

FALL 2017

PARAPROFESSIONAL and

CLASSIFIED STAFF ACCOUNTING

DATA COLLECTION

HANDBOOK

FOR SCHOOLS AND DISTRICTS



Due Date: October 16, 2017

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Para/Classified Staff Accounting Dates

- September 6** District contacts will be emailed staff accounting information.
- October 2** State Report Manager (SRM) will be open for submitting files to the Department of Education.
- October 16** Staff accounting data must be received and certified via SRM to the Department of Education.
- October 23** An unofficial email will be sent to the district contact, a reminder email that staff accounting files have not been received or certified and that an official email will be sent in a week to the Superintendent and the Teacher Certification Administrator.
- October 30** An official email will be sent to the district contact, Superintendent and the Teacher Certification Administrator notifying them that staff accounting files have not been received or certified.

Missing the Certified & Para/Classified data deadlines may result in noncompliance under Title IA and IIA under federal law as well as state law.

2017-2018 Changes

(Changes are marked green.)

Data Elements (New): **Data Element #21; Notes**

Data Elements (Edited): None

Data Elements (Removed): None

Validation Rule (New):

13722	Error	Invalid Date of Hire	Date of Hire is > 10/2/2017
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For further information, contact:

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Department of Education & Early Development
Telephone: (907) 465-8724
Email: heather.kahklen@alaska.gov

Instructions

1. Submit the data elements defined in this data dictionary for all paraprofessional and classified employees (employees **not included** in the Certificated Staff Accounting data) through the State Report Manager (SRM) at <https://srm.eed.state.ak.us/srm>. Paraprofessional and classified staff include: instructional and non-instructional paraprofessionals/aides; administrative support staff; officials and administrators; school administrative support staff; classified nurses; and all other support services staff.

A template can be **requested** by emailing heather.kahklen@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 B](#).

2. After the completed data file is submitted, you will then receive a Violations Summary report that lists errors that need to be corrected and warnings where verification is needed. Make corrections in the file. *For a list of validation rules and error message details, please see [Appendix C](#).*
3. Resubmit file with corrections through SRM. Repeat steps 1 & 2 until no more errors.
4. Certify/verify that file is accurate through SRM.

Accurate data is due by October 16, 2017. Districts that have not submitted complete accurate data will be included in an official notification to the Superintendent and the Teacher Certification Administrator. An unofficial email will be sent to all district contacts one week before the official notification is sent. District contacts are expected to monitor the completion status of their data submittal and insure that the department has correct district contact information.

General Information

All paraprofessional & classified employees employed by the district on the first work day of October must be included in this report. This report is updated annually and is due to DEED by **October 16, 2017**.

Information collected in this data file will be used in various reports including the 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, requests from the Legislature, and other special requests from state agencies.

After all errors are corrected, any warnings on the Violations Summary report should be reviewed by district staff and corrected if necessary.

Adding, Changing Schools, or Deleting Staff Members 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

If a listed staff member has a new job, insert a new record and remove/delete the old record from the spreadsheet or overwrite 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 is on leave for the entire year, remove his/her name from the spreadsheet by deleting all his/her information.

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 Paraprofessional/Classified Staff Accounting Data Collection.

Staff on long-term but not full year leave (such as a maternity leave) should not be reported in the Paraprofessional/Classified Staff Accounting Data Collection if not working on the first work day of October.

