TERMS OF

EMPLOYMENT,

ACCREDITATION, AND

MASTER

SCHEDULE

User Manual and Reference Guide
Fall 2014

CONTACT INFORMATION

OPITEAMS@mt.gov

Linda Peterson	Accreditation and Educator Preparation Division Administrator	lvpeterson@mt.gov	406-444-5726
Danielle Murphy	School Staffing Project Manager	dmurphy@mt.gov	406-444-1625
Joan Anderson	School Staffing Project Team	janderson3@mt.gov	406-444-0701
	Accreditation Program Director		406-444-4436
Patty Muir	Accreditation Program Specialist	pmuir@mt.gov	406-444-4317
Effie Benoit	Accreditation Data Specialist	ebenoit@mt.gov	406-444-2410

The following icons are used throughout this manual to aid organizations in quickly identifying information specific to them.

LEGEND

 Public schools and nonpublic accredited schools

 State-funded schools

 Special education cooperatives

 Residential treatment facilities

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TEAMS DOs and DON'Ts

DO

❖ *SEID*
  ➢ **DO** search for SEID numbers before creating new ones.
❖ *TOE*
  ➢ **DO** remember that file uploads will remove and *replace* all existing records and will break the link between the TOE and other accreditation screens and work on those screens will need to be repeated.
  ➢ **DO** import your .CSV file into Excel properly.
  ➢ **DO** create TOE records at each district and each school when educators work at both the elementary and high school district.
  ➢ **DO** ensure that the *Itinerant Employee (see page 39)* flag is marked for special education cooperative employees that travel.
  ➢ **DO** ensure that there is a "Superintendent" position at each district in the school system.
  ➢ **DO** ensure that there is a "Curriculum Coordinator" position at each district in the school system.
  ➢ **DO** ensure that there is a "Principal" position at each school in the district, if student enrollment is 125 or higher.
  ➢ **DO** ensure there is a librarian and counselor at each school in the district, if student enrollment is more than 125.
  ➢ **DO** enter the *annual* wage for an employee in the *Base Salary (see page 38)* field.
  ➢ **DO** prorate the annual wage among all the employee's records based on FTE.
  ➢ **DO EXPORT** your TOE file for your records!
❖ *TEACHER-CLASS*
  ➢ **DO** remember that file uploads will remove and *replace* all existing records and will break the link between the Teacher-Class and other accreditation screens and work on those screens will need to be repeated.
  ➢ **DO** import your .CSV file into Excel properly.
  ➢ **DO** review the *Do NOT Report (see page 44)* and the *How To Report (see page 45)* sections of this manual for many updates on reporting classes.
  ➢ **DO** record Distance Learning classes *by subject* rather than by class.

  ➢ **DO** review the added *Examples of Teacher-Class Files (see page 49)* section of this manual.
  ➢ **DO EXPORT** your Teacher-Class file for your records!
❖ *ACCREDITATION SCREENS*
  ➢ **DO** click on each tab and, at the very least, click the "There are no…" box and click "Save".

DON'T

❖ *SEID*
  ➢ **DON'T** create an SEID number for an employee that has a Montana educator's license.
❖ *TOE*
  ➢ **DON'T** create a librarian/counselor TOE record for the school's employee that implements the materials provided by the MSSA.
  ➢ **DON'T** enter the *hourly* dollar wage for an employee in the *Base Salary (see page 38)* field.
❖ *TEACHER-CLASS*
  ➢ **DON'T** record Montana State University classes as Distance Learning classes. They are Dual Enrollment classes.
  ➢ **DON'T** record the number of minutes of a single class (period) in the *Class Minutes/Year (see page 61)* field. Record the number of minutes the class is held for the *entire* year.
❖ *ACCREDITATION SCREENS*
  ➢ **DON'T** enter contractors that have provided maintenance services for your school such as plumbers, electricians, sidewalk repair, etc. on the *Contractor* screen *(see page 64)*.
  ➢ **DON'T** enter *school* enrollment in the Alternative Education Program enrollment fields. **Enter only *program* enrollment.** If your school does not have an Alternative Education program, enter "0"'s.

FAQ's

Security FAQ's

SEID FAQ's

TOE FAQ's

Teacher-Class FAQ's

Accreditation Screen FAQ's

SUBMISSION FAQ'S

TEAMS Access

Use the *TEAMS Security Form* found on the Office of Public Instruction (OPI) School Staffing website to request TEAMS user names, assign users roles, or to make any changes.

Only requests with the Authorized Representative's (AR's) signature are processed by the OPI. The "Authorized Representative" is the official designation that indicates the person is responsible for submitting official educational program documents and reports to the OPI. The OPI maintains a record of the official AR designations and can identify the AR for the educational program, if needed.

Submit only one TEAMS Security Form per *educational program (i.e., district*).

The form is found under the "Technology Info" link at
http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11, as shown below:
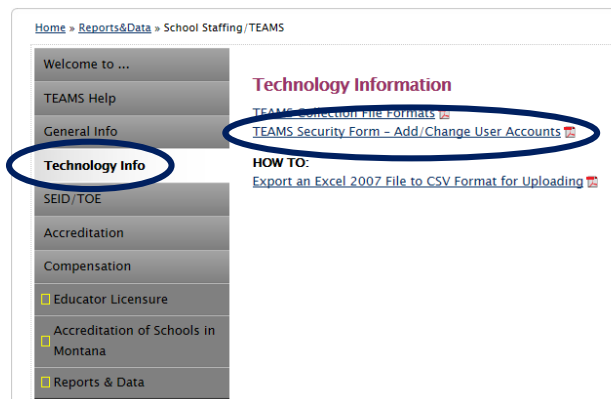
Log into TEAMS

1. Open the Internet browser on the local computer.
2. Navigate to the OPI website at *www.opi.mt.gov*.

3. Click on the "Reports and Data" tab.

4. Click on the "School Staffing" link.
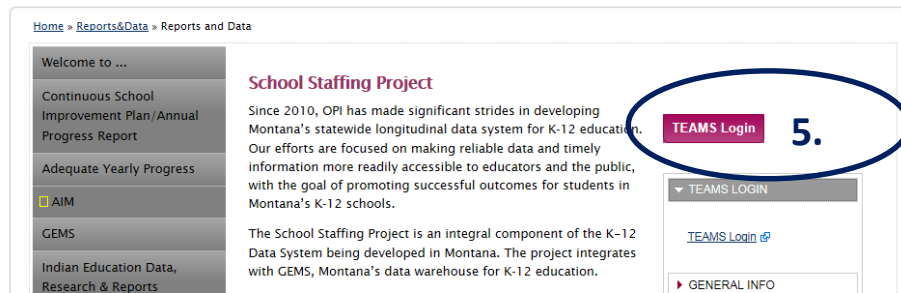
5. Click on the "Teams Login" button.
6. Once the application is open, add the URL to the computer's favorites to speed the navigation process in the future.

Change TEAMS Password
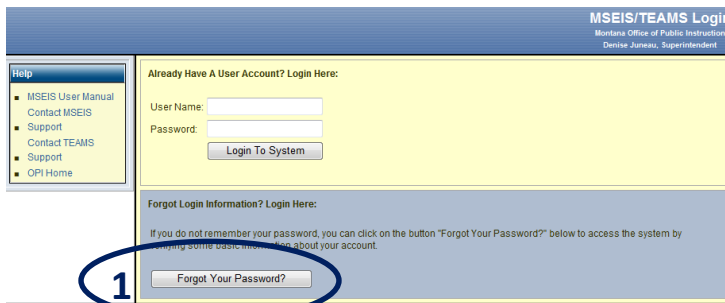
1. On the TEAMS login page, click the "Forgot Your Password?" button.
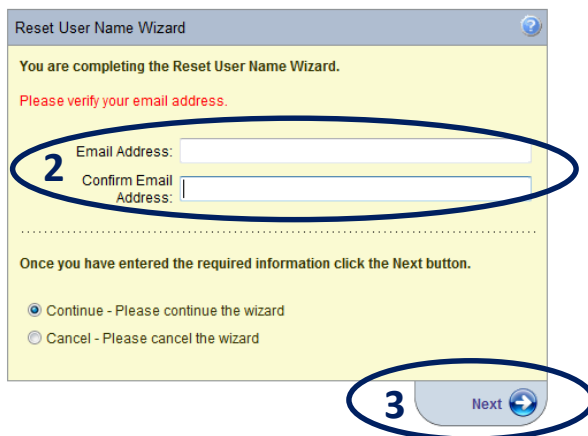
2. Enter the email address associated with the TEAMS user name and then confirm the email address.
3. Click "Next."
    a. An email is immediately sent with directions on how to reset the password.

Greetings from Montana Office of Public Instruction!

We received a request to reset the TEAMS/MSEIS account associated with this e-mail address. If you made this request, please follow the instructions below.

If you did not request to have your account reset, you can safely ignore this email. Rest assured your user name and password are safe.

Click the link below to reset your user name using our secure server: **4**

https://appstest.opi.mt.gov/SSO/UtilityPages/Utility.aspx?Source=USERNAMERESET&Token=B66DA767-20B9-4262-BC27-E447F5986F59

If clicking the link above does not seem to work, you can copy and paste the link into your browser's address window, or retype it there.

Montana Office of Public Instruction will never e-mail you and ask you to disclose or verify your TEAMS/MSEIS user name or password, credit card or banking account number. If you receive a suspicious e-mail with a link to update your account information, do not click on the link--instead, report the e-mail to the OPI for investigation.

Thank you for visiting Montana Office of Public Instruction.

4. Click the link in the email.

Reset User Name Wizard

You are completing the Reset User Name Wizard.

Please answer your secret question below and click on the Next button.

Secret Question: What is the name of your first pet?

5 Secret Question Answer: [   ]

Once you have entered the required information click the Next button.

● Continue - Please continue the wizard
○ Cancel - Please cancel the wizard

Previous   **6** Next ➔

5. Answer the secret question.
    a. The OPI does not maintain secret question answers.
6. Click "Next."

Reset User Name Wizard

You are completing the Reset User Name Wizard.

Please review the User Name for your account below. Use this name as the Username when accessing the system.

Once you have reviewed and confirmed the data click on the Next button.

7 User Name: [cp8258]

Once you have entered the required information click the Next button.

● Continue - Please continue the wizard
○ Cancel - Please cancel the wizard

Previous   **8** Next ➔

7. Confirm the user name.
8. Click "Next."
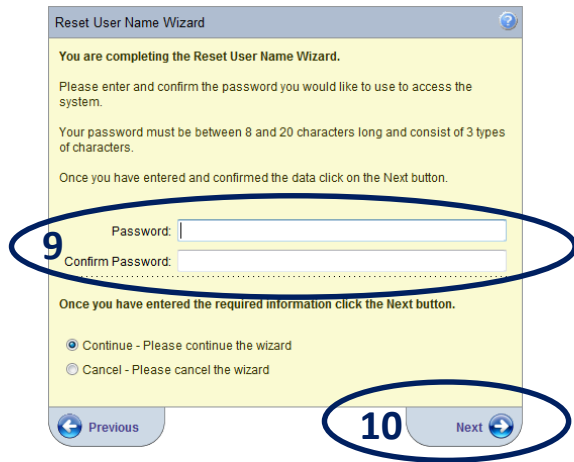
9. Enter a new password and confirm the password.
10. Click "Next."
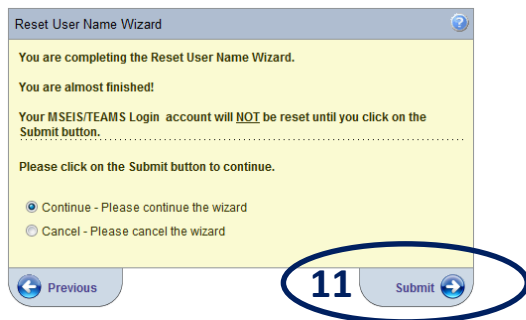
11. Click "Submit."

TEAMS Roles

County Superintendent Role

Users with the County Superintendent Role can view the TEAMS data of all public school districts and special education cooperatives located in his or her county. A county superintendent acting as an Authorized Representative (AR) for a district must have an AR Role for that district *in addition to* the County Superintendent Role.

A TEAMS Security Form is not required for the County Superintendent Role. All county superintendents automatically have a TEAMS user name.

Authorized Representative (AR) Role

Only the **official** AR is granted an AR Role in TEAMS. The AR is the designation that indicates that the person is responsible for submitting official educational program documents and reports to the OPI. The OPI maintains a record of the AR designations and can identify the AR for the educational program, if needed.

The AR Role can enter and submit all data within TEAMS.

Notify the OPI at OPITEAMS@mt.gov when the entity changes the AR. The previous AR's account is inactivated before a new AR account is created.

> ⚠ **ONLY the AR role can submit the TEAMS data to the OPI.**

Human Resources (HR) Role

The HR Role can enter, upload, and amend data for the SEID Generator, the Terms of Employment (TOE) and the Professional Licensure information. This role is typically assigned to the district clerk, district business manager, and/or the district human resources manager, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

District Data Entry Role

The District Data Entry Role can enter, upload, and amend the Teacher-Class data and all district and school level accreditation screens for all schools of the district. This role is typically assigned to a county superintendent, the district superintendent and/or the district clerk/district business manager, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

School Data Entry Role

The School Data Entry Role can enter, upload, and amend the Teacher-Class data and all school level accreditation screens for one or more assigned schools of the educational program. This role is typically assigned to school principals and school secretaries, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.
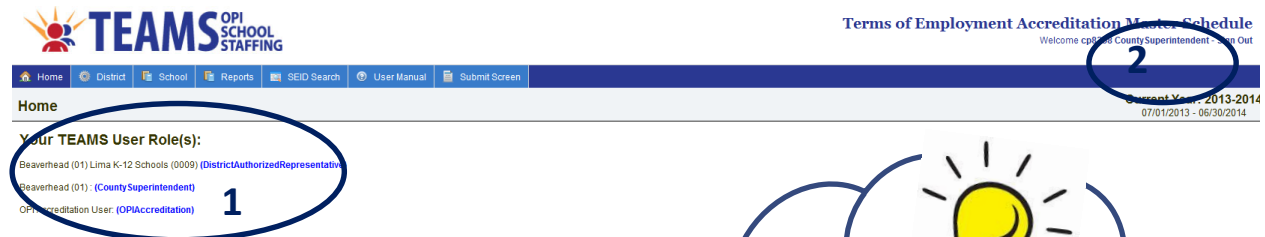
District/School Read-Only Role

The Read-Only roles allow a user to *view* the same data as the Data Entry role. This role *cannot* enter or change data and has limited rights to view data and reports. This role can be assigned to any employee of the educational program.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

Working With Multiple TEAMS Roles

Many TEAMS users have multiple roles. Since each role has different access in TEAMS, users may have to change the role to complete the work in the TEAMS system.

1. View the roles that have been assigned to a user on the TEAMS Home page.
2. View the current role that is being used in the upper right hand corner on all screens of TEAMS.

TIP: *If you can't see or do what you think you should be able to, return to the Home page and select a different role.*
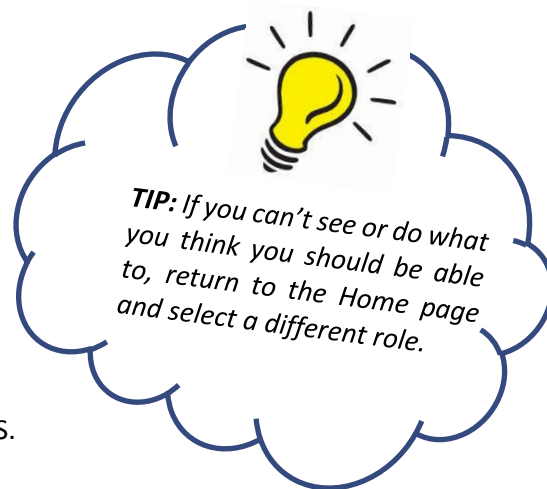
SCHOOL EMPLOYEE ID (SEID) ★ ◆ ● ▢

The OPI assigns a unique SEID number for *each* educator that has a Montana educator license and each employee of an educational program. An individual is assigned a single SEID number for life, even if the individual works at more than one educational program. Employers use the TEAMS SEID Generator to request an SEID number for an employee **that is not an educator**. If the individual already has an SEID number assigned, the SEID search will locate that number. The same SEID number may be used by more than one entity if the employee has been employed by more than one entity.

Creating an SEID number for an individual is a **one-time process**. Once it is created, the SEID number remains in the OPI's database and may be searched and located by any individual with access to TEAMS.

⚠️ **DO NOT CREATE SEID NUMBERS FOR EDUCATORS.**
The SEID number of an educator is the folio number on the employees teaching license. If an SEID number is created, TEAMS will not recognize the employee's teaching license and this will result in an accreditation deviation.

Roles That Have Access to the SEID Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District HR (Human Resources)
   • *Any person with TEAMS access can perform an SEID number search.*

SEID Data Links to Other TEAMS Screens
While there is no direct link between the SEID screen and the other TEAMS screens, the SEID number is used in every instance where there is employee information.

Use of SEID Numbers
SEID numbers are used in the OPI data collections to identify individuals. The OPI uses this data for many purposes. For example, the OPI uses SEID numbers to determine if educational programs employ properly licensed and endorsed educators to provide instruction and services as required by Montana's accreditation and licensure standards. The OPI also uses SEID numbers to produce district salary and benefit reports as required by *20-7-104, MCA*.

Employees That Need an SEID Number
❖ Public Schools and Special Education Cooperatives -
   ➢ *Every* employee of a public school or special education cooperative must have an SEID number.
❖ State-Funded Schools, Nonpublic Accredited Schools, and Residential Treatment Facilities -
   ➢ Each person employed as an administrator, teacher, instructional paraprofessional, librarian, counselor, or other licensed professional must have an SEID number.

Contracted Services

Educational programs that use a contractor or a consortium to perform duties covered by the Montana accreditation standards must obtain an SEID number for the individual *(not the company)* who performs services.

Employee OR Contractor?

Employees are on your payroll.
Contractors bill you for their services.

Licensed Teacher SEID Numbers

DO NOT generate SEID numbers for a Montana licensed educator. His or her SEID number is the folio number on his or her educators license. If an SEID number is generated and used in TEAMS, the system is not able to retrieve the license information and this will result in an accreditation deviation.

SEID Process ★ ◆ ● ▢

Step 1	• Search for SEID numbers.
Step 2	• Generate SEID numbers for employees without one.
Step 3	• Export the SEID file for your records.

★ ◆ ● ▢ → Proceed to → **TOE** *(page 27)*
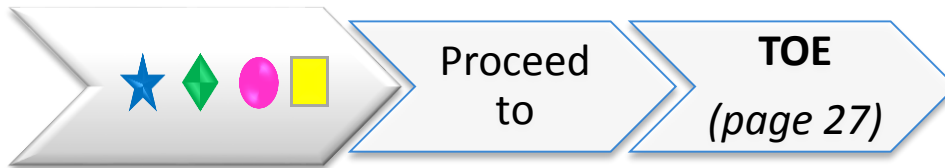
Step 1: Search for SEID numbers.

⚠️ *Employees that are new to your district this year may already have an SEID number that was generated by another school district. Search for numbers before you create them.*
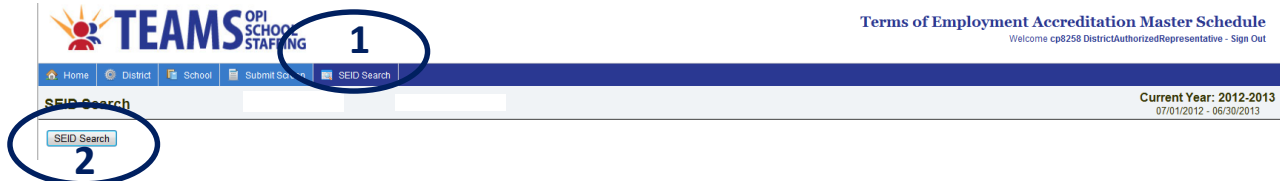
1. On the "Home" row, click the "SEID Search" tab.
2. Click the "SEID Search" button.
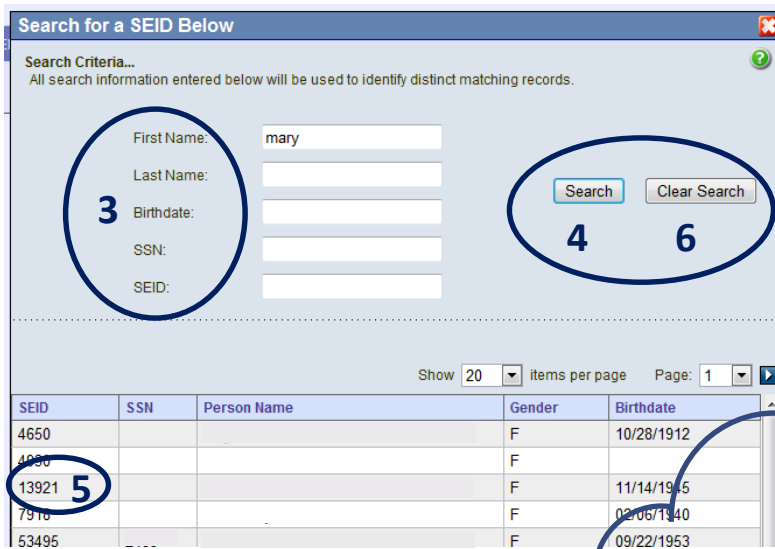
3. Enter known information for the employee.
4. Click the "Search" button.
   a. Records matching the criteria will display.
      i. If the search did **NOT** locate an SEID number for:
         ❖ A Montana licensed educator:
            • Try the search again using different criteria.
            • **DO NOT** generate an SEID number for a Montana licensed educator.
         ❖ An employee that does not have a Montana educator license, request that a SIED number be generated in Step 2.
      ii. The SEID search displays all like names *and previous* names, such as maiden names, etc. For example, a search for the last name "Wilson" will display all SEID numbers that have the current or previous name of "Wilson" in the OPI's database.
5. Locate the correct employee and make note of the SEID number.
6. Click the "Clear Search" button to remove all the criteria and begin a new search.

SEARCH TIPS
• Use only one or two search criteria to broaden the search.
• If there is a mismatch on certain criteria, delete that item from the search.
• Try searching with only the first or last name.

Step 2: Generate SEID numbers for employees without one.

1. On the "Home" row, click the "District" tab.
2. Click the "SEID" subtab.
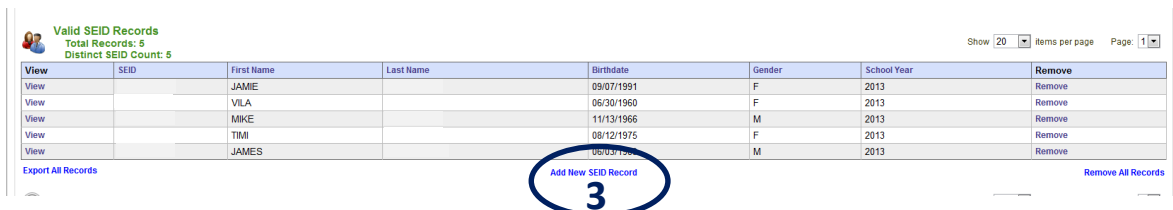
3. Click the "Add New SEID Record" link below the "Valid SEID Records" table.
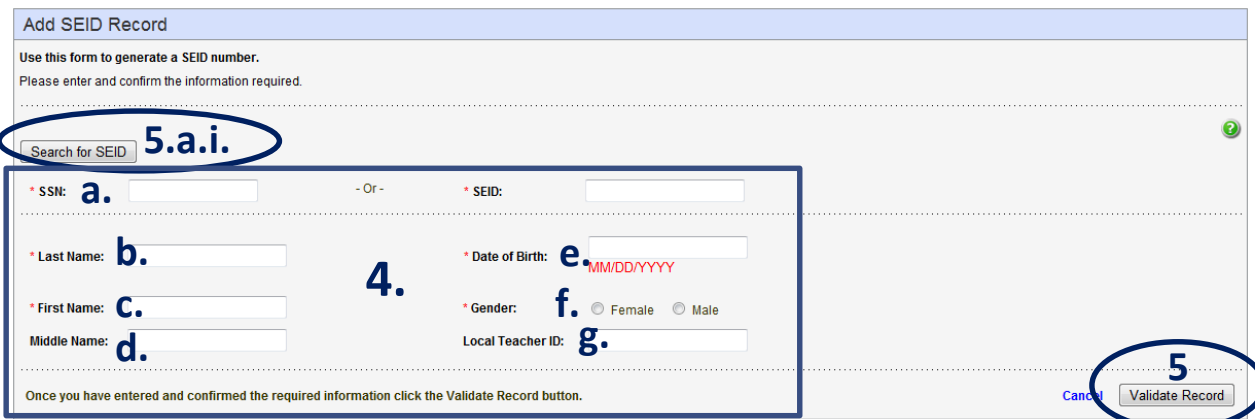
4. Enter the required information.
    a. SSN – **ONLY** the last four digits of the employee's Social Security Number
    b. Last Name – the employee's last name
    c. First Name – the employee's first name
    d. Middle Name *(optional)* – the employee's middle name or initial
    e. Date of Birth *(MM/DD/YYYY format)* – the employee's date of birth
    f. Gender – the gender of the employee
    g. Local Teacher ID *(optional)* – the Accounting/Human Resource employee number that the entity uses for the employee
5. Click the "Validate Record" button.
    a. If partial matches are found, a red error bar will show at the top of the screen.
        i. Click the "Search for SEID" button.

ii. Click the "Search" button in the search dialog box.
iii. Review the returned results to find the employee.
iv. Click the "Select" link to the left of the correct record.
b. If a match is not found, a new SEID number is created.

Step 3: Export the SEID file for your records.

The exported file is handy to import the SEID numbers into the Accounting/Human Resource software. *(See Exporting All Records on page 139.)*

Proceed to

TOE

(page 27)
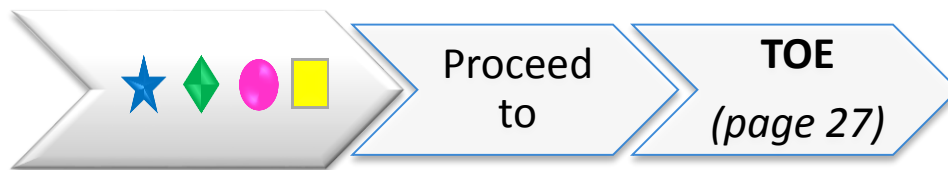
TERMS OF EMPLOYMENT (TOE) ★ ◆ ⬭ ▢

The TOE screen records information about employees, including position codes, FTE, contract base salary, days and hours of employment, etc. The TOE data is collected each fiscal year (July 1 through June 30). The TOE data is paired with Teacher-Class data reported for the school year to determine if the school meets applicable Montana accreditation standards. The data is also used to produce the annual report of employee compensation as required by *20-7-104,* Montana Code Annotated (MCA).

Roles That Have Access to the TOE Screen

❖ County Superintendent *(read-only)*
❖ Authorized Representative
❖ Human Resource

TOE Data Links to Other TEAMS Screens
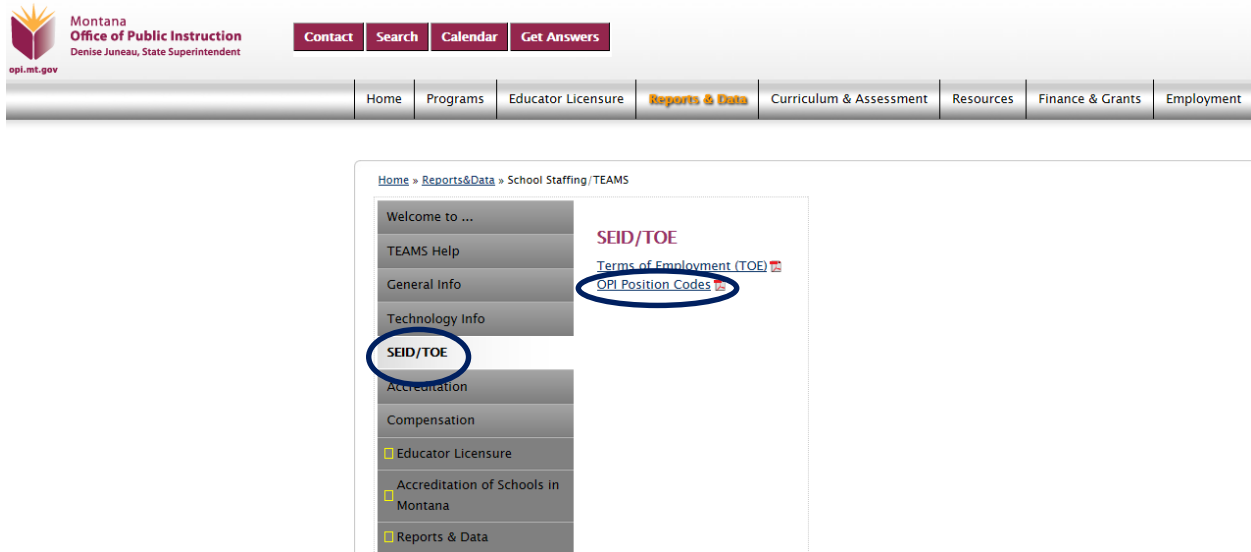
❖ The following screens pull information **FROM** the TOE file.
  ➢ Teacher-Class
  ➢ Professional Licensure
  ➢ Special Education
  ➢ Coordinators
  ➢ Internships
  ➢ Paraprofessionals
  ➢ HQT
  ➢ CTE

⚠ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

Position Codes

Position codes are needed to identify the duties of an employee. The OPI must match the educational program course offerings with the educator's licensure status to ensure the educational program is providing appropriately licensed services required for Montana school accreditation.

