ISEE Staff Data Guidance Manual

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Introduction

The Idaho State Board of Education's Idaho System for Educational Excellence (ISEE) is designed to consolidate data collection and to improve reporting. Data provided in this collection process will be used in determining aspects such as Salary Based Apportionment Funding, Special Distribution Payments, School Accreditation Status, and Average Yearly Progress.

ISEE also provides the basis from which statistical summaries are compiled. These summaries are used by education agencies, the Idaho Department of Education, and other governmental entities (both state and federal) for decision-making. The summaries also provide information to other individuals and organizations interested in Idaho public education (Education organizations, news sources, local patrons, etc.). The cooperation of all Idaho school districts, charter schools and administrators is needed in order to provide complete and accurate information for the advancement of public education programs.

REVISIONS TO THE ISEE MANUAL

Revision 09/10/2024: There are no revisions to the staffing manual; only minor updates to formatting and correction of typographical errors have been made.

Revision 11/04/2024: Instruction related to the calculation of Contract Days on page 38 have been updated.

Revision 03/10/2025: Instruction related to reporting of inactive staff on page 31 have been updated.

ISEE STAFF DATA COLLECTION

Idaho Code §33-1004D. Reporting - Idaho Basic Education Data System.

"For each employee of the school district, a report shall be made in a format prescribed by the State Superintendent of Public Instruction, which shall include sufficient identifying information to provide individual verification, education, teaching experience, and other district employment information. The form shall be filed with the State Department of Education not later than October 15 of each school year."

I ISEE Staff Data General Information

The Idaho Department of Education has established the following guidance and procedures for submission of this data. ISEE is a comprehensive data submission consisting of twelve files. Each file consists of data elements pertaining to students, staff, courses and locations. For the purpose of this manual, only two files are covered: Staff Demographic & Employment and Staff Assignments.

DATA SUBMISSIONS SNAPSHOT DATE 2024-2025

There are six (6) data uploads during the year. Refer to ISEE data submission schedule for specific timelines on the ISEE webpage. The staffing portion of Salary Based Apportionment is calculated using staff demographic and staff assignment data as of a "snapshot" date.

Timeline
- **Last Friday in September** - District/charter school submits staff demographic and staff assignment data as of the last Friday in September (September 27, 2024) - a "snapshot" in time.
- **October 15, 2024** - All staff and assignment data are uploaded using the SRM tool. The data must be free of errors and validated. No other format is accepted (Idaho Code §33-1004D).

When October 15 falls on a weekend or holiday, the report is due on the next business day.

- **Uploads impacting staff funding**
  - August Alternative Summer School.
  - October 15 staff "snapshot" data.
  - November 15 staff "snapshot" data.

November's upload contains October's snapshot data and will override the October files.

- **Friday, December 6, 2024** - Last day to submit staffing corrections for the February 15, 2025, payment. Revisions submitted after December 6, 2024, will not be automatically reflected in the February 15 payment.
- **Corrections submitted after December 6, 2024** - Will be considered for the May 15, 2025, payment only if approved by Public School Finance (PSF). For approval, the following requirements must be met:
  - o "Request to update ISEE snapshot data" form must be completed
  - o The form must be signed by the district superintendent or charter school administrator.
  - o The form must contain an explanation of the circumstance(s) causing the revision(s).
  - o Each change to a data element must be identified.
  - o Supporting documentation may be requested.

ANNUAL STAFF STATISTICAL DATA

(Staff salaries and staff activities) shall be published on January 1 each year (Idaho Code §33-135).

All data submissions must accurately reflect correct information as it is occurring with regards to classes, teachers, and teacher roles. Professional Development and other special distribution payments use reported Full-Time Equivalents (FTEs) to derive payments from the snapshot data.

Please work with your regional ISEE coordinators to ensure student course enrollment records are completed accurately and correlate to the teacher assignment records.

Employee ISEE Information

Required
- Public School Districts/charter schools must report <u>all</u> positions employed on a regular basis, **regardless of funding source**. Failure to submit accurate ISEE data may impact accreditation and/or state funding.
- Information must be updated each school year to reflect the activities of the district/charter school for:
  1. Returning employees
  2. New employees
  3. Employees terminated after July 1 (for those employees not terminated in the prior year and who are not returning to the district or charter school with a current year contract).
     a. Update records: years of experience (if applicable), employment status, termination date, and termination reason.
     b. **This should be reported as an update to the prior year, not as part of the current year to avoid creating records of individuals for years they are not actually working in Idaho public K-12 education**.

*Conflicting demographic data records may impact funding and interfere with an individual's Career Ladder placement, education allocations, or reports generated. **All employees of a district or charter schools should be reported, as well as non-employees working in a certificated capacity.** Failure to do so may affect future Career Ladder placement and movement, recorded years of experience, and other issues which may affect funding or the individual's professional history in the future. If you are unsure if someone should be reported, please contact Public School Finance or your regional ISEE Coordinator for assistance (see Appendix C).*

Beyond staff active as of the last Friday in September and funded by the General Fund, employees and non-employees in certificated positions should **always** be reported, even if they are not part of Salary and Benefit Apportionment funding, or who are operating in a capacity contrary to Idaho Code or rules. This includes:

1. Staff hired using Funds other than the General Fund (Fund 10).
2. Staff hired after, or terminated before, the last Friday in September.
3. Staff filling positions without proper certification.
4. Staff working for no salary.
5. Non-District/Charter School Contracted Staff (report under N/E contract type, districts should also use the 2024-2025 Assignment Credential Manual if they are requesting recovery of funds under "Use it or Lose it")
   i. When an individual employed by one Idaho public K-12 location is contracted or loaned out to another location without becoming a direct employee of the receiving, the receiving location should report this individual using the N/E contract type.

Not Reported:
1. Persons employed during emergencies.
2. Irregular help (i.e., short term substitutes), volunteers and student food service employees.
3. Non-Employees in assignments that do not require certification (classified staff only).

*There are **no** reasons to not report anyone working in a certificated capacity, regardless of funding source, hire date, departure date, salary, certification status, etc. If you are unsure if someone should be reported, please contact Public School Finance or your regional ISEE Coordinator for assistance. **Never assume they should not be reported if they are not on the list above.***

STAFF CONTRACT AND CERTIFICATION

Professional Personnel, Staff Categories and Certificate Required (Idaho Code § 33-513 & Idaho Code § 33-5206), Staff Categories (Idaho Code §33-1004), and Certificate Required (Idaho Code § 33-1201).

*All Administrative, Pupil Service, and Instructional staff must hold the appropriate contract and certification for services being rendered. Staff not holding proper certification should still be reported accurately, but the location should work with the Idaho Department of Education's Teacher Certification office in order to remedy the situation. Failure to do so will result in funding reductions **regardless of employment status or funding source.***

For funding purposes, staff members are categorized as:

- **Administrative Staff** - those who hold an administrator certificate and are employed as a superintendent, a school principal, or are assigned administrative duties over and above those commonly assigned to teachers, including special education directors. Assignment codes 4xxxxx.
- **Instructional Staff** - those involved in the direct instruction of a student or group of students, or who direct curriculum or other instructional processes and who hold an Idaho certificate for instructional staff including librarians and educational coordinators (see Teacher Certification's Assignment Credential Manual for list of applicable assignment codes)
- **Pupil Service Staff** - those who provide services to students but are not involved with the instruction of those students and hold a pupil service certificate. Includes counselors, speech therapists and school nurses. Assignment codes 32xxx.
  Currently four Pupil Service Staff positions (Occupational Therapist, Physical Therapist, Speech Language Pathologist, and Audiologist) also exist in a classified capacity. These are not interchangeable and only those properly certificated for these roles should be reported with certificated assignment codes. They should instead be reported using the classified equivalent.
- **Classified (Non-certificated)** - Staff whose position does not require certification in Idaho code including paraprofessionals, business office staff, janitorial staff, and IT Staff. Assignment codes 9xxxxx.

Refer to [2024-2025 SDE Assignment Credential Manual](#) on the ISEE manual page for the most current information and updates.

Professional Personnel (Idaho Code §33-513)

- The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:
- "To employ professional personnel, on written contract in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."
- "In the case of school districts other than elementary school districts, to employ a superintendent of schools…."
- "To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed…"
- "To employ assistant superintendents and principals…"

Idaho Code §33-5206(4)

"Employment of charter school teachers and administrators shall be on written contract conditioned upon a valid conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."

Certificate required (Idaho Code §33-1201)

"Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered."

Non-Certificated (classified) Staff

These are employees for which retirement and social security payments are withheld, but whose occupants are not required by law to hold a professional certificate issued under the authority of the Idaho State Board of Education. Funds, however, may still be withheld for misassignments if standards exist for the service being provided and the person does not qualify for the required certifications.

For the purpose of data collection, employees are referred to as certificated or as non-certificated.

Classified staff includes business managers, office and clerical personnel, janitors, building/ground workers, carpenters, painters, maintenance workers, mechanics, and teacher assistants employed on a regularly scheduled basis.

*Occupational Therapists, Physical Therapists, Speech Language Pathologists, and Audiologists may be certificated staff or classified staff (depending on if they hold the appropriate certificate) refer to 2024-2025 Assignment Credential Manual on the ISEE manual page. **Certificated versions will affect funding differently than classified.***

Do not use non-certificated assignment codes to report positions for which certification standards exist, unless that position is one of the four certificated pupil service staff assignments which have classified versions (occupational therapist, physical therapist, speech language pathologist, and audiologist). State funds may be withheld if such employees are omitted or improperly reported regardless of the funding source (Idaho Code §33-1002(6) (d)).

If a person is employed by a school district or charter school in both a **certificated and non-certificated** capacity, ISEE information must be submitted for both the certificated and non-certificated positions. **Do not add non-certificated pay to the base salary or include the FTE with the contract FTE.**

Example: A classroom teacher who also works as IT staff.

Sharing of Staff Between Locations

An individual may be employed or shared by more than one district/charter school. Each district/charter school is responsible for reporting their portion of the FTE, salary, and assignment information on the ISEE system. Be aware that conflicting demographic data records, such as experience and education, may impact your funding.

Individuals who are shared between locations but only hold a contract at one location must be reported based on where their contract is held. The sharing location should also report them using the N/E

*contract type. **Sharing of funds generated should be done at the local level and not through approximated reporting via ISEE.***

Reconcile Current Year to Prior Year Data

The district/charter school is responsible for reconciling current year staff data with prior year staff data, adding new employees, updating years of experience and education for certificated staff, and updating records in the prior year's June upload for terminated/inactive staff's termination date, and termination reason.

In the past districts/charter schools have reported termination data in the following year, however this creates records for the individual in that year causing errors with Career Ladder movement and other reporting. For this reason, late terminated staff should be corrected in the June upload of the individual's final year, not at the start of the following year. Conflicting demographic data records may impact funding and interfere with a teacher's Career Ladder placement.

Non-Employee District/Charter School Contracted Staff

Data should be completed for all contracted personnel who are not directly employed by the district. A "non-employee" means a person for whom the school district or charter school does not pay the employer's obligations for employee benefits. These are positions that are not paid for through the payroll system. This would include contracted professionals such as Psychologists and certificated Speech/Language Pathologists (a person employed by district trustees as an independent contractor, paid through purchased services and issued a 1099 form).

- Districts/charter schools with non-employee contracted staff must submit data for certificated positions using the N/E contract type. Districts also seeking to restore funding due to "use it or lose it" should also report these individuals on the Form 6 (see Appendix A for example).
- This includes situations where certificated staff (usually administrators) are employees of a company contracted with by a charter school to handle such duties.
- Contracted individuals performing certificated duties must meet the Idaho State Board of Education certification standards and be reported regardless of their funding source.
- Classified staff under a separate contract (e.g. janitorial services provided by a third party company) are not required to be reported and do not have an N/E contract equivalent.
- In situations where a classified version of a certificated position is being contracted to a third party (Occupational Therapists, Physical Therapists, Speech Language Pathologists, and Audiologists ONLY), no ISEE reporting is required, however these may not be used for "use it or lose it" purposes either.

REVIEWING ISEE INFORMATION AND REPORTS

Each district and charter school is responsible for reviewing and validating all information relating to their ISEE data. Any discrepancies should be immediately brought to the IDE's attention, corrected, and resubmitted. After the October files are submitted, review the following reports for accuracy and completeness:

- All Personnel Employment Info - V6
- Employment Placement Report (Administrative staff)
- Instructional Staff FTE and Salary Report Including Summer School
- Pupil Service Staff FTE and Salary Report Including Summer School
- Staff Salary Summary
- Staff Assignments FTE Variance - Edit Report (all funds, all certificated staff)

All employees on your payroll as of the last Friday in September of a school year must appear in the **All Personnel Employment Info V6** report.

- Review the Employment Placement report to ensure all certificated administrative staff are reported accurately and the FTE and factored FTE are correct. Reconcile the reports to payroll records and budget estimates (using Fund 10 only) to ensure accuracy.
- Staff who have departed prior to or who were hired after the last Friday in September of a school year will not show up on most ISEE reporting due to their reflecting the "snapshot" date used for funding, nor with those with N/E contract types appear. Locations should be especially careful about such data being correct before submitting.
- The only exception is the Assignment Credential Report from Teacher Certification, which reviews the certification status of all individuals with certificated assignments, regardless of their funding source or employment dates.

See Appendix B for examples of reports and the applicable business rules.

II Basics of ISEE Reporting

All district and charter schools are required to upload staff and assignment data using the SRM tool. No other method shall be accepted.

DATA ELEMENTS USED IN THE ISEE STAFF REPORTING PROCESS

Data elements are uploaded using the SRM tool. Proper coding is essential when entering data into the system. Refer to the IDE website for details, guidance, and documents. Be sure to check periodically as these are updated throughout the year.

Required Data Collection Elements 2024-2025

- 2024-2025 ID Unit Record Collection - Items & Option Sets

Resource Files - ISEE Data Collection Elements

- 2024-2025 ISEE Manuals
- Attendance and Enrollment
- ISEE 2024-2025 Summer School Guidance
- Summer Alternative Secondary Reporting Guidelines ISEE
- 2024-2025 SDE Assignment Credential Manual
- ISEE Staff Data Guidance Manual 2024-2025

III Staff Demographics, Employment, and Assignments

Review all existing personnel records for completeness and accuracy. Update and review demographic files.

BASIC DEMOGRAPHIC DATA ELEMENTS REQUIRED FOR ALL STAFF MEMBERS

Section 7 of Staff Demographic File

Unique Identification Number

ISEE data collection uses unique Idaho staff identification numbers (EDUID). The accuracy of this number is essential as it links all records of an individual within ISEE (i.e., personnel information, contract, assignment, background checks, certification, students, etc.).

Resolve all discrepancies as soon as possible. Do not create duplicate EDUIDs.

Name

- **Last name:** The complete legal surname/family name(s). That which may be inherited (passed) to an individual at birth, baptism, or during another naming ceremony, or through legal change.
- **First Name:** The complete legal given first name(s) given to an individual at birth, baptism, or during another naming ceremony, or through legal change.
- **Middle Name**: The complete legal given secondary name(s) given to an individual at birth, baptism, or during another naming ceremony.
- **Former name**: Any names that were used in the past by the employee

Birth Date (Month/Day/Year)

- **Verify** this date; MM/DD/YYYY OR MM/DD/YY. All employees must be eighteen years of age or older to be entered into the system.

Gender (M/F)

Ethnicity

- Is Hispanic (Y/N)
- Is Asian (Y/N)
- Is American Indian or Alaska Native (Y/N)
- Is Black (Y/N)
- Is Native Hawaiian or Pacific Islander (Y/N)
- Is White (Y/N)

Has Certificated Assignments (Y/N)

Is this staff member to be treated as a certified staff member? If yes, they must have certified assignments, be on a contract, and all the fields applying to certified staff must be completed.

