

Staffing – Teacher/Admin/School Service Specialist Instructions School Year 2016-2017

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A personnel record is required to be submitted for ALL individuals employed in a position for which certification is offered through the Department of Education (DOE). This includes all instructional, administrative and school service specialists' positions.

If a person is hired for a position for which he/she is certified through another agency or professionally certified and DOE also offers the certification (i.e. social workers licensed by the South Dakota Board of Social Work)) please complete a personnel record form for these individuals.

If you have specific questions about whether an individual should be included please contact Jantina at 605-668-2904.

School Districts who contract personnel through cooperatives in South Dakota should not report those personnel. Each cooperative is required to report their staff. The Office of Certification and Teacher Quality will check to make sure staff is properly certified.

Personnel data is collected from the following types of schools:

- Public School Districts
- State Special Schools
- Cooperatives and Multi-Districts
- Non-Public School Systems
- Alternative Programs
- Tribal/Bureau of Indian Affairs Schools
- Approved Virtual School Providers

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

Updating Personnel Records

HELPFUL SUGGESTION: Print the report “Report: By Staff Person (School Year 2010 and Beyond)” and be sure to use the selection criteria of data “2017”. Use these printouts to make your updates before beginning the process of encoding the changes for 2016-2017.

It is recommended you staple this form with the Staff Position and Assignment Collection Form, which contains a blank record for those additional staff hired. This can be accessed at <http://doe.sd.gov/ofm/prf/documents/Position1.pdf>

Reviewing the Report

- Below is a picture of the Report

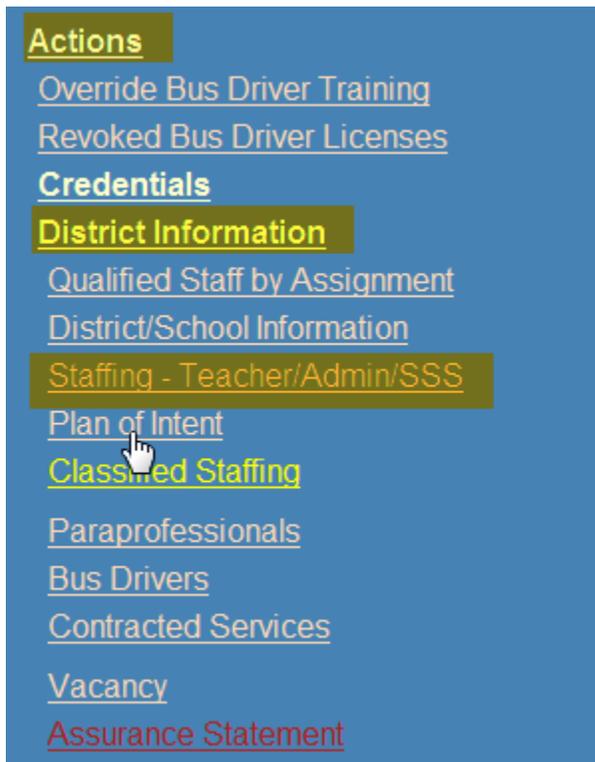
STAFF PERSON REPORT

Name: _____ SSN: _____ Hispanic: _____ Race: _____
 Date of Birth: _____ Gender: _____ Email: _____
 Reporting Type: _____ Total Instructional Salary: _____ Total Admin/SS Spec Salary: _____
 Total Teaching Experience (prior to this school year): _____ Total Admin/SS Spec Experience (prior to this school year): _____
 Status Co _____
 Total FTE: _____

Attendance Center Position Code Assignment Code Classes Assignment FTE Q1 Q2 Q3 Q4 T1 T2 T3

- Print the Report so you can view it better
- Areas of the Report that will need to be updated in the individuals Personnel Record Form:
 - Race/Ethnicity
 - Instructional Salary
 - Admin/SS Specialist Salary

- Total Teaching Experience
 - Total Admin/SS Spec Experience
 - Assignments
 - Number of Classes
 - Checkboxes located in the Assignment Screen (filtered by assignment)
- Login to the PRF Database and go to the Staffing-Teacher/Admin/SSS Screen:
 - Actions
 - District Information
 - Staffing – Teacher/Admin/SSS



NOTE: A District has been created to use for Testing and Training. The names, social security numbers and other identifying information are not real people.

District Teacher / Admin / SSS Staffing List

Include only incomplete records Refresh

	SSN	Name	Email	Employed Previous Year	Updated Current Year
	***.1135	Bartels, Ronette	Ronette.Bartels@state.sd.us	Y	
	***.1116	Benson, Kris	Kris.Benson@state.sd.us	Y	
	***.1112	Brown, Kate	Kate.Brown@state.sd.us	Y	
	***.1127	Coddington, Kitty	Kitty.Coddington@state.sd.us	Y	
	***.1120	Coots, Tom	Tom.Coots@state.sd.us	Y	
	***.1133	Cussack, Gwen	Gwen.Cussack@state.sd.us	Y	
	***.1113	Dillon, Betty	Betty.Dillon@state.sd.us	Y	
	***.1130	Erwanger, Randi	Randi.Erwanger@state.sd.us	Y	
	***.1123	Gallow, Jena	Jena.Gallow@state.sd.us	Y	
	***.1140	Greer, Mike	Mike.Greer@state.sd.us	Y	
	***.1122	Gubbels, Cindy	Cindy.Gubbels@state.sd.us	Y	
	***.1128	Hendrichs, Rita	Rita.Hendrichs@state.sd.us	Y	
	***.1137	Jacobs, Cathy	Cathy.Jacobs@state.sd.us	Y	
	***.1139	Jenson, Tamaro	Tamaro.Jenson@state.sd.us	Y	
	***.1110	Kline, Deedra	Deedra.Kline@state.sd.us	Y	
	***.1121	Korkel, Lisa	Lisa.Korkel@state.sd.us	Y	
	***.1134	Krier, Kayla	Kayla.Krier@state.sd.us	Y	
	***.1115	Perkins, Bart	Bart.Perkins@state.sd.us	Y	
	***.1119	Potter, Shano	Shano.Potter@state.sd.us	Y	
	***.1129	Powell, Wendy	Wendy.Powell@state.sd.us	Y	
	***.1118	Sammelson, Tory	Tory.Sammelson@state.sd.us	Y	
	***.1132	Smith, April	April.Smith@state.sd.us	Y	
	***.1136	Smith, Jason	Jason.Smith@state.sd.us	Y	
	***.1117	Swenson, Jeff	Jeff.Swenson@state.sd.us	Y	
	***.1131	Switzer, Teddy	Teddy.Switzer@state.sd.us	Y	
	***.1114	Wilson, Jari	Jari.Wilson@state.sd.us	Y	
	***.1138	Wright, Erin	Erin.Wright@state.sd.us	Y	

Delete Add Employee Data Exit

For districts with a large number of staff, a partial listing of your records is now an option. Below is an example:

District Teacher / Admin / SSS Staffing List

List last names starting with: [A-C] [D-G] [H-K] [L-N] [O-R] [S-U] [V-Z] [List All]

Include only incomplete records Refresh

	SSN	Name	Email	Employed Previous Year	Updated Current Year
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Delete Add Employee Data Exit

- To update a person's information do the following:

- Click on the icon next to the person you need to edit. 