The *Position Codes for School Employees* listing is found on the OPI School Staffing website under the "SEID/TOE" link at *http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11*, as shown below:

Which employees do I report?

- Public Schools
- Special Education Cooperatives

Submit an employment record for *every* employee of the district

- State-Funded Schools
- Nonpublic Accredited Schools
- Residential Treatment Facilities

Submit an employment record for employees with positions that are governed by accreditation standards (e.g., administrators, teachers, librarians, etc.)

TOE Record vs. Contractor Record

❖ If the employee is on the educational program's payroll (i.e., they receive a paycheck) create a TOE record.

❖ If the person (or company) bills you for his or her services (i.e., you get an invoice), create a contractor record.

Montana Small School Alliance (MSSA) Record

MSSA services are **NOT** recorded on the TOE screen. Create a contractor record *(see Contractor Screen on page 64)* for each school that MSSA serves for library and/or counseling services.

❖ **DO NOT** create a librarian/counselor TOE record for the school's employee that implements the materials provided by the MSSA.

Selecting the Proper Position Codes

The list of position codes in TEAMS changes depending on the *Owner School Code (see page 55)* that is selected. If the correct position code cannot be located, ensure the proper school code is selected. For example, the superintendent position code is unavailable if a school is selected instead of "District Level" because superintendents are assigned to a district, not a school.

Special Employment Situations

Athletic Directors

❖ If the director works at the district level, use code "AD10-Program Coordinator (Incl. Evaluation Duties; Requires an Administrative License)."

❖ If the director works at a school level, use code "PC10-Program Coordinator (Requires Educator License)."

Bus Mechanics

❖ Use code "DS10-Bus Driver."

Directors of the 21st Century Grant

❖ Certified – Use code "PC10-Program Coordinator."

❖ Not certified – Use code "DS06-Other Supervisory."

Driver's Ed Instructors

❖ Sole duty – Use code "TC01-Teacher-General Education."

❖ Additional duty – Use code "DS11-Extra Duty Requiring Licensure."

Educators Employed in Both the Elementary and High School Districts

❖ For accreditation purposes, the OPI uses the TOE data to determine if the school has an adequate number of FTE in required positions, including administrators, librarians, and counselors. It is *very* important to record those positions *at each* Legal Entity and School Code when completing the TOE file. Otherwise, the data may reflect accreditation deficiencies.

Educators with "Extra Duty" Assignments

❖ Employees that have "extra duty" assignments are reported with an additional TOE record separate from the employee's primary position. There are several extra duty position codes to use for additional duties (may be a stipend duty or no extra pay), and FTE is not required to be indicated for these positions. "Base salary" does not include the stipend if there is one.
  ➢ Examples:
    ▪ A full-time principal is also the sports coach.
      • One TOE record is for the principal position (AD34-Principal) and FTE.
      • A second TOE record is for the coaching duties (DS03-Coach (Sports)) with *no* FTE.
    ▪ A full-time regular education educator is also the debate team sponsor/coach.
      • One TOE record is for the educator's position (TC01-Teacher-General Education) and FTE.
      • A second TOE record is for the extra duties (DS05-Extracurricular) with *no* FTE.
    ▪ A full-time regular education educator is also assigned to teach a driver's education course after school, which requires an educator license.
      • One TOE record is for the educator's position (TC01-Teacher-General Education) and FTE.
      • A second TOE record is for the extra duties (DS11-Extra Duty-Educator or Professional License Required) with *no* FTE.

Educators with Stipends

❖ When an employee is paid a stipend (e.g., having more experience, longevity, having completed additional training, etc.) do not identify that as an extra duty using a separate position code and TOE record. Report only the position code for the employee's primary position. Include the stipend as part of the "base salary" under the contract. These types of stipends differ from assignments that come with the expectation of additional duties/work, which are addressed in *Educators with "Extra Duty" Assignments* above.

Election Judges

❖ Use code "DS01-Other Administrative Noncertified."

Employees Terminated Previous Year, but Paying Benefits this Year

❖ Use code "TR01-Retiree Nonemployee Receiving Benefits."

🟣 *Special Education Cooperative Employees*

❖ Special education cooperative employees are not associated with any particular school in the TOE file.
  ➢ For those educators that are itinerant (i.e., travel between schools), ensure the *Itinerant Employee* box *(see page 39)* is clicked. This allows the schools they visit to assign them to a class.
  ➢ Schools assign special education cooperative employees to classes in their Teacher-Class file. Therefore, special education cooperatives **must** have a TOE record created for employees **before** an educational program can report the special education cooperative employee in their Teacher-Class file.

Student Workers

❖ Use code "SP80-Other Noninstructional Aides and Student Support Staff."

Substitute Bus Drivers, Substitute Custodians, and Substitute Food Service Workers

❖ Use code "TC06-Substitute Nonteacher."

Teachers on Special Assignment

❖ If the teacher works at the district level, use code "AD10-Program Coordinator (Incl. Evaluation Duties, Requires Administrative License)."

❖ If the teacher works at a school level, use code "PC10-Program Coordinator (Requires Educator License)."

Ticket Takers/Line Judges at Sports Events

❖ Use code "DS05-Extracurricular."

TOE Process ★ ◆ ● ▢

Step 1	• Locate the TOE screen and select a district.
Step 2	• Determine data rollover method for the district.
Step 3	• View the TOE report and check for accuracy.
Step 4	• Make corrections to the TOE file.
Step 5	• Review the TOE report for accuracy after modifications have been made.
Step 6	• Export the TOE file for your records.
Step 7	• Repeat Steps 1-6 for each district in the school system.

★ ◆ ▢	Proceed to	**Teacher-Class** *(page 40)*
●	Proceed to	**Contractor Screen** *(page 64)*
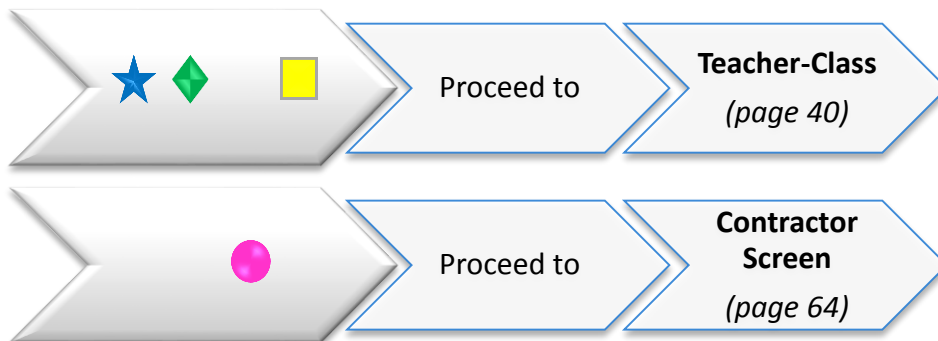
Step 1: Locate the TOE screen and select a district.
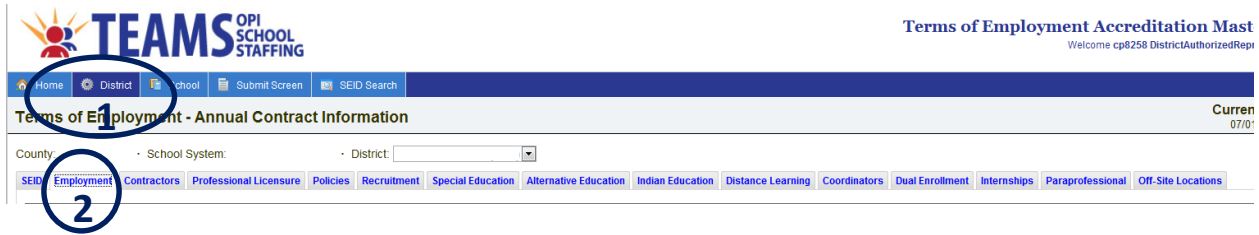
1. On the "Home" row, click the "District" tab.
2. Click the "Employment" subtab.

3. Select a district.

Step 2: Determine data rollover method for the district.

CAUTION:

- ❖ When a file is uploaded, it will **remove** *all* the previously created and uploaded records and **replace** them with records from the newly uploaded file; it **does not** add to the file.
- ❖ If work has been done on Accreditation screens *(Group B on the* Module Relationship *graphic on page 9)* that pull information from the TOE file, **the work will be deleted** and will have to be repeated.
- ❖ To **add** to the file, manually add records. *(See Manually Add an Employment Record on page 143.)*

Method 1: Upload the TOE file from the educational program's accounting/ human resources software.

1. Upload the file exported from the educational program's Accounting/Human Resources software. *(See Uploading Files on page 146.)*
2. Edit all records in the "Employment Records with Errors" table. *(See Editing Records with Errors on page 137.)*
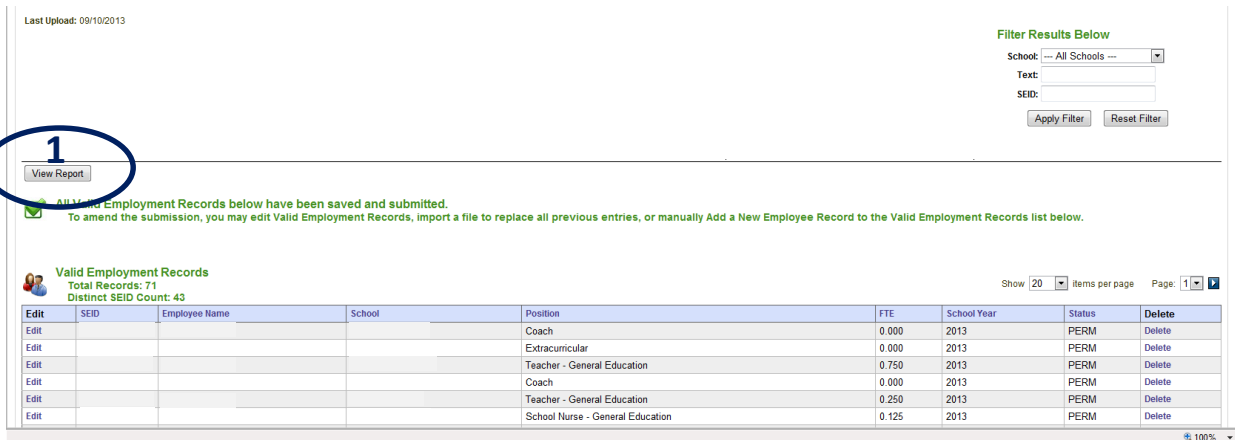
Method 2: Upload a TOE file from the previous year that has been updated.

1. Update the .CSV file with the current year's information.
    a. Fields that must be updated:
        i. *Fiscal Year (see page 37 for definition)*
        ii. *Base Salary (see page 38 for definition)*
        iii. *Employment Start Date (see page 38 for definition)*
        iv. *Employment End Date (see page 38 for definition)*
    b. When updating the information, follow the *Import a .CSV File into Excel* section of this manual *(see page 140)* to ensure that Excel does not corrupt the data and that it is saved properly as a .CSV file.
    c. If you do not have the previous year's TOE file, you may request it by sending an email to OPITEAMS@mt.gov.
2. Upload the .CSV file. *(See Uploading Files on page 146.)*
3. Edit all records in the "Employment Records with Errors" table. *(See Editing Records with Errors on page 137.)*

Method 3: Manually enter TOE records.

1. Manually enter TOE records for each employee. *(See Manually Enter TOE Records on page 143.)*

Step 3: View the TOE report and check for accuracy.

1. Click the "View Report" button above the "Valid Employment Records" table for a listing of all the employment records in the educational program's TOE file.
2. Review the report to ensure accuracy.

THINGS TO LOOK FOR IN THE TOE REPORT

- *Superintendent* - if the school system has two districts (i.e., both an elementary and high school district), ensure that there is a superintendent for **each** district (if the system's licensed FTE is 15 or higher) with the appropriate FTE
- *Curriculum Coordinator* – all districts must have at least 0.001 FTE Curriculum Coordinator. Ensure there is a Curriculum Coordinator at **each** district in the school system.
- *Principal* - ensure there is a principal at **each** school (if student enrollment is 125 or higher) with the appropriate FTE.
- *Counselors and Librarians* - ensure there is a counselor and librarian at **each** school (if student enrollment count is 125 or higher) with the appropriate FTE.

Step 4: Make corrections to the TOE file.

1. Manually add an employment record for employees (or positions) without a record. *(See Manually Enter TOE Records on page 143.)*
2. Edit records that have errors. *(See Editing Records on page 137.)*

Step 5: Review the TOE report for accuracy after modifications have been made.
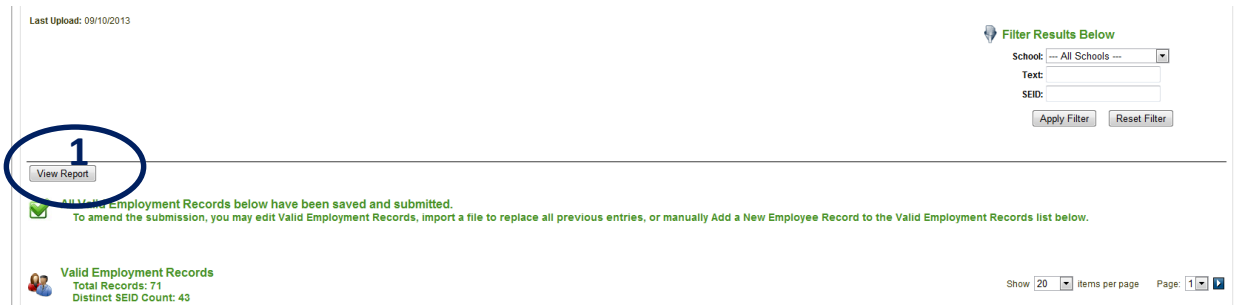
Last Upload: 09/10/2013

Filter Results Below

School: — All Schools —

Text:

SEID:

Apply Filter   Reset Filter

1

View Report

All Valid Employment Records below have been saved and submitted.
To amend the submission, you may edit Valid Employment Records, import a file to replace all previous entries, or manually Add a New Employee Record to the Valid Employment Records list below.

Valid Employment Records
Total Records: 71
Distinct SEID Count: 43

Show 20 items per page   Page: 1

1. Click the "View Report" button above the "Valid Employment Records" table for a listing of all the TOE records in the educational program's TOE file.
2. Review the report to ensure the modifications in Step 4 are accurate.
3. Repeat Steps 3-5 as many times as needed to ensure the educational program's TOE file is correct.

Step 6: Export the TOE file for your records.
1. Export the TOE file for your records. *(See Exporting All Records on page 139.)*

Step 7: Repeat Steps 1- 6 for each district in the school system.

★ ◆ ☐ → Proceed to → **Teacher-Class** *(page 40)*

🔴 → Proceed to → **Contractor Screen** *(page 64)*
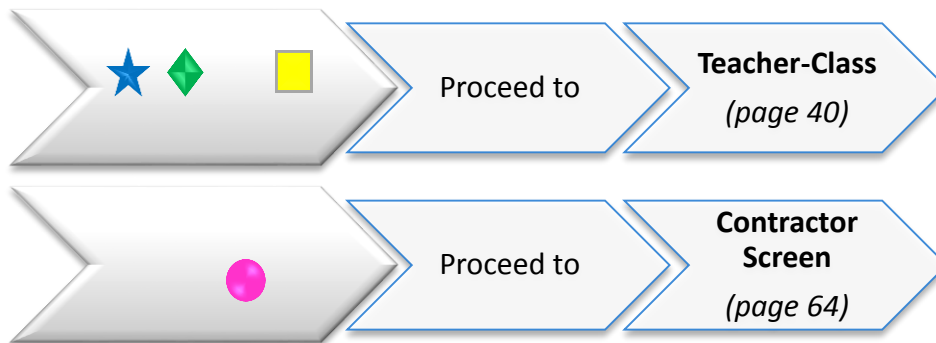
Field Definitions and Instructions (Add Employment Record)
*Definitions are listed **left to right** as they appear on the screen.*

❖ <u>Fiscal Year</u> – the current school year
❖ <u>Legal Entity Code</u> *(XXXX)* – the OPI's unique 4-digit identifier (LE code) for the educational program
  ➢ This field is prefilled based on the district that was selected on the previous screen.
  ➢ For accreditation purposes, the OPI uses the TOE data to determine if the district has an adequate number of FTE in required positions, including administrators. It is very important to list those positions with the correct district when completing the TOE data. Otherwise, the data may reflect accreditation deficiencies.
❖ <u>School Code</u> *(XXXX)* – the OPI's unique 4-digit identifier (SC) for the school
  ➢ **District Level** – When an employee works in a district-wide position (i.e., is not assigned to work in a particular school), choose "District Level" from the drop-down list. Examples of employees who are likely not associated with a particular school within a district are substitute teachers, superintendents, bus drivers, food service workers, etc.

    ▪ *Special education cooperatives* have only "District Level" as an option to select since the cooperative itself has no schools.
  ➢ **School Level** – When an employee works for more than one school in the district, make two employment records, one for each of the employee's positions at each school code.
    ▪ For accreditation purposes, the OPI uses the TOE data to determine if the school has an adequate number of FTE in required positions, including principals, librarians, and counselors. It is **very** important to list those positions with **at each** school code they are assigned to when completing the TOE data. Otherwise, the data might reflect accreditation deficiencies.
❖ <u>SEID</u> – the School Employee Identification number of the employee
  ➢ If the employee's SEID number is unknown, click the "Search" button to use the SEID search to locate the SIED number. *(See Search for SEID numbers on page 24.)*

Add Employment Record

Use this form to add the TOE file record below.

Please enter and confirm the information required.

On this screen you are entering information specific to the position code selected, and the record does not alter or have an effect on any other records regarding this employee.

* Fiscal Year:	2013	* Legal Entity Code:	0009
* School Code:	--- Please Select ---	* SEID:	[ ] Search (SEID Not Found)
* Position Code:	--- Please Select ---		
* Employment Status Code:	--- Please Select ---	* Base Salary (Annual):	
* Employment Start Date:	07/01/2012	* Employment End Date:	06/30/2013
* Employment Hours/Year:		* Employment Days:	
* Employment Hours Code:	--- Please Select ---	* Employment FTE:	N/A
Itinerant Employee Flag (Coops Only)	☐		

Once you have entered and confirmed the required information click the Add Record button.   Cancel   **Add Record**

- ❖ Position Code – the position of the employee for this record
  - ➤ The *OPI Position Codes* list is found on the OPI School Staffing website under the "SEID/TOE" heading located at *http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11*. *(See the Position Code section on page 28 of the TOE section for instructions to find the document.)*
  - ➤ The position code list has a column labeled "Level" which identifies whether the position code is normally reported at a district level or at the school level.
  - ➤ Create a separate employment record for each duty the employee holds.
  - ➤ The position code drop-down list will change depending upon the selection in the school code field. If the correct position code cannot be located, ensure the proper school code is selected. For example, the superintendent position code is unavailable if a school is selected instead of "District Level" because superintendents are assigned to a district, not a school.
- ❖ Employment Status Code – the employee's employment status
  - ➤ **"PERM"** (Permanent) means the employee is meant to serve through the remainder of the current school year in a position that is normally filled.
  - ➤ **"TEMP"** (Temporary) means the employee serves in a position that is scheduled to end at some time in the current school year and the position would not normally be refilled.
- ❖ Base Salary (Annual) *(XXXXX.XX {no dollar sign, no comma})* – the employee's base salary, not including benefits, extra pay or stipends for extra duties
  - ➤ Enter the full annual salary, not the hourly salary. *For example, enter 30000; **NOT** 14.43.*
  - ➤ Prorate the employee's total base salary based on FTE among the positions, schools, and districts in which the employee's duties are reported.
  - ➤ *Nonpublic Accredited Schools* do not report this to the OPI, enter "1" in this field.
- ❖ Employment Start Date/End Date *(MM/DD/YYYY)* – the start and end date of the employee's current contract
  - ➤ Date must be within the current fiscal year.
- ❖ Employment Hours/Year *(XXXX.XX)* – the number of hours the employee is contracted to work for the current fiscal year
  - ➤ Noncontract positions (e.g., substitute teachers, and "extra duty" assignments) do not normally have contracts, therefore this is not a required field for those position codes.
  - ➤ *Nonpublic Accredited Schools* do not report this to the OPI, enter "1" in this field.

(return to FAQ's)

Add Employment Record

Use this form to add the TOE file record below.
Please enter and confirm the information required.

On this screen you are entering information specific to the position code selected, and the record does not alter or have an effect on any other records regarding this employee.

* Fiscal Year: 2013   * Legal Entity Code: 0009

* School Code: --- Please Select ---   * SEID: _____ [Search]
                                        (SEID Not Found)

* Position Code: --- Please Select ---

* Employment Status Code: --- Please Select ---   * Base Salary (Annual): _____

* Employment Start Date: 07/01/2012   * Employment End Date: 06/30/2013

* Employment Hours/Year: _____   * Employment Days: _____

* Employment Hours Code: --- Please Select ---   * Employment FTE: N/A

Itinerant Employee Flag (Coops Only)   ☐

Once you have entered and confirmed the required information click the Add Record button.   Cancel [Add Record]

❖ <u>Employment Days *(XXX.XX)*</u> – the number of days the employee is contracted to work for the current fiscal year
  ➢ Noncontract positions (e.g., substitute teachers, and "extra duty" assignments) do not normally have contracts, therefore, this is not a required field for those position codes.
  ➢ *Nonpublic Accredited Schools* do not report this to the OPI, enter "1" in this field.
❖ <u>Employment Hours Code</u> –
  ➢ **"FULL"** means the employee's total contract at the educational program for the position is full-time for the school year. The
    ▪ FTE reported for this employee is 1.000.
  ➢ **"PART"** means the employee's total contract at the educational program for the position is less than full time for the school year.
    ▪ The FTE reported for this employee is less than 1.000.
❖ <u>Employment FTE (full-time equivalent) *(X.XXX)*</u> – FTE is the number of hours of work normally required in a full-time position
  ➢ An FTE unit is a portion of a full-time position dedicated to a specific position. For example, a full-time principal is assigned 1.0 FTE, regardless of whether the contract is for 10 or 12 months.
  ➢ If an employee works at more than one school, create a separate record for each position for each school assignment (i.e., report a portion of FTE under each school code).
  ➢ Round FTE to three decimal places.
  ➢ FTE data is used to determine whether accreditation standards are met. Be careful to report FTE of employees at the correct school.
    ➢ *Example:* An employee works as the school counselor for three-fourths of the day and as the librarian one-fourth of the day.
      ▪ One record is for the counselor position at .750 FTE.
      ▪ One record is for the librarian position at .250 FTE.
❖ 🟣 <u>Itinerant Employee Flag (Coops only) *(box clicked = Yes; box not clicked = No)*</u> – An itinerant employee is one whose job requires working with or serving children in more than one school district and requires travel.
  ➢ If the employee travels to schools, this box must be checked so that educational programs are able to record the educator in their Teacher-Class file.
  ➢ This box is only activated for special education cooperative employees.

TEACHER–CLASS ★ ◆ ☐

The OPI uses Teacher-Class data, in combination with the other OPI data collections, to determine the accreditation status of Montana educational programs.

The Annual Data Collection (ADC) previously collected information about *people* and the classes that were assigned to them. Conversely, the Teacher-Class data collection collects information about *classes* and the educators who are assigned to them.

Roles That Have Access to the Teacher-Class Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ School Data Entry
❖ District Read-Only
❖ School Read-Only

Teacher-Class Data Links to Other TEAMS Screens

❖ The following screens pull information **FROM** the Teacher-Class data.
  ➢ Alternative Education
  ➢ Distance Learning
  ➢ Dual Enrollment
  ➢ HQT
  ➢ CTE

⚠ **If a Teacher-Class file upload is performed after work is done on any of the screens that link from the Teacher-Class data, the work will be deleted and will need to be repeated.**

Teacher-Class File Submission by Entity

★ Public and Nonpublic Accredited Schools ◆ State-Funded Schools	● Special Education Cooperatives	▢ Residential Treatment Facilities
MUST submit a Teacher-Class record for **every** class	**DO NOT** submit a Teacher-Class The **district** reports classes provided by a teacher who is employed by a cooperative.	Submit **SOME** classes in the Teacher-Class file Report **only** classes related to public school educational services offered by the treatment center.

MT K-12 Course Codes

As Montana builds its statewide longitudinal data system for P-20 education, it is increasingly important to use a standardized system for reporting school programs and course offerings. The OPI has adopted and adapted the standardized course coding system developed by the National Center for Education Statistics (NCES), which is called "School Codes for the Exchange of Data."

Five-digit course codes replace the four-digit course codes that have been used for the OPI's Annual Data Collection. Course codes tie to specific course content within a subject area.

The purpose of a statewide standardized course code list is to help educational programs maintain longitudinal information about students' coursework and to exchange records as a student transfers from one school to another or to postsecondary education. The standardized course codes lay the ground work for the future development of electronic student transcripts.

The *MT K-12 Course Codes* are not intended to replace local course codes, course names, course content descriptions, or section IDs. Educational programs need to compare the content for each local course to the course descriptions in the MT K-12 Course Code list to find the best match, ensure the course is in the correct content area in which the educator is endorsed, and record the MT K-12 course code in the educational program's student information system. The MT K-12 course code list is located on the OPI School Staffing website under the "Accreditation" link at
http://opi.mt.gov/Programs/Accred/index.php#gpm1_2, as shown below:
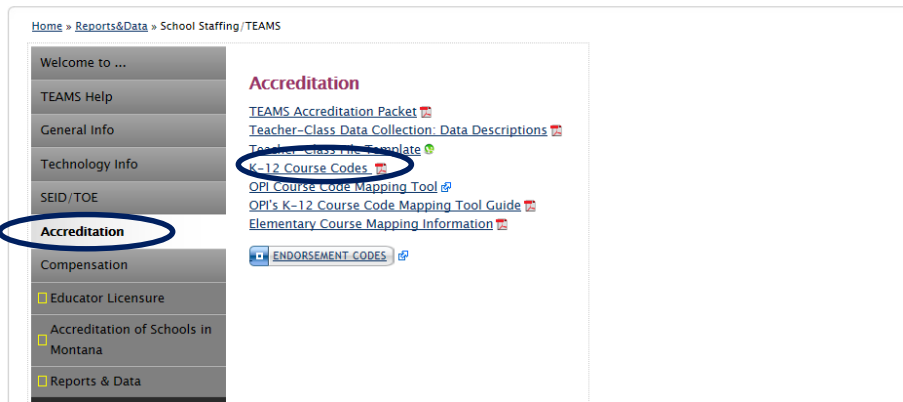
To help educational programs determine which standardized course codes apply, the OPI has created a K-12 Course Code Mapping Tool. The tool enables educational programs to map local course codes to the MT K-12 course codes. This is an optional tool for educational programs to use to facilitate the mapping process. With the mapping tool, educational programs can save work and make revisions as needed over the first several months of the school year. Mappings are saved to a spreadsheet and may be imported into the educational program's student information system. The MT K-12 Course Code Mapping Tool, User Guide, and Elementary Course Mapping Information are located on the OPI School Staffing website under the "Accreditation" link at
http://opi.mt.gov/Reports&Data/Index.html#gpm1_11, as shown below:

(return to FAQ's)
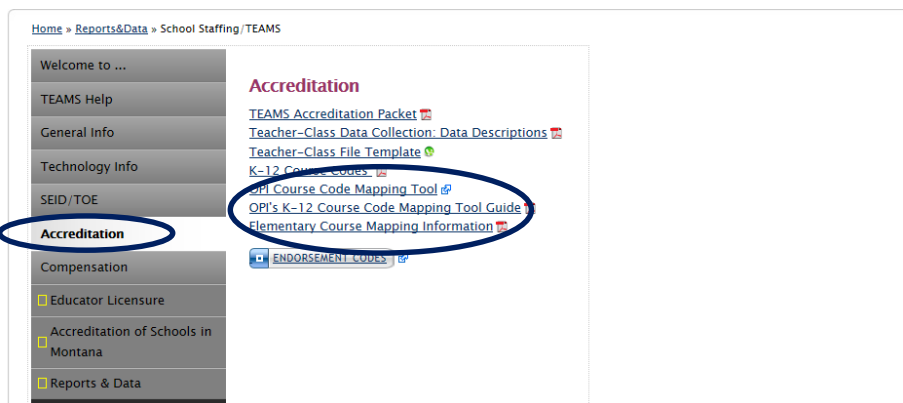
(return to FAQ's)

Principal/Librarian/Counselor/Title I Aides/Special Education Aides, Etc. are not in the Teacher-Class

The Teacher-Class collects information on **CLASSES,** not positions or employees. Principals/librarians/counselors generally do not teach a class, they serve the entire school. These employees only have a record in the TOE file and are **NOT** recorded in the Teacher-Class file.

