sum must equal 1.0)
- 9. School Type
- 10. Period or Assignment Number
- 11. Assignment Code
- 12. FTE
- 13. Non-certified Rate
- 14. Non-certified Hours per week
- 15. Non-certified Weeks

D. *Paraprofessional Data for Non-Certificated Aide Positions.*

Must complete Non-Certificated Employment Data (see Section VI for detail).

- 1. Paraprofessional Data Elements
 - a. Non-Cert Minimum Credits Date
 - b. Minimum Credits Institution
 - c. Minimum Credits Institution State
 - d. ParaPro High School Diploma Type
 - e. ParaPro Exam Date
 - f. ParaPro Exam Score
 - g. Is ParaPro Praxis
 - h. Is ParaPro Out of State
 - ~~i. Competency Checklist Date~~
 - ~~j. Verifier Position~~
 - ~~k. Verifier Staff ID~~

E. *Approved Summer Alternative Secondary School (see section VII for detail)*

- 1. Input data for certificated staff as a separate contract (contract 2 or 3) using the alternative summer school contract type (AS). Enter the alternative schoolID with the assignment data.
- 2. Input data for non-certificated staff using the alternative summer schoolID with the assignment data.
- 3. Assignments must agree with the Alternative Summer School attendance reports.

F. *Non-District/Charter Contracted Certificated Staff (see Section VIII for detail)*

Not submitted with ISEE data submission for FY 2013. Must submit ISEE Staff Form 6 by November 15, 2012 See Appendix A.

III. Staff Demographics, Employment, and Assignments

All employees entered into the ISEE system must have staff demographic, employment, and assignment data records. These records must be reviewed and updated annually. All funding is based on the **last Friday in September** (snapshot date) of the current school year. The data must reflect what is happening in the typical last week of September.

Review all existing personnel records for completeness and accuracy. Update and review demographic files.

A. Basic Data Elements for all Staff Members.

Unique Identification Number (section 6)

ISEE data collection uses the staff members unique Idaho Staff Identification Number (EDUID). Thus, the accuracy of this number is essential.

This number links all records on an individual within ISEE (i.e., personnel information, contract, assignment, background checks, certification, students, etc.).

Name (section 6)

Enter the last, first and middle name.

Enter the former name, if another name was used in the past by the employee.

Birth Date (Month/Day/Year) (section 6)

Verify this date; MM/DD/YYYY OR MM/DD/YY. All employees must be eighteen years of age or older to be entered into the system.

Gender (section 6) (Male or Female)

Ethnicity (section 6) Must answer Yes or No

Is Hispanic	Yes/No	A flag indicating if the employee is Hispanic or Latino. Hispanic or Latino means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition.
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Race (section 6) Must answer Yes to one or more of the following codes:

Is Asian	Yes/No	A flag indication is Asian meaning Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands.
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Is American Indian or Alaska Native	Yes/No	A flag indicating if the employee is a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
Is Black or African American	Yes/No	A flag indicating the employee who has origins in any of the Black racial groups of Africa.
Is Native Hawaiian or Pacific Islander	Yes/No	A flag indicating if the employee is Native Hawaiian or Other Pacific Islander meaning having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Is White	Yes/No	A flag indicating if the employee is White or Caucasian meaning having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Citizenship (section 6)

Is Citizen - Yes/No - A flag indicating if the employee is a U.S. citizen.

Proficient in Language Other than English (section 6)
(Optional)

If this staff member is proficient in a language other than English, enter the code* for that language. If the staff member is proficient in more than one other language, choose the most proficient.

*Refer to: Options Set Name / Languages for code numbers

Is Certificated (section 6)

Is this staff member to be treated as a Certified staff member? That is, they have certified assignments, are on a contract, and all the fields applying to certificated staff must be completed. (Yes or No)

Certification Year

The date teachers or administrators first received certification, regardless of state issuing the certification. Leave blank for non-certified employees.

Initial Certification State (section 6) New

The state where the initial teaching certification was granted.

Is Paraprofessional (section 6)

Is this staff member a ParaProfessional working with students? That is, does this staff member have para-professional assignments, is not to be treated as a certified staff member for those assignments, and works under the direction of certified staff. (Yes or No)

Is Title 1 Paraprofessional (section 6) New

Is this staff member a Title 1 Paraprofessional. (Yes or No)

District ID (section 6)

The assigned District number

Base School ID (section 6)

Assigned school number where the employee has their primary responsibility or where they receive their mail.

Employee Funding Source

- The funding source provides information about how each employee is funded.
- Space has been provided to identify four sources of employee funding.
- Allocate each funding source as a percentage of 1. The sum of the four sources must equal **100%**

Employee Funding Source Code (section 6) (2 digits)

The code for how the employee is funded.

Data element field names: fundSource1, fundSource2, fundSource3, fundSource4

<u>Code</u>	<u>Funding Source</u>
01	Title I
02	Title I – Migrant
03	Title I – Handicapped
04	Title VI-B IDEA Special Ed
05	Title VI-B IDEA Preschool
06	Transportation Program
07	Food Service Program
08	Other Federal Program
09	Other State/Local (not state funding formula)
10	General M & O

Funding Source Percentage/ percentSource (maximum value = 100%) (section 6) *New field name and description*

The percentage of funding from each funding code source.

Data element field names: percentSource1, percentSource2, percentSource3, percentSource4

Allocate the percentage the employee is paid by each funding code identified above. The sum of the entries must equal **100%**. Contract fte is irrelevant to the funding percent.

Example 1: A teacher works half days as kindergarten instructor and is paid fully out of the General Fund. She would be reported as:

fundSource1 percentSource1

Example 2 A teacher works 3 periods per day as a Title 1 - Migrant teacher and 4 periods as a math teacher paid by the General Fund. She would be reported as:

fundSource1 02 percentSource1 43 (3/7)
fundSource2 10 percentSource2 57 (4/7)

Example 3: A teacher works as an elementary instructor and is paid fully out of the General Fund. She would be reported as:

fundSource1 10 percentSource1 100

Example 4: A teacher assistant works 30 hours as a Title I - Migrant assistant and 10 hours as a math assistant paid by the General Fund. She would be reported as:

fundSource1 02 percentSource1 75 (30 hours/40 hours)
fundSource2 10 percentSource2 25 (10 hours/40 hours)

IV. Certificated Staff

Each certificated employee employed as of the last Friday of September in the regular school year must have the following records:

1. Personnel Information / Basic data elements
 - a. Input/update the personnel information data
(See Section II. (A) Staff Demographics/Basic Data Elements for all employees).
2. Education and Experience history data for 2013
3. Contract data for 2013
4. Assignment data for 2013
5. Teacher Attendance

Education and Experience History for 2013 (I.C. 33-1004A)

(These records may be left “blank” for employees working only in non-certificated positions – skip to Section V. Non-Certificated Staff.)

These records are key to state Salary and Benefit Apportionment and must be in compliance with state and federal laws and regulations. Accuracy is advised in completing these records.

The following data records must be completed/updated for all certificated staff:

EDUCATION

This area provides information concerning the employee's *most current education and additional credits* history of certificated employment in the educational K-12 field as of the last Friday in September. Degrees and credits completed after this date are not recognized until the following fiscal year. Do not update during the fiscal year.

Transcript Year (section 6)

The year of the most recent transcript for the employee

Initial Certification Year (section 6)

The date teachers or administrators first received initial or full state certification, regardless of state issuing the certification (leave blank for non-certificated employees):

1. Initial and/or full certification may or may not have been received in Idaho.
2. Initial and/or full certification is the issue date of the certificate.
3. Provisional, Temporary or Emergency permits do not qualify as initial certification.

Determining Initial Certification Date

1. Alternate Authorization – Teacher to New Certification/Endorsement: *Date of the first certificate*
2. Alternative Authorization – Content Specialist : *Issue date*
3. Alternative Authorization – Pupil Personnel Services: *Issue date*
4. Computer-based Alternative Route to Teacher Certification (ABCTE): *Issue date*
5. Post-Baccalaureate Alternate Route: *Issue Date*

Temporary permits to teach are *not* considered “initial” certification. The Provisional Authorization is considered a “temporary permit” to teach, therefore cannot be considered as initial certification.

Initial Certification, by federal definition is “the first teaching certificate or license issued to an individual”. Therefore, non-renewable interim certificates are considered initial certification. However, in order to qualify for full certification, the candidate must fill predetermined requirements to receive a renewable 5-year certificate, referred to as full certification.

Although the “**Alternative Route**” certificate/authorization is not considered full certification, it does constitute initial certification.

Example: An individual who has never been certificated in any state and completes the Computer-Based Alternate Route (i.e., ABCTE process) and receives a non-renewable Idaho interim certificate is considered initially certified, but will not be considered fully certified until he or she has completed all additional requirements, including the required two year mentor program. Upon proof of completion of all of these components, the candidate will become eligible for a full 5 year renewable certificate.

Example: An individual who has never been certificated in any state and is participating in the Alternative Authorization Content Specialist and has received a non-renewable Idaho interim certificate is considered initially certified, but will not be considered fully certified until they have completed all university requirements. Upon proof of completion of all of these components, the candidate will become eligible for a full 5 year Renewable certificate.

See other examples beginning on page 20. For comprehensive information, refer to: www.sde.idaho.gov/site/teacher_certification.

Highest Degree Claimed (section 6)

The highest degree claimed by the employee for funding purposes. Refer to Option Set / Education Degree

Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Masters of Arts
BS	Bachelor of Science	MS	Masters of Science
DR	Doctorate	OS	Occupational Specialist
ES	Ed Specialist (Ed.D.)	O	Other
HS	High School	A	Associate

In some cases, for index placement purposes, it may be beneficial to report an employee with his/her lower degree and additional credits earned beyond the lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

Example: A certificated employee has a MA+5 credits beyond the MA degree and initial certification. The employee also has a BA+52 credits earned after initial certification. The index multiplier is higher for the employee if he/she is reported with a BA+52.

Effective July 1, 2000, instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited towards the education factor." (I.C. 33-1004A) Only those certificated employees with occupational specialists are to be reported as an "OS" degree designation.

Example: Fred has exceptional knowledge and skills as a welder but does not have a college degree. He completes the requirements and is issued an occupational specialist certificate. Later he receives 15 additional college transcript credits from the local community college. Fred should be reported as an OS+15 which is treated as BA + 15.

