



Add District/School Information Menu School Year 2013-2014

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Data is required for each attendance center before continuing to other menus

ADDING TEACHER BASE SALARY

STEP #1: Open the PRF. Click on:

- “Actions”,
- “District Information”, and then
- Select “District/School Information”,

**Welcome to the Main Menu
of the Personnel Data Collection**

Requirements For PRF Database

	Public	Non Public	Triennial	Special Population	Community Based	State Special School	Attendance
District/School Information	X	X	X	X		X	X
Staffing - Teacher/Admin/SSS	X	X	X	X		X	X
Salary	X		X				
Plan of Interest	X	X	X	X			
Classified Staffing	X		X			X	
Paraprofessionals	X		X			X	

Step #2: Add the Teacher Base Salary (This collection is only available to the Public and Coops/Multi-Districts)

District Name: Apple Blossom

District Attendance Center Information

Teacher Base Salary:

Attendance Center	GradeSpan	Term
00 System Wide	EC-12	Quarterly
01 Jane Austen HS - 01	09-12	Trimester
02 Apple Blossom Elem - 02	EC-06	Quarterly
05 Apple Blossom JH - 05	07-08	Quarterly
06 Apple Blossom PK - 06	PK-PK	Quarterly

- Type in the Teacher Base Salary for the District. This salary is the beginning teacher salary offered by the district. Base pay depends on the school district and the actual salary will depend on a teacher's qualifications and experience. Do not include the increases in base salary for the units beyond the bachelor degree or years of service increments. You will not be able to sign off on your Assurance Statement until this field is completed.

Step #3: Click on the Update Salary Button

ADDING NEW ATTENDANCE CENTERS

Step #1: Adding Attendance Center Information - This information cannot be pre-populated from the information given last year because you need to setup the academic term for any new schools.

The data encoded to the Attendance Center Information Screen is used to determine the academic term for each particular subject.

Attendance Center	Grade/Spn	Term
00 System Wide	EC-12	Quarterly
01 Jane Austen HS - 01	09-12	Trimester
02 Apple Blossom Elem - 02	EC-06	Quarterly
05 Apple Blossom JH - 05	07-08	Quarterly
06 Apple Blossom PK - 06	PK-PK	Quarterly

It is important you inform the Department of Education of any changes to your Attendance Centers for the Ed Structure Collection. This includes Name, Grade Span, etc. This information is due in April of each year and one important use is to pre-populate this screen. Changes cannot be made to the PRF System. Questions can be directed to Jennifer Rattling Leaf at 773-4703.

Step #2: It's important to define the academic term at the outset, because the length of the period will determine the setup of each school. You should do the following:

- o Hoover over the existing navigation area and click the icon that looks like two overlapping pieces of paper next to the school you want to modify.



- o If your school uses academic terms (such as semester, trimester, or quarter), the academic term must be setup to coincide with each school. To do that, you will select from the dropdown box one of the following:

- A semester system divides the academic year into two terms, so you will need to select the “quarter” designation. In general, two quarters of a particular subject will be equivalent to one semester of the same subject. It just means two quarters will need to be selected for each particular subject.
- A trimester system divides the academic year into three terms, so you will need to select the “trimester” designation.
- A quarter or quadmester system divides the academic year into four terms, so you will need to select the “quarter” designation.

District Attendance Center Information

Teacher Base Salary:

Attendance Center	GradeSpan	Term
00 System Wide	EC-12	Quarterly
01 Jane Austen HS - 01	09-12	Trimester
02 Apple Blossom Elem - 02	EC-06	Choose a Term:
05 Apple Blossom JH - 05	07-08	Quarterly
06 Apple Blossom PK - 06	PK-PK	Trimester
		Quarterly

- Hoover over the existing navigation area and click the icon that looks like a floppy disk to save.



MODIFYING ATTENDANCE CENTERS

Step #1: When different school years have different academic terms, it can be difficult to know where you stand if you move from a school that used trimester credits to semester credits or vice versa.

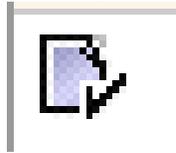
- Making the adjustment is a simple mathematical matter when converting from a previous three-part year entry as the system will intuitively assign a four-part year entry for each assignment. The other way around (four-part to three-part) is also a simple mathematical matter when converting.
- The conversion formula for anything less than a full year requires you to manually correct the academic terms for each particular subject because they cannot be prorated. You will have to start over with assigning quarter or trimesters for each of the particular subjects.

Open the PRF. Click on:

- **“Actions”,**
- **“District Information”, and then**
- **Select “Add District/School Information”**

Step #2: This information was pre-populated from the information given last year. You can choose to do the following if the academic term needs to be switched:

- Hoover over the existing navigation area for the school you want to switch the academic term for and click the icon that looks like two overlapping pieces of paper to modify the academic term.



