

2025-2026 School Year

ISEE Staff Data Guidance Manual

Summer Alternative Secondary School



IDAHO DEPARTMENT OF EDUCATION
PUBLIC SCHOOL FINANCE

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INTRODUCTION

While Alternative Secondary Summer School may begin prior to July 1, 2025, Summer School is funded in the 2025-2026 school year. Data submitted for Summer School are used in calculating state funding for the FY2026 school year and must be submitted in a **one-time Summer Alternative upload**. Data submitted prior to August 2025 will not be properly funded.

Report the complete summer files in ISEE and use "ISEE Summer Alternative 2025 v14".

Only approved Summer Alternative Secondary Schools and Programs must be reported.

Alternative Secondary Summer School certificated staff shall hold the proper credentials or State funds will be withheld. A summer alternative certificated employee must be the teacher of record for student alternative summer enrollment and attendance. Summer Alternative Secondary School certificated personnel must be reported as a separate contract.

I STAFF DEMOGRAPHICS

Contract Type

Use option code **AS (Approved Alternate Summer School)** to designate alternative Summer School.

Only contracts designated as AS (Approved Alternative Summer School) must be reported for alternative summer programs. Reporting contracts under any other contract type including 1, 2, 3, C, R, A, AR, or CH, which are not associated with Approved Alternative Summer School will result in the location being ineligible to receive funding for the alternative summer program.

Locations may still use other contract types to report on their regular summer school which is not being funded.

Contract Base Salary

Enter the employee's salary for the summer alternative secondary school contract, e.g., \$3,000 = 3000. The figure should not include any amount for extra pay such as coaching or driver's education. Round to the nearest dollar.

If the employee is paid on an hourly basis, calculate the base salary by multiplying the total number of hours worked by the employee's hourly rate of pay.

Required field - do not leave blank.

Do not enter the regular contract amount for the full school year.

Contract Days

Enter the number of days the employee is employed for the summer alternative program.

Required field - do not leave blank.

Contract Hours

Enter the total number of hours the certificated employee works in the summer alternative program. The maximum number of hours is 900 per year for an alternative school. Each Summer School session is 225 hours.

Required field - do not leave blank.

Contract FTE

Summer FTE equals the total number of hours contracted divided by 900 hours for certificated staff.

Example: *If an employee is teaching 2.88 hours per day, five days a week for five weeks, the location will enter 72 hours in the "Contract Hours" box. To calculate the FTE count, multiply 2.88 hours x 5 days per week x 5 weeks and divide by 900 hours = .08 FTE. The employee is compensated at a rate of \$45/ hour with a total compensation for the alternative summer school of \$3,240 (\$45/ hour x 72 hours).*

II SUMMER SCHOOL ASSIGNMENTS

School ID

Enter the **approved alternative Summer School number** in which the assignment takes place. Other school IDs will not be recognized for funding purposes.

Contract Number

Enter the number of the contract which corresponds to the assignment code (**contract 1, 2, or 3**).

*This refers to the **count of contracts**, not to be mistaken with the **contract type (1, 2, 3, A, R, etc.)**. For example, an individual has two alternative summer school contracts: AS #1 and AS #2.*

Assignment Code

Enter the ISEE Assignment Code that best describes the particular teaching, support, and/or administrative position.

Note: *Refer to 2025-2026 Assignment Credential Manual.*

Assignment FTE

Summer School FTE equals total hours taught divided by 900 hours.

Note: *The sum of the assignment FTE(s) must equal contractFTE1, contractFTE2, or contractFTE3.*

Example: *Ms. Smith holds a contract to teach 72 hours during Summer School. The alternative Summer School contractFTE1 is .08 FTE (72 hours/900 hours). Mrs. Smith teaches two classes. Each assignment FTE is .04 FTE (36 hours/900 hours). The sum of the two assignment FTEs equals the contractFTE1 of .08.*

III NON-CERTIFICATED STAFF

Enter non-certificated employees working only during the summer months in 2025 at an Approved Alternative Summer School (2025-2026 data collection).

