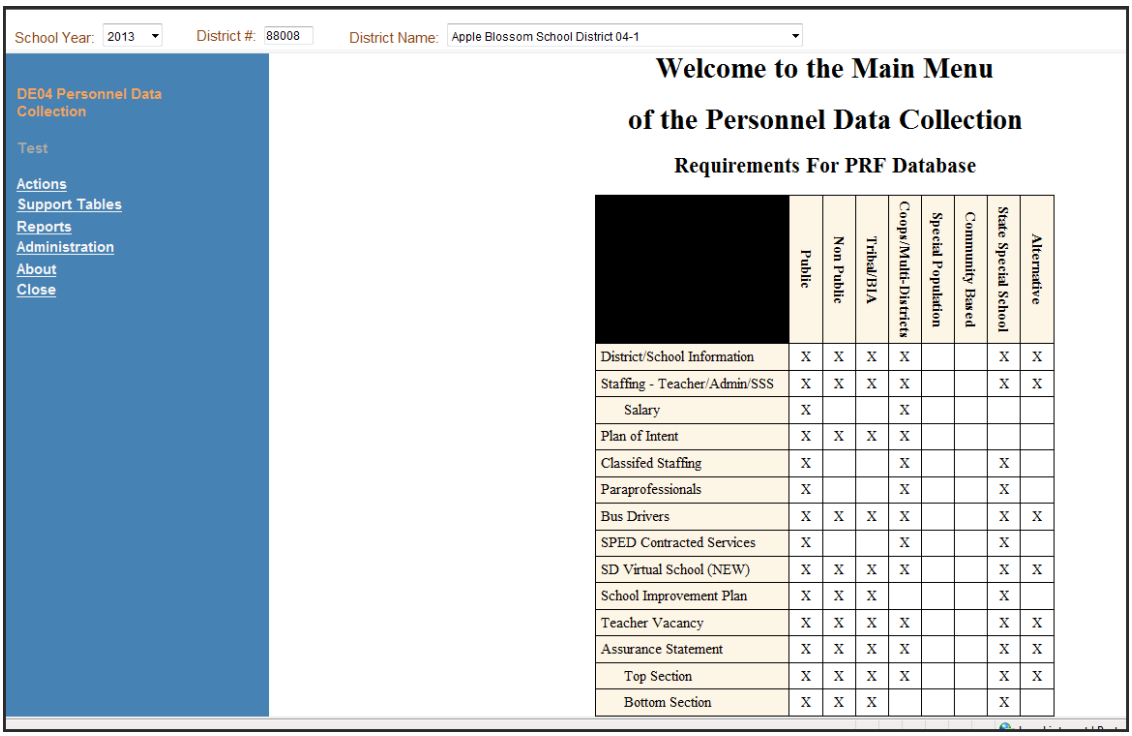
UPDATES TO THE PERSONNEL RECORD FORM (PRF) 2012-2013 SCHOOL YEAR

MAIN SCREEN

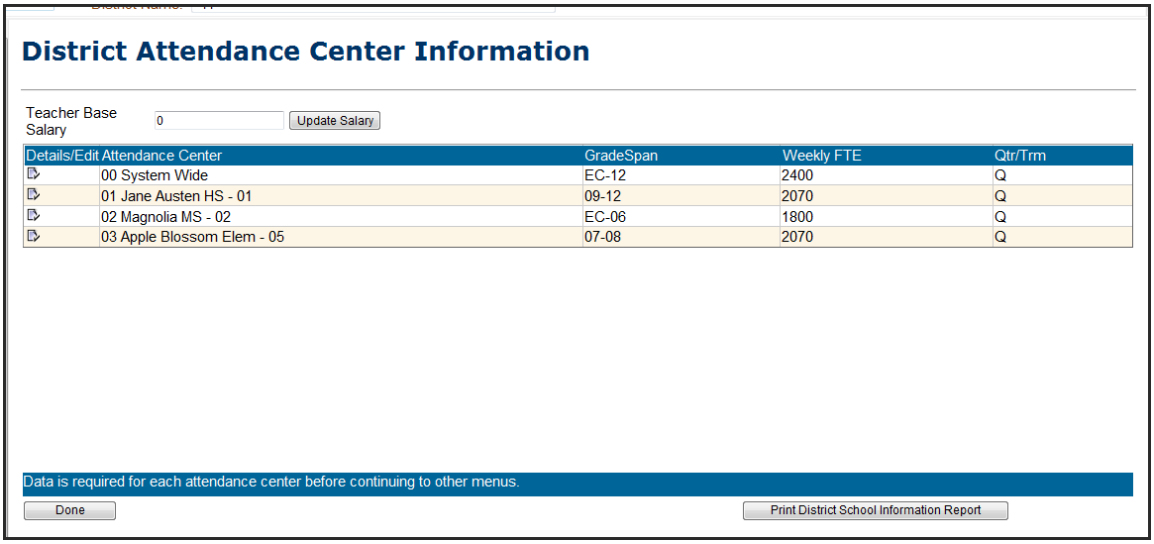
There is a new look to the Personnel Record Form this year. All areas of the database have been updated to a newer format which helps the system run better and allows us to make changes to the system that were not possible in the past. Hopefully these changes will make the PRF more user friendly now and in the future.



