GUIDANCE DOCUMENT

2025-2026 Idaho Department of Education Assignment Reporting

Assignment Credential Manual (ACM)
and
Assignment Credential Report (ACR)

Please take the time to read this document!

Thank you for all your hard work and perseverance!

Contents

ASSIGNMENT CREDENTIAL MANUAL

General Information

The Idaho Department of Education (Department) Assignment Credential Manual (ACM) is located under Resource Files at the bottom of the following website: https://www.sde.idaho.gov/cert-psc/cert/. It is to be used to determine the assignment that most closely describes the service being rendered and the endorsement(s) which align to the assignment. The Department ACM is not intended as a course catalog for students. The manual is in excel format and includes three tabs. The first tab (2025-2026 ACM) is used for certified staff coding, the second tab, (Idaho Endorsement/Indicator) provides a list of Idaho endorsements, and the final tab (Classified-Noncertified Support) is used for classified-noncertified support coding. The number series reflect, in a general way, the type of services as follows:

- 30000 series assignment codes are used for certified Pupil Service Staff (PSS), Coordinator, Teacher Support, etc. These codes are not used for instructional assignments with students enrolled.
- 40000 series assignment codes are used for certified Administrators. These codes are not used for instructional assignments with students enrolled.
- All other codes are for certified instructional staff or as specified under the PSS or Administrator section within this document.
- 90000 series codes on the last tab of the manual reflect the classified-noncertified assignment codes.

The ACM is designed with **grade level content** in mind, not the actual grade or age of the student. It is the content level being taught that is important. For example:

A teacher who holds the 8320 Mathematics – Middle Level (5-9) endorsement can teach geometry to tenth-twelfth grade students because the teacher has the necessary content level knowledge to teach the applicable math grade level content (i.e. geometry). The teacher could not teach Algebra II, Calculus, Trigonometry, etc., as their training does not encompass math concepts beyond the ninth-grade level content of Algebra I or Geometry.

A person cannot teach outside their grade level content for which they were prepared to teach. A person with the 7010 All Subjects K-8 endorsement aligns to several K-12 assignment codes; however, they do not have the content training necessary to teach content beyond the eighth-grade level content.

Please read the assignment descriptions in the ACM to find the code that most closely aligns to the content being taught. The most closely aligned assignment may be located in the Idaho Career and Technical Education (ICTE) Assignment Credential Manual. The ACM and a link to the ICTE Assignment

Credential Manual and additional resources are located under Resource Files at the bottom of: https://www.sde.idaho.gov/cert-psc/cert/

Information Relevant to Specific Assignments in the ACM

Assignment titles which include the word (Restricted) in the title will have additional information in the Assignment/Content Description column to help explain the restriction.

The Endorsement/Indicator column includes all endorsements that align to the assignment. In order to provide the service denoted in the description, the educator must hold at least one of the corresponding endorsements.

The ACM Notes column provides additional guidance regarding the assignment. In addition, changes made to the manual since the last manual publication have been highlighted yellow for quick reference.

The Department ACM and the ICTE Assignment/Course Manual are mutually exclusive.
- Department of Education endorsements do not align to ANY of the ICTE six (6)-digit assignment codes.
- ICTE endorsements do not align to ANY of the Department five (5)-digit assignment codes.

Miscellaneous/Exploratory Assignments

➢ 00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)
- This code can **ONLY** be used when an applicable assignment code at the elementary level does not already exist.
- The code **CANNOT** be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, Gifted and Talented, Health, Physical education, Visual Arts, Music, or World Languages, etc.
- For additional guidance/information regarding code 00005, please access Appendix A at the end of this document or online by clicking the following link: https://www.sde.idaho.gov/cert-psc/shared/Information-Regarding-Assignment-Codes-22051-00005-20005.pdf.

➢ 20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)
- This code may be used for advisory, study skills, study hall, **career exploration,** etc.
- This code may **only** be used for instruction for secondary level (5-12) when an applicable assignment code does not already exist for the content.
- The appropriate content assignment **must** be used **_even_** when offered as an elective. For example: a math lab must be coded using a math assignment code.
- This assignment code **cannot** be used for Special Education, Bilingual, English as a Second Language, Literacy, Gifted and Talented OR as an assignment to fulfill Idaho State adopted

content standards such as, but not limited to: Mathematics, Science, Social Sciences, English, Health, Physical Education, Visual Arts, Music, World Language, etc.

- Teachers teaching a 7-8 grade **career exploration** course, in accordance with Idaho Code 33-1614, are required to have completed the career exploration professional development (PD) approved by the State Board of Education. It is **important** to title the section alias/name of the course as "First Steps - Career Exploration". For additional information on the PD requirement contact: Lisa Costa, ICTE Director of Professional Development at Lisa.costa@cte.idaho.gov or call (208) 429-5519.

- This code may also be used for **College and Career Ready** <u>instruction</u> to a class/group of students taught by a teacher of record who holds an instructional certificate. The assignment code 31000 College and Career Ready Advisor can be used when advising individual students vs. instructing a course. The Classified-Noncertified Support code 97735 College and Career Ready Advisor can be used for classified staff who are providing college and career readiness assistance to <u>individual</u> students. The classified person is required to have completed some professional development in college and career ready advising.

- **Important:** An LEA **cannot** code a person using 20005 (or any other certified assignment code) and then have a non-certified person acting as the teacher of record providing the instruction. Remember – data is transparent to the public.

- For additional guidance/information regarding code 20005, please access Appendix A at the end of this document or online by clicking the following link: https://www.sde.idaho.gov/cert-psc/shared/Information-Regarding-Assignment-Codes-22051-00005-20005.pdf.

➢ 22051 Office/Library/Classroom Aide
- The assignment code cannot be used under any circumstance for which it is not intended. It **Cannot** be used for school librarians, math lab, work-based learning, special needs aide, career exploration, etc.

- Please access the 2025-2026 Assignment Credential Manual and read the descriptions in order to determine the appropriate code to use which most closely aligns to the content being delivered.

