

FALL 2016

CERTIFIED STAFF ACCOUNTING

DATA COLLECTION

HANDBOOK

FOR SCHOOLS AND DISTRICTS



DRAFT

Due Date: October 17, 2016

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Certified Staff Accounting Dates

Submission: October Certified Staff Accounting Data Collection

September 1	Requesting district contacts will be emailed certified staff data templates.
October 13	An unofficial data status email will be sent to district contacts.
October 17	Completed staffing data must be cleaned AND submitted to the department via the State Report Manager (SRM).
October 24	Late/Unclean data notification will be sent to districts' contact, superintendent, and the Teacher Certification Administrator.

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

2016-2017 Changes

Reporting Changes: Highly Qualified and Not Highly Qualified data elements are no longer required. See FAQ section. Pg. 29.

New Elements: None

Data Elements Removed:

Highly Qualified
Highly Qualified Method
Not Highly Qualified Reason
Not Highly Qualified Plan
Year

Data Elements Edited:

Page 11, Field, #12 Limited Certificate
Page 12, Field #14, SPED Teacher Endorsement. “Note” section removed.
Page 14, Field #27, Lowest Grade
Page 17, Field #30, Federally Funded FTE

Job Descriptions Edited or New:

Page 18, Job Code 17, Director Federal Programs-Edited
Page 19, Job Code 21, Special Education Teacher-Edited
Page 20, Job Code 31, English as a Second Language Teacher-Edited
Page 23, Job Code 74, Online Course Facilitator Teacher - New
Page 23, Job Code 75, Associate Teacher - New

Teacher Assignment Codes Edited or Removed:

Page 24, 25 and 26 HQ Columns were removed from Spreadsheets
Page 27, Record Layout; Data Elements: HighlyQualified, HQMethod, NotHQReason, NotHQPlan and Year - removed

Educational Acronyms:

HOUSSE (High Objective Uniform State Standard of Evaluation) - Removed
HQ (Highly Qualified) - Removed
HQT (Highly Qualified Teacher) - Removed

Appendix Edited or Removed:

Flexibility (IDEA, K-12 & Rural) - removed

Frequently Asked Questions:

Page 29:

Why has “highly qualified teachers” been removed from the 2016 Certified Staff Accounting data? New

How do I report Number of Classes for correspondence teachers? Edited

Validation Rules Edited:

Page 41:

9204 – Invalid Limited Certificate Value
9506 – Head Teacher without Admin Duties
9730 – Content Teacher at District Office
9732 – Assignment Crosses Grade Bands
9751 – Lowest Grade Missing
9752 – Highest Grade Missing
9767 – Hire Date Missing
9770 - Invalid Date of Hire
9781 – Teacher Does Not Hold an Active Teaching Certificate

Validation Rules, New: (Individual rule numbers pending)

- If job code =14, and assignment code =200, check for additional record where job code =14 and assignment code ≠ 200. Head Teacher must have a Teacher Assignment Code in addition to Head Teacher Administrative Duties.
- If assignment code =200, job code must =14. Assignment Code 200, Head Teacher Admin. Duties, can only be used with Job Code 14, Head Teacher.

Validation Rules Removed:

9214 - Invalid Highly Qualified Value
9215 - Invalid HQ Method Value
9216 - Invalid Not HQ Reason Value
9217 - Invalid Not HQ Plan Value
9222 – Invalid Fiscal Year
9722 - Highly Qualified – Assignment Mismatch
9724 - Highly Qualified – HQ Method Mismatch
9725 - HQ Method Mismatch
9726 - Highly Qualified – NHQ Reason Mismatch
9727 - NHQ Reason – SPED Assignment Mismatch
9728 - NHQ Reason – Supervising Teacher Mismatch
9740 - NHQ Reason Mismatch
9741 - NHQ Reason – Elementary Assignment Mismatch
9742 - NHQ Reason – Consultative SPED Teacher Mismatch
9743 - NHQ Plan Mismatch
9744 - NHQ Plan – Supervising Teacher Mismatch
9753 - HQ Method Mismatch
9754 - NHQ Reason – Secondary Assignment Mismatch
9755 - NHQ Reason – Alternate Standard SPED Teacher Mismatch
9756 - NHQ Reason – World Language Specialist Mismatch
9757 - Highly Qualified – NHQ Plan Mismatch
9758 - Highly Qualified – HQ Method Mismatch
9759 - Highly Qualified – NHQ Plan Code Mismatch
9760 - Highly Qualified – NHQ Reason Mismatch
9761 - Check Core Credit for Voc. Ed. Class
9765 - Highly Qualified – Early Childhood Assignment Mismatch
9777 - Job Code – Highly Qualified Reason Mismatch