(return to FAQ's)

Instructional Paraprofessionals in the Teacher-Class for Class Overload

To show there is an Instructional Paraprofessional in an overloaded class, an additional Teacher-Class record has to be created for the paraprofessional. The additional record has to be an **exact** match to the Teacher of Record's initial Teacher-Class record with the following exceptions:

❖ Select the paraprofessional's SEID number.
❖ **Do not** mark the Teacher of Record box.
❖ Select "IP – Instructional ParPro" as the *Support Staff Type* *(page 58)*.
❖ Select the appropriate option in the *Instructional Para Type Code* field *(page 59)*.
  o Manual entry - Take a screen shot both pages of the Teacher of Record's initial Teacher-Class record to ensure that all the fields are an **exact** match.
  o File upload method – Copy the line of Teacher of Record's initial Teacher-Class record and then paste it. Make changes to only the four columns necessary to ensure the remaining fields are an **exact** match.
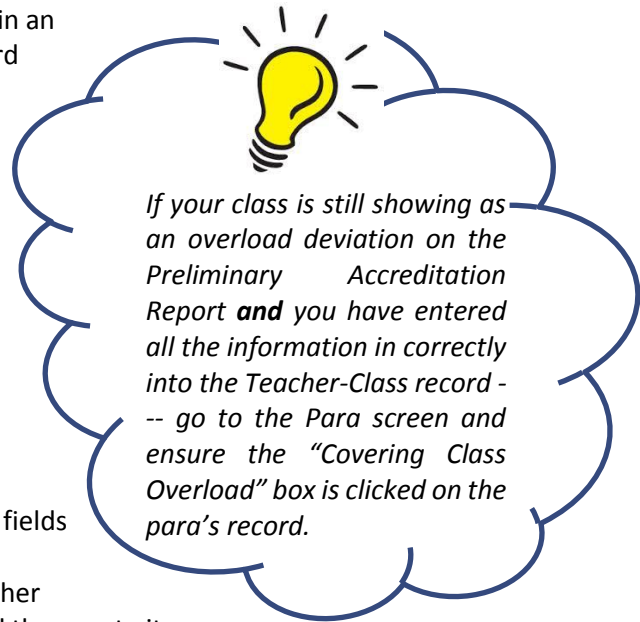
*If your class is still showing as an overload deviation on the Preliminary Accreditation Report **and** you have entered all the information in correctly into the Teacher-Class record --- go to the Para screen and ensure the "Covering Class Overload" box is clicked on the para's record.*

(return to FAQ's)
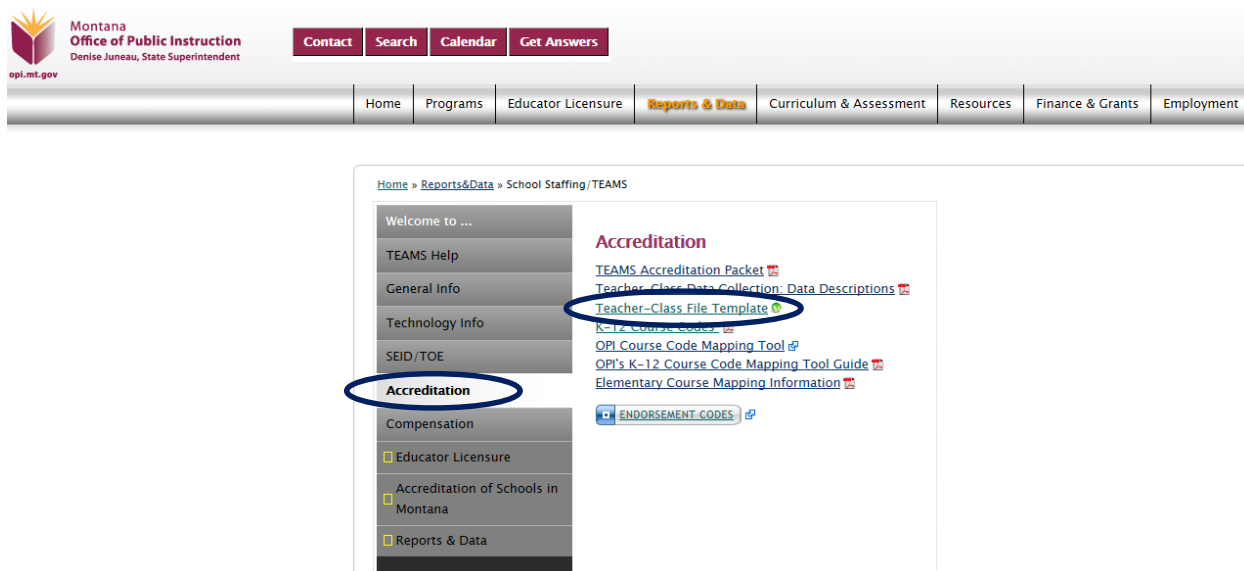
Difference between the "General Education" and "Basic Education" Academic Levels

❖ General Education classes focus primarily on *general concepts* for the appropriate grade level.
❖ Basic Education classes focus primarily on *skill development*.

(return to FAQ's)

Teacher-Class File Upload Template

A template is available for school districts to create their own file to upload to the Teacher-Class module of TEAMS. The template can be found at the OPI *School Staffing* website under the "Accreditation" link at: *http://www.opi.mt.gov/Reports&Data/Teams.html#gpm1_6*, as shown below:

Classes that are NOT Reported

❖ Afterschool programs that are not part of the school curriculum
❖ Adult education classes and GED/HiSET preparation classes
❖ Residential treatment facilities and nonpublic accredited schools do **not** report classes which are not accredited by the state of Montana (e.g., religious studies, life-skill classes, group therapy sessions, etc.)
❖ Summer School classes
❖ Noncredit classes
  ➢ Guidance activities
  ➢ Homeroom
  ➢ Office/Teacher Aide periods
  ➢ Response to Intervention (RTI) Tier I & Tier II classes
  ➢ Special education related services (e.g., speech and audiology services, etc.)
  ➢ Study Hall classes
  ➢ Title I or Special Education "pull-out" sessions

Special Class Situations

Alternative Education Classes
- ❖ Record each alternative education class in the district that is provided for at-risk students as part of an alternative education program of the district.
  - ➢ Review the *Alternative Education* section on page 82 of this manual for more information about Alternative Education programs.
- ❖ When a class is identified as an alternative education class, TEAMS requires additional information about the program on the *Alternative Education* screen *(see page 82)*.

Classes Offered, but No Students Enrolled In the Class
- ❖ When the school offers a class that is required by the basic education program standard and no students enroll in the class, the class is still recorded in TEAMS.
  - ➢ Create a Teacher Class record using the SEID number of the teacher who *would have* taught the class and enter the student enrollment of "0".

Classes That Alternate Years
- ❖ Many small schools combine grades in a class and then alternate the year that the class is offered.
- ❖ Both classes are entered into TEAMS. Student enrollment is entered for the class that is being offered in the current year, and student enrollment of "0" is entered for the "off-year" class.
  - ➢ *For example:* A 7-8 School has all students take World Geography one year and then the following year all students take World History.
    - ▪ Current year class is World Geography, student enrollment is 15.
    - ▪ Next year class is World History, student enrollment is 0.

Combination Grade Classes
- ❖ A combination grade class is a self-contained elementary class that has students in different grades.
- ❖ Use the *MT K-12 Course Code* of "**73039-Prior-to-Secondary Education**" to record combination classes.
- ❖ In the *Grade Low/High* fields *(see page 63)*, select the lowest grade taught and the highest grade taught.
  - ➢ For example, a 3-4 combo class has a grade low of "3" and a grade high of "4."

Distance Learning Classes (including classes offered from the MT Digital Academy)
- ❖ **Distance Learning classes are entered into TEAMS by <u>subject</u> rather than by class.**
- ❖ Facilitators of Distance Learning classes may have *many* records. A record is made for **each subject**, regardless of how many students are taking the course or how many periods that subject is being taught.
  - ➢ For example, a facilitator has three periods of distance learning classes and has students taking Art Appreciation in two of those periods. Only *one* record for Art Appreciation is created and the enrollment is the total number of students in that **subject**. Additionally, if only *one* student is taking Art Appreciation, a record is made for that subject.
- ❖ **Do not** mark the *Teacher of Record* box *(see page 56)* and select the *Support Staff Type* as "Facilitator" *(see page 58).* The facilitator of the class must be a district employee.
- ❖ When a class is indicated as a distance learning class, additional information is required on the *Distance Learning* screen *(see page 94).*
- ❖ Montana State University **does not** offer distance learning classes. Record those classes as Dual Enrollment classes.

(return to FAQ's)

Dual Enrollment/Credit Classes

❖ Record each dual enrollment and dual credit class offered at the high school for dual credit (i.e., the student earns both college and high school credit).

❖ Record each class offered at a postsecondary institution for which the district offers high school credit.

❖ **Do not** mark the *Teacher of Record* box *(see page 56)* and select the *Support Staff Type* as "Facilitator" *(see page 58).* The facilitator of the class must be a district employee.

❖ When a class is identified as a dual enrollment class, TEAMS requires additional information about the course and the postsecondary institution on the *Dual Enrollment* screen *(see page 102).*

Elementary Specials (Art, Computer, Music, and PE)

❖ Use **"55189-Art"** for art classes, **"73001–Technology for classroom and personal use"** for computer classes, **"58001–Physical Education"** for PE, and **"55139–Music"** for music classes.

❖ Create one record for the grade and report the average number of students in that grade. *(See the Elementary Teacher-Class File example on page 49.)*

Prekindergarten

❖ Report Prekindergarten classes **only** if they are for special education students.

Second Semester Classes

❖ Record each class that begins in the second semester, after the TEAMS reporting period.

❖ If the educational program has not finalized plans for second semester classes, provide information about planned classes, educators, and estimated enrollments.

Special Education Classes

❖ Special Education "pull-out" sessions are not classes. They are **not** recorded in the Teacher-Class.
❖ There are typically two types of Special Education classes:
  ➢ The majority of students in the class have an Individualized Education Plan (IEP).
    ▪ These classes do not have specific course codes. Use The standard *MT K-12 Course Codes* listing and further identify the special education class by selecting the *Academic Level Code (see page 60)* of "SE" – Special Education.
  ➢ Classes that have a general education teacher of record and an additional support educator for a few students in the class with an IEP.
    ▪ These classes have two Teacher-Class records.
      • One Teacher-Class record is for the general education teacher of record.
        ♦ *Teacher of Record (see page 56)* box **is** checked.
        ♦ *Academic Level Code (see page 60)* = "GE" – General Education
      • A second Teacher-Class record identifies the special education position.
        ♦ *Teacher of Record (see page 56)* box is **not** checked.
        ♦ *Support Staff Type (see page 58):*
          ➢ Co-Teacher -
            ▪ *Co-Teacher Type Code (see page 58)* = "SE" – Special Education
            ▪ *Academic Level Code (see page 60)* = "GE" – General Education
          ➢ Instructional Paraprofessional -
            ▪ *Instructional Paraprofessional Type Code (see page 59)* = "SE" – Special Education
            ▪ *Academic Level Code (see page 60)* = "GE" – General Education

*To comply with the ESEA/NCLB Act, Special Education classes MUST have a teacher that is endorsed in the content area **AND** a special education endorsement.*

❖ When recording a special education class that is taught by a Special Education Cooperative teacher, use the special education's *Owner Legal Entity Code (see page 55)* and leave the *Owner School Code (see page 55)* at "---Please Select---. "
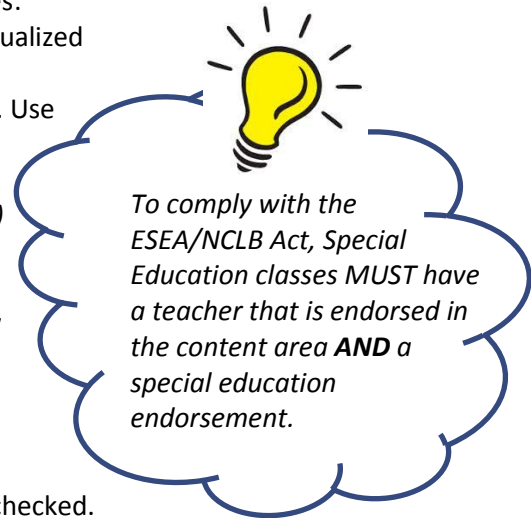
Structured Recess

❖ **Structured** recess is a planned and actively supervised break from regular instruction during the school day. All students on the school grounds engage in organized "play" or games that emphasize turn taking, helpfulness, rule following, and emotional control. Structured recess must be supervised either by a licensed educator who is the teacher of record, or an instructional paraprofessional who is a co-teacher under the direction of a licensed educator.
  ➢ Use the *MT K-12 Course Code* of "**58018 - Structured Recess**" in the Teacher-Class record to indicate that structured recess time is part of the aggregate hours of instruction.
  ➢ To verify the nature of the structured instruction, the OPI may request lesson plan documentation.
❖ **Unstructured** recess is **not** a planned nor an actively supervised break from regular instruction during the school day. Unstructured recess time is not included as aggregate hours of instruction for the school day/year nor is a record entered into the Teacher-Class file.

(return to FAQ's)

Title I Classes

- ❖ Title I classes do not have specific course codes.
  - ➢ Title I classes are identified using the *MT K-12 Course Codes* and further identify a Title I class by using the *Academic Level Code* *(see page 60)* of "RE" – Remedial.
- ❖ Title I "pull-out" sessions are not classes. They are **not** recorded in the Teacher-Class.

Transition 1st Grade

- ❖ Transition 1st grade classes are reported as a 1st grade class.

(return to FAQ's)

Examples of Teacher-Class Files

Elementary Schools with Self-Contained Classrooms

❖ *Lines 1-9* – Elementary schools with self-contained classrooms do not need to record each session of the school day. Elementary schools can enter one record for the self-contained class/teacher match. (Use course codes "73030 – Kindergarten" through "73038 – Grade 8".)

❖ *Lines 3 & 4* – Since the Sample Elem School has two second grade classes, the Section Code for those classes have to differ. The school could not use "GR2" for both those classes.

❖ *Line 6* – The fourth grade class is overloaded by two students, therefore the Sample Elem School has a paraprofessional record *(Line 7)* in the Teacher-Class for the overload.

❖ *Line 12* – Notice that Grade 2 Physical Education has one record, even though the school has two Grade 2 classes and the enrollment is the average number of students in Grade 2.

❖ *Line 15* – The fourth grade paraprofessional goes to the Physical Education class with the students, so a paraprofessional record is created for the Physical Education class so there will not be an overload in the class.

❖ Notice there are no records for Title I services, Special Education services, or library time in the example. These are *services*, not *classes.*

Ex Line #	Edit	SEID	Employee Name	Location School	Course Code	Course Name	Session Type Course Sequence	Section Code	Support Staff Type	Class Minutes	Class Enrollment (does not show on table)	Delete
1	Edit	12345	Jones, Mary	Sample Elem	73030	Kindergarten	Full School Year	GRK	Not Applicable	0	15	Delete
2	Edit	12346	Murphy, Susan	Sample Elem	73031	Grade 1	Full School Year	GR1	Not Applicable	0	19	Delete
3	Edit	12347	Lowe, Nancy	Sample Elem	73032	Grade 2	Full School Year	GR2-LOWE	Not Applicable	0	16	Delete
4	Edit	12351	Johnson, Jamie	Sample Elem	73032	Grade 2	Full School Year	GR2-JOHNSON	Not Applicable	0	18	Delete
5	Edit	12348	Banner, Jim	Sample Elem	73033	Grade 3	Full School Year	GR3	Not Applicable	0	20	Delete
6	Edit	12349	Lou, Linda	Sample Elem	73034	Grade 4	Full School Year	GR4	Not Applicable	0	22	Delete
7	Edit	145678	Nelson, Patty	Sample Elem	73034	Grade 4	Full School Year	GR4	Instructional Paraprofessional	0	22	Delete
8	Edit	12350	Bennett, Sherry	Sample Elem	73035	Grade 5	Full School Year	GR5	Not Applicable	0	12	Delete
9	Edit	12352	Reynolds, John	Sample Elem	73036	Grade 6	Full School Year	GR6	Not Applicable	0	15	Delete
10	Edit	12351	Smith, Mike	Sample Elem	58030	Physical Education (kindergarten)	Full School Year	PE-K	Not Applicable	0	15	Delete
11	Edit	12351	Smith, Mike	Sample Elem	58031	Physical Education (grade 1)	Full School Year	PE-1	Not Applicable	0	19	Delete
12	Edit	12351	Smith, Mike	Sample Elem	58032	Physical Education (grade 2)	Full School Year	PE-2	Not Applicable	0	17	Delete
13	Edit	12351	Smith, Mike	Sample Elem	58033	Physical Education (grade 3)	Full School Year	PE-3	Not Applicable	0	20	Delete
14	Edit	12351	Smith, Mike	Sample Elem	58034	Physical Education (grade 4)	Full School Year	PE-4	Not Applicable	0	22	Delete
15	Edit	145678	Nelson, Patty	Sample Elem	58034	Physical Education (grade 4)	Full School Year	PE-4	Instructional Paraprofessional	0	22	Delete
16	Edit	12351	Smith, Mike	Sample Elem	58035	Physical Education (grade 5)	Full School Year	PE-5	Not Applicable	0	12	Delete
17	Edit	12351	Smith, Mike	Sample Elem	58036	Physical Education (grade 6)	Full School Year	PE-6	Not Applicable	0	17	Delete

7-8 Schools

- ❖ *Lines 1-8* – 7-8 Schools must show a class record for each content area for each grade, *even if it is a combination of seventh and eighth graders in the class.* The Sample 7-8 School has 25 students that are in a single classroom, however each subject has two Teacher-Class records, one for each grade.
- ❖ *Line 8* – **Classes that are offered, but have no student enrollment**: The Sample 7-8 School offered a semester of Foreign Language to both seventh and eighth graders. No eighth graders signed up to take Spanish. A record is created with student enrollment at "0" to show that the school did offer the class.
- ❖ *Lines 9 & 10* – **Classes that alternate years**: The Sample 7-8 School has all students take World Geography one year and then the following year all students take World History. A record is created for both classes and the "off year" class *(World History in the example)* has a student enrollment of "0".

Ex Line #	Edit	SEID	Employee Name	Location School	Course Code	Course Name	Session Type Course Sequence	Section Code	Support Staff Type	Class Minutes	*Class Enrollment (does not show on table)*	Delete
1	Edit	12345	Jones, Mary	Sample 7-8	51035	Language Arts (grade 7)	Full School Year	LA-7	Not Applicable	8100	10	Delete
2	Edit	12345	Jones, Mary	Sample 7-8	51036	Language Arts (grade 8)	Full School Year	LA-8	Not Applicable	8100	15	Delete
3	Edit	12347	Lowe, Nancy	Sample 7-8	52037	Mathematics (grade 7)	Full School Year	MATH-7	Not Applicable	8100	10	Delete
4	Edit	12347	Lowe, Nancy	Sample 7-8	52308	Mathematics (grade 8)	Full School Year	MATH-8	Not Applicable	8100	15	Delete
5	Edit	12348	Banner, Jim	Sample 7-8	53237	Science (grade 7)	Full School Year	SCI-7	Not Applicable	8100	10	Delete
6	Edit	12348	Banner, Jim	Sample 7-8	52328	Science (grade 8)	Full School Year	SCI-8	Not Applicable	8100	15	Delete
7	Edit	12346	Nelson, Patty	Sample 7-8	56037	Foreign Language (grade 7)	Semester	SPANISH-7	Not Applicable	4050	5	Delete
8	Edit	12346	Nelson, Patty	Sample 7-8	56038	Foreign Language (grade 8)	Semester	SPANISH-8	Not Applicable	4050	0	Delete
9	Edit	12352	Reynolds, John	Sample 7-8	54001	World Geography	Full School Year	GEO	Not Applicable	8100	25	Delete
10	Edit	12352	Reynolds, John	Sample 7-8	54051	World History-Overview	Full School Year	HISTORY	Not Applicable	8100	0	Delete

High Schools

High School Teacher-Class files generally consists of roughly six to seven (or 12-14 if semester classes or 18-21 for trimester classes) Teacher-Class records per teacher. High School Teacher-Class files will typically have a record for each teacher and each period (excluding the teacher's prep period).

Teacher-Class Process ★ ◆   ☐

Step 1	• Locate the Teacher-Class screen.
Step 2	• Determine data rollover method for the district.
Step 3	• Select a school.
Step 4	• Correct Teacher-Class records with errors.
Step 5	• Manually add Teacher-Class records that are missing.
Step 6	• Export the Teacher-Class file for your records.
Step 7	• Repeat Steps 3-6 for EACH school in the district.

★ ◆	Proceed to	**Contractor Screen** (page 54)
☐	Proceed to	**Professional Licensure Screen** (page 68)
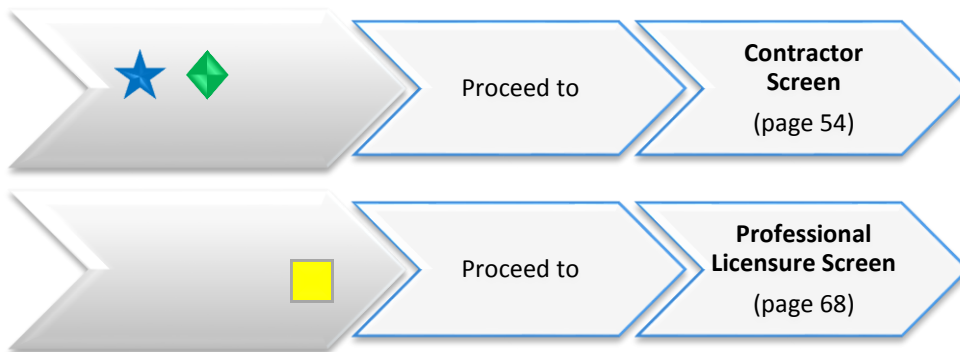
Step 1: Locate the Teacher–Class screen.
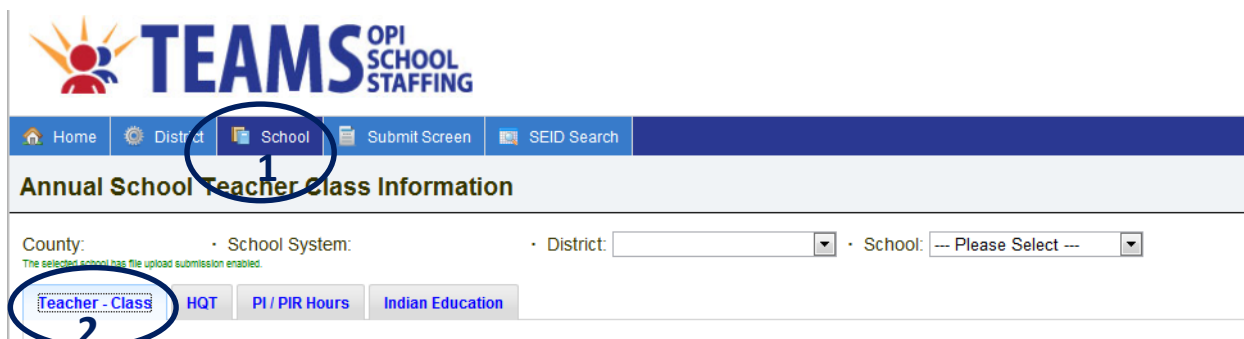
1. On the "Home" row, click the "School" tab.
2. Click the "Teacher-Class" subtab.

Step 2: Determine data rollover method for the district.

> **CAUTION**:
> ❖ When a file is uploaded, it will **remove *all*** the previously created and uploaded records and **replace** them with records from the newly uploaded file; it **does not** add to the file.
> ❖ If work has been done on Accreditation screens *(Group A on the Module Relationship graphic on page 9)* that pull information from the Teacher-Class file, **the work will be deleted** and will have to be repeated.
> ❖ To **add** to the file, manually add records. *(See Manually Add a Teacher-Class Record on page 143.)*

Method 1: Upload the Teacher-Class file from the educational program's student information software.

1. Upload the file exported from the educational program's student information software. *(See Uploading Files on page 146.)*
2. Edit all records in the "Teacher-Class Records with Errors" table. *(See Editing Records with Errors on page 137.)*

Method 2: Upload a Teacher-Class file from the previous year that has been updated.

1. Update the .CSV file with the current year's information.
   a. Fields that must be updated are:
      i. *Fiscal Year* (see page 55 for definition)
      ii. *SEID* (see page 55 for definition)
      iii. *Class Start Date* (see page 61 for definition)
      iv. *Class End Date* (see page 61 for definition)
      v. *Class Enrollment* (see page 63 for definition)
   b. When updating the information, use the directions outlined in the *Import a .CSV File into Excel* (see page 140) section of this manual to ensure that Excel does not corrupt the data and that it is saved properly as a .CSV file.
   c. If you do not have the previous year's Teacher-Class file, you may request it by sending an email to OPITEAMS@mt.gov.
2. Upload the .CSV file. (See *Uploading Files* on page 146.)
3. Edit all records in the "Teacher-Class Records with Errors" table. (See *Editing Records with Errors* on page 137.)

Method 3: Manually enter Teacher-Class records.

1. Manually enter Teacher-Class records for each class. (See *Manually Enter Teacher-Class Records* on page 143.)

Step 3: Select a school.
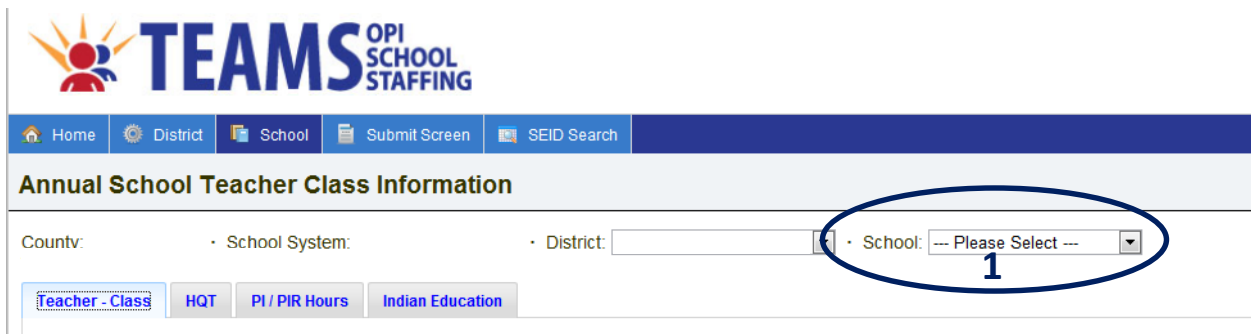
1. Select a school in the district.
   a. No data will show on the screen until a school is selected.

Step 4: Correct Teacher-Class records with errors.

1. Edit all records in the "Teacher-Class Records with Errors" table. *(See Editing Records with Errors on page 137.)*

Step 5: Manually add Teacher-Class records that are missing.

   (See Manually Enter Teacher-Class Records on page 143.)

Step 6: Export the Teacher-Class file for your records.

   (See Exporting All Records on page 137.)

Step 7: Repeat Steps 3–6 for EACH school in the district.

★ ◆	Proceed to	**Contractor Screen** (page 54)
▢	Proceed to	**Professional Licensure Screen** (page 68)
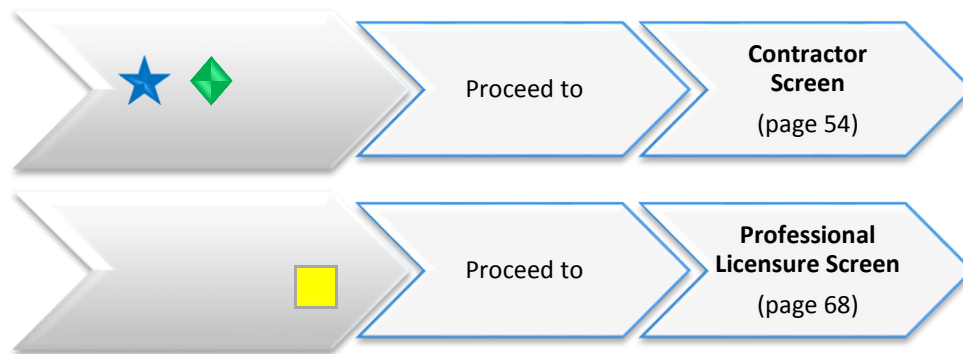
Field Definitions and Instructions (Add Teacher-Class Record {Page 1})
*Fields are defined **left to right** as they appear on the screen.*

❖ Fiscal Year *(yyyy)* – the fiscal year begins on July 1 and ends on June 30
  ➢ The fiscal year is identified by the ending year.
❖ Location Legal Entity Code *(XXXX)* – the OPI's unique 4-digit identifier for an accredited educational program
  ➢ Ensure this is the correct LE for the educational program that provides the class under one of its school programs.
❖ Location School Code *(XXXX)* – the OPI's unique 4-digit identifier for a particular school program
  ➢ The Location SC is the SC of the school that provides the class under its program, regardless of the physical location of the class.
❖ Owner Legal Entity Code *(XXXX)* – the LE of the employer of the classes' educator

  ➢ ● *Special education cooperative employees* – If the educator of a class is employed by a special education cooperative, **select the LE of the special education cooperative** that employs the educator.
❖ Owner School Code *(XXXX)* – the SC of the school where the employee is employed

  ➢ ● *Special education cooperative employees* – Since special education cooperatives are not associated with any one school, let this field default to "---Please Select---".