Note: Do not enter non-certificated employees working 12 months of the year unless the position is unique to the approved Alternative Secondary Summer School.

Summation: Key components for approved Alternative Summer School funding

IV DATA SUBMISSION

Staff Demographic File

- Summer School separate contract 1, 2 or 3
- Summer School contract type "AS"
- Allocation of Summer School FTE (number of hours taught / 900 hours)

Staff Assignment File

- Summer School approved ID
- Assignment Start Date and Assignment End Date must correspond to attendance and enrollment.

Upload

- ISEE Summer Alternative 2025 v14.
- Collection period is Summer Day 1 through Summer Last Day.
- The submission period is 8/1/2025 to 9/5/2025 at 5:00 pm MTS.

Important: After the uploading the files, run the ISEE Assignment Credential Report to ensure all staff are properly certificated and endorsed.

2025-2026 ISEE COORDINATOR CONTACT LIST (SORTED BY LOCATION)

Location Number	Name	Region	ISEE Coordinator
058	Aberdeen District	5	Roger Evans
381	American Falls Joint District	5	Roger Evans
482	American Heritage Charter	6	Roger Evans
492	Anser of Idaho, Inc.	3	Amy Sigler
383	Arbon Elementary District	5	Roger Evans
394	Avery School District	1	Amy Sigler
072	Basin School District	3	Amy Sigler
033	Bear Lake County District	5	Roger Evans
477	Blackfoot Charter Community	6	Roger Evans
055	Blackfoot District	6	Roger Evans
061	Blaine County	4	Roger Evans
234	Bliss Joint District	4	Roger Evans
001	Boise Independent School	3	Amy Sigler
093	Bonneville Joint District	6	Roger Evans
101	Boundary County	1	Amy Sigler
365	Bruneau-Grand View Joint	3	Amy Sigler
412	Buhl Joint District	4	Roger Evans
111	Butte County Joint District	6	Roger Evans
132	Caldwell District	3	Amy Sigler
121	Camas County District	4	Roger Evans
432	Cambridge Joint	3	Amy Sigler
555	Canyon-Owyhee Special Services	3	Amy Sigler
566	Cardinal Academy Inc	3	Amy Sigler
422	Cascade District	3	Amy Sigler
151	Cassia County Joint District	4	Roger Evans
417	Castlefjord District	4	Roger Evans
181	Challis Joint District	6	Roger Evans
483	Chief Tahgee Elementary Academy	5	Roger Evans
161	Clark County District	6	Roger Evans
271	Coeur D'Alene	1	Amy Sigler
491	Coeur D'Alene Charter	1	Amy Sigler
455	Compass Public Charter	3	Amy Sigler
242	Cottonwood Joint	2	Amy Sigler
013	Council District	3	Amy Sigler
342	Culdesac Joint	2	Amy Sigler

Location Number	Name	Region	ISEE Coordinator
314	Dietrich District	4	Roger Evans
550	Doral Academy of Idaho	3	Amy Sigler
523	Elevate Academy	3	Amy Sigler
575	Elevate Academy Nampa	3	Amy Sigler
574	Elevate Academy North	1	Amy Sigler
633	Elevate East	6	Roger Evans
221	Emmett Independent District	3	Amy Sigler
456	Falcon Ridge Public Charter	3	Amy Sigler
531	Fern-Waters Public Charter	6	Roger Evans
413	Filer District	4	Roger Evans
059	Firth District	6	Roger Evans
495	Forrester Academy, Inc.	6	Roger Evans
215	Fremont County Joint District	6	Roger Evans
373	Fruitland District	3	Amy Sigler
499	Future Public School	3	Amy Sigler
071	Garden Valley District	3	Amy Sigler
534	Gem Prep Online	2	Amy Sigler
496	Gem Prep Pocatello	5	Roger Evans
594	Gem Prep Twin Falls	4	Roger Evans
498	Gem Prep: Meridian	3	Amy Sigler
549	Gem Prep: Meridian North	3	Amy Sigler
571	Gem Prep: Meridian South	3	Amy Sigler
796	Gem Prep: Nampa, Inc.	3	Amy Sigler
282	Genesee Joint	2	Amy Sigler
192	Glenns Ferry Joint District	4	Roger Evans
231	Gooding Joint District	4	Roger Evans
148	Grace Joint District	5	Roger Evans
233	Hagerman Joint District	4	Roger Evans
415	Hansen District	4	Roger Evans
508	Hayden Canyon Charter	1	Amy Sigler
479	Heritage Academy District	4	Roger Evans
481	Heritage Community Charter School	3	Amy Sigler
305	Highland Joint	2	Amy Sigler
647	Hollister Charter School	4	Roger Evans
370	Homedale Joint District	3	Amy Sigler
073	Horseshoe Bend School District	3	Amy Sigler
795	Idaho Arts Charter School, Inc.	3	Amy Sigler

