

UPDATES TO THE PERSONNEL RECORD FORM (PRF) DATABASE 2011-2012 SCHOOL YEAR

District/School Information Screen

Change District Base Salary to Teacher Base Salary

District Attendance Center Information

Teacher Base Salary 30692

Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.

Attendance Center	Grade Span	Weekly FTE	Qtr/Tim
00 System Wide	PK-12	2400	Q
01	912	1965	Q
02	68	1970	Q
03	K3-5	1650	Q
04	K3-5	1650	Q
06	PK-5	1650	Q
07	K3-5	1650	Q
88	612	1800	Q

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

Staffing – Teacher/Administrator/School Service Specialist Screen

No Longer Employed Codes

- **Employed by district in another capacity not tracked in the Staffing Screen** is a new option. There are times when an employee changes job responsibilities and is now coded to another part of the PRF Database. This required districts to code them as No Longer Employed in the Staffing Screen. There were no codes that fit this situation so this new option has been added.
- **PDC Mentor** has been added as a new code for No Longer Employed. Individuals who are a PDC Mentor are still employed by the district but have no assignments. Previously they were coded as "On Leave of Absence or Sabbatical" for No Longer Employed.

Note: The PDC teacher will be added to the Staffing screen and all assignments they teach will have the checkbox marked for PDC Teacher through USD Program.

Assignment Information

- The checkbox – Paid with Funds from this District but is carried out at another District/School has been changed to – **Employed and Paid by this district but assignment carried out at another district. Not to include Shared Staff.**

Assignment Information	
Attendance Center 04 - Washington Elem	Check all appropriate boxes: <input checked="" type="checkbox"/> Employed and Paid by this district but assignment carried out at another district. Not to include Shared Staff. Other District St Joseph School Other Attendance Center 01 - St Joseph Elem
Position Code 20220 - Elementary School Teacher	
Assignment Code 20204 - 4th Grade	
<input checked="" type="checkbox"/> Quarter 1 <input checked="" type="checkbox"/> Quarter 2 <input checked="" type="checkbox"/> Quarter 3 <input checked="" type="checkbox"/> Quarter 4	
Number of Classes / Periods Taught 1 Click here for class definition	
Time Option - Number of Weekly Minutes 1 - 1650	<input type="checkbox"/> PDC TEACHER THROUGH THE USD PROGRAM.
	<input type="checkbox"/> CLASS SIZE REDUCTION TEACHER
	<input type="checkbox"/> INTERVENTIONS (Reading, Math, Science or Language Arts) are provided
	<input type="checkbox"/> The teacher is providing the assignment through ELECTRONIC DISTANCE INSTRUCTION.
	<input type="checkbox"/> SPECIAL EDUCATION TEACHER , who is the teacher of record and awards the grade, is teaching the Core Content Assignment.

- **Policy Change regarding coding of Special Education staff.**

Prior to the 2011-12 school year, if a Special Education teacher taught students who work with and are assessed against the Alternate Achievement Standards (Dakota Step A), the assignment would be coded to the attendance center level where the students were determined to function. For example, if the teacher was located at the high school but taught students functioning at a middle school level, the record would show that the teacher taught at the middle school instead of the high school. This is because the certification should be based on middle school instead of high school certification requirements and if coded to the high school, a Plan of Intent could be triggered.

Beginning the 2011-12 school year, the Special Education Teacher should be coded to the attendance center where they are located. If a Plan of Intent (POI) is triggered there will be a checkbox located in the POI which can be used to identify this situation.

This will be described in the Plan of Intent section on page 3.

Plan of Intent Screen

Checkboxes

- A checkbox has been added for Special Education Teachers with a Plan of Intent who are instructing students who are assessed against Alternate Achievement Standards. Although the teacher has been triggered for a Plan of Intent, districts will now have the ability to identify those who are providing instruction and would be qualified if the assignment was coded to the correct attendance center. This is only for Core Content SPED Assignments.

If a check is placed in the box, the Plan of Intent will ask for the “Number of Students” and the “Assessed Grade Span of Students”. When this checkbox is used, it will be reviewed by state office staff and districts will be required to update any errors.

This change is also described on the bottom of page 2 regarding a policy change.