- For additional guidance/information regarding code 22051, please access Appendix A at the end of this document or online by clicking the following link: https://www.sde.idaho.gov/cert-psc/shared/Information-Regarding-Assignment-Codes-22051-00005-20005.pdf

➢ 31300 Coordinator
- This assignment code cannot be used under any circumstance for which it is not intended. It **Cannot** be used under any circumstance for providing direct instruction. It is however, funded under "instructional" assignment codes using career ladder placement, not administrative index. It will also appear as such in all reporting generated and published.

Financial Literacy Assignments

➢ 04196 Financial Literacy

- This assignment is used in conjunction with 04201 Economics to accommodate the Financial Literacy legislation. For additional information please see the following website: https://www.sde.idaho.gov/academic/financial-literacy/ **and** specifically the Financial Literacy Implementation Memorandum, under Resource Files.

- ➢ 04200 Economics/Financial Literacy
    - This assignment is a stand-alone assignment to accommodate the Financial Literacy legislation. For additional information please see the following website: https://www.sde.idaho.gov/academic/financial-literacy/ **and** specifically the Financial Literacy Implementation Memorandum, under Resource Files.

Digital Literacy

- ➢ 10011 Digital Literacy
    - This assignment is aligned to (5-9), (6-12), (K-12) endorsements and the Public Charter School Teacher endorsement. To see the full list of endorsements double click within the endorsement list that aligns to assignment code 10011 of the 2025-2026 Assignment Credential Manual
    - For ICTE Digital Literacy options please reach out to Kristi Enger, ICTE Director at kristi.enger@cte.idaho.gov – Educator Certification or call (208) 429-5528.

Science Assignments

- ➢ Integrated Science or Forensic Science
    - There is no assignment specifically titled Integrated Science or Forensic Science.
    - Use the science assignment that most closely aligns to the majority of the science content being taught.
    - If a Local Education Agency (LEA) (i.e., district/charter) chooses to follow or create an integrated science model, the teacher of record must possess an endorsement that aligns to the preponderance of the standards covered in the course.
        - ○ For example: if a general integrated science course includes content from earth and space science, chemistry, physics, physical science and life science, with the majority of content in biology, then the appropriate assignment would be 03051 Biology (5-12) and the teacher would need to be endorsed in Biological Science or Natural Science.
    - The section alias/name of the course (i.e., Forensic Science) is determined by the LEA.

- ➢ Environmental Science or Astronomy - The Assignment/Content Description for the assignment code 03008 Earth and Space Science (5-12) includes environmental science and astronomy.

- ➢ Applied Science
    - The assignment 03046 Applied Science (5-12) should only be used as applicable to the assignment/content description.

- The assignment aligns to all science endorsements; however, it <u>cannot</u> be used if there is another science assignment that reflects specific standards being taught in this course.

Mathematics Assignments

➢ 02159 Mathematics – Data Science (9-12) is a new assignment code intended to integrate the use of mathematics, statistics and Technology.

➢ 02201 Probability and Statistics was amended from Grade Level Content (5-12) to Grade Level Content (9-12)

➢ Please access Appendix B at the end of this document for additional information related to mathematics assignments or online by clicking the following link: https://www.sde.idaho.gov/cert-psc/shared/Changes-to-Mathematics-Assignments.pdf. Questions regarding the mathematics assignments should be directed to Dr. Catherine Beals: Cbeals@sde.idaho.gov (208) 332-6932.

K-12 Assignments

➢ Although the assignment covers K-12, the content level taught must not exceed the grade level content of the endorsement. For example, a person with a 7010 All Subjects endorsement should not teach content beyond the 8th grade content level.

➢ K-12 assignment codes do **not** align to any (5-9) or (6-12) endorsement.
- **Important**: A warning (Rule R115481: Staff lacks proper credential endorsement for this assignment) will appear in each ISEE upload when there is a misalignment between the assignment and the endorsement. In addition, an assignment deficiency will appear on the LEA Assignment Credential Report, resulting in a potential funding reduction.
- Use the appropriate assignment code which aligns to a (5-9) or (6-12) endorsement. For example, a person with a Physical Education (PE) (5-9) or (6-12) endorsement should only be assigned to 08001 Physical Education (5-12) assignment.

K-8 Assignments (elementary and middle level)

➢ All Subjects K-8 endorsed teachers:
- **Cannot** teach Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented
- **Cannot** teach any course intended to meet a high school graduation requirement
- **Cannot** teach any content beyond the 8th grade content level. For example, there are several (K-12) assignment codes that align to the K-8 All Subjects endorsement but the K-8 All Subjects endorsed teacher should not be teaching any content beyond 8th grade content level.

➢ All Subjects K-8 endorsed teachers can teach up to 8th grade **content**. The assignments noted below **can be** used for 9-12 grade students who need supplemental instruction or remediation, but it **will not**

count toward meeting high school graduation requirements. The assignment/course can be counted as middle-level content credit or as an elective credit.

02002 General Mathematics (5-8 Content)
51001 General English/Language Arts (5-8 Content)
53000 General Science (5-8 Content)
54305 General Social Studies (5-8 Content)

Supplemental Instruction (see information directly above for other supplemental/remediation assignments)

- 00070 Supplemental Instruction – Elementary (K-6) (Restricted)
  - Code can be used for instruction provided in addition to the instruction delivered by the teacher of record (services provided outside a student's normal time with a teacher of record).
  - Code can be used for the Title I teacher who is supplementing the instruction of an elementary teacher of record.
  - Students are not assigned to this teacher as the teacher of record.
  - **Cannot** be used for Special Education, Bilingual, English as a Second Language or Gifted and Talented (For Gifted and Talented endorsed teachers, see code 00074)
  - There is **no supplemental** instruction assignment code at the **secondary level** because the person must hold the specific content subject area endorsement for which the supplemental instruction is being provided.
  - If there is a student who needs help with a specific content subject area in addition to their regular content course, the teacher must have the applicable content endorsement with the appropriate content assignment that aligns to the supplemental instruction the student is receiving (e.g. math supplemental instruction must be provided by a math endorsed teacher and coded as a math assignment).