District Teacher / Admin / SSS Staffing List

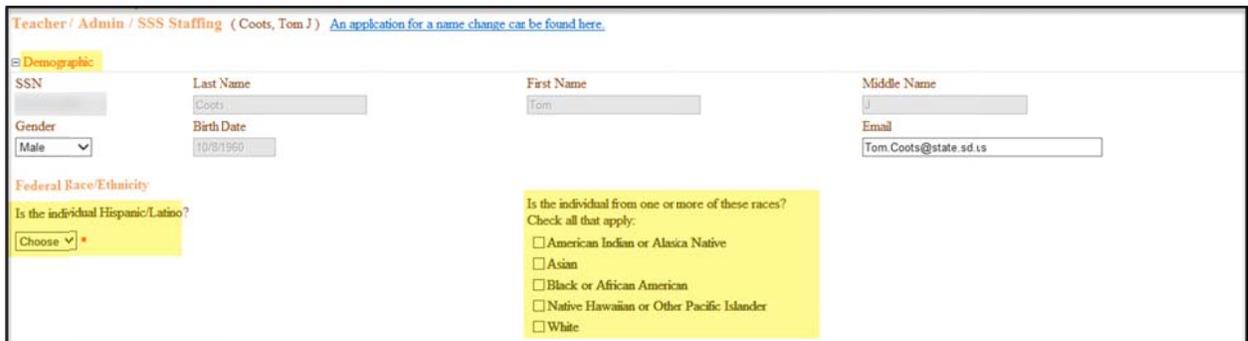
Include only incomplete records Refresh

	SSN	Name	Email	Employed Previous Year	Updated Current Year
	***.1135	Bartels, Ronette	Ronette.Bartels@state.sd.us	Y	
	***.1116	Benson, Kris	Kris.Benson@state.sd.us	Y	
	***.1112	Brown, Kate	Kate.Brown@state.sd.us	Y	
	***.1127	Coddington, Kitty	Kitty.Coddington@state.sd.us	Y	
	***.1120	Coots, Tom	Tom.Coots@state.sd.us	Y	
	***.1133	Cussack, Gwen	Gwen.Cussack@state.sd.us	Y	
	***.1113	Dillon, Betty	Betty.Dillon@state.sd.us	Y	
	***.1130	Erwanger, Randi	Randi.Erwanger@state.sd.us	Y	
	***.1123	Gallow, Jena	Jena.Gallow@state.sd.us	Y	
	***.1140	Greer, Mike	Mike.Greer@state.sd.us	Y	
	***.1122	Gubbels, Cindy	Cindy.Gubbels@state.sd.us	Y	
	***.1128	Hendrichs, Rita	Rita.Hendrichs@state.sd.us	Y	
	***.1137	Jacobs, Cathy	Cathy.Jacobs@state.sd.us	Y	
	***.1139	Jenson, Tamaro	Tamaro.Jenson@state.sd.us	Y	
	***.1110	Kline, Deedra	Deedra.Kline@state.sd.us	Y	
	***.1121	Korkel, Lisa	Lisa.Korkel@state.sd.us	Y	
	***.1134	Krier, Kayla	Kayla.Krier@state.sd.us	Y	
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	***.1129	Powell, Wendy	Wendy.Powell@state.sd.us	Y	
	***.1118	Sammelson, Tory	Tory.Sammelson@state.sd.us	Y	
	***.1132	Smith, April	April.Smith@state.sd.us	Y	
	***.1136	Smith, Jason	Jason.Smith@state.sd.us	Y	
	***.1117	Swenson, Jeff	Jeff.Swenson@state.sd.us	Y	
	***.1131	Switzer, Teddy	Teddy.Switzer@state.sd.us	Y	
	***.1114	Wilson, Jari	Jari.Wilson@state.sd.us	Y	
	***.1138	Wright, Erin	Erin.Wright@state.sd.us	Y	

Delete Add Employee Data Exit

- This will take you directly to the individual’s record.
 - You will see the following screen which has information from the previous school year. If you have previously completed the Race/Ethnicity question then there will be a plus sign by the Demographic information and you will not see that part of the screen.

Demographic Information Showing - when you click on the + symbol, the screen will expand so you can enter the Race/Ethnicity.



Teacher / Admin / SSS Staffing (Coots, Tom J) [An application for a name change can be found here.](#)

Demographic

SSN: [Redacted] Last Name: Coots First Name: Tom Middle Name: [Redacted]

Gender: Male Birth Date: 10/8/1960 Email: Tom.Coots@state.sd.us

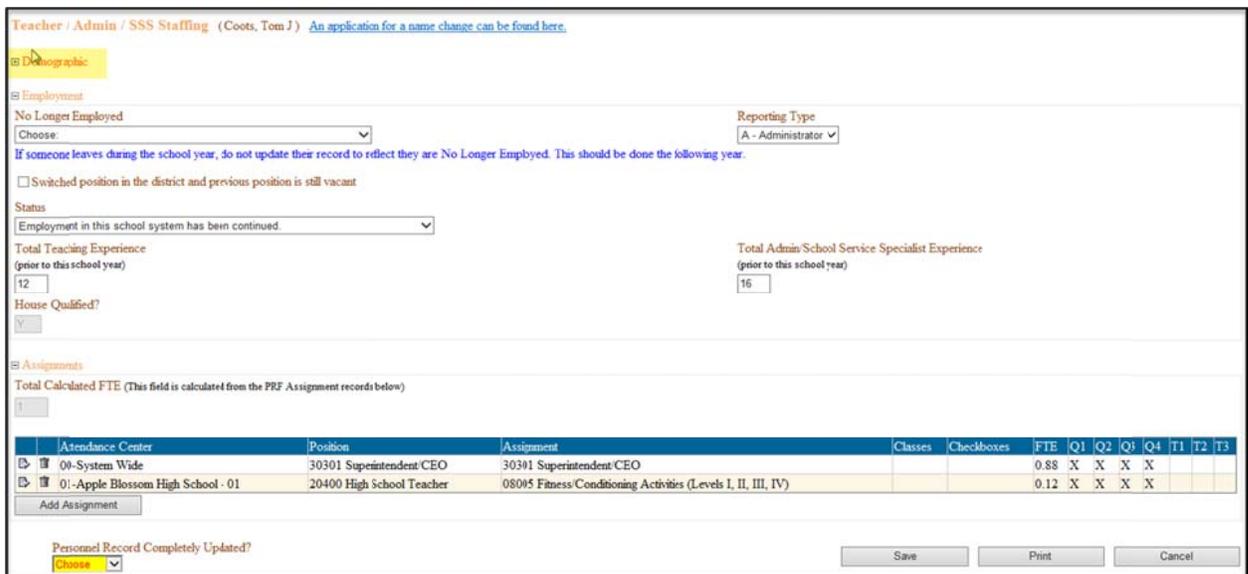
Federal Race/Ethnicity

Is the individual Hispanic/Latino?
Choose ▾

Is the individual from one or more of these races?
Check all that apply:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Demographic Information Not Showing – after the Race/Ethnicity is completed, click on the – symbol to get the screen to contract.



