

**State of Idaho  
Department of Education**

**Idaho System of Educational Excellence**

**ISEE Staff Data Guidance  
2013-2014 School Year**

**Updated October 7, 2013**

## **INTRODUCTION**

The Idaho State Department of Education (SDE) Idaho System for Educational Excellence (ISEE) is 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.

**Updated: October 7, 2013**

**Page 29, Teaching Role Option Code:**

- **Definition of a substitute teacher.**
- **Entering a long term substitute in the Student Course Enrollment file.**

**Page 56: New and Revised Staff Assignment FTE Variance Report**

# TABLE OF CONTENTS

<b>Introduction</b> .....	ii
<b>I. General Information - Staff Data Collection</b>	
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.....	6
Staff Categories.....	7
Definitions.....	7
Other Information.....	7
Employees Performing both Certificated and Non-Certificated Assignments.....	7
Assignments in Multiple Districts/Charters.....	7
Reconcile Current Year to Prior Years Data.....	7
Non-District/Charter Contracted Staff.....	7
ISEE Calculations.....	7
Reviewing ISEE Information and Reports... ..	8
<b>II. Basics of ISEE Reporting</b>	
Data Elements Used in Reporting Process.....	9
All Staff Data Must Be Uploaded using the SRM tool.....	9
Required Data Elements and Option Codes Used in ISEE Data Collection.....	9
<b>III. Staff Demographics, Employment and Assignments (Personnel Information)</b>	
Basic Data Elements for all Staff Members.....	10
Unique Identification Number.....	10
Name.....	10
Former Name.....	10
Birth Date.....	10
Gender.....	10
Ethnicity.....	10
Citizenship.....	10
Has Certified Assignments.....	10
Is Paraprofessional.....	10
Is Title I Paraprofessional.....	10
Evaluation Date.....	10
District ID.....	10
Base School ID.....	10
Employment Date.....	10
Employment Status.....	10
Employee Funding Source Code.....	10
Employee Funding Source Percentage.....	10

**IV. Certificated Staff**

- Certificated Staff Demographics..... 11
- Education ..... 11
  - Transcript Year ..... 11
  - Initial Certification Year ..... 11
    - Temporary permits are not considered initial certification..... 11
    - Alternative Route is considered initial certification ..... 11
  - Highest Degree Claimed ..... 12
  - Year of Degree Claimed ..... 13
  - Institution Where Highest Degree Obtained..... 13
  - State Where Highest Degree Obtained (State Granting Degree)..... 13
  - Major for Degree Claimed ..... 13
  - Minor for Degree Claimed..... 14
  - Data Elements for up to Four Additional Degrees..... 14
  - Additional Credits Beyond the Claimed Highest Degree ..... 14
  - Examples..... 15
- Experience..... 16
  - Prior Idaho Public K-12 Years Experience..... 16
  - Prior Public K-12 Years Experience - Other States ..... 16
  - All Other Accredited Private or Parochial Prior K-12 Experience – Non-Public ..... 16
  - Accredited Idaho College or University Years Experience..... 16
  - Accredited College or University Years Experience – Other States ..... 17
  - Basic Guidelines in Reporting Experience ..... 17
  - Calculated State Salary Schedule Row ..... 18
  - Calculated State Salary Schedule Column..... 19
  - Calculated State Salary Table Index ..... 19
- Certificated Employment/Contract Data..... 19
  - Current School Year ..... 19
  - Employment Date ..... 19
  - Years in District/Charter ..... 19
  - Employment Status ..... 20
  - Termination/Inactive Date ..... 20
  - Termination/Inactive Reason Code..... 21
  - Contract Type **(updated for 2013-2014)** ..... 21
  - Contract Information..... 22
  - Example of Data Elements for Two Contracts ..... 23
  - Contract Base Salary..... 23
  - Contract Hours - Required..... 23
  - Contract Days..... 23
  - Contract FTE..... 24
  - Extra-Pay Code ..... 24
  - Extra-Pay Amount ..... 24
  - Citizenship ..... 25
  - Proficient in Language Other than English..... 25
  - Is Certificated..... 25
  - Certification Year..... 25
  - Initial Certification State..... 25
  - Is Paraprofessional ..... 25
  - Is Title I Paraprofessional ..... 25
  - District ID ..... 25

Base School ID .....	25
Employee Funding Source.....	25
Employee Funding Source Code .....	26
Funding Source Percentage.....	26
Evaluation Date.....	26
Evaluation Results .....	27
Student Performance Considered.....	27
Certificated Staff Assignment Data Elements (ISEE Staff Assignments, Section 7).....	27
Current School Year .....	27
Idaho Staff Number.....	27
District ID .....	27
School ID .....	27
School Type .....	27
Contract Number.....	28
Period .....	28
Staff Assignment Code .....	28
Assignment Grade Level.....	28
Class Level.....	29
Teaching Role .....	29
Instructional Setting.....	29
Course Standards .....	30
Highly Qualified .....	30
Qualifications Method .....	30
Expected Date for HQ.....	30
Means to HQT from NHQT.....	30
Retention Program .....	30
Recruitment Program.....	30
Year Entered Retention or Recruitment Program .....	30
Years Required to Teach.....	31
FTE .....	31
Assignment Start Date .....	32
Assignment End Date .....	32
Teacher Attendance (ISEE Data Elements Section 9).....	32
Idaho Staff ID .....	32
Local Staff ID .....	32
District ID .....	32
Assignment Code.....	32
Date .....	32
Period .....	32
Section ID .....	33
Is Present.....	33
Teacher Absence Reason .....	33
Notes .....	33

## V. Non-Certificated Staff

District ID .....	34
Base School ID .....	34
Current School Year .....	34
Is Paraprofessional.....	34
Employment Date .....	34

Status.....	34
Termination/Inactive Date .....	35
Termination/Inactive Reason Code.....	35
Assignment Code .....	35
FTE .....	36
Non-Certified Rate Per Hour .....	36
Non-Certified Hours Per Week.....	36
Non-Certified Weeks Per School Year .....	36
Assignment Start Date .....	36
Assignment End Date .....	36

**Paraprofessional Staff Record (non-certificated aide positions)**

Academic College Degree .....	37
Date of Degree .....	37
Institution of Degree .....	38
State of Institution.....	38
Number of College Transcript Credits Earned .....	38
Date Minimum College Transcript Credits Earned .....	38
ParaPro High School Diploma Type.....	38
ParaPro Praxis Exam.....	39
Is Parapro Praxis .....	39
ParaPro Praxis Exam Score .....	39
ParaPro Praxis Exam Date.....	39
ParaPro Out of State Praxis Exam .....	39

**VI. Non-District/Charter Contracted Certificated Staff (ISEE Form 6)**

Contract.....	40
Contracted Amount.....	40
Days .....	40
Full-Time Equivalents (FTE).....	40
Contractor Funding Source .....	40
Contractor Funding Source Code.....	41
Funding Source Percentage/Percent Source .....	41
Assignments Performed .....	41

**VII. Summer Alternative Secondary School Staff**

Certificated Staff .....	42
Contract Type.....	42
Contract Base Salary .....	42
Contract FTE.....	42
Contract Days.....	42
Contract Hours .....	42
Summer School Assignments .....	43
School ID .....	43
School Type .....	43
Contract Number.....	43
Assignment Code .....	43
Assignment FTE .....	43
Non-Certificated Staff - Summer Alternative Secondary School.....	43
Summation: Key Components for Approved Alternative Summer School Funding .....	43

**VIII. Appendices**..... 44

**Appendix A - ISEE Forms** .....45

    ISEE Form 1 (Certification by Administrator of Record) .....46

    ISEE Form 6 (Non District Contracted Certificated Staff).....47

    Virtual Template .....48

**Appendix B – Edits and Reports**.....49

    Accessing ISEE Staffing Reports .....50

    All Personnel Employment Report (Certificated staff) .....52

    All Personnel Employment Report (Non-Certificated staff) .....54

    Employment Placement Report .....55

    Staff Assignment FTE Variance Report (NEW Edit Report).....56

    Summer Alternative District Detail Report (Code 10) .....57

**Appendix C – Miscellaneous**.....58

    I.C. 1004A - Experience and Education Multiplier Table .....59

    Flowchart – ISEE Data Submissions .....60

    Basic Guidelines-Reporting Completed Teaching/Administrative Experience .....61

**Appendix D – Data Elements**.....64

    Staff Demographics and Employment .....65

    Staff Assignments .....74

# 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:

**Last Friday in September** - District/Charter submits staff demographic and staff assignment data as of the last Friday in September - "snapshot" in time.

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

**December 13, 2013** – Last day to submit staffing corrections for the February 15, 2014 payment.

**Corrections submitted after December 13, 2013 will be considered for the May 15, 2014 payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:**

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

**Corrected files submitted without the approval of PSF will not be processed.**

### ***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.)

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

### ***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 and Certificate Required (I.C. 33-1004E (1), (2), & (3) and I.C. 33-1201***

For funding purposes, staff members are categorized as:

- 1) Administrative staff – Subject codes 4x
- 2) Instructional - Subject codes 00 through 33 (includes teachers, teacher support, pupil services, and education media specialist)
- 3) Classified (Non-certificated) – Subject area 9x

**Certificate required (I.C. 33-1201).** “Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered”

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 non certificated pay to the base salary or include the fte with the contract fte.