Pupil Service Staff Assignments

- Pupil Service Staff (PSS) Endorsements
  - A Pupil Service Staff (PSS) certificate must align to applicable pupil service assignment codes.
  - **Important:** Per Idaho Statute 33-1212, a certified social worker or a licensed professional counselor or licensed clinical professional counselor qualifies to apply for the PSS School Counselor – Basic (K-12) endorsement. Individuals holding the PSS School Counselor-Basic (K-12) endorsement can perform the same duties as a regular PSS School Counselor.
  - No classroom instructional assignments align to a PSS endorsement; however, some non-classroom codes align to PSS endorsements:
    31000 College and Career Ready Advisor (to be used to advise individual students, not a course)
    31300 Coordinator
    32150 Community Resource Worker
  - The assignment code **22051 Office/Library/Classroom Aide** can be used for those who hold a PSS Certificate; the assignment descriptions in the 2025-2026 Assignment Credential Manual for more information.

- The assignment code **22050 Work Training/Career Training Opportunity** allows coding to the Pupil Service Staff endorsements. These should be coded with a 0 FTE. See the assignment descriptions in the 2025-2026 Assignment Credential Manual for more information.
- Occupational Therapists, Physical Therapists, Audiologists and Speech Language Pathologists can be coded with either a certified assignment code or a classified-noncertified support assignment code based on LEA determination. Additional information is provided in the Assignment Credential Reporting section of this document.

Administrator Assignments

➢ Administrator Endorsements
- All administrative assignment codes require the applicable administrator endorsement.
- There is **no** Dean of Students assignment code. A person must hold a principal endorsement or a superintendent endorsement and be coded as a principal or assistant principal.
- The 7054 Public Charter Administrator endorsement **only** aligns to the 41050 Public Charter School Administrator assignment code.
- The Head Teacher assignment code is restricted and can only be used for remote elementary schools with eight (8) teachers or fewer in the building. For additional information, see the description for 42300 Head Teacher in the 2025-2026 Assignment Credential Manual.
- An administrator who directs, supervises, evaluates individuals, and manages a program or a supporting service, such as federal programs or curriculum director, can be coded as 46020 Administrator – Other.
- For those individuals who do not have an administrator endorsement but are serving as the federal program director or curriculum director, etc., the code 31300 Coordinator can be used; however, these individuals cannot perform supervisory duties or evaluate certificated personnel.
- Assignment codes **22051 Office/Library/Classroom Aide** and **22050 Work Training/Career Training Opportunity** allow coding to an administrator endorsement. These should be coded with a 0 FTE. For additional information regarding the assignment/content description for the two assignments noted above, access the 2025-2026 Assignment Credential Manual

ASSIGNMENT CREDENTIAL REPORTING (ACR)

General Information (Please read this section carefully)

➢ **It is the responsibility of the Local Education Agency (LEA)** (i.e., district/charter) **Superintendent/Charter Administrator to ensure true and accurate data is uploaded in the ISEE data submissions.**

➢ **Idaho Statute 33-1201** requires educators to hold the proper certificate/endorsement for the service being rendered. All staff working as teachers, pupil service staff or an administrator must hold proper certification and endorsement for the service being rendered. There is an exception in 33-1201 for certain Pupil Service Staff endorsement areas which allows the LEA to determine how they are going to be coded. Audiologists, Occupational Therapists, Physical Therapists or Speech-Language Pathologists can be coded using the applicable certificated assignment code or can be coded using the applicable classified-noncertified support assignment code. However, when the classified-noncertified assignment code is used, the individual must hold the applicable National Professional Certificate and/or license in the State of Idaho for the service being rendered. For additional information regarding the applicable classified-noncertified assignment code, access the Classified-Noncertified Support tab of the 2025-2026 Assignment Credential Manual.

➢ Please pay attention to **WARNINGS** when inputting staff data. Warnings that are overlooked can result in a funding reduction.

➢ **ISEE Data Submission Schedule -** access the following link for the 2025-2026 schedule: https://boardofed.idaho.gov/resources/2025-2026-data-monthly-submission-schedules/

➢ Assignments that are reported as of the last Friday in September should not be changed **unless** it is to correct errors.

➢ The LEA's ACR contains certificate and endorsement information from the state database for all certificated staff and the ISEE Staff Assignments data file the LEA uploads to the State Reporting Manager (SRM). The report will show alignment between the staff endorsement, the assignment and the credential status of all certified personnel. The LEA can access the ACR two (2) business days after the file upload has been submitted and should be used to verify proper alignment between assignment and endorsement for all certified staff with an assignment.

➢ **Important**: Assignments must be reported for what the person is really doing. For example, someone teaching a history class as the teacher of record must be reported with a history assignment **even if** they are not properly endorsed for the assignment. This will show as a warning and will show YES on the ACR as an assignment deficiency, however, the deficiency can be resolved by getting the person the proper credentials through an alternative authorization, or by reassigning the class to someone who is properly endorsed. In the case of the latter, end the original person's assignment and begin the assignment for the new person as of the date of the change. If this occurs after the funding has already

been reduced, the LEA administrator can send an email to Teacher Certification with the name of the person the funding was reduced for and the name of the person who took over the assignment and request funding be restored.

➢ An individual who has an application that will be submitted or pending should be entered as certified. Once the application is approved for the certificate/endorsement that aligns with the assignment, the deficiency will clear.

➢ Make sure the requested endorsement(s) on an authorization or provisional application aligns with the assignment. The deficiency will still show on the report until a certificate/authorization/provisional has been approved.

➢ Deficiencies identified on the LEA's **November** ACR should be reconciled/corrected before the ISEE December 19, 2025, Data Submission.

➢ The data entered for the collection period (8/01/2025-12/5/2025) reported on the 12/05/2025-12/19/2025 submission**,** should be reviewed closely to ensure staff assignment data has been reported accurately. The Idaho Department of Education will generate the Statewide Assignment Credential Report for all LEAs on December 21, 2025, based on the data submitted. **Assignment deficiencies still showing on the statewide report may result in a reduction of funding on the LEA February payment.**

➢ **Important:** LEAs are responsible for ensuring proper certification and endorsement for all assignments throughout the **entire** school year. The Idaho Department of Education will generate several Statewide Assignment Credential Reports throughout the school year in addition to the December 21, 2025, report.
   - Salary reduction for certificate/endorsement deficiencies identified in December will be reflected on the February payment. Salary reduction for certificate/endorsement deficiencies identified in March will be reflected on the May payment. Salary reduction for certificate/endorsement deficiencies identified in May will be reflected on the July payment. Adjustments to restore funds for corrected deficiencies will also be reflected on the February, May and July payments as applicable.

