



GUIDANCE DOCUMENT

2021-2022 State Department of Education (SDE) Assignment Reporting

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

Please take the time to read this document
It may just make your life easier in the long run 🙏



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ASSIGNMENT CREDENTIAL MANUAL (ACM)

General Information

The State Department of Education (SDE) Assignment Credential manual is an assignment manual for educators and not a course catalog for students. The manual has three tabs. The first tab is intended for certified staff coding, the second tab provides a list of Idaho endorsements and the final tab is intended for classified/non-certified 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 are not instructional assignments with students enrolled.
- 40000 series assignment codes are used for certified Administrators. These are not instructional assignments with students enrolled.
- All other codes are intended 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/non-certified assignment codes.

The ACM now has a notes column to help provide guidance. In addition, changes made to the manual have been highlighted yellow for quick reference.

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 Geometry or Algebra I.

A person should not be teaching 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 but they should not be teaching content beyond the eighth-grade level content.

Assignment codes which include the word (Restricted) in the title will have additional information in the description column to help explain what those restrictions are.



It is important to read the assignment descriptions in the SDE Assignment Credential Manual to find the code that most closely aligns to the content. The SDE Assignment Credential Manual is located on the following webpage: <https://www.sde.idaho.gov/cert-psc/shared/manuals/2021-2022-SDE-Assignment-Credential-Manual.xlsx> Note: The most closely aligned assignment may be located in the CTE Assignment Credential Manual.

The State Department of Education (SDE) ACM and the Idaho Career and Technical Education (ICTE) Assignment/Course Manual are mutually exclusive. SDE endorsements do not align to ANY six (6)-digit assignment codes; CTE endorsements do not align to ANY five (5)-digit assignment codes. The CTE Assignment Credential Manual and guidance is located on the following webpage: <https://cte.idaho.gov/programs-2/secondary-education/assignment-manual-and-isee-resources/>.

Information Relevant to Specific Instructional Assignment Codes

Miscellaneous/Exploratory Assignment Codes

- 00005 Elementary - Miscellaneous/Exploratory (K-8) (Restricted)
 - This code can **ONLY** be used for miscellaneous/exploratory instruction when an applicable assignment code at the elementary level does not already exist.
 - This code should no longer be used for assignments such as: health, physical education, visual arts, music, world languages.
 - The code **CANNOT** be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.
 - 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/2021-2022-Information-Regarding-Assignment-Codes-00005-and-20005.pdf>.

- 20005 Secondary - Miscellaneous/Exploratory (5-12) (Restricted)
 - This code may be used for advisory, tutorial, study skills, study hall, career exploration, etc.
 - This code may be used for **College and Career Ready instruction** 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 should be used when advising students vs instructing a course.
 - 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 should 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.



- 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/2021-2022-Information-Regarding-Assignment-Codes-00005-and-20005.pdf>.

All Subjects K-8 Endorsement (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.
 - Teach any course as meeting the high school graduation requirement.
- The All Subjects K-8 endorsed teacher can teach the assignments noted below but credits earned will not meet the high school math graduation requirements as they are intended to be used for 5-8 grade **content**. The assignments **can be** used for 9-12 grade students who need supplemental instruction or remediation but it 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)**

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

- 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 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 new code 00074)
- Supplemental Instruction – Secondary
 - 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 they are receiving, (e.g. math supplemental instruction must be provided by a math endorsed teacher).

New Instructional Assignment Codes This Year

- 00074 Gifted and Talented – Support
 - The Gifted and Talented Education teacher provides specially designed instruction to students who are eligible for gifted and talented program services. This code should be used for all supplemental support services and/or to facilitate the instruction provided by a teacher of record. This code is not intended to be used for accelerated or honors content area courses, but only for supplemental or enrichment support and instruction provided by the Gifted and Talented facilitator.

- 22050 Work Training/Career Training Opportunity
 - Work Training/Career Training opportunities provide students an option to go off site to learn and explore work and career opportunities which may include: students taking advantage of the advanced opportunities funding dollars through workforce training centers, pre-apprenticeship through the Department of Labor or Idaho Business Education that are not affiliated with a Career and Technical Education program. These individuals are not providing direct instruction to students nor performing supervisory duties over other certificated personnel.
 - This assignment **cannot** be used for CTE work-based learning or when a student has a CTE program pathway or for seminary.

