FALL 2014

CERTIFIED STAFF ACCOUNTING

DATA COLLECTION

HANDBOOK

FOR SCHOOLS AND DISTRICTS

Due Date: October 15, 2014

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Certified Staff Accounting Dates

Submission I: October Certified Staff Accounting Data Collection

September 3	Requesting district contacts will be emailed certified staff data templates.
October 13	Unofficial data status update email will be sent to district contacts.
October 15	Completed staffing data must be cleaned AND submitted to the department via the State Report Manager (SRM).
October 20	Late/Unclean data notification will be sent to districts' contact, superintendent, and the Teacher Certification Administrator.

Submission II: April NHQ Teacher Data Collections

April 1	A Not Highly Qualified (NHQ) Teacher Data Template will be emailed to all district contacts.
May 1	The Updated NHQ Teacher Data Template must be cleaned AND submitted to the department. This data includes: updated NHQ teacher statuses, teachers with new core teaching assignments, new teachers with core assignments and teachers no longer employed.
May 2	Late/Unclean data notification sent to the Director of Assessment & Accountability.

Missing Submission I (Certified & Para/Classified data) or II (NHQ data) date deadlines may result in noncompliance under Title IA and IIA under state law.

2014-2015 Changes

New Elements: None

Data Element Changes: None

Reporting Changes:

Two new Teacher Assignment Codes;

- 309 – American Sign Language
- 310 – Student Aide

The description for Job Code 21, on page 21, has been amended.

For further information, contact:

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Instructions

1. Submit the data elements defined in this data dictionary for certified staff through the State Report Manager (SRM) at https://srm.eed.state.ak.us/srm/unprotected/welcome.do. Certified staff include: teachers, building administrators, nurses, central office staff and specialists who are certified. Report all other staff in the Paraprofessional/Classified Staff Accounting.

   A template can be **requested** by emailing tim.workman@alaska.gov. The template is an Excel spreadsheet pre-populated with all the data reported the previous year. Any new fields will have a column heading, but no data. If your personnel records are in a database that you query to gather the requested information, this spreadsheet will act as a template for your final report. If you hand enter the data into the report each year, this spreadsheet is updateable and should be used as a starting place for your final report.

   To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have the following preferred file format options for reporting data:
   - Tab-delimited (.TXT)
   - Comma-separated (.CSV)

   For further instructions on submitting through SRM, please see Appendix D.

2. After a completed data file has been uploaded to SRM, SRM will issue a Validation Summary Report listing the errors that need to be corrected and warnings where verification is needed. Make corrections in file. *For list of validation rules and error message details, please see Appendix E.*

3. Resubmit file with corrections through SRM. Repeat steps 1 & 2 until no more errors.

4. Certify/verify that the file is accurate through SRM.

   Clean data is due by October 15th of each year. Preferred early submission to the department by October 8th for adjustment and cleaning. Districts that have not submitted complete clean data by October 15th will be included in an official notification to the Teacher Certification Administrator. An unofficial email will be sent to all district contacts at least one week before the official notification to the administrator. District contacts are expected to monitor the completion status of their data submittal and insure that the department has correct district contact information.

   Note: The State Report Manager (SRM) is an online automated data collection process where you will upload your file and receive immediate data validation.

General Information

All certified staff employed by a school district as of October 1 must be included in this report. This report is updated annually and is due to the Department of Education & Early Development by October 15 of each year. **Teachers teaching core content areas that are hired after October 1 and not included in this report should be included in the April 1 spring data collection.**

For purposes of this document teachers include: (13) Remedial Specialist, (14) Head Teacher, (15) Teacher, (16) Visiting or Itinerant Teacher, (21) Special Education Teacher, (31) English as a Second Language Teacher, (40) On-site Supervising Teacher and (41) Correspondence Teacher.

Information provided in this report is included in the No Child Left Behind report and Consolidated State Performance Report to the U.S. Department of Education. (AS 14.50.080) The data is also used in many statistical reports, including the Alaska's Public School Districts' Report Card to the Public, the federal Common Core of Data, the federal Special Education Personnel report, cross checks with teacher certification, requests from the legislature (SB241 and SB133) and other special requests from state agencies.

Employees' identities not matching the Teacher Certification database will require correction in either the data file or in Teacher Certification records. After all errors are corrected, any warnings on the Validation Summary Report will need to be certified that file is accurate by a district representative through SRM.

Adding, Changing, or Deleting Records on Template

Addition of new staff members

If you need to add new staff members, insert rows on the spreadsheet under the appropriate school and enter the information for the new staff. **Please include all data elements on each new staff member.**

Addition of new job or teaching assignment

If a listed staff member has a new job or new teaching assignment, insert a new record and remove/delete the old record from the spreadsheet or overwrite the old data in the record making sure all data elements are updated appropriately.

Changing staff members from one school to another

If you need to move staff members from one school to another, cut the data from the old school and paste the information under the appropriate school on a new line. Make sure to include all data elements.

Deleting staff members from district

If a listed staff member no longer works in your district, is on sabbatical or on leave for the entire year, remove his/her name from the spreadsheet by deleting all his/her information.

Job Sharing

If any staff do job-share a position, the data you send should reflect the total FTE for that position. You need to list both staff members on your report including the salary and FTE for each. The sum of both FTE's should reflect the total FTE for the position and should not exceed 100. *See Job Sharing FAQs on page 32 for an example.*

Staff on Sabbatical or Leave of Absence
Staff on sabbatical or leave of absence for the full school year **should not** be included in the Certified Staff Accounting Data Collection.
Staff on long-term but not full year leave (such as a maternity leave) should not be reported in the Certified Staff Accounting Data Collection if not working on October 1, 2014. Such an employee, if returning during the school year, should be reported, if applicable, in the April NHQ Data Collection.

Long-Term Substitutes
Long-term substitutes teaching on October 1 will be reported, not the teacher being replaced. Long-term substitutes teaching at the time of the April NHQ Teacher Data Collection will be reported along with their HQ status, not the teacher being replaced. In addition, the Long-Term Substitute element will be coded with a Y or N for all teachers in both the October Certified Staff Accounting Data Collection and the April NHQ Teacher Data reporting.

Data Elements

New or amended elements and codes are in green.

Status	Field #	Description
Required	1	**District Number** Unique district state ID number
Required	2	**School Number** Unique school code as assigned by EED. If a staff member works at more than one school, list them in **each** appropriate school with the **corresponding FTE** (his/her total FTE may not be greater than 100). **Note:** If you are using the template and your district has your own school number system**, do not change** the school numbers in the template. The department requires the state assigned school numbers. If you have a new school, contact EED to obtain a new school number for that institution. *See Appendix A for the state school numbers.*
Required	3	**Last Name** Employee's last name. This should match the last name submitted on the current certificate. Remove all commas, asterisks and parentheses. Dashes are permissible.
Required	4	**First Name** Employee's first name. Remove all commas, asterisks and parentheses.
Optional	5	**Middle Name** Employee's middle name or middle initial. Remove all commas, asterisks and parentheses.
Required	6	**SSN** Employee's social security number. This should match the SSN submitted to Teacher Certification. No dashes.
Optional	7	**ATI - Alaska Teacher Identifier** All Alaska certified teachers, administrators, and special service providers have been assigned unique numbers or Alaska Teacher Identifiers (ATI) by the Teacher Certification Office. Newly certified individuals will be assigned unique ATI's at the time of application for Alaska certification. The ATI will remain with the individual throughout their teaching career in the State of Alaska.
Required	8	**Birth Date** Employee's date of birth. This should match the date of birth submitted to Teacher Certification. Example MM/DD/YY or MM/DD/YYYY

Status	Field #	Description
Required	9	**Gender** Employee's gender. Code — Description F — Female M — Male
Required	10	**Race or Ethnicity** Racial or ethnic background of the employee. Code — Description 1 — White (Caucasian) 2 — African American 3 — Hispanic 4 — Asian 5 — American Indian 6 — Alaska Native 7 — Two or more races 8 — Native Hawaiian or Pacific Islander See Appendix B for race/ethnicity definitions.
Required	11	**Highest Degree** Employee's highest degree earned. Code — Description 0 — No degree 1 — Associate 2 — Bachelor 3 — Master 4 — Education Specialist 5 — Doctorate
Required	12	**Limited Certificate** For all teachers, job code 13, 14, 15, 16, 21, 31, 40, or 41. Identifies if an individual is teaching under a limited certificate (Type M) issued by the Teacher Certification Unit at EED. Code — Description Y — Yes, employee is teaching under a limited certificate (Type M) N — No, employee is not teaching under a limited certificate (Type M) X — Is not applicable
Required	13	**ESL Teacher Endorsement** For all teachers with a job code of 31 (English as second language teacher) or a teacher assignment code of 15 (ESL language instruction or support), enter a code of 1-5; all others enter X. Code — Description 1 — ESL (English as a Second Language), Teacher of English to Speakers of Other Languages (TESOL), or Teachers of English Language Learners (TELL). 2 — BE (Bilingual Education)

Status	Field #	Description
		3 CC (Endorsed in content: has had at least 3 credit hours of coursework or the equivalent hours of professional development in ESL or BE) 4 Both (ESL, TESOL, or TELL, **and** BE) 5 Not endorsed for ESL, TESOL, TELL or BE X Not English as Second Language Teacher or not a teacher with assignment code of 15.
Required	14	**SPED Teacher Endorsement** Used to identify Special Education (SPED) teachers; teachers with job code 21. **Note:** Consultative SPED teachers are Highly Qualified under IDEA if they are endorsed in Special Education. Code / Description Y Yes – this SPED teacher has a SPED endorsement (Job Code 21). N No – this SPED teacher does not have a SPED endorsement X Not a Special Education Teacher
Required	15	**Salary** This is the basic contract salary. If the individual has several FTEs, report the same full salary for each entry. Do not include additional pay for extra days, coaching etc. Report whole dollar amounts only. *See Salary FAQs and example(s) on page 31.*
Required	16	**Years of Experience** The sum of years of experience the staff member has **in his/her current job class**. A teachers years of experience should reflect the total years of experience in **teacher job code 15** (see page 6, paragraph 2). **Remember to update this field every year.** *See Years of Experience FAQs and example(s) on page 36.*
Required	17	**Job Code** Appropriate job from the Job Description Codes listed on pages 19-24. If a staff member has more than one job responsibility, include all appropriate job codes and the corresponding FTE. If you are a Curriculum Specialist (10) or any teacher job code (see page 6, paragraph 2), you must include a teacher assignment code from the Teacher Assignment List. Please remember, **certified** nurses should be included on this report using job code 20. **Classified** nurses should be included in the Paraprofessional and Classified Staff Report. **Notes:** • All personnel who teach core area subjects must be coded with a teacher job code and corresponding FTE. • Due to NCLB and CSPR reporting requirements, all teacher job codes with a core assignment must be reported associated with a school, not a district office.

Status	Field #	Description
Required	18	**Same Job** Did this person work in the **same job code,** at the **same school site** last year? If he/she was a teacher last year and a principal this year, answer N(o). If s/he was a teacher both years, but changed school, answer N(o). If s/he was a teacher at the same site both years, but changed teacher assignment code, answer Y(es). If he/she was any teacher job code last year and changed teacher job codes this year, answer Y(es); See Same Job FAQs for example on page 31. **Note:** If an employee is coded as "Y" for Same Job, then that employee should have an "N" in all the 'New To' fields. Code Description Y Yes N No
Required	19	**Date of Hire** First date of hire by district for employee. **Note:** If a teacher had been on a leave of absence and has returned to their position, use the date the teacher was employed by district prior to the leave of absence as the date of hire. *See Date of Hire FAQs and Example(s) on page 31.* Format: MM/DD/YY or MM/DD/YYYY
Required	20	**New to District** Is this person a new employee to this district? If employee had a break in service, answer Y(es). Example: If teacher taught in the district years ago and came back this year, then answer Y(es). Code Description Y Yes N No
Required	21	**New to State** Did this person work exclusively in another state or country last year? If employee had a break in service, answer Y(es). Code Description Y Yes N No
Required	22	**New to Profession** Is this person new to his/her profession as defined by his/her job code? (This does not mean new to assignment code.) If s/he is a teacher and last year was a teacher in another school or district or state, answer N(o). If a teacher last year had any type of teacher job code (see page 6, paragraph 2) and still has any one of the teacher job codes this year, new to profession answer is still N(o). If s/he is a principal this year and last year was a teacher in any school or district or state, then answer Y(es). Code Description

Status	Field #	Description
		Y Yes N No
Required	23	**Long-Term Substitute** Is this teacher a long-term substitute for more than 19 consecutive days? Y(es) or N(o) required for all teachers (see page 6, paragraph 2). Code Description Y Yes N No X Not a teacher
Required	24	**Assignment Code** This is the appropriate assignment from the Teacher Assignment Codes listed on pages 25-27. If the individual is not a curriculum specialist or is not a teacher (see page 6, paragraph 2) use assignment code 0. **Notes:** • If an employee has more than one teaching assignment, include all of his/her teacher assignment codes and the corresponding FTEs (see page 6, paragraph 2). • **For purposes of NCLB reporting, grades PK-6 are considered elementary unless a grade 6 course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary.** Also see related note under *Number of Classes* on page 34. • A teacher who teaches core area courses to both elementary and secondary students must be reported with teacher assignment codes at BOTH levels. *See Table 6 & 7 in FAQs under Teacher Assignment Codes for examples on page 33.* • Code 113 should be used **only** for teachers with a multi-grade classroom **at the elementary level** (grades PK– 6) such as a single classroom with a first/second grade combined program. • Teacher Assignment Code 59 (Special education consultative services) may only be used for special education teaching assignments **if the teacher provides consultative services.** *See Job Code 21 on page 21.* • Teacher Assignment Code 15 (English as a second language - English language instruction or support) may only be used for ESL teaching assignments **if the teacher provides English language support or instruction to LEP students.** ESL teachers providing instruction in core areas must report all his/her core area teaching assignment codes. *See Job Code 31 on page 22.* • If the teacher is a Head Teacher, use Job Code 14 and Teacher Assignment Code 200 for administrative duties and Job Code 14 with the appropriate teacher assignment code for all classes taught.
Required	25	**Number of Classes**

Status	Field #	Description
		This is the number of classes taught. **If individual is not a teacher** (see page 6, paragraph 2)**, report 0 for number of classes (including curriculum specialists).** Fractions of a class taught will not be accepted. *See Number of Classes on page 34 for definition of "class" and for further examples.* **Notes:** • Report the number of classes taught based on what is being taught for this school year. If a class is taught to different cohorts of students during different semesters, count that as 2 classes. • Elementary specialist classes and elementary resource classes (i.e. foreign language, writing, consultative SPED) should be counted as 1 class per course area.
Required	26	**Highly Qualified** Indicate if the teacher (see page 6, paragraph 2) is highly qualified (HQ) in the core area that s/he teaches or supervises by reporting Y(es) or N(o) and report X for non-teachers or teachers with teacher assignment codes that are **not** core areas. **Notes:** • The Teacher Assignment Codes can be found on pages 25-27 and the core area assignments are designated with an 'X' in the HQ column to the right of the assignment code description and are highlighted in blue. For description of highly qualified requirements, refer to the Alaska Highly Qualified link off the EED Teacher Certification Web page at http://www.eed.state.ak.us/TeacherCertification/hq.html. • Please have the person in charge of maintaining your district's Highly Qualified Teacher Plans review all teachers' HQ/NHQ statuses before submitting this report. • Teachers teaching Alaskan Studies & Voc. Ed classes for which students receive core content credit are required to be HQ. Code — Description Y — Yes N — No X — Not applicable
Required	27	**Highly Qualified Method** Use **for individuals reported as highly qualified** having a teacher job code (see page 6, paragraph 2) **and** teacher assignment codes that are considered core areas in NCLB. Consultative SPED teachers (Teacher Assignment Code 59) are not required to report method, report X for these teachers. Indicate the method in which the teacher became highly qualified. Code — Description 1 — Major OR equivalent in academic area 2 — PRAXIS II or other content area exam 3 — Advanced degree in academic area

