



GUIDANCE DOCUMENT

Assignment Credential Manual and Assignment Credential Report

ASSIGNMENT CREDENTIAL MANUAL (ACM)

- 1) 00005 Elementary - Elective/Exploratory (K-8)
 - Code can be used for elementary electives for which an assignment code at the elementary level does not already exist.
 - This may include but is not limited to health, physical education, visual arts, world language, etc.
 - If the teacher holds a specific K-12 endorsement, use the applicable assignment code that aligns, e.g., 00051 Physical Education assignment aligned to a 7511 Physical Education K-12 endorsement, etc.
 - **Cannot** be used for Literacy, American Indian Language, Special Education, Bilingual, English as a Second Language, or Gifted and Talented.

- 2) 20005 Secondary – Elective/Exploratory (5-12)
 - Code can be used for instruction for secondary elective subjects for which an assignment code at the secondary level does not already exist.
 - This may include but is not limited to advisory, tutorial, study skills, study hall, career exploration, etc.
 - **Cannot** be used for subject areas, Special Education, Bilingual, English as a Second Language, or Literacy.

- 3) 00070 Supplemental Instruction – Elementary (K-8) (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 or the Gifted and Talented endorsed 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, or English as a Second Language.

- 4) Supplemental Instruction – Secondary
 - There is no supplemental instruction assignment code at the secondary level because the person must hold the specific subject area endorsement for which the supplemental instruction is being provided, e.g. math supplemental instruction must be provided by a math endorsed teacher.



- If there is a student who needs help with math in addition to their regular math course, the teacher must have a math endorsement with a math assignment.
- 5) The following assignments do not meet the high school math graduation requirements as they are intended to be used for 5-8 grade **content**. They can, however, be used for 9-12 grade students who are in need of supplemental instruction or remediation but will not count toward meeting the high school math graduation requirements but can be counted as an elective.
- 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)
- 6) All Subjects K-8 endorsed teachers **CANNOT**:
- Teach any course as meeting the high school graduation requirement. For example: the 02002 General Mathematics (5-8 Content) assignment taught by an All Subjects K-8 endorsement does not meet high school graduation requirement. The applicable mathematics assignment code must be used and the teacher must hold a content mathematics endorsement in order to meet the high school graduation requirement.
 - Teach English as a Second Language (ESL) assignments. The ESL teacher must hold the ESL endorsement. This change went into effect in 2017.
- 7) Integrated Science/Forensic Science
- There is no assignment specifically titled Integrated Science or Forensic Science.
 - If districts choose 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 is determined by the LEA.
- 8) Pupil Service Staff (PSS) Endorsements (School Counselor, School Social Worker, etc.)
- There are no longer any classroom assignments which align to a Pupil Service Staff endorsement, however, below are some non-classroom codes which allow coding to PSS endorsements:
 - 22051 Office/Library/Classroom Aide – this should be coded with a 0 FTE
 - 31000 College and Career Ready Advisor
 - 31300 Coordinator
 - 32150 Community Resource Worker



- 9) Administrator Endorsements (Superintendent, Principal, Director of Special Education, etc.)
- An Administrator Certificate must be held to be aligned to an SDE administrative assignment code. See the 40000 series codes for administrators.
 - An administrator who directs, supervises, evaluates individuals and manages a program, or 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 programs director or curriculum director, etc., the code 31300 Coordinator can be used; however, these individuals cannot perform supervisory duties or evaluate certificated personnel.
 - Administrator endorsements no longer align to any instructional assignment.
 - A Local Education Agency (LEA) (i.e., district/charter) can code an administrator with the 22051 Office/Library/Classroom Aide assignment code for students who work in the campus office, library or as classroom aides. This should be coded with a zero FTE.
- 10) **NOTE:** The State Department of Education (SDE) ACM and the Idaho Career and Technical Education (ICTE) Assignment/Course Manual are mutually exclusive. In order to reduce confusion, all PTE/CTE funded assignment codes that align exclusively to the Career Technical Education (CTE) endorsed teacher, have been removed from the SDE Assignment Credential manual. SDE endorsements will no longer align to ANY six (6)-digit assignment codes; CTE endorsements will no longer align to ANY five (5)-digit assignment codes. For additional information regarding the transition and specific ICTE, details please access the following document: [2019-2020 SDE and CTE Endorsement and Assignment Transition Plan](#).

ASSIGNMENT CREDENTIAL REPORTING (ACR) –

- **DECEMBER 6, 2019** – Assignment deficiencies still showing on the state generated Statewide Assignment Credential Report as of December 6, 2019, which includes all LEAs, will be subject to withheld funding.
- **It is the responsibility of the LEA Superintendent/Administrator to ensure accurate data is uploaded in the ISEE data submission.** Idaho Statute 33-1201 requires educators to hold the proper endorsement for the service being rendered.
- The State Department of Education will **NOT** be collecting individual LEA Assignment Credential Reports this year. Data uploaded for the November ISEE Data Submission will be used to make funding decisions.
- It is important for the LEA to run their own ACR after the October submission and the November submission to ensure all deficiencies have cleared or an authorization/provisional has been submitted.



