

Add District/School Information Menu School Year 2016-2017

TABLE OF CONTENTS

Adding Teacher Base Salary	1
Adding New Attendance Centers.....	3
Modifying Attendance Centers.....	5
Change in Academic School Term Type	5

Data is required for each attendance center before continuing to other menus

ADDING TEACHER BASE SALARY

STEP #1: Open the PRF. Click on:

- “Actions”,
- “District Information”, and then
- Select “District/School Information”,

School Year: 2017 District #: 04500 District Name: Apple Blossom

DE04 Personnel Data Collection

Test

Actions

Override Bus Driver Training

Revoked Bus Driver Licenses

Credentials

District Information

Qualified Staff by Assignment

District/School Information 

Staffing - Teacher/Admin/SSS

Plan of Intent

Classified Staffing

Paraprofessionals

Bus Drivers

Contracted Services

Vacancy

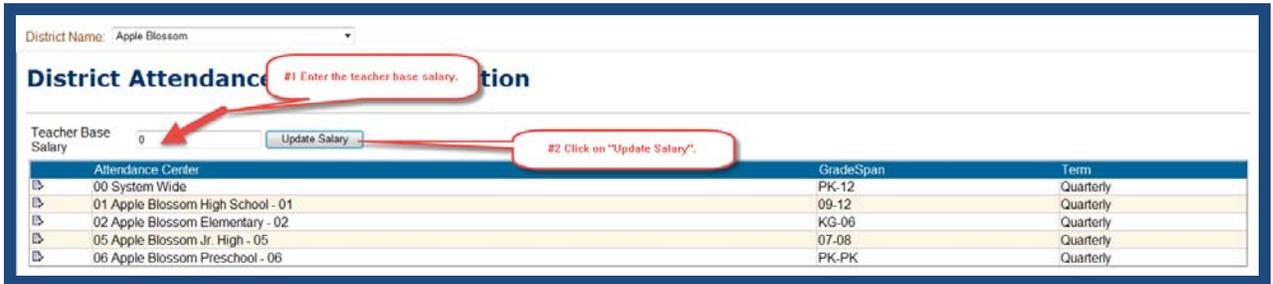
Assurance Statement

Welcome to the Main Menu of the Personnel Data Collection

Requirements For PRF Database

	Public	Non Public	Tribal/BLA	Coops/Multi-Districts	Special Population	Community Support Providers	State Special School	Alternative	Virtual School
District/School Information	X	X	X	X			X	X	X
Staffing - Teacher/Admin/SSS	X	X	X	X			X	X	X
Salary	X			X					
Plan of Intent	X	X	X	X					X

Step #2: Add the Teacher Base Salary (This collection is only available to the Public and Coops/Multi-Districts)



District Name: Apple Blossom

District Attendance System

#1 Enter the teacher base salary.

Teacher Base Salary: 0 #2 Click on "Update Salary".

Attendance Center	GradeSpan	Term
00 System Wide	PK-12	Quarterly
01 Apple Blossom High School - 01	09-12	Quarterly
02 Apple Blossom Elementary - 02	KG-06	Quarterly
05 Apple Blossom Jr. High - 05	07-08	Quarterly
06 Apple Blossom Preschool - 06	PK-PK	Quarterly

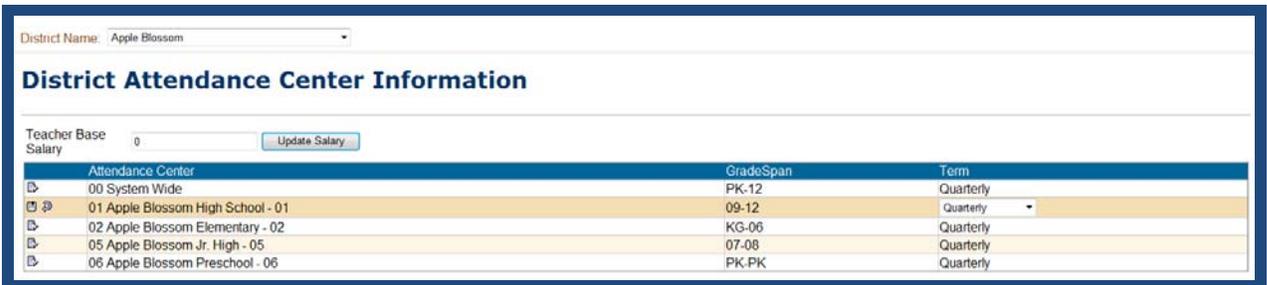
- Type in the Teacher Base Salary for the District. This salary is the beginning teacher salary offered by the district. Base pay depends on the school district and the actual salary will depend on a teacher's qualifications and experience. Do not include the increases in base salary for the units beyond the bachelor degree or years of service increments. You will not be able to sign off on your Assurance Statement until this field is completed.

