

Updates to the Personnel Record Form (PRF) School Year 2026-27

State Department Certificate Expiration Notification Update

What's Changing:

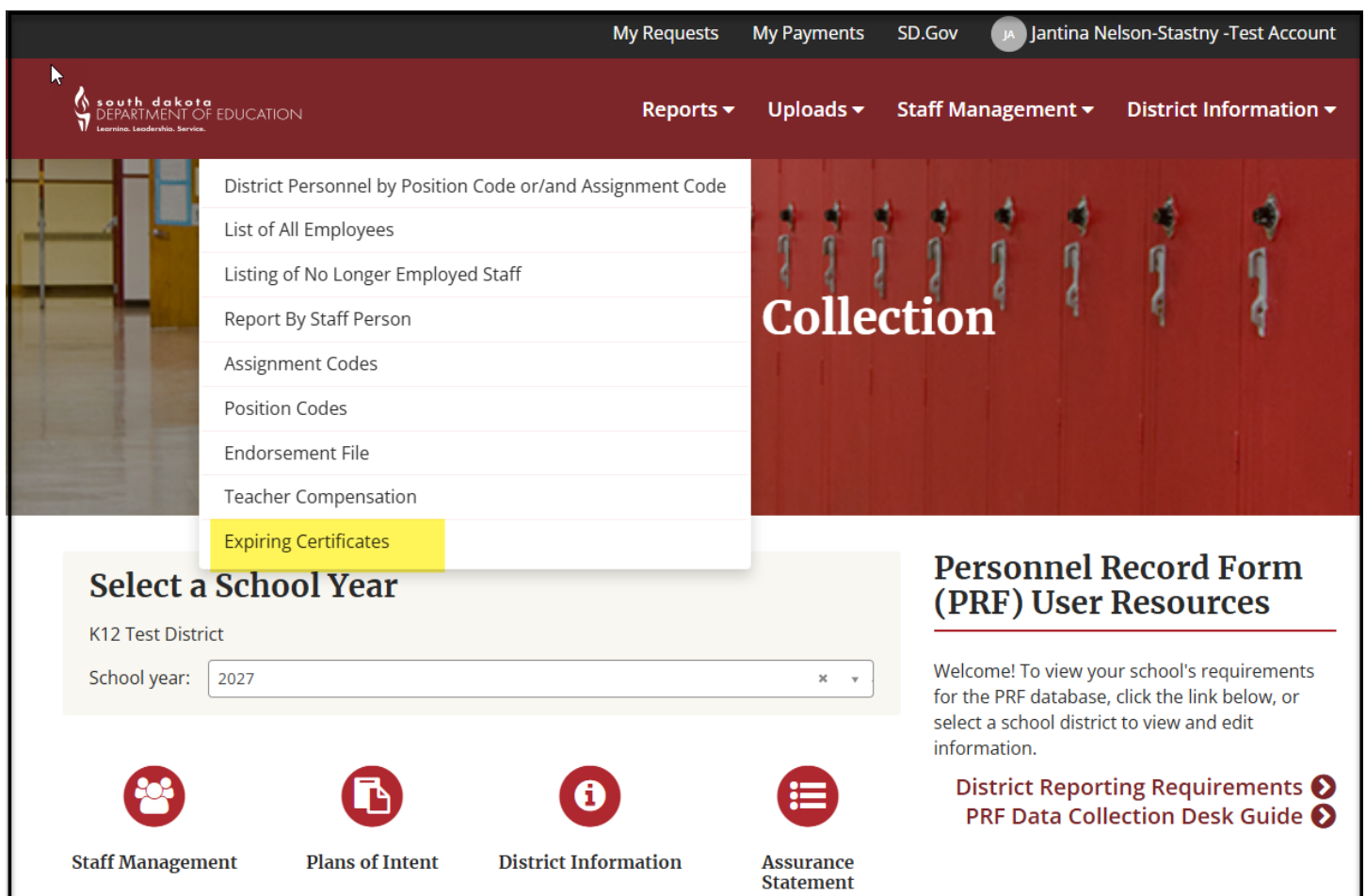
The State Department will no longer send mailing lists of expiring certificates to districts.

