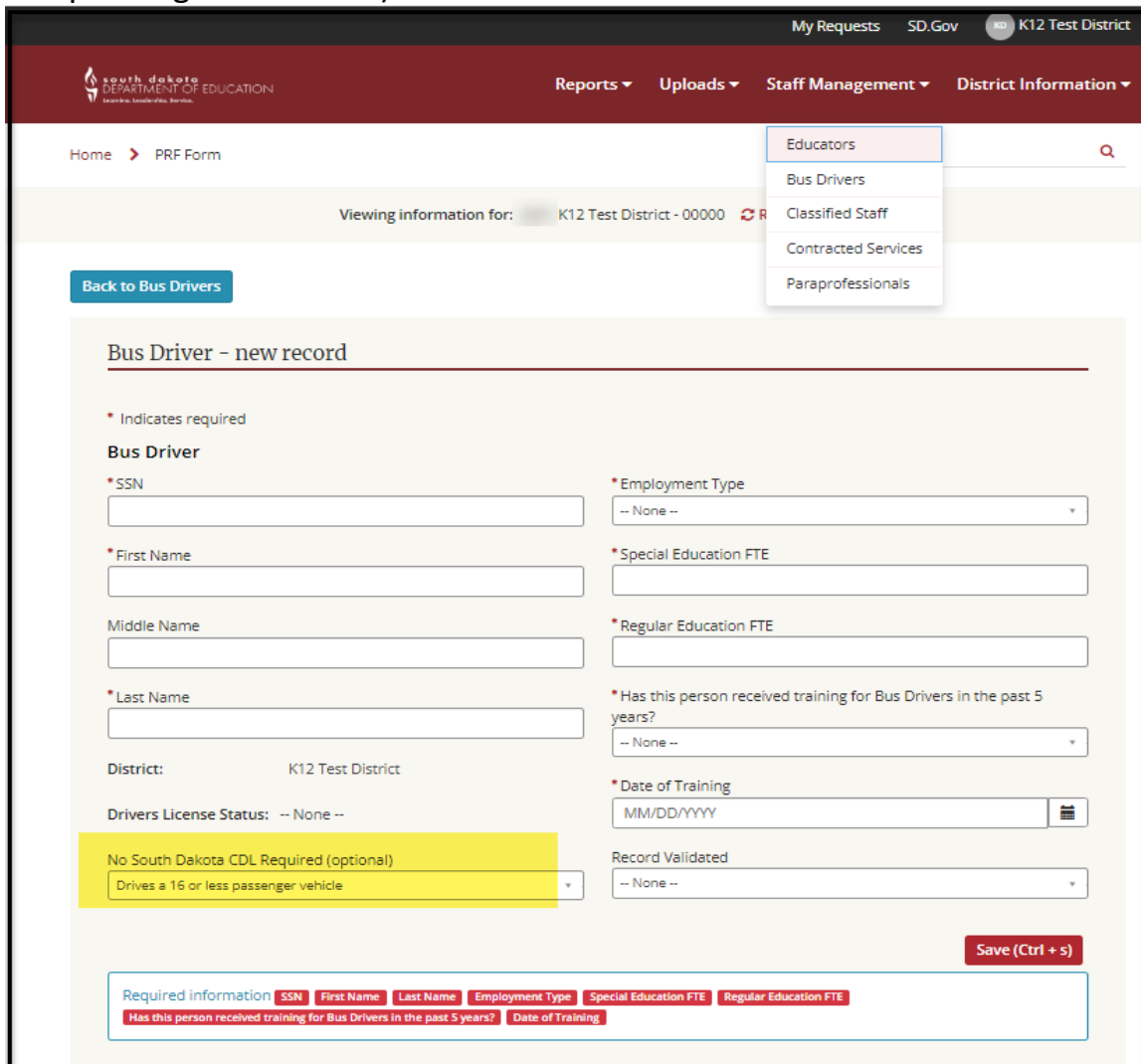


## Updates to the Personnel Record Form (PRF) School Year 2024-25

There is a new field on the bus driver collection called “No South Dakota CDL Required (optional)”. If one of the below reasons 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:** These were previously part of the classified collection coded as 107 - Special Education Bus Drivers not required to have a CDL. Personnel who 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.



The screenshot shows the PRF Form interface for a 'Bus Driver - new record'. The form includes fields for SSN, First Name, Middle Name, Last Name, Employment Type, Special Education FTE, Regular Education FTE, Date of Training, and Record Validated. A dropdown menu for 'No South Dakota CDL Required (optional)' is highlighted in yellow, with the selected option being 'Drives a 16 or less passenger vehicle'. A 'Save (Ctrl + S)' button is visible at the bottom right. A 'Required information' summary bar at the bottom lists the fields: SSN, First Name, Last Name, Employment Type, Special Education FTE, Regular Education FTE, Has this person received training for Bus Drivers in the past 5 years?, and Date of Training.

- As far as those districts that reported a “Classified Individual List” for 2023-2024, we were able to partially crosswalk those records to the 2024-2025 Bus Driver collection. The FTE was just evenly divided between the number of staff records so you will need to double check the FTE.
  - Doland 56-2
  - Lennox 41-4
  - West Central 49-7

Back to Classified Staff

107 SPED Bus Drivers (no CDL license) – [REDACTED]

**Classified Staff**

\* Code: SPED Bus Drivers (no CDL license)

\* FTE: 1

District Name: [REDACTED]

**Classified Individual List** Print

Please list the demographic information for each of the staff employed in this Classified position.

