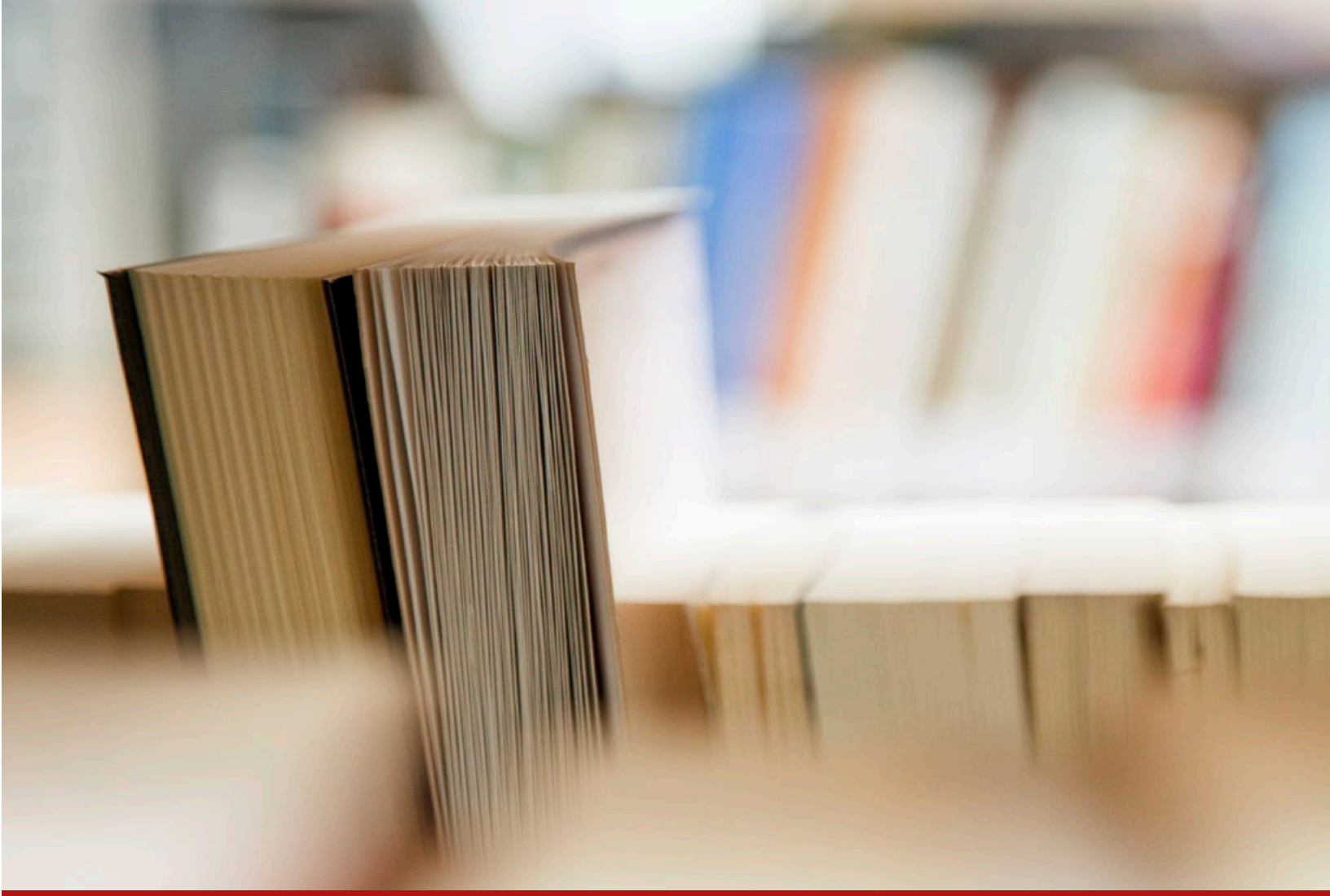

Personnel Record Form (PRF) Desk Guide

K-12 Staffing Information Collection System
School Year 2025-26

South Dakota Department of Education
Division of Data and Research – Office of Data Management

south dakota DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Personnel Record Form (PRF) Desk Guide

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Personnel Record Form (PRF) Desk Guide

Section I – General Overview

Purpose

The purpose of the SD Department of Education (SD DOE) Personnel Record Form (PRF) is to provide a valid and reliable data collection solution for the reporting of PK-12 staffing information required to meet state and federal reporting compliancy (SDCL § 13-3-51). The following desk guide document is based on the regular PK-12 staffing data collection requirements and deadlines throughout the school year, including but not limited to:

- Annual statewide PK-12 staffing data collection,
    - October – School Year Start, and
    - June – School Year End,
- Accountability Report Card – Federal Accountability,
- EDFacts – Federal Reporting, and
- Teacher Compensation – State Accountability for Public Schools

To accomplish the above collection and reporting, the SD Department of Education (SD DOE) utilizes a state developed data collection system on the ServiceNOW platform. It is the responsibility of both SDDOE and districts to maintain a valid and reliable data collection solution and process to ensure accurate reporting.

In addition to the above listed data collection periods, PK-12 staffing data is also leveraged throughout the school year for additional purposes such as:

- Accountability Report Card,
- Perkins reporting,
- National Education Association reporting,
- Public reporting on state educator statistics,
- Legislative requests,
- Teacher Compensation reporting, and
- General data requests throughout the year.

Data Collection

The South Dakota educational structure includes SD-accredited districts (SDCL § 13-5-1) and approved programs in specific circumstances. The reporting requirements for each district, school system, and approved program vary based on federal and state funding and accountabilities.

Required Data Collections

The following reporting requirement crosswalk provides a brief overview of the PK-12 staffing data collection requirements by specific collection and district type.

Required Reporting Data Elements			District Types						
			Public Schools	Non-Public (Private) Schools	Tribal/ BIE Schools	Cooperative/ Multi-Districts	State Special School	Alternative Schools	Virtual Schools
General Information		District / School Information	X	X	X	X	X	X	X
		Base Negotiated Teacher Salary	X			X			
		Educator Salary Information	X			X			
		Educator Plan of Intents	X	X	X	X			X
		Assignment Vacancy Records	X	X	X	X	X	X	
PK-12 Staff & Assignment Information		Educators – Assignments	X	X	X	X	X	X	X
		Educator – Salary Information	X			X			
		Paraprofessionals	X			X	X		
		Bus Drivers	X	X	X	X	X	X	
		Classified Staffing	X			X	X		
		Contracted Services	X			X	X		
Assurance Statement	October	Data Validation Edit Checks	X	X	X	X	X	X	X
		Certification Statements	X	X	X		X		X
	June	Data Validation Edit Checks	X						
		Certification Statements	X						

Timeline

Annual PRF collection cycles are defined by federal and state reporting requirements based on codified law and administrative rule. SD DOE will coordinate, communicate, and facilitate regular PRF collections with all entities required to report PK-12 staffing information to ensure accountability compliancy is maintained for all stakeholders.

Personnel Record Form (PRF) Collection

All deadlines are identified as the close of business (5:00 pm MT) of the date of the deadline.

General Timeline

- Fall PRF Collection
  - Opens: Early September
  - Closes: October 15th, or the following business day (SDCL § 13-3-51)
- Spring PRF Collection
  - Opens: Early April
  - Closes: Second Friday in June (ARSD 24:17:03:02)

SY2025-26 Timeline

- Fall Collection
  - Opens: September 2025
  - Closes: Wednesday, October 15th, 2025
- Spring Collection
  - Opens: Early April 2026
  - Closes: Friday, June 12th, 2026

Updates & Reminders

Full Time Equivalency (FTE) Threshold: The upper threshold for an individual's total Full-Time Equivalent (FTE) will be capped at 1.00. This threshold is a component of the PRF data submission validation and is included in the assurance statement sign-off process.

The purpose of this cap is to:

- Alignment with evolving instructional delivery models (e.g., virtual and hybrid instruction).
- Provide local education agencies with greater flexibility in addressing staffing and instructional needs.

Exceptions above 1.00 FTE may be permitted in rare and specific cases, such as when a full-time educator is also providing virtual instruction in the evening for another district or educational provider. These instances will be closely monitored and are not expected to be common.

Section II – District Portal

The Personnel Record Form (PRF) is a state data collection system developed as a tool to support the required annual collection of PK-12 school staffing data for every SD accredited school district and applicable approved provider. The system is developed on the state fed RAMP certified cloud platform[1], ServiceNow, as a part of modernization efforts. SD Department of Education (SD DOE) provides access to PK-12 school personnel via an online portal found here at https://b2b.sd.gov/.

Access & Accounts

PK-12 school user accounts are provisioned by the SD DOE PRF administrator. For support, please contact doeprf@state.sd.us. Personnel verification is managed by cross references to the department PK-12 Educational Structure and Directory as updated by the local PK-12 schools; click here for local information.

Logging into the Personnel Record Form (PRF) District B2B Portal

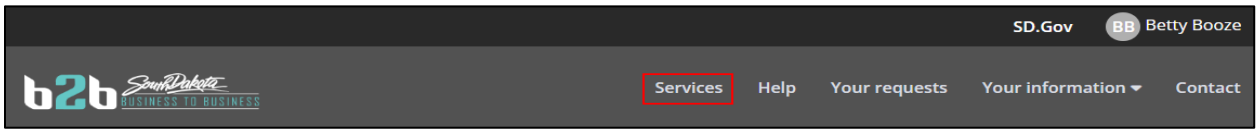
1. Navigate to https://b2b.sd.gov/
    a. If you're the PRF contact for two different districts, you'll need to use two separate login URLs:
        i. For one district, use the standard B2B login: https://b2b.sd.gov/
        ii. For the second district, use the local login version: https://b2b.sd.gov/b2b?id=b2b_local_login
2. Click "Log in" in the upper right corner of the screen.

3. Enter your work email address (e.g. First.Last@k12.sd.us) and click "Next".
    a. Shared email addresses (e.g. DistrictPrincipal@K12.sd.us) are not allowable.
4. Enter the password associated to your work account and click "Sign In". If you need the password reset, you'll have to reach out to your technology coordinator at your district.
5. The B2B portal does use multi-factor authentication (MFA). If users need additional help setting this up, below is a knowledge article on MFA through the B2B portal: https://b2b.sd.gov/b2b?id=kb_article&sys_id=bd3da8a097234a10447ef64ef053afb9

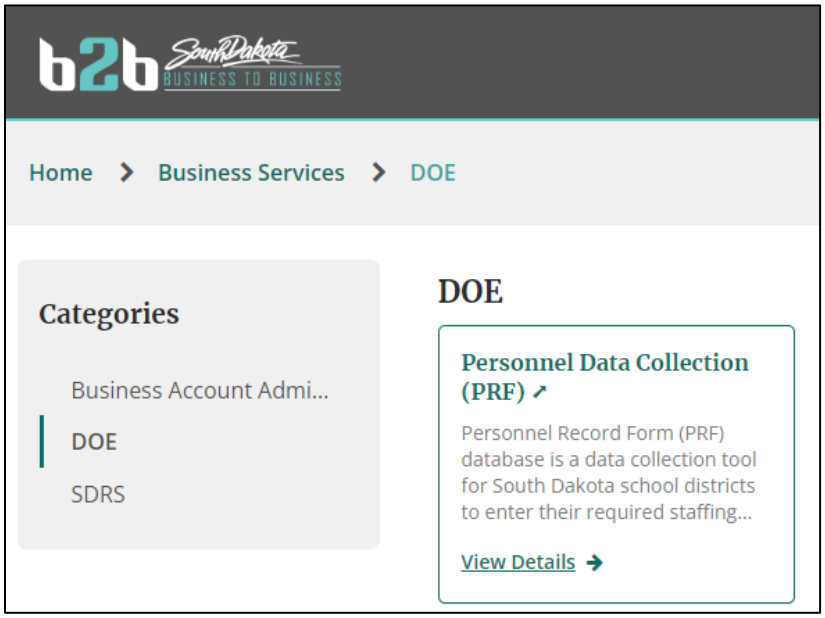
[1] The Federal Risk and Authorization Management Program (FedRAMP) was established in 2011 as a government-wide program to promote the adoption of secure cloud services by providing a standardized approach to security and risk assessment for cloud technologies and federal agencies. Primary authority is established under the Federal Information Security Modernization Act (FISMA), the Office of Management and Budget (OBM), the National Institute of Standards and Technology (NIST), and the FedRAMP Authorization Act of 2022.

Accessing the PRF Portal

1. After logging into the B2B Portal, click on “Services” in the menu bar.



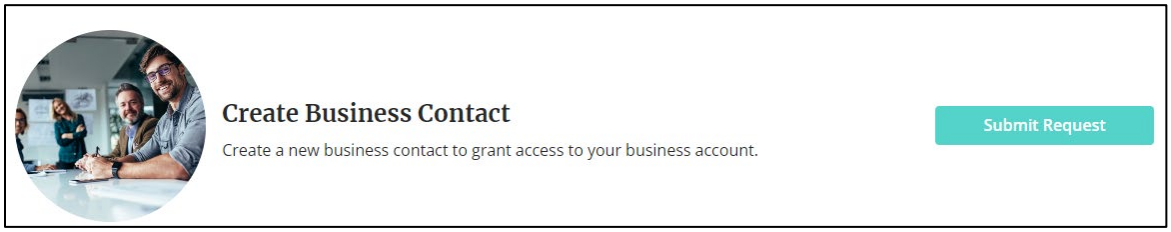
2. Under the Categories menu, select “DOE”.
    a. Note: if you don’t see “DOE” in your categories, contact DOE (DOEPRF@state.sd.us) to request access.
3. Select “Personnel Data Collection (PRF)” to open the PRF portal.



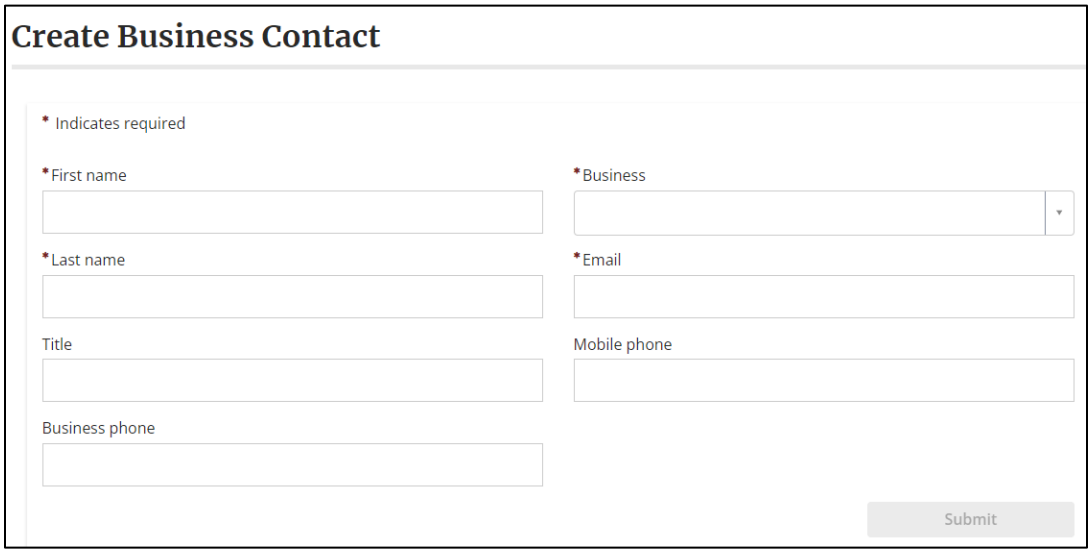
For PRF Admins Creating a New PRF Contact

Note: you will only be able to do this if you are the existing primary contact with admin privileges of the district’s business account.

1. After logging into the B2B Portal, click on “Services” in the menu bar.
2. Under the Categories menu, select “Business Account Administration”.
3. Select “Create a Business Contact”.
4. Select “Submit Request”.



5. Complete the form and click "Submit". You will need to enter the new contact's work email in order for them to successfully log into the B2B portal.

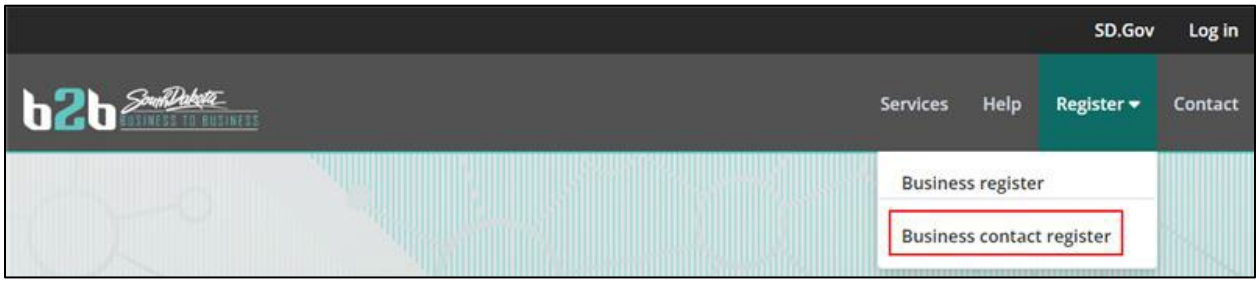


6. Email DOE at DOEPRF@state.sd.us to request PRF portal access for the new contact.

New PRF Contact Using Registration Code to Gain Access

Note: Anyone can request access. It isn't limited to those with admin permissions.

1. Navigate to https://b2b.sd.gov/b2b.
2. In the menu bar, expand Register and click Business Contact Register.

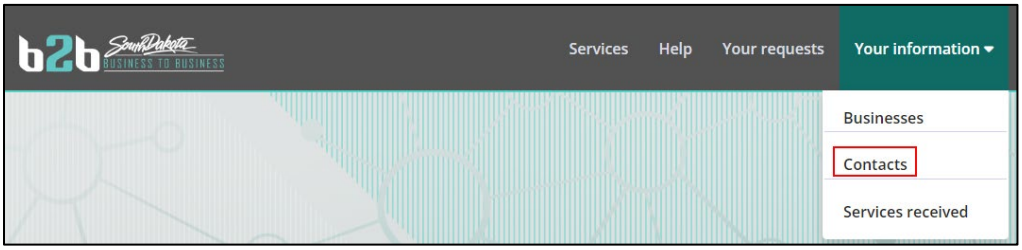


3. Complete the form and click Register when done.
    1. Note: if you don't know your district's registration code, contact DOE (DOEPRF@state.sd.us) and they can provide it.
4. An email will be sent to the primary contact to approve your account.
    1. If there is no primary contact, inform DOE (DOEPRF@state.sd.us) so they can approve your account.
5. Once the account is approved, you will get an email letting you know and can now authenticate through the B2B portal.
6. If you need access to the PRF, send an email to DOE (DOEPRF@state.sd.us) letting them know so they can grant permissions.

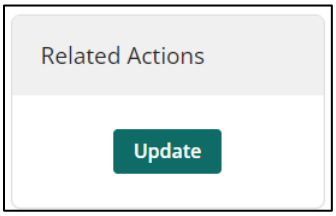
Updating Existing PRF Business Contacts

Note: you will only be able to do this if you are an admin of the business account.

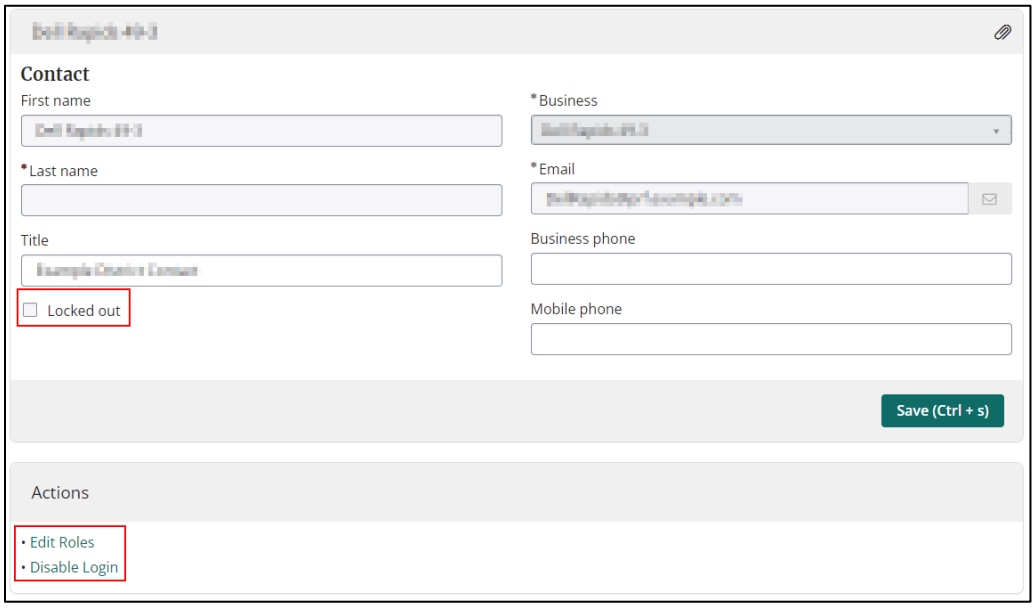
1. After logging into the B2B Portal, click on “Your Information” and then “Contacts” in the menu bar.



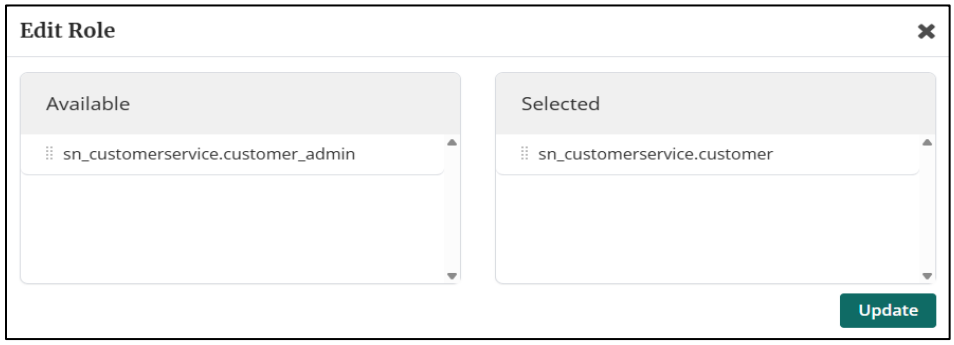
2. Click on the name of the contact you’d like to update.
3. Click the “Update” button on the right side of the screen.



4. You’ll be taken to the screen below where you can:
   a. lock the account which will prevent the user from signing into their account.
   b. edit roles allows you to change the permissions for a user. You can make them an administrator for the account. (see #5 for more information).
   c. disable login which will prevent the user from signing into their account. There is no difference between a and c.



5. Clicking on “Edit Roles” allows you to grant or revoke admin permissions from the selected user by dragging the “sn_customerservice.customer_admin” permission.



   a. If the admin permission is in the “Available” category, that means the user doesn’t have admin permissions.
   b. If the admin permission is in the “Selected” category, that means the user does have admin permissions and can add contacts or change permissions for contacts.

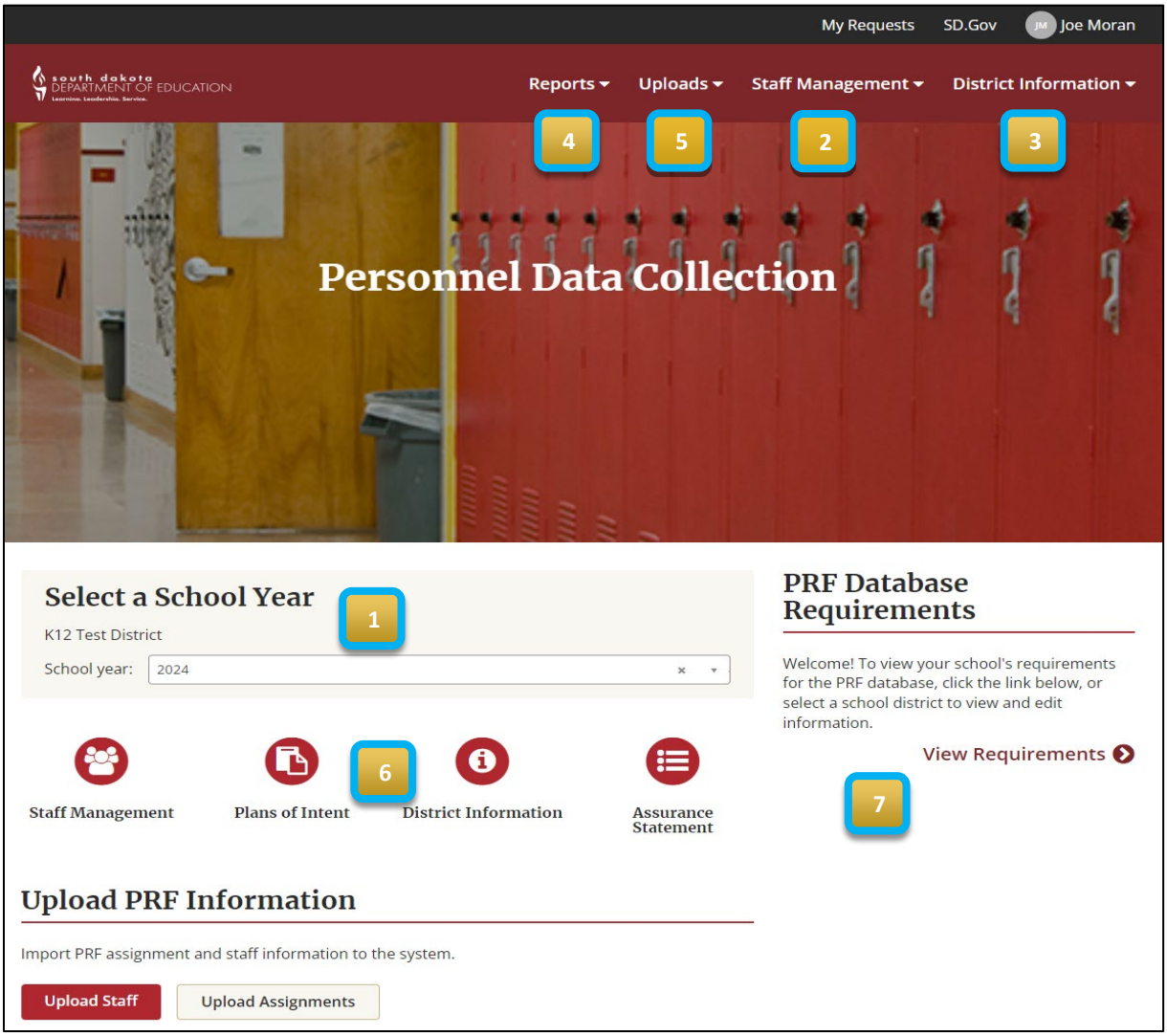
The following sub-sections provide a general overview of the district portal and available tools.

Landing Page

The Personnel Record Form (PRF) is a state data collection system developed as a tool to support the required annual collection of SD accredited PK-12 school staffing data. The following information provides a general overview of the PK-12 school portal landing page.

Primary Tools and Functions

The main PRF landing page provides several pathways and tools in support of annual PK-12 staffing data submission requirements for SD accredited school districts and applicable approved programs. The primary navigation and resource components are identified on landing page below, which are summarized on the next page.



Below are brief descriptions for the primary navigation and resource components identified on the above landing page.

1. School Year Select
    a. Allows for the selection of a specific school year.
    b. Tip: In the PRF, the school year is designated by the end year.
        i. For example, SY2025-26 = 2026
2. Staff Management
    a. Provides the menu of school personnel to select from.
    b. Tip: Not all school district types are required to report on the same personnel.
        i. For example,
            1. public districts are required to report on educators, bus drivers, classified staff, contracted services, and paraprofessionals and
            2. non-public districts are required to report on educators and bus driver.
3. District Information
    a. Provides the menu of district level tools and supports.
4. Reports
    a. Available set of exportable reports provided for both user file maintenance and data entry.
5. File Uploads
    a. Provides the ability to export all system records and a process for using template uploads to modify records.
6. Quick Links
    a. A set of quick links to go directly to these most frequently used tools.
7. Data Collection Requirements
    a. Provides a reference of the required reporting data for each school district type.

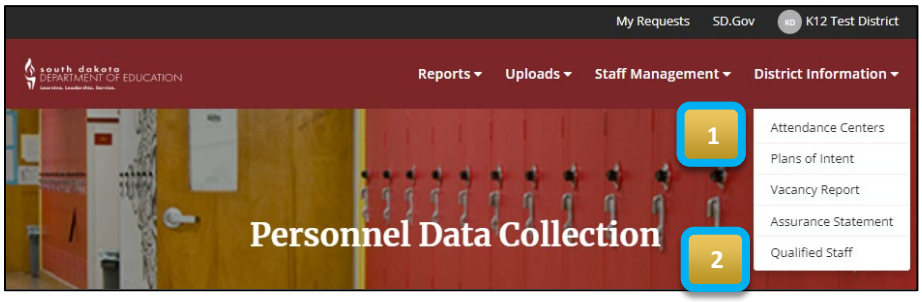
Each of these tools and resources will be further detailed in the following sections.

Common Hints and Tips

Browser Back Button – The PRF collection system is developed to leverage the user's internet browser navigational tools; therefore, you can use the back and forward buttons to navigate through the system. If the navigation buttons are used and there are changes made on the present page, then the user will receive a notification to save the changes, or they will not be saved.

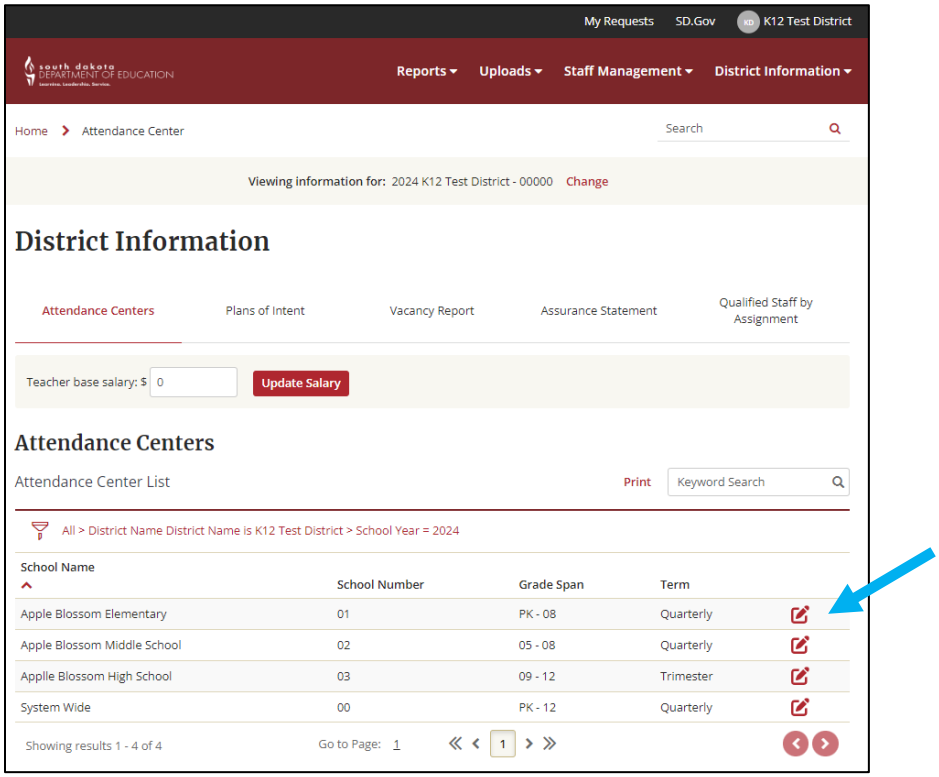
District Information

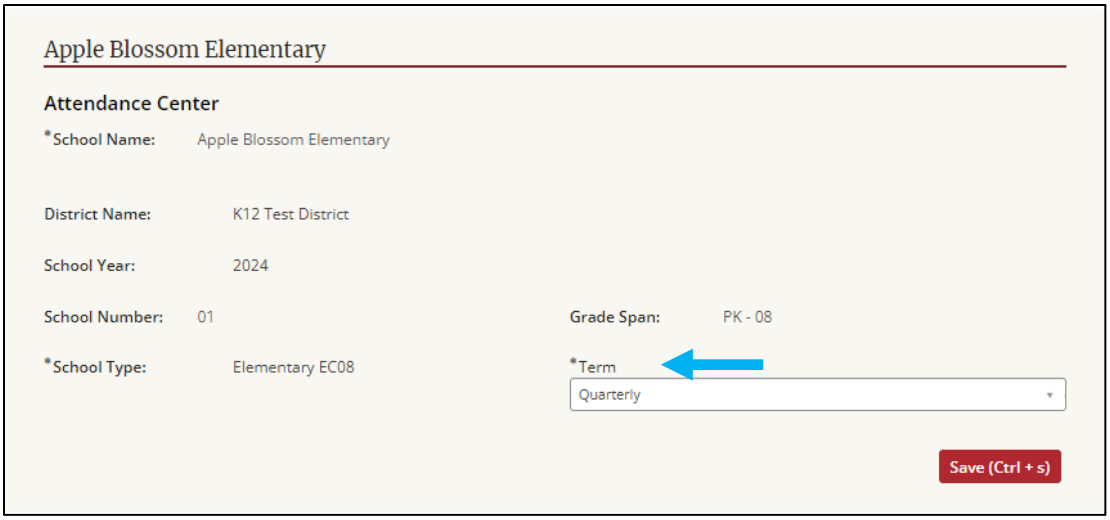
During each data collection period, the best practice is to begin with several general district related tasks to ensure effective population of the calculated fields within the PRF. The following details are the location of the various initial district portal verification tools.



Attendance Centers

It is important that each district escalates all educational structural differences with the SD Department of Education. Annual updates to educational structure are collected and verified via PK-12 Educational Structure Collection, which occurs between March 1st and March 31st (ARSD 24:17:03:10). During this collection, districts shall report new schools, closed schools, grade span changes and district/school name changes. Local educational structure modifications are typically finalized by May 1st and then applied SD DOE collection systems and federal reporting. To resolve educational structure questions or concerns, contact Jantina Nelson-Stastny (605-668-2904).



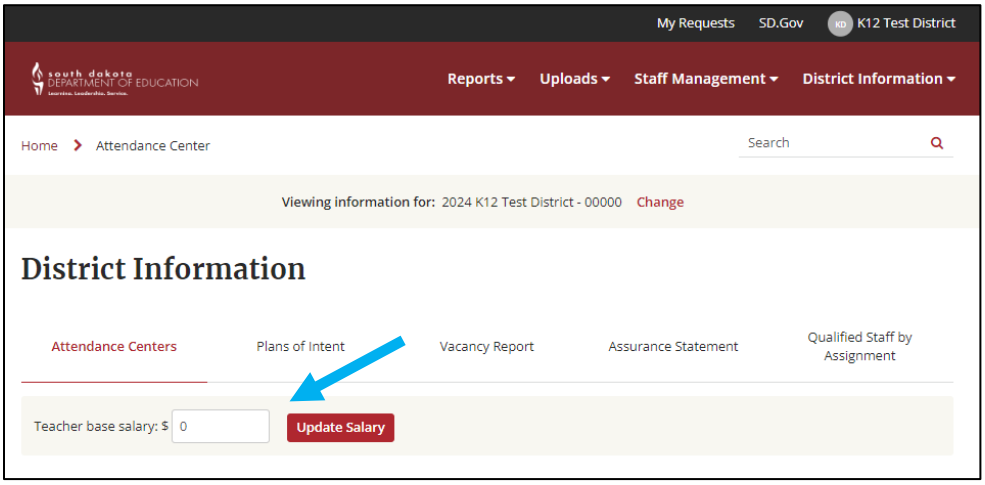


It's important to define the academic term at the outset. If your district uses academic terms, such as semester, trimester, or quarter, then the academic term must be setup at the attendance center or school level.

- The semester model groups the academic year into two terms. Select the quarter designation to support aggregation of semester data. In general, two quarters of a particular subject will be equivalent to one semester of the same subject.
- The trimester model groups the academic year into three terms, select the trimester designation.
- The quarter model groups the academic year into four terms, select the quarter designation.

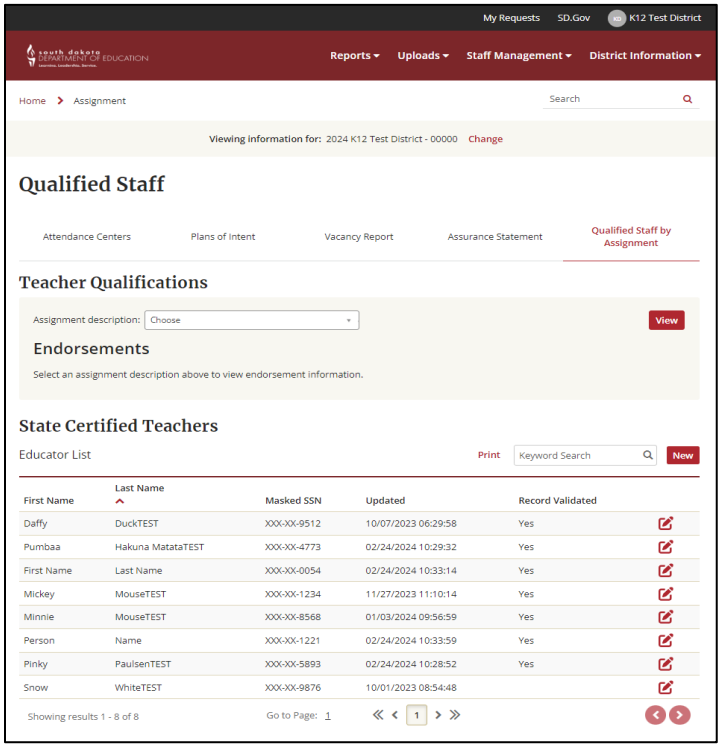
Base Teacher Salary

The next purpose of the Teacher Base Salary field is for districts to provide their negotiated starting salary for educators starting at 0 years of experience. This data is used to both report statewide figures and trends as well as a system validation check to ensure accuracy of the entered educator salary information.

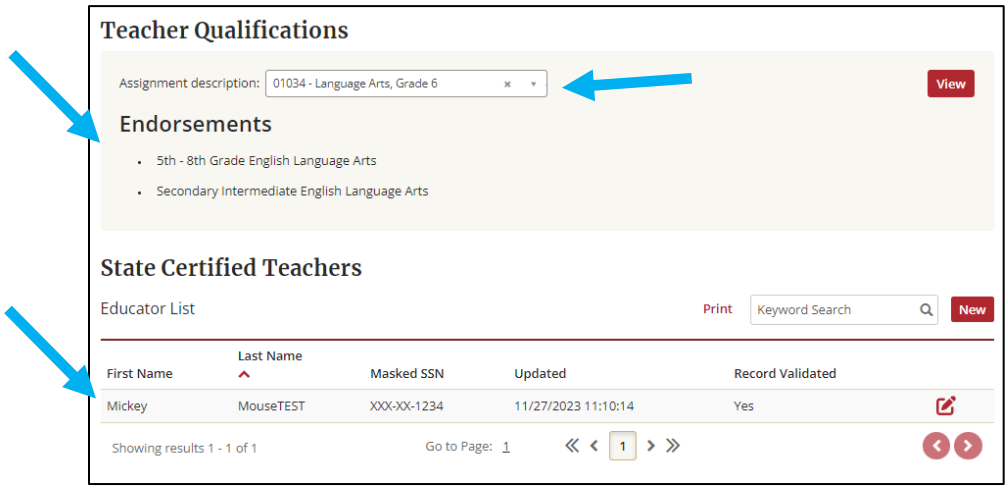


Qualified Staff

The Qualified Staff tool allows the district to identify a specific assignment and find the district employees who are properly certified for the selected assignment.



For instance, if the district needs a certified Grade 6 Language Arts teacher, then select the specified assignment and click the view button to find certified educators in the district. Additionally, the tool provided the list of endorsements that are required for the specified assignment.



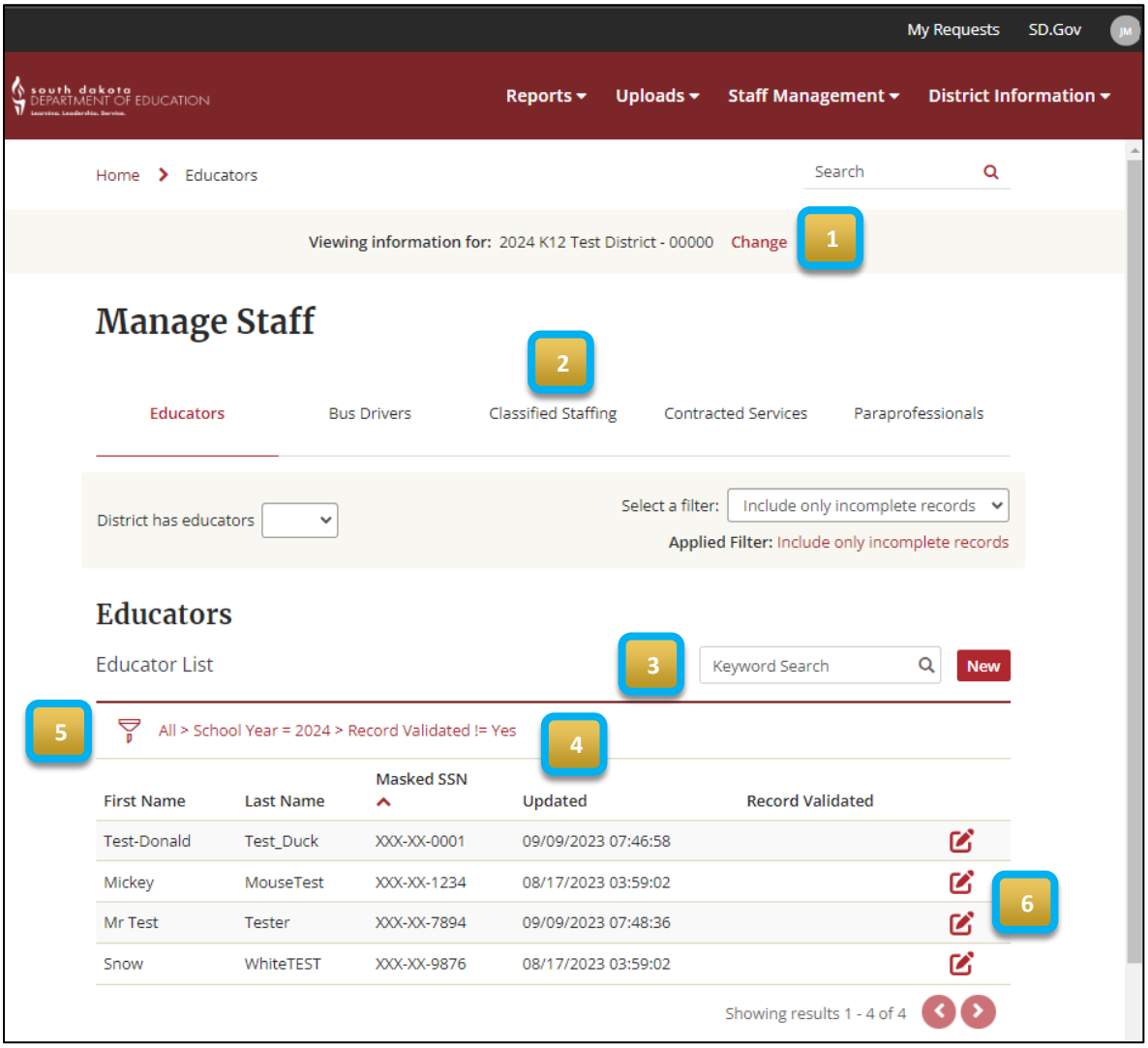
With the district information completed, the next section will detail the primary duty of entering Personnel Record Form (PRF) staff information.

Section III – Staff Management

The purpose of this section is to provide an overview of the regular data entry and collection of PK-12 staffing information. A personnel record is required to be submitted for all individuals employed in a position for which certification is offered through the Department of Education (DOE). Additionally, if an individual is hired and certified through another agency, the district is required to complete a personnel record form.

Landing Page

Below is the landing page for the PRF Staff Management collection tools and brief references to support the general navigation.



Below are brief descriptions for the navigation and resource components identified on the previous landing page.

1. School Year Select
    a. Allows for the selection of a specific school year.
    b. Tip: In the PRF, the school year is designated by the end year.
        i. For example, SY2025-26 = 2026
2. Staff Type Selection
    a. Allows the user to toggle between the different staff types from the landing page.
3. Search Function
    a. Allow the user to search for a specific individual on the current screen.
        i. If on the educator tool, then you can enter the individual educator's name or SSN to filter the list to that specific individual.
4. Table Function
    a. Allow the user to sort the staff table by any field by clicking the header name of the specific field.
5. Filter Function
    a. Allows the user to filter the staff list down to a specific subgroup based on needs.
        i. Could filter to only cases where the record validated field is set to no or empty to isolate the records that remain incomplete for the reporting period.
6. Edit/View Function
    a. Allows the user to open the individual record to either edit or view dependent on the time of year and state of the record.