Data Elements

Status	Field	Element Name						
Required	1	<p>District Number</p> <p>Unique district state ID number</p>						
Required	2	<p>School Number</p> <p>Unique school code as assigned by DEED. 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).</p> <p>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 DEED to obtain a new school number for that institution.</p> <p>(See http://education.alaska.gov/Alaskan_Schools/Public/DistrictandSchoolIDs.pdf for School Numbers)</p>						
Required	3	<p>Last Name</p> <p>Employee's last name. Remove all commas, asterisks and parentheses. Hyphens are permissible.</p>						
Required	4	<p>First Name</p> <p>Employee's first name. Remove all commas, asterisks and parentheses.</p>						
Optional	5	<p>Middle Name</p> <p>Employee's middle name or middle initial. Remove all commas, asterisks, and parentheses.</p>						
Required	6	<p>SSN</p> <p>Employee's social security number. No dashes.</p>						
Required	7	<p>Birth Date</p> <p>Employee's date of birth. Format: MM/DD/YY or MM/DD/YYYY</p>						
Required	8	<p>Gender</p> <table style="margin-left: 20px;"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Male</td> </tr> <tr> <td>F</td> <td>Female</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	M	Male	F	Female
<u>Code</u>	<u>Description</u>							
M	Male							
F	Female							
Required	9	<p>Race or Ethnicity</p>						

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		<table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>White (Caucasian)</td> </tr> <tr> <td>2</td> <td>African American</td> </tr> <tr> <td>3</td> <td>Hispanic</td> </tr> <tr> <td>4</td> <td>Asian</td> </tr> <tr> <td>5</td> <td>American Indian</td> </tr> <tr> <td>6</td> <td>Alaska Native</td> </tr> <tr> <td>7</td> <td>Two or more races</td> </tr> <tr> <td>8</td> <td>Native Hawaiian or Pacific Islander</td> </tr> </tbody> </table> <p>See Appendix A for race/ethnicity definitions.</p>	<u>Code</u>	<u>Description</u>	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
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Conditional	10	<p>Hire Date</p> <p>First date this employee was hired as a paraprofessional. This is required for paraprofessionals only. Format: MM/DD/YY or MM/DD/YYYY</p>																		
Required	11	<p>Job Responsibility</p> <p>Code indicating the primary job responsibility using the following:</p> <p>Paraprofessional Codes:</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Instructional – includes those who 1) provide 1-1 tutoring, 2) assist with classroom management, such as organizing instructional or other materials, 3) provide instructional assistance in a computer lab, 4) conduct parent involvement activities, 5) provide instructional support in a library or media center, 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.</td> </tr> <tr> <td>C</td> <td>Computer – provides non-instructional assistance in a computer lab.</td> </tr> <tr> <td>P</td> <td>Parental involvement – only conducts parental involvement activities.</td> </tr> <tr> <td>L</td> <td>Library – provides non-instructional support in a library or media center.</td> </tr> <tr> <td>T</td> <td>Translator – acts solely as an English/Non-English language translator</td> </tr> <tr> <td>S</td> <td>SPED Interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.</td> </tr> <tr> <td>A</td> <td>SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides do not perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.</td> </tr> </tbody> </table> <p>Classified Codes:</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> </table>	<u>Code</u>	<u>Description</u>	I	Instructional – includes those who 1) provide 1-1 tutoring, 2) assist with classroom management, such as organizing instructional or other materials, 3) provide instructional assistance in a computer lab, 4) conduct parent involvement activities, 5) provide instructional support in a library or media center, 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.	C	Computer – provides non-instructional assistance in a computer lab.	P	Parental involvement – only conducts parental involvement activities.	L	Library – provides non-instructional support in a library or media center.	T	Translator – acts solely as an English/Non-English language translator	S	SPED Interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.	A	SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides do not perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.	<u>Code</u>	<u>Description</u>
