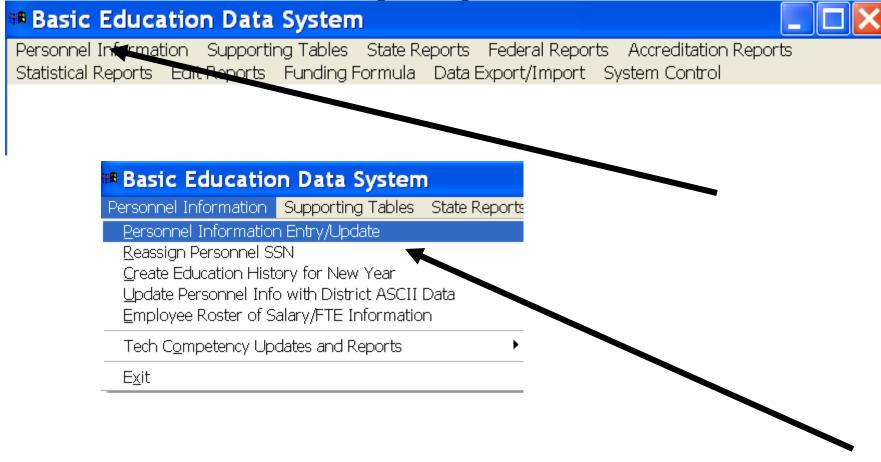
Log On User Name and Password

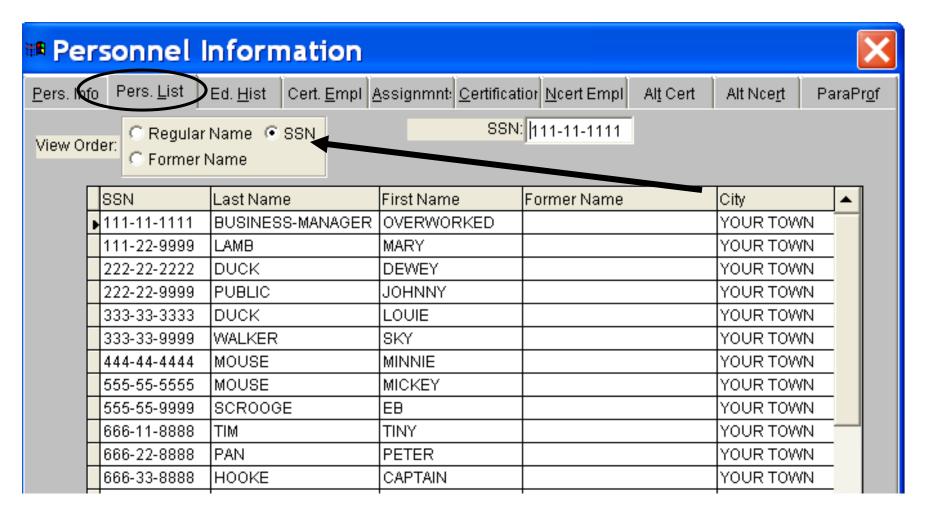


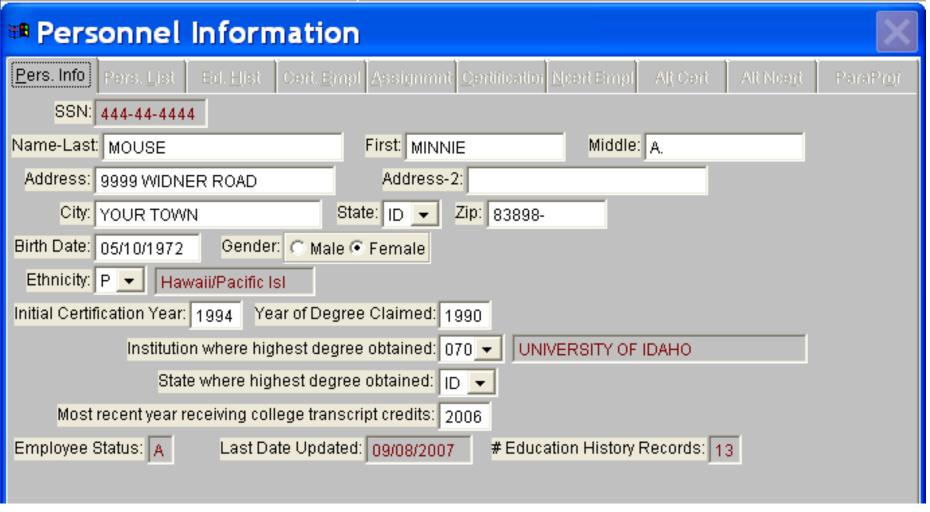
- District
 - User Name DIST999
 - Password DIST999
- · LEA Charter
 - User Name DIST999
 - Password DIST999
- Charter approved by District
 - User Name 999-801
 - Password 999-801

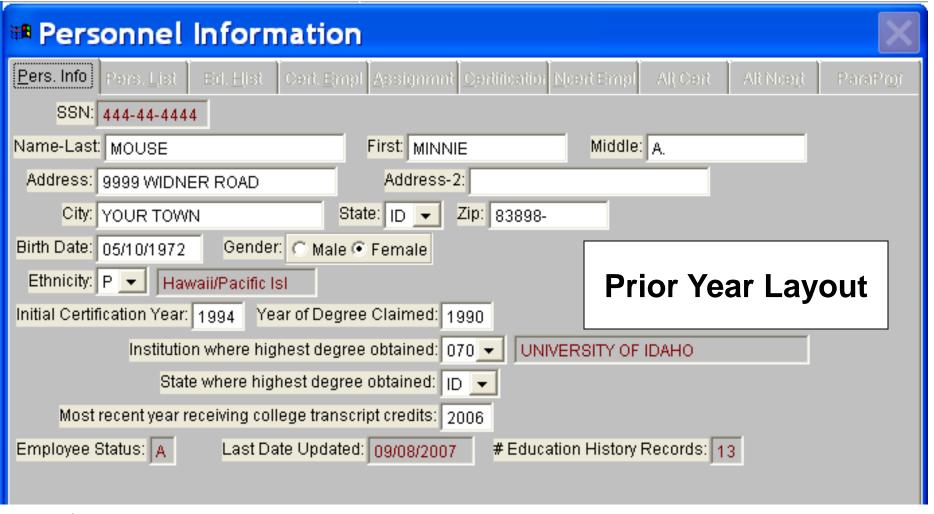
Select Personnel Information Then "Personnel Information Entry/Update"