> *The special education cooperative must report the employee in the cooperative's TOE file **before** an LE can record the class using that employee.*

❖ SEID – the SEID number of the educator associated with this class.
  ➢ TEAMS is only looking for the SEID number of the individual, not the position code. TEAMS will default to the first instance of the SEID number in the list. This is acceptable, let TEAMS default and carry on.
❖ Course Code *(XXXXX)* – the course code of this class
  ➢ *Montana K-12 Course Codes* are the Montana's standard course codes for course identification, based on the National Center for Education Statistics (NCES) course identifiers.
  ➢ Educational programs are *not* required to replace their existing district-assigned course codes or names for courses, but they *must* crosswalk all courses using the standardized MT K-12 course codes in order to report courses to the OPI.

Add Teacher-Class Record

Add the Teacher-Class record below.
Enter the required information.

Fiscal Year:	2013		
Location Legal Entity Code:	0009	Location School Code:	0011
Owner Legal Entity Code:	Lima K-12 Schools (0009)	Owner School Code:	--- Please Select ---
SEID:	--- Please Select ---	Course Code:	---Please Select ---
Teacher of Record?	☐	Section Code:	
Session Type:	--- Please Select ---	Session Number:	--- Please Select ---
Support Staff Type:	--- Please Select ---	Co Teacher Type Code:	--- Please Select ---
Instructional Para Type Code:	--- Please Select ---	Academic Level Code:	--- Please Select ---

Click the Next Page button when the information has been entered.   Cancel   Next Page

---

❖ Teacher of Record? *(box clicked = Yes; box not clicked = No)* – the teacher of record is responsible for student learning activities that are within a subject or course and are aligned to performance standards
  ➢ Click the box if the SEID number of the educator is the educator who is responsible for the class.
  ➢ *Special Education Teachers of Record* were previously referred to as a "sole provider."
  ➢ *Distance Learning Classes (including the MT Digital Academy),* **do not** mark the teacher of record box.
  ➢ *Dual Enrollment Classes,* **do not** mark the teacher of record box.
❖ Section Code *(Up to 20 characters)* – the section code identifies a specific occurrence (the course is taught to the same group of students, regardless of the day or time) of the course
  ➢ Enter the section number used by the educational program to identify the unique course.
  ➢ A combination of letters and numbers that school districts create are allowed.
  ➢ The Section Code must be a **unique identifier** for the course/class.
    ▪ For example, a school has three periods of English I. The Section Code could be "ENG1-P1," "ENG1-P2," and "ENG1-P3." The section code cannot be three instances of "ENG1."

- ❖ Session Type *(XX)* –
  - ➢ Elementary grades (K-4) – typically the full school year
  - ➢ Middle grades (5-8) – the term for which a final grade is assigned for the class
  - ➢ High school grades (9-12) – the term for which credit is given for the class
  - ➢ *Partial credit* – If partial credit allowed for a student's passing a portion of the year, the term where the partial credit is allowed is reported as the session type.
  - ➢ *Distance learning or self-paced classes* – Indicate the session type that most closely matches the planned assignment of class credit for completion, even if the time needed to complete the class does not coincide with the session's normal start and end dates.

    "Session Type" codes
    - ▪ "SY" School Year – a regular school term consisting of no major subdivision of time segments
    - ▪ "IS" Inter Session – a short session which occurs between longer sessions, such as during a winter or spring break
    - ▪ "LS" Long Session – a session that is longer than a semester, but shorter than a full school year
    - ▪ "MT" Mini Term – a school term which is shorter than a regular session
      - • A mini term is generally delivered as a sub-term within a larger session. For example, an 18-week semester may be divided into six mini terms of three weeks each.
    - ▪ "QT" Quarter – one of four equal segments into which a school year is divided
    - ▪ "QN" Quinmester – one of five equal segments into which a school year is divided
    - ▪ "SM" Semester – one of two equal segments into which a school year is divided
    - ▪ "TM" Trimester – one of three equal segments into which a school year is divided
    - ▪ "TW" Twelve Month – an educational program that operates on a full twelve month cycle
- ❖ Session Number *(XX {1 through 12})* – a stand-alone class session
  - ➢ A session is generally a term for which credit is earned.
    - ▪ Full year classes have a session number of "1."
    - ▪ For semester classes, the first semester is session number "1" and the second semester is session number "2."
    - ▪ For quarter classes, the first quarter is session number "1," the second quarter session number "2," and so forth.

- ❖ <u>Support Staff Type</u> *(XX)* – an additional educator in a classroom other than the teacher of record
  - ➢ If the teacher of record box is *not* clicked, select the support staff type of the educator.
    - ***"Support Staff Type" codes***
      - ▪ "TE" Co-Teacher – a licensed educator who works with the teacher of record to provide supplemental educational services for one or more students in the class
      - ▪ "FA" Facilitator – an individual employed by the educational program to facilitate a distance learning or dual enrollment/credit class
      - ▪ "IP" Instructional Parapro – an instructional paraprofessional as defined in *ARM 10.55.602(18)*
        - Instructional paraprofessionals only have to be recorded in the Teacher-Class file if they are in the classroom for class overload.
- ❖ <u>Co-Teacher Type Code</u> *(XX)* – a licensed educator who partners with the teacher of record
  - ➢ If the teacher of record box is *not* clicked and "Co-Teacher" *is selected* in the *Support Staff Type* field *(see page 58)*, select the type of co-teacher for the course.
    - ***"Co-Teacher Type" codes***
      - ▪ "AE" Alternative Education – the co-teacher provides instruction in an alternative education program for the school district while working with the teacher of record
      - ▪ "GE" General Education – the co-teacher is responsible for general education while working with the teacher of record
      - ▪ "SE" Special Education – the co-teacher is responsible for special education while working with the teacher of record
        - A special education co-teacher is often partnered with a teacher of record who is:
          - ♦ employed on an itinerant basis by a special education cooperative to be in the classroom on a steady basis, or
          - ♦ a general education educator who needs a co-teacher to provide parallel special education services in the classroom.
      - ▪ "TI" Title I – the co-teacher is responsible for providing instruction for students who are eligible for Title I services while working with the teacher of record.

(return to FAQ's)

❖ Instructional Para Type Code *(XX)* – an instructional paraprofessional who works under the supervision of the teacher of record
  ➢ If the teacher of record box is *not* clicked and "Instructional Para*" is selected* in the [Support Staff Type](#) field *(see page 58)*, select the type of instructional paraprofessional that is in the class.
    "Instructional Para Type" codes
    ▪ "AE" Alternative Education Program – the instructional paraprofessional provides services in an alternative education program of the school district while working under the supervision of the teacher of record.
    ▪ "GE" General Education – the instructional paraprofessional is responsible for general education while working under the supervision of the teacher of record.
    ▪ "SE" Special Education – the instructional paraprofessional is responsible for special education while working under the supervision of the teacher of record.
    ▪ "TI" Title I – the instructional paraprofessional provides services for students who are eligible for Title I services while working under the supervision of the teacher of record.

❖ Academic Level Code *(XX)* – the academic level of the course that most closely identifies *the major emphasis of the course curriculum and delivery, not the students' academic level*
  ➢ A single class may commonly serve students in multiple academic levels, but only one academic level may be selected per class.
    "Academic Level" codes
    ▪ "BE" Basic Education – the course focuses primarily on skills development, including literacy in language; mathematics; life, physical and social sciences; and history
    ▪ "EE" Enriched Education – the course offers enriched curriculum, but is not designated as an honors program
      ● "Enriched Education" is also known as "Gifted and Talented."
    ▪ "GE" General Education – the course provides instruction in a given subject matter area that focuses primarily on general concepts for the appropriate grade level
    ▪ "HO" Honors – specialized classes that offer a faster pace and more rigorous curriculum program
      ● Usually, honors class programs are selective based on previous academic performance in the subject and on the results of a subject area exam. Honors classes give high-ability students the opportunity to be more challenged than they are in a regular class.
    ▪ "RE" Remedial Education – the class aims to improve any particular deficiency, including a deficiency in content previously taught but not learned
      ● In grades 5-12, remedial reading and math courses are typically Title I classes.
    ▪ "SE" Special Education – the class provides education and related services for students with disabilities in accordance with an Individual Education Plan (IEP)
      ● The class adapts the curriculum, materials, or instruction for students identified as needing special education.

Field Definitions and Instructions (Add Teacher-Class Record {Page 2})
*Fields are defined **top to bottom** as they appear on the screen.*

```
Add Teacher-Class Record

Add the Teacher-Class record below.
Enter the required information.
...........................................................................................................

Credit Amount:            0                    Course Sequence:              [            ]
District Course Name:     [            ]       Course Sequence Total:        [            ]
District Course Number:   [            ]       Grade Low:            --- Please Select --- [▼]
Class Start Date:         7/1/2012             Grade High:           --- Please Select --- [▼]
Class End Date:           6/30/2013            Class Enrollment:             [            ]
Class Minutes/Year:       0                    Distance Learning?            [ ]
Dual Enrollment Credit?   [ ]                  Alternative Education Program? [ ]
...........................................................................................................

Click the Add Record button when the information has been entered.    Cancel   [Previous Step]  [Add Record]
```

❖ Credit Amount *(X.XX)* – the number of credits available to a student completing the class
  ➢ *K-8 grades* – This field defaults to "0," but is editable if needed.
  ➢ *7/8 Schools and High Schools* – This field is required.
❖ District Course Name *(Up to 50 Characters)* – the educational program's description or name of the course
  ➢ This may differ from the OPI's course codes.
  ➢ If left blank, TEAMS will default the field to the MT K-12 Course Name.
❖ District Course Number *(Up to 10 Characters)* – the educational program's code for the course
  ➢ This may differ from the OPI's course codes.
  ➢ If left blank, TEAMS will default the field to the MT K-12 Course Number.
❖ Class Start/End Date *(MM/DD/YYYY)* – the first and last day of the class session
  ➢ This field defaults to the first/last date of the fiscal year, but can be changed.
❖ Class Minutes/Year *(XXXXX {1 to 9999})* – the number of planned minutes per year for the class
  ➢ Include the minutes related to the *Session Type (see page 57)* reported on page 1 of the Teacher-Class wizard.
    ▪ For example, if this is a semester class, enter the minutes for the semester, not the full year.
  ➢ **DO NOT** report the number of minutes of a single class (e.g., "45").
  ➢ A single, full-year class s is typically 8,100 minutes.
  ➢ *K-8 grades* – This field defaults to "0," and is editable if needed.
  ➢ *Self-paced classes* that take students more or less time for class completion, report the estimated time that is needed to complete the class in a traditional classroom setting.

Add Teacher-Class Record

Add the Teacher-Class record below.
Enter the required information.

Credit Amount:	0	**Course Sequence:**	
District Course Name:		**Course Sequence Total:**	
District Course Number:		**Grade Low:**	--- Please Select --- ▼
Class Start Date:	7/1/2012	**Grade High:**	--- Please Select --- ▼
Class End Date:	6/30/2013	**Class Enrollment:**	
Class Minutes/Year:	0	**Distance Learning?**	☐
Dual Enrollment Credit?	☐	**Alternative Education Program?**	☐

Click the Add Record button when the information has been entered.   Cancel   Previous Step   Add Record

- ❖ Dual Enrollment Credit? *(box clicked = Yes; box not clicked = No)* -
  - ➢ "Dual enrollment/dual credit" is an opportunity for high school students to be enrolled in high school and postsecondary courses at the same time. There are three categories of such opportunities:
    - ▪ "College credit only" – students receive college credit for courses taken from a postsecondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.
      - • **Do not record these classes in TEAMS.**
    - ▪ "Dual credit" – students receive both college credit and high school credit for courses taken from a postsecondary institution. Students may or may not be taking these courses during the school day. The postsecondary faculty member must have either an appropriate K-12 license and endorsement in the subject area or a Class 8 license.
    - ▪ "Concurrent enrollment" – the district offers these courses during the school day and they are taught by high school faculty who have been approved by the postsecondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.
  - ➢ When a class is identified as a dual enrollment class, TEAMS requires additional information about the course and the postsecondary institution on the *Dual Enrollment* screen *(see page 102)*.
- ❖ Course Sequence *(X)* – the number of the class in a sequence of courses
  - ➢ For example, Algebra II is "2" in a sequence of Algebra I, II, and III.
  - ➢ *K-8 grades and full-year courses* enter "1."
- ❖ Course Sequence Total *(X)* – the total courses in the sequence of courses
  - ➢ For example, the sequence total is "3" for Algebra I, II, and III.
  - ➢ *K-8 grades and full-year courses* enter "1."

Add Teacher-Class Record

Add the Teacher-Class record below.
Enter the required information.

Credit Amount:	0	Course Sequence:	
District Course Name:		Course Sequence Total:	
District Course Number:		Grade Low:	--- Please Select ---
Class Start Date:	7/1/2012	Grade High:	--- Please Select ---
Class End Date:	6/30/2013	Class Enrollment:	
Class Minutes/Year:	0	Distance Learning?	☐
Dual Enrollment Credit?	☐	Alternative Education Program?	☐

Click the Add Record button when the information has been entered.   Cancel   Previous Step   Add Record

- ❖ Grade Low/High *(XX)* – the typical grade or grade range of students who are enrolled in the class
  - ➢ Select the lowest/highest typical grade level at which the course is taught.
    - ▪ For example, English II is typically taught to tenth graders. The grade low/high is "10" for this class, even though a few eleventh graders may be enrolled in the class.
  - ➢ *Single grade classes* – enter the same grade for both the low and high.
  - ➢ *Specific grade courses* – some of the *MT K-12 Course Codes* are specific to a grade, therefore the grade low/high is prefilled and the user cannot change them.
  - ➢ *Combination Grade Classes* – select the lowest and highest grades of the class.
    - ▪ For example, a 3-4 combo class will have a grade low of "3" and a grade high of "4."
    - *"Grade Low/High" codes*
    - ▪ "PK" – Pre-Kindergarten
    - ▪ "KH" – Half-Day Kindergarten
    - ▪ "KF" – Full-Day Kindergarten
    - ▪ "P1" – Transition 1st Grade
    - ▪ "01" through "12" – specific grade levels
- ❖ Class Enrollment *(XXXXX {1 to 9999})* – the number of students enrolled in the class
  - ➢ Enter the number of students enrolled in the class, based on the first Monday in October (fall enrollment count date for ANB).
  - ➢ *Classes not yet started* – enter the estimated number of students who are anticipated to be enrolled in the class.
  - ➢ *Concurrent enrollment classes* – if a class provides concurrent enrollment for a portion, but not all of the class's students, report the entire class enrollment. The *Dual Enrollment* screen *(see page 102)* records the number of students enrolled only for concurrent enrollment.
- ❖ Distance Learning? *(box clicked = Yes; box not clicked = No)*
  - ➢ "Distance Learning" means instruction in which students and educators are separated by time and/or location with synchronous or asynchronous content instruction and communication between student and educator (e.g., correspondence courses, online learning, video conferencing, and streaming video).
  - ➢ When a class is indicated as a distance learning class, TEAMS requires additional information about the class on the *Distance Learning* screen *(see page 94)*.
- ❖ Alternative Education Program? *(box clicked = Yes; box not clicked = No)*
  - ➢ An "Alternative Education Program" is a restructured academic program to serve at-risk students, operated within an accredited public school. In some cases, a school may operate an alternative education program at a location other than a school building of the district.
  - ➢ When a class is identified as an alternative education class, TEAMS requires additional information about the class on the *Alternative Education* screen *(see page 82)*.

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ACCREDITATION SCREENS

Contractor Screen ★ ◆ ⬤

Information collected on the contractor screen accounts for positions that the educational program utilizes a contractor or consortium in order to fulfill accreditation requirements. These contracted positions are limited to the curriculum coordinator, library media specialist, school counselor, general education teachers, and special education teachers.

⚠️ **DO NOT** enter contractors that have provided maintenance services for your school, such as plumbers, electricians, sidewalk repair, etc. These contractors are not recorded in TEAMS.

Roles That Have Access to the Contractor Screen
- ❖ County Superintendent *(read-only)*
- ❖ AR (Authorized Representative)
- ❖ District Data Entry
- ❖ District Read-Only

Contractor Data Link
The Contractor screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Contractor Process   ★ ◆ ⬤

Step 1	• Locate the Contractor screen.
Step 2	• Add a record for a position is fulfilled by a contractor.
Step 3	• Repeat Step 2 for each position the educational program utilizes a contractor to fill.

★ ◆ ⬤   Proceed to   **Professional Licensure Screen** *(page 68)*

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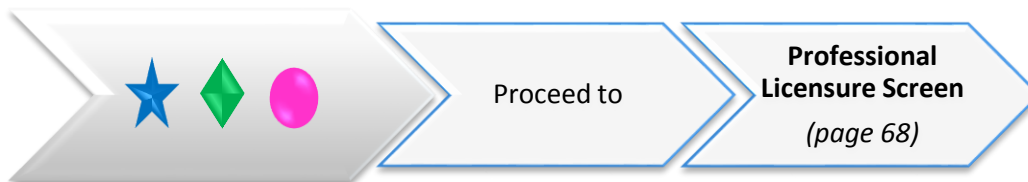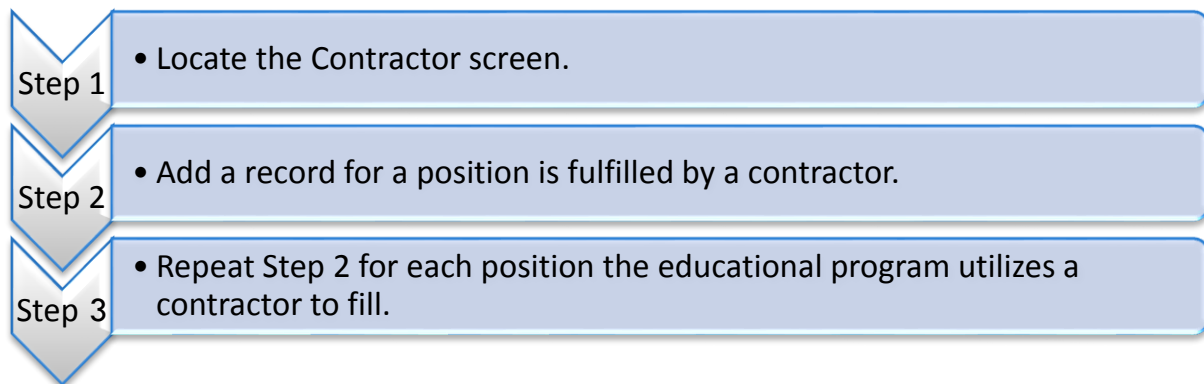
Step 1: Locate the Contractor screen.
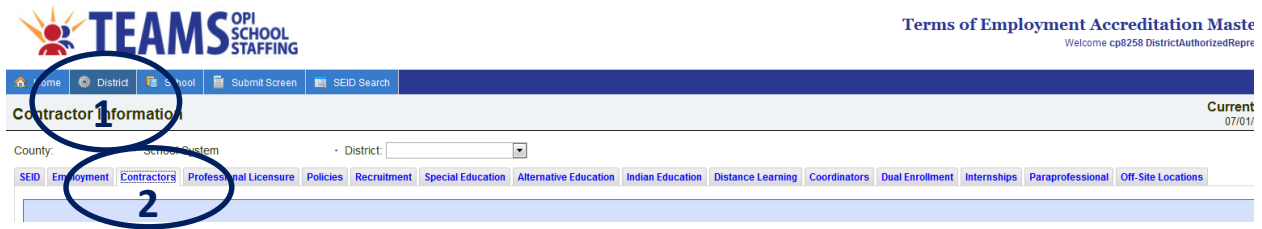
1. On the "Home" row, click the "District" tab.
2. Click the "Contractors" subtab.

Step 2: Add a record for a position that is fulfilled by a contractor.

1. Click the "Add New Contractor Record" link below the "Valid Contractors" table.

2. Select the SC of the school that is associated with the contractor.
3. Click the "Search" button to locate a contractor.
   a. You cannot type in the field, you *must* click the "Search" button.

Search for an existing Contractor

Search Criteria...
Enter all or part of a Contractor name to search for or use the percentage symbol (%) to display all available.

Contractor Name: montana
3.b. **3.c.** **3.d.i.**

Show 20 items per page   Page: 1

Select	Contractor	Person Name	E-Mail	Phone
Select **3.d.**	Montana Small Schools Alliance	Small Schools Alliance, Montana		
Select	Montana Small Schools Alliance	Small Schools Alliance, Montana		
Select	Montana Small Schools Alliance	Small Schools Alliance, Montana		

b. Enter all or part of the contractor's name.
   i. Enter the percentage symbol (%) to display all available contractors in the TEAMS system.
c. Click the "Search" button.
   i. The "Clear Search" button will remove all of the search criteria.
d. Click the "Select" link beside the correct contractor.

If your contracting company or person is not listed, contact the OPI at OPITEAMS@mt.gov for assistance.

Add Contractor Record

Use this form to add the Contractor record below.
Enter and confirm the required information.

Contractor Company Info:

Year: 2013

Location LE: *** Location SC Code:** --- Please Select ---

Enter a new name or search for an existing contractor.
* Contractor: Search   *** Contracting Person:** --- New Person ---
4

4. Select the name of the individual who performs the contracted services.

Enter the address fields below.

Address Ln 1: PO 1266	Address Ln 2:
City* HELENA	State* MT ▾ Zip* 59604 -

* Phone: _____   * Email: _____

5

Contractor Employment Info:

* Start Date: 07/01/2012   * End Date: 06/30/2013

* SEID: _____ [Search]   * FTE: **6** 0

7 * Position Code: --- Please Select ---   **8.a. 8**

Once the information has been entered. Click the Add Record button.   Cancel [Add Record]

---

5. Verify the contractor's contact information.
6. Enter ".001" for all contracted FTE.
7. Select the position code of the contracted employee.
8. Click the "Add Record" button to add the record.
   a. Click the "Cancel" link to cancel the record and return to the previous screen.

Step 3: Repeat Step 2 for each position the educational program utilizes a contractor to fill.

*When working with the library media specialist and school counselor positions, a record for **EACH** position needs to be created at **EACH** school in the district.*

⭐ 🔷 🟣   Proceed to   **Professional Licensure Screen** *(page 68)*
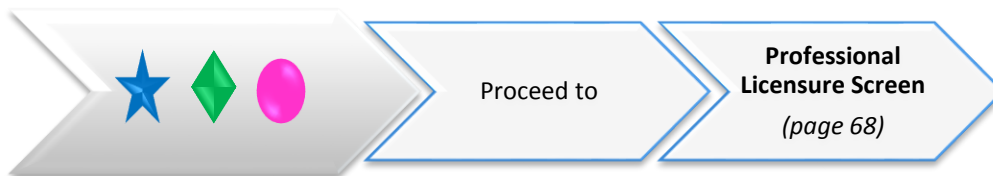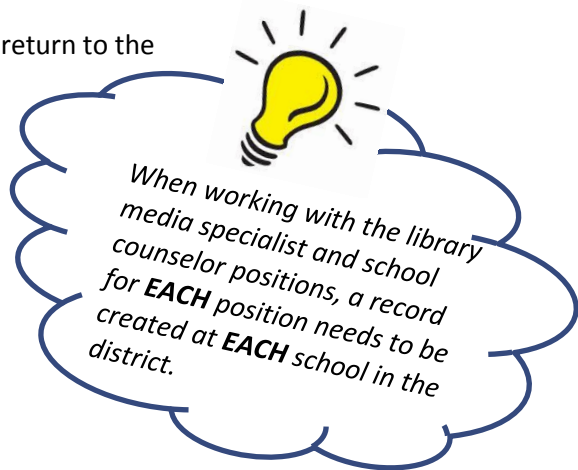
Professional Licensure Screen ★ ◆ ● ▢

Employees that have positions requiring a professional license ***other than an educator's license*** are listed. This information is used to monitor IDEA compliance and determine eligibility for the Quality Educator Payment.

Roles That Have Access to the Professional Licensure Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ Human Resource Role
❖ District Data Entry *(read-only)*
❖ District Read-Only

Professional Licensure Data Link

The Professional Licensure screen pulls information **FROM** the TOE data.

⚠ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

Professional Licensure Process   ★ ◆ ● ▢

Step1 • Locate the Professional Licensure screen.

Step 2 • Add professional licensing information to employee records.

Step 3 • Repeat Step 2 for each employee listed.

★ ◆ — Proceed to — **Policy Screen** *(page 73)*

● — Proceed to — **Recruitment Screen** *(page 75)*

▢ — Proceed to — **Special Education Screen** *(page 78)*
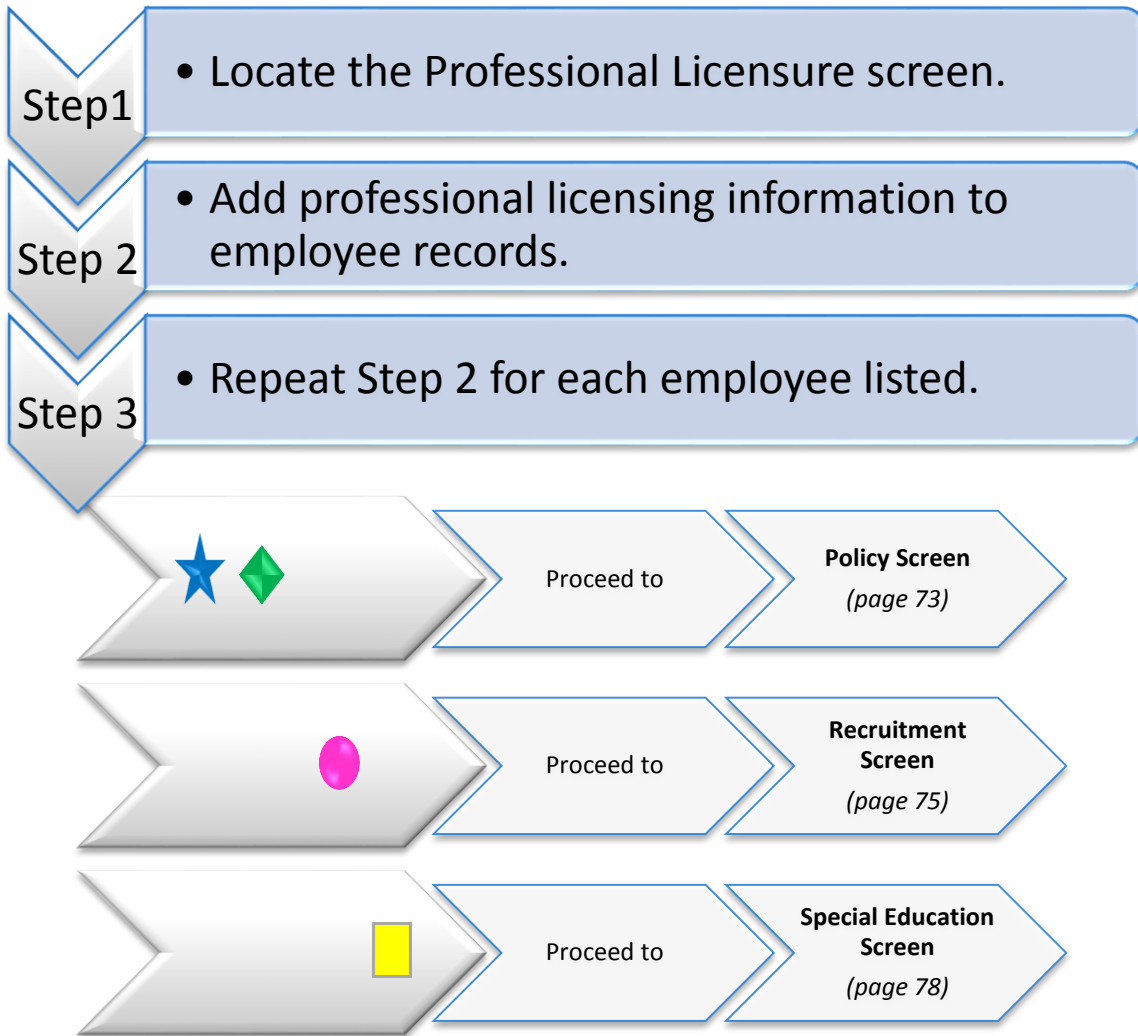
Step 1: Locate the Professional Licensure screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Professional Licensure" subtab.

Step 2: Add professional licensing information to employee records.

Professional Licensure Information

Employees listed below have positions that require a professional license.

If the license type or number do not appear or are incorrect, click the 'Select' link for the employee to add the correct license information for the employee.

The information is used to monitor the IDEA compliance and determine eligibility for the Quality Educator Payment.

If a professionally licensed employee is NOT listed below, add the employee's contract information on the Terms of Employment (TOE) screen and return to this screen to complete the professional licensure information.

Show 20 items per page Page: 1

Select	Name	SEID	Position Code	License Type	License Number	License Status	License Expiration	Delete
Select			SP69 - School Nurse - General Education					Delete

1   **1.a.**

1. Click the "Select" link to the left of the record.
   a. The "Delete" link will delete any additional information added to the record. It will not delete the record from the TOE file.

If a professionally licensed employee is not listed, return to the TOE screen and either add an employee record or edit the employee's existing record and return to the Professional Licensure screen to complete the professional licensure information.

(return to FAQ's)

Provide the following information for the Professional License

Search for the employee's Professional License information. Click the Save button when the license is located.