- **SUBMIT AUTHORIZATION APPLICATIONS AS EARLY AS POSSIBLE.** We will not be having teleconferences this year and there will **ONLY** be two opportunities to submit applications to ensure funding for the reporting period. Due dates for applications to ensure funding are:
 - August 29, 2019
 - October 24, 2019

- **October 24, 2019** – Alternative Authorizations and State Board of Education Provisionals submitted after this date will be subject to withheld funding until the application has been approved and the district submits a request for funds to be released.

- **IMPORTANT:** Provisional Applications received after the January Professional Standards Commission meeting will not be considered unless it is due to the loss of a staff member, which occurred after January 1.

- It is imperative to vet candidates before hire to ensure they qualify for an authorization or provisional as there are minimum requirements associated with Alternative Authorizations and State Board of Education Provisional (see [packets](#) for additional details):
 - Alternative Authorization – Teacher to New Certification/Endorsement: Candidate must hold a current valid Idaho credential
 - Alternative Authorization – Content Specialist: Candidate must have Baccalaureate degree or will be doing their student teaching some time during the authorization year. The candidate will also have to demonstrate content mastery (see Section IV – Qualifications of the application packet).
 - State Board Emergency Provisional Certificate: Candidate must have at least 48 college/university credits. An Emergency Provisional Certificate cannot be issued for special education endorsement areas.

The LEA's ACR contains certificate and endorsement information from the state database for all certificated staff and the ISEE data file, Staff Assignments, the LEA uploads to the State Reporting Manager (SRM). The report will show alignment between the staff endorsements against the assignment and 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 with an assignment.

The reported information will be used to make funding decisions based on unresolved deficiencies which still appear on the state generated Statewide ACR, which includes all LEAs. Deficiencies noted on the ACR report for which an authorization has not been submitted by October 24, 2019, will be subject to withheld.

The applicable Regional Technology Coordinator (see Contacts at the end of this document) must be contacted for changes to ISEE submission data that are made after the November 15, 2019 ISEE data submission and before the December 6, 2019 deadline.



Withheld funding is based on a percentage of the assignment FTE for the teacher of record that is not appropriately certificated and/or endorsed. For example, a teacher of record may have four assignments and hold the proper certificate/endorsement for three but is deficient for the fourth assignment. Funding would be withheld for only the fourth assignment.

Tips to Ensure Accurate Reporting:

- The Staff Assignment template is one of the required files and can be obtained from the Required Data Collection Elements and Templates, 2019-2020 section on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html>
- Please ensure that you are uploading individuals into the ISEE system accurately:
 - Use only **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 your LEA ACR.
 - Use the “General Get Merged EDUIDS” report found under Reports – Attend/Enroll to verify employee’s EDUIDs. <https://apps.sde.idaho.gov/attendenroll/reports>
 - Staff members entered as the teacher of record must have the applicable staff assignment and hold the proper endorsement for the assignment.
 - Staff members with the teaching role “L” long-term substitute are not the teacher of record and they must be tied to a “T” Teacher of Record.
 - Please keep in mind, when using the teaching role “C” Co-Teacher there must be another Co-Teacher and both must hold the proper certification/endorsement for the assignment. When using the teaching role “2” Assisting Teacher, there must be another individual with the teaching role “1” Lead Teacher. The lead teacher must hold the proper endorsement for the assignment being taught.
 - If an assignment is taught by a virtual teacher with a proctor in the physical classroom (e.g., IDLA), the certified person in the physical classroom should be coded with teaching role “P” for Proctor. The assignment code will be the same for the virtual teacher and the proctor. The proctor is not required to hold the applicable endorsement for the assignment because the virtual teacher is the teacher of record with the applicable endorsement.
- Please access the current ISEE Manuals and information to assist in proper coding. The documents are located on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html> under resource files and then ISEE Manuals 2019-2020.
- It is imperative that all LEAs load and use the most current ISEE assignment option set, regardless of the application/system (e.g. PowerSchool) being used by the LEA. The most current option set is available on the ISEE website at: <http://www.sde.idaho.gov/tech-services/isee/index.html>.



- It is important to code assignment periods consistently from one upload to the next. For example, 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, as it may reflect in the ISEE system as an additional assignment.