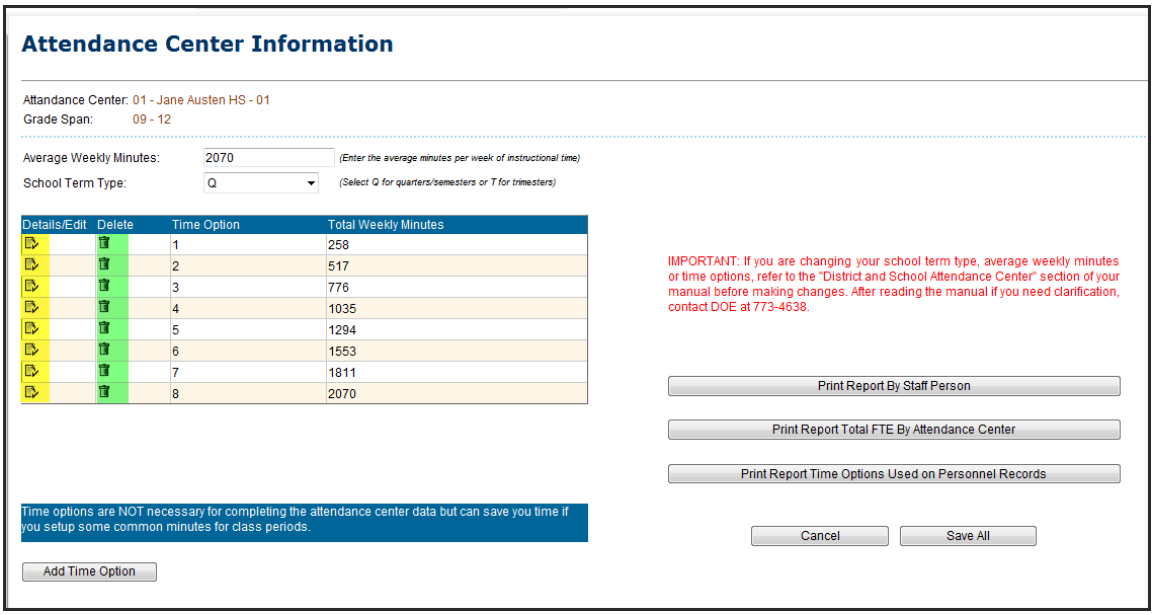
	Public	Non Public	Tribal/BIA	Coops/Multi-Districts	Special Population	Community Based	State Special School	Alternative
District/School Information	X	X	X	X			X	X
Staffing - Teacher/Admin/SSS	X	X	X	X			X	X
Salary	X			X				
Plan of Intent	X	X	X	X				
Classifed Staffing	X			X			X	
Paraprofessionals	X			X			X	
Bus Drivers	X	X	X	X			X	X
SPED Contracted Services	X			X			X	
SD Virtual School (NEW)	X	X	X	X			X	X
School Improvement Plan	X	X	X				X	
Teacher Vacancy	X	X	X	X			X	X
Assurance Statement	X	X	X	X			X	X
Top Section	X	X	X	X			X	X
Bottom Section	X	X	X				X	

DISTRICT/SCHOOL INORMATION SCREEN

This screen has a new look to it this year. We hope it will be easier to use.



The funcationality of the icons are standard throughout the database. Those highlighted yellow in the picture below allow you to open the record and edit the information. The icons in green represent a trash can or the delete function. If you select this icon you will delete the information.



STAFFING – TEACHER/ADMIN/SCHOOL SERVICE SPECIALIST

- **Email Address**

One of the major changes for the 2012-13 school year is the collection of staff email addresses. The reason this is added to the PRF database is that it will be used to ensure data confidentiality within the new statewide longitudinal data system, called SD-STARS. In order to ensure educators see only the data they are allowed to see, the work email (preferably K12 email) of staff must be entered into the PRF and Infinite Campus databases.

In an effort to reduce the burden on districts, we have been able to upload these email addresses into the records of existing staff in the PRF database. If you will not be a part of SD-STARS in the future and do not want your email address entered into the system you may delete the email address.

NOTE: We are uploading email addresses where there are exact matches. If, for example, you have two individuals in your district with the same name, we did not upload this information.

If you have not heard of SD-STARS or would like to know more information about it, check out http://doe.sd.gov/ofm/lds.aspx. You may also contact the following individuals if you have any questions.

Marcus Bevier
marcus.bevier@state.sd.us
(605) 773-6158

Sara Kock
sara.kock@state.sd.us
(605) 773-6158

District Teacher/Admin/SSS Staffing List.

A column showing the email address has been added so you can easily see who has had an email address added.