Status	Field #	Description
		4 HOUSSE (includes elementary national board certification) 5 Designated HQ by another state 6 National Board Certification in academic area (secondary) 7 Rural multi-subject HOUSSE 8 Secondary special education multi-subject HOUSSE X Not applicable
Required	28	**Not Highly Qualified Reason** Use **for individuals reported as not highly qualified** having a teacher job code (see page 6, paragraph 2) **and** teacher assignment codes that are considered core areas in NCLB. Indicate the reason code in which the teacher is not highly qualified. Code Description 1 **Elementary general education teacher** with a valid Alaska teaching certificate who has not been designated as highly qualified by passing a content area exam nor has demonstrated content area competency through HOUSSE. 2 **Elementary special education teacher teaching core area assignment** (not 59-consultative) with a valid Alaska teaching certificate who has not been designated as highly qualified in the core content area by passing a content area exam nor has demonstrated content area competency through HOUSSE. 3 **Elementary teacher who does not hold a valid Alaska teaching certificate** (and is not in an approved alternative route program). 4 **Secondary general education teacher** with a valid Alaska teaching certificate who has not been designated as highly qualified in the content area by one of the methods listed under Highly Qualified Method. 5 **Secondary special education teacher teaching core area assignment** (not 59-consultative) with a valid Alaska teaching certificate who has not been designated as highly qualified in the content area by one of the methods listed under Highly Qualified Method. 6 **Secondary teacher who does not hold a valid Alaska teaching certificate** (and is not in an approved alternative route program). 7* **On-site supervising teacher for distance delivered or computer-based instruction** who primarily provides supervision (NOT FOR USE WITH CORRESPONDENCE TEACHERS). 8 **Secondary SPED teacher teaching to alternate standard** with a valid Alaska teaching certificate who has not been designated as highly qualified in the core content area by passing a content area exam. 10 **Elementary world language specialist teacher** with a valid Alaska teaching certificate who has not been designated as

Status	Field #	Description
		highly qualified in the content area by one of the methods listed under Highly Qualified Method. X Teacher with non-core content assignment, teacher who is HQ or is not a teacher ** Not Highly Qualified On-site Supervising Teachers will not be included in school/district NHQ totals.*
Required	29	**Not Highly Qualified Plan** Used **for individuals reported as not highly qualified** having a teacher job code (see page 6, paragraph 2) **and** teacher assignment codes that are considered core areas in NCLB or special education under IDEA. Indicate the plan by which this teacher will become highly qualified. Code — Description 1 — Major OR Equivalent in Academic Area 2 — PRAXIS II or other content area exam 3 — Advanced degree in Academic Area 4 — HOUSSE (includes elementary national board certification) 5 — Designated HQ by another state 6 — National Board Certification in Academic Area (secondary) 7 — Rural Multi-subject HOUSSE 8 — Secondary special education multi-subject HOUSSE 9* — On-site supervising teacher for distance-delivered or computer-based instruction 10 — Not certified or in process of renewing certification X — Teacher with non-core content assignment, teacher who is HQ or is not a teacher. ** Not Highly Qualified On-site Supervising Teachers will not be included in school/district NHQ totals.*

Status	Field #	Description
Required	30	**Hired for SPED** Use for following job codes: **Counselors** (11), **Nurses** (20), **Psychologists** (24), **Speech Therapists** (26), **Physical Therapists** (27), **Occupational Therapists** (28), **Audiologists** (29), **Recreational Therapists** (30), **Orientation and Mobility Specialists** (33) and **Social Worker** (73) to determine if this person was **employed or contracted to provide special education and related services.** Report an 'X' if the employee does not work in any of the job codes listed above. If the employee just happens to provide some services to special education students, report N(o). If the employee was **specifically employed or contracted** to provide special education and related services and just happens to have non-special education students in his/her class, report Y(es). Code — Description Y — Yes, person working in the jobs listed above was employed or contracted to provide SPED or related services. N — No, person working in the jobs listed above was not employed or contracted to provide SPED or related services. X — This employee does not work in the jobs listed above.
Conditional	31	**Lowest Grade** This is the lowest grade taught (or responsible for) for the following job codes: **Principal** (3), **Assistant Principal** (4), **Curriculum Specialist** (10), **Counselor** (11), **Remedial Specialist** (13), **Head Teacher** (14), **Classroom Teacher** (15), and **Visiting or Itinerant Teacher** (16), **Special Education Teacher** (21), **ESL Teacher** (31), **On-site Supervising Teacher** (40) or **Correspondence Teachers** (41). **Notes:** • For multi-grade teachers who teach at both elementary and secondary levels, ensure that teaching assignments are reported separately as 113-Multi-grade elementary (PK-6) in addition to specific secondary (7-12) teaching assignments. **Science, math, language arts, social studies, music, art, and reading teacher assignments reported with an elementary level will be questioned. These content area teaching assignments at an elementary level should be reported with one of the elementary specialist teacher assignment codes.** *See multi-grade example in FAQs on page 34.* • For purposes of NCLB reporting, grades PK-6 are considered elementary unless a 6th grade course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary. Code — Description PK — Pre-Kindergarten KG — Kindergarten 01 — First grade 02 — Second grade 03 — Third grade

Status	Field #	Description
		04 Fourth grade 05 Fifth grade 06 Sixth grade 07 Seventh grade 08 Eighth grade 09 Ninth grade 10 Tenth grade 11 Eleventh grade 12 Twelfth grade
Conditional	32	**Highest Grade** This is the highest grade taught (or responsible for). Use the same codes in Lowest Grade field. *See Lowest/Highest Grade examples in FAQs on page 32.*
Required	33	**Full-Time Equivalent (FTE)** This is the FTE for each job code and teacher assignment reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. **The total FTE for this Certified Staff Accounting plus the Classified/Paraprofessional Staff Accounting should equal your total payroll FTE**. *See Full Time Equivalent in the FAQs for more information and example(s), page 35.*
Required	34	**Federally Funded FTE** This is the Federal funding source, if applicable, for the FTE for this position: **Note**: • If part of the FTE for the position is funded through one of these programs and part is not, report each FTE funded portion separately. • Number of Classes should be reported once if record is split out due to Federally Funded FTE (if class is the same). *See Federally Funded FTE in the FAQs for example on page 36.* Code — Description 1 — Title I-A, Targeted Assistance Program (do not include positions funded in a Title I-A School wide program) 2 — Title II-A, Teacher & Principal Training & Class-Size Reduction 3 — Title III-A, Language Instruction for Limited English Proficient Students 4 — Title I-C, Services to Migrant Education Students or Program 5 — Title II-D, Enhancing Education Through Technology X — Not funded by one of the above federal sources (Codes 1 and 5 include ARRA funded positions.)

Status	Field #	Description
Required	35	**Year** Current fiscal year.

Job Description Codes

Please Remember: If an employee performs more than one job, indicate all job description codes on the Staff Accounting Report with the corresponding Full Time Equivalent (FTE).

1 Superintendent
Directs and coordinates activities concerned with administration of the school system in accordance with Board of Education standards. Also includes Chief administrators of REAAs.

2 Assistant Superintendent
Assists a superintendent in district-wide administrative duties; Acts as chief administrator of district in superintendent's absence.

3 Principal
Directs and coordinates educational, administrative, and counseling activities of primary or secondary school; Chief administrator of a school.

4 Assistant Principal
Assists principal in school-wide administrative duties; Acts as chief administrator in principal's absence.

5 Director/Coordinator
General term for any person who is the lead administrator of a program; Use for directors who are not described elsewhere in the job list.

6 Coordinator
General term for any person who facilitates activities between at least two groups, such as administrators and instructors, or community and school; Use this code for coordinators who are not described elsewhere in job list.

7 Consultant
Plans and coordinates educational policies for specific subject area or grade level; Develops programs for in-service education of teaching personnel. Confers with federal, state, and local school officials to develop curricula, and establish guidelines for educational programs.

8 Director, Personnel
Supervises and/or coordinates activities of compiling and maintaining personnel records.

9 Director, Maintenance/Facilities
Supervises and/or coordinates activities in keeping buildings and grounds in clean and orderly condition and in maintaining and repairing utility systems and physical structures of building.

10 Curriculum Specialist
Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

11 Counselor
Counsels students and may provide group educational and vocational guidance services; Assists students to understand and overcome social and emotional problems; Assists in educational and vocational planning.

12 Librarian/Media Specialist

Administers library and performs related library services; includes selecting, acquiring, classifying, circulating, and maintaining library materials; also furnishing reference bibliographical, and reader's advisory services.

13 Remedial Specialist

A certified teacher who acts as a resource consultant to classroom teachers in meeting the needs of students who are remedial in any educational area; May instruct students directly in the area of special needs apart from the general classroom. Do not report non-certified aides here. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

14 Head Teacher

Performs duties described under job class of teacher plus duties described under job class of principal, head administrator or educational director in a small or rural school where full-time administrative position is not supported. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE. USE THE TEACHER ASSIGNMENT CODE OF 200 TO DENOTE THE FTE SPENT PERFORMING ADMINISTRATIVE DUTIES.

15 Teacher

Use for general education teachers only. Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Instructs students in activities designed to promote intellectual, social and physical growth. Prepares outline for course of study, assigns and corrects assignments and tests; Records learning process; Maintains order in classroom; Discusses students' progress with parents; May sponsor extracurricular activities. General job description to cover all subjects and grade levels. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

16 Visiting or Itinerant Teacher

An Instructor who works directly with students, but travels between different schools within a district. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

17 Director Federal Programs

Develops, implements and administers special and transitional programs; Prepares project applications, budgets, and reports; Directs program activities, orders materials, trains staff in program goals; Works with advisory committees and principals in program development and monitors program through on-site visits. Example programs include: Title I, Title II, etc.

18 Manager

A general term for any person who is responsible for directing and coordinating the activities of a program, usually having budget development responsibilities; May be responsible for the hiring and firing, performance evaluations, etc. of his/her employees. Use for managers who are not are described elsewhere in this job list.

19 Finance Manager

Administers financial business affairs of school district, including payroll, deposits, investments, etc; Keeps financial records and prepares annual financial report. This person would not have budget responsibilities and may report to a business manager.

20 Nurse

Certified registered nurse: Plan policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program; Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students.

21 Special Education Teacher

Use for teachers employed as special education teachers. Teacher who provides instruction directly to special education students or who provides consultation services to teachers of special education students. Special education teachers providing instruction in core academic areas, even to alternate achievement standards, must be highly qualified in those areas and must indicate the appropriate content/staff assignment code. Special education teachers providing consultation services to a highly qualified teacher will be considered highly qualified under IDEA if they hold a bachelor's degree, full state certification, and endorsement as a special education teacher. Consultation may include adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations. Special educators providing consultation could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject. For special education teachers providing only consultative services, use assignment code 59. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

22 Special Assistant to Superintendent

Responsible for the assessment and evaluation of all programs, including student testing, in a large school district; Develops survey procedures, forms etc. to conduct assessment studies for any area or program of the school district. Evaluates survey data, writes reports, and makes recommendations of action to pursue based upon the evaluation.

23 Supervisor

A general term for any person who is responsible for directing the work, hiring, firing, writing performance evaluations, etc. of other employees; May also have responsibility for budget development, program coordination, etc. Use for supervisors who are not described elsewhere in this job list.

24 Psychologist

Investigates processes of learning and teaching and develops psychological principles and techniques applicable to educational problems to foster intellectual, social and emotional development of students.

25 Psychometrist

Administers, scores, and interprets intelligence, aptitude, achievement, and other psychological tests.

26 Speech Therapist

Specializes in the diagnosis and treatment of speech and language problems, and engages in scientific study of human communication.

27 Physical Therapist

Plans and administers medically prescribed physical therapy treatment programs for patients to restore function, relieve pain and prevent disability following disease, injury, or loss of body part.

28 Occupational Therapist

Plans, organizes and conducts occupational therapy program to facilitate rehabilitation of mentally, physically or emotionally handicapped students.

29 Audiologist

Specializing in diagnostic evaluation of hearing, prevention, rehabilitation and rehabilitative services of auditory problems, and research related to hearing and attendant disorders.

30 Recreational Therapist

Assesses students, develop and carry out therapeutic interventions consistent with students' needs and interests to maintain the physical, mental, and emotional well-being of the student. Additionally, therapists observe and document student's participation, reactions, and progress.

31 English as a Second Language Teacher

Use for teachers employed as ESL teachers. Teacher who provides content instruction to students who are identified as limited English proficient (LEP) students or who provides support or instruction in acquiring the English language. ESL teachers teaching core academic content must be highly qualified and must provide the appropriate content assignment code. For ESL teachers providing only English language support or instruction, use assignment code 15 (ESL). YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

32 Bilingual/Bicultural Coordinator

Supervises bilingual/bicultural center staff. Supervises use of program funds; Provides direction for principal in developing bilingual/bicultural programs. Express goals of program to parents of students and coordinates parent and community involvement in program. Assists in workshops for staff development, and coordinates the introduction of culturally relevant materials into the general curriculum.

33 Orientation and Mobility Specialist

Provides services to blind or visually impaired students to enable them to attain systematic orientation to and safe movement within their environments in school, home and community. These services include teaching students the following as appropriate: spatial and environmental concepts, use of the long cane, to understand and use remaining vision and distance low vision aides, and other concepts, techniques, and tools.

34 Correspondence Program Coordinator

Selects correspondence curriculum materials to meet the educational needs of remote students; Develops curriculum materials, visits students as needed to assist in completing course, corrects and evaluates progress, supervises other correspondence instructors and is responsible for the reporting requirements of the program.

36 Student Affairs Coordinator

Plans and arranges social, cultural, and recreational activities of various students groups.

37 Director of Community Education

Promotes volunteerism and involves community experts in offering a wide variety of programs and classes. Coordinates between districts and other community agencies, and organizes and maintains community involvement procedures. Develops annual plan of service for grant application, oversees Community Education program budget.

38 Director of Special Education

Formulates special education programs and policies for school or district relating to education and training of mentally and physically handicapped students.

40 On-site Supervising Teacher *(not to be used for correspondence teachers)*

Use for teachers whose primary responsibility involves supervision of a class of students receiving a distance delivered instruction or computer-based instruction (such as PLATO). Use Job Code 21 for Special Education teachers and Job Code 31 for ESL (English as a Second Language) teachers. Use job code 41 for Correspondence teachers. General job description to cover all subjects and grade levels. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

41 Correspondence Teacher

Use for teachers who work with distance delivery students. Responsibilities include selecting materials to meet the educational needs of students, monitoring learning progress, and evaluating progress to make determination of grades. YOU MUST INCLUDE A TEACHER ASSIGNMENT CODE IN CONJUNCTION WITH THIS JOB DESCRIPTION CODE.

42 Director of Education, Elementary or Secondary

Plans, develops and administers programs to provide educational opportunities for students. Develops and analyzes curriculum.

45 Child Study Coordinator

Coordinates placement of students in special education programs, administers programs and evaluates students' needs; Conducts conference with instructors, parents, and students to develop individualized study plans; Coordinates placement in proper program for students entering school or moving to another school.

46 Computer Operator/Programmer

Analyzes business procedures and problems to refine data and convert it to a programmable form for electronic data processing; Prepares programs for computer to process business, or other data, according to operating instructions.

47 Public Information Coordinator

Plans and conducts public relations programs designed to disseminate facts and information about district's activities or programs to the general public; May coordinate exchange of information between remote sites within the district.

50 Administrative Assistant

Working under the supervision of a Manager, Director or Superintendent, oversees all aspects of general office coordination.