*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. **Be aware that conflicting demographic data records, such as experience and education, may impact your funding.**

### ***Reconcile Current Year to Prior Year Data***

The district/charter is responsible for reconciling current year staff data with prior year staff data. Add new employees. Update years of experience and education for certificated staff. Update records for terminated/inactive staff: years of experience (if applicable), employment status, termination date, and termination reason.

### ***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 and issued a 1099 form).***

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.***

### ***Reviewing ISEE Information and Reports***

Each district/charter is responsible to review and validate all information 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)
4. Staff Salary Summary
5. Staff Assignments Fte
6. Alternative Summer School Detail (if applicable)

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. Reconcile the reports to payroll records and budgeted estimates to assure accuracy.

## 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 2013-2014:**

ID Unit Record Collection – **Items**

ID Unit Record Collection – **Option Sets**

ID Unit Record Collection – **Rules**

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE ISEE SDE

"Every parent and educator will have access to the data they need to guide instruction on a daily basis and measure the academic progress of all students."  
— Tom Luna, Superintendent of Public Instruction

ISEE PORTAL CLICK HERE

ISEE BOOT CAMP Click Here

BACK-TO-SCHOOL TEACHER TOOLKIT Click Here

Frequently Asked Questions Click Here

Required Data Collection Elements Click Here

ISEE Data Submission Schedule Click Here

Admin Tool Training Manual PDF File

ISEE Action Plan/Playbook PDF File

### III. Staff Demographics, Employment, and Assignments

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

*Basic Demographic Data Elements for all Staff Members (section 6).*

#### Unique Identification Number

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.).

*Resolve all discrepancies as soon as possible.*

#### Name

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)

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 (M/F)

#### Ethnicity

#### Citizenship (Y/N)

#### Has Certificated Assignments (Y/N)

#### Is ParaProfessional (Y/N)

#### Is Title 1 ParaProfessional (Y/N)

#### Evaluation Date

#### District ID

#### Base School ID

#### Employment Date

#### Employment Status

#### Funding Code

#### Percent Source

## 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 staff data elements
  - a. Input/update the personnel information data  
(See Section II. (A) Basic Demographic Data Elements for all Staff Members)
2. Education and Experience history data for 2013-2014
3. Contract data for 2013-2014
4. Assignment data for 2013-2014
5. Teacher Attendance

### ***Education and Experience History for 2014 (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](http://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 (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 college transcript credits earned beyond the degree reported and initial certification (I.C. 33-1004A):**

Two conditions **must** first be met: Initial certification and degree reported.

1. Credits must be from an accredited college or university. (Courses for which academic credit is awarded by an accredited college or university and can be used towards a degree).
2. District/charter must have an official transcript on file before these credits may be claimed .
3. Report all eligible credits in *semester credit hours only*.
4. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do *not* qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. Temporary permits do not meet the requirements of initial certification (provisional authorization).
8. The *issue* date of the *initial* certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).

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 **prior, completed** years.
- Do not count the current school year (it's not completed).
- Include only certificated teaching or administrative position experience.
- Include only experience from an *accredited* public, private or parochial school.
- Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
- A qualifying teacher and/or administrator must physically work 50% or more of a given school year – less than .50 fte does not count.
- Each year is considered on its own; partial years cannot be combined – count 1 or zero.
- A qualifying teacher and/or administrator must be an employee of an accredited public, private, parochial school or accredited college or university.

A leave of absence greater than .50 fte 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 shall **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 and the schools are accredited. 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 is 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 beyond the degree and beyond 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	MA+12	MA+24	MA+36
						BA+36	BA+48	BA+60	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.

**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 her first 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.
- **I = Inactive (updated definition)** - The employee is currently on an active contract within the District, but not currently working or having active assignments. i.e. Does not have any currently active assignments, but is expected to return to active status at some point in the future. Examples include: 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 (terminationDate and terminationReason).

### **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) (Updated)**

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>
<b>1</b>	<b>Category 1 Contracts</b> - For certificated instructional employees on a limited one-year contract as provided in section 33-514A, Idaho Code.
<b>2</b>	<b>Category 2 Contracts</b> - For certificated instructional employees in the first and second years of continuous employment with the same school district.
<b>3</b>	<b>Category 3 Contracts</b> - For certificated instructional employees during the third year of continuous employment by the same school district.
<b>C</b>	<b>Continuing Teacher Contract</b> - For certificated instructional employees who have attained renewable contract status as provided in Section 33-515, Idaho.
<b>R</b>	<b>Retired Teacher Contract</b> - For retired certificated instructional employees who are currently drawing PERSI retirement benefits.
<b>A</b>	<b>Administrator Contract</b> - For certificated administrative employees.

**AR Retired Administrator Contract** – For retired certificated administrative employees who are currently drawing PERSI retirement benefits.

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

**AS Approved Alternative Summer School** - For certificated staff performing duties in an approved Alternative Summer School program.

**AE Approved Alternative Evening School** - For certificated staff performing duties in an Alternative Evening School program.

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 - Limited use:** For certificated employees performing duties only in a regular summer school program

~~Other certificated positions~~ **Inactive option code**

## Contract Information

**Fields are provided for three (3) contracts.**

1. Each certificated employee may have up to 3 signed contracts (regular, evening, \*summer).
2. One contract shall not exceed 1 fte.
3. The sum of the contract FTE's may exceed one, provided each contract does not exceed 1 fte.
4. Each contract is treated as a stand-alone contract and is considered on its own merits.
5. Each contract shall have corresponding certificated assignments.
6. The sum of the certificated assignment ftes must equal the contract fte.

*\*Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.*

**Use the second and third contract if:**

1. The certificated employee signed separate contracts in your district - Administrator Contract (.5fte) **AND** a Teachers Contract (.5 fte).
2. The certificated employee signed a Teachers Contract **AND** signed a contract to teach extended hours in an approved alternative secondary evening program.
3. The certificated employee signed a Teachers Contract **AND** signed a contract in an administrative or instructional capacity at an approved alternative summer school during the fiscal year.

**Please note:**

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 is reported separately, and 2) Carl’s total FTE is 1.20.

**Example of data elements for two contracts:**

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

<b>Contract 1 - Staff Assignments</b>				
schoolId	schoolType	contractNo	assignment	FTE
00502	HS	1	001004	.50
00502	HS	1	001006	.50
Total fte				<u>1.00</u>

<b>Contract 2 - Staff Demographic</b>				
contractType2	baseSalary2	contractDays2	contractHours2	contractFTE2
AE	10,000	25	180	.20

<b>Contract 2 - Staff Assignments</b>				
schoolId	schoolType	contractNo	assignment	FTE
0203	AE	2	001004	0.10
0203	AE	2	001006	0.10
Total fte				<u>.20</u>

**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.**

**Contract Hours**

Enter the number of hours contracted for the year. **Required field - do not leave blank.**

**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 (section 6)

- The maximum FTE allowable per contract for a certificated employee is 1.00 FTE .
- 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.
- Report each type of extra pay separately.

### Extra Pay Code (section 6)

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

B = Driver training

C = Fringe Benefit Cash Amount

*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.

**Has certificated assignments (isCertificated ) (section 6)**

Is this staff member to be treated as a Certified staff member? That is, they have certified assignments, is on a contract, then 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)**

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)**

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	IDEA Special Ed
05	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)**

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  percentSource1  (3/7)

fundSource2  percentSource2  (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  percentSource1

**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  percentSource1  (30 hours/40 hours)

fundSource2  percentSource2  (10 hours/40 hours)

**Evaluation Date** – For teachers and principals, if the evaluation is complete (evaluation date is in the past) then what is the performance level from the evaluation.

**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. Is this the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> contract?).

**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
		<u>1.0 FTE</u>

**Staff 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 **2012-2013 Assignment Credential Manual.**

**Assignment Grade Level (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>
PK	Preschool
KG	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 Level (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:

<u>R</u>	<u>Regular Class</u> Teacher of record that is solely in charge of a classroom
<u>P</u>	<u>Proctor</u> The person proctoring the class for the teacher in the case of a virtual course.
<u>S</u>	<u>Special Education Consultant</u>
<u>1</u>	<u>Lead Team Teacher</u> Teacher works with another, but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.
<u>2</u>	<u>Assisting Teacher</u> Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher.
<u>C</u>	<u>Co-Teacher</u> 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.
<u>L</u>	<u>Long Term Substitute*</u> <b><i>A person who has taken over an assignment for a teacher of record,</i></b> who stays in the same classroom, teaching the same assignment for 10 consecutive days or more. The long-term substitute should only be used when necessary for an emergency situation.
<u>X</u>	<u>Short Term Substitute*</u>

**\*A substitute teacher is any individual who temporarily replaces a certificated classroom (contracted) educator and is paid a substitute teacher wage for one day or more days during the school year.**

**Student Course Enrollment Record: continue reporting the teacher of record in the IDStaffid field. Enter the long term substitute teacher's EDUID in the IDStaffid2 field.**

### Instructional Setting (section 7)

For Teachers, the typical instructional setting for this class

DA	Distance Learning (All Students)
DS	Distance Learning (Some Students)
VI	Virtual
RC	Regular Classroom
RR	Resource Room
SC	Self-Contained Classroom
CT	Co Taught
ES	Sheltered English Class

**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?  
**Required entry for all certificated staff assignments.**

Yes/No/NA

**Qualifications Method (section 7) (revised)**

A supporting reason for the qualifications of this staff member.