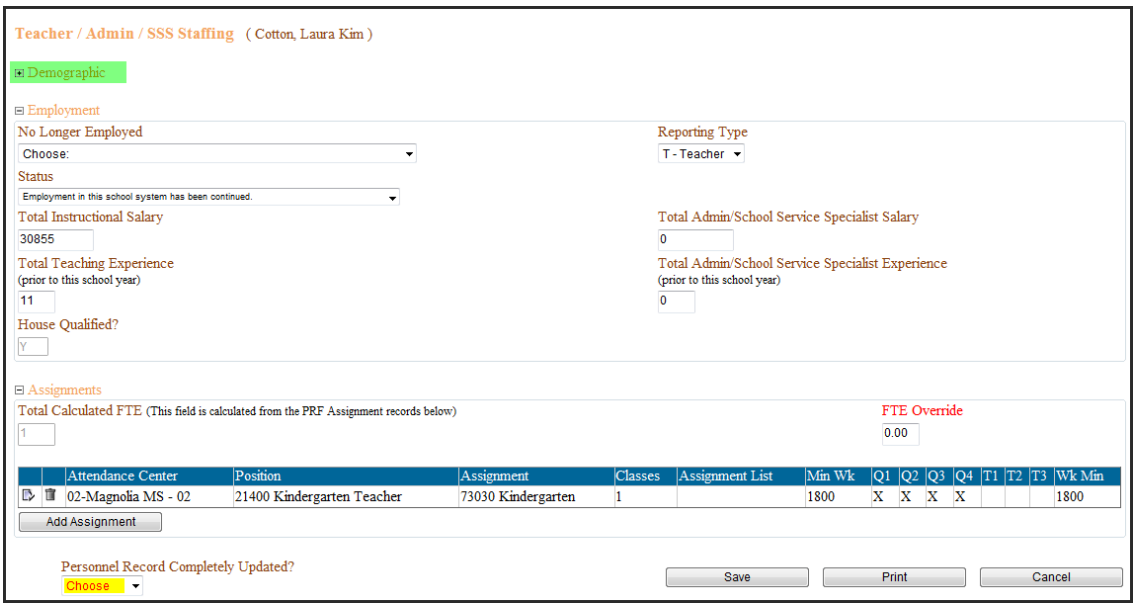
District Teacher / Admin / SSS Staffing List

Include only incomplete records

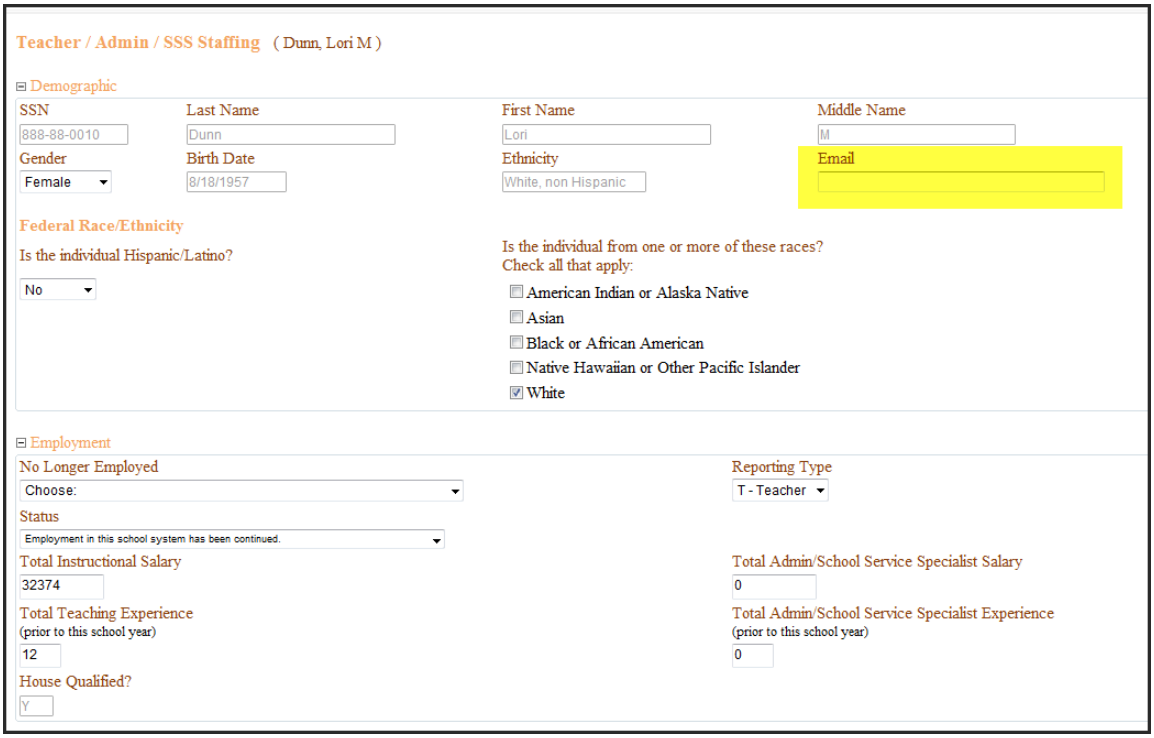
Refresh

	SSN	Name	Email	Employed Previous Year	Updated Current Year
	888-88-0024	Adams, Ben	ben.adams@k12.sd.us	N	
	888-88-0022	Cam, Steven	cam.steven@k12.sd.us	N	
	888-88-0011	Cotton, Laura	laura.cotton@k12.sd.us	N	
	888-88-0006	Dairy, Bridgett	bridgett.dairy@k12.sd.us	N	
	888-88-0010	Dunn, Lori		N	

Email Added by DOE: When you go to an individual staff record you will not see the Demographic Information. The first area you will see is Employment.