Teacher / Admin / SSS Staffing (Coots, Tom J) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed: Choose ▾ Reporting Type: A - Administrator ▾

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 in the district and previous position is still vacant

Status: Employment in this school system has been continued. ▾

Total Teaching Experience (prior to this school year): 12
Total Admin/School Service Specialist Experience (prior to this school year): 16

House Qualified? ▾

Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below): [Redacted]

	Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
00	System Wide	30301 Superintendent/CEO	30301 Superintendent/CEO			0.88	X	X	X	X			
01	Apple Blossom High School - 01	20400 High School Teacher	08095 Fitness/Conditioning Activities (Levels I, II, III, IV)			0.12	X	X	X	X			

Add Assignment

Personnel Record Completely Updated? Choose ▾

Save Print Cancel

- Below is the area where the Race/Ethnicity question is located. Answer the question – “Is the individual Hispanic/Latino?” (Yes or No) and then select the Race. You should check all that apply.

Teacher / Admin / SSS Staffing (Coots, Tom J) [An application for a name change can be found here.](#)

Demographic

Employment

No Longer Employed Reporting Type
A - Administrator ▼

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 in the district and previous position is still vacant

Status

Employment in this school system has been continued.

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

House Qualified?

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	30301 Superintendent/CEO	30301 Superintendent/CEO			0.88	X	X	X	X			
01-Apple Blossom High School - 01	20400 High School Teacher	08005 Fitness/Conditioning Activities (Levels I, II, III, IV)			0.12	X	X	X	X			

Add Assignment

Personnel Record Completely Updated?

Save Print Cancel

- If the person you are updating was reported last year and did not let their certificate expire, their "**Reporting Type**" will be pre-filled. Otherwise, select the "Reporting Type". If an employee has 1/2 time administrative assignments and 1/2 time teacher assignment, chose only one of the reporting types.
 - **Teacher** - an individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.
 - **Administrator** - an individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota certificate.
 - **School Service Specialist** - an individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, business manager/CFO or curriculum director and has been issued a South Dakota certificate
 - **Instructor** - an individual who has not completed the traditional route to licensure but who is on a professional development plan to complete the alternative route to licensure.

- **Status Code** is pre-filled to #5 if the person was reported in the PRF the previous year. If not, choose one of the following codes:
 1. New Employee: 1st year hired as a certified staff in any school district, in any state
 2. New Employee: Previously employed out of state
 3. New Employee: Previously employed in another SD School District
 4. New Employee: Has been absent from field of education 1 or more year(s)
 5. Employment in this school system has been continued
 6. Re-employed in a school district following an absence of 1 year or more

- **Total salary** must be reported as instructional and/or administrative/school service specialist (whichever is appropriate).
 - **DO NOT INCLUDE BONUS MONEY, LONGEVITY PAY, EXTENDED CONTRACT PAY, STIPENDS AND EXTRA-DUTY PAY.** Note: These are not used when calculating salaries, average salaries, etc.
 - Round all salaries to the nearest whole dollar.
 - If there is not yet an agreement regarding salaries (impasse), please report the salary they were paid last year and notify Jantina Nelson-Stastny when you will update your records.
 - If an administrator also teaches a course, the breakout of the instructional salary and the administrative salary should reflect the actual salary for each job responsibility.
 - If a teacher has **unpaid leave days**, a district should NOT adjust the contract salary amount reported to the actual cost to the district.
 - Salary step increases should be reflected in the PRF database

- Update the years of experience. **Years reported here should not include current school year!**

Only report years of experience PRIOR to the 2016-2017 school year.

- **Total Instructional Experience:** Total years of classroom teaching experience with actual instructional time in front of the class, prior to this school year.

If a part-time principal and part-time teacher, count one year instructional and one year administrative.

Include years of experience for Alternative Certification to count towards the years of total "teaching experience".

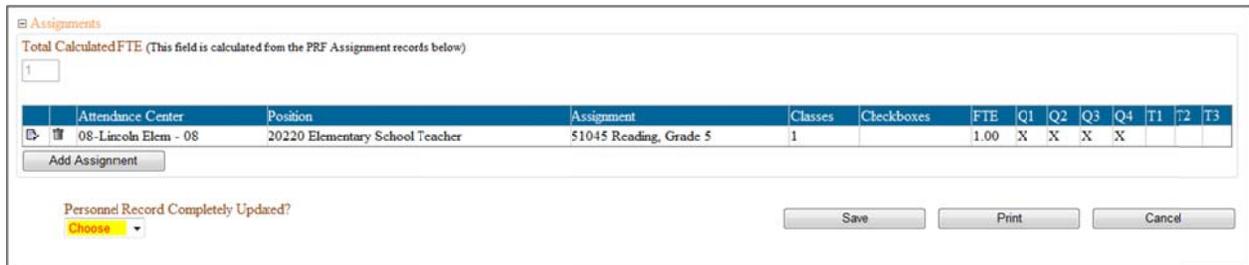
- o **Total Administrative/School Service Specialist Experience:** Total years as an administrator and/or school service specialist prior to this school year including CEO and school psychologist.

If full-time librarian and teach 1 class, count one-year administrative experience only.

- o **Total Calculated FTE** - This field will be automatically calculated. An FTE of greater than 1.00 is not valid. Please be sure to check this FTE before saving your record.

NOTE: Do not change the question - Personnel Record Completely Updated? to a Yes until all assignments for this staff person have been updated.

- o **The Assignment Screen Summary** provides basic information about the assignment.



Assignments

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

1

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
08-Lincoln Elem - 08	20220 Elementary School Teacher	51045 Reading, Grade 5	1		1.00	X	X	X	X			

Add Assignment

Personnel Record Completely Updated?
Choose

Save Print Cancel

- o This includes:
 - Attendance Center
 - Position Code
 - Assignment Code
 - Number of classes for Core Content Assignments

- Checkboxes
 - A check in the **SPED** box reflects this assignment is a SPED Core Content class and the Teacher of Record is a Special Education Teacher.
 - A check in the **CRS** box reflects this is a “Class Size Reduction Teacher”.
 - A check in the DC box reflects this assignment is offered to the student via **DIGITAL CURRICULUM** (not including SD Virtual School)”
 - For example, a computer based online curriculum which does not include a Teacher of Record to assist students. Because there is not a Teacher of Record, the district must provide a highly qualified teacher to assist students with the instruction.
 - A check in the **ED** box reflects “The teacher is providing the assignment through ELECTRONIC DISTANCE INSTRUCTION”. Approved Virtual School Providers are now required to enter staff and assignments by choosing this box that states, “The teacher is providing the assignment through Electronic Distance Instruction.” Choose the appropriate school district and school that the teacher will be providing SDVS to and then click ‘Save’.
 - A check in the **INTR** box reflects “**INTERVENTIONS** (Reading, Math, Science or Language Arts) are provided”. Response to Intervention acronym is RTI.
 - A check in the **ESL** box reflects “**ENGLISH AS A SECOND LANGUAGE (ESL)** Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.”
 - A check in the **AD** box reflects the teacher is “Employed and **Paid by this district** but **assignment** carried out **at another district. Not** to include **Shared Staff.**”
- FTE (full-time equivalent) is a way to measure the number of hours required to perform the work done. One definition of FTE indicates it is the number of working hours that represents one full-time employee during a fixed time period, such as a school year. It is also defined as a unit that indicates the workload of an employed person in a way that makes workloads comparable across various contexts.
- Quarters or Trimesters, depending on the academic terms (such as semester, trimester, or quarter) your school uses, the academic term must be selected to coincide with each assignment. To do that, you will select the checkbox to remove quarters or trimesters.