- 1 Met HOUSSE (**before July 1, 2008**) or **Sp Ed/Rural**
- 5 HQT by undergraduate major or equivalent **30 Credits**
- 6 HQT by graduate degree in core subject matter area
- 8 Competency Test in the Core Content Area (**Praxis II**)
- 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 HQ (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 NHQT (section 7)**

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

<u>Option Code</u>	<u>Definition</u>
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 of 1.0 FTE. Chester teaches at a secondary school with a six period day.

Period 1	Geography	.20 FTE
Period 2	Social Studies	.20 FTE
Period 3	Social Studies	.20 FTE
Period 4	Social Studies	.20 FTE
Period 5	Geography	.20 FTE
Period 6	Prep Period	<u>0 FTE (N/A, do not submit)</u>
	Total FTE	1.0 FTE

Full Time Annual Contract (1 FTE)		
1		
0.9	0.20	Geography
0.8		
0.7	0.20	Social Studies
0.6		
0.5	0.20	Social Studies
0.4		
0.3	0.20	Social Studies
0.2		
0.1	0.20	Geography

**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
----------	--------------	--------

Annual Contract .50 FTE		
1		
9		
0.8		
0.7		
0.6		
0.5		
0.4		
0.3	0.50	Kindergarten a.m. session
0.2		
0.1		

**Example 3: Late Hire:** Mary is a certificated instructor hired at the end of September with an annual contract of .90 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon. Even though Mary will teach a full day for the remainder of the year, she is contracted for fewer days than the average full time teacher in her district due to the late start date (171 days/190 days = .90 fte).

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

Annual Contract .90 FTE	
1	
9	0.90 Kindergarten
0.8	
0.7	
0.6	
0.5	
0.4	
0.3	
0.2	
0.1	

**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.

**District ID (section 9)**

This is the SDE assigned district number in the Idaho Education Directory.

**Assignment Code (section 9)**

The code that best describes the particular teaching, support, and/or administrative position.

**Date (section 9)**

The date for the attendance record.

**Period (section 9)**

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

**Section ID (section 9)**

The identifier for the specific Section of the course. Section must have a matching staff assignment for the instructor.

**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 2013-2014

#### **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.

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

**Inactive (NEW definition)** - The employee is currently on an active contract within the District, but not currently working or having active assignments. i.e. Does not have any currently active assignments, but is expected to return to active status at some point in the future. Examples include: sabbatical, maternity leave, etc.

**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

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

The NCLB law states that paraprofessionals who are paid in part or in total with Title I-A funds must meet certain education requirements. The idea behind this is that the most at-risk students should be instructed by the most qualified teachers with assistance from paraprofessionals that meet at minimum the following:

1. High School Diploma
2. One of the following:
  - a. Bachelor's Degree or Associates Degree
  - b. 2 years (32 credits total) of post-secondary work.
  - c. Proficiency on the state's rigorous test-In Idaho this is the Para-Pro Praxis Exam with a minimum score of 460.

### 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
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

**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

## 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 2013-2014 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 15<sup>st</sup>.**

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. \$31,000 = 31000)

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 Equivalent (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/Percent Source (maximum value = 100%) (section 6)**

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

### Idaho System of Educational Excellence (ISEE)

#### 2013-2014 School Year - Summer Alternative Secondary School Staff Data Guidance

Although Alternative Secondary Summer School may begin prior to July 1, 2013, summer school is funded in the 2013-2014 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2014 school year and must be submitted in a one-time August 2013 Summer School upload. Data submitted prior to August 2013 will not be properly funded.

**Report the complete summer files in one upload in ISEE and use the August manifest. Only Summer Alternative Secondary Schools and Programs need to be reported!**

Example 1: The summer alternative secondary school runs for 6 weeks from June 11<sup>th</sup> to July 20<sup>th</sup>. In the August upload in ISEE in the District Calendar file there must be a unique calendar ID for summer only (do not use the same ID during the regular school year). The calendar type is "SA" for summer alternative and will report the instructional time for each day of school for the 6 weeks. Summer instructional time will be the maximum number of instructional hours a student may attend each day. The Student Demographic file must be complete. **Use the grade level that the student will be in that fall** and the Base School ID must be the school number of the summer school building. Each summer program has its own separate school number. **Do not use** the regular school year school ID. The Student Attendance file shall list each qualifying student's state ID, the summer school calendar ID, the summer program's school ID and the total number of student instructional time for each day of attendance.

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.

#### **Important Data Elements and Option Codes for Summer School Funding**

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

**Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.**

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

#### **Staff Demographics**

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

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

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

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

**Contract FTE:** Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff. **Required field - do not leave blank.**

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

**Contract 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	25	72	.080

**FTE must correlate to summer attendance and enrollment.**

**Summer School Assignments**

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

**School Type (schooltype):** Use option code **SA Summer Alternate Secondary**, the only school type recognized for funding alternative summer school.

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

**Assignment Code (assignment):** Enter the code from the ISEE Assignment Codes that best describes the particular teaching, support, and/or administrative position. Refer to: 2013-2014 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 contractFTE1, 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

**FTE must correlate to summer attendance and enrollment.**

**Non-Certificated Staff**

Non-certificated employee working **only** during the summer months in 2013 at an Approved Alternative Summer School should be entered in 2013-2014 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 1, 2 or 3
- Summer school contract type "AS"
- Allocation of summer school fte

**Staff Assignments**

- Summer school approved ID
- Summer school type "SA"
- Assignment Start Date and Assignment End Date must correspond to attendance and enrollment.

**Summer School Calendar**

- One-time August 2013 Summer School Manifest (include all activity in one upload).

**\*Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations**

## VIII. Appendices

<b>Appendix A - ISEE Forms</b> .....	45
ISEE Form 1 (Certification by Administrator of Record).....	46
ISEE Form 6 (Non District Contracted Certificated Staff) .....	47
Virtual Template.....	48
<b>Appendix B – Edits and Reports</b> .....	49
Accessing ISEE Staffing Reports.....	50
All Personnel Employment Report (Certificated staff).....	52
All Personnel Employment Report (Non-Certificated staff).....	54
Employment Placement Report.....	55
Staff Assignment FTE Report (NEW Edit Report).....	56
Summer Alternative District Detail Report (Code 10).....	57
<b>Appendix C – Miscellaneous</b> .....	58
I.C. 1004A -Experience and Education Multiplier Table .....	59
Flowchart – ISEE Data Submissions.....	60
Basic Guidelines-Reporting Teaching/Administrative Experience .....	61
<b>Appendix D – Data Elements</b> .....	64
Staff Demographics and Employment .....	65
Staff Assignments.....	74

# **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 the 2014 ISEE DATA COLLECTION IS COMPLETED (no later than December 15, 2013)**

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 2013-2014 school year preliminary ISEE reports dated \_\_\_\_\_, 2013 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, 2013 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 15th to:**

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

**ISEE Staff Form 6 – Non District Contracted Certificated Staff (due by November 15, 2013)**

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



**APPENDIX B**

**EDITS AND REPORTS**

# APPENDIX B –Reports - Accessing ISEE Staffing Reports

## All Personnel Employment Report

- Choose School Year 2013-2014
- Click on Review
- Choose Excel as format
- Export
- Save

## Employment Placement Schedule Report

- Choose School Year 2013-2014
- Funding Source - **10 General Fund**
- Report Type - Both
- Click on Review
- Choose Excel as format
- Export
- Save

[Back to Reports List](#)  
**All Personnel Employment Info**  
 School Year: 2013 - 2014 Effective Date: 10/15/2013 [View Report](#)  
 Provider: 999 State of Idaho

Effective Date: Idaho State Department of Education Basic Education Staffing System All Personnel Employment Info 8/19/2013 5:30:47 PM  
 Page: 1  
 School Year: 2013 - 2014 Effective Date: 10/15/2013 Provider: 999 State of Idaho

**Certified Personnel Employment Info**

Initial <- Hist Years > < Hi-Ed > <----- Contract -----> Extra Pay Fund Src

Bldg	Edu Id	Name	Assign	Cert Yr	Degree	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd	% FTE
Certified Provider Totals																			

**Non-Certified Personnel Employment Info**

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Cd	% of FTE	FTE	Salary	
Non-Certified Provider Totals											
Grand Total										0.00	0

[Back to Reports List](#)  
**All Personnel Employment Info**  
 School Year: 2013 - 2014 Effective Date: 10/15/2013 [View Report](#)  
 Provider: 999 State of Idaho

Effective Date: Idaho State Department of Education Basic Education Staffing System All Personnel Employment Info 8/19/2013 5:30:47 PM  
 Page: 1  
 School Year: 2013 - 2014 Effective Date: 10/15/2013 Provider: 999 State of Idaho