Step #3: Click on the Update Salary Button

NEW ATTENDANCE CENTERS

Step #1: Adding Attendance Center Information - This information cannot be pre-populated from the information given last year because you need to setup the academic term for any new schools.

The data encoded to the Attendance Center Information Screen is used to determine the academic term for each particular subject on the personnel record.



Attendance Center	GradeSpan	Term
00 System Wide	PK-12	Quarterly
01 Apple Blossom High School - 01	09-12	Quarterly
02 Apple Blossom Elementary - 02	KG-06	Quarterly
05 Apple Blossom Jr. High - 05	07-08	Quarterly
06 Apple Blossom Preschool - 06	PK-PK	Quarterly

It is important you inform the Department of Education of any changes to your Attendance Centers for the Ed Structure Collection. This includes Name, Grade Span, etc. This information is due in April of each year and one important use is to pre-populate this screen. Changes cannot be made to the PRF System. Questions can be directed to Jennifer Rattling Leaf at 773-4703.

Step #2: It's important to define the academic term at the outset, because the length of the period will determine the setup of each school. You should do the following:

- Hoover over the existing navigation area and click the icon that looks like two overlapping pieces of paper next to the school you want to modify.



- If your school uses academic terms (such as semester, trimester, or quarter), the academic term must be setup to coincide with each school. To do that, you will select from the dropdown box one of the following:
 - A semester system divides the academic year into two terms, so you will need to select the "quarter" designation. In general, two quarters of a

particular subject will be equivalent to one semester of the same subject. It just means two quarters will need to be selected for each particular subject.

- A trimester system divides the academic year into three terms, so you will need to select the “trimester” designation.
- A quarter or quadmester system divides the academic year into four terms, so you will need to select the “quarter” designation.

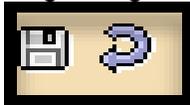
District Name: Apple Blossom

District Attendance Center Information

Teacher Base Salary: 0

Attendance Center	Grade/Span	Term
00 System Wide	PK-12	Quarterly
01 Apple Blossom High School - 01	09-12	Quarterly
02 Apple Blossom Elementary - 02	KG-06	Choose a Term
05 Apple Blossom Jr. High - 05	07-08	Trimester
06 Apple Blossom Preschool - 06	PK-PK	Quarterly

- o Hoover over the existing navigation area and click the icon that looks like a



floppy disk to save.

MODIFYING ATTENDANCE CENTERS

Step #1: When different school years have different academic terms, it can be difficult to know where you stand if you move from a school that used trimester credits to semester credits or vice versa.

- Making the adjustment is a simple mathematical matter when converting from a previous three-part year entry as the system will intuitively assign a four-part year entry for each assignment. The other way around (four-part to three-part) is also a simple mathematical matter when converting.
- The conversion formula for anything less than a full year requires you to manually correct the academic terms for each particular subject because they cannot be prorated. You will have to start over with assigning quarter or trimesters for each of the particular subjects.

Open the PRF. Click on:

- **“Actions”,**
- **“District Information”, and then**
- **Select “Add District/School Information”**

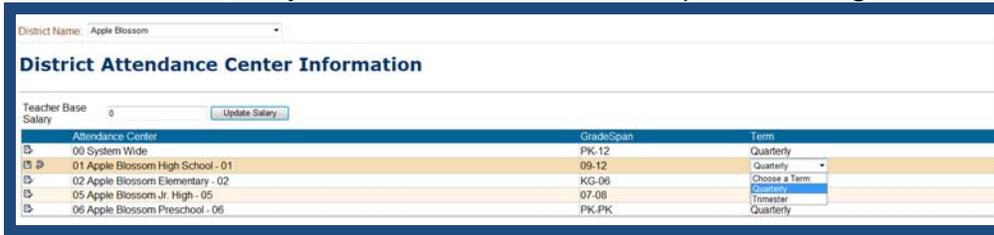
Step #2: This information was pre-populated from the information given last year. You can choose to do the following if the academic term needs to be switched:

- Hoover over the existing navigation area for the school you want to switch the academic term for and click the icon that looks like two overlapping pieces of paper to modify the academic term.