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Status	Field	Element Name								
		<p>AS Administrative Support Staff – include all district office staff that provides direct support to official and administrators including business office support and data processing. These staff members work primarily in central offices.</p> <p>OA Officials and Administrators – include any administrator not included in the Certificated Staff Accounting who has district wide responsibilities such as business managers and coordinators.</p> <p>SS Includes any staff member whose activities are concerned with support of the teaching and administrative duties. These staff members work primarily in individual schools and include staff in the office of the principal or department chairpersons, other clerical staff and secretaries.</p> <p>OS Includes any staff member on the payroll not reported in any other category, such as playground aides, bus drivers, cooks, lunchroom monitors, janitors if staff members, etc.</p> <p>CN Classified Nurse – plans 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.</p>								
Required	12	<p>Hired for SPED</p> <p>Used to determine if this employee is a Classified Nurse (CN) and was employed or contracted to provide special education and related services. Report an ‘X’ if the employee is not a classified nurse. If the employee is a classified nurse and just happens to provide some services to special education students, report N (No). If the employee is a classified nurse and was specifically employed or contracted to provide special education and related services and just happens to have non-special education students, report Y (Yes).</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes, this nurse was employed or contracted to provide SPED or related services.</td> </tr> <tr> <td>N</td> <td>No, this nurse was not employed or contracted to provide SPED or related services.</td> </tr> <tr> <td>X</td> <td>This employee is not a classified nurse.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes, this nurse was employed or contracted to provide SPED or related services.	N	No, this nurse was not employed or contracted to provide SPED or related services.	X	This employee is not a classified nurse.
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Y	Yes, this nurse was employed or contracted to provide SPED or related services.									
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Required	13	<p>Title I</p> <p>This is used to identify if this person is a Title I instructional paraprofessional. In a Title I schoolwide school, ALL instructional paraprofessionals are Title I. In a Title I targeted assistance school, only the instructional paraprofessionals paid in whole or in part by Title I are considered Title I paraprofessionals.</p> <table> <tbody> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>X</td> <td>Not applicable (is not an instructional paraprofessional or is a classified employee)</td> </tr> </tbody> </table>	Y	Yes	N	No	X	Not applicable (is not an instructional paraprofessional or is a classified employee)		
Y	Yes									
N	No									
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Conditional	14	<p>Title I Hire Date</p> <p>Used to identify the date this instructional paraprofessional employee was hired into a Title I program. This may or may not be the same date as the Date of Hire as a paraprofessional. If this person is not Title I, leave blank.</p>								