Year of Degree Claimed (section 6)

The year in which the highest degree being claimed was earned.

Institution Where Highest Degree Was Obtained (section 6)

If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree. (This does not necessarily agree with the degree claimed on the Education and Experience Record used for state funding purposes.)

<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State
010	Boise State University
020	College of Idaho
025	College of Western Idaho
030	Idaho State University
035	Lewis-Clark State College
040	North Idaho College
050	Northwest Nazarene College
060	BYU – Idaho (formerly Ricks)
070	University of Idaho
075	ISU/UI At University Place – Idaho Falls
080	Magic Valley Christian College
082	Eastern Idaho Technical College
085	College of Southern Idaho
090	Other Idaho College/University

Example: An employee obtained a bachelors degree in Montana in 1990 and has earned 60 credits after his initial certification and bachelors degree. However, in the spring of 2006 he received a masters degree from the University of Idaho. The institution reported in this field would be the University of Idaho (070), the institution where the highest degree was obtained.

State Where Highest Degree Obtained (section 6)

Enter state/province code where the employee received the highest degree.
Refer to Option Set / State Province

Major for Degree Claimed (section 6)

The major of the highest degree claimed for funding purposes. Refer to Option Set/ CIP Codes

Minor for Degree Claimed (section 6)

The minor of the highest degree claimed for funding purposes.
Refer to Option Set/ CIP Codes

Data Elements for up to four (4) additional degrees

Additional degree(s) earned by this employee other than the one claimed for funding. The degrees need not be earned prior to the claimed degree.

- Educational degree
- Year of additional degree
- Institution granting additional degree
- Institution's state for additional degree
- Degree major
- Degree minor

Additional Credits beyond the Claimed Highest Degree (section 6)

Additional college transcript credits earned beyond the highest degree claimed.

Basic guidelines for reporting additional credits are as follows (I.C. 33-1004A):

1. Two conditions **must** first be met – ***the degree*** reported **and** ***initial certification***.
2. Credits must be from an accredited college or university (courses taken for college credit)
3. District/charter must have an official transcript on file before these credits may be claimed
4. Report all eligible credits in *semester credit hours only*.
5. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
6. In-service credits do *not* qualify.
7. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
8. Temporary permits do *not* meet the requirements of initial certification (provisional authorization)
9. The *issue* date of the *initial* certification remains the same regardless of certification status.

If an employee earns additional credits but is unable to obtain an official transcript before the ISEE filing deadline, the district/charter may accept a letter from the institution confirming the employee has successfully completed and earned the credits. However, a transcript should be obtained as soon as possible.

The following examples deal with issues relating to reporting initial certification and additional credits:

Example: A certificated employee with a bachelor's degree completes additional courses from a university on the quarter system. After converting these quarter hours to semester hours, the individual will have a BA+11.67 additional credits. For ISEE purposes, report the individual as a BA+11 credits.

Example: Mary completed a teacher preparation program and received full certification in Utah in 2009 and is seeking an Idaho certificate/credential but does not currently meet Idaho's requirements. Upon application Mary would be issued a three-year non-renewable interim certificate allowing time to meet Idaho's requirements by 2012. Although Mary is on an Idaho interim certificate, her initial certificate date would be the date she received full Utah certification in 2009.

Example: John was on a provisional/emergency/temporary certificate in another state and is seeking certification in Idaho but has not completed a teacher preparation program and does not have any type of full out-of-state certification. Idaho does not have reciprocity with any provisional/emergency/temporary out-of-state certificates/credentials.

John could seek certification through an alternate route, and the initial certification date would be the date the interim 3-year non-renewable certificate was granted, when John officially becomes the teacher of record. Credits earned once the interim certificate is granted would count toward movement on the pay scale because John is working toward full certification.

If John does not complete the non-renewable interim certificate requirements leading to full certification within the required 3-year period, then later applies for another alternate route for a new certificate area, credits earned under the first interim will not be counted toward movement on the pay scale.

If John works in a school but is not employed as the teacher of record while completing a teacher preparation program, his initial certification date will be when he completes his program and applies for full certification.

Example: Sam teaches at a local junior college, has a master's degree plus 36 credits and is currently employed to teach a dual enrollment class under the Post-Secondary Specialist certificate. The Post-Secondary certificate is considered his initial certificate. For placement on the multiplier table, Sam would be considered MA +0 because the additional credits were earned prior to initial certification.

Example: Cheryl, a math teacher, was initially certificated in 2001. She continued her education while teaching and became a certificated Speech/Language Pathologist in 2005. Cheryl's initial certification year is 2001, the *issue* date of the *initial* certification. All credits earned after initial certification can be added.

Example: An employee has a BA+60 credits earned prior to initial certification. The employee should be reported with a BA degree and zero (0) additional credits.

Example: Max received his BA from Boise State University on May 15, 2008. He attended summer school and completed an additional 9 credit hours on August 15, 2008. His initial certification was issued August 12, 2008. Max has a BA + 9 credits since his certification is prior to completing summer school.

Example: Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. However, official transcripts will not be available until after the ISEE filing deadline. The University of Idaho notifies the district in writing that Sandra has earned the additional 12 credits. Sandra can be reported on the ISEE system using the additional 12 credits earned.

Example: Barney has a BA degree but failed to pass the Praxis exam. The Board of Education granted him a one-year Provisional Authorization issued September 1, 2008. Barney continued attending evening and summer classes and earned an additional 9 credits. He passed the Praxis exam and obtains a standard secondary certification issued September 1, 2009. Barney has a BA+ 0 credits whereas his *initial* certification date is the issue date of the standard secondary certificate. The provisional authorization was only a “temporary permit” to teach and is not considered initial certification.

Example: Jill received a BA degree in the spring of 2000. Her initial certificate is dated August 28, 2000. However, she chooses to be a "stay at home mom" for the next few years and let her certificate expire. She later decides to pursue a teaching career and in order to obtain an occupational specialist (OS) certificate in 2005, she earns an additional 15 college credit hours. Jill is reported as a BA + 15 credits.

Example: Jesse is a few credits short from getting a college degree. She too chooses to be a "stay at home mom". She later decides to pursue a teaching career and in order to obtain an occupational specialist certificate in August of 2009, she earns an additional 15 college credit hours. The occupational certificate is recognized as initial certification and all credits were earned before initial certification. Jesse should be reported as an OS + 0 credits.

EXPERIENCE

This area provides information concerning the employee's actual completed history of certificated employment in the educational K-12 field.

Prior Idaho Public K-12 Years Experience (section 6)

- Enter the total number of years of completed certificated public school experience (K-12) in Idaho. Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school).
- Must be 50% or more in a certificated position
- Each year is considered on its own; partial years cannot be combined
- A certificated employee new to the profession always begins with zero years of experience.

Prior Public K-12 Years Experience – Other States (section 6)

- Enter the total number of years of completed certificated public school experience (K-12) in another state (excluding Idaho). Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school).
- Must be 50% or more in a certificated position.

All Other Accredited Private or Parochial Prior K-12 Years Experience - Non-public (section 6)

- Enter the total number of years of completed certificated non-public educational experience (K-12) the employee has accumulated in an accredited non-public school.
- Must be 50% or more in a certificated position

Accredited Idaho College or University Years Experience (section 6)

- Enter the total number of years of completed with an Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.

- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.

Accredited College or University Years Experience – Other States (section 6)

- Enter the total number of completed years with an accredited college or university in another state (excluding Idaho) where the experience was the equivalent to K-12 instruction.
- The K-12 district/charter hire date must be after June 30, 2005 to count college or university experience.

Basic guidelines in reporting completed teaching or administrative experience are as follows:

- Only report *completed* years.
- **Do not count the current school year. Experience is not recognized until after the contract is completed.**
- Include only certificated teaching or administrative position experience.
- Include only experience from a public or *accredited* private or parochial school.
- A qualifying teacher and/or administrator must physically work 50% or more of a given school year.
- Each year is considered on its own; partial years cannot be added together.
- A qualifying teacher and/or administrator must have been an employee of a public or accredited private or parochial school or accredited college or university.
- Those hired after June 30, 2005 may be granted credit for experience with an accredited college or university as long as that experience equates to like experience recognized by an accredited K-12 school.

A leave of absence does not break the continuous employment period, **but should not be counted as a year of service.**

Include all experience in a **certificated position** as a teacher and/or administrator. The experience must be in a public or accredited private or parochial school or an accredited college or university and rounded to the nearest year. Caution: do not include the current year; the experience is not recognized until after the contract is completed.

Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education should **not** be included (i.e. student teaching, internships/ curriculums where the individual is not a certificated employee of a K-12 institution).

Employment in foreign countries should be reported according to Idaho standards. Experience in other countries may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction in this country. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to a K-12 experience in Idaho.

Example: John taught six-year old students at a "public" institution in London for 3 years. The school is the equivalent of a public grade 1 institution in Idaho. A "public" school in England is the equivalent of a non-public school in Idaho. John has no other work experience. John would be reported with 3 years non-public experience.

A certificated employee must teach 50% or more of any given year to be given credit for that year. See the following examples.

Example: Mary, a secondary math teacher taught 3 periods of a 7-period day for the entire 2009-2010 school year in an accredited middle school. For ISEE purposes, her work experience is zero for this year since she did not teach 50% or more of the total hours in the school year ($3/7 = 43\%$).

Example: Harry, a 3rd grade teacher, taught 90 days of a 180-day (full-year) contract. Harry's work experience for this year is one (1) year since he completed 50% of the school year.

Example: Joan, a certificated music teacher taught 3 periods of a 7-period day for the 2009-2010 school year. She taught full-time four months during the 2008-2009 school year. For ISEE purposes, her work experience is zero (0) because 1) she did not teach 50% or more in either school year, and 2) partial years cannot be added together to accumulate work experience.

Completed experience with an accredited college or university may be recognized for those hired in a certificated position (instructional or administrative) where the hire date is after June 30, 2005. Employment in accredited colleges or universities should be according to Idaho standards and may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction environment. Districts will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho.