Location Number	Name	Region	ISEE Coordinator
489	Idaho College & Career Readiness (ITCA)	4	Roger Evans
771	Idaho Digital Learning Academy	3	Amy Sigler
091	Idaho Falls District	6	Roger Evans
645	Idaho Home Learning Academy	5	Roger Evans
639	Idaho Novus Classical	3	Amy Sigler
596	Idaho School for the Deaf and Blind	4	Roger Evans
468	Idaho Science & Technology	6	Roger Evans
452	Idaho Virtual Academy (IDVA)	3	Amy Sigler
469	Idaho Virtual Ed Partners (ICON)	3	Amy Sigler
453	Idaho Virtual High School (McKenna)	3	Amy Sigler
457	Inspire Academics (Connections Aca)	3	Amy Sigler
540	Island Park Charter School	6	Roger Evans
466	iSucceed Virtual High School, Inc.	3	Amy Sigler
251	Jefferson County Joint	6	Roger Evans
261	Jerome Joint District	4	Roger Evans
304	Kamiah Joint	2	Amy Sigler
391	Kellogg Joint	1	Amy Sigler
283	Kendrick Joint	2	Amy Sigler
414	Kimberly District	4	Roger Evans
597	Kootenai Classical	1	Amy Sigler
274	Kootenai District	1	Amy Sigler
641	KTEC	1	Amy Sigler
003	Kuna Joint District	3	Amy Sigler
084	Lake Pend Oreille	1	Amy Sigler
272	Lakeland District	1	Amy Sigler
341	Lapwai District	2	Amy Sigler
688	Lava Hot Springs	4	Roger Evans
478	Legacy Public Charter School, Inc.	3	Amy Sigler
340	Lewiston Independent	2	Amy Sigler
458	Liberty Charter School, Inc.	3	Amy Sigler
182	Mackay Joint District	6	Roger Evans
321	Madison District	6	Roger Evans
021	Marsh Valley Joint District	5	Roger Evans
363	Marsing Joint District	3	Amy Sigler
536	McCall Community School	3	Amy Sigler
421	McCall-Donnelly Joint	3	Amy Sigler
011	Meadows Valley District	3	Amy Sigler