For further information, contact:

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Email: heather.kahklen@alaska.gov

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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 heather.kahklen@alaska.gov. The template is an Excel spreadsheet pre-populated with 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 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 C](#).*
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 17th this year. Preferred early submission to the department by October 10th for adjustment and cleaning. Districts that have not submitted complete clean data by October 17th 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 17th this year.

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, (41) Correspondence Teacher, (74) **Online Course Facilitator Teacher** or (75) **Associate 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, 2016.

Long-Term Substitutes

Long-term substitutes teaching on October 1 will be reported, not the teacher being replaced. In addition, the Long-Term Substitute element will be coded with a Y or N for all teachers in the October Certified Staff Accounting Data Collection.

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Data Elements

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 http://education.alaska.gov/Alaskan_Schools/Public/DistrictandSchoolIDs.pdf for 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	<p>Gender Employee's gender.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>F</td> <td>Female</td> </tr> <tr> <td>M</td> <td>Male</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	F	Female	M	Male												
<u>Code</u>	<u>Description</u>																			
F	Female																			
M	Male																			
Required	10	<p>Race or Ethnicity Racial or ethnic background of the employee.</p> <table> <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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Required	11	<p>Highest Degree Employee's highest degree earned.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>No degree</td> </tr> <tr> <td>1</td> <td>Associate</td> </tr> <tr> <td>2</td> <td>Bachelor</td> </tr> <tr> <td>3</td> <td>Master</td> </tr> <tr> <td>4</td> <td>Education Specialist</td> </tr> <tr> <td>5</td> <td>Doctorate</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	0	No degree	1	Associate	2	Bachelor	3	Master	4	Education Specialist	5	Doctorate				
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0	No degree																			
1	Associate																			
2	Bachelor																			
3	Master																			
4	Education Specialist																			
5	Doctorate																			
Required	12	<p>Limited Certificate For all teachers, job code 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75. Identifies if an individual is teaching under a limited certificate (Type E, I or M) issued by the Teacher Certification Unit at EED.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes, employee is teaching under a limited certificate</td> </tr> <tr> <td>N</td> <td>No, employee is not teaching under a limited certificate</td> </tr> <tr> <td>X</td> <td>Is not applicable</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes, employee is teaching under a limited certificate	N	No, employee is not teaching under a limited certificate	X	Is not applicable										
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Y	Yes, employee is teaching under a limited certificate																			
N	No, employee is not teaching under a limited certificate																			
X	Is not applicable																			
Required	13	<p>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.</p> <table> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ESL (English as a Second Language), Teacher of English to Speakers of Other Languages (TESOL), or Teachers of English Language Learners (TELL).</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	1	ESL (English as a Second Language), Teacher of English to Speakers of Other Languages (TESOL), or Teachers of English Language Learners (TELL).														
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Status	Field #	Description
		<p>2 BE (Bilingual Education)</p> <p>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)</p> <p>4 Both (ESL, TESOL, or TELL, and BE)</p> <p>5 Not endorsed for ESL, TESOL, TELL or BE</p> <p>X Not English as Second Language Teacher or not a teacher with assignment code of 15.</p>
Required	14	<p>SPED Teacher Endorsement</p> <p>Used to identify Special Education (SPED) teachers; teachers with job code 21.</p> <p><u>Code</u> <u>Description</u></p> <p>Y Yes – this SPED teacher has a SPED endorsement (Job Code 21).</p> <p>N No – this SPED teacher does not have a SPED endorsement</p> <p>X Not a Special Education Teacher</p>
Required	15	<p>Salary</p> <p>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 29.</p>
Required	16	<p>Years of Experience</p> <p>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. Remember to update this field every year. See Years of Experience FAQs and example(s) on page 34.</p>
Required	17	<p>Job Code</p> <p>Appropriate job from the Job Description Codes listed on pages 18-23. 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 8, 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.</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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	<p>Same Job</p> <p>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 29.</p> <p>Note: If an employee is coded as “Y” for Same Job, then that employee should have an “N” in all the ‘New To’ fields.</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> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No
<u>Code</u>	<u>Description</u>							
Y	Yes							
N	No							
Conditional	19	<p>Date of Hire</p> <p>First date of hire by district for employee.</p> <p>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 <i>Example(s)</i> on page 29.</p> <p>Format: MM/DD/YY or MM/DD/YYYY</p>						
Required	20	<p>New to District</p> <p>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).</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> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No
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Y	Yes							
N	No							
Required	21	<p>New to State</p> <p>Did this person work exclusively in another state or country last year? If employee had a break in service, answer Y(es).</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> </tbody> </table>	<u>Code</u>	<u>Description</u>	Y	Yes	N	No
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Y	Yes							
N	No							
Required	22	<p>New to Profession</p> <p>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 8, paragraph 2) and still has any one of the teacher job codes this year,</p>						