➢ If a person holds no certificate or their endorsement(s) does not align to any of their assignments, the entire salary will be reduced. A percentage of the salary will be reduced for assignment FTE for the person who is not appropriately endorsed for a portion of their assignments.
   - For example, a teacher of record may have four assignments and hold the proper certificate/endorsement for three assignments but is deficient for the fourth assignment. A reduction in funding will result for the fourth assignment.

➢ **IMPORTANT:**
   - The LEA should always run the ACR after every ISEE submission to ensure all data is accurate, deficiencies have cleared, or that the appropriate applications for certification/authorization/provisional has been submitted.

- Coding changes made after the ISEE December/March Data Submission deadline will require the LEA to correct the data on or before the next ISEE upload and notify their Regional ISEE Technical Coordinator, Public School Finance and Teacher Certification of the amendment.

- If funding was reduced as a result of a data entry error and the code is corrected **OR** if the LEA receives an approved certificate/authorization/provisional with an endorsement that aligns to the assignment, the LEA should verify the deficiency has cleared by running the LEA's ACR. The LEA **administrator** is then **required** to submit a request to restore funding.

Tips to Ensure Accurate Reporting:

➢ The "Staff Assignment Template" is one of the required files and can be obtained from the ISEE Data Collection Files, 2025-2026 section on the ISEE website at: https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/.

➢ Please use the current Assignment Credential Manual and read the assignment descriptions to ensure the proper code is used that most closely aligns to what the assignment entails. The manual and a link to the ICTE manuals are located under Resource Files > ISEE Documents at the bottom of the following website: https://www.sde.idaho.gov/cert-psc/cert/.

➢ It is imperative the LEA ensures their vendor is using the most current ISEE option set. The most current "Items and Option Set" can be obtained from the ISEE Data Collection Files, 2025-2026 section on the ISEE website at: https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/.

➢ Code assignment periods consistently from one upload to the next. A class coded as taking place during period 1A on the October upload should not be changed to period 1-A on the November upload, otherwise it may reflect in the ISEE system as an additional assignment.

➢ Make sure the grade level content aligns to the assignment entered. **Example 1**: if the LEA enters assignment 23007 Grade 4 and enters the grade level content of 5 instead of 4, an assignment deficiency will result. **Example 2:** the LEA will need to make sure to enter "9" as the grade level content for a teacher with the assignment 01001 English/Language Arts I (9th grade content level). In most cases, the students will be in 9th grade but there might be 10th grade student(s) or 7th grade advanced student(s) taking the course. **Important:** Assignments are coded according to the grade level content, not the age or grade of the student.

➢ Please ensure that you are uploading individuals into the ISEE system accurately.
  - Only use **current, accurate, full legal** names and the correct date of birth. If not, duplicate files may be created and accurate information may not be reflected on the LEA's ACR.
  - Use the "General Get Merged EDUIDS" report found under Reports – Attend/Enroll to verify employees' EDUIDs. https://apps2.sde.idaho.gov/EduId/
  - A person must be certificated and properly endorsed or the applicable authorization/provisional submitted for all assignments requiring certification.

- **Vet all new hires who are not certificated to ensure an authorization or provisional can be used.** The individual can be reported as certificated while pending the approval of a certificate/authorization/provisional.

➢ **Teacher Roles:** Report teacher roles correctly.

T - Teacher of Record (TOR)
- cannot have a Co or Assisting Teacher
- holds an endorsement that aligns to the assignment
- responsible for the student progress/achievement (this is reflected in their evaluation)
- plans instruction (i.e. lesson plans)
- delivers instruction/supervises the delivery of instruction
- assesses students formatively and summatively
- designates the final grade
- meets with parents as necessary

1 - Lead Team Teacher
- must have an Assisting Teacher
- holds an endorsement that aligns to the assignment
- has the same responsibilities as a TOR
- will have the same assignment code as the Assisting Teacher

2 - Assisting Teacher
- must have a Lead Teacher
- must hold a valid instructional certificate
- will have the same assignment code as the Lead Team Teacher

C - Co-Teacher
- must have a Co-Teacher
- both teachers must hold an endorsement that aligns to the assignment
- Co-teachers have the same assignment code

L - Long Term Substitute
- temporarily substituting for a TOR who holds the proper endorsement for the assignment
- not required to hold certification
- will have the same assignment as the TOR
- **IMPORTANT**: A Long-term Substitute is **NOT** the teacher of record and there must be a teacher of record associated with the students. If there is no TOR then the long-term substitute **IS** the TOR and either needs to be replaced with a person who is properly endorsed or the LEA needs to apply for an alternative authorization/provisional.

P - Proctor
- must have a TOR or Provider Teacher identified in the Master Course Schedule (Note: Independent Study needs a TOR)
- monitors students, does not provide direct instruction

- not required to hold certification
- will have the same assignment as the TOR or Provider Teacher (TOR must hold the proper endorsement for the assignment)
- **IMPORTANT:** A Proctor is **NOT** the teacher of record and there must always be a TOR associated with the students. If there is no TOR, then the proctor needs to be replaced with a person who is properly endorsed, or the LEA needs to apply for an alternative authorization/provisional for the Proctor.