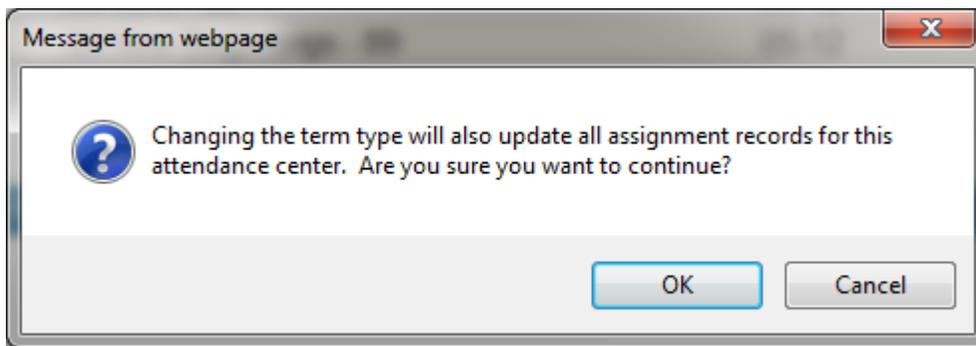
- The academic term must be setup to coincide with each school. To do that, you will select from the dropdown box one of the following:
 - A semester system divides the academic year into two terms, so you will need to select the “quarter” designation. In general, two quarters of a particular subject will be equivalent to one semester of the same subject. It just means two quarters will need to be selected for each particular subject.
 - A trimester system divides the academic year into three terms, so you will need to select the “trimester” designation.
 - A quarter or quadmester system divides the academic year into four terms, so you will need to select the “quarter” designation.

District Attendance Center Information

Teacher Base Salary: 30000

Attendance Center	GradeSpan	Term
00 System Wide	EC-12	Quarterly
01 Jane Austen HS - 01	09-12	Trimester
02 Apple Blossom Elem - 02	EC-06	Choose a Term. Quarterly
05 Apple Blossom JH - 05	07-08	Trimester
06 Apple Blossom PK - 06	PK-PK	Quarterly

- o A message will pop up on your screen.



- o This message informs you that a change in academic term type requires you to update ALL record for ALL staff encoded to this attendance center for those identified as less than a full school year. There is an assurance statement that facilitates you in the process of which records need to be updated.
- o Go ahead and click on "OK" if you are sure you want to continue.
- o Hoover over the existing navigation area and click the icon that looks like a floppy disk to save.



Step #3: To determine which records need to be modified, click on the “Assurance Statement.”



- To see if any errors are detected, you need to run the “All error reports have been run and corrections have been made.”

Accreditation Assurance Statement Checklist

If errors are detected, you will not be allowed to sign off. Please run the following edit checks by clicking on each statement below. A check mark will indicate that data has been reported accurately.

<input checked="" type="checkbox"/>	Personnel record forms have been submitted for all appropriate staff. Authorized by SDCL 13-3-51. [Click Here]
<input checked="" type="checkbox"/>	ALL appropriate “Classified Staffing” personnel have been reported. Authorized by SDCL 13-3-51. [Click Here]
<input checked="" type="checkbox"/>	ALL appropriate teacher vacancy data has been reported. Authorized by SDCL 13-3-60. [Click Here]
<input checked="" type="checkbox"/>	All bus driver information is reported. Authorized by SDCL 13-29-21. [Click Here]
<input checked="" type="checkbox"/>	ALL special education personnel data has been reported by the amount of employed, shared employed, or contracted FTE. Authorized by ARSD 24:05:16:16. [Click Here]
<input checked="" type="checkbox"/>	ALL appropriate Paraprofessionals have been reported. [Click Here]
<input checked="" type="checkbox"/>	The total number of Full Time Equivalent (FTE) Paraprofessionals should equal the Total Staff FTE entered in the Paraprofessional Student Information Screen. [Click Here]
<input checked="" type="checkbox"/>	ALL appropriate classes offered thru the South Dakota Virtual School have been reported. [Click Here]
<input type="checkbox"/>	All error reports have been run and corrections have been made. [Click Here]
Click on the report button to generate error reports based on data reported for this school year and make corrections. Report	
<input checked="" type="checkbox"/>	Total Calculated FTE > 1 or Equal to 0. [Click Here]
<input checked="" type="checkbox"/>	Plan of Intent must be submitted for all staff listed on the Plan of Intent menu. [Click Here]

Please place a check mark in the below boxes to indicate compliance. If you are experiencing some delays in obtaining certain documents, such as birth certificates or immunization records, place a written note in the below comment box identifying what items you are still waiting for. Be sure to save.