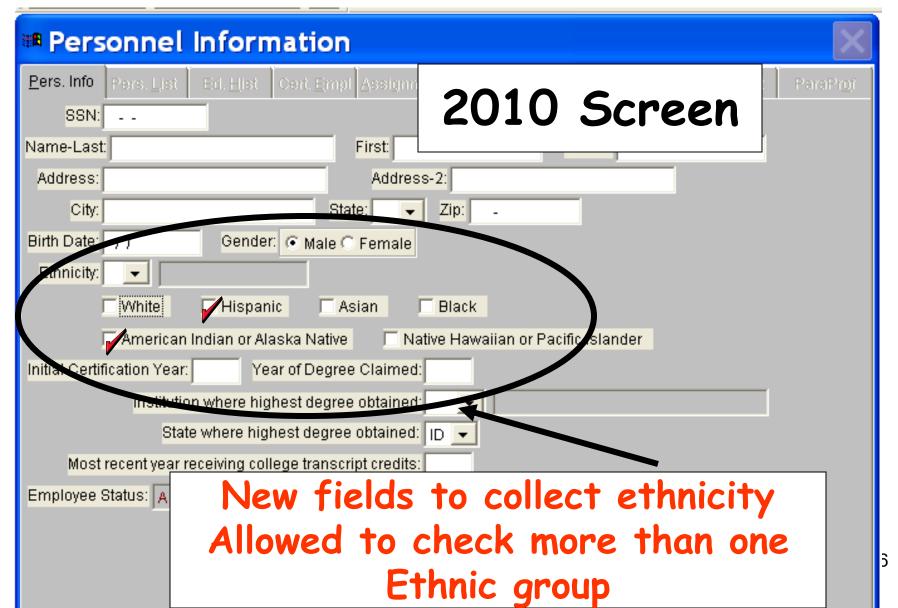


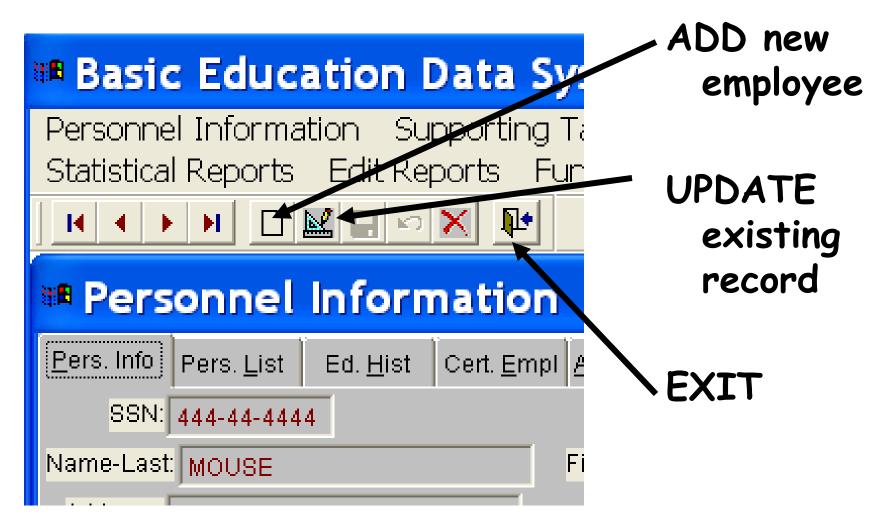
Personnel List



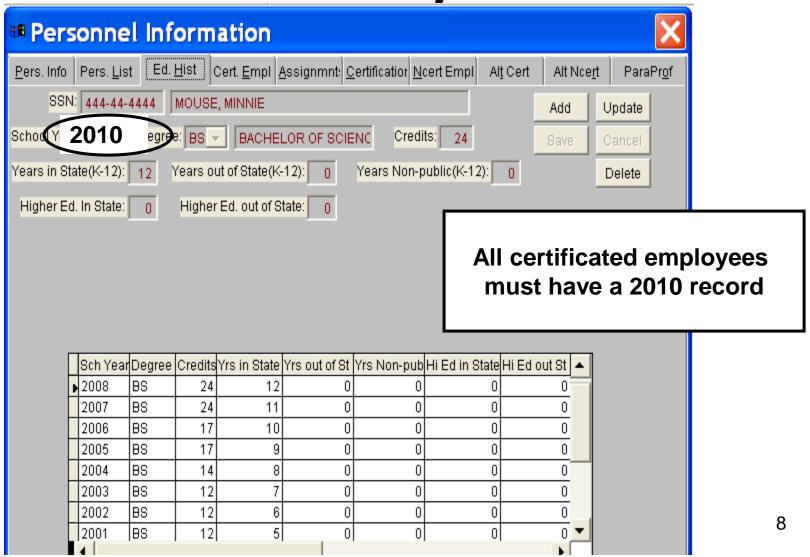




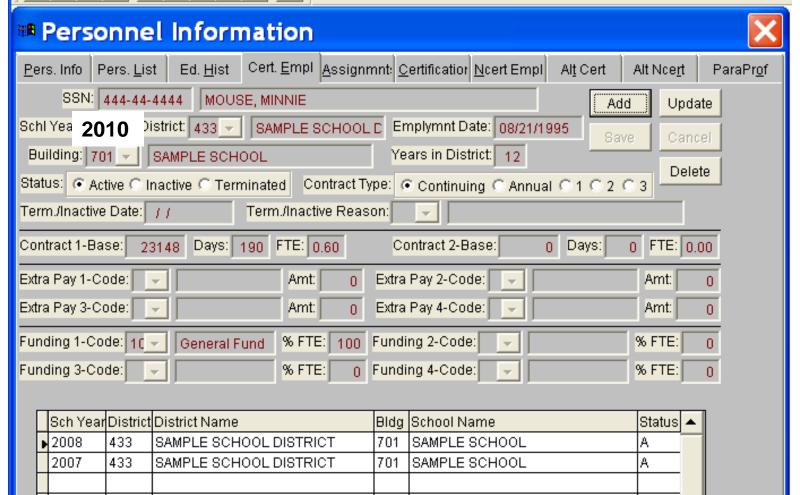




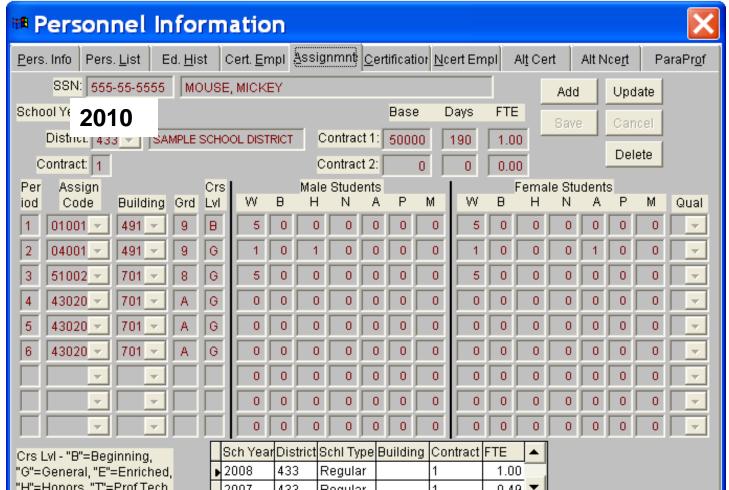
Education and Experience History



Certificated Employment All Certificated Employees MUST have a 2010 Cert. Empl. Record

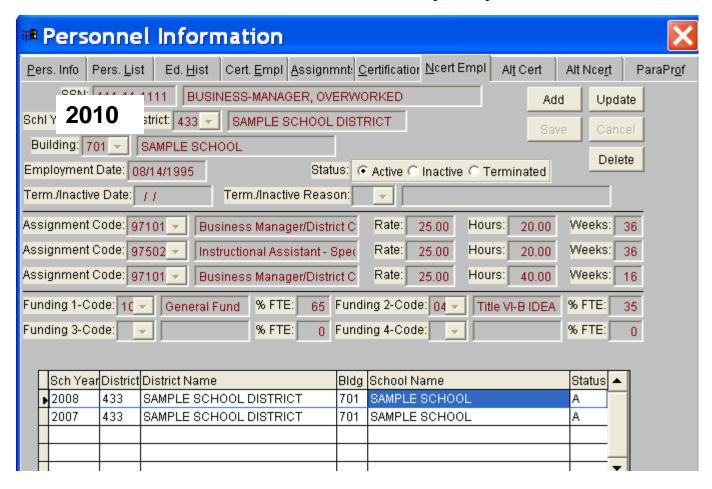


Assignment Record All Certificated Employees MUST have a 2010 Assignment Record



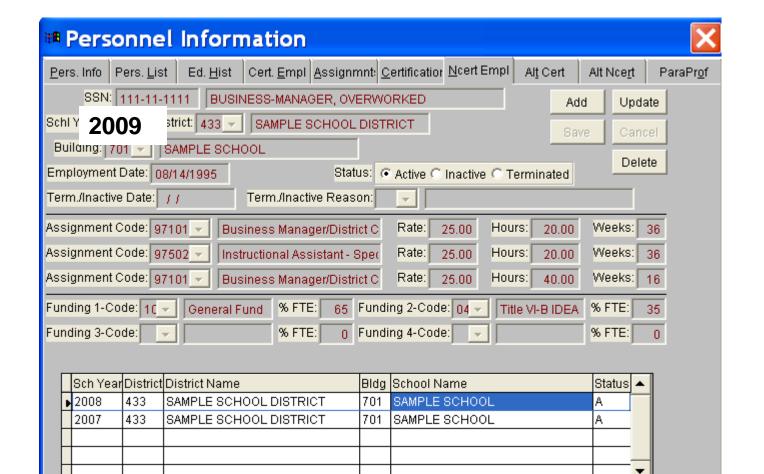
Non-Certified Employment Record

All Non-Certificated Employees MUST have a 2010 Non-Certified Employment Record



Paraprofessional Record

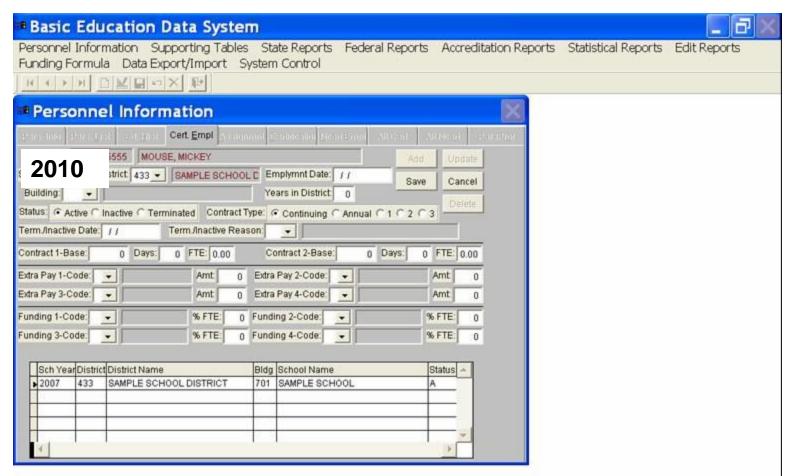
All Non-Certificated Employees working as Instructional Aides MUST have a Paraprofessional Record - Becomes Permanent Record

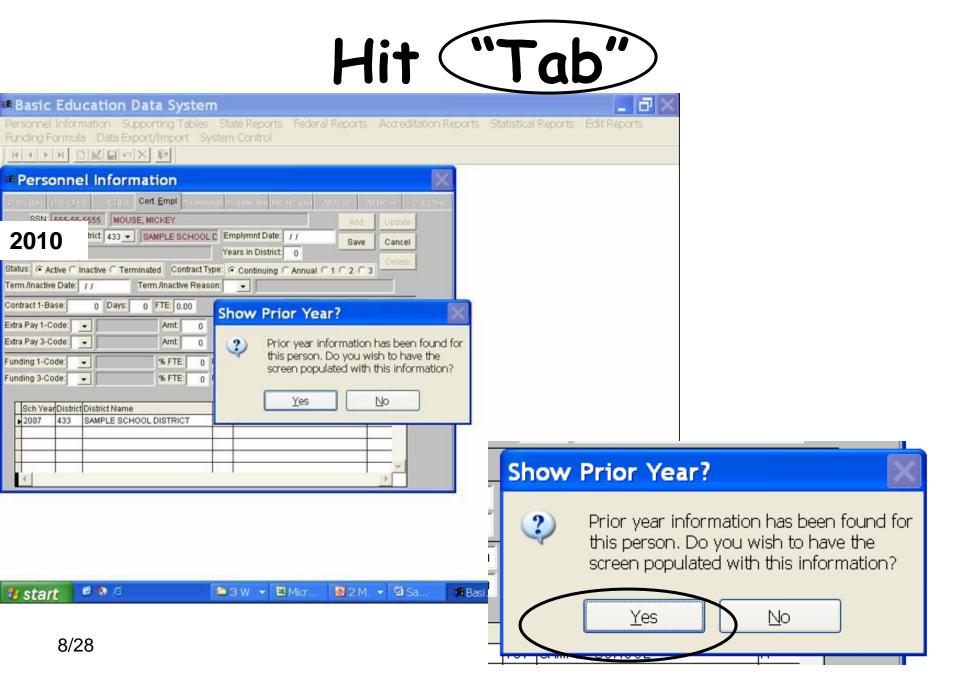


Approved Summer School Certified Staff

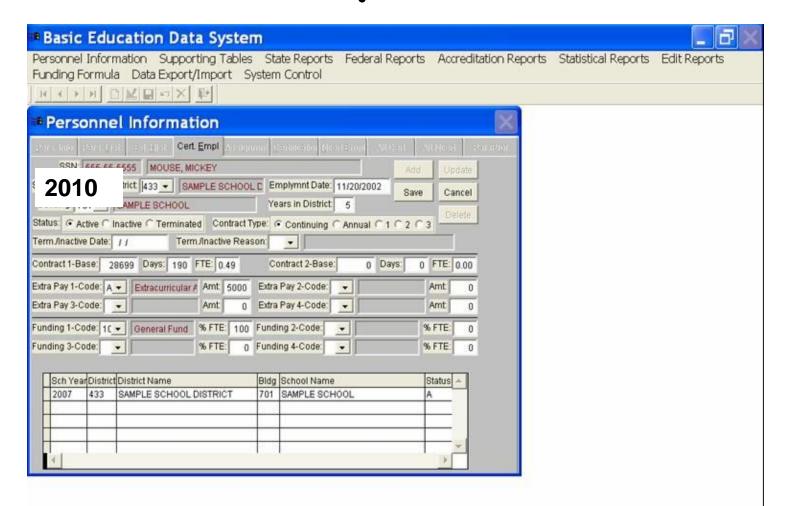
Approved Summer School Non-Certified Staff