Educators

A personnel record is required to be submitted for all individuals employed in a position for which certification is offered through the Department of Education (DOE) (ARSD 24:43:10:01); includes all instructional, administrative and education specialist positions.

Educator personnel data is required from the following district types:

- 10 - Public School Districts
- 20 - Non-Public (Private) Schools
- 30 - Tribal/Bureau of Indian Education (BIE)
- 40 - Cooperatives/Multi-Districts
- 80 - State Special Schools
- 90 - Alternative Programs
- 95 - Approved Virtual School Providers (SD Center for Virtual Education)
    - Black Hills Online Learning Community
    - DIAL
    - NSU Center for eLearning
    - High Plains Alternative School

School Districts who contract personnel through cooperatives or virtual providers in South Dakota should not report those personnel. Each Cooperative/Multi-District and Virtual Provider is required to report their staff.

Please direct specific questions related to determination of PRF reporting requirements to Jantina Nelson-Stastny (605-668-2904).

Definitions

The next several subsections provide guidance intended to support annual reporting requirements and definitions related to district Educator personnel.

Educators

As defined for the purposes of state and federal reporting an educator is providing services related to instructional, education specialist, or administrative positions as defined in table 1 below.

Table 1: PK-12 Educator Positions

Position Type	Position Code	Position Description
Administration	30301	Superintendent
	30302	Assistant Superintendent
	33333	CEO
	30101	Elementary Principal
	30102	Assistant Elementary Principal
	30001	Middle School Principal
	30002	Assistant Middle School Principal
	30201	High School Principal
	30202	Assistant High School Principal
Educational Specialist	40100	School Counselor
	40105	Student Advisor
	40301	Business Managers/CFO
	40401	School Psychologist
	40501	Psychological Examiner
	40601	Special Education Director
	40701	Curriculum Specialist/Coordinator
	40810	Technology Coordinator
	40811	Integrationist
	42000	Instructional Coach (works with staff)
Instructional	23002	Pre-Kindergarten Teacher
	25000	Birth-Preschool Special Education
	25100	Special Education Teacher, K-12
	20220	Elementary School Teacher
	20300	Middle School/JH Teacher
	20400	High School Teacher
	25400	School Librarian

Note(s): PK-12 Educator positions are determined by state codified law and administrative rule, which are subject to regular review and modification.

Student Teachers

A student teacher is an individual who is completing an in-depth, direct teaching experience in a school setting conducted as a culminating, field-based experience for an educator preparation program. Under ARSD 24:28:09, individuals are able to apply for either a student teaching or advanced student teaching permit, which allows for the individual to be paid by the district.

If the individual has an advanced student teacher permit and the district utilizes the individual as the teacher of record, then the district is required to report the individual on the PRF. Individuals who are not acting as the teacher of record should not be reported.

Fiscal Note: Individuals with an advanced student teacher permit who are being utilized by the district as the teacher of record shall be included in Annual Teacher Compensation reporting.

Below is the general difference between the student teacher permits.

	Student Teacher Permit	**Advanced Student Teacher Permit**
Report in PRF	No	Yes, if teacher of record
Requirements	Required for paid student teaching experience. • Official transcript verifying satisfactory completion of educational coursework likely to be met by the start date of the student teaching experience • Obtained sign-off from the educator preparation program	Required for paid student teaching experience and provides the ability for permit holder to serve as a teacher of record. • Official transcript confirming satisfactory completion of educational coursework likely to be met by the start date of the student teaching experience and registration of final coursework • Successfully completed: o state-designated pedagogy test o state-designated content test(s) • Obtained sign-off from the educator preparation program • Participate in a mentor program • Adhere to the South Dakota Code of Professional Ethics for Teachers

Note(s): Both student teacher permits are one-year certificates and non-renewable.

For additional information, find the Division of Accreditation and Certification guidance at this link.

Substitutes

Another, yet separate type of educator reported on the PRF are substitutes. Below is a list of common occurrences when substitutes are hired and whether they need to be reported for this data collection:

Description	Submit a Long-Term Substitute Waiver	Submit PRF for this Individual	Reason
Substitute hired to replace a teacher on maternity leave/FMLA for less than 45 days.	No	No	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" and not hired for more than 45 cumulative school days.
Substitute hired to replace a teacher on maternity leave/FMLA for more than 45 days.	No	Yes	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" and hired for more than 45 cumulative school days. The plan-of-intent will still say “temporary”, and the reason hired would be “long-term sub without waiver”.
Substitute with a valid or inactive teaching license hired to replace a teacher for more than 45 days.	No	Yes	The teacher for whom the substitute was hired was reported on PRF and the substitute will be "temporary" and hired for more than 45 cumulative school days. The plan-of-intent will still say “temporary”, and the reason hired would be “long-term sub without waiver”.
An individual acting as a teacher of record for no more than 45 cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher	No	No	This person is not "replacing" an existing teacher but was hired for this teaching position with the intent of finding a certified teacher.

An individual without a valid or inactive certificate (non-certified educator) acting as a teacher of record for more than 45 cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher	Yes, prior to 45 days	Yes	The plan-of-intent will still say “temporary”, and the reason hired would be “long-term sub with waiver”. If the PRF is closed, contact Jantina at 605-668-2904 to manually add a PRF record. Long-term sub waivers must be approved before the term of service.
Teacher is sick for 3 days and substitute was hired.	No	No	
Substitute replaces Teacher "A" for 23 days and then Teacher "B" for 22 days.	No	No	Substitute must replace the SAME teacher for 45 cumulative school days.
Substitute hired to replace paraprofessional.	No	No	State law defines a long-term substitute as a "substitute teacher" and "Other School Personnel" (i.e., paraprofessionals) are NOT teachers.
Individual holds a student teacher permit and replaces teacher of record	No	No	Only Advanced Teacher permits can be teacher of record. We cannot offer long term subs for college students prior to their student teaching. The students need to complete their coursework associated with their program. The best option for the district would be to seek a long-term sub option – not college students and then the students, assuming they qualify and will receive the Advanced Student Teacher Permit would be able to be hired by the district and enter into a contract as a TOR for the second semester.

Below, you will find details specific to common questions related to Long-Term Substitute Teachers.

Long-Term Substitutes

An individual acting as a "long-term substitute" to fill a position will need to be added to the PRF record. A long-term substitute teacher is defined per ARSD 24:28:01:01:

- An individual acting as a teacher of record for no more than 45 cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher: or
- An individual acting as a teacher of record for more than 45 cumulative school days when a teacher is on a temporary leave of absence, if:
    - The teacher's leave of absence is granted pursuant to the "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601, et seq. by the school; or
    - The individual has a valid or inactive teaching certificate.

The following details are how to hire a long-term substitute if a waiver is required.

- Complete the Administrative Rule Waiver Application: Long-Term Substitute form at https://doe.sd.gov/oatq/documents/Waiver-LTS-22.pdf and request to waive the highlighted pieces in the screenshot below.
    - Gain school board approval
    - Submit to doeaccred@state.sd.us along with the school board meeting minutes.

The following details how to add a long-term substitute teacher to the PRF.

- A non-certified personnel record is required to be submitted for all individuals employed in a position that meets the definition of long-term substitute. Be sure to use the status of "Long-Term Substitute" on the PRF record.
- Within the PRF this will trigger a plan of intent.
    - The following needs to be selected
        - Check box: Temporary Assignment
        - Reason Individual was Hired dropdown: "Long-Term Substitute with waiver" or "Long-Term Substitute without waiver"

Long-term Substitute Requirement

☐ **ARSD 24:28:01.01 (54)** "Long-term substitute" means:

☐ (A) an individual acting as a teacher of record for no more than 45 cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher; or

☐ (B) an individual who is acting as the teacher of record for more than 45 cumulative school days when a teacher is on a temporary leave of absence if:

☐ (1) the teacher's leave of absence is granted pursuant to the "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601, et seq. by the school; or

☐ (2) the individual has a valid or inactive teaching certificate.

Definition of an Inactive Certificate *(will allow someone with an invalid certificate to receive an inactive certificate allowing them to meet the exemption in ARSD 24:24:01:01(54)(B)(2))*

☐ **ARSD 24:28:01.01 (50) "Inactive certificate"** means a certificate issued to a certificate holder with a valid certificate, who is not acting as an educator and requests the certificate become inactive for a period of five years.

Application Timeline

☐ **ARSD 24:43:08:04. Application timelines.** An approved waiver shall take effect at the beginning of the next school fiscal year on July 1. The department must receive an application for a waiver at least 60 days prior to the start of a new school fiscal year July 1. A district may petition the secretary for consideration of an alternate effective date that is least 60 days after the department receives its application for a waiver. The secretary shall consider the quality of the application and the extent of its intended outcomes on student learning and enhancement of student opportunity in determining whether to grant the alternate effective date for an approved waiver.

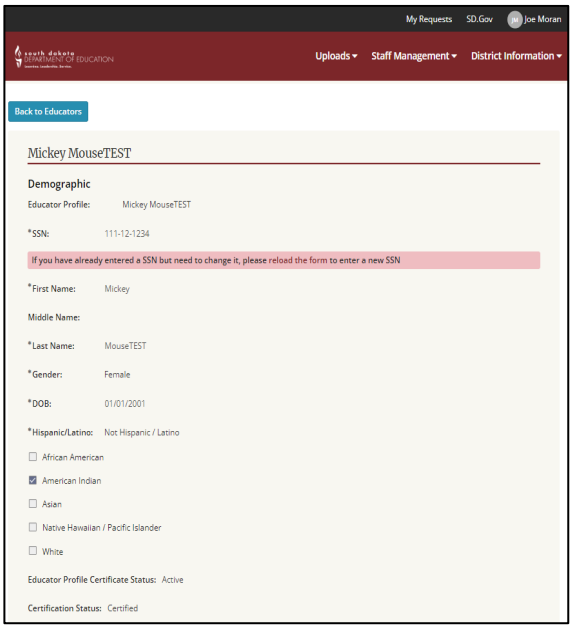
Records

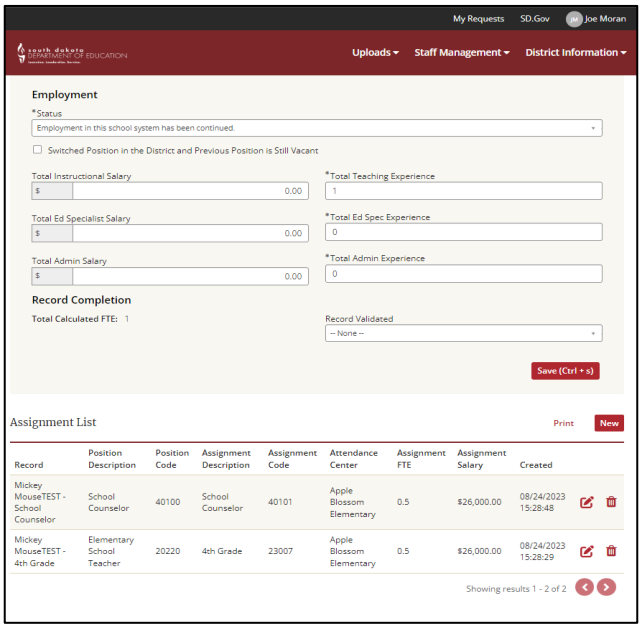
The Educator records section provides guidance on navigating and entering required personnel information.

Adding and Modifying

The PRF educator record consists of two main sections: (a) Educator and (b) employment information. Both sections are generally detailed below, however, not all educator records are the exact same and there will be differences based on whether the educator exists in the Certification system.

Educator record (upper section): Person and demographics information	**Educator record (lower section)**: Employment information





Note(s):

<u>Educator Record - Person Information</u>

Each year, district PRF coordinators are required to verify and update each Educator record information as appropriate. The Educator person information is found on the upper section of the educator record. The person information consists of both person identification and demographic information, which is typically automatically populated based on the Educator's self-identification on their certification record.

Individual and Demographic Information

To ensure compliance with Federal reporting requirements, the educator person and demographic information collect includes the following fields:

- Social Security Number (SSN)*
- First Name*
- Middle Name
- Last Name*
- Gender*
- Date of Birth (DOB)*
- Hispanic/Latino Indicator*
- Race Selections*
- Federal Race/Ethnicity – Calculated field based on the aggregation of the Hispanic/Latino indicator and selected race identification.

Educator person and demographic information come from one of two locations. If the individual *has* a record in the Certification System, then their person and demographic information is populated in the PRF based on the individual's social security number (SSN). If the individual *does not have* a Certification record, then their required person and demographic information is manually entered by district coordinators. Individuals without a SSN being issued yet should create an Educator profile on the Certification side of the system to get their work going there. In that process they should have indicated that they did not have an SSN and the system would have generated a temporary SSN. Districts will need to ask their employees for that temporary number to link the PRF records to their certification.

Data Entry Hint: Always start the person information entry with the SSN. When you enter an SSN and then click into the next data field, the system will run a check on the Certification system and pull in the information if found.

This will change the name in the system.

To change your name on your previously issued certificate, you must follow these steps:

1. Access the Educator Portal: https://www.sd.gov/educator
    - If you don't already have a mySD account, you are encouraged to provide a personal email address during the registration process, rather than an email account associated with an employer, college, or university.
2. Name changes must be completed with the "Update Educator Profile"
    - Do not create a new profile if your name has changed.
    - It is very important to identify your previous last name(s) to ensure proper connection of your account and future documents.
    - There is no charge for this process.

To obtain a copy of your certificate with your updated name; you must follow these steps:

1. Ensure that your "update educator profile" has been approved.
2. Log into your Educator Portal using the same mySD account.
3. Complete the "Request a copy of my Educator Certificate".
4. Pay the application fee according to ARSD 24:28:05:01 for a duplicate educator certificate.

Certification Status

Additionally, the educator's person information includes certification information, which is found below the demographic information, if the individual has a Certification record, then their relevant certification information will update when the educator record undergoes several changes, including but not limited to entering an SSN or validating and saving the record.

The educator profile certificate status indicates the certificate's status as it moves through the Certification process (see Certification Statuses for definitions and alignment), whereas the certification status indicates the status of the certificate as it relates to the PRF (not certified or certified).

Certification Status on the PRF is defined as:

- Certified means the individual has an active certificate.
- Non-Certified means the individual does not have an active certificate.
    - *You must ensure the individual becomes certified.*

The following are four reasons why an educator may have a certificate status of non-certified.

Reason 1: Certificate Expired and Not Renewed

The educator's certificate expired on July 1st of the current year. If their renewal application hasn't been processed, their status remains expired until October 1st. On October 1st, the system automatically:

- Changes their certificate status to invalid.
- Updates their certification status to non-certified.

Action Steps:

Follow up with the educator to confirm they've applied for renewal and submitted all required documents.

- Between July 1st and October 1st:
    - Renewal requirements are standard.
- After October 1st:
    - The educator is charged a $100 invalid educator fee.
    - Renewal credit requirements remain the same.

Reason 2: The staff's certificate is invalid.

- If the individual has allowed their certificate to become invalid, and is not able to meet the renewal requirements, they may be eligible for a one-year non-renewable Temporary certificate. This will allow them to be considered certified while completing the renewal requirements.

Reason 3: The staff has an alternative preliminary certificate.

- If you have hired someone who will be going through alternative certification you must make sure they have applied for alternative certification.
    - Step 1 of alternative certification is to apply for an Alternative Preliminary certificate. This allows the applicant to be hired by a district to go through alternative certification, but this certificate does not allow them to be considered certified.
    - Step 2 of alternative certification is to apply for the appropriate alternative certification route. Once they have received the alternative certification certificate, they will be considered certified for the school year. A yearly renewal is required until all requirement have been confirmed and a professional certificate has been issued.

Reason 4: The staff is non-certified.

- All staff should have a certificate to be an administrator, teacher, or education specialist.
    - In 2017, the certification rules were updated to include additional flexibilities for districts who are not able to fill a position requiring a certificate.
    - For additional details related to certification options, find information at the following certification website: https://doe.sd.gov/certification/documents/Admin-FlexOptions.pdf.

Educator Record - Employment Information

Each year, district PRF coordinators are required to update the educator's employment information, which is found on the lower section of the educator record. Employment information consists of three main components: employment status, educator salary, and educator experience information.

Employment Status

Each year, every educator's record status is required to be verified. The list below reflects the current active employment statuses:

- Employment in this school system has been continued,
- New Employee – 1st year hired as staff in any school district, in any state,
- New Employee – has been absent from field of education 1 or more year(s),
- New Employee – previously employed in another SD school district,
- New Employee – previously employed out of state,
- Re-employed in a school district following an absence of one year or more,
- Long-Term Substitute, or
- No Longer Employed.

Data Entry Hint: The employment record status is a required field as indicated by the * leading the field name. When the status is modified to – None – the system provides several notifications such as changing the status field border turns to red and a required information notification pops up on the bottom of the record. If there is an attempt to save or navigate to another window, without the required data, a message is sent through the browser with guidance toward a resolution. In the below case, the browser notification indicates that some fields are incomplete and provides the field name of Status. Once the Employment record status is selected and no other required fields are missing, the required field notifications disappear, and the record is ready to be saved.

No Longer Employed Status

Generally, Educator No Longer Employed record entry should be completed with the following criteria considerations:

- Every Educator reported on the prior school year needs to be accounted for in the current school year PRF submission as either continuing employment or *No Longer Employed*.
- Handling Educators Who Leave Mid-Year
    - Do not mark an educator as No Longer Employed during the current school year, even if they leave mid-year.
    - Wait until the following year's reporting to update their employment status to no longer employed.
    - This ensures accurate reporting, as the educator must still be accounted for as employed during part of the current year and listed as part-time FTE.
- Best Practice: Managing Departed Staff

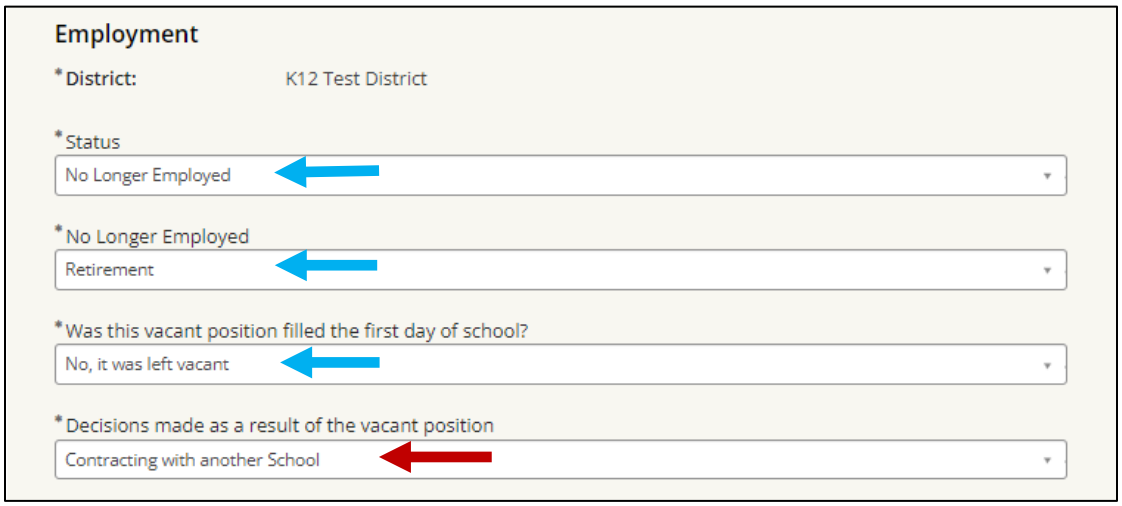
- Maintain a list of all employees from the previous year who are No Longer Employed.
- Complete their Educator record status updates at the same time during the next reporting cycle.
- This helps ensure consistency and accuracy in reporting.
- When Educators are employed in the prior school year and are No Longer Employed for any portion of the current school year, select the most appropriate reason known to the district.

No Longer Employed – Valid Reasons

Selecting this status will trigger follow-up questions based on local actions. Choose the most appropriate reason from the list below:

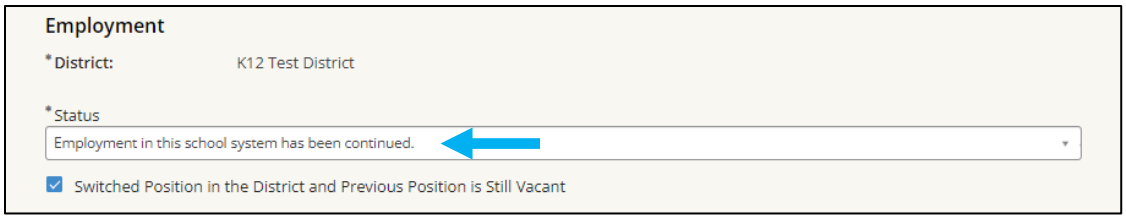
- Caregiver to family/children,
- Death,
- Employed by District in another capacity not tracked in Educator Screen,
- Employed in another SD-accredited school/district,
- Employed in another school/district out of state,
- Employee that rotates and carries out their CTE classes at another district,
- Family/personal relocation,
- Illness,
- Non-Renewal,
- Not Currently Instructing (Virtual School Only),
- On Leave of Absence or Sabbatical,
- Other employment outside of education,
- Reduction-in-Force, or
- Retirement.

The following *No Longer Employed* responses provide a reference of potential reasons and district actions relative to an Educator turnover.



Switching Positions within District

In the event that an Educator who continues to be an employee in the district, however, changed positions, the district will need to report this change by checking the box *Switched position in the district and previous position is still vacant* as depicted below.



This checkbox should be selected if the employee received a promotion or accepts a different position within the district. For example, if a self-contained 5th grade Educator transitions to a Special Education Educator position.

Once the educator employment status fields are completed, proceed below to update the educator salary and experience information.

Educator Salary and Experience

- Salary reporting is required only for public school districts and educational cooperatives.
- Salaries must be categorized into:
  - Instructional
  - Administrative
  - Education Specialist
- Adjusted salary figures are now displayed based on a full-time (1.00 FTE) rate using these formulas. These adjusted figures convert to the rate of pay a full-time person would be making to help determine if the entered FTE or salary is unreasonable:
  - Instructional: Total Instructional Salary ÷ Total Instructional FTE
  - Education Specialist: Total Ed Spec Salary ÷ Total Ed Spec FTE
  - Administrative: Total Admin Salary ÷ Total Admin FTE

Generally, salary information on the Educator records should be completed with the following criteria considerations:

- To ensure a consistent view of salary figures across the years, these are excluded from the instructional salary. These exclusions help maintain consistency across years, especially since these types of pay are often one-time or variable and could distort year-over-year comparisons:
  - Bonuses,
  - Non-guaranteed Longevity pay: If the longevity pay is the same as a lane change and guaranteed continually as part of the base pay for the negotiated agreement, then it can be included,
  - Extended contract pay, or

        - Stipends or extra duty pay.
            - These are not used when calculating salaries and average salaries.
    - Round all salaries to the nearest whole dollar.
    - If there is not yet an agreement regarding salaries (impasse), report the salary they were paid the prior year.
        - Then, notify Jantina Nelson-Stastny (605-668-2904) when determinations are completed and there is information to update if the collection windows are closed.
    - Salary step increases should be reflected in the PRF database.
        - If the district has received a conditional waiver from the School Finance Accountability Board and paid out additional funds to your teachers, the Educator records must be updated to include the additional contract amounts.

As a reference, here are some example situations:

- If an administrator also instructs a course, the breakout of the instructional salary and the administrative salary should reflect the actual salary for each job responsibility.
    - The administrator is paid on a schedule higher than the instructional staff, so don't simply allocate the percentage of FTE.
    - The district is required to determine the full-time salary schedule for the instructional assignment by negotiated schedule "step and lane" increases to determine the appropriate salary percentages between the instructional and administrative assignments.
- If instructional staff have periods/blocks during the school day to carry out Classified Staff duties, do not include this time or salary on the PRF Educator screen.
    - For example, an athletic director who also instructs a course, should have only the breakout of the instructional salary reported in the PRF.
    - The Athletic Director – a Classified Staff position – salary is not reported.
- If a teacher has unpaid leave days but is returning to the district to teach, a district should NOT adjust the contract salary amount reported to the actual cost to the district.

To ensure compliance with federal and state reporting requirements, the required Educator salary and experience fields are defined below.

Total Salary: The total negotiated contract amount is required to be reported for all Educators at the position level (Instructional, Education Specialist, or Administrative); as appropriate.

- Total Instructional Salary: The amount of salary negotiated for instructional assignments.
- Total Education Specialist Salary: The amount of salary negotiated for educational specialist assignments.
- Total Administrative Salary: The amount of salary negotiated for administrative assignments.

Total experience – years of experience prior to the start of the current school year – is required to be reported at the position level (Instructional, Education Specialist, or Administrative); as appropriate.

- Total Instructional Experience: Total years of delivering instructional to students, prior to this school year.
    - This should include time teaching at another district or school.
        - If a part-time principal and part-time teacher, count one year instructional and one year administrative.
        - Include years of experience for Alternative Certification to count towards the years of total "teaching experience".
        - Do not include years as a long-term substitute as years of service.
- Total Education Specialist Experience: Total years as an education specialist prior to the current school year.
- Total Administrative Experience: Total years as an administrator prior to the current school year, including CEO.
    - If full-time principal and teach 1 class, count one-year administrative experience and one-year instructional experience.

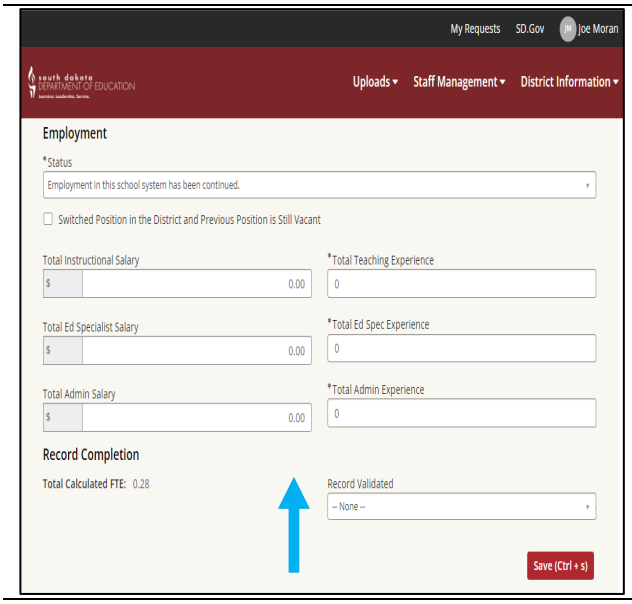
The below calculated fields will populate after modifying the relevant assignment information.

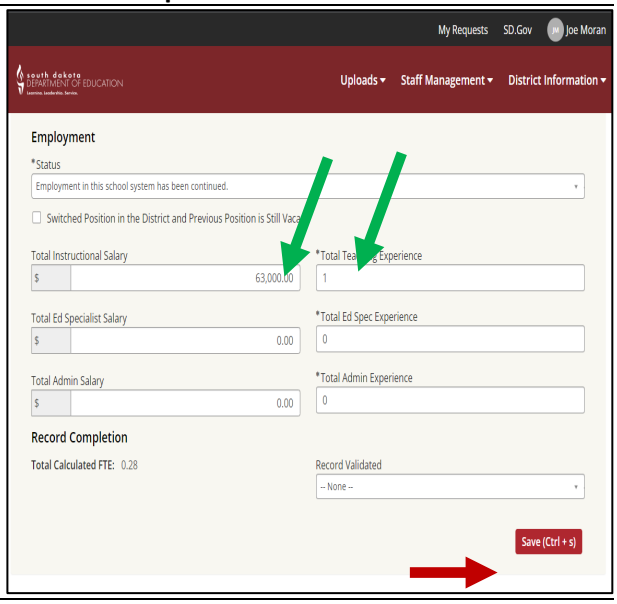
- Total Calculated FTE: The total number of contracted FTE at the individual level.
    - Value must be between 0 and annual Educator FTE limit; most traditionally 1.00.
    - Field calculates on the Educator record after each modification of salary or assignment information.
- Assignment Salary: The amount of salary provisioned for each Educator assignment.
    - Field calculates on the Educator record after each modification of salary information.

The following guidance is provided to support clarification regarding the implications of the annual roll over process on Educator salary and experience information.

- During the annual system rollover, which occurs over the summer, the educator information is carried over from the previous year, and procedural transformations are implemented where appropriate.
- For instance, the rollover record below illustrates that all salary information is zeroed out during the rollover, establishing the requirement of annual updates to every salary field.
- Conversely, the experience fields were retained through the rollover, to provide a reminder of the previous entry.
    - In this case, the contracted salary amount was entered by the district PRF contact, and the years of experience field was increased by 1 by the district PRF contact as an update, then the record saved.

Rollover Educator Record | **Updated Educator Record**

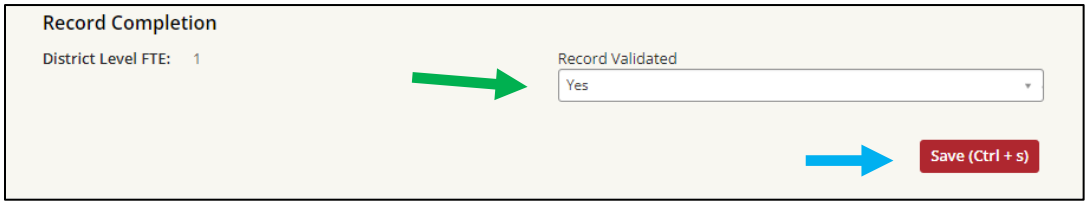




Note(s):

Educator Record – Validation

The *Record Validated* field can be set at any time. This indicator field is the mechanism used to confirm with the system that the record was reviewed, modified appropriately, and prepared for submission. Toggling the *Yes/No indicator* triggers a final update to calculations, status checks, etc. If navigating from the educator record to update their assignments, save the educator record then navigate to *Edit* any assignment record or click *New*. Changes made to any assignment record switches all *Record Validated* response where *Yes* to *No*; thus, best practice with the *Record Validated* field is to switch it to *Yes* when both the educator and related assignment records have been verified for submission.



Assignment Record

The following Assignment record fields are required for the appropriate district types and local educators.

- Assignment FTE*
- Attendance Center*
- Position Description*
- Assignment Description*
- Check all appropriate boxes:
    - Digital Curriculum: Instruction is provided virtually by the local district.
    - Electronic Distance Instruction: Instruction is provided by an approved SD Center for Virtual Instruction provider.
    - Employed by this district for Title/SPED programs provided to non-public students
        - Only available to public school districts.
    - Assignment carried out at another District/School
        - Only available to Cooperative/Multi-Districts.
- Additional Details: Select when Educator needs to be dually licensed to provide both the content and one of the below services. These teachers of record are awarding student grades and are providing core content assignment instruction.
    - Special Education Teacher
    - English as a Second Language Teacher:
    - Blind/Visually Impaired
    - Deaf/Hearing Impaired
- Terms*
    - Must select at least one of the appropriate quarters or trimesters.
    - Populated options are based on the selected attendance center and the district term designation for that specific attendance center in the district information section.

The Total Calculated FTE field will populate after assignment records are modified and provides the number of FTEs assigned to each Educator regardless of district.

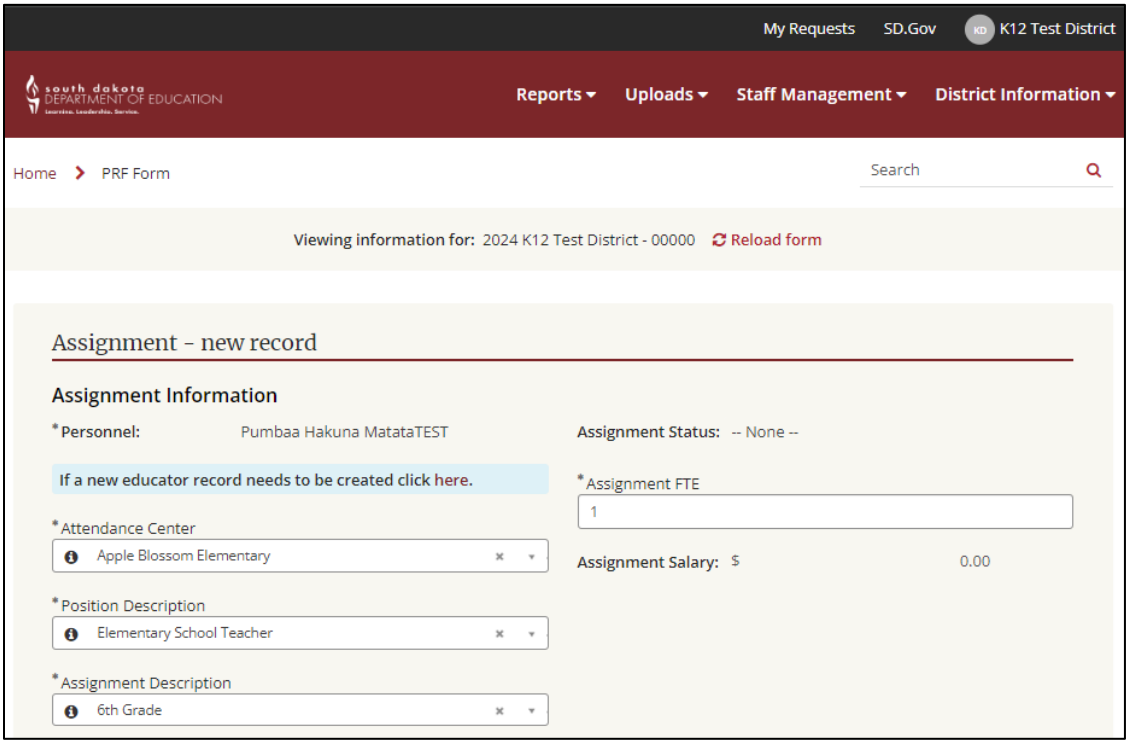
Generally, Educator Assignment record entry should be completed with the following criteria considerations:

- A Title I Teacher/Interventionist is defined as a teacher who provides supplemental instruction and interventions based on student's needs in the areas of reading, language arts, and math.
    - In a Title I Schoolwide Program or Title I Targeted Assistance Program, staff providing interventions should be coded as one of the following options:
        - 26001 Elementary Title/Interventionist
        - 26002 Grades 5-8 Title/Interventionist
        - 26003 High School Title/Interventionist
    - In a non-Title I school, staff providing interventions should be coded as one of the following options:
        - 26004 Elementary Interventionist
        - 26005 Grades 5-8 Interventionist
        - 26006 High School Interventionist
    - The code '99999' should be used for dual credit/concurrent credit courses.
        - This only applies to situations where the teacher is employed by the school district but is offering coursework from a Postsecondary Institution (university or technical school).
        - These types of courses typically have a teacher that has signed an agreement with the Postsecondary Institution.
        - The agreement ensures the teachers meets the certification requirements for the Postsecondary Institution and the credit is applied at both the secondary and postsecondary level.
- If you are receiving an Electronic/Distance class offered by another district and have someone monitoring the classroom, report the time for this individual with an assignment code of E-Mentor.
- Elementary teachers in departmentalized setting should be counted like the middle and secondary teachers and thus be given a Study Hall/Preparation period in addition to the subjects they teach.
- Elementary teachers in a self-contained setting should be listed as only self-contained (1st grade, 2nd grade, etc.) and no study hall/preparation period should be added.
- Preschool teachers should be listed as 23002 Pre-kindergarten.
    - You should not multi-grade list preschool teachers as teaching in a combination room or junior kindergarten.
    - There are no certification requirements for pre-school teachers and the system will not generate a plan of intent.
- Assistant Superintendents and Assistant Principals must be certified, or a plan of intent will be triggered.
    - If the position evaluates the effectiveness of teachers, then they need to be coded as assistant principal and work toward licensure.

    - If the position assigns suspensions for disciplinary reasons, then you can list them under Classified as "Other District Administrator".
- Holders of a CEO permit may not complete teacher evaluations or be designated as a superintendent, assistant superintendent, principal, or assistant principal.
- If the position isn't a librarian but work with other teachers only, you can code them as Library/Media Support Staff under "Classified". If the position isn't a librarian but work with students, then code then as a paraprofessional with the job duty of "Provide Instructional Support in a Library or Media Center".
- Quarters or Trimesters: The quarters or trimesters will be pre-filled. Click on the button if you need to remove a quarter or trimester (i.e., teaches a course the first and second semester).
    - Quarters or Trimesters will be displayed based on what your school uses. The academic term must be selected to coincide with each assignment. Examples include semester, trimester, or quarter.
- If a staff member has more than one assignment, count the staff member in terms of the assignments. An assignment could be a school, a position, or a teacher category. For example:
    - If a school staff member worked three-quarters of the time as a teacher, and one-quarter of the time as a librarian, he or she would be counted as a 0.75 teacher FTE and a 0.25 librarian FTE.
    - If a teacher teaches both prekindergarten and kindergarten, his/her total FTE should be proportionally divided between those two teacher categories (PKTCH and KGTCH). Similarly, if a school or an LEA offers both prekindergarten and kindergarten, but does not distinguish between PK and KG teachers, the total FTE for these two categories should be divided proportionally between them.

Assignment Details

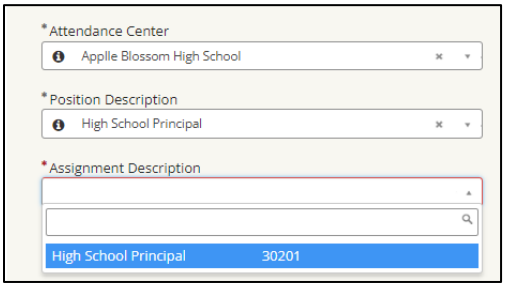
The Educator Assignment record requirements initially define the specific role and duties provided by the Educator. The following details reflect the required Assignment detail data entry.



In short, the individual Assignment record is defined by the designation of:

- attendance center,
- position, and
- assignment.

Data Entry Hint: Each of the above selections will filter the following selection options based on the previous designation. As such, when a high school attendance center is selected then only high school positions will remain as options. When the district selects the appropriate position – such as High School Principal – then only the assignments associated to the designated position will remain as options. The following screen shot illustrates this feature.



The last component of the general Assignment record details is the Assignment FTE. FTE (full-time equivalent) is the required measurement for reporting the number of hours required to perform duties. Conversely, the Assignment FTE represents the percentage of the workload designated for each the specific assignment relative to the total (workload, day, or year). Below, table 2 provides a table of estimated FTE allocated based on the period and term structures.

Table 2: Estimated School Schedule FTE by Number of Period and Term

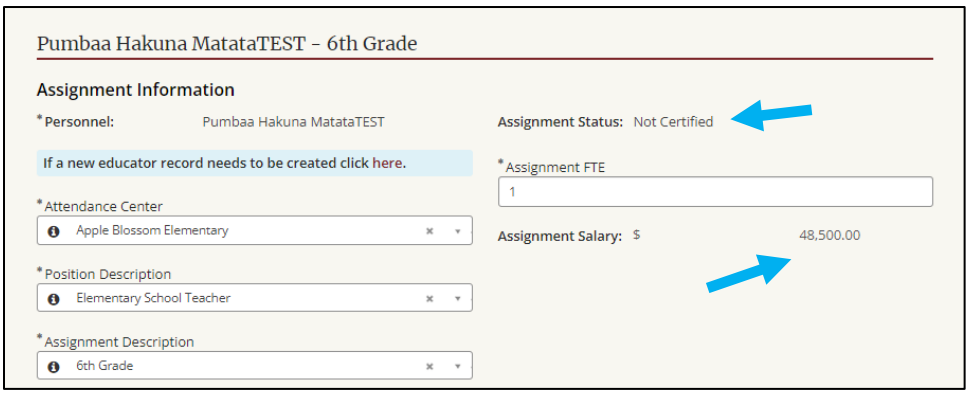
Number of Schedule Periods	Schedule Term											
	Daily			Semester			Trimester			Quarter		
	FTE	≈ Hrs.	≈ Min.	FTE	≈ Hrs.	≈ Min.	FTE	≈ Hrs.	≈ Min.	FTE	≈ Hrs.	≈ Min.
12	0.08	0.50	30.00	0.04	0.25	15.00	0.03	0.17	10.00	0.02	0.13	7.50
11	0.09	0.55	32.73	0.05	0.27	16.36	0.03	0.18	10.91	0.02	0.14	8.18
10	0.10	0.60	36.00	0.05	0.30	18.00	0.03	0.20	12.00	0.03	0.15	9.00
9	0.11	0.67	40.00	0.06	0.33	20.00	0.04	0.22	13.33	0.03	0.17	10.00
8	0.13	0.75	45.00	0.06	0.38	22.50	0.04	0.25	15.00	0.03	0.19	11.25
7	0.14	0.86	51.43	0.07	0.43	25.71	0.04	0.29	17.14	0.04	0.21	12.86
6	0.17	1.00	60.00	0.08	0.50	30.00	0.06	0.33	20.00	0.04	0.25	15.00
5	0.20	1.20	72.00	0.10	0.60	36.00	0.07	0.40	24.00	0.05	0.30	18.00
4	0.25	1.50	90.00	0.13	0.75	45.00	0.08	0.50	30.00	0.06	0.38	22.50
3	0.33	2.00	120.00	0.17	1.00	60.00	0.11	0.67	40.00	0.08	0.50	30.00
2	0.50	3.00	180.00	0.25	1.50	90.00	0.17	1.00	60.00	0.13	0.75	45.00
1	1.00	6.00	360.00	0.50	3.00	180.00	0.33	2.00	120.00	0.25	1.50	90.00

Note(s): In the SY2023-24 assignment data, educators with 12 or less assignment records were in the 95th percentile, indicating a representative sample.

Here are several general considerations for determining and reporting Assignment FTE.

- FTE counts for instructional staff must be reported to the nearest hundredth, with an EXPLICIT decimal (ex.: 0.85).
    - If an instructional position is filled by four Educators at the same amount of time, then each Educator Assignment record would be 0.25 FTE.
- Educators may be reported at multiple attendance centers during the school year.
    - A district may choose to:
        - Associate the full FTE at the school where the teacher spent most of their time, or
        - Divide the FTE across the schools where they spent their time based on the proportion of time spent at each school for shared employees.
- An Educator's total FTE may exceed 1.00 at the state level.
    - If the FTE is defined as
        - A 40-hour week,
        - Provides 40 hours at one attendance center per week, and
        - Provides an additional 4 instructional hours through virtual instruction,
    - Then the total FTE would be 1.10 (44 hours/40 hours) and would count as
        - 1.00 FTE at the first school and
        - 0.10 FTE at the virtual school.

Once the above information is entered on the Assignment record – and the record is saved – the calculated Assignment status and salary will populate.



The Assignment status will indicate if the Educator is properly certified and endorsed for the provisioned assignment. The following three statuses describe the possible outcomes:

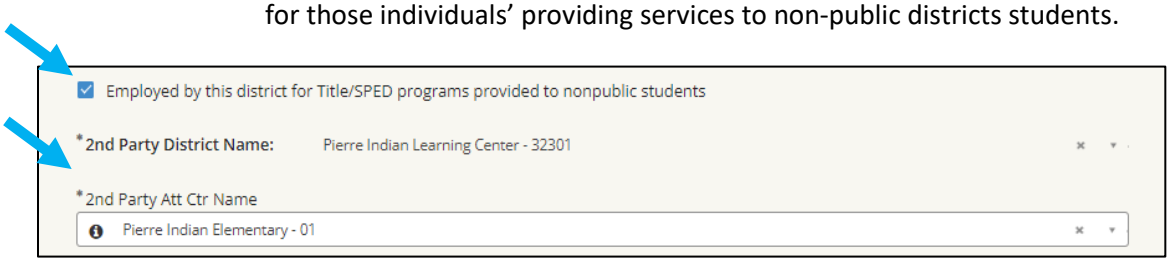
- Certified: Properly certified and endorsed,
- Not Certified: Not certified, and
- Non-Authorized: Certified but not properly endorsed.

<u>Assignment Provisioning - Check all appropriate</u>

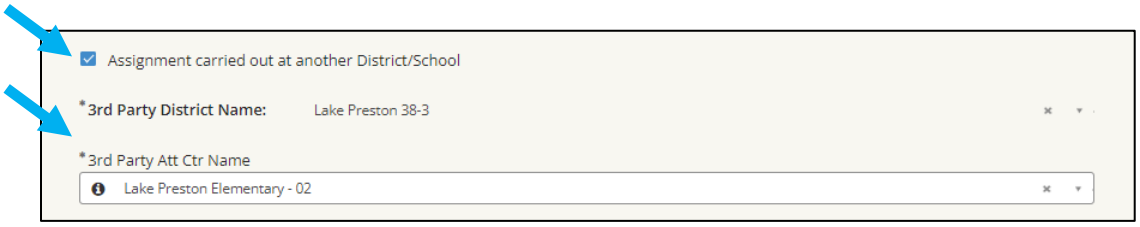
The next section of the Educator Assignment record provides several Assignment provisioning indicator checkboxes that allow the district to define each Assignment by the specifics of the locations of where the instruction is being provided from and received at. The following details reflect the optional Assignment provisioning data entry.