Status	Field #	Description
		<p>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).</p> <p><u>Code</u> <u>Description</u> Y Yes N No</p>
Required	23	<p>Long-Term Substitute</p> <p>Is this teacher a long-term substitute for more than 19 consecutive days? Y(es) or N(o) required for all teachers (see page 8, paragraph 2).</p> <p><u>Code</u> <u>Description</u> Y Yes N No X Not a teacher</p>
Required	24	<p>Assignment Code</p> <p>This is the appropriate assignment from the Teacher Assignment Codes listed on pages 24-26. If the individual is not a curriculum specialist or is not a teacher (see page 8, paragraph 2) use assignment code 0.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If an employee has more than one teaching assignment, include all of his/her teacher assignment codes and the corresponding FTEs (see page 8, 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 32. • 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 31. • 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 20. • 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 21.

Status	Field #	Description								
		<ul style="list-style-type: none"> 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	<p>Number of Classes</p> <p>This is the number of classes taught. If individual is not a teacher (see page 8, 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 32 for definition of “class” and for further examples.</p> <p>Notes:</p> <ul style="list-style-type: none"> 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	<p>Hired for SPED</p> <p>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).</p> <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Yes, person working in the jobs listed above was employed or contracted to provide SPED or related services.</td> </tr> <tr> <td>N</td> <td>No, person working in the jobs listed above was not employed or contracted to provide SPED or related services.</td> </tr> <tr> <td>X</td> <td>This employee does not work in the jobs listed above.</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	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.
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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	27	<p>Lowest Grade</p> <p>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),</p>								