New Process:

A certificate expiration report is now available directly on the district portal.

Action Required:

You can access this report to identify staff members with certificates expiring on July 1, 2027.



The screenshot displays the District Portal interface. At the top, a navigation bar includes links for 'My Requests', 'My Payments', 'SD.Gov', and a user profile for 'Jantina Nelson-Stastny -Test Account'. Below this is a main menu with 'Reports', 'Uploads', 'Staff Management', and 'District Information'. The 'Reports' dropdown menu is open, showing a list of reports: 'District Personnel by Position Code or/and Assignment Code', 'List of All Employees', 'Listing of No Longer Employed Staff', 'Report By Staff Person', 'Assignment Codes', 'Position Codes', 'Endorsement File', 'Teacher Compensation', and 'Expiring Certificates' (which is highlighted in yellow). On the right side of the portal, there is a large red banner with the word 'Collection' and a background image of school lockers. Below the banner, the 'Personnel Record Form (PRF) User Resources' section is visible, featuring a welcome message and links to 'District Reporting Requirements' and 'PRF Data Collection Desk Guide'. At the bottom, there are four icons representing 'Staff Management', 'Plans of Intent', 'District Information', and 'Assurance Statement'.

Why This Matters:

This change:

- Enables direct and immediate access to expiration data.
- Reduces reliance on the certification office.
- Aims to streamline and improve efficiency in tracking certifications.

Recommendation:

Visit the district portal to locate the report and review the staff who will need to renew.

The earliest recommended renewal date is January 1, 2027, to avoid losing a year on the renewal cycle.

PRF Staffing Updates – Quick Start Guide

This guide provides PRF Contacts with a streamlined process for reviewing, updating, and entering staffing information into the PRF software.

Important New Feature

Districts can now run **historical educator reports dating back to 2018**. This capability has not been available for several years, and it allows districts to pull past staffing information for verification, auditing, and corrections. If you've been unable to retrieve historical educator data, this update resolves that limitation.

My Requests My Payments SD.Gov K12 Test District

Reports Uploads Staff Management District Information

District Personnel by Position Code or/and Assignment Code

List of All Employees

Listing of No Longer Employed Staff

Report By Staff Person

Assignment Codes

Position Codes

Endorsement File

Teacher Compensation

Expiring Certificates

More Reports

Collection

Select a School Year

K12 Test District

School year: 2027

Personnel Record Form (PRF) User Resources

Welcome! To view your school's requirements for the PRF database, click the link below, or select a school district to view and edit information.

District Reporting Requirements

PRF Data Collection Desk Guide

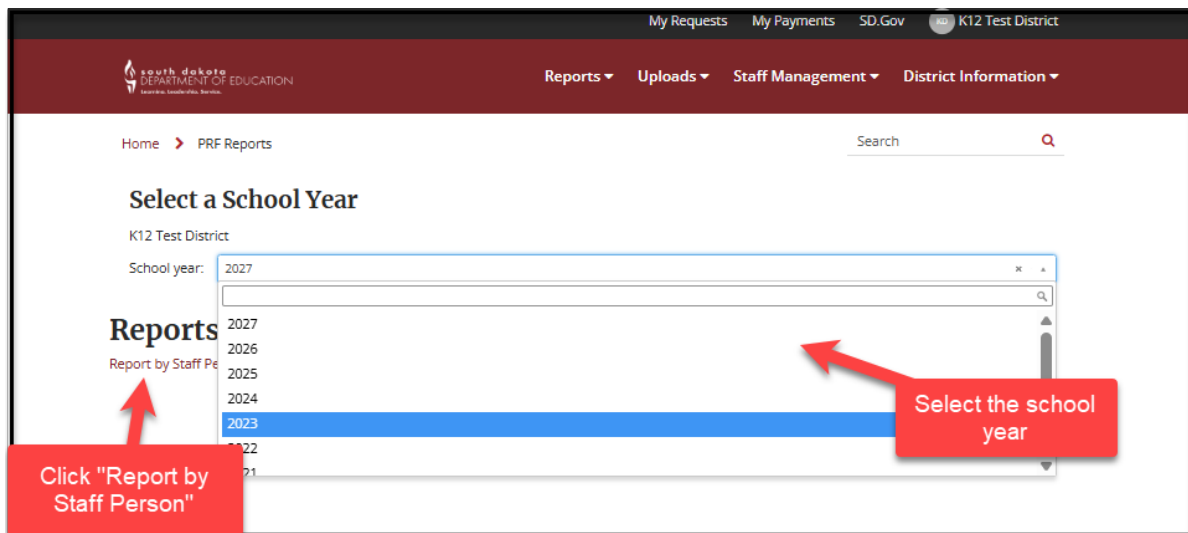
Staff Management Plans of Intent District Information Assurance Statement