Is Paraprofessional (R, T, or N)

Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments) and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

(Modified Definition) For paraprofessionals working with students, the type of paraprofessional: Regular or Title 1?

- **Option Set - Parapro type:**
  - R Regular Paraprofessional
  - T Title Paraprofessional
  - N Not Paraprofessional

Base School ID

This is the IDE assigned school number where the employee has their primary responsibility or where they receive their mail.

Employment Date

The month, day, and year the employee began current, continuous employment with the district/charter school.

Employment Status

See additional information below.

IV Certificated Staff

CERTIFICATED STAFF DEMOGRAPHICS

Each certificated employee active as of the last Friday of September of the regular school year must have the following records:

- Personnel information/basic staff data elements (See Section III Basic Demographic Data Elements for all Staff Members)
- Education and Experience history data for 2024-2025 (Idaho Code §33-1004)
- Contract data for 2024-2025
- Assignment data for 2024-2025

Education and experience records are essential to funding state Salary and Benefit Apportionment and must be following state and federal laws and regulations. Accuracy is critical when completing these records. (These records may be left "blank" for employees working only in non-certificated positions - skip to Section V, Non-Certificated Staff.)

Update staff experience and education for all certificated staff for the 2024-2025 school year.

The Career Ladder does not alter this basic reporting process, and staff demographic files should be updated each year. The education allocations for FY2024-2025 will be derived from updated 2024-2025 data (see Appendices A and B for new and updated staff funding reports).

Starting with the transition to the 2018-2019 school year for instructional staff (2019-2020 for pupil service staff), the individual must hold a professional endorsement in order to move from the residency rung to the first cell of the professional rung. This is an endorsement only used for Career Ladder purposes, and which is not related to endorsements for particular subjects or position types.

Starting with the transition from 2019-20 to 2020-21, individuals must hold an advanced professional endorsement to move to the first cell on the advanced professional rung.

Additionally, starting in 2018-2019 for all staff, in order to move forward on the professional rung, individuals must meet certain performance criteria.

The criteria for movement along the professional rung currently outlined in Idaho Code §33-1001(20)(a) are:

- *An overall rating of proficient or higher on the state framework for teaching evaluation,*
- *No components rated as unsatisfactory on the state framework for teaching evaluation,*
- *Demonstrating the majority of their students have met their measurable student achievement targets or student success indicator targets*

Staff with three or fewer years of experience on the P Rung (usually OS CTE staff): *Such individuals cannot be evaluated for movement along the P Rung until after the completion of their fourth certificated year.*

Staff with only four years of experience: *If an individual does not meet all three criteria in at least two of the prior four calendar years, they would not move forward on the professional rung and would remain funded at the funding level associated with them in the previous year's (including any applicable education allocation).*

Staff with five or more years of experience: *If an individual does not meet all three criteria in at least three of the prior five calendar years, one of which being the fourth or fifth year, they would not move forward on the professional rung and would remain funded at the funding level associated with them in the previous year's (including any applicable education allocation).*

The criteria for movement along the advanced professional rung currently outlined in Idaho Code §33-1001(20)(b) are:

- *An overall rating of proficient or higher*

- *No components rated as unsatisfactory or basic*

- *Rated as distinguished in domain II - classroom environment, or domain III - instruction and use of assessment*

- *Demonstrating seventy-five percent (75%) or more of their students have met their measurable student achievement targets or student success indicator targets.*

All staff on the AP Rung: *these requirements must be met in the prior calendar year in order to advance along the advanced professional rung.*

If they are not met, the individual would remain at their prior placement and be funded at that funding prior year's level until performance criteria were met.

CERTIFICATED STAFF DATA RECORDS.

The following data records must be completed and updated for all certificated staff.

Education

This area provides information concerning the employees' most current education and additional credits history of certificated employment in the educational K-12 field as of the last Friday in September. Degrees and credits completed after this date are not recognized until the following fiscal year.

Only update these fields during the fiscal year to correct data errors.

Critical Fields to maintain for Staff

- Transcript Year (Section 7)
    - The year of the most recent transcript for the employee
- Initial Certification Year (Section 7)
    - The date teachers or administrators first received initial or full state certification, regardless of state issuing the certification or even if the certificate lapsed (leave blank for non-certificated employees)
        - Initial and/or full certification may or may not have been received in Idaho
        - Initial and/or full certification is the issue date of the certificate (even if lapsed)
        - Provisional, Temporary or Emergency permits do not qualify as initial certification

The provisional year may count as experience if the provisional permit becomes an alternative content specialist or full valid certificate the next year.

Determining Initial Certification Date

- Alternate Authorization
    - Teacher to New Certification/Endorsement Date of the first certificate
- Alternative Authorization Content Specialist Issue date
    - During 2015-2016, an individual who had never been certificated in any state and participated in the Alternative Authorization Content Specialist under the one year only option is not considered initially certified. This authorization was used as a temporary measure while rules were promulgated.
- Alternative Authorization Pupil Personnel Services: Issue date
- Non-Traditional Route to Teacher Certification (ABCTE &TFA): Issue date

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Initial Certification, by federal definition is "the first teaching certificate or license issued to an individual".

Therefore, non-renewable interim certificates are considered initial certification. However, in order to qualify for full certification, the candidate must meet predetermined requirements to receive a renewable five-year certificate, referred to as full certification. Although the "Alternative Route" certificate/ authorization is not considered full certification, it does constitute initial certification.

Example 1: An individual who has never been certificated in any state and completes the Non-Traditional Alternate Route to Teacher Certification (i.e., ABCTE & TFA process) and receives a non-renewable Idaho interim certificate is considered initially certified but will not be considered fully certified until they have completed all additional requirements (including the required two-year mentor program). Upon proof of completion of all of these components, the candidate will become eligible for a full five-year renewable certificate.

Example 2: An individual who has never been certificated in any state and is participating in the Alternative Authorization Content Specialist and has received the authorization is considered initially certified but will not be considered fully certified until they have completed all university requirements. Upon proof of completion of all of these components, the candidate will become eligible for a full five-year Renewable certificate.

For comprehensive information, please refer to the Teacher Certification section of the SDE website.

Initial Certification State (Section 7)

Enter the state in which the initial teaching certification was granted (even if the certification has lapsed). Teacher Certification maintains a database with current certification and endorsement data. This data field is used for statistical purposes.

Degrees

32 fields are available for reporting up to four degrees per certificated employee. The first 13 degree fields are grouped to report the highest degree for funding and are required for certificated staff. The remaining fields available are for reporting additional degrees, where applicable. Although the additional fields are optional, the fields are critical to funding the education allocation for the master's degree.

Highest Degree Claimed for Funding (section 6)

See section below regarding additional degrees for education allocations

The highest degree claimed by the employee **for funding purposes**. For administrative index placement purposes, it may be beneficial to report an employee with their lower degree and additional credits earned beyond said lower degree. This occurs because the index multiplier table has degrees and credits that overlap.

For index placement and funding purposes, use the most beneficial multiplier.

Example: A certificated employee has credits beyond the MA degree and initial certification. The same employee also has a BA+60 credits earned after initial certification. The administrative index multiplier is higher if reported as BA+60.

For certificated staff with master's degrees with a high index using their BA + Credits, report the master's degree in the Additional Degree field(s). This field must be entered in order to receive the education allocations where applicable. Degrees and credits reported do not impact placement on the Career Ladder, however, credits in conjunction with a professional or advanced professional endorsement generate education allocations.

This field serves two separate functions depending on the staff member's assignment(s) as outlined below.

For administrative Staff, continue to report this in the same format as in the past based on:

- The most beneficial placement based on the staff index model outlined in Idaho Code §33-1004A
- Credits reported must be earned after both initial certification and after the degree they are reported with.
- Must be transcripted credits earned at an institution of higher education accredited by a body recognized by the Idaho state board of education.

Instructional and pupil service staff should be reported in this field based on the following:

- Must be after degree claimed
- Must be in relevant pedagogy or content area
- Must be transcripted credits earned at an institution of higher education accredited by a body recognized by the state board of education.

Career Technical Allocation (CTE)

Districts and charter schools receive an additional career technical education (CTE) allocation of $3,000 for instructional staff holding an occupational specialist certificate (OS) for which they are teaching if they are funded from the General Fund (Fund 10) and active in that assignment as of the last Friday in September. The CTE allocation is pro-rated according to contract FTE, funding source codes, and assignment FTE(s).

For certificated staff with an Occupational Specialist (OS) degree and another higher degree, report the OS degree in the Additional Degree field(s).

Staff teaching assignments under a degree based CTE certificate are not eligible for this funding per Idaho Code 33-1004B(7). Per Idaho Code 33-1004B(8), these funds "… shall be designated for career technical education staff and included as part of their salary".

Example 1: A teacher holds a contract for 1 FTE. Their funding source is 100% Fund 10, and 100% of the teacher's assignments are CTE courses under their OS Certificate. The allocation is $3,000.

Example 2: The CTE teacher holds a contract for 0.50 FTE with all assignments for CTE courses under their OS certificate. The allocation is $1,500 (50%*$3,000).

Example 3: The CTE teacher holds a contract for 1 FTE. Funding sources are 75% Fund 10 and 25% fund 09. All Fund 10 assignments are for CTE courses under their OS certificate. The CTE allocation is $2,250 (75%*$3,000).

Example 4: The teacher holds a contract for 1 FTE. Their funding source is 100% Fund 10, but only 90% of the teacher's assignments are CTE courses under their OS Certificate. The allocation is $2,700 (90% * $3,000).

Option Set Education Degree

Enter the code that represents the educational level or degree reported:

Abbreviation	Educational Degree	Abbreviation	Educational Degree
B	Bachelor	M	Master
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	OS	Occupational Specialist
ES	Educational Specialist	O	Other
HS	High School	A	Associate

Effective July 1, 2000, instructional staff whose initial certificate is an occupational specialist certificate shall be treated as BA degree instructional staff.

Credits earned by such occupational specialist instructional staff after initial certification shall be credited towards the education factor (Idaho Code §33-1004A). Only those certificated employees with occupational specialist certificates are to be reported as an "OS" degree designation.

Example 1: Fred has exceptional knowledge and skills as a welder but does not have a college degree. He completes the requirements and is issued an occupational specialist certificate. Later he receives 15 additional college transcript credits from the local community college. Fred is reported as OS+15, which is treated as BA + 15.

Example 2: Fred continued taking classes and earned a BA degree a few years later. He is reported in ISEE as BA + 24 for funding. Report the OS degree in the Additional Degree field in order to recognize the OS degree for the CTE Allocation.

Year of Degree Claimed (Section 7)

The year in which the highest degree claimed was earned.

Institution Where Highest Degree Was Obtained (Section 7)

If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

Institution	Code	Institution	Code
Albion or Southern College of Idaho	045	Gooding College	065
Boise State University	010	Idaho State University	030
BYU - Idaho (formerly Ricks)	060	ISU/UI Idaho Falls	075
BYU - Utah	055	Lewis-Clark State College	035
College of Idaho	020	Magic Valley Christian College	080
College of Southern Idaho	085	North Idaho College	040
College of Western Idaho	023	Northwest Nazarene College	050
Eastern Idaho Technical College	082	Other Idaho College/University	090
General Category (Out-of-State)	000	University of Idaho	070

State Where Highest Degree Obtained (Section 7)

Enter state/province code where the employee received the highest degree.

Refer to Option Set / State Province

Major for Degree Claimed (Section 7)

The major of the highest degree claimed for funding purposes. Refer to Option Set/ CIP Codes.

Minor for Degree Claimed (Section 7)

The minor of the highest degree claimed for funding purposes.

Refer to Option Set/CIP Codes

Additional College Transcript Credits Beyond Highest Degree Claimed for Funding (Section 7)

Basic guidelines for reporting additional college transcript credits earned beyond the degree reported and initial certification:

- Credits must be from an accredited college or university.
- District/charter school must have an official transcript on file before these credits may be claimed.
- Report all eligible credits in semester credit hours only.
- One (1) quarter credit hour converts to .67 semester credit hour. Round fractions down to the nearest credit.
- In-service credits do not qualify.
- Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
- The issuance date of the initial certification remains the same regardless of certification status (active or inactive).
- Credits and degrees must be earned prior to the last Friday in September (this is the same as the requirement for counting completed years of experience).
- All credits and degrees reported for education allocations must be in a relevant pedagogy or content areas (Idaho Code §33-1004B (9)) however degrees and credits for administrative index purposes are not limited in this way.

Credits and Degrees Earned Toward the Education Allocation (Idaho Code §33-1004B Career Ladder)

School districts and charter schools shall receive an additional allocation amount for instructional staff holding a professional endorsement. Effective July 1, 2024, through June 30, 2025, the education allocation shall be:

- $2,000 per fiscal year for instructional and pupil service staff holding a professional endorsement and a baccalaureate degree with twenty-four or more additional credits.
- $3,500 per fiscal year for instructional and pupil service staff holding a professional endorsement and a master's degree.
- The State Board of Education shall promulgate rules implementing the provisions of this section.

Individuals who do not already hold an Idaho placement and are not CTE staff will be placed on the first cell of the Residency rung unless the district/charter school obtains a Professional Endorsement or Advanced Professional Endorsement for them in their first year, in which case they will be placed as a P1 or AP1 respectively.

Placements on cells along the P or AP Rungs is possible, but a Form 10 is required for such staff unless they are an OS CTE staff member being placed based on industry experience (Idaho Code §33-1004B).

Until they receive a Professional Endorsement, they will also not qualify for the education allocation. Please refer to the [Professional Endorsement website](#) for more detailed information.

Examples

The following examples deal with issues relating to reporting initial certification, additional credits, and education allocations:

Example 1: Mary completed a teacher preparation program and received full certification in Utah in 2014. Mary taught first grade in Utah during 2017-2018, but did not teach in 2018-2019 or 2019-2020. She is seeking an Idaho certificate/credential but does not currently meet Idaho's requirements. Upon application, Mary is then issued a three-year non-renewable interim certificate allowing time to meet Idaho's requirements by 2023. Although Mary is on an Idaho interim certificate, her initial certificate date would be the date she received full Utah certification in 2014.

Submit Mary's information in the October 2024 ISEE upload. In order to create a permanent record in the core database, report Mary's experience and education history as of the last Friday in September 2024.

Example 2: Colleen is an out of state experienced teacher beginning her first year in Idaho. She has a doctorate and 20 years of experience. Her placement will depend on whether her location obtains a professional or advanced professional endorsement for her, how many years out of the prior five calendar years she has met equivalents to all three professional rung performance criteria, and her number of years of applicable, completed experience.

The district/charter school should contact Teacher Certification for help with obtaining a professional or advanced professional endorsement. If she has not met the requirements for the professional or advanced professional endorsement, she will be placed on the first cell of the residency rung. Provided she has met the requirement to receive an endorsement, she will be placed on the applicable first cell of the (advanced) professional rung and will be eligible for potential education allocations.

Example 3: John was teaching on a provisional/emergency/temporary certificate in another state and is seeking certification in Idaho but has not completed a teacher preparation program and does not have any type of full out-of-state certification. Certification or authorization (when applicable) is required in order to receive state funding. Idaho does not have reciprocity with any provisional/emergency/ temporary out-of-state certificates/credentials. Place John on the first rung of the Career Ladder - R1. Funding will be withheld unless certification or an authorization is in place.

Example 4: Cheryl, a math teacher, received an initial Idaho certification in 2012. She continued her education while teaching and became a certificated Speech/Language Pathologist in 2017 (pupil service). Cheryl's initial certification year is 2012, the issue date of the initial certification. All credits earned after initial certification may be added. Cheryl was automatically grandfathered in with Professional endorsement.