- **Digital Curriculum**: An assignment provided via locally implemented virtual instruction.
    - Do not include SD Center for Virtual Instruction providers.
    - Should be checked when a district offers a class through a locally purchased and implemented online curriculum.
        - Ex.: Edgenuity, Time4Learning, etc.
    - The district is required to identify the teacher of record, a state certified teacher in the content area who is providing instructional communications, main.
- **Electronic Distance Instruction**: An assignment provided via non-locally implemented virtual instruction.
    - This should be checked when the teacher is providing the instruction to a class located in another district or attendance center.
    - If this is checked then you will need to identify the district and attendance center which is receiving instruction via electronic distance education.
    - Includes approved SD Center for Virtual Instruction providers.

- **Employed by this district for Title or Special Education Federal Programs provided to non-public school students**.
  - Do not include Shared Staff:
    - This box should be checked when a district sends one of their paid employees to another district/school to provide an assignment.
    - Examples
      - An example is when a district employs a teacher, paid with Title funds, to provide the related services at a non-public district.
      - Non-public district enrolled students attend the public district to receive the related program services.
      - Some public school uses their Title I funds to pay for transportation instead of the teacher carrying out the assignment at the nonpublic school.
    - Based on Title I, public districts are required to report the Educator information for those individuals' providing services to non-public districts students.



- **Assignment carried out at another District/School**
  - Available for only Cooperative/Multi-Districts
  - Indicates when the Cooperative/Multi-Districts employs an Educator who provides instructional services at a separate district through a 3rd Party Contract.
  - Salary of the staff is paid by the district receiving the services.

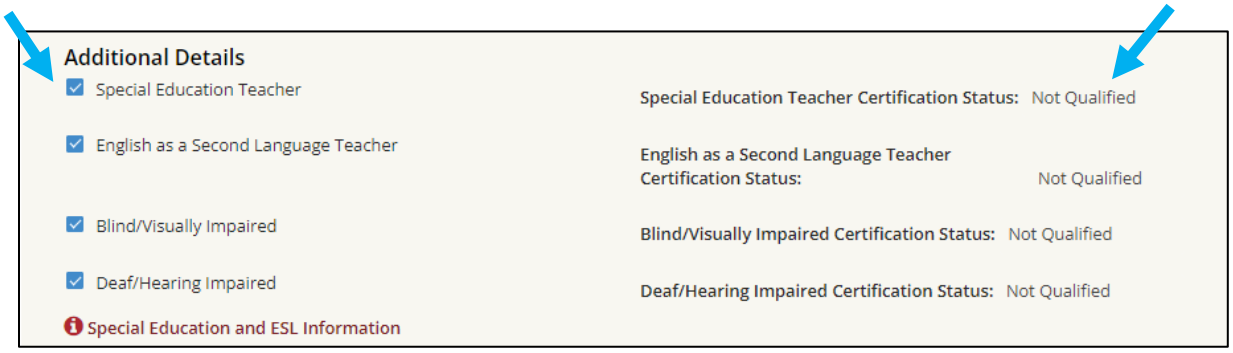


Assignment Dual Certifications - Additional Details

The following checkboxes allow the district to report dual certification assignments and verify if the Educator is properly endorsed for both the core content and support program:

- Special Education Teacher
  - Assignment is also provided to Special Education students and requires the teacher to be certified in the content area and special education.
  - Assignment Code is the content assignment.
  - Use only if the Educator is providing case management services to the special education students in addition to teaching the core content subject.
- Blind/Visually Impaired
  - Blind/Visually Impaired Educator who is also the teacher of record for the assignment core content and awards the grade.
- Deaf/Hearing Impaired
  - Deaf/Hearing Impaired Educator who is also the teacher of record for the assignment core content and awards the grade.
- English as a Second Language (EL)
  - English Learner Educator who is also the teacher of record for the assignment core content and awards the grade.

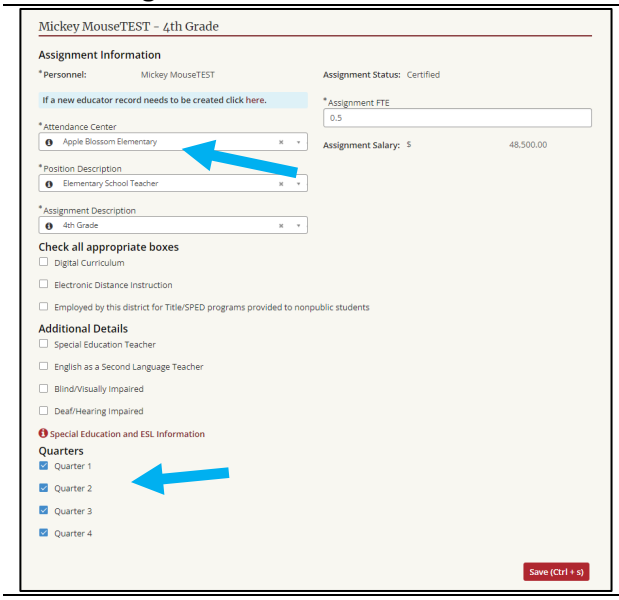
Below illustrates the functionality of the dual certifications and provides the qualification status for each selected additional detail based on the Educator certifications and endorsements.



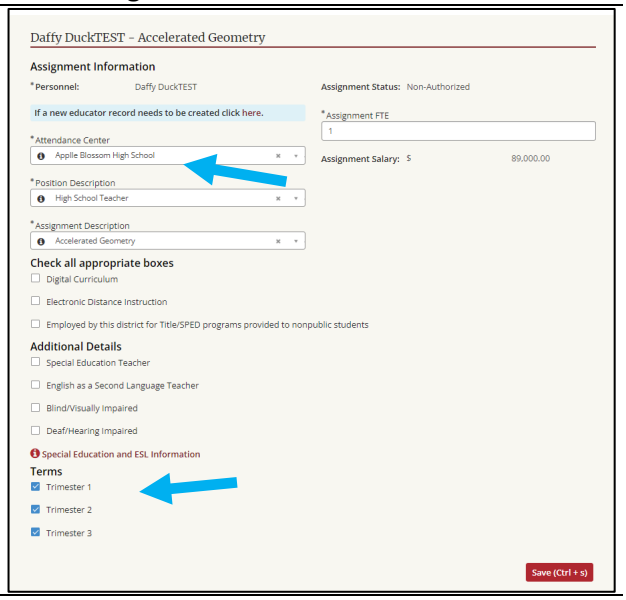
Assignment Terms

Assignment record terms are set by the district in the initial district information set up and will populate on each record based on the selected attendance center.

Assignment Record Term - Quarters



Assignment Record Term - Trimesters



Note(s): Assignment record terms are defined by attendance center in the district information.

If the terms are populating inaccurately relative to specific attendance center selections, then modify the term selection on the attendance center reporting form within the district information tools.

Paraprofessionals

The purpose of Paraprofessional reporting is to provide a collection tool for district submission of Paraprofessional personnel information required for federal reporting. A Paraprofessional, also known as an aide, provides instructional support and assists teachers in the delivery of instructional and related services to students. The paraprofessional works under the supervision of the teacher and helps to support the lesson plan of the licensed teacher.

Paraprofessional personnel data is required from the following district types:

- 10 - Public School Districts
- 40 - Cooperatives/Multi-Districts
- 80 - State Special Schools

Definitions

Based on federal reporting (EDFacts) requirements, include all Paraprofessionals employed or contracted to provide special education and related services to children with disabilities (IDEA) ages 3 through 21 regardless of funding source (*i.e.,* Part B, State, and local), including personnel employed by private agencies.

FS059: Paraprofessionals/Instructional Aides (PARA)

FS112 - Special Education Paraprofessionals File Specifications

Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking.

34 CFR 200.58: https://www.govinfo.gov/link/uscode/20/6319

This file specification is used to collect the full-time equivalency (FTE) of special education paraprofessionals who are employed or contracted to provide special education and related services to children with disabilities (IDEA) ages 3 through 21. This file specification reflects the requirements of the Individuals with Disabilities Education Act (IDEA ’04). Other files collect data on special education teachers (FS070) and related services personnel (FS099).

In South Dakota all Paraprofessionals working in a program supported with Title I Funds – or any portion of their salary supported by Title I Funds – are required to meet one of the following requirements:

- complete 48 credit hours, or
- pass the Praxis ParaPro or ParaPathways Assessment (https://www.ets.org/parapro/test-takers/about.html), or
- obtain an associate degree.

Further guidance related to Paraprofessionals is provided by Jordan Varilek (605-773-6509) of the Division of Instruction and Learning – Office of Title. Further guidance related to special education Paraprofessionals is provided by Beth Schiltz (605-773-4257) of the Division of Instruction and Learning – Office of Title. Certification administrative rules specific to Paraprofessionals were repealed in September of 2018. SD DOE no longer issues paraprofessional certificates; the school district will need to have documentation on file showing the requirements have been met.

The following information in table X provides guidance detailing Paraprofessional qualification requirements based on programmatic funding sources.

Paraprofessional Qualification Requirements

Funding Source	Qualifications			
	HS Diploma or Equivalent	Must meet at least one of the below 3 requirements in addition to HS diploma/equivalency		
		Completed 48 Credit Hours	Associate degree or Higher	Passed State Assessment
Title I Part A	Y	Y	Y	Y
Title I Part A - Neglected	Y	Y	Y	Y
Title I Part C - Migrant	Y	Y	Y	Y
Title I Part D - Neglected and Delinquent	Y	Y	Y	Y
CEIS	Y	Y*	Y*	Y*
REAP	Y	Y	Y	Y
SPED	Y	Y*	Y*	Y*
Any above funding with specific duties**	Y	N	N	N
Other	Y	Y	Y	Y

Note(s):

CEIS = Coordinated Early Intervening Service

REAP = Rural Education Achievement Program

SPED = Special Education Services

*Only required if associated to a Schoolwide Title Program.

**Either (a) translator or (b) conduct parental involvement activity duties.

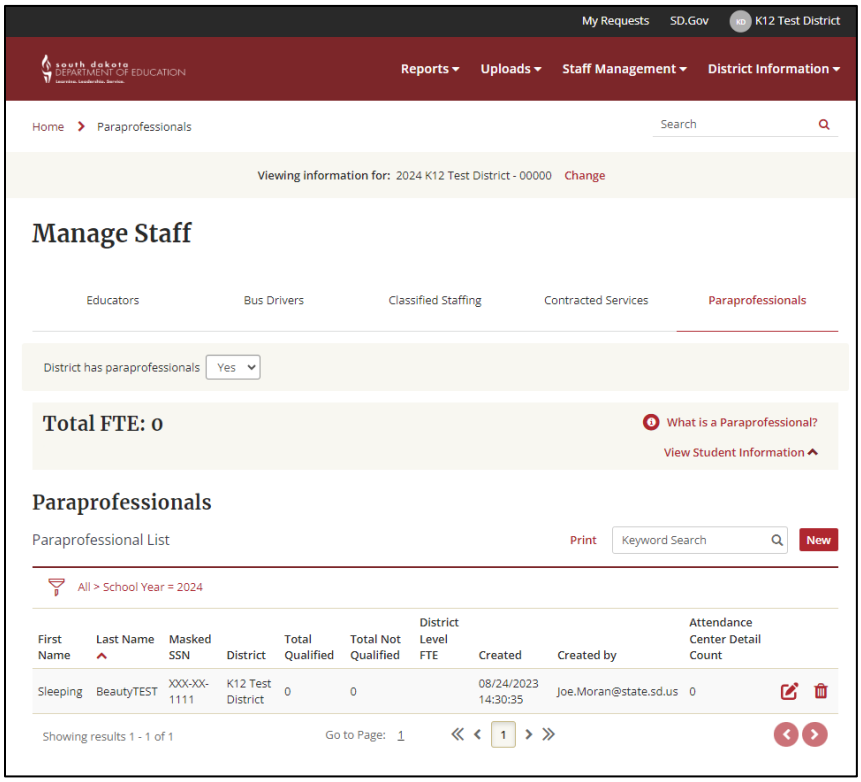
Records

The Paraprofessional records section provides guidance on navigating and entering required personnel information.

Examples of the type of support provided by a Paraprofessional includes:

- Provide one-on-one tutoring if tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,
- Assist with classroom management, such as by organizing instructional materials,
- Provide instructional assistance in a computer laboratory,
- Conduct parental involvement activities,
- Provide instructional support in a library or media center,
- Act as a translator; or
- Provide instructional support services under the supervision of a highly qualified teacher.

Landing Page



Adding and Modifying

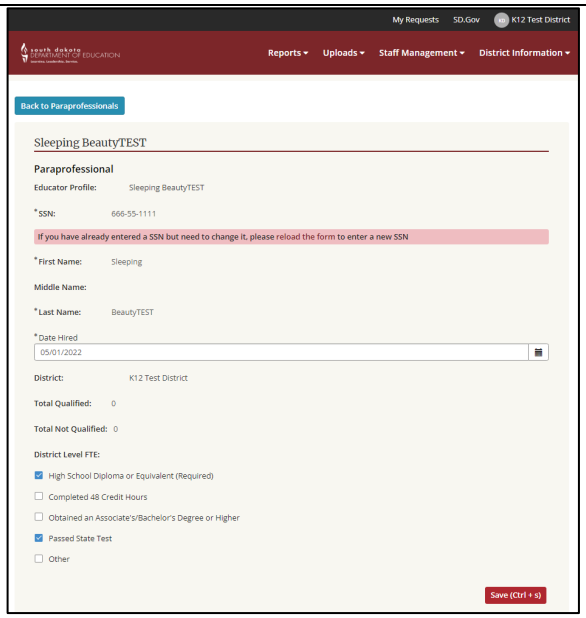
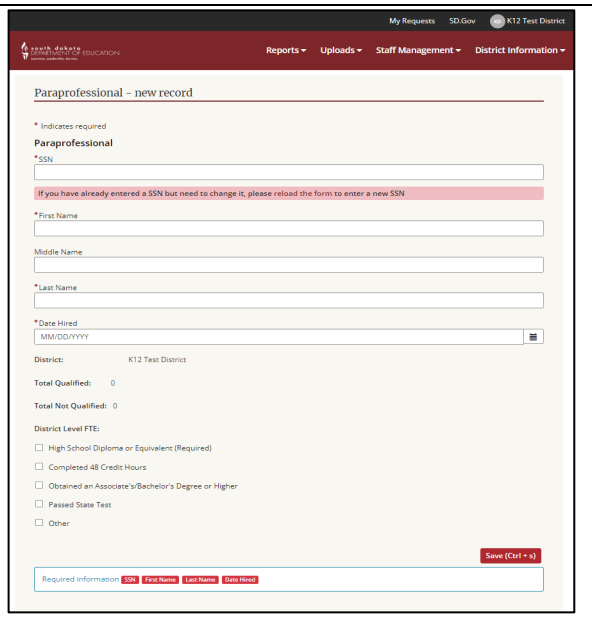
If the district employees Paraprofessionals, then the following list reflects the required fields for modifying or adding new Paraprofessional records.

Paraprofessional Record

The following Paraprofessional record fields are required for the appropriate district types and local staffing.

- Social Security Number (SSN)*
- First Name*
- Middle Name
- Last Name*
- Date Hired*: If someone leaves the district and is rehired, be sure to use the rehire date.
- Qualifications*
    - HS Diploma or Equivalent*
    - At least one of:
        - Completed 48 Credit Hours
        - Passed Praxis ParaPro or ParaPathways Assessment
        - Obtained associate degree or Higher
        - Other

Below records provide an overview of the Paraprofessional data entry requirements.

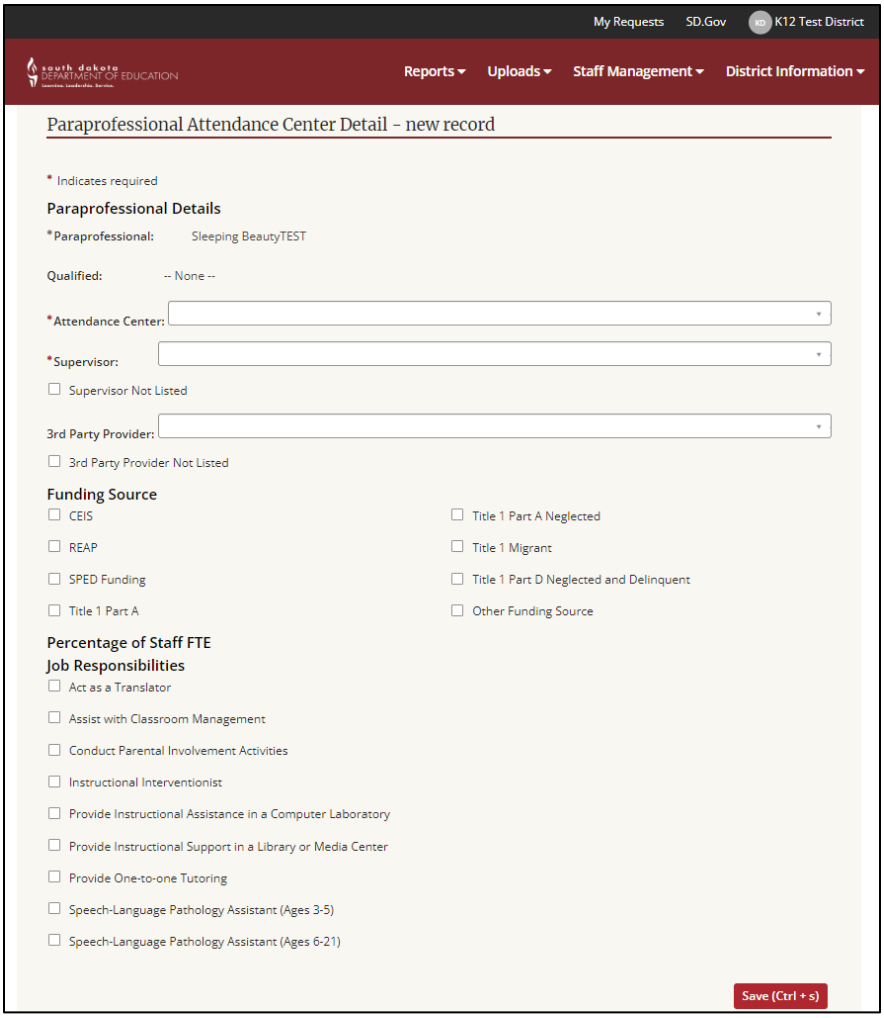
Modify Paraprofessional Record	Add New Paraprofessional Record
	

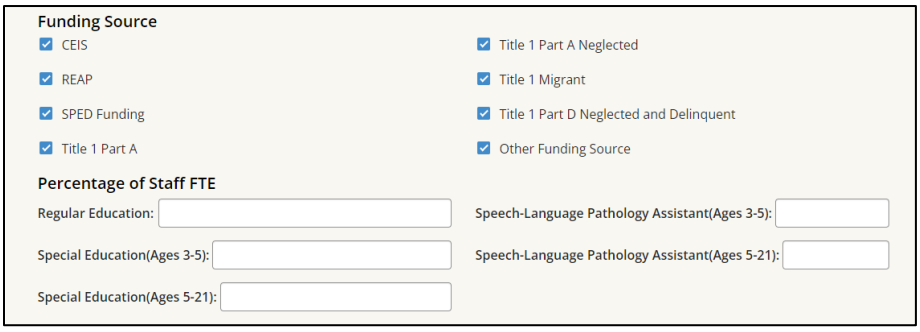
Note(s):

Paraprofessional Attendance Center Record

The following Paraprofessional Attendance Center Detail record fields are required for the appropriate district types and local staffing.

- Attendance Center*
- Supervisor*
  - Supervisor Not Listed checkbox to add name manually.
- 3rd Party Provider
  - 3rd Party Provider Not Listed checkbox to add name manually.
- Funding Source*
  - Must select at least one funding source:
    - CEIS
    - REAP
    - SPED Funding
    - Title I Part A
    - Title I Part A - Neglected
    - Title I Part C - Migrant
    - Title I Part D - Neglected and Delinquent
    - Other
- Percentage of Staff FTE*
  - Allocation of FTE by funding source that are available based on the funding source selections.
- Job Responsibilities*
  - Must select at least one responsibility related to the identified funding sources:
    - Act as a Translator
    - Assist with Classroom Management
    - Conduct Parental Involvement Activities
    - Instructional Interventionalist
    - Provide Instructional Assistance in a Computer Laboratory
    - Provide Instructional Support in a Library or Media Center
    - Provide One-to-One Tutoring
    - Speech-Language Pathology Assistant (Ages 3-5 and not in kindergarten)
    - Speech-Language Pathology Assistant (Ages 5 (in kindergarten) through 21)


My Requests
SD.Gov
K12 Test District
Reports
Uploads
Staff Management
District Information
Paraprofessional Attendance Center Detail - new record
* Indicates required
Paraprofessional Details
*Paraprofessional: Sleeping BeautyTEST
Qualified: -- None --
*Attendance Center:
*Supervisor:
Supervisor Not Listed
3rd Party Provider:
3rd Party Provider Not Listed
Funding Source
CEIS
REAP
SPED Funding
Title 1 Part A
Title 1 Part A Neglected
Title 1 Migrant
Title 1 Part D Neglected and Delinquent
Other Funding Source
Percentage of Staff FTE
Job Responsibilities
Act as a Translator
Assist with Classroom Management
Conduct Parental Involvement Activities
Instructional Interventionist
Provide Instructional Assistance in a Computer Laboratory
Provide Instructional Support in a Library or Media Center
Provide One-to-one Tutoring
Speech-Language Pathology Assistant (Ages 3-5)
Speech-Language Pathology Assistant (Ages 6-21)
Save (Ctrl + s)


Funding Source
CEIS
REAP
SPED Funding
Title 1 Part A
Title 1 Part A Neglected
Title 1 Migrant
Title 1 Part D Neglected and Delinquent
Other Funding Source
Percentage of Staff FTE
Regular Education:
Special Education(Ages 3-5):
Special Education(Ages 5-21):
Speech-Language Pathology Assistant(Ages 3-5):
Speech-Language Pathology Assistant(Ages 5-21):

Bus Drivers

The purpose of the Bus Driver collection is to gather required information regarding school bus driver licensure and training. Each school bus driver must maintain proper active licensure and complete the appropriate training at least once every five years. This collection allows districts to monitor the training required of their bus drivers and is available to all districts.

All districts are required to indicate whether the district employs or contracts those Bus Drivers that require CDL and personnel who provide specialized pupil transportation as per a student's individual education plan (IEP). Bus Driver reporting is required for the following district types if Bus Drivers are employed or contracted:

- 10 - Public School Districts
- 20 - Non-Public (Private) Schools
- 30 - Tribal/Bureau of Indian Education (BIE)
- 40 - Cooperatives/Multi-Districts
- 80 - State Special Schools
- 90 - Alternative Programs

The following are several general reporting considerations. Historically, school bus contracting companies do not report directly to DOE and contractors are asked to work cooperatively with the school system that contracts their services to provide the drivers' names and social security numbers to the school. Then, the school should include the contracted Bus Driver record.

NOTE: You must change the Bus Driver Training from a No to Yes. The system will not let you sign off on the Assurance Statement until all bus drivers have a Yes for training, or department staff updated the system to reflect this change.

Definitions

In 2001, the South Dakota Legislature enacted SDCL § 32-12A-26, which requires school districts to be notified when the commercial drivers' license of a school bus driver is suspended or revoked by the state Department of Public Safety.

SDCL § 32-12A-26 **Suspension of license bearing school bus endorsement--Notification of school district.**

If a person's commercial driver license bearing a school bus endorsement is suspended or revoked pursuant to this chapter, the Department of Public Safety shall, upon the suspension or revocation, notify the Department of Education. The Department of Education shall notify the school district or school bus contracting company for which the person is employed of the suspension or revocation. The notification may be done by first class mail.

In order to accommodate this notification, SDCL § 32-12A-27 requires schools to report the names and social security numbers of bus drivers to DOE. Every Monday at noon this information will be matched against the driver licensing database.

SDCL § 32-12A-27 **Names and social security numbers of school bus drivers to be reported to Department.**

Each school district and school bus contracting company shall report to the Department of Education, in a manner prescribed by the secretary, the names and social security numbers of all individuals it employs as bus drivers. The school district and school bus contracting company shall inform the department of any changes to the list within seven days after they occur.

SDCL § 13-29-21 **School Bus Driver Training.**

Each school bus driver shall receive appropriate training at least once every five years, and the school bus driver shall pay any fees charged for the training. The training shall include classroom instruction in first aid, bus safety, and the management of passengers, and also behind-the-wheel training to enable the safe and efficient operation of the bus.

Criminal Background Check Requirement for New Bus Drivers

Schools must complete a criminal background check on newly hired school bus drivers, pursuant to SDCL § 13-10-12. SDCL § 32-12A-26 requires schools to report bus driver information to the state in order to determine the status of the driver's CDL. It does not take the place of the criminal background check requirement on new hires.

SDCL § 13-10-12 **Criminal background investigation--Prospective employees, technical college instructors, and student teachers--Temporary employment pending results.**

Each person over eighteen years of age hired by a school district shall submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee enters into service. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. Any person whose employment is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The employing school district may, without liability, withdraw its offer of employment or terminate the temporary employment without notice if the report reveals a disqualifying record. The employing school district may pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment is subject to the requirements of this section. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation as required in this section. In addition, any instructor employed by a

technical college is required to submit to a criminal background investigation as required in this section at the time of initial employment.

The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the school district. A criminal background investigation of a student teacher, conducted by a school district may be provided to any other school in which the student engages in student teaching. The school district conducting the criminal background investigation of a student teacher may rely upon the results of that investigation for employment of that person as an employee of the district.

SDCL § 13-10-12.1 **Single investigation required of employee of multiple school districts--Condition--Procedure for transfer of report.**

Any school district employee who is employed by more than one school district is only required to obtain one criminal background investigation, if the background investigation was conducted no more than five years before the person is first employed by the additional school district. The results of the background investigation shall be transferred to any additional school district from the initial school district that obtained the criminal background investigation if the additional school district or the school district employee requests in writing to the initial school district that the results be transferred and the school district employee who was the subject of the criminal background investigation signs a written release authorizing the transfer.

Reminder, the school system is required to report any changes to the bus driver list within seven days after they occur. If there are changes after October 15th, please contact Megan Tatum at 605-773-4771 to report any changes to your bus driver list that occur as a result of resignations or new hires.

Records

The Bus Driver records section provides guidance on navigating and entering the required personnel information.

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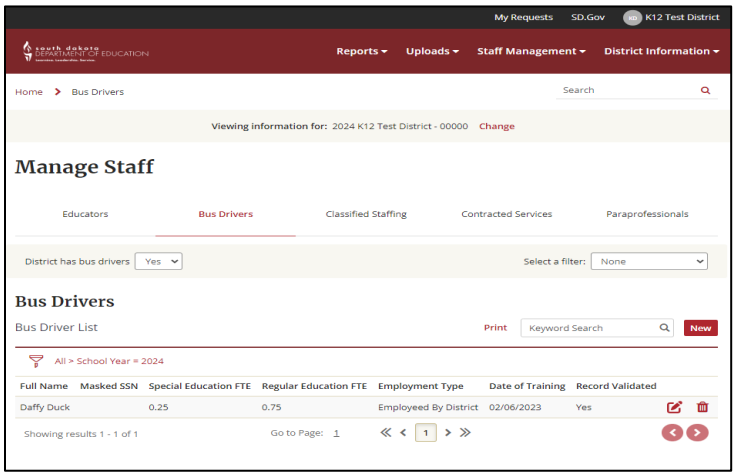


Adding and Modifying

If the district employs Bus Drivers, then the following list reflects the required fields for modifying or adding new Bus Driver records.

Bus Driver Record

The following Bus Driver record fields are required for the appropriate district types and local staffing.

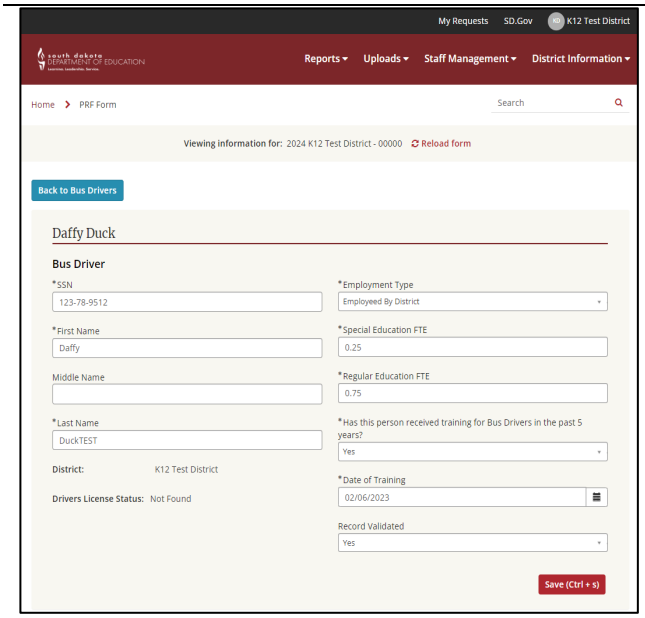
- Social Security Number (SSN)*
- First Name*
- Middle Name
- Last Name*
- Employment Type*
- Special Education FTE*
    - Personnel who provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service.
- Regular Education FTE*
    - Personnel actually driving the bus (the ones holding the CDL license) transporting students for their school system (not bus driver monitors)
- Has this person received training for Bus Drivers in the past 5 years?*
    - Who is required to take this training? Anyone who drives a bus that requires a CDL must take the training. Those that drive a vehicle that does not require a CDL, e.g. a 15 passenger mini-bus, are not required to take the training. Having or applying for a CDL(commercial driver's license) is what triggers the requirement for the training. Some school districts may have those who drive a 14-passenger bus attend some of the training or take the Entry Level Driver Training (ELDT) theory portion of the training so they are familiar with how to operate the small bus.
- Date of Training*
    - Must be within 5 years of entry date
- No South Dakota CDL Required (optional): If one of these are selected, then the record doesn't have to check for an active South Dakota driver license status.
    - Drives a 15 or less passenger vehicle:
        - this is for those drivers driving 15 or less passenger vehicle and provide specialized pupil transportation as per a student's individual education plan (IEP) indicated as transportation as a related service. Personnel is not required to have a CDL due to the vehicle used for transportation purposes (i.e.: small passenger van or car) but must have a valid driver's license.
    - Out of state CDL
- Record Validated

The full-time equivalency (FTE) should be broken out between Special Education and Regular Education, unless it is a substitute driver.

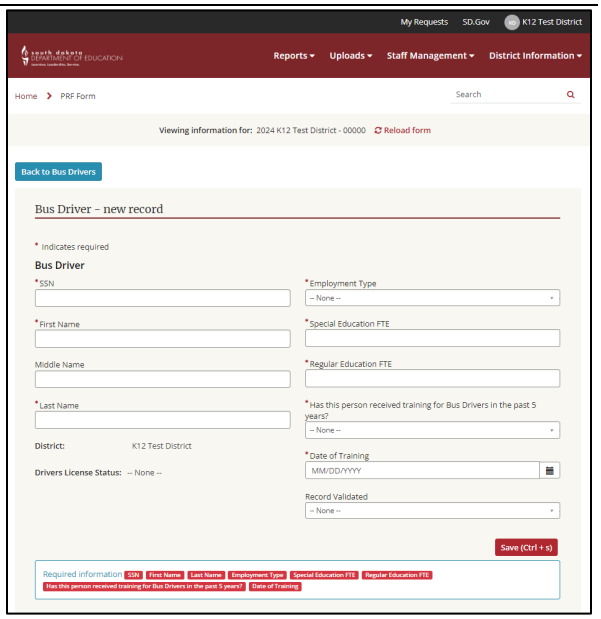
*If the student has transportation on their IEP, then the funding is associated to Special Education and can be divided up according.

Below records provide an overview of the Bus Driver data entry requirements.

Modify Bus Driver Record



Add New Bus Driver Record



Note(s):

Please contact Megan Tatum at 773-4771 or Megan.Tatum@state.sd.us if your driver has not been trained as per SDCL § 13-29-21, school bus driver training requirements.

The Driver's License Status fields are calculated based on a weekly processing implemented on Monday.

The department notifies the district if their employed bus driver appears on the report with any of the following problems: CDL is suspended, revoked, cancelled or disqualified.

Below are the potential Bus Driver license check status indicators.

Public Safety CDL Statuses			Department of Education Statuses
Code + Description		Active Indicator	Personnel Record Form Status Description
7	Pending	Active	Active
27	Needs Photo Re-Take	Inactive	Inactive
28	Failed Documentation	Inactive	Inactive
29	Denied	Inactive	Inactive
30	Active/Eligible	Active	Active
31	Inactive/Eligible	Inactive	Inactive
32	License Returned Address Unknown	Active	Active
33	Denied for Medical	Inactive	Inactive
34	Not Eligible	Inactive	Inactive
35	Withdrawn – PDO	Inactive	Inactive
36	Eligible to Reinstate	Inactive	Inactive
37	Cancelled	Inactive	Inactive
38	Surrendered	Inactive	Inactive
39	Temporary Permit	Active	Active
40	Learners Permit	Active	Active
41	Work Permit	Active	Active
42	Non Licensed	Inactive	Inactive
43	Disqualified	Inactive	Inactive
44	Revoked	Inactive	Inactive
45	Suspended	Inactive	Inactive
46	Disqualification Stayed by Court	Inactive	Inactive
47	Inimical to Public Safety	Inactive	Medical Downgrade to Non-CDL
48	DACH Downgrade to Non-CDL	Inactive	Inactive
49	Incomplete - Stub Status	Inactive	Inactive
50	Active/Eligible - Paper Permit	Active	Active
51	Lawful Status Verification Pending	Inactive	Technically could be active as well but will depend on customer's situation

Note(s):

Below are several additional Bus Driver license check statuses that might occur when a match is not identified.

Public Safety CDL Statuses	Department of Education Statuses
Code + Description	**Personnel Record Form Status Description**
Not Found	It means: • The SS# doesn't match what DPS has or the name on PRF doesn't match the legal name on DPS. • They hold a Class B CDL or Class C CDL with the Passenger and School Bus endorsements as well as valid medical cards. • They hold a CDL in another state
System Unavailable	It means the API hit the maximum load and the API connection needs to be reset or there is no CDL for this individual.
No CDL Found	It means: • Those driving the 15 or less passenger vehicle • There is a match in the SD DPS system but they don't have a CDL

Note(s):

Classified Staff

The Classified Staff personnel information collection is part of the annual accreditation (SDCL § 13-3-51) reporting process. The personnel included in Classified Staff are staff not required to be certified through Department of Education but may obtain licensure through another entity. Classified Staff reporting is required for the following district types:

- 10-Public School Districts
- 40-Cooperatives and Multi-Districts
- 80-State Special Schools

Definitions

The following guidance is provided to support appropriate determinations of which personnel to include and exclude as Classified Staff. Generally,

- include only positions that are filled during the school year,
- exclude the following:
    - Contract Positions,
    - Paraprofessionals,
    - Vacant positions,
    - Volunteers, and
    - Staff that work outside the hours of a regular school day such as:
        - an after-school program or
        - summer role.

SD DOE Classified Staff Descriptions

More specifically, provided below are the PRF position classification titles, descriptions, and codes.

Library/Media Support Staff

Staff members who render other library or media services, such as preparing and caring for and making available to members of the instructional staff equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately or as part of an instructional materials center).

11 – Library/Media Support Staff

- If the position isn't a librarian but work with other teachers only, you can code them as Library/Media Support Staff under "Classified".
- If the position isn't a librarian but work with students, then code then as a paraprofessional with the job duty of "Provide Instructional Support in a Library or Media Center".

District Administrative Support Staff

Staff members who provide direct support to school district administrators, business office support, data processing, secretarial and other clerical staff.

21 - School Administrative Support Staff

24 - Data Processing/Mgmt

25 - Purchasing Agent

- Prepares annually a schedule for receiving bids during the year and advises principals and department heads of appropriate deadlines.

26 - Warehouse Administrator

- Processes incoming deliveries, stocks shelves, picks orders and prepares for delivery to buildings.

31 - Accountant/Bookkeeper

- Prepares bank deposits. Maintains cash book. Maintains accounts receivable records. Prepares all billings. Maintains cash receipts records. Balances cash. Prepares and enters journal entries. Prepares cash reports for Board meeting. Assists in reconciling bank statements. Prepares monthly financial statements. Posts payroll to the general ledger. Prepares portions of finance report. Keeps log of bad checks and prepares collection letters. Maintains advance pay checking account. Prepares expense vouchers. Audits deposits from other departments. Posts budget transfers. Advises Accounts Payable clerks on problems. Audits petty cash claims. Prepares year-end journal entries. Closes books for the year.

30 - Testing/Assessment Coordinator

- Coordinates and supports all district and state-mandated assessments.

32 - Athletic Director

- Coordinates activities within the building

33 - Other Business Assistant

34 - Program Director/ Supervisor

- Serves as program supervisor of district wide agency programs.

35 - Program Director/ Supervisor Assistant

- Serves as assistant program supervisor of district wide agency programs.

37 - "Other" District Administrator

- If the position evaluates the effectiveness of teachers, then they need to be coded as assistant principal and work toward licensure.
- If the position assigns suspensions for disciplinary reasons, then you can list them under Classified as "Other District Administrator”.

42 - RTI Coordinator (works with Staff)

School Administrative Support Staff

Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, including clerical staff and secretaries.

41 - School Secretary

- Handles the Accounts: balances money, deposits, writes checks, writes receipts, and sends collection letters. Schedules and supervises the office staff and trains new clerical staff. Answers phones, assists visitors at counter, and takes messages. Orders office supplies and publications. Prepares letters, memos, handbooks, and other communications. Opens and sorts mail. Assists with office equipment, troubleshoots problems with fax machine, copier, and printers. Attends staff meetings and takes attendance. Provides care/first aid for students with injury and/or illness. Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Processes student immunizations in accordance with SD state law and district procedures.

Food Service

61 - Cook/Baker

- This employee is directly responsible for preparation of food items. Minimal amount of time spent on record keeping. Reports to manager or director.

62 - Dietitian/Nutritionist

- Licensed nutritionist or registered dietitian involved in menu planning and/or oversee program administration or operation.

63 - Food Service/Kitchen Manager

- This employee is responsible for one physical preparation or service site. Reports to a director/administrator in systems with more than one physical site. In large single-site operations, reports to other administration. Main portion of work is administration.

64 - Food Service/Program Director

- Single person at district/school responsible for supervision of food service-related activities at more than one physical preparation and/or service site or at single-site operations has been given responsibility and authority for total operation of food service program. May or may not be considered part of "administrative team" at district level. Titles might include nutrition or program director, dietitian, etc.

65 - Food Service Worker

- Time is spent on various food service responsibilities that may be combined including serving, assisting cooks, dishwashing, janitorial, and/or meal delivery. Minimal amount of time spent on record keeping. Reports to manager or director.

66 - Food Service Support Staff - Secretarial/Technical/Computer

- Time spent on various food service-related responsibilities such as ticket sellers, menu analysis (computerized or manual), processing applications for free and reduced-price meals, food-service accounting, secretarial. Title might include office worker, administrative staff, secretary, accounting assistant, etc.

67 - Special Education Specialized Food Service Worker

- Personnel who provide specialized or supportive services required to assist in the meal service for children with disabilities. This could include such personnel as a dietician planning student meals.

Student Support Staff

Professional and supervisory staff providing non-instructional services to students. Includes attendance officers, staff providing health, psychology, audiology, or social services; and supervisors of the preceding staff and of health, and transportation.

70 - 504 Coordinator

- Collaborative teacher that implements the 504 plans for regular education students to make sure those students receive their services. This includes home visits at times. The majority of their duties include home school coordination, but it also includes the TAP (Teacher Assistance Program) which is the referral process, behavior plans, etc.

71 - Attendance Officer

- Scans absence forms. Enters absence and tardy data into computer. Communicates with parents of absentees and writes/distributes discipline letters.

72 - E-Mentor (previously called Attendant / Monitor)

Audiologist

73 - Audiologist (Certified or Licensed)

91 - Audiologist (Non-Certified or Licensed)

- Provides the following services:
  - Identification of children with hearing loss,
  - Determination of the range, nature, and degree of hearing loss, including referral of medical or other professional attention for the habilitation of hearing,
  - Provision of habilitative activities, such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conversation,
  - Creation and administration of programs for prevention of hearing loss,
  - Counseling and guidance of children, parents, and teachers regarding hearing loss; and
  - Determination of the children's needs for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification."

74 - Community Education Specialist

- Works with district administrators and community organizations to develop Community Education programs to foster the vision of schools as community learning centers for all ages.

75 - Home & School Coordinator

- Serves as a liaison between the district and multi-lingual or migrant families relative to attendance, school enrollment, health issues, tardiness, and cultural programs.

Interpreter

76 - Interpreter (Certified or Licensed)

100 - Interpreter (Non-Certified or Licensed)

- Provide services to children, who are deaf or hard of hearing, including:
  - Oral transliteration services,
  - Cued language transliteration services, and
  - Sign language interpreting services

Occupational Therapist

79 – Occupational Therapist (Certified or Licensed)

78 – Occupational Therapist (Non-Certified or Licensed)

122 -Occupational Therapist Assistant

- Provides the following services:
  - Improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation,
  - Improving ability to perform tasks for independent functioning if functions are impaired or lost, and
  - Preventing, through early intervention, initial or further impairment or loss of function.

Physical Therapist

80 - Physical Therapist (Certified or Licensed)

90 - Physical Therapist (Non-Certified or Licensed)

123 - Physical Therapist Assistant

- Provides the following services:
  - Screening, evaluation, and assessment of children "… to identify movement dysfunction,
  - Obtaining, interpreting, and integrating information appropriate to program planning to prevent, alleviate, or compensate for movement dysfunction and related functional problems; and
  - Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems."

81 - Plant Engineer

- Performs corrective (repair) and preventive maintenance on items at all District facilities such as mechanical systems and equipment; heating and cooling systems and equipment; temperature control systems; fire alarms and automatic sprinkler systems; electrical systems and equipment; plumbing and sewer systems and equipment; program clocks and signal systems, including building communication systems; lawnmowers, snowblowers and other grounds care equipment; general repair of building furnishings.

82 - School Nurse

- Consults with administrators to determine goals and services. Serves as a team member in identifying, evaluating, and providing services for children. Collects information about the health and developmental status of the student in a systematic and continuous manner. Uses data collected about health and developmental status of the student to determine a nursing diagnosis (eCare school nurse utilizes electronic communication, equipment, and UAP assistance in the nursing assessment and care of students). Develops and maintains a nursing care plan with specific goals and interventions that are unique to that student's needs. Serves as a liaison between the school and community health and welfare agencies and the medical profession. Focuses on prevention of illness, disability, and the early detection and correction of health

problems. Assists with the development and maintenance of student health records. Provides cares for students with scheduled and unscheduled health needs such as administering medications, treatments, and procedures as directed by the student's physician and District policy.

05 - Nursing Assistant

- To support the immediate health needs of the students, working under the direction of the school nurse, to ensure medical care is supplied as needed. To keep correct student health records.

83 - Supervisor, Bldg. & Grounds

- Formulates plans for improving custodial programs and implementing seasonal custodial projects. Recommends and initiates the purchase of custodial supplies and equipment. Advises Director of Operational Services on custodial standards and procedures Prepares and monitors the annual budget for custodial personnel, supplies and equipment. Processes custodial supply and equipment requests, monitors inventory and reorders as necessary. Develops custodial procedures and work methods. Initiates and maintains records of all productivity information, prepares pertinent reports and processes daily paperwork. Monitors custodial staff job performance by scheduled building visits and conducts periodic inspections of all custodial work shifts. Designates custodial work shifts and work area assignments and authorizes use of custodial overtime. Directs the maintenance, repair and replacement of all custodial equipment.

84 - Transportation Supervisor

86 - Special Education Recreation and Therapeutic Recreation Specialist

- Certified, licensed, or otherwise qualified professional who provides the following services,
  - Assessment of leisure function,
  - Therapeutic recreation services,
  - Recreation programs in schools and community agencies; and
  - Leisure education.

87 - Rehabilitation Counselor

- Provide the following services to children with disabilities:
- Provide services in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability.
- Vocational rehabilitation services provided to a student with disabilities by vocational rehabilitation programs funded under the Rehabilitation Act of 1973, as amended.