If the person's license number cannot be located, have the employee contact the Department of Labor and Industry (DLI).

Search for the license information either by:

License Type AND First AND Last Names
OR First AND Last Names

Selecting License Information for: Name:

License Type: --- Please Select ---   **2.b.**

First Name: Last Name: Search Licensees **2**

Licenses Found: **3**

License Number: License Type:

License Status: Expiration Date:

4   4.a.
Save   Cancel

2. Click the "Search Licensees" button.
    a. TEAMS searches the Department of Labor and Industry (DLI) database for all professional licenses for the employee.
3. Click the dropdown arrow to select the professional license that was returned from the DLI database for the employee.
    a. The remaining fields are prefilled based on the information stored at the DLI for the employee.
4. Click the "Save" button to save the information.
    a. Click the "Cancel" button to cancel adding the information.

TIPS FOR FINDING PROFESSIONAL LICENSE INFORMATION

- *Ensure the "First Name" and "Last Name" fields are what the **DLI has on record** for the employee.*
- *Female employees may have changed their name due to marriage or divorce and not updated their professional license information with the DLI.*
- *For uncommon first or last names, search using only that name (i.e., not both first and last).*
- *If the employee has an out-of-state address on his or her license, the DLI **will not** return license information. Have the employee update his or her address with the DLI.*
- *Choose the type of license that TEAMS needs to search the DLI database for.*
- *Have the employee contact the DLI to ensure their license information is current.*

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Step 3: Repeat Step 2 for each employee listed on the screen.

★ ◆	Proceed to	**Policy Screen** *(page 73)*
●	Proceed to	**Recruitment Screen** *(page 75)*
▮	Proceed to	**Special Education Screen** *(page 78)*
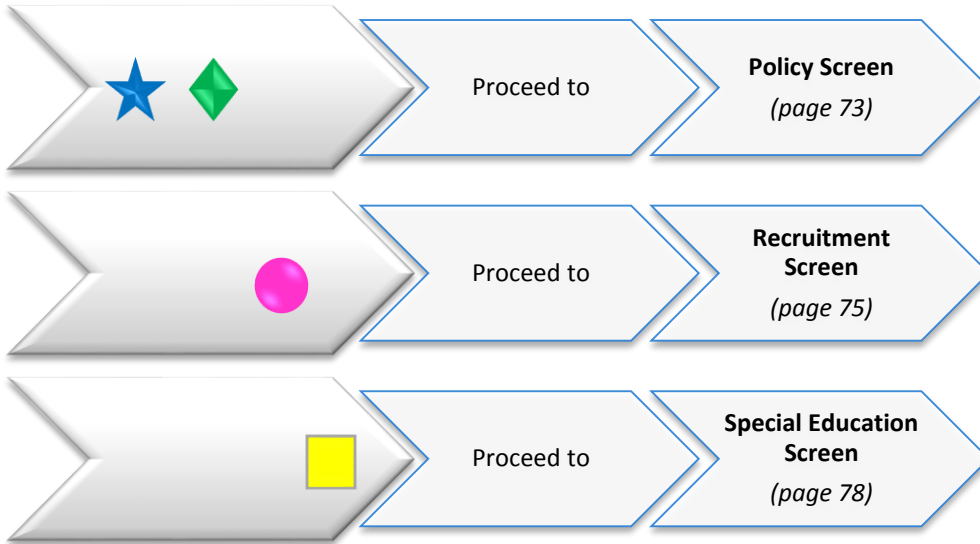
Policy Screen ★ ◆

There are several Administrative Rules of Montana that require the Board of Trustees to have various polices in place. Compliance with the ARM is critical for accreditation of Montana educational programs. The OPI may request copies of policies to verify responses.

It is important to keep in mind that educational programs need to have a policy for each of the ARM requirements, not that the educational program has to offer the program. For example, if a high school does not have a significant writing program, they need to have a policy stating that they do not have the program, they don't need to create the program.

Roles That Have Access to the Policy Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ District Read-Only

Policy Screen Data Link
The Policy screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Policy Process ★ ◆

| Step 1 | • Locate the Policy screen. |
| Step 2 | • Answer each question. |

| ★ ◆ | Proceed to | **Recruitment Screen** *(page 75)* |

TEAMS
OPI SCHOOL STAFFING

Step 1: Locate the Policy screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Policies" subtab.

Step 2: Answer each question.

1. Question 1:
   a. Select the option that the educational program has chosen to implement as an evaluation method.
   b. Click the "Save" button to move to the next policy.

2. Remaining Questions:
   a. Click either "Yes" or "No" to indicate if the Board of Trustees has adopted a written policy for each of the policies listed.
   b. Click the "Save" button to move to the next policy.

Proceed to **Recruitment Screen** *(page 75)*

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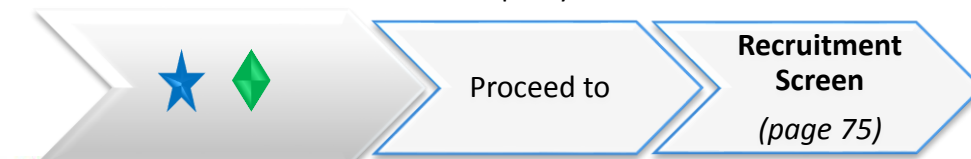
Recruitment Screen ★ ◆ ⬤

The information provided is used for the Critical Quality Educator Shortages report produced by the OPI each fall.
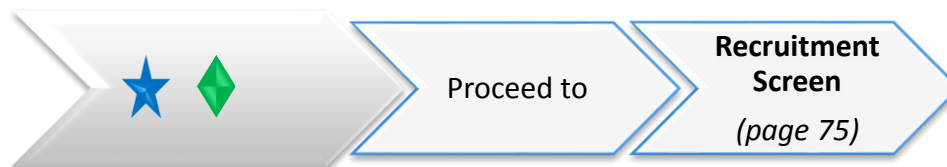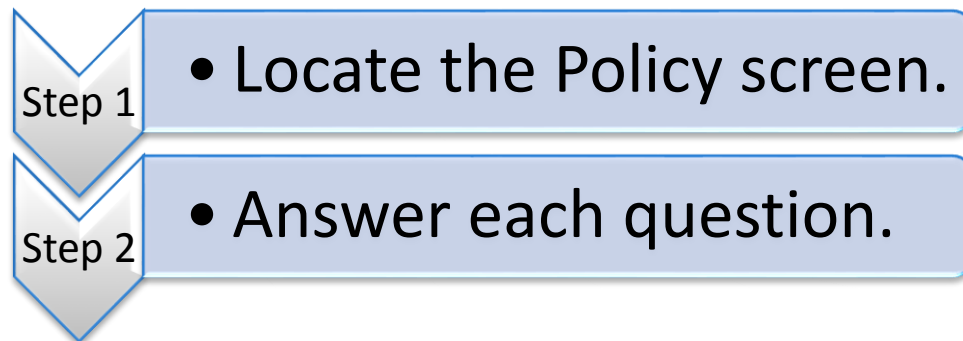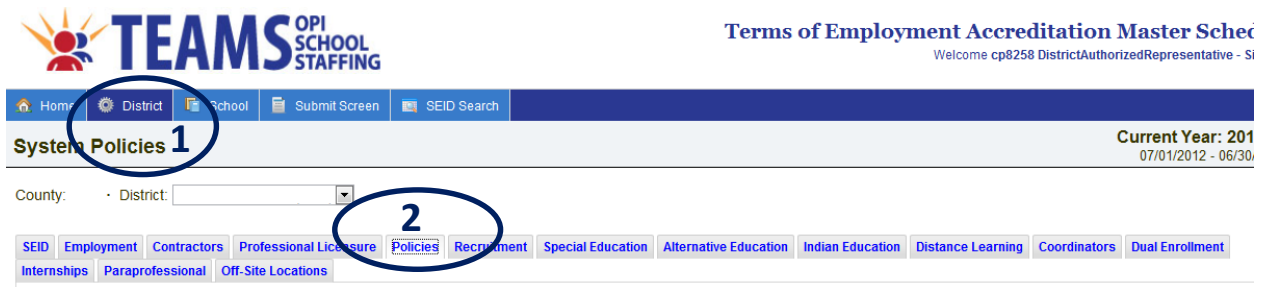
Roles That Have Access to the Recruitment Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ District Read-Only

Recruitment Data Link

The Recruitment screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Recruitment Process ★ ◆ ⬤

Step 1
- Locate the Recruitment screen.

Step 2
- Determine if there were any recruitment efforts made since the last data collection.
  - 2a: If recruitment efforts have been made, continue to Step 3.
  - 2b: Record NO recruitment efforts.

Step 3
- Record recruitment efforts.

Step 4
- Repeat Step 3 for each recruitment effort.

★ ◆ ⬤   Proceed to   **Special Education Screen** *(page 78)*
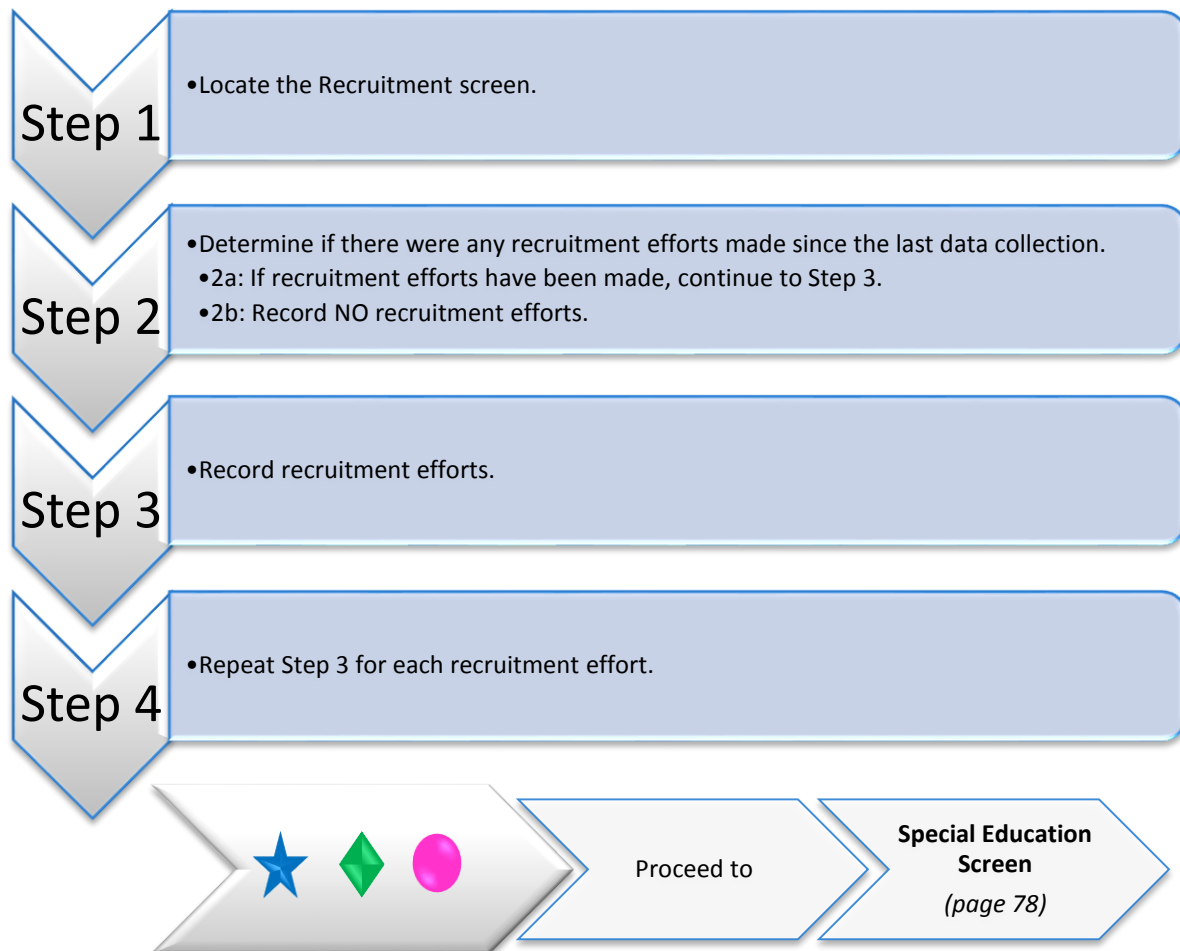
Step 1: Locate the Recruitment screen.
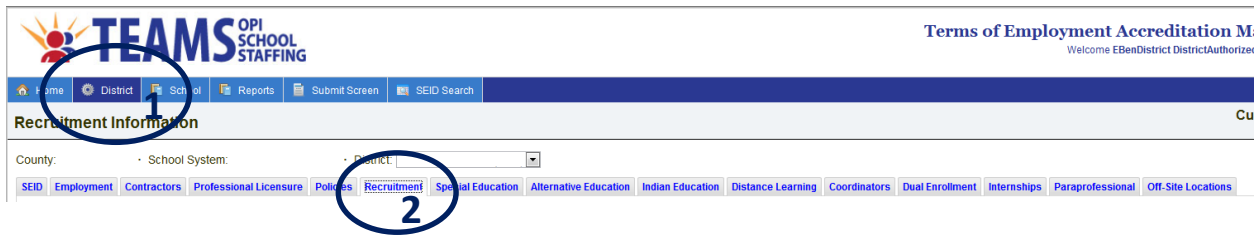
1. On the "Home" row, click the "District" tab.
2. Click the "Recruitment" subtab.

Step 2: Determine if there were any recruitment efforts made since the last data collection.
   Step 2a: If recruitment efforts have been made, continue to Step 3.
   Step 2b: Record NO recruitment efforts.

1. If the entity did not have any positions that were recruited since the last data collection, click the "No openings or recruitment to report" box.
2. Click the "Save" button.
3. Continue to the next screen for your entity in the process.

Step 3: Record recruitment efforts.

1. Click the "Add New Recruitment" button.

Provide the following information for the Recruitment

Review/Enter all of the fields and click the Save button when complete.

|	
Recruitment Area (Endorsement):*	--- Please Select ---
FTE Level:*	High School	Total FTE:*		Difficulty Filling Position:*	--- Please Select ---

3   3.a.
Save | Cancel

2. Complete each required field.
    ❖ Recruitment/Endorsement Area – the endorsement area where the recruitment effort was made
    ❖ FTE Level – the educational level where the recruitment effort was made
    ❖ Total FTE – the total FTE amount for the recruitment effort
        ➢ Multiple recruitment efforts for the same position can be combined to save data entry time.
            ▪ For example, if you recruited two full-time librarians, enter "2." If you recruited a full-time librarian and a full-time counselor, two separate recruitment records are required.
    ❖ Difficulty Filling Position – select the answer to the question "How difficult was the position to fill?"
3. Click the "Save" button to save the record.
    a. Click the "Cancel" button to cancel the recruitment record.

Step 4: Repeat Step 3 for each recruitment effort.

★ ◆ ● | Proceed to | **Special Education Screen** *(page 78)*
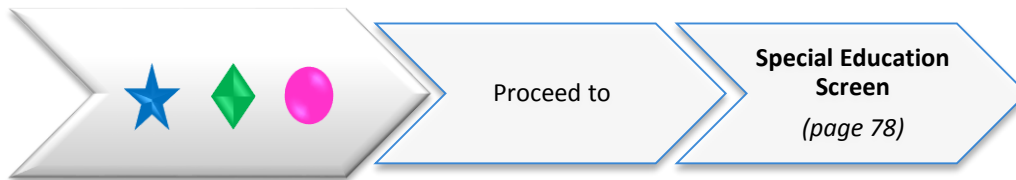
Special Education Screen ★ ◆ ⬤ ▢

The OPI annually reports the percentage of FTE spent by each special education teacher and special education instructional paraprofessional with 3 to 5-year-olds and 6 to 21-year-olds to the U.S. Department of Education.

Only employees in the TOE file with a position code of "SE25 – Special Education Instructional Paraprofessional" or "TC03 – Teacher-Special Education" are shown. If a special education educator is not listed on the screen, return to the TOE file and either add a record for the employee or edit the employee's existing record.

Roles That Have Access to the Special Education Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ District Read-Only

Special Education Data Link
The Special Education screen pulls information **FROM** the TOE data.

> ⚠ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

TEAMS
OPI SCHOOL STAFFING

Special Education Process ⭐ 🟢 🟣 🟨

Step 1	• Locate the Special Education screen.
Step 2	• Record the FTE of time spent with 3 to 5-year-olds.
Step 3	• Repeat Step 2 for each special education position.

⭐	Proceed to	**Alternative Education Screen** *(page 82)*
🟢	Proceed to	**Indian Education (District) Screen** *(page 89)*
🟣	Proceed to	**Internship Screen** *(page 105)*
🟨	Proceed to	**Coordinator Screen** *(page 98)*
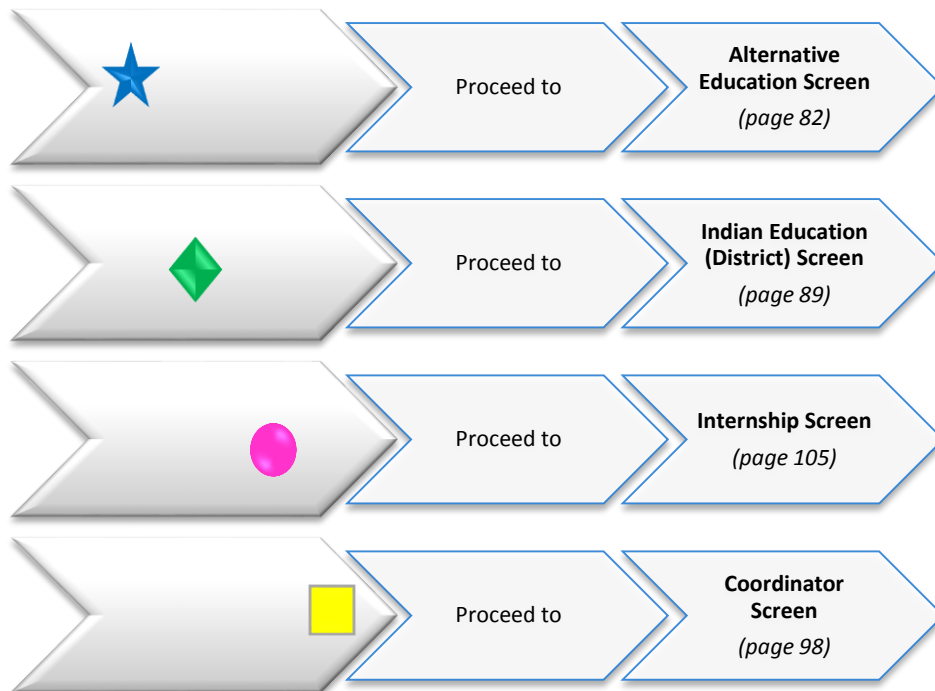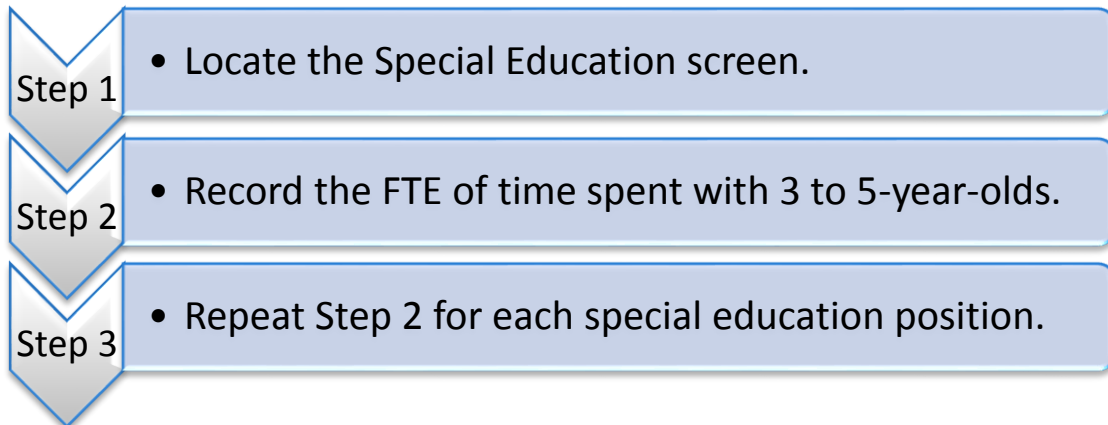
Step 1: Locate the Special Education screen.
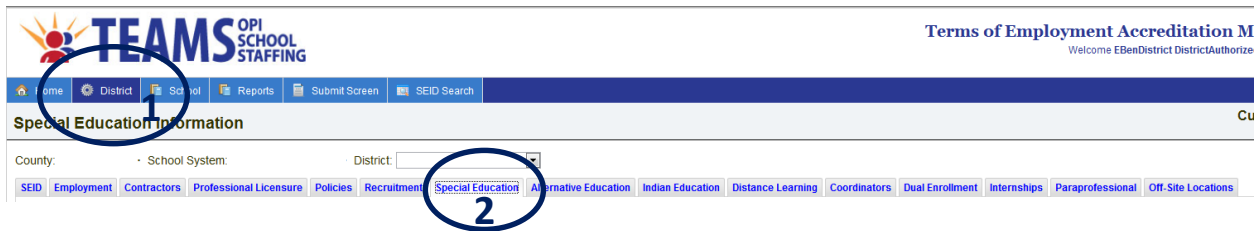
1. On the "Home" row, click the "District" tab.
2. Click the "Special Education" subtab.

Step 2: Record the FTE of time spent with 3 to 5-year-olds.

1. Click the "Edit" link to the right of the record to be edited.
2. Enter the percentage of FTE that the employee works with 3 to 5-year-olds.
   a. *High School Districts* - The "% of FTE for 3 to 5 year olds" field defaults to "0". The field is editable if needed.
   b. The other fields are calculated.
3. Click the "Update" link to save and close the record.
   a. Click the "Cancel" link to cancel editing of the record.

All employees with SE25 and TC03 position codes from the TOE are listed. If a special education educator is not listed, return to the TOE and either add a record for the employee or edit the existing record for the special education employee.
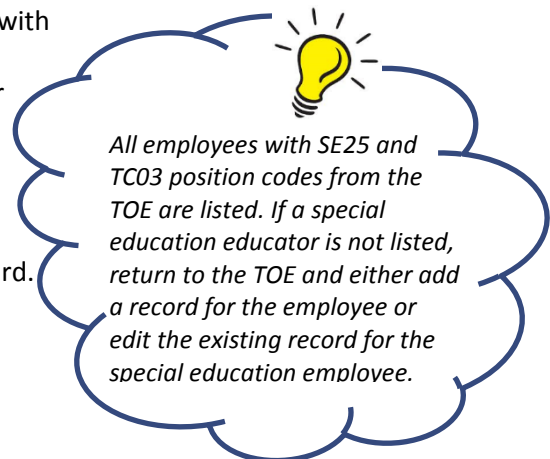
(return to FAQ's)

Step 3: Repeat Step 2 for each special education position.

★	Proceed to	**Alternative Education Screen** *(page 82)*
◆	Proceed to	**Indian Education (District) Screen** *(page 89)*
●	Proceed to	**Internship Screen** *(page 105)*
▮	Proceed to	**Coordinator Screen** *(page 98)*
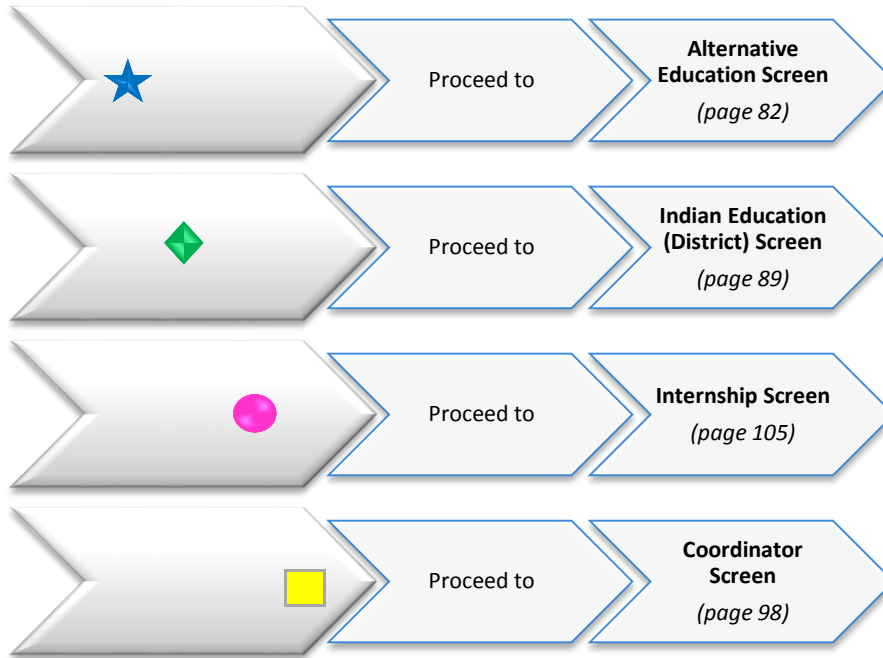
Alternative Education Screen ⭐

An educational program's alternative education program(s), including the school to which the program is attached/assigned, must be recorded in the TEAMS data for accreditation purposes.

❖ An Alternative Education program provides "at-risk students" a basic education program in a manner other than a traditional classroom setting. *ARM 10.55.602(5)* defines an "at-risk student" as any student who is affected by environmental conditions that negatively impact the student's educational performance or threaten a student's likelihood of promotion or graduation, as defined in *20-1-101(4),MCA*.

❖ The students would spend the majority of the day, if not all day, enrolled in the program. A single class is **NOT** an alternative education program.

❖ The alternative education program may be physically located in the school or at a separate location.

An Alternative Education Program is NOT

❖ Special Education Classes – *20-7-401(4), MCA* defines a special education students as a child with a disability, not an "at-risk" student, therefore special education classes are not alternative education programs.

❖ Distance Learning Classes

❖ Dual Enrollment Classes

❖ Credit Recovery Classes

❖ Attendance Centers

❖ Off-Site Locations

Roles That Have Access to the Alternative Education Screen

❖ County Superintendent *(read-only)*

❖ AR (Authorized Representative)

❖ District Data Entry

❖ District Read-Only

Alternative Education Data Link

The Alternative Education screen pulls information **FROM** the Teacher-Class data.

⚠ **If a Teacher-Class file upload is performed after work is done on any of the screens that link from the Teacher-Class data, the work will be deleted and will need to be repeated.**

Alternative Education Process ★

Step 1
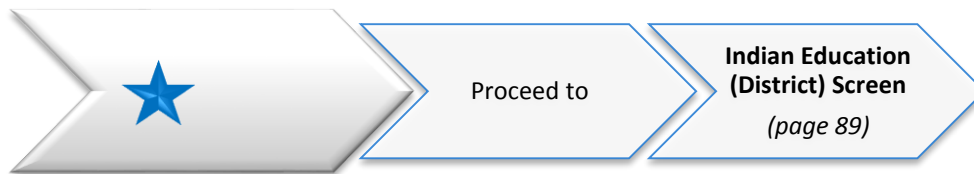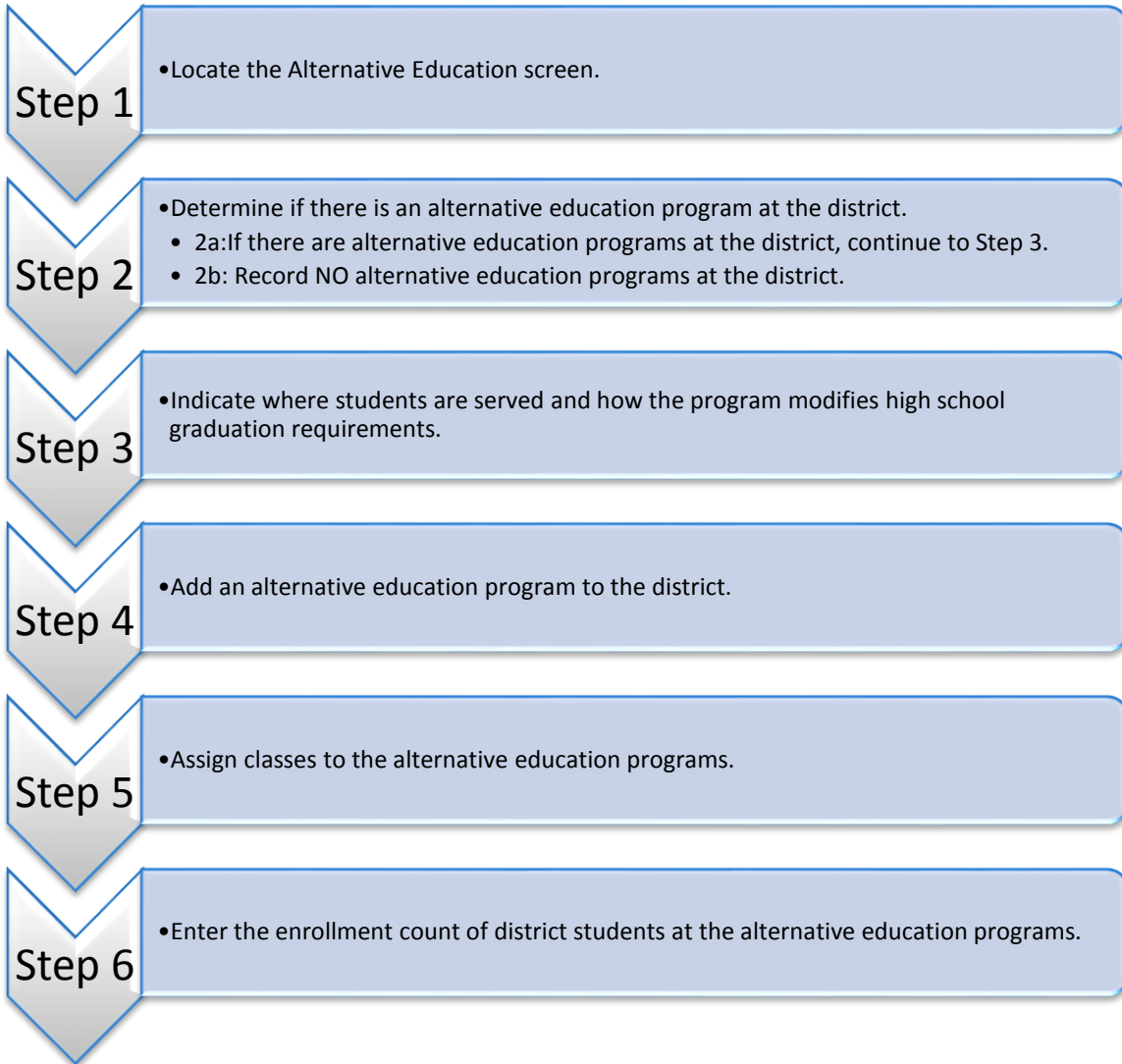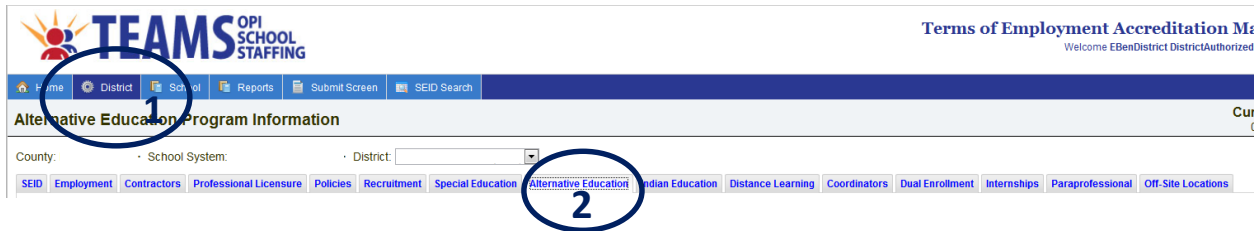• Locate the Alternative Education screen.