Status	Field	Element Name												
		Format: MM/DD/YY or MM/DD/YYYY												
Conditional	15	<p>High School Diploma</p> <p>This is used to identify if this Title I instructional paraprofessionals has a high school diploma or a recognized equivalent (such as a GED).</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>X</td> <td>Not applicable (is not a Title I instructional paraprofessional)</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No	X	Not applicable (is not a Title I instructional paraprofessional)				
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Required	16	<p>SPED Aide</p> <p>Is this a special education paraprofessional?</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>X</td> <td>Not applicable (is not a paraprofessional or is a classified employee)</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No	X	Not applicable (is not a paraprofessional or is a classified employee)				
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Required	17	<p>SPED Aide 3-5</p> <p>Does this special education aide paraprofessional work primarily with 3-5 year olds?</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes</td> </tr> <tr> <td>N</td> <td>No</td> </tr> <tr> <td>X</td> <td>Not applicable (is a classified employee OR is not a Special Education Aide)</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No	X	Not applicable (is a classified employee OR is not a Special Education Aide)				
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Required	18	<p>Minimum Qualifications</p> <p>Used for Title I instructional paraprofessionals to identify the minimum qualifications met using the following codes. Must be completed for all instructional paraprofessionals in a Title I schoolwide school and all those paid with Title I funds in a targeted assistance school.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Holds an Associate's degree (or higher)</td> </tr> <tr> <td>2</td> <td>Has earned two years of college credit (48 semester hour credits)</td> </tr> <tr> <td>3</td> <td>Has passed the Paraprofessional Standard Checklist and the Parapro (or HELP) test.</td> </tr> <tr> <td>5</td> <td>None of above</td> </tr> <tr> <td>X</td> <td>Not applicable/ Not Title I paraprofessional</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	1	Holds an Associate's degree (or higher)	2	Has earned two years of college credit (48 semester hour credits)	3	Has passed the Paraprofessional Standard Checklist and the Parapro (or HELP) test.	5	None of above	X	Not applicable/ Not Title I paraprofessional
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Required	19	<p>Full-Time Equivalent (FTE)</p> <p>This is the FTE for each individual 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 the Classified, Certified and Paraprofessional Staff Accounting should equal your district's total payroll FTE. If they work at more than one site, they will have an entry for each site with a corresponding FTE.</p> <p>Example:</p> <table border="1"> <thead> <tr> <th>District ID</th> <th>School Number</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>SSN</th> <th>Date of Hire</th> <th>Job Responsibility</th> <th>FTE</th> </tr> </thead> <tbody> <tr> <td>58</td> <td>580010</td> <td>Adam</td> <td>Mary</td> <td>J</td> <td>123456789</td> <td>1/5/99</td> <td>I</td> <td>25</td> </tr> <tr> <td>58</td> <td>580020</td> <td>Adam</td> <td>Mary</td> <td>J</td> <td>123456789</td> <td>1/5/99</td> <td>I</td> <td>25</td> </tr> <tr> <td>58</td> <td>580040</td> <td>Adam</td> <td>Mary</td> <td>J</td> <td>123456789</td> <td>1/5/99</td> <td>L</td> <td>50</td> </tr> </tbody> </table>	District ID	School Number	Last Name	First Name	MI	SSN	Date of Hire	Job Responsibility	FTE	58	580010	Adam	Mary	J	123456789	1/5/99	I	25	58	580020	Adam	Mary	J	123456789	1/5/99	I	25	58	580040	Adam	Mary	J	123456789	1/5/99	L	50					
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Required	20	<p>Federally Funded FTE</p> <p>This is the federal funding source, if applicable, for the FTE for this position:</p> <p>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.</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Title I-A, Targeted and Schoolwide program</td> </tr> <tr> <td>2</td> <td>Title II-A, teacher & principal training & class-size reduction</td> </tr> <tr> <td>3</td> <td>Title III-A, language instruction for limited English proficient students</td> </tr> <tr> <td>4</td> <td>Title I-C, services to migrant education students or program</td> </tr> <tr> <td>6</td> <td>Consolidated Administration</td> </tr> <tr> <td>X</td> <td>Not funded by one of the above federal sources</td> </tr> </tbody> </table> <p>Example:</p> <table border="1"> <thead> <tr> <th>District ID</th> <th>School Number</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>SSN</th> <th>Job Responsibility</th> <th>FTE</th> <th>Federally Funded FTE</th> </tr> </thead> <tbody> <tr> <td>58</td> <td>580010</td> <td>Adams</td> <td>Joe</td> <td>J</td> <td>987654321</td> <td>I</td> <td>50</td> <td>1</td> </tr> <tr> <td>58</td> <td>580010</td> <td>Adams</td> <td>Joe</td> <td>J</td> <td>987654321</td> <td>I</td> <td>50</td> <td>X</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	1	Title I-A, Targeted and Schoolwide 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	6	Consolidated Administration	X	Not funded by one of the above federal sources	District ID	School Number	Last Name	First Name	MI	SSN	Job Responsibility	FTE	Federally Funded FTE	58	580010	Adams	Joe	J	987654321	I	50	1	58	580010	Adams	Joe	J	987654321	I	50	X
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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	BirthDate	Date	8/10	Required
8	Gender	Text	1	Required
9	Race	Number	1	Required
10	HireDate	Date	8/10	Conditional
11	JobResponsibility	Text	2	Required
12	HiredForSPED	Y/N/X	1	Required
13	TitleI	Y/N/X	1	Required
14	TitleIHireDate	Date	8/10	Conditional
15	HSDiploma	Y/N/X	1	Conditional
16	SPEDAide	Y/N/X	1	Required
17	SPEDAide3-5	Y/N/X	1	Required
18	MinQuals	Number	1	Required
19	FTE	Number	3	Required
20	FederallyFundedFTE	Text	1	Required
21	Notes	Text	100	Optional