Example: Tom taught English at Boise State University for 5 years, for which his students received college transcript credit for his classes. He taught over 20 hours per week for nine (9) months each year. On August 15, 2012 he began teaching for an Idaho school district/charter as a full-time teacher. For ISEE purposes, his completed work experience is 5 years because 1) he taught 50% or more in each school year in an accredited university, and 2) his hire date was after June 30, 2005.

Example: Paul has been a full-time employee in the Registration Office at the University of Idaho for the past 10 years. For the 2012-2013 school year he has accepted a teaching position with an Idaho public school district/charter. For ISEE purposes, his work experience is zero (0) because the experience in the business office was not the equivalent of teaching or administrative experience in a K-12 instructional or administrative environment.

Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education should **not** be included (i.e. student teaching, internships/ curriculums where the individual is not a certificated employee of a K-12 institution).

One (1) year should be added to the current year record when the prior year's certificated contract record was 50% or more of an FTE.

❖ **When should in-state completed years be changed?**

- a. If the data was incorrectly reported in the prior year. (a letter of special circumstance may be required to document the change).

- b. The employee was reported as less than 50% FTE on last year's ISEE (snap-shot in time) but actually worked 50% or more in a certificated position.
- c. The employee was reported as 50% or more FTE on last year's ISEE (snap-shot in time) but actually worked less than 50% in a certificated position.

Calculated State Salary Schedule Row (section 6)

Enter the row number for the total completed years of experience

Calculated State Salary Schedule Column (section 6)

Enter the column number for highest degree claimed plus additional credits earned after initial certification.

Calculated State Salary Table Index (section 6)

Enter calculated index from the state salary schedule where the staff member is placed

		Experience and Education Multiplier I. C 33-104A							
		column 1	column 2	column 3	column 4	column 5	column 6	column 7	
		Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
ROW	1	0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
ROW	2	1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
ROW	3	2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
ROW	4	3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
ROW	5	4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
ROW	6	5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
ROW	7	6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
ROW	8	7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
ROW	9	8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
ROW	10	9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
ROW	11	10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
ROW	12	11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
ROW	13	12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
ROW	14	13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

CERTIFICATED EMPLOYMENT/CONTRACT DATA

A current Certificated Staff Employment/Contract must be completed for all certificated staff employed by the district/charter as of the last Friday on September. In addition, a current year (2012-2013 school year) must also be completed for those certificated employees reported on the prior year database that became inactive or no longer work for the entity in a certificated position after July1.

Current year contract data is required for certificated:

1. New employees
2. Returning employees

3. Employees terminated after July 1

Employment Date (section 6)

- Enter the month, day, and year the employee began current, continuous employment with the district/charter.
- If a non-certificated employee is being added as a certificated employee, use the date of certificated employment.

Years in District/Charter (section 6)

The number of years the employee has been employed in the district in a certificated position. This data is used for statistical purposes only to track the mobility of certificated staff.

Refers to the number of contracts signed within the district. The **amount of the FTE is not considered**; both a .15 FTE and a full-time certificated employee are counted as one (1) year in district/charter (one contract signed).

- Record the total number of years the employee has held a certificated position in a district/charter (the numbers of contracts signed within the district – *begins with one*).
- **Include** the current year contract.
- The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.

Caution – mobility of certificated staff is being extracted from this field and in most instances does not correlate with the completed year's history on the Experience and Education record.

The data collected is “Including the current contract, how many years has this individual employee been a certificated staff member in your district?”

Example: Mary is a new employee and has signed a contract to teach at the Happy Valley Elementary. Her years in district would be one (1) year, equaling the number of signed contracts in the district. **Her years of completed teaching experience would be zero (0).**

Employment Status (section 6)

The employee's employment status

- **A = Active** employee with current assignments. For state salary based apportionment purposes, an employee is considered "active" if he/she is on paid sabbatical leave.
- **I = Inactive** employee without assignments, but is expected to return to active status at some point in time. Examples: sabbatical, maternity leave, etc
- **T = Terminated** employee is no longer employed by the district

If either “inactive” or “terminated” is indicated, a “reason” code and an effective date must be included.

Termination/Inactive Date (Month/Day/Year) (section 6)

- Used when “inactive” or “terminated” status box is checked.

- Enter the month, day, and year that the employee became or will become inactive or terminated.
- Leave blank for active employees.
Example: In the current year, Tom is employed by Quality Speech Services but will spend several days a week at the district as a Speech Pathologist. Last year he was an employee of the district. Tom will need to be "terminated" as a district employee (use code 01 - To work for another educational institution in Idaho). *Remember* to enter Tom as a "new" non-district contracted certificated staff person.
- Complete when status code is "inactive" or "terminated".
- Leave blank for active employees.

Termination/Inactive Reason Code (section 6)

<u>Inactive Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

<u>Termination Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant (I.C. 33-1004G)
17	Changing certificated to non-certificated position within the same district
18	Changing non-certificated to certificated position within the same district

Contract Type (section 6) (New definitions and option codes)

Record type of contract employee has actually signed for the current school year (associated with individual's contract rights).

<u>Type</u>	<u>Description</u>
A	Administrator Contract (or Retired Administrator Contract)
1	Category A Teacher Contract (or Retired Teacher Contract)
2	Category B Teacher Contract
C	Continuing Teacher Contract

For alternative evening school and approved alternative summer school, use the following contract type:

AS Approved Alternative Summer School

AE Approved Alternative Evening School

For an employee teaching regular summer school and the pay is not part of a supplemental contract or extended contract, use contract type:

RS Regular Summer School

For other certificated staff members *on your payroll*, who are not required to hold contracts (psychologist, occupational therapist, physical therapist, etc.), use contract type:

O Other certificated positions

Contract Information

Fields are provided for three (3) contracts.

Use the second and third contract if:

1. The certificated employee actually has signed separate contracts in your district (Administrator Contract *AND* a Teachers Contract).
2. The certificated employee signed a Teachers Contract *AND* also teaches extended hours in an approved alternative secondary evening program.
3. The certificated employee signed a Teachers Contract *AND* also works in an administrative or instructional capacity at an approved alternative summer school during the fiscal year.

Please note:

Each contract must have corresponding, designated assignments. Certificated administrative positions should not exceed 1.00 FTE

Example: Carl has a contract to teach full-time (1.00 FTE) as a regular classroom teacher and a separate contract to teach 1 period in an approved evening alternative high school that has 5 periods ($1/5 = 20\%$). Thus, 1) each contract would be reported separately, and 2) Carl's total FTE would be 1.20.

Example of data elements for two contracts:

Contract 1 - Staff Demographic				
contractType1	baseSalary1	contractDays1	contractHours1	contractFTE1
I	50,000	185	1380	1.0

Contract 1 - Staff Assignments				
schoolId	schoolType	contractNo	assignment	FTE
00502	HS	1	001004	.50
00502	HS	1	001006	.50
Total fte				1.00

Contract 2 - Staff Demographic

contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AE	10,000	00	180	.20

Contract 2 - Staff Assignments

schoolId	schoolType	contractNo	assignment	FTE
0203	AE	2	001004	0.10
0203	AE	2	001006	0.10

Total fte .20

Contract Base Salary

Use “Contract 1-Base” as it appears on the contract.

- Round to the nearest dollar; \$32,856.40 = 32856
- If the contract includes extended pay, this should be included as a part of the base salary reported.
- **Do not include extra pay such as coaching and driver education as a part of the base salary.**

When to use 2nd Contract or 3rd Contract

- The certificated employee actually has signed separate contracts in your district (Administrator Contract *AND* a Teachers Contract).
- The certificated employee signed a Teachers Contract *AND* also teaches extended hours in an approved alternative secondary evening program.
- The certificated employee signed a Teachers Contract *AND* also works in an administrator or instructional capacity at an approved alternative summer school during the fiscal year.
- **Assignments must be entered for each contract and correspond to the contract number and contract fte.** See above example.

Contract Hours (required field for Alternative Summer School or Alt Evening School) (section 6)

For Alternative Summer School or Alt Evening School, enter the number of hours contracted. This field is optional for other types of contracts.

Contract FTE for an Alternative Summer School and an Alternative Evening School is calculated using contract hours divided by 900 hours.

Contract Days (section 6)

- Enter the number of days on the contract
- Calculate the number of days using a five-day workweek (even those districts now operating extended days on a 4-day week)
- Use the following guideline for consistency:

Monthly contract - total number of weeks x 5 (days) = number of days

Twelve-month contract - 52 weeks x 5 days = 260 days

Contract FTE (maximum = 1.00) (section 6)

- The maximum FTE allowable per contract for a certificated employee is 1.00 FTE .
- Exceptions are handled on a case-by-case basis (i.e. approved alternative summer or approved alternate secondary schools/programs).
- Certificated employee teaching full-time every day for the entire school year is 1.00 FTE.
- The FTE must be calculated for those employed less than a full school year, fewer than 5 days a week, or less than a full school day.
- **Employees with extended contracts do not generate more than 1.00 FTE.**

If the employee is teaching less than the full day for the entire school year, divide the number of class periods at work by the number of periods in the usual school day to determine FTE.

Example: Ms. Young teaches 2 periods of a 7 period day for the full school year. The FTE for Ms. Young is $2/7$ or .29 (29%). The sum of the corresponding Assignment FTE(s) must equal .29 (29%).

If the employee is teaching less than a full school year, divide the number of days in that employee's contract by the usual number of contract days.

Example: Mr. Brown was hired in late September to fill a teacher vacancy. His contract is for 170 days of full-time teaching. The district's usual contract is 190 days. The FTE for Mr. Brown is $170/190$ or .89 (89%). The sum of the corresponding Assignment FTE(s) must equal .89 (89%).

Extra Pay

- Enter a descriptive code and the amount of payment for special or supplemental duties performed which are not in the base contract salary.
- Use the code from the option codes below that best describes the extra duties that the employee will perform to earn extra pay.
- Each type of extra pay should be reported separately.