(ADD) 2010 Certificated Contract Record

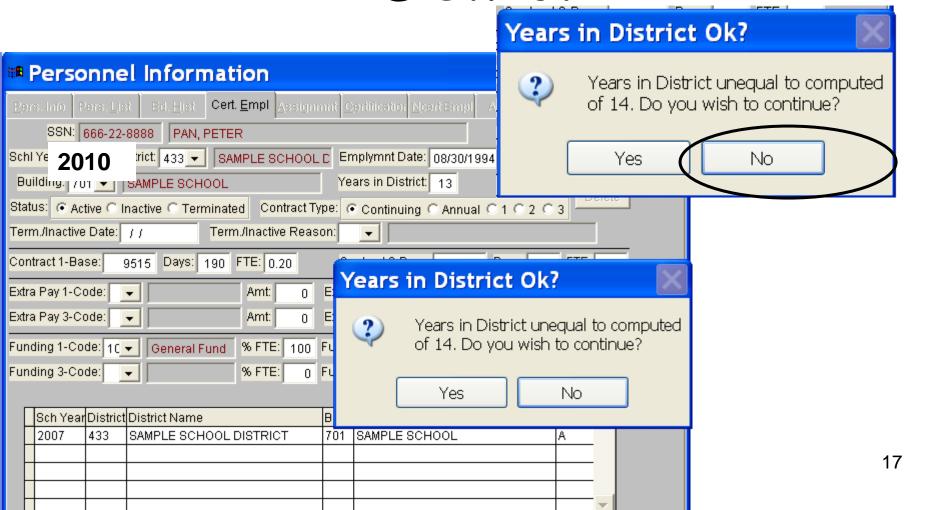




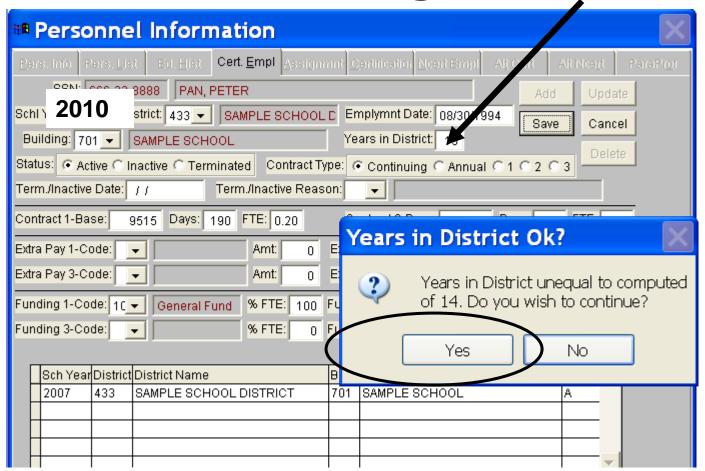
2010 Record is "populated" with 2009 year data



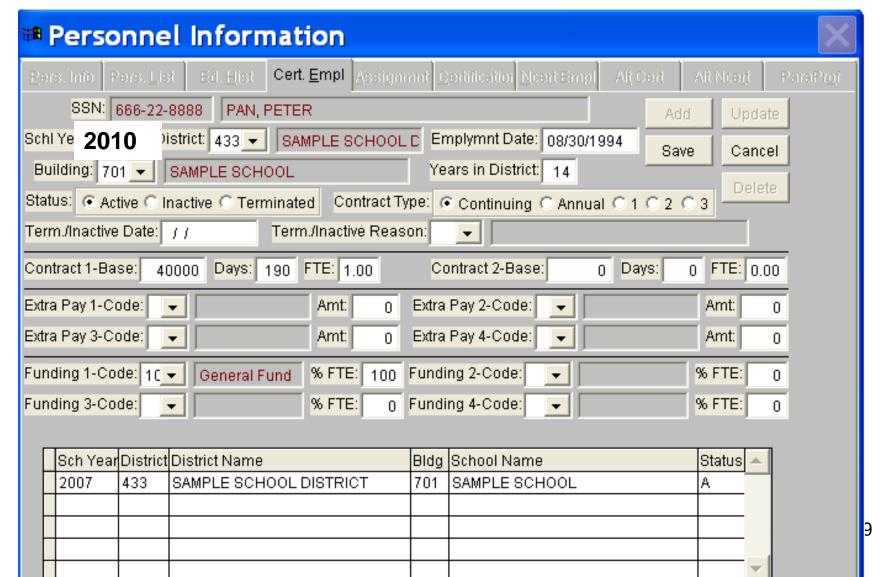
Program is reminding you that you need to "update" Years in District



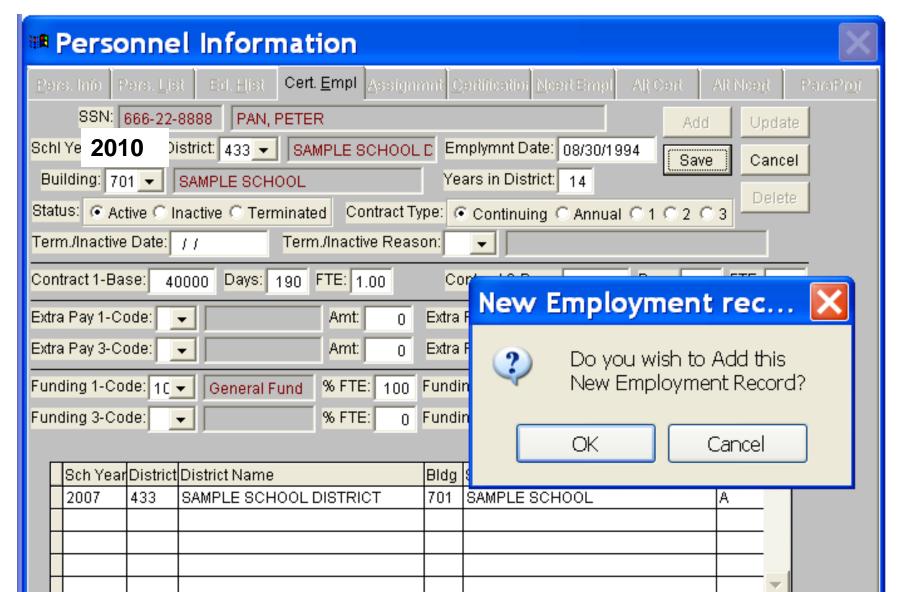
Program is reminding you that you need to "update" Years in District ~ change to 14



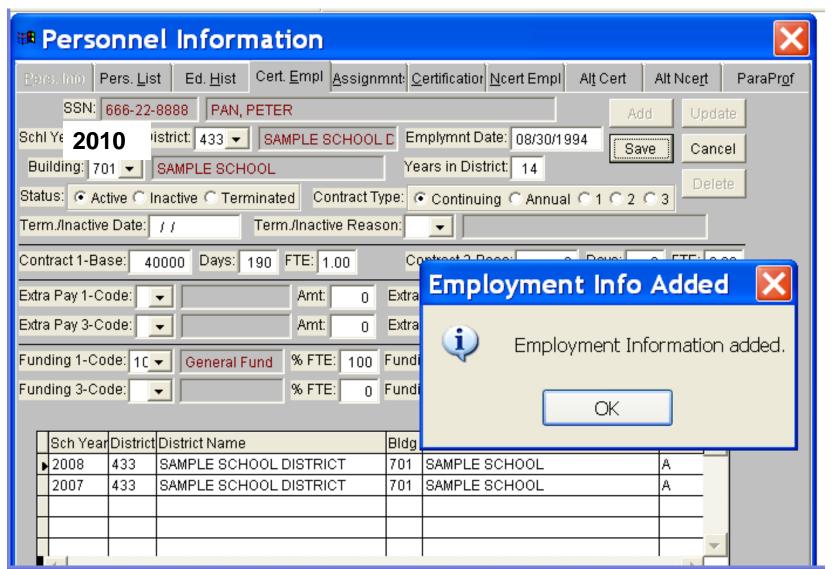
Make Changes to 2010 record And "SAVE"



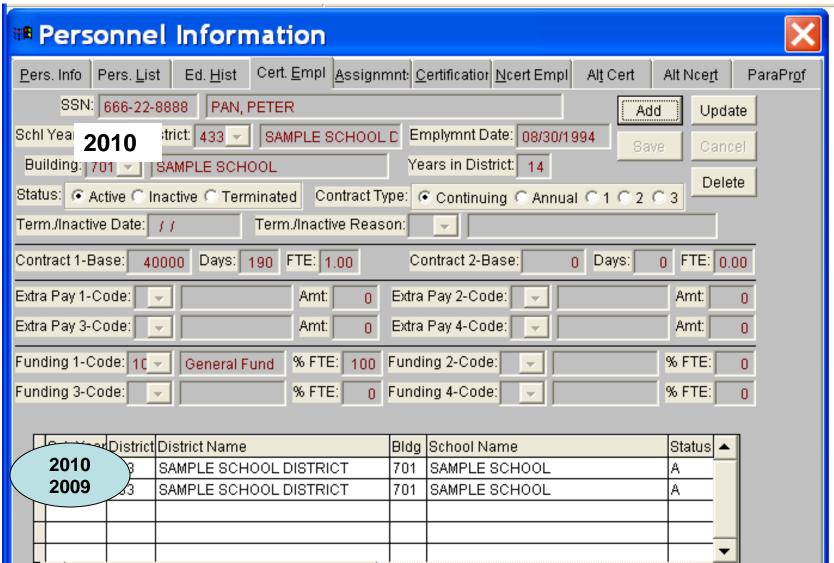
Asking "Are You Sure?"