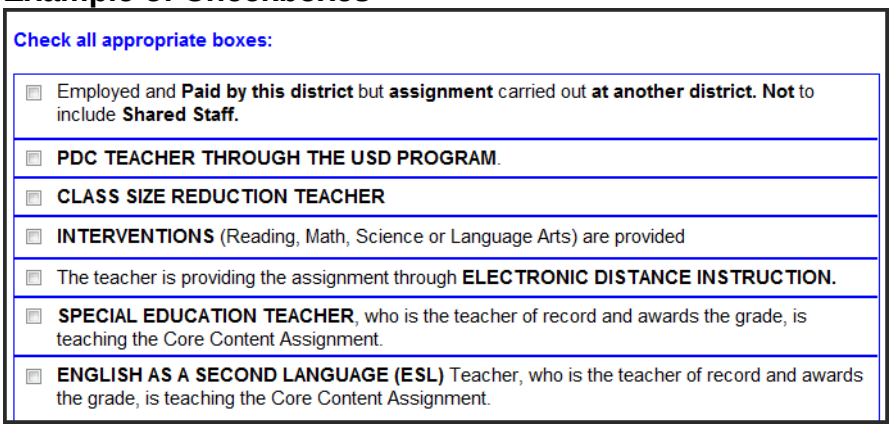
Email Not Added by DOE: When you go to an individual staff record the employment area will be open so that you can easily add the email address.



- **Check Boxes**

During the past two year check boxes have been added to the Assignment Screen. Prior to this year, in order to know which boxes were checked you were required to open each assignment.

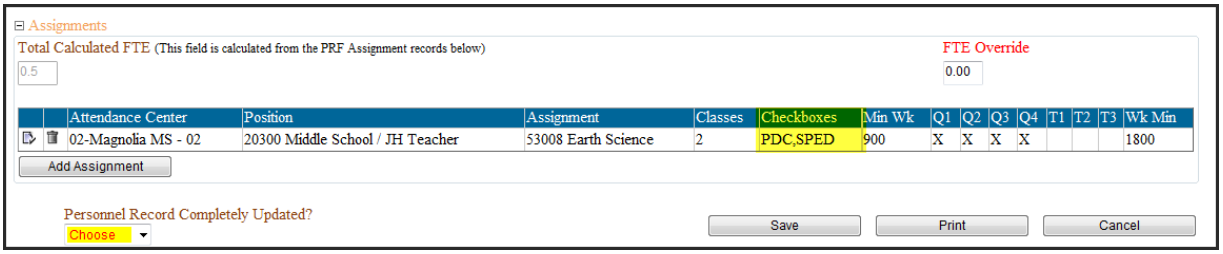
Example of Checkboxes



Check all appropriate boxes:

- ☐ Employed and **Paid by this district** but **assignment** carried out **at another district. Not** to include **Shared Staff.**
- ☐ **PDC TEACHER THROUGH THE USD PROGRAM**.
- ☐ **CLASS SIZE REDUCTION TEACHER**
- ☐ **INTERVENTIONS** (Reading, Math, Science or Language Arts) are provided
- ☐ The teacher is providing the assignment through **ELECTRONIC DISTANCE INSTRUCTION.**
- ☐ **SPECIAL EDUCATION TEACHER**, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.
- ☐ **ENGLISH AS A SECOND LANGUAGE (ESL)** Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

In an effort to make it easier for you to view which checkboxes had been marked, a new column was added to the Staffing screen. In the picture below this column is highlighted yellow.



Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below) 0.5

FTE Override 0.00

		Attendance Center	Position	Assignment	Classes	Checkboxes	Min Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
		02-Magnolia MS - 02	20300 Middle School / JH Teacher	53008 Earth Science	2	PDC,SPED	900	X	X	X	X				1800

Add Assignment

Personnel Record Completely Updated? Choose

Save Print Cancel

AD Employed and Paid by this district but assignment carried out at another district. Not to include Shared Staff.

PDC PDC Teacher through the USD Program.

CSR Class Size Reduction Teacher

INTR Interventions (Reading, Math, Science or Language Arts) are provided.

DC The assignment is offered via Digital Curriculum (not incl SD Virtual School).

ED The teacher is providing the assignment through Electronic Distance Instruction.

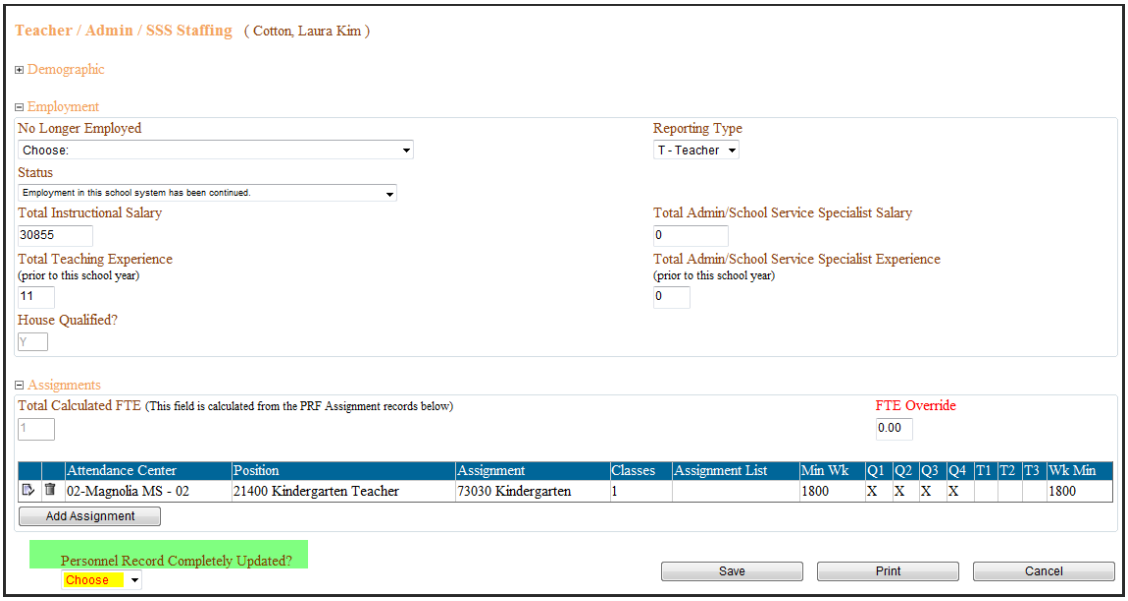
SPED The Special Education Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assingment.

