

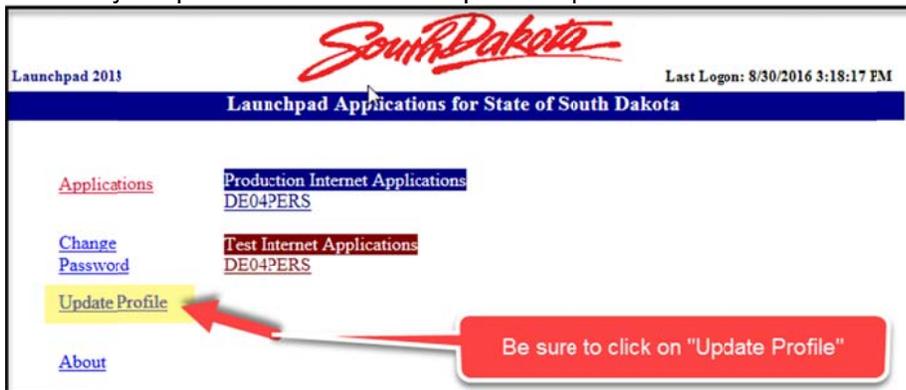
# UPDATES TO THE PERSONNEL RECORD FORM (PRF) 2016-2017 SCHOOL YEAR

The following are changes to the Personnel Record Form for SY 2017.

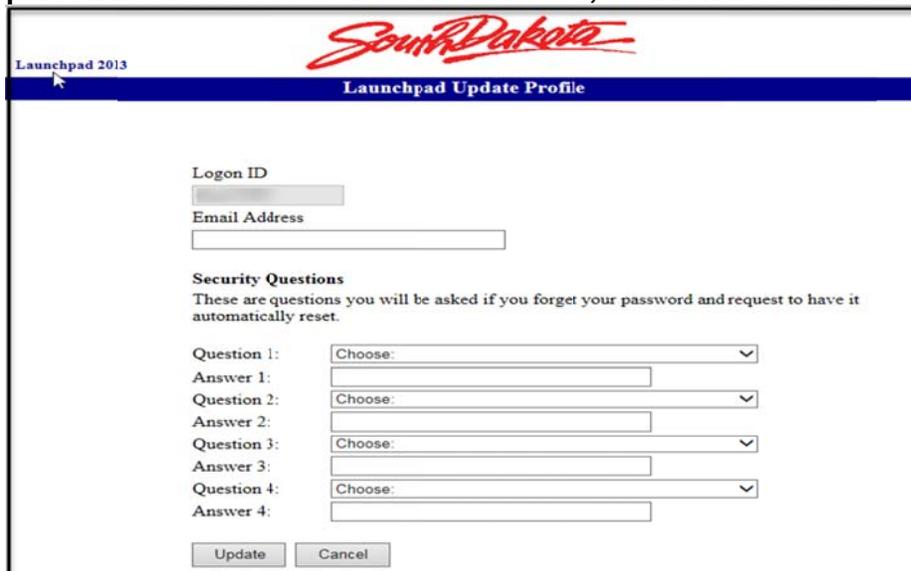
## PASSWORD RESET

An important new feature is the ability to reset your password. It is estimated that at least 40 percent of calls regarding the PRF are related to this issue. The password reset solution will allow you to self-reset your password remotely from a web browser.

**Step One:** All existing and new users should select the Update Profile link. You will not be able to reset your password until this step is completed.



**Step Two:** Complete the Update Profile screen which requires you to enter your Logon ID and email address in addition to self-selected security questions and answers. **If more than one person needs access to the PRF database, additional UserIDs may be requested.**



The screenshot shows the 'Launchpad Update Profile' form. It contains the following fields and elements:

- Logon ID:
- Email Address:
- Security Questions: These are questions you will be asked if you forget your password and request to have it automatically reset.
  - Question 1: Choose:
  - Answer 1:
  - Question 2: Choose:
  - Answer 2:
  - Question 3: Choose:
  - Answer 3:
  - Question 4: Choose:
  - Answer 4:
- Update:
- Cancel:

The page header includes 'Launchpad 2013' and 'South Dakota' logo.

## STAFFING SCREEN

### ❖ School Counselor

13-10-17. (Section effective July 1, 2016) School counselors. If a school district employs a school counselor, on either a full-time or part-time basis, or contracts for the services of a school counselor through an educational cooperative or other entity, that school counselor shall be certified in accordance with the standards established by the South Dakota Board of Education pursuant to § 13-1-12.1.

- To be called a “School Counselor”, one must be a certified school counselor
- Anyone not a certified school counselor cannot hold the title of “School Counselor”
- An alternative title, such as Student Advisor, must be used for those who are not certified school counselors
- The salary for a Student Advisor and/or School Counselor is a local district decision.

	Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4
 	01-Central High School - 01	40105 Student Advisor	40105 Student Advisor			0.01	X	X	X	X

- **New Assignment Codes**

**CTE**

- 03067 PLTW Human Body Systems
- 03068 PLTW Medical Intervention
- 05163 Visual Communications
- 10003 Intro to Information Technology
- 10011 AP Computer Science Principles
- 10013 PLTW Intro to Computer Science
- 10014 PLTW Computer Science Principles
- 10016 PLTW Cybersecurity
- 10251 Computer Hardware
- 11001 Intro to Arts, AV
- 12166 Marketing Management
- 12167 Marketing Research
- 13001 Intro to Manufacturing
- 16051 Hospitality & Tourism Management
- 16053 Restaurant Management/Culinary Arts I
- 16055 Restaurant Management/Culinary Arts II
- 17005 Advanced Cabinetry
- 18052 Horticulture
- 18102 Companion Animals
- 18204 CASE Agricultural Research & Development
- 18312 CASE Food Science & Safety
- 18405 CASE Agricultural Power & Technology
- 18407 Advanced Ag Structures Technology
- 18505 CASE: Natural Resources & Ecology
- 19054 Serving Communities & Families
- 19201 Fashion Design
- 19205 Interior Design
- 19206 Advanced Interior Design
- 19253 Nutrition & Wellness
- 19254 Food Technology
- 19255 Skills for Parenting
- 19261 Human Development: Adolescence to Adulthood
- 19262 Personal Finance

## **CTE, cont...**

- 20115 Autobody non-structural
- 20117 Autobody Structural Analysis
- 20124 Autobody damage
- 21017 PLTW Intro to Engineering Design
- 21018 PLTW Principles of Engineering
- 21019 PLTW Aerospace Engineering
- 21020 PLTW Biotechnical Engineering
- 21021 PLTW Civil Engineering & Architecture
- 21023 PLTW Digital Electronics
- 21060 Alternate Energy Systems
- 22000 MS Biomed
- 22101 Foundations of CTE
- 22151 Career Exploration
- 23000 MS Computer Science

## **Fine Arts**

- 05052 Theater Arts
- 05195 Mixed Media
- 05196 Digital Photography

## **Math**

- 02122 Multivariate Calculus

## **Social Science**

- 04252 Particular Topics in Anthropology
- 15001 Intro to Law, Public Safety, Security & Corrections 1

## **World Language**

- 06129 French Literature

## **School Service Specialist**

- 40105 Student Advisor
- 40106 Special Education Student Advisor
- 40813 Behavior Specialist

- **New Assignment Code – Previously Disabled Code**

- 10251 Computer Hardware
- 20115 Autobody non-structural
- 21017 PLTW Intro to Engineering Design
- 21018 PLTW Principles of Engineering
- 21019 PLTW Aerospace Engineering
- 21020 PLTW Biotechnical Engineering
- 21014 Bioprocess Engineering
- 05174 AP Studio Art - Two-Dimensional
- 05175 AP Studio Art - Three-Dimensional
- 10009 Web Publishing & Design
- 10201 Web Programming
- 12202 Principles of Selling
- 14255 Biomedical Innovations
- 21010 Advanced Mechatronics
- 22112 Life Management

- **Renamed Assignment Codes**

- 15054 Intro to Law, Public Safety, Security & Corrections 2

- **Disabled Assignment Codes**

- 05054 Exploration in Drama
- 05171 AP Studio Art
- 05202 Introduction to Performing Arts
- 06133 AP French Literature
- 10158 AP Computer Science AB
- 13000 MS Industrial Arts
- 13005 Industrial Arts
- 21014 Biotechnical Engineering
- 21107 Computer Assisted Drafting
- 05174 Mixed Media
- 05175 Digital Photography
- 05204 Visual Communications
- 10254 Computer Hardware
- 11000 Intro to Arts, Audio-Video Tech & Comm

## **Disabled Assignment Codes, cont...**

- 12168 Marketing Research
- 13002 Introduction to Manufacturing
- 14256 Human Body Systems
- 14257 Medical Intervention
- 16002 Hospitality and Tourism Management
- 16058 Restaurant Manage/Culinary Arts I
- 16059 Restaurant Manage/Culinary Arts II
- 18053 Horticulture
- 18108 Companion Animals
- 18406 Advanced Ag Structures Technology
- 19056 Human Devt: Adolescence to Adulthood
- 20119 Auto Body Structural Analysis
- 20120 Auto Body Damage Analysis and Estimating
- 20125 Auto body Non-structural analysis
- 21004 Principles of Engineering
- 21006 Introduction to Engineering Design
- 21008 Digital Electronics
- 21012 Civil Engineering and Architecture
- 21013 Aerospace Engineering
- 21014 Biotechnical Engineering
- 21057 Alternate Energy Systems
- 22150 Foundations of CTE
- 22202 Nutrition and Wellness
- 22203 Food Technology
- 22204 Skills for Parenting
- 22210 Personal Finance
- 22211 Interior Design
- 22212 Advanced Interior Design
- 22213 Serving Families and Communities
- 22214 Fashion Design
- 80023 Career Exploration