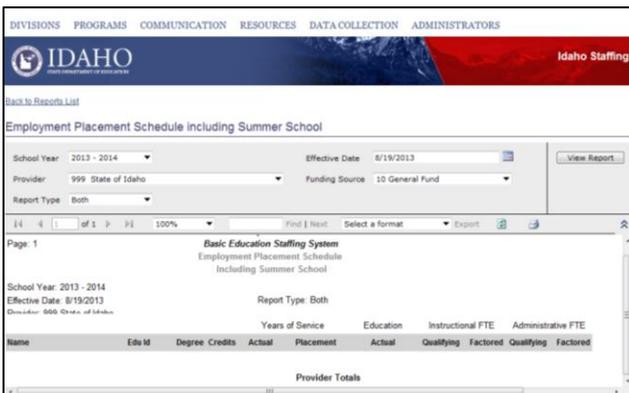
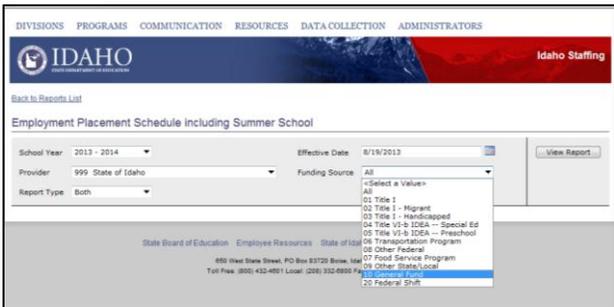
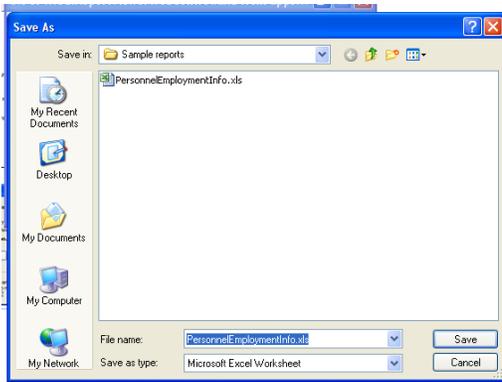
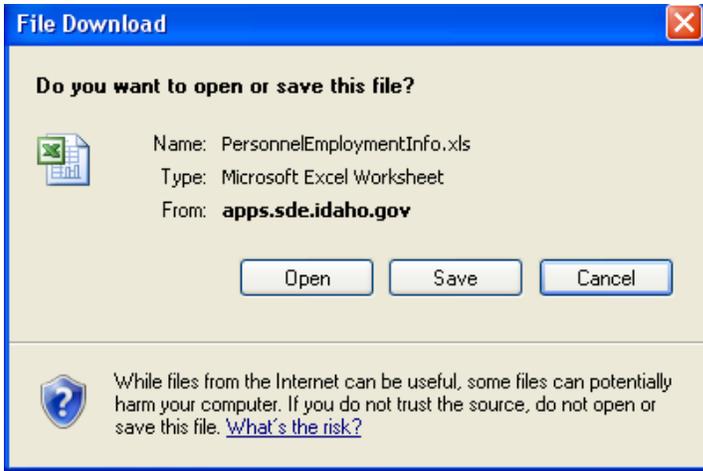
**Certified Personnel Employment Info**

Initial <- Hist Years > < Hi-Ed > <----- Contract -----> Extra Pay Fund Src

Bldg	Edu Id	Name	Assign	Cert Yr	Degree	Credits	In	Out	NPub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd	% FTE
Certified Provider Totals																			

**Non-Certified Personnel Employment Info**

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Cd	% of FTE	FTE	Salary	
Non-Certified Provider Totals											
Grand Total										0.00	0



# 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: 2013 - 2014																						
Effective Date: 10/20/2013																						
Provider: 999 Example DISTRICT																						
Certified Personnel Employment Info																						
Bldg	Edu Id	Name	Assign(s)	Initial	Degree	Credits	<- Hist Years ->				< Hi-Ed >				<----- Contract ----->				Extra Pay		Fund Src	
				Cert Yr			In	Out	N	Pub	In	Out	Salary	Days	FTE	Type	Cd	Amount	Cd	% FTE		
999	1	xxxx,xxxx	01151 11104 22001 22005 51001	2002	MS	6	2	4	0	0	0	0	32,207	184	1	1	F	2024	10	100		
999	2	xxxx,xxxx	00011 00017 00035 00041 00051 00061 00063 22051	1998	BS	16	5	1	0	0	0	0	30,500	184	1	C	F	4048	10	100		
999	3	xxxx,xxxx	41010	1977	ES	0	30	0	0	0	0	0	45,000	260	0.49	A			10	100		
999	4	xxxx,xxxx	00001 00011 00017 00035 00041 00051 00061 00063 22051	1990	BS	26	20	0	0	0	0	0	35,967	184	1	C	F	4048	10	100		
999	5	xxxx,xxxx	02052 02072 02157 52002 52052 53000	2010	BS	0	0	0	0	0	0	0	30,500	184	1	1	F	4048	10	100		
999	6	xxxx,xxxx	00011 00017 00035 00041 00051 00061 00063 22051	2009	BS	13	0	0	0	0	0	0	30,500	184	1	1	F	4048	10	100		
999	7	xxxx,xxxx	32110	2012	M	0	0	0	0	0	0	0	17,385	105	0.57	1			10	100		
999	8	xxxx,xxxx	03051 03058 03159 18001	2010	BS	7	0	0	0	0	0	0	30,500	184	1	1			10	100		
999	9	xxxx,xxxx	01001 01002 01003 01004	1987	BA	36	2	0	0	0	0	0	30,500	184	1	1	F	4048	10	100		
999	10	xxxx,xxxx	42100 42200	1983	BS	65	1	2	0	0	0	0	42,738	260	1	A	F	4048	10	100		
999	11	xxxx,xxxx	00011 00017 00035 00041	2006	BS	6	0	0	0	0	0	0	30,500	184	1	1	F	3036	10	100		
999	12	xxxx,xxxx	22006 22051	2011	BS	0	0	0	0	0	0	0	30,500	184	1	1	F	4048	10	100		
999	13	xxxx,xxxx	08001 08051 22005 58001	2008	BS	9	0	0	0	0	0	0	30,500	184	1	1			10	100		
999	14	xxxx,xxxx	04051 04101 04151 04258	2012	BA	0	0	0	0	0	0	0	30,500	184	1	1			10	100		
999	15	xxxx,xxxx	22005 72102	2004	BS	13	3	1	0	0	0	0	15,250	92	0.5	1	F	1012	08	100		
999	16	xxxx,xxxx	33001	1971	MS	36	29	2	0	0	0	0	11,634	46	0.25	1	F	2197	10	100		
999		xxxx,xxxx											0				D	2529				
999	17	xxxx,xxxx	22051	1989	BS	39	6	8	0	0	0	0	37,315	184	1	C	F	4048	10	100		
Certified Provider Totals													511,996	14.81			43,182					

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 source % for each employee must equal 1.0 (100%).

This report is the detail all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If data is incorrect or missing, review the Staff Assignments FTE report to assure all assignments are entered correctly. Make corrections in your records and resubmit the files.

**Business Rules (key data elements for the certificated staff report):**

1. Data field "isCertified" must be "Y"
2. Year of initial certification must be populated

3. Employment status must be active during the snapshot date or have FY14 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 \$31,000, then the fte is reduced
  - a. Example: Contract fte is .50 and the base salary is \$10,000, then the fte is reduced to .323 (10,000/31,000)
7. Base contract must have corresponding assignment codes with the correct **contractNo** entered. **Each contract is a stand-alone contract and shall be considered on its own merits.**
  - a. Example: A teacher has one full time 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. The sum of the assignment FTE(s) must equal the contract FTE.
9. Fund code and fund source percentage fields must be populated.
10. The sum of the fund source percentage(s) must equal 100.
11. Assignments must be active on the snapshot date and required data fields must be entered.
12. Assignment start date and assignment end date must be valid
  - a. Example: Assignment start date is 8/01/13 and the assignment end date is 1/30/13. This data will not be included due to the incorrect end date.

**Common Issues:**

1. The data field “isCertified” entered as “N”
2. The assignment contract number does not correspond to a valid contract or the contract does not have corresponding assignments.
  - a. For example, a teacher has two contracts.
    - i. contractFTE1 = 1.0
    - ii. contractFTE2 = .14
    - iii. The sum of the assignment ftes for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.
    - iv. Both contracts are invalid for funding purposes.
3. The variance between the contract fte and the sum of the assignment fte(s) is greater than 1%.
4. The assignment code is inactive or invalid.
5. The assignment start date and end date are not valid as in the example above on line 12a.
6. FTE is reduced due the amount entered in the contract base salary (see line 6 a).
7. Certificated staff with assignment codes in the 3x,xxx series are missing from the report. Review the key staff assignment data elements. For example, grade level and class level may be blank (use option code MX).
8. Funding source percentage(s) do not equal 100.
  - a. For example, a teacher works half a day and holds a contract for .50 fte. The teacher is paid solely from fund code 10. The district entered the funding percentage as 50. The teacher will be missing from the report due to the incorrect allocation of funding (the sum of the funding sources must equal 100).