Step 1: Print the Staff Person Report

1. Navigate to **Reports > More Reports**
2. Select the school year you want to review.
Districts can now run historical reports from **2018–2027**, giving you full access to past years' educator data.
3. **Click on "Report: By Staff Person"**
4. Print the report for clear, detailed review.
5. Use a red or blue pen to mark corrections for each staff member.

Note: The above report will not be available until after September 17th, 2026.

This report includes salary fields, experience totals, assignments, and demographic data. It serves as the worksheet for validating information before entry into the PRF system.



Step 2: Review Areas Must be Verified

PRF Contacts should focus on confirming and updating the following:

- Total Instructional Salary
- Total Administrative Salary
- Total Education Specialist Salary
- These system-calculated fields represent the salary an individual **would earn if they were working full-time**. They are used when evaluating salary reasonableness during **assurance statement checks**, specifically to compare an employee's compensation against the **maximum and minimum salary ranges** associated with their position classification.
 - Adjusted Instructional Salary
 - Adjusted Administrative Salary
 - Adjusted Education Specialist Salary
- Total Teaching Experience
- Total Administrative Experience
- Total Education Specialist Experience
- Assignment accuracy

Ensure all values align with district records and negotiated agreements for the reporting year.

Step 3: Log In to the PRF Database

1. Log in using your district credentials.
2. Select **Staff Management > Educators** from the main PRF menu.
3. Use the navigation pane to find:
 - Staffing Records
 - Salary and Experience fields
 - Assignment Information

These sections contain the fields PRF Contacts are responsible for updating.

Step 4: Enter Corrected Information

1. Locate the staff member whose data needs updating.
2. Open their staffing record.
3. Update salary totals, experience fields, and demographic information as marked on your printed report.
4. Open the **Assignments** area to confirm teaching assignments and update required checkboxes.
5. Save each update and mark record validated before moving on to the next staff member.

Tip: Work in the same order as your printed report to avoid overlooking items.

Step 5: Final Verification

Optional: Re-run **Report: By Staff Person** with the same criteria to ensure all changes are displayed accurately.

Assignment Code Changes

Course Code 04052 – World History and Geography

Course code 04052 is a combined World History and World Geography course. Because this course integrates two distinct content areas, districts must follow the guidance below to ensure educators are correctly marked as certified in the Personnel Record Form (PRF).

Who Can Be Marked as Certified for 04052

- Educators holding the **Secondary Intermediate Social Science** endorsement.
 - These educators are fully certified to teach course 04052.

Educator Information		
Bianca Boadway		
Certificate Information	Endorsements	
Degree Information	Endorsement	Certificate Type
Professional Preparations	Grades Five through Eight English Language Arts	Teacher
Endorsements	Grades Five through Eight Science	Teacher
State-Designated Tests	Grades Five through Eight Social Science	Teacher
State Certified Assignments	School Counselor	Education Specialist
Most Recent Assignments	Secondary Advanced Geography	Teacher
	Secondary Advanced History	Teacher
	Secondary Advanced Political Science	Teacher
	Secondary Economics	Teacher
	Secondary Intermediate Social Science	Teacher
	Secondary Psychology	Teacher
	Secondary Sociology	Teacher

