

**- Idaho System of Educational Excellence (ISEE)
2015-2016 School Year - Summer Alternative Secondary School Staff Data Guidance**

Although Alternative Secondary Summer School may begin prior to July 1, 2015, summer school is funded in the 2015-2016 fiscal year. Data submitted for summer school are used in calculating state funding for the FY2016 school year and must be submitted in a one-time August 2015 Summer School upload. Data submitted prior to August 2015 will not be properly funded.

**Report the complete summer files in ISEE and use “ISEE Summer Alternative 2015 v6”. This submission opens August 7, 2015 and will close September 18, 2015.
Only Summer Alternative Secondary Schools and Programs need to be reported.**

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.

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				
contractType1	baseSalary1	contractDays1	contractHours1	contractFTE1
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.

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: 2015-2016 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 holds a contract to teach 72 hours during summer school. The alternative summer school contract1 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

Contract1Type	baseSalary1	contractDays1	contractHours1	contractFTE1
AS	1800	15	72	.080

Staff Assignments

	schoolId	contractNo	assignment	FTE
	0203	1	2052	0.04
	0203	1	2056	0.04

FTE must correlate to summer attendance and enrollment.

(New for FY2016) Contact Funding Sources: For certificated staff with more than one contract, fields are available to enter funding sources for each separate contract; contract 1, contract 2, or contract 3.

Example: Staff member A has two contracts: a teaching contract for Alternative Summer School funded 100% by fund source 10 and an administrator's contract, which is funded 50% by fund source 10 (General M&O, 25% by fund source 01 (Title 1) and 25% by fund source 04 (IDEA special Ed).

Staff Demographic - Alternative Summer School Teacher Contract 1

contract1 Funding Source1	contract1 Funding percentage1	contract1 Funding Source2	contract1 Funding percentage2	contract1 Funding Source3	contract1 Funding percentage3	contract1 Funding Source4	contract1 Funding percentage4
10	100						

Staff Demographic - 2015-16 Administrator Contract 2

contract2 Funding Source1	contract2 Funding percentage1	contract2 Funding Source2	contract2 Funding percentage2	contract2 Funding Source3	contract2 Funding percentage3	contract2 Funding Source4	contract2 Funding percentage4
10	50	01	25	04	25		

Non-Certificated Staff

Non-certificated employee working ***only*** during the summer months in 2015 at an Approved Alternative Summer School should be entered in 2015-2016 data collection. ***Do not enter non-certificated employees working 12-months of the year unless the position is unique to the approved Alternative Secondary Summer School.***

Summation: Key components for approved Alternative Summer School funding

Staff Demographic File

- Summer school separate contract 1, 2 or 3
- Summer school contract type “AS”
- Allocation of summer school fte (number of hours taught / 900 hours)

Staff Assignment File

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

Upload

- ISEE Summer Alternative 2015 v6.
- This submission opens August 7th and will close September 18th, by midnight.