Status	Field #	Description																														
		<p>On-site Supervising Teacher (40), Correspondence Teacher (41), Online Course Facilitating Teacher (74) and Associate Teacher (75).</p> <p>Notes:</p> <ul style="list-style-type: none"> 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 32. 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. <table border="0"> <thead> <tr> <th data-bbox="516 852 591 884"><u>Code</u></th> <th data-bbox="623 852 776 884"><u>Description</u></th> </tr> </thead> <tbody> <tr><td data-bbox="516 888 558 919">PK</td><td data-bbox="623 888 846 919">Pre-Kindergarten</td></tr> <tr><td data-bbox="516 924 558 955">KG</td><td data-bbox="623 924 792 955">Kindergarten</td></tr> <tr><td data-bbox="516 959 532 991">1</td><td data-bbox="623 959 764 991">First grade</td></tr> <tr><td data-bbox="516 995 532 1026">2</td><td data-bbox="623 995 797 1026">Second grade</td></tr> <tr><td data-bbox="516 1031 532 1062">3</td><td data-bbox="623 1031 776 1062">Third grade</td></tr> <tr><td data-bbox="516 1066 532 1098">4</td><td data-bbox="623 1066 792 1098">Fourth grade</td></tr> <tr><td data-bbox="516 1102 532 1134">5</td><td data-bbox="623 1102 769 1134">Fifth grade</td></tr> <tr><td data-bbox="516 1138 532 1169">6</td><td data-bbox="623 1138 769 1169">Sixth grade</td></tr> <tr><td data-bbox="516 1173 532 1205">7</td><td data-bbox="623 1173 808 1205">Seventh grade</td></tr> <tr><td data-bbox="516 1209 532 1241">8</td><td data-bbox="623 1209 792 1241">Eighth grade</td></tr> <tr><td data-bbox="516 1245 532 1276">9</td><td data-bbox="623 1245 776 1276">Ninth grade</td></tr> <tr><td data-bbox="516 1281 558 1312">10</td><td data-bbox="623 1281 781 1312">Tenth grade</td></tr> <tr><td data-bbox="516 1316 558 1348">11</td><td data-bbox="623 1316 818 1348">Eleventh grade</td></tr> <tr><td data-bbox="516 1352 558 1383">12</td><td data-bbox="623 1352 808 1383">Twelfth grade</td></tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	PK	Pre-Kindergarten	KG	Kindergarten	1	First grade	2	Second grade	3	Third grade	4	Fourth grade	5	Fifth grade	6	Sixth grade	7	Seventh grade	8	Eighth grade	9	Ninth grade	10	Tenth grade	11	Eleventh grade	12	Twelfth grade
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10	Tenth grade																															
11	Eleventh grade																															
12	Twelfth grade																															
Conditional	28	<p>Highest Grade</p> <p>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 30.</p>																														
Required	29	<p>Full-Time Equivalent (FTE)</p> <p>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.</p> <p>See Full Time Equivalent in the FAQs for more information and example(s), page 33.</p>																														

Status	Field #	Description														
Required	30	<p>Federally Funded FTE</p> <p>This is the Federal funding source, if applicable, for the FTE for this position:</p> <p>Note:</p> <ul style="list-style-type: none"> • 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). <p>See Federally Funded FTE in the FAQs for example on page 34.</p> <table border="0"> <thead> <tr> <th data-bbox="516 632 591 659"><u>Code</u></th> <th data-bbox="623 632 776 659"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="516 667 537 695">1</td> <td data-bbox="623 667 1330 737">Title I-A, Targeted Assistance Program (do not include positions funded in a Title I-A School wide program)</td> </tr> <tr> <td data-bbox="516 743 537 770">2</td> <td data-bbox="623 743 1317 812">Title II-A, Teacher & Principal Training & Class-Size Reduction</td> </tr> <tr> <td data-bbox="516 819 537 846">3</td> <td data-bbox="623 819 1308 888">Title III-A, Language Instruction for Limited English Proficient Students</td> </tr> <tr> <td data-bbox="516 894 537 921">4</td> <td data-bbox="623 894 1292 963">Title I-C, Services to Migrant Education Students or Program</td> </tr> <tr> <td data-bbox="516 999 537 1026">6</td> <td data-bbox="623 999 995 1026">Consolidated Administration</td> </tr> <tr> <td data-bbox="516 1033 537 1060">X</td> <td data-bbox="623 1033 1227 1060">Not funded by one of the above federal sources</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	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	6	Consolidated Administration	X	Not funded by one of the above federal sources
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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 in addition to 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 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. **YOU MUST INCLUDE THE FEDERAL FUNDED FTE FOR EACH FEDERAL PROGRAM OR CONSOLIDATED ADMIN, IF APPROPRIATE.**

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 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 indicate the appropriate content/staff assignment code. 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 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 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.