Example 5: Sandra, an elementary teacher, earned 12 additional credits from the University of Idaho by attending summer school. Official transcripts, however, will not be available until after the ISEE filing deadline. The University of Idaho notifies the district in writing that Sandra has earned the additional 12 credits. Sandra can be reported on the ISEE system using the additional 12 credits earned.

Example 6: Jill received a BA degree in the spring of 2011 and received an initial Idaho certification on August 28, 2011. After teaching one year in Idaho, Jill discontinued teaching for a few years and let her certificate expire. She later decided to pursue her teaching career and earned an additional 24 college credits working to obtain an occupational specialist (OS) certificate in 2017. Report Jill as a BA + 24 credits with one year of experience. As she has not previously been on the Idaho Career Ladder, she would be placed based on her holding of a professional or advanced professional endorsement and not based on the prior year of experience in Idaho. Jill was automatically grandfathered in with a Professional Endorsement and qualifies for the education allocation and would be placed as a P1. Submit Jill's information in the October 2024 ISEE upload. In order to create a permanent record in the core database and to establish placement on the Career ladder (see Appendix A).

Additional degrees

Data Elements for up to four (4) additional degrees

Instructional and pupil service staff are not required to be reported based on highest degree for funding purposes, but if they do not have an MA, then the BA and credits must be appropriately reported in this field in order to generate the BA + 24 education allocation.

Additional degree(s) earned by this employee other than the one claimed for funding (need not be earned prior to the claimed degree).

- If the teacher has a master's degree as of the last Friday in September 2024, a professional endorsement, and if funded from the General Fund (Fund 10), the educational allocation is applicable. The additional funds increase the average allocated salary when calculating Salary Based Apportionment. For a district or charter school to receive additional funds, the master's degree must be reported in ISEE in a staff demographic file. Whether the degree is reported in the *highestDegree* field or in the *additionalDegree* field, the master's degree will be recognized for the allocation.

- Teachers with a master's degree, but who also hold a BA+48 or BA +60 as the highest degree for funding purposes, may have their MA reported as either the highest degree for funding purposes or an additional degree. The program will recognize additional higher degrees for the education allocation.

- This is **not** true for administrative staff (including those who are also instructional and/or pupil service staff) who must still be reported based on the highest degree for funding purposes requirements (see Highest Degree for Funding Purposes above).

EXPERIENCE IDAHO CODE §33-1004A

This area provides information concerning the employee's actual **completed** history of certificated employment in certificated K-12.

Prior Idaho Public K-12 Years of Experience (Section 7)

- Enter the total number of years of **completed** certificated public K-12 school experience in Idaho. Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school.)
- Must be 50% or more in a certificated position.
- Each year is considered on its own; partial years cannot be combined.
- A certificated employee new to the profession always begins with **zero years of experience**.

Prior Public K-12 Years of Experience - Other States (Section 7)

- Enter the total number of years of completed certificated public K-12 school experience in another state (excluding Idaho). Do not include Pre-K experience. (Exception: early childhood special education in a public school or accredited school).
- Must be 50% or more in a certificated position.

Prior Accredited Private or Parochial School K-12 Years of Experience - Non-public (Section 7)

- Enter the total number of years of completed certificated K-12 non-public educational experience the employee has accumulated at an accredited non-public school.
- Must be 50% or more in a certificated position

Accredited Idaho College or University Years of Experience (Section 7) (Applicable to Education and Experience Multiplier for administrator certificate holders; Idaho Code §33-1004A (2))

- Enter the total number of completed years of experience with an Idaho accredited college or university where the experience was the equivalent to the K-12 instruction environment.
- Years must be at least 690 hours of in class instruction per year (excluding office hours, research, etc.)
- The K-12 district/charter school hire date must be after June 30, 2005, to count college or university experience.
- Initial certification must be considered for new instructional and pupil service staff: Idaho Code §33-1004B (a) Instructional staff and pupil service staff who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.*

Accredited College or University Years of Experience - Other States (Section 7) (Applicable to Education and Experience Multiplier for administrator certificate holders; Idaho Code §33-1004A (2))

- Enter the total number of completed years of experience with an accredited college or university in another state (excluding Idaho) where the experience was the equivalent to K-12 instruction.
- Years must be at least 690 hours of in class instruction per year (excluding office hours, research, etc.)
- The K-12 district/charter school hire date must be after June 30, 2005, to count college or university experience.
- Initial certification must be considered for new instructional and pupil service staff: Idaho Code 33-§1004B (3) Instructional staff and pupil service staff who are in their first year of holding a certificate shall be placed in the first cell of the residency compensation rung and shall move one (1) cell on the residency compensation rung for each year they hold a certificate thereafter, for up to three (3) years, at which point they will remain in the third cell of the residency rung until they earn a professional endorsement.*

Language in Idaho Code §33-1004B now includes Career Ladder placement for CTE staff using experience they have in their field outside of certificated education contracts.

These are reported to CTE as part of their certification process and should NOT be reported in ISEE.

Guidelines

Basic guidelines in reporting completed teaching and/or administrative experience are as follows:

- Only report prior, **completed** years.
- Do not count the current school year as it is not yet completed.
- Include only certificated teaching and administrative position experience.
- Include only certificated experience from a public school, an accredited private or accredited parochial school, or an institution of higher education where applicable.
- Do not include Pre-K experience. (Exception: early childhood special education in a public school or an accredited private school).
- A qualifying teacher and/or administrator must work 50% or more of a given school year - less than .50 FTE does not count.
- Each year is considered on its own, partial years cannot be combined (each year is either one or zero).
- A qualifying teacher and/or administrator must be an employee of a public school, an accredited private or parochial school, or an accredited college or university.

Example 1: A district hires a new teacher who has a master's degree and taught at Boise State University for ten (10) years. The teacher received an initial certification in May 2021. The years of experience at BSU shall not be counted as experience and the teacher is placed on the first cell of the career ladder.

Example 2: A district hires a new teacher who has a master's degree and has taught at Boise State University for ten (10) years. The teacher received an initial certification in 2010. The years of experience at BSU after this date may be counted towards experience.

Career Ladder placement does not include higher education work experience as a factor - their placement would not be affected by these years taught in Higher Education (Idaho Code §33-1004B)

A leave of absence greater than .50 FTE does not break the continuous employment period but should not be counted as a year of service. Include all experience in a certificated position: pupil service, instructor, and administrator. The experience must be in a public school, accredited private or parochial school, or an accredited college or university, and rounded to the nearest year.

Do not include the current year, experience is not recognized until after the contract is completed.

Experience prior to becoming certificated or obtaining special approval to teach by the Idaho State Board of Education shall not be included (i.e. student teaching, internships/curriculums where the individual is not a certificated employee of a K-12 institution). A certificated employee must work 50% or more of any given year to recognize experience for the applicable year. See the following examples.

Example: Harry, a 3rd grade teacher, taught 90 days of a 180-day (full-year) contract. Harry's work experience for this year is one (1) year since he completed 50% of the school year.

For certificated staff where the hire date is after June 30, 2005, employment at accredited colleges or universities should be according to Idaho standards and may be included with an employee's experience for ISEE purposes provided the instruction is equivalent to K-12 instruction environment and includes at least 0.5 FTE of actual in class work.

Locations will need to assess each situation on a case-by-case basis to determine if the experience is equivalent to an accredited K-12 experience in Idaho.

- Experience prior to becoming certificated or obtaining special approval to teach by the Board of Education should not be included (i.e. student teaching, internships/ curriculums where the individual is not a certificated employee of a K-12 institution).
- One (1) year should be added to the current year's record when the prior year's certificated contract record was 50% or more of an FTE.

When should in-state completed years be changed?

- The employee was reported as less than 50% FTE on last year's ISEE (snapshot in time) but actually worked 50% or more in a certificated position.
- The employee was reported as 50% or more FTE on last year's ISEE (snapshot in time) but actually worked less than 50% in a certificated position.
- The employee taught less than 50% FTE in more than one district but the combined FTE for the year was greater than 50%.

Updating years of experience and education in the current year will not change Career Ladder placement. If an instructor's history was inaccurate at time of placement, please contact School Finance.

Experience and Education Multiplier for Administrators (Idaho Code §33-1004A)

Year	BA	BA+12	BA+24	MA BA+36	MA+12 BA+48	MA+24 BA+60	MA+36 ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13 or more	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

CERTIFICATED EMPLOYMENT/ CONTRACT DATA

A current Certificated Staff Employment/Contract must be completed for all certificated staff employed by the district/charter school as of the last Friday in September.

Current year contract data required for:

- New employees
- Returning employees
- Employees terminated after July 1 should be reported in updated versions of the prior year's June upload.
    - Update records: termination date and termination reason.
    - **Do not report staff who did not return in the current year as part of this year.**
    - Reporting this information in the current year causes an entry to be created for them in that year which creates issues with Career Ladder data and reporting.

Employment Date (Section 7)

- Enter the month, day, and year the employee began current, continuous employment with the district/charter school.
- If a non-certificated employee is hired as a certificated employee, use the date of certificated employment.

Years in District/Charter School (Section 7)

The number of years the employee has been employed in the district in a certificated position. This data is only used for statistical purposes to track the mobility of certificated staff. This field refers to the number of contracts signed within the district. The number of the FTE is not considered; both a .15 FTE

and a full-time certificated employee are counted as one (1) year in the district/charter school (one contract signed).

- Record the total number of years the employee has held a certificated position in your district/charter school (the numbers of contracts signed within - begins with one).
- Include the current year's contract.
- The number of years of experience may not correlate with the date of employment if an employee has had two different periods of employment in the district.

Caution - the mobility of certificated staff is being extracted from this field and in most instances does not correlate with the completed year's history on the Experience and Education record.

The data collection is asking "Including the current contract, how many years has this individual employee been a certificated staff member in your district?"

Example 1: Mary is a new employee and signed her first contract to teach at the Happy Valley District. The number of years in this district is one (1) year, equaling the number of signed contracts within the district. The number of years of completed teaching experience is zero (0). Mary will be placed on the first rung of the career ladder.

Example 2: Alice is in her second year of teaching at Happy Valley District. Alice has 10 years of completed teaching and administrative experience. The number of years of completed certificated experience is ten (10). The number of years in the district is two (2) year, equaling the number of contracts Alice signed within in the district.

Example 3: Felicia is in her second year of teaching at Happy Valley Elementary. Felicia taught at Happy Valley District during the 2013-2014 and 2014-2015 school years. She moved out of state and taught in Oregon from 2015-2016 through 2022-2023. The number of years of completed teaching experience is eleven (11). The number of years in the district is four (4), equaling the number of contracts Felicia signed within the district.

Example	1 Mary		Example	2 Alice		Example	3 Felicia	
School Year	Yrs. In District	Yrs. of Experience	School Year	Yrs. In District	Yrs. of Experience	School Year	Yrs. In District	Yrs. of Experience
2024-25	1	0	2024-25	2	10	2024-25	4	11
2023-24			2023-24	1	9	2023-24	3	10
2022-23			2022-23		8	2022-23		9
2021-22			2021-22		7	2021-22		8
2020-21			2020-21		6	2020-21		7
2019-20			2019-20		5	2019-20		6
2018-19			2018-19		4	2018-19		5
2017-18			2017-18		3	2017-18		4
2016-17			2016-17		2	2016-17		3
2015-16			2015-16		1	2015-16		2
2014-15			2014-15		0	2014-15	2	1
2013-14			2013-14			2013-14	1	0

Employment Status (Section 7)

The employee's employment status

- A = Active employee with current assignments.
- *I = Inactive** - The employee is currently on an active contract within the district, but not currently working or having active assignments, i.e. does not have any currently active assignments but is expected to return to active status at some point in the future. Examples include sabbatical, family leave, maternity leave, etc.
- T = Terminated employee is no longer employed by the district.
- If either "inactive" or "terminated" is indicated, a "reason" code and an effective date must be included (*terminationDate* and *terminationReason*).

The contracted certificated employee can be "I" Inactive in the November upload to be counted on the last Friday of September, but they must have active assignments on the last Friday of September. The staff on leave would have staff assignments with the teaching role of T (Teacher of Record) on the Staff Assignment File and the long term substitute would have the same assignments with a teaching role of L.

Termination/Inactive Date (Month/Day/Year) (Section 7)

- Used when "inactive" or "terminated" status box is checked.
- Enter the month, day, and year that the employee became inactive or terminated.
- Leave blank for active employees.

Example: In the current year, Tom is employed by Quality Speech Services but will spend several days a week in the district as a Speech Pathologist. Last year he was an employee of the district. Tom will need to be "terminated" as a district employee (use code 01 - To work for another educational institution in Idaho). Remember to submit ISEE form 6 non-district contracted certificated staff.

- Complete when status code is "inactive" or "terminated".
- Leave blank for active employees.

Termination/Inactive Reason Code (Section 7)

Inactive Codes

Reason	Code	Reason	Code
Leave of Absence	11	Parental/family obligation	12
Service in foreign country	13	Military	14

Termination Codes

Institution	Code	Institution	Code
To work for another educational institution in Idaho	01	Reduction in force	08
To work for another educational institution outside Idaho	02	Personal reasons	09
Leaving education profession	03	Involuntary termination	10
Returning to school	04	Contractor no longer paid on district payroll	15
Spouse transferred	05	Early retirement incentive program participant	16
Retired	06	Changing certificated to non-certificated position within the same district	17

Institution	Code	Institution	Code
Death	07	Changing non-certificated to certificated position within the same district	18

Professional Personnel (Idaho Code §33-513)

The board of trustees of each school district, including any specially chartered district, shall have the following powers and duties:

- "To employ professional personnel, on written contract in form approved by the state superintendent of public instruction, conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties thereunder."
- "In the case of school districts other than elementary school districts, to employ a superintendent of schools…."
- "To employ through a written contract principals who shall hold a valid certificate appropriate to the positions for which they are employed…"
- "To employ assistant superintendents and principals…"

Requirements and prohibitions of a public charter school (Idaho Code §33-5206 (4))

Employment of charter schoolteachers and administrators shall be on written contract conditioned upon a valid conditioned upon a valid certificate being held by such professional personnel at the time of entering upon the duties there under.

Certificate required (Idaho Code §33-1201)

"Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered".

Contract Type (Section 7)

Record type of contract employee has actually signed for the current school year (associated with individual's contract rights).

1 - Category 1 Contracts:
For certificated instructional employees on a limited one-year contract.

2 - Category 2 Contracts:
For certificated instructional employees in the first and second years of continuous employment with the same school district

3 - Category 3 Contracts:
> For certificated instructional employees during the third year of continuous employment by the same school district.

C - Continuing Teacher Contract:
> For certificated instructional employees who have attained renewable contract status as provided in Idaho Code §33-515

R - Retired Teacher Contract:
> For retired certificated instructional employees who are currently drawing PERSI retirement benefits

A - Administrator Contract:
> For certificated administrative employees

AR - Retired Administrator Contract:
> For retired certificated administrative employees who are currently drawing PERSI retirement benefits

CH - Charter General Contract:
> For charter schoolteachers on a general contract approved by the charter school's board (Idaho Code §33-5206).

For alternative evening school and alternative summer school, use the following contract types:

AS - Approved Alternative Summer School:
> For certificated staff performing duties in an approved Alternative Summer School program

AE - Approved Alternative Evening School:
> For certificated staff performing duties in an Alternative Evening School program

For an employee teaching regular summer school and the pay is not part of a supplemental contract or extended contract, use contract type:

RS - Regular Summer School - Limited use:
> For certificated employees performing duties only in a regular summer school program

For individuals providing services to a school district or charter school, but who are not employed by said district or charter school directly, use:

NE - Non-Employee - Limited Use:
> This includes staff hired from third party businesses, independent contractors, staff on loan from another district/charter school, staff who are employed by a private parent organization, etc.