Extra Pay Code (section 6)

A = Extracurricular activities; e.g. coaching, debate, special music, drama

B = Driver training

C = Fringe Benefit Cash Amount (Cash from Pool Allotment)

Report cash amounts that are paid to employees in lieu of another benefit as code

C. Include all taxable income that is paid to an employee from a fringe benefit.

D = Special curriculum assignments and department heads

E = Extended Summer Contracts (paid from funds other than general maintenance and operation)

F = Stipend or Bonus

G = Extended Summer Contracts (*not* reimbursed by Professional-Technical)

Extra Pay Amount (e.g. \$1,000 = 1000 (section 6)

- Enter the extra pay amount
- round to nearest dollar (e.g. \$999.96 = 1000)
- Only four (4) extra pay codes per employee contract record will be accepted
- Extra pay codes may be used for certificated employees only

Example: Art Brown has a teaching contract for \$31,750. He also receives \$1,000 for serving as a department head, \$888 for a fringe benefit cash amount and receives \$2,000 from the Professional-Technical Division for an extended summer contract. He is paid from general funds. His funding source would be reported at 100% (1.0) from code 10 - the general fund.

Citizenship (section 6)

Is Citizen - Yes/No - A flag indicating if the employee is a U.S. citizen.

Proficient in Language Other than English (section 6)

(Optional)

If this staff member is proficient in a language other than English, enter the code* for that language. If the staff member is proficient in more than one other language, choose the most proficient.

*Refer to: Options Set Name / Languages for code numbers

Is Certificated (section 6)

Is this staff member to be treated as a Certified staff member? That is, they have certified assignments, are on a contract, and all the fields applying to certificated staff must be completed. (Yes or No)

Certification Year

The date teachers or administrators first received certification, regardless of state issuing the certification. Leave blank for non-certified employees.

Initial Certification State (section 6) *New*

The state where the initial teaching certification was granted.

Is Paraprofessional (section 6)

Is this staff member a ParaProfessional working with students? That is, does this staff member have para-professional assignments, is not to be treated as a certified staff member for those assignments, and works under the direction of certified staff. (Yes or No)

Is Title I Paraprofessional (section 6) *New*

Is this staff member a Title 1 Paraprofessional. (Yes or No)

District ID (section 6)

The assigned District number

Base School ID (section 6)

Assigned school number where the employee has their primary responsibility or where they receive their mail.

Employee Funding Source

- The funding source provides information about how each employee is funded. This section must be completed.
- Space has been provided to identify four sources of employee funding. (Data element field names: fundSource1, fundSource2, fundSource3, fundSource4)
- Allocate each funding source as a percentage of 1. The sum of the four sources must equal **100%**

Employee Funding Source Code (section 6) (2 digits)

The code for how the employee is funded.

Data element field names: fundSource1, fundSource2, fundSource3, fundSource4

<u>Code</u>	<u>Funding Source</u>
01	Title I
02	Title I – Migrant
03	Title I – Handicapped
04	Title VI-B IDEA Special Ed
05	Title VI-B IDEA Preschool
06	Transportation Program
07	Food Service Program
08	Other Federal Program
09	Other State/Local (not state funding formula)
10	General M & O

Funding Source Percentage/Percent Source (maximum value = 100%) (section 6) *New field name and description*

The percentage of funding from each funding code source.

Data element field names: percentSource1, percentSource2, percentSource3, percentSource4

Allocate the percentage the employee is paid by each funding code identified above. The sum of the entries must equal **100%**. Contract fte is irrelevant to the funding percent.

Example 1: A teacher works half days as kindergarten instructor and is paid fully out of the General Fund. She would be reported as:

fundSource1 percentSource1

Example 2 A teacher works 3 periods per day as a Title 1 - Migrant teacher and 4 periods as a math

teacher paid by the General Fund. She would be reported as:

fundSource1	02	percentSource1	43	(3/7)
fundSource2	10	percentSource2	57	(4/7)

Example 3: A teacher works as an elementary instructor and is paid fully out of the General Fund. She would be reported as:

fundSource1	10	percentSource1	100
-------------	----	----------------	-----

Example 4: A teacher assistant works 30 hours as a Title I - Migrant assistant and 10 hours as a math assistant paid by the General Fund. She would be reported as:

fundSource1	02	percentSource1	75	(30 hours/40 hours)
fundSource2	10	percentSource2	25	(10 hours/40 hours)

Evaluation Date – for teachers and principals, the date when their evaluation is expected to be final.

Evaluation Results - for teachers and principals, if the evaluation is complete (evaluation date is in the past), then what is the performance level from evaluation.

- D Distinguished (or district equivalent)**
- P Proficient (or district equivalent)**
- B Basic (or district equivalent)**
- U Unsatisfactory (or district equivalent)**

Student Performance Considered - for teachers and principals, is student performance or student growth included in the staff member's evaluation.

Yes/No/NA

Certificated Staff Assignment Data Elements (Idaho Unit Record Collection, Section 7, Staff Assignments)

Certificated Staff Assignment data records must be submitted monthly for all certificated employees. Funding is based on the data submitted as of the last Friday in September; a “snap shot in time”.

The assignment data **must** be completed for each certificated contract. In some cases an employee may have a contract to teach all day at the regular school and then a contract to teach at the alternative school in the evening. Assignment data must be completed for each contract.

Idaho Staff Number (section 7)

Enter the employee’s unique Idaho Staff Identification Number.

District ID (section 7)

Enter the district ID for the assignment.

School ID (section 7)

Enter the school number in which the assignment takes place using the School ID for your district.

If an employee has the same assignment in more than one building, it is important for school accreditation purposes to show the assignment in each building.

Example: A principal oversees two buildings. An assignment code for the principal should be entered for each school.

School Type (section 7)

The type of school this is:

<u>Code</u>	<u>Option Name</u>
BS	Border School
CS	Contract School
JD	Juvenile Detention Center
SS	Separate School
JS	Summer Juvenile Detention Center
R	Regular
A	Alternate Secondary
EV	Evening Alternative School
SA	Summer Alternate Secondary
SR	Summer Regular School

Contract Number (section 7)

The number of the contract corresponding with this assignment (contract 1, 2, or 3 - not to be confused with contract type).

For Non-Classroom Assignments for which grade level and membership would not be applicable:

Examples of non-classroom assignments for which grade level and membership would not be reported are: Administration 4XXXX, use option code "A" for the grade level.

For Librarian and Pupil Personnel Services when either all grades or no grades are applicable (3XXXX), use option code "MX" for the grade level.

Period (section 7)

Enter assignment data for each period of the day; **do not report teacher preparation periods.**

Certificated staff performing their duties "by assignment" rather than "by period" can enter the information as a single assignment.

Example: Ms. Smith works exclusively at Monroe’s Elementary School as the principal. Enter assignment data for period one only.

Principal Period 1 1.0 FTE

Example: Ms. Jones is a principal and teaches three classes of American History per day.

Principal Period 1 .57 FTE
History Period 3 .144 FTE
History Period 4 .143 FTE
History Period 5 .143 FTE
 1.0 FTE

Assignment Code (section 7)

Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to: ISEE Assignment Code Manual.

Grade Levels (section 7) (Do not enter a grade range)

Enter the grade level for which the class being taught was designed or the grade level of the majority of students in the class. Available option codes for assignment grade levels in addition to 1 through 12 are:

<u>Code</u>	<u>Option Name</u>
EC	Early Childhood
P	Preschool
K	Kindergarten
A	Administrative Function
MX	Mixed Grades
XA	Extracurricular Activities

Remember, the Certificated Staff Assignment data must be as of the **last Friday in September**; a "snap-shot in time". Alternate day kindergarten teachers and year-round "track schools" should report the last full day prior to the last Friday in September that they were in session.

Class Levels (section 7)

Enter the class level for which the class being taught is targeted. The majority of classes that schools

offer are general (intended for any level in the proper grade level range). However, the other “options” (**B, E, H, AND T**) are useful in describing what occurs in many of the secondary English, mathematics, science, social studies, and professional technical classes.

<u>Code</u>	<u>Option Name</u>
B	Basic or Remedial
G	General or Regular
E	Enriched or Advanced
H	Honors (Gifted and Talented)
T	Professional Technical

Teaching Role (Section 7)

For Teachers, the primary role they play in the classroom

P — Primary Contact

~~This is the primary teacher of record that is solely in charge of a classroom~~

R Regular Class

Teacher of record that is solely in charge of a classroom

P Proctor (new)

The person proctoring the class for the teacher in the case of a virtual course.

S Special Education Consultant

1 Lead Team Teacher

Teacher works with another, but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.

2. — Assisting Teacher

Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher.

C Co-Teacher

Class is team taught and this teacher shares duties equally with another teacher. Each teacher has an assignment and student courses are generated for each teacher. Students are assigned to both courses

L Long Term Substitute

A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment for 10 consecutive days

X Short Term Substitute

Instructional Setting (section 7)

For Teachers, the typical instructional setting for this class

RC	Regular Classroom
RR	Resource Room
SC	Self-Contained Classroom
CT	Co Taught

Course Standards (section 7)

For Teachers, the standards set that applies for the content of that classroom.

- S State Achievement Standards
- A Alternate Standards

Highly Qualified (section 7)

For Teachers, is the teacher highly qualified for this course as defined by the US Education Department?

Yes/No/NA

Qualifications Method (section 7)

A supporting reason for the qualifications of this staff member.

- 1 Met HOUSSE **before July 1, 2008**
- 2 Valid Idaho Occupational Therapist license on file
- 3 Valid Idaho Physical Therapist license on file
- 4 Grade 9 Class – holds valid 8000 series endorsement
- 5 HQT by undergraduate major or equivalent
- 6 HQT by graduate degree in core subject matter area
- 7 Valid Idaho Social Workers license on file
- 8 Competency Test in the Core Content Area
- 9 State Approved Alternative Certification Program (ABCTE)
- 10 National Board for Professional Teaching Standards (Secondary Content)
- 11 Out of State Content Assessment or Official Letter

Expected Date for HO (section 7)

For teachers who are not Highly Qualified, the date. Only the month and year are needed – use the first of the month in the day portion of the date field.

Means to HOT from NHOT (section 7)

The means by which a Non-Highly Qualified Teacher is moving to obtain Highly Qualified Status

Option code	Definition
A	ABCTE
C	Course Work
M	Master’s Degree
N	National Board Certification (except elementary)
P	Praxis II

Retention Program (section 7)

For teachers, was this course and assignment the result of a targeted Retention and if so, which one.

Recruitment Program (section 7)

For teachers, was this course and assignment the result of a Recruitment program and is so, which one.

Year Entered Retention or Recruitment Program (section 7)

For Retention and Recruitment Program participants, the year in which they entered the program.