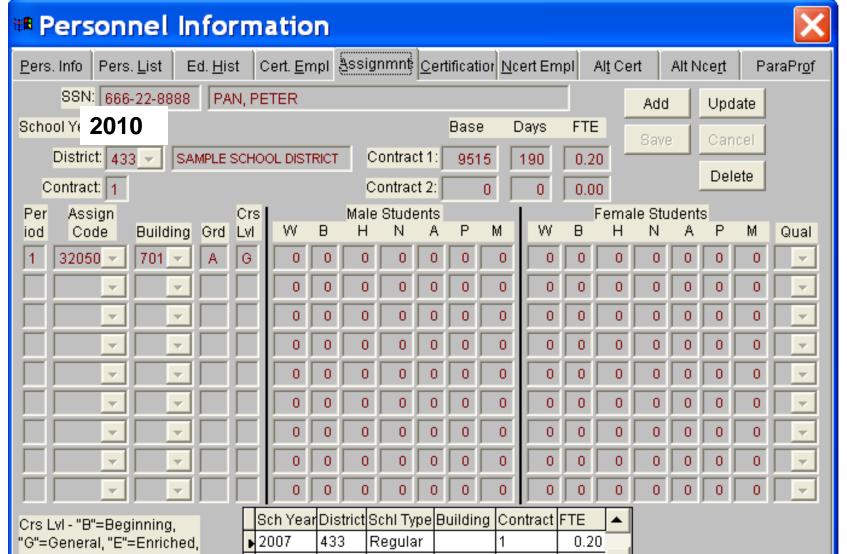
Confirming ~ "2010 Record Has Been Added"



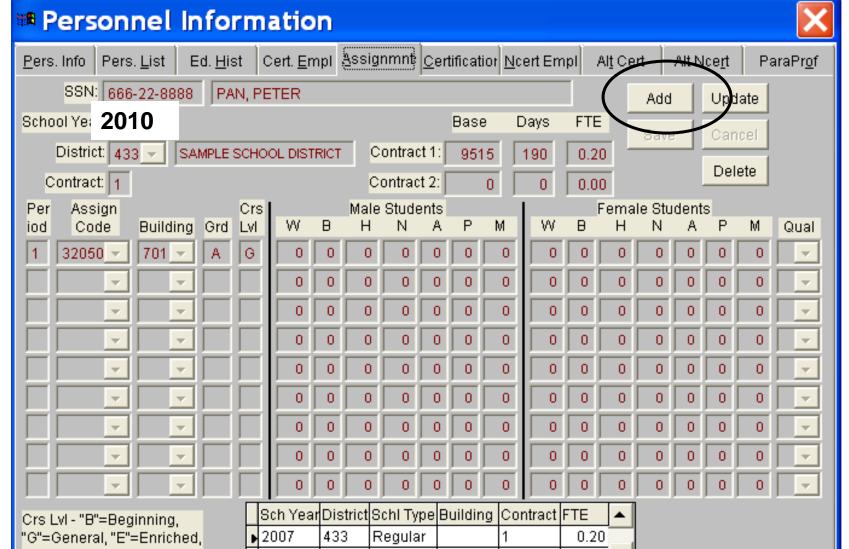
2010 Certificated Contract Record Now Added



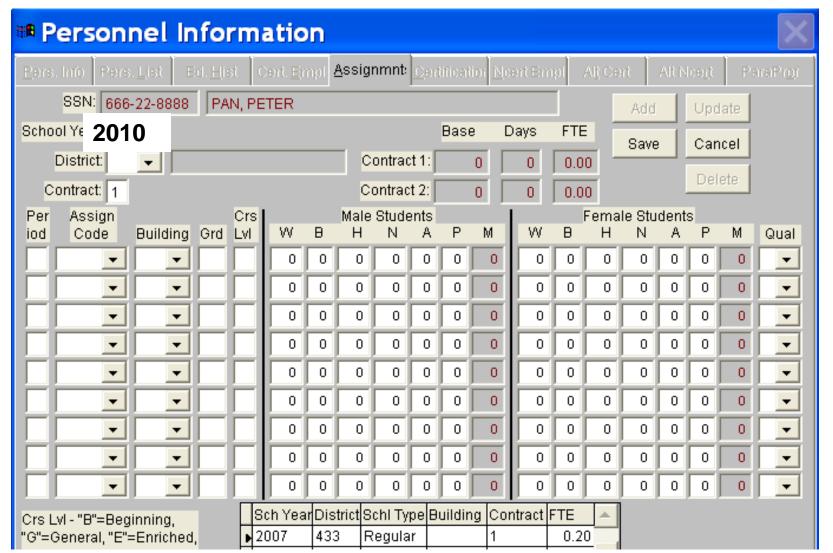
Every Contract Record MUST have an 2010 Assignment Record



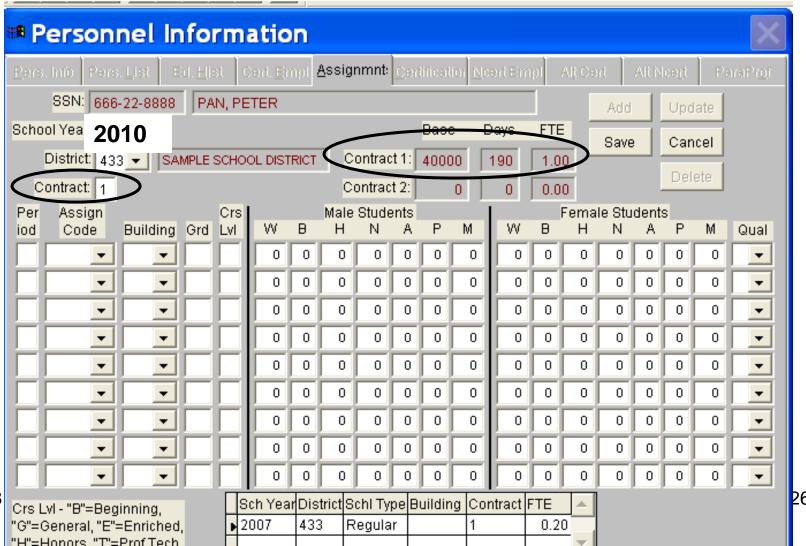
ADD 2010 Assignment Record



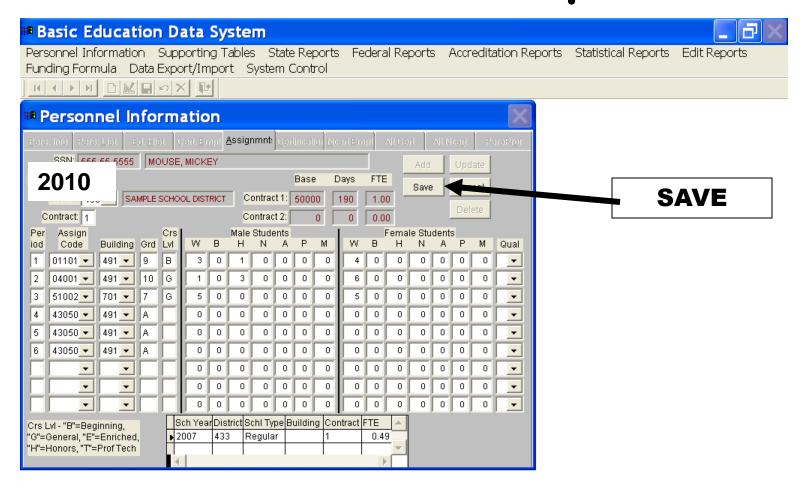
Prior year assignment information does NOT populate



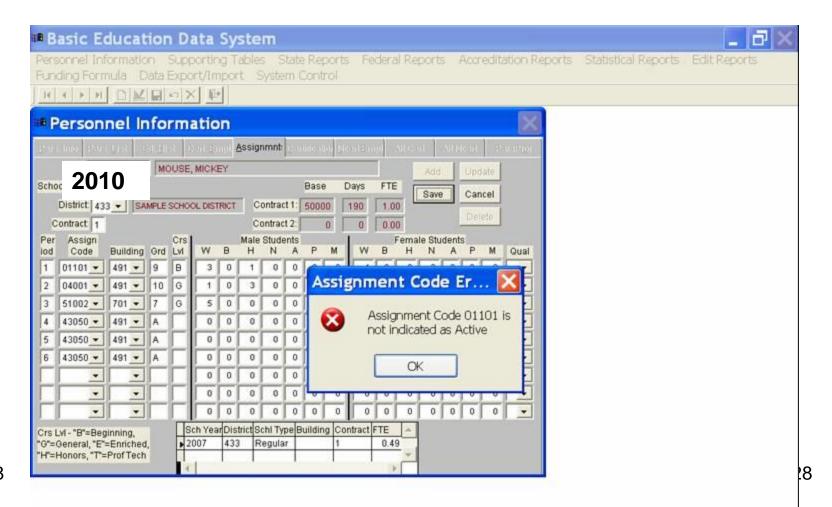
Make Sure Contract and Assignment Record Align