88 - Special Education Work Study Coordinator (Job Coaches)

- Personnel that plan and conduct special education work-study programs, confers with school and community personnel to impart information about the program and to coordinate program functions with related activities. These personnel are typically non-certified through the Department of Education. They may have certification through the Department of Rehabilitation Services after completing the approved training.

89 - Drug Free School Coordinator

Social Worker

115 - Special Ed School Social Worker (Certified or Licensed)

116 - Regular Ed School Social Worker (Certified or Licensed)

117 - Special Ed School Social Worker (Non-Certified or Licensed)

118 - Regular Ed School Social Worker (Non-Certified or Licensed)

- Provide the following services to children with disabilities:
  - Preparing a social or developmental history on a child with a disability,
  - Group and individual counseling with the child and family,
  - Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school,
  - Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program, and
  - Assisting in developing positive behavioral intervention strategies.

Speech/Language Pathologist

111 - Speech/Language Pathologist ages 3-5 (Certified or Licensed)

112 - Speech/Language Pathologist ages 6-21 (Certified or Licensed)

113 - Speech/Language Pathologist ages 3-5 (Non-Certified or Licensed)

114 - Speech/Language Pathologist ages 6-21 (Non-Certified or Licensed)

119 - Speech/Language Pathologist Birth – Age 2 (Certified or Licensed)

120 - Speech/Language Pathologist Birth – Age 2 (Non-Certified or Licensed)

- Provide the following services to children with disabilities:
  - Identification of children with speech or language impairments,
  - Diagnosis and appraisal of specific speech or language impairments,

- Referral for medical or other professional attention necessary for the habilitation of speech or language impairments,
- Provision of speech and language services for the habilitation or prevention of communicative impairments; and
- Counseling and guidance of parents, children, and teachers regarding speech and language impairments.

121 - JAG coordinator

- Provide the following services:
  - Jobs for America's Graduates (JAG) courses provide students a competency-based support system to develop career readiness and job survival skills. In addition, leadership, personal responsibility, and life survival skill competencies are developed. JAG course projects may vary according to student, school and community needs. Intended for students who have been identified as having multiple barriers to graduation and have met the JAG requirements through recommendations by administration, other teachers, and a personal interview.

All Other Support Staff

Support staff not reported in other categories, such as, data processing, plant and equipment maintenance and security.

10 - Laptop Tech Support Staff

92 - Bus Mechanic

93 - Custodian

- Sweeps, dusts, arranges furniture, empties trash and pencil sharpeners, cleans chalkboards and sets up for activities. Washes walls, woodwork, and windows, and cleans and polishes metal surfaces. Cleans and maintains hard and soft surface floors. Wet mops and spot clean hard and soft surface floors. Cleans, sanitizes, and deodorizes restrooms and locker rooms.

94 - Data Processing / Support

- The Data Engineer will be responsible for improving the district's data infrastructure to support critical decisions made by stakeholders. This position will design and maintain data warehouses, and build sustainable data pipelines between the warehouses, select information systems, and various reporting and analysis tools.

95 - Grounds Keeper

- Maintains lawns, trees, shrubs, landscaping, sidewalks, steps, entrances and keeps other areas as determined free of snow or ice. Removes bottles, trash, paper and cans from entire site.

96 - Printer

- Is responsible for district production work utilizing technical expertise where the knowledge, understanding and application of specific rules and/or regulations are necessary to perform the job and delegation of work to other personnel. Oversees recordkeeping, cost accounting, statistical reports, production meetings and prioritization of workload. Purchases supplies and outside bids and printing in the management of the production facility. Operates and maintains all equipment including presses, plate maker, folder, paper cutter, padder, drill, stapler, spiral binder, and any further equipment that is introduced.

97 - Security Personnel

- Develop and implement a comprehensive Emergency Management Plan that establishes uniform guidelines districtwide with building specific processes and is coordinated with community members.

98 - Vehicle Operator

99 - "Other" Support Staff

Other Professional and Non-Professional Staff in Special Education

Professional staff whose activities are providing special education and related services for children with disabilities ages 3-21. Include the personnel who provide specialized health services such as nurses or psychiatrists. Non-professional personnel would include the personnel not already reported in this report who provide special education and related services for children with disabilities ages 3-21.

102 - Other Occupational Technicians

- Professional personnel who “performs assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree or its equivalent obtained through special study and/or experience, but not necessarily requiring skills in the field of special education. The professional provides special education and related services for children with disabilities, ages 3-21. These professionals should not be reported elsewhere in this collection.
    - Ex.: A professional that repairs, designs, or programs adaptive equipment.

103 - Psychiatrist

- A psychiatric evaluator must be a psychiatrist licensed by the State Board of Medical and Osteopathic Examiners in South Dakota." These services are provided by the professional and documented on the student’s individual education plan (IEP) by goals and instructional objectives.

104 - Special Education School Nurse

- Personnel who provide medical and nursing services including:
  - Medical services for diagnostic and evaluation purposes provided to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs.
  - Nursing services designed to enable a child with a disability to receive FAPE as described in the child's IEP, except for services related to medical devices that are surgically implanted (e.g., cochlear implants).

105 - "Other" Support Staff in Special Education

- Non-professional personnel who provide special education and related services for children with disabilities, ages 3-21. The non-professionals should not be reported elsewhere in this collection. This could include a Special Education Transportation Assistant. Do not include special education aides or paraprofessionals as they are reported in the Paraprofessional menu.

106 - Special Education Department Manager

- Professional personnel who supervise a special education department and provide no direct special education and related services to children with disabilities ages 3-21. The Special Education Department Manager is under the supervision of the Special Education Director. DO NOT use this position title/code for reporting a special education director position.

108 - Braillist

- Professional personnel who transfer written script to Braille script for use by students with visual impairments or blindness.

109 - Orientation and Mobility Specialists

- Personnel who provide orientation and mobility services including:
  - Services provided to blind or visually impaired students by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community; and
  - Teaching students the following, as appropriate:
    - Spatial and environmental concepts and use of information received by the senses (such as sound, temperature, and vibrations) to establish, maintain, or regain orientation and line of travel (e.g., using sound at a traffic light to cross the street),
    - To use the long cane or a service animal to supplement visual travel skills or as a tool for safely negotiating the environment for students with no available travel vision,
    - To understand and use remaining vision and distance low vision aids, and
    - Other concepts, techniques, and tools.

110 - SPED Academic Assessor

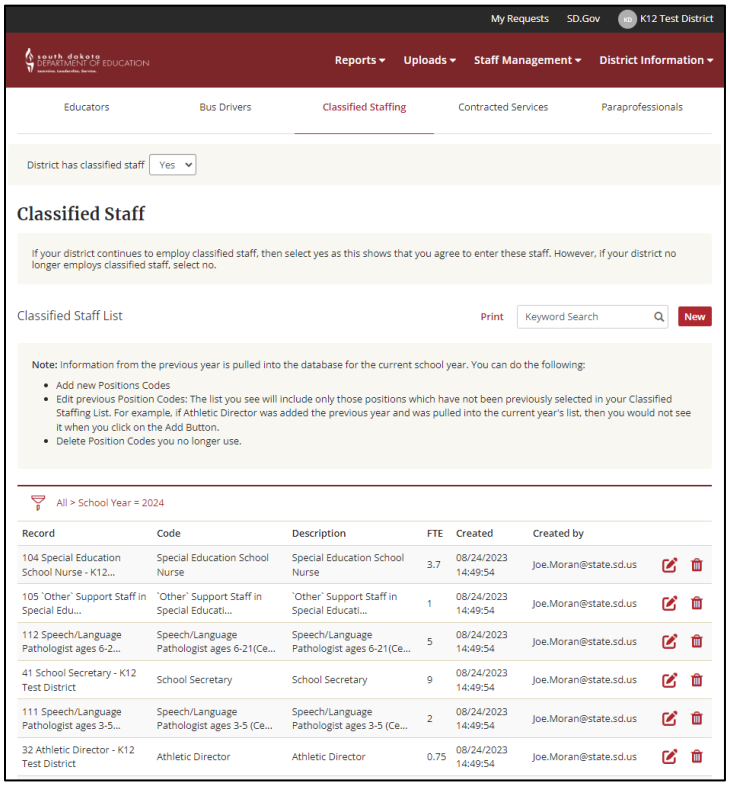
Records

The Classified Staff records section provides guidance on navigating and entering required personnel information.

Generally, Classified Staff record entry should be completed with the following criteria considerations:

- report total FTE Counts for each appropriate staff category to the nearest hundredth,
- include part-time staff in terms of full-time equivalency (ex.: 0.50 FTE is half time), and
- include a full-time employee having more than one assignment should be counted in terms of full-time equivalency for each assignment (ex.: 1 personnel with 6 hours per day as a bus mechanic and 2 hours per day as a custodian = 0.75 FTE for bus mechanic position and 0.25 FTE custodian position).

Landing Page



Adding and Modifying

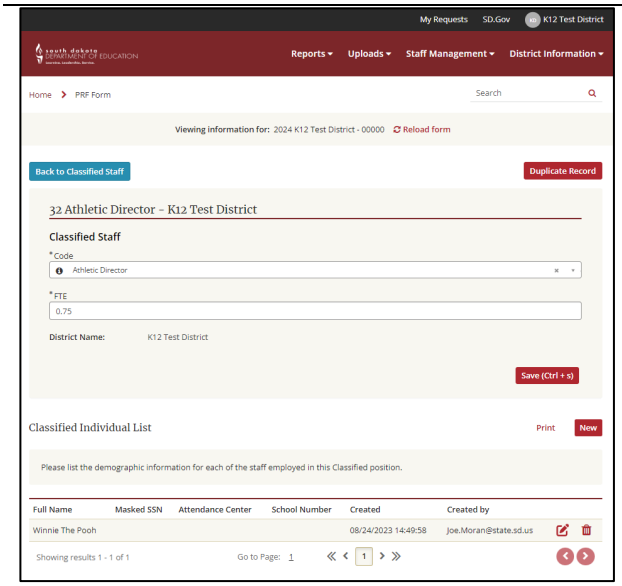
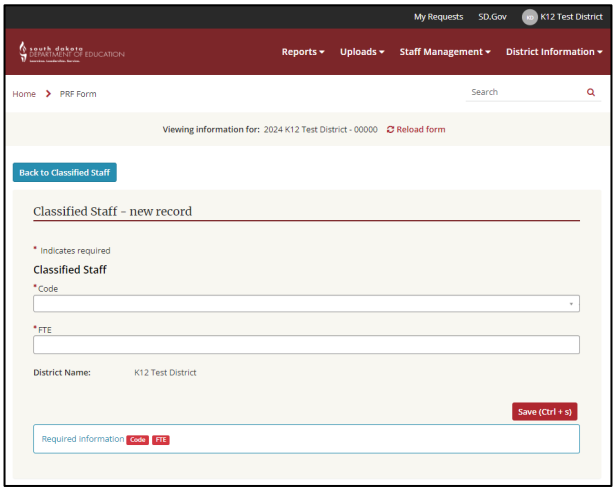
If the district employees Classified Staff, then the following list reflects the required fields for modifying or adding new Classified Staff records.

Classified Staff Record

The following Classified Staff record fields are required for the appropriate district types and local staffing.

- Classified Staff Position Code*
- FTE*

Below records provide an overview of the Classified Staff data enter requirements.

Modify Classified Staff Record	Add New Classified Staff Record
	

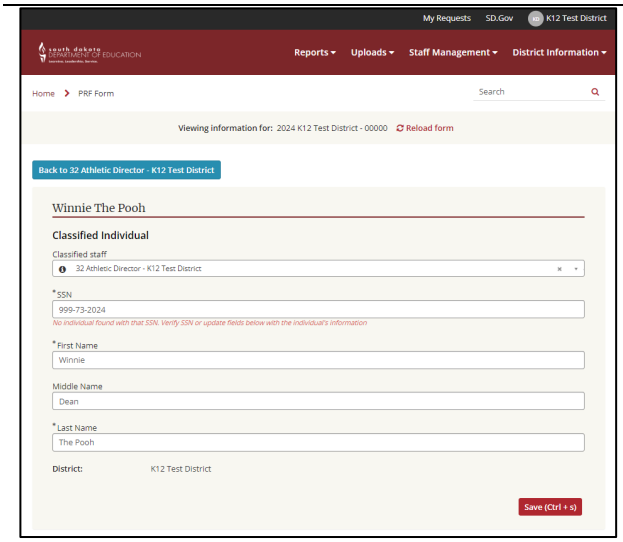
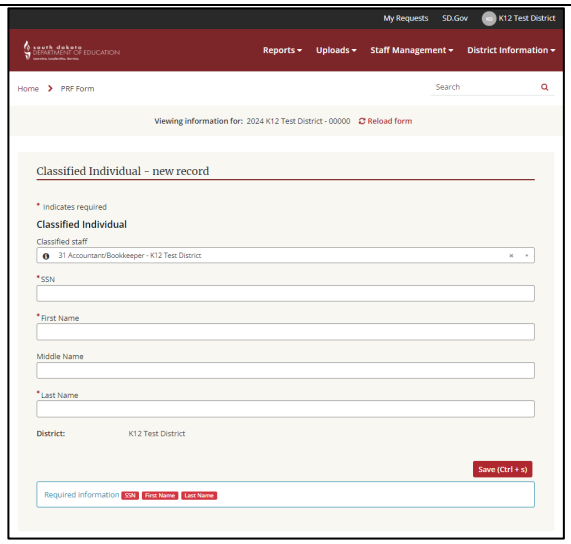
Note(s):

Classified Individual Record

The Classified Individual record is not currently required for reporting; however, is a support tool for districts to maintain individual personnel information. While none of the below fields are required, if the district is utilizing this tool, the required fields are as indicated.

- Social Security Number (SSN)*
- First Name*
- Middle Name
- Last Name*

Below records provide an overview of the Classified Individual data entry options.

Modify Classified Staff Record	Add New Classified Staff Record
	

Note(s):

Contracted Staff

The purpose of the Contracted Services reporting is to provide a collection tool for districts and service providers to reporting of personnel that are a Third-Party Contractors and providing special education or related services that are considered part of the standard district operations. Contracted Staff reporting is required for the available to the following district types:

- 10 - Public School Districts
- 40 - Cooperatives/Multi-Districts
- 90 - Alternative Programs

As a reminder, approved Virtual School Providers and Cooperatives/Multi-Districts are required to report personnel information specific to staff and assignments on the Personnel Record Form (PRF). Districts are not required to report assignments provided by:

- 95 - Approved Virtual School Providers (SD Center for Virtual Education) which are
    - Black Hills Online Learning Community,
    - DIAL,
    - NSU Center for eLearning, and
    - High Plains Alternative School.

It is still important to check the accuracy of the data. This can be done by going to the Contracted Services screen and clicking on the Services Provided by Coop or Virtual District to review the services provided by these schools.

The Personnel Record Form (PRF) allows virtual school providers and cooperatives to encode staff assignments for contracted services to districts. Districts are then able to view the staffing information added by these providers and review to ensure the information is accurate. The system does not have the ability to identify whether this information has been updated for the current year or whether it was rolled forward from the previous school year.

Definitions

Contracted Staff by Assignment Code

Remember, student location matters. Only report those individuals contracted into the district to provide those services. For example, if students are located at Children's Care Hospital and Advance, then the district is only paying for the services, then the district is not paying the employee salary directly. Cases as described above do not require PRF reporting.

The approved Contracted Staff assignment codes include those identified in table 3.

Table 3: Approved Contracted Staff Assignments

Assignment Code	Assignment Description
25000	Ages 3-5 Special Education
25002	Birth through Grade Three Special Education
25001	Birth-Age 2 Special Education
25106	KG-12 Adapted Physical Education
25100	KG-12 Special Education
40501	Psychological Examiner
40401	Regular Ed School Psychologist
40402	Special Ed School Psychologist
40104	Special Education Counselor
40601	Special Education Director
40106	Special Education Student Advisor

Note(s):

If multiple staff are contracted for one assignment, they must be encoded separately. Report the Contracted Staff by the assignment by identifying the percentage of FTE that works with which student age groups. For example, if the individual spends 25% of their time with students age 3 to 5 and 50% with students age 6 to 21, then you would enter 0.25 FTE (students age 3 to 5) and 0.50 FTE (students age 6 to 21).

At the beginning of the year, these percentages may not be strictly defined. Enter the estimated percentages at the fall collection and return during the end of year collection to modify as necessary.

Contracted SPED by Classification Code

The approved Contracted Staff classified position codes include those identified in table 4.

Table 4: Approved Contracted Staff Classification Positions

Assignment Code	Assignment Description
105	`Other` Support Staff in Special Education
73	Audiologist (Certified or Licensed)
91	Audiologist (Non-Certified or Licensed)
108	Braillist
76	Interpreter (Certified or Licensed)
100	Interpreter (Non-Certified or Licensed)
79	Occupational Therapist (Certified or Licensed)
78	Occupational Therapist (Non-Certified or Licensed)
122	Occupational Therapist Assistant
109	Orientation and Mobility Specialist
102	Other Occupational Technicians
80	Physical Therapist (Certified or Licensed)
90	Physical Therapist (Non-Certified or Licensed)
123	Physical Therapist Assistant
103	Psychiatrist
87	Rehabilitation Counselor
115	Special Ed School Social Worker (Certified or Licensed)
117	Special Ed School Social Worker (Non-Certified or Licensed)
106	Special Education Department Manager
86	Special Education Recreation and Therapeutic Recreation Specialist
104	Special Education School Nurse
67	Special Education Specialized Food Service Worker
88	Special Education Work Study Coordinator (Job Coach)
110	SPED Academic Assessor
111	Speech/Language Pathologist ages 3-5 (Certified or Licensed)
113	Speech/Language Pathologist ages 3-5 (Non-Certified or Licensed)
112	Speech/Language Pathologist ages 6-21 (Certified or Licensed)
114	Speech/Language Pathologist ages 6-21 (Non-Certified or Licensed)
119	Speech/Language Pathologist Birth – Age 2 (Certified or Licensed)
120	Speech/Language Pathologist Birth – Age 2 (Non-Certified or Licensed)

Note(s):

Additionally, there are several requirements related to instructional assignments provided via virtual instruction.

SDCL § 13-33-21 **Certificate authorizing distance learning provider to provide courses required.**

No distance learning provider may provide courses through distance learning to any student in an accredited elementary or secondary school in this state unless the distance learning provider has a

certificate issued by the secretary of the Department of Education authorizing the distance learning provider to provide the courses.

SDCL § 13-33-29 **Granting of credit for distance learning courses not offered by South Dakota Virtual School prohibited--Exceptions.**

No school district may grant credit for any course successfully completed through distance learning as defined in SDCL § 13-33-20 unless the course is offered through the South Dakota Virtual School.

However, a school district may grant credit for a distance learning course offered through an entity other than the South Dakota Virtual School if any of the following conditions apply:

- The course is provided through an agreement among accredited school districts;
- The course is a university or postsecondary technical institute course taken by a student who is dually enrolled pursuant to the provisions of SDCL § 13-28-37;
- The course was previously taken through an accredited high school or other accredited provider by a student who subsequently transferred into the school district; or
- The course is not available through the South Dakota Virtual School and is pre-approved by the Secretary of Education.

Records

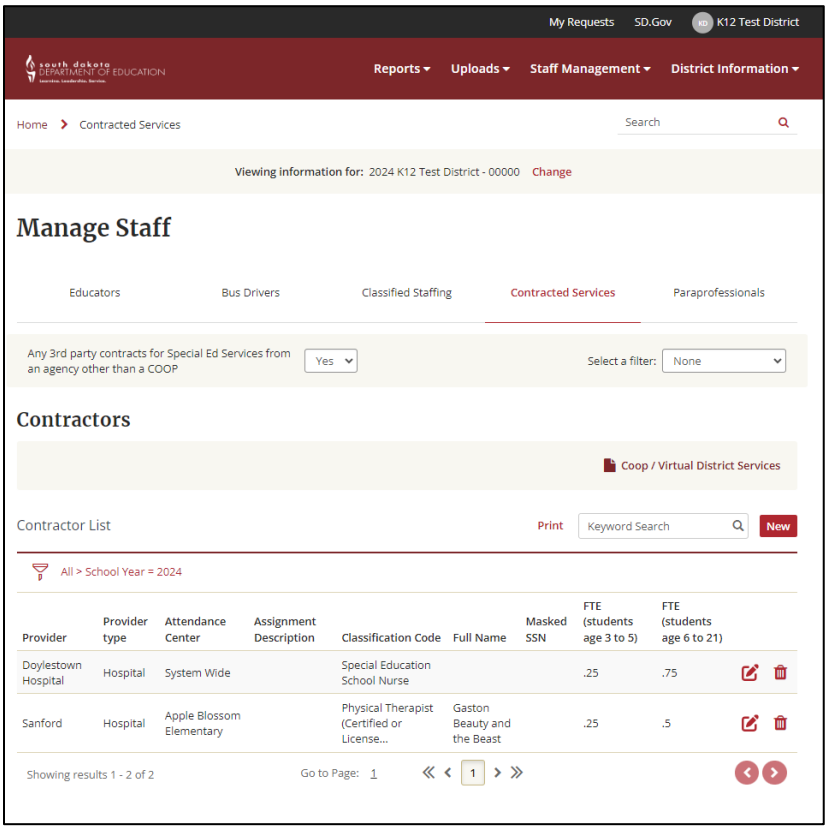
The Contracted Staff records section provides guidance on navigating and entering required personnel information.

Generally, Contracted Staff records enter should be completed with the following criteria considerations.

- Include staff employed by another entity (private or hospital) that is Third Party Contracted to provide work that can be considered part of the district's special education and/or related services.
    - Ex.: Staff that work within the district but are employees of the entity with which the district contracts and
    - Hint: The district does not pay retirement or other benefits,
- Do not include:
    - Employees of contractors who provide a non-regular service; these are staff furnished by the contractor, on- or off-site, to provide the service.
        - EX.: Staff such as carpenters, electricians, etc. working for a firm hired to refurbish a school building.
    - Individuals who contract directly with a coop or virtual school provider.
    - Cases where students are receiving services outside the district and tuition is paid, staff would not need to be reported.

Overall, the distinction between whether or not a Contracted Staff is reported is based on whether the special education services are part of the district's regular operation or if it is a non-regular service.

Landing Page



Adding and Modifying

Contracted Staff records can reflect contracted personnel providing services related to either a Classified Staff position or Educator assignment.

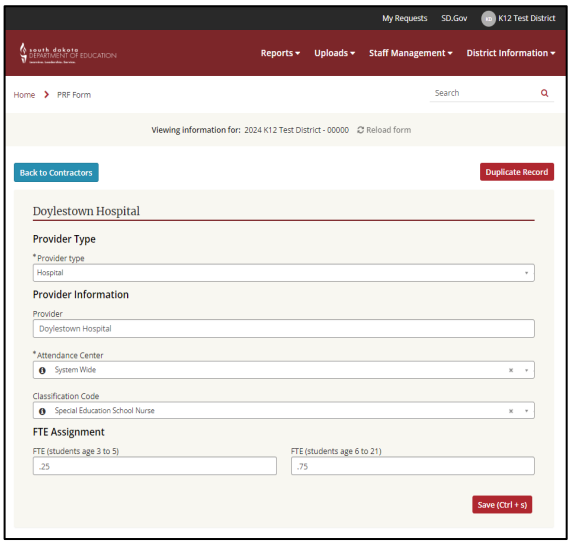
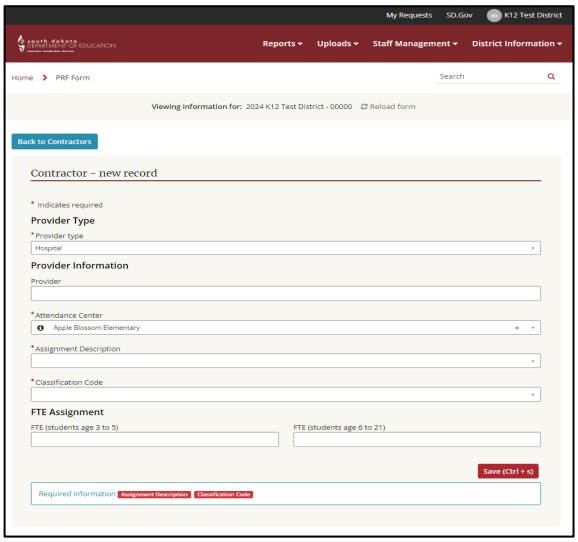
If the district has hired Contracted Staff, then the following list reflects the required fields for modifying or adding new Contracted Staff records.

Contracted Staff

The following Bus Driver record fields are required for the appropriate district types and local staffing.

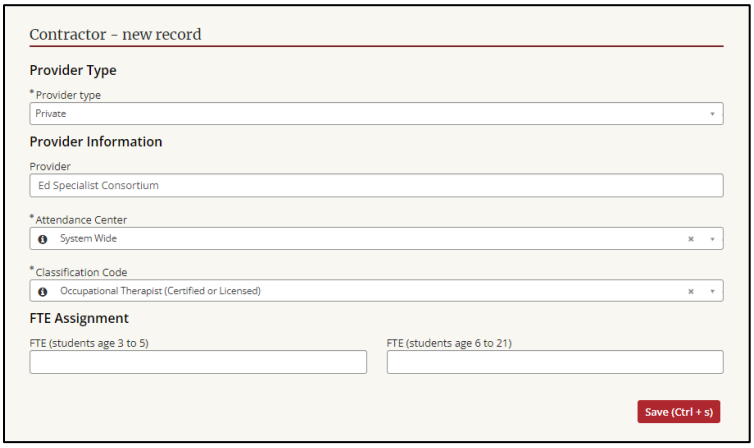
- Provider Type*
- Provider
- Attendance Center*
  - Hint: The selection of an Attendance Center will trigger the availability of the assignment and classification code fields.
- Assignment Code*
  - Hint: If classification code is selected, then assignment code is no longer required.
- Classification Code*
  - Hint: If assignment code is selected, then assignment code is no longer required.
- FTE Assignments
  - FTE (students age 3 to 5)*
  - FTE (students age 6 to 21)*

Below records provide an overview of the Contracted Staff data enter requirements.

Modify Contracted Staff Record	Add New Contracted Staff Record
	

Note(s):

As illustrated below, when adding a new Contracted Staff record both assignment and classification code fields will be identified as required until one is selected then the other is dropped from the record entry form.



Section IV – Turnover and Vacancy Records

The purpose of this new way of collecting Turnover and Vacancy data is to provide a collection tool for districts to identify positions that had vacancies between the following school year and the current school year. It is used to collect data regarding positions that are still open at the start (first day of school) of the new school year.

Now the only data available isn't just the number of teachers from the existing employed workforce that can be attributed to attrition, but now those new hire positions from year-to-year net changes can be accounted for. It is possible to disentangle the two now. For example, South Dakota reported data that said in 2024 that the state had 16.12 elementary school teachers they couldn't fill down from 20.51 elementary school teachers in 2023. From this turnover data from the previous years, we did not know whether some new hire openings went unfilled, which would make this figure even larger.

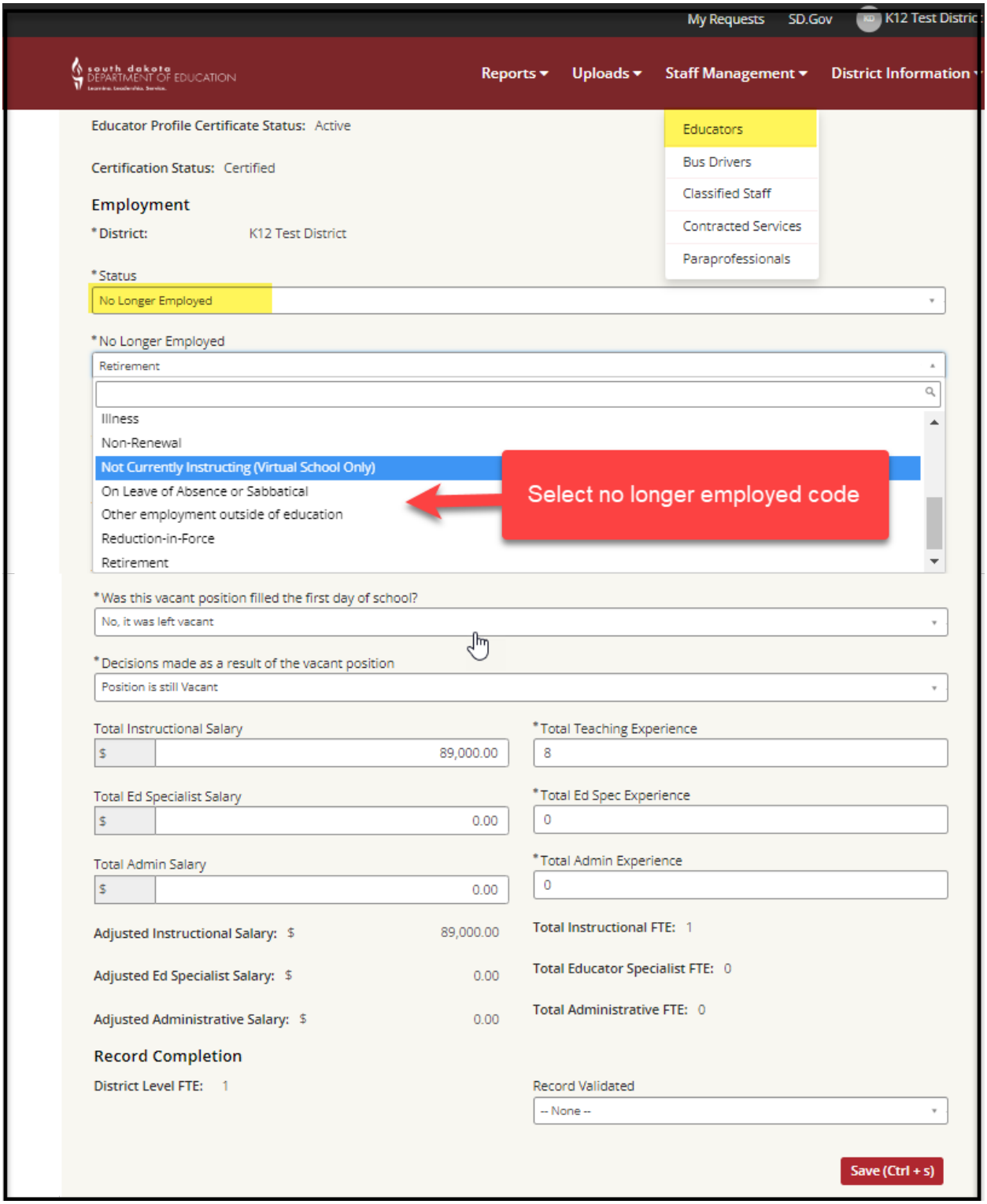
Vacancy Report

No Longer Employed Staff

For all staff employed during the 2024-2025 school year but are "No Longer Employed" for the 2025-2026 school year you should select the appropriate reason.

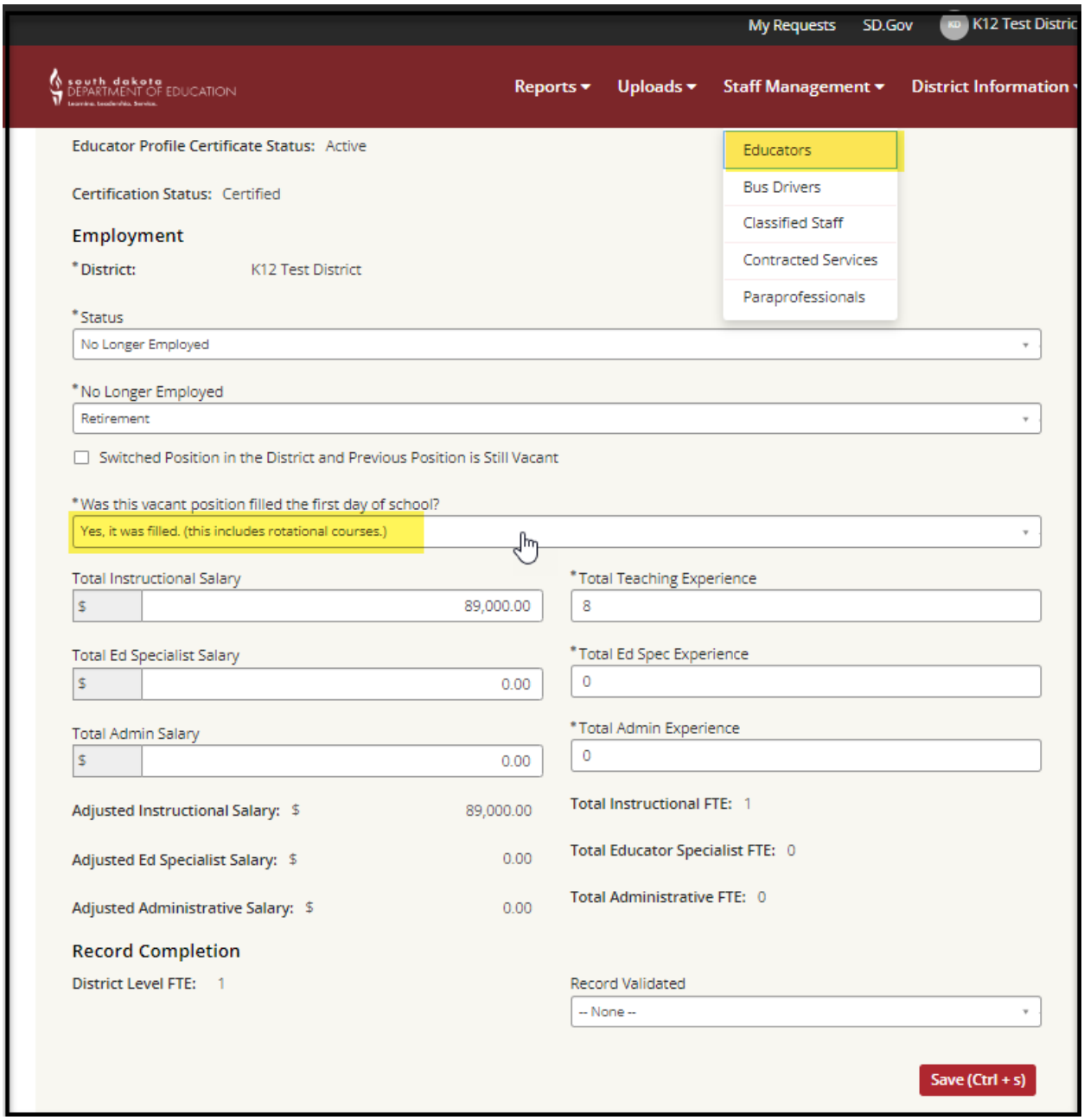
NOTE: If someone leaves during the school year, do not update their record to reflect they are No Longer Employed. This should be done the following year.

It is recommended you have a list of all employees from the previous year who are No Longer Employed and complete them at one time. You can use the No Longer Employed Data Collection Form to help gather the needed data. This is located on the PRF website at https://doe.sd.gov/prf/documents/STAFF-NotEmpl.doc.

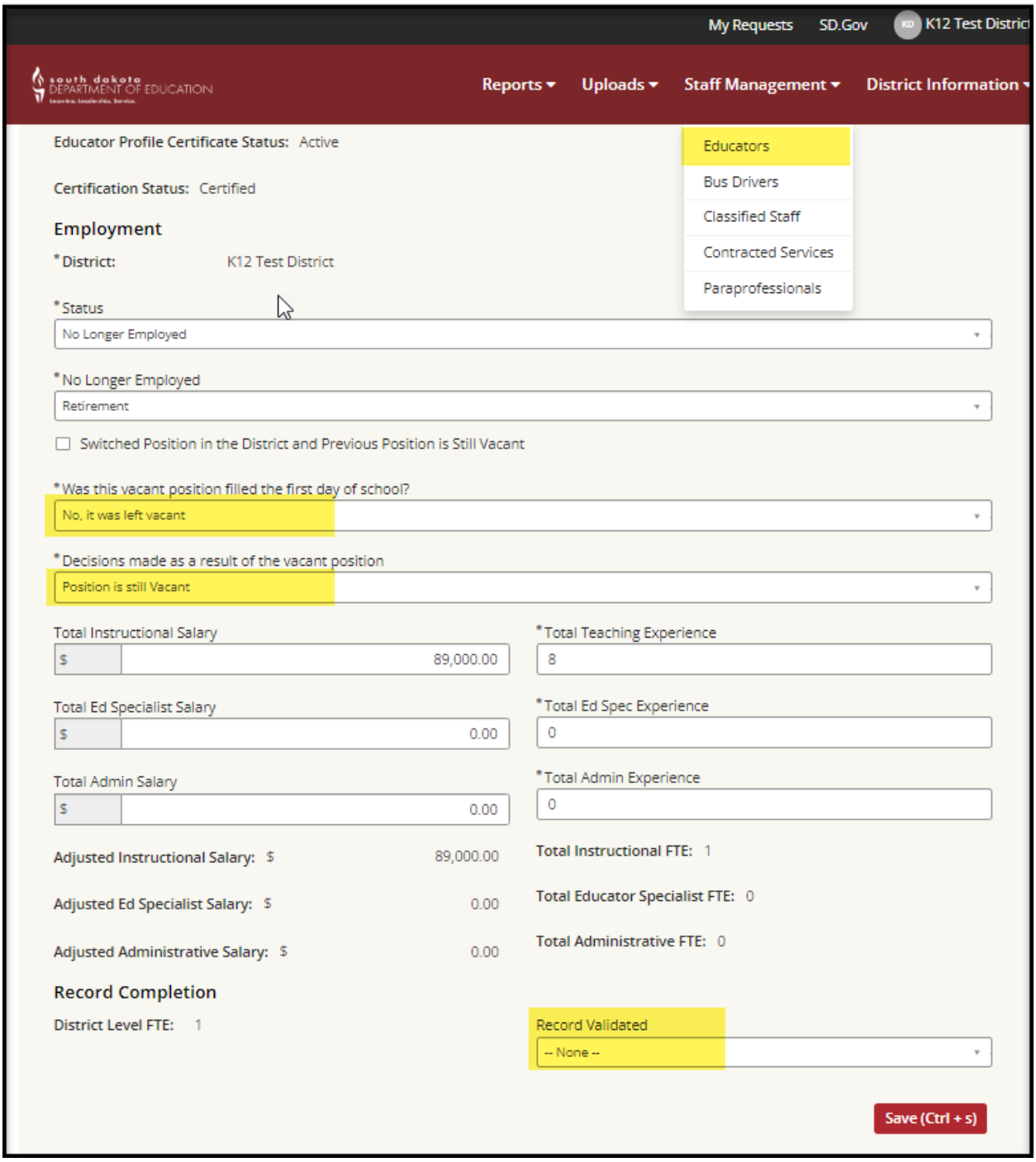


After selecting a no longer employed code, you will need to fill in whether this vacant position was filled the first day of school. To provide accurate information to the legislature and the Teacher Compensation board, it is critical that districts choose the most appropriate reason for the vacancy.

- **Yes, it was filled (this includes rotational courses).** For employees that rotate and carry out their CTE classes at another district every other school year, do not mark them as vacant.

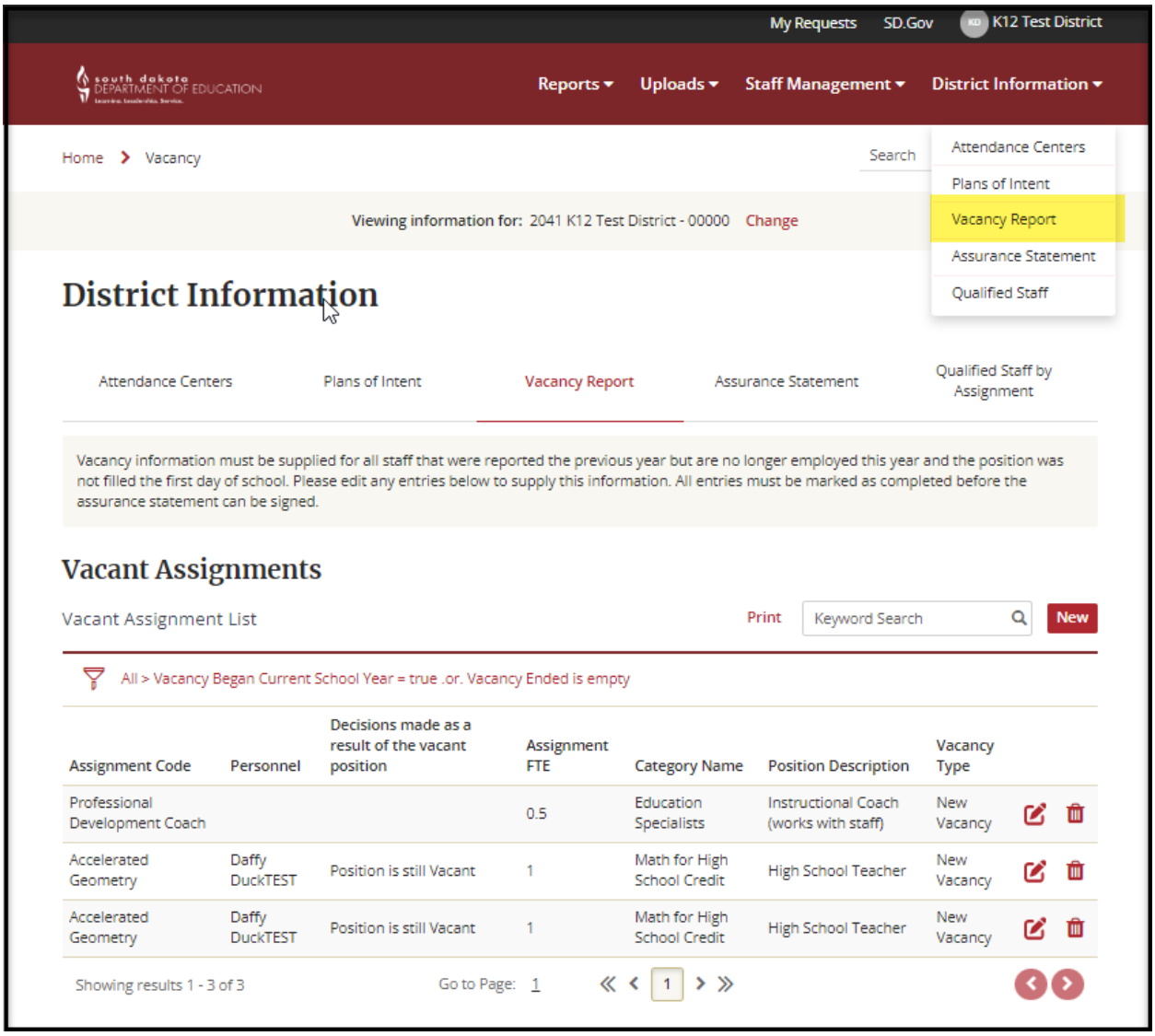


- No, it was left vacant. If you select “No, it was left vacant”, then you will need to select the decision that was made because of the vacant position.