51 Business Manager

Administers business affairs of school district; Prepares operating budget, keeps financial records and prepares annual financial report.

53 Other Professional

Use for any professional employee whose duties are not described elsewhere in the job list.

70 Staff Developer/Mentor Teacher

Evaluates teaching techniques and recommends changes for improvements; Conducts workshops and conferences for teachers to study new classroom procedures, new instructional materials and other aids to teaching; Assists in recruitment and in-service training of teachers. Works with teachers to improve classroom-teaching skills but does not directly teach in classroom.

71 Director of Career & Technical Education

Oversees the development, updating and renovating of courses which provide students with instruction in vocational areas and skills; Coordinates advisory committee and community involvement in program, oversees purchase of materials, works with principals and vocational education instructors in meeting program goals, acts as liaison with counseling and special service workers to provide services to career & technical program students with special needs, prepares state and federal reports, program budget, etc.

72 Director of Curriculum

Develops program curriculum and directs teaching personnel of school system in curriculum presentation. Confers with teaching and administrative staff to plan and develop curriculum to meet needs of students.

73 Social Worker

Assist students with academic learning by providing strategic services that identify and address the social-emotional-environmental issues that interfere with the educational process. Works with parents/guardians, teachers, school principal/principal's designee, and community based resources to implements strategies that promote students' positive school adjustment.

Teacher Assignment Codes (By Subject Area)

Code	Description	HQ	GL	Code	Description	HQ	GL
	Elementary Grades				**Math**		
301	Elementary Math Specialist (K-6)	X	E	201	General Math (Grades 6-8)	X	S
302	Elementary Language Arts Specialist (K-6)	X	E	202	Pre-algebra	X	S
303	Elementary Science Specialist (K-6)	X	E	203	Algebra I	X	S
304	Elementary Social Studies Specialist (K-6)	X	E	204	Algebra II	X	S
305	Elementary Reading Specialist (K-6)	X	E	205	Geometry	X	S
306	Elementary Music Specialist (K-6)	X	E	206	Pre-calculus	X	S
307	Elementary Art Specialist (K-6)	X	E	207	Calculus	X	S
308	Elementary Foreign Language Specialist (K-6)	X	E	208	Calculus Advanced Placement	X	S
99	Pre-Elementary		E	209	Advanced Math other than those listed	X	S
100	Kindergarten	X	E	210	Basic Math (Grades 9-12)	X	S
101	Grade 1	X	E	211	Integrated Math	X	S
102	Grade 2	X	E		**Social Studies**		
103	Grade 3	X	E	190	American History	X	S
104	Grade 4	X	E	12	Economics	X	S
105	Grade 5	X	E	21	Geography	X	S
106	Grade 6	X	B	27	History	X	S
107	Grade 7**(only teachers teaching all subjects)	X	S	37	Political Science/Civics	X	S
108	Grade 8**(only teachers teaching all subjects)	X	S	46	Social Studies	X	S
113	Multi-Grade Elementary (grades preK-6 only)	X	E	191	World History	X	S
	Language Arts				**Languages**		
14	English	X	S	309	American Sign Language	X	B
63	Language Arts	X	S	175	Chinese	X	B
195	Literature	X	S	15	English as a Second Language (language instruction or support)		B
41	Reading	X	S	16	French	X	B
47	Speech	X	S	18	German	X	B
45	Writing	X	B	173	Japanese	X	B
	Other			177	Latin	X	B
49	Alaska History	X	S	112	Native Alaskan Language		B
194	Alaska Native Arts		B	19	Other World Language	X	B
189	Alaskan Studies		S	174	Russian	X	B
4	Bilingual/Bicultural		B	17	Spanish	X	B
10	Driver Education		S		**Fine/Performing Arts**		
170	Gifted/Talented (resource only)		B	3	Art	X	S
200	Head Teacher Admin. Duties		B	52	Band	X	B
25	Health		B	176	Dance		B
178	Intro to Computers		B	8	Theater	X	S
32	Library		B	34	Music	X	S
64	Outdoor Education		B		**Special Education**		
35	Physical Education		B	57	Adaptive Physical Education		B
172	Remedial Skills		B	98	Early Childhood Special Education Teacher (requires HQ if grade beyond PK)	X	E
160	ROTC		S	59	Special Education consultative services (requires IDEA HQ reporting)		B
60	Tutor (resource only)		B	900	Special Education – taught to alternate standards	X	B
199	Yearbook		S		**Career & Technical Education (CTE)**		
	Social Sciences				*(requires HQT if student receives core academic credit)*		
2	Anthropology		S	6	Business Education: includes office practices, computer applications…	*	S
193	Psychology		S	30	Career Exploration	*	S
192	Sociology		S	26	Family & Consumer Science: includes home economics, culinary arts, child dev…	*	S
	Science			68	Health Occupations	*	S
5	Biology	X	S	29	Industrial & Engineering Technology: includes woods/metals shop	*	S
7	Chemistry	X	S	9	Information Technology Services: includes CISCO, A+, Computer repair…	*	B
11	Earth Science	X	S	24	Media & Graphic Arts: includes photography, web design, desktop publishing…	*	S
20	General Science	X	S	1	Natural Resources: includes fisheries, marine science, mining, forestry, agriculture…	*	S
22	Geology	X	S	310	Student Aide		S
23	Advanced Science	X	S	171	Transportation: includes auto, aviation and small engines.	*	S
28	Life Science	X	S				
36	Physical Science	X	S				
38	Physics	X	S		*Requires HQT if student receives core academic credit.		
					**Use only for middle school generalists teaching all subjects.		

HQ – High Qualified X – NCLB requirement to be HQ/core content area GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

Teacher Assignment Codes (Alphabetical)

Code	Description	HQ	GL	Code	Description	HQ	GL
57	Adaptive Physical Education		B	107	Grade 7**(only teachers teaching all subjects)	X	S
209	Advanced Math other than those listed	X	S	108	Grade 8**(only teachers teaching all subjects)	X	S
23	Advanced Science	X	S	200	Head Teacher Admin. Duties		B
49	Alaska History	X	S	25	Health		B
194	Alaska Native Arts		B	68	Health Occupations (Voc. Ed.)	*	S
189	Alaskan Studies		S	27	History	X	S
203	Algebra I	X	S	29	Industrial & Engineering Technology (Voc. Ed.) includes:	*	S
204	Algebra II	X	S		woods/metals shop		
190	American History	X	S	9	Information Technology Services (Voc. Ed.): CISCO, A+, Computer repair…	*	B
309	American Sign Language	X	B	211	Integrated Math	X	S
2	Anthropology		S	178	Intro to Computers		B
3	Art	X	S	173	Japanese	X	B
52	Band	X	B	100	Kindergarten	X	E
210	Basic Math (Grades 9-12)	X	S	63	Language Arts	X	S
4	Bilingual/Bicultural		B	177	Latin	X	B
5	Biology	X	S	32	Library		B
6	Business Education: includes office practices,	*	S	28	Life Science	X	S
	computer applications…			195	Literature	X	S
207	Calculus	X	S	24	Media & Graphic Arts (Voc. Ed) includes photography, web design,	*	S
208	Calculus Advanced Placement	X	S		desktop publishing…		
30	Career Exploration	*	S	113	Multi-Grade Elementary (grades PK thru 6 only)	X	E
7	Chemistry	X	S	34	Music	X	S
175	Chinese	X	B	112	Native Alaskan Language		B
176	Dance		B	1	Natural Resources (Voc. Ed.) includes fisheries, marine science,	*	S
10	Driver Education		S		mining, forestry, agriculture…		
98	Early Childhood Special Education Teacher (requires HQ reporting beyond PK)	X	E	19	Other World Language	X	B
11	Earth Science	X	S	64	Outdoor Education		B
12	Economics	X	S	35	Physical Education		B
307	Elementary Art Specialist	X	E	36	Physical Science	X	S
308	Elementary Foreign Language Specialist (K-6)	X	E	38	Physics	X	S
302	Elementary Language Arts Specialist (K-6)	X	E	37	Political Science/Civics	X	S
301	Elementary Math Specialist (K-6)	X	E	202	Pre-algebra	X	S
306	Elementary Music Specialist	X	E	206	Pre-calculus	X	S
305	Elementary Reading Specialist	X	E	99	Pre-Elementary		E
303	Elementary Science Specialist (K-6)	X	E	193	Psychology		S
304	Elementary Social Studies Specialist (K-6)	X	E	41	Reading	X	S
14	English	X	S	172	Remedial Skills		B
15	English as a Second Language (language instruction or support)		B	160	ROTC (Voc. Ed.)	*	S
26	Family & Consumer Science: includes home economics, culinary arts, child development…	*	S	174	Russian	X	B
16	French	X	B	46	Social Studies	X	S
201	General Math (Grades 6-8)	X	S	192	Sociology		S
20	General Science	X	S	17	Spanish	X	B
21	Geography	X	S	59	Special Education consultative services (requires IDEA HQ reporting)		B
22	Geology	X	S	900	Special Education – taught to alternate standards	X	B
205	Geometry	X	S	47	Speech	X	S
18	German	X	B	310	Student Aide		S
170	Gifted/Talented (resource only)		B	8	Theater	X	S
101	Grade 1	X	E	171	Transportation: includes auto, aviation and small engines. (Voc. Ed.)	*	S
102	Grade 2	X	E	60	Tutor (resource only)		B
103	Grade 3	X	E	55	Work Based Learning Coordinator: includes Co-op, on the job training	*	S
104	Grade 4	X	E		(OJT)		
105	Grade 5	X	E	191	World History	X	S
106	Grade 6	X	B	45	Writing	X	B
				199	Yearbook		S
					*Requires HQT if student receives core academic credit.		

					**Use only for middle school generalists teaching all subjects.		

HQ – High Qualified X – NCLB requirement to be HQ/core content area GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

Teacher Assignment Codes (Numerical)

Code	Description	HQ	GL	Code	Description	HQ	GL
1	Natural Resources (Voc. Ed.) includes fisheries, marine science, mining, forestry, agriculture…	*	S	98	Early Childhood Special Education(requires HQ if grade beyond PK)	X	E
				99	Pre-Elementary		E
2	Anthropology		S	100	Kindergarten	X	E
3	Art	X	S	101	Grade 1	X	E
4	Bilingual/Bicultural		B	102	Grade 2	X	E
5	Biology	X	S	103	Grade 3	X	E
6	Business Education: includes office practices, computer applications…	*	S	104	Grade 4	X	E
				105	Grade 5	X	E
7	Chemistry	X	S	106	Grade 6	X	B
8	Theater	X	S	107	Grade 7**(only teachers teaching all subjects)	X	S
9	Information Technology Services (Voc. Ed.) includes: CISCO, A+, Computer repair…	*	B	108	Grade 8**(only teachers teaching all subjects)	X	S
				112	Native Alaskan Language		B
10	Driver Education		S	113	Multi-Grade Elementary (grades preK-6 only)	X	E
11	Earth Science	X	S	160	ROTC (Voc. Ed.)	*	S
12	Economics	X	S	170	Gifted/Talented (resource only)		B
14	English	X	S	171	Transportation: includes auto, aviation and small engines.	*	S
15	English as a Second Language (language instruction or support)		B	172	Remedial Skills		B
16	French	X	B	173	Japanese	X	B
17	Spanish	X	B	174	Russian	X	B
18	German	X	B	175	Chinese	X	B
19	Other World Language	X	B	176	Dance		B
20	General Science	X	S	177	Latin	X	B
21	Geography	X	S	178	Intro to Computers		B
22	Geology	X	S	189	Alaskan Studies		S
23	Advanced Science	X	S	190	American History	X	S
24	Media & Graphic Arts (Voc. Ed) includes photography, web design, desktop publishing…	*	S	191	World History	X	S
				192	Sociology		S
25	Health		B	193	Psychology		S
26	Family & Consumer Science: includes home economics, culinary arts , child dev…	*	S	194	Alaska Native Arts		B
				195	Literature	X	S
27	History	X	S	199	Yearbook		S
28	Life Science	X	S	200	Head Teacher Admin. Duties		B
29	Industrial & Engineering Technology (Voc. Ed.) includes: woods/metals shop	*	S	201	General Math (Grades 6-8)	X	S
				202	Pre-algebra	X	S
30	Career Exploration	*	S	203	Algebra I	X	S
32	Library		B	204	Algebra II	X	S
34	Music	X	S	205	Geometry	X	S
35	Physical Education		B	206	Pre-calculus	X	S
36	Physical Science	X	S	207	Calculus	X	S
37	Political Science/Civics	X	S	208	Calculus Advanced Placement	X	S
38	Physics	X	S	209	Advanced Math other than those listed	X	S
41	Reading	X	S	210	Basic Math (Grades 9-12)	X	S
45	Writing	X	B	211	Integrated Math	X	S
46	Social Studies	X	S	301	Elementary Math Specialist (K-6)	X	E
47	Speech	X	S	302	Elementary Language Arts Specialist (K-6)	X	E
49	Alaska History	X	S	303	Elementary Science Specialist (K-6)	X	E
52	Band	X	B	304	Elementary Social Studies Specialist (K-6)	X	E
55	Work Based Learning Coordinator: includes Co-op, on the job training	*	S	305	Elementary Reading Specialist	X	E
				306	Elementary Music Specialist	X	E
57	Adaptive Physical Education		B	307	Elementary Art Specialist	X	E
59	Special Education consultative services (requires IDEA HQ reporting)		B	308	Elementary Foreign Language Specialist (K-6)	X	E
				309	American Sign Language	X	B
60	Tutor (resource only)		B	310	Student Aide		S
63	Language Arts	X	S	900	Special Education – taught to alternate standards	X	B
64	Outdoor Education		B		*Requires HQT if student receives core academic credit.		
68	Health Occupations (Voc. Ed.)	*	S		**Use only for middle school generalists teaching all subjects.		

HQ – High Qualified X – NCLB requirement to be HQ/core content area GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

Record Layout

NOTE: Include all of the following fields in this order whether relevant or not. Field names must match header exactly in the file that you submit through SRM or your file will not upload properly.

Field Number	Field Name	Field Type	Field Length	Required/Conditional/Optional
1	DistrictID	Number	2	Required
2	SchoolID	Number	6	Required
3	LastName	Text	35	Required
4	FirstName	Text	35	Required
5	MiddleName	Text	35	Optional
6	SSN	Number	9	Required
7	ATI	Number	6	Required
8	BirthDate	Date	8/10	Required
9	Gender	Text	1	Required
10	Race	Number	1	Required
11	HighestDegree	Number	1	Required
12	LimitedCertificate	Y/N	1	Required
13	ESLEndorsement	Number	1	Required
14	SPEDEndorsement	Text	1	Required
15	Salary	Number	6	Required
16	YearsExperience	Number	2	Required
17	JobCode	Number	2	Required
18	SameJob	Y/N	1	Required
19	HireDate	Date	8/10	Required
20	NewToDistrict	Y/N	1	Required
21	NewToState	Y/N	1	Required
22	NewToProfession	Y/N	1	Required
23	LongTermSub	Y/N/X	1	Required
24	Assignment	Number	3	Required
25	NumberofClasses	Number	3	Required
26	HighlyQualified	Y/N/X	1	Required
27	HQMethod	Number/X	1	Required
28	NotHQReason	Number/X	1	Required
29	NotHQPlan	Number/X	1	Required
30	HiredForSPED	Y/N/X	1	Required
31	LowestGrade	Text	2	Conditional
32	HighestGrade	Text	2	Conditional
33	FTE	Number	3	Required
34	FederallyFundedFTE	Number/X	1	Required
35	Year	Number	4	Required

Educational Acronyms

ATI	Alaska Teacher Identification Number
BE	Bilingual Education
CTE	Career & Technical Education (i.e. Vocational Education)
CCD	Common Core Data
CSPR	Consolidated State Performance Report
EDEN	Education Data Exchange Network
EED	Department of Education & Early Development
ESL	English as a Second Language
FTE	Full Time Equivalent
FY	Fiscal Year
HOUSSE	High Objective Uniform State Standard of Evaluation
HQ	Highly Qualified
HQT	Highly Qualified Teacher
IDEA	Individuals with Disabilities Education Act
KG	Kindergarten
LEA	Local Education Agency
LEP	Limited English Proficiency
NCLB	No Child Left Behind Act of 2001
NHQ	Not Highly Qualified
NTD	New to the District
NTP	New to the Profession
PK	Pre-elementary
SEA	State Education Agency
SPED	Special Education Agency
SRM	State Report Manager
TELL	Teachers of English Language Learners
TESOL	Teacher of English to Speakers of Other Languages
TITLE I	Improving the Academic Achievement of the Disadvantaged Section of the NCLB Act
TITLE II	Preparing, Training, and Recruiting Highly Qualified Teachers and Principals Section of the NCLB Act
TRS	Teacher Retirement System

Teachers	Include: Remedial Specialist (13), Head Teacher (14), Classroom Teacher (15), Visiting or Itinerant Teacher (16) Special Education Teacher (21), ESL Teacher (31), On-site Supervising Teacher (40), Correspondence Teacher (41)

Frequently Asked Questions and Examples

General Questions:

Who should be included in this report?
All certified employees employed by the district as of October 1 must be included in this report.