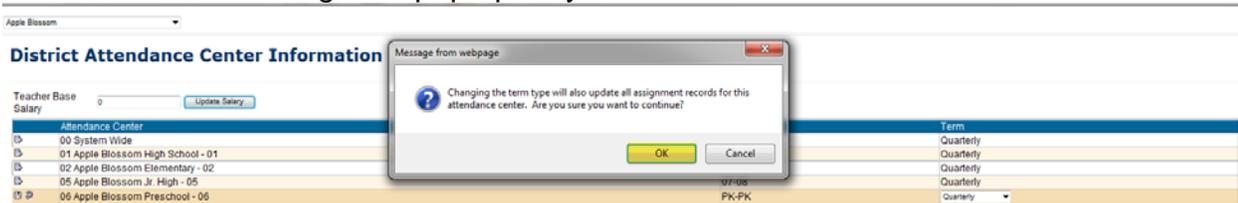
- The academic term must be setup to coincide with each school. To do that, you will select from the dropdown box one of the following:
 - A semester system divides the academic year into two terms, so you will need to select the “quarter” designation. In general, two quarters of a particular subject will be equivalent to one semester of the same subject. It just means two quarters will need to be selected for each particular subject.
 - A trimester system divides the academic year into three terms, so you will need to select the “trimester” designation.

- A quarter or quadmester system divides the academic year into four terms, so you will need to select the “quarter” designation.



Attendance Center	Grade/Seam	Term
00 System Wide	PK-12	Quarterly
01 Apple Blossom High School - 01	09-12	Quarterly
02 Apple Blossom Elementary - 02	KG-06	Choose a Term
05 Apple Blossom Jr. High - 05	07-08	Semester
06 Apple Blossom Preschool - 06	PK,PK	Quarterly

- A message will pop up on your screen.



- This message informs you that a change in academic term type requires you to update ALL record for ALL staff encoded to this attendance center for those identified as less than a full school year. There is an assurance statement that facilitates you in the process of which records need to be updated.
- Go ahead and click on “OK” if you are sure you want to continue.
- Hoover over the existing navigation area and click the icon that looks like a floppy disk to save.



Step #3: To determine which records need to be modified, click on the “Assurance Statement.”

Actions

[Override Bus Driver Training](#)

[Revoked Bus Driver Licenses](#)

Credentials

District Information

[Qualified Staff by Assignment](#)

[District/School Information](#)

[Staffing - Teacher/Admin/SSS](#)

[Plan of Intent](#)

[Classified Staffing](#)

[Paraprofessionals](#)

[Bus Drivers](#)

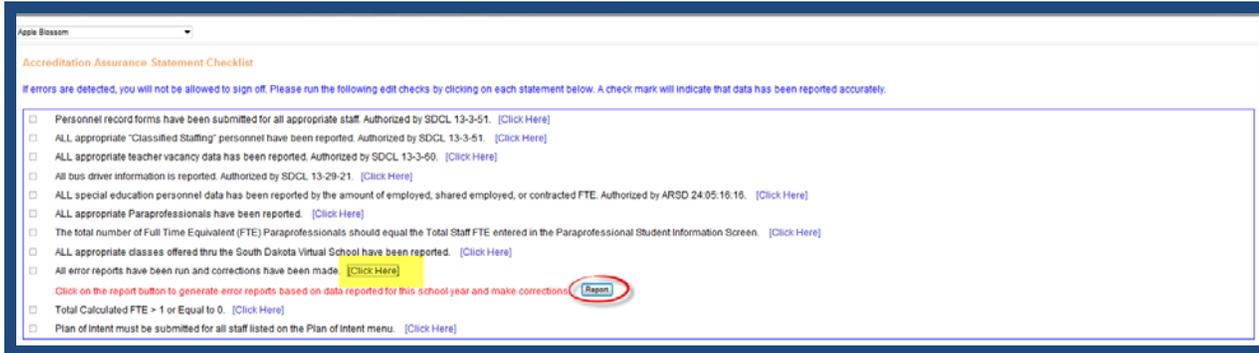
[SPED Contracted Services](#)

[SD Virtual School](#)

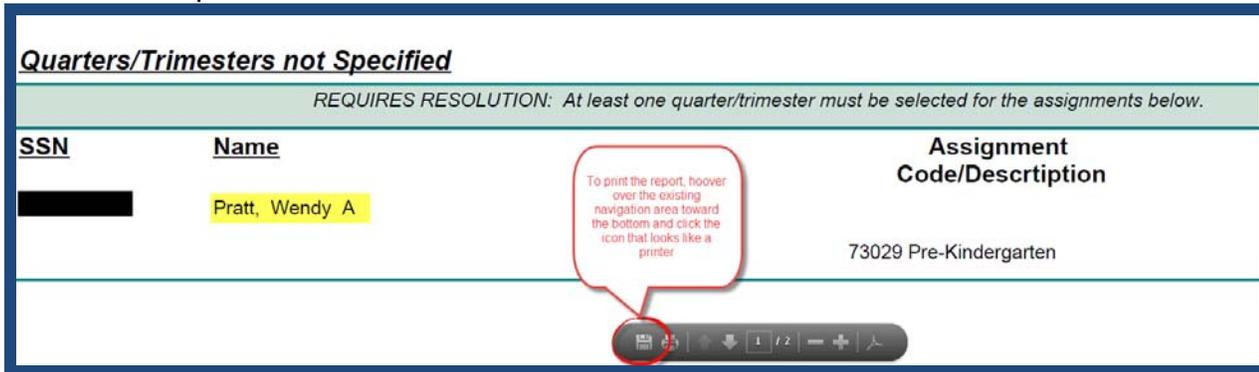
[Vacancy](#)