More information can be found on the IDE website under contracts.

Administrator/ Teacher Contracts

Fields are provided for three (3) contracts.

- Each certificated employee may have up to 3 signed contracts (administrator, teacher, evening, summer).
- One contract shall not exceed 1 FTE.
- The combined sum of the contracts FTE may exceed one, provided each contract does not exceed 1 FTE.
- A 1 FTE contract is based on what a location's standard full time, full regular school year contract is.
    - Individuals who starts the year late are unlikely to have a 1 FTE contract, even if they are working full-time for the remainder of the regular school year.
- Each contract shall have corresponding funding source code(s).
- Each contract is treated as a stand-alone contract and is considered on its own merits.
- Each contract shall have corresponding certificated assignments.

The sum of the certificated assignment FTEs must equal the contract FTE.

If no certificated assignments are tied to a contract, that contract will not appear in any reports or calculations.

If an individual has multiple assignment types (any combination of assignments in two or more of the categories admin, instructional, or pupil service staff), and separate funding sources are covering all of one or more of the assignment types, the contract must be split between the assignment types into multiple contracts. Failure to do this will result in each portion being pro-rated to the different funding sources.

Use the second and third contract if:

- The certificated employee signed separate contracts in your district - Administrator Contract (.5 FTE) AND a Teachers Contract (.5 FTE).
- The certificated employee signed a Teachers Contract AND signed a contract to teach extended hours in an approved alternative secondary evening program.
- The certificated employee signed a Teachers Contract AND signed a contract in an administrative or instructional capacity at an approved alternative summer school during the fiscal year.

Certificated administrative positions must not exceed 1.00 FTE.

Example: Carl has an administrator contract for .50 FTE and a contract to teach as a regular classroom teacher (.50 FTE). Carl also has a separate contract to teach at the approved alternative evening school.

Each contract is reported separately and has a separate group of fields for funding (see Employee Funding Sources for more information). Carl's total FTE is 1.09 FTE.

Example of data elements for three contracts:

Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Base Salary	$40,000	Contract 2 Base Salary	$30,000	Contract 3 Base Salary	$3,500
Contract 1 Days	260	Contract 2 Days	91	Contract 3 Days	30
Contract 1 Hours	1820	Contract 2 Hours	637	Contract 3 Hours	80
Contract 1 FTE	0.50	Contract 2 FTE	0.50	Contract 3 FTE	0.09
Contract 1 Funding Code 1	01	Contract 2 Funding Code 1	10	Contract 3 Funding Code 1	10
Contract 1 Percent Source 1	50	Contract 2 Percent Source 1	100	Contract 3 Percent Source 1	100
Contract 1 Funding Code 2	04	Contract 1 Funding Code 2		Contract 1 Funding Code 2	
Contract 1 Percent Source 2	50	Contract 2 Percent Source 2		Contract 3 Percent Source 2	
Contract 1 Funding Code 3		Contract 2 Funding Code 3		Contract 3 Funding Code 3	
Contract 1 Percent Source 3		Contract 2 Percent Source 3		Contract 3 Percent Source 3	
Contract 1 Funding Code 4		Contract 2 Funding Code 4		Contract 3 Funding Code 4	
Contract 1 Percent Source 4		Contract 2 Percent Source 4		Contract 3 Percent Source 4	

Example - Staff Assignments

schoolID	1111	schoolID	333	schoolID	444
contractNo	1	contractNo	2	contractNo	3
assignment	42210	assignment	03051	assignment	03051
FTE	0.50	FTE	0.50	FTE	0.09

Contract Base Salary

Use "Contract 1-Base" as it appears on the contract.

- Round to the nearest dollar; $45,856.40 = 45,856
- If the contract includes extended pay, this should be included as a part of the base salary reported.
- **Do not include extra pay such as coaching or any other pay based on a flat stipend as a part of the base salary. Report as extra pay.**

Contract Hours (Section 7)

Enter the number of hours contracted for the year. Required field - do not leave blank.

Contract Days (Section 7)

- Enter the number of days on the contract
- Calculate the number of days using an actual workweek (even those districts now operating extended days on a 4-day week)

Use the following guideline for consistency:

Monthly contract - total number of weeks x 5 (days) = number of days

Monthly contract - total number of weeks x 4 (days) = number of days

or

Twelve-month contract - 52 weeks x 5 days = 260 days

Twelve-month contract - 52 weeks x 4 days = 208 days

Contract FTE (Section 7)

- The maximum FTE allowable per contract for a certificated employee is 1.00 FTE.
- Certificated employee teaching full-time every day for the entire school year is 1.00 FTE.
- The FTE must be calculated for those with a contract for less than a full school year, fewer than five days a week (or four when at a four day school), or less than a full school day.

- Employees with extended contracts do not generate more than 1.00 FTE.
- If the employee is contracted for less than a full school year, divide the number of days in the employee's contract by the standard number of contract days for a full time teacher in the district.
- You may also use the number of hours contracted divided by the standard contract hours of a full time teacher.
  - Individuals who leave after the snapshot date should continue to have the FTE of their initial contract reported for funding purposes.

Example: Mr. DeMayo was hired in late September to fill a teacher vacancy. His contract is for 170 days of full-time teaching. The district's typical teacher's contract is 190 days. The FTE for Mr. DeMayo is 170/190 or .89 (89%). The sum of the corresponding Assignment FTE(s) must equal .89 (89%).

- If the employee is teaching less than the full day for the entire school year, divide the number of class periods at work by the number of periods in the usual school day to determine FTE.

Example: Ms. Young teaches two periods of a seven period day for the full school year. The FTE for Ms. Young is 2/7 or .29 (29%). The sum of the corresponding Assignment FTE(s) must equal .29 (29%).

Extra Pay (use for certificated staff only)
- Enter a descriptive code and the amount of payment for special or supplemental duties performed which are not in the base contract salary.
- Use the code from the option codes below that best describes the extra duties that the employee will perform to earn extra pay.
- Report each type of extra pay separately.

Extra Pay Code (Section 7)
Codes for the special or supplemental duties performed by certificated staff not in the base pay.

The option code determines the funding source.

Do not use classified assignments for extracurricular activities. The amount of the extra pay will be duplicated, and the assignment FTE may dilute the contract FTE.

Description	Code	Fund Source	Description	Code	Fund Source
Extracurricular activity, e.g. coaching, debate, special music, drama	A	10	Driver training	B	09
Fringe Benefit Cash Amount	C	10	Special curriculum assignments and department heads	D	10

Description	Code	Fund Source	Description	Code	Fund Source
Extended Summer Contracts paid from funds other than general maintenance and operation	E	09	Stipend or Bonus paid from the general fund	F	10
Stipend or Bonus paid from federal funds	O	08	Stipend or Bonus paid from other state funds	P	09
Extended Summer Contracts not reimbursed by Professional-Technical	G	09	National Board Certification Benefit	N	09

Report cash amounts that are paid to employees in lieu of another benefit as code C. Include all taxable income that is paid to an employee from a fringe benefit.

Enter this data during the month in which the employee receives the premium. Do not estimate the amount for the snapshot date collection (as of the last Friday in September) unless the amount is known.

Extra Pay Amount (Section 7)

The option code determines the funding source (see extra pay code option codes above).

- Enter the extra pay amount
- Round to nearest dollar (e.g. $999.96 = $1,000)
- Only four (4) extra pay codes per employee contract record will be accepted

Extra pay codes may be used for certificated employees only

Example: Art Brown has a teaching contract for $40,000. He also receives $1,000 for serving as a department head (extra pay type A), and $888 for a fringe benefit cash amount (extra pay type A). He is paid from general funds and his contract funding source is at 100% (1.0) from fund source code 10 - the general fund.

Proficient in Language Other than English (Section 7) (Optional)

If this staff member is proficient in a language other than English, enter the code* for that language. If the staff member is proficient in more than one other language, choose the most proficient.

Refer to Options Set Name / Languages for code numbers.

Has certificated assignments (isCertificated) (Section 7)

Is this staff member to be treated as a certified staff member (they have certified assignments, and are on a contract)?

(Yes or No)

If yes, then all the fields applying to certificated staff must be completed.

Is Paraprofessional (Section 7)

For paraprofessionals working with students, enter the type of paraprofessional: Regular or Title 1. Must have para-professional instructional assignments, is not to be treated as a certified staff member (for those assignments) and works under the direction of certified staff. Title 1 paraprofessional's records should have funding sources tied to Title 1 and should report Title 1 paraprofessional qualification fields.

- Option Set - Parapro type:
  - R - Regular Paraprofessional
  - T - Title Paraprofessional
  - N - Not Paraprofessional

Initial Certification Year

The date teachers or administrators first received certification. Leave blank for non-certified employees.

If an individual was first certificated outside Idaho, use the date of their certification in the non-Idaho state.

Initial Certification State (Section 7)

The state where the initial teaching certification was granted.

Base School ID (Section 7)

Assigned school number where the employee has their primary responsibility or where they receive their mail.

Employee Funding Sources

A set of four sources is available for each contract and non-classified staff.

Contract Funding Sources

For certificated staff with more than one contract, fields are available to enter funding sources for *each* separate contract: contract 1, contract 2, or contract 3.

Staff Demographic - Alternative Summer School Teacher Contract 1

contract 1 Funding Source1	contract 1 Funding percentage1	contract 1 Funding Source2	contract 1 Funding percentage2	contract 1 Funding Source3	contract 1 Funding percentage3	contract 1 Funding Source4	contract 1 Funding percentage4	contract 1 Funding Source1
10	100							

Staff Demographic - 2024-2025 Administrator Contract 2

contract 2 Funding Source1	contract 2 Funding percentage1	contract 2 Funding Source2	contract 2 Funding percentage2	contract 2 Funding Source3	contract 2 Funding percentage3	contract 2 Funding Source4	contract 2 Funding percentage4	contract 2 Funding Source1
10	50	01	25					

Staff Demographic - 2024-2025 Administrator Contract 2

Allocate each funding source as a percentage of 100. The sum of the four sources must equal 100(%)

Employee Funding Source Codes (Section 7)

The code for how the employee is funded by each contract (up to 3 contracts). A set of four fields is available for classified staff.

Funding Source	Code	Funding Source	Code	Funding Source	Code
Title I-A	01	Title I-C	02	Title VI-B	03
IDEA SPED	04	IDEA Preschool	05	Transportation	06
Food Service Program	07	Other Federal Program	08	Other State/Local (not state funding formula)	09
General M & O	10	Title II-A	11	Title X	12

Funding Source	Code	Funding Source	Code	Funding Source	Code
Title X-C Subgrant	13	Title III	14	Title III Subgrant	15
Title I-D Subpart 1	16	Title I-D Subpart 2	17		

Data element field names for certificated staff:

- 1st Contract: *c1fundSource1, c1fundSource2, c1fundsource3, c1fundSource4*
- 2nd Contract: *c2fundSource1, c2fundSource2, c2fundsource3, c2fundSource4*
- 3rd Contract: *c3fundSource1, c3fundSource2, c3fundsource3, c3fundSource4*

For Non Certificated Assignments:

- *ncFundSource1, ncFundSource2, ncFundSource3, ncFundSource4*

Funding Source Percentage (Section 7)

The percentage of funding from each funding code source.

Maximum value - 100(%)

Data element field names for certificated staff:

- 1st Contract: *c1percentSource1, c1percentSource2, c1percentSource3, c1percentSource4*
- 2nd Contract: *c2percentSource1, c2percentSource2, c2percentSource3, c2percentSource4*
- 3rd Contract: *c3percentSource1, c3percentSource2, c3percentSource3, c3percentSource4*

Data Elements for Non Certificated Staff:

- *ncPercentSource1, ncPercentSource2, ncPercentSource3, ncPercentSource4*

Multiple Funding Sources

If an employee is paid from multiple funding sources, review the allocations to ensure the sum of the fund source percentages equals 100(%). Contract FTE is irrelevant to the funding percentage.

Example 1: Ms. Smith holds three contracts. Contract 1 is an administrator's type A contract (Special Ed Director), 0.50 FTE paid out of Title I and Federal IDEA funding. Her second contract is a teaching type C contract for 0.50FTE paid out of the general fund. She also teaches alternative summer school, which is funded by the general fund:

Data Element 1	Data 1	Data Element 2	Data 2	Data Element 3	Data 3
Contract 1 Type	A	Contract 2 Type	C	Contract 3 Type	AS
Contract 1 Base Salary	$40,000	Contract 2 Base Salary	30,000	Contract 3 Base Salary	$3,500
Contract 1 Days	260	Contract 2 Days	91	Contract 3 Days	30
Contract 1 Hours	1820	Contract 2 Hours	637	Contract 3 Hours	162
Contract 1 FTE	0.50	Contract 2 FTE	0.50	Contract 3 FTE	0.18
Contract 1 Funding Code 1	01	Contract 2 Funding Code 1	10	Contract 3 Funding Code 1	10
Contract 1 Percent Source 1	50	Contract 2 Percent Source 1	100	Contract 3 Percent Source 1	100
Contract 1 Funding Code 2	04	Contract 2 Funding Code 2		Contract 3 Funding Code 2	
Contract 1 Percent Source 2	50	Contract 2 Percent Source 2		Contract 3 Percent Source 2	
Contract 1 Funding Code 3		Contract 2 Funding Code 3		Contract 3 Funding Code 3	
Contract 1 Percent Source 3		Contract 2 Percent Source 3		Contract 3 Percent Source 3	

Example 2: *Mr. Jones works half days as kindergarten instructor (0.50 FTE) and is paid fully out of the General Fund and would be reported as:*

- Contract 1 Funding Code 1 - 10
- Contract 1 Percent Source 1 - 100

Mr. Jones also works in the afternoon as a non-certificated teacher's aide and is paid fully out of Title I-A funds. This would be reported as:

- Non-Certificated Funding code 1 - 01
- Non-Certificated Percent Source 1 - 100

Example 3: Mr. Lyons works 3 periods per day as a Title 1-C teacher and 4 periods as a math teacher paid by the General Fund. He would be reported as:

- Contract 1 Funding Code 1 - 02
- Contract 1 Percent Source 1 - 43 (3/7 = approx. 43%)
- Contract 1 Funding Code 1 - 10
- Contract 1 Percent Source 2 - 57 (4/7 = approx. 57%)

Example 4: Ms. Maheswaran works as an elementary instructor and is paid fully out of the General Fund. She would be reported as:

- Contract 1 Funding Code 1 - 10
- Contract 1 Percent Source 1 - 100

Example 4: Ms. Hebert works as both an administrator 60% of the time, and a teacher 40% of the time. Her work as an administrator is fully funded by the general fund, while her teaching work is funded fully from a federal grant not covered by its own funding source in the list above.

Must be split into two contracts for reporting purposes:

- Contract 1 Funding Code 1 - 100, Contract FTE 0.6, fund source 1 - 10, associated assignments are all administrator.
- Contract 2 Percent Source 2 - 100, Contract FTE 0.4, fund source 1 - 08, associated assignments are all instructional.

CERTIFICATED STAFF ASSIGNMENT DATA ELEMENTS

Idaho Unit Record Collection, Section 8, Staff Assignments

Certificated Staff Assignment data records must be submitted for all certificated employees. Funding is based on the data submitted as of the last Friday in September; a "snapshot in time". The assignment data must be completed for each certificated contract. In some cases, an employee may have a contract to teach all day at the regular school and then a contract to teach at the alternative school in the evening. Assignment data must be completed for each contract.