**See appendix D: Data elements**

# 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										
<b>Non-Certified Personnel</b>										
							Funding			
Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Cd	% of	FTE	Salary
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 funding sources 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 <b>Basic Education Staffing System</b> Employment Placement Schedule Including Summer School										
Date : _____ Page: 1 School Year: 2013- 2014 Report Type: Both Effective Date: 10/20/2013 Funding Code 10 Only Provider: 999 Example DISTRICT										
Name	Edu Id	Degree	Credits	Years of Service		Education	Instructional FTE		Administrative FTE	
				Actual	Placement		Actual	Qualifying	Factored	Qualifying
xxxx,xxxx	1	MS	6	6	6	MA / BA+36	1.00	1.39		
xxxx,xxxx	2	BS	16	6	6	BA+12	1.00	1.29		
xxxx,xxxx	3	ES	0	30	30	MA+36 / ES/DR			0.49	0.99
xxxx,xxxx	4	BS	26	20	20	BA+24	1.00	1.56		
xxxx,xxxx	5	BS	0	0	0	BA	1.00	1.00		
xxxx,xxxx	6	BS	13	0	0	BA+12	1.00	1.04		
xxxx,xxxx	7	M	0	0	0	MA / BA+36	0.57	0.64		
xxxx,xxxx	8	BS	7	0	0	BA	1.00	1.00		
xxxx,xxxx	9	BA	36	2	2	MA / BA+36	1.00	1.20		
xxxx,xxxx	10	BS	65	4	4	MA+24 / BA+60			1.00	1.39
xxxx,xxxx	11	BS	6	0	0	BA	1.00	1.00		
xxxx,xxxx	12	BS	0	0	0	BA	1.00	1.00		
xxxx,xxxx	13	BS	9	0	0	BA	1.00	1.00		
xxxx,xxxx	14	BA	0	0	0	BA	1.00	1.00		
xxxx,xxxx	16	MS	36	31	31	MA+36 / ES/DR	0.25	0.50		
xxxx,xxxx	17	BS	39	14	14	MA / BA+36	1.00	1.61		
<b>Provider Totals</b>							<b>12.82</b>	<b>15.24</b>	<b>1.49</b>	<b>2.38</b>
<b>Factored Index</b>							<b>1.18843</b>		<b>1.59669</b>	

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. Review the Staff Assignments FTE report to assure all assignments are entered correctly. 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.

## Edit Report – Staff Assignment FTE Variance Report (New & Revised)

Idaho State Department of Education Basic Education Staffing System Staff Assignment FTE Variance Report														
School Year: 2013 - 2014														
Provider: ABC DISTRICT														
EDUID	Certificated Staff Name	Sch. ID	School Name	Assignment Code	Assignment Name	Contract 1 FTE	Contract 1 Assignment FTE As Reported	Contract 1 Variance	Contract 2 FTE	Contract 2 Assignment FTE As Reported	Contract 2 Variance	Contract 3 Derived FTE	Contract 3 Assignment FTE As Reported	Contract 3 Variance
xxxxxxx	Abercrombie, Samuel					1.00			0.25					
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	05154	Creative Art-Comprehensive (Gr. 9-12)		0.330							
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	53000	General Science (Gr. 6-8)		0.340							
xxxxxxx	Abercrombie, Samuel	123	MIDDLE SCHOOL	53999	Life/Physical Science (Gr. 6-8)		0.330							
xxxxxxx	Abercrombie, Samuel	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)					0.130				
xxxxxxx	Abercrombie, Samuel	124	SENIOR HIGH SCHOOL	04201	Economics (Gr. 9-12)					0.120				
Subtotal						1.000	1.000	0.000	0.250	0.250	0.000	0.000	0.000	0.000
xxxxxxx	Ceeley, Mary					1.000			0.33					
xxxxxxx	Ceeley, Mary	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)		0.081							
xxxxxxx	Ceeley, Mary	124	SENIOR HIGH SCHOOL	05154	Creative Art-Comprehensive (Gr. 9-12)		0.589							
xxxxxxx	Ceeley, Mary	123	MIDDLE SCHOOL	55154	Creative Art-Comprehensive (Gr. 6-8)		0.670							
xxxxxxx	Ceeley, Mary	123	MIDDLE SCHOOL	52052	Algebra I (Gr. 6-8)									
Subtotal						1.000	1.340	0.340	0.330	0.000	(0.330)	0.000	0.000	0.000
xxxxxxx	Dewey, Edward					0.500			0.500					
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	00017	Literacy/Study Strategy (Gr. K-6)					0.200				
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	22000	Principal (Secondary)		0.500							
xxxxxxx	Dewey, Edward	124	SENIOR HIGH SCHOOL	22005	Tutorial (Gr. 9-12)		0.010			0.300				
Subtotal						0.500	0.510	0.010	0.500	0.500	0.000	0.000	0.000	0.000
Total						2.50	2.85	0.35	1.08	0.75	(0.33)	0.00	0.00	0.00

This is an assignment report of certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract ftes and assignment ftes.

Log Out
nlvmlen@edu.idaho.gov

Provider Certification

### Reports

Reports

#### ISEE Edit Reports

- Edit for Assignment / Updates
- Days exceeding 260 / Hours exceeding 2080
- District Index
- Staff Salary Summary
- All Personnel Employment Info
- Salary and Benefit Apportionment

#### Funding Formula Reports

- Statewide Qualifying FTE and Total Salary
- Regular / Alternative Summer Qualifying FTE and Total Salary
- Summer Alternative District Detail
- District Adjustments and Waivers
- Staff Allowance Report
- Employment Placement Schedule including Summer School

#### Edit Reports

- FTE Exceeding 1.00
- Education and Experience History
- Staff Assignments FTE Variance

#### Statistical Reports

- Average Certified Staff Salary (State Wide)
- Average Certified Staff Salary by Gender
- Education Institution Graduated Certified Staff (State Wide)
- Ethnic Categories of Certified Staff (State Wide)
- Certified Staff Turnover by Reason
- Teacher Student Ratio

#### State Reports

- Staff Salary Summary by District

# Summer Alternative District Detail Report (code 10 only)

Effective Date :		Idaho State Department of Education						
Page: 1		Basic Education Staffing System						
		Summer Alternative District Detail						
School Year: 2013 - 2014		Provider: 999 Example DISTRICT						
Effective Date: 8/16/2013		Funding Source: 10 General Fund						
School ID	EDUID	Name	Assignments	Contract Days	Contract Hours	FTE	Salary	
XXX	XXXX	XXXX	01001, '01003, '01004	15	120	0.13	3,000.00	
XXX	XXXX	XXXX	08051	22	160	0.18	3,718.00	
XXX	XXXX	XXXX	03051	22	160	0.18	3,718.00	
<b>Certificated Totals</b>				59.00	440.00	0.49	10,436.00	
School ID	EDUID	Name	Assignments	Rate per Hour	Hours per Week	Weeks per Year	FTE	Salary
			97501	12	15	5	0.04	\$ 900.00
<b>Non-Certificated Totals</b>				12.00	15	5	0.04	\$ 900.00

**See alternative summer school guidance on page 50 for more information**

Assignments and contracts are reported as annualized amounts at a point in time. Assignments are a fraction of the year, not of the contract, and in total must equal the contract fte.

For example, using the denominator of 900 hours to calculate alternative summer school fte, a contract of .20 fte equals 180 hours. Two assignments, if weighted evenly, are 90 hours each.

Alternative Summer Contract:  $180/900 = .20$  fte

1<sup>st</sup> assignment  $90/900 = .10$  fte

2<sup>nd</sup> assignment  $90/900 = .10$  fte

Total assignment ftes  $.20$  fte

Alt Summer School Annual Contract .20 fte		
1		
0.9		
0.8		
0.7		
0.6		
0.5		
0.4		
0.3		
0.2	0.10	Math
0.1	0.10	English

***\*Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.***

**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.

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 Experience and Education**

Update staff experience and education for the 2013-2014 school year.

## **Quick Reference & Reminders**

### **Basic guidelines for reporting completed teaching or administrative experience are as follows:**

1. Only report *prior, completed* years.
2. Do not count the current school year (it's not completed).
3. Include only certificated teaching or administrative position experience.
4. Include only experience from an *accredited* public, private or parochial school.
5. Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
6. A qualifying teacher and/or administrator must physically work 50% or more of a given school year – less than .50 fte does not count.
7. Each year is considered on its own; partial years cannot be combined – count 1 or zero.
8. A qualifying teacher and/or administrator must be an employee of an accredited public, private, parochial school or accredited college or university.

### **There are five categories of years of experience:**

1. Years in public Idaho K-12 school.
2. Years in public K-12 schools *excluding* Idaho (out of state).
3. Years in private or parochial K-12 school.
4. Years in teaching in Idaho higher Education (must be equivalent to K-12 teacher's contract).
5. Years in teaching in higher Education *excluding* Idaho (out of State) (must be equivalent to K-12 teacher's contract).

### **Caution: Do not duplicate years of experience. Each category is a component of total years of completed experience.**

### **Basic guidelines for reporting additional college transcript credits earned *beyond the degree reported* and initial certification (I.C. 33-1004A). Two conditions must first be met: Initial certification and degree reported.**

1. Credits must be from an accredited college or university: courses for which academic credit is awarded by an accredited college or university, which can be used toward a degree.
2. District/charter must have an official transcript on file before these credits may be claimed
3. Report all eligible credits in *semester credit hours only*.
4. One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do *not* qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. Temporary permits do *not* meet the requirements of initial certification (provisional authorization).
8. The *issue* date of the *initial* certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as requirement for counting completed years of experience).

### **If an employee is on your payroll, report in ISEE. Staff demographic and staff data are entered as annualized amounts.**

## **Experience & Education History**

Update at the beginning of the year. Review prior year work history to assure the fte reported is accurate.

For example, a teacher left unexpectedly in December and did not complete the entire year. Or, a new teacher hired in March working full weeks but the number of hours worked for the remainder of the year divided by 1,380 hours is less than .50 - do not count the year as one. Certificated Contract & Assignments: Sum of assignment fte(s) must equal contract FTE.