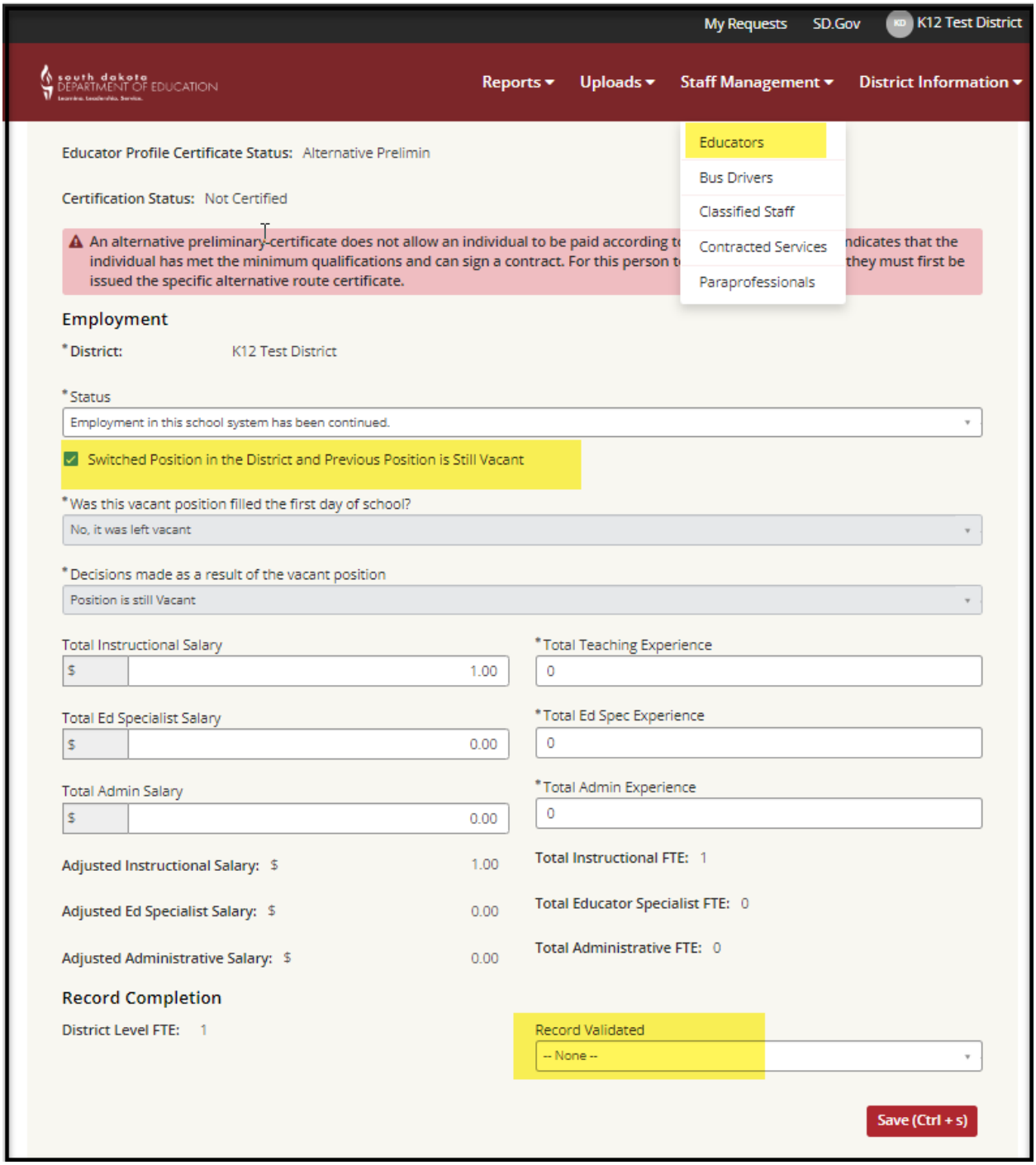
After completing this data field, indicate the personnel record form has been completely updated and Click on the Save Button. There is no need to update any other fields.

By doing this, you create a record in the “Vacancy” menu. You can access this menu by clicking on the District Information and then Vacancy Report.



Staff who change positions within the district

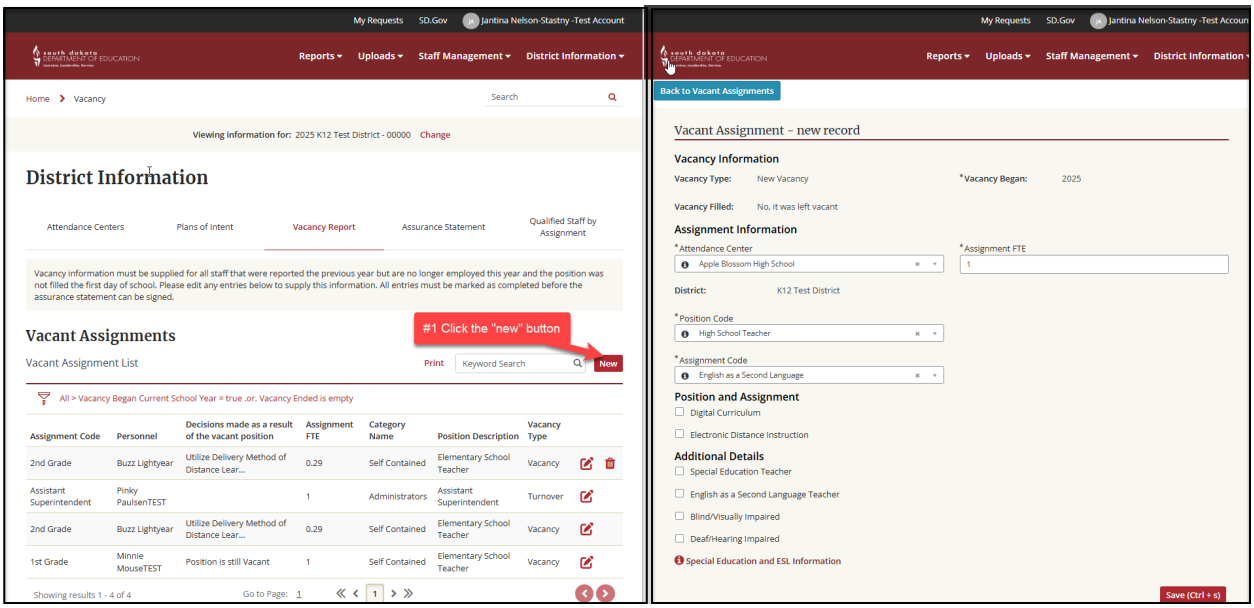
If you have a staff person who continues to be an employee in the district, however has changed jobs, you will need to check the box “Switched position in the district and previous position is still vacant”. This box should be checked if the employee received a promotion or accepts a different position in the district. An example is if a teacher was a self-contained 5th grade teacher and becomes a Special Education teacher.



Once you check the box, the below answers will automatically fill in for the two questions regarding the previous position.

New positions this year

For those openings that went unfilled and are new hires this year and didn't exist the previous year, you can now add a "new vacancy". Only add new vacancies if the position is new this school year and didn't exist the previous year. Do not include those positions that go vacant after the first day of school. Click the "new" button to add a vacancy.

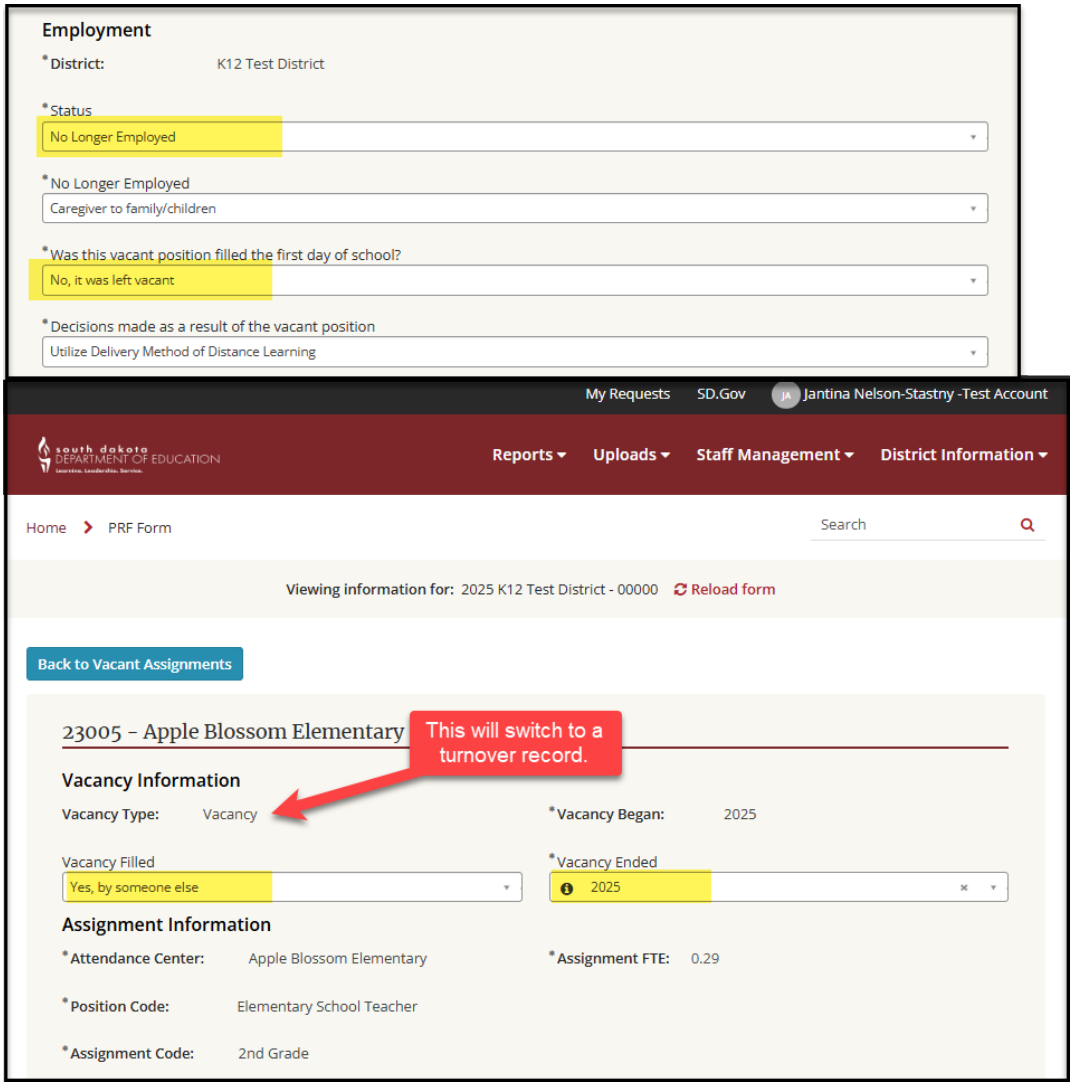


The following fields are required for the new vacancy.

- Attendance Center*
- Position Code*
- Assignment Code*
- Assignment FTE*
- Check all appropriate boxes:
  - Digital Curriculum: Instruction is provided virtually by the local district.
  - Electronic Distance Instruction: Instruction is provided by an approved SD Center for Virtual Instruction provider.
  - Employed by this district for Title/SPED programs provided to non-public students
    - Only available to public school districts.
  - Assignment carried out at another District/School
    - Only available to Cooperative/Multi-Districts.
- Additional Details: Select when Educator needs to be dually licensed to provide both the content and one of the below services. These teachers of record are awarding student grades and are providing core content assignment instruction.
  - Special Education Teacher
  - English as a Second Language Teacher:
  - Blind/Visually Impaired
  - Deaf/Hearing Impaired

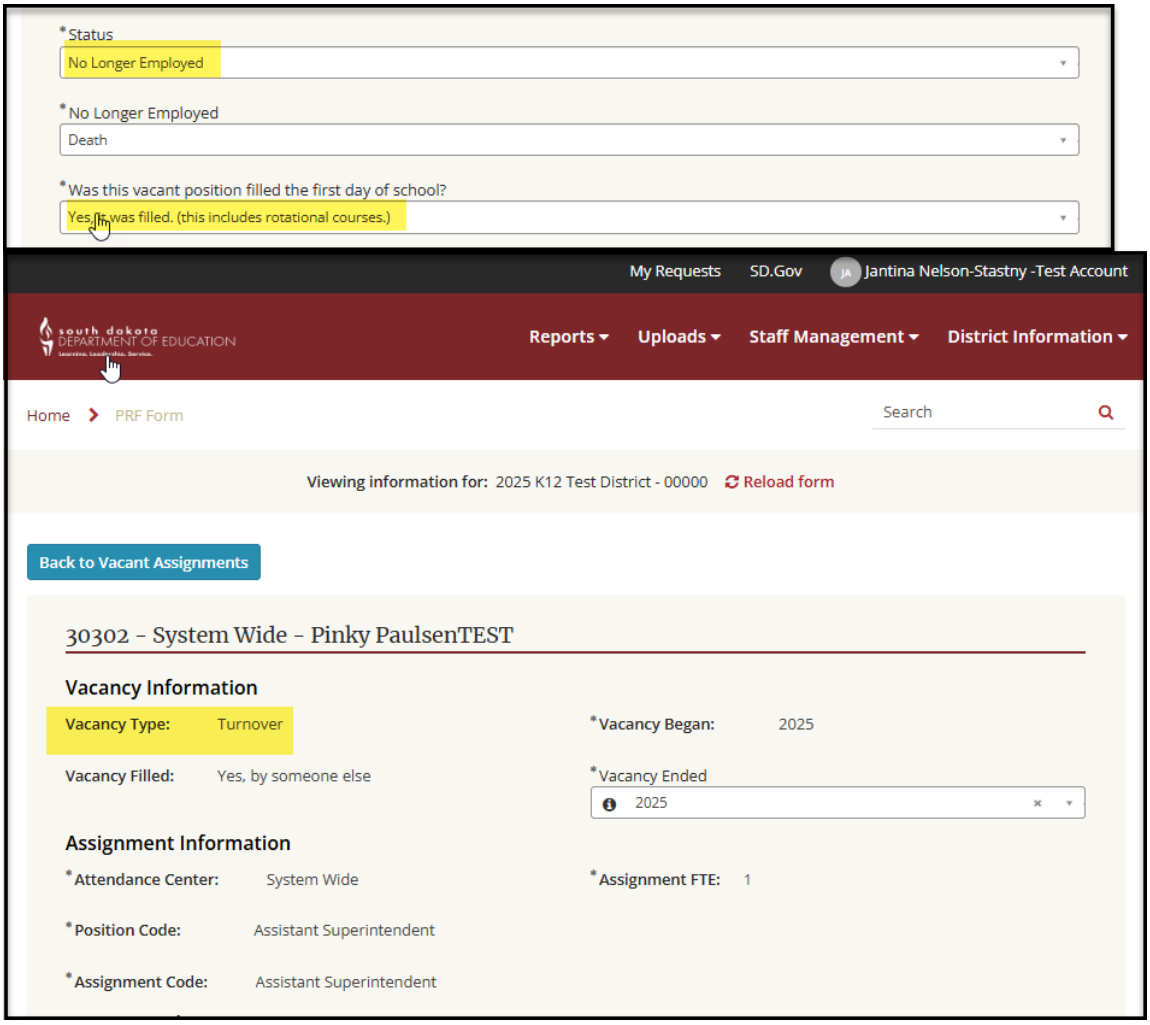
"To close out a vacancy" means to officially fill a job opening by selecting a candidate and finalizing their employment, effectively removing the position from the list of available jobs within a district; essentially, it means to "hire someone to fill the vacancy " and then mark the position as closed.

For those where the status is “no longer employed” and it was left vacant on the first day of school, the vacancy filled has two options:

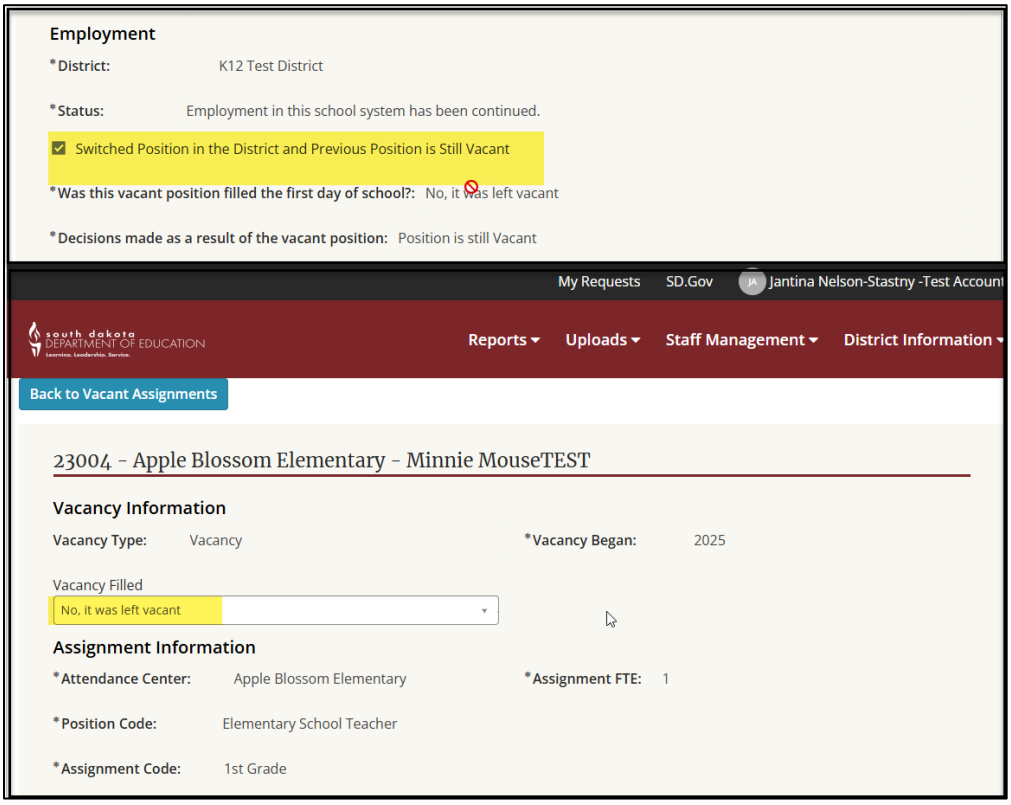


- Leave the record as “No, it was left vacant” if the position was vacant the first day of school. It will be rolled over to next year and switched from a “Vacancy” record to a “Multi-Year vacancy”. Next year you can close it out.
- If a portion of the course load was filled by someone else the first day of school, you can select “Yes, by someone else” for the vacancy filled. Then you’ll be prompted to fill in the vacancy ended as fiscal year 2026 which is the 2025-2026 school year. This switches the record to a turnover record.

For those where the status is “no longer employed” and it was filled on the first day of school, it will generate a turnover record and automatically fill in the vacancy ended as 2026.



For those that switched positions in the district and the previous position is still vacant. There will be three options for the vacancy filled if they were teaching multiple classes and only a portion of last year's position was vacant:



- For at least one of the assignment record(s), you will need to leave the record as "No, it was left vacant" if the position was vacant the first day of school. It will be rolled over to next year and switched from a "Vacancy" record to a "Multi-Year vacancy". Next year you can close it out.
- If a portion of the course load was filled by someone else the first day of school, you can select "Yes, by someone else" for that assignment record. Then you'll be prompted to fill in the vacancy ended as fiscal year 2026 which is the 2025-2026 school year. This switches the type to a turnover record.
- If that staff continued to teach the same assignment code for an additional year, you could select "Yes, by the same person" for that assignment record. The vacancy type will be switched to "assignment maintained".

For those openings that went unfilled and are new hires this year and didn't exist the previous year,

- Leave the record as "No, it was left vacant" if the position was vacant the first day of school.
    - It will be rolled over to next year and switched from a "Vacancy" record to a "Multi-Year new vacancy filled". Next year you can close it out by switching it to "Yes, it was filled" and the vacancy type will switch to "New Vacancy Filled".

Section V – Collection Close and Sign-Off

The purpose of this section is to provide an overview of the PK-12 staffing information collection closure and sign off process.

There are two components of the collection closure and sign off process:

- Submitting Plans of Intent and
- Verifying the Assurance Statement.

The following guidance will detail collection closure and sign off process components.

Plan of Intent/Corrective Action Plan

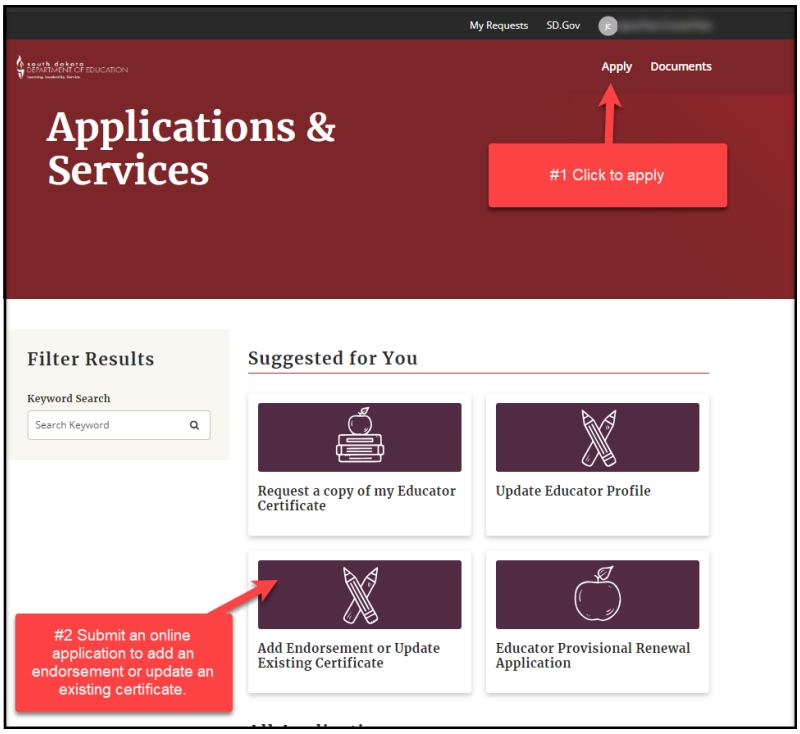
As per Administrative Rule 24:43:02:08, any district employing teachers or administrators who are serving outside of their current certification shall have on file with the Department of Education a plan of intent stating how the district intends to ensure that all teachers and administrators are serving on a valid certificate in their certified areas. The Plan of Intent must be fulfilled in one calendar year.

Non-Authorized Plan-of-Intent (POI): Any employees serving outside of their current certification will be on a plan-of-intent stating how the district intents to ensure they gain licensure. The qualification portion of the plan-of-intent gives districts and educators the various options to gain licensure along with what each of the requirements were. Remember if your staff have taken and passed the Praxis test, your staff will need to fill out the application to add an endorsement and allow time for the application to be processed. The system will then update the status of the Plan of Intent to "Completed".

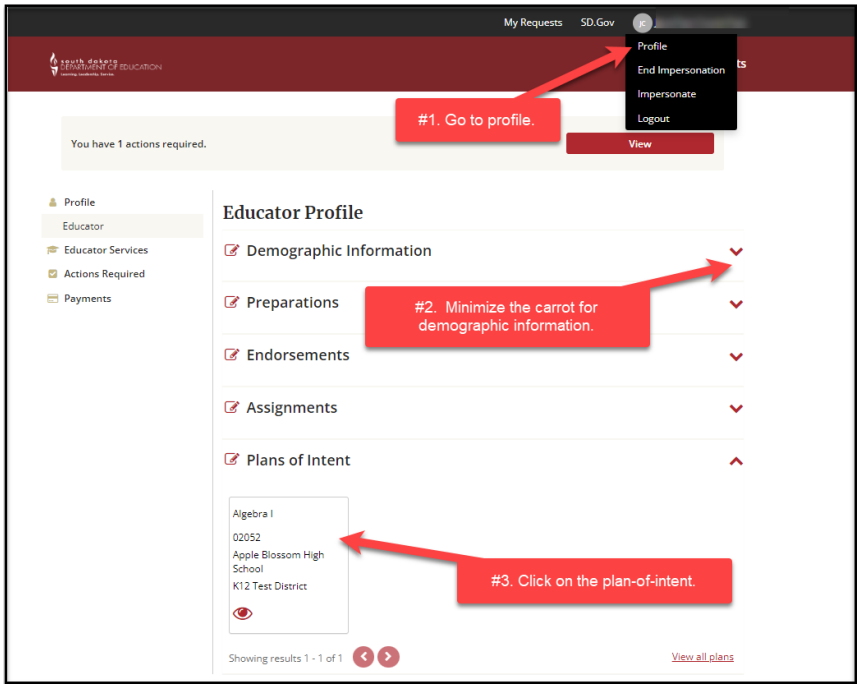
Corrective Action Plans (CAP): For those corrective action plans where the person was "pursuing certification", the status column will reflect that the CAP has been "completed" once the person obtains their license. If that certification isn't necessarily sufficient for them to be deemed state certified to teach each assignment, then you'll need to fill out a plan(s)-of-intent that get generated.

Once staff complete a plan of intent, the system will deem them as completing the plan-of-intent.

NOTE: Previously when someone would take and pass the state-designated test an endorsement would automatically be added to their certificate. An endorsement will no longer be automatically added to a certificate but instead must be requested by the applicant accessing the educator portal at https://doe.sd.gov/certification/.



When completing a Plan of Intent (POI), it is important the educator who is requiring a plan be involved in the decision-making process. When the plan-of-intent is submitted by the district, it becomes part of the teacher's profile on the certification side of the system notifying them how the district intends to ensure they will gain licensure.



Process for Updating and Submitting

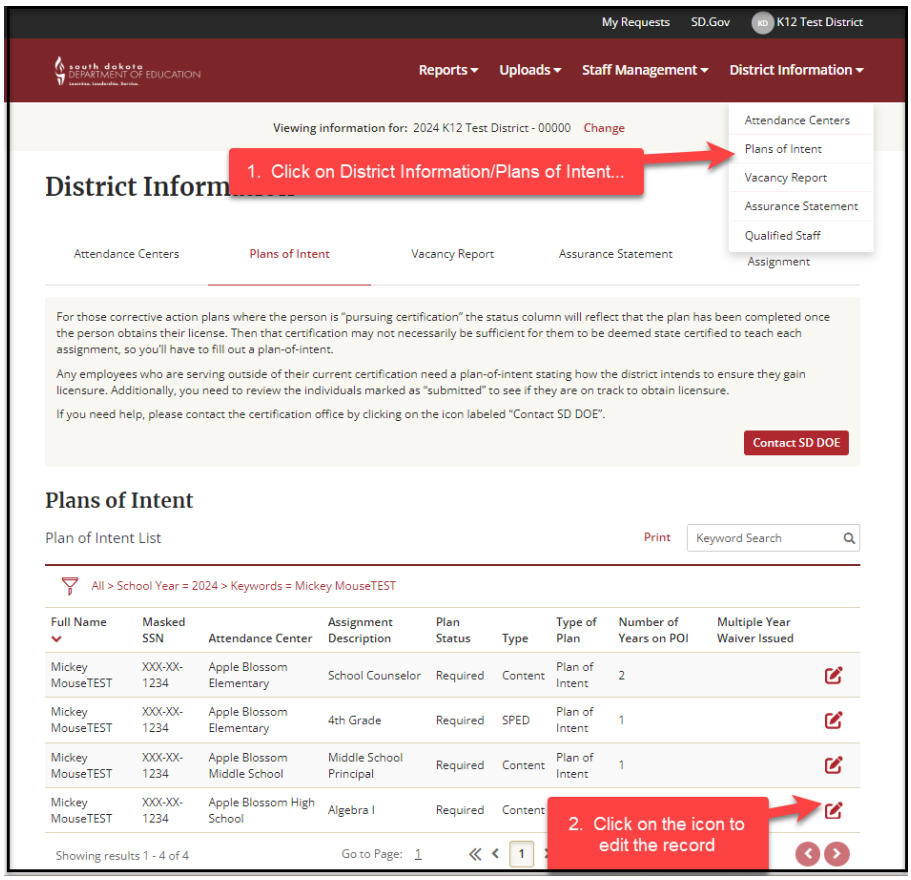
STEP 1: The Educator screen must be updated before you complete the Plan of Intent

The information you enter in the PRF screen determines who will need to complete a plan of intent. The system can determine the following:

- Check for state certification and generate a corrective action plan if they don't hold a valid license or plan of intent if they need to gain an endorsement.
- Identify positions which should NOT prompt for a plan of intent.
- Identify who needs to complete a plan of intent for dual licensure areas such as Special Education, English as a Second Language (ESL), Deaf/Hearing Impaired and Blind/Visually Impaired

STEP 2: Navigate to the District Information > Plans of Intent

You will then see the list of individuals who will need to complete a Plan of Intent for your district.



Full Name – it pulls this information in from the Educator collection.

Masked SSN – it pulls this information in from the Educator collection.

Attendance Center

Assignment Description

Plan Status

- Required
  - Set when plan is initially created, for corrective action or plan of intent
- Not Met
  - When a plan of intent gets created, if the same educator had the plan of intent in the previous school year for the same assignment, then that previous year plan of intent gets marked as Not Met
- Submitted
  - Whenever a plan is updated its status is set to submitted if:
    - An endorsement is filled in OR
    - A preparation is filled in OR
    - It was related to a temporary assignment OR
    - It was related to retirement OR
    - A waiver has been submitted.
- Complete
  - When a certificate or endorsement is added for an educator, any corrective action plans in a submitted or required state for that educator are marked as complete.
  - Separately, if they're still not qualified for any of their assignments, a plan of intent record is also created with a required status.
- Required – Waiver Requested
  - When a user submits the Plan of Intent Waiver form, this status is applied to the related plan of intent.

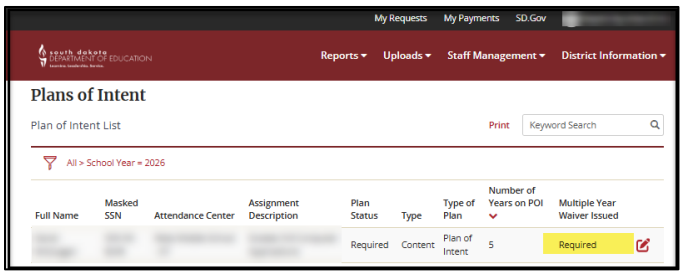
Type – Identifies Plans of Intent for dual licensure such as Special Education, English as a Second Language, Deaf/Hearing Impaired, or Blind/Visually Impaired

Type of Plan

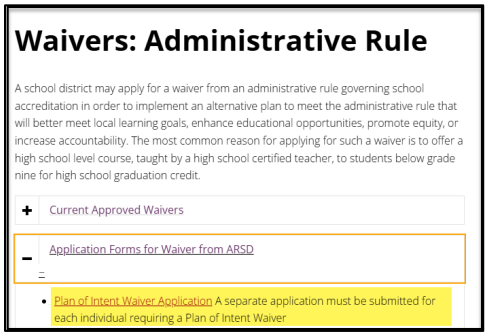
- Plan of intent (POI) - identifies whether it is someone that holds an active certificate but is not authorized for one or more current assignments.
- Corrective action plan (CAP) – identified person who does not hold an active certificate.
  - Please note the following:
  - A corrective action plan indicator does not give the district permission to employ a non-certified educator; it simply informs them that the educator does not hold a current South Dakota Certificate.
  - 13-42-1.2. Certificate required for teachers, administrators, and other educational professionals in schools.
    - No person may draw wages as a teacher, administrator, or other educational professional in any public school or other accredited school who does not have a valid certificate.
  - 13-43-5. Certificate required before contract signed--Exception when academic training is completed.

Number of Years on POI – calculates the number of years this individual has been on a plan-of-intent.

Multiple Year Waiver Issued – If there is a required in this box it means the individual has been on a Plan of Intent for more than two years and a waiver through the Department of Education must be submitted. For more information about the waiver process, go to http://doe.sd.gov/oatq/adminrulewaivers.aspx.



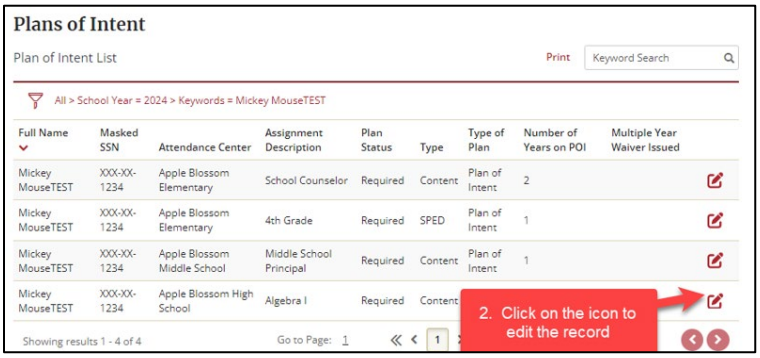
- Click on the icon to edit the record identified as a multi-year waiver.
- Submit the plan-of-intent administrate rule waiver application at https://doe.sd.gov/oatq/adminrulewaivers.aspx to DOEACCRED@state.sd.us.



- Submit the district meeting minutes with the waiver application to DOEACCRED@state.sd.us.
- As soon as accreditation reviews the application, you'll be notified if it was approved or denied.

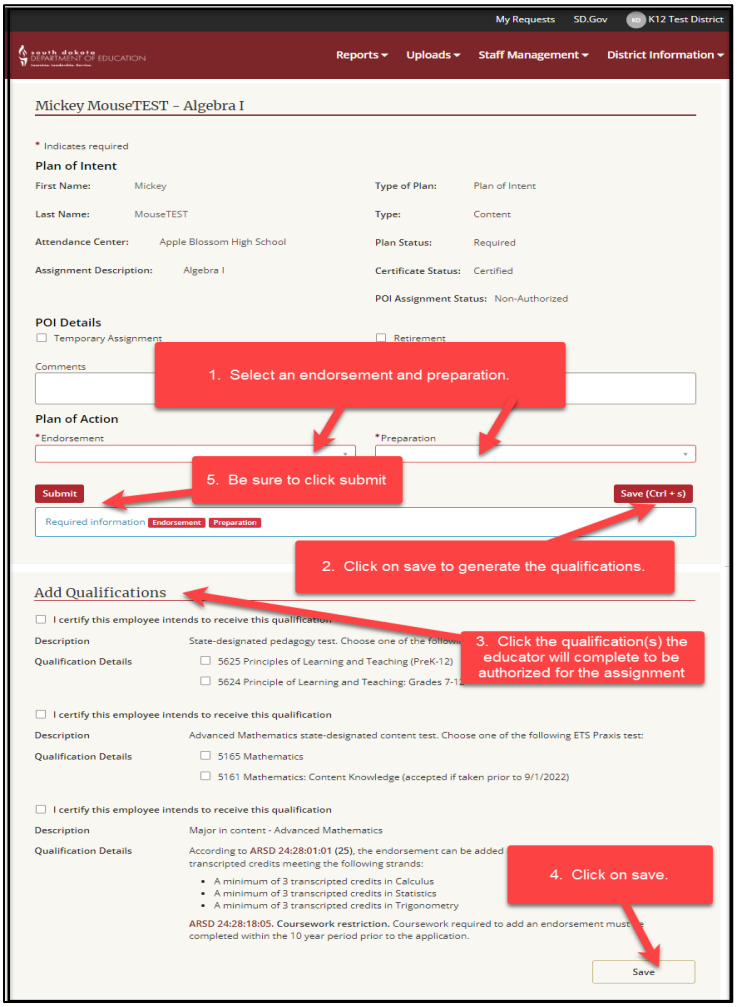
STEP 3: Navigate to Individual Records to Update

Click on the icon that looks like a clipboard to state how the district intends to ensure that all educators are serving on a valid certificate in their certified areas.



STEP 4: Complete the Plan of Intent

Example #1: For those plans-of-intent with a type of "content", it will ensure they gain the necessary endorsement. When you open the POI, you will see a screen that includes the following information:



STEP 4A: Checkbox Options

The checkboxes should only be used in very special circumstance and the staff person will still be considered on a Plan of Intent. When a district selects one of the checkboxes, a manual review is completed by the department.

- **Temporary Assignment (optional)** – TIP: to be used only when a staff person has resigned, and the position is temporarily filled. The reason the individual was hired should be "will not be employed following the end of the school year".
- **Retirement (optional)**

STEP 4B: Select Endorsement, Preparation, and Save to Generate the Qualifications

When you click on the dropdown box you will see a list of endorsements that will allow someone to be considered authorized to teach a subject area or act in an administrative capacity.

Once you select an endorsement, the remaining options are based on the specific endorsement.

Select the preparation. The preparations in the dropdown box are based on the preparation program completed by the staff person. The preparation is listed on the certificate and Educator411. All qualifications that generate to complete the POI will be based on this preparation.

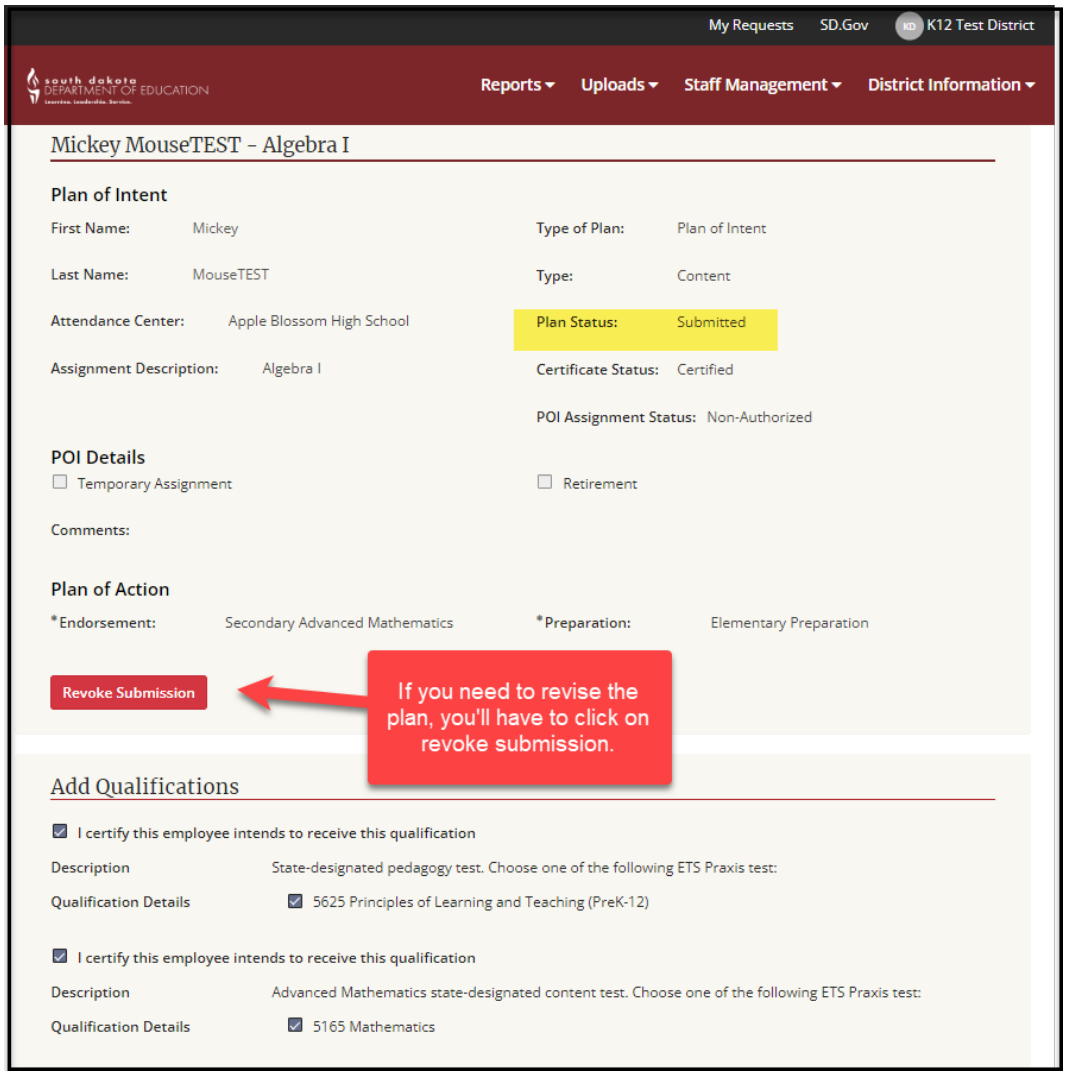
Select the qualification(s) the staff person will complete to be authorized for the assignment and be sure to save.

- Requirements – Indicates it must be completed.
- Options – Indicates a list of choices. One of the options must be completed.

Add Comments (optional).

Be sure to Click Submit! You will return to the Plan of Intent Listing. Once you exit out and then return to the POI List the "Plan Status" will say submitted.

If you need to revise the plan-of-intent, you can click on "revoke submission".



Example #2: For the dual licensure plans-of-intent with a type of “SPED”, “ESL”, “DHI”, or “BVI” , it will ensure they gain two type of licensure instead of just the content endorsement.

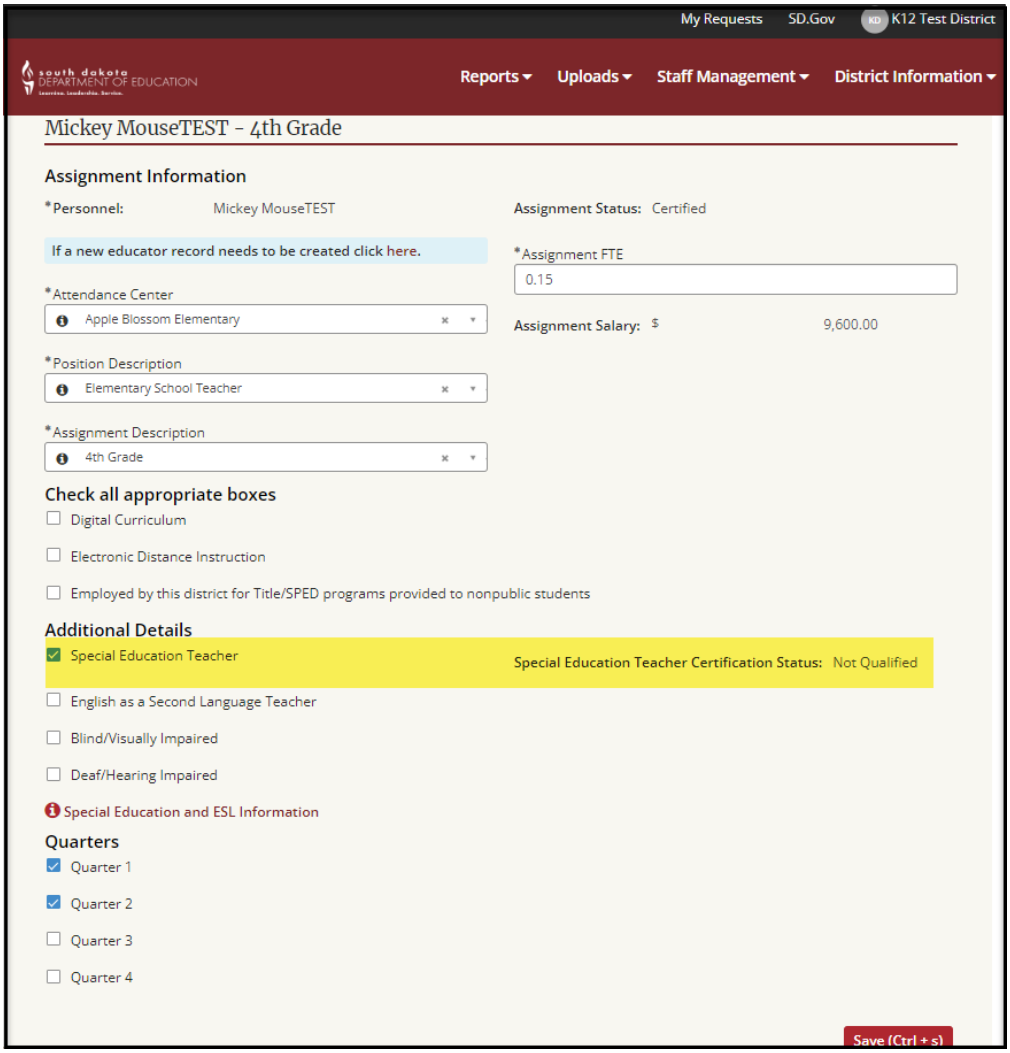
When you open the POI, you will see a screen that includes the following information:

If the dual licensure status indicates they are not qualified, the educator does not meet the appropriate dual licensure requirements.

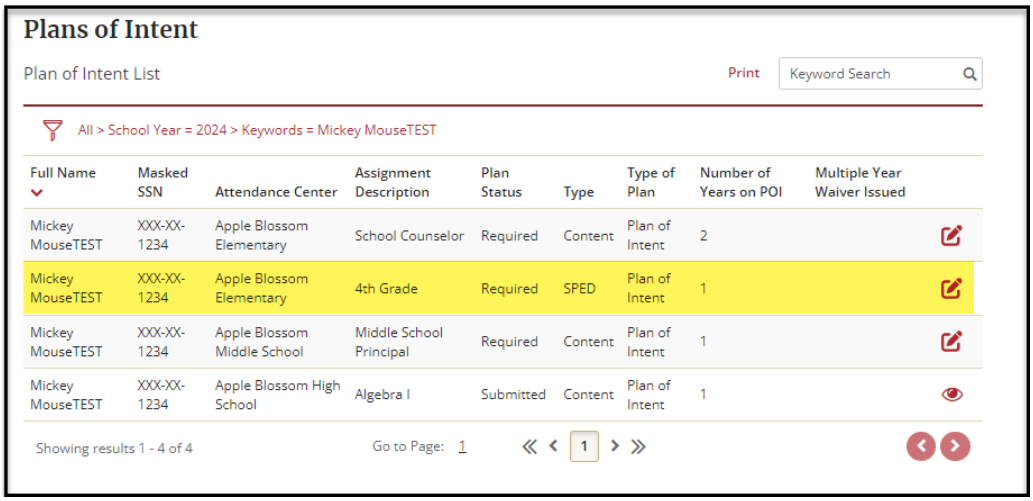
This educator is the Teacher of Record for a content class and placed a checkmark in one of the four dual licensure boxes. (This example had a check in the SPED box on the Assignment Screen.)

The pictures below are examples of how this looks in the assignment screen and the Plan of Intent for SPED and the subject they are teaching to students on an IEP.