NOTE 1: If you do not see the Assignment Code this means the person is not qualified to teach that assignment. You must select the Position Code of Non Authorized and then all assignments will be shown. This may trigger a Plan of Intent for most assignments.

Attendance Center	Position	Assignment
01-Apple Blossom High School - 01	77777 Position Based on Non-Authorized	01001 English Language Arts I
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	73035 5th Grade

NOTE 2: All teachers in a Title I Targeted program are considered Title I Teachers.

Attendance Center	Position	Assignment	Classes	Checkboxes
00-System Wide	40100 School Counselor	40101 School Counselor		
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	51045 Reading, Grade 5	1	INTR
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	51050 Title I Reading (Elementary)	1	
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	80007 Homeroom		

If the district no longer receives Targeted assistance and the teacher pulls students out of the class to provide instruction, they need to be coded as a Reading Teacher. This position should now be coded as a Reading Intervention teacher. In this example the assignment for Reading should be selected and the checkbox for Intervention should be checked.

Position Code
20220 - Elementary School Teacher

Assignment Code
51045 - Reading, Grade 5

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 I

NOTE 2 cont.: If the school integrates interventions through a whole-school manner where ALL teachers provide some type of intervention during the day or once per week, they should be coded to the subject they are teaching and/or the job they are doing (study hall, homeroom, etc.,). It should be based on the job they are doing, not how they are funded.

Attendance Center	Position	Assignment
00-System Wide	40100 School Counselor	40101 School Counselor
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	51045 Reading, Grade 5
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	51050 Title I Reading (Elementary)
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	80007 Homeroom

NOTE 3: If you are receiving an Electronic/Distance class offered through another district and have someone monitoring the classroom, report the time for this individual with an assignment code of E-Mentor.

Attendance Center	Position	Assignment
01-Apple Blossom High School - 01	20400 High School Teacher	03051 Biology
01-Apple Blossom High School - 01	20400 High School Teacher	03053 Anatomy and Physiology
01-Apple Blossom High School - 01	20400 High School Teacher	03203 Applied Biology/Chemistry
01-Apple Blossom High School - 01	20400 High School Teacher	80011 Preparation/Study Hall
01-Apple Blossom High School - 01	20400 High School Teacher	80033 E-Mentor (certified staff)

Classes offered for dual credit through a University/Technical Institute and not approved through the SD Virtual School does not require a Teacher of Record.

NOTE 4: The code "99999" should be used for dual credit/concurrent credit courses. This only applies to situations where the teacher is employed by the school district, but is offering coursework from a Postsecondary Institution (E.g. University or Technical School). These types of courses usually have a teacher that has signed an agreement with a Postsecondary Institution. The agreement ensures the teachers are certified from the standpoint of the Postsecondary Institution. Also, the agreement ensures that credit is applied at both the secondary and postsecondary level.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4
01-Apple Blossom High School - 01	20400 High School Teacher	99999 Concurrent Credit			0.12	X	X	X	X

NOTE 5: Elementary teachers in departmentalized setting should be counted like the middle and secondary teachers and thus be given a Study Hall/Preparation period in addition to the subjects they teach.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	51033 Language Arts, Grade 5	1		0.43	X	X	X	X
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	52035 Math, Grade 5	1		0.43	X	X	X	X
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	80011 Preparation/Study Hall			0.14	X	X	X	X

NOTE 6: If elementary school teachers are not in a departmentalized setting, they should be counted as only a self-contained teacher and no study hall/preparation period should be accounted for.

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	73034 4th Grade	4		1.00	X	X	X	X

NOTE 7: Preschool teachers seem to be listed as ungraded, multi-grade combination room or junior kindergarten instead of using the code 73029 Pre-kindergarten. The state department calculates a highly qualified status for ungraded and junior kindergarten whereas we don't for preschool. The system doesn't generate a plan-of-intent for preschool teachers if you use the position code of non-authorized.

Attendance Center	Position	Assignment
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	20210 Multi-Grade Combination Room
02-Apple Blossom Elementary - 02	20220 Elementary School Teacher	20212 Ungraded Elementary Classroom
02-Apple Blossom Elementary - 02	21400 Kindergarten Teacher	73028 Junior Kindergarten
02-Apple Blossom Elementary - 02	20101 Pre-Kindergarten Teacher	73029 Pre-Kindergarten

- The **quarters or trimesters** will be pre-filled. **Click on the button if you need to remove a quarter or trimester (i.e. assignment is not for a full year).**
- The number of **Classes/Period Taught** must be identified for each Core Content assignment. If you are not sure how many classes to list, click on "[Click here for class definition](#)" and the definition of a Class will display.

A class is a setting in which organized instruction of core academic course content is provided to one or more students (including cross-age groupings) for a given period of time. (A course may be offered to more than one class.) Instruction, provided by one or more teachers or other staff members, may be delivered in person or via a different medium. Classes that share space should be considered as separate classes if they function as separate units for more than 50 percent of the time.

Examples:

- **How are elementary classes reported?** Count self-contained classrooms for each subject taught to avoid over-representing subject-area specialists and resource teachers. To do this those teaching first grade would be coded as 4 classes. That way the subject-area specialists and resource teachers would **count as teaching multiple classes, as well. This is a change to the way elementary coding was previously defined and is based on non-regulatory guidance that was revised on February 8th of 2013.**

Classes			
<u>Description:</u>	<u>Multiple Classes</u>	<u>One Class</u>	<u>Reason:</u>
Multi-grade combination room involves the whole class with teaching occurring across several grades or a combination of grades	YES	NO	Basic skills such as social science, science, mathematics, and language, are generally taught at separate grade levels, meaning the teacher has to prepare a separate lesson for each grade level. Take for example in a 2nd-3rd multi-grade classroom the children are required to be working at a specific grade level so you would count this as 8 classes.
Elementary teacher who teaches 3 different computer classes for two-grade classrooms throughout the school year, each containing a different group of students would teach 3 classes	NO	YES	Since this is a two-grade classroom and the teacher only prepares one lesson, it would only be counted as one class. Take for an example an elementary with a grade span of KG-5 where the teacher doesn't teach each classroom separately. The class of 2 nd and 3 rd grade students receive the same instruction, so that would be counted as one class.
The 5 th grade self-contained teacher teaches reading, spelling, handwriting, phonics and math.	YES	NO	This would be two classes because reading, spelling, handwriting and phonics would count as language arts plus the math.
The 3 rd grade self-contained teacher teaches language arts, math, science, social science, and computers.	YES	NO	This would be four classes because the computer class is not a core-content area. The term "core content areas" is defined as: English, reading or language arts, mathematics, science, foreign languages, social science, and arts.