ELS The English as a Second Language (ESL) Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

APD Assignment carried out at another District/School and the salary of the staff person is paid by the Receiving District (COOPS Only).

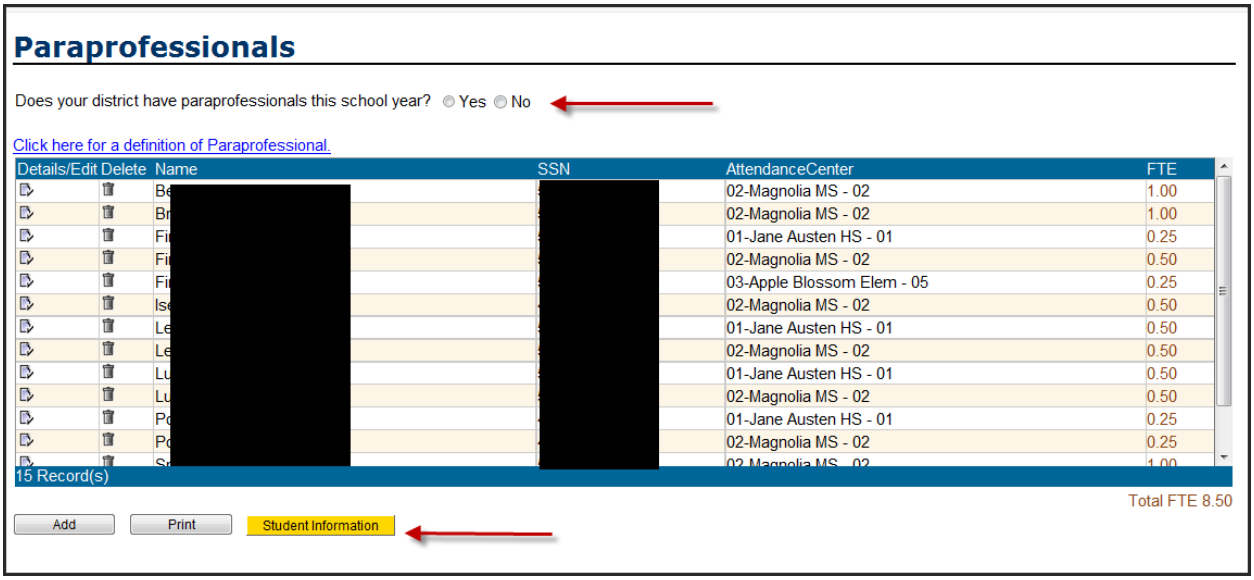
- Personnel Completely Updated

When updating a staff person the last step is to select Yes for Personnel Record Completely Updated?. This question was previously located in the middle of the screen which caused confusion. It has now been moved down to the bottom of the page.



PARAPROFESSIONAL SCREEN

The only updates to the Paraprofessional screen is the additon of the question “Does your district have parpaprofessionals?”. The other change is to move the Student Information button closer to the Add and Print buttons so it can be seen better.