Step 2
• Determine if there is an alternative education program at the district.
  • 2a:If there are alternative education programs at the district, continue to Step 3.
  • 2b: Record NO alternative education programs at the district.

Step 3
• Indicate where students are served and how the program modifies high school graduation requirements.

Step 4
• Add an alternative education program to the district.

Step 5
• Assign classes to the alternative education programs.

Step 6
• Enter the enrollment count of district students at the alternative education programs.

★ Proceed to **Indian Education (District) Screen**
(page 89)

Step 1: Locate the Alternative Education screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Alternative Education" subtab.

Step 2: Determine if there is an alternative education program at the district.
> **Step 2a: If there are alternative education programs at the district, continue to Step 3.**
> **Step 2b: Record NO alternative education programs at the district.**

1. Click the "No Alternative Education Programs" box.
2. Click the "Save" button.
3. Continue to Step 6.

**Step 3: Indicate where students are served and how
The program modifies high school
graduation requirements.**

*This is a **district** level step, not a **program** level step.*

**Alternative Education Program
(Click to View)**
"Alternative Education Program" is a restructured academic program to serve at-risk students within an accredited public school district.

Incomplete

If the school system does not have any Alternative Education Programs, check "No Alternative Programs" and click the Save button.

No Alternative Education Programs	☐

1 Where are students served?
- A. On Host School's Campus
- B. Off Host School's Campus
- C. Combination of off-site and on-site locations

2 How are high school graduation requirements modified as allowed in ARM 10.55.906(3) and (4) for students served in this program?
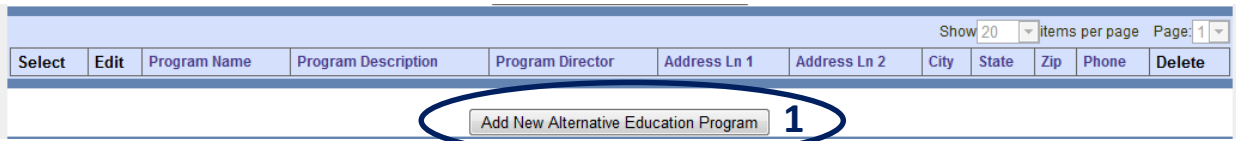- A. Graduation requirements are not modified for these students OR no high school students are served
- B. Credits are reduced to the state requirement
- C. Credit requirements are individualized for each student
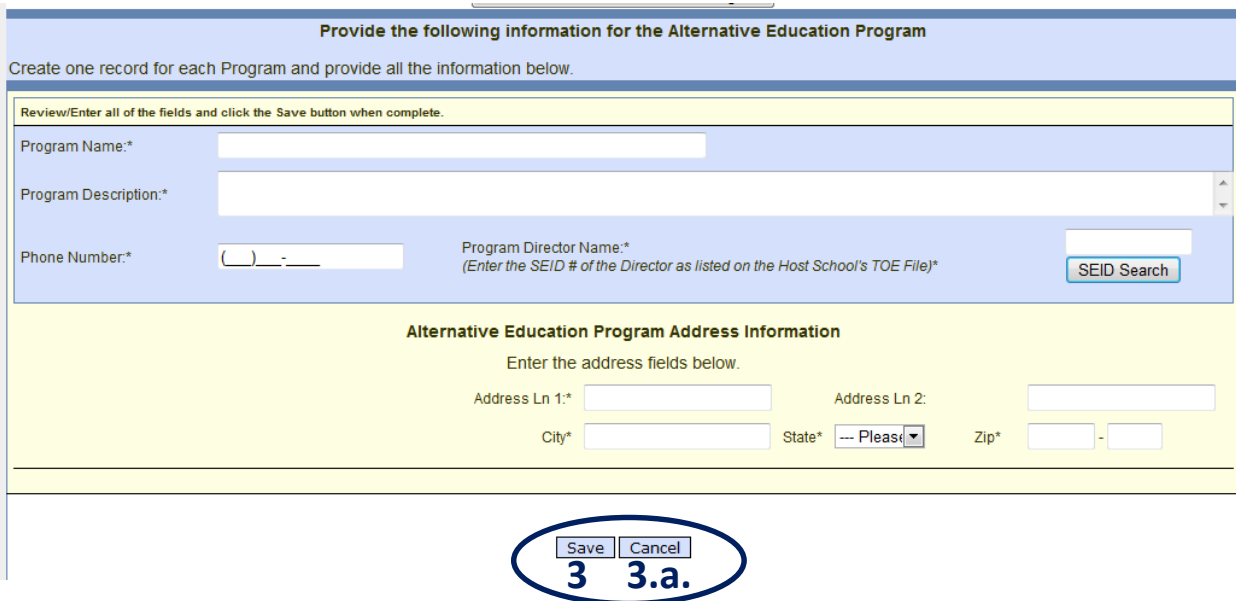- D. Other (explain)

Explanation: **2.a.**

Save **3**

1. Select where students are served.
2. Select how the alternative education program's high school graduation requirements are modified.
   a. If "Other" is selected, an explanation must be provided.
3. Click the "Save" button to save the information.

Step 4: Add an alternative education program to the district.

1. Click the "Add New Alternative Education Program" button.

2. Enter all the required fields.
   - ❖ Program Name – the name the district uses to identify the alternative education program
   - ❖ Program Description – the description (i.e., type) of the program
   - ❖ Phone Number – the phone number at the location
   - ❖ Program Director Name – the name of the alternative education program's director
     - ➢ Enter the SEID number OR use the *SEID Search* button *(see page 24)* if the SIED number is not known.
   - ❖ Address – the physical address of the alternative education program
3. Click the "Save" button.
   a. Click the "Cancel" button to cancel creating the program.
4. Repeat Steps 4:1-3 for each alternative education program in the district.

Step 5: Assign classes to the alternative education programs.

1. Ensure all alternative education classes are listed on the screen.
   a. If a class held at an alternative education program does not appear on the list, return to the Teacher-Class and verify that the *Alternative Education Program* box *(see page 63)* is checked.
2. Click the "Select" link beside the alternative education program for which classes are to be assigned.
3. Click the box beside each class to be assigned to the alternative education program.
   a. Click the "Select All" button to select all the classes.
   b. Click the "Select None" button to unselect all the classes.
4. Click the "Save" button to save the assignment of classes to the alternative education program.
   a. Click the "Cancel" button to cancel the assignment of classes.
5. Repeat Steps 5:2-4 for each alternative education program.

Step 6: Enter the enrollment count of district students served at the alternative education programs.

*This is a **district** level step, not a **program** level step.*

Program Enrollment - Fall Enrollment Count
(Click to View)
Counts as of the 1st Monday in October of current school year.

Complete

Enter zeroes where appropriate.

High School Level:	0
Middle Grades Level:	1
Elementary Level:	0

Save **2**

1. Enter the student enrollment count of the district's alternative education program as of the first Monday in October at each grade level.
   a. If the district does **NOT** have an alternative educational program, each level must have a numeral entered. Enter "0" where appropriate.
2. Click the "Save" button.

*Enter **program** enrollment, not school enrollment.*

Proceed to **Indian Education (District) Screen** *(page 89)*
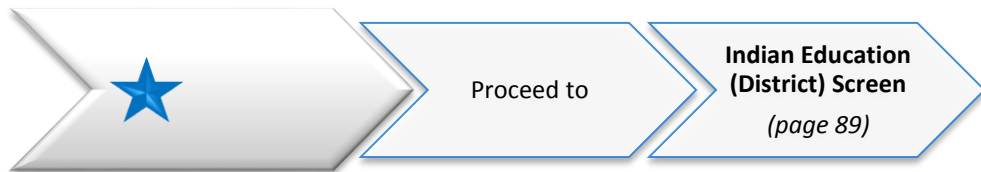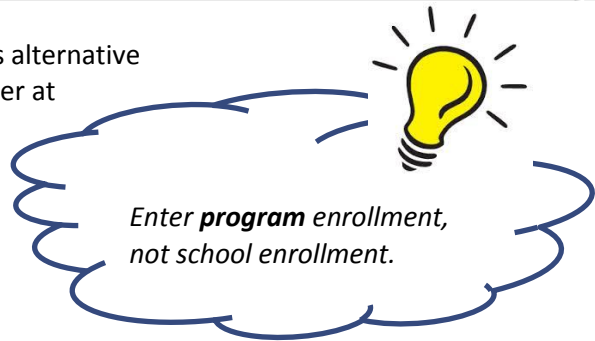
Indian Education Screen (District) ★ ◆

This data provides the OPI with information on a district's efforts to implement the requirements of *20-1-501, MCA*, Indian Education for All (IEFA), and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Each fall a summary of this report is available on the OPI website upon completion of the TEAMS submission and analysis cycle.
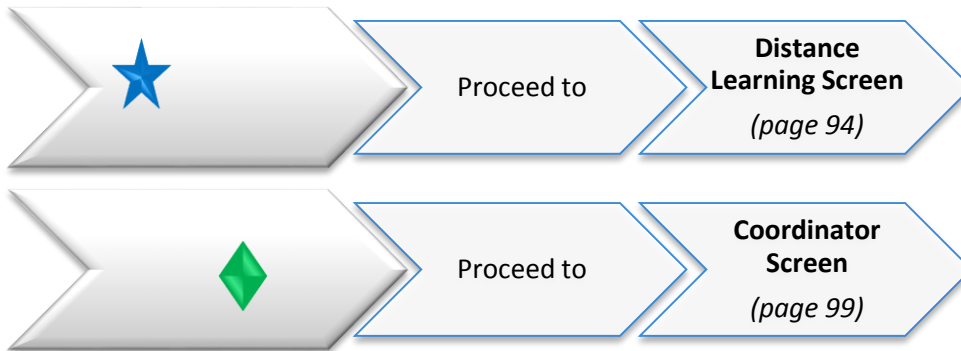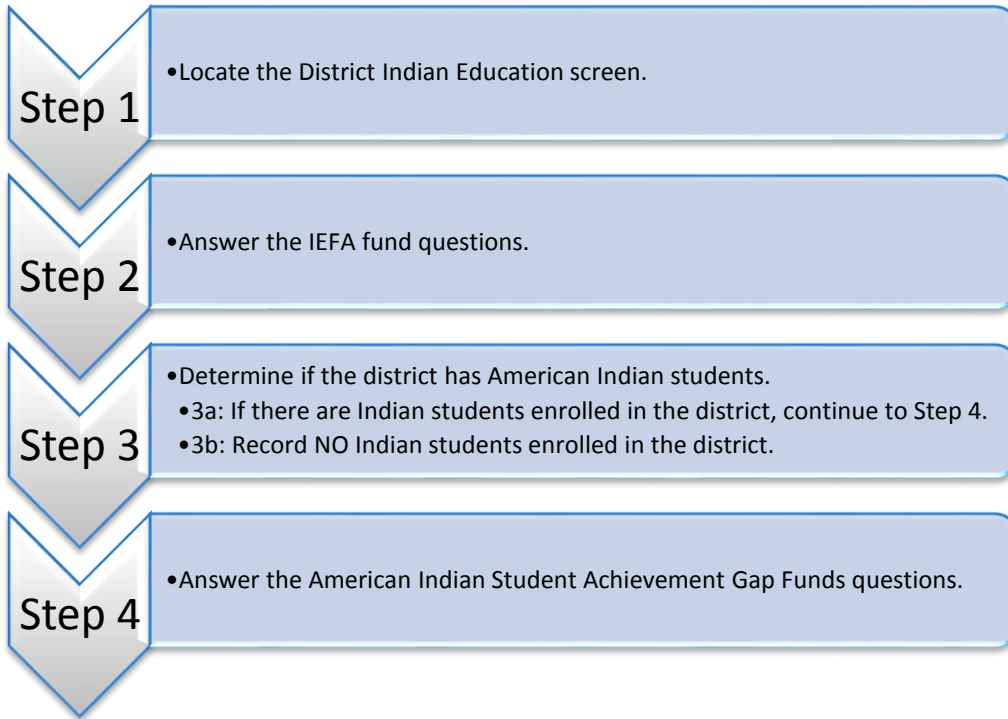
Roles That Have Access to the Indian Education (District) Screen

- ❖ County Superintendent *(read-only)*
- ❖ AR (Authorized Representative)
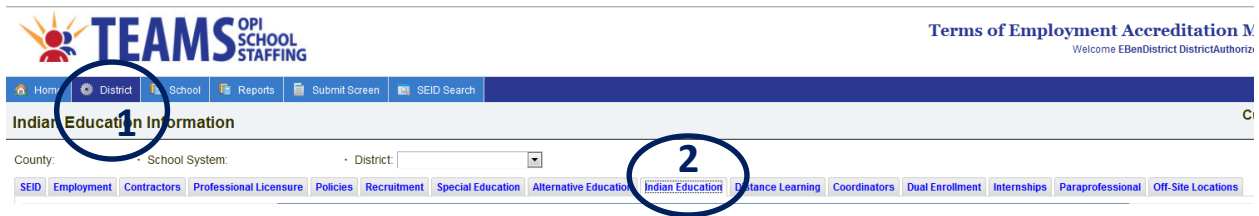- ❖ District Data Entry
- ❖ District Read-Only

Indian Education (District) Data Link

The district level Indian Education screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Indian Education (District) Process ★ ◆

Step 1	• Locate the District Indian Education screen.

Step 2	• Answer the IEFA fund questions.

Step 3	• Determine if the district has American Indian students. • 3a: If there are Indian students enrolled in the district, continue to Step 4. • 3b: Record NO Indian students enrolled in the district.

Step 4	• Answer the American Indian Student Achievement Gap Funds questions.

★ Proceed to **Distance Learning Screen** *(page 94)*

◆ Proceed to **Coordinator Screen** *(page 99)*

Step 1: Locate the District Indian Education screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Indian Education" subtab.

Step 2: Answer the IEFA fund questions.

1. Question 1: Select the appropriate response.
2. Question 2: Enter text to answer the question.
3. Questions 3 & 4: Click either "Yes" or "No."
4. Question 5: Select the appropriate response.
5. Click the "Save" button to save the responses.

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Step 3: Determine if the district has American Indian students.

      Step 3a: If there are American Indian students, continue to Step 4.

      Step 3b: Record NO Indian students enrolled in the district.

1. Click the "There are no Indian students enrolled in the district" box.
2. Click the "Save" button.
3. Proceed to the next screen for your entity in the process.

Step 4: Answer the American Indian Student Achievement Gap Funds questions.

1. Question 6: Select as many responses as necessary to explain the district's plan for using the Indian Student Achievement Gap funds during the current year.
   a. If "Other" is selected, an explanation is required.
2. Question 7: Enter text to explain how the district used the Indian Student Achievement Gap funds during the previous year.
3. Click the "Save" button.

| | Proceed to | **Distance Learning Screen** *(page 94)* |

| | Proceed to | **Coordinator Screen** *(page 99)* |
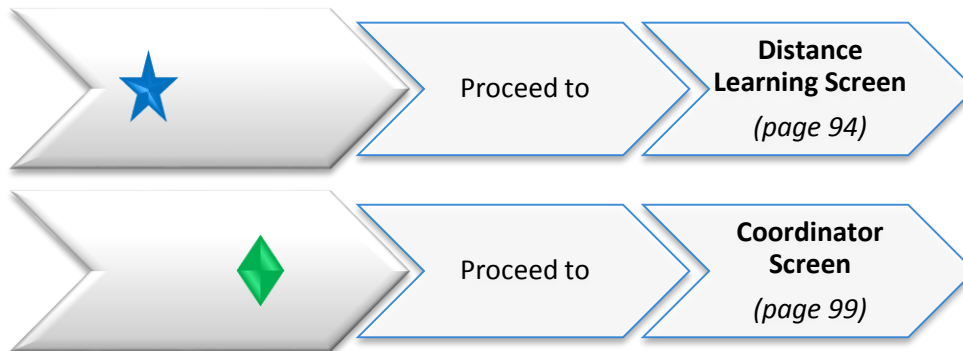
Distance Learning Screen ★

The OPI collects information about distance learning providers and their employees who teach distance learning classes in order to verify the qualifications of the educators and facilitators of distance learning classes used by Montana school districts.

Roles That Have Access to the Distance Learning Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ District Read-Only

Distance Learning Data Link
The Distance Learning screen pulls information **FROM** the Teacher-Class data.

⚠️ **If a Teacher-Class file upload is performed after work is done on any of the screens that link from the Teacher-Class data, the work will be deleted and will need to be repeated.**

Distance Learning Provider Registration

August Registration
Distance learning providers must register each year by the first Monday in August with the OPI as required by *ARM 10.55.907*. Distance learning providers register on the OPI website at *www.opi.mt.gov/Resources/Index.html.*

June Reporting
In June, distance learning providers are required by *ARM 10.55.907* to report to the OPI all educational programs served, the classes provided, and class student enrollment.

Distance Learning Process ★

Step 1
- Locate the Distance Learning screen.

Step 2
- Determine if distance learning classes are offered at the district.
  - 2a: If there are distance learning classes offered, continue to Step 3.
  - 2b: Record NO distance learning classes offered.

Step 3
- Record distance learning provider information for the distance learning class.

★   Proceed to   **Coordinator Screen** *(page 99)*
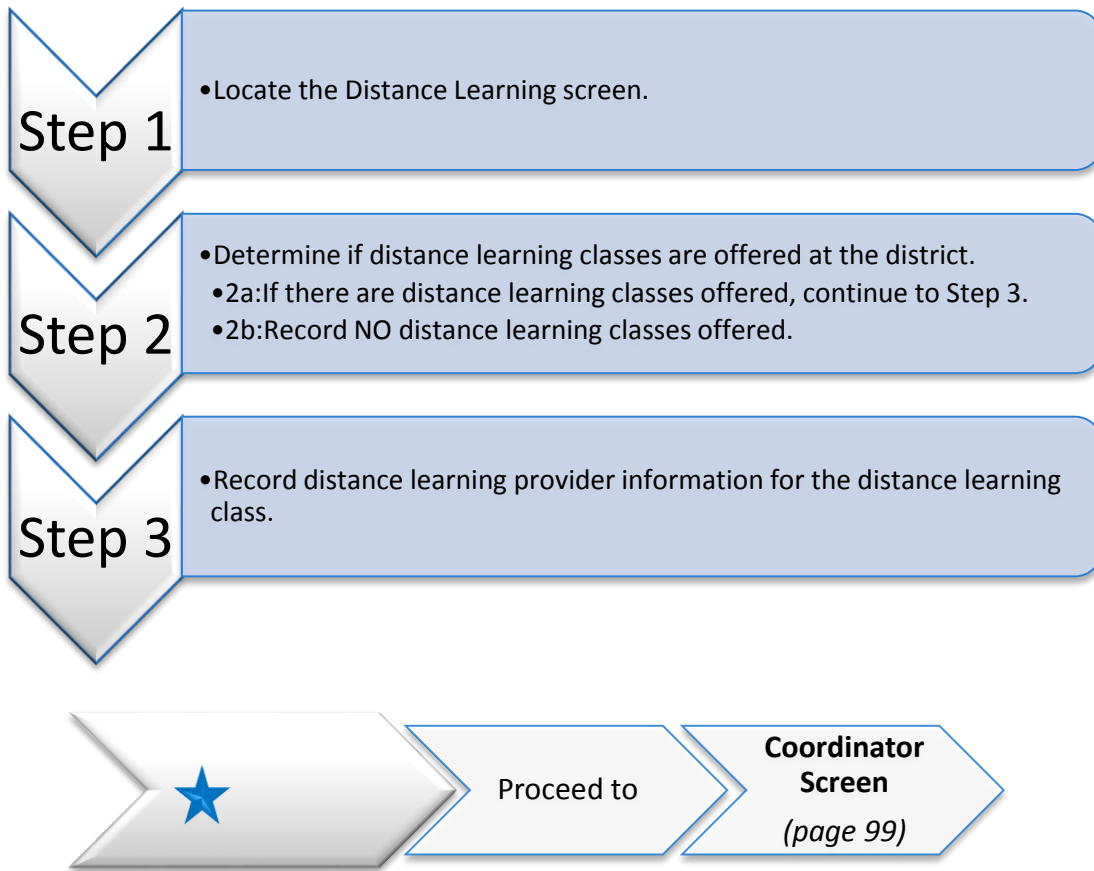
Step 1: Locate the Distance Learning screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Distance Learning" subtab.

Step 2: Determine if distance learning classes are offered at the district.
> ***Step 2a: If there are distance learning classes offered, continue to Step 3.***
> ***Step 2b: Record NO distance learning classes offered.***

1. Click the "No Distance Learning Classes" box.
2. Click the "Save" button.
3. Proceed to the next screen for your entity in the process.

Step 3: Record distance learning provider information for the distance learning class.

Distance Learning Provider Information
(Click to View)
Report details about the registered Distance Learning Providers the district uses to provide distance learning classes to students enrolled in the district.

Reference: ARM 10.55.907

Show 5 items per page   Page: 1

Select	Class	Class Name	Session	Section	Section	Distance Learning Provider	Teacher	Facilitator	Delete
① Select	67002	Construction—Comprehensive	SY	1	134				Delete **1.a.**
Select	56999	Foreign Language and Literature—Other	SM	1	142				Delete
Select	53051	Biology	SY	1	ASL				Delete

Distance Learning Enrollment Class Information

Choose the Distance Learning Provider from the list. Distance Learning Providers must register online annually with the OPI to provide services to Montana schools. Report all providers, including the MT Digital Academy.

If a provider is not listed, the provider has not registered with the OPI as required. Direct the provider to register online so this report can be completed.

Review/Enter all of the fields and click the Save button when complete.

Distance Learning Provider:* **2**   --- Please Select ---

Select the Teacher:* **3**   Teacher Information **3.b.**   Teacher Endorsements: **3.b.**

Facilitator Information:
(This is the SEID # of the Facilitator as listed on the Teacher-Class File) **4**   Facilitator Endorsements: **4.b.**

Select Course:* **5**   Course Description: **5.b.**

6 6.a.
Save Cancel

If the distance learning class does not show in the table, the class must be marked as a distance learning class on the Teacher-Class record.

1. Click the "Select" link to the left of the distance learning class.
   a. Click the "Delete" link to remove the distance learning provider information from the table. This does not remove the class from the Teacher-Class file.
2. Select the distance learning provider.
3. Select the distance learning provider's educator.
   a. The "Teacher Information" and "Teacher Endorsement" fields are prefilled with the information that the provider registered with the OPI.

If the distance learning provider, their educator, or their course does not show on the list, the provider did not register with the OPI as required. Contact the provider and instruct them to register online with the OPI in order for you to complete the distance learning screen.

4. Ensure the correct facilitator is listed.
    a. If the facilitator is incorrect, return to the Teacher-Class file and edit the distance learning class record with the correct facilitator.
    b. The facilitator endorsements are prefilled with information from the TOE file.
5. Select the course name that the distance learning provider is offering.
6. Click the "Save" button to save the record.
    a. Click the "Cancel" button to cancel the changes to the record.
7. Repeat Steps 3:1-6 for each distance learning class.

Proceed to **Coordinator Screen** *(page 99)*
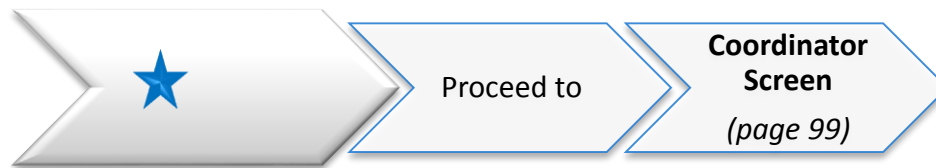
Coordinator Screen ★ ◆ ▢

Coordinator contact information is collected for a central coordinator contact database. Each educational program must identify, at minimum, a testing coordinator, a homeless liaison, and a Title IX coordinator.

Roles That Have Access to the Coordinator Screen

- ❖ County Superintendent *(read-only)*
- ❖ AR (Authorized Representative)
- ❖ District Data Entry
- ❖ District Read-Only

Coordinator Data Link

The Coordinator screen pulls information **FROM** the TOE data.

> ⚠ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

Coordinator Process ★ ◆ ▢

Step 1 • Locate the Coordinator screen.

Step 2 • Add a coordinator record.

Step 3 • Repeat Step 2 for each district coordinator.

★ → Proceed to → **Dual Enrollment Screen** *(page 102)*

◆ ▢ → Proceed to → **Internship Screen** *(page 105)*

Step 1: Locate the Coordinator screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Coordinators" subtab.

Step 2: Add a coordinator record.

1. Click the "Add New Coordinator Record" link.

2. Complete all required fields.
    - ❖ Year – the current school year
        - ➤ This field is prefilled.
    - ❖ LE Code – the Legal Entity code assigned by the OPI
        - ➤ This field is prefilled.
    - ❖ SC Code – the school code of the school where the coordinator works
    - ❖ SEID – the SEID number of the coordinator
        - ➤ All individuals from the TOE are listed.
    - ❖ Coordinator Type – the type of coordinator
    - ❖ Phone – the phone number for the coordinator
    - ❖ Email – the email address for the coordinator
    - ❖ Physical Address – the physical address where the coordinator works (i.e., the school)
    - ❖ Mailing Address – the mailing address for the coordinator
        - ➤ Many coordinators like to have materials sent to an address other than the school.

3. Click the "Add Record" button to add the record.
    a. Click the "Cancel" link to cancel the record and return to the previous screen.

Step 3: Repeat Step 2 for each district coordinator.

Each educational program must identify, at minimum, a testing coordinator, a homeless liaison, and a Title IX coordinator.

| ★ | Proceed to | **Dual Enrollment Screen** *(page 102)* |

| ◆ ▢ | Proceed to | **Internship Screen** *(page 105)* |
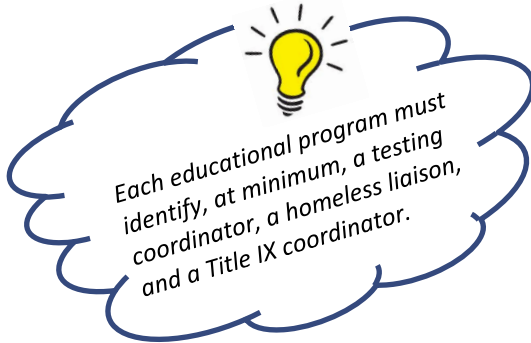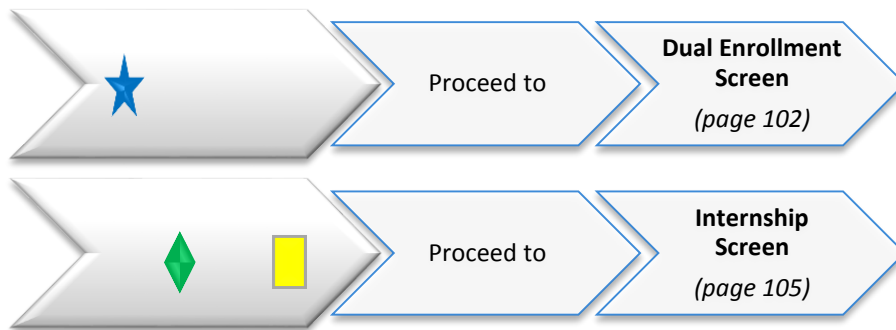
Dual Enrollment Screen ★

The purpose of this data is to identify which educational programs provide dual enrollment opportunities and to gather identifying information about the dual enrollment/credit program.