- **How are self-contained multiple-subject secondary classes reported?** Each core academic subject for which students are receiving credit toward graduation should be counted. For example, if the same teacher teaches English, calculus, history, and science in a self-contained classroom, these would be counted as four separate classes. If the teacher were highly qualified only to teach English, the English class would be counted as taught by a highly qualified teacher while the other three classes would be counted as not taught by a highly qualified teacher.
- A social study teacher at the middle school or high school who teaches 5 different social studies classes throughout the school year, each containing a different group of students would teach 5 classes. This would be in a departmentalized setting.

CHECKBOXES

Check all appropriate boxes:

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

[Click here for special education and ESL definition](#)

The options that show on the screen are based on the assignment selected.

PDC/USD Teacher:

This code should be checked when a school district partners with the University of South Dakota for the Professional Development Center Teacher Program. If the district does not have a formal agreement with USD for this program then this code should not be used.

Class Size Reduction Teacher: This code should be checked when Title II A funds are used for the purpose of hiring a Class Size Reduction Teacher.

Interventionist:

This code should be checked when a teacher is providing interventions for students. This is based on the practice of providing high quality instruction and intervention based on a student's needs, changing instruction and/or goals through frequent monitoring of progress. Evidence-based instruction and behavioral strategies should be provided by highly qualified staff that is matched to student needs.

Class Offered through Digital Curriculum: This code should be checked when a district offers a class through the purchase of a specific curriculum. The digital curriculum does not provide a teacher to work with the student, therefore a highly qualified teacher in the content area should be present. This does not include South Dakota Virtual School which is collected in a separate screen.

Electronic Distance Education Teacher: This should be checked when the teacher is providing the instruction to a class located in another district or attendance center. If this is checked then you will need to identify the district and attendance center which is receiving instruction via electronic distance education.

Employed and Paid by this District but Assignment Carried Out at another District. Not to Include Shared Staff. This box should be checked when a district sends one of their paid employees to another district/school to provide an assignment. An example is when a district employs a teacher, paid with Title funds, to teach the assignment at a Private School.

Assignment carried out at another District/School and the salary of the staff person is paid by the "Receiving District": This box will be seen only by Cooperative/Multi-Districts and should be checked when the Coop employs a staff person who goes to other districts to provide services through a 3rd Party Contract. Previously, many of these assignments would have been collected in the SPED Contracted Services Screen and encoded by the "receiving district". This change allows the Coop to enter the information about their staff person instead of providing the information to the other district to be encoded.

Special Education Teacher: 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): ESL Teacher, who is the teacher of record and awards the grade, is teaching the Core content Assignment.

- **Full-time equivalency** - which is a way to measure the FTE by assignment. To determine the FTE you should take the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule.

SDCL 13-26-1 states that the school term for students in attendance for Kindergarten may not be less than 437.5 hours and for grades 4-12 may not be less than **962.5 hours** and ARSD 24:43:09:05 states that the school term for students in attendance in grades 1-3 may not be less than **875 hours**. As per SDCL 13-26-1, the school board shall set the number of days, and the length of the school day. For

example, many schools have a mix of part-time and full-time employees, and part-time employees can vary widely in the number of hours worked. Some districts may have different workweek requirements, so it is important to define your own "equivalency."

- Example1: If the normal **elementary schedule** for a quarter is defined as 218.75 hours (875 hours per school year / 4), then someone working 100 hours during that quarter represents $100/875 = 0.11$ FTE.
- Example 2: If the normal **high school/middle school trimester schedule** divides the school year into three parts with teachers being assigned fewer classes each trimester than in a traditional semester schedule. While each class may meet for fewer weeks, each class period is generally longer, and instructional minutes in individual classes are not reduced.

Example of a Trimester Schedule:

Period:	Fall	Winter	Spring
1	English	Preparation	US History
2	Band	Band	Band
3	Algebra	Algebra	Preparation
4	Preparation	Spanish	Spanish
5	Biology	US History	Biology

Step 1: Calculate the teacher’s total number of hours for each assignment. In this example band is taught all three trimesters.

962.5	/	15	X	3	=	192.5
Total number of hours for high school classes		Total number of classes assigned at high school		Number of Band classes		Total hours per assignment

Step 2: Calculate the teacher’s total FTE per assignment.

192.5	/	962.5	=	0.20
Total hours per assignment (use step #1 figure)		Total number of hours for high school classes		FTE by assignment

Step 3: Repeat these steps for each assignment.

- Example 3: Some middle schools and high schools use a quarter/semester/ block schedule which divides the school year into two/four parts with teachers assigned more classes each block.

Example of a 4x 4 Block Schedule:

Period:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	English	Preparation	Spanish	Preparation

2	Math	English	Band	Spanish
3	Lunch			
4	Band	Band	Preparation	History
5	Preparation	Math	Art	Science

Step 1: Calculate the teacher's total number of hours for each assignment. In this example band is taught all three quarters.

962.5	/	16	X	3	=	180.4688 so round to 180.47
Total number of hours for high school classes		Total number of classes assigned at high school		Number of Band classes		Total hours per assignment

Step 2: Calculate the teacher's total FTE per assignment.

180.47	/	962.5	=	0.1875 round to 0.19
Total hours per assignment (use step #1 figure)		Total number of minutes for high school classes		FTE by assignment

Step 3: Repeat these steps for each assignment.

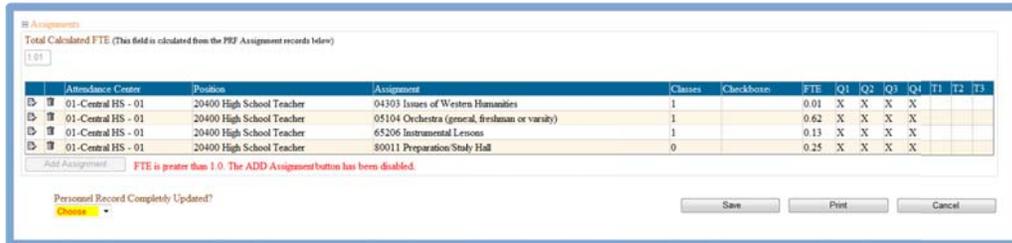
- Manually enter the FTE by assignment.

Step 4: Once you enter your staff total instructional or administrative/school service specialist salary along with the FTE, the system will help you see what that wage works out to be per assignment.

▪ **Click Save**

- Continue with the above steps if you need to enter another assignment. If it totals more than a full-time (aka 1.00 FTE), you will receive the error message, "**Your FTE is > 1.00. Your ADD Assignment button has been disabled.**" A 1.00 FTE represents a full time employee.

- **To Edit an Assignment** click on the icon on the far left of the assignment.