Pupil Service Staff Assignments

- Pupil Service Staff (PSS) Endorsements (School Counselor, School Social Worker, etc.)
 - A Pupil Service Staff (PSS) certificate must be held to align to applicable pupil service assignment codes.
 - There are no longer any classroom instructional assignments which align to a Pupil Service Staff endorsement, however, below are some non-classroom codes which allow coding to PSS endorsements:
 - 31000 College and Career Ready Advisor**
 - 31300 Coordinator**
 - 32150 Community Resource Worker**
 - The assignment code **22051 Office/Library/Classroom Aide** and the new assignment code **22050 Work Training/Career Training Opportunity** allow coding to the Pupil Service Staff endorsements. These should be coded with a 0 FTE. See ACM for assignment descriptions for more information about these two codes.



Administrator Assignments

- Administrator Endorsements (Superintendent, Principal, Director of Special Education, etc.)
 - An Administrator Certificate must be held to be aligned to applicable administrative assignment codes.
 - 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 program director or curriculum director, etc., the code 31300 Coordinator can be used; however, these individuals cannot perform supervisory duties or evaluate certificated personnel.
 - There are no longer any classroom instructional assignments which align to Administrator endorsements, however, two non-classroom codes **22051 Office/Library/Classroom Aide** and the new assignment code **22050 Work Training/Career Training Opportunity** allow coding to an administrator endorsement. These should be coded with a 0 FTE. See ACM for assignment descriptions for more information about these two codes.

Changes to the Mathematics Endorsements

- Legislative Changes to Mathematics Endorsements
 - There are only two math endorsements in Idaho code as of 2020:
 - 7300 Mathematics (6-12)**
 - 8320 Mathematics – Middle Level (5-9)**
 - The following endorsements have been *eliminated* from Idaho code and the ACM.
 - 7320 Mathematics – Basic (6-12)**
 - 8300 Mathematics (5-9)**

For additional information regarding these changes, including information on what to do if a person can no longer teach a specific math assignment, please access [Appendix B](#) at the end of this document or online by clicking the following link: <https://www.sde.idaho.gov/cert-psc/shared/Mathematics-Endorsement-Changes.pdf>.



ASSIGNMENT CREDENTIAL REPORTING (ACR)

Important Information

- **It is the responsibility of the Local Education Agency (LEA)** (i.e., district/charter) **Superintendent/Charter Administrator to ensure accurate data is uploaded in the ISEE data submissions.** Idaho Statute 33-1201 requires educators to hold the proper endorsement for the service being rendered. All staff working as a teacher, pupil service staff or administrator must hold proper certification and endorsement for the service being rendered.
- **ISEE Data Submission Schedule** - Click the following link to access the most current schedule: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>
- 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 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 staff with an assignment.
- It is important for the LEA to run their own ACR after each ISEE submission to ensure all deficiencies have cleared or an authorization/provisional has been submitted. Click the following link to access the authorization/provisional application packets and meeting schedule: <https://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>
- **IMPORTANT:** Deficiencies identified on the November LEA ACR should be reconciled/corrected on or before the ISEE December 17, 2021 Data Submission.
- **DECEMBER 17, 2021** – is the final opportunity to ensure staff assignment data has been reported accurately for the December Data Collection period (8/16/2021-12/03/2021). The State Department of Education will generate the Statewide Assignment Credential Report on December 20, 2021, which includes all LEAs. **Assignment deficiencies still showing on the state report may result in a reduction of funding on the LEA February payment.** Any changes made after the ISEE December Data Submission deadline will require the LEA to notify their Regional ISEE Technical Coordinator, Public School Finance and Teacher Certification.
- The State Department of Education does **NOT** collect individual LEA Assignment Credential Reports (ACR) as in past years.



- 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. A reduction in funding will result for the fourth assignment.
- Funding may be reduced if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2021-2022 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.
- LEAs are responsible to ensure proper certification and endorsement for all assignments throughout the **entire** school year. The State Department of Education will generate several Statewide Assignment Credential Reports over the course of the school year in addition to December 20, 2021 report.
 - Salary reduction for certificate/endorsement deficiencies identified in December will be reflected on the February payment. Salary reduction for certification deficiencies identified in March will be reflected on the May payment. Salary reduction for certification deficiencies identified in May will be reflected on the July payment. Adjustments to restore funds for deficiencies that have been rectified will also be reflected on the February, May and July payments as applicable.

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, 2021-2022 section on the ISEE website at: <https://boardofed.idaho.gov/k-12-education/isee-idaho-system-for-educational-excellence/>.
- Please use 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 2021-2022.
- It is imperative that the LEA ensures their SIS vendor is using the most current ISEE assignment Option Set". 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.
- 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 are temporarily filling in for the “T” Teacher of Record.
- 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 or non-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.