What will the data provided in this report be used for?
The information in this data collection is used for the No Child Left Behind (NCLB) report, Consolidated State Performance Report (CSPR) to the U.S. Department of Education, Alaska's Public School Report Card to the Public, the federal Common Core of Data (CCD), the federal Special Education Personnel report, legislature reports (SB241 and SB133), cross checks with teacher certification and other special requests from other state agencies.

Salary:

How do I report Salary?
If the individual has several FTEs, report the same full salary for each entry.

Example:
Table 1

Last Name	First Name	**Salary**	Job Code	Assignment Code	Number of Classes	Highly Qualified	Lowest Grade	Highest Grade	**FTE**
Smith	John	**$53,520**	3	0	0	X	7	9	**25**
Smith	John	**$53,520**	15	190	4	Y	11	12	**75**

Same Job:

How do I report Same Job?
If he/she was a teacher last year and a principal this year, answer N(o). If s/he was a teacher both years, but changed school, answer N(o). If s/he was a teacher at the same site both years, but changed teacher assignment code, answer Y(es). If he/she was any teacher job code last year and changed teacher job codes this year, answer Y(es).

Example: If employee was a SPED teacher (job code 21) last year and now is an on-site supervising teacher (job Code 40), answer Y(es); Job code 21 and Job Code 40 are both teacher job codes and so still consider same job because he/she is still a teacher.

Note: If an employee is coded as "Y" for Same Job, then that employee should have an "N" in all the 'New To' fields.

Date of Hire:

What does Date of Hire mean?
Date of Hire means the date that the employee was hired by the district. This is the first date of hire by district, for example, teacher stopped teaching one year and taught the next. Use the first year teacher taught as the date of hire.

Highly Qualified Teacher:

Why do special education consultative teachers have to be reported as highly qualified (HQ) or not highly qualified (NHQ)?
Special education consultative teachers' highly qualified status is currently required by the Individuals with Disabilities Education Act (IDEA). Special education consultative teachers are considered highly qualified if they hold a current special education endorsement. However, consultative SPED teachers (Teacher Assignment Code 59) are not required to report a HQ method.

Do elementary subject area specialists (math, language arts, reading, science, social studies, art, music and foreign language) need to be highly qualified in their subject area in order to be reported as highly qualified?
Yes, in order for such teachers to be reported as highly qualified, they must have attained highly qualified status in their instructional field. Attaining highly qualified status as an elementary teacher does not automatically make a teacher highly qualified as a subject area specialist.
Note: Please have the person in charge of maintaining your district's Highly Qualified Teacher Plans review all teachers' HQ/NHQ statuses before submitting this report.

Job Sharing:

How do I report employees who job share?
If employees job share a position, the data you send should reflect the total FTE for that position. List both staff members on your report and each one's salary and FTE. The sum of both FTE's should reflect the total FTE for the position.

Example:
Table 2

Last Name	First Name	**Salary**	Job Code	Same Job	Assignment Code	Number of Classes	Highly Qualified	Lowest Grade	Highest Grade	**FTE**
Smith	John	**$13,000**	15	Y	14	2	Y	9	12	**25**
Smith	Sally	**$40,420**	15	Y	14	6	Y	9	12	**75**

Lowest/Highest Grade:

How do I report lowest/highest grades?
For lowest grade you would report the employee's lowest grade taught or responsible for and for highest grade you would report the employee's highest grade taught or responsible for.

Examples:
A third grade teacher would record "3" in **both** grade columns. An elementary music teacher might record "KG" in lowest grade and "5" in highest grade to reflect that they teach all grades from kindergarten through fifth. A math teacher might record "7" for lowest and "11" for highest.

How do I report lowest/highest grades served when a teacher teaches the same subject area to elementary AND secondary students?
You will need to include one row/record for PK-5 or 6th grade assignments that a teacher teaches and another row/record for 6 or 7th -12 grade assignments that the same teacher teaches. For example, if you have a SPED consultative teacher (assignment code 59) who teaches a class of KG-12th graders, you will need two rows - one for the KG-5th or 6th graders and one for the 6 or 7-12th graders. This is required for all core content areas assignments.

Other Examples:

= Correct

= Incorrect

If reporting a 6th grade teacher's classes by individual courses, you may report lowest/highest grades across a secondary grade level range:

Table 3

Last Name	First Name	Salary	Job Code	Same Job	New To Dist.	New To State	New To Prof.	Assign ment Code	Number of Classes	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Turner	James	$40,420	15	Y	N	N	N	20	5	Y	**6**	**12**	**100**
Allen	Anita	$48,030	15	Y	N	N	N	63	5	Y	**6**	**8**	**100**

If reporting a 6th grade teachers classes by individual courses **and** the teacher teaches across grade level ranges, report classes in the elementary grade range **and** classes in the secondary grade range:

Table 4

Last Name	First Name	Salary	Job Code	Same Job	New To Dist.	New To State	New To Prof.	Assignment Code	Number of Classes	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Smith	John	$40,420	15	Y	N	N	N	113	1	Y	**PK**	**5**	**50**
Smith	John	$40,420	15	Y	N	N	N	20	1	N	**6**	**12**	**50**
Molly	Kapple	$48,030	15	Y	N	N	N	105	1	Y	**5**	**5**	**50**
Molly	Kapple	$48,030	15	Y	N	N	N	63	1	N	**6**	**6**	**50**

Do **not** report classes as being in both elementary and secondary grade level ranges:

Table 5

Last Name	First Name	Salary	Job Code	Same Job	New To Dist.	New To State	New To Prof.	Assignment Code	Number of Classes	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Smith	John	$40,420	15	Y	N	N	N	20	1	N	**PK**	**12**	**100**
Molly	Kapple	$48,030	15	Y	N	N	N	63	1	N	**5**	**6**	**100**

Teacher Assignment Code:

How do I report a teacher who teaches the same teaching assignment to both elementary and secondary grade levels?

A teacher who teaches core area courses to both elementary and secondary students must be reported with teacher assignment codes at **both** levels.

Note: For purposes of NCLB reporting, grades PK-6 are considered elementary unless a grade 6 course is taught in a designated middle school in which case it is considered secondary. Grades 7-12 are considered secondary.

Example(s):

A teacher who teaches 35-Physical Education to grades KG-12 must be reported as teaching 35-Physical Education at both elementary and secondary levels.

Table 6

Last Name	First Name	Salary	**Job Code**	**Assignment Code**	Number of Classes	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Smith	John	$53,520	**15**	**35**	1	Y	**KG**	**6**	**25**
Smith	John	$53,520	**15**	**35**	5	Y	**7**	**12**	**75**

A teacher who teaches music to grades KG-12 must be reported as teaching 306-Elementary Music to elementary grades KG-6 and 34-Music to secondary grades 7-12.

Table 7

Last Name	First Name	Salary	**Job Code**	**Assignment Code**	Number of Classes	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Doe	John	$53,520	**15**	**306**	1	Y	**KG**	**6**	**25**
Doe	John	$53,520	**15**	**34**	5	Y	**7**	**12**	**75**

Number of Classes:

How do I report Number of Classes?

In general, report 1 class for elementary classes and elementary resource classes up to 6th grade and report multiple classes for 7-12th grade classes. If a course is offered for two semesters to different groups of students, count this as 2 classes.

A "class" is defined as a setting in which organized instruction is provided to one or more students (including cross-age groupings) for a given amount of time. (A course may be offered to more than one class). Classes that share space should be considered as separate classes if they function as separate units for more than 50% of the time. Self-contained elementary classes should be counted as 1 class taught. Self-contained secondary classes should be counted as 1 per course area.

Note: Elementary specialist classes and elementary resource classes (i.e. foreign language, writing, consultative SPED) should be counted as 1 class per course area.

Elementary Examples:

An elementary specialist teacher teaches 12 art classes once a week for an hour each and 2 reading classes once a week for an hour each. Count this as 1 class of elementary specialist art and 1 class of elementary specialist reading.

Mrs. Smith teaches a self-contained multi-grade 3-5 classroom. Count this as 1 class taught for Mrs. Smith.

Mr. Johnson teaches 1 consultative SPED class every day, 10 music classes per week and 2 art classes a week to different groups of students. Count this as 1 consultative SPED class, 1 elementary music class and 1 elementary art class (only 1 class in each case because they are all considered "elementary resource" or "elementary specialist" classes).

Secondary Examples:

A secondary teacher teaching pre-algebra, history, English and science would be reported as teaching 4 classes: 1 English, 1 History, 1 Pre-Algebra and 1 Science.

Ms. Bailey teaches 2 History classes, 2 Social Studies classes, and 1 English class to *different cohorts of students each semester*. Count this as 4 History classes, 4 Social Studies classes and 2 English classes.

Mr. Oliver teaches 5 Consultative SPED classes all year. Count this as 5 Consultative SPED classes.

Ms. Jason teaches 3 SPED English classes and 2 SPED History classes. Count this as 3 English classes and 2 History classes.

Multi-grade Example:

Mr. Camp teaches PK-12 all subjects. Count this as 1 multi-grade elementary class, and 1 class each for every course area taught for grades 7-12. If Mr. Camp taught grade 7-12 students English, Reading, History, Basic Math, and General Science, in addition to teaching PK-6 students, report this as follows:

Table 8

Last Name	First Name	Salary	**Job Code**	**Assignment Code**	**Number of Classes**	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Camp	John	$53,520	**15**	**113**	**1**	Y	**PK**	**6**	**50**
Camp	John	$53,520	**15**	**14**	**1**	Y	**7**	**12**	**10**
Camp	John	$53,520	**15**	**41**	**1**	Y	**7**	**12**	**10**
Camp	John	$53,520	**15**	**27**	**1**	Y	**7**	**12**	**10**
Camp	John	$53,520	**15**	**210**	**1**	Y	**7**	**12**	**10**
Camp	John	$53,520	**15**	**20**	**1**	Y	**7**	**12**	**10**

How do I report Number of Classes for correspondence teachers?

For correspondence school teachers (Job code 41), each teacher assignment code would represent a class, no matter when each individual student enrolls. Teachers teaching the same course at both elementary and secondary levels must be reported as teaching 1 class at each level. FTE may be represented by the portion that each assignment code represents of the teacher's full-time load.

Example:
A correspondence school teacher teaching Pre-Algebra to 10 students, Algebra I to 105 students, Reading to 40 elementary level students, and Reading to 3 secondary level students:

Table 9

Last Name	First Name	**Job Code**	**Assignment Code**	**Number of Classes**	Highly Qualified	**Lowest Grade**	**Highest Grade**	**FTE**
Carver	Meg	**41**	**202**	**1**	Y	**7**	**9**	**6**
Carve	Meg	**41**	**203**	**1**	Y	**9**	**12**	**67**
Carve	Meg	**41**	**305**	**1**	Y	**3**	**6**	**25**
Carve	Meg	**41**	**41**	**1**	Y	**7**	**12**	**2**

How do I report Number of Classes for on-site supervising teachers?

For on-site supervising teachers, report the teacher with a Job Code of 40 and 1 class taught for each teacher assignment supervised. FTE may be represented by the portion that each assignment code represents of the teacher's full-time load.

Example:
An elementary teacher delivers instruction in all elementary content areas to his elementary students. He also delivers instruction to his secondary level students in all the secondary content areas except for 211-Integrated Math. For 211-Integrated Math, he is the on-site supervising teacher only. Another teacher delivers 211-Integrated Math instruction via distance delivery to his secondary level students, report this as follows:

Table 10

Last Name	First Name	**Job Code**	**Assignment Code**	**Number of Classes**	Highly Qualified	Lowest Grade	Highest Grade	**FTE**
Carver	Ray	**15**	**113**	**1**	Y	KG	6	**50**
Carver	Ray	**15**	**63**	**1**	Y	7	12	**10**
Carver	Ray	**15**	**20**	**1**	Y	7	12	**10**
Carver	Ray	**40**	**211**	**1**	N	7	12	**10**
Carver	Ray	**15**	**46**	**1**	Y	7	12	**10**
Carver	Ray	**15**	**21**	**1**	Y	7	12	**10**

How do I report Number of Classes for team teachers?

For team teachers in a team-teaching situation, consider each teacher of record as teaching 1 class. For example, if two teachers team-teach English to two unique cohorts of students all year, you would indicate 1 as the number of classes taught for each teacher in this situation. Calculate additional classes in the same manner.

Full-Time Equivalent (FTE):

How do I report FTE?

How you report FTE varies between districts, either it is based on what is indicated in the employee contract or the amount of time spent with each job and assignment. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full-time staff member and an FTE of 50 is a half-time staff.

Example:
Table 11

Last Name	First Name	**Job Code**	**Assignment Code**	Number of Classes	Highly Qualified	Lowest Grade	Highest Grade	**FTE**
Jones	Fred	**15**	**9**	2	X	7	9	**20**
Jones	Fred	**15**	**45**	2	N	11	12	**20**
Jones	Fred	**15**	**191**	1	Y	11	12	**10**
Jones	Fred	**15**	**190**	1	Y	9	9	**5**
Jones	Fred	**15**	**37**	1	Y	10	10	**5**
Jones	Fred	**3**	**0**	0	X	7	12	**40**

Note: If you have an employee employed both as a certified staff and a paraprofessional/classified staff the total FTE for the employee should equal the total payroll FTE.

Federally Funded FTE:

How do I report federally funded FTE?

Report the federal funding source, if applicable, for the FTE for the position. If only a portion of the position's FTE is federally funded (one of the programs listed on page 17), report each FTE funded portion separately.

Example:
Table 12

School Number	Last Name	First Name	**Job Code**	**Assignment Code**	Number of Classes	Highly Qualified	**FTE**	**Federally Funded FTE**
580010	Adams	Mary	**15**	**9**	0	Y	**50**	**1**
580010	Adams	Mary	**15**	**9**	1	Y	**50**	**X**
580020	Jones	Edward	**15**	**191**	2	Y	**100**	**1**
580020	Lee	Ken	**15**	**41**	2	N	**100**	**X**
580030	Dawson	Jo	**15**	**37**	1	Y	**60**	**X**
580030	Dawson	Jo	**3**	**0**	0	X	**40**	**2**

Staff Sabbaticals:

Should I report employees on sabbatical or leave?