Assignments

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

1.01

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
01-Central HS - 01	20400 High School Teacher	04303 Issues of Western Humanities	1		0.01	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	05104 Orchestra (general, freshman or varsity)	1		0.62	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	65206 Instrumental Lessons	1		0.13	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	80011 Preparation/Study Hall	0		0.25	X	X	X	X			

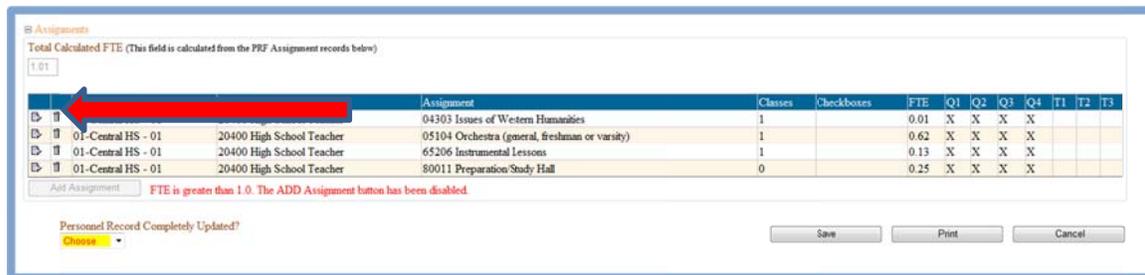
Add Assignment FTE is greater than 1.0. The ADD Assignment button has been disabled.

Personnel Record Completely Updated?
Choose

Save Print Cancel

- Adjust the FTE by assignment and Click on Save.

- **To Delete an Assignment** click on the icon of the trash can next to the assignment you want to delete.



Assignments

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

1.01

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
01-Central HS - 01	20400 High School Teacher	04303 Issues of Western Humanities	1		0.01	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	05104 Orchestra (general, freshman or varsity)	1		0.62	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	65206 Instrumental Lessons	1		0.13	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	80011 Preparation/Study Hall	0		0.25	X	X	X	X			

Add Assignment FTE is greater than 1.0. The ADD Assignment button has been disabled.

Personnel Record Completely Updated?
Choose

Save Print Cancel

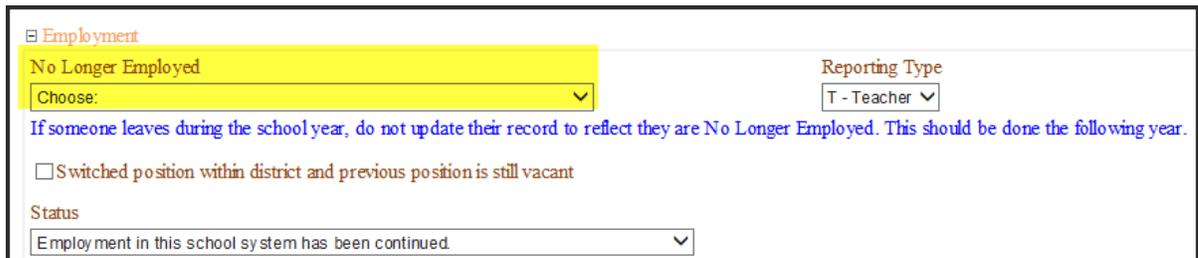
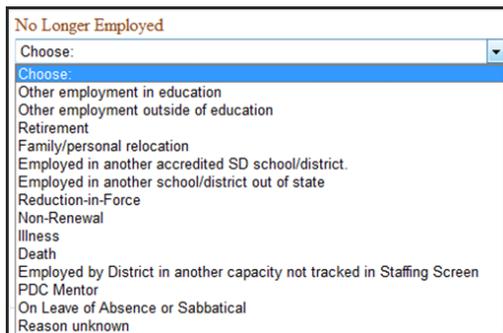
- Click on Save.

No Longer Employed Staff

- For all staff employed during the 2015-2016 school year but are “**No Longer Employed**” for the 2016-2017 school year you should select the appropriate reason.

It is recommended you have a list of all employees from the previous year who are No Longer Employed and complete them at one time. You can use the No Longer Employed Data Collection Form to help gather the needed data. This is located on the PRF website at <http://doe.sd.gov/ofm/prf/documents/StafNoEmp.pdf>.

NOTE: 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.

- After selecting a no longer employed code, you will need to fill in whether this vacant position was filled the first day of school.
 - Yes, it was filled.
 - No, it was left vacant.
- If you select “No, it was left vacant”, then you will need to select the decision that was made as a result of the vacant position.

Employment

No Longer Employed Reporting Type

Other employment in education T - Teacher

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.

Note that selection of a no longer employed code will result in all assignments being deleted for this person when the record is saved.

Switched position within district and previous position is still vacant

Was this vacant position filled the first day of school? Decisions made as a result of the vacant position:

No, it was left vacant Contracting with another School

- After completing this data field, indicate the personnel record form has been completely updated and Click on the Save Button. There is no need to update any other fields unless the employee has 0 years of experience. In this case, the system will require you to enter years of experience before it will allow you to save.
- By doing this, you create a record in the “Vacancy” menu. You can access this menu by clicking on the Vacancy Screen.

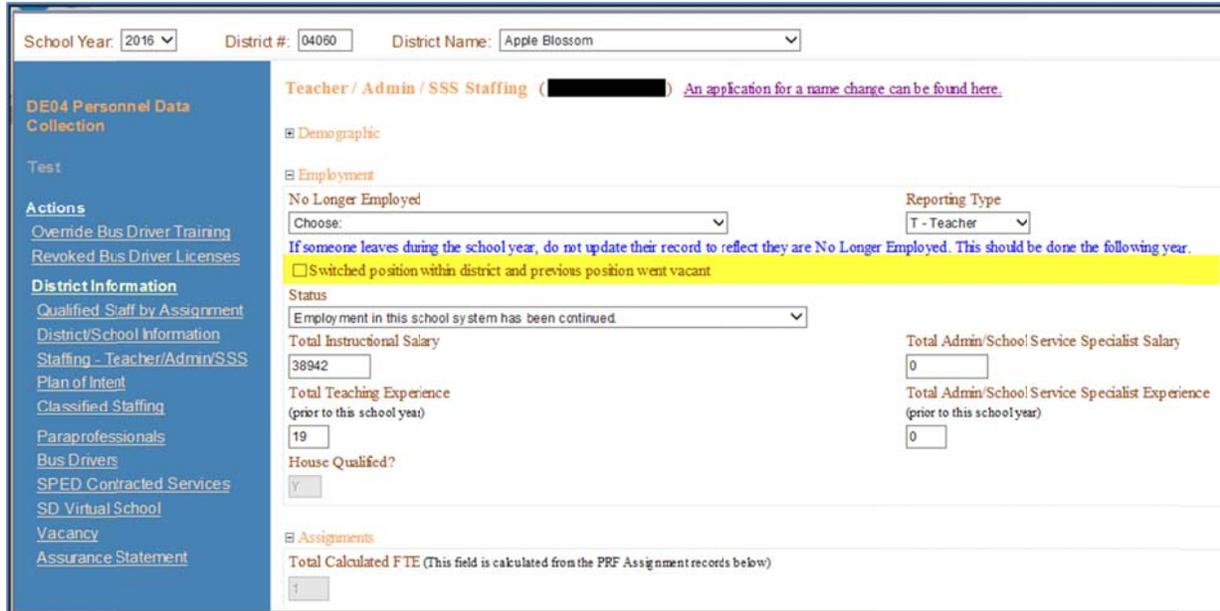
Vacancy

Vacancy information must be supplied for all staff that were reported the previous year but are no longer employed this year and the position was not filled the first day of school. Please edit any entries below to supply this information. All entries must be marked as completed before the assurance statement can be signed.