The screenshot shows a web form titled "Plan of Intent". At the top, there are fields for "SSN:", "Name:", "School:", and "Assignment:", with the SSN field obscured by a black box. Below these are four checkboxes: "Temporary Assignment (Check ONLY when a staff person has resigned and the position is temporarily filled.)", "Retirement", "Students in class assessed against the Alternative Assessment for statewide testing (Dakota Step A)", and "Received Official Waiver from DOE for Innovative Programs". The "Students in class..." checkbox is checked and highlighted in yellow. Below the checkboxes are two yellow-highlighted input fields: "Number of Students" with the value "4" and "Assessed Achievement Level of Students" with a dropdown menu showing "MS/JH". Underneath is a section for "Special Education Tasks" with several unchecked checkboxes: "Awards grade to student on IEP", "Evaluates students to determine eligibility", "Follows student IEP", "Overseen by a Highly Qualified supervising teacher", "Signs off on students IEP", "Works with student(s) on IEP", and "Writes student IEP". At the bottom is a "Comments" section with a text area.

- Received Official Waiver from DOE for Innovative Programs is specifically used for staff in a district that have received a waiver from the Department of Education to teach a specific class.
- Praxis Test Dates will change from 4 specific dates to 2 options. These include:
 - Prior to May 1, 2012
 - After May 1, 2012 (reason in comment box)

Bus Driver Screen

SDCL 13-29-21 requires that all bus drivers shall receive appropriate training at least once every 5 years.

- The bus driver screen has been updated to reflect this change by modifying the training question to now state: “Has this person received training for Bus Drivers in the past 5 years?”
- A date field has been added which requires districts to encode the date of training. This will need to be added for all bus drivers this year and then updated only as needed.

District Bus Driver Detail

SSN: [REDACTED]

First Name: [REDACTED] Middle Name: * [REDACTED] Last Name: [REDACTED]

Special Education FTE: [1] Regular Education FTE: [0]

Employee Type: C-Contracted by dist

Has this person received training for Bus Drivers in the pas 5 years?
 Yes No

Date of Training
 mm/yyyy

* Indicates fields that are not required

Cancel Save

SPED Contracted Services Screen

The question “Does your district have Classified Staffing?” Yes/No has been changed to “Does your district have a 3rd Party Contract for Special Education Services from an agency other than a Coop?” Yes/No

Contracted Sped

Does your district have a 3rd Party Contract for Special Education Services from an agency other than a COOP? Yes No

Contracted Sped by Assignment Code

Assignment Code	Provider Type	Provider	Name	SSN	FTE
There are no records to edit or delete					

[0] Record (s)

Add Edit Delete

Contracted SPED by Classified Staff

Other Personnel Code	Provider Type	Provider
107 - SPED Bus Drivers (no CDL license)	Private	Forrell Limousine Services

[1] Record (s)

Add Edit Delete

School Improvement Plan

The dropdown box for the list of accrediting agencies now includes Christian Schools International (CSI).

Position Codes

21700 Birth-Preschool Education is now 21700 Early Childhood Special Education

Assignment Codes

Elementary Assignment Codes

There are new elementary assignment codes which have been added for the 2011-12 school year. These codes align with the Prior-to-Secondary School Course Classification System: School Codes for the Exchange of Data (SCED). Most of the codes will be used by elementary schools who have a departmentalized setting so will impact few districts. The codes for existing assignment codes have also been updated to the SCED codes. This information has been changed in the PRF and will not require districts to make these updates.

New Assignment Codes

- 21701 Birth – Age 2 Special Education
- 51028 Language Arts, Kindergarten
- 51029 Language Arts, Grade 1
- 51030 Language Arts, Grade 2
- 51031 Language Arts, Grade 3
- 51032 Language Arts, Grade 4
- 51040 Reading, Kindergarten
- 51041 Reading, Grade 1
- 51042 Reading, Grade 2
- 51043 Reading, Grade 3
- 51044 Reading, Grade 4
- 52030 Math, Kindergarten
- 52031 Math, Grade 1
- 52032 Math, Grade 2
- 52033 Math, Grade 3
- 52034 Math, Grade 4
- 53230 General Science, Kindergarten
- 53231 General Science, Grade 1
- 53232 General Science, Grade 2
- 53233 General Science, Grade 3