Staff on sabbatical or leave of absence for the full school year **should not** be included in the October Certified and Para/Classified reporting.
Employees on long-term but not full year leave (such as a maternity leave) should not be reported in the October 15th Certified and Para/Classified reporting if not working on October 1, 2012. Such an employee, if he/she returns to active employment during the school year, should be reported, in the April NHQ Data Collection.

Years of Experience:

How do I report Years of Experience?

You should report Years of Experience as the number of years of experience that the employee has in his/her current job class. Years of experience in other states, districts, and schools **should be included** in the total even if there have been intervening periods of other jobs or unemployment. Years of Experience for teachers should reflect total years of experience in as any kind of teacher job code.
The first year that an employee **with no prior experience** is employed, Years of Experience should be 0 (zero) because at that point such an employee does not have any experience. The next year, such an employee will have 1 (one) year of experience, and so on.

Example:
A teacher is new to the district but has 20 years of teaching experience; the years of experience would be 20. If a person has 20 years of experience teaching, but is a first time principal, his/her years of experience would drop back to 0 for the principal job code.

Appendix A: District and School Numbers
(Open for 2014-15)

District #	District Name	School #	School Name
3	Alaska Gateway	30010	Dot Lake School
3	Alaska Gateway	30020	Eagle Community School
3	Alaska Gateway	30030	Mentasta Lake School
3	Alaska Gateway	30040	Walter Northway School
3	Alaska Gateway	30050	Tanacross School
3	Alaska Gateway	30060	Tok School
3	Alaska Gateway	30070	Tetlin School
3	Alaska Gateway	38010	Alaska REACH Academy
4	Aleutian Region	40020	Yakov E. Netsvetov School
4	Aleutian Region	40080	Adak School
56	Aleutians East	560010	King Cove School
56	Aleutians East	560020	Sand Point School
56	Aleutians East	560030	Akutan School
56	Aleutians East	560040	Cold Bay School
56	Aleutians East	560050	False Pass School
56	Aleutians East	568010	Aleutians East Correspondence School
5	Anchorage	50010	Abbott Loop Elementary
5	Anchorage	50020	Airport Heights Elementary
5	Anchorage	50030	Klatt Elementary
5	Anchorage	50050	Bartlett High School
5	Anchorage	50060	Baxter Elementary
5	Anchorage	50070	Birchwood ABC Elementary
5	Anchorage	50080	Campbell Elementary
5	Anchorage	50100	Central Middle School of Science
5	Anchorage	50110	Chester Valley Elementary
5	Anchorage	50120	Chinook Elementary
5	Anchorage	50130	Chugach Optional Elementary
5	Anchorage	50140	Gruening Middle School
5	Anchorage	50150	Chugiak Elementary
5	Anchorage	50160	Chugiak High School
5	Anchorage	50170	College Gate Elementary
5	Anchorage	50180	Creekside Park Elementary
5	Anchorage	50190	Denali Montessori Elementary
5	Anchorage	50200	Dimond High School
5	Anchorage	50210	Eagle River Elementary
5	Anchorage	50220	East High School
5	Anchorage	50240	Aurora Elementary
5	Anchorage	50250	Orion Elementary School
5	Anchorage	50270	Mt. Spurr Elementary
5	Anchorage	50300	Fairview Elementary
5	Anchorage	50340	Ursa Major Elementary
5	Anchorage	50350	Ursa Minor Elementary

District #	District Name	School #	School Name
5	Anchorage	50360	Girdwood School
5	Anchorage	50370	Gladys Wood Elementary
5	Anchorage	50380	Government Hill Elementary
5	Anchorage	50400	Homestead Elementary
5	Anchorage	50420	Huffman Elementary
5	Anchorage	50430	Inlet View Elementary
5	Anchorage	50450	Lake Otis Elementary
5	Anchorage	50480	Mountain View Elementary
5	Anchorage	50490	Muldoon Elementary
5	Anchorage	50500	North Star Elementary
5	Anchorage	50510	Northern Lights ABC K-8 School
5	Anchorage	50520	Northwood ABC
5	Anchorage	50530	Nunaka Valley Elementary
5	Anchorage	50540	O'Malley Elementary
5	Anchorage	50550	Ocean View Elementary
5	Anchorage	50560	Clark Middle School
5	Anchorage	50580	Ptarmigan Elementary
5	Anchorage	50590	Rabbit Creek Elementary
5	Anchorage	50600	Rogers Park Elementary
5	Anchorage	50610	Romig Middle School
5	Anchorage	50620	Russian Jack Elementary
5	Anchorage	50640	Sand Lake Elementary
5	Anchorage	50650	Scenic Park Elementary
5	Anchorage	50660	Service High School
5	Anchorage	50670	Steller Secondary School
5	Anchorage	50680	Susitna Elementary
5	Anchorage	50690	Taku Elementary
5	Anchorage	50700	Tudor Elementary
5	Anchorage	50710	Turnagain Elementary
5	Anchorage	50720	Wendler Middle School
5	Anchorage	50730	West High School
5	Anchorage	50750	Williwaw Elementary
5	Anchorage	50760	Willow Crest Elementary
5	Anchorage	50770	Wonder Park Elementary
5	Anchorage	50800	Bayshore Elementary
5	Anchorage	50810	Ravenwood Elementary
5	Anchorage	50820	Bear Valley Elementary
5	Anchorage	50870	Hanshew Middle School
5	Anchorage	50880	Fire Lake Elementary
5	Anchorage	50890	Spring Hill Elementary
5	Anchorage	50940	Mears Middle School
5	Anchorage	50970	Bowman Elementary
5	Anchorage	50980	Avail School
5	Anchorage	50990	Polaris K-12 School
5	Anchorage	51000	Alpenglow Elementary

District #	District Name	School #	School Name
5	Anchorage	51010	Kasuun Elementary
5	Anchorage	51020	Kincaid Elementary
5	Anchorage	51030	Lake Hood Elementary
5	Anchorage	51040	William Tyson Elementary
5	Anchorage	51050	Goldenview Middle School
5	Anchorage	51060	Mirror Lake Middle School
5	Anchorage	51110	Trailside Elementary
5	Anchorage	51120	South Anchorage High School
5	Anchorage	51130	Eagle River High School
5	Anchorage	51150	Nicholas J. Begich Middle School
5	Anchorage	56010	Family Partnership Charter School
5	Anchorage	57010	Alaska State School for the Deaf & Hard of Hearing
5	Anchorage	57020	McLaughlin Secondary School
5	Anchorage	57100	Benson Secondary/S.E.A.R.C.H.
5	Anchorage	57110	King Career Center
5	Anchorage	57130	S.A.V.E. High School
5	Anchorage	57140	Whaley School
5	Anchorage	57190	Crossroads School
5	Anchorage	57220	The New Path High School
5	Anchorage	59010	Aquarian Charter School
5	Anchorage	59050	Frontier Charter School
5	Anchorage	59060	Highland Tech High Charter School
5	Anchorage	59070	Winterberry School
5	Anchorage	59080	Eagle Academy Charter School
5	Anchorage	59090	Rilke Schule Charter School
5	Anchorage	59100	Alaska Native Cultural Charter School
6	Annette Island	60020	Charles R. Leask Sr. Middle School
6	Annette Island	60030	Richard Johnson Elementary
6	Annette Island	60040	Metlakatla High School
7	Bering Strait	70010	Brevig Mission School
7	Bering Strait	70040	Aniguiin School
7	Bering Strait	70050	Diomede School
7	Bering Strait	70060	Martin L. Olson School
7	Bering Strait	70070	Koyuk-Malemute School
7	Bering Strait	70080	Anthony A. Andrews School
7	Bering Strait	70100	Shaktoolik School
7	Bering Strait	70110	Shishmaref School
7	Bering Strait	70120	Tukurngailnguq School
7	Bering Strait	70130	James C. Isabell School
7	Bering Strait	70150	Wales School
7	Bering Strait	70160	White Mountain School
7	Bering Strait	70180	Gambell School
7	Bering Strait	70200	Hogarth Kingeekuk Sr. Memorial School
7	Bering Strait	70260	Unalakleet School
8	Bristol Bay	80010	Bristol Bay Middle/High School

District #	District Name	School #	School Name
8	Bristol Bay	80020	Naknek Elementary
9	Chatham	90010	Angoon School
9	Chatham	90030	Gustavus School
9	Chatham	90090	Klukwan School
9	Chatham	98010	Chatham Correspondence
10	Chugach	100010	Tatitlek Community School
10	Chugach	100020	Whittier Community School
10	Chugach	100030	Chenega Bay School
10	Chugach	108010	FOCUS Homeschool
11	Copper River	110060	Glennallen Elementary
11	Copper River	110070	Glennallen Jr/Sr High School
11	Copper River	110100	Kenny Lake School
11	Copper River	110110	Slana School
11	Copper River	118010	Upstream Learning Correspondence
12	Cordova City	120010	Cordova Jr/Sr High School
12	Cordova City	120020	Mt. Eccles Elementary
12	Cordova City	128010	Cordova School District Innovative Learning
13	Craig City	130010	Craig High School
13	Craig City	130020	Craig Elementary
13	Craig City	130030	Craig Middle School
13	Craig City	136010	Craig Alternative High School
13	Craig City	138010	PACE Correspondence
14	Delta-Greely	140020	Delta Junction Elementary
14	Delta-Greely	140030	Delta Junction Sr. High School
14	Delta-Greely	140040	Fort Greely School
14	Delta-Greely	140090	Gerstle River School
14	Delta-Greely	147010	New Horizons High School
14	Delta-Greely	148010	Delta/Greely Correspondence Home School Program
2	Denali	20010	Anderson School
2	Denali	20030	Cantwell School
2	Denali	20040	Tri-Valley School
2	Denali	28010	Denali PEAK
15	Dillingham	150010	Dillingham Elementary
15	Dillingham	150020	Dillingham Middle/High School
15	Dillingham	158010	Dillingham Correspondence School
16	Fairbanks	160010	Pearl Creek Elementary
16	Fairbanks	160020	Barnette Magnet School
16	Fairbanks	160050	Denali Elementary
16	Fairbanks	160060	Lathrop High School
16	Fairbanks	160070	Weller Elementary
16	Fairbanks	160080	Anderson Elementary
16	Fairbanks	160090	Ben Eielson Jr/Sr High School
16	Fairbanks	160130	North Pole High School
16	Fairbanks	160170	Badger Road Elementary
16	Fairbanks	160180	Hunter Elementary

District #	District Name	School #	School Name
16	Fairbanks	160200	Joy Elementary
16	Fairbanks	160210	West Valley High School
16	Fairbanks	160220	Tanana Middle School
16	Fairbanks	160230	Nordale Elementary
16	Fairbanks	160240	North Pole Elementary
16	Fairbanks	160250	North Pole Middle School
16	Fairbanks	160260	Ryan Middle School
16	Fairbanks	160270	Salcha Elementary
16	Fairbanks	160280	Two Rivers School
16	Fairbanks	160290	University Park Elementary
16	Fairbanks	160300	Woodriver Elementary
16	Fairbanks	160340	Ticasuk Brown Elementary
16	Fairbanks	160350	Ladd Elementary
16	Fairbanks	160360	Arctic Light Elementary
16	Fairbanks	160380	Anne Wien Elementary
16	Fairbanks	160400	Crawford Elementary
16	Fairbanks	160410	Randy Smith Middle School
16	Fairbanks	167010	Alternative Learning Systems
16	Fairbanks	167020	Fairbanks Youth Facility
16	Fairbanks	167030	Hutchison High School
16	Fairbanks	168010	Fairbanks B.E.S.T.
16	Fairbanks	169010	Chinook Montessori Charter School
16	Fairbanks	169030	Star of the North Secondary School
16	Fairbanks	169040	Effie Kokrine Charter School
16	Fairbanks	169050	Watershed Charter School
17	Galena	170010	Sidney C. Huntington Elementary
17	Galena	170020	Sidney C. Huntington Jr/Sr High School
17	Galena	178010	Interior Distance Education of Alaska (IDEA)
17	Galena	179010	Galena Interior Learning Academy (GILA)
18	Haines	180010	Haines Elementary
18	Haines	180020	Haines High School
18	Haines	188010	Haines Home School
19	Hoonah	190010	Hoonah Elementary
19	Hoonah	190020	Hoonah Jr/Sr High School
20	Hydaburg	200010	Hydaburg School
20	Hydaburg	208010	Hydaburg Correspondence School
21	Iditarod	210010	Blackwell School
21	Iditarod	210030	Holy Cross School
21	Iditarod	210050	Takotna Community School
21	Iditarod	210060	McGrath School
21	Iditarod	210080	Top of the Kuskokwim School
21	Iditarod	210090	Innoko River School
21	Iditarod	210120	David Louis Memorial School
21	Iditarod	218010	Distance Learning/Corresp. Ctr.
22	Juneau	220010	Auke Bay Elementary

District #	District Name	School #	School Name
22	Juneau	220020	Dzantik'i Heeni Middle School
22	Juneau	220030	Floyd Dryden Middle School
22	Juneau	220040	Gastineau Elementary
22	Juneau	220050	Glacier Valley Elementary
22	Juneau	220060	Harborview Elementary
22	Juneau	220070	Juneau-Douglas High School
22	Juneau	220100	Riverbend Elementary
22	Juneau	220140	Mendenhall River Community School
22	Juneau	220150	Thunder Mountain High School
22	Juneau	227010	Yaakoosge Daakahidi Alt. H.S.
22	Juneau	227020	Johnson Youth Center
22	Juneau	228010	HomeBRIDGE
22	Juneau	229010	Juneau Community Charter School
23	Kake	230010	Kake Elementary & High School
55	Kashunamiut	550010	Chevak School
24	Kenai Peninsula	240010	Hope School
24	Kenai Peninsula	240020	Chapman School
24	Kenai Peninsula	240030	McNeil Canyon Elementary
24	Kenai Peninsula	240040	Cooper Landing School
24	Kenai Peninsula	240050	Paul Banks Elementary
24	Kenai Peninsula	240060	Nanwalek School
24	Kenai Peninsula	240070	Razdolna School
24	Kenai Peninsula	240080	Homer High School
24	Kenai Peninsula	240090	Kenai Central High School
24	Kenai Peninsula	240110	Kenai Middle School
24	Kenai Peninsula	240120	Moose Pass School
24	Kenai Peninsula	240130	Nikolaevsk School
24	Kenai Peninsula	240140	Kalifornsky Beach Elementary
24	Kenai Peninsula	240150	Ninilchik School
24	Kenai Peninsula	240180	Port Graham School
24	Kenai Peninsula	240190	William H. Seward Elementary School
24	Kenai Peninsula	240200	Seward High School
24	Kenai Peninsula	240210	Soldotna Elementary
24	Kenai Peninsula	240510	Soldotna Prep School
24	Kenai Peninsula	240230	Sterling Elementary
24	Kenai Peninsula	240250	Susan B English School
24	Kenai Peninsula	240270	Tustumena Elementary
24	Kenai Peninsula	240280	Tebughna School
24	Kenai Peninsula	240300	Soldotna High School
24	Kenai Peninsula	240310	Redoubt Elementary
24	Kenai Peninsula	240320	Homer Middle School
24	Kenai Peninsula	240350	Nikiski North Star Elementary
24	Kenai Peninsula	240370	Mt. View Elementary
24	Kenai Peninsula	240380	Voznesenka School
24	Kenai Peninsula	240390	Nikiski Middle/Senior High School