Appendix A: Race/Ethnicity Definitions and Guidance

Sources: <http://nces.ed.gov/ipeds/glossary/?charindex=R>
 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	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	Black or 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.

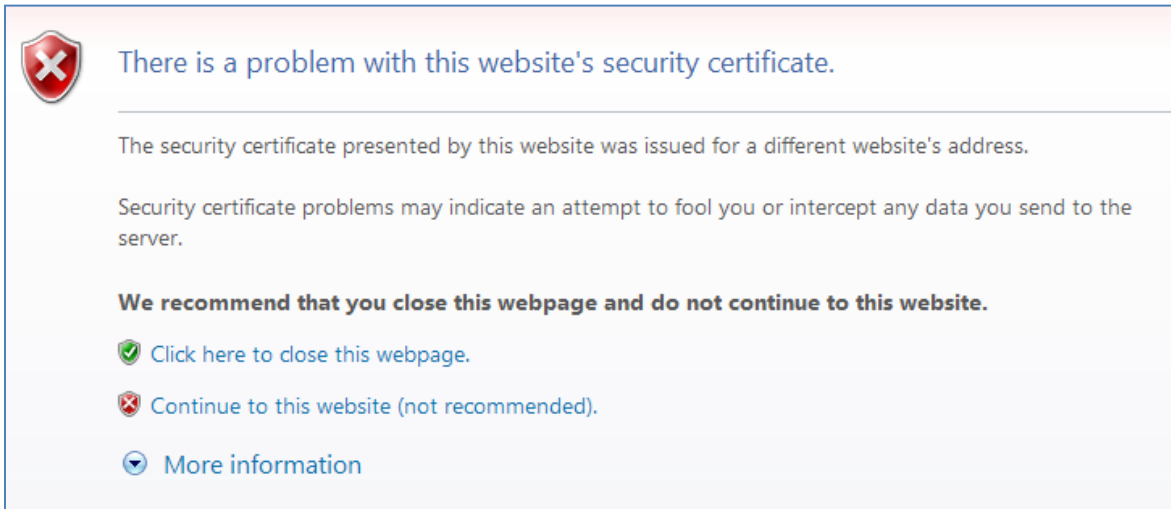
Appendix B: State Report Manager (SRM) System Submission Process

1. If not already assigned a username and password, contact Heather Kahklen at heather.kahklen@alaska.gov to create an SRM account.

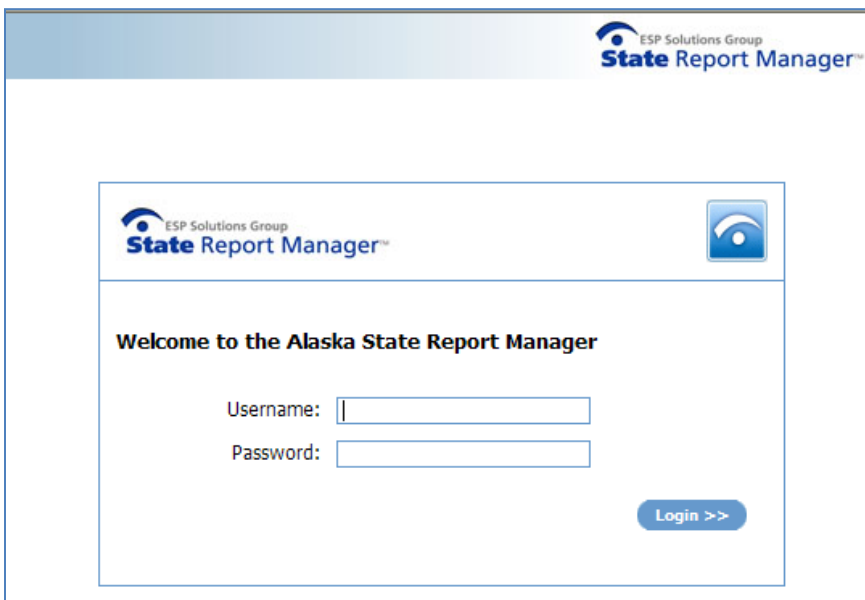
Notes:

- 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 to <https://srm.eed.state.ak.us/srm> - If you get the below security message, click on “Continue to this website” and contact Brian Laurent at brian.laurent@alaska.gov.



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.