Years Required to Teach (section 7)

The number of years that a teacher in the Teacher Recruitment Program is obligated to teach.

FTE (section 7)

The full-time equivalent status for this assignment.

Note: the sum of the assignment FTE(s) must equal the contract FTE amount.

Example 1: Chester Arthur is a certificated instructor with an annual contract for 1.0 FTE. Chester teaches at a secondary school with a seven period day.

Period 1	Geography	.16 FTE
Period 2	Social Studies	.16 FTE
Period 3	Social Studies	.17 FTE
Period 4	Social Studies	.17 FTE
Period 5	Geography	.17 FTE
Period 6	Prep Period	0 FTE (n/a, do not submit)
Period 7	Geography	<u>.17 FTE</u>
	Total FTE	1.0

Example 2: Lilly is a certificated instructor with an annual contract for .5 FTE. Lilly teaches one kindergarten class at an elementary school.

Period 1	Kindergarten	.5 FTE
----------	--------------	--------

Example 2: Mary is a certificated instructor with an annual contract for 1.0 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon.

Period 1	Kindergarten	.5 FTE
Period 2	Kindergarten	<u>.5 FTE</u>
	Total FTE	1.0 FTE

Example 3 - **Late Hire:** Elizabeth is a certificated instructor hired at the end of September with an annual contract for .90 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon.

Period 1	Kindergarten	.45 FTE
Period 2	Kindergarten	<u>.45 FTE</u>
	Total FTE	.90 FTE

Assignment Start Date (section 7)

The date this assignment starts.

Assignment End Date (section 7)

The date this assignment ends.

Teacher Attendance (Section 9)

Idaho Staff ID (section 9)

The staff member's unique Idaho Staff Identification Number.

Local Staff ID (optional) (section 9)

The Staff ID used in the local school district.

Date (section 9)

The date for the attendance record.

Period (section 9)

The period of the class for which these attendance records apply.

Is Present (section 9)

A flag indicating if the teacher is present for the designated date and period. A teacher is present if they are with the class involved in instruction or school sponsored activity. Attending an assembly or fieldtrip with his class is considered Present.

Y or N

Teacher Absence Reason (section 9)

The reason that a teacher is absent from the designated class period.

Required whenever "is Present" is flagged as 'N' (not present).

001 Personal - Includes absence due to illness, Dr's appointments, religious observance, bereavement, personal leave, or other absence for personal reasons.

002 Military - absence needed to meet military obligation.

003 Jury Duty/ Judicial Reasons - absence due to jury duty, to respond to a subpoena, to meet with lawyers, or other justice system related absence. Includes time required to serve in public office, e.g. to serve in the legislature or on a city council.

004 School Sponsored Activity - absence to attend activity sponsored by the school or district; includes athletic events; student competitions, concerts and student events; field trips for a class other than this one. NOTE: a teacher

attending an activity with his/her class is not absent for that class.

005 Professional Development - absence to attend workshops, conventions, classes, and other professional development activity, either sponsored by the district or not, with pay.

006 Collaboration/Mentoring/Observing - absence due to a need to work with other local school or district staff to improve curriculum or instructional practices; includes absence to meet with administrative staff for evaluation purposes.

007 Administrative Leave with Pay - absence at the request of the district, or to represent the district at district, state, or national meetings; district salary received for the time away from the classroom.

008 Administrative Leave without Pay - absence at the request of the district or with district approval for which no salary is received.

Notes (section 9)

Any comments or explanatory notes for the data in this record.

V. Non-Certificated Staff

The following data elements for the current school year should be completed for each Non-Certificated employee on the payroll as of the last Friday in September.

Personnel Information / Basic Data Elements

Input/update the personnel information data (see section II(A) Staff Demographics/Basic Data Elements for all employees).

District ID

From the SDE assigned district number in Idaho Education Directory.

Base School ID

From the SDE Assigned school number. Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

Submit the Current year Non-Certificated Employment data

Update current year employment data for all non-certificated employees included in the prior year ISEE program. Add assignments for new non-certificated employees for school year 2012-2013.

Is Paraprofessional (section 6)

Is this staff member a ParaProfessional working with students? That is, does this staff member have para-professional assignment, is not treated as a certified staff member for those assignments, and works under the direction of certified staff (Yes or No).

Employment Date (Month/Day/Year) (section 6)

Enter the month, day, and year the employee began current, continuous employment with the district. **If a certificated employee is being added as a non-certificated employee, use the date of non-certificated employment.**

Status (section 6)

Check only one (1) status. If either inactive or termination is indicated, the appropriate code and an effective date must be included. All staff with a prior year non-certificated contract record **must** have a non-certificated record for the current year (2012-2013).

Active is used to add a new employee, reinstate an employee, or to change a current employee's information.

Inactive is used to indicate an employee is not working during the current school year, but the district expects to re-instate him/her.

Termination is used to report employee terminations.

Termination/Inactive Date (Month/Day/Year) (section 6)

If the status code “inactive” or “terminated” had been checked, enter the month, day, and year that the employee became or will become inactive or terminated. Leave blank for active employees.

Termination/Inactive Reason Code (section 6)

If either inactive or termination is indicated, list the code which best describes the reason for the change in status. Leave blank for active employees.

Inactive reason codes are as follows:

<u>Code</u>	<u>Description</u>
11	Leave of absence
12	Parental/family obligation
13	Service in foreign country
14	Military

Termination reason codes are as follows:

<u>Code</u>	<u>Description</u>
01	To work for another educational institution in Idaho
02	To work for another educational institution outside Idaho
03	Leaving education profession
04	Returning to school
05	Spouse transferred
06	Retirement
07	Death
08	Reduction in force
09	Personal reasons
10	Involuntary termination
15	Contractor no longer paid on district payroll
16	Early retirement incentive program participant
17	Changing certificated to non-certificated position within the same district
18	Changing non-certificated to certificated position within the same district

Assignments and Wages

Enter the assignment code, rate per hour, hours per week and weeks per year for each non-certificated position. ***Leave the contract number (contractNo) field blank for non certificated staff.***

Assignment Code (section 7)

- Enter the assignment code that best describes the particular non-certificated position (97XXX series).
- Enter the primary (highest total wage) position first.
- Limit reporting to three non-certificated assignment codes per employee.
- Non-certificated assignment codes also begin with “97XXX” series

Do not use non-certificated assignment codes to report positions for which certification standards exist. Employees in such positions must be reported as certificated staff. This action may result in funds being withheld.

See I.C. 33-1002(6)(d) “Adjustment of District Share. The contract salary of every non-certificated teacher shall be subtracted from the district’s share as calculated....”

FTE (section 7)

Enter the full time equivalent status for the assignment based on the number of hours worked per year divided by 2080 hours.

Non-Certified Rate Per Hour (section 7) (e.g. \$7.50 reported as 7.50)

- Enter the employee's rate of pay per hour.
- The rate per hour should be adjusted to include any extra-pay, overtime, bonuses, etc. Do not overstate the actual number of hours worked to adjust for this additional pay.
- Salaried non-certificated employees and non-certificated employees paid a "flat" amount need to have their pay converted to an hourly rate for ISEE purposes.
- Non-certificated employees are limited to a maximum of 1 FTE or 2080 hours.

Example: Carol, a non-certificated employee, is hired as the drill team coach for \$2,000. It is estimated that the drill team will practice from September through March (7 months) and there will be five 1-hour sessions per week. Carol’s hourly rate would be \$14.29 per hour.

7 months x 4 weeks per month = 28 weeks x 5 hours per week = 140 hours
\$2,000 divided by 140 hours = \$14.29 per hour

Non-certified Hours Per Week (section 7)

Enter the number of hours that the employee works each week; a 40-hour week would be reported as 40.

Non-certified Weeks Per School Year (section 7) (round to the nearest week)

Enter the number of weeks that the employee is scheduled to work during the fiscal year. The ISEE program will not accept a fraction of weeks.

Example: Louise, a teacher’s aide, works 6 hours per day for a full-school year. She is not required to attend staff development meetings of which 22 hours have been planned for the school year. She is paid \$10.00 per hour. ISEE information for Louise would be calculated as follows:

1,040	Total hours scheduled
- 22	Staff development hours
<u>1,018</u>	Actual hours scheduled

1,018 hours divided 6 hours per day divided by 5 days per weeks = 33.9 weeks = **34** weeks.

Assignment Start Date (section 7)

The date this assignment starts

Assignment End Date (section 7)

The date this assignment ends

Non-Certificated Paraprofessional Staff Record

Data must be collected on all paraprofessional non-certificated staff with the following assignment codes:

- 97501 Instructional Assistant - Regular Ed
- 97502 Instructional Assistant - Special Ed
- 97503 Instructional Assistant – PK Special Ed (New)**
- 97506 Instructional Assistant - Title I
- 97507 Instructional Assistant – LEP
- 97508 Instructional Assistant – Technology
- 97509 Instructional Assistant – Migrant

All instructional paraprofessionals paid by Title I funds and working in a Targeted Assistance Program at a school must meet the following requirements.

All instructional paraprofessional in a Schoolwide Program must meet the following requirements.

Addition: High School Diploma or GED

and

- Have an Associate degree or higher, **or**
- Complete a given number of college “Academic Institution Transcript Credits”, **or**
- Pass the ETS Parapro Assessment Examination

Academic College Degree (section 6)

Enter the code that represents the educational level or degree reported.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
B	Bachelors	M	Masters
BA	Bachelor of Arts	MA	Masters of Arts
BS	Bachelor of Science	MS	Masters of Science
DR	Doctorate	ES	Ed Specialist (Ed. D.)
A	Associate		

Date of Degree (Date of Highest Degree) (section 6)

Enter the date that the highest degree reported was granted (e.g. 05/21/2008).

Institution (Granting Degree) (section 6)

Enter the applicable code corresponding with the highest degree reported. Zeros (000) are to be entered for all out-of-state institutions. If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

<u>Code</u>	<u>Description</u>
000	General Category - Out-of-State
010	Boise State University
020	College of Idaho
030	Idaho State University
035	Lewis-Clark State College
040	North Idaho College
050	Northwest Nazarene College
060	BYU – Idaho (formerly Ricks)
070	University of Idaho
080	Eastern Idaho Technical College
085	College of Southern Idaho
090	Other Idaho College/University

State of Institution (section 6)

The state where the institution that granted the credit is based.