## **Contract Rules**

1. One contract shall not exceed 1 fte.
2. Each certificated employee may have up to 3 contracts (regular, \*summer, evening).
3. Each contract stands alone and is considered on its own merits.
3. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 fte.
4. Each contract must have corresponding certificated assignments.
5. The sum of the certificated assignment ftes must equal the contract fte.

***\*Caution: Summer Alternative School contracts are permanent records and must be included in subsequent uploads for the remainder of the school year. Deleting or overriding the contract fields will alter funding calculations.***

## **Non-Certificated Employment.**

- Assignment Fte = (hours per week x weeks per year) / 2080 hours. Leave the contractNo blank for classified assignments

## **Reporting not required for:**

- Persons employed during emergencies
- Irregular help (i.e., short term substitutes, volunteers, etc.)
- Non district contracted staff (report on ISEE Form 6, if applicable)

**Certificated Staff Member Not Having the Proper Credentials:** Funding may be withheld. Work with Teacher Certification to resolve these issues.

**Validate and verify all data before and after submitting:** Review staffing reports after the October and November submissions.

**Review budgeted estimates:** Number of fte, factored index. Compare to reports and resolve all discrepancies.

**Work with HR to assure staffing data is updated:** Additional credits earned since the prior year, are accurate. Review years of experience.

**After the October data is uploaded,** run the ISEE staffing reports to assure the data is correct and agrees with payroll records and budgeted numbers.

**Note:** Only staff members with an active contract and assignments as of the last Friday in September are funded (**summer school is included**). Anyone hired after the last Friday in September will not be funded. There are a few exceptions to this rule such as an unfilled advertised position. However, the district must provide documentation, such as the job posting, supporting such a claim.

## **Review Staffing Reports after October data submission**

### **All Personnel Information Report (all staff, all funds)**

- Export to Excel: 1<sup>st</sup> tab in file, certificated staff data. 2<sup>nd</sup> tab in file, non-certificated staff data.
- Assure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or inaccurate, review and correct files.
- Business rules:
  - Staff member's employment status must be active in the October upload.
  - If the contract FTE is greater than the base salary/minimum salary, then fte is reduced accordingly to the same percentage.
- **Employment Placement Report (code 10 only)**
  - Assure all certificated staff with code 10 funding are listed on this report with accuracy. If a staff member is not on this report, or the data is inaccurate, review key data fields for accuracy.
  - This report is the detail of the Salary Based Apportionment Report.

- Business Rules:
  - Staff member's employment status must be active in the October upload.
  - Only those with funding source code 10 are included.
  - Education & years of experience must be complete.
  - Assignment data must be accurate.
  - The sum of the assignment fte(s) must equal the contract fte for correct allocation.
  -

**District Index (code 10 only)**

- Review this report to assure the fte and factored indexes agree with budgeted estimates.
  - The minimum salary adjustment is part of this report.
  -
- **Review and resolve all SRM Warnings. The business rules in place will limit funding until the problems are resolved.**

# **APPENDIX D**

## **DATA ELEMENTS**

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>							
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
1	Idaho Staff ID	IDStaffID	The staff member's unique Idaho Staff Identification Number.	<b>Required</b>	Yes	SLDS, ARRA	varchar		XXXXXXXXXX XX
2	Local Staff ID	LocalStaffID	The Staff ID used in the local school district	Optional		not required/optional district used	varchar		999999999 999999
3	Name Prefix	prefix	A name prefix or salutation for the employee (e.g. Mr., Mrs., Dr., Reverend, etc.)	Optional		not required/optional district used	varchar		
4	Last Name	lastName	The name borne in common by members of a family.	<b>Required</b>	Yes	Certification, State funding	varchar		
5	First Name	firstName	A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.	<b>Required</b>	Yes	Certification, State funding	varchar		
6	Middle Name	middleName	A secondary name given to an individual at birth, baptism, or during another naming ceremony.	Optional		Certification, State funding	varchar		
7	Name Suffix	suffix	An appendage, if any, used to denote an individual's generation in his family or title (e.g., Jr., Sr., III, PhD, etc.).	Optional		Certification, State funding	varchar		
8	Former Name(s)	formerName	Any names that were used in the past by the employee	Optional		Certification, State funding	varchar		
9	Birth Date	birthDate	The month, day, and year on which an individual was born.	<b>Required</b>	Yes	Certification, State funding	Date		MM/DD/YY YY or MM/DD/YY
10	Gender	gender	A person's gender -- either Male or Female	<b>Required</b>	Yes	Certification, State funding	Option Set	Gender	X
11	Is Hispanic	hispanic	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 to "Hispanic/Latino or Latino".	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
12	Is Asian	Asian	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, Thailand, and Vietnam Migrant..purposes of such employment.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>							
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
13	Is American Indian or Alaska Native	Indian	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.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
14	Is Black or African American	black	A flag indicating an employee who has origins in any of the Black racial groups of Africa.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
15	Is Native Hawaiian or Pacific Islander	islander	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.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
16	Is White	white	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.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
17	Is Citizen	citizen	A flag indicating if the employee is a US citizen.	<b>Required</b>	Yes	EdFacts,	Option Set	Yes/No	X
18	Proficient in Language other than English	language	If this staff member is proficient in a language other than English, the code for that language. If the staff member is proficient in more than one other language, choose the most proficient.	Optional		EdFacts,	Option Set	Languages	XXX
19	Has Certified Assignments	isCertified	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 certified staff must be completed.	<b>Required</b>	Yes	EdFacts, State funding	Option Set	Yes/No	X
20	Is ParaProfessional	isParaPro	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	<b>Required</b>	Yes	EdFacts, NCES, EDEN,OCR	Option Set	Yes/No	X
21	Is Title 1 ParaProfessional	isTitleParaPro	Is this staff member a Title 1 ParaProfessional	<b>Required</b>	Yes	EdFacts, NCES, EDEN,OCR	Option Set	Yes/No	
22	Initial Certification Year	certificationYear	The date teachers or administrators first received certification, regardless of state issuing the certification. Leave blank for non-certified employees.	<b>Conditional</b>	Yes	State for funding, EdFacts	varchar		YYYY
23	Initial Certification State	certificationState	The state where the initial teaching certification was granted	<b>Conditional</b>	Yes	EdFacts, NCES, EDEN,OCR	Option Set	State Province	XX
24	Highest Degree Claimed	highestDegree	The highest degree claimed by the employee for funding purposes	<b>Conditional</b>	Yes	state for funding	Option Set	Education Degree	XX

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>							
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
25	Year of Degree Claimed	degreeYear	The year in which the highest degree being claimed was earned	<b>Conditional</b>	Yes	state for funding	varchar		YYYY
26	Institution Where Highest Claimed Degree was Obtained	claimDegreeInst	The name of the institution that granted the highest degree the employee has Claimed for funding purposes	<b>Conditional</b>	Yes	state for funding	Option Set	Higher Ed Institution	999
27	State of Institution Granting Claimed Degree	claimDegreeState	The two character postal code where the Institution of claimed Highest degree is based	<b>Conditional</b>	Yes	state for funding	Option Set	State Province	XX
28	Major for Degree Claimed	claimedMajor	The Major of the highest degree claimed for funding purposes	<b>Conditional</b>	Yes	state for funding	Option Set	CIP Codes	99.99999
29	Minor of Degree Claimed	claimedMinor	The Minor (if any) of the highest degree claimed for funding	Optional		state for funding	Option Set	CIP Codes	99.99999
30	Additional Credits beyond the claimed highest degree	addCredits	College transcript credit earned beyond the highest degree claimed -- Not the total credits earned, but just those beyond the degree claimed for funding	<b>Conditional</b>	Yes	state for funding	Number		999.99
31	Additional Degree 1	addDegree1	The first additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.	Optional		state for funding	Option Set	Education Degree	XX
32	Year of Additional Degree 1	degree1Year	Year that the first additional degree was earned	<b>Conditional</b>		state for funding	varchar		YYYY
33	Institution Granting Additional Degree 1	degree1Institution	The name of the institution that granted the first additional degree	<b>Conditional</b>		state for funding	Option Set	Higher Ed Institution	999
34	Institution's State for Additional Degree 1	degree1State	The two character postal code where the Institution of the first additional degree is based	<b>Conditional</b>		state for funding	Option Set	State Province	XX
35	Degree 1 Major	degree1Major	The major area of study for the first additional degree	<b>Conditional</b>		state for funding	Option Set	CIP Codes	99.99999
36	Degree 1 Minor (if any)	degree1Minor	the minor area of study for the first additional degree	Optional		state for funding	Option Set	CIP Codes	99.99999
37	Additional Degree 2	addDegree2	The second additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.	Optional		state for funding	Option Set	Education Degree	XX
38	Year of Additional Degree 2	degree2Year	Year that the second additional degree was earned	<b>Conditional</b>		state for funding	varchar		YYYY