74 Online Course Facilitator Teacher

Use for teachers whose primary responsibility involves facilitation of an approved online course for students. Responsibilities include facilitating course access, monitoring learning progress and serving as the teacher of record including confirmation of grades. 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.**

75 Associate Teacher

Performs the duties described under the job class of teacher as a bilingual instructor or as an Alaska Native cultural or language instructor. A certified teacher, administrator or university professor is providing oversight and supervision of curriculum outside of the culture and language areas that the associate teacher provides instruction.

Teacher Assignment Codes (By Subject Area)

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

GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

Teacher Assignment Codes (Alphabetical)

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

GL – Grade Level E – Elementary S – Secondary B – Both Elementary and Secondary

Teacher Assignment Codes (Numerical)

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

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	Optional
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	Conditional
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	HiredForSPED	Y/N/X	1	Required
27	LowestGrade	Text	2	Conditional
28	HighestGrade	Text	2	Conditional
29	FTE	Number	3	Required
30	FederallyFundedFTE	Number/X	1	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
IDEA	Individuals with Disabilities Education Act
KG	Kindergarten
LEA	Local Education Agency
LEP	Limited English Proficiency
NCLB	No Child Left Behind Act of 2001
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, Highly Qualified Teachers and Principals Section of the NCLB Act or Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders under ESSA.
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), Online Course Facilitator Teacher (74) and Associate Teacher (75).

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) 2016-17 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	Lowest Grade	Highest Grade	FTE
Smith	John	\$53,520	3	0	0	7	9	25
Smith	John	\$53,520	15	190	4	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 have the references and data elements for "highly qualified teachers" been removed from the 2016 Certified Staff Accounting data collection?

Signed into law on December 10, 2015, the Every Student Succeeds Act (ESSA) has repealed the highly qualified teacher requirements. As Alaska will no longer be required to report "highly qualified teacher" data to USDOE, EED will no longer need to collect this information from Alaska school districts.

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	Lowest Grade	Highest Grade	FTE
Smith	John	\$13,000	15	Y	14	2	9	12	25
Smith	Sally	\$40,420	15	Y	14	6	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.	Assignment Code	Number of Classes	Lowest Grade	Highest Grade	FTE
Turner	James	\$40,420	15	Y	N	N	N	20	5	6	12	100
Allen	Anita	\$48,030	15	Y	N	N	N	63	5	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	Lowest Grade	Highest Grade	FTE
Smith	John	\$40,420	15	Y	N	N	N	113	1	PK	5	50
Smith	John	\$40,420	15	Y	N	N	N	20	1	6	12	50
Molly	Kappler	\$48,030	15	Y	N	N	N	105	1	5	5	50
Molly	Kappler	\$48,030	15	Y	N	N	N	63	1	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	Lowest Grade	Highest Grade	FTE
Smith	John	\$40,420	15	Y	N	N	N	20	1	PK	12	100
Molly	Kappler	\$48,030	15	Y	N	N	N	63	1	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	Lowest Grade	Highest Grade	FTE
Smith	John	\$53,520	15	35	1	KG	6	25
Smith	John	\$53,520	15	35	5	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	Lowest Grade	Highest Grade	FTE
Doe	John	\$53,520	15	306	1	KG	6	25
Doe	John	\$53,520	15	34	5	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	Lowest Grade	Highest Grade	FTE
Camp	John	\$53,520	15	113	1	PK	6	50
Camp	John	\$53,520	15	14	1	7	12	10
Camp	John	\$53,520	15	41	1	7	12	10
Camp	John	\$53,520	15	27	1	7	12	10
Camp	John	\$53,520	15	210	1	7	12	10
Camp	John	\$53,520	15	20	1	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, **for which at least one 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	Lowest Grade	Highest Grade	FTE
Carver	Meg	41	202	1	7	9	6
Carve	Meg	41	203	1	9	12	67
Carve	Meg	41	305	1	3	6	25
Carve	Meg	41	41	1	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	Lowest Grade	Highest Grade	FTE
Carver	Ray	15	113	1	KG	6	50
Carver	Ray	15	63	1	7	12	10
Carver	Ray	15	20	1	7	12	10
Carver	Ray	40	211	1	7	12	10
Carver	Ray	15	46	1	7	12	10
Carver	Ray	15	21	1	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	Lowest Grade	Highest Grade	FTE
Jones	Fred	15	9	2	7	9	20
Jones	Fred	15	45	2	11	12	20
Jones	Fred	15	191	1	11	12	10
Jones	Fred	15	190	1	9	9	5
Jones	Fred	15	37	1	10	10	5
Jones	Fred	3	0	0	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	FTE	Federally Funded FTE
580010	Adams	Mary	15	9	0	50	1
580010	Adams	Mary	15	9	1	50	X
580020	Jones	Edward	15	191	2	100	1
580020	Lee	Ken	15	41	2	100	X
580030	Dawson	Jo	15	37	1	60	X
580030	Dawson	Jo	3	0	0	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 Certified and Para/Classified reporting if not working on October 1, 2016.