District #	District Name	School #	School Name
24	Kenai Peninsula	240220	Skyview Middle School
24	Kenai Peninsula	240420	Kachemak Selo School
24	Kenai Peninsula	240490	West Homer Elementary
24	Kenai Peninsula	240500	Seward Middle School
24	Kenai Peninsula	247010	Connections
24	Kenai Peninsula	247020	Homer Flex School
24	Kenai Peninsula	247030	Kenai Alternative High School
24	Kenai Peninsula	247050	Marathon School
24	Kenai Peninsula	247060	River City Academy
24	Kenai Peninsula	249010	Aurora Borealis Charter School
24	Kenai Peninsula	249030	Fireweed Academy
24	Kenai Peninsula	249040	Soldotna Montessori Charter School
24	Kenai Peninsula	249050	Kaleidoscope School of Arts & Sciences
25	Ketchikan	250010	Houghtaling Elementary
25	Ketchikan	250020	Ketchikan High School
25	Ketchikan	250040	Schoenbar Middle School
25	Ketchikan	250050	Fawn Mountain Elementary
25	Ketchikan	250100	Point Higgins School
25	Ketchikan	257010	Revilla Jr/Sr High School
25	Ketchikan	257050	Ketchikan Regional Youth Facility
25	Ketchikan	258010	Fast Track
25	Ketchikan	259010	Ketchikan Charter School
25	Ketchikan	259020	Tongass School of Arts and Sciences Charter School
27	Klawock	270010	Klawock City School
28	Kodiak Island	280010	Akhiok School
28	Kodiak Island	280020	Chiniak School
28	Kodiak Island	280030	East Elementary
28	Kodiak Island	280040	Karluk School
28	Kodiak Island	280050	Kodiak High School
28	Kodiak Island	280060	Peterson Elementary
28	Kodiak Island	280070	Kodiak Middle School
28	Kodiak Island	280080	Larsen Bay School
28	Kodiak Island	280090	Main Elementary
28	Kodiak Island	280100	Old Harbor School
28	Kodiak Island	280110	Ouzinkie School
28	Kodiak Island	280120	Port Lions School
28	Kodiak Island	280180	North Star Elementary
28	Kodiak Island	288010	Kodiak Island Correspondence
29	Kuspuk	290010	Auntie Mary Nicoli Elementary
29	Kuspuk	290011	Aniak Jr/Sr High School
29	Kuspuk	290020	Crow Village Sam School
29	Kuspuk	290030	Johnnie John Sr. School
29	Kuspuk	290040	Joseph S. & Olinga Gregory Elementary
29	Kuspuk	290050	Zackar Levi Elementary
29	Kuspuk	290070	Jack Egnaty Sr. School

District #	District Name	School #	School Name
29	Kuspuk	290080	Gusty Michael School
29	Kuspuk	290090	George Morgan Sr. H.S.
30	Lake and Peninsula	300010	Chignik Bay School
30	Lake and Peninsula	300020	Chignik Lagoon School
30	Lake and Peninsula	300030	Chignik Lake School
30	Lake and Peninsula	300040	Egegik School
30	Lake and Peninsula	300050	Igiugig School
30	Lake and Peninsula	300080	Kokhanok School
30	Lake and Peninsula	300090	Newhalen School
30	Lake and Peninsula	300100	Nondalton School
30	Lake and Peninsula	300110	Tanalian School
30	Lake and Peninsula	300120	Perryville School
30	Lake and Peninsula	300130	Pilot Point School
30	Lake and Peninsula	300140	Meshik School
30	Lake and Peninsula	300220	Levelock School
30	Lake and Peninsula	308010	Lakeview Home School
31	Lower Kuskokwim	310030	Joann A. Alexie Memorial School
31	Lower Kuskokwim	310040	Negtemiut Elitnaurviat School
31	Lower Kuskokwim	310050	Mikelnguut Elitnaurviat
31	Lower Kuskokwim	310060	Gladys Jung Elementary
31	Lower Kuskokwim	310070	Bethel Regional High School
31	Lower Kuskokwim	310080	Chaputnguak School
31	Lower Kuskokwim	310090	Eek School
31	Lower Kuskokwim	310100	Rocky Mountain School
31	Lower Kuskokwim	310110	Akula Elitnaurvik School
31	Lower Kuskokwim	310120	Chief Paul Memorial School
31	Lower Kuskokwim	310130	Ayagina'ar Elitnaurvik
31	Lower Kuskokwim	310140	Ket'acik/Aapalluk Memorial School
31	Lower Kuskokwim	310150	Kwigillingok School
31	Lower Kuskokwim	310160	Nuniwarmiut School
31	Lower Kuskokwim	310170	William Miller Memorial School
31	Lower Kuskokwim	310180	Z. John Williams Memorial School
31	Lower Kuskokwim	310190	Ayaprun School
31	Lower Kuskokwim	310200	Lewis Angapak Memorial School
31	Lower Kuskokwim	310210	Anna Tobeluk Memorial School
31	Lower Kuskokwim	310220	Kuinerrarmiut Elitnaurviat
31	Lower Kuskokwim	310230	Arviq School
31	Lower Kuskokwim	310240	Akiuk Memorial School
31	Lower Kuskokwim	310250	Nelson Island Area School
31	Lower Kuskokwim	310280	Qugcuun Memorial School
31	Lower Kuskokwim	310320	Paul T. Albert Memorial School
31	Lower Kuskokwim	317010	Kuskokwim Learning Academy
31	Lower Kuskokwim	317020	Bethel Youth Facility
31	Lower Kuskokwim	319010	Ayaprun Elitnaurvik
32	Lower Yukon	320010	Alakanuk School

District #	District Name	School #	School Name
32	Lower Yukon	320040	Emmonak School
32	Lower Yukon	320050	Marshall School
32	Lower Yukon	320070	Hooper Bay School
32	Lower Yukon	320080	Kotlik School
32	Lower Yukon	320090	Ignatius Beans School
32	Lower Yukon	320110	Pilot Station School
32	Lower Yukon	320130	Russian Mission School
32	Lower Yukon	320140	Scammon Bay School
32	Lower Yukon	320150	Sheldon Point School
33	Mat-Su	330020	Palmer Middle School
33	Mat-Su	330030	Glacier View School
33	Mat-Su	330040	Iditarod Elementary
33	Mat-Su	330050	Palmer High School
33	Mat-Su	330060	Sherrod Elementary
33	Mat-Su	330070	Susitna Valley High
33	Mat-Su	330080	Swanson Elementary
33	Mat-Su	330120	Wasilla High School
33	Mat-Su	330140	Wasilla Middle School
33	Mat-Su	330180	Tanaina Elementary
33	Mat-Su	330190	Snowshoe Elementary
33	Mat-Su	330250	Houston High School
33	Mat-Su	330260	Colony Middle School
33	Mat-Su	330270	Colony High School
33	Mat-Su	330280	Cottonwood Creek Elementary
33	Mat-Su	330290	Finger Lake Elementary
33	Mat-Su	330300	Pioneer Peak Elementary
33	Mat-Su	330320	Willow Elementary
33	Mat-Su	330330	Trapper Creek Elementary
33	Mat-Su	330340	Talkeetna Elementary
33	Mat-Su	330350	Butte Elementary
33	Mat-Su	330360	Sutton Elementary
33	Mat-Su	330370	Beryozova School
33	Mat-Su	330380	Big Lake Elementary
33	Mat-Su	330390	Goose Bay Elementary
33	Mat-Su	330420	Meadow Lakes Elementary
33	Mat-Su	330430	Larson Elementary
33	Mat-Su	330440	Teeland Middle School
33	Mat-Su	330450	Houston Middle School
33	Mat-Su	330500	John Shaw Elementary
33	Mat-Su	330510	Knik Elementary School
33	Mat-Su	330520	Mat-Su Career & Tech Ed High School
33	Mat-Su	330530	Fred and Sara Machetanz Elementary School
33	Mat-Su	337010	Burchell High School
33	Mat-Su	337020	Valley Pathways
33	Mat-Su	337030	Mat-Su Youth Facility

District #	District Name	School #	School Name
33	Mat-Su	337050	American Charter Academy
33	Mat-Su	337060	Mat-Su Day School
33	Mat-Su	337070	Alaska Middle College School
33	Mat-Su	338010	Mat-Su Central School
33	Mat-Su	339010	Academy Charter School
33	Mat-Su	339020	Midnight Sun Family Learning Center
33	Mat-Su	339030	Twindly Bridge Charter School
33	Mat-Su	339040	Fronteras Charter School
33	Mat-Su	339050	Birchtree Charter School
98	Mt Edgecumbe	980000	Mt. Edgecumbe High School
34	Nenana	340010	Nenana City School
34	Nenana	348010	CyberLynx Correspondence Program
35	Nome	350010	Nome Elementary
35	Nome	350020	Nome-Beltz Jr/Sr High
35	Nome	357020	Nome Youth Facility
35	Nome	358010	Extensions Correspondence
35	Nome	359010	Anvil City Science Academy
36	North Slope	360010	Nunamiut School
36	North Slope	360020	Fred Ipalook Elementary
36	North Slope	360030	Barrow High School
36	North Slope	360040	Harold Kaveolook School
36	North Slope	360050	Nuiqsut Trapper School
36	North Slope	360060	Tikigaq School
36	North Slope	360070	Kali School
36	North Slope	360090	Meade River School
36	North Slope	360100	Alak School
36	North Slope	360120	Eben Hopson Middle School
36	North Slope	367010	Kiita Learning Community
37	Northwest Arctic	370010	Ambler School
37	Northwest Arctic	370020	Buckland School
37	Northwest Arctic	370030	Deering School
37	Northwest Arctic	370040	Kiana School
37	Northwest Arctic	370060	McQueen School
37	Northwest Arctic	370070	Kobuk School
37	Northwest Arctic	370080	June Nelson Elementary
37	Northwest Arctic	370090	Napaaqtugmiut School
37	Northwest Arctic	370100	Aqqaluk High/Noorvik Elementary
37	Northwest Arctic	370110	Shungnak School
37	Northwest Arctic	370150	Kotzebue Middle/High School
37	Northwest Arctic	370210	Davis-Ramoth School
37	Northwest Arctic	378020	NWABSD Home School
38	Pelican	380010	Pelican School
39	Petersburg	390010	Rae C. Stedman Elementary
39	Petersburg	390020	Petersburg High School
39	Petersburg	390030	Mitkof Middle School

District #	District Name	School #	School Name
40	Pribilof	400010	St George School
40	Pribilof	400020	St Paul School
46	Saint Mary's	460010	St. Mary's School
42	Sitka	420010	Baranof Elementary
42	Sitka	420020	Blatchley Middle School
42	Sitka	420130	Sitka High School
42	Sitka	420170	Keet Gooshi Heen Elementary
42	Sitka	427010	Pacific High School
42	Sitka	428010	Sitka Correspondence
43	Skagway	430010	Skagway School
44	Southeast Island	440010	Edna Bay School
44	Southeast Island	440020	Howard Valentine Coffman Cove School
44	Southeast Island	440090	Barry Craig Stewart Kasaan School
44	Southeast Island	440160	Thorne Bay School
44	Southeast Island	440190	Whale Pass School
44	Southeast Island	440230	Port Alexander School
44	Southeast Island	440250	Hollis School
44	Southeast Island	440270	Naukati School
44	Southeast Island	440320	Port Protection School
44	Southeast Island	440340	Hyder School
44	Southeast Island	448010	SE Island Correspondence
45	Southwest Region	450020	Aleknagik School
45	Southwest Region	450040	William "Sonny" Nelson School
45	Southwest Region	450050	Koliganek School
45	Southwest Region	450070	Manokotak School
45	Southwest Region	450080	Chief Ivan Blunka School
45	Southwest Region	450110	Togiak School
45	Southwest Region	450120	Twin Hills School
53	Tanana	530010	Maudrey J. Sommer School
47	Unalaska	470010	Eagle's View Elementary School
47	Unalaska	470020	Unalaska Jr/Sr High School
48	Valdez	480030	Valdez High School
48	Valdez	480040	George H Gilson Jr. H.S.
48	Valdez	480050	Hermon Hutchens Elementary
48	Valdez	488010	Valdez Home School
49	Wrangell	490010	Evergreen Elementary
49	Wrangell	490020	Wrangell High School
49	Wrangell	490030	Stikine Middle School
49	Wrangell	498010	Alaska Virtual Academy
50	Yakutat	500010	Yakutat School
50	Yakutat	508010	Yakutat Home School
51	Yukon Flats	510010	Arctic Village School
51	Yukon Flats	510040	Tsuk Taih School
51	Yukon Flats	510050	Circle School
51	Yukon Flats	510060	John Fredson School

District #	District Name	School #	School Name
51	Yukon Flats	510070	Fort Yukon School
51	Yukon Flats	510140	Cruikshank School
51	Yukon Flats	518010	Yukon Flats Distance Education Program
52	Yukon-Koyukuk	520010	Allakaket School
52	Yukon-Koyukuk	520030	Johnny Oldman School
52	Yukon-Koyukuk	520040	Jimmy Huntington School
52	Yukon-Koyukuk	520050	Kaltag School
52	Yukon-Koyukuk	520060	Ella B. Vernetti School
52	Yukon-Koyukuk	520070	Gladys Dart School
52	Yukon-Koyukuk	520080	Minto School
52	Yukon-Koyukuk	520090	Andrew K. Demoski School
52	Yukon-Koyukuk	520110	Merreline A Kangas School
52	Yukon-Koyukuk	528010	Raven Correspondence School
54	Yupiit	540010	Akiachak School
54	Yupiit	540030	Akiak School
54	Yupiit	540040	Tuluksak School

Appendix B: Race/Ethnicity Definitions and Guidance

Sources: http://nces.ed.gov/ipeds/glossary
National Center for Education Statistics - U.S. Department of Education Office of Educational Research and Improvement
4AAC 06.830. Subgroups
4AAC 06.899. Definitions

Race / Ethnicity Definitions

Code	Description	Definition
1	Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	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.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or more races (not Hispanic)	A student who primarily identifies their ethnic heritage with more than one subgroup.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Appendix C: Flexibility (IDEA, K-12 & Rural)

Special Education Flexibility:
Special Education (not consultative) teachers who are new to the profession and who teach multiple core academic subjects exclusively to students with disabilities are eligible for flexibility in meeting the highly qualified requirement. These teachers must be highly qualified in mathematics, language arts, or science at the time of hire, but they have two years after the date of hire to become highly qualified in all other core academic subjects they teach.

KG-12 Flexibility:
Newly hired teachers teaching in a KG-12 school with a population of 200 or fewer students and who teach multiple core academic subjects in grades 7-12 must be highly qualified in at least one subject that they will teach, but will have three years from their date of hire to demonstrate subject-matter competency in each of their other assigned subjects.

Rural Flexibility Districts:
Newly hired teachers in the following districts must be highly qualified in at least one subject that they will teach, but will have three years from their date of hire to demonstrate subject-matter competency in each of their other assigned subjects.