There are two types of dual enrollment classes recorded in TEAMS;
1) classes offered **at the high school** for which both high school and college credit are received; and
2) classes offered **at the postsecondary institution** for which both high school and college credit are received.

Roles That Have Access to the Dual Enrollment Screen
❖ County Superintendent *(read-only)*
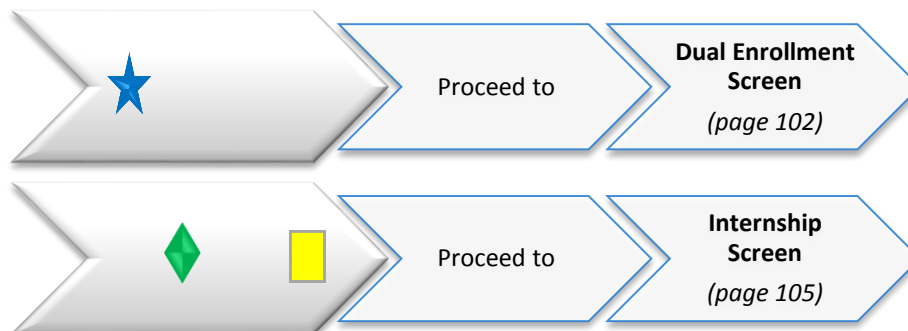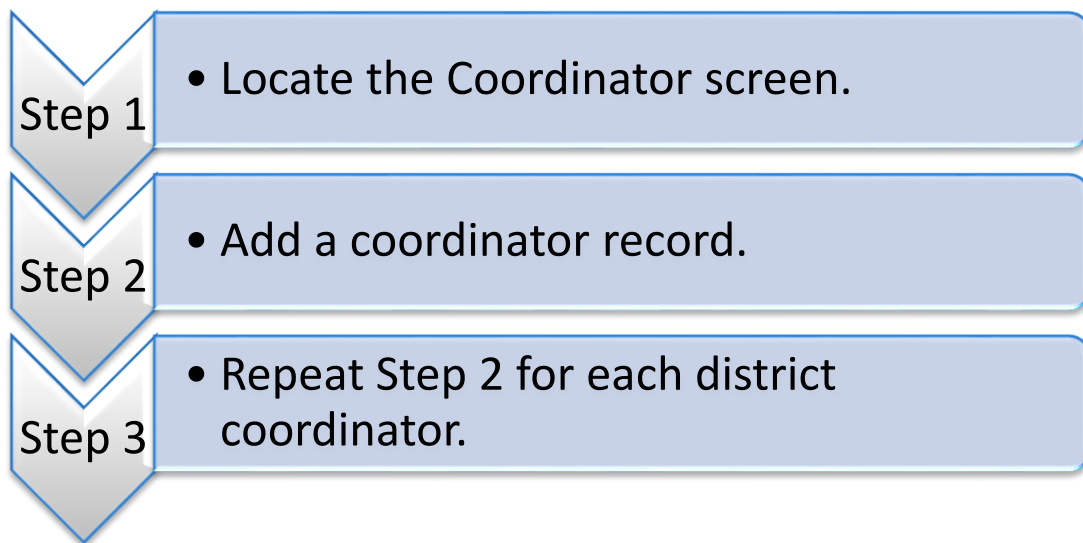❖ AR (Authorized Representative)
❖ District Data Entry
❖ District Read-Only

Dual Enrollment Data Link
The Dual Enrollment screen pulls information from Teacher-Class data.

⚠️ **If a Teacher-Class file upload is performed after work is done on any of the screens that link from the Teacher-Class data, the work will be deleted and will need to be repeated.**

Dual Enrollment Process ★

Step 1
- Locate the Dual Enrollment screen.

Step 2
- Add Information to classes taught at the high school.

Step 3
- Enter classes taught at a postsecondary institution.

★ Proceed to → **Internship Screen** *(page 105)*
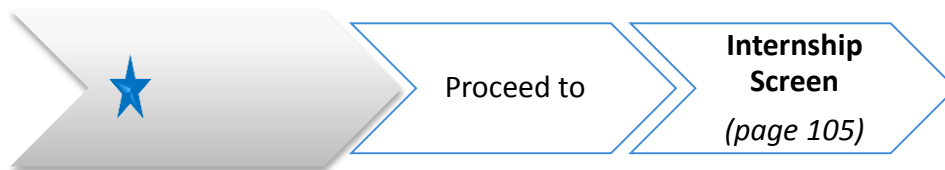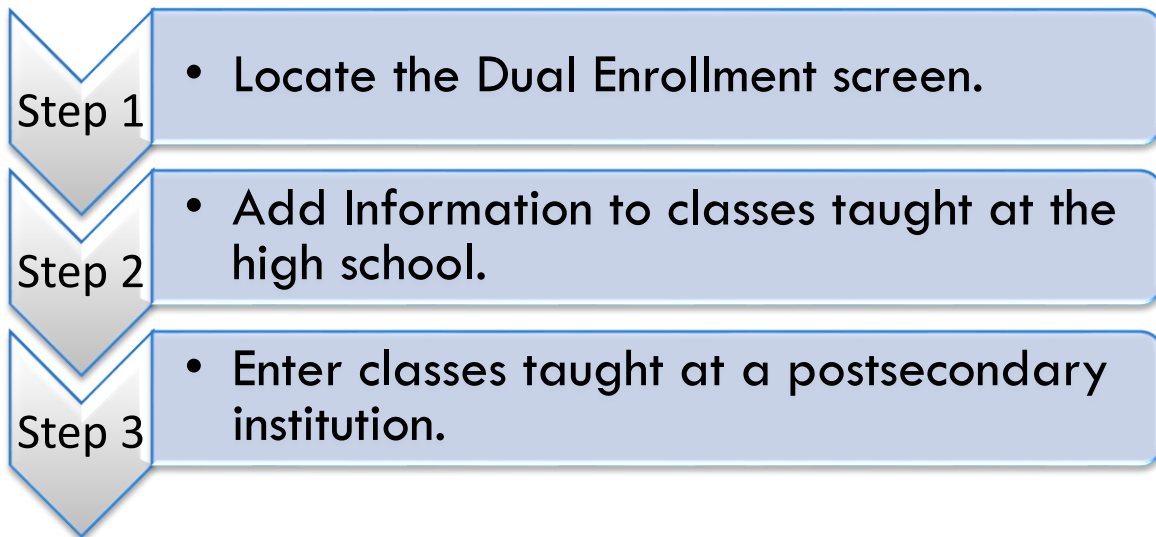
Step 1: Locate the Dual Enrollment screen.
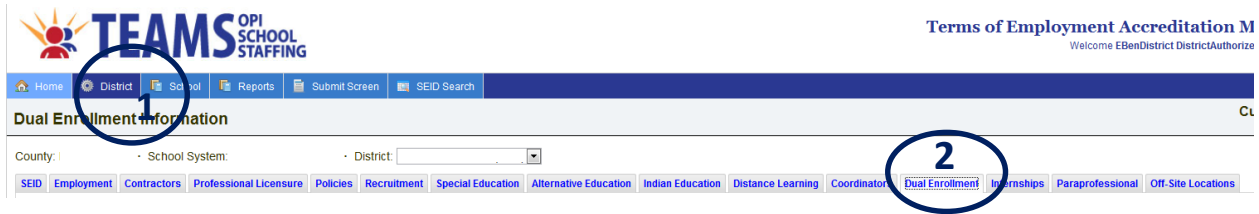
1. On the "Home" row, click the "District" tab.
2. Click the "Dual Enrollment" subtab.

Step 2: Add information to classes taught at the high school.

Select	Course Code	Class Name	Class Enrollment	School Name	Session	Section	Section	Teacher Name	SEID	Enrollment	Postsecondary Partner	Delete
Select	18201	Agribusiness Management	0		SY	1	AG			0		Delete
Select	18302	Agricultural Processing	0		LS	1	1			0		Delete
Select	06803	American Sign Language III	0		LS	1	1			0		Delete
Select	18201	Agribusiness Management	35		SY	1	AG			0		Delete
Select	67002	Construction—Comprehensive	16		SY	1	134			0		Delete

Add New Dual Enrollment Class

1. Click the "Select" link to open the record.
   a. The "Delete" link will remove the data entered for the enrollment count and the postsecondary partner fields. It will not delete the record from the Teacher-Class file.

If a dual enrollment class does not show in the table, the class must be marked as Dual Enrollment Credit on the Teacher-Class record.

2. Enter the number of the students enrolled in the class for concurrent credits.
3. Select the postsecondary partner for the dual enrollment class.
   a. The other fields are prefilled with information from the Teacher-Class record.
4. Repeat Steps 2:1-3 for each dual enrollment class offered at the high school.

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Step 3: Enter classes taught at a postsecondary institution.

				Dual Enrollment Class Information **(Click to View)**							

Show 5 ▼ items per page Page: 1 ▼

Select	Course Code	Class Name	Class Enrollment	School Name	Session	Section	Section	Teacher Name	SEID	Enrollment	Postsecondary Partner	Delete
Select	18302	Agricultural Processing	0		LS	1	1			0		Delete
Select	18201	Agribusiness Management	35		SY	1	AG			0		Delete
Select	67002	Construction—Comprehensive	16		SY	1	134			0		Delete

1

Add New Dual Enrollment Class

1.   Click the "Add New Dual Enrollment Class" button.

Dual Enrollment Class Information

Review/Enter all of the fields and click the Save button when complete.

Select the School:*   --- Please Select --- ▼

Select a Course Code:*   ---Please Select --- ▼

Click here for the listing of Montana K-12 Course Codes

Session Type:*   --- Please Select --- ▼   Session Number:* [   ]   Section Code:* [   ]

SEID:* *(Enter the SEID # of the Postsecondary Instructor)*   [   ]   Search

How many students are enrolled for the concurrent high school/college credits in this class?*   [   ]   Postsecondary Partner:*   --- Please Select --- ▼

3   3.a.

Save   Cancel

2.   Complete all the required fields.
   ❖ Select the School – the high school at which the course is offered
   ❖ Select a Course Code – the MT K-12 course code for the class
   ❖ Session Type – how long the course is scheduled to run
   ❖ Session Number – the term for which credit is earned
   ❖ Section Code – the section number used by the educational program to identify the unique course
      ➢ A combination of letters and numbers is acceptable.
   ❖ SEID – the SEID number of the postsecondary instructor
      ➢ All educators with a Montana educator license have an SEID number.
         ▪ Click the "Search" button to *search for an SEID number* *(see page 24)*.
   ❖ How many students are enrolled? – the number of students that are enrolled in the class
   ❖ Postsecondary Partner – select the postsecondary institution that provides instruction
3.   Click the "Save" button to save the record.
   a.   Click the "Cancel" button to cancel the record and return to the previous screen.
4.   Repeat Steps 3:1-3 for each class offered at a postsecondary institution.

⭐   Proceed to   **Internship Screen**
(page 105)

Internship Screen ⭐ ♦ 🔴 🟨

The OPI considers an intern appropriately assigned for up to three years while enrolled in and making progress toward completion of the program of study.

For an intern to be deemed appropriately assigned, the educational program must:
- ❖ at the beginning of year one of the internship agreement, acknowledge that the internship has started; and
- ❖ at the beginning of years two and three of the internship, indicate that the intern is making progress toward completion of the program of study and that the educational program will continue the internship agreement.

Roles That Have Access to the Internship Screen
- ❖ County Superintendent *(read-only)*
- ❖ AR (Authorized Representative)
- ❖ District Data Entry
- ❖ District Read-Only

Internship Data Link
The Internship screen pulls information from the TOE data.

> ⚠️ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

TEAMS
OPI SCHOOL STAFFING

Internship Process
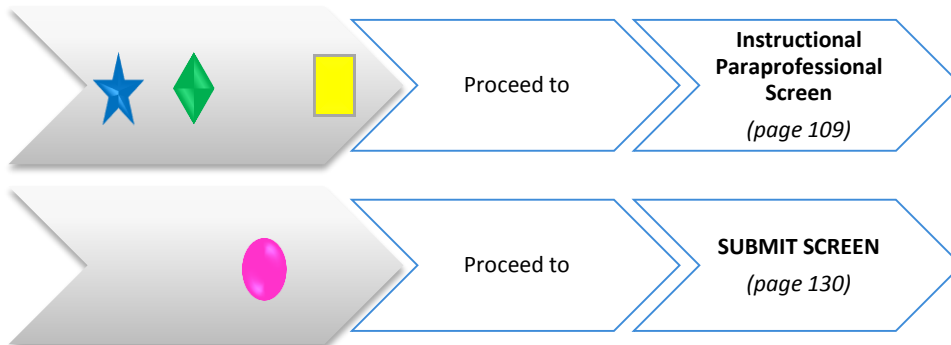
★ ◆ ● ▢

Step 1
- Locate the Internship screen.

Step 2
- Determine if the educational program has any internships.
  - 2a: If there are interns in the educational program, continue to Step 3.
  - 2b: Record NO interns in the educational program.

Step 3
- Indicate the internship agreement status of each intern.

Step 4
- Repeat Step 3 for each intern listed.

★ ◆ ▢ Proceed to **Instructional Paraprofessional Screen** *(page 109)*

● Proceed to **SUBMIT SCREEN** *(page 130)*
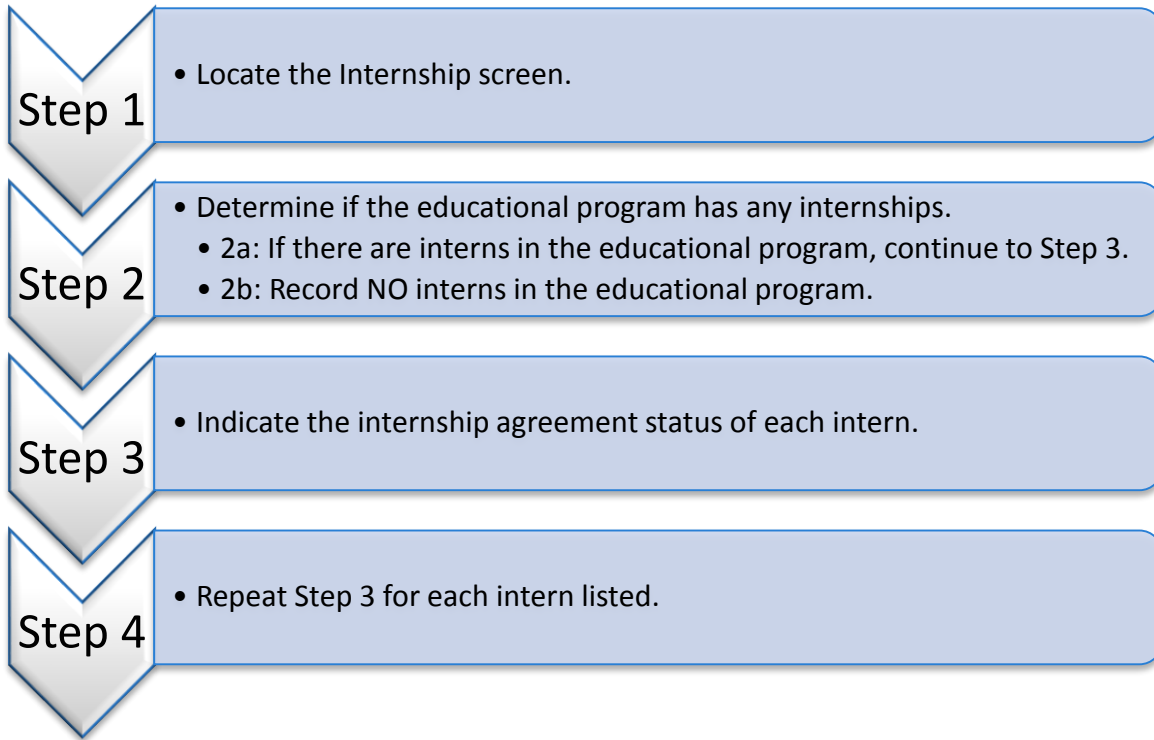
Step 1: Locate the Internship screen.
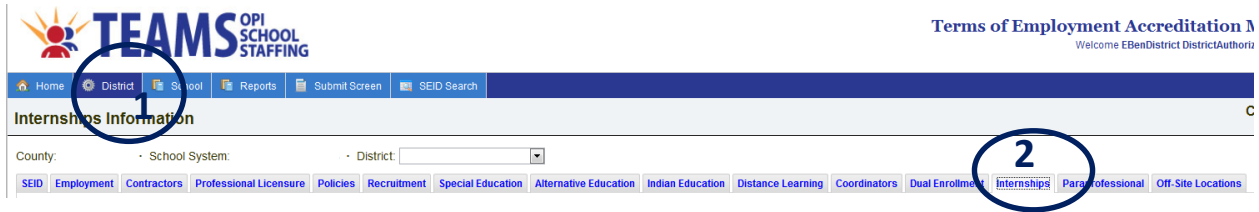
1. On the "Home" row, click the "District" tab.
2. Click the "Internships" subtab.

Step 2: Determine if the educational program has any internships.
Step 2a: If there are interns in the educational program, continue to Step 3.
Step 2b: Record NO interns in the educational program.
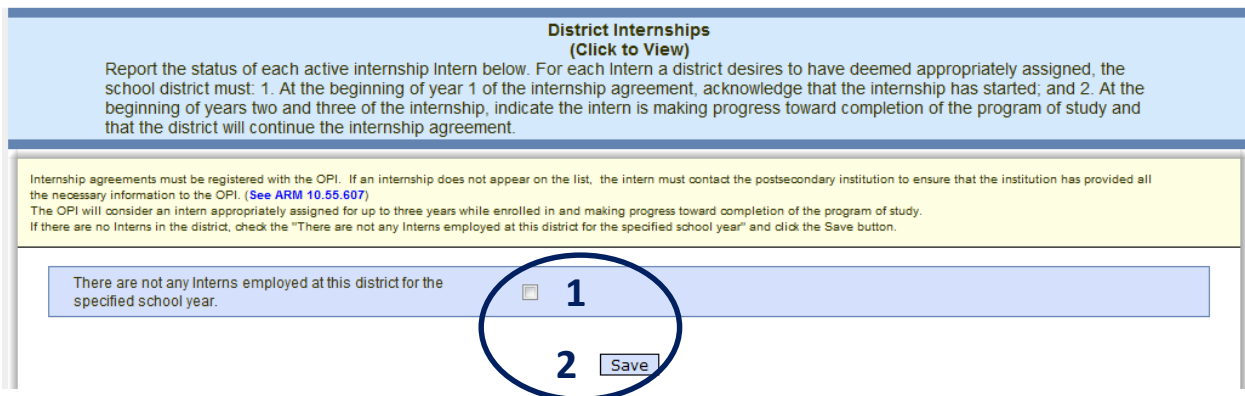
1. Click the "There are not any interns….." box.
2. Click the "Save" button.
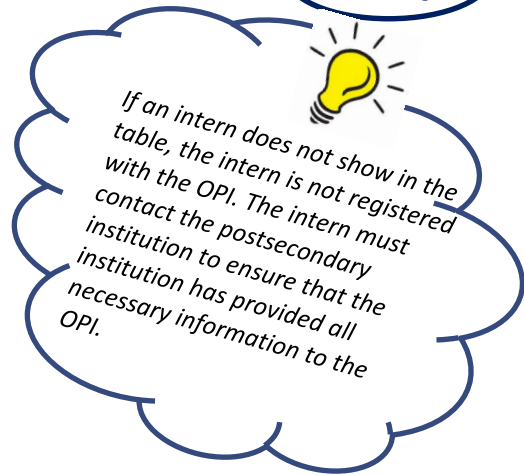3. Proceed to the next screen for your entity in the process.

Step 3: Indicate the internship agreement status of each intern.

SEID	Name	Endorsements	Intern Year	Internship Status	Edit	Delete
		02S MAT	2		Edit **1**	Delete **1.a.**

(Show 20 items per page Page: 1)

1. Click the "Edit" link beside the record.
    a. The "Delete" link will delete any additional information added to the intern's record, it will not delete the record from the TOE file.

⚠️ *The OPI cannot add an intern to this list. The information MUST be recorded on the educator's teaching license.*
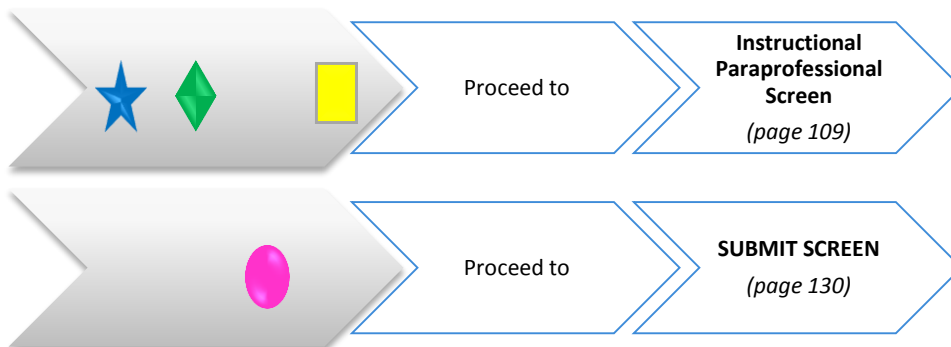
If an intern does not show in the table, the intern is not registered with the OPI. The intern must contact the postsecondary institution to ensure that the institution has provided all necessary information to the OPI.

District Internships
(Click to View)
Report the status of each active internship Intern below. For each Intern a district desires to have deemed appropriately assigned, the school district must: 1. At the beginning of year 1 of the internship agreement, acknowledge that the internship has started; and 2. At the beginning of years two and three of the internship, indicate the intern is making progress toward completion of the program of study and that the district will continue the internship agreement.

(Show 20 items per page Page: 1)

SEID	Name	Endorsements	Intern Year	Internship Status	Edit	Delete
		02S MAT	2	Employee is making progress toward completion of internship and will continue this school year. **2**	Save Cancel **3**	Delete **3.a.**

2. Select the current status of the intern from the drop-down list.
3. Click the "Save" link to save the record.
    a. Click the "Cancel" link to cancel the edits to the record.

Step 4: Repeat Step 3 for each intern listed.

⭐ 🔷 🟨 → Proceed to **Instructional Paraprofessional Screen** *(page 109)*

🟣 → Proceed to **SUBMIT SCREEN** *(page 130)*

Instructional Paraprofessional Screen ★ ◆ ▮

Instructional paraprofessionals must be under the direct supervision of a properly licensed educator as stated in *ARM 10.55.715.*

Classroom overload deviations are satisfied when an instructional paraprofessional is in the classroom as stated in *ARM 10.55.712*.

Roles That Have Access to the Instructional Paraprofessional Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
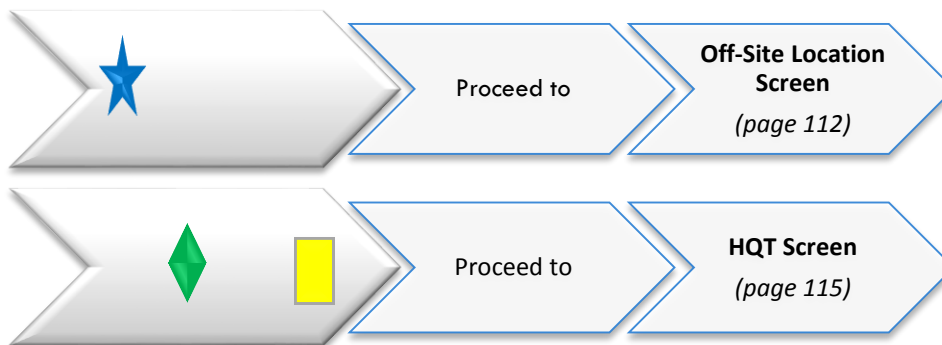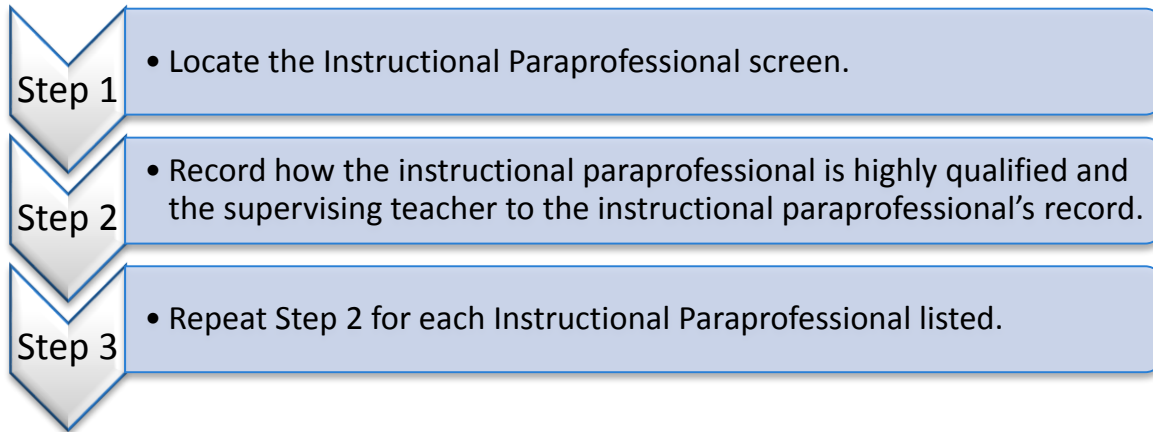❖ District Read-Only

Instructional Paraprofessional Data Link

The Instructional Paraprofessional screen pulls information from the TOE data.

⚠️ **If a TOE file upload is performed after work is done on any of the screens that link from the TOE data, the work will be deleted and will need to be repeated.**

Instructional Paraprofessional Process ★ ◆ ▮

Step 1
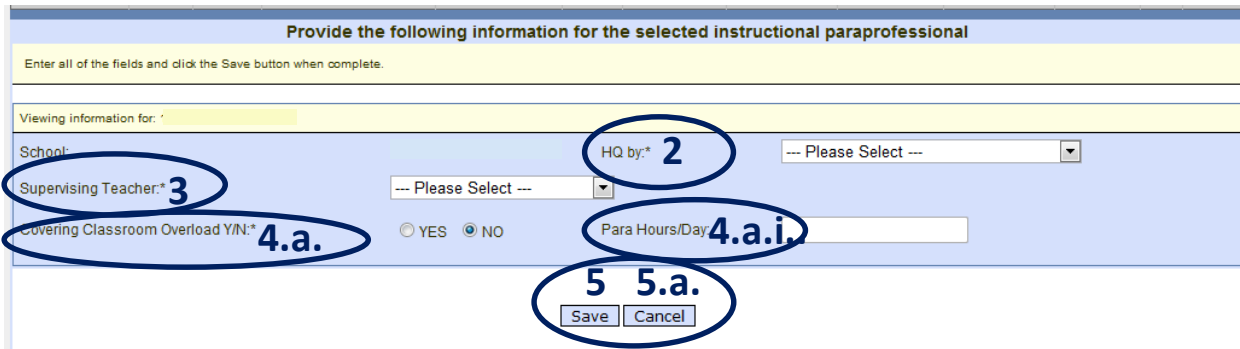• Locate the Instructional Paraprofessional screen.

Step 2
• Record how the instructional paraprofessional is highly qualified and the supervising teacher to the instructional paraprofessional's record.

Step 3
• Repeat Step 2 for each Instructional Paraprofessional listed.

★   Proceed to   **Off-Site Location Screen** *(page 112)*

◆ ▮   Proceed to   **HQT Screen** *(page 115)*

Step 1: Locate the Instructional Paraprofessional screen.

1. On the "Home" row, click the "District" tab.
2. Click the "Paraprofessional" subtab.

Step 2: Record how the instructional paraprofessional is highly qualified and the supervising teacher to the instructional paraprofessional's record.