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: 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

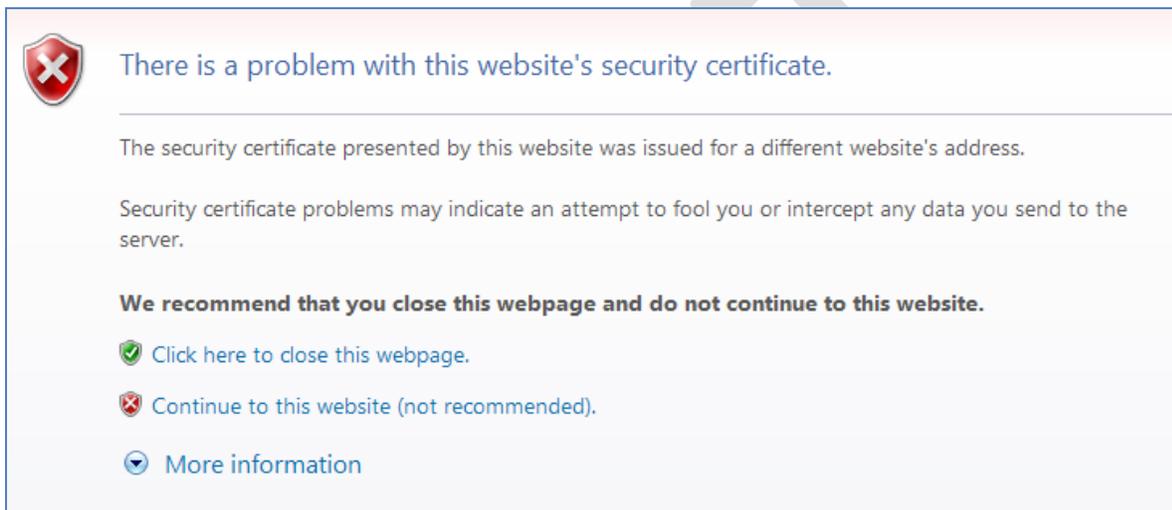
Code	Description	Definition
1	Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, 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 B: 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.

A screenshot of the State Report Manager login page. At the top right is the logo for "ESP Solutions Group State Report Manager™". The main content area features the same logo on the left and a blue shield icon on the right. Below the logo, the text reads: "Welcome to the Alaska State Report Manager". Underneath, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. At the bottom right of the form is a blue button labeled "Login >>".

- 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		

- 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.