Information on How to Run, Access and Review ACR

- Report may be run 2 days after submission (specific access to log in is required)
 1. Go to the following location to for the ACR Report:
<https://apps.sde.idaho.gov/staffing/Reports>.
 2. Choose the Assignment Credential report
 3. Choose the current school year
 4. Choose the applicable Provider (Local Education Agency (LEA) (i.e., district/charter))
 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 (scroll over to the right to see the “View Report” button) to generate the report

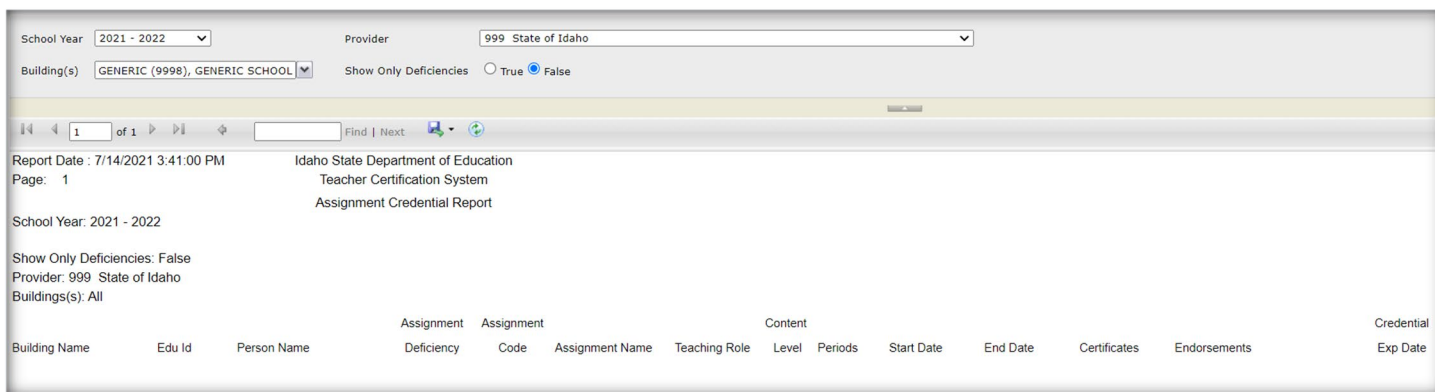
Screen Shot - Assignment Credential Report Application

The screenshot shows the "Assignment Credential" report application interface. It includes a "School Year" dropdown menu set to "2021 - 2022", a "Provider" dropdown menu set to "999 State of Idaho", and a "View Report" button. Below these, there is a "Building(s)" dropdown menu with a list of options: "(Select All)", "GENERIC (9998)", and "GENERIC SCHOOL NUMBER (099)". The "Show Only Deficiencies" section has radio buttons for "True" and "False", with "False" selected. The interface is clean and professional, with a light gray background and clear labels for each field.



8. Select the desired format to export the document by clicking on the on the  icon
9. Save the report

Screen Shot – Assignment Credential Report Information Generated



The screenshot displays a web-based report interface. At the top, there are filter controls: 'School Year' set to '2021 - 2022', 'Provider' set to '999 State of Idaho', and 'Building(s)' set to 'GENERIC (9998), GENERIC SCHOOL'. A 'Show Only Deficiencies' section has radio buttons for 'True' and 'False', with 'False' selected. Below the filters is a search bar with 'Find | Next' and a refresh icon. The report header includes: 'Report Date : 7/14/2021 3:41:00 PM', 'Page: 1', 'Idaho State Department of Education', 'Teacher Certification System', and 'Assignment Credential Report'. A summary section shows: 'School Year: 2021 - 2022', 'Show Only Deficiencies: False', 'Provider: 999 State of Idaho', and 'Buildings(s): All'. The table below has the following columns: Building Name, Edu Id, Person Name, Deficiency, Assignment Code, Assignment Name, Teaching Role, Content Level, Periods, Start Date, End Date, Certificates, Endorsements, and Credential Exp Date.

10. Review all assignments to ensure all certified staff are listed with the correct assignment
11. Review the columns “Assignment Deficiency” for any areas that indicate “YES” for an assignment Deficiency

➤ Contact your [ISEE Regional Technology Coordinator](#) if help is needed to run the LEA report.

Assignment Deficiency Reconciliation

- If a “YES” appears in the “Assignment Deficiency” column, double check to make sure the correct assignment code is being used. If the wrong code was accidentally used, correct the assignment, re-upload and send a request to your [ISEE Regional Technology 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) 2021-2022 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 student course code as well, make sure to change the coding on student course enrollment file and the master course enrollment file as well.
- The applicable [ISEE Regional Technology Coordinator](#) must be contacted for changes to ISEE submission data that are made after the November 19, 2021 ISEE data submission and before the December 17, 2021 deadline.