Information on How to Run, Access and Review the LEA Assignment Credential Report (ACR)

➢ Report may be run 2 days after submission (specific access to log in is required)

1. Access the LEA ACR Report at: https://apps.sde.idaho.gov/staffing/Reports.
2. Choose "Assignment Credential" under "Credential Reports" at the bottom of the list
3. Choose the current school year
4. Choose the Provider (your LEA)
5. Choose "Select All" for Building(s) – This will ensure you see ALL assignments.
6. Choose "False" for the "Show Only Deficiencies" to ensure all educators are showing.
7. Click the "View Report" button (may need to scroll over to the right to see the "View Report" button) to generate the report

Screen Shot below - Assignment Credential Report Application

Screen Shot below – Assignment Credential Report Information Generated

Idaho Staffing Reports

Back to Reports List

Assignment Credential

| School Year | 2025 - 2026 | Provider | 999 State of Idaho |
| Building(s) | GENERIC (9998), GENERIC SCHOO | Show Only Deficiencies | ○ True ● False |

Report Date : 7/31/2025 8:04:48 AM
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Idaho State Department of Education
Teacher Certification System
Assignment Credential Report

School Year: 2025 - 2026

Show Only Deficiencies: False
Provider: 999 State of Idaho
Buildings(s): All

Building Name	Edu Id	Person Name	Assignment Deficiency	Assignment Code	Assignment Name	Teaching Role	Content Level	Periods	Start Date	End Date	Certificates	Endorsements	Credential Exp Date

8. Select the desired format to export the document by clicking on the [icon] icon

9. Save the report

10. Open the saved report and review <u>all</u> assignments to ensure all certified staff are listed with the correct assignment. Inaccurate reporting displays on the public-facing Certification Look-up Tool .

11. Review the "Assignment Deficiency" column for any areas that indicate "YES" for an assignment deficiency. **Deficiencies can result in funding reduction**.

➢ Contact your ISEE Regional Technology Coordinator for help with the ACR.

Assignment Deficiency Reconciliation

➢ If a "YES" appears in the "Assignment Deficiency" column, make sure the correct assignment code is being used. If the wrong code was used, correct the assignment, re-upload the report, and send a request to your ISEE Regional Technology Coordinator to pull the corrected file upload over from SRM test. Ensure that the new assignment code aligns to the certificate/endorsement held by that teacher. Reference the applicable (Idaho Department of Education or ICTE) 2025-2026 ACM for all assignment codes and applicable endorsement(s) that align to assignment.

➢ If an assignment code is corrected, it is important to amend the student course code as well and make sure to change the coding on the student course enrollment file and the master course enrollment file.

➢ Contact your ISEE Regional Technology Coordinator for changes to ISEE submission data that are made after the November 21, 2025 ISEE data submission and before the December upload.

➢ If the correct assignment is used for a person who holds the correct endorsement but the report is still showing a deficiency, reach out to your ISEE Regional Technology Coordinator to determine if:
  • the person has a duplicate EDUID.
  • there was an error made in the alignment between the assignment and the endorsement when the ISEE option set was created.

- If the correct assignment code is being used for a person who does not hold the proper endorsement, the LEA can do one of the following to ensure funding and compliance with Idaho Statute 33-1201:
  - Hire and replace with a person who holds the proper endorsement
  - Reassign staff to assignment(s) for which they hold the proper endorsement
  - Apply for an Alternative Authorization or a State Board Emergency Provisional.
  - Determine if a candidate can utilize/qualify for a non-traditional CSI or LCSC non-traditional three-year interim certificate, and if so, have them apply for the three-year interim certificate.

General Information Regarding Alternative Authorizations, Non-Traditional Programs, State Board Emergency Provisional Certificate

- **Vet all new hires who are not certificated to ensure an authorization or provisional can even be used.**

- The State Board of Education Emergency Provisional Certificate **cannot** be issued for special education endorsement areas, administrators, pupil service staff or Career and Technical Education.

- Enter the candidate as certificated while the authorization/provisional or non-traditional interim for the proper endorsement is being processed.

- **Important:** A warning and a deficiency will exist until the application is approved in the system. The deficiency will not clear at all if the requested endorsement does not align to the assignment.

- **SUBMIT** authorization/provisional applications as early as possible.
  - There are **ONLY** two opportunities to submit applications to ensure funding for the first reporting period.
  - The alternative authorization and provisional application packets as well as the Submission Schedule for the 2025-2026 school year are available at the following URL: https://www.sde.idaho.gov/cert-psc/cert/apply/files/alternative/application/Application-Submission-Due-Dates.pdf.
  - It is recommended to get all authorization applications submitted as early as possible. Alternative authorization application packets submitted after November 21, 2025, may be subject to reduced funding for the individual's assignment(s). If the application is not submitted by the time the Statewide Assignment Credential Report is generated in December, the funding **will be** reduced for the assignment and a request to restore funding must be made by the district/charter administrator after the LEA receives a copy of the approved authorization.
  - **Important:** State Board of Education Emergency Provisional applications received after January 1 will not be considered/approved unless it is due to a new hire which occurred after January 1.
  - Submit the correct application type and make sure the application packet is complete. Incomplete packets will not be considered for approval until all components have been submitted and may impact funding.

[Appendix C](#) includes specific information on Alternative Authorizations, Non-Traditional Programs, State Board of Education Emergency Provisional, and Public Charter School Specific Certificates.

IMPORTANT REMINDERS

➢ **Proper certification/endorsement is required throughout the school year.**

➢ **It is the responsibility of the LEA Superintendent/Charter Administrator to ensure accurate data is uploaded in the ISEE data submissions. Note: This information is reflected on the [Certification Look-up Tool](#) and open to the public.**

➢ **The Idaho Department of Education generates several Statewide Assignment Deficiency Reports throughout the school year. Data uploaded by LEAs in the ISEE Data Submissions is reflected on the Statewide Assignment Deficiency Report and used to make funding determinations.**

➢ **It is the responsibility of the LEA Superintendent/Charter Administrator to email the ISEE Regional Technology Coordinator, School Finance and Teacher Certification, if a LEA changes an assignment code in ISEE after the December/March ISEE data submission deadline in order for funding to be restored.**

➢ **It is the responsibility of the LEA Superintendent/Charter Administrator to contact Teacher Certification with a request to restore funding when an approved certificate/authorization/provisional has been received or an assignment code was entered in error and corrected. Note: prior to requesting restoration, the LEA should verify the deficiency has cleared by running the LEA's ACR.**

CONTACT INFORMATION

For technical assistance please contact your ISEE Regional Technical Coordinator:

Amy Sigler
Regions 1-3, ISEE Technical Coordinator
(208) 332-6981
ASigler@edu.idaho.gov

Roger Evans
Regions 4-6, ISEE Technical Coordinator
(208) 332-6982
REvans@edu.idaho.gov

For other assistance please contact Teacher Certification:

Cina Lackey
Director
Certification & Professional Standards
(208) 332-6936
clackey@sde.idaho.gov

Mandy Fulbright
Coordinator
Teacher Certification, Alternative Authorization
(208) 332-6885
mfulbright@sde.idaho.gov

Appendix A - Information Regarding Assignment Codes 22051, 00005 and 20005

Read the assignment descriptions in the 2025-2026 Assignment Credential Manual to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the ICTE Assignment Credential Manual.