Idaho Staff Number (Section 8)

Enter the employee's unique Idaho Staff Identification Number.

School ID (Section 8)

Enter the school number in which the assignment takes place using the School ID for your district. This is the SDE assigned school number in the Idaho Education Directory.

If an employee has the same assignment in more than one building, it is important for school accreditation purposes to show the assignment in each building.

Example: A principal oversees two buildings. An assignment code for the principal should be entered for each school.

Contract Number (Section 8)

Enter the number of the contract which corresponds to the assignment code (Contract 1, 2, or 3 - not to be mistaken with contract type (A, R, AS). Is this the 1st, 2nd, or 3rd contract?).

Do not enter a contract number for classified assignment codes.

Section Period (Section 8)

The period of the day for the instructional course/assignment section.

Do not report teacher preparation periods.

Certificated staff performing their duties "by assignment" rather than "by period" can enter the information as a single assignment.

Example 1: Ms. Smith works exclusively at Monroe's Elementary School as the principal.

Enter assignment data for period one only.

Principal	*Period 1*	*1.0 FTE*

Example 2: Mr. Jones is a principal and teaches three classes of American History per day.

Principal	*Period 1*	*.570 FTE*
History	*Period 3*	*.144 FTE*
History	*Period 4*	*.143 FTE*
History	*Period 5*	*.143 FTE*
		1.000 FTE

Staff Assignment Code (Section 8)

The Idaho state assignment code that best outlines the particular assignment. This code should be the same code used when matching instructional staff records between Staff Assignments, Student Course Enrollments, and Master Course Schedule files.

Refer to 2024-2025 Assignment Credential Manual on the ISEE website.

The Certificated Staff Assignment data must be as of the last Friday in September; a "snapshot in time". Alternate day kindergarten teachers and year-round "track schools" should report the last full day prior to the last Friday in September when they were in session.

Teaching Role (Section 8)

For Teachers, the primary role they play in the classroom:

T - Teacher of record:
> Teacher of record that is solely in charge of a classroom and leading instruction.

P - Proctor:
> The person who is proctoring the class for the teacher in the case of a virtual course.

The certified staff person, assisting a regular classroom team teacher, providing supplement educational guidance to students. May share the same class period and assignment, but the students will be assigned to the teacher of record.

1 - Lead Team Teacher:
> Teacher works with an Assisting Teacher but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.

2 - Assisting Teacher:
> Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher.

C - Co-Teacher:
> Class is team taught and this teacher shares duties equally with another teacher. Each teacher has an assignment and student courses are generated for each teacher. Students are assigned to both courses.

L - Long Term Substitute:
> A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment for 10 consecutive days or more. An individual who temporarily replaces a contracted certificated classroom educator for 10 consecutive days during the school year.

X - Short Term Substitute:
> A person who has taken over an assignment for a teacher of record, who stays in the same classroom, teaching the same assignment *for fewer than* 10 consecutive days. An individual who temporarily replaces a contracted certificated classroom educator for fewer than 10 consecutive days during the school year.

FTE (Section 8)

The full-time equivalent status for this assignment.

Note: The sum of the assignment FTE(s) must equal the contractFTE amount.

Example 1: Chester Arthur is a certificated instructor with an annual contract of 1.0 FTE. Chester teaches at a secondary school with a six period day.

Period 1 - Geography	0.20 FTE
Period 2 - Social Studies	0.20 FTE
Period 3 - Social Studies	0.20 FTE
Period 4 - Social Studies	0.20 FTE
Period 5 - Geography	0.20 FTE
Period 6 - Prep Period	0.0 FTE (N/A, do not submit)
Total FTE	1.0 FTE

Example 2: Lily is a certificated instructor with an annual contract for 0.5 FTE. Lily teaches one kindergarten class at an elementary school.

Period 1 Kindergarten	0.5 FTE
Total FTE	0.5 FTE

Example 3: Late Hire: Mary is a certificated instructor hired at the end of September with an annual contract of 0.90 FTE. Mary teaches one kindergarten class in the morning and one class in the afternoon. Even though Mary will teach a full day for the remainder of the year, she is contracted for fewer days than the average full time teacher in her district due to the late start date (171 days/190 days = 0.90 FTE).

Period 1 Kindergarten	0.45 FTE
Period 2 Kindergarten	0.45 FTE
Total FTE	0.90 FTE

Assignment Start Date (Section 8)

The date this assignment starts.

Assignment End Date (Section 8)

The date this assignment ends.

Notes (Section 8)

Any comments or explanatory notes for the data in this record.

V Non-Certificated Staff

The following data elements for the current school year should be completed for each non-certificated employee on the payroll as of the last Friday in September.

PERSONNEL INFORMATION/ BASIC DATA ELEMENTS

Input/update the personnel information data (see section II (A) Staff Demographics/Basic Data Elements for all employees).

Update current year employment data for all non-certificated employees included in the prior year ISEE program. Add assignments for new non-certificated employees for the school year 2024-2025.

Base School ID

From the SDE Assigned school number. Code employees with more than one building assignment to the building where they have their primary responsibility or where they receive their mail.

Is Paraprofessional (Section 7)

Is this staff member a Paraprofessional working with students? That is, does this staff member have para-professional assignments, is not treated as a certified staff member for those assignments, and works under the direction of certified staff? (Yes or No).

Employment Date (Month/Day/Year) (Section 7)

Enter the month, day, and year the employee began current, continuous employment with the district. If a certificated employee is being added as a non-certificated employee, use the date of non-certificated employment.

Employment Status (Section 7)

The employee's employment status.

A - Active:
> Employee with current assignments.

I - Inactive:
> The employee is currently on an active contract within the district, but not currently working or having active assignments (i.e. does not have any currently active assignments but is expected to return to active status at some point in the future). Examples include sabbatical, family leave, maternity leave, etc.

T - Terminated employee is no longer employed by the district.

If either "inactive" or "terminated" is indicated, a "reason" code and an effective date must be included (terminationDate and terminationReason).

Termination/Inactive Date (Month/Day/Year) (Section 7)

If the status code "inactive" or "terminated" is used, enter the month, day, and year that the employee became or will become inactive or terminated. Leave blank for active employees.

Termination/Inactive Reason Code (Section 7)

If either inactive or termination is indicated, list the code which best describes the reason for the change in status. Leave blank for active employees.

Inactive Codes

Reason	Code	Reason	Code
Leave of Absence	11	Parental/family obligation	12
Service in foreign country	13	Military	14

Termination Codes

Institution	Code	Institution	Code
To work for another educational institution in Idaho	01	Reduction in force	08
To work for another educational institution outside Idaho	02	Personal reasons	09
Leaving education profession	03	Involuntary termination	10
Returning to school	04	Contractor no longer paid on district payroll	15
Spouse transferred	05	Early retirement incentive program participant	16
Retired	06	Changing certificated to non-certificated position within the same district	17

Institution	Code	Institution	Code
Death	07	Changing non-certificated to certificated position within the same district	18

Assignments and Wages

Enter the assignment code, FTE, rate per hour, hours per week, and weeks per year for each non-certificated position.

Important: Leave the contract number (contractNo) field blank for non-certificated staff.

Assignment Code (Section 8)

- Enter the assignment code that best describes the particular non-certificated position (97XXX series).
- Enter the primary (highest total wage) position first.
- Limit reporting to three non-certificated assignment codes per employee.
- Non-certificated assignment codes also begin with "97XXX" series

Do not use non-certificated assignment codes to report positions for which certification standards exist. Employees in such positions must be reported as certificated staff. This action may result in funds being withheld (Idaho Code §33-1002(6) (d)).

Idaho Codes §33-513 and §33-1201 clearly mandate all professional staff hold a valid certificate for the service being rendered. Regardless of the funding source, the salary amount for every non-certificated teacher is subtracted from the foundation payment.

See Idaho Code §33-1002(6) (d) "Adjustment of District Share. The contract salary of every non-certificated teacher shall be subtracted from the district's share as calculated…."

FTE (Section 8)

Enter the full time equivalent status for the assignment based on the number of hours worked per year divided by 2,080 hours.

Unlike certificated staff, classified staff must use 2,080 hours as the basis for a full time position. A classified position only working during the regular school year at 40 hours a week will then not be 1 FTE, but however many weeks long they are working, multiplied by their hours per week, then divided by 2,080.

Example 1: Mr. Anderson is an IT staff member only during the regular school year. He works full time during this period, 40 hours a week with the school year being 36 weeks long, his FTE would be 0.71. (40 hours per week x 37 weeks in the regular year) / 2,080 hours for a full time contract = 0.71 FTE

Non-Certified Rate Per Hour (Section 8)

Enter the employee's rate of pay per hour ($8.50 reported as 8.50).

Adjust the rate per hour to include any extra pay, overtime, bonuses, etc.

Do not overstate the actual number of hours worked to adjust for this additional pay.

Salaried non-certificated employees and non-certified employees paid a "flat" amount need to have their pay converted to an hourly rate for ISEE purposes.

Non-certificated employees are limited to a maximum of 1 FTE or 2080 hours.

Example: Carol, a non-certificated employee, is hired as the drill team coach for $2,000. It is estimated that the drill team will practice from September through March (7 months) and there will be five 1-hour sessions per week. Carol's hourly rate would be $14.29 per hour.

7 months x 4 weeks per month = 28 weeks x 5 hours per week = 140 hours; $2,000 divided by 140 hours = $14.29 per hour

Non-Certified Hours Per Week (Section 8)

Enter the number of hours rounded to the nearest half hour that the employee works each week. A 40-hour and 14 minute week would be reported as 40.0 while a 40-hour and 15 minute week would be reported as 40.5.

Non-Certified Weeks per School Year (Section 8)

Enter the number of weeks (rounded to the nearest week) that the employee is scheduled to work during the fiscal year. The ISEE program will not accept a fraction of weeks.

Example: Louise, a teacher's aide, works 6 hours per day for a full-school year. She is not required to attend staff development meetings of which 22 hours are planned for the school year and is paid $12.00 per hour. ISEE information for Louise is calculated as follows:

1,040 Total hours scheduled
- 22 Staff development hours
1,018 Actual hours scheduled

1,018 hours divided 6 hours per day, divided by 5 days per weeks = 33.9 weeks = 34 weeks.

Assignment Start Date (Section 8)

The date this assignment starts.

Assignment End Date (Section 8)

The date this assignment ends.

NON-CERTIFICATED PARAPROFESSIONAL STAFF RECORD

The federal ESSA law states that instructional paraprofessionals who are paid in part or in total with Title I-A funds (in schoolwide or Targeted Assistance programs at a school) must meet certain education requirements. The idea behind this is that the most at-risk students should be instructed by the most qualified teachers with assistance from paraprofessionals that meet at a minimum the following:

1. High School Diploma
2. One of the following:
   a. Bachelor's degree or associate degree
   b. Two years (32 credits total) of post-secondary work.
   c. Proficiency on the state's rigorous test-In Idaho this is the Para-Pro Praxis Exam with a minimum score of 460.

Academic College Degree (Section 7)

Enter the code that represents the educational level or degree reported.

Abbreviation	Educational Degree	Abbreviation	Educational Degree
B	Bachelor	M	Master
BA	Bachelor of Arts	MA	Master of Arts
BS	Bachelor of Science	MS	Master of Science
DR	Doctorate	OS	Occupational Specialist
ES	Educational Specialist	O	Other
HS	High School	A	Associate

Date of Highest Degree (Section 7)

Enter the date that the highest degree reported was granted (e.g. 05/21/2014).

Institution (Granting Degree) (Section 7)

Enter the applicable code corresponding with the highest degree reported. Zeros (000) are to be entered for all out-of-state institutions. If an employee received a degree by completing extension courses or at an extension college or university, use the code for the institution that granted the degree.

Institution	Code	Institution	Code
Albion or Southern College of Idaho	045	Gooding College	065
Boise State University	010	Idaho State University	030
BYU - Idaho (formerly Ricks)	060	ISU/UI Idaho Falls	075
BYU - Utah	055	Lewis-Clark State College	035
College of Idaho	020	Magic Valley Christian College	080
College of Southern Idaho	085	North Idaho College	040
College of Western Idaho	023	Northwest Nazarene College	050
Eastern Idaho Technical College	082	Other Idaho College/University	090
General Category (Out-of-State)	000	University of Idaho	070

State of Institution (Section 7)

The state where the institution that granted the credit is based.

Number of College Transcript Credits Earned (Section 7)

Enter the number of college transcript credits.

Date Minimum College Transcript Credits Earned (Section 7)

Enter the date college transcript credits were completed (e.g. 05/21/1990).

Paraprofessional High School Diploma Type (Section 7)

Did they receive a high school diploma or a GED (or equivalent)?

> D - Regular high school degree
> G - GED or equivalent
> X - No Diploma or something else

Paraprofessional Praxis Exam (Section 7)

Para Pro PRAXIS exam information is now being received by IDE's Teachers Certification Division. Provide IDE's Teacher Certification Division with any additional information that may require data entry (i.e., an individual passing the paraprofessional exam period prior to becoming a part of Idaho's ISEE data collection, such as passing it when employed in another state).

Was the ParaPro Praxis Exam Taken?

Yes or No

Is Paraprofessional Praxis (Section 7)

This is a flag for non-certificated paraprofessional instructional assistants indicating if they took the Praxis or ETS Paraprofessional Exam.

Yes/No

Paraprofessional Praxis Exam Score (Section 7)

Enter the score from the ETS paraprofessional exam.

Paraprofessional Praxis Exam Date (Section 7)

The date they passed the ETS paraprofessional exam.

Paraprofessional Out-of-State Praxis Exam (Section 7)

Was the ETS paraprofessional exam taken in another state?

Yes/No

VI Non-Employee Contracted Certificated Staff

Non-Employee Contracted Certificated Staff should be reported under NE contract types in ISEE. These individuals may also be reported on ISEE Form 6 when districts have unutilized FTEs (instructional or pupil service). See Appendix A for a copy of the manual form and additional information.

This form is not applicable to Charter Schools.

The forms are available in PDF and Excel formats and can be downloaded from the ISEE website. The forms are due by **November 15, 2024, for the February payment** but may be submitted at any time during the year without requesting permission. (Submit the form to Public School Finance for processing.)

Non-employee contracted certificated staff are those individuals not directly employed by the district. No social security and/or retirement benefits are withheld from the amount paid to the contracted person. Payments for these individuals' work are not included with your employees but rather with purchased services.

All non-employee contracted certificated staff shall adhere to the standards existing for the services being rendered.

Please note the following in completing the Non-District Contracted Certificated Staff forms:

- Complete ISEE Staff Form 6 for "Non-District Contracted Certificated Staff"
- Use same basic guidelines as for Certificated Staff (see section above)
- Forms require special handling by the SDE
- Submit forms to Public School Finance

CONTRACT

Contracted Amount

Enter the contractor's salary as it appears on the contract. Round to the nearest dollar (e.g. $42,703.45 = 42703). Report only the salary portion of the contract.

Days

Enter the number of days in the contract. For staff contracting on a monthly basis, calculate the number of days using a five-day workweek (total number of weeks times 5). For consistency on twelve-month contracts, enter 250 days.

Full-Time Equivalents (FTE)

The FTE must be calculated for those employed less than a full school year, fewer than five days per week, or less than a full school day. If a contractor is working less than a full day for the entire school year, divide the number of class periods at work by the number of periods in the usual day to determine

Maximum FTE = 1.00 FTE

Example: *Ms. Gray, a certificated Speech/Language Pathologist, evaluates students 2 periods per day for the full school year. The school usually has 7 periods per day. The FTE for Ms. Gray is 2/7 or 29% (0.29).*

CONTRACTOR FUNDING SOURCE

The funding source provides information about how each contractor is funded. This section must be completed.