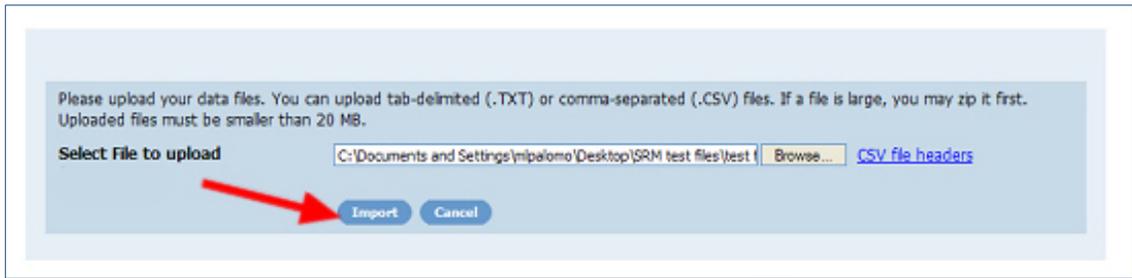
Home > District 46 > Fall Certificated Staff Collection > Import Source Data

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 (Certificated Staff): [Browse...](#) [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 “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.

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 5-9 again until no more errors.

Home > District 46 > Fall Certificated Staff Collection

[New Trial](#)

Latest Trial

Generated: 09-25-2009 8:45am

Save Download Revalidate Send to State Delete

[Errors \(29\)](#)
[Warnings \(2\)](#)

[Records \(37\)](#)

[Reports](#)

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

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

Home > District 51 > Fall Certificated Staff Collection

New Trial

Latest Trial

Generated: 12-01-2009 3:56pm

Save Download Revalidate **Send to State** Delete

Errors (0) Warnings (21) Records (92) Reports

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”.

Home > District 51 > Send to State

Name: Sent Trial

I certify that this trial is accurate and can be sent to the Alaska Department of Education & Early Development. **This action cannot be revoked.**

Send to State Cancel

Your file is now completed.

Appendix C: 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, 41, 74 or 75) 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 be 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 be 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.
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.

Rule ID	Severity	Rule	Detail Message
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	Error	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 the assignment code is 99-108, 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.
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.

Rule ID	Severity	Rule	Detail Message
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
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	Content Teacher at District Office	Content teacher cannot be assigned to the District Office.
9732	Error	Assignment Crosses Grade Bands	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).

Rule ID	Severity	Rule	Detail Message
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.
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 \geq 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, 41, 74 or 75.
9752	Error	Highest Grade Missing	Highest Grade is required when Job Code is 3, 4, 10, 11, 13, 14, 15, 16, 21, 31, 40, 41, 74 or 75.
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
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, 74 or 75.
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.

Rule ID	Severity	Rule	Detail Message
9770	Error	Invalid Date of Hire	Date of Hire is > 12/1/2016
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.
9778	Error	ATI does not match SSN	The ATI provided does not match the SSN listed by Teacher Certification.
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, 41, 74 and 75 Teacher must have an active type T or type M Teaching Certificate.
9782	Error	100% staff turnover	Your CSV file shows that all staff are New to District.
9783	Error	100% staff turnover	Your CSV file shows that all staff are New to State.
9784	Error	100% staff turnover	Your CSV file shows that all staff are New to Profession.

Rule ID	Severity	Rule	Detail Message
9785	Error	If job code =21, and SPED Endorsement =Y, check Teacher Cert data to ensure teacher has a valid SPED endorsement, if No, then ERROR	SPED Teacher does not have a valid SPED endorsement.
9786	Error	If job code =21, and SPED Endorsement =N, check Teacher Cert to ensure teacher DOES NOT have a valid SPED endorsement, if Yes, then ERROR	SPED Teacher has a valid SPED Endorsement.
	Error	If job code = 14, and assignment code = 200, check for additional record where job code = 14 and assignment code \neq 200.	Head Teacher must have a Teacher Assignment Code in addition to Head Teacher Administrative Duties.
	Error	If assignment code = 200, job code must = 14	Assignment Code 200, Head Teacher Admin. Duties, can only be used with Job Code 14, Head Teacher.