Assignment List									Print
Record	Position Description	Position Code	Assignment Description	Assignment Code	Attendance Center	Assignment FTE	Assignment Salary	Created	
Mr. Potato Head - World History and Geog...	High School Teacher	20400	World History and Geography	04001	Apple Blossom High School	0.12	\$4,025.00	09/09/2026 08:39:10 AM	
Mr. Potato Head - World History - Overvi...	High School Teacher	20400	World History - Overview	04051	Apple Blossom High School	0.06	\$4,025.00	09/09/2026 08:38:30 AM	

Showing results 1 - 2 of 2

Go to Page: 1

Navigation: << < 1 > >>

- Educators holding both the Advanced History and Advanced Geography endorsements
 - Due to current system limitations, the PRF cannot verify two advanced endorsements together when they are mapped to a single course.
 - Districts must **not** use 04052 for educators with these endorsements.



south dakota

DEPARTMENT OF EDUCATION

Leading. Learning. Serving.

[Educator Search](#)
[Endorsement Search](#)
[Disciplinary Actions](#)
[Staffing Data](#)
[Apply Here](#)

[Home](#) > [Richard Jones](#)

Search 

Educator Information

[Certificate Information](#)
[Degree Information](#)
[Professional Preparations](#)
[Endorsements](#)
[State-Designated Tests](#)
[State Certified Assignments](#)
[Most Recent Assignments](#)

Endorsements

Endorsement	Certificate Type	Expiration Date
Grades Five through Eight English Language Arts	Teacher	
Grades Five through Eight Social Science	Teacher	
Secondary Advanced Composition/Grammar	Teacher	
Secondary Advanced Geography	Teacher	
Secondary Advanced History	Teacher	
Secondary Advanced Literature	Teacher	
Secondary Advanced Political Science	Teacher	

Important System Limitation

The PRF system cannot currently check for two required endorsements on a single assignment at the same time. Because of this, educators who hold both of the advanced endorsements will mistakenly appear as non-authorized if districts code them under 04052.

Required Workaround for Educators Holding Advanced History and Advanced Geography

Districts must split the combined course into two separate classes when the educator holds both advanced endorsements:

- 04051 – World History—Overview
- 04001 – World Geography

Assign appropriate FTE to each course. When coded separately, the system can correctly verify the educator's endorsements and mark them as certified.

Assignment List

Print

Record	Position Description	Position Code	Assignment Description ^	Assignment Code	Attendance Center	Assignment FTE	Assignment Salary	Created	
Mr. Potato Head - K-12 Special Education	Special Education Teacher, K-12	25100	K-12 Special Education	25100	Apple Blossom Elementary	0.26	\$5,507.89	09/01/2026 11:06:59 AM	
Mr. Potato Head - World Geography	High School Teacher	20400	World Geography	04001	Apple Blossom High School	0.06	\$1,271.05	09/09/2026 08:39:10 AM	
Mr. Potato Head - World History - Overvi...	High School Teacher	20400	World History - Overview	04051	Apple Blossom High School	0.06	\$1,271.05	09/09/2026 08:38:30 AM	

Showing results 1 - 3 of 3

Go to Page: 1

« < 1 > »



Why This Matters

- If districts assign **04052** to educators with only **one** advanced endorsement, the system will mark them **non-authorized** and generate a plan-of-intent to obtain the **Secondary Intermediate Social Science** endorsement rather than the other advanced endorsement that is needed.
 - Example: An educator holding only Advanced History would be prompted to gain Secondary Intermediate Social Science instead of Advanced Geography.
- If districts assign **04052** to educators with **both** advanced endorsements, the system will still mark them **non-authorized** and generate a plan-of-intent.
 - Splitting the course prevents these errors.

Guidance Summary for Districts

- Use **04052** only when the educator holds **Secondary Intermediate Social Science**.
- If the educator holds **both** Advanced History and Advanced Geography, **do not use 04052**.
- Instead, create two classes using **04051** and **04001** and split the FTE.
- This ensures the educator is marked as certified and avoids unnecessary plan-of-intent requirements.