- **Crosswalked Codes**

**Crosswalk code swap with new iterations of the disabled existing codes:**

<b>Disabled Code:</b>		<b>New Code:</b>	
05174	Mixed Media	05195	Mixed Media
05175	Digital Photography	05196	Digital Photography
10009	Intro to Information Technology	10003	Intro to Information Technology
10201	Web Publishing & Design	10009	Web Publishing & Design
10161	Web Programming	10201	Web Programming
12202	Marketing Management	12166	Marketing Management
12165	Principles of Selling	12202	Principles of Selling
14255	Biomedical Science	03066	PLTW Principles Biomedical Science
14258	Biomedical Innovations	14255	Biomedical Innovations
21010	Computer Integrated Manufacturing	21022	PLTW Computer Integrated Manufacturing
21015	Advanced Mechatronics	21010	Advanced Mechatronics

## **NO LONGER EMPLOYED**

It is important to correctly encode staff in your district that are No Longer Employed. This data is used for Teacher Shortage reporting in addition to documentation for Loan Forgiveness programs.

**Things to Keep in Mind:**

- The option “Other” should be used only in rare occasions
- The option “Employed in another accredited SD school/district has been coded incorrectly in the past. Before using this code please make sure the employee will be working in another district in South Dakota.

## CONTRACTED SERVICES

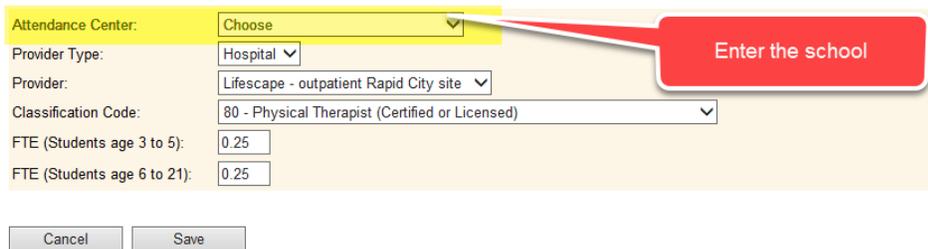
### ❖ Update 1

The “SPED Contracted Services” screen has been renamed to “Contracted Services” to include Virtual School courses in addition to Special Education contracted services.

### ❖ Update 2

The Contracted Services screen will now require the name of the attendance center where the services are being provided. Information from the 2016 school year was rolled forward without this information so it will need to be added.

#### Contracted Sped by Classified Code



Attendance Center:	Choose
Provider Type:	Hospital
Provider:	Lifescape - outpatient Rapid City site
Classification Code:	80 - Physical Therapist (Certified or Licensed)
FTE (Students age 3 to 5):	0.25
FTE (Students age 6 to 21):	0.25

Cancel Save

## SD VIRTUAL SCHOOL

Approved Virtual School Providers are now required to enter staff and assignments on the Personnel Record Form.

These providers include:

- APEX Learning,
- Black Hills Online Learning Community,
- DIAL,
- NSU Center for eLearning, and
- High Plains Alternative School

Public and Non-public districts will no longer be required to encode the SD Virtual School Classes. It is still important to check the accuracy of the data. This can be done by going to the “Contracted Services” screen to review the services provided by the virtual schools.

## Behavior Specialist

- If the behavioral specialist works directly with child behavior under the supervision of a licensed staff member, then code as a paraprofessional using the below codes:

District Name:

### Paraprofessional Attendance Center Detail

SSN:  Name: Anita J Bennet  
 District Number: 04500 Attendance Center:   
 Name of Highly Qualified Teacher(s) or Speech Language Pathologist Providing Direct Supervision:  
  
 If Contracted, Name of 3rd Party Provider:

Funding Source and % of Staff FTE  
 (Include all that apply to this Attendance Center)

Select	Type	FTE
<input type="checkbox"/>	CEIS	<input type="text"/> FTE
<input type="checkbox"/>	REAP	<input type="text"/> FTE
<input checked="" type="checkbox"/>	SPED Funding	1.00 FTE
<input type="checkbox"/>	Title I Part A	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part A Neglected	<input type="text"/> FTE
<input type="checkbox"/>	Title I Migrant	<input type="text"/> FTE
<input type="checkbox"/>	Title I Part D Neglected and Delinquent	<input type="text"/> FTE
<input type="checkbox"/>	Other Funding Source	<input type="text"/> FTE

### Paraprofessional Job Responsibilities

(Check All That Apply)

- Act as a Translator
- Assist with Classroom Management, such as by organizing materials
- Conduct Parental Involvement Activities
- Instructional Interventionist
- Provide Instructional Assistance in a Computer Laboratory
- Provide Instructional Support in a Library or Media Center
- Provide one-to-one tutoring scheduled at a time when a student would not otherwise receive instruction from a teacher
- Speech-Language Pathology Assistant (Ages 3-5)
- Speech-Language Pathology Assistant (Ages 6-21)

- If the behavioral specialist provides support to the teachers as a coach or observing student behavior, then they need to report a PRF record with the below set of codes:

**Assignments**

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

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
00-System Wide	42000 Instructional Coach (works with staff)	40813 Behavioral Specialist			0.50	X	X	X	X			
06-Apple BlossomPreschool - 06	20101 Pre-Kindergarten Teacher	73029 Pre-Kindergarten			0.50	X	X	X	X			