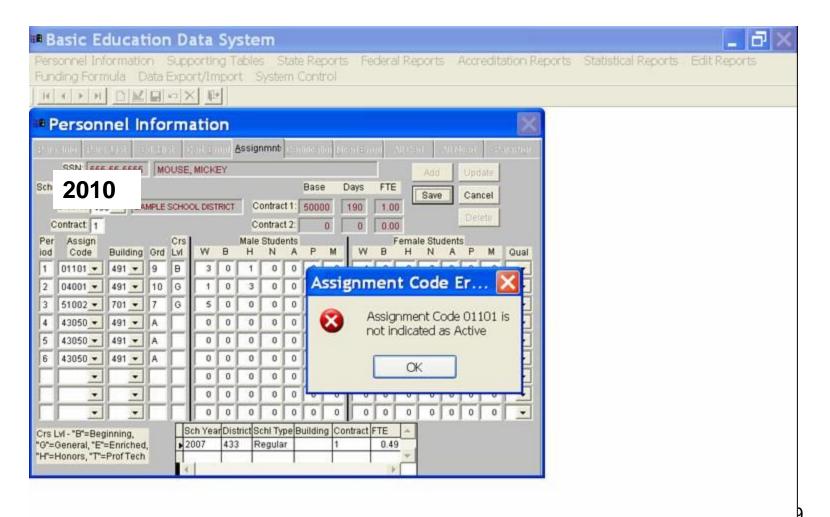
Enter Data from Assignment Sheet as of the "snap-shot"



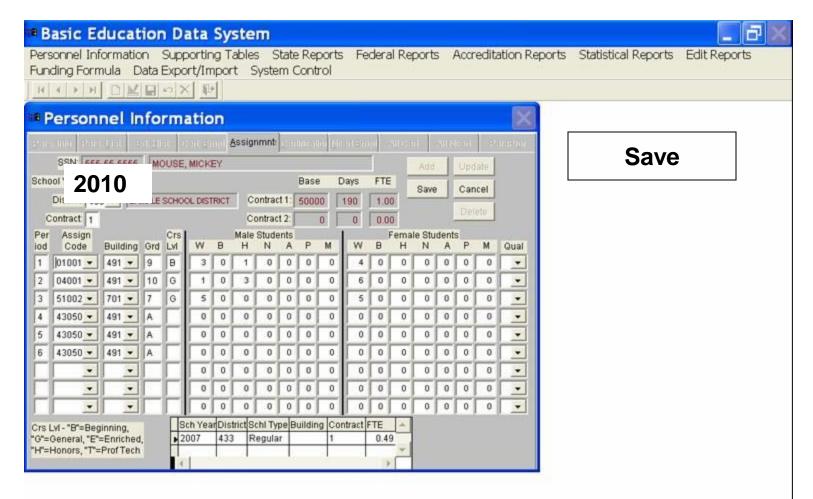
Error - Entered an "invalid" or "inactive" assignment Code



Correct Assignment Code

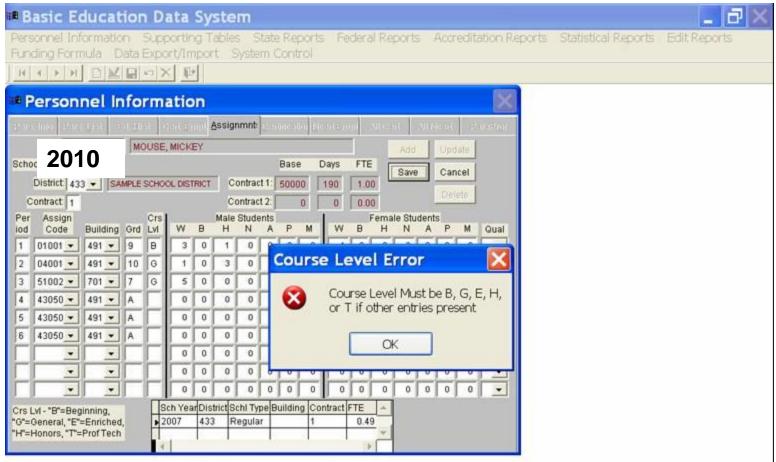


2010 Active Assignment Code

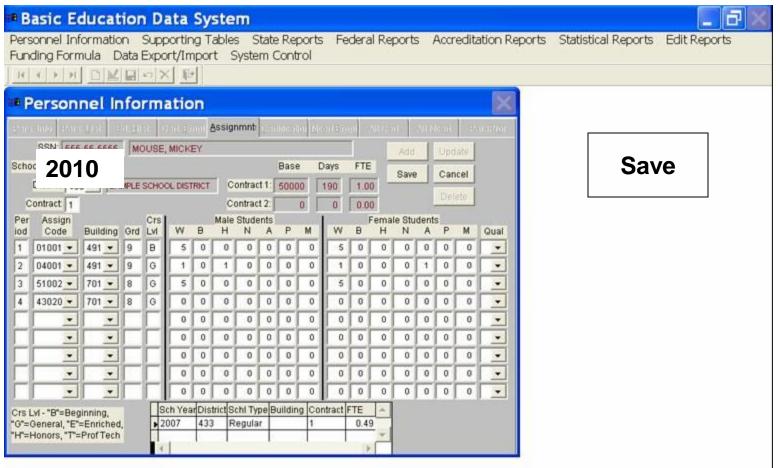


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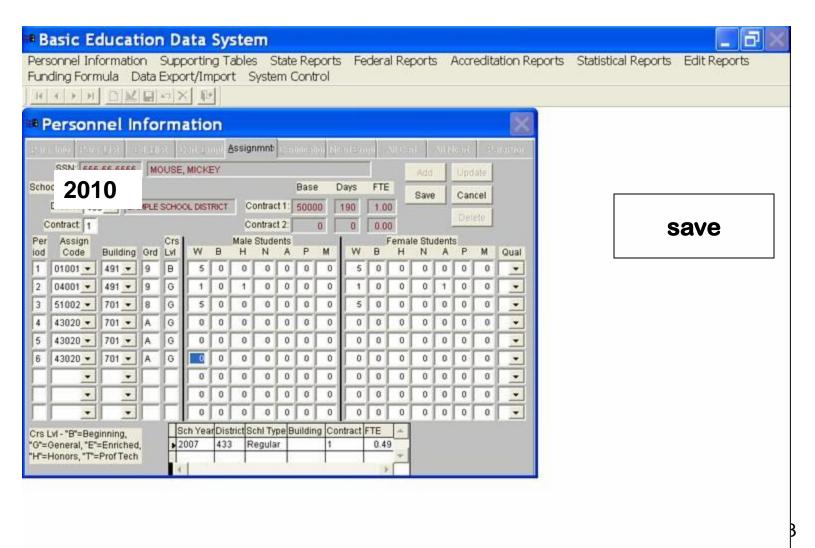
ERROR ~ Missing "Course Level"



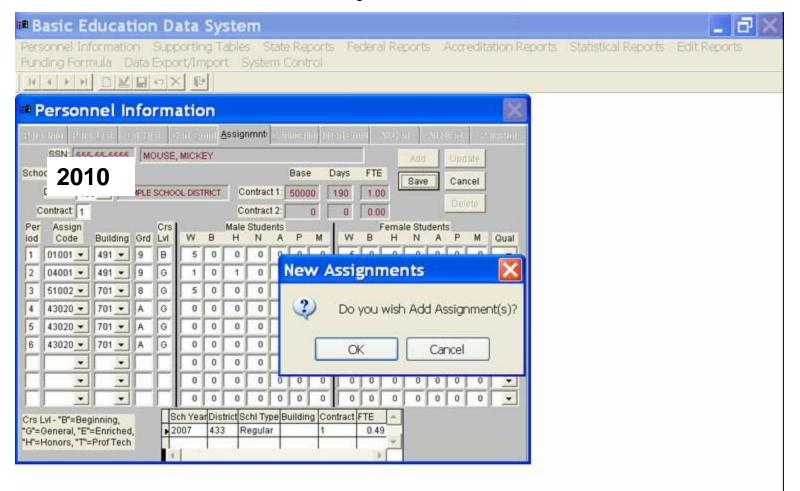
Correct and Save 75% Instructional & 25% Administrative



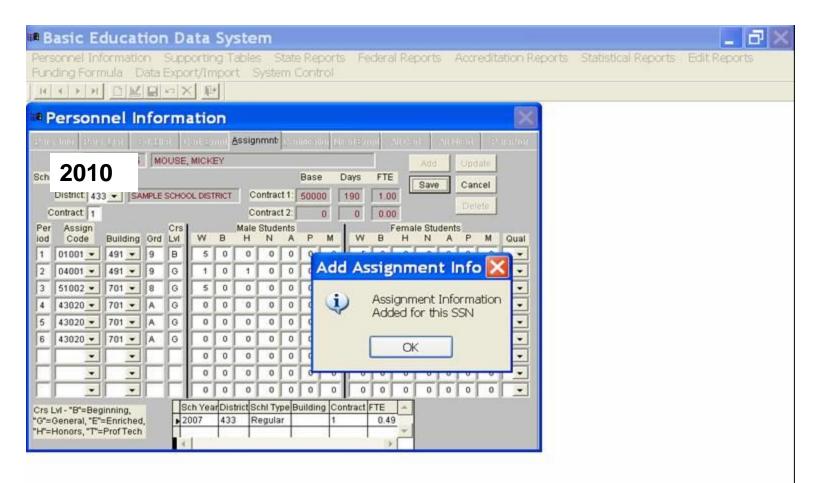
Correct and Save 50% Instructional & 50% Administrative



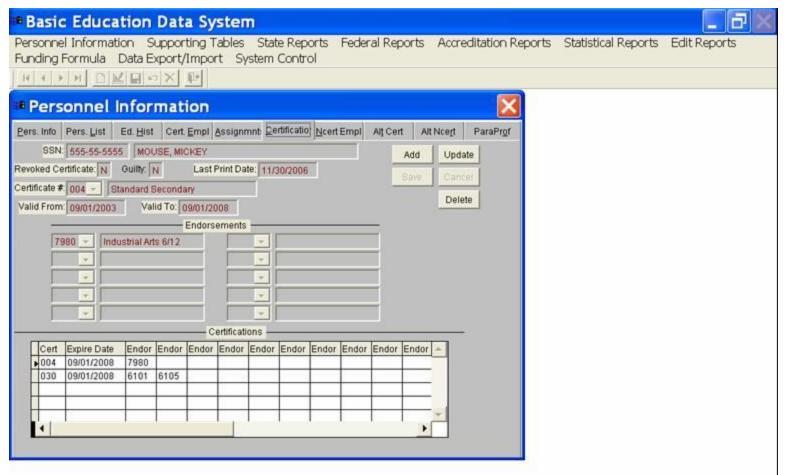
"Are you sure?"