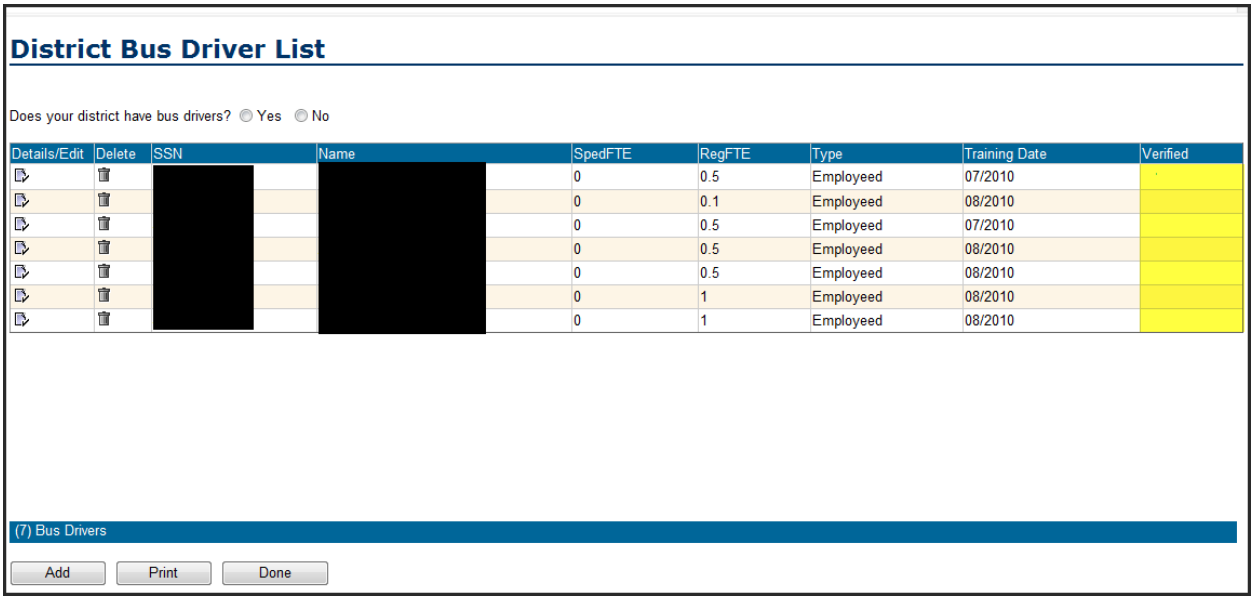
BUS DRIVERS

The look and functionality of the Bus Driver Screen had several updates to make it work better.

- **Verified**

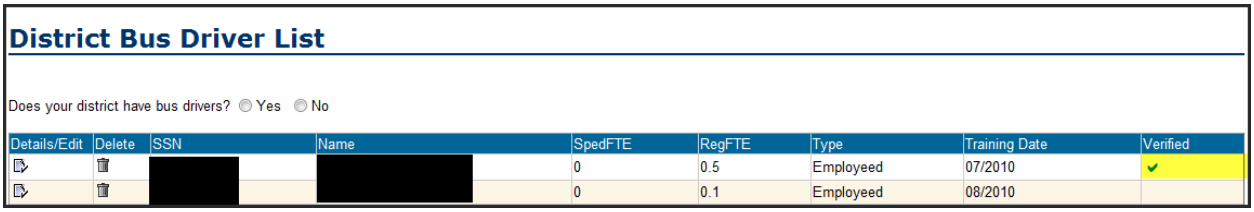
When you first access the Bus Driver screen you will see that your bus drivers from last year are rolled forward.This includes such fields as Name, FTE, Type and Training Date. There is a new column called Verified. Once you have updated a record for a bus driver there will be a check in this column.

Before



Details/Edit	Delete	SSN	Name	SpedFTE	RegFTE	Type	Training Date	Verified
		[redacted]	[redacted]	0	0.5	Employeed	07/2010	
				0	0.1	Employeed	08/2010	
				0	0.5	Employeed	07/2010	
				0	0.5	Employeed	08/2010	
				0	0.5	Employeed	08/2010	
				0	1	Employeed	08/2010	
				0	1	Employeed	08/2010	

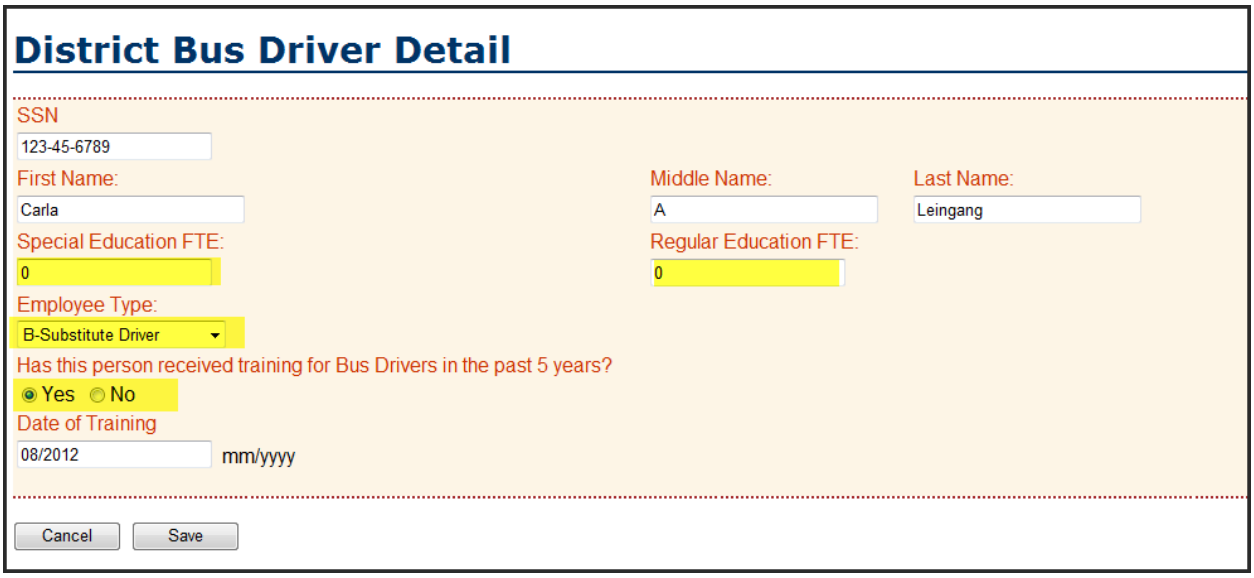
After



Details/Edit	Delete	SSN	Name	SpedFTE	RegFTE	Type	Training Date	Verified
		[redacted]	[redacted]	0	0.5	Employeed	07/2010	✔
				0	0.1	Employeed	08/2010	