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>									
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format		
39	Institution Granting Additional Degree 2	degree2Institution	The name of the institution that granted the second additional degree	<b>Conditional</b>		state for funding	Option Set	Higher Ed Institution	999		
40	Institution's State for Additional Degree 2	degree2State	The two character postal code where the Institution of the second additional degree is based	<b>Conditional</b>		state for funding	Option Set	State Province	XX		
41	Degree 2 Major	degree2Major	The major area of study for the second additional degree	<b>Conditional</b>		state for funding	Option Set	CIP Codes	99.9999		
42	Degree 2 Minor	degree2Minor	the minor area of study for the second additional degree	Optional		state for funding	Option Set	CIP Codes	99.9999		
43	Additional Degree 3	addlDegree3	The third additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.	Optional		state for funding	Option Set	Education Degree	XX		
44	Year of Additional Degree 3	degree3Year	Year that the third additional degree was earned	<b>Conditional</b>		state for funding	varchar		YYYY		
45	Institution Granting Additional Degree 3	degree3Institution	The name of the institution that granted the third additional degree	Optional		state for funding	Option Set	Higher Ed Institution	999		
46	Institution's State for Additional Degree 3	degree3State	The two character postal code where the Institution of the third additional degree is based	<b>Conditional</b>		state for funding	Option Set	State Province	XX		
47	Degree 3 Major	degree3Major	The major area of study for the third additional degree	Optional		state for funding	Option Set	CIP Codes	99.9999		
48	Degree 3 Minor	degree3Minor	the minor area of study for the third additional degree	Optional		state for funding	Option Set	CIP Codes	99.9999		
49	Additional Degree 4	addlDegree4	The fourth additional degree earned by this employee other than the one claimed for funding. Need not be earned prior to the claimed degree.	Optional		state for funding	Option Set	Education Degree	XX		
50	Year of Additional Degree 4	degree4Year	Year that the fourth additional degree was earned	<b>Conditional</b>		state for funding	varchar		YYYY		
51	Institution Granting Additional Degree 4	degree4Institution	The name of the institution that granted the fourth additional degree	<b>Conditional</b>		state for funding	Option Set	Higher Ed Institution	999		
52	Institution's State for Additional Degree 4	degree4State	The two character postal code where the Institution of the fourth additional degree is based	<b>Conditional</b>		state for funding	Option Set	State Province	XX		
53	Degree 4 Major	degree4Major	The major area of study for the fourth additional degree	<b>Conditional</b>		state for funding	Option Set	CIP Codes	99.9999		
54	Degree 4 Minor	degree4Minor	the minor area of study for the fourth additional degree	Optional		state for funding	Option Set	CIP Codes	99.9999		

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>									
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format		
55	Evaluation Date	evalDate	For teachers and principals, the date when their evaluation is expected to be final. NOTE: Optional until March 2011	<b>Required</b>	Yes	ARRA, SFSF	Date		MM/DD/YY YY or MM/DD/YY		
56	Evaluation Results	evalResults	for Teachers and Principals, if the evaluation is complete (evaluation date is in the past) then what is the performance level from the evaluation. NOTE: Was Optional until March 2011	<b>Conditional</b>		ARRA, SFSF	Option Set	Staff Evaluation Level	X		
57	Student Performance considered	incStuPerf	for teachers and principals, is student performance or student growth included in the staff members evaluation. NOTE: Optional until March 2011	<b>Conditional</b>		state for funding	Option Set	Yes/No/NA	X		
58	Non cert Minimum Credits Date	minCreditsDate	For non-certified paraprofessional instructional assistants, the date they met the NCLB minimum college credits threshold.	<b>Conditional</b>		state for funding	Date		MM/DD/YY YY or MM/DD/YY		
59	Minimum Credits Institution	minCreditsIHE	For non-certified paraprofessional instructional assistants, the institution granting the credits	<b>Conditional</b>		state for funding	Option Set	Higher Ed Institution	999		
60	Minimum Credits Institution State	minCreditsIHESate	For non-certified paraprofessional instructional assistants, the state where the institution that granted the credit is based	<b>Conditional</b>		state for funding	Option Set	State Province	XX		
61	Parapro High School Diploma Type	paraHSDiplomaType	For non-certified paraprofessional instructional assistants, Did they receive a regular High school diploma or a GED (or equivalent)	<b>Conditional</b>		state for funding	Option Set	Parapro High School Degree	X		
62	ParaPro Exam Date	paraExamDate	For non-certified paraprofessional instructional assistants, the date they passed the ETS Paraprofessional Exam	<b>Conditional</b>		state for funding	Date		MM/DD/YY YY or MM/DD/YY		
63	ParaPro Exam Score	paraExamScore	For non-certified paraprofessional instructional assistants, the score from the ETS paraprofessional Exam	<b>Conditional</b>		state for funding	Number		999		
64	Is ParaPro Praxis	paraPraxis	For non-certified paraprofessional instructional assistants, A flag indicating if they took the Praxis or ETS Paraprofessional Exam	<b>Conditional</b>		state for funding	Option Set	Yes/No	X		

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>							
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
65	Is ParaPro Out of State	paraExamOS	For non-certified paraprofessional instructional assistants, a flag indicating if the ETS paraprofessional exam was taken in another state	<b>Conditional</b>		state for funding	Option Set	Yes/No	X
66	District ID	districtId	This is the SDE assigned district number in the Idaho Education Directory	<b>Required</b>	Yes	EdFacts, NCES, EDEN,OCR	Option Set	Districts	999
67	Base School ID	schoolId	This is the SDE assigned school number where the employee has their primary responsibility or where they receive their mail	<b>Required</b>	Yes	EdFacts, NCES, EDEN,OCR	Option Set	Schools	9999
68	Transcript Year	transcriptYear	The most recent year the staff member received college transcript credits.	<b>Conditional</b>		state for funding	varchar		YYYY
69	Prior Idaho Teaching Experience	idahoK12Experience	Years of prior teaching experience in an Idaho public K-12 school. Leave blank for non-certified staff	<b>Conditional</b>	Yes	state for funding	Number		99.9
70	Prior Public Teaching Experience	k12PublicExperience	Years of prior teaching experience in any public K-12 school in another state (excluding Idaho). Leave blank for non-certified staff	<b>Conditional</b>	Yes	state for funding	Number		99.9
71	Prior Private/Parochial Teaching Experience	k12PrivateExperience	Years of prior teaching experience in any non-public K-12 school in any state - private or parochial. Leave blank for non-certified staff	<b>Conditional</b>	Yes	state for funding	Number		99.9
72	Prior Idaho Higher Ed Teaching Experience	idahoHEEExperience	Years of prior teaching experience in an Idaho institution of Higher Education. Leave blank for non-certified staff	<b>Conditional</b>	Yes	state for funding	Number		99.9
73	Prior Higher Ed Teaching Experience - other states	HEEExperience	Years of prior teaching experience in any institution of Higher Education in another state (excluding Idaho). Leave blank for non-certified staff	<b>Conditional</b>	Yes	state for funding	Number		99.9
74	Calculated State Salary Schedule Row	scheduleRow	The calculated row on the state salary schedule where this staff member is placed.	<b>Conditional</b>	Yes	state for funding	int		99
75	Calculated State Salary Schedule Column	scheduleColumn	The calculated column on the state salary schedule where this staff member is placed.	<b>Conditional</b>	Yes	state for funding	int		99
76	Calculated State Salary Table Index Value	scheduleIndex	The calculated index from the state salary schedule where this staff member is placed.	<b>Conditional</b>	Yes	state for funding	Number		9.999999

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>							
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
77	Employment Date	hireDate	The date the employee was first hired by the school district	<b>Required</b>	Yes	state for funding	Date		MM/DD/YY YY or MM/DD/YY
78	Years in District	yearsInDistrict	The number of annual contracts the employee has signed and been employed by the school district. Count starts with one: include the current year. <b>This data is used to track the movement of certificated staff for statistical purposes - does not impact years of experience or funding.</b>	<b>Conditional</b>	Yes	state for funding	int		99
79	Employment Status	employmentStatus	The employee's employment status	<b>Required</b>	Yes	state for funding	Option Set	Employment Status	XX
80	Contract 1 Type	contractType1	For certified staff, the type of contract that was actually signed for the current school year.	<b>Conditional</b>	Yes	State for funding	Option Set	Contract Type	XX
81	Contract 2 Type	contractType2	For certified staff, the type of additional contract that was actually signed for the current school year. Must have contract 1 data to use contract 2.	Optional		State for funding	Option Set	Contract Type	XX
82	Contract 3 Type	contractType3	For certified staff, the type of second additional contract that was actually signed for the current school year. Must have contract 2 data to use contract 3.	Optional		State for funding	Option Set	Contract Type	XX
83	Contract 1 Base Salary	baseSalary1	For Certified staff, the base salary on the Contract rounded to the nearest dollar.	<b>Conditional</b>	Yes	State for funding	Number		999999
84	Contract 1 Days	contractDays1	For certified staff, The annual number of days based on a five day work week contracted in contract 1.	<b>Conditional</b>	Yes	State for funding	Number		999
85	Contract 1 Hours	contractHours1	For certified staff, the total annual hours contracted in contract 1 for the year.	<b>Conditional</b>	Yes	State for funding	Number		9999
86	Contract 1 FTE	contractFTE1	The full-time equivalent for contract 1. FTE is calculated by dividing the amount of time employed by the time normally required for a full-time position.	<b>Conditional</b>	Yes	x, State for funding	Number		9.99
87	Contract 2 Base Salary	baseSalary2	The base salary on contract 2, if any, rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>									
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format		
88	Contract 2 Days	contractDays2	For certified staff, the annual number of days if any, based on a five day work week contracted on contract 2.	<b>Conditional</b>		State for funding	Number		999		
89	Contract 2 Hours	contractHours2	For certified staff, the total annual hours contracted in contract 2, if any, for the year.	<b>Conditional</b>		State for funding	Number		9999		
90	Contract 2 FTE	contractFTE2	The full time equivalent for contract 2. The FTE is calculated by dividing the amount of time employed by the time normally required for a full-time position.	<b>Conditional</b>		x, State for funding	Number		9.99		
91	Contract 3 Base Salary	baseSalary3	The base salary on contract 3, if any, rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999		
92	Contract 3 Days	contractDays3	For certified staff, the annual number of days if any, based on a five day work week contracted on contract 3.	<b>Conditional</b>		State for funding	Number		999		
93	Contract 3 Hours	contractHours3	For certified staff, the total annual hours contracted in contract 3, if any, for the year.	<b>Conditional</b>		State for funding	Number		9999		
94	Contract 3 FTE	contractFTE3	The full time equivalent for contract 3. The FTE is calculated by dividing the amount of time employed by the time normally required for a full-time position.	<b>Conditional</b>		State for funding	Number		9.99		
95	Extra Pay 1 Code	extraPay1	code for the special or supplemental duties performed which are not in the base pay.	Optional		State for funding	Option Set	Extra Pay Type	XX		
96	Extra Pay 1 Amount	extraPayAmount1	The amount of extra pay received rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999		
97	Extra Pay 2 Code	extraPay2	code for the special or supplemental duties performed which are not in the base pay.	Optional		State for funding	Option Set	Extra Pay Type	XX		
98	Extra Pay 2 Amount	extraPayAmount2	The amount of extra pay received rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999		
99	Extra Pay 3 Code	extraPay3	code for the special or supplemental duties performed which are not in the base pay.	Optional		State for funding	Option Set	Extra Pay Type	XX		
100	Extra Pay 3 Amount	extraPayAmount3	The amount of extra pay received rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999		
101	Extra Pay 4 Code	extraPay4	code for the special or supplemental duties performed which are not in the base pay.	Optional		State for funding	Option Set	Extra Pay Type	XX		
102	Extra Pay 4 Amount	extraPayAmount4	The amount of extra pay received rounded to the nearest dollar.	<b>Conditional</b>		State for funding	Number		999999		