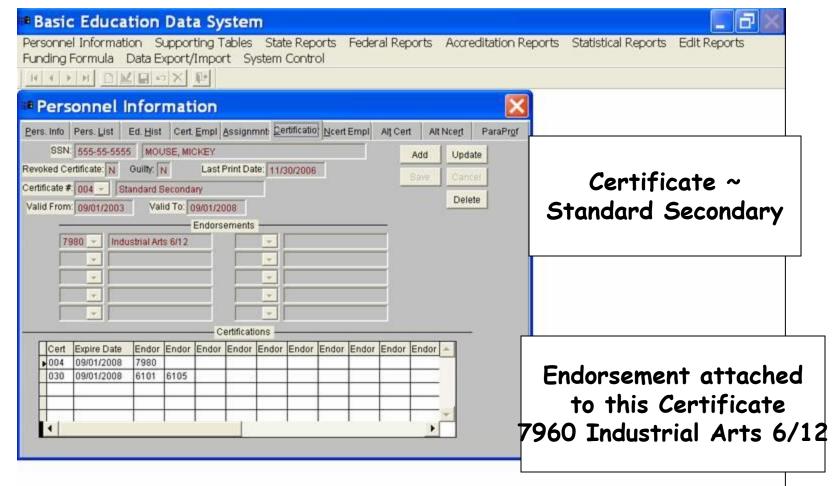
Verifying ~ 2010 Assignment Record has been added



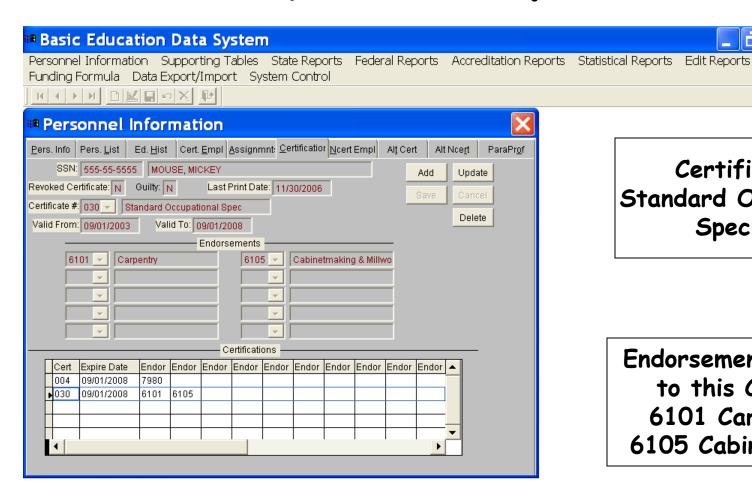
READ ONLY ~ Certificates and Endorsements on file with SDE



READ ONLY ~ Certificates and Endorsements on file with SDE



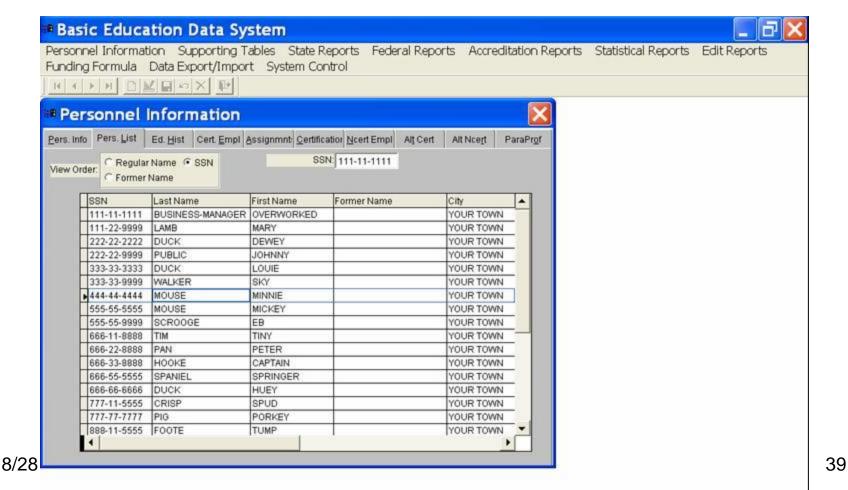
READ ONLY ~ Certificates and Endorsements on file with SDE



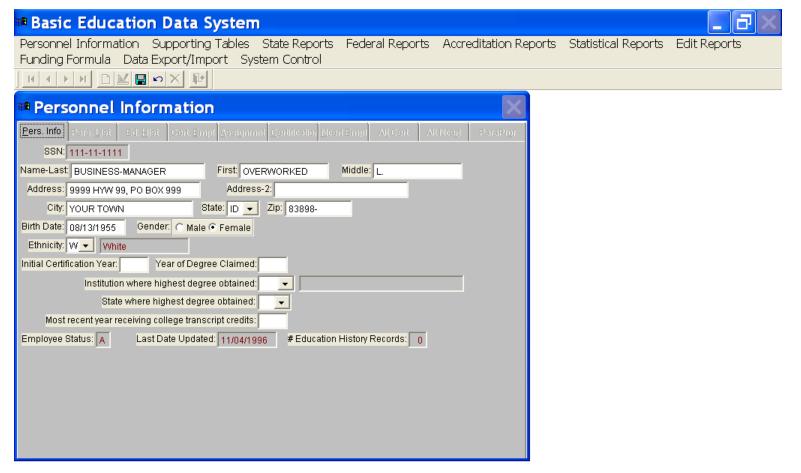
Certificate ~
Standard Occupational
Specialist

Endorsements attached to this Certificate 6101 Carpentry & 6105 Cabinetmaking ...

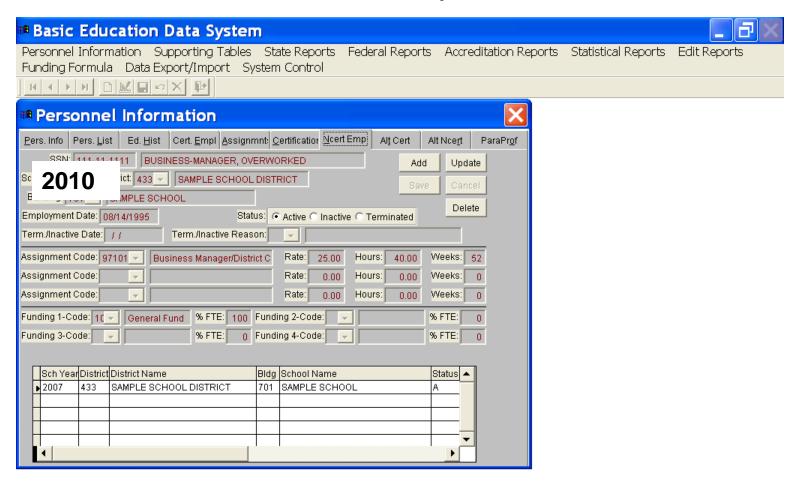
Non-Certified Staff Go to Personnel List Select individual



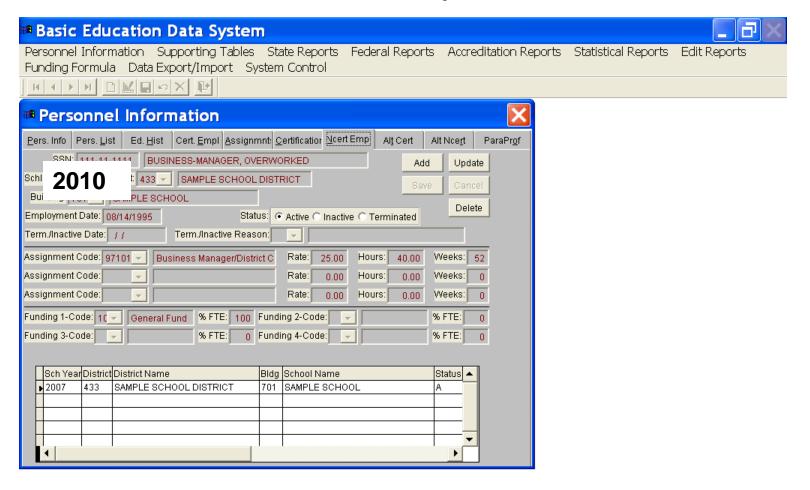
Non-Certified Verify/Update Personnel Record