22051 Office/Library/Classroom Aide

Assignment/Content Description
Certified educator provides oversite of student office aides, library aides and classroom aides. Provides students with the opportunity to work in campus offices, developing skills related to clerical office work; library and research skills, etc. Duties may include typing, filing, record-keeping, receiving visitors, answering the telephone, and making copies, among others. These courses emphasize appropriate work attitudes, human relations, and proper office/library/classroom procedures.

➢ This code can only be used as defined in the Assignment/Content Description.

➢ This code is **not** for instructing a course/group of students. It is an assignment for a certificated educator to oversee individual students who are helping in the office or library or assisting a teacher as a classroom aide.

➢ This code cannot be used for areas for areas such as Advanced Studies, Medical Career Exploration, Building Technology, Supervised Alternative Classroom, Zoology, Ecology Field Practicum, Keyboarding, Business Occupational & Career Experience, etc.

00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)	20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)
Assignment/Content Description	**Assignment/Content Description**
This code can **ONLY** be used for miscellaneous/exploratory instruction for elementary level (K-8) when an assignment code does not already exist. **This assignment cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.**	This code may be used for advisory, study skills, study hall, **career exploration**, etc. This code may **ONLY** be used for instruction for secondary level (5-12) when an assignment code does not already exist for the content. The appropriate content assignment **MUST** be used even when offered as an elective. **This assignment code cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, Gifted and Talented OR as an assignment to fulfill Idaho State adopted content standards such as, but not limited to: Mathematics, Science, Health or Physical Education, Visual Arts, Music, World Language, etc.**

1) **Important:** 20005 must never be used when there is an assignment code which already exists for the content regardless if the course is offered as a middle/high school elective. The appropriate assignment code for the content being delivered must be used and the teacher must hold the proper endorsement. For example: A math assignment code must be used if math is being taught regardless if the course is for elective or content credit.

2) Read the assignment descriptions in the 2025-2026 Assignment Credential Manual to find the code that most closely aligns to the content. Note: The most closely aligned assignment may be located in the ICTE Assignment Credential Manual.

3) **Important:** An LEA **cannot** code a person using 20005 (or any other certified assignment code) and then have a non-certified person acting as the teacher of record providing the instruction. Remember – data is transparent to the public.

4) Assignment codes which include the word **(Restricted)** in the title, such as 00005 and 20005, will have additional information in the description column to help explain what those restrictions are.

5) Assignment codes 00005 and 20005 can **never** be used simply because the teacher does not hold the endorsement which aligns to the type of content being taught.

6) This code may be used for **career exploration.** Teachers teaching a 7-8 grade **career exploration** course, in accordance with Idaho Code 33-1614, are required to have completed the career exploration professional development (PD) approved by the State Board of Education. It is **important** to title the section alias/name of the course as "First Steps - Career Exploration". For additional information on the PD requirement contact: Lisa Costa, ICTE Director of Professional Development at Lisa.costa@cte.idaho.gov or call (208) 429-5519.

7) Assignment code 20005 can be used for College and Career Ready instruction to a course/group of students and students can be tied to this person as the teacher of record. The assignment code 31000 College and Career Ready Advisor can be used when advising individual students vs. instructing a course. The Classified-Noncertified Support code 97735 College and Career Ready Advisor can be used for classified staff who are providing college and career readiness assistance to individual students. The classified person is required to have completed some professional development in college and career ready advising.

8) Assignment code 00005 and 20005 can be used for areas which have no specific content and truly are designed to allow students to explore an area for which no other assignment aligns.

9) 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) is no longer used for health, physical education, visual arts, music, or world languages. The applicable subject specific assignment code must be used.

➢ Examples are provided below where 00005 and 20005 are being used incorrectly.
- 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) assignment code **cannot** be used for English as a Second Language. ESL must be coded using assignment code 01008 English as a Second Language (K-12) or 01009 English as a Second Language – Support (K-12) and the teacher

must hold either the 7126 English as a Second Language (ESL) (K-12) endorsement or the 7038 Bilingual (K-12) endorsement.

- Title I teachers who are **supplementing** the instruction of an elementary teacher of record **cannot** be coded as 00005 but can be coded with the assignment code 00070 Supplement Instruction – Elementary (K-8) (Restricted).

- Middle level assignments for mathematics, social studies, science, and English taught by a 7010 All Subjects (K-8) endorsed teacher **cannot** be coded using 20005 and must be coded using the applicable (5-8) content assignment codes below. The following assignments are not to be used for high school content credit:

    02002 General Mathematics (5-8 Content)
    51001 General English/Language Arts (5-8 Content)
    54305 General Social Studies (5-8 Content)
    53000 General Science (5-8 Content)

- 20005 cannot be used for credit recovery. The applicable content assignment code must be used and there must be an Idaho certified teacher with the appropriate endorsement providing the instruction.

- Independent Study courses must be coded according to the content being delivered by an appropriately endorsed Idaho certified teacher.

- Regardless if a course is offered as an elective, 20005 cannot be used when there is an assignment code which already exists for the content. The appropriate assignment code for the content being delivered must be used and the teacher of record must hold the proper endorsement.