New Assignment Codes Continued

- 53234 General Science, Grade 4
- 54430 Social Science, Kindergarten
- 54431 Social Science, Grade 1
- 54432 Social Science, Grade 2
- 54433 Social Science, Grade 3
- 54434 Social Science, Grade 4
- 55130 Music, Kindergarten
- 55131 Music, Grade 1
- 55132 Music, Grade 2
- 55133 Music, Grade 3
- 55134 Music, Grade 4
- 55135 Music, Grade 5
- 55136 Music, Grade 6
- 55137 Music, Grade 7
- 55138 Music, Grade 8
- 58030 Physical Education, Kindergarten
- 58031 Physical Education, Grade 1
- 58032 Physical Education, Grade 2
- 58033 Physical Education, Grade 3
- 58034 Physical Education, Grade 4
- 58035 Physical Education, Grade 5
- 58036 Physical Education, Grade 6
- 58037 Physical Education, Grade 7
- 58038 Physical Education, Grade 8

Changes to Existing Elementary Codes

- 21700 Birth-Pre School SPED now called Ages 3-5 SPED

Deleted Elementary Assignment Codes

- 80006 Teachers as Advisors

Middle School Assignment Codes

Several of the Middle School/Junior High Assignment Codes have changed so they align with the Prior-to-Secondary School Course Classification System: School Codes for the Exchange of Data (SCED). This information has been changed in the PRF and will not require districts to make these updates.

New Assignment Codes

- 54051 World History
- 54101 US History (was previously History)
- 52051 Pre-Algebra
- 22004 Dropout Prevention
- 22053 Library Science

High School Assignment Codes

New Assignment Codes

- 01001 English Language Arts I
- 01002 English Language Arts II
- 01003 English Language Arts III
- 01004 English Language Arts IV
- 01010 English Enhancement
- 02069 Algebra Enhancement
- 03050 Astronomy/Meteorology
- 05127 Color Guard
- 22053 Library Science

Deleted Assignment Codes

- 05203 Visual Elements of Performance
- 11099 Audio Production Methods
- 11156 Graphic Communication in Technology
- 21017 Aerospace Technology
- 21018 Fundamentals of Engineering
- 21019 Computerized Electronics
- 21020 Integrated Computer Manufacturing

Changes to Existing Codes

- 22003 Study Skills
 - Assignment Category changed from Non Credit to Misc. Assignments.
 - This assignment should be taught by a certified staff and will trigger a Plan of Intent .
- 22004 Dropout Prevention
 - Assignment Category changed from Non Credit to Misc. Assignments.
 - This assignment should be taught by a certified staff and will trigger a Plan of Intent .

New Descriptions for Assignment Codes

- 80006 Teachers as Advisors: Classroom guidance delivery system where middle school and high school students are divided into small groups, each facilitated by a local educator, to receive support services including: personal/social development, academic development and career development
- 01001 English/Language Arts I: English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
- 01002 English/Language Arts II: English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.
- 01003 English/Language Arts III: English/Language Arts III (11th grade) courses continue to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses.

- 01004 English/Language Arts IV: English/Language Arts IV (12th grade) courses blend composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Typically, students primarily write multi-paragraph essays, but they may also write one or more major research papers.
- 01010 English Enhancement: English Enhancement is a companion course to Literature and Composition I courses to improve reading and writing skills. Through the study of different genres and using the writing process students will develop a better understanding of literary terms and reading strategies.
- 02069 Algebra I Enhancement: Algebra I Enhancement is a companion course to Algebra I, supporting the learning that occurs while students are taking Algebra I. The course will utilize technology to enhance student understanding.
- 03050 Astronomy/Meteorology: Astronomy/Meteorology course is a combined curriculum. Student will locate and name constellations and planets in the night sky; apply higher order thinking skills using charts and conditions to infer future and past events; make comparisons between the conditions on Earth and those on other planets; identify major weather-determining factors to make predictions; identify major weather patterns on earth's surface; interpret weather data from official current charts; organize data, and place weather information on maps.
- 22053 Library Science: Library Science provides students an opportunity to work in the library or in media and audiovisual centers. Students typically gain experience in library science and/or media and audiovisual technology.