- **Bus Driver Detail Screen**

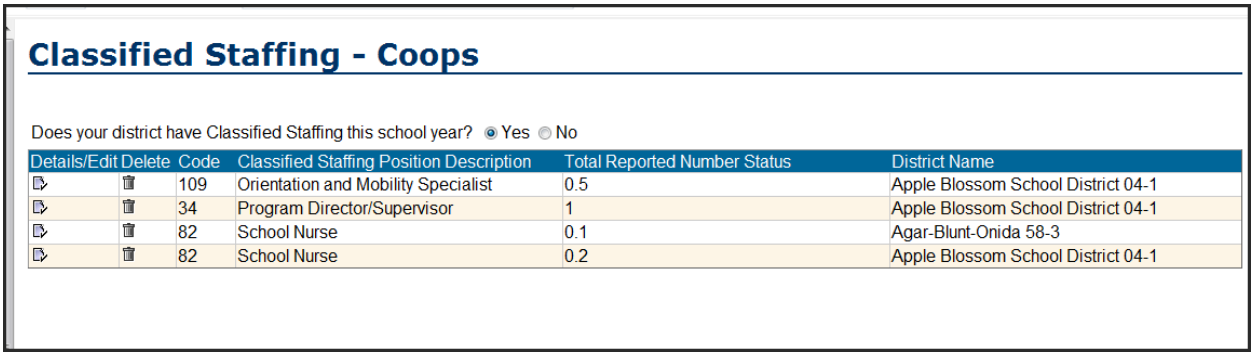
  - When you enter the social security number for a new bus driver, the system will automatically pull in the name and training information if it has been encoded by another district.
  - Special Education FTE and Regular Education FTE require a zero (0) in the field if there are no FTE associated.
  - Employee Type – Substitute Driver is a new Employee Type. If you select this option you will not be required to add FTE.
  - You must select Yes or No regarding Bus Driver Training in the past 5 years. If the answer is No you will need to call Carla Leingang at 773-4638 so that she may override the training.
  - If another district utilizes the same bus driver and has entered a more recent date of training, the system will automatically add this new date to your bus driver information and a message will be displayed identifying it has been updated.



CLASSIFIED STAFFING SCREEN (COOPS ONLY)

A few years ago the ability to track staff from the Coops to the districts was added in the Staffing Screen. This functionality has now been added to the Classified Staffing Screen.

This means that all classified staffing provided by a Coop to a district should be added by the Coop and linked to the district. Below is an example of the new screen.



Classified Staffing - Coops

Does your district have Classified Staffing this school year? Yes No

Details/Edit	Delete	Code	Classified Staffing Position Description	Total Reported Number Status	District Name
		109	Orientation and Mobility Specialist	0.5	Apple Blossom School District 04-1
		34	Program Director/Supervisor	1	Apple Blossom School District 04-1
		82	School Nurse	0.1	Agar-Blunt-Onida 58-3
		82	School Nurse	0.2	Apple Blossom School District 04-1

Below is the screen Coops will use to enter their Certified Staff. If the staff person is not providing services at another district then the checkbox identified Services Provided at Another District should not be checked.

Classified Staffing - Coop

Classified Staffing - No Cert Required Position Code

Choose

☑ Services Provided at Another District

District Name: Select a District

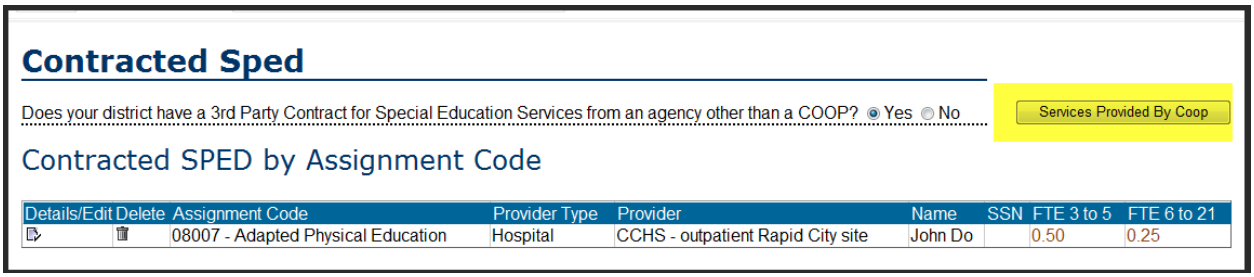
Total FTE

Cancel Save

SPED CONTRACTED SERVICES SCREEN

There continues to be ongoing problems with districts trying to enter services provided by Coops into the SPED Contracted Services Screen. In the past, districts choose the Provider Type of “Private” and then typed in the name of the Coop.

Too avoid this confusion a new report has been added to this screen. It is called Services Provided by Coop and is highlighted below in yellow. The drawback of this report is that the Coop will need to have made the updates to their system for the report to work correctly.