➢ Below are specific examples of *courses* coded as 20005, but **MUST** be coded with the correct existing assignment code:

Course Coded as 20005:	Existing Applicable Assignment Codes:
Choir	00031 Music (K-12), or 05149 Music (5-12)
Music Appreciation	00031 Music (K-12), **or** 05149 Music (5-12)
Creative Writing	01103 Composition/Writing (5-12)
Sign Language	24852 American Sign Language (K-12)24853, or American Sign Language (5-12)
Drama	05052 Theater Arts (5-12)
PE/Weight Lifting	00051 Physical Education (K-12), or 08001 Physical Education (5-12)
Journalism	11101 Journalism (5-12)
Teacher Aide	22051 Office/Library/Classroom Aide
Library Aide	22051 Office/Library/Classroom Aide
Office Aide	22051 Office/Library/Classroom Aide
Intro Technology/Computers	10001 Introduction to Computer Technology (5-12) or 10049 Computer Information Technology (5-12)

➢ Below are examples of mathematics courses miscoded using 20005 and **MUST** be coded using a mathematics assignment code. The teacher must hold a mathematics endorsement which aligns to the applicable math assignment code:

Accelerated Foundations in Math	HS Mathematics A	Math Lab
Advanced Math Help	IDLA Math 9	Math Strategies
ALEK Math	Math 7	Math Tutor
Applied Math	Math 8	MS Math Support
Boost Math	Math and Literacy Lab	Personal Finance & Business Math
Consumer Math	Math Basics	Resource Math
Essential Consumer Math	Math Intervention	Seminar Math A

Appendix B - Changes to Mathematics Assignments

- ➢ **REMINDER:** The assignment codes below were created for grade 6, 7, 8 mathematic assignments, aligned to grade level standards for middle schools.
  02006 Mathematics (6th grade content level)
  02007 Mathematics (7th grade content level)
  02008 Mathematics (8th grade content level)
    - These assignments can be taught by someone who holds one of the following endorsements:

        7010 All Subjects (K-8)
        7300 Mathematics (6-12)
        8320 Mathematics - Middle Level (5-9)
        7999 Public Charter School Teacher

- ➢ 02002 General Mathematics (5-8 Content)
    - This assignment is reserved for grades 5-8 content, and it is designated as a support class.
    - This assignment can be taught by someone who holds one of the following endorsements:

        7010 All Subjects (K-8)
        7300 Mathematics (6-12)
        8320 Mathematics - Middle Level (5-9)
        7999 Public Charter School Teacher

- ➢ 02052 Algebra I
  02062 Integrated Mathematics I
  02063 Integrated Mathematics II
  02072 Geometry
    - These assignments are considered 9th grade math content and the teacher who holds the 8320 Mathematics – Middle Leve (5-9) endorsement has the content knowledge to teach this level of mathematics to any student ***regardless of the age or grade level*** of the student. For example, a teacher who holds the 8320 Mathematics – Middle Level (5-9) endorsement can teach geometry to a tenth-grade student because the teacher has the necessary 9th grade content knowledge.
    - These assignments can be taught by someone who holds one of the following endorsements:

        7300 Mathematics (6-12)
        8320 Mathematics - Middle Level (5-9)
        7999 Public Charter School Teacher

- ➢ **IMPORTANT:** Business Mathematics (9-12) has been amended **from 02157 to 02160**. This assignment is intended to be used for more advanced math. Please see the 2025-2026 Assignment Credential Manual for the assignment description.

- This assignment can be taught by someone who holds one of the following endorsements:

  > 7300 Mathematics (6-12)
  > 8320 Mathematics – Middle Level (5-9)
  > 7999 Public Charter School Teacher

- ➢ 02159 Mathematics – Data Science (9-12)
  - This is a new assignment code intended to integrate the use of mathematics, statistics, and technology. The assignment is usually a precursor to statistics. Please see the [2025-2026 Assignment Credential Manual](#) to view the full Assignment/Content Description.
  - This assignment can be taught by someone who holds one of the following endorsements:

    > 7300 Mathematics (6-12)
    > 8320 Mathematics – Middle Level (5-9)
    > 7999 Public Charter School Teacher

- ➢ 02201 Probability and Statistics (9-12)
  - This assignment code has been amended from Grade Level Content (5-12) to Grade Level Content (9-12)
  - This assignment can be taught by someone who holds one of the following endorsements:

    > 7300 Mathematics (6-12)
    > 7999 Public Charter School Teacher

- ➢ 02135 IB DP Mathematics: Applications and Interpretation Course
- ➢ 02136 IB DP Mathematics: Analysis and Approaches Course
  - These assignment codes replace all other IB mathematics assignment codes.
  - Please access the [2025-2026 Assignment Credential Manual](#) for assignment description details.

NOTE: If a person holds 8320 Mathematics – Middle Level (5-9) endorsement and the LEA has a need for the person to teach in a math assignment which requires the full 7300 Mathematics (6-12) endorsement, the LEA can apply for the [Alternative Authorization – Teacher to New Endorsement](#) Option III (i.e., content assessment and mentoring). Contact [Mandy Fulbright](#), Alternative Authorization Coordinator for alternative authorization questions.

For assistance with mathematics assignments contact:
Catherine Beals
Mathematics Coordinator
(208) 332-6932
cbeals@sde.idaho.gov

Appendix C – Alternative Authorizations, Non-Traditional Programs, State Board of Education Emergency Provisional, and Public Charter School Specific Certificates

- An [Application Crosswalk](#) has been created to help navigate the various alternative authorizations and non-traditional programs and when a district needs to apply for an alternative authorization versus when an individual applies for a non-traditional three-year interim.

- The Alternative Authorization – Content Specialist, Alternative Authorization – Pupil Service Staff and the Alternative Authorization – Teacher to New *Certification* are **non-renewable three-year interim certificates**.

- The Alternative Authorization – Teacher to New *Endorsement* is valid for one-year (9/1 -8/31). If a candidate is using Option I of the Teacher to New Endorsement, the authorization may be renewed two additional times with adequate progress (completion of 9 credits or as designated by the program plan).

- **IMPORTANT:** The LEA is responsible for participating in the preparation/performance of those individuals on an alternative authorization or non-traditional certificate through support and the mentor program that aligns to the State Board of Education-approved [Idaho Mentor and Induction Program Standards](#).

- **IMPORTANT:** It is imperative for the LEA to make sure the individual on an approved authorization is demonstrating adequate progress toward full certification/endorsement. All requirements **must** be completed during the validity period of the authorization.
  - A copy of the Alternative Authorization certificate is sent to both the candidate and the LEA and includes the exact conditions/requirements to qualify for the certificate and/or endorsement. **Recommendation**: Incorporate the conditions/requirements into the individual's IPLP, including any additional requirements as applicable; ICLC, TMT, etc.