- 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 in error.

- 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 compliance with Idaho Statute 33-1201:
 - Hire a person who holds the proper endorsement.
 - Reassign or shuffle 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 LSCS non-traditional three-year Interim.

Alternative Authorizations/Emergency Provisional Certificate

- It is imperative to vet candidates before hire/placement to ensure they qualify for an authorization or provisional. 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>
 - Alternative Authorization -Teacher to New Certification/Endorsement can be used 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.
 - There are four options/routes for obtaining the new certificate and/or endorsement (see application packet for details).
 - Option IV allows a teacher to add ANY instructional endorsement through content assessment and demonstration of one-year successful teaching as indicated by completion of the mentor program requirements.
 - Alternative Authorization – Content Specialist can be used 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).
 - Candidate must have Baccalaureate degree or will be doing their student teaching some time during the authorization year.



- State Board of Education Emergency Provisional Certificate can **only** be used for emergency hire situations. Provisionals can only be used when all other avenues have been exhausted.
 - Candidate must have an associate's degree or at least 48 college/university credits.
 - 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.
 - **Important Note:** An Emergency Provisional Certificate **cannot** be issued for special education endorsement areas.
 - Provisional certificates can only be used once per person.
- Enter the candidate as certificated while the authorization/provisional or non-traditional interim is being processed. A warning will exist until the application is approved in the system.
- Funding may be reduced if a person was on an alternative authorization last year and does not qualify for a renewal or certification for the 2021-2022 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.
- **SUBMIT** Authorization/Provisional Applications as early as possible.
 - The alternative authorization and provisional application packets as well as the meeting dates for the 2021-2022 school year are available at the following URL:
<http://www.sde.idaho.gov/cert-psc/cert/apply/alt-auth.html>.
 - There will **ONLY** be two opportunities to submit applications to ensure funding for the first reporting period. Due dates for applications for first reporting period to ensure funding are:
August 27, 2021
October 29, 2021
 - Alternative Authorizations and State Board of Education Emergency Provisional applications submitted after October 29, 2021 will be subject to reduced funding until the application has been approved and the LEA submits a request for funds to be released.
 - State Board of Education Emergency Provisional applications received after January will not be considered unless it is due to a new hire which occurred after January 1.
 - 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 and may impact funding.

Non-traditional Program Certificate

- Candidates using ABCTE who have already completed the ABCTE assessments and have received the ABCTE issued Professional Teaching Certificate can apply directly to the State Department of Education



for the three-year Interim ABCTE Certificate. The LEA can apply for an Alternative Authorization - Content Specialist if time is needed for the candidate to pass the applicable ABCTE assessments.

- College of Southern Idaho (CSI) and Lewis-Clark State College (LCSC) have non-traditional programs that **do not** require a district/charter authorization application. The candidate works directly with CSI or LCSC to qualify for the program and receive a letter indicating they have been accepted into the program and have a hiring district as part of the consortium. The candidate then applies directly with the State Department of Education for a three-year interim certificate which allows them to be the teacher of record in the applicable district/charter while they are completing the module/mastery-based program in addition to the required two-year mentor program.
- **IMPORTANT:** The LEA is responsible for final preparation of all non-traditional candidates and must provide support and a mentor teacher to those seeking certification through a non-traditional program.

REMINDERS:

- Proper certification/endorsement is required throughout the school year. The State Department of Education will be generating Statewide Assignment Deficiency Reports throughout the school year.
- It is the responsibility of the Local Education Agency (LEA) (i.e., district/charter) Superintendent/Charter Administrator to ensure accurate data is uploaded in the ISEE data submissions. Data uploaded for the ISEE Data Submissions will be used to make funding decisions.
- It is the responsibility of the LEA Superintendent/Charter Administrator to contact Teacher Certification with a request to restore funding upon receipt of a staff members regular certificate, approved authorization certificate or approved provisional certificate.
- It is the responsibility of the LEA Superintendent/Charter Administrator to email the ISEE Regional Technology Coordinator, 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 does NOT collect individual LEA Assignment Credential Reports.



For technical assistance please contact your 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	Mandy Fulbright Teacher Certification, Alternative Authorizations Program Specialist (208) 332-6885 mfulbright@sde.idaho.gov
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Thank you for all your hard work and perseverance!