Location Number	Name	Region	ISEE Coordinator
136	Melba Joint District	3	Amy Sigler
785	Meridian Medical Arts Charter	3	Amy Sigler
768	Meridian Technical Charter	3	Amy Sigler
134	Middleton District	3	Amy Sigler
433	Midvale District	3	Amy Sigler
331	Minidoka County Joint District	4	Roger Evans
474	Monticello Montessori Charter	6	Roger Evans
544	Mosaics Public School	3	Amy Sigler
813	Moscow Charter School, Inc.	2	Amy Sigler
281	Moscow District	2	Amy Sigler
193	Mountain Home District	3	Amy Sigler
244	Mountain View School	2	Amy Sigler
392	Mullan District	1	Amy Sigler
418	Murtaugh Joint District	4	Roger Evans
131	Nampa School District	3	Amy Sigler
372	New Plymouth District	3	Amy Sigler
302	Nezperce Joint District	2	Amy Sigler
149	North Gem District	5	Roger Evans
480	North Idaho STEM Charter	1	Amy Sigler
493	North Star Charter School, Inc.	3	Amy Sigler
465	North Valley Academy, Inc.	4	Roger Evans
135	Notus District	3	Amy Sigler
351	Oneida County District	5	Roger Evans
171	Orofino Joint District	2	Amy Sigler
472	Palouse Prairie Educational	2	Amy Sigler
137	Parma District	3	Amy Sigler
497	Pathways - Nampa	3	Amy Sigler
642	Pathways - West Ada	3	Amy Sigler
371	Payette Joint District	3	Amy Sigler
794	Payette River Technical	3	Amy Sigler
511	Peace Valley Charter School	3	Amy Sigler
553	Pinecrest Academy of Idaho	4	Roger Evans
618	Pinecrest Lewiston	2	Amy Sigler
364	Pleasant Valley Elementary	3	Amy Sigler
044	Plummer-Whorley Joint	1	Amy Sigler
025	Pocatello District	5	Roger Evans
273	Post Falls District	1	Amy Sigler
285	Potlatch Joint	2	Amy Sigler

Location Number	Name	Region	ISEE Coordinator
191	Prairie Elementary District	3	Amy Sigler
201	Preston Joint District	5	Roger Evans
513	Project Impact Stem	3	Amy Sigler
619	Promise Academy	3	Amy Sigler
316	Richfield District	4	Roger Evans
252	Ririe Joint District	6	Roger Evans
382	Rockland District	5	Roger Evans
454	Rolling Hills Public Charter	3	Amy Sigler
528	Sage Middleton	3	Amy Sigler
291	Salmon District	6	Roger Evans
243	Salmon River Joint	2	Amy Sigler
487	Sandpoint Charter School, Inc.	1	Amy Sigler
060	Shelley Joint District	6	Roger Evans
312	Shoshone Joint District	4	Roger Evans
052	Snake River District	5	Roger Evans
150	Soda Springs Joint District	5	Roger Evans
292	South Lemhi District	6	Roger Evans
041	St. Maries Joint	1	Amy Sigler
322	Sugar-Salem Joint District	6	Roger Evans
092	Swan Valley Elementary District	6	Roger Evans
488	Syringa Mountain School, Inc.	4	Roger Evans
461	Taylor's Crossing Public Charter	6	Roger Evans
401	Teton County District	6	Roger Evans
460	The Academy, Inc.	5	Roger Evans
470	The Kootenai Bridge Academy	1	Amy Sigler
494	The Pocatello Community Charter	5	Roger Evans
475	The Sage International School	3	Amy Sigler
559	Thomas Jefferson Charter	3	Amy Sigler
416	Three Creek Joint Elementary	4	Roger Evans
532	Treasure Valley Classical Academy	3	Amy Sigler
287	Troy School District	2	Amy Sigler
411	Twin Falls District	4	Roger Evans
262	Valley District	4	Roger Evans
139	Vallivue School District	3	Amy Sigler
451	Victory Charter School, Inc.	3	Amy Sigler
463	Vision Charter School, Inc.	3	Amy Sigler
393	Wallace District	1	Amy Sigler
431	Weiser District	3	Amy Sigler

Location Number	Name	Region	ISEE Coordinator
232	Wendell District	4	Roger Evans
002	West Ada	3	Amy Sigler
083	West Bonner County	1	Amy Sigler
253	West Jefferson District	6	Roger Evans
202	West Side Joint District	5	Roger Evans
464	White Pine Charter School	6	Roger Evans
288	Whitepine Joint District	2	Amy Sigler
133	Wilder District	3	Amy Sigler
462	Xavier Charter School, Inc.	4	Roger Evans

CONTACT INFORMATION

- 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**.