Alaska Gateway School District
Aleutian Region School District
Aleutians East Borough School District
Annette Island School District
Bering Strait School District
Bristol Bay Borough School District
Chatham School District
Chugach School District
Copper River School District
Cordova City School District
Craig City School District
Delta/Greely School District
Denali Borough School District
Dillingham City School District
Galena City School District
Haines Borough School District
Hoonah City School District
Hydaburg City School District
Iditarod Area School District
Kake City School District
Kashunamiut School District
Klawock City School District
Kuspuk School District
Lake And Peninsula Borough School District
Lower Yukon School District

Mount Edgecumbe High School
Nenana City School District
Nome Public Schools
North Slope Borough School District
Northwest Arctic Borough School District
Pelican City School District
Petersburg City School District
Pribilof School District
Saint Mary's School District
Skagway City School District
Southeast Island School District
Southwest Region School District
Tanana City School District
Unalaska City School District
Wrangell Public School District
Yakutat School District
Yukon Flats School District
Yukon/Koyukuk School District
Yupiit School District

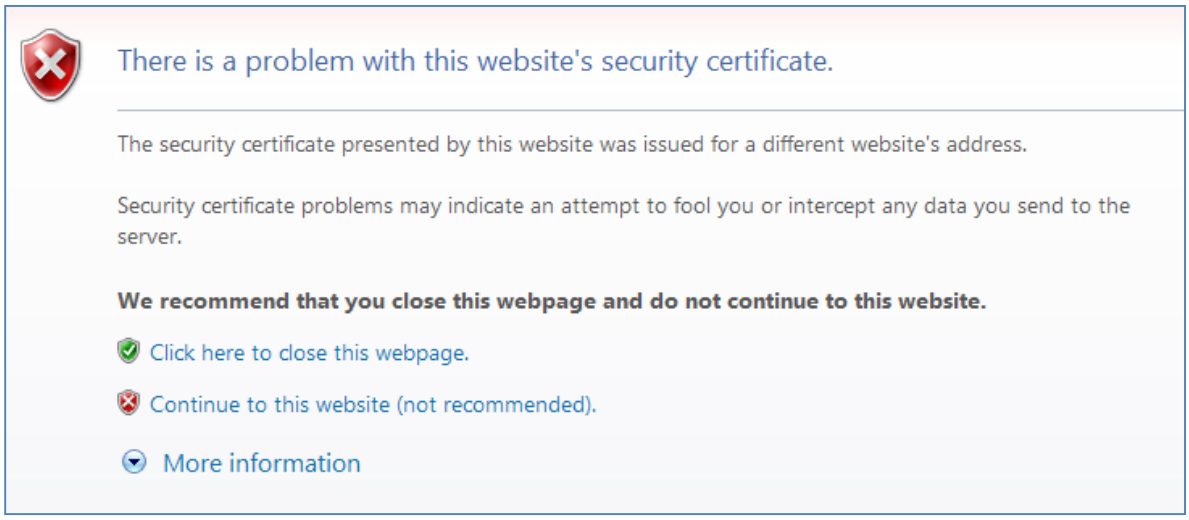
Appendix D: State Report Manager (SRM) System Submission Process

1. If not already assigned a username and password, contact Tim Workman at tim.workman@alaska.gov to create an SRM account.

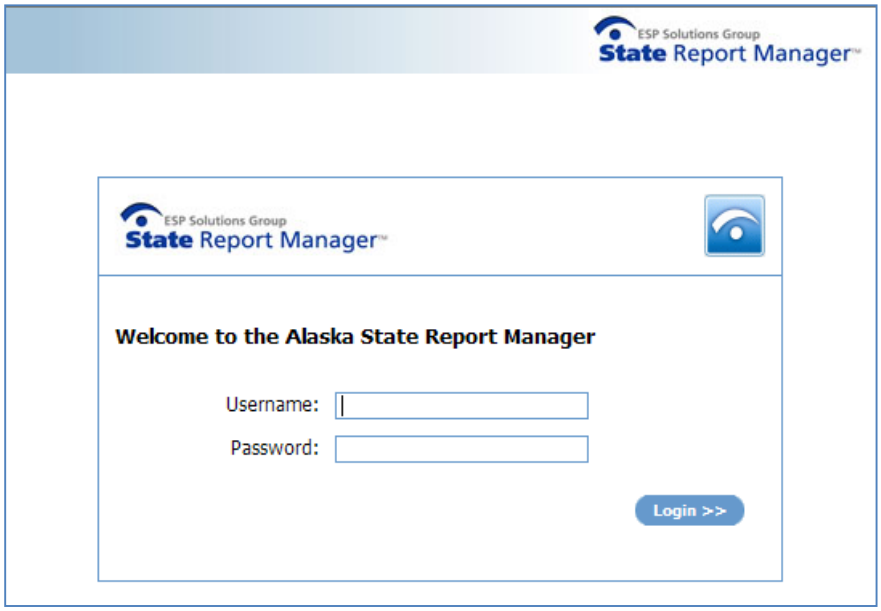
   Notes:

   - Make sure your file is in a Tab-delimited (.TXT) or Comma-separated (.CSV) format.
   - Make sure to replace header in your file with SRM header.

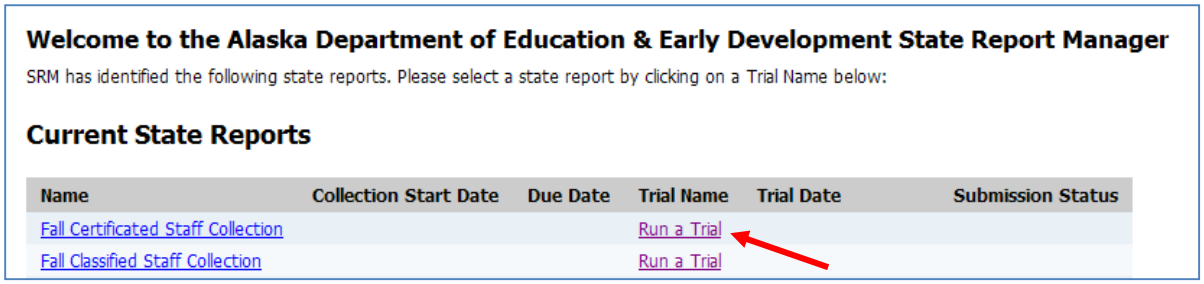
2. Using your Internet Browser, navigate https://srm.eed.state.ak.us/srm/unprotected/welcome.do- If you get the below security message, click on "Continue to this website".



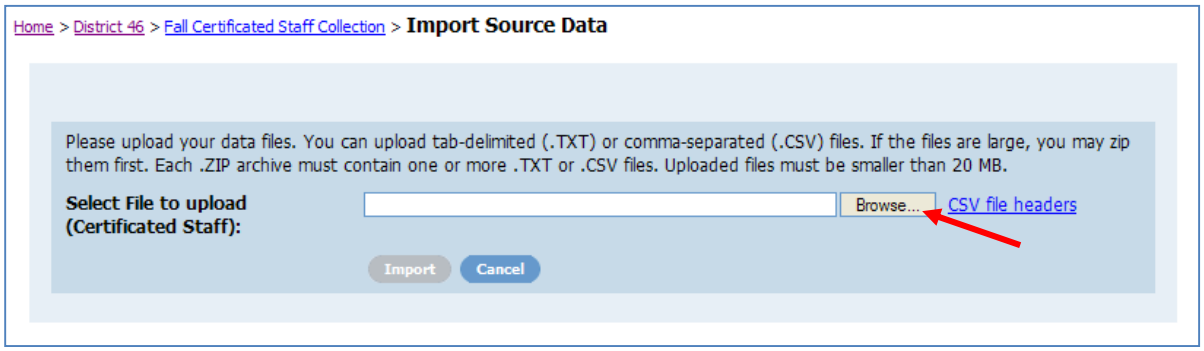
3. Type in your login information.



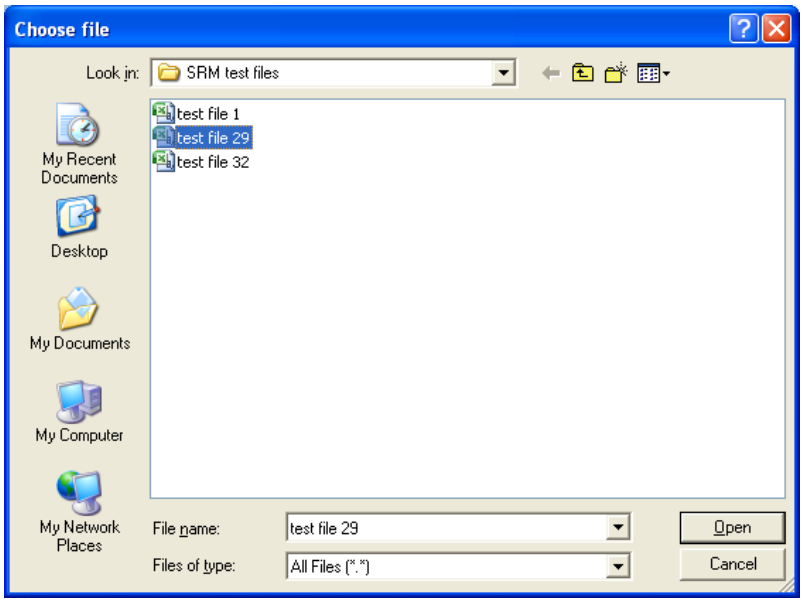
4. Click on “Run a Trial” link, next to the report name you would like to submit.
   Note: Trial Name link will have a different name if a file has already been submitted.



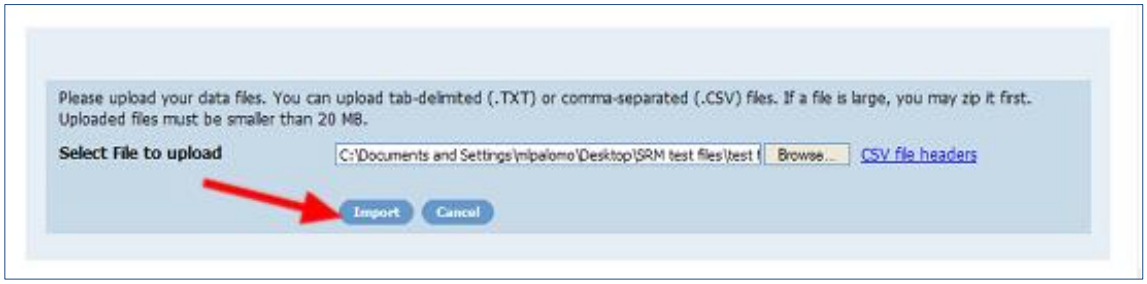
5. Click on “Browse…” to upload your file.
   Note: To download file headers click on “CSV file headers” link. Headers must match exactly in order for system to properly check data.



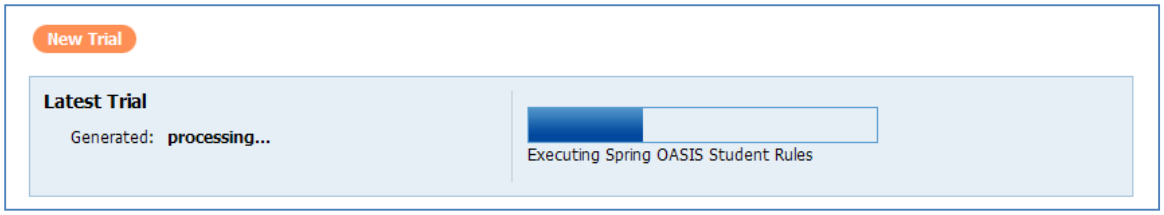
Find and select the file to upload then click “Open.”



6. Once the correct data file is selected, click on “Import.”

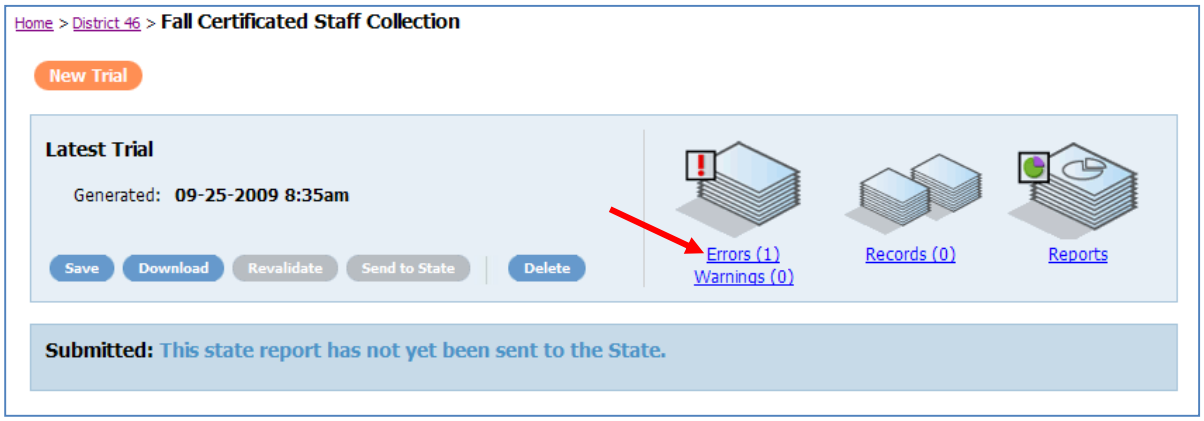


The selected file is now uploading.

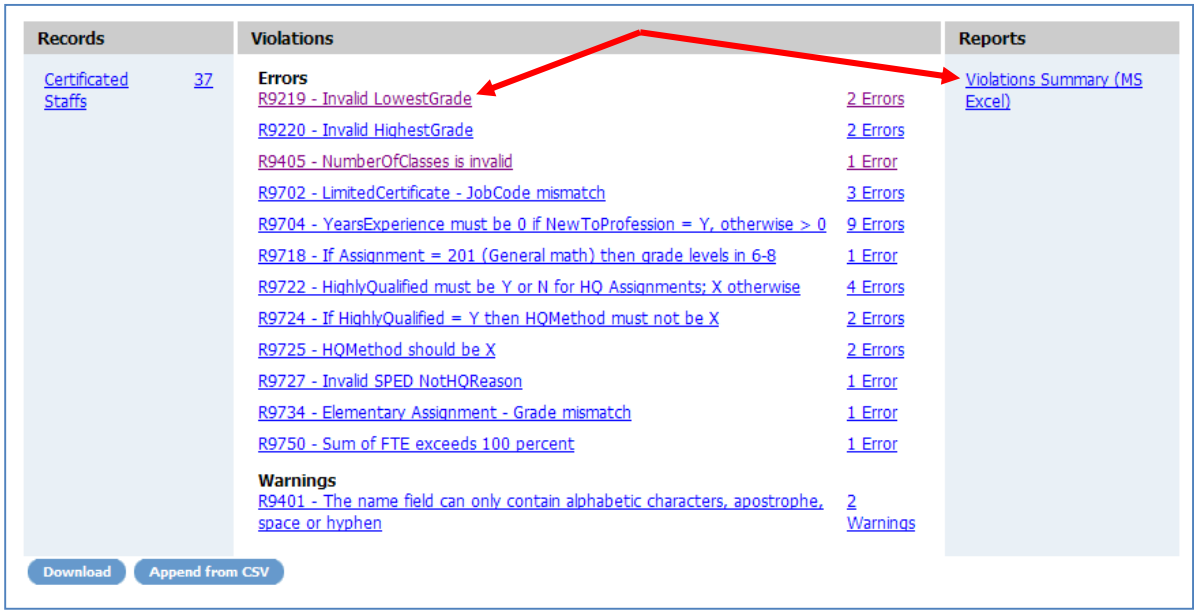


7. When the file upload and data checks are complete, a data summary will appear detailing the number of errors, warnings and total records submitted.

   The data is now ready for review and correction. Click on "Errors" link to view errors.



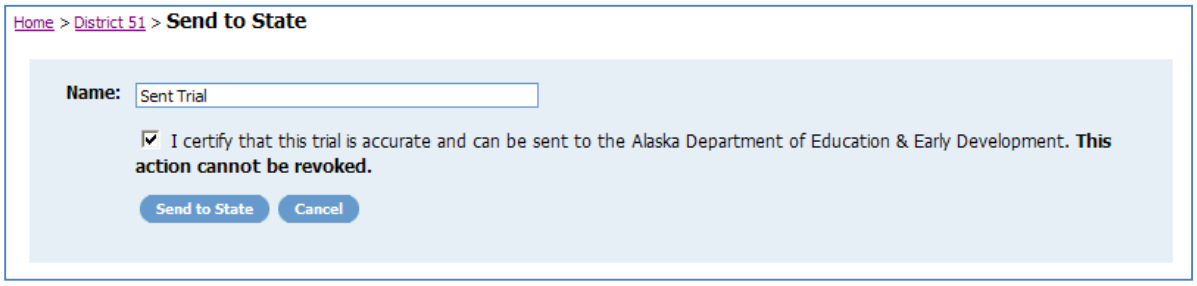
8. Click on “Violation Summary” link to view error report in excel and correct errors in original file and re-submit file or click on specific error to view each error individually and correct errors in original file.