<b>Staff Demographics and Employment</b>		<b>Appendix D</b>									
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format		
103	Funding Code 1	fundSource1	The code for how the employee is funded - source 1	<b>Required</b>	Yes	State for funding	Option Set	Funding Source	XX		
104	Percent Source 1	percentSource1	The percentage of funding from source 1	<b>Required</b>	Yes	State for funding	Number		999.99		
105	Funding Code 2	fundSource2	The code for how the employee is funded - source 2 - if any	Optional		State for funding	Option Set	Funding Source	XX		
106	Percent Source 2	percentSource2	The percentage of funding from source 2	<b>Conditional</b>		State for funding	Number		999.99		
107	Funding Code 3	fundSource3	The code for how the employee is funded - source 3 - if any	Optional		State for funding	Option Set	Funding Source	XX		
108	Percent Source 3	percentSource3	The percentage of funding from source 3	<b>Conditional</b>		State for funding	Number		999.99		
109	Funding Code 4	fundSource4	The code for how the employee is funded - source 4 - if any	Optional		State for funding	Option Set	Funding Source	XX		
110	Percent Source 4	percentSource4	The percentage of funding from source 4	<b>Conditional</b>		State for funding	Number		999.99		
111	Inactive/Termination Date	terminationDate	The month, day, and year that the employee became or will become inactive or terminated.	Optional		State for funding	Date		MM/DD/YY YY or MM/DD/YY		
112	Inactive/Termination Reason Code	terminationReason	The reason an employee became or will become inactive	<b>Conditional</b>		State for funding	Option Set	Staff Exit Reason	XX		
113	Notes	notes	Any comments or explanatory notes for the data in this record	Optional		State for funding	varchar				

Staff Assignments			Appendix D						
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
1	Idaho Staff ID	IDStaffId	The employee's unique Idaho Staff Identification Number.	<b>Required</b>	Yes	SLDS, ARRA	varchar		XXXXXXXXXXXX
2	Local Staff ID	localStaffID	The Staff ID used in the local school district	Optional		not required/optional district used	varchar		9999999999999999
3	District ID	districtId	This is the SDE assigned district number in the Idaho Education Directory	<b>Required</b>	Yes	State Funding, EDFacts, and more	Option Set	Districts	999
4	School ID	schoolId	This is the SDE assigned district number in the Idaho Education Directory	<b>Required</b>	Yes	State Funding, EDFacts, and more	Option Set	Schools	9999
5	School Type	schoolType	The type of school this is	<b>Required</b>	Yes	State Funding, EDFacts, and more	Option Set	School Type	
6	Contract Number	contractNo	The number of the contract (1, 2 or 3) associated with this assignment (the first, second, or third contract corresponding to this assignment). Leave this field blank for Non-Certificated assignments.	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Number		9
7	Period or Assignment Number	period	The period of the day for certified staff or the assignment number for non-certified staff. For teachers, this number must match the period number in the student course enrollment so students can be associated with the teacher.	<b>Required</b>	Yes	State Funding, EDFacts, and more	varchar		XXXXXXXXXXXX XXXXX
8	Section ID	sectionId	An identifier for the specific section of a course. Field is optional when this is an instructional assignment.	<b>Conditional</b>		State funding	varchar		XXXXXXXXXXXX XXXXX
9	Section Alias	sectionAlias	The district section name associated with the section ID number for the specific section of a course. Field is optional. 50 varchar.				varchar		
10	Assignment Code	assignment	The code that best describes the particular teaching, support, and/or administrative position.	<b>Required</b>	Yes	State Funding, EDFacts, and more	Option Set	Staff Assignment Codes	999999
11	Grade Level	gradeLevel	The grade level for which the class being taught was designed or the grade level of the majority of students in the class.	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Option Set	Assignment Grade Level	XX
12	Class Level	classLevel	The class level for which the class being taught is targeted.	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Option Set	Class Level	X
13	Teaching Role	teachingRole	For Teachers, the primary role they play in the classroom	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Option Set	Teaching Role	X
14	Instructional Setting	setting	For Teachers, the typical instructional setting for this class	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Option Set	Instructional Setting	XX

Staff Assignments			Appendix D						
No.	Item Name	Field Name	Definition	Required	Key data element for funding	Requirement Reason	Data Type	Option Set Name	Format
15	Course Standards	standards	For Teachers, the standards set that applies for the content of that classroom	<b>Conditional</b>	Yes	State Funding, EDFacts, and more	Option Set	Course Standards	X
16	Highly Qualified	HQT	For Teachers, is the teacher highly qualified for this course as defined by the US Education Department	<b>Conditional</b>	Yes	EdFacts, state funding	Option Set	Yes/No/NA	X
17	Qualifications Method	qualMethod	A supporting reason for the qualifications of this staff member.	<b>Conditional</b>	Yes	EdFacts, state funding	Option Set	Qualifications Reason	XX
18	Expected Date for HQ	HQDate	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 for the date field.	<b>Conditional</b>	Yes	EdFacts, state funding	Date		MM/DD/YYYY or MM/DD/YY
19	Means to HQT from NHQT	meansToHQT	The means by which a Non-Highly Qualified Teacher is moving to obtain Highly Qualified Status	<b>Conditional</b>	Yes	EdFacts, state funding	Option Set	NHQT to HQT Means	X
20	Retention Program	retention	For teachers, was this course and assignment the result of a targeted Retention and if so, which one	Optional		EdFacts, state funding	varchar		
21	Recruitment Program	recruitment	For teachers, was this course and assignment the result of a Recruitment program and if so, which one	Optional		EdFacts, state funding	varchar		
22	Year entered Retention or	programYear	For Retention and Recruitment Program participants, the year in which they entered the program	<b>Conditional</b>		EdFacts, state funding	Date		YYYY
23	Years required to Teach	recruitObligation	The number of years that a teacher in the Teacher Recruitment program is obligated to teach.	<b>Conditional</b>		EdFacts, state funding	int		99
24	FTE	FTE	The amount of time required to perform this specific assignment stated as a proportion of a full-time equivalent position.	<b>Required</b>	Yes	EdFacts, state funding	Number		9.999
25	Non-certified Rate	noncertRate	The employee's rate of pay per hour. <b>Leave this field blank for Certificated assignments.</b>	<b>Conditional</b>	Yes	State for funding	Number		999.99
26	Non-certified Hours per week	noncertHours	Enter the number of hours that the employee works each week; a 40-hour week would be reported as 40. <b>Leave this field blank for Certificated assignments.</b>	<b>Conditional</b>	Yes	State for funding	Number		99.9
27	Non-certified Weeks	noncertWeeks	Enter the number of weeks that the employee is scheduled to work during the fiscal year (rounded to the nearest whole week). <b>Leave this field blank for Certificated assignments.</b>	<b>Conditional</b>	Yes	State for funding	Number		99
28	Assignment Start Date	startDate	The date this assignment starts	<b>Required</b>	Yes	State for funding	Date		MM/DD/YYYY or MM/DD/YY
29	Assignment End Date	endDate	The date this assignment ends	Optional		State for funding	Date		MM/DD/YYYY or MM/DD/YY
30	Notes	notes	Any comments or explanatory notes for the data in this record	Optional		State for funding	varchar		