Welcome to the Alaska Department of Education & Early Development State Report Manager
SRM has identified the following state reports. Please select a state report by clicking on a Trial Name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
Fall Certificated Staff Collection			Run a Trial		
Fall Classified Staff Collection			Run a Trial		




5. Click on “Browse...” to upload your file.

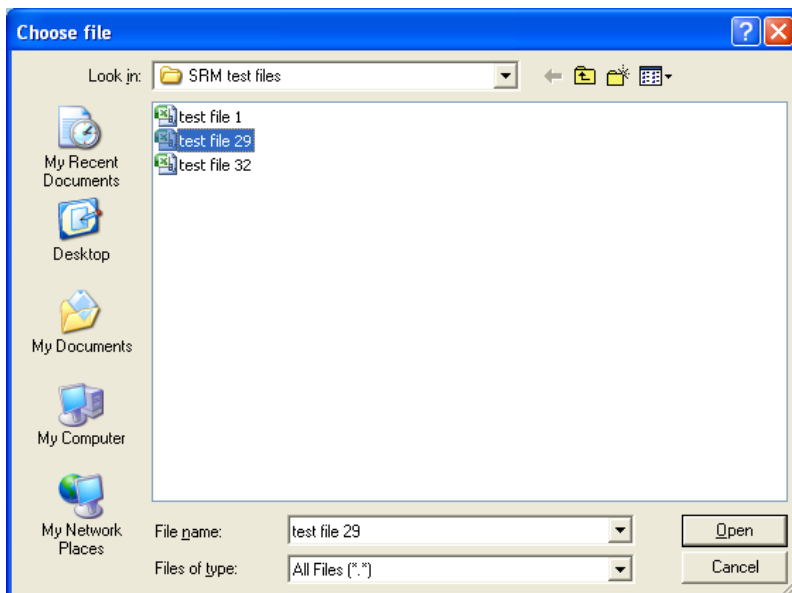
Note: To download file headers click on “CSV file headers” link. Headers must match exactly in order for system to properly check data.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If the files are large, you may zip them first. Each .ZIP archive must contain one or more .TXT or .CSV files. Uploaded files must be smaller than 20 MB.

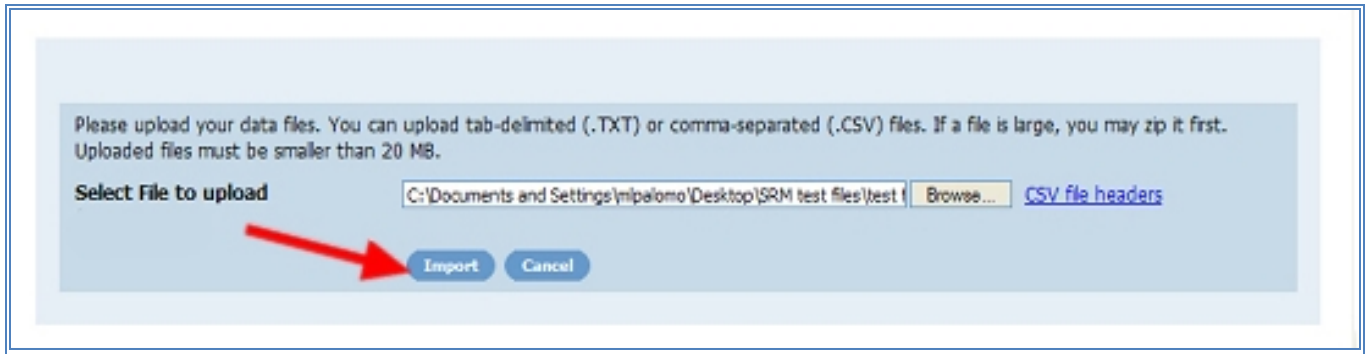
Select File to upload [CSV file headers](#)



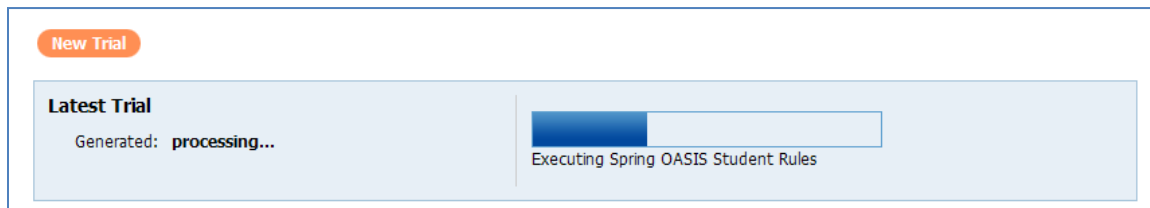
Find and select the file to upload then click “Open.”