Number of College Transcript Credits Earned (section 6)

Enter the number of college transcript credits.

Date Minimum College Transcript Credits Earned (section 6)

Enter the date college transcript credits were completed (e.g. 05/21/1990).

ParaPro High School Diploma Type (section 6)

Did they receive a high school diploma or a GED (or equivalent)?

D = regular high school degree

G = GED or equivalent

X = No Diploma or something else

ParaPro Praxis Exam (section 6)

Para Pro PRAXIS exam information is now being received by SDE’s Teachers Certification Division. Provide SDE’s Teacher Certification Division with any additional information that may be require data entry (i.e., an individual passing the paraprofessional exam period prior to becoming a part of Idaho’s ISEE data collection, such as passing it when employed in another state).

Was the ParaPro Praxis Exam Taken? Yes or No

Is ParaPro Praxis (section 6)

This is a flag for non-certificated paraprofessional instructional assistants indicating if they took the Praxis or ETS Paraprofessional Exam.

Enter Yes or No

ParaPro Praxis Exam Score (section 6)

The score from the ETS paraprofessional exam.

ParaPro Praxis Exam Date (section 6)

The date they passed the ETS paraprofessional exam.

ParaPro Out of State Praxis Exam (section 6)

Was the ETS paraprofessional exam taken in another state? Yes or No

Competency Checklist Requirements

~~—————~~ **Note: The competency Checklist is not required for Title I paraprofessionals**

Date Competency Checklist Met (section 6)

~~—————~~ Enter the date Competency Checklist requirements were met (e.g. 05/21/2008).

Verified By (section 6)

Position of the individual verifying that the paraprofessional has met Competency Checklist requirements (must be an Idaho *credentialed* Principal, Superintendent or Special Education Director).

- ~~—————~~ P — Principal
- ~~—————~~ S — Superintendent
- ~~—————~~ D — Director of Special Education

Verifier Staff ID (section 6)

~~The Staff ID of the Principal, Superintendent or Director of Special Education verifying paraprofessional has met the Competency Checklist.~~

VI. Non-District/Charter Contracted Certificated Staff

Non-District/District Contracted Certificated Staff **must** be reported on **ISEE Form 6** (see **Appendix A**). For the 2012-2013 school year, paper forms must be submitted to SDE. The forms are available in a pdf format and can be downloaded from the ISEE website. **The forms are due no later than November 15st.**

Non-district/charter contracted certificated staff are those individuals not directly employed by the district. No social security and/or retirement benefits are withheld from the amount paid the contracted person. These individuals are not your employees but rather purchased services.

Note: All non-district/charter contracted certificated staff should be reported if standards exist for those services being required.

Please note the following in completing the Non-District/Charter Contracted Certificated Staff forms:

- ✓ Complete ISEE Staff Form 6 for "Non-District/Charter Contracted Certificated Staff".
- ✓ Use same basic guidelines as for Certificated Staff (see page 17)
- ✓ Forms require special handling by the SDE.
- ✓ Submit forms to SDE.

Contract

Contracted Amount (e.g. \$30,000 = 30000)

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar. Report only the salary portion of the contract.

Days

Enter the number of days on the contract. For staff contracting on a monthly basis, calculate the number of days using a five-day workweek (total number of weeks times 5). For consistency on twelve-month contracts, enter 250 days.

Full-Time Equivalents (FTE) (maximum = 1.00)

The FTE must be calculated for those employed less than a full school year, fewer than five days per week, or less than a full school day. If a contractor is working less than a full day for the entire school year, divide the number of class periods at work by the number of periods in the usual day to determine FTE.

Example: Ms. Gray, a certificated Speech/Language Pathologist, evaluates students 2 periods per day for the full school year. The school usually has 7 periods per day. The FTE for Ms. Gray is $2/7$ or 29% (.29).

Contractor Funding Source

The funding source provides information about how each contractor is funded. This section must be completed.

Contractor Funding Source Code (2 digits)

<u>Code</u>	<u>Funding Source</u>
01	Title I
02	Title I - Migrant
03	Title I - Handicapped
04	Title VI-B IDEA Special Ed
05	Title VI-B IDEA Preschool
06	Transportation Program
07	Food Service Program
08	Other Federal Program
09	Other State/Local (not state funding formula)
10	General M & O (state funding appropriation)

Funding Source Percentage/ percentSource (maximum value = 100%) (section 6) *New field name and description*

Report the percent of total FTE's the non-district/charter contracted certificated individual is paid by the funding codes identified above. The entries must total 100%.

Example: Jeff is an employee of Mountain View Speech and Hearing. The district has contracted with Mountain View for Jeff to work at the district two days a month. It is anticipated that Jeff will spend 80% of his time working with special education students using Title VI-B IDEA funding and 20% of his time with regular students (General Fund). He would be reported as funding code "04" for 80% and funding code "10" for 20%.

Assignments Performed

Enter the code(s) from the ISEE Assignment Codes that best describes the particular teaching, support or administrative position.

Contractor Information (Non-District/Charter Contracted Certificated Staff)

7	CONTRACTED INFORMATION					
CONTRACT						
Contract Amount		Days		FTE		
15340		95		.50		
CONTRACTOR FUNDING SOURCE						
1ST Program		2ND Program		3RD Program		
Code	% of FTE	Code	% of FTE	Code	% of FTE	
04	80	10	20			
ASSIGNMENTS PERFORMED						
Code		Code		Code		
32010		32050				

VII. Summer Alternative Secondary School Staff

Although Alternative Secondary Summer School may begin prior to July 1, 2012, summer school is funded during the 2012-2013 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2013 school year and must be submitted in a one-time August 2012 Summer School upload. Data submitted prior to August 2012 will not be properly funded.

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

Enter the staff demographics and staff assignments as described in sections II, III, IV, and V.

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

District Employment (Summer Employment Only)

Summer Alternative Secondary School certificated personnel must be reported as a separate contract: use Contract 2 or Contract 3.

Contract 2 (or 3) Type: Use option code **AS (Approved Alternate Summer School)** to designate alternative summer school.

Contract 2 (or 3) 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 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 2 (or 3) FTE: Summer FTE equals total hours divided by 900 hours for certificated staff. **Required field - do not leave blank.**

Contract 2 (or 3) Days: Enter the number of days the employee is employed for the summer alternative program. **Required field - do not leave blank.**

Contract 2 (or 3) Hours Enter the total number of hours the certificated employee works in the summer alternative program. Maximum number of hours is 900. **Required field - 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 hours x 5 days per week x 5 weeks / 900 hours = .08 fte)

Staff Demographic

contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AS	1800	15	72	.080

FTE must correlate to summer attendance and enrollment.

Summer School Assignments

School ID

Enter the [approved alternative summer school number](#) in which the assignment takes place.

School Type

The type of school this is: [SA Summer Alternate Secondary](#)

Contract Number

The number of the contract corresponding with this assignment. **Use contract 2 or 3 for summer school (not to be confused with contract type).**

Assignment Code

Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to: [2012-2013 Assignment Credential Manual](#).

Assignment FTE

Summer school FTE equals total hours taught divided by 900 hours. **Please note: the sum of the assignment FTE(s) must equal contractFTE2 or contractFTE3.**

Example: Ms. Smith has a contract to teach 72 hours during summer school. The alternative summer school contract2 FTE is .08 fte (72 hours/900 hours). She teaches 2 classes. Each assignment FTE is .04 FTE (36 hours /900 hours). The sum of the two assignment FTEs equals the contract FTE2 of .08.

Staff Demographic

contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AS	1800	15	72	.080

Staff Assignments

schoolId	schoolType	contractNo	assignment	FTE
0203	SA	2	2052	0.04
0203	SA	2	2056	0.04

Summer Alternative Secondary School - Non-Certificated Staff

Non-certificated employee working only during the summer months in 2012 at an Approved Alternative Summer School should be entered in 2012-2013 data collection.

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

Summation: Key components for approved Alternative Summer School funding

Staff Demographics

- Summer school separate contract 2 or 3
- Summer school contract type “AS”
- Allocation of summer school fte

Staff Assignments

- Summer school approved ID
- Summer school type “SA”

Summer School Calendar

- One-time August 2012 Summer School Upload

VIII. Appendices

Appendix A - ISEE Forms	54
ISEE Form 1	55
ISEE Form 6	56
Appendix B – Edits and Reports	57
Accessing ISEE Staffing Reports	58
All Personnel Employment Report (Certificated staff)	59
All Personnel Employment Report (Non-Certificated staff).....	60
Employment Placement Report	61
Summer Alternative District Detail Report (Code 10).....	63
Appendix C – Miscellaneous	64
I.C. 1004A -Experience and Education Multiplier Table	65
Basic Guidelines-Reporting Teaching/Administrative Experience ..	66
Examples	
Summer School Contract & Assignment	67
Teachers Contract & Assignment	68

APPENDIX A

ISEE FORMS

DRAFT

**State of Idaho
Department of Education
Idaho Basic Education Data System
Certification By Administrator of Record**

**MUST BE COMPLETED AND RETURNED ONCE 2013 ISEE DATA COLLECTION IS COMPLETED (no later than
December 21, 2012)**

DISTRICT/CHARTER NAME: _____

DISTRICT/CHARTER NAME: _____

SALARY NEGOTIATIONS:

Has your district finished salary negotiations?

Yes No

Note: If “no”, then ISEE should be reported under the current contract salary schedule.

CERTIFICATE OF CORRECTNESS:

I certify that I have reviewed the 2012-2013 school year preliminary ISEE reports dated _____, 2012 and affirm the data submitted reflects the activities of the district/charter as of the last week in September and are in accordance with the laws, rules and regulations governing the ISEE data collection procedure.

I affirm that the salaries and wages reported properly reflect the contract in effect as of December 15, 2012 and include all anticipated compensation to be paid each employee paid through the payroll system.