Contractor Funding Source Code

Funding Source	Code	Funding Source	Code	Funding Source	Code
Title I-A	01	Title I-C	02	Title VI-B	03
IDEA SPED	04	IDEA Preschool	05	Transportation	06
Food Service Program	07	Other Federal Program	08	Other State/Local (not state funding formula)	09
General M & O	10				

Funding Source Percentage/Percent Source (Section 7)

Maximum value = 100%

Report the percentage of total FTEs the non-district/charter contracted certificated individual is paid by the funding codes identified above. The entries must total 100%.

Example: *Jeff is an employee of Mountain View Speech and Hearing. The district has contracted with Mountain View for Jeff to work in the district two days a month. It is anticipated that Jeff will spend 80% of his time working with special education students using Title VI-B IDEA funding and 20% of his time with general education students (General Fund). He would be reported as funding code 04 for 80% and funding code 10 for 20%.*

Assignments Performed

Enter the code(s) from the ISEE Assignment Codes that best describes the particular teaching, support or administrative position.

Contractor Information (Non-District Contracted Certificated Staff)

Contract Information	Assignment Performed
Contract Amount _____	Code _____
Contract Days _____	Code _____
Contract Hours _____	Code _____
Contract FTE _____	

Contractor Funding Source		
1st Program	**2nd Program**	**3rd Program**
Funding Source _____	Funding Source _____	Funding Source _____
% of FTE _____	% of FTE _____	% of FTE _____

APPENDIX A (ISEE FORMS)

ISEE FORM 6 - NON EMPLOYEE CONTRACTED CERTIFICATED STAFF – DISTRICTS ONLY

If applicable, this form is due by November 15, 2024; March 15, 2025, June 1, 2025

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report ancillary instructional and pupil service staff on ISEE Form 6 to utilize FTE. Not applicable to charter schools. The form can be found on the Public School Finance website.

Idaho Department of Education

ISEE Data Collection - Staffing - Non-District Contracted Certificated Staff (Form 6)

School Year _____

District/ Charter Name _____

District/ Charter Number _____

Personal Information		**Credentials**	
Last Name	_____	Credentials	_____
First Name	_____	Expiration Date	_____
Middle Name	_____	Certificate	_____
EDUID Number	_____	Endorsement	_____

Contract Information		**Assignment Performed**	
Contract Amount	_____	Code	_____
Contract Days	_____	Code	_____
Contract Hours	_____	Code	_____
Contract FTE	_____		

Contractor Funding Source		
1st Program	**2nd Program**	**3rd Program**
Funding Source _____	Funding Source _____	Funding Source _____
% of FTE _____	% of FTE _____	% of FTE _____

Service Description

_____

_____

_____

Date _____

Signature Superintendent/ Administrator _____

VIRTUAL FTE FORM – DISTRICTS ONLY

If applicable, this form is due by November 15, 2024; March 15, 2025, June 1, 2025

When the Staff Allowance FTE is less than the Adjusted Staff Allowance FTE, report virtual instructional information on this form to utilize FTE. Not applicable to Charter Schools (Charter Schools receive full staff allowance without restriction).

EDUIDs are required for each virtual instructor. All staff must be appropriately certificated and endorsed in Idaho to teach online classes (Idaho Code 33-1201 - Certificate Required)

Do not include student information on this form.

Idaho Department *of* Education

Analysis of Virtual Education - In-Lieu of Instruction by District Certificated Employees
For School Year
2024-2025

District/Charter Name: _____

District/Charter Number: _____

Name of Virtual School Instructor	EDUID*	Institution	Name of Class	ISEE Assign Code	Estimated Hours of Teacher Instruction per Class	Number of Students Enrolled	Number of Students Completed	Date Class Instruction Began	Date Class Instructed Ended*	Credits Granted Student for this Class
				Total	0					
				FTE	-					
				(total hrs/1380 hrs)						

* Instructional staff must hold an Idaho certificate issued under I.C.33-1201.

Date _____

Signature Superintendent/ Administrator _____

2024-2025 ISEE FORM 10 - INSTRUCTIONAL/ PUPIL SERVICE STAFF CAREER LADDER

The purpose of this form is to establish previously unrecorded performance criteria for those working in Idaho as instructional/pupil service staff who had prior out-of-state or private/parochial school experience not already recorded with the IDE.

This form is not applicable for instructional staff who are in their first year of teaching.

Example1:

Instructional staff new to teaching in Idaho who hold a certificate from another state, who are approved to teach in Idaho.

Example2:

Instructional staff with an Idaho certificate who had a gap in certificated experience here, but in the interim held a certificated instructional/pupil service contract out of state or at an accredited private/parochial school.

If a correction is required, please contact Public School Finance to determine the best way to correct placement.

The [form](#) can be found on the Public School Finance website.

PRIOR YEAR CORRECTION / PAYMENT ADJUSTMENT REQUEST

This form needs to be filled out for corrections to payments and data in previous, closed years. The form can be found on the Public School Finance website. For monthly ISEE filers, submit revised November files. For cumulative ISEE filers, the revisions must be made in the last cumulative files submitted for the year.

Idaho Department of Education

REQUEST TO UPDATE ISEE "SNAPSHOT" DATA

Today's Date: _____

District/ Charter Name and Number: _____

School Year(s) Corrected: _____

Assisted by ISEE Regional Coordinator: _____

Uploads to be corrected: _____

Description of Issue Corrected: _____

_____

_____

Specific Corrections(s) Made (please attach files showing the data changes if you are correcting multiple issues): _____

_____

_____

_____

_____

Superintendent or Administrator Attestation

I certify that the ISEE revision(s) correctly updates staffing data.

Date: _____

Signature/ Printed Name: _____

Debbie Critchfield, Superintendent of Public Instruction
(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov

APPENDIX B (EDITS AND REPORTS)

All Personnel Employment Info - V6 Report

- Choose School Year 2024-2025
- Click on Review
- Choose Excel or PDF as format
- Export
- Save

Save the All Personnel Employment Report in Excel or pdf format. There are two tabs in the Excel file. The first tab is the certificated staff report and the second tab is the non-certificated staff report.

All Certificated Staff, All Funds (part 1 of 2)

Effective Date :
Page: 1

Idaho State Department of Education
Basic Education Staffing System
All Personnel Employment Info

####################

School Year: 2024-2025
Effective Date: xxx
Provider: xxx

Certified Personnel Employment Info

Dist #	Edu Id	Name	Assign(s)	Initial Cert Yr	Date Professional Endorsement	Date of Advanced Professional Endorsement	Degree	Crdits	Hist Years In	Out	NPub	Hi-Ed In	Out	Salary	Days	FTE	Type	Extra Pay Cd	Amount	Fund Src Cd	% FTE
xxx	Employee 1	xxx	23005	2008	2018-07-01		BA	60	5	10	0	0	0	58,742		1	C			10	100
xxx	Employee 2	xxx	41010	2008	2015-07-01		ES	0	24	6	0	0	0	96,628		1	A			10	100
			42100											1		0.11	AS			10	100
xxx	Employee 3	xxx	02007	2005	2015-07-01	2023-07-01	BS	60	22	0	0	0	0	63,833		1	C			10	100
			02007											3,000		0.11	AS			10	100
xxx	Employee 4	xxx	23006	2023			BA	0	0	0	0	0	0	45,641		1	2			09	100
xxx	Employee 5	xxx	02006	1996	2015-07-01	2020-07-01	BA	36	22	6	0	0	0	67,060		1	C			10	100
xxx	Employee 6	xxx	01001	2008	2015-07-01	2024-07-01	BA	30	8	0	0	0	0	56,764		1	3			10	100
			51001											2,500		0.11	AS			10	100
xxx	Employee 7	xxx	20005	1992	2015-07-01	2020-07-01	MA	36	27	0	0	0	0	68,560		1	C			10	100
xxx	Employee 8	xxx	00035	2006	2015-07-01	2020-07-01	BA	24	16	0	0	0	0	67,060		1	C			10	100
xxx	Employee 9	xxx	03051	1994	2015-07-01	2023-07-01	BA	24	14	0	0	0	0	50,518		1	C			10	100
xxx	Employee 10	xxx	23003	2007	2015-07-01	2021-07-01	MA	12	29	7	0	0	0	66,953		1	C			10	100
xxx	Employee 11	xxx	23003	2005	2015-07-01	2024-07-01	MA	24	16	0	0	0	0	75,000		1	A			10	100
xxx	Employee 12	xxx	12005	2016	2022-07-01		BA	25	6	0	0	0	0	26,381		0.5	3			10	100
xxx	Employee 13	xxx	08001	2019	2022-07-01		MA	0	4	0	0	0	0	54,264		1	C			10	100
xxx	Employee 14	xxx	01001	2013	2017-07-01	2023-07-01	BA	48	9	1	0	0	0	62,199		1	C			10	100
xxx	Employee 15	xxx	132070	2010	2015-07-01	2020-07-01	BA	0	13	0	0	0	0	65,060		1	C			10	100
xxx	Employee 16	xxx	02052	2007	2015-07-01	2020-07-01	BS	48	23	0	0	0	0	67,060		1	C			10	100
xxx	Employee 17	xxx	04101	2014	2017-07-01	2023-07-01	MA	0	9	0	0	0	0	63,699		1	C			10	100
xxx	Employee 18	xxx	23007	2023			BA	0	0	0	0	0	0	45,641		1	2			10	100
xxx	Employee 19	xxx	23004	2017	2020-07-01		BA	24	4	2	0	0	0	56,764		1	C			10	100
xxx	Employee 20	xxx	23008	2018	2021-07-01		BA	0	5	0	0	0	0	52,786		1	C			10	100
xxx	Employee 21	xxx	00080	2003	2015-07-01	2020-07-01	MA	36	20	1	0	4	0	68,560		1	C			10	100
			73006											3,500		0.11	AS			10	100
		Certified Provider Totals												1,288,174	20.94				0		

Review all data fields for accuracy. Ensure all staff assignments and funding codes are correct.

If an employee is paid from multiple funding sources, review the allocations to ensure the sum of the fund source percentages equals 100(%).

This report is the detail of all certificated staff (all funds) reported as of the last Friday in September and includes alternative summer school staff. If the data is incorrect or missing, review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections to your records and resubmit the files.

Business Rules (key data elements for the certificated staff report):

1. Data field "*isCertified*" must be "Y"

2. Year of initial certification must be populated
3. Employment status must be active on the snapshot date or during summer school
4. Employee must have active assignments on the snapshot date or during the summer school
5. Experience and education fields must be populated
6. Base salary amount must be populated
7. Base contract must have corresponding assignment codes with the correct *contractNo* entered. Each contract is a stand-alone contract and shall be considered on its own merits.

Example: A teacher has one full time contract and four assignments. Each assignment must have contractNo entered. The number entered in the contractNo field must correspond to the first, second or third contract (not to be confused with contract type). See examples in the contract section above.

8. The sum of the assignment FTE(s) must equal the contract FTE
9. Fund code and Fund percentage fields must be populated
10. If the employee has more than one contract, the fund code and Fund percentage fields must be entered for each contract
11. The sum of the Fund percentage(s) must equal 100 for each contract.

12. Assignments must be active on the snapshot date and required data fields must be entered.

13. Assignment start date and assignment end date must be valid

Example: Assignment start date is 8/01/2024 and the assignment end date is 1/30/2024. This data will not be included due to the end date being incorrectly listed as a date before the start date.

Common Issues:
1. The data field "*isCertifi*ed" entered as "N"
2. The assignment contract number does not correspond to a valid contract, or the contract does not have corresponding assignments

Example: A teacher has two contracts:

> *1.) contractFTE1 = 1.0*
> *2.) contractFTE2 = 0.14*

The sum of the assignment FTEs for contractNo 1 equals 1.14 and there are no assignments for contractNo 2.

Both contracts are invalid for funding purposes.

3. The summer school contract type is invalid, only AS (Alternative Summer) is acceptable
4. The summer school assignments do not have a corresponding approved alternative summer school building number entered in the *schoolID* field
5. The variance between the contract FTE and the sum of the assignment FTE(s) is greater than 1%
6. The assignment code is inactive or invalid
7. The assignment start date and end date are not valid or do not indicate an active status on the snapshot date

    a. The assignment start date is after the snapshot date; thus, there are no active assignments on the snapshot date

    b. The assignments end prior to the snapshot date resulting in no activity on the snapshot date (this is not applicable to summer school assignments)

8. Funding source percentage(s) do not equal 100.

Example: For example, a teacher works half a day and holds a contract for 0.50 FTE. The teacher is paid solely from fund code 10. The district entered the funding percentage as 50. The teacher will be missing from the report due to the incorrect allocation of funding (the sum of the funding sources must equal 100).

    a. The second contract is not on the funding reports due to missing entries of Funding Source Codes and Funding Source Percentage(s). Each contract must have corresponding funding source code(s) and percentage(s).

All Non-Certificated Staff, All Funds (part 2 of 2)

Idaho State Department of Education

Basic Education Staffing System

All Personnel Employment Info

####################

School Year: 2024-2025

Effective Date: xxx

Provider: xxx

Non-Certified Personnel Employment Info

Bldg	Edu Id	Name	Assign	Rate	Hours	Weeks	Fte	Salary	Funding Source Cd	% of FTE	Total Salary
xxx	Employee 1	xxx	97506	16.00	32.00	37	0.57	$18,944.00			
xxx	Employee 2	xxx							01	50.00	$9,472.00
									10	50.00	$9,472.00
xxx	Employee 3	xxx	97506	17.00	34.00	37	0.6	$21,386.00			
									01	50.00	$10,693.00
xxx	Employee 4	xxx							10	50.00	$10,693.00
xxx	Employee 5	xxx	97501	16.00	32.00	37	0.57	$18,944.00			
xxx	Employee 6	xxx							10	100.00	$18,944.00
			97502	16.00	32.00	37	0.57	$18,944.00			
xxx	Employee 7	xxx							10	100.00	$18,944.00
xxx	Employee 8	xxx	97725	17.00	40.00	37	0.71	$25,160.00			
xxx	Employee 9	xxx							10	100.00	$25,160.00
xxx	Employee 10	xxx	97502	16.00	32.00	37	0.57	$18,944.00			
xxx	Employee 11	xxx							10	100.00	$18,944.00

Review all data fields for accuracy. Ensure all staff assignments are correct. If an employee is paid from more than one funding source, review the allocation to ensure the percentages equal 100 (%).

Non-certificated FTEs equal (hours per week x weeks per years) / 2080 hours.

If the employee's total FTE is greater than 1.0, correct the errors and resubmit the files.

When an employee has more than one assignment, check the data entries for reasonableness (e.g. in total the person would not work more than 40 hours per week or more than 52 weeks during the year).

The sum of the funding code 10 FTEs and sum of the funding code 10 Salaries are the data used in the Salary and Benefit Apportionment.

PLACEMENT ON THE EXPERIENCE AND EDUCATION INDEX TABLE

For Administrative Staff, choose only Code 10.