- A checkmark will indicate that data was intuitively converted. Otherwise by printing this report you will be able to know which personnel records were encoded to this attendance center and will need adjustments made to their personnel record.

ons/dp42launchpad/DP42ReportManager/DP42BusinessObjectsReportV - Windows Internet Explorer pro

Trimesters Not Specified

REQUIRES RESOLUTION: At least one quarter/trimester must be selected for the assignments below.

Name	Assignment Codes/Description
Ackerman, Karen Elaine	04001 World Geography
	04151 US Government - Comprehensive
Andersen, Kathryn Ann	01056 English/British Literature
	01061 Literature of a Genre
Appl (Jr.), James Albert	01051 English/Literature (I and II)
	01061 Literature of a Genre
	01066 Strategic Reading
Birgen, Tina L	01102 English / Composition (III and IV)
	08001 Physical Education (Levels I, II, III, IV)
Borchard, Renae Lynn	08051 Health Education (Levels I, II, III, IV)
	22202 Nutrition and Wellness
	22203 Food Technology
	22204 Skills for Parenting
Bosmoe, Jacob William	05154 Creative Art - Comprehensive
	05155 Creative Art - Drawing & Painting
	05158 Creative Art - Sculpture
Caron, Steven Edward	02072 Geometry
	02075 Accelerated Geometry
Daly, Steph S.	08001 Physical Education (Levels I, II, III, IV)
	08004 Recreation Education (Levels I, II, III, IV)
	08004 Recreation Education (Levels I, II, III, IV)
Dix, Amy E	Biology

Print file (Ctrl+P)

- To print the report, hover over the existing navigation area toward the bottom and click the icon that looks like a printer.
- Below is an example of what a Personnel Record looks like after switching the academic term. Take notice of the “World Geography” and “US Government – Comprehensive” did not bring forth any quarters denoted as Q or trimesters denoted as T.

	Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
	01-Central HS - 01	20400 High School Teacher	03201 Integrated Science	2		0.25					X	X	X
	01-Central HS - 01	20400 High School Teacher	04001 World Geography	2		0.13							
	01-Central HS - 01	20400 High School Teacher	04151 US Government - Comprehensive	2		0.13							
	01-Central HS - 01	20400 High School Teacher	22004 Dropout Prevention	0		0.24					X	X	X
	01-Central HS - 01	20400 High School Teacher	80011 Preparation/Study Hall	0		0.25					X	X	X

Step #4: To access a person’s record you need to click “Staffing-Teachers/Admin/SSS”.



- Hoover over the existing person’s name and click the icon that looks like two overlapping pieces of paper to edit their record. Take a look at the below assignments to determine which academic terms need to be updated.

	Attendance Center	Position	Assignment	Classes	Checkboxes	FTE	Q1	Q2	Q3	Q4	T1	T2	T3
	01-Central HS - 01	20400 High School Teacher	03201 Integrated Science	2		0.25					X	X	X
	01-Central HS - 01	20400 High School Teacher	04001 World Geography	2		0.13							
	01-Central HS - 01	20400 High School Teacher	04151 US Government - Comprehensive	2		0.13							
	01-Central HS - 01	20400 High School Teacher	22004 Dropout Prevention	0		0.24					X	X	X
	01-Central HS - 01	20400 High School Teacher	80011 Preparation/Study Hall	0		0.25					X	X	X

- You must now update the academic terms for each particular assignments for all staff impacted by this change. You will do this one Position/Assignment at a time. Follow the same steps for all records.

- Once again hover over the assignment(s) and click on the two overlapping piece of paper to edit their assignments.
- Click on the appropriate school term for each particular assignment.

The screenshot shows a web application window with the following fields and options:

- District Name: Aberdeen
- Assignment Information:
 - Attendance Center: 01 - Central HS - 01
 - Position Code: 20400 - High School Teacher
 - Assignment Code: 04001 - World Geography
 - Trimester selection: Trimester 1 Trimester 2 Trimester 3
 - Number of Classes / Periods Taught: 2
 - Assignment FTE: 0.13
- Check all appropriate boxes:
 - Employed and Paid by this district but assignment carried out at another district. Not to include Shared Staff.
 - PDC TEACHER THROUGH THE USD PROGRAM
 - CLASS SIZE REDUCTION TEACHER
 - This assignment is offered to the student via DIGITAL CURRICULUM (not including SD Virtual School)
 - The teacher is providing the assignment through ELECTRONIC DISTANCE INSTRUCTION.
 - SPECIAL EDUCATION TEACHER, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.
 - ENGLISH AS A SECOND LANGUAGE (ESL) Teacher, who is the teacher of record and awards the grade, is teaching the Core Content Assignment.
- Buttons: Save, Cancel, Show HQ/PCI

- Continue with these steps for the next person on the report until ALL records have been updated.

Be sure to use the Reports you printed to help you encode the appropriate information.