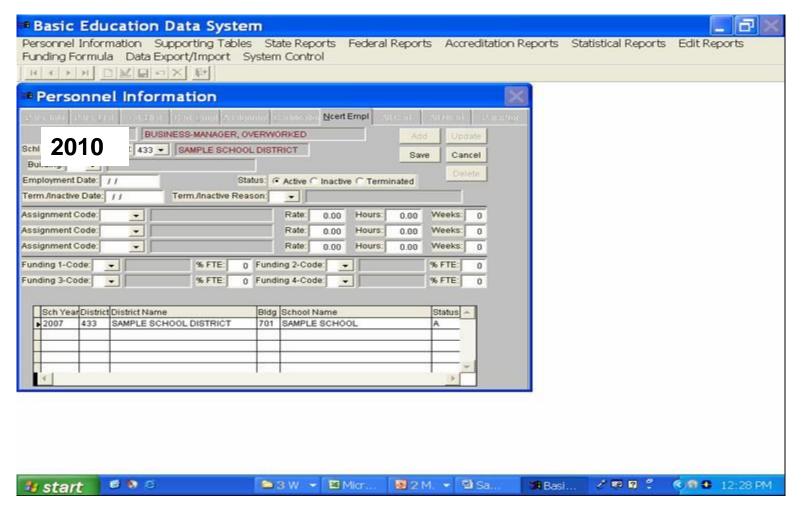
2010 Non-Certified Record



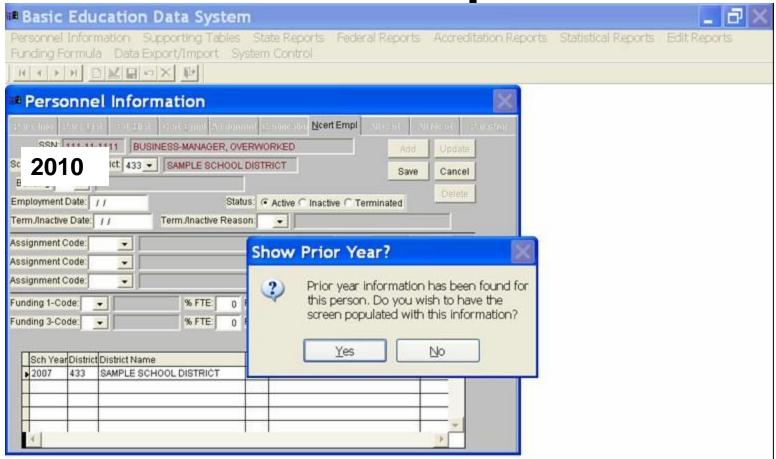
2010 Non-Certified Record



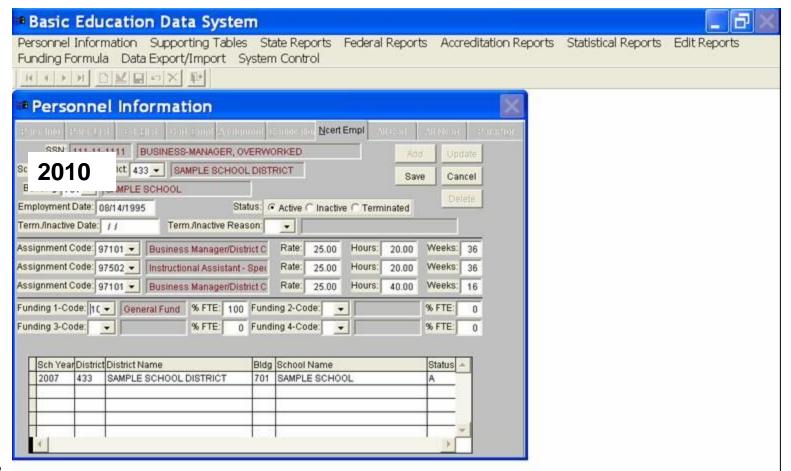
Hit "Add"



"Prior Year Data Exists... Do You Wish to Populate?"

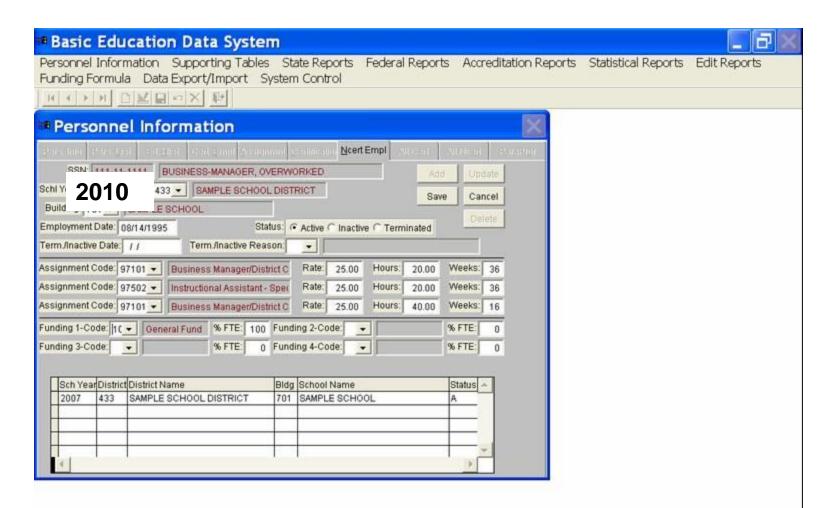


Update with 2010 Data



2009 Record - 100% Business Manager

2010 Record - 65% Business Manager, 35% Title IV-B Aide



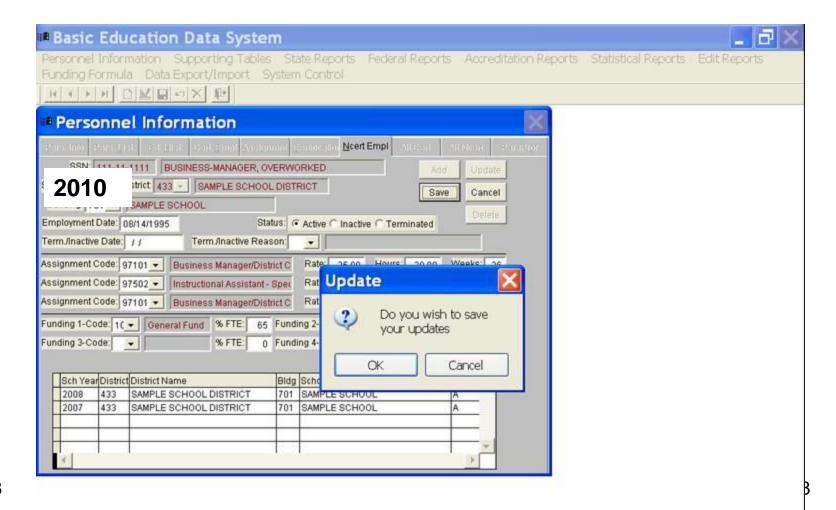
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2010 - wages will be paid from two different sources

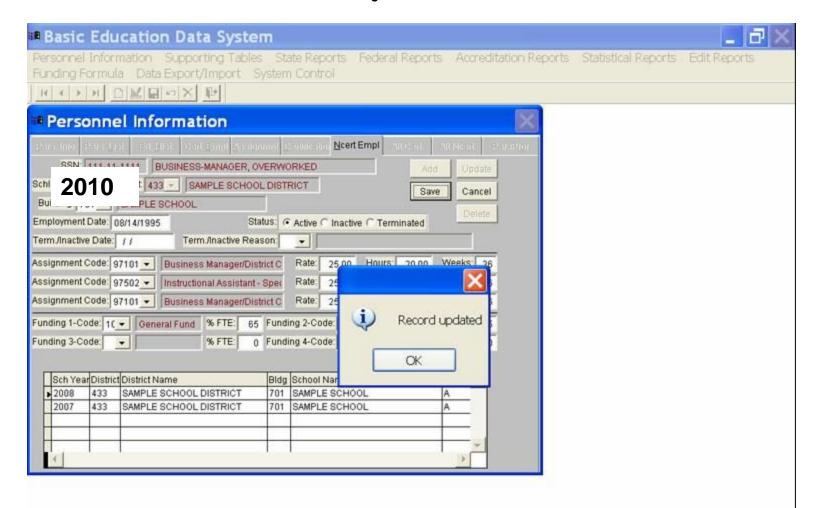
General Maintenance & Operation Title VI-B Federal Funds

| 20 | 25 | 36 | \$ 18,000 | 35% | Business Manager |
|----|----|----|-----------|------|---------------------------------|
| 20 | 25 | 36 | \$ 18,000 | 35% | Instructional Aide - Special Ed |
| 40 | 25 | 16 | \$ 16,000 | 30% | Business Manager |
| | | | \$ 52,000 | 100% | |