Contracted Sped

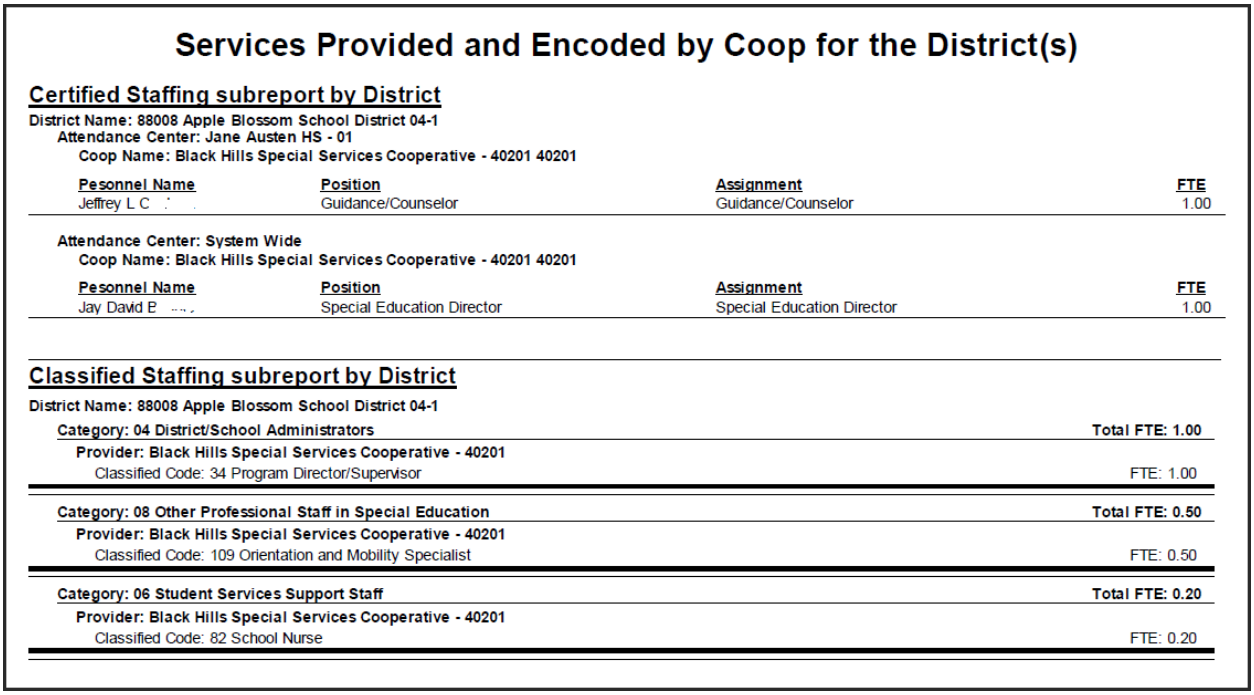
Does your district have a 3rd Party Contract for Special Education Services from an agency other than a COOP? ◉ Yes ○ No

Services Provided By Coop

Contracted SPED by Assignment Code

Details/Edit	Delete	Assignment Code	Provider Type	Provider	Name	SSN	FTE 3 to 5	FTE 6 to 21
		08007 - Adapted Physical Education	Hospital	CCHS - outpatient Rapid City site	John Do		0.50	0.25

Example of a the report Services Provided by Coop



Services Provided and Encoded by Coop for the District(s)

Certified Staffing subreport by District

District Name: 88008 Apple Blossom School District 04-1
Attendance Center: Jane Austen HS - 01
Coop Name: Black Hills Special Services Cooperative - 40201 40201

Pesonnel Name	Position	Assignment	FTE
Jeffrey L C	Guidance/Counselor	Guidance/Counselor	1.00

Attendance Center: System Wide
Coop Name: Black Hills Special Services Cooperative - 40201 40201

Pesonnel Name	Position	Assignment	FTE
Jay David B	Special Education Director	Special Education Director	1.00

Classified Staffing subreport by District

District Name: 88008 Apple Blossom School District 04-1

Category: 04 District/School Administrators — Total FTE: 1.00
Provider: Black Hills Special Services Cooperative - 40201
Classified Code: 34 Program Director/Supervisor — FTE: 1.00

Category: 08 Other Professional Staff in Special Education — Total FTE: 0.50
Provider: Black Hills Special Services Cooperative - 40201
Classified Code: 109 Orientation and Mobility Specialist — FTE: 0.50

Category: 06 Student Services Support Staff — Total FTE: 0.20
Provider: Black Hills Special Services Cooperative - 40201
Classified Code: 82 School Nurse — FTE: 0.20

LONG TERM SUBSTITUTE REPORT

During last years Legislative Session the Department of Education asked that the statute requiring districts to report their Long Term Substitutes was repealed. This area of the data collection has now been removed.

POSITION AND ASSIGNMENT CODE CHANGES

- Guidance Counselor has changed to School Counselor

- Changes to Assignment Codes
  - 52052 8th Grade Algebra **(Not an EOC Waiver)**
  - 52072 8th Grade Geometry **(Not an EOC Waiver)**

- New Assignment Codes
  - 80033 E-Mentor (Certified Staff)
    This is in addition to e-mentor which is coded to the Classified Staffing screen and allows district to code certified staff as an e-mentor.
  - 16152 Event Management