Employment Placement Report reflecting 2024-2025 Administrator's factored index

Date :xxx 10:18:26 AM   **Idaho State Department of Education**
Page: 1   *Basic Education Staffing System*
                                         Employment Placement Schedule
                                         Including Summer School

School Year: 2024-2025

                                              Report Type:

Effective Date: xxx

Provider: xxx

				Years of Service		Education	Administrative FTE	
Name	**Edu Id**	**Degree**	**Credits**	**Actual**	**Placement**	**Actual**	**Qualifying**	**Factored**
Employee 1	xxx	MS	41	37	37	MA+36 / ES/DR	1.00	2.01
Employee 2	xxx	M	36	11	11	MA+36 / ES/DR	0.90	1.68
Employee 3	xxx	M	38	29	29	MA+36 / ES/DR	1.00	2.01
Employee 4	xxx	M	36	10	10	MA+36 / ES/DR	1.00	1.80
Employee 5	xxx	M	57	18	18	MA+36 / ES/DR	1.00	2.01
Employee 6	xxx	MA	37	17	17	MA+36 / ES/DR	1.00	2.01
Employee 7	xxx	M	34	10	10	MA+24 / BA+60	1.00	1.74
Employee 8	xxx	ES	0	29	29	MA+36 / ES/DR	1.00	2.01
Employee 9	xxx	M	36	20	20	MA+36 / ES/DR	1.00	2.01
Employee 10	xxx	M	47	31	31	MA+36 / ES/DR	1.00	2.01
					Provider Totals		9.90	19.31

Review all data elements for accuracy. Ensure all certificated administrative staff paid from the General Fund 10 are listed on this report with accurate education, years of experience, and index placement.

This report is the detail of the salary and benefit apportionment calculations for administrative staff. If data is incorrect or missing, review the All Personnel Employment Info - V6 report for possible discrepancies. Review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school FTEs.

Only certificated employees with accurate data paid from the General Fund 10 will populate Employment Placement Schedule

INSTRUCTIONAL FTE & SALARY REPORT INCLUDING SUMMER SCHOOL
PUPIL SERVICE FTE & SALARY REPORT INCLUDING SUMMER SCHOOL

Both the Instructional FTE and Salary Report and the Pupil Service FTE Report follow the same format. The Instructional FTE and Salary Report is shown for illustrative purposes.

Effective Date :
Page: 1   Idaho State Department of Education
                                 Basic Education Staffing System   ###################
                                 Instructional FTE & Salary Report Including

School Year: 2024-2025
Effective Date: xxx
Provider(s): xxx
Funding Source: 10 General Fund

Part 1	(a)	(b)			(c)	(d)		(e)	(f)	(g)	(h)	(i)		(j)
Provider	Name	EDUID	Professional Endorsed As Of Date	Advanced Professional Endorsed As Of Date	Current Career Ladder Placement	Current Base Salary	Base Salary Schoolyear	Qualifying Salary Adjustment	Ed Allocation BA24	Ed Allocation MA	Total (d+e+f+g)	contract FTE	cte Allocation	Allocated Salary (h x i)
xxx	Employee 1	xxx	7/1/2018		P5	$57478.00	2023-2024		$2000.00		$59478.00	1		$59478.00
	Employee 2	xxx	7/1/2015	7/1/2023	AP1	$60592.00	2023-2024		$2000.00		$62592.00	1.11		$69477.12
	Employee 3	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024		$2000.00		$66972.00	1		$66972.00
	Employee 4	xxx	7/1/2015		P3	$53914.00	2023-2024		$2000.00		$55914.00	1.11		$62064.54
	Employee 5	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024			$3500.00	$68472.00	0.5		$34236.00
	Employee 6	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024		$2000.00		$66972.00	1		$66972.00
	Employee 7	xxx	7/1/2015	7/1/2023	AP1	$60592.00	2023-2024		$2000.00		$62592.00	1		$62592.00
	Employee 8	xxx	7/1/2015	7/1/2021	AP3	$63524.00	2023-2024			$3500.00	$67024.00	1		$67024.00
	Employee 9	xxx	7/1/2015		P5	$57478.00	2023-2024			$3500.00	$60978.00	0.5		$30489.00
	Employee 10	xxx	7/1/2022		P1	$49847.00	2022-2023		$2000.00		$51847.00	0.5		$25923.50
	Employee 11	xxx	7/1/2022		P2	$52132.00	2023-2024			$3500.00	$55632.00	1		$55632.00
	Employee 12	xxx	7/1/2017	7/1/2023	AP1	$60592.00	2023-2024		$2000.00		$62592.00	1		$62592.00
	Employee 13	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024				$64972.00	1	$3000.00	$67972.00
	Employee 14	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024		$2000.00		$66972.00	1		$66972.00
	Employee 15	xxx	7/1/2017	7/1/2023	AP1	$60592.00	2023-2024			$3500.00	$64092.00	1		$64092.00
	Employee 16	xxx			R1	$47477.00	2023-2024				$47477.00	1		$47477.00
	Employee 17	xxx	7/1/2020		P4	$55696.00	2023-2024		$2000.00		$57696.00	1		$57696.00
	Employee 18	xxx	7/1/2021		P3	$53914.00	2023-2024				$53914.00	1		$53914.00
	Employee 19	xxx	7/1/2015	7/1/2020	AP4	$64972.00	2023-2024			$3500.00	$68472.00	1.11		$76003.92
						Subtotal			$20000.00	$21000.00	$1164660.00	17.83	3000	$1097579.08
Total									$20000.00	$21000.00	$1164660.00	17.83	3000	$1097579.08
														$61558.00

Review all data elements for accuracy. Ensure all certificated instructional staff and/or pupil service staff paid from the general fund code 10 are on this report with the correct Career Ladder placement and educational allocations.

These reports are the details of the salary and benefit apportionment calculations for instructional and/or pupil service staff paid staff with funding source code 10. The average instructional and/or pupil service staff salary is derived from this data. If the data is incorrect or missing, review the All Personnel Employment Report for possible discrepancies. Review the Staff Assignments FTE report to ensure all assignments are entered correctly. Make corrections in your system and resubmit the files. This report includes summer school FTEs.

Only certificated instructors or pupil support staff with demographic records and accurate data paid from the general fund code 10 will populate the Instructional FTE & Salary Report or the Pupil Service FTE & Salary Report.

Make sure that all individuals listed on the report have a placement on the Career Ladder prior to the February payment. If the current Career Ladder Placement column (col c) is blank, check if a Form 10 is applicable and contact Public School Finance.

EDIT REPORT - STAFF ASSIGNMENT FTE VARIANCE REPORT

District Code	District Name	EDUID	Name	Assignment Code	Assignment Name	Contract Number1 FTE	Contract1base	Contract 1 Assignment FTE As Reported	Variance Contract 1
xxx	xxx	xxx	Employee 1			1.00	63833		
xxx	xxx	xxx	Employee 1	02007	Mathematics (7th grade content level)			0.160	
xxx	xxx	xxx	Employee 1	02008	Mathematics (8th grade content level)			0.160	
xxx	xxx	xxx	Employee 1	02052	Algebra I			0.170	
xxx	xxx	xxx	Employee 1	20005	Secondary - Miscellaneous/Exploratory (5-12 (Restricted)			0.170	
xxx	xxx	xxx	Employee 1	31300	Coordinator			0.170	
xxx	xxx	xxx	Employee 1	53000	General Science (5-8 content)			0.170	
			xxx		**Subtotal**	**1.00**	**63833**	**1.000**	**0.00**
xxx	xxx	xxx	Employee 2			1.00	45641		
xxx	xxx	xxx	Employee 2	23006	Grade 3			1.000	
			xxx		**Subtotal**	**1.00**	**45641**	**1.000**	**0.00**

This is an assignment report for all certificated staff as of the last Friday in September and includes alternative summer school. Use this report as a tool to identify variances between contract FTEs and assignment FTEs.

If the data is incorrect, a prior year correction must be submitted to revise the information. The form for submitting prior year revision can be found on the Public School Finance Webpage. For more information, please contact Public School Finance.

APPENDIX C (TROUBLE-SHOOTING)

IDAHO CODE §33-1004A EXPERIENCE AND MULTIPLIER TABLE

(1) Each administrative staff position shall be assigned an appropriate multiplier based upon the following table:

EXPERIENCE AND EDUCATION MULTIPLIER TABLE
INSTRUCTIONAL INDEX   2009-2010

Year	BA	BA+12	BA+24	MA / BA+36	MA+12 / BA+48	MA+24 / BA+60	MA+36 / ES/DR
0	1.00000	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730
1	1.03750	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410
2	1.07640	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260
3	1.11680	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290
4	1.15870	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510
5	1.20220	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930
6	1.24730	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550
7	1.29410	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380
8	1.34260	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430
9	1.39290	1.44510	1.49930	1.55550	1.61380	1.67430	1.73710
10	1.39290	1.49930	1.55550	1.61380	1.67430	1.73710	1.80220
11	1.39290	1.49930	1.55550	1.61380	1.73710	1.80220	1.86980
12	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	1.93990
13+	1.39290	1.49930	1.55550	1.61380	1.73710	1.86980	2.01260

QUALIFYING FTE PLACEMENT

(2) In determining the experience factor, the actual years of certificated service as pupil personnel services staff, teaching and administrative service for administrator certificate holders in a public school, in an accredited private or parochial school, or beginning in the 2005-06 school year and thereafter in an accredited college or university shall be credited.

(3) In determining the education factor, only credits earned after initial certification, based upon a transcript on file with the teacher certification office of the state department of education, earned at an institution of higher education accredited by a body recognized by the state board of education, shall be allowed; however, successful completion of a state approved evaluation training and proof of proficiency shall be counted as up to three (3) transcripted credits for determination of the education factor and meeting recertification requirements.

2024-2025 CAREER LADDER PLACEMENT AND SALARY BASED APPORTIONMENT

PLACEMENT ON THE CAREER LADDER

Instructional Staff and Pupil Service Staff:
1. New staff in their first year of holding a certificate shall be placed on the first rung of the career ladder, R1.
2. Staff with a previous placement and a gap in experience in Idaho public K-12 in the prior year will be placed based on their previous placement and if they met the movement requirements for the year they are entering
3. Non-CTE staff who do not hold a previous career ladder placement will be placed as a P1 or AP1 if you are able to obtain them a professional endorsement or advanced professional endorsement in that year or earlier. **Otherwise, they will be placed as an R1 regardless of prior experience or education.**
4. CTE staff in their first year holding a certificated contract in Idaho will be placed according to Idaho Code 33-1004B using applicable field experience as determined by CTE. No action is needed regarding the placement of these staff unless an error appears to have been made. A Form 10 should not be submitted for these individuals as they by definition cannot have met performance criteria prior to their first year teaching.

This also means that CTE staff placed as a P1 based on industry experience will not be able to advance for at least 2 years, and those placed as a P2 will not be able to advance for at least 3 years as they would not have had sufficient evaluations to meet criteria until those points.

5. Returning instructional staff will advance under the following criteria:

*For career ladder movement **only**, the certificated contract requirement can be less than 0.50 FTE and still count towards movement.*

    a. R1 -> R2, R2 -> R3, advance if a certificated contract is held in the prior year. Otherwise, they will remain at prior placement funded at current year levels.
    b. R3 -> P1, advance if a certificated contract is held in the prior year and the staff member holds a professional endorsement in the current year. Otherwise, they will remain at prior placement funded at current year levels.
    c. P1 -> P2 advance if they held a certificated contract in the prior year and met the evaluation and student performance criteria outlined in Idaho Code 33-1001(20)(a) in at least two of the last four years. Otherwise, they will remain at the previous placement and funded at the prior year levels. This affects the funding year used for education allocations as well.
    d. P2 -> P3, etc., advance if they held a certificated contract in the prior year and met the evaluation and student performance criteria outlined in I.C. 33-1001(20)(a) in at least three of the last five years, with one being in year four or five. Otherwise, they will

remain at the previous placement and funded at the prior year levels. This affects the funding year used for education allocations as well.

 e. Professional Rung to AP1 advance if they are in their first year of holding an advanced professional endorsement.

Individuals who were P5s in the previous year who met the professional rung criteria, but who were not awarded an advanced professional endorsement will remain P5s, but will not be held at prior year funding if they did meet the required criteria

 f. AP1 -> AP2 -> AP3-> AP4 -> AP5 advance if they meet the evaluation and student performance criteria outlined in Idaho Code 33-1001(20)(b) in the prior year only. Otherwise, they will remain at the previous placement and funded at the prior year levels. This affects the funding year used for education allocations as well.

BASIC GUIDELINES - QUICK REFERENCE & REMINDERS

For Reporting Certificated Staff Experience & Education

Update staff experience and education for all certificated staff for the 2024-2025 school year. The Career Ladder does not alter this process. The education allocations for FY 2024-2025 are derived from updated 2024-2025 data.

Basic guidelines for reporting completed teaching or administrative experience:

1. Only report prior, completed years.
2. Do not count the current school year (it is not completed).
3. Include only certificated teaching, pupil service, or administrative position experience.
4. Include only experience from a public school or an accredited private or parochial school.
5. Do not include Pre-K experience.

Early childhood special education in a public school or an accredited private school.

6. A qualifying teacher and/or administrator must work 50% or more of a given school year less than 0.50 FTE does not count.
7. Each year is considered on its own; partial years cannot be combined (count 1 or zero).
8. A qualifying staff member must be an employee of an accredited public, private, parochial school or accredited college or university.

There are five categories of years of experience:
1. Years in public Idaho K-12 schools.
2. Years in public K-12 schools excluding Idaho (out of state).
3. Years in private or parochial K-12 school.
4. Years in teaching in Idaho higher Education (must be equivalent to K-12 teacher's contract and on or after the 2005-2006 school year).

5. Years in teaching in higher Education excluding Idaho (out of State) (must be equivalent to K-12 teacher's contract and on or after the 2005-2006 school year).

Do not duplicate years of experience. Each category is a component of total years of completed experience.

Basic guidelines for reporting additional college transcript credits earned beyond the degree reported and initial certification (FY15 Idaho Code §33-1004A):

1. Credits must be from an accredited college or university (courses for which academic credit is awarded by an accredited college or university and may be used towards a degree).
2. The reporting district/charter school must have an official transcript on file before these credits may be claimed.
3. Report all eligible credits in semester credit hours only.
4. One (1) quarter credit hour converts to 0.67 semester credit hour. Round fractions down to the nearest credit.
5. In-service credits do not qualify.
6. Continuing Education Units (CEUs) do not qualify unless the credits are a result of courses taken for college credit.
7. Provisional, Temporary, or Emergency permits do not necessarily meet the requirements of initial certification. Contact Teacher Certification for assistance.
8. The issue date of the initial certification remains the same regardless of certification status (active or inactive).
9. Credits must be earned prior to the last Friday in September (same as the requirement for counting completed years of experience).
10. For non-administrative staff, all credits and degrees earned must be in a relevant pedagogy or content area as determined by the Idaho Department of Education.
11. If an employee is on your payroll, report them in ISEE. Staff demographic and staff data are entered as annualized amounts.

Experience & Education History:

Update at the beginning of the year. Review prior year work history to ensure the FTE reported is accurate.

Examples:

1. *A teacher left unexpectedly in December and did not complete the entire year.*

2. *A new teacher was hired in March working full weeks, but the number of hours worked for the remainder of the year divided by 1,380 hours is less than 0.50*

Do not count these year as one.

Sum of assignment FTEs must equal contract FTE.

Contract Rules:

1. One contract shall not exceed 1 FTE.
2. Each certificated employee may have up to 3 contracts (regular, summer, evening).
3. Each contract stands alone and is considered on its own merits.
4. The sum of the contract FTE's may exceed 1, provided each contract does not exceed 1 FTE.
5. Each contract must have corresponding certificated assignments.
6. The sum of the certificated assignment FTEs must equal the contract FTE.
7. Each contract shall have corresponding funding source code(s).

Non-Certificated Employment:
Assignment FTE = (hours per week x weeks per year) / 2080 hours.

Leave the <u>contractNo</u> blank for classified assignments.

Reporting not required for:
- Persons employed during emergencies.
- Irregular help (i.e., short term substitutes, volunteers, etc.).
- Non-district contracted staff (report on ISEE Form 6, if applicable).