Superintendent/Charter Administrator

Title

Date

Submit this form by December 21th to:

State Department of Education
Public School Finance – ISEE
P.O. Box 83720
Boise, ID 83720-0027

APPENDIX B

EDITS AND REPORTS

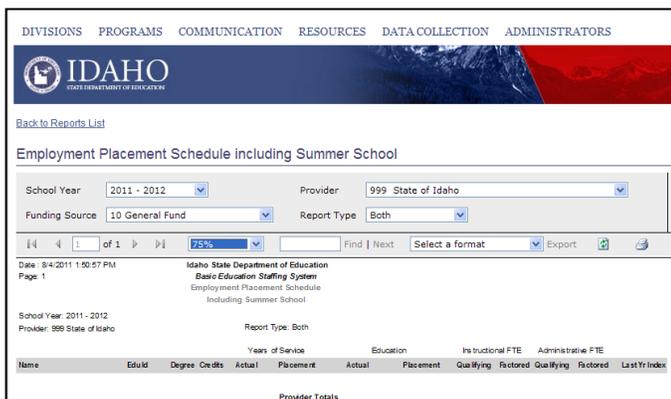
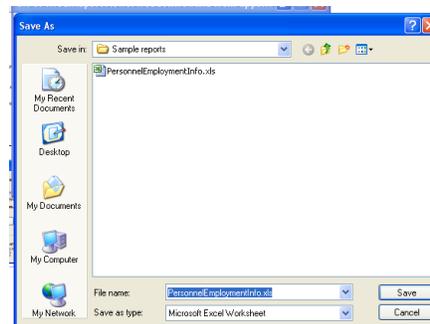
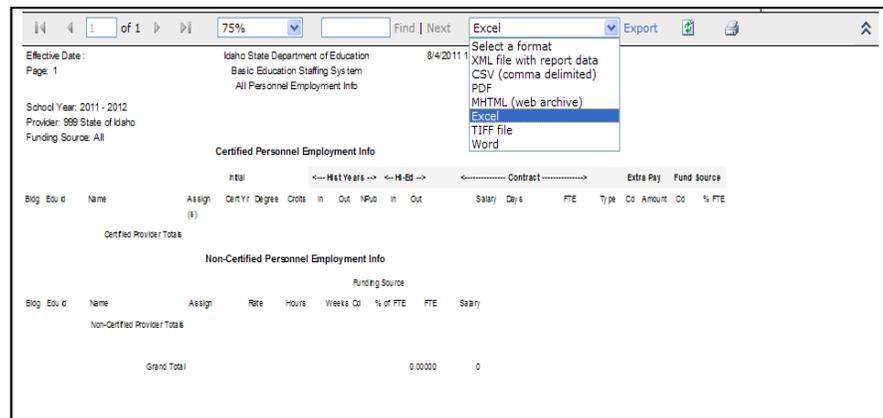
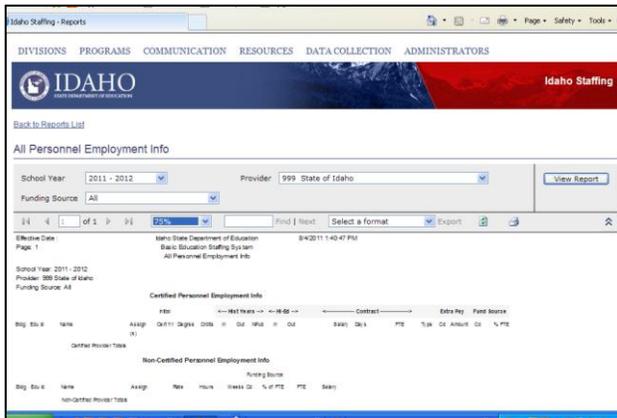
APPENDIX B –Reports - Accessing ISEE Staffing Reports

All Personnel Employment Report

- Choose School Year 2012-2013
- Funding Source - **All Funds**
- Report Type - Both
- Click on Review
- Choose Excel as format
- Export
- Save

Employment Placement Schedule Report

- Choose School Year 2012-2013
- Funding Source - **10 General Fund**
- Report Type - Both
- Click on Review
- Choose Excel as format
- Export
- Save



All Personnel Employment Report

All Certificated Staff, All Funds (part 1 of 2)

Effective Date :		Idaho State Department of Education																	
Page: 1		Basic Education Staffing System																	
		All Personnel Employment Info																	
School Year: 2011-2012																			
Provider: DISTRCT																			
Funding Source: All																			
Certified Personnel Employment Info																			
Bldg	Edu Id	Name	Assign(s)	Initial	← Hist Years →			← H-EI →		← Contract →			Extra Pay		Fund	Sour			
				Cert Yr	Degree	Credits	In	Out	NRib	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd's FTE	
100	123456	xyz1	03051 03151 03159	2010	BA	0	0	0	0	0	0	30,000	190	1.00	2	0	10	100	
100	123456	xyz2	00010	1987	BA	72	22	0	0	0	0	56,098	190	1.00	C	0	10	100	
100	123456	xyz3	33001	1997	MS	20	13	0	0	0	0	54,390	190	1.00	C	D	3000	10	100
100	123456	xyz4	58001 58051	2003	BS	28	7	0	0	0	0	41,024	190	1.00	C	A	4102	10	100
100	123456	xyz5										-	-	-		A	2461	0	0
100	123456	xyz6	02052 02110 02121 22054	1989	BA	70	15	5	0	0	0	54,322	190	1.00	C	A	2173	10	100
100	123456	xyz7	01004 01153 05051 22051	1987	BA	70	8	5	0	0	0	54,390	190	1.00	3	A	4351	10	100
100	123456	xyz8	46020	1998	MS	10	9	0	2	0	0	60,000	210	1.00	C		0	10	84
100	123456	xyz9										-	-	-			0	1	16
100	123456	xyz10	08001 08009	1981	BS	41	28	0	0	0	0	52,601	190	1.00	C	A	4208	10	100
100	123456	xyz11	32100	2007	M	0	3	0	0	0	0	37,437	190	1.00	C		0	10	100
100	123456	xyz13	51001	1998	BS	0	0	9	0	0	0	39,625	190	1.00	2		0	10	100
100	123456	xyz14	22051 22202 22204 22205 22245	1985	BA	40	12	0	1	0	0	51,000	190	1.00	2	E	1074	10	98
100	123456	xyz15										-	-	-			0	9	2
100	123456	xyz16	42100	2005	MS	0	0	5	0	0	0	66,500	210	1.00	A		0	10	100
											597,387		12.00			21,369			

Save the All Personnel Employment Report in an excel format. There are two tabs in the excel file. The opened tab is the certificated staff report and the second tab is the non certificated staff report.

Review all data fields for accuracy. Assure all staff assignments and funding codes are correct. The sum of the funding FTE for each employee must equal 1.0 (100%).

All Personnel Employment Report

All Non-Certificated Staff, All Funds (part 2 of 2)

Effective Date :		Idaho State Department of Education								
Page: 2		Basic Education Staffing System								
		All Personnel Employment Info								
School Year: 2011 - 2012										
Provider: DISTRICT										
Funding Source: All										
Non-Certified Personnel										
Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Funding		FTE	Salary
							Cd	% of		
100	123456789	xyz1	97502	11.42	32	36	04	100	0.560	\$13,155.84
100	123456789	xyz2	97710	14.40	10	32	10	100	0.150	\$4,608.00
100	123456789	xyz3	97502	12.98	32	36	04	89	0.498	\$13,308.13
100	123456789	xyz4	97710	12.00	15	10	04	89	0.062	\$1,602.00
100	123456789	xyz5	97502	12.98	32	36	10	11	0.062	\$1,644.83
100	123456789	xyz6	97710	12.00	15	10	10	11	0.008	\$198.00
100	123456789	xyz7	97507	11.62	32	36	10	100	0.560	\$13,386.24
100	123456789	xyz8	97502	11.02	32	36	04	100	0.560	\$12,695.04
100	123456789	xyz9	97310	11.89	28	35	07	100	0.480	\$11,652.20
100	123456789	xyz10	97115	20.19	40	39	10	100	0.750	\$31,496.40
100	123456789	xyz11	97710	14.01	15	10	10	100	0.070	\$2,101.50
100	123456789	xyz12	97501	11.02	32	28	10	100	0.430	\$9,873.92
100	123456789	xyz13	97605	15.70	21	36	06	100	0.380	\$11,869.20
100	123456789	xyz14	97115	15.73	40	40	10	100	0.770	\$25,168.00
100	123456789	xyz15	97310	11.85	32	36	07	100	0.560	\$13,651.20
100	123456789	xyz16	97502	12.98	32	36	04	100	0.560	\$14,952.96
100	123456789	xyz17	97115	15.51	40	42	10	100	0.810	\$26,056.80
100	123456789	xyz18	97506	11.42	32	36	01	100	0.560	\$13,155.84
Non-Certified Provider Totals									7.830	220,576.10

Review all data fields for accuracy. Assure all staff assignments are correct. The sum of the funded FTE for each employee must equal 1.0 (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.

Note: The sum of the code 10 FTE and Salaries is the data used in the Salary and Benefit Apportionment calculation.

Employment Placement Report

Placement on the multiplier table (Certificated staff - choose Code10 Only)

Idaho State Department of Education										
Education Staffing System										
Employment Placement Schedule Including Summer School										
School Year: 2011 - 2012										
Provider: DISTRICT										
Fund 10										
Name	Edu Id	Degree	Years of Service			Education	Instructional FTE		Administrative FTE	
			Credits	Actual	Placement	Actual	Qualifying	Factored	Qualifying	Factored
xyz1	123456789	BA	0	0	0	BA	1.00	1.00		
xyz2	123456790	BA	72	22	20	MA+24 / BA+60	1.00	1.87		
xyz3	123456791	MS	20	13	11	MA+12 / BA+48	1.00	1.74		
xyz4	123456792	BS	28	7	5	BA+24	1.00	1.29		
xyz5	123456793	M	0	12	10	MA / BA+36			1.00	1.6138
xyz6	123456794	BA	70	20	18	MA+24 / BA+60	1.00	1.74		
xyz7	123456795	BA	70	13	11	MA+24 / BA+60	1.00	1.80		
xyz8	123456796	BS	10	6	4	BA	1.00	1.20		
xyz9	123456797	M	20	3	1	MA+12 / BA+48	1.00	1.20		
xyz10	123456798	BS	28	15	13	BA+24	1.00	1.56		
xyz11	123456799	MS	10	11	9	MA / BA+36			0.84	1.31
xyz12	123456800	BA	40	13	11	MA / BA+36	0.98	1.58		
Provider Totals							9.98	14.98	1.84	2.92
							Factored Index	1.50117		1.58718

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 that drives the funding. If data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Make corrections in your records and resubmit the files. This report includes summer school fte.