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.



- Click on “Violations 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.

Records	Violations	Reports
Certificated Staffs 37	Errors R9219 - Invalid LowestGrade 2 Errors R9220 - Invalid HighestGrade 2 Errors R9405 - NumberOfClasses is invalid 1 Error R9702 - LimitedCertificate - JobCode mismatch 3 Errors R9704 - YearsExperience must be 0 if NewToProfession = Y, otherwise > 0 9 Errors R9718 - If Assignment = 201 (General math) then grade levels in 6-8 1 Error R9722 - HighlyQualified must be Y or N for HQ Assignments; X otherwise 4 Errors R9724 - If HighlyQualified = Y then HQMethod must not be X 2 Errors R9725 - HQMethod should be X 2 Errors R9727 - Invalid SPED NothQReason 1 Error R9734 - Elementary Assignment - Grade mismatch 1 Error R9750 - Sum of FTE exceeds 100 percent 1 Error Warnings R9401 - The name field can only contain alphabetic characters, apostrophe, space or hyphen 2 Warnings	Violations Summary (MS Excel)

Download Append from CSV

- Once errors have been corrected in original file, resubmit file by clicking on “New Trial” button. Repeat steps 5-8 again until no more errors.

[New Trial](#)

Latest Trial

Generated: **09-25-2009 8:35am**

[Save](#)
[Download](#)
[Revalidate](#)
[Send to State](#)
[Delete](#)


[Errors \(1\)](#)
[Warnings \(0\)](#)


[Records \(0\)](#)


[Reports](#)

Submitted: This state report has not yet been sent to the State.

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

The screenshot shows a web interface for a trial. At the top left, there is a breadcrumb trail: [Home](#) > [District 51](#) >. Below this is an orange button labeled "New Trial". The main content area is titled "Latest Trial" and shows "Generated: 12-01-2009 3:56pm". Below the generation time are five buttons: "Save", "Download", "Revalidate", "Send to State", and "Delete". The "Send to State" button is highlighted with a red arrow. To the right of the buttons are three icons representing data: a stack of papers with a red exclamation mark icon labeled "Errors (0) Warnings (21)", two blue cubes labeled "Records (92)", and a stack of papers with a pie chart icon labeled "Reports". At the bottom of the interface, a blue banner contains the text: "Submitted: This state report has not yet been sent to the State."

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

The screenshot shows a confirmation dialog titled "Send to State". At the top left, there is a breadcrumb trail: [Home](#) > [District 51](#) > **Send to State**. Below this is a text input field labeled "Name:" containing the text "Sent Trial". Below the input field is a checked checkbox with the text: "I certify that this trial is accurate and can be sent to the Alaska Department of Education & Early Development. **This action cannot be revoked.**" A red arrow points to the checkbox. Below the checkbox are two buttons: "Send to State" and "Cancel". A second red arrow points to the "Send to State" button.

Your file is now completed.