9. Once errors have been corrected in original file, resubmit file by clicking on “New Trial” button. Repeat steps 5-9 again until no more errors.

10. Once no more errors, click on “Send to State” (button will now be highlighted).

11. Check box to certify that data is accurate and click on “Send to State”.



Your file is now completed.

Appendix E: State Report Manager (SRM) System Validation Rules

Rule ID	Severity	Rule	Detail Message
9000	Error	Required Field Missing	One or more required fields are missing.
9001	Error	Field Value Too Long	Field exceeds maximum length.
9100	Error	Bad District Number	The District ID is not a valid number.
9101	Error	Bad School Number	The School ID is not a valid number
9201	Error	Invalid Gender	The gender must be M or F
9202	Error	Invalid Race	The value for Race must be one of the options in the Race or Ethnicity option set.
9203	Error	Invalid Highest Degree	The value for Highest Degree must be one of the options in the Education Degree option set.
9204	Error	Invalid Limited Certificate Value	The value for Limited Certificate must be Y, N or X. Note: Y or N required for teachers (job code = 13, 14, 15, 16, 21, 31, 40 or 41) otherwise put X.
9205	Error	Invalid ESL Endorsement Value	The value for ESL Teacher Endorsement must be one of the options in the ESL Endorsement option set.
9206	Error	Invalid SPED Endorsement Value	The value for SPED Teacher Endorsement must by Y, N or X if not applicable.
9207	Error	Invalid Job Code Value	The value for Job Code must be one of the options in the Job Codes list.
9208	Error	Invalid Same Job Value	The value for Same Job must be Y or N. Note: If same job code or still a teacher at same school last year then same job should be Y.
9209	Error	Invalid New to District Value	The value for New to District must be Y or N.
9210	Error	Invalid New to State Value	The value for New to State must be Y or N.
9211	Error	Invalid New to Profession Value	The value for New to Profession must by Y or N.
9212	Error	Invalid Long Term Sub Value	The value for Long Term Substitute must be Y, N or X if not applicable.
9213	Error	Invalid Assignment Code Value	The value for Assignment Code must be one of the options in the Assignment code list.
9214	Error	Invalid Highly Qualified Value	The value for HQ must be Y, N or X if not applicable.
9215	Error	Invalid HQ Method Value	The value of HQ Method must be one of the options in the HQT Method list
9216	Error	Invalid Not HQ Reason Value	The value for NHQ Reason must be one of the options in the NHQT Reason list.
9217	Error	Invalid Not HQ Plan Value	The value for NHQ Plan must be one of the options in the NHQT Plan list.

Rule ID	Severity	Rule	Detail Message
9218	Error	Invalid Hired for SPED Value	The value for Hired for SPED must be Y, N or X if not applicable
9219	Error	Invalid Lowest Grade Value	The value for Lowest Grade must be one of the options in the Grade Level Taught list.
9220	Error	Invalid Highest Grade Value	The value for Highest Grade must be one of the options in the Grade Level Taught list.
9221	Error	Invalid Federal FTE Source Value	The value for Federally Funded FTE must be one of the options in the Federal Program Source list.
9222	Error	Invalid Fiscal Year	Invalid current fiscal year. The value for Fiscal Year must be 2013.
9301	Warning	Not Certified	Staff member not Certified or certificate has expired
9401	Warning	Invalid Name	The name contains one or more characters other than alphabetic characters, apostrophe, space or hyphen.
9402	Error	Invalid Date Format	The date format is not valid. Format should be MM/DD/YY or MM/DD/YYYY.
9403	Error	Invalid Salary Format	Salary must be a whole number between 1000 and 300000. Do not include “$”, “.” Or “,”.
9404	Error	Invalid Years of Experience Format	Years of Experience must be a number between 0 and 99.
9405	Error	Invalid Number of Classes Format	Number of Classes should be a whole number.
9406	Error	Invalid FTE Format	FTE should be a whole number. No decimals.
9407	Error	Invalid SSN Format	The format of the Social Security Number should be 999999999
9408	Error	Invalid ATI Format	Alaska Teacher Identifier should be a 6-digit number
9501	Error	User cannot submit data for this district	User cannot submit data for this district
9502	Error	Missing Teacher at School	No teacher has been assigned to school.
9503	Warning	Missing Principal or Head Teacher at School	At least one principal (job code 3) or head teacher (job code 14) should be assigned to each school.
9504	Warning	Missing Superintendent	Every district should have at least on superintendent (job code 1) assigned.
9505	Warning	Inconsistent Head Teacher	If mix of Job Code 14 and 15 (in a school) all Job Code 15 should be 14.
9506	Warning	Head Teacher Without Admin Duties	A head teacher should have one assignment with administrative duties (assignment code 200).
9507	Warning	Number of Classes – Elem Grade Level Mismatch	If assignment code is 99-108 then the sum of number of classes should be less than 3 per assignment.
9508	Error	Inconsistent Salary	Salary should be consistent across all records with the same ATI.

Rule ID	Severity	Rule	Detail Message
9509	Warning	Number of Classes – Sec Grade Level Mismatch	If assignment code is not 99-108 then sum of number of classes should be <= 10 per assignment.
9701	Error	School and District Mismatch	The school number is not a school in the district.
9702	Error	Limited Certificate – Job Code Mismatch	Limited Certificate must be Y or N if a teacher; X otherwise.
9703	Error	ESL Endorsement – Job Code Mismatch	ESL Teacher Endorsement must be numeric when job code = 31 or assignment code = 15; X otherwise.
9704	Error	Years of Experience – New to Profession Mismatch	Years of Experience must be 0 if New to Profession is Y and must be >0 if New to Profession = N.
9705	Error	Same Job – Years of Experience Mismatch	Years of Experience must be >0 if Same Job = Y.
9706	Error	Same Job – New to Profession Mismatch	If New to Profession = Y then Same Job must be N; if Same Job = Y then New to Profession must be N.
9707	Error	Same Job – New to State Mismatch	If New to State = Y then Same Job must be N; if Same Job = Y then New to State must be N.
9708	Error	Same Job – New to District Mismatch	If New to District = Y then Same Job must be N; if Same Job = Y then New to District must be N.
9709	Error	New to State – New to District Mismatch	If New to District = N then New to State must be N; if New to State = Y then New to District must be Y.
9710	Error	Job Code – Assignment Code Mismatch	If Curriculum Specialist or a Teacher then assignment code cannot be zero.
9711	Error	Assignment Code – Non-Teacher Mismatch	Assignment code must be 0 for non-teachers or if not a curriculum specialist.
9712	Error	Long Term Substitute – Teacher Mismatch	Long Term Substitute must be Y or N if is a teacher; X otherwise.
9713	Error	SPED Teacher – Assignment Mismatch	Must be a SPED Teacher (Job Code 21) if assignment code is 57, 59, 98 or 900.
9714	Error	Early Childhood Assignment – Grade Mismatch	Highest Grade must be <4 if assignment code = 98.
9715	Error	ESL Job – Assignment Mismatch	Job Code must be 31 if assignment code is 15.
9716	Error	Lowest Grade – Elementary Assignment Mismatch	If Lowest Grade >6 then assignment code cannot be 113.
9717	Error	Highest Grade – Elementary Assignment Mismatch	If assignment code = 113 then Highest Grade must be <= 6.
9718	Error	General Math – Grades Mismatch	If assignment code = 201 then grade levels should be 6-8 only.
9719	Error	Basic Math – Grades Mismatch	If assignment code = 210 then grade levels should be 9-12 only.
9721	Warning	Excessive Number of Classes	The Number of classes should be less than 10

Rule ID	Severity	Rule	Detail Message
9722	Error	Highly Qualified – Assignment Mismatch	Teacher's HQ status must be Y or N for core assignments; X otherwise.
9724	Error	Highly Qualified – HQ Method Mismatch	If HQ = Y then HQ Method must not be X except if assignment code = 59.
9725	Error	HQ Method Mismatch	If employee is a teacher with non-core content assignment, teacher who is NHQ, teacher teaching code 59 or is not a teacher then HQT Method should be X.
9726	Error	Highly Qualified – NHQ Reason Mismatch	If HQ = Y then NHQ Reason should be X; If HQ = N then NHQ Reason should be valid option from reason code list.
9727	Error	NHQ Reason – SPED Assignment Mismatch	If Job Code = 21 and Assignment Code = 900 and HQ = N then NHQ Reason must be 2, 5, 8.
9728	Error	NHQ Reason – Supervising Teacher Mismatch	NHQ Reason 7 can only be used with Job Code 40.
9729	Warning	Inconsistent Years of Experience to Prior Year	Years of Experience in the same job should only be one year more than last year.
9730	Error	Core Teacher at District Office	Core content teacher cannot be assigned to the District Office.
9732	Error	Core Assignment Crosses Grade Bands	Core Teaching Assignments must be split when cross grade bands (Elementary and Secondary)
9733	Error	Secondary Assignment Code – Grade Level Mismatch	Secondary teacher assignment code reported with elementary grades (PK-5 or 6 are considered elementary grades).
9734	Error	Elementary Assignment Code – Grade Level Mismatch	Elementary teacher assignment code reported with secondary grades (6 or 7-12 are considered secondary grades).
9735	Error	SPED Assignment-Job Code Mismatch	Check that 59-Consultative SPED or 98-Early Childhood teaching assignments are associated with 21-SPED Teacher job code
9736	Error	Early Childhood Assignment – Grade Level Mismatch	If assignment code = 98 then highest grade level must be <=3.
9738	Error	Number of Classes Reported for Non-Teacher	Number of Classes for non-teacher should be 0.
9740	Error	NHQ Reason Mismatch	If non-teacher, teacher with HQ = Y, or teacher with non-core assignment then NHQ Reason should be X.
9741	Error	NHQ Reason – Elementary Assignment Mismatch	If NHQ Reason = 1, 2, or 3 then Assignment must be elementary assignment or both elementary and secondary assignment.
9742	Error	NHQ Reason – Consultative SPED Teacher Mismatch	If Job Code = 21 and Assignment = 59 then NHQ Reason cannot be 2 or 5.
9743	Error	NHQ Plan Mismatch	If non-teacher, teacher with HQ = Y, or teacher with non-core assignment then NHQ Plan should be X.

Rule ID	Severity	Rule	Detail Message
9744	Error	NHQ Plan – Supervising Teacher Mismatch	If NHQ Plan = 9 then Job Code must be 40.
9745	Error	Hired to Provide SPED – Job Code Mismatch	If Job Code = 11, 20, 24, 26, 27, 28, 29, 30, 33 or 73 then Hired for SPED must be Y or N; X otherwise.
9746	Error	Low – High Grade Inconsistent	Highest grade must be >= Lowest grade
9747	Error	Low Grade Not Served in School	According to State Directory information lowest grade not served in school. Contact EED if needs to be updated.
9748	Error	High Grade Not Served in School	According to State Directory information highest grade not served in school. Contact EED if needs to be updated.
9749	Warning	Check Secondary Assignment –Number of Classes Ratio	Check secondary assignment with number of classes taught <2 and FTE >25.
9750	Error	Sum of FTE Exceeds 100	The sum of FTE for all the jobs for this individual exceeds 100.
9751	Error	Lowest Grade Missing	Lowest Grade is required when Job Code is 3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41.
9752	Error	Highest Grade Missing	Highest Grade is required when Job Code is 3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, or 41.
9753	Error	HQ Method Mismatch	If teacher, HQ = Y and assignment is a core class then HQ Method must be code 1-8.
9754	Error	NHQ Reason – Secondary Assignment Mismatch	If NHQ Reason = 4, 5, or 6 then Assignment must be secondary assignment or both elementary and secondary assignment.
9755	Error	NHQ Reason – Alternate Standard SPED Teacher Mismatch	If NHQ Reason = 8 then Job Code must b 21 and Assignment must be 900.
9756	Error	NHQ Reason – World Language Specialist Mismatch	If NHQ Reason = 10 then Assignment must be 19.
9757	Error	Highly Qualified – NHQ Plan Mismatch	If HQ = Y or X then NHQ Plan must be X.
9758	Error	Highly Qualified – HQ Method Mismatch	If HQ = N or X then HQ Method must be X.
9759	Error	Highly Qualified – NHQ Plan Code Mismatch	If HQ = N then NHQ Plan must be 1-9.
9760	Error	Highly Qualified – NHQ Reason Mismatch	If HQ = X then NHQ Reason must be X.
9761	Warning	Check Core Credit for Voc. Ed. Class	If students receive core academic credit for this vocational education class then teacher is required to be HQ.

Rule ID	Severity	Rule	Detail Message
9763	Error	SPED Endorsement – Job Code Mismatch	If Job Code is not 21 then SPED Endorsement must be X.
9764	Error	Invalid Self contained Number Of Classes	If Assignment is in (301, 302, 303, 304, 305, 306, 307, 308, 113, 59) then Number Of Classes should be 1
9765	Error	Highly Qualified – Early Childhood Assignment Mismatch	If Job Code = 21 and Assignment = 98 and Lowest Grade is not PK and Highest Grade is >PK then HQ should be Y or N.
9766	Error	Number of Classes – Assignment Mismatch	If assignment is not 0 then number of classes should not be 0, except if Job Code = 10.
9767	Error	Hire Date Missing	Hire Date is required if Job Code = 10, 13, 14, 15, 16, 21, 31, 40, 41.
9768	Error	Pre-Elementary to Grade Mis-Match	Low Grade and high grade must be PK when Assignment code= 99
9769	Error	SPED Endorsement – SPED Teacher Mismatch	If Job Code = 21 then SPED Endorsement must be Y or N; X otherwise.
9770	Error	Invalid Date of Hire	Date of Hire is > 12/1/2014
9771	Error	Assignment Code – Grade Mismatch	If assign. code = 99 Low/High Grade should be PK If assign. code = 100 Low/High Grade should be KG If assign. code = 101 Low/High Grade should be 1 If assign. code = 102 Low/High Grade should be 2 If assign. code = 103 Low/High Grade should be 3 If assign. code = 104 Low/High Grade should be 4 If assign. code = 105 Low/High Grade should be 5 If assign. code = 106 Low/High Grade should be 6 If assign. code = 107 Low/High Grade should be 7 If assign. code = 108 Low/High Grade should be 8
9772	Error	Inconsistent Entries for Employee Record	If SSN found in more than one record, Last Name, First Name, MI, Alaska Teacher Identifier, Birth Date, Gender, Race, and Highest Degree should be the same for each record.
9773	Error	Assignment Code – Number of Classes Mismatch	If assign. code = 99 thru 106, Number of Classes must be 1.
9774	Error	Assignment Code – Number of Classes Mismatch	Teacher is assigned to more than 2 assignment codes between 99 and 106. Use 113 Multi-Grade Elementary.
9777	Error	Job Code – Highly Qualified Reason Mismatch	If Job Code = 21 and Highly Qualified = N, Not Highly Qualified Reason can only be 2, 5 or 8.
9778	Error	ATI does not match SSN	The ATI provided does not match the SSN listed by Teacher Certification.

Rule ID	Severity	Rule	Detail Message
9779	Error	SSN and ATI Missing	SSN and ATI are both absent in the Teacher Certification database. The Alaska Department of Education & Early Development has no record of this teacher based on the SSN or ATI provided. Please contact the Teacher Certification office at (907) 465-2831 or tcwebmail@alaska.gov for assistance.
9780	Warning	Found ATI in Teacher Certification Database	Your CSV file contains a blank ATI for these teachers. SRM found ATI in the Teacher Certification database. You should copy ATI to your SIS.
9781	Warning	Teacher does not hold an active teaching certificate	Job Code = 14, 15, 16, 21, 31, 40 or 41, Teacher must have an active type T or type M Teaching Certificate.