Alternative Authorizations

- There are four types of authorizations: Alternative Authorization – Content Specialist, Alternative Authorization – Pupil Service Staff, Alternative Authorization – Teacher to New Certification and the Alternative Authorization – Teacher to New Endorsement. It is imperative to vet candidates before hire/placement to ensure they qualify for an authorization. Reference the application packets and additional information available on the Alternative Authorizations website at: https://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html. A brief overview of each authorization type is provided below.

- **Alternative Authorization – Content Specialist** can be used for an individual who <u>does not hold</u> Idaho certification but is willing to complete an educator preparation program (traditional or ABCTE) for certification and proper endorsement that aligns to the assignment.
  - The person must qualify for the application (see application packet for details).
  - Candidate must have baccalaureate degree or will be doing their student teaching some time during the first year of the authorization.
  - Content Specialist for ABCTE candidates can only be used if the candidate needs additional time to pass the ABCTE assessments. See nontraditional section if the person has already obtained the ABCTE Professional Teaching Certificate.
- **Alternative Authorization – Pupil Service Staff** can be used for School Counselor, School Social Worker. The authorization may also be used for School Psychologist and Speech Language Pathologist endorsements when a person does not already qualify for the applicable interim certificate listed in the Idaho Administrative Code beginning on page 9: https://adminrules.idaho.gov/rules/current/08/080202.pdf.
- **Alternative Authorization – Teacher to New Certification** can be used for an individual who holds a valid certificate but not in the area needed by the LEA. Examples include:
  - A person who holds a valid Standard Instructional Certificate qualifies to use the Teacher to New Certification to add an Administrator Certificate.
  - A person who has an Administrator Certificate qualifies to use the Teacher to New Certification to add a Standard Instructional Certificate.
  - A person who holds a Standard Instructional Certificate qualifies to use the Teacher to New for add a Pupil Service Staff certificate, etc.
- **Alternative Authorizations – Teacher to New Endorsement** can be used for an individual who holds a current valid Idaho endorsement but not in the area needed by the LEA. The person must be willing to meet the requirements in order to add the certificate/endorsement. There are three options/routes for obtaining a new endorsement (see application packet for details).
  - **Option I** of the Teacher to New Endorsement allows a person to use a traditional program to add an endorsement and can be renewed two additional times with adequate progress.
  - **Option II** of the Teacher to New Endorsement allows a person who has already completed a master's degree in the specific content area to add the endorsement by demonstrating proficient teaching in the new endorsement area through completion of one-year successful teaching as indicated by completion of the mentor program requirements.
  - **Option III** of the Teacher to New Endorsement allows a person to add ANY instructional endorsement through content assessment and demonstration of performance through one-year successful teaching as indicated by completion of the mentor program requirements. Option III of the Teacher to New Endorsement is not renewable.

NOTE: If an LEA requests the 7014 Blended Elementary Education/Elementary Special Education (4-6), the candidate must already hold the 7083 Blended Early childhood/Early Childhood.

Non-traditional Programs

There are four non-traditional Programs in Idaho: American Board for Certification of Teacher Excellence (ABCTE), College of Southern Idaho (CSI), Lewis-Clark State College (LCSC), and Teach for America (TFA). General information is provided below. Additional information and guidance for each non-traditional program is found at: https://www.sde.idaho.gov/be-an-educator/files/non-trad/Non-Traditional-Routes-Summary.pdf

➢ Non-traditional programs **do not** require a district/charter to submit an authorization application. The candidate works directly with the program to obtain documentation which allow the candidate to apply for the three-year Idaho Interim Certificate.

➢ It is important to remember that the LEA is part of the candidate's preparation program.

➢ Candidates using CSI, LCSC or TFA will be required to obtain a letter from the program which includes information indicating the candidate has enrolled in the program, has an applicable qualifier, and the specific LEA that is part of the consortium. The candidate then applies directly with the Idaho Department of Education for a three-year interim certificate which allows the individual to be the teacher of record in the applicable endorsement area while they are completing the module/mastery-based program, in addition to the required two-year mentor program and any additional state specific requirements, (i.e., ICLC/ICLA and the TMT as applicable to the endorsement area).

➢ Candidates using ABCTE who have already completed the ABCTE assessments and have received the ABCTE issued "Professional Teaching Certificate" can apply directly to the Idaho Department of Education for the three-year ABCTE Interim Certificate. A LEA can apply for an Alternative Authorization – Content Specialist if time is needed for the candidate to pass the applicable ABCTE assessments. The Alternative Authorization is a three-year interim certificate; therefore, candidates will need to complete the mentor program and any additional state specific requirements (i.e., ICLC/ICLA and the TMT as applicable to the endorsement area) during the three-year authorization time frame.

State Board of Education Emergency Provisional Certificate

➢ It is imperative to vet candidates before hire/placement to ensure the person qualifies for a provisional certificate. Reference the application packets and additional information available on the following website: https://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html.

➢ State Board of Education Emergency Provisional Certificate can **only** be used for emergency hire situations. Provisional certificates can only be used when all other avenues have been exhausted. Information relevant to the SBOE Emergency Provisional includes:
   • Candidate must have an associate's degree or at least 48 college/university credits.

- It is for a person who does not hold certification and the LEA must attests to the recruitment efforts which lead to the emergency situation.
- An emergency must be declared in the board minutes, including the candidate's name.
- Provisional certificates are approved by the State Board of Education.
- **Important Note:** The State Board of Education Emergency Provisional Certificate **cannot** be issued for special education endorsement areas, administrators, pupil service staff or Career and Technical Education.

Public Charter School Administrator Certificate and Public Charter School-Specific Teacher Certificate

➢ The application packets are available at:
- Public Charter School Administrator Certificate: https://www.sde.idaho.gov/cert-psc/cert/files/general/Public-Charter-Teacher-Application.pdf
- Public Charter School-Specific Teacher Certificate: https://www.sde.idaho.gov/cert-psc/cert/files/general/Public-Charter-Admin-Application.pdf