Certificated Staff Member Not Having the Proper Credentials:

Funding will be withheld in such cases (Idaho Code §33-1002(6) (d)). Work with Teacher Certification to resolve these issues as early as possible.

Validate and verify all data before and after submitting:

Review staffing reports after the October and November submissions.

Review budgeted estimates:

Number of FTE, factored index, etc. Compare reports and resolve all discrepancies.

Work with HR to ensure staffing data is updated:

Ensure additional credits earned since the prior year are accurate. Review years of experience.

After the October data is uploaded

Run the ISEE staffing reports to ensure the data is correct and agrees with payroll records and budgeted numbers.

Only staff members with an active contract and assignments as of the last Friday in September are included as part of the funding calculations (summer school is included). Anyone hired after the last Friday in September will not be included. There is an exception to this rule if a position was advertised as open on the school district website prior to October 15th and no qualified applicants were received prior

to that date. The instructional employee must be hired prior to January 1ˢᵗ and the district must provide documentation supporting the claim, such as the job posting.

This does not mean those positions are not funded as SBA calculations are based on average allocated salaries applied to allocated FTEs derived from your support units and is not based on a reimbursement model or on a 1 for 1 payment for each individual hired.

Review Staffing Reports after October data submission

All Personnel Information Report (all staff, all funds)
- Export to Excel. The 1st tab in the file is certificated staff data, the 2nd tab in file is non-certificated staff data.
- Ensure data on this report agrees with your budgeted numbers and payroll records.
- If data is missing from this report or is inaccurate, review and correct files.
    - Business rules:
    - Staff members' employment status must be active on the snapshot date (the last Friday in September).
    - Active contracts must correlate with active assignments.
    - If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.

Employment Placement Report for Administrative Staff (fund code 10 only)
- Ensure all certificated staff with code 10 funding are listed on this report with accuracy. If a staff member is not on this report, or the data is inaccurate, review key data fields for accuracy.
- This report is the detail of the Salary Based Apportionment Report.
- Business Rules:
    - Staff members' employment status must be active in the October upload.
    - Staff member must have an administrative assignment code (42XXX series)
    - Only those with funding source code 10 are included.
    - Education & years of experience must be complete.
    - Assignment data must be accurate and active on the snapshot date.
    - The sum of the assignment FTEs must equal the contract FTE for correct allocation.

District Index - (Administrative Staff (fund code 10 only)
- Review this report to ensure the FTEs and factored indexes agree with budgeted estimates. Staff member must have an administrative assignment code (4xxxx series)

Instructional Staff FTE & Salary Report (fund code 10 only)
- Review all data elements for accuracy. Ensure all certificated instructional staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of instructional staffing data on the Salary Based Apportionment Report and the average instructional salary is derived from this data. The report lists each instructional

staff and corresponding career ladder rung and base salary, as well as educational allocations for those holding a professional endorsement.

- Business Rules:
    - Staff members' employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
    - Active contracts must correlate with active assignments.
    - If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.
    - Only those with funding source code 10 are included.
    - Education and years of experience must be complete.
    - When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master's degree, the master's degree can be reported as an additional degree or instead of the higher BA + credits for the education allocation (See Highest Degree for Funding Purposes section above).
    - When a staff member is reported to have a bachelor's or master's degree and holds an Occupational Specialist (OS) certificate, report the OS degree as an additional degree for the Career Technical Education (CTE) Allocation.
    - Assignment data must be accurate and active on the snapshot date or in the August manifest.

Pupil Service Staff FTE & Salary Report (fund code 10 only)
- Review all data elements for accuracy. Ensure all certificated pupil service staff paid from the general fund code 10 are listed on this report with the correct career ladder placement and educational allocations.
- This report is the detail of pupil personnel service staffing data on the Salary Based Apportionment Report and the average pupil personnel service staff salary is derived from this data. The report lists each pupil personnel staff member, their corresponding career ladder rung and base salary, as well as educational allocations for those holding a professional endorsement.
- Business Rules:
    - Staff members' employment status must be active on the snapshot date (the last Friday in September) or in the August manifest.
    - Active contracts must correlate with active assignments.
    - If the contract FTE is greater than the base salary/minimum salary, the FTE is reduced accordingly to the same percentage.
    - Only those with funding source code 10 are included.
    - Education and years of experience must be complete.
    - When a staff member is reported as a BA+48 or BA+60 for funding purposes and holds a master's degree, the master's degree must be reported as an additional degree for the education allocation.
    - Assignment data must be accurate and active on the snapshot date or in the August manifest.

Review and resolve all SRM Warnings. The business rules in place will limit funding until the problems are resolved.

Data Submission Schedule

The following is the schedule for the 2024-2025 ISEE data collection and submissions.

Uploads impacting staff funding:
1. August Alternative Summer School.
2. October 15 staff "snapshot" data.
3. November upload containing the October's snapshot data will override the files.
4. Uploads after December 6th, 2024, will not be included in staffing calculations unless the correction process is completed (see corrections section above).
5. Corrections made after December 6th, 2024, may not be included in the February 15th, 2025, payment calculations and may be delayed until May 2025.
6. Corrections made after March 28th, 2025, may not be included in the May 15th payment calculations, but will be included in the final July 2025 payment.
7. Corrections made after June 20th, 2025, may not be included in the July payment and may require a prior year correction in the following year's February 15th

Subsequent cumulative uploads do not automatically affect the snapshot data after December 6th, 2024, and a request must be made to update the snapshot data as outlined in the corrections section above.

2024-2025 ISEE COORDINATOR CONTACT LIST

Region	Number	Name	ISEE Coordinator
5	058	Aberdeen District	Roger Evans
5	381	American Falls Joint District	Roger Evans
3	492	Anser of Idaho, Inc.	Amy Sigler
5	383	Arbon Elementary District	Roger Evans
1	394	Avery School District	Amy Sigler
3	072	Basin School District	Amy Sigler
5	033	Bear Lake County District	Roger Evans
4	061	Blaine County	Roger Evans
4	234	Bliss Joint District	Roger Evans
3	001	Boise Independent School	Amy Sigler
1	101	Boundary County	Amy Sigler
3	365	Bruneau-Grand View Joint	Amy Sigler
4	412	Buhl Joint District	Roger Evans
3	132	Caldwell District	Amy Sigler
4	121	Camas County District	Roger Evans
3	432	Cambridge Joint	Amy Sigler
3	555	Canyon-Owyhee Special Services	Amy Sigler
3	566	Cardinal Academy Inc	Amy Sigler
3	422	Cascade District	Amy Sigler
4	151	Cassia County Joint District	Roger Evans
4	417	Castleford District	Roger Evans
5	483	Chief Tahgee Elementary Academy	Roger Evans
1	271	Coeur D'Alene	Amy Sigler
1	491	Coeur D'Alene Charter	Amy Sigler
3	455	Compass Public Charter	Amy Sigler
2	242	Cottonwood Joint	Amy Sigler
3	013	Council District	Amy Sigler
2	342	Culdesac Joint	Amy Sigler
4	596	Idaho School for the Deaf And The Blind	Roger Evans
4	314	Dietrich District	Roger Evans
3	550	Doral Academy of Idaho	Amy Sigler
3	523	Elevate Academy	Amy Sigler
3	575	Elevate Academy Nampa	Amy Sigler
1	574	Elevate Academy North	Amy Sigler
3	221	Emmett Independent District	Amy Sigler
3	456	Falcon Ridge Public Charter	Amy Sigler
4	413	Filer District	Roger Evans
3	528	Forge International	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	373	Fruitland District	Amy Sigler
3	499	Future Public School	Amy Sigler
3	071	Garden Valley District	Amy Sigler
2	534	Gem Prep Online	Amy Sigler
5	496	Gem Prep Pocatello	Roger Evans
4	594	Gem Prep Twin Falls	Roger Evans
3	498	Gem Prep: Meridian	Amy Sigler
3	549	Gem Prep: Meridian North	Amy Sigler
3	571	Gem Prep: Meridian South	Amy Sigler
3	796	Gem Prep: Nampa, Inc.	Amy Sigler
2	282	Genesee Joint	Amy Sigler
4	192	Glenns Ferry Joint District	Roger Evans
4	231	Gooding Joint District	Roger Evans
5	148	Grace Joint District	Roger Evans
4	233	Hagerman Joint District	Roger Evans
4	415	Hansen District	Roger Evans
1	508	Hayden Canyon Charter	Amy Sigler
4	479	Heritage Academy District	Roger Evans
3	481	Heritage Community Charter School	Amy Sigler
2	305	Highland Joint	Amy Sigler
3	370	Homedale Joint District	Amy Sigler
3	073	Horseshoe Bend School District	Amy Sigler
3	795	Idaho Arts Charter School, Inc.	Amy Sigler
4	489	Idaho College & Career Readiness (ITCA)	Amy Sigler
3	771	Idaho Digital Learning Academy	Amy Sigler
5	645	Idaho Home Learning Academy	Roger Evans
3	639	Idaho Novus Classical	Amy Sigler
3	452	Idaho Virtual Academy (IDVA)	Amy Sigler
3	469	Idaho Virtual Ed Partners (ICON)	Amy Sigler
3	453	Idaho Virtual High School (McKenna)	Amy Sigler
3	457	Inspire Academics (Connections Aca)	Amy Sigler
3	466	iSucceed Virtual High School, Inc.	Amy Sigler
4	261	Jerome Joint District	Roger Evans
2	304	Kamiah Joint	Amy Sigler
1	391	Kellogg Joint	Amy Sigler
2	283	Kendrick Joint	Amy Sigler
4	414	Kimberly District	Roger Evans
1	597	Kootenai Classical	Amy Sigler
1	274	Kootenai District	Amy Sigler
1	641	KTEC	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	003	Kuna Joint District	Amy Sigler
1	084	Lake Pend Oreille	Amy Sigler
1	272	Lakeland District	Amy Sigler
2	341	Lapwai District	Amy Sigler
3	478	Legacy Public Charter School, Inc.	Amy Sigler
2	340	Lewiston Independent	Amy Sigler
3	458	Liberty Charter School, Inc.	Amy Sigler
5	021	Marsh Valley Joint District	Roger Evans
3	363	Marsing Joint District	Amy Sigler
3	536	McCall Community School	Amy Sigler
3	421	McCall-Donnelly Joint	Amy Sigler
3	011	Meadows Valley District	Amy Sigler
3	136	Melba Joint District	Amy Sigler
3	785	Meridian Medical Arts Charter	Amy Sigler
3	768	Meridian Technical Charter	Amy Sigler
3	134	Middleton District	Amy Sigler
3	433	Midvale District	Amy Sigler
4	331	Minidoka County Joint District	Roger Evans
3	544	Mosaics Public School	Amy Sigler
2	813	Moscow Charter School, Inc.	Amy Sigler
2	281	Moscow District	Amy Sigler
3	193	Mountain Home District	Amy Sigler
2	244	Mountain View School	Amy Sigler
1	392	Mullan District	Amy Sigler
4	418	Murtaugh Joint District	Roger Evans
3	131	Nampa School District	Amy Sigler
3	372	New Plymouth District	Amy Sigler
2	302	Nezperce Joint District	Amy Sigler
5	149	North Gem District	Roger Evans
1	480	North Idaho STEM Charter	Amy Sigler
3	493	North Star Charter School, Inc.	Amy Sigler
4	465	North Valley Academy, Inc.	Roger Evans
3	135	Notus District	Amy Sigler
5	351	Oneida County District	Roger Evans
2	171	Orofino Joint District	Amy Sigler
2	472	Palouse Prairie Educational	Amy Sigler
3	137	Parma District	Amy Sigler
3	497	Pathways - Nampa	Amy Sigler
3	642	Pathways - West Ada	Amy Sigler
3	371	Payette Joint District	Amy Sigler

Region	Number	Name	ISEE Coordinator
3	794	Payette River Technical	Amy Sigler
3	511	Peace Valley Charter School	Amy Sigler
4	553	Pinecrest Academy of Idaho	Roger Evans
2	618	Pinecrest Lewiston	Amy Sigler
3	364	Pleasant Valley Elementary	Amy Sigler
1	044	Plummer-Whorley Joint	Amy Sigler
5	025	Pocatello District	Roger Evans
1	273	Post Falls District	Amy Sigler
2	285	Potlatch Joint	Amy Sigler
3	191	Prairie Elementary District	Amy Sigler
5	201	Preston Joint District	Roger Evans
3	513	Project Impact Stem	Amy Sigler
3	619	Promise Academy	Amy Sigler
4	316	Richfield District	Roger Evans
5	382	Rockland District	Roger Evans
3	454	Rolling Hills Public Charter	Amy Sigler
3	528	Sage Middleton	Amy Sigler
2	243	Salmon River Joint	Amy Sigler
1	487	Sandpoint Charter School, Inc.	Amy Sigler
4	312	Shoshone Joint District	Roger Evans
5	052	Snake River District	Roger Evans
5	150	Soda Springs Joint District	Roger Evans
1	041	St. Maries Joint	Amy Sigler
4	488	Syringa Mountain School, Inc.	Roger Evans
5	460	The Academy, Inc.	Roger Evans
1	470	The Kootenai Bridge Academy	Amy Sigler
5	494	The Pocatello Community Charter	Roger Evans
3	475	The Sage International School	Amy Sigler
3	559	Thomas Jefferson Charter	Amy Sigler
4	416	Three Creek Joint Elementary	Roger Evans
3	532	Treasure Valley Classical Academy	Amy Sigler
2	287	Troy School District	Amy Sigler
4	411	Twin Falls District	Roger Evans
4	262	Valley District	Roger Evans
3	139	Vallivue School District	Amy Sigler
3	451	Victory Charter School, Inc.	Amy Sigler
3	463	Vision Charter School, Inc.	Amy Sigler
1	393	Wallace District	Amy Sigler
3	431	Weiser District	Amy Sigler
4	232	Wendell District	Roger Evans

Region	Number	Name	ISEE Coordinator
3	002	West Ada	Amy Sigler
1	083	West Bonner County	Amy Sigler
5	202	West Side Joint District	Roger Evans
2	288	Whitepine Joint District	Amy Sigler
3	133	Wilder District	Amy Sigler
4	462	Xavier Charter School, Inc.	Roger Evans

CONTACTS

- Contact Helen Henderson in Certification at 208-332-6879 or professionalendorsements@sde.idaho.gov with questions about **Professional and Advanced Professional Endorsements.**

- Contact Alexandra McCann in Public School Finance at 208-332-6845 or amccann@sde.idaho.gov with questions about **ISEE Form 10 data or Idaho Career Ladder placement, movement, and funding**.

- Contact Carol Roessler in Federal Programs at 208-332-6889 or croessler@sde.idaho.gov with questions about the **evaluation process** or how to make **recommendations or corrections in CLDS**.

- Contact Amy Sigler at 208-332-6981 or asigler@edu.idaho.gov if you are in **region 1, 2, or 3**, and you have questions about **data structures** or how to upload **Idaho Career Ladder data.** You may also contact Todd King at 208-332-6937 or tking@edu.idaho.gov.

- Contact Roger Evans at 208-332-6982 or revans@edu.idaho.gov if you are in **region 4, 5, or 6,** and you have questions about **data structures** or how to upload **Idaho Career Ladder data**. You may also contact Todd King at 208-332-6937 or tking@edu.idaho.gov.

- Contact Vance Allen at 208-332-6924 or vallen@edu.idaho.gov if you have any questions about the **ISEE data system.**

- Contact Kristi Enger at the Division of Career Technical Education, Certification at 208-429-5528 or kristi.enger@cte.idaho.gov when you have questions about **industry experience and industry-based certification.**