APPENDICES

Appendix A - Information Regarding Assignment Codes 00005 and 20005

**00005 Elementary - Miscellaneous/Exploratory (K-8)
(Restricted)**

**20005 Secondary - Miscellaneous/Exploratory (5-12)
(Restricted)**

Assignment/Content Description	Assignment/Content Description
<p>This code can ONLY be used for miscellaneous/exploratory instruction for elementary level (K-8) when an assignment code does not already exist.</p> <p>This assignment cannot be used for Special Education, Bilingual, English as a Second Language, Literacy, American Indian Language, or Gifted and Talented.</p>	<p>This code may be used for advisory, tutorial, 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.</p> <p>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.</p>

- It is important to read the assignment descriptions in the [SDE 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 [CTE Assignment Credential Manuals](#).
- 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.
- 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.
- **Important:** 20005 should 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 should be used if math is being taught regardless if the course is for elective or content credit.
- 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. Students cannot be tied to 31000 College and Career Ready Advisor as the intent of 31000 is to advise a student vs. instructing a course/group of students.
- 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.



- 00005 Elementary – Miscellaneous/Exploratory (K-8) (Restricted) is no longer used for health, physical education, visual arts, music, world languages. The applicable subject specific assignment code should be used.
- A person with the 7010 All Subjects K-8 endorsement aligns to the following K-12 assignment codes but they should not be teaching content beyond the eighth-grade level content: 00029 World Language (K-12), 00031 Music (K-12), 00035 Visual Arts (K-12), 00051 Physical Education (K-12), 00052 Health (K-12), 24052 Spanish (K-12), 24102 French (K-12), 24252 German (K-12), 24342 Latin (K-12), 24852 American Sign Language (K-12), 33001 Teacher Librarian (K-12)
- 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 should **not** 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 should **not** be coded using 20005 and must be coded using the applicable (5-8) content assignment codes below. The 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 should **never** 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.
 - Plato, NovaNet, Edmentum, OdysseyWare, Edgenuity, etc. are forms of curriculum to be used to facilitate the instruction of an Idaho certified teacher. The assignment cannot be coded as 20005. The applicable content assignment must be used and the teacher must hold the appropriate endorsement that aligns to the assignment.
 - Independent Study courses should 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 should never be used when there is an assignment code which already exists for the content. The appropriate assignment code for the content being delivered should be used and the teacher of record must hold the proper endorsement.



Below are examples of courses coded as 20005, but **MUST** be coded with an 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 and 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 - Mathematics Endorsement Changes

As of 2020, there are only two mathematics endorsements available in Idaho:

- **7300 Mathematics (6-12)** The teacher holding this endorsement can teach all mathematics assignments.
- **8320 Mathematics – Middle Level (5-9)** This is a title change only. It was previously titled 8320 Mathematics – Basic (5-9).
 - Individuals holding this endorsement can teach the mathematic content aligned with 5-9 level math content (i.e., geometry, algebra 1), **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 content level knowledge to teach the applicable level of content. It isn't about the age/grade level of the student but the content level being taught.
 - A teacher with the 8320 Mathematics – Middle Level (5-9) endorsement **can** teach the following assignments for high school credit.
 - 02052 Algebra I
 - 02062 Integrated Mathematics I
 - 02063 Integrated Mathematics II
 - 02072 Geometry
 - 02151 Applied Mathematics
 - The 7300 Mathematics (6-12) endorsement and the 8320 Mathematics – Basic endorsement can teach assignment code 02002 General Mathematics (5-8 Content) but the assignment code **cannot** be used for high school mathematics credit.

As of 2020, the following mathematics endorsements are no longer available in Idaho:

- **7320 Mathematics – Basic (6-12)** endorsement has been **eliminated** from Idaho code and also from the Assignment Credential Manual (ACM).
 - Anyone who held the 7320 Mathematics – Basic (6-12) endorsement has been given the 8320 Mathematics – Middle Level (5-9) endorsement.



- A district can apply for the [Alternative Authorization – Teacher to New Endorsement](#) (Option IV) for a person who they need to teach in an assignment that aligns to the 7300 Mathematics (6-12) while the person completes the Option IV requirements (i.e., passage of the [Mathematics](#) Praxis II assessment and mentor program).
- **8300 Mathematics (5-9)** endorsement has been *eliminated* from Idaho code and also from the Assignment Credential Manual (ACM).
 - Anyone who has passed the Mathematics Praxis II has been given the 7300 Mathematics 6-12 endorsement. If they have only passed the Middle School Mathematics Praxis II assessment, they have been given the 8320 Mathematics – Middle Level (5-9) endorsement.
 - A district can apply for the [Alternative Authorization – Teacher to New Endorsement](#) (Option IV) for a person who they need to teach in an assignment that aligns to the 7300 Mathematics (6-12) while the person completes the Option IV requirements (i.e., passage of the [Mathematics](#) Praxis II assessment and mentor program).