Note: Only certificated employees with accurate data paid from the general fund code 10 will populate Employment Placement Schedule.

Business Rules (key data elements for this report):

1. Must be certificated
2. Year of initial certification must be populated
3. Employment status must be active during the snapshot date or have FY13 summer school assignments
4. Experience and education fields must be populated
5. Base salary amount must be populated

6. If the Contract fte is greater proportionally than the minimum salary of \$30,500, then the fte is reduced
 - a. Example: Contract fte is .50 and the base salary is \$10,000, then the fte is reduced to .328 (10,000/30,500)
7. Base contract must have corresponding assignment codes with the correct **contractNo** entered.
 - a. Example: A teacher has one contract and four assignments. Each assignment must have **contractNo 1** entered. The number entered in the **contractNo** field must correspond to the first, second or third contract. (Not to be confused with contract type.)
8. Fund code and fund source percentage fields must be populated. Only the portion paid from fund code 10 should populate this report.
9. Assignments must have required fields populated
10. Assignment begin date and assignment end date must be valid
 - a. Example: Assignment begin date is 8/01/12 and the assignment end date is 1/30/12. This data will not be included due to the incorrect end date.

Summer Alternative District Detail Report (code 10 only)

Effective Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
Summer Alternative District Detail

School Year: 2012-2013
Effective Date: 8/31/2012

Provider: 999 Example SCHOOL DISTRICT
Funding Source: 10 General Fund

Certificated

School ID	EDUID	NAME	ASSIGNMENTS	Contract		FTE	Salary
				Hours	Days		
xxx	xxx	xxx	51002	240	35	0.27	5,578
xxx	xxx	xxx	01003	350	42	0.39	7,437
xxx	xxx	xxx	08051	160	22	0.18	3,718
xxx	xxx	xxx	52002	120	20	0.13	2,788
xxx	xxx	xxx	08001	350	42	0.39	7,437
xxx	xxx	xxx	02052	350	42	0.39	7,437
xxx	xxx	xxx	01001, 01003, 01004	240	35	0.27	5,577
xxx	xxx	xxx	04201	350	42	0.39	7,437
xxx	xxx	xxx	01151, 01105	350	42	0.39	7,437
xxx	xxx	xxx	01004	350	42	0.39	7,437
xxx	xxx	xxx	03051	350	42	0.39	7,437
Certificated Total						3.57	69,720

NonCertificated

School ID	EDUID	NAME	ASSIGNMENTS	Rate per	Hours	Weeks	FTE	Salary
				hour	per Week	per year		
xxx	xxx	xxx	97501	10	30	5	0.07	1,500
xxx	xxx	xxx	97710	12	15	5	0.04	900
xxx	xxx	xxx	97115	9	30	5	0.07	1,350
NonCertificated Total							0.18	3,750

See alternative summer school guidance on page 50 for more information

APPENDIX C
MISCELLANEOUS

APPENDIX C – Miscellaneous

I.C. 33-1004A Experience and Multiplier Table

Each instructional and administrative staff position shall be assigned an appropriate multiplier based upon the following table:

Experience and Education Multiplier I. C 33-1004A							
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

In determining the experience factor, **the actual years of teaching or administrative service** in a public school, in an accredited private or parochial school, or beginning in the 2005-06 school year and thereafter in an accredited college or university shall be credited, **minus two (2)**; provided however, that the experience factor cannot be less than zero (0).

In determining the education factor, only credits earned after initial certification, based upon a transcript on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by the state board of education or a regional accrediting association shall be allowed. Instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree prepared instructional staff. Credits earned by such occupational specialist instructional staff after initial certification shall be credited toward the education factor.

Basic Guidelines

Reporting completed teaching or administrative experience

- Only report *completed* years.
- **Do not count the current school year. Experience is not recognized until after the contract is completed.**
- Include only certificated teaching or administrative position experience.
- Include only experience from a public or *accredited* private or parochial school.
- A qualifying teacher and/or administrator must physically work 50% or more of a given school year.
- Each year is considered on its own; partial years cannot be added together.
- A qualifying teacher and/or administrator must have been an employee of a public or accredited private or parochial school or accredited college or university.
- Those hired after June 30, 2005 may be granted credit for experience with an accredited college or university as long as that experience equates to like experience recognized by an accredited K-12 school.

A leave of absence does not break the continuous employment period, **but should not be counted as a year of service.**

Staff Demographic	
Element	Value
IDStaffId	123456789
localStaffID	12345
lastName	Smith
firstName	Adam
birthDate	8/11/1955
gender	M - Male
hispanic	N - No
white	Y - Yes
citizen	Y - Yes
isCertified	Y - Yes
isParaPro	N - No
certificationYear	1993
highestDegree	BS - Bachelor of Science
degreeYear	1993
claimDegreeInst	010 - Boise State University
claimDegreeState	ID - Idaho
claimedMajor	13.1205 - Secondary Education and Teaching
claimedMinor	
addlCredits	20
evalDate	5/31/2011
evalResults	
incStuPerf	X - Not applicable
districtId	999 - Any DISTRICT
schoolId	000- Any HIGH SCHOOL
transcriptYear	2009
idahoK12Experience	17
k12PublicExperience	0
k12PrivateExperience	0
idahoHEEExperience	0
HEEExperience	0
scheduleRow	13
scheduleColumn	2
scheduleIndex	1.4993
hireDate	9/1/1993
yearsInDistrict	18
employmentStatus	A - Active
contractType1	C - Standard Teacher Contract
contractType2	SA
baseSalary1	47438
contractDays1	184
contractHours1	0
contractFTE1	1
baseSalary2	1800
contractDays2	15
contractHours2	81
contractFTE2	0.09
fundSource1	10 - General Fund
fundedFTE1	1
terminationDate	
terminationReason	
notes	

Assignment - Contract 1	
Element	Value
IDStaffId	123456789
localStaffID	12345
districtId	999 - Any DISTRICT
schoolId	000
schoolType	RC - Regular Classroom
contractNo	1
period	1
assignment	03159 - Physical Science
gradeLevel	12 - Grade 12
classLevel	B - Basic or Remedial
teachingRole	P - Primary Contract Teacher
setting	RC - Regular Classroom
standards	S - State Achievement
HQT	Y - Yes
qualMethod	5 - HQT by undergraduate major or equivalent 30
HQDate	
retention	
recruitment	
programYear	
recruitObligation	FTE 1
noncertRate	
noncertHours	
noncertWeeks	
notes	

Assignment - Contract 2	
Element	Value
IDStaffId	123456789
localStaffID	12345
districtId	999 - Any DISTRICT
schoolId	(alternative school number)
schoolType	SA
contractNo	2
period	1
assignment	03159 - Physical Science
gradeLevel	12 - Grade 12
classLevel	B - Basic or Remedial
teachingRole	P - Primary Contract Teacher
setting	RC - Regular Classroom
standards	S - State Achievement Standards
HQT	Y - Yes
qualMethod	5 - HQT by undergraduate major or equivalent 30
HQDate	
retention	
recruitment	
programYear	
recruitObligation	FTE 0.09
noncertRate	
noncertHours	
noncertWeeks	
notes	summer school

Sum of the assignment FTEs must equal the contract FTE

Staff Demographic	
Element	Value
IDStaffId	123456789
localStaffID	12345
lastName	Smith
firstName	Adam
birthDate	8/11/1955
gender	M - Male
hispanic	N - No
white	Y - Yes
citizen	Y - Yes
isCertified	Y - Yes
isParaPro	N - No
certificationYear	1993
highestDegree	BS - Bachelor of Science
degreeYear	1993
claimDegreeInst	010 - Boise State University
claimDegreeState	ID - Idaho
claimedMajor	13.1205 - Secondary Education and Teaching.
claimedMinor	
addCredits	20
evalDate	5/31/2011
evalResults	
incStuPerf	X - Not applicable
districtId	999 - Any DISTRICT
schoolId	000- Any HIGH SCHOOL
transcriptYear	2009
idahoK12Experience	17
k12PublicExperience	0
k12PrivateExperience	0
idahoHEExperience	0
HEExperience	0
scheduleRow	13
scheduleColumn	2
scheduleIndex	1.4993
hireDate	9/1/1993
yearsInDistrict	18
employmentStatus	A - Active
contractType1	C - Standard Teacher Contract
contractType2	
baseSalary1	28000
contractDays1	180
contractHours1	960
contractFTE1	0.6
baseSalary2	
contractDays2	
contractHours2	
contractFTE2	
fundSource1	10 - General Fund
fundedFTE1	100
terminationDate	
terminationReason	
notes	

Assignment - Contract 1	
Element	Value
IDStaffId	123456789
localStaffID	12345
districtId	999 - Any DISTRICT
schoolId	000
schoolType	RC - Regular Classroom
contractNo	1
period	1
assignment	03159 - Physical Science
gradeLevel	12 - Grade 12
classLevel	B - Basic or Remedial
teachingRole	P - Primary Contract Teacher
setting	RC - Regular Classroom
standards	Standards
HQT	Y - Yes
qualMethod	5 - HQT by undergraduate major or equivalent 30 credits
HQDate	
retention	
recruitment	
programYear	
recruitObligation	
FTE	0.3
noncertRate	
noncertHours	
noncertWeeks	
notes	

Assignment - Contract 1	
Element	Value
IDStaffId	123456789
localStaffID	12345
districtId	999 - Any DISTRICT
schoolId	000
schoolType	RC - Regular Classroom
contractNo	1
period	2
assignment	03159 - Physical Science
gradeLevel	12 - Grade 12
classLevel	B - Basic or Remedial
teachingRole	P - Primary Contract Teacher
setting	RC - Regular Classroom
standards	S - State Achievement Standards
HQT	Y - Yes
qualMethod	5 - HQT by undergraduate major or equivalent 30 credits
HQDate	
retention	
recruitment	
programYear	
recruitObligation	
FTE	0.3
noncertRate	
noncertHours	
noncertWeeks	
notes	

Sum of the assignment FTEs must equal the contract FTE