Assignment Screen



Plan of Intent Listing



Plans of Intent

Plan of Intent List

Print | Keyword Search

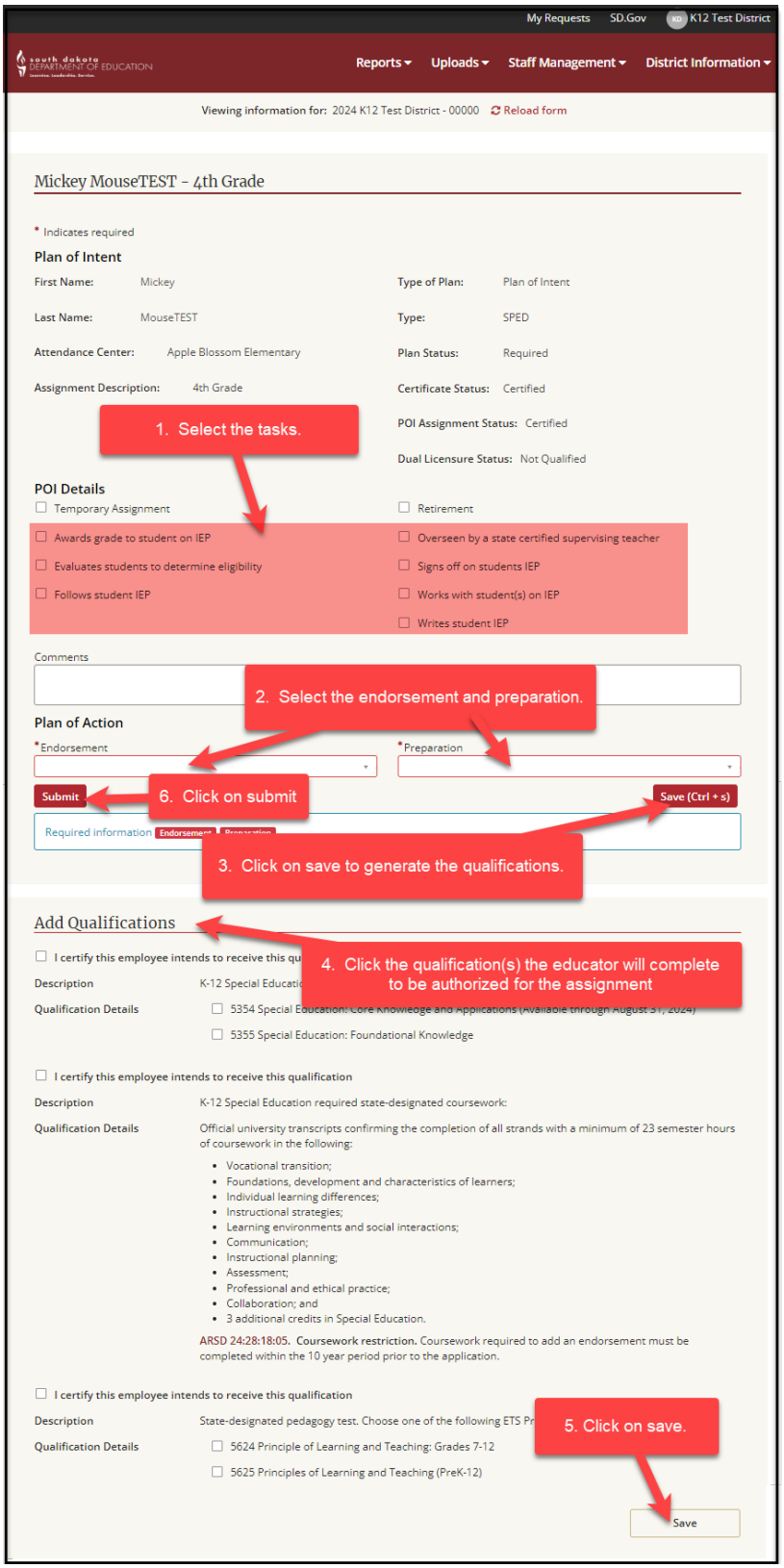
All > School Year = 2024 > Keywords = Mickey MouseTEST

Full Name	Masked SSN	Attendance Center	Assignment Description	Plan Status	Type	Type of Plan	Number of Years on POI	Multiple Year Waiver Issued
Mickey MouseTEST	XXX-XX-1234	Apple Blossom Elementary	School Counselor	Required	Content	Plan of Intent	2	
Mickey MouseTEST	XXX-XX-1234	Apple Blossom Elementary	4th Grade	Required	SPED	Plan of Intent	1	
Mickey MouseTEST	XXX-XX-1234	Apple Blossom Middle School	Middle School Principal	Required	Content	Plan of Intent	1	
Mickey MouseTEST	XXX-XX-1234	Apple Blossom High School	Algebra I	Submitted	Content	Plan of Intent	1	

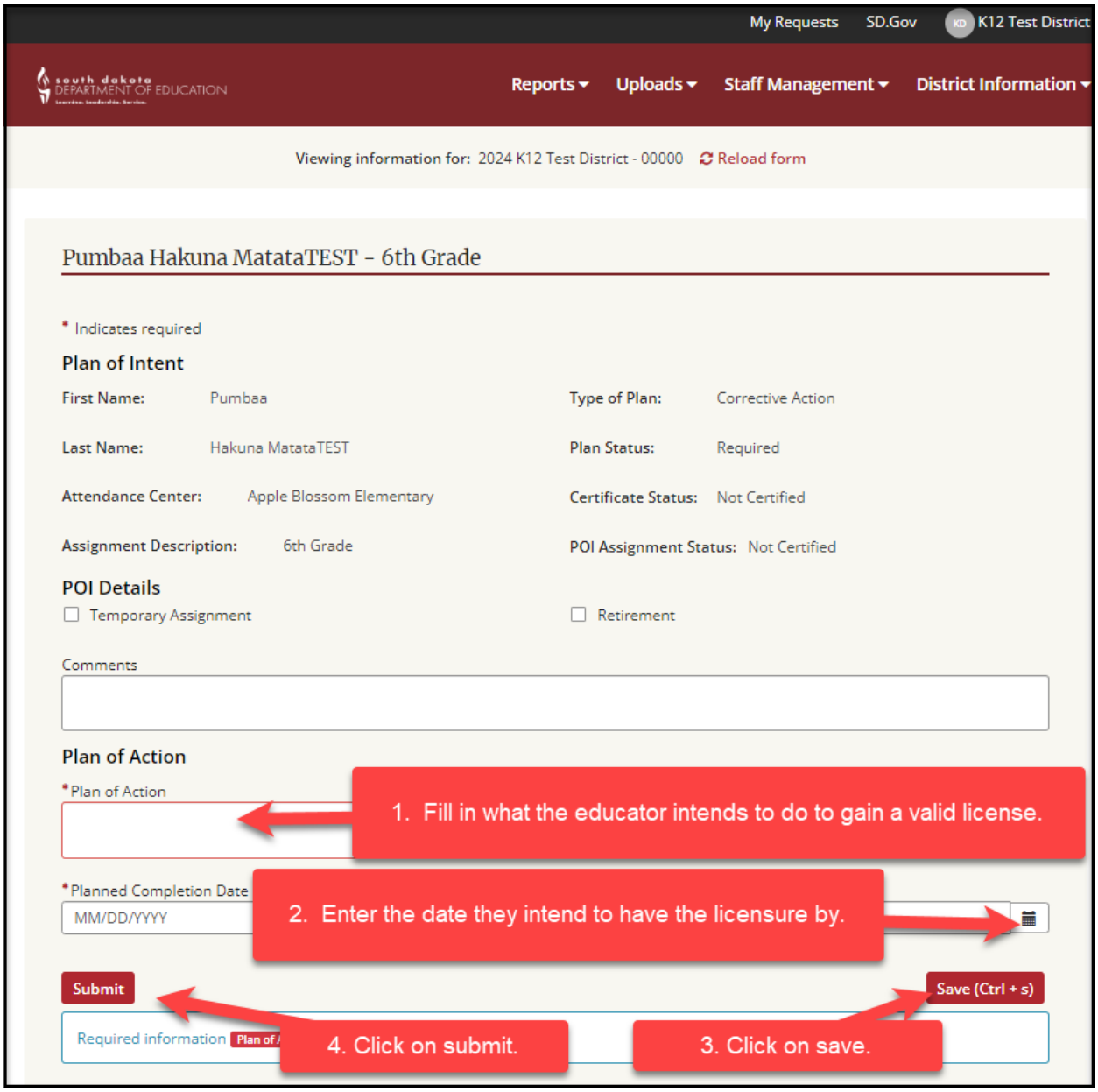
Showing results 1 - 4 of 4 Go to Page: 1 1

Dual Licensure Plan of Intent: Special Education

- Select the Special Education tasks the individual provides to students.
- Select the Endorsement and Preparation
- Click on save to generate the qualifications.
- Select the qualification to become authorized for KG-12 Special Education
- Click on save.
- Add any comments (optional)
- Click on Submit


My Requests
SD.Gov
K12 Test District
Reports
Uploads
Staff Management
District Information
Viewing information for: 2024 K12 Test District - 00000
Reload form
Mickey MouseTEST - 4th Grade
* Indicates required
Plan of Intent
First Name: Mickey
Last Name: MouseTEST
Attendance Center: Apple Blossom Elementary
Assignment Description: 4th Grade
Type of Plan: Plan of Intent
Type: SPED
Plan Status: Required
Certificate Status: Certified
POI Assignment Status: Certified
Dual Licensure Status: Not Qualified
1. Select the tasks.
POI Details
Temporary Assignment
Retirement
Awards grade to student on IEP
Evaluates students to determine eligibility
Follows student IEP
Overseen by a state certified supervising teacher
Signs off on students IEP
Works with student(s) on IEP
Writes student IEP
Comments
2. Select the endorsement and preparation.
Plan of Action
*Endorsement
*Preparation
Submit
6. Click on submit
Save (Ctrl + s)
Required information
3. Click on save to generate the qualifications.
Add Qualifications
4. Click the qualification(s) the educator will complete to be authorized for the assignment
I certify this employee intends to receive this qu
Description
Qualification Details
5354 Special Education: Core Knowledge and Applications (Available through August 31, 2024)
5355 Special Education: Foundational Knowledge
I certify this employee intends to receive this qualification
Description
K-12 Special Education required state-designated coursework:
Qualification Details
Official university transcripts confirming the completion of all strands with a minimum of 23 semester hours of coursework in the following:
• Vocational transition;
• Foundations, development and characteristics of learners;
• Individual learning differences;
• Instructional strategies;
• Learning environments and social interactions;
• Communication;
• Instructional planning;
• Assessment;
• Professional and ethical practice;
• Collaboration; and
• 3 additional credits in Special Education.
ARSD 24:28:18:05. Coursework restriction. Coursework required to add an endorsement must be completed within the 10 year period prior to the application.
I certify this employee intends to receive this qualification
Description
State-designated pedagogy test. Choose one of the following ETS Pr
Qualification Details
5624 Principle of Learning and Teaching: Grades 7-12
5625 Principles of Learning and Teaching (PreK-12)
5. Click on save.
Save

Example #3: For those that don't hold an active certificate, it'll ensure they gain an active certificate. When you open the POI, you will see a screen that includes the following information:



Temporary Assignment – TIP: This is optional and only to be used when a staff person has resigned, and the position is temporarily filled. The reason the individual was hired should be "will not be employed following the end of the school year".

Retirement: (optional)

Comments (optional)

Plan of Action

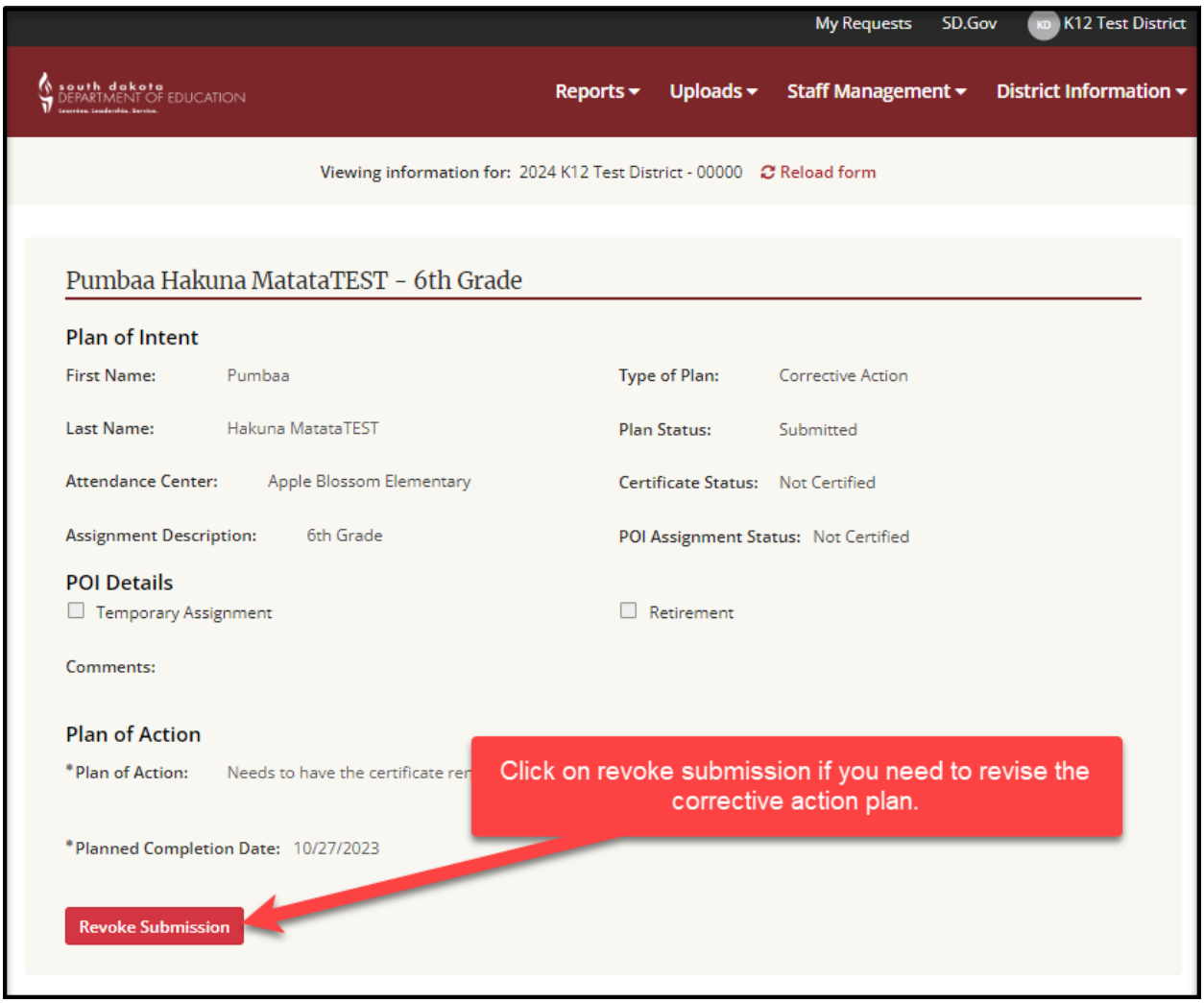
- If the educator has an invalid certificate, they will need to have the certificate renewed.
- If the educator has never held a certificate in South Dakota, they will need to apply for initial licensure.
- If the educator has an alternative preliminary certificate, they will need to apply for the appropriate alternative certification route based on the teaching assignment (GEA, CTE, TFA).

Planned Completion Date: enter the date they intend to have a licensure in place by.

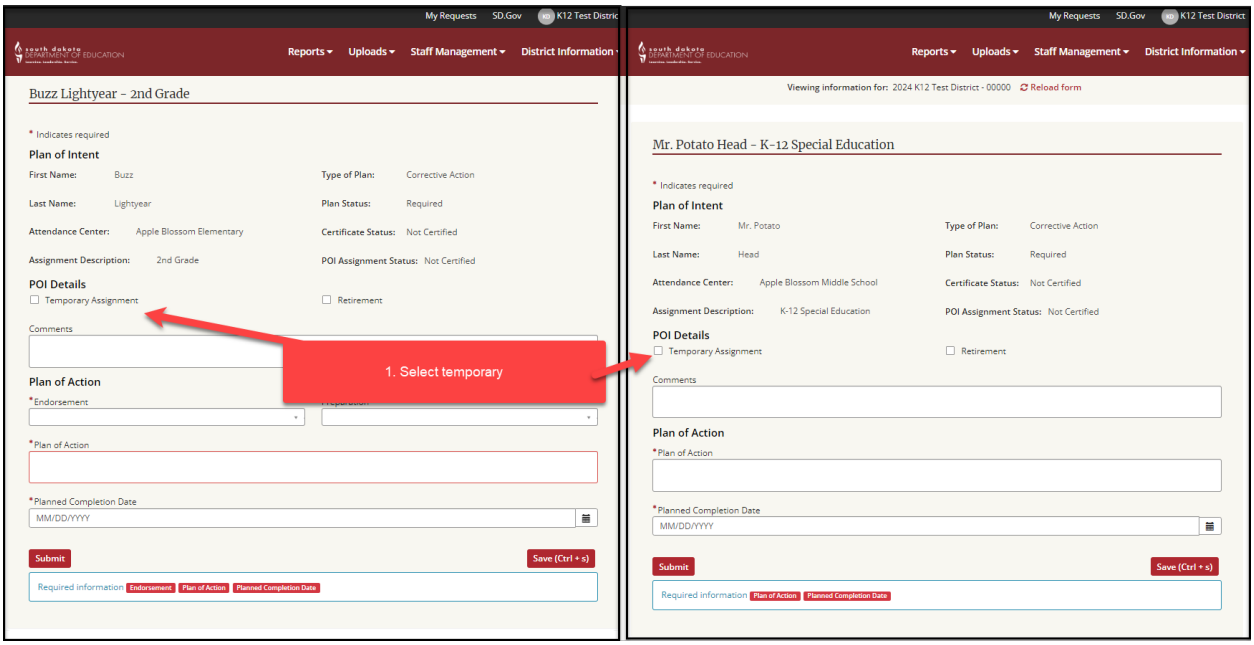
Click on Save.

Be sure to click on submit. The plan status will switch from required to submitted.

If you need to revise the corrective action plan, you can click on "revoke submission".



Example #4: For those long-term sub plans, you'll need to indicate if they are on a waiver or not. When you open the POI, you will see a screen that includes the following information:



Step 1: Checkbox Options

The temporary checkboxes should be used in this circumstance and the long-term substitute will still be considered on a plan. When a district selects this checkbox, a manual review is completed by the Accreditation department.

Select temporary assignment

Step 2: Select the reason individual was hired:

The reason Individual was hired dropdown should be:

- "Long-Term Substitute with waiver" if it is an individual without a valid or inactive certificate acting as a teacher of record for more than 45 cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher
- "Long-Term Substitute without waiver" if
  - Substitute hired to replace a teacher on maternity leave/FMLA for more than 45 days.
  - Substitute with a valid or inactive teaching license hired to replace a teacher for more than 45 days.

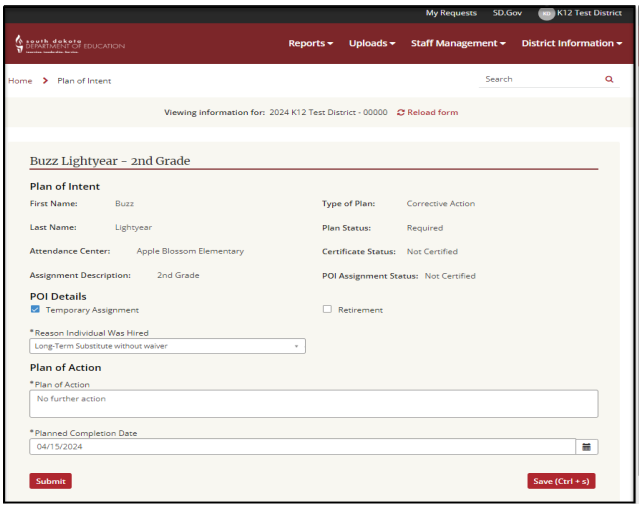
Plan-of-action:

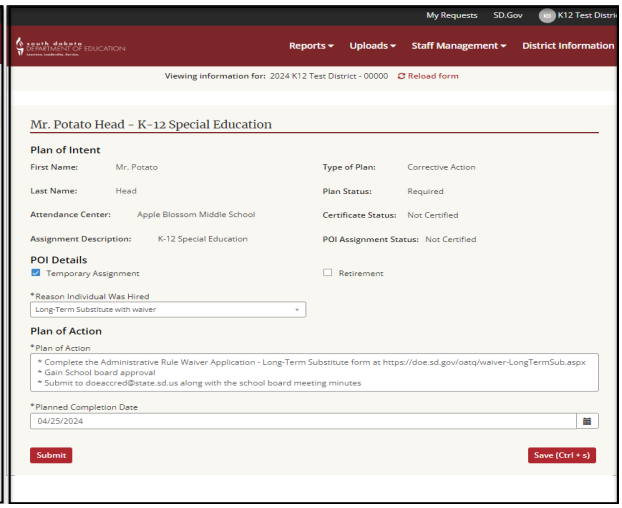
- If with waiver, state that you plan to complete the Administrative Rule Waiver Application: Long-Term Substitute form at https://doe.sd.gov/oatq/documents/Waiver-LTS-22.pdf, gain school board approval, and submit to doeaccred@state.sd.us along with the school board meeting minutes.
- If no waiver, state that there is no further action required.

Planned completion date: select the date of your next school board meeting

Click on save.

Be sure to click submit.





Information about endorsement requirements can be found on Educator411. Other questions related directly to certification can be directed to the certification office at 605-773-3134.

The PRF system allows districts to enter non-certified individuals into the PRF database and trigger a Corrective Action Plan. These individuals must be state certified. Refer to *Educator Certification Flexibility Options* for information about alternative certification and educator permits for options that allow districts flexibility.

State Statutes regarding certified staff:

13-42-1.2. Certificate required for teachers, administrators, and other educational professionals in schools.

No person may draw wages as a teacher, administrator, or other educational professional in any public school or other accredited school who does not have a valid certificate.

13-43-5. Certificate required before contract signed—Exception when academic training being completed.

A teacher may sign a contract only upon exhibition of a valid certificate to teach the courses and grades in the school contemplated under the contract and to qualify the school for accreditation. A person is eligible to sign a contract if the person is completing academic training which would qualify the person for issuance or renewal of a teaching certificate. However, if a certificate is not issued prior to the time for performance of the contract, the contract is thereafter void. Prior to making payment under the

contract, the validity of the certificate shall be verified through the Department of Education's public online certification database.

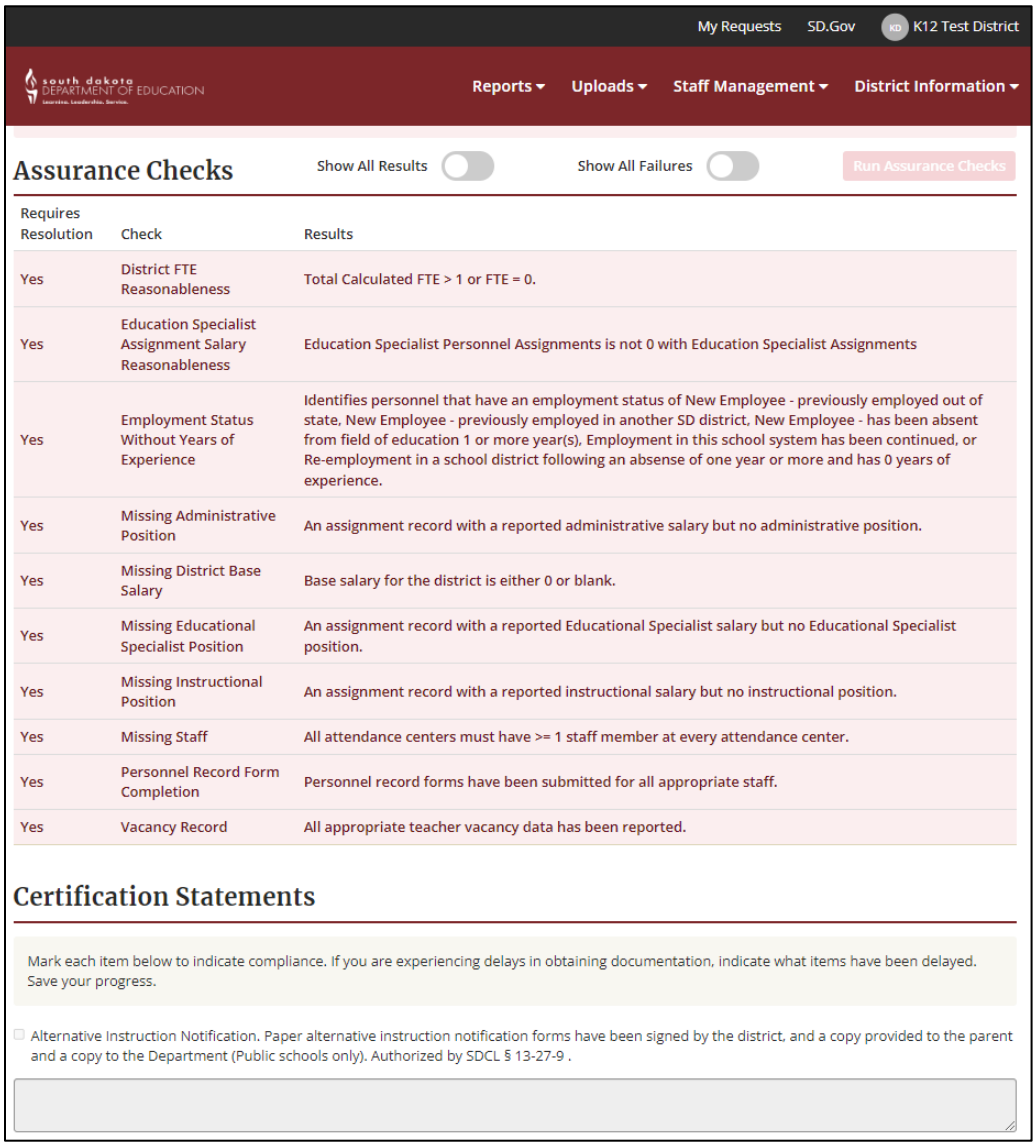
Assurance Statement

The Assurance Statement is the final component of the Personnel Record Form (PRF) PK-12 staffing information reporting collection. This final component contains the following two distinct functions:

- Data Validation Checks and
- Certification Statements Sign Off.

All districts are required to complete the Assurance Statement; however, the validation checks and certification statements will vary depending on the district type.

Landing Page



Requires Resolution	Check	Results
Yes	District FTE Reasonableness	Total Calculated FTE > 1 or FTE = 0.
Yes	Education Specialist Assignment Salary Reasonableness	Education Specialist Personnel Assignments is not 0 with Education Specialist Assignments
Yes	Employment Status Without Years of Experience	Identifies personnel that have an employment status of New Employee - previously employed out of state, New Employee - previously employed in another SD district, New Employee - has been absent from field of education 1 or more year(s), Employment in this school system has been continued, or Re-employment in a school district following an absense of one year or more and has 0 years of experience.
Yes	Missing Administrative Position	An assignment record with a reported administrative salary but no administrative position.
Yes	Missing District Base Salary	Base salary for the district is either 0 or blank.
Yes	Missing Educational Specialist Position	An assignment record with a reported Educational Specialist salary but no Educational Specialist position.
Yes	Missing Instructional Position	An assignment record with a reported instructional salary but no instructional position.
Yes	Missing Staff	All attendance centers must have >= 1 staff member at every attendance center.
Yes	Personnel Record Form Completion	Personnel record forms have been submitted for all appropriate staff.
Yes	Vacancy Record	All appropriate teacher vacancy data has been reported.

Validation Checks

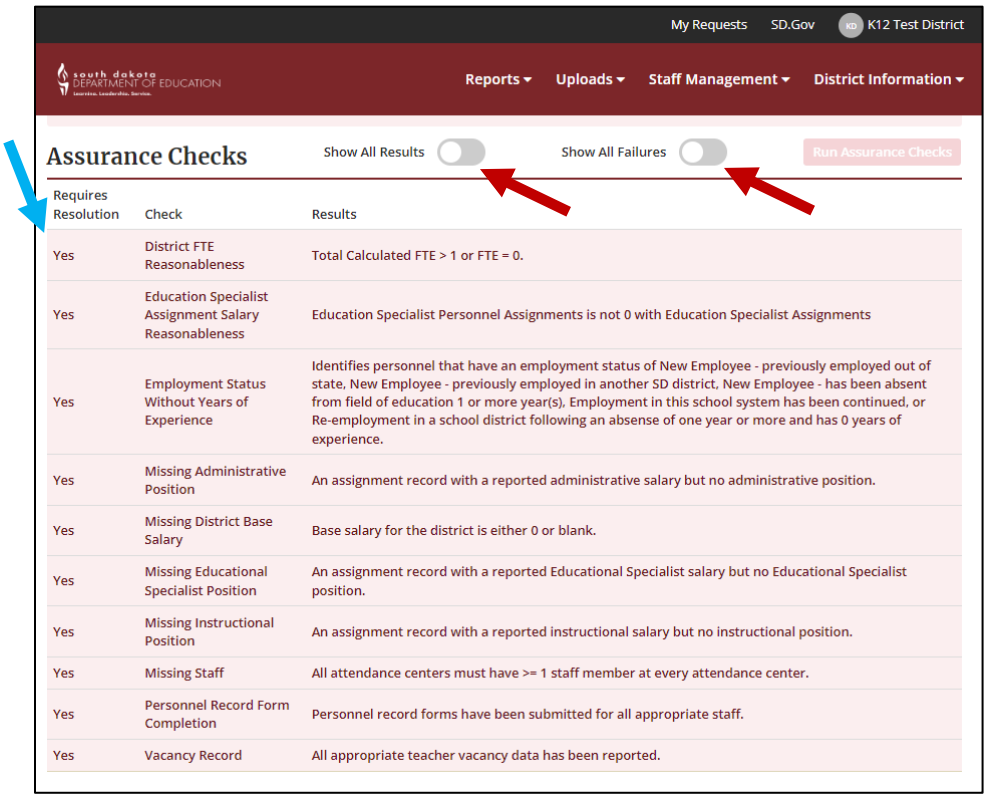
The following guidance is provided to support the navigation of the data validation check tools.

Personnel Record Form (PRF) validation checks are a bundle of business rules and procedures that are run against each reported district dataset to identify data quality issues prior to submission. These checks can be implemented at any time during the collection window.

Each data validation check is developed to provide the district with these three pieces of information:

- Does a failed check require resolution,
- Which checks failed, and
- How is the error corrected?

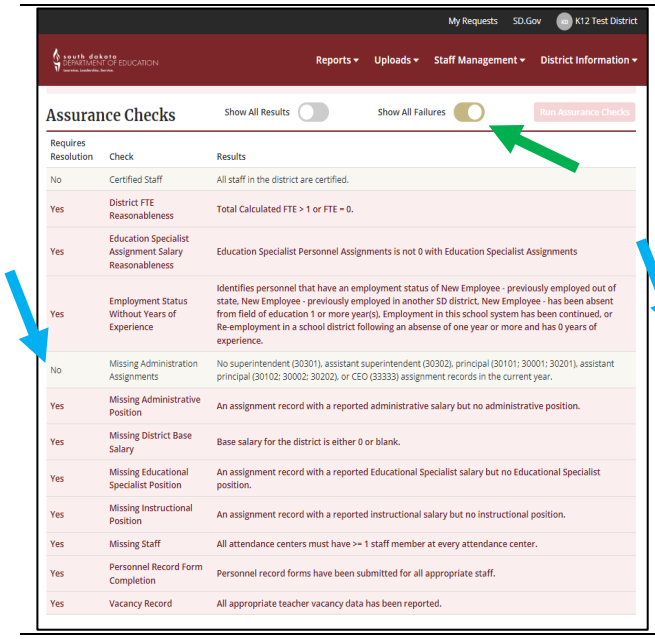
The below Assurance Statement reflects the default state of the validation checks, which is to filter the list to only the failed checks that require resolution.



Requires Resolution	Check	Results
Yes	District FTE Reasonableness	Total Calculated FTE > 1 or FTE = 0.
Yes	Education Specialist Assignment Salary Reasonableness	Education Specialist Personnel Assignments is not 0 with Education Specialist Assignments
Yes	Employment Status Without Years of Experience	Identifies personnel that have an employment status of New Employee - previously employed out of state, New Employee - previously employed in another SD district, New Employee - has been absent from field of education 1 or more year(s), Employment in this school system has been continued, or Re-employment in a school district following an absense of one year or more and has 0 years of experience.
Yes	Missing Administrative Position	An assignment record with a reported administrative salary but no administrative position.
Yes	Missing District Base Salary	Base salary for the district is either 0 or blank.
Yes	Missing Educational Specialist Position	An assignment record with a reported Educational Specialist salary but no Educational Specialist position.
Yes	Missing Instructional Position	An assignment record with a reported instructional salary but no instructional position.
Yes	Missing Staff	All attendance centers must have >= 1 staff member at every attendance center.
Yes	Personnel Record Form Completion	Personnel record forms have been submitted for all appropriate staff.
Yes	Vacancy Record	All appropriate teacher vacancy data has been reported.

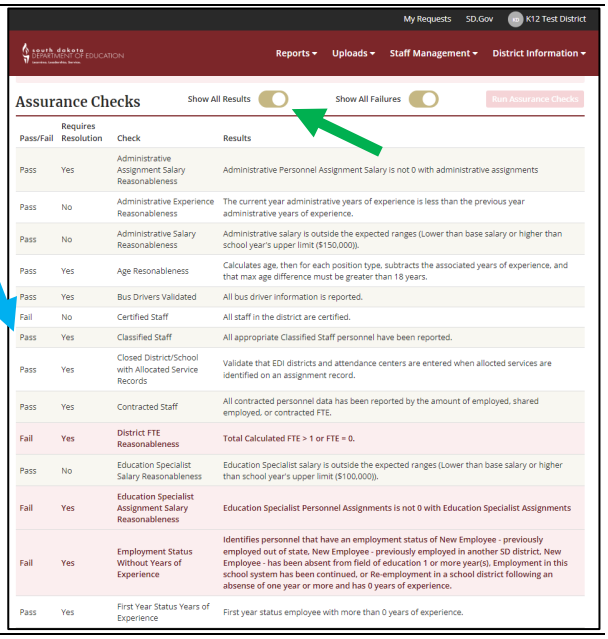
The next set of screen shots depict the modifications to the list filter and displayed validation checks based on the toggle selection.

Validation Checks: Show all failures



Requires Resolution	Check	Results
No	Certified Staff	All staff in the district are certified.
Yes	District FTE Reasonableness	Total Calculated FTE > 1 or FTE = 0.
Yes	Education Specialist Assignment Salary Reasonableness	Education Specialist Personnel Assignments is not 0 with Education Specialist Assignments
Yes	Employment Status Without Years of Experience	Identifies personnel that have an employment status of New Employee - previously employed out of state, New Employee - previously employed in another SD district, New Employee - has been absent from field of education 1 or more year(s), Employment in this school system has been continued, or Re-employment in a school district following an absense of one year or more and has 0 years of experience.
No	Missing Administration Assignments	No superintendent (30301), assistant superintendent (30302), principal (30101; 30001; 30201), assistant principal (30102; 30002; 30202), or CEO (33333) assignment records in the current year.
Yes	Missing Administrative Position	An assignment record with a reported administrative salary but no administrative position.
Yes	Missing District Base Salary	Base salary for the district is either 0 or blank.
Yes	Missing Educational Specialist Position	An assignment record with a reported Educational Specialist salary but no Educational Specialist position.
Yes	Missing Instructional Position	An assignment record with a reported instructional salary but no instructional position.
Yes	Missing Staff	All attendance centers must have >= 1 staff member at every attendance center.
Yes	Personnel Record Form Completion	Personnel record forms have been submitted for all appropriate staff.
Yes	Vacancy Record	All appropriate teacher vacancy data has been reported.

Validation Checks: Show all results



Pass/Fail	Requires Resolution	Check	Results
Pass	Yes	Administrative Assignment Salary Reasonableness	Administrative Personnel Assignment Salary is not 0 with administrative assignments
Pass	No	Administrative Experience Reasonableness	The current year administrative years of experience is less than the previous year administrative years of experience.
Pass	No	Administrative Salary Reasonableness	Administrative salary is outside the expected ranges (Lower than base salary or higher than school year's upper limit ($150,000)).
Pass	Yes	Age Resonableness	Calculates age, then for each position type, subtracts the associated years of experience, and that max age difference must be greater than 18 years.
Pass	Yes	Bus Drivers Validated	All bus driver information is reported.
Fail	No	Certified Staff	All staff in the district are certified.
Pass	Yes	Classified Staff	All appropriate Classified Staff personnel have been reported.
Pass	Yes	Closed District/School with Allocated Service Records	Validate that EDI districts and attendance centers are entered when allocted services are identified on an assignment record.
Pass	Yes	Contracted Staff	All contracted personnel data has been reported by the amount of employed, shared employed, or contracted FTE.
Fail	Yes	District FTE Reasonableness	Total Calculated FTE > 1 or FTE = 0.
Pass	No	Education Specialist Salary Reasonableness	Education Specialist salary is outside the expected ranges (Lower than base salary or higher than school year's upper limit ($100,000)).
Fail	Yes	Education Specialist Assignment Salary Reasonableness	Education Specialist Personnel Assignments is not 0 with Education Specialist Assignments
Fail	Yes	Employment Status Without Years of Experience	Identifies personnel that have an employment status of New Employee - previously employed out of state, New Employee - previously employed in another SD district, New Employee - has been absent from field of education 1 or more year(s), Employment in this school system has been continued, or Re-employment in a school district following an absense of one year or more and has 0 years of experience.
Pass	Yes	First Year Status Years of Experience	First year status employee with more than 0 years of experience.

Note(s):

Data Entry Hint: The district can change the validation check filters such that any set of validation checks are displayed. Turn the *Show All Failures* filter on and the list will update to also show checks that failed, but do not require resolution. Finally, Turn the *Show All Results* filter on and the list will update to include all checks regardless of the pass/fail state.

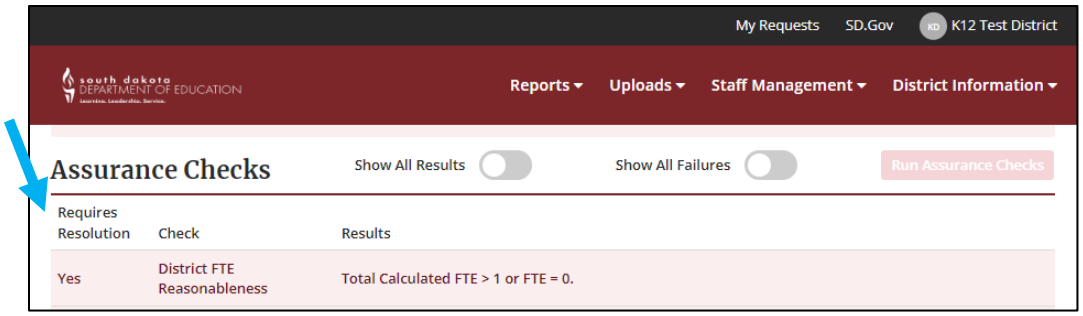
In summary, failed checks that require resolution are data errors and failed checks that do not require resolution are statistical outliers. Best practice is to correct the issues that require resolution and review the others for accuracy.

For a complete list of the data validation checks and descriptions, see Appendix B.

Please contact DOEPRF@state.sd.us with questions or concerns related to the functioning of the validation checks.

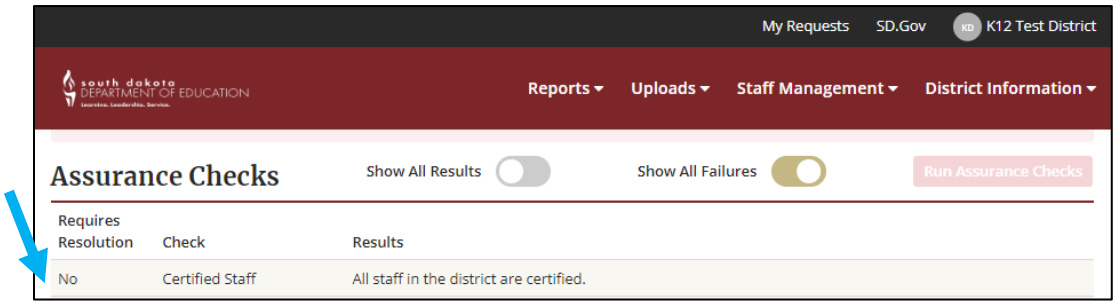
Requires Resolution

Data validation checks that fail and require resolution represent data entry errors and modifying the identified records will be required to complete and submit the PRF PK-12 Educator information collection.



Does not Require Resolution

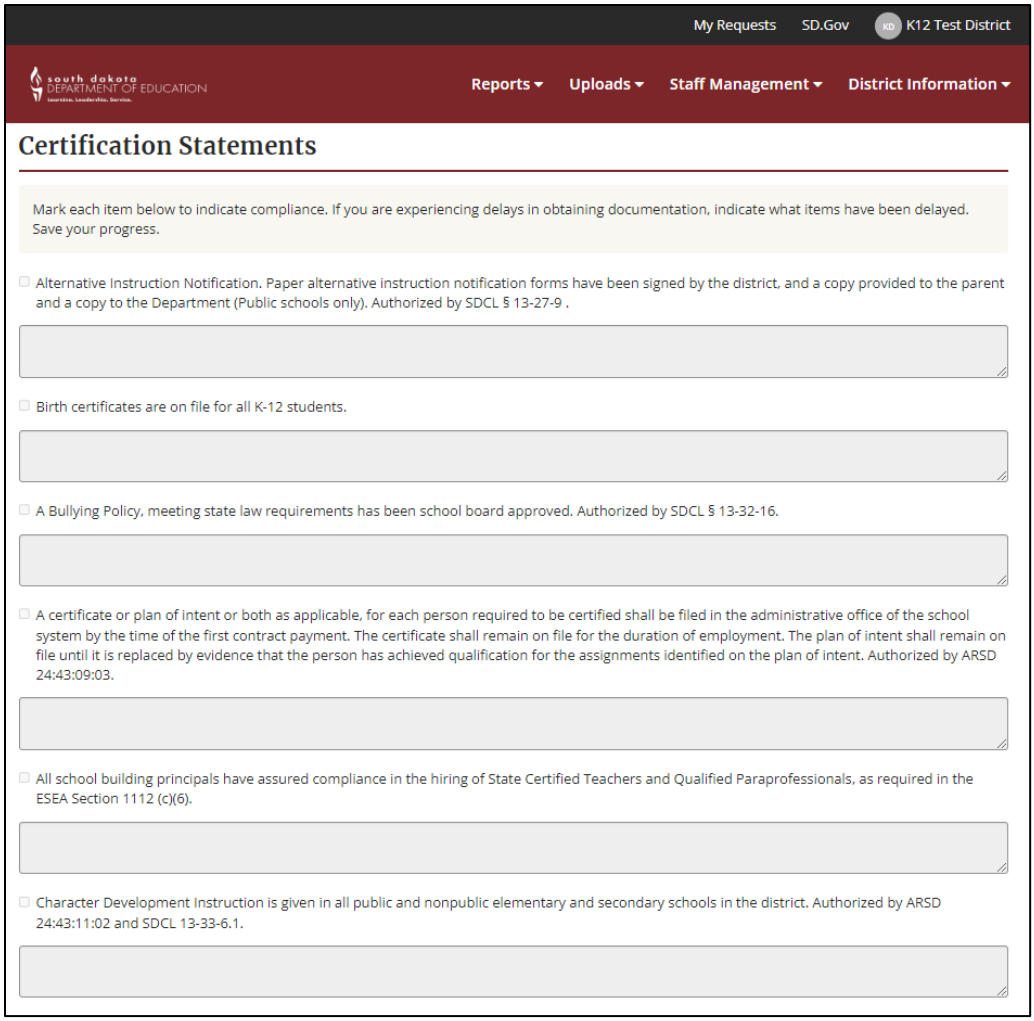
Data validation checks that fail and do not require resolution represent statistical outliers in the data and warrant a review to ensure accuracy, but data modification is not required to complete and submit the PRF PK-12 Educator information collection.



The next section provides guidance specific to the Assurance Statement certification statements that districts are required to verify annually.

Certification Statements

Landing Page



Assurance Statement Requirements

For a complete list of the data validation checks and descriptions, see Appendix C.

Please contact DOEPRF@state.sd.us with questions or concerns related to the functioning of the validation checks.