Assurance Statement

- To see if any errors are detected, you need to run the “All error reports have been run and corrections have been made.”.



- A checkmark will indicate that data was intuitively converted. Otherwise by printing this report you will be able to know which personnel records were encoded to this attendance center and will need adjustments made to their personnel record.



- To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.
- Below is an example of what a Personnel Record looks like after switching the academic term. Take notice of how the “Pre-Kindergarten” assignment did not bring forth any quarters denoted as Q or trimesters denoted as T.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
06-Apple Blossom Preschool - 06	20101 Pre- Kindergarten Teacher	73029 Pre- Kindergarten			0.50							

Step #4: To access a person’s record you need to click “Staffing-Teachers/Admin/SSS”.



- Hoover over the existing person's name and click the icon that looks like two overlapping pieces of paper to edit their record. Take a look at the below assignments to determine which academic terms need to be updated.

District Name: Apple Blossom

Teacher / Admin / SSS Staffing (Pratt, Wendy A) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed Reporting Type: T - Teacher

Choose: If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.

Switched position within district and previous position went vacant

Status: Employment in this school system has been continued.

Total Instructional Salary: 16311

Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 5

Total Admin/School Service Specialist Experience (prior to this school year): 0

House Qualified?

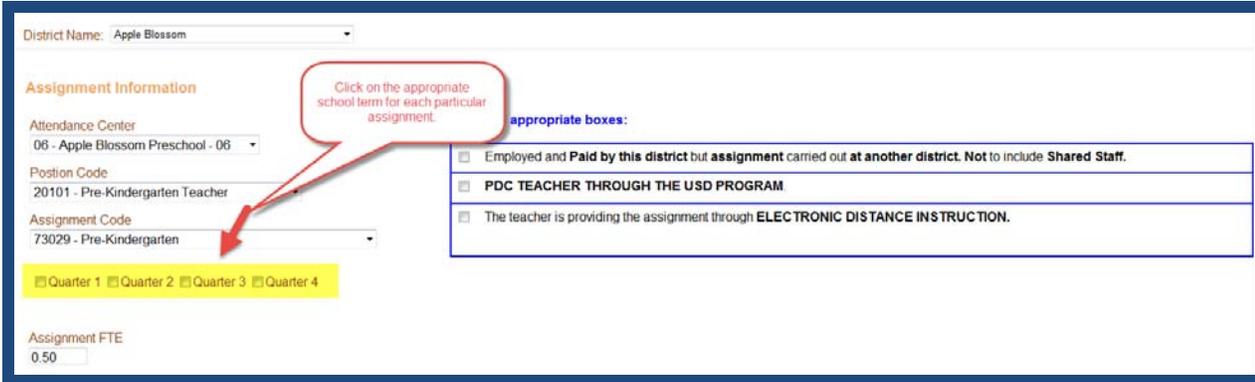
Assignments

Total Calculated FTE (This field is new): 0.5

Once again hoover over the assignment(s) and click on the two overlapping piece of paper to edit their assignments.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
06-Apple Blossom Preschool - 06	20101 Pre-Kindergarten Teacher	73029 Pre-Kindergarten			0.50							

- You must now update the academic terms for each particular assignments for all staff impacted by this change. You will do this one Position/Assignment at a time. Follow the same steps for all records.
- Once again hoover over the assignment(s) and click on the two overlapping piece of paper to edit their assignments.
- Click on the appropriate school term for each particular assignment.



District Name: Apple Blossom

Assignment Information

Attendance Center
06 - Apple Blossom Preschool - 06

Position Code
20101 - Pre-Kindergarten Teacher

Assignment Code
73029 - Pre-Kindergarten

Quarter 1 Quarter 2 Quarter 3 Quarter 4

Assignment FTE
0.50

Click on the appropriate school term for each particular assignment.

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
- The teacher is providing the assignment through ELECTRONIC DISTANCE INSTRUCTION.

- Continue with these steps for the next person on the report until ALL records have been updated.

Be sure to use the Reports you printed to help you encode the appropriate information.