Edit	Last Name	First Name	Option	Completed
	Atkins	Marissa	Position is still Vacant	✓
	Baumister	Betty	Course/Program Eliminated	✓
	Cash	Rosanne	Position is still Vacant	✓
	Creighton	Mary	Contracting with another School	✓
	Sampson	Bill	Position is still Vacant	✓

Staff who Change Positions within district:

Beginning in SY 2016, if you have a staff person who continues to be an employee in the district, however has changed jobs, you will need to check the box “Switched position in the district and previous position is still vacant”. This box should be checked if the employee received a promotion or accepts a different position in the district. An example is if a teacher was a self-contained 5th grade teacher and becomes a Special Education teacher.



School Year: 2016 District #: 04060 District Name: Apple Blossom

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

Demographic

Employment

No Longer Employed: Choose: [Dropdown] Reporting Type: T - Teacher [Dropdown]

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 [Dropdown]

Total Instructional Salary: 38942 Total Admin/School Service Specialist Salary: 0

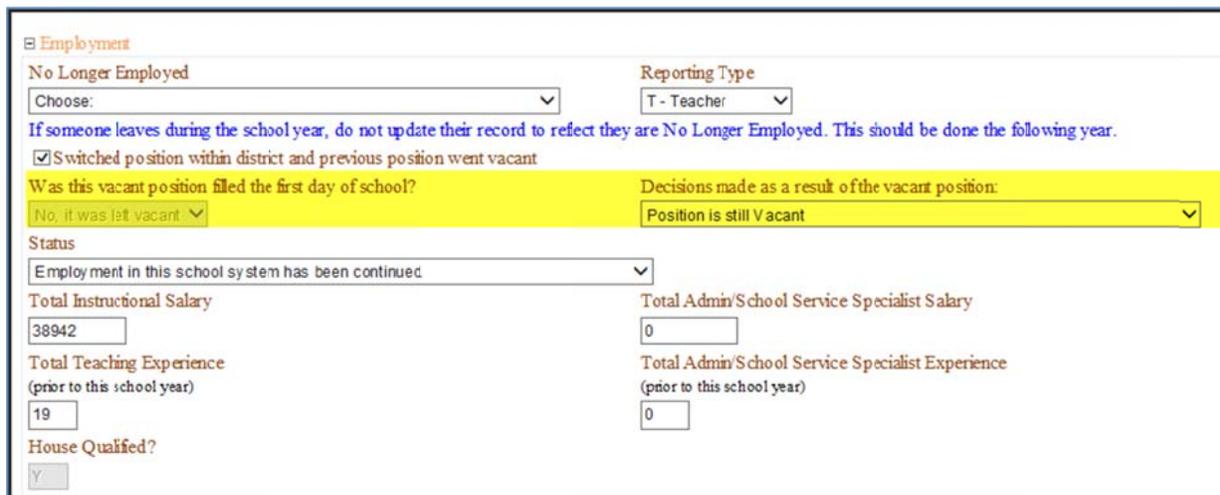
Total Teaching Experience (prior to this school year): 19 Total Admin/School Service Specialist Experience (prior to this school year): 0

House Qualified? [Y]

Assignments

Total Calculated FTE (This field is calculated from the PRF Assignment records below): [Dropdown]

Once you check the box, the below answers will automatically fill in for the two questions regarding the previous position.



Switched position within district and previous position went vacant

Was this vacant position filled the first day of school? No, it was left vacant [Dropdown]

Decisions made as a result of the vacant position: Position is still Vacant [Dropdown]

Status: Employment in this school system has been continued [Dropdown]

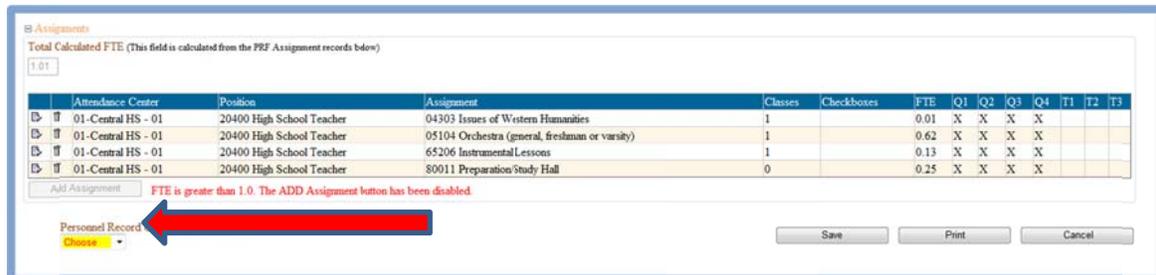
Total Instructional Salary: 38942 Total Admin/School Service Specialist Salary: 0

Total Teaching Experience (prior to this school year): 19 Total Admin/School Service Specialist Experience (prior to this school year): 0

House Qualified? [Y]

Personnel Record Completely Updated?

- After completing all data fields, indicate that the personnel record form has been completely updated.
- Click on the Save Button.
- Continue editing other personnel.



Total Calculated FTE (This field is calculated from the PRF Assignment records below)
 1.01

Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
01-Central HS - 01	20400 High School Teacher	04303 Issues of Western Humanities	1		0.01	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	05104 Orchestra (general, freshman or varsity)	1		0.62	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	65206 Instrumental Lessons	1		0.13	X	X	X	X			
01-Central HS - 01	20400 High School Teacher	80011 Preparation/Study Hall	0		0.25	X	X	X	X			

Add Assignment **FTE is greater than 1.0. The ADD Assignment button has been disabled.**

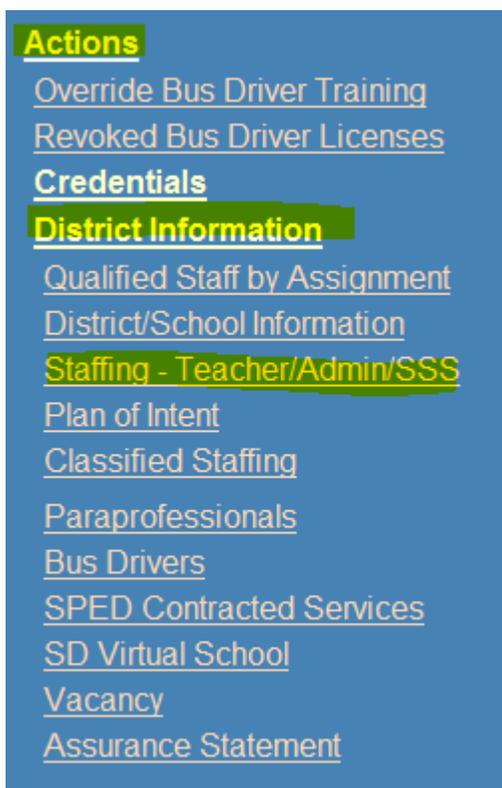
Personnel Record **Choose** Save Print Cancel

NOTE: Do NOT complete this field until you have updated the entire record including the assignments.

Adding an Employee

Many of the steps are similar to editing an employee.