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

Rule ID	Severity	Rule	Detail Message
13001	Error	Required Field Missing	The record is missing required field.
13002	Error	Field Exceeds Maximum Length	The field exceeds its maximum length of characters.
13101	Error	Bad District Number	The District ID is not a valid number.
13102	Error	Bad School Number	The School ID is not a valid school number.
13201	Error	Invalid Gender	The gender must be M or F.
13202	Error	Invalid Race	The value for Race must be one of the options in the Race or Ethnicity option set/codes.
13203	Error	Invalid Job Responsibility Value	The value for Job Responsibility must be one of the options in the Job Responsibility option set/codes.
13204	Error	Invalid Hired for SPED Value	The value for Hired for SPED must be Y, N or X.
13205	Error	Invalid Title I Value	The value for Title I must be Y, N or X.
13206	Error	Invalid HS Diploma Value	The value for HS Diploma must be Y, N or X.
13207	Error	Invalid SPED Aide Value	The value for SPED Aide must be Y, N or X.
13208	Error	Invalid SPED Aide 3-5 Value	The value for SPED Aide must be Y, N or X.
13209	Error	Invalid Minimum Qualifications Value	The value for Minimum Qualifications must be one of the options in the Minimum Qualifications option set/codes.
13210	Error	Invalid Federally Funded FTE	The value for Federally Funded FTE must be one of the options in the Federally Funded FTE option set/codes.
13401	Error	Invalid SSN Format	The format of the Social Security Number should be 999999999.
13402	Error	Invalid Date Format	The format for the date field should be MM/DD/YY or MM/DD/YY (four digit year preferred).
13403	Warning	Invalid Name Format	Invalid characters in name; Contains one or more characters other than alphabetic characters, apostrophe, space or hyphen.
13404	Error	Invalid FTE	FTE must be a whole number.
13501	Error	More than one district in file	There is more than one district in the submission.
13502	Warning	School without support staff	The school is open and operation but has no paraprofessionals or classified support staff.
13701	Error	Instructional Aide – Schoolwide School Mismatch	Instructional Aide is in a schoolwide Title I School; Title I must be Y.
13702	Error	Missing Date of Hire	Date of Hire is required for paraprofessionals (Job is I, C, P, L, T, S, or A).
13703	Error	Missing Title I Date of Hire	Title I Date of Hire cannot be null if Title I = Y.

Rule ID	Severity	Rule	Detail Message
13704	Error	Sum of FTE Exceeds 100	The sum of FTE for all the jobs for this individual exceeds 100.
13705	Error	HS Diploma – Title I Mismatch	HS Diploma cannot be X if Title I is Y.
13706	Error	School District – School Number Mismatch	The submitted school number does not belong to the submitted district.
13707	Error	Invalid SPED Aide Entry - paraprofessional	If employee a paraprofessional (Job Code = I, C, P, L, T, S or A) then SPED Aide entry must be Y or N; all other employees should be X.
13708	Error	Invalid SPED Aide Entry – not paraprofessional	If not paraprofessional then SPED Aide must be X
13709	Error	Title I Job Responsibility Mismatch	If Job Responsibility is not 'T' then Title I should be X
13710	Error	Invalid Minimum Qualifications Entry	If Instructional Aide is Title I = Y, then Minimum Qualifications entry should be 1, 2, 3, or 5; all other employees should be X.
13712	Error	HS Diploma not required	If Title I = N or X then HS Diploma must be X.
13713	Error	Invalid SPED Aide 3-5 Entry	If this Paraprofessional is a SPED Aide (SPED Aide = Y) then SPED Aide 3-5 year old entry should be Y or N; all other employees should be X.
13714	Error	Invalid SPED Aide 3-5 Entry – not SPED Aide	If not SPED Aide then 3-5 must be X
13715	Error	Title I Instructional Paraprofessional, Not Title I School	Title I cannot be Y if school is not Schoolwide or Targeted-Assistance Title I.
13717	Error	Invalid Title I Entry – paraprofessional	If employee is an Instructional Paraprofessional (Job Code I) then Title I entry should be Y or N; all other employees should be X
13719	Error	Invalid Hired for SPED Entry	If employee is a classified nurse (Job Code CN) then Hired for SPED entry should be Y or N; all other employees should be X.
13720	Error	Invalid SPED Aide Entry for SPED Interpreter	If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.
13721	Error	Invalid SPED Aide Entry for SPED Personal Care Assistant	If employee is a SPED Personal Care Assistant (Job Code A) then SPED Aide entry should be Y.
13722	Error	Invalid Date of Hire	Date of Hire is > 10/2/2017