Full Name	Masked SSN	Attendance Center	School Number	Created	Created by
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/14/2024 14:26:50	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/14/2024 14:29:11	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/14/2024 14:29:51	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/14/2024 14:30:31	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/14/2024 14:31:30	[REDACTED]

Showing results 1 - 5 of 5      Go to Page: 1      << < 1 > >>

- As far as those districts that just reported an FTE with no individual records for 2023-2024, you will need to remember to add these staff to the bus driver menu for 2024-2025:
  - Belle Fourche 09-1
  - Black Hills Special Services Cooperative – 40201
  - Canistota 43-1
  - Corsica-Stickney 21-3
  - Estelline 28-2
  - Eureka 44-1
  - Flandreau 50-3
  - Hill City 51-2
  - Hot Springs 23-2
  - Lead-Deadwood 40-1

- Madison Central 39-2
- Marion 60-3
- Montrose 43-2
- Oglala Lakota County 65-1
- Tea Area 41-5
- Watertown 14-4
- Waverly 14-5
- Yankton 63-3

The screenshot displays the South Dakota Department of Education's Staff Management system. At the top, navigation tabs include Reports, Uploads, Staff Management, and District Information. A dropdown menu is open, showing options for Educators, Bus Drivers, Classified Staff (highlighted), Contracted Services, and Paraprofessionals. The main content area shows a summary for '107 SPED Bus Drivers (no CDL license)' with a 'Classified Staff' section. Key details include:
 

- \* Code: SPED Bus Drivers (no CDL license)
- \* FTE: 0.6
- District Name: [Redacted]

 A red callout box with arrows pointing to the FTE and the 'Classified Staff' section contains the text: 'No individual records reported so district will need to manually add a bus driver record for these individual(s)'. Below this, the 'Classified Individual List' section includes a 'Print' button and a message: 'Please list the demographic information for each of the staff employed in this Classified position.' At the bottom of this section, it states: 'There are no classified individuals based on the current filter.'

2. **Out of State CDL:** Those with an out-of-state CDL will need to be reported as such to skip the calculation for a valid South Dakota CDL. Most of these were identified as “Not found” in 2023-2024 so we were able to fill in the “out of state CDL” for 2024-2025.

Viewing information for: 2041 K12 Test District - 00000 [Reload form](#)

[Back to Bus Drivers](#)

### Bus Driver - new record

\* Indicates required

#### Bus Driver

\* SSN

\* Employment Type

\* First Name

\* Special Education FTE

Middle Name

\* Regular Education FTE

\* Last Name

\* Has this person received training for Bus Drivers in the past 5 years?

District: K12 Test District

\* Date of Training

Drivers License Status: -- None --

No South Dakota CDL Required (optional)

Record Validated

Save (Ctrl + s)

Required information SSN First Name Last Name Employment Type Special Education FTE Regular Education FTE

Has this person received training for Bus Drivers in the past 5 years? Date of Training

A new assurance statement compliancy statement was added to the PRF sign off on the assurance statement.

- Current Youth Suicide Awareness and Prevention completion certificates are on file for all educators.

Authorized by SDCL 13-32-20

Attendance Centers  
Plans of Intent  
Vacancy Report  
Assurance Statement  
Qualified Staff

A comprehensive improvement plan is in place for each district attendance center. Authorized by ARSD 24:43:01:03 and ARSD 24:43:11:02.

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.

Current Youth Suicide Awareness and Prevention completion certificates are on file for all educators.

Teacher performance is evaluated according to state law (public schools only). Authorized by SDCL § 13-42-34.

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.

Signed Off:

**⚠ Please note, your assurance statement cannot be signed off on because an assurance check requiring resolution has failed. Please make any necessary corrections before signing off.**

Save Sign Off

Previously the public and coop districts didn't see the adjusted salary calculations converting to the rate of pay to what a full-time person would be making. These calculated figures have been converted to a full-time (1.00) rate of pay to determine reasonableness using the below calculations and now display on the screen as adjusted figures so you can determine whether the FTE or salary is unreasonable based on what you entered:

- Total Instructional Salary / Total Instructional FTE

- Total Ed Spec Salary / Total Ed Spec FTE
- Total Admin Salary / Total Admin FTE

My Requests SD.Gov K12 Test District

Reports Uploads Staff Management District Information

Total Instructional Salary: \$ 10,000.00  
 \*Total Teaching Experience: 0  
 Total Ed Specialist Salary: \$ 0.00  
 \*Total Ed Spec Experience: 0  
 Total Admin Salary: \$ 0.00  
 \*Total Admin Experience: 0

Adjusted Instructional Salary: \$ 10,000.00  
 Total Instructional FTE: 1  
 Adjusted Ed Specialist Salary: \$ 0.00  
 Total Educator Specialist FTE: 0  
 Adjusted Administrative Salary: \$ 0.00  
 Total Administrative FTE: 0

**Record Completion**  
 District Level FTE: 1  
 Record Validated: Yes

Save (Ctrl + s)

Assignment List Print New

Record	Position Description	Position Code	Assignment Description	Assignment Code	Attendance Center	Assignment FTE	Assignment Salary	Created
Donald DuckTEST - 1st Grade	Elementary School Teacher	20220	1st Grade	23004	Apple Blossom Elementary	1	\$10,000.00	08/08/2024 23:21:56

Showing results 1 - 1 of 1      Go to Page: 1      << < 1 > >>

As far as running historic data for 2023 and 2024, we are still working on some overrides. Be sure to report any discrepancies.