- **Login to the PRF Database and go to the Staffing – Teacher/Admin/SSS Screen:**
 - Actions
 - District Information
 - Staffing – Teacher/Admin/SSS



A screenshot of a blue menu with white text. The menu items are: **Actions** (highlighted in green), [Override Bus Driver Training](#), [Revoked Bus Driver Licenses](#), **Credentials**, **District Information** (highlighted in green), [Qualified Staff by Assignment](#), [District/School Information](#), **Staffing - Teacher/Admin/SSS** (highlighted in green), [Plan of Intent](#), [Classified Staffing](#), [Paraprofessionals](#), [Bus Drivers](#), [SPED Contracted Services](#), [SD Virtual School](#), [Vacancy](#), and [Assurance Statement](#).

Add Employee Data

- Click on the "Add Employee Data" button.

District Teacher / Admin / SSS Staffing List

Include only incomplete records Refresh

SSN	Name	Email	Employed Previous Year	Updated Current Year
***-**-1135	Bartels, Ronette	Ronette.Bartels@state.sd.us	Y	
***-**-1116	Benson, Kris	Kris.Benson@state.sd.us	Y	
***-**-1112	Brown, Kate	Kate.Brown@state.sd.us	Y	
***-**-1127	Coddington, Kitty	Kitty.Coddington@state.sd.us	Y	
***-**-1120	Coots, Tom	Tom.Coots@state.sd.us	Y	
***-**-1133	Cussack, Gwen	Gwen.Cussack@state.sd.us	Y	
***-**-1113	Dillon, Betty	Betty.Dillon@state.sd.us	Y	
***-**-1130	Erwanger, Randi	Randi.Erwanger@state.sd.us	Y	
***-**-1123	Gallow, Jena	Jena.Gallow@state.sd.us	Y	
***-**-1140	Greer, Mike	Mike.Greer@state.sd.us	Y	
***-**-1122	Gubbels, Cindy	Cindy.Gubbels@state.sd.us	Y	
***-**-1128	Hendrichs, Rita	Rita.Hendrichs@state.sd.us	Y	
***-**-1137	Jacobs, Cathy	Cathy.Jacobs@state.sd.us	Y	
***-**-1139	Jenson, Tamara	Tamara.Jenson@state.sd.us	Y	
***-**-1110	Kline, Deedra	Deedra.Kline@state.sd.us	Y	
***-**-1121	Korkel, Lisa	Lisa.Korkel@state.sd.us	Y	
***-**-1134	Krier, Kayla	Kayla.Krier@state.sd.us	Y	
***-**-1115	Perkins, Bart	Bart.Perkins@state.sd.us	Y	
***-**-1119	Potter, Shano	Shano.Potter@state.sd.us	Y	
***-**-1129	Powell, Wendy	Wendy.Powell@state.sd.us	Y	
***-**-1118	Samuelson, Tory	Tory.Samuelson@state.sd.us	Y	
***-**-1132	Smith, April	April.Smith@state.sd.us	Y	
***-**-1136	Smith, Jason	Jason.Smith@state.sd.us	Y	
***-**-1117	Swenson, Jeff	Jeff.Swenson@state.sd.us	Y	
***-**-1131	Switzer, Teddy	Teddy.Switzer@state.sd.us	Y	
***-**-1114	Wilson, Jarin	Jarin.Wilson@state.sd.us	Y	
***-**-1138	Wright, Erin	Erin.Wright@state.sd.us	Y	

Delete **Add Employee Data** Exit

- Add the Employee Social Security Number

District Name:

Teacher / Admin / SSS Staffing - Specify SSN

Please enter the Social Security Number of the person you will be adding and click the "Next" button:

#1 Add the employee social security number.

#2 Click on next.

- Click on Next
- Data Fields
- If the person has an active certificate through The Office of Certification and Teacher Quality (EX: Teacher, Administrator, School Service Specialist, or Instructor), the personal data fields will be completed for you.

- If this person does not currently have an active certificate through The Office of Certification and Teacher Quality (EX: Social Worker who is licensed through the South Dakota Board of Social Work), you will be required to enter the personnel data fields.

Teacher / Admin / SSS Staffing - Specify SSN

The SSN you encoded does not match with a person who has a valid certificate on the Certification Database. If you think the SSN you encoded is correct please contact the Office of Accreditation and Teacher Quality at 773-3426 to determine if the number is correct. Otherwise press "continue" to enter this employee as a non-certified educator.

Only click on "continue" if the person doesn't hold a valid license.

Continue to add a personnel record Cancel

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

Demographic

SSN:

Last Name:

First Name:

Middle Name:

Gender: Choose:

Birth Date:

Email:

Federal Race/Ethnicity

Is the individual Hispanic/Latino? Choose:

Is the individual from one or more of these races? Check all that apply:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Employment

No Longer Employed: Choose:

Reporting Type: Non-Certified Educator

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 in the district and previous position is still vacant

Status: Choose:

Total Teaching Experience (prior to this school year):

House Qualified?:

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

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
Add Assignment												

- From this point forward, follow the directions for updating employee data.
- **Continue the above steps to add another new employee.**

Retention of Personnel Records

The local school's retention manual was revised at our December 12, 2013 Record Destruction Board Meeting. Here is the new link to the REVISED retention manual for Local Schools.

<http://boa.sd.gov/divisions/records/>

The retention for Personnel Files was changed from destroy 2 years after termination to destroy 3 years after termination.

SCL-80. PERSONNEL FILES: 13-012

This series contains a folder for each employee in the school district. Information may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume, service record, notice of resignation, W-4 forms, I-9 forms, transcript, teacher's certificate, performance appraisals, teacher evaluations, and supervisor's report of employee separation. The record series serves as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 3 years. Destroy by shredding 3 years after termination provided sufficient data on hours worked and compensation received has been maintained by the school district; and no litigation or grievance is pending.

(Note: Review files at least once a year to avoid a build-up of superseded or obsolete material.)

Any personnel file where the individual has been terminated for 3 years could be destroyed and any superseded or obsolete material could be purged.

If you have any other questions, please contact Dana Hoffer at (605)773-3589.

ATTACHMENT A

UPDATING PERSONNEL RECORDS CHECKLIST

- Review the previous years report – “Report: By Staff Person” and add additional required information which can be collected using the Staffing Collection Document.
- Identify if the following information is correct for each individual and collect what is missing or has changed.
 - Race/Ethnicity field is mandatory. This field should be updated if it was not completed last year.
 - Review Reporting Type
 - Instructional Salary
 - Admin/SS Specialist Salary
 - Total Teaching Experience
 - Total Admin/SSS Experience
 - Assignments
 - Review the listing of Assignment Codes and make sure they reflect the correct assignments being taught.
 - Determine the number of classes/periods being taught per assignment
 - Review the FTE per assignment to ensure they are correct
 - Review SPED, ESL and other checkboxes
- Open the PRF Database and go to the Staffing – Teachers/Admin/SSS Screen and click on the icon by the employee that should be edited.
- Update Reporting Type if applicable
- Update Total Instructional Salary and/or Total Admin/SSS Salary
- Update Total Teaching Experience and/or Total Admin/SSS Experience
- Update all Assignments
 - Review Attendance Center
 - Review Position Code
 - Review Assignment Code
 - Review Quarters/Triesters
 - Add Number of Classes/Periods Taught
 - Put a check in the appropriate check boxes.
- Personnel Record Completely Updated should be changed to Yes.