Information on how to access and review ACR:

- Report may be run 2 days after submission (specific access to log on is required)
 - Access the ACR here: <https://apps.sde.idaho.gov/staffing/Reports>.
 - Verify the “School Year” is on the right school year (i.e. 2019-2020)
 - Use the current date for the “End Date”
 - Choose “Select All” from the buildings drop down menu (Contact your ISEE Regional Technology Coordinator if you are unable “select all” as there might be a compatibility issue).
 - Choose “No” from the “Show only Active Employees” to ensure all educators are showing
 - Choose “False” for the “Show only Current Assignment” to ensure all educators are showing.
 - Click the “View Report” button (scroll over to the right to see the “View Report” button)
 - After report is generated “select a format” (CSV works best then “save as” Excel)
 - Click “Export” located directly next to the “Select a Format” box to view the entire report.

Assignment Credential

The screenshot shows a web form titled "Assignment Credential" with the following fields and options:

- School Year: 2019 - 2020 (dropdown)
- Provider: <Select a Value> (dropdown)
- Show Only Active Employees: No (dropdown)
- Show Only Deficiencies: True False
- End Date: (text input)
- Building(s): (dropdown)
- Show Only Current Assignments: True False

- Access the exported report.
- Review the columns “Assignment Deficiency” for any areas that indicate “YES” for an assignment Deficiency.
- **Assignment Deficiency reconciliation:** If a “YES” appears in the “Assignment Deficiency” column, double check to make sure the correct assignment code is being used. Check the “Active Assignment” column to ensure that the assignment code being used is an active code. If the wrong code was accidentally used, correct the assignment, re-upload and send a request to your regional coordinator to pull 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 (SDE or CTE) 2019-2020 ACM for all assignment codes and endorsements required to



teach various assignments, at the following URL: <http://www.sde.idaho.gov/tech-services/isee/index.html>.

- If an incorrect assignment code was entered and this is a course code as well, make sure to change the coding on student course enrollment file and the master course enrollment file as well.
- If the correct assignment is used and the person has the correct endorsement as outlined in the SDE or CTE applicable ACM but the report is still showing a deficiency, reach out to ISEE Regional Technology Coordinator to determine if:
 - The person has a duplicate EDUID
 - The proper alignment between the assignment and the endorsement was not made in the SDE system.
- If the correct assignment code is being used and the Idaho certified educator does not hold the proper endorsement, the LEA can do one of the following in order to ensure funding and be in compliance with Idaho Statute 33-1201:
 - Hire a person who holds the proper endorsement.
 - Reassign or shuffle staff to assignments for which they hold the proper endorsement.
 - Apply for an Alternative Authorization - Teacher to New Certification/Endorsement for an individual who holds a current valid Idaho certificate but does not hold the endorsement which aligns to the assignment. The person must be willing to meet the requirements in order to add the endorsement.
 - Apply for Alternative Authorization – Content Specialist for an individual who does not hold Idaho certification but is willing to complete an educator preparation program (traditional or non-traditional) for certification and proper endorsement that aligns to the assignment. The person must qualify for the application (see application packet for details).
 - Apply for the State Board of Education Emergency Provisional Certificate for emergency hire situations. Provisionals can only be used when all other avenues have been exhausted and cannot be used for special education assignments. It is intended for a person who does not hold certification and will not be working toward obtaining certification or does not yet qualify for the Alternative Authorization – Content Specialist.
- The alternative authorization and provisional application packets are available at the following URL: <http://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>.
Please: Submit complete application packets. We are a very small staff and it is extremely difficult to track down missing items. Incomplete packets will not be reviewed until all components have been submitted.



- Funding may be withheld if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2019-2020 school year. It is imperative for the LEA to make sure the individual on an approved authorization is demonstrating adequate progress toward full certification/endorsement.

IMPORTANT:

- **DECEMBER 6, 2019** – Assignment deficiencies still showing on the state generated Statewide Assignment Credential report, which includes all LEAs will be subject to withheld funding.
- It is the responsibility of the LEA Superintendent/Administrator to ensure accurate data is uploaded in the ISEE data submission.
- It is the responsibility of the LEA administrator to contact Teacher Certification with a request to restore funding upon receipt of an approved authorization or provisional certificate.
- It is the responsibility of the LEA administrator to email School Finance and Teacher Certification, if an LEA changes an assignment code in ISEE after the December deadline in order for funding to be restored.
- The State Department of Education will NOT be collecting individual LEA Assignment Credential Reports this year. Data uploaded for the November ISEE Data Submission will be used to make funding decisions.

For technical assistance please contact your SDE ISEE Regional Technical Coordinator

Amy Sigler Regions 1-3, ISEE Technical Coordinator (208) 332-6981 asigler@sde.idaho.gov	Roger Evans Regions 4-6, ISEE Technical Coordinator (208) 332-6982 revans@sde.idaho.gov
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For other assistance please contact Teacher Certification:

Cina Lackey Certification & Professional Standards Coordinator (208) 332-6936 clackey@sde.idaho.gov	Shannon Miner Teacher Certification, Alternative Authorizations Program Specialist (208) 332-6885 sminer@sde.idaho.gov
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Thank you for all your hard work and perseverance!