Section VI – File Uploads and Data Extracts

Important Notes for Uploading Data

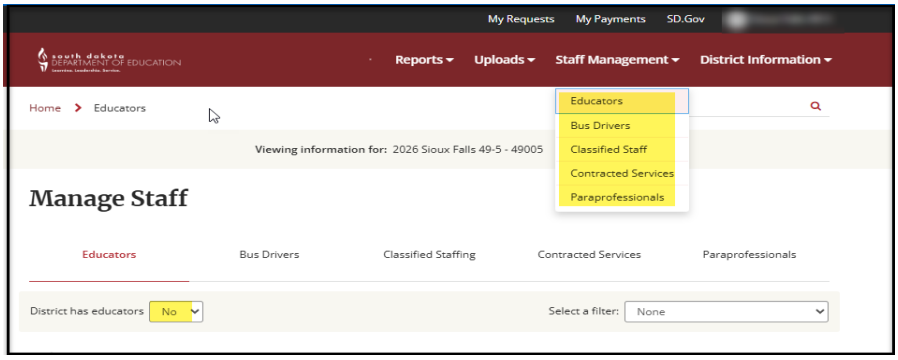
Before proceeding with any data upload, please review the following critical points:

- Data Overwrite Warning
  - Uploading new data will modify the information rolled forward from the previous year.
  - Do not upload if you've already made manual corrections to the existing data.
- Social Security Number (SSN) Requirements
- Records without an SSN will not be loaded.
- If the SSN matches another person's profile, the system will pull in that person's data, potentially creating an incorrect employment record.
  - If a less than 9-digit SSN is uploaded, it will be set to undefined and require user action.
- Duplicate Records
- If your upload contains duplicate entries, the system will create two records—one of which will have a blank SSN.
  - Always check for duplicates before uploading.
- Access Restrictions
  - Not all users have access to the upload section.
  - Access must be requested and granted before attempting to upload.
- There is no specific order required for the upload process, with three exceptions:
  - The Educators upload must be completed before loading the assignments.
  - The Paraprofessionals upload must be completed before loading the paraprofessional attendance centers.
  - The Classified upload must be completed before loading the Classified individuals.

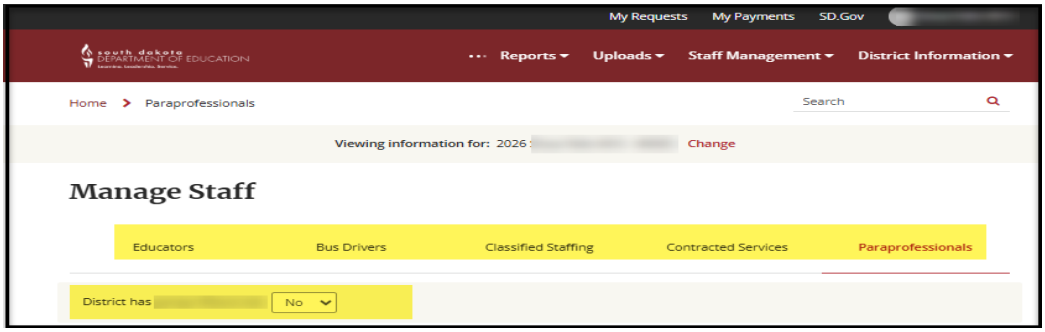
Step 1: Clear Out Rolled-Forward Staff

Before uploading new staff data, remove any staff that rolled forward from the previous year. Note: There is a known issue with this process when creating vacancy/turnover records that has not yet been resolved.

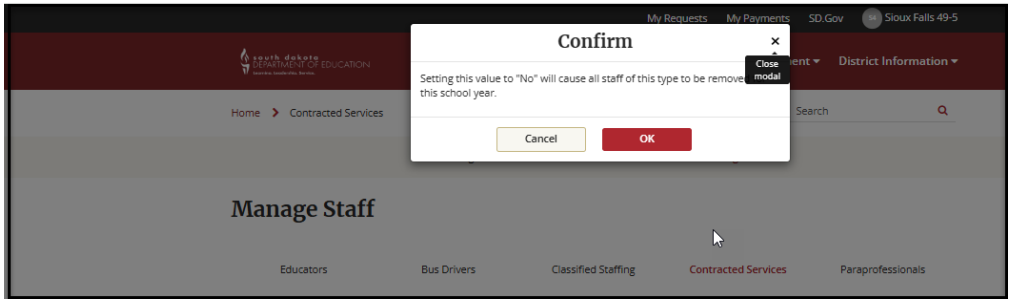
1. Navigate to the section where you manage staff collections under Staff Management dropdown.



2. For each collection you plan to upload:
    a. Toggle the “District has staff” question to “No.”



    b. A confirmation prompt will appear, and you need to confirm that you want to remove all staff for the current school year.

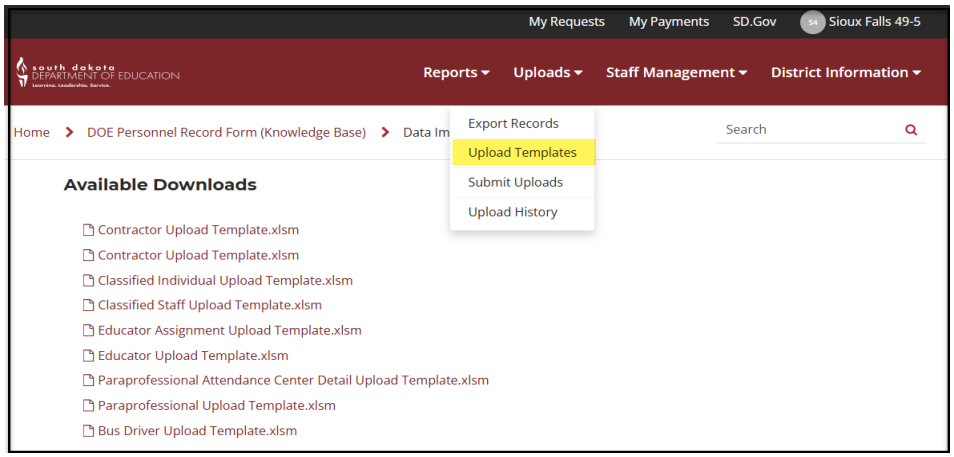


    c. Repeat this process until all staff are removed. (Note: Only 100 records are deleted at a time.)
    d. To continue deleting additional records:
        a. Toggle “District has staff” back to “Yes”
        b. Then toggle it again to “No” to trigger another deletion cycle.
        c. Continue doing step #2d until all records have been deleted.

Step 2: Download the Upload Template

To prepare your staff upload file(s), follow these steps:

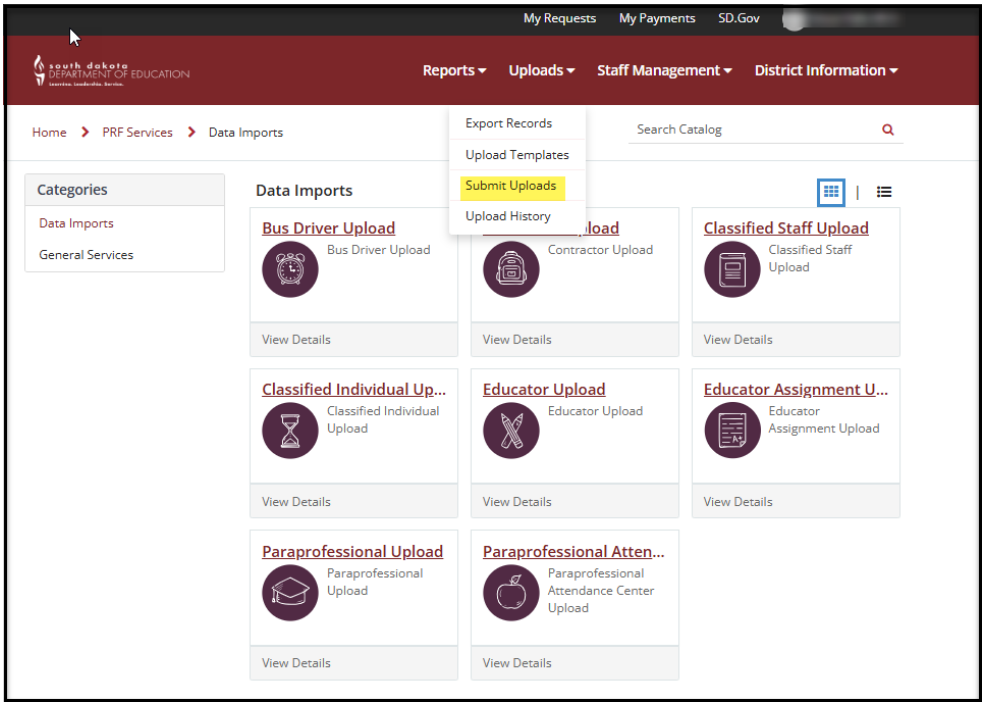
1. Navigate to the **Uploads>Upload Templates** menu.



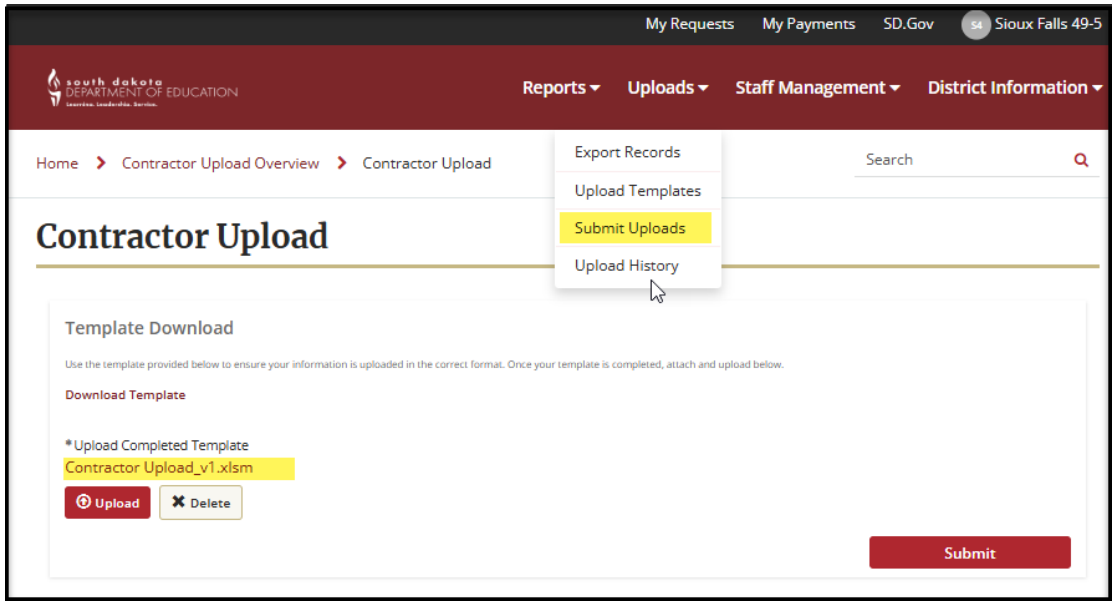
2. Download the appropriate template(s) for your upload.
3. Use the downloaded template(s) to create your staff upload file(s).

Step 3: Submit the Upload File

1. Navigate to **Uploads>Submit Uploads**.

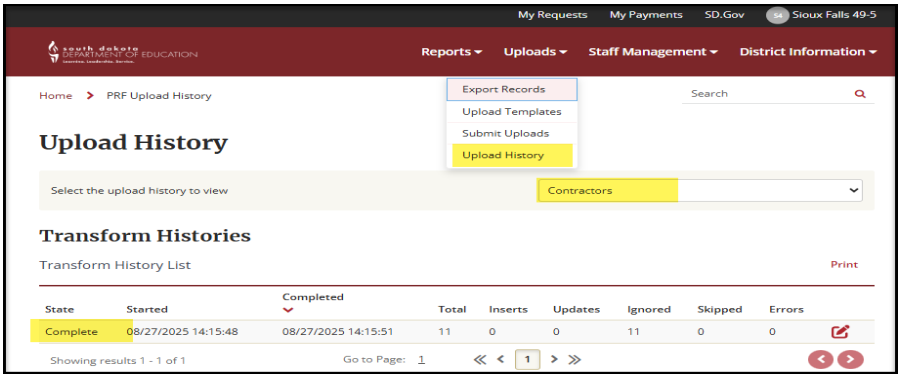


2. "Contractor" upload:
   a. Click on "Contractor Upload"
   b. Click on "Upload Information
   c. Click on "Upload"
   d. Select your completed file and click Submit.



Monitor Upload Status:

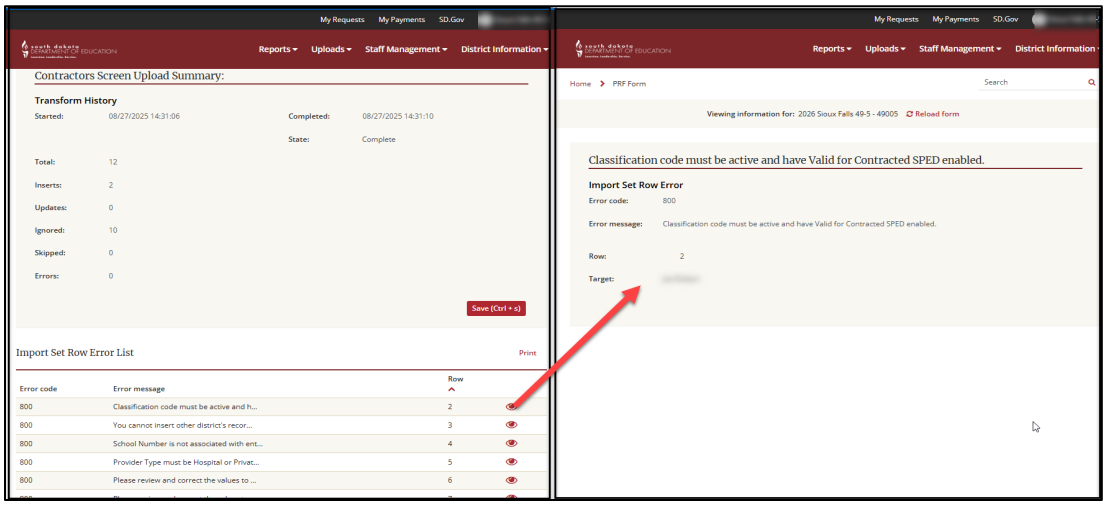
e. Go to Uploads > Upload History
f. Select “Contractors” from the dropdown
    i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Contracted Services**. Important: Do not manually enter data in Contracted Services while the upload is still processing.

Error Handling:

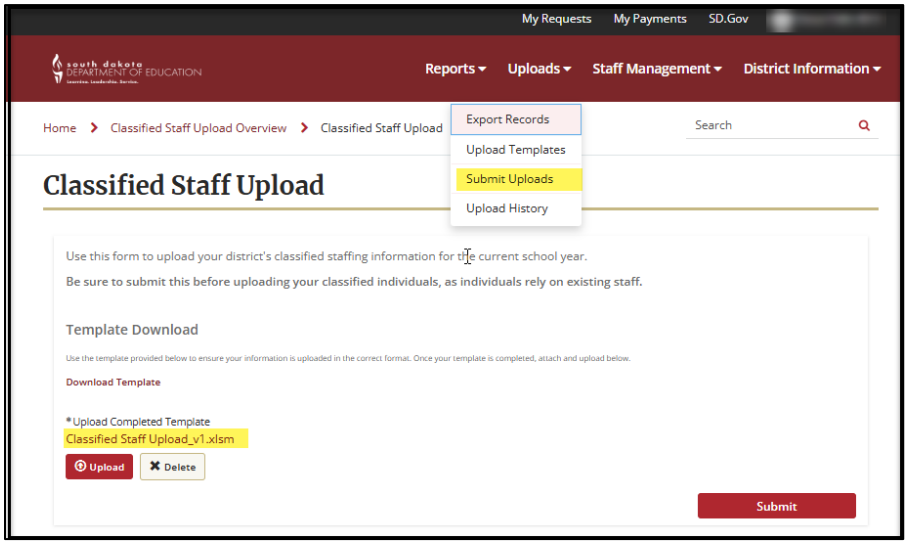
h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



i. You can either:
    i. Resubmit a corrected file, or
    ii. Manually correct the data under **Staff Management > Contracted Services**

iii.

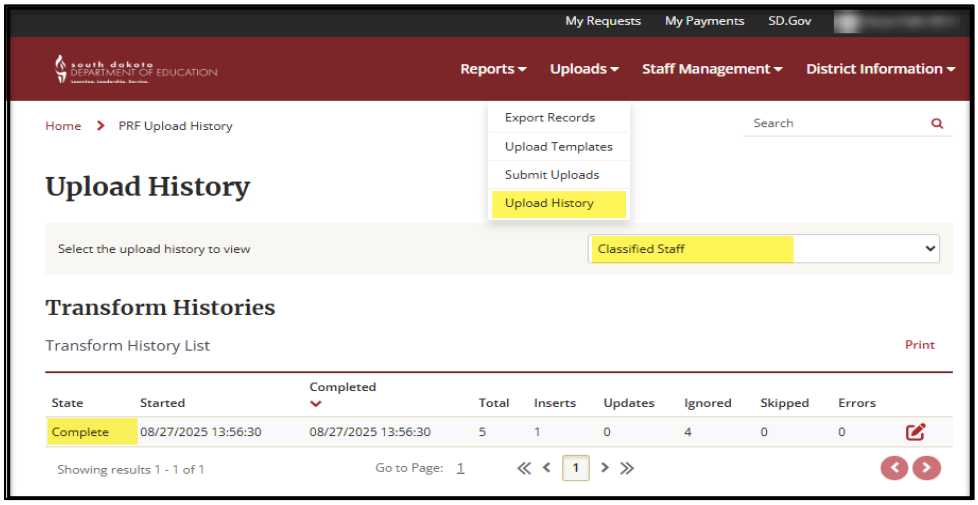
3. The “Classified Staff Upload” must be completed before the “Classified Individual Upload.” This order is essential because uploading them out of order can cause errors or mismatches in the system.
    a. Click on “Classified Staff Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

e. Go to **Uploads > Upload History**

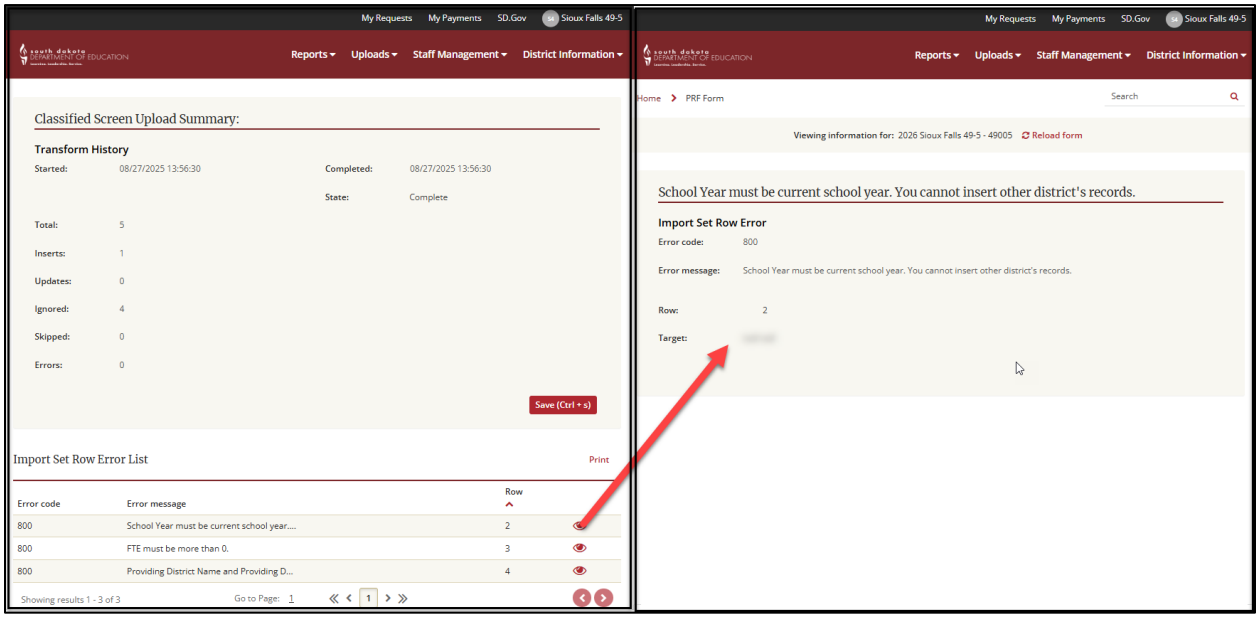
f. Select “Classified Staff” from the dropdown
    i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Classified Staff**. Important: Do not manually enter data in Classified Staff while the upload is still processing.

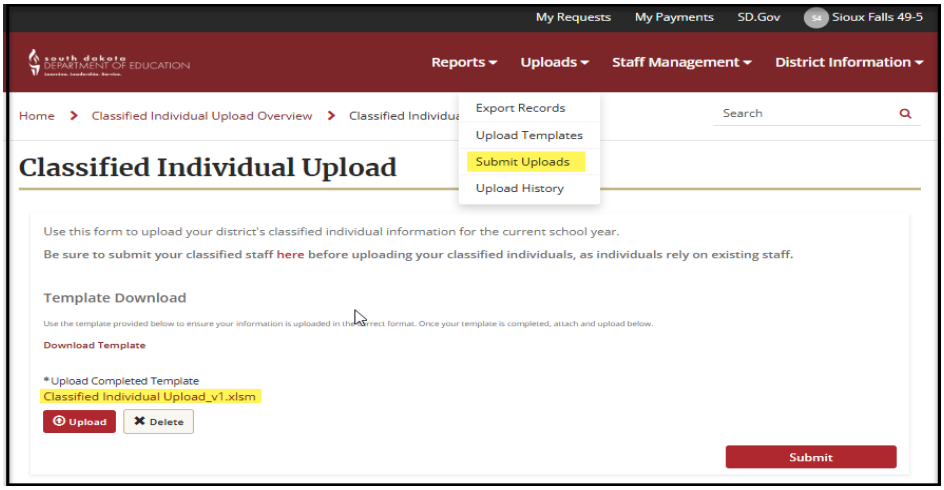
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



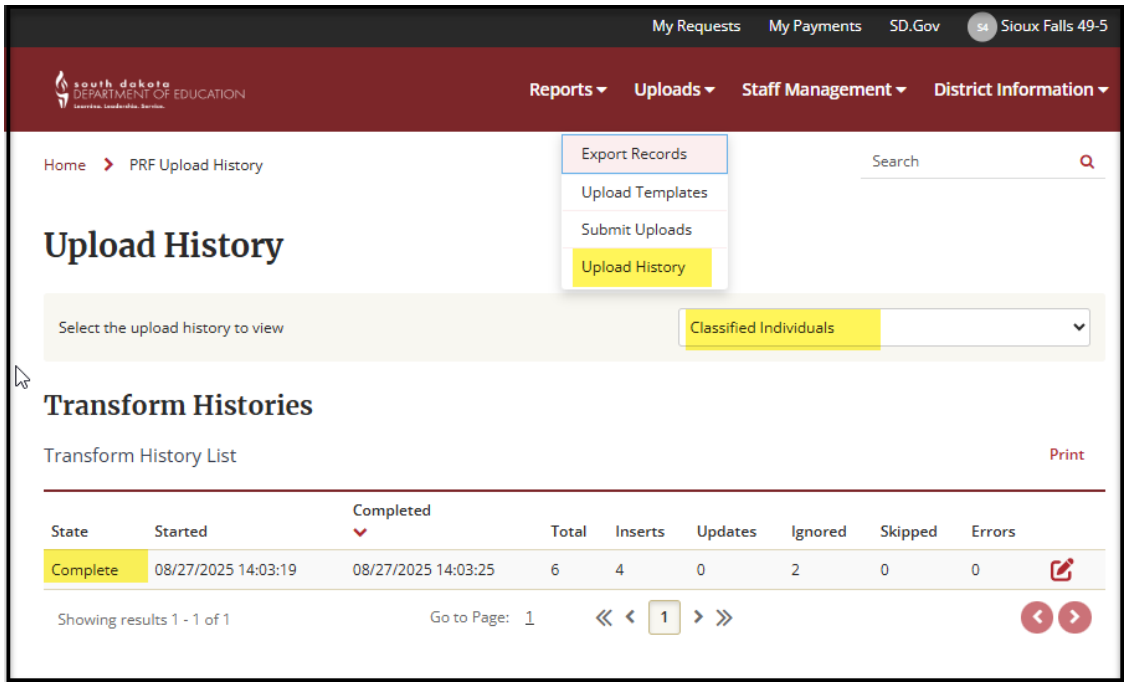
i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management >Classified Staff**

4. Once “Classified Staff Upload” is completed, you can upload “Classified Individual Upload”:
    a. Click on “Classified Individual Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

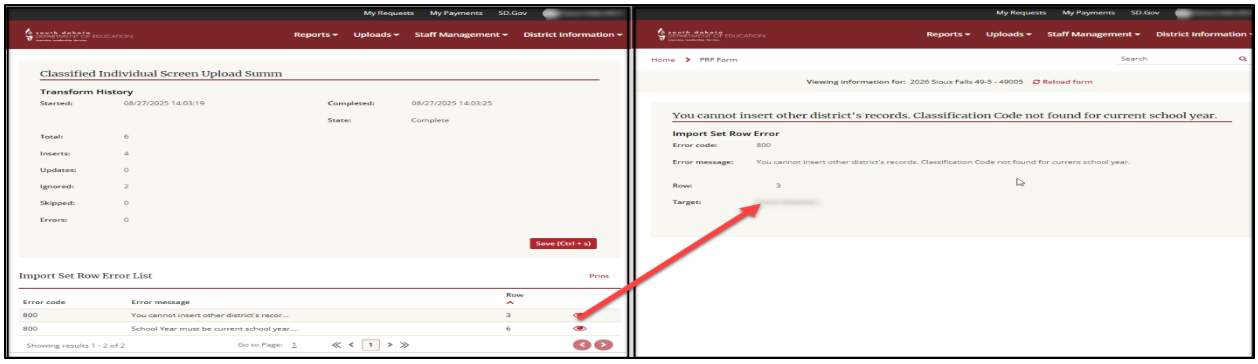
    e. Go to Uploads > Upload History
    f. Select “Classified Individuals” from the dropdown
        i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Classified Staff**. Important: Do not manually enter data in Classified Staff while the upload is still processing.

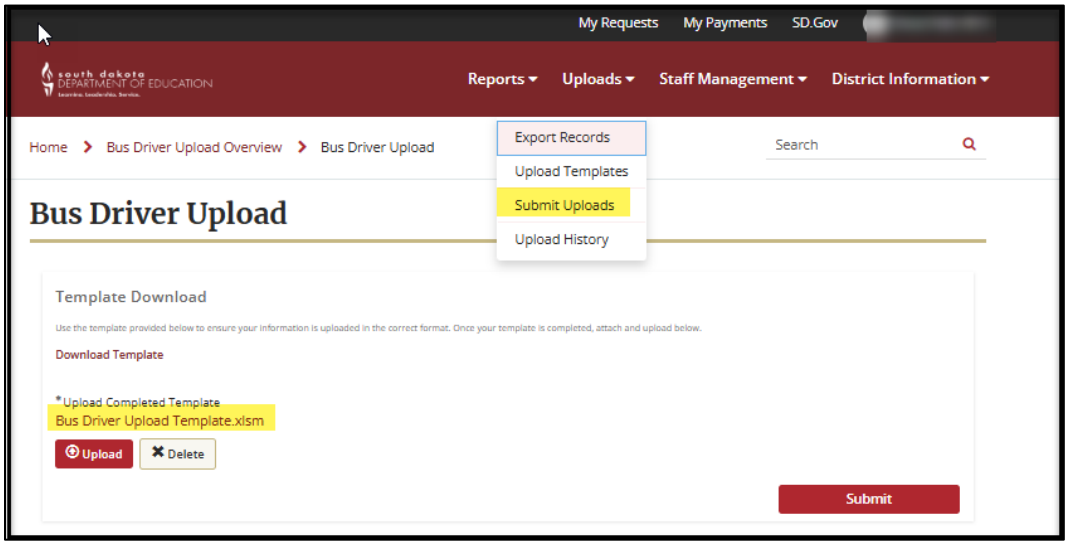
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



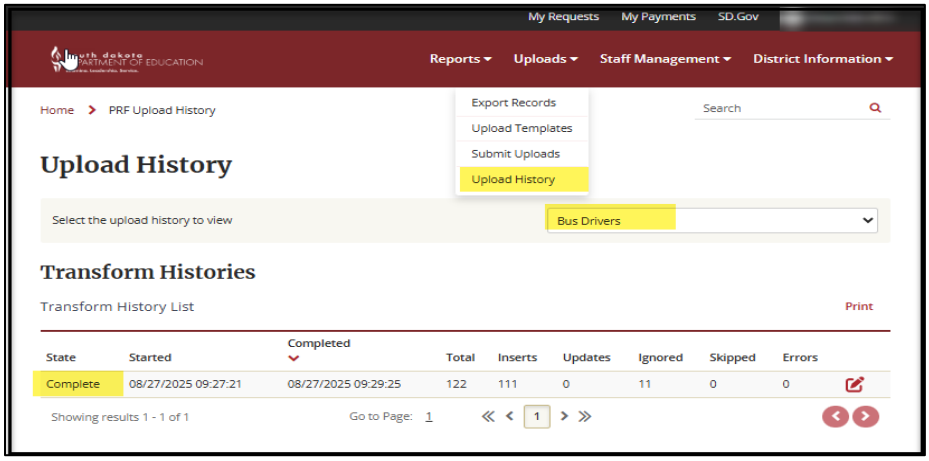
i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management > Classified Staff**

5. “Bus Driver Upload” upload:
    a. Click on “Bus Driver Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

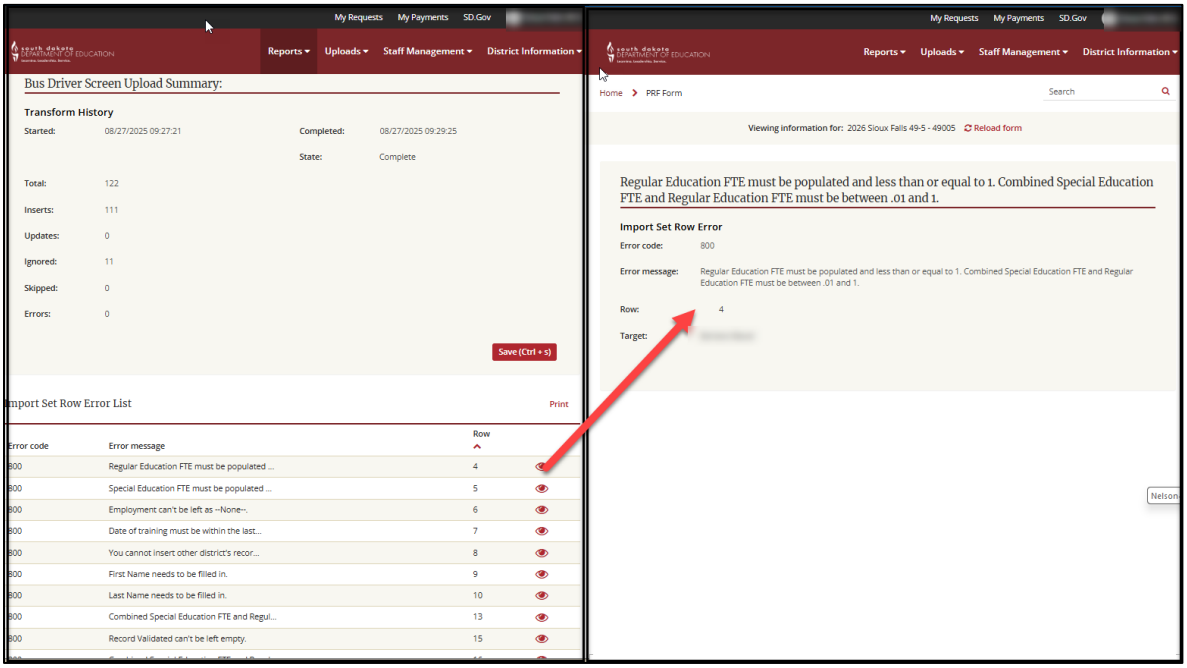
    e. Go to Uploads > Upload History
    f. Select “Bus Drivers” from the dropdown
        i. Processing may take time. Wait until the Transform History shows a status of “Completed”



    g. Once completed, review the data under **Staff Management > Bus Drivers**. Important: Do not manually enter data in Bus Drivers while the upload is still processing.

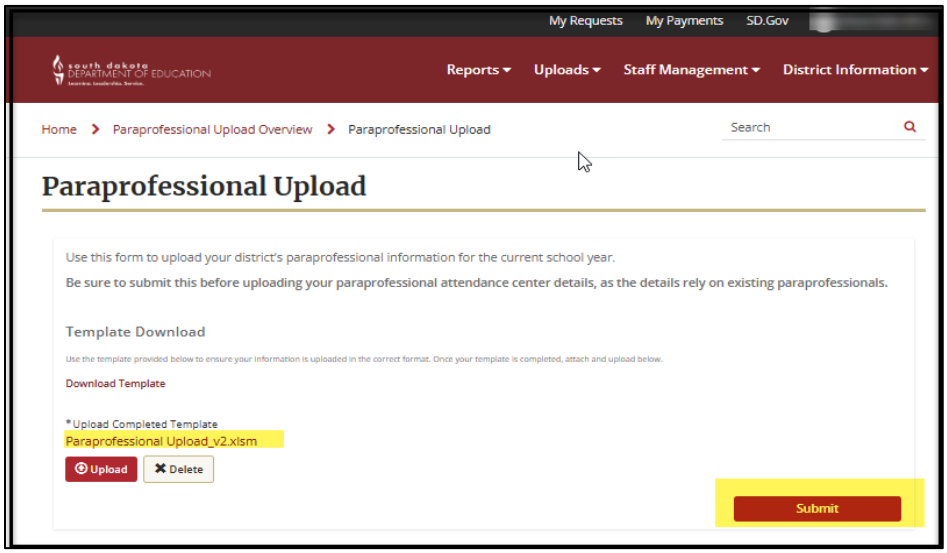
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management > Bus Drivers**

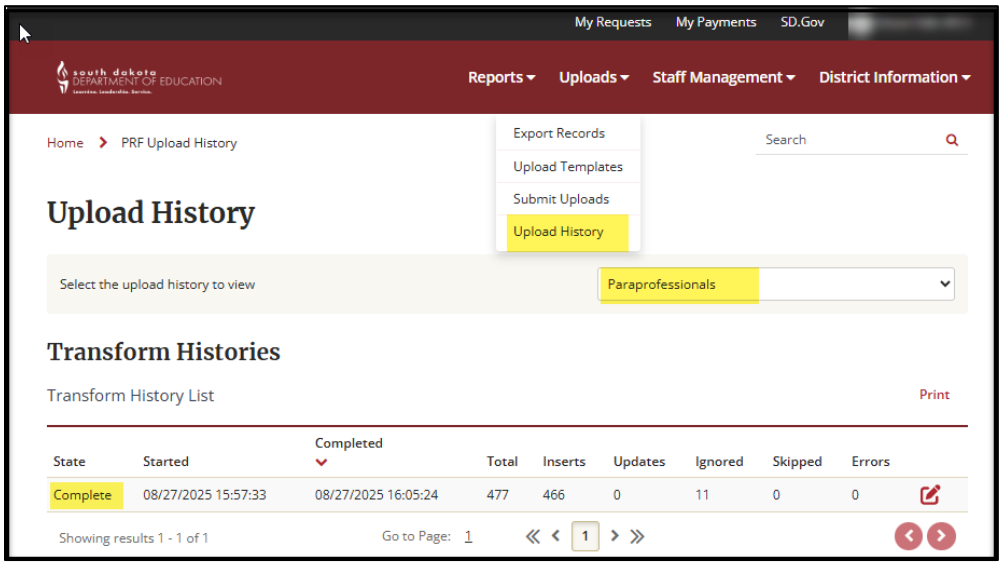
6. The “Paraprofessional Upload” must be completed before the “Paraprofessional Attendance Center Upload.” This order is essential because uploading them out of order can cause errors or mismatches in the system.
    a. Click on “Paraprofessional Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

e. Go to **Uploads > Upload History**

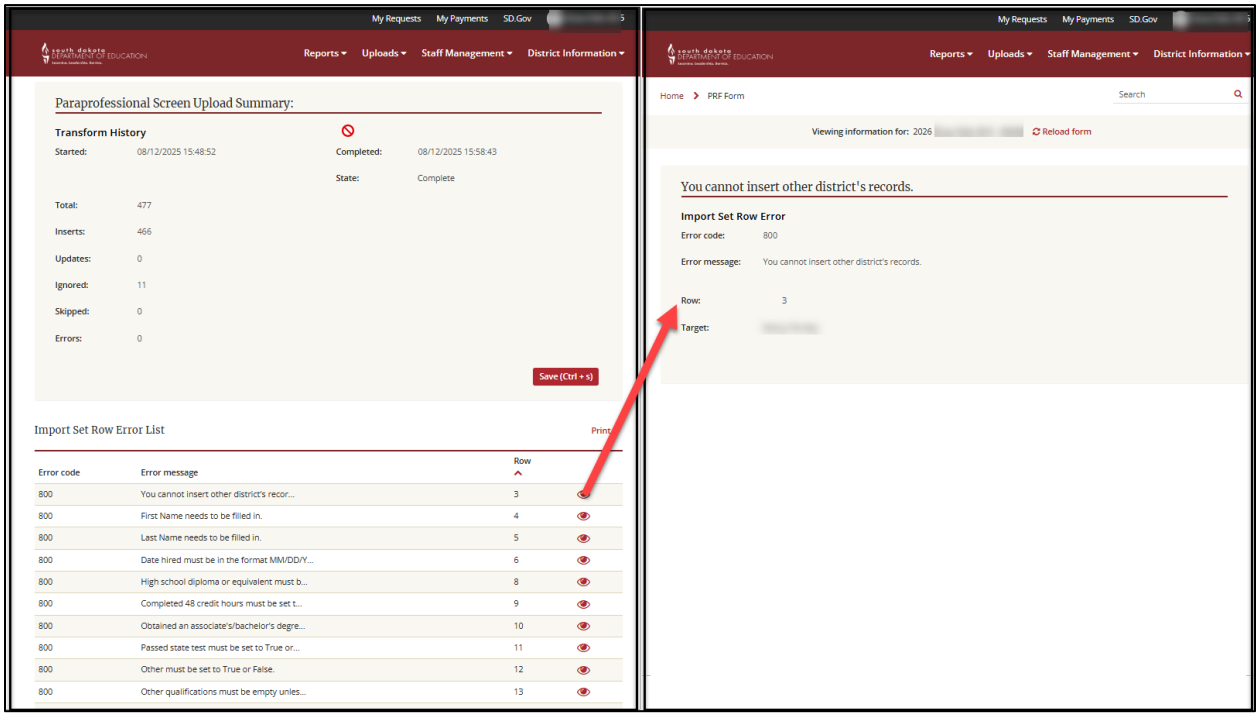
f. Select “Paraprofessionals” from the dropdown
    i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Paraprofessionals**. Important: Do not manually enter data in Paraprofessional Staff while the upload is still processing.

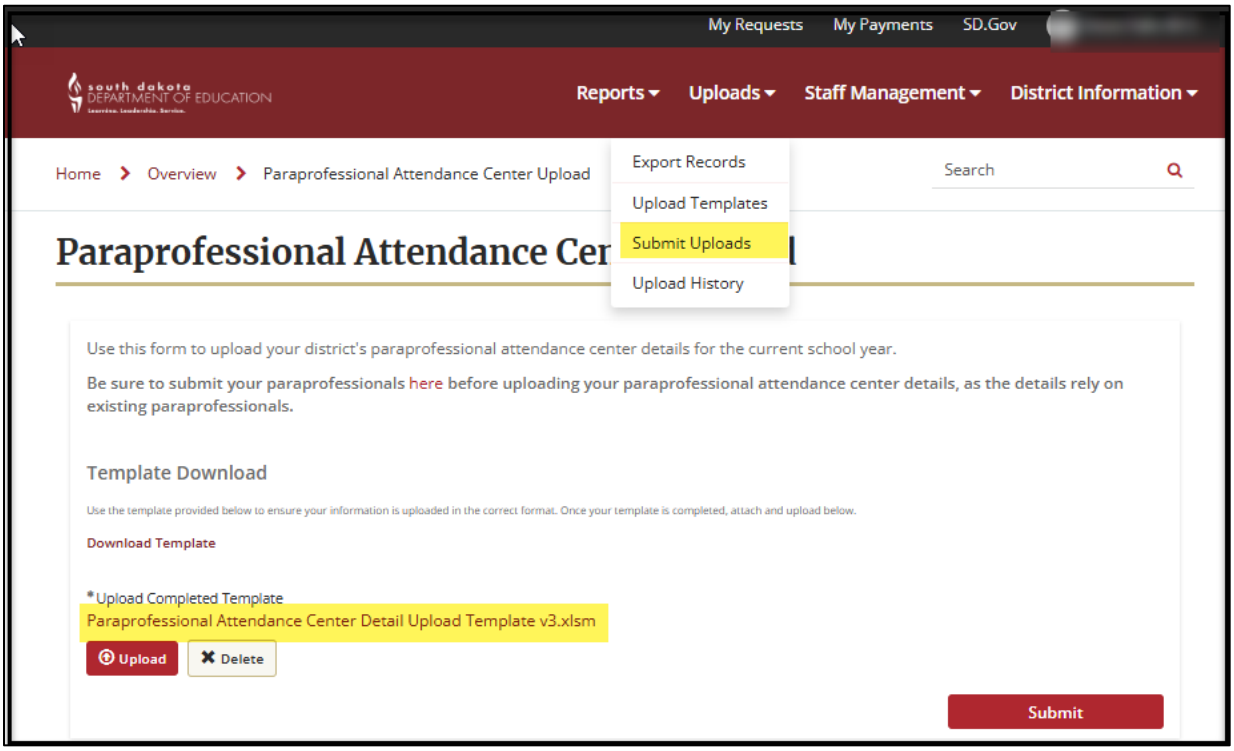
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



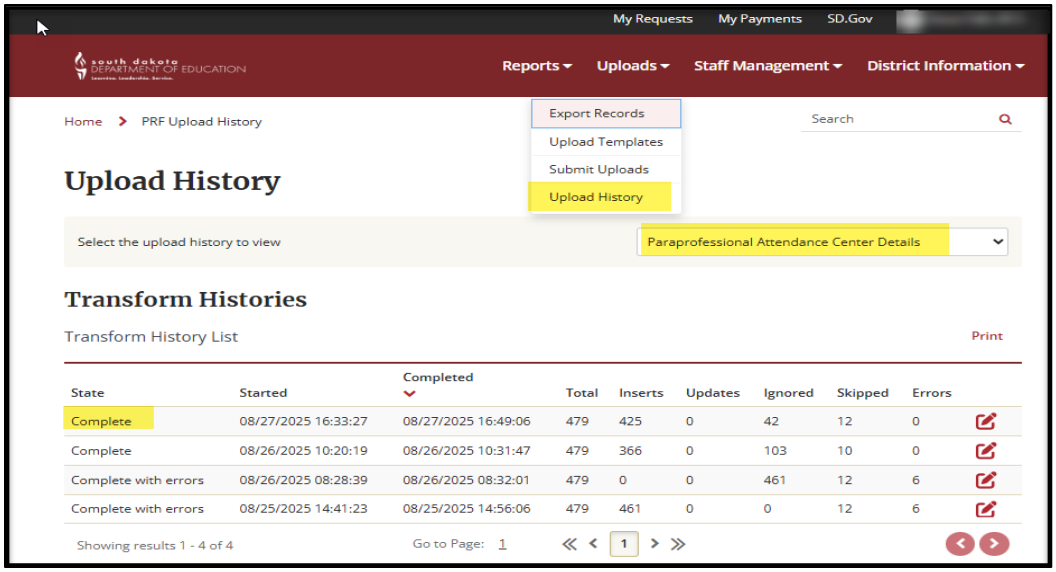
i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management > Paraprofessionals**

9. Once “Paraprofessional Upload” is completed, you can upload “Paraprofessional Attendance Center Upload”:
    a. Click on “Paraprofessional Attendance Center Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

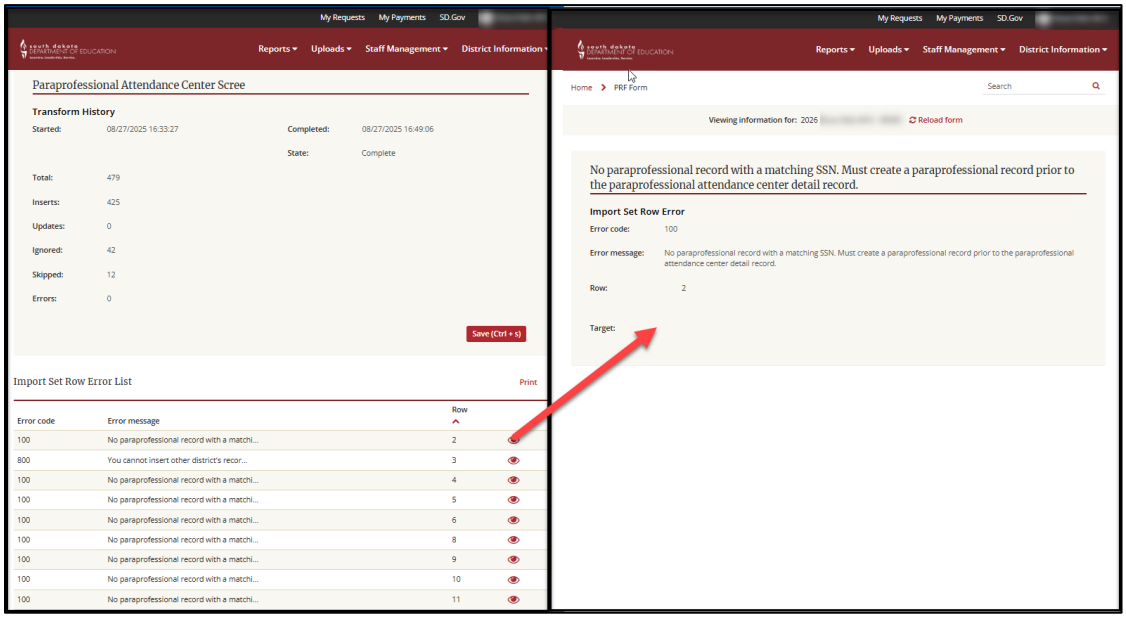
    e. Go to Uploads > Upload History
    f. Select “Paraprofessional Attendance Center Details” from the dropdown
        i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Paraprofessionals**. Important: Do not manually enter data in Paraprofessionals while the upload is still processing.