Change Funding Source Save

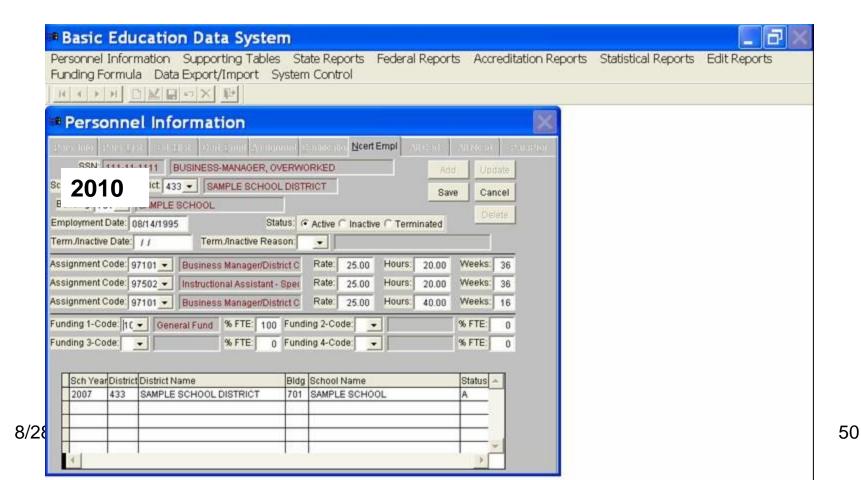


Let's you know the record has been updated

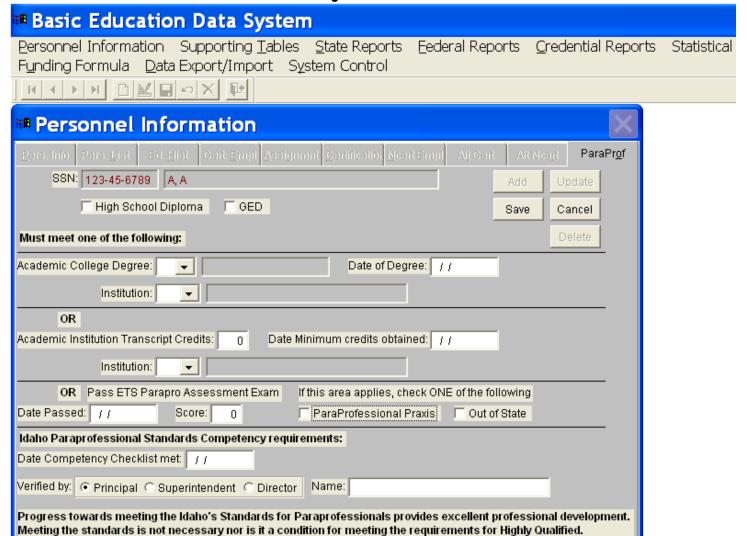


This Non-Certified individual now works as an Instructional Aide - Special Ed

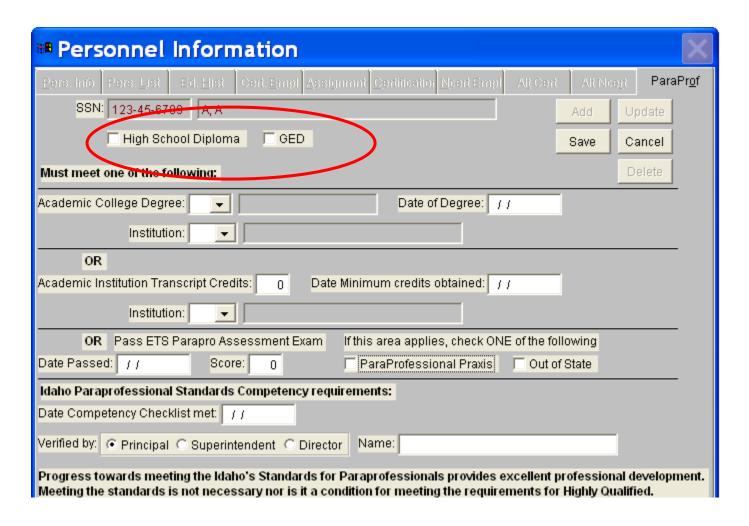
(Remember - you need to complete a paraprofessional record on instructional aides)



Paraprofessional Record Required



Complete Paraprofessional Information and Save

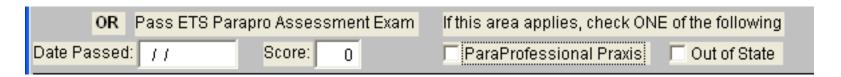


New on Paraprofessional Record

Diploma; if yes, check one or more

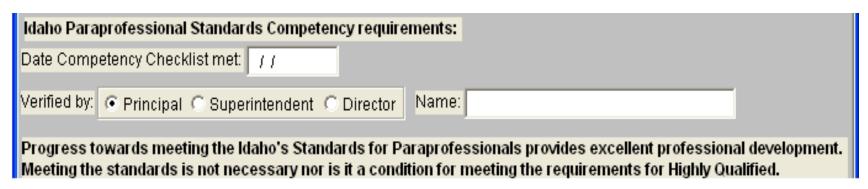


Praxis data can only be entered by teachers certification

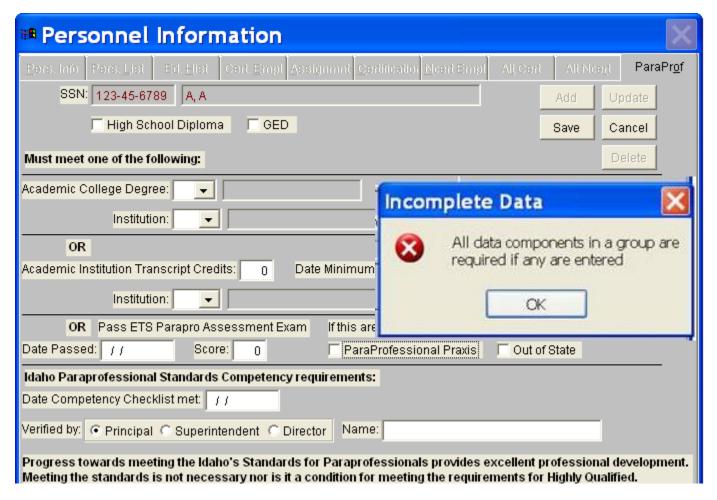


Applies to Idaho Paraprofessional standards

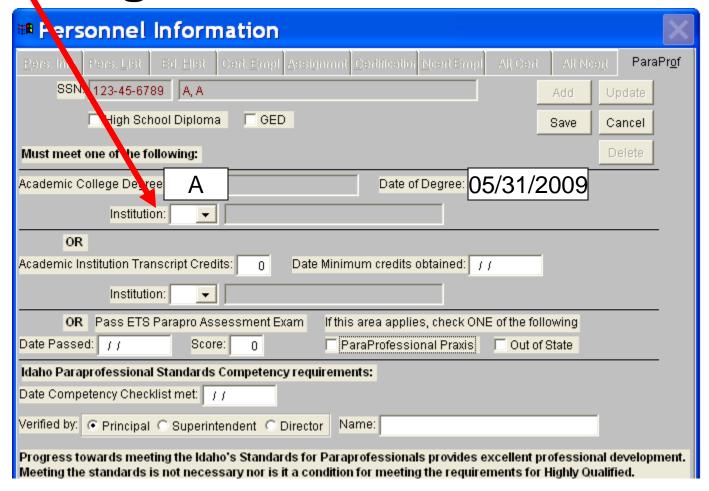
(no longer a federal requirement)



Error Message ~ missing data

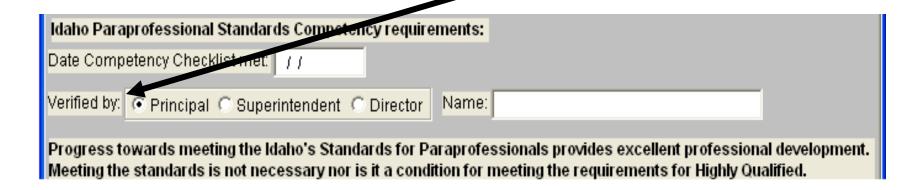


Example - forgot to enter "Institution" where Associate Degree was Obtained



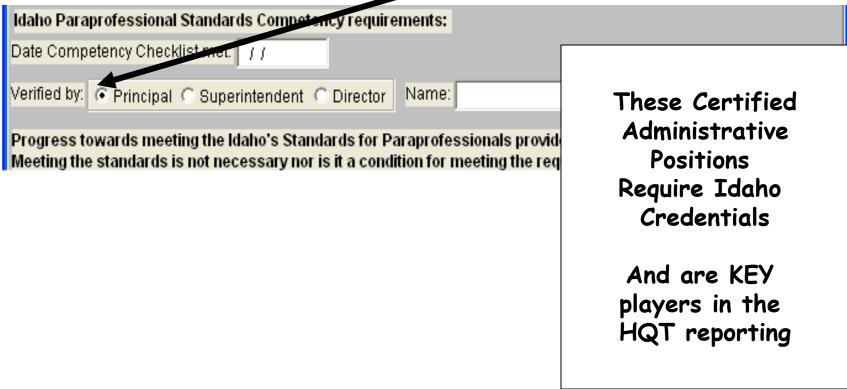
May Only be Verified By -

Superintendent, or Charter Administrator, or Principal, or Special Education Director



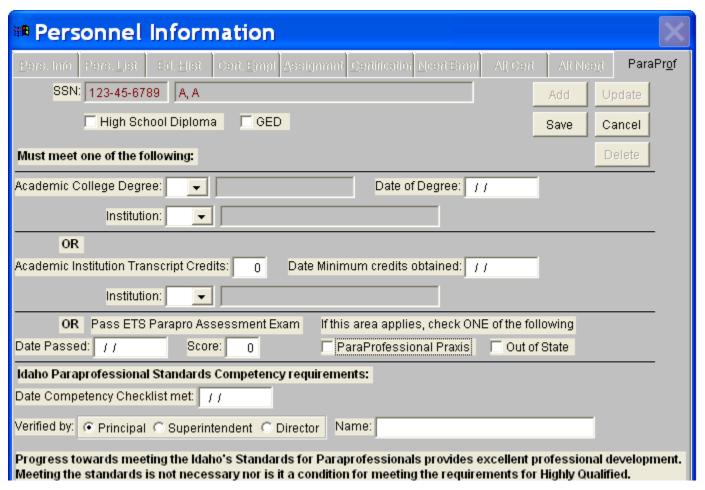
Why??-

Superintendent, or Charter Administrator, or Principal, or Special Education Director

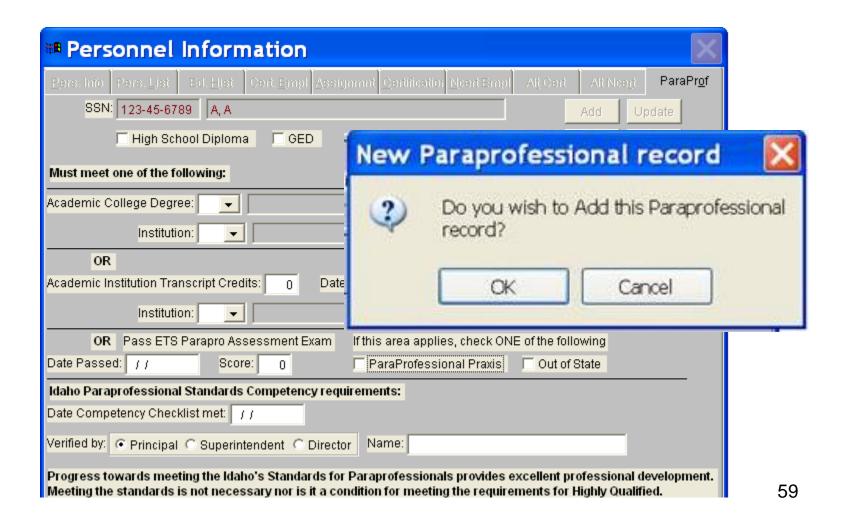


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Save Paraprofessional Record



Verifying - Are you sure you want to save?



Message ~ Paraprofessional Record has been Saved ~