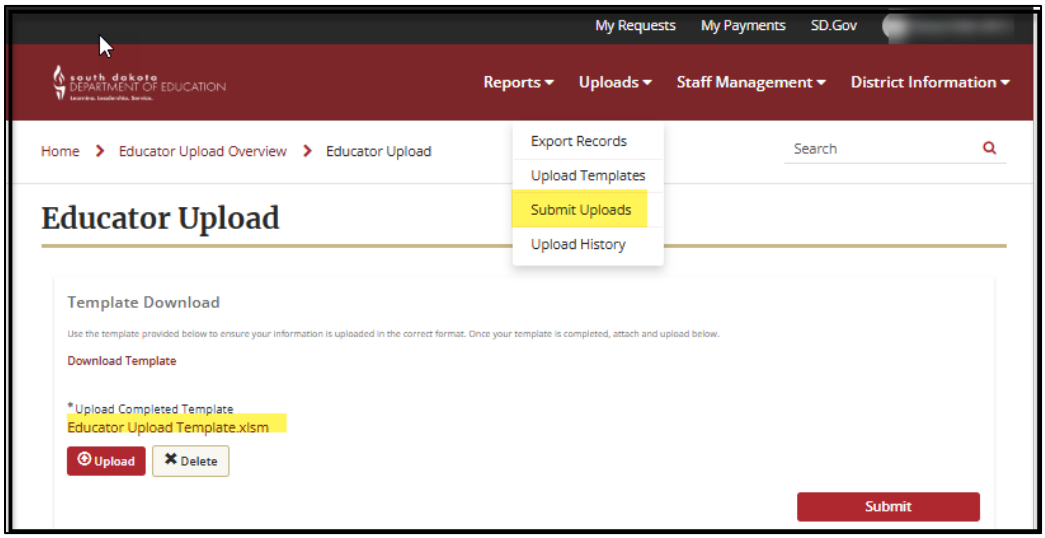
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



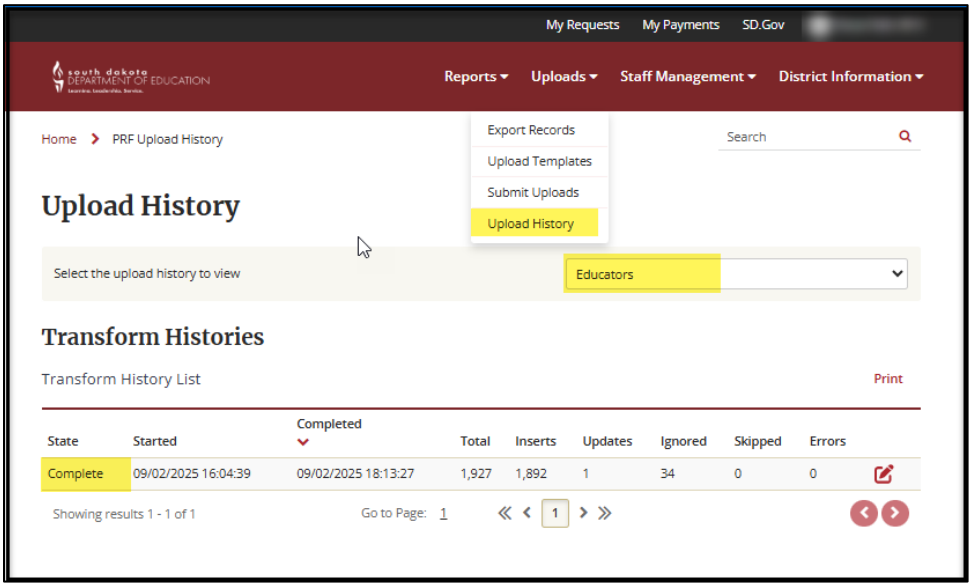
i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management > Paraprofessionals.**

10. The “Educator Upload” must be completed before the “Educator Assignment Upload.” This order is essential because uploading them out of order can cause errors or mismatches in the system.
    a. Click on “Educator Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

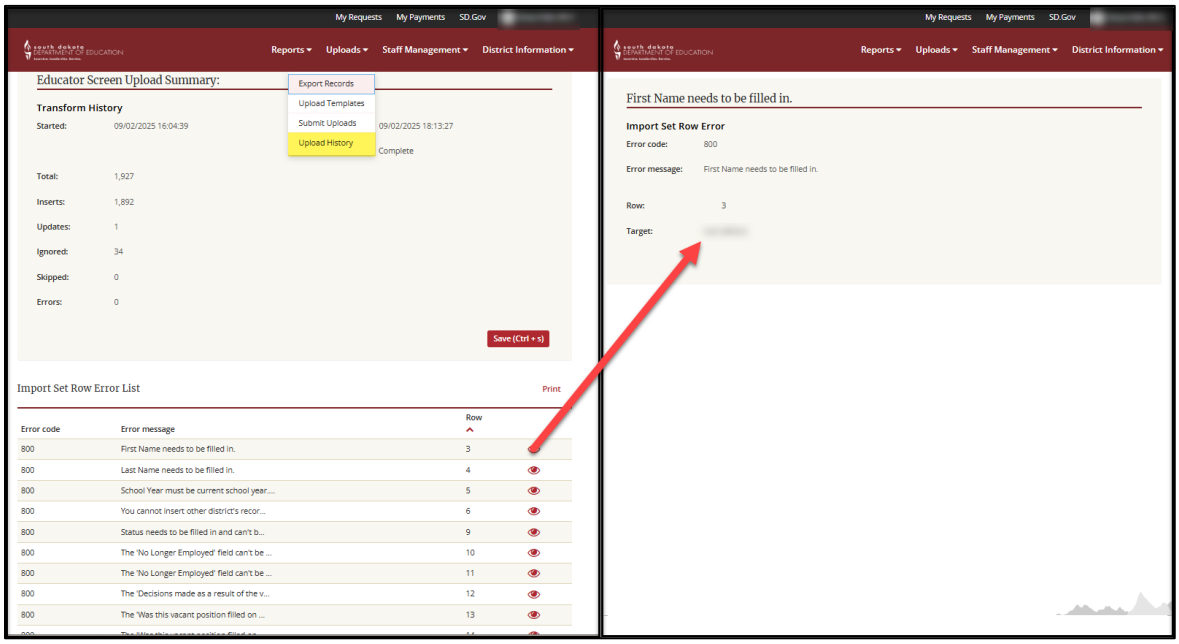
e. Go to **Uploads > Upload History**
f. Select “Educators” from the dropdown
    i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management >Educator**. Important: Do not manually enter data in Educator while the upload is still processing.

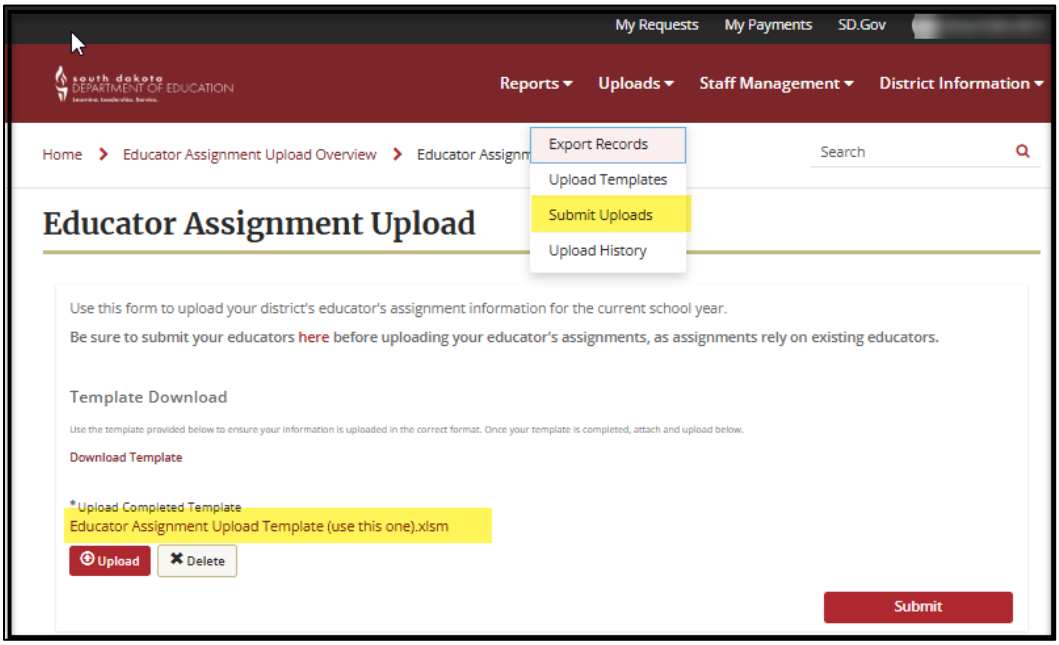
Error Handling:

h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



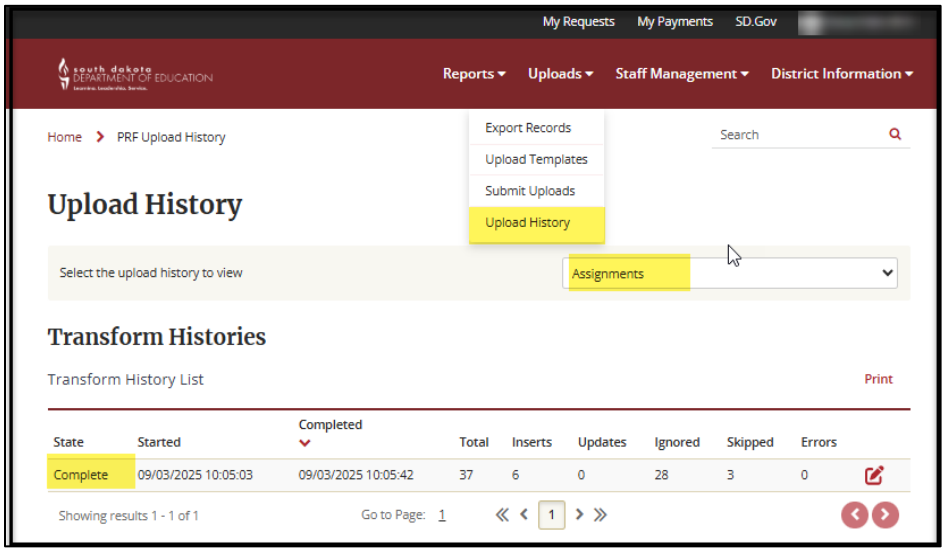
i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management >Educator.**

11. Once “Educator Upload” is completed, you can upload “Educator Assignment Upload”:
    a. Click on “Educator Assignment Upload”
    b. Click on “Upload Information
    c. Click on “Upload”
    d. Select your completed file and click Submit.



Monitor Upload Status:

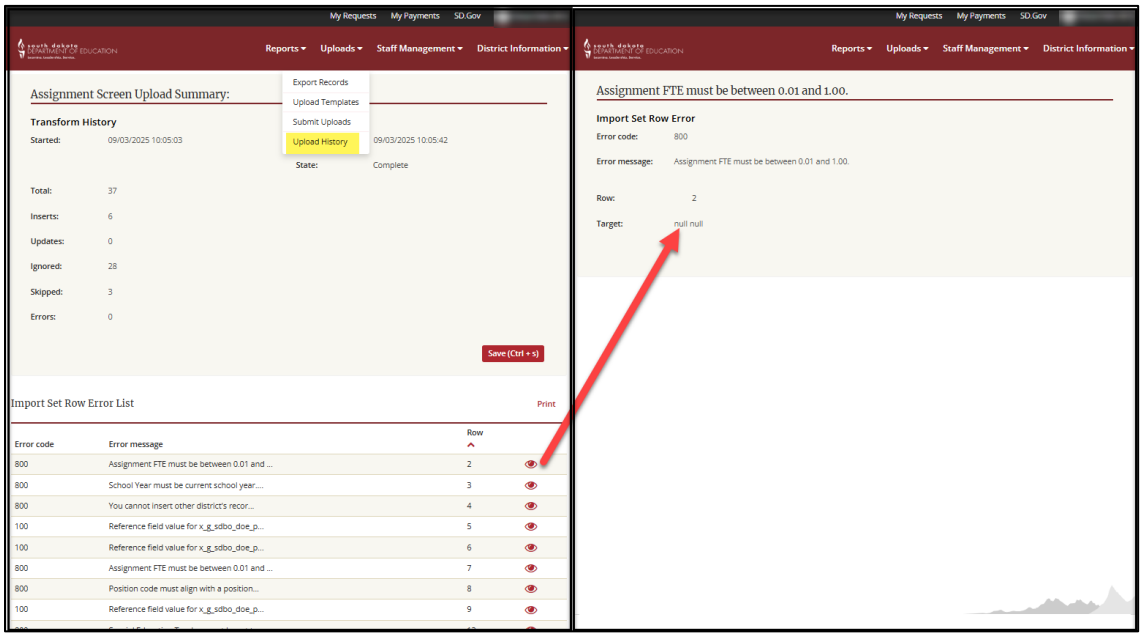
    e. Go to Uploads > Upload History
    f. Select “Assignments” from the dropdown
        i. Processing may take time. Wait until the Transform History shows a status of “Completed”



g. Once completed, review the data under **Staff Management > Educator**. Important: Do not manually enter data in Educator Staff while the upload is still processing.

Error Handling:

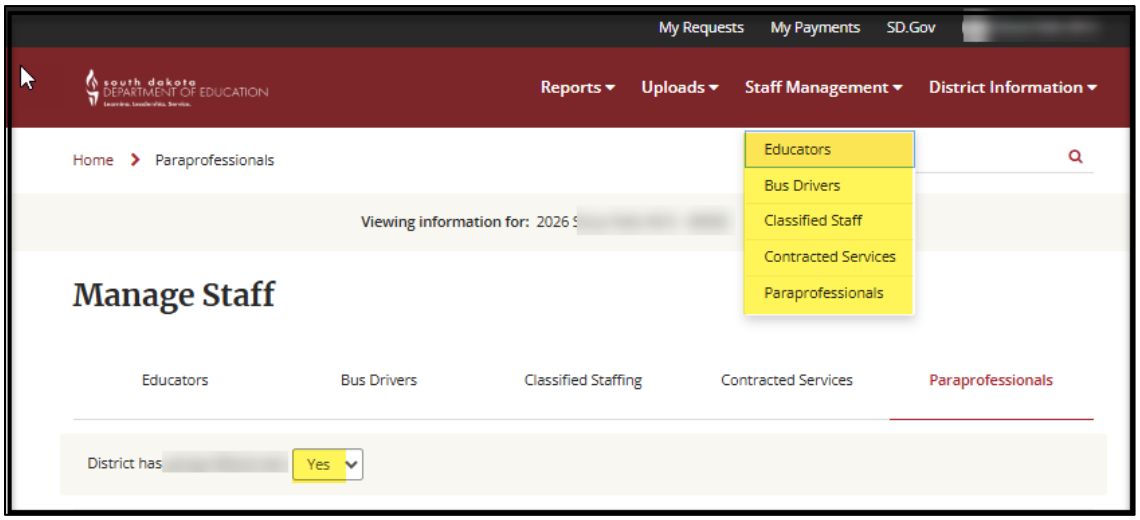
h. Once marked Complete, review any listed errors. Click the icon that looks like a piece of paper with a pencil to view error details.



i. You can either:
   i. Resubmit a corrected file, or
   ii. Manually correct the data under **Staff Management > Educator.**

Step 4: Switch "District has staff" question back to "Yes"

1. Navigate back to the section(s) where you manage staff collections. For each collection you uploaded staff to:
   a. Toggle the "District has staff" question to "Yes."



Appendix

Appendix A: Definitions and Authority

PK-12 Structure

SDCL § 13-3-1.4 General supervision of accredited elementary and secondary schools.

Subject to policies established by the South Dakota Board of Education Standards, the secretary of the Department of Education has general supervision over all accredited elementary and secondary schools in the state, including adult education, kindergarten, preschool, and summer schools.

SDCL § 13-1-12.1 Promulgation of rules on classification and accreditation of schools, preparation of certified personnel, eligibility for state aid, career and technical education, and curriculum requirements.

The South Dakota Board of Education Standards shall promulgate rules pursuant to chapter 1-26 to establish standards for the classification and accreditation of schools within this state, to establish standards for preparation of certified personnel, to set forth procedures for determining the eligibility of school districts to receive state aid to education funding, to adopt policies and rules necessary to establish standards and procedures for career and technical education, and to establish curriculum requirements for a recommended high school program for all public and nonpublic schools within the state. The recommended high school program shall include a rigorous high school curriculum in both academic and career and technical courses. The requirements of the recommended program shall be aligned to the academic content standards developed pursuant to § 13-3-48 and shall, at a minimum, include the content standards tested pursuant to § 13-3-55.

Nothing in this section authorizes the board to require the use of specifically designated curriculum or methods of instruction.

SDCL § 13-3-47 Classification and accreditation of schools.

The secretary of the Department of Education shall be responsible for the classification and accreditation of all public and nonpublic schools under the rules established by the South Dakota Board of Education Standards pursuant to chapter 1-26.

SDCL § 13-3-51 Data reporting and record systems—Evaluation—Promulgation of rules--Exception.

The secretary of the Department of Education shall establish a uniform system for the gathering and reporting of educational data for the keeping of adequate educational and financial records and for the evaluation of educational progress. Any school district or school seeking state accreditation shall submit enrollment data, personnel data, and shall verify all state and federal standards for accreditation and approval of schools, including those related to safety and educational equity of the school district or school by October fifteenth of each year. If the due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date. An annual written evaluation of the

educational progress in the state and in each school district shall be submitted to the Legislature and shall be made available in each school district to the general public. The South Dakota Board of Education Standards may promulgate rules pursuant to chapter 1-26 to further define the data required pursuant to this section. However, nothing in this section authorizes the collection of information not necessary for the calculation of funding for public education, the determination of student academic progress, state and federal reporting requirements, or other duties prescribed to a school district, the department, or the South Dakota Board of Education Standards by law.

SDCL § 13-3-51.1 Definitions regarding privacy of records.

Terms used in §§ 13-3-51.1 to 13-3-51.6, inclusive, mean:

(1) "Aggregate data," information from education records in which all personally identifiable information has been removed;
(2) "Department," the South Dakota Department of Education;
(3) "Disclosure," "education records," and "personally identifiable information," as defined in 34 C.F.R. § 99.3, as amended to January 1, 2014;
(4) "Privacy protection laws," the federal Family Educational Rights and Privacy Act (20 U.S.C. 1232g), the Protection of Pupil Rights Amendment (20 U.S.C. 1232h), the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.), and any other state or federal law relating to the confidentiality and protection of personally identifiable information, as amended to January 1, 2014.

SDCL § 13-3-51.3 Prohibition against reporting personally identifiable information--Exception.

The department may not, as part of any reporting requirement tied to federal funds, report personally identifiable information from education records to the United States Department of Education. However, this section does not apply to information required to be reported pursuant to 20 U.S.C. § 6398 to improve programs for migrant students.

SDCL § 13-3-51.4 Department to develop security measures to protect personally identifiable information.

Personally identifiable information is confidential and is not a public record, and the department shall develop security measures and procedures intended to protect personally identifiable information from release to unauthorized persons or for unauthorized purposes. Any collection, maintenance, or disclosure of education records by the department shall comply with privacy protection laws in all respects.

SDCL § 13-5-1 School districts defined--General corporate and proprietary powers.

Any territory organized for the express purpose of operating not less than a thirteen-year school program and governed by an elected school board is defined to be a school district. It may sue and be sued, contract and be contracted with, purchase, hold, and use personal and real property for school purposes, and sell and dispose of the same.

SDCL § 13-5-31 Cooperative educational service units.

A cooperative education service unit is a legal entity. It is the intent of the Legislature to encourage maximum utilization of cooperative efforts among school districts in an effort to maximize educational excellence in this state and to permit cooperative efforts between schools which are not adjacent to one another. A cooperative service unit may provide academic educational resources, human resources, special education services, payroll services, cooperative purchasing, workers' compensation, group health insurance, and other services deemed appropriate by a majority vote of the governing board and in keeping with the laws of the State of South Dakota.

SDCL § 13-8-43 Records of business manager open to public inspection.

All reports, books, records, contracts, and papers in the office of the business manager relating to school business in the district shall be retained in the office of the business manager and at all times open to the inspection of the president of the board, the secretary of the Department of Education and county auditor, and at reasonable hours to any voter or taxpayer.

SDCL § 13-8-47 Annual report to department--Contents, filing, and auditing--Past-due reports.

Before the first day of August every school board shall file an annual report with the Department of Education. The report shall contain all the educational and financial information and statistics of the school district as requested in a format established by the Department of Education. The report shall also contain, for each month of the fiscal year, the month-end cash balances of the school district's general fund, capital outlay fund, pension fund, and special education fund. The report shall also contain the following information for the district from the preceding fiscal year:

(1) Total teacher compensation, which is defined as the total amount spent on instructional salaries and benefits for certified instructional staff;
(2) The total amount spent on instructional salaries for certified instructional staff;
(3) The total amount spent on benefits for certified instructional staff;
(4) The total number of certified instructional staff employed by the school district; and
(5) Any other information necessary to comply with the provisions of SL 2016, ch 83.

The business manager, with the assistance of the secretary of the Department of Education, shall make the annual report, and it shall be approved by the school board. The business manager shall sign the annual report and file a copy with the Department of Education as provided in § 13-13-37. The division shall audit the report and return one copy to the school district.

Reports not filed prior to August thirtieth are considered past due and are subject to the past-due provisions of § 13-13-38.

ARSD 24:17:03:10 Requirement to submit educational structure data.

The finalized educational structure data for each school district is due by March first for the next school year. The school district shall report the following information:

(1) New schools;
(2) Closed schools; and
(3) Grade span changes.

SDCL § 13-42-1 Definitions.

Terms used in this chapter and §§ 13-43-16 to 13-43-49, inclusive, mean:

(1) Administrator, a superintendent, principal, or other person whose assigned duties require the person to be issued a certificate as an administrator,
(2) Applicant, an individual who has applied for a certificate, either through an initial application or a renewal application,
(3) Certificate, a certificate and endorsements required by the South Dakota Board of Education Standards pursuant to § 13-42-3 for a teacher, administrator, or other educational professional which authorize the certificate holder to work in assigned grades and fields,
(4) Department, the South Dakota Department of Education,
(5) Other educational professional, an instructor, school service specialist, or other person whose duties require the person to be issued a certificate,
(6) Secretary, the secretary of the department, and
(7) Teacher, a person whose assigned duties require the person to be issued a certificate as a teacher.

SDCL § 13-42-1.2 Certificate required for teachers, administrators, and other educational professionals in schools.

No person may draw wages as a teacher, administrator, or other educational professional in any public school or other accredited school who does not have a valid certificate.

ARSD 24:43:10:01 Instructional staff certification requirements.

All instructional staff must meet teacher preparation program approval rules as provided in article 24:53 and certification rules as provided in article 24:28. The school system shall report all of their assignments annually on the personnel record forms provided by the division.

Instructional staff and administrative staff shall be assigned to positions for which they are prepared as indicated on their certificates.

Staff

ARSD 24:28:06:01 Certificate for teaching assignment required.

A teacher of record, not including a long-term substitute teacher, in grades kindergarten to 12 or early childhood special education in a public or department-accredited school shall hold a certificate valid for the positions to which the teacher is assigned.

ARSD 24:28:09:45 Student teacher permit. The student teacher permit is issued to an individual who is under the direct supervision of an assigned cooperating teacher. The student teacher permit is limited to an individual who has:

(1) Met the requirements of the regionally accredited institution of higher education offering the educator preparation program where the individual is enrolled;

(2) Obtained sign-off from the institution; and

(3) Submitted an official transcript that indicates the individual will likely satisfactorily complete the educational coursework by the start date of the student teaching experience.

ARSD 24:28:09:45.01 Duration of student teacher permit.

The student teacher permit is a one-year, non-renewable permit.

ARSD 24:28:09:47 Student teacher permit--Regionally accredited institute of higher learning requirements.

The regionally accredited institution of higher education offering the educator preparation program attended by the student teacher shall:

(1) Ensure the student teacher candidate has the documented performance and progress to qualify for the student teaching experience under the direct supervision of an assigned cooperating teacher; and
(2) Provide sign-off on the student teacher's assignment, with acknowledgement that the student teacher candidate has successfully completed the coursework expected of the student teacher candidate to qualify for the student teaching experience at the time of application.

ARSD 24:28:09:48 Advanced student teacher permit. The advanced student teacher permit is issued to an individual who does not require direct supervision by an assigned cooperating teacher. A school partner or department-accredited school may employ an individual who has been issued an advanced student teacher permit as a teacher of record during the individual's student teaching experience, the successful completion of which must satisfy the associated criteria for the student teaching experience. The advanced student teacher permit may only be issued to an individual who has:

(1) Received a passing score on:

(a) The state-designated pedagogy test; and

(b) The state-designated content test or tests required to teach in the content area or areas assigned;

(2) Obtained sign-off from the regionally accredited institution of higher education offering the educator preparation program where the individual is enrolled;

(3) Submitted an official transcript that indicates that the individual is registered for any final coursework necessary to complete the educator preparation program and will likely satisfactorily complete the educational coursework by the start of the student teaching experience;

(4) Agreed to participate in a mentor program; and

(5) Agreed to adhere to the South Dakota Code of Professional Ethics for Teachers as set forth in chapter 24:08:03.

ARSD 24:28:09:48.01 Duration of advanced student teacher permit.

The advanced student teacher permit is a one-year, non-renewable permit.

ARSD 24:28:09:49 Advanced student teacher permit--Employer requirements.

The employing school partner or department-accredited school shall:

(1) Verify the applicant has a valid advanced student teacher permit,
(2) Document that the school attempted but was unable to hire a teacher with a professional or advanced teaching certificate prior to hiring an applicant with an advanced student teaching permit,
(3) Complete an intent to employ for an individual holding an advanced student teacher permit,
(4) Provide board minutes indicating the approval of hiring a student teacher holding an advanced student teacher permit to serve as the teacher of record,
(5) Provide an assigned cooperating teacher for the candidate to assist with academic and classroom management support through regular meetings:
(6) Provide assurances of regular observation, guidance, and evaluation of assigned duties by the building principal,
(7) Report the approved student teacher in the Personnel Record Form,
(8) Provide monetary compensation to the student teacher, if the individual is serving as a teacher of record,
(9) Offer enrollment in a mentor program in addition to the assigned cooperating teacher; and
(10) Provide the applicant with information about the South Dakota Code of Professional Ethics for Teachers, as set forth in chapter 24:08:03.

ARSD 24:28:01:01 (28) Long-term substitute.

An individual acting as a teacher of record for:

(1) No more than forty-five cumulative school days in a vacant teaching position while a school district pursues a contract for a teacher, or
(2) More than forty-five cumulative school days when a teacher is on a temporary leave of absence, if: the teacher's leave of absence is granted pursuant to the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, et seq. as amended to March 18, 2020, by the school; or the individual has a valid or inactive teaching certificate.

SDCL § 13-10-17 School counselors.

If a school district employs a school counselor, on either a full-time or part-time basis, or contracts for the services of a school counselor through an educational cooperative or other entity, that school counselor shall be certified in accordance with the standards established by the South Dakota Board of Education Standards pursuant to § 13-1-12.1.

ARSD 24:28:01:01 (25) "Inactive certificate," a certificate issued to a certificate holder with a valid certificate, who is not acting as an educator and requests the certificate become inactive for a period of five years.

Timeline

ARSD 24:17:03:02 Student Data Submission

The due date for submission of the fall student data through the student information system is 15 days following the last Friday of September of each school year. State aid fall enrollment count is final on the last business day of October and no additional students may be added after this date but may be removed if found to be reported in error. The December child count data is due 10 days following December 1 of each school year. If a due date falls on a weekend or state holiday, the due date is the next business day following the scheduled due date.

The final student record forms for each school year must be submitted no later than the second Friday in June of each school year.

ARSD 24:43:08:04 Application timelines

An approved waiver shall take effect at the beginning of the next school fiscal year on July 1. The department must receive an application for a waiver at least 60 days prior to the start of a new school fiscal year July 1. A district may petition the secretary for consideration of an alternate effective date that is at least 60 days after the department receives its application for a waiver. The secretary shall consider the quality of the application and the extent of its intended outcomes on student learning and enhancement of student opportunity in determining whether to grant the alternate effective date for an approved waiver.

Classified Staff: https://sdlegislature.gov/Statutes/36

SDCL § 13-10-2 General power of school boards to employ personnel.

The school board shall have the power to employ personnel deemed necessary by the board and to define the duties and fix the compensation of each.

SDCL § 13-10-12 Criminal background investigation--Prospective employees, technical college instructors, and student teachers--Temporary employment pending results.

Each person over eighteen years of age hired by a school district shall submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee enters into service. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. Any person whose employment is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The employing school district may, without liability, withdraw its offer of employment or terminate the temporary employment without notice if the report reveals a disqualifying record. The employing school district may pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment is subject to the requirements of this section. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation as required in this section. In addition, any instructor employed by a technical college is required to submit to a criminal background investigation as required in this section at the time of initial employment.

The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the school district. A criminal background investigation, of a student teacher, conducted by a school district may be provided to any other school in which the student engages in student teaching. The school district conducting the criminal background investigation of a student teacher may rely upon the results of that investigation for employment of that person as an employee of the district.

SDCL § 13-10-14 Persons continuously employed from July 1, 2000, exempt from criminal background check.

Any person employed by a South Dakota school district on July 1, 2000, who remains continuously employed by the same South Dakota school district for consecutive school years is not required to submit to a criminal background check as provided in § 13-10-12.

SDCL § 13-10-15 Suspension or resignation of employee for criminal conviction--Reporting.

If a school board or governing body of any accredited school suspends an employee or an employee resigns or is terminated as a result of a criminal conviction, the superintendent or chief administrator

shall, within ten days of the date of the suspension or the date the employment is severed, report the circumstances and the name of the employee to the Department of Education. Any superintendent or chief administrator who fails to report under this section is subject to sanctions found in § 13-8-48.

Reporting

SDCL § 13-3-60 Department to analyze demographics of public education workforce.

The Department of Education shall research and analyze the demographics of South Dakota's public education workforce, with an emphasis on the geographic distribution of K-12 teachers, their years of experience, years until retirement, and their areas of educational expertise. The department shall also research and analyze teacher vacancies by geographic location, areas of expertise, and compensation level.

SDCL § 13-1-60 Annual report to Board of Regents of outcomes of licensure and certification examinations.

If any department, board, or commission of the state administers a licensure or certification examination to any person who completed a degree program at an institution under the control of the Board of Regents, the department, board, or commission shall annually report to the Board of Regents and the Department of Labor and Regulation the following:

(1) The number of persons who completed a degree program at each institution under the control of the Board of Regents to whom the department, board, or commission administered a licensure or certification examination during that year; and
(2) The number of persons in subdivision (1) who successfully passed the licensure or certification examination, including any subparts of any licensure or certification process.

Appendix B: PRF Assurance Statement Validation Checks

Name	Description	Require Resolution
Administrative Assignment Salary Reasonableness	Administrative Personnel Assignment Salary is not 0 with administrative assignments	Yes
Administrative Experience Reasonableness	The current year administrative years of experience is less than the previous year administrative years of experience.	No
Administrative Salary Reasonableness	Administrative salary is outside the expected ranges (Lower than base salary or higher than school year's upper limit ($150,000)).	No
Age Reasonableness	Calculates age, then for each position type, subtracts the associated years of experience, and that max age difference must be greater than 18 years.	Yes
Bus Drivers Reported	The District has reported Bus Drivers, but has no Bus Drivers assigned to the District or the District has not reported Bus Drivers and has Bus Drivers assigned to the District.	Yes
Bus Drivers Staffed	Checks to see if the question of 'Has Bus Drivers' has been answered.	Yes
Bus Drivers Validated	All bus driver information is reported.	Yes
Certified Staff	All staff in the district are certified.	No
Classified Staff	All appropriate Classified Staff personnel have been reported.	Yes
Classified Staff Reported	The District has reported Classified Staff, but has no Classified Staff assigned to the District or the District has not reported Classified Staff and has Classified Staff assigned to the District.	Yes
Classified Staff Staffed	Checks to see if the question of 'Has Classified Staff' has been answered.	Yes
Closed District/School with Allocated Service Records	Validate that EDI districts and attendance centers are entered when allocated services are identified on an assignment record.	Yes
Contracted Staff	All contracted personnel data has been reported by the amount of employed, shared employed, or contracted FTE.	Yes
Contracted Staff Reported	The District has reported Contracted Services, but has no Contracted Services assigned to the District or the District has not reported Contracted Services and has Contracted Services assigned to the District.	Yes
Contracted Staff Staffed	Checks to see if the question of 'Any 3rd party contracts for Special Ed Services from an agency other than a COOP' has been answered.	Yes
District FTE Reasonableness	Total Calculated FTE > 1 or FTE = 0.	Yes
Education Specialist Salary Reasonableness	Education Specialist salary is outside the expected ranges (Lower than base salary or higher than school year's upper limit ($100,000)).	No
Education Specialist Assignment Salary Reasonableness	Education Specialist Personnel Assignments is not 0 with Education Specialist Assignments	Yes
Educators Reported	The District has reported Educators, but has no Educators assigned to the District or the District has not reported Educators and has Educators assigned to the District.	Yes
Educators Staffed	Checks to see if the dropdown for 'Has Educators' has been filled in.	Yes
Employment Status Without Years of Experience	Identifies personnel that have an employment status of New Employee - previously employed out of state, New Employee - previously employed in another SD district, New Employee - has been absent from field of education 1 or more year(s), Employment in this school system has been continued, or Re-employment in a school district following an absence of one year or more and has 0 years of experience.	Yes
First Year Status Years of Experience	First year status employee with more than 0 years of experience.	Yes

Instructional Assignment Salary Reasonableness	Instructional Personnel Assignment Salary is not 0 with Instructional assignments	Yes
Instructional Salary Reasonableness	Instructional salary is outside the expected ranges (Lower than base salary or higher than school year's upper limit ($80,000)).	No
Missing Administration Assignments	No superintendent (30301), assistant superintendent (30302), principal (30101; 30001; 30201), assistant principal (30102; 30002; 30202), or CEO (33333) assignment records in the current year. The approved programs don't need to have a certified administrator. Instead they can list them under Classified as "Other District Administrator"	No
Missing Administrative Position	An assignment record with a reported administrative salary but no administrative position.	Yes
Missing Assignment FTE	Any assignment other than "No Longer Employed" must have a number next to FTE that is NOT "0"	Yes
Missing Bus Drivers/Substitutes 4hr Training	Identifies if a bus driver or substitute teacher has not completed their 4hr in service training.	Yes
Missing Business Manager Assignment	No district business manager assignment (40301) record in the current year.	No
Missing Date of Birth	No date of birth entered on an individual's educator record.	Yes
Missing District Base Salary	Base salary for the district is either 0 or blank.	Yes
Missing Educational Specialist Position	An assignment record with a reported Educational Specialist salary but no Educational Specialist position.	Yes
Missing Gender	Gender in blank.	Yes
Missing Instructional Position	An assignment record with a reported instructional salary but no instructional position.	Yes
Missing Instructional Term	Assignment records must contain at least one selected quarter or trimester.	Yes
Missing Race/Ethnicity	Race/Ethnicity is blank.	Yes
Missing Staff	All attendance centers must have >= 1 staff member at every attendance center.	Yes
No Longer Employed Reasonableness	Individual with previous year assignment records, no current year assignment records, but not marked as no longer employed.	Yes
No Longer Employed Record in Consecutive Years	An individual cannot be marked as no longer employed two years in a row (other than PDC mentor or sabbatical).	Yes
Paraprofessional	All appropriate Paraprofessionals have been reported.	Yes
Paraprofessionals Reported	The District has reported Educators, but has no Paraprofessionals assigned to the District or the District has not reported Paraprofessionals and has Paraprofessionals assigned to the District.	Yes
Paraprofessionals Staffed	Checks to see if the question of 'Has Paraprofessionals' has been answered.	Yes
Personnel Need to be Updated	Identifies personnel that have not been reported as no longer employed and has no assignment records.	Yes

Personnel Record Form Completion	Personnel record forms have been submitted for all appropriate staff.	Yes
Plan of Intent	Plan of Intent must be submitted for all staff listed on the Plan of Intent list.	Yes
State FTE Reasonableness	Identify individuals with a total FTE > 1 and review for multiple associated districts, if cases are located coordinate adjustments to the individual's related assignment records.	Yes
Vacancy Record	All appropriate teacher vacancy data has been reported.	Yes

Appendix C: District Accreditation Statement Verification

Assurance	Description	Authority
Bullying Policy	A Bullying Policy, meeting state law requirements has been school board approved. Authorized by SDCL § 13-32-16.	SDCL § 13-32-16
Certified Staff	A certificate or plan of intent or both as applicable, for each person required to be certified shall be filed in the administrative office of the school system by the time of the first contract payment. The certificate shall remain on file for the duration of employment. The plan of intent shall remain on file until it is replaced by evidence that the person has achieved qualification for the assignments identified on the plan of intent. Authorized by ARSD 24:43:09:03.	ARSD 24:43:09:03
School Improvement Plan	A comprehensive improvement plan is in place for each district attendance center. Authorized by ARSD 24:43:01:03 and ARSD 24:43:02:03.	ARSD 24:43:01:03 ARSD 24:43:02:03
Maintenance of Permanent Student Record	A permanent record of each student's scholarship and attendance, as well as a cumulative record kept for each student through the elementary and secondary schools shall be kept and stored in a safe place where it cannot be destroyed. Authorized by ARSD 24:43:09:02.	ARSD 24:43:09:02 SDCL § 13:3:56
Restraint and Seclusion Use Policy	A Policy for school district employees on the use of restrain and seclusion, meeting state law requirements, has been school board approved. Authorized by SDCL 13-32-20	SDCL § 13-32-20
Instructional Time Calendars	A school calendar shall be submitted for all applicable attendance centers, and the on-line calendar updated on a regular basis to reflect actual instructional time. Authorized by SDCL § 13-26-1.	SDCL § 13-26-1 ARSD 24:17:03:08
Disaster Plan and Drills	A written plan for the safety of pupils in the event of a fire, tornado, and other disaster, should be on file along with a record showing the dates and times of drills conducted. Authorized by SDCL § 13-25-10 and ARSD 24:43:09:01.	SDCL § 13-25-10 ARSD 24:43:09:01
Certified Teachers and Qualified Paraprofessions	All school building principals have assured compliance in the hiring of State Certified Teachers and Qualified Paraprofessionals, as required in the ESEA Section 1112 (c)(6).	ESEA § 1112 (c)(6)
Alternative Instruction	Alternative Instruction Notification. Paper alternative instruction notification forms have been signed by the district, and a copy provided to the parent and a copy to the Department (Public schools only). Authorized by SDCL § 13-27-9.	SDCL § 13-27-7
Birth Certificates	Birth certificates are on file for all students.	SDCL § 13-27-3.1
Character Development	Character Development Instruction is given in all public and nonpublic elementary and secondary schools in the district. Authorized by ARSD 24:43:11:02 and SDCL 13-33-6.1.	ARSD 24:43:11:02 SDCL § 13-33-6.1
Content Standards	Course guidelines for the South Dakota academic content standards have been adopted and implemented in substantial conformity. Authorized by SDCL § 13-33-1 and SDCL § 13-3-48.	SDCL § 13-33-1 SDCL § 13-3-48
Criminal Background Check	Criminal background investigation of current employees and student teachers should be conducted. Authorized by SDCL § 13-10-12.	SDCL § 13-10-12 SDCL § 13-10-14
Distance Learning	Distance learning is either provided through South Dakota Virtual School or taught by SD state certified school district teachers and courses are aligned to state content standards. Authorized by SDCL § 13-33-29.	SDCL § 13-33-29

Graduation Requirements	Graduation requirement courses are offered, at a minimum, every two years. Authorized by SDCL § 13-1-12.1, ARSD 24:43:11:02, and ARSD 24:43:11:07.	SDCL § 13-1-12.1 ARSD 24:43:11:02 ARSD 24:43:11:07
Immunization Records	Immunization records shall be updated and on file for all students. Authorized by SDCL § 13-28-7.1.	SDCL § 13-28-7.1
Kindergarten and Junior Kindergarten	Kindergarten and Junior Kindergarten programs are taught by certified staff and aligned to the state content standards. Authorized by SDCL § 13-28-2 and SDCL § 13-28-4.	SDCL § 13-28-2 SDCL § 13-28-4
Open Enrollment	Open Enrollment procedures have been correctly followed (Public schools only). Authorized by SDCL § 13-28-43.	SDCL § 13-28-43
FERPA	Parents and guardians must be notified of their right to withhold certain information that could potentially be shared through the Family Educational Rights and Privacy Act (FERPA). Authorized by 20 U.S.C. § 1232g; 34 CFR Part 99.	20 U.S.C. § 1232g 34 CFR Part 99
Principal and Assistant Principal Evaluations	Principal and Assistant Principal performance is evaluated according to state law (Public schools only). Authorized by ARSD 24:58:03:01.	ARSD 24:58:03:01
Student Personal Learning Plans	Student Personal Learning Plans mapping at least 22 credits from 9-12th grade are developed preferably beginning in the 8th grade. Authorized by ARSD 24:43:11:01.	ARSD 24:43:11:01
Teacher Evaluations	Teacher performance is evaluated according to state law (public schools only). Authorized by SDCL § 13-42-34.	SDCL § 13-42-34
National Motto	The national motto of the United States, "In God We Trust," is prominently displayed, according to state law specifications, in each public school in the district (Public schools only). Authorized by SDCL § 13-24-23.	SDCL § 13-24-23
Waiver of Administrative Rules	Waivers of Administrative Rule applications (if applicable) have been submitted to the Department and all waivers have been addressed in the district or school improvement plan. Authorized by SDCL § 13-1-12.1, ARSD 24:43:11:02, and ARSD 24:43:11:07.	SDCL § 13-1-12.1 ARSD 24:43:08:03 ARSD 24:43:08:08
Medical Marijuana	A school district shall, upon notification pursuant to §24:80:02:03, allow a registered designated caregiver to administer medical cannabis to a student cardholder on or in school property or at a school-sponsored activity in accordance with a practitioner's recommendation. A school district may adopt policies to permit the administration and storage of medical cannabis by school personnel on or in school property or at a school-sponsored activity. Policies shall include parameters pursuant to §§ 24:80:03:02.	ARSD 24:80:02:01 ARSD 24:80:03 ARSD 24:80:02:03 ARSD 23:80:03:02

Suicide Awareness	Current Youth Suicide Awareness and Prevention completion certificates are on file for all educators. The district must keep a current (within the last 5 years of any given date) training certificate on file for all their certified staff.
	• Can teachers get a copy of their suicide awareness and prevention certificate?
	  ○ Educators can return to the provider that they used to obtain the certificate, or
	  ○ If they recently renewed, they may be able to find their certificate in the document section of their Educator Profile.
	• The link to the training for compliance regarding the Youth Suicide Awareness and Prevention Training available on the website: https://doe.sd.gov/suicideprevention/
		SDCL 13-42-71