> All instructional paraprofessionals in the educational program are listed. If one is missing, go to the TOE screen and either 1) add an employment record the instructional paraprofessional; or 2) edit a current educator's record and change the position code to either PP01 - Instructional Paraprofessional, PP02 – Title I Instructional Paraprofessional, or SE25 – Special Ed Instructional Paraprofessional.
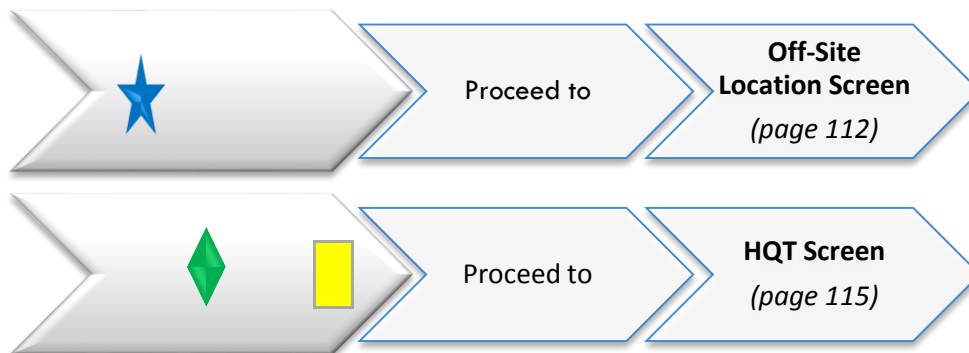
Instructional Paraprofessional Information
(Click to View)

Show 5 items per page Page: 1

Name	SEID	Position	Position Name	HQ by	School	School Name	Supervising Name	Supervising SEID	Classroom Overload	Para Hours per Day	Edit	Delete
		PP02	Title I Instructional Paraprofessional	Licensed Teacher					False	0.0	Edit	Delete
		PP02	Title I Instructional Paraprofessional	Licensed Teacher					False	0.0	Edit	Delete
		PP02	Title I Instructional Paraprofessional	Academic Assessment					True	0.0	Edit	Delete
		PP02	Title I Instructional Paraprofessional	Licensed Teacher					False	0.0	Edit	Delete
		PP01	Instructional Paraprofessional								Edit	Delete

1. Click the "Edit" link for the record.
    a. The "Delete" link will remove additional information added to the record. It will not remove the record from the TOE file.

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2. Select how the instructional paraprofessional is highly qualified.
3. Select the educator that supervises the instructional paraprofessional.
   a. All employees of the district are listed.
4. If the instructional paraprofessional has a class assignment in the Teacher-Class, then the following questions will show on the record:
   a. Click either "Yes" or "No" to indicate if the instructional paraprofessional is in the class for classroom overload.
      i. If "Yes" is clicked, enter the number of hours per day the instructional paraprofessional works covering class overload.
5. Click the "Save" button to save the record.
   a. Click the "Cancel" button to cancel editing the record.

★ → Proceed to → **Off-Site Location Screen** *(page 112)*

◆ ▮ → Proceed to → **HQT Screen** *(page 115)*

Off-Site Location Screen ★

A district off-site location is a classroom, or set of classrooms, at a separate location from the main school site, where the accredited school provides the full basic education program on a daily basis to students who are enrolled in the district, i.e., attendance centers.

The following are **NOT** off-site locations:
* Gifted and talented programs
* Career and technical education programs
* Job corps
* *Alternative Education* programs *(see page 82)*
* *Distance Learning* classes *(see page 94)*

Roles That Have Access to the Off-Site Location Screen
* County Superintendent *(read-only)*
* AR (Authorized Representative)
* District Data Entry

Off-Site Location Data Link
The district level Indian Education screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Off-Site Location Process ★

Step 1
* Locate the Off-Site Location screen.

Step 2
* Determine if the district has off-site locations.
  * 2a: If there are off-site locations, proceed to Step 3.
  * 2b: Record NO off-site locations.

Step 3
* Add a district off-site location.

Step 4
* Repeat Step 3 for all off-site locations in the district.

★ Proceed to **HQT Screen** *(page 115)*
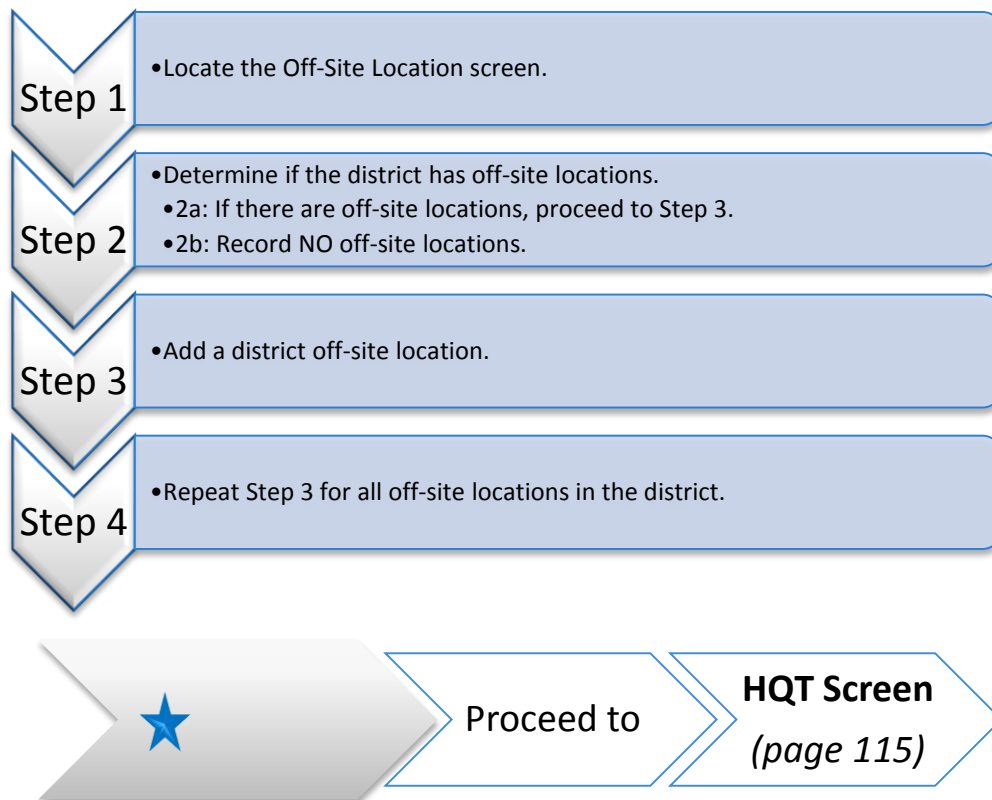
Step 1: Locate the Off-Site Location screen.
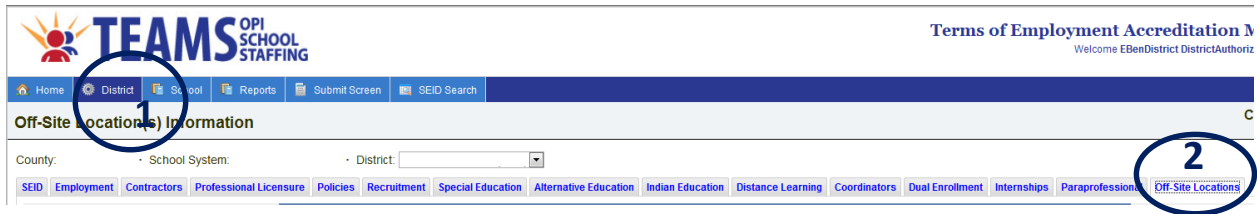
1. On the "Home" row, click the "District" tab.
2. Click the "Off-Site Locations" subtab.

Step 2: Determine if the district has off-site locations.
      Step 2b: If there are off-site locations, proceed to Step 3.
      Step 2a: Record NO off-site locations.
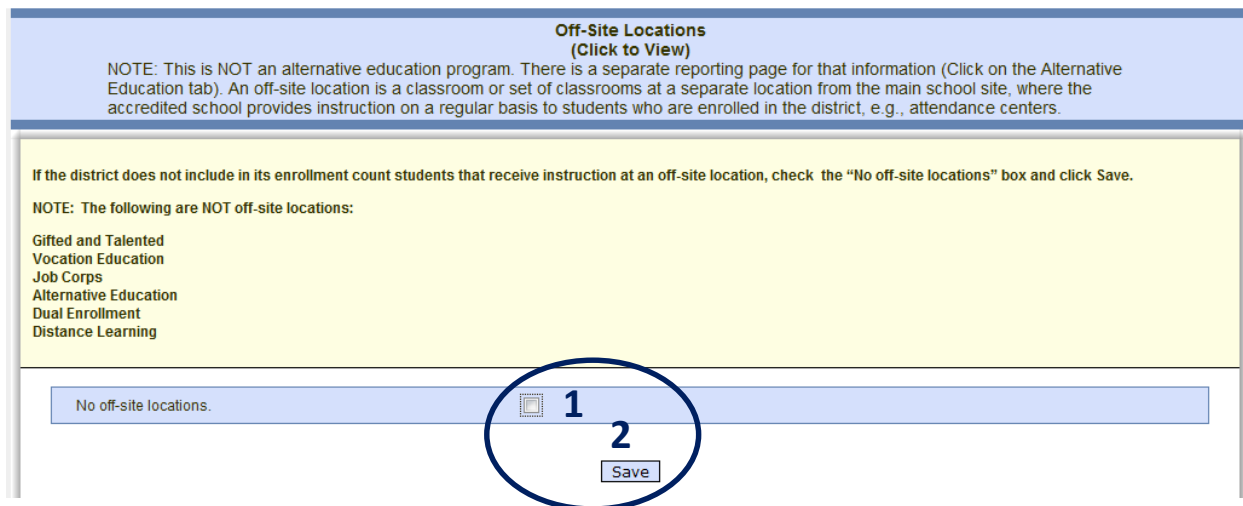
1. Click the "No off-site locations" box.
2. Click the "Save" button.
3. Proceed to the next screen for your entity in the process.

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Step 3: Add a district off-site location.

Off-Site Locations
(Click to View)
NOTE: This is NOT an alternative education program. There is a separate reporting page for that information (Click on the Alternative Education tab). An off-site location is a classroom or set of classrooms at a separate location from the main school site, where the accredited school provides instruction on a regular basis to students who are enrolled in the district, e.g., attendance centers.

Show 5 items per page   Page: 1

Select	Location Name	School Code	School Name	Elementary Count	Secondary Count	Delete
No Off-Site locations found within the district.						

1

Add New Off-Site Location

1.   Click the "Add New Off-Site Location" button.

Provide the following information for the Off-Site Location
Create one record for each off-site location and provide all information listed below.

Enter all of the fields and click the Save button when complete.

Site Location Name:* **2**

Select School:* **3**

Enter the number of elementary students instructed at this location: **4**

Off-Site Location Address Information
Enter the address fields below.

5   Address Ln 1:*   Address Ln 2:

City*   State* --- Please   Zip*   -

6   6.a.
Save   Cancel

2.   Enter the name of the off-site location.
3.   Select the host school of the off-site location.
4.   Enter the number of students served at the off-site location.
5.   Enter the physical address of the off-site location.
     a.   If this is the same address as the host school, then this is **NOT** an off-site location.
6.   Click the "Save" button to save the information.
     a.   Click the "Cancel" button to cancel adding the off-site location.

Step 4: Repeat Step 3 for all off-site locations in the district.

★   Proceed to   **HQT Screen**
(page 115)
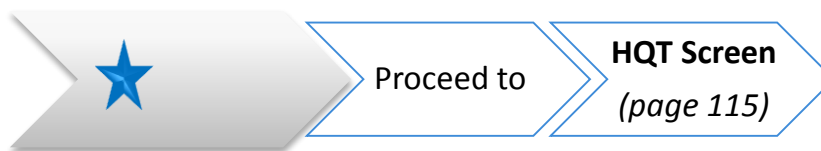
Highly Qualified Teacher (HQT) Screen ★ ◆ ▯

The OPI must annually report the number of educators who have not met HQT requirements through licensure and endorsements and have not been qualified through HOUSSE process to the U.S. Department of Education.

HQT *polices and forms* are found on the OPI HQT website at *http://opi.mt.gov/Programs/Federal/index.html?gpm=1_6*. Retain documentation of educator's HQT status through HOUSSE process to submit to the OPI upon request.

Roles That Have Access to the HQT Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ School Data Entry
❖ District Read-Only
❖ School Read-Only

HQT Data Link
The HQT screen pulls information from both the TOE and the Teacher-Class data.

⚠ **If a TOE or Teacher-Class file upload is performed after work is done on any of the screens that link from the TOE or the Teacher-Class data, the work will be deleted and will need to be repeated.**

TEAMS
OPI SCHOOL STAFFING
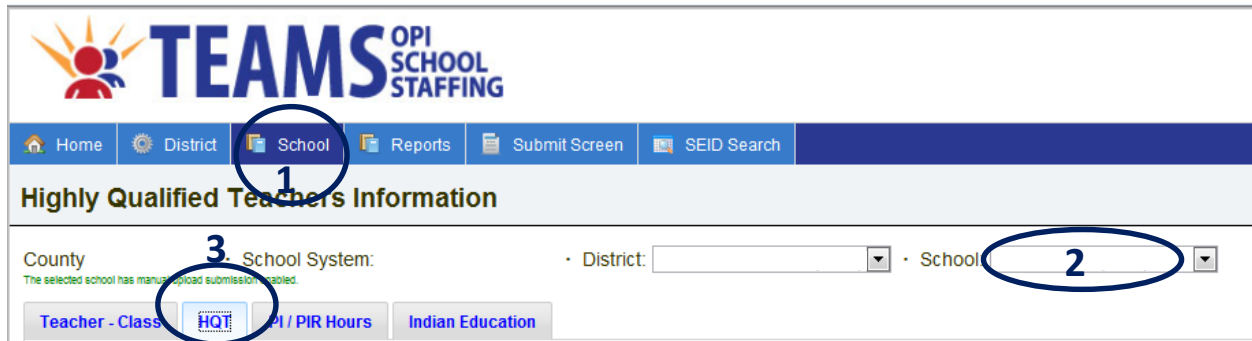
HQT Process ★ ◆ ☐

Step 1 | • Locate the HQT screen.

Step 2 | • Select a school.

Step 3 | • Indicate if the educator is HQT through HOUSSE.

Step 4 | • Repeat Step 3 for each educator in the list.

Step 5 | • Repeat Steps 3 and 4 for EACH school in the educational program.

★ ◆ Proceed to **PI/PIR Hours Screen** *(page 118)*

☐ Proceed to **SUBMIT SCREEN** *(page 130)*

Step 1: Locate the HQT screen.

1. On the "Home" row, click the "School" tab.
2. Click the "HQT" subtab.

Step 2: Select a school.

1. Select the school.
   a. No data will show on the screen until a school is selected.

Step 3: Indicate if the educator is HQT through HOUSSE.

> ➢ Each educator who has an assignment listed in the Teacher-Class file either in a core academic subject or in a class identified as special education is listed.
> ➢ If an educator who is required to be highly qualified does not appear in the list, return to the Teacher-Class screen and either add a new Teacher-Class record or edit an existing Teacher-Class record for that educator.
> ➢ Only special education core academic courses that are taught by an educator that is not highly qualified by licensure or endorsement can be edited.

SEID	Teacher Name	MT Course Code and Title	HQT by License/Endorsement?	HQT thru HOUSSE?	Teacher of Record/Co-Teacher	Course Level	Has Special Education Endorsement(s)?	Edit
		02072 - Geometry	N		T	SE	Y	Edit
		01102 - English/Composition (juniors and seniors)	N		T	SE	Y	Save Cancel

1. Click the "Edit" link of the record.
2. Select either "Yes" or "No" that the educator is HQT through the HOUSSE program.
3. Click the "Save" link to save the record.
   a. Click the "Cancel" link to cancel editing the record.

Step 4: Repeat Step 3 for each educator in the list.

Step 5: Repeat Steps 3 and 4 for EACH school in the educational program.

Remember to change the school name.

★ ◆	Proceed to	**PI/PIR Hours Screen** *(page 118)*
▢	Proceed to	**SUBMIT SCREEN** *(page 130)*
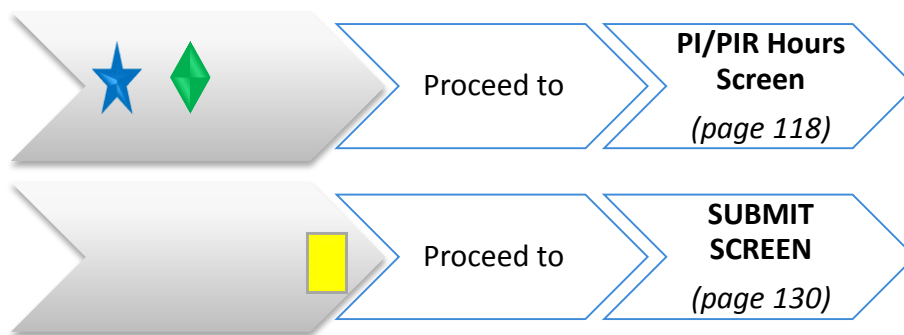
Pupil Instruction (PI)/Pupil Instruction Related (PIR) Hours Screen ★ ◆

[20-1-301, MCA](#) requires a minimum number of aggregate hours for each school level per school year.
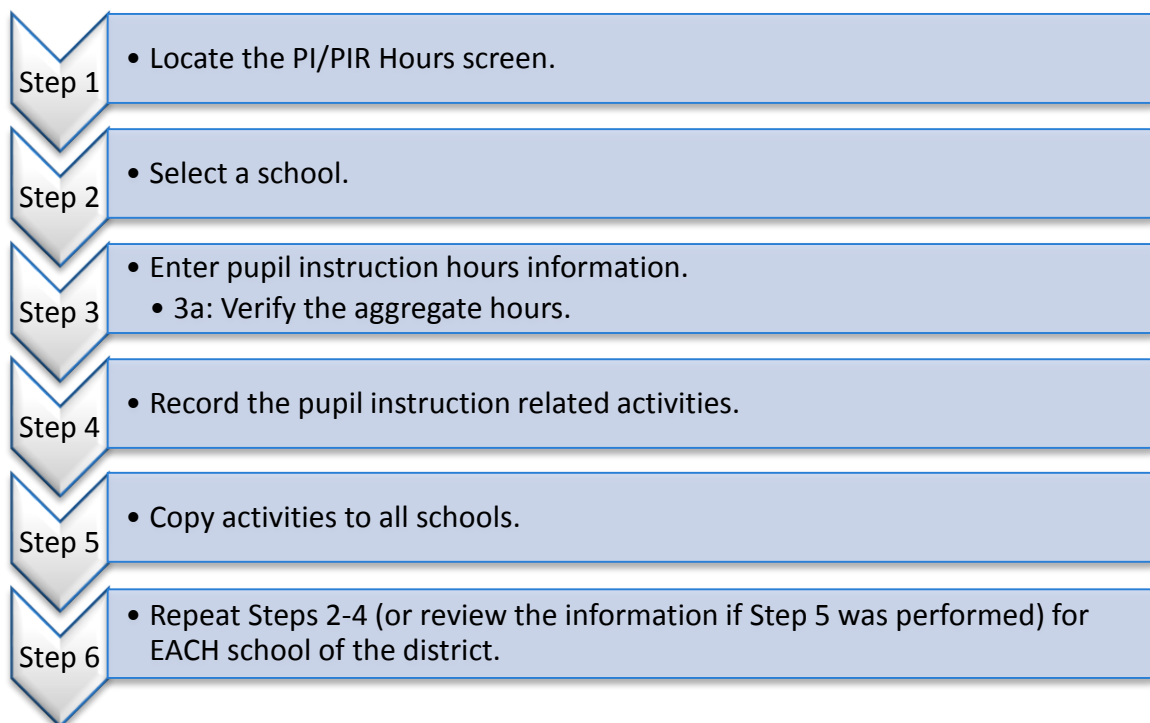
Roles That Have Access to the PI/PIR Hours Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ School Data Entry
❖ District Read-Only
❖ School Read-Only

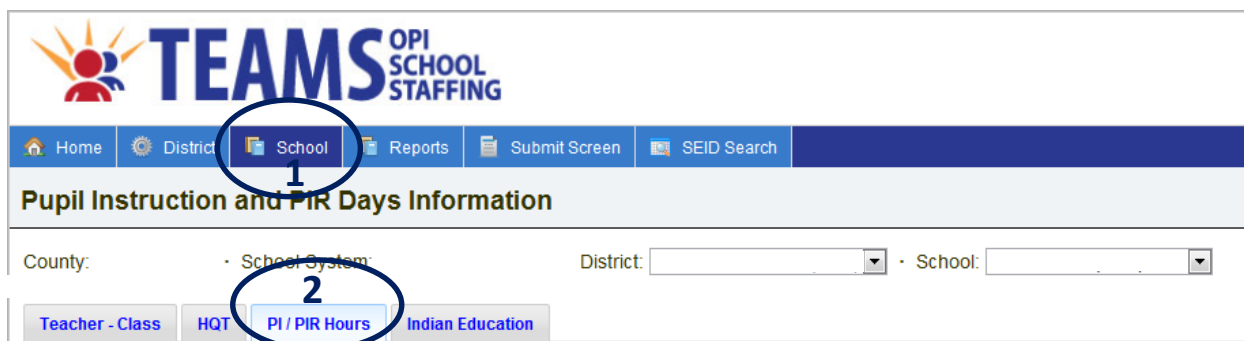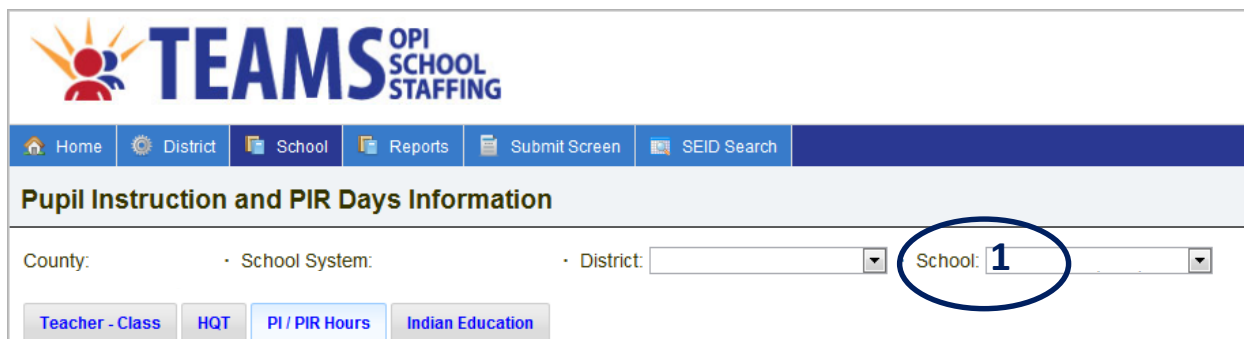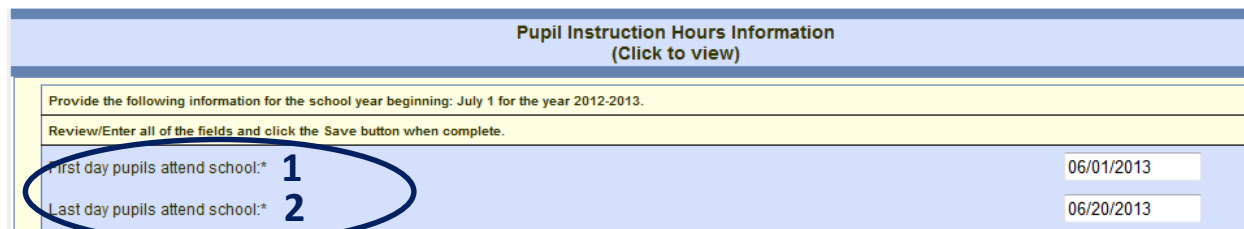## *PI/PIR Hours Data Link*

The PI/PIR Hours screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

PI/PIR Hours Process ★ ◆

Step 1
- Locate the PI/PIR Hours screen.

Step 2
- Select a school.

Step 3
- Enter pupil instruction hours information.
  - 3a: Verify the aggregate hours.

Step 4
- Record the pupil instruction related activities.

Step 5
- Copy activities to all schools.

Step 6
- Repeat Steps 2-4 (or review the information if Step 5 was performed) for EACH school of the district.

★ ◆   Proceed to   **Indian Education (School) Screen** *(page 124)*

Step 1: Locate the PI/PIR Hours screen.

1. On the "Home" row, click the "School" tab.
2. Click the "PIR Hours" subtab.

Step 2: Select a school.

1. Select a school.
   a. No data will show on the screen until a school is selected.

Step 3: Enter pupil instruction hours information.

1. Enter the first day of the current school year.
2. Enter the last day of the current school year.

Does the district have a professional development committee? (ARM 10.55.714(3))*   **3** Yes ▾

3. Select either "Yes" or "No" to the question "Does your district have a professional development committee?"
    a. *ARM 10.55.714(3)* states that each district will have a professional development committee.

Minutes per day of pupil instruction. Do not include passing time, unstructured recess, or lunch.

Full Days:* **4** [   ]   Partial Days:* **5** [   ]

Does this include Structured Recess? If yes, Lesson Plans for structured recess must be available upon request. ☑ **6**

Minutes per day of passing time.*

Full Days:* **7** [   ]   Partial Days:* **8** [   ]

4. Enter the number of minutes of pupil instruction for each *full, normal* scheduled school day.
    a. Do not include passing time, unstructured recess, or lunch time. *(See Structured Recess on page 47.)*
5. Enter the number of minutes of pupil instruction for each *partially* scheduled school day.
    b. Do not include passing time, unstructured recess, or lunch time. *(See Structured Recess on page 47.)*
6. If the school has structured recess, click the checkbox.
    c. The OPI may request lesson plans for verification.
7. Enter the number of minutes per day of passing time for each *full, normal* scheduled school day.
8. Enter the number of minutes per day of passing time for each *partially* scheduled school day.

Use the time for the highest grade in your school.

Days per year of pupil instruction.

Full Days:* **9** [   ]   Partial Days:* **10** [   ]

9. Enter the number of *full, normally* scheduled days for the school the year.
10. Enter the number of *partially* scheduled days for the school the year.

Step 3a: Verify the aggregate hours.

Calculated aggregate hours per year for meeting Accreditation Standards. If the calculated figure is inaccurate, correct the figures in the above fields, or provide an explanation in the Notes box.
Policy Reference: Accreditation Standards Manual, Appendix G, School Day, Week, Year.

Click here for more information on Aggregate Hours

1

Notes: **1.b.**

2 2.a.
Save Cancel

1. Verify that the calculated number of aggregate hours is correct.
   a. If the figure is incorrect, correct the data in Steps 3:c-d.
   b. If the figure does not meet accreditation standards, as stated in *20-1-301, MCA*, provide an explanation.
2. Click the "Save" button to save the record.
   a. Click the "Cancel" button to cancel recording the information.

Step 4: Record the pupil instruction related activities.

Pupil Instruction Related Information
(Click to view)

Activity Codes

	Totals
PD = Professional Development (18 hours, in no less than 2-hour blocks) (ARM 10.55.714)	7
PT = Parent Teacher Conference (ARM 10.65.101.1(c))	25
RK = Record Keeping (Total of 6 hours allowable in no less than 2-hour blocks)	5
SO = Staff Orientation (Must be held prior to student attendance and in no less than 2-hour blocks)	0
	37

Click to copy these PIR Days to all Schools in the District

Show 10 items per page Page: 1

Activity Date	Activity Code	PIR Activity Description	PIR Hours	Update Cancel	Delete
1/1/1900 **2**	**3**	**4**	0 **5**	**6 6.a.**	**6.b.**

1
Add New Activity

1. Click the "Add New Activity" button.
2. Enter the date of the activity.
3. Using the legend on the screen, select the activity code of the event.
4. Enter a description of the activity.
5. Enter how many hours that the activity is scheduled.
6. Click the "Update" link to save the activity.
   a. Click the "Cancel" link to cancel the addition of the activity.
   b. Click the "Delete" link to remove the activity from the table.
7. Repeat the Steps 4:1-6 for each activity.

Step 5: Copy activities to all schools.

*If any information has previously been entered in a school, this function **will not** overwrite that school's information. It will only copy to schools that have **no** information previously entered.*

Pupil Instruction Related Information
(Click to view)

Activity Codes

	Totals
PD = Professional Development (18 hours, in no less than 2-hour blocks) (ARM 10.55.714)	7
PT = Parent Teacher Conference (ARM 10.65.101.1(c))	25
RK = Record Keeping (Total of 6 hours allowable in no less than 2-hour blocks)	5
SO = Staff Orientation (Must be held prior to student attendance and in no less than 2-hour blocks)	0
	37

Click to copy these PIR Days to all Schools in the District

1. Click the "Click to copy…" button.
    a. Minor changes between schools are easier to make than entering the entire schedule for each school.

Step 6: Repeat Steps 2-4 (or review the information if Step 5 was performed) for EACH school of the district.

Remember to change the school name.

Proceed to **Indian Education (School) Screen** *(page 124)*
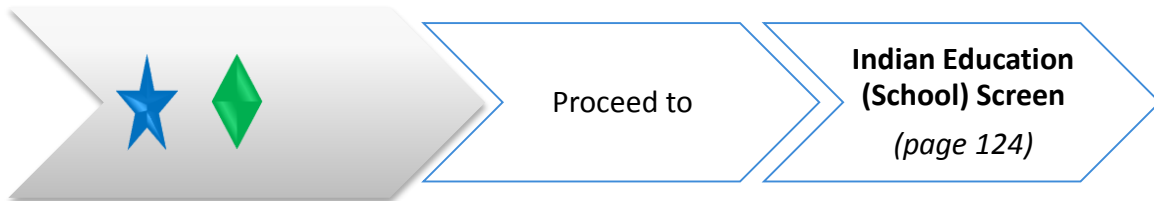
Indian Education (School) Screen ⭐ 🔷

The school-level Indian Education screen provides information on school efforts to implement the requirements of *20-1-501, MCA*, Indian Education for All (IEFA). Each school is required to respond to questions rating the teachers' overall background knowledge related to implementation of IEFA and rating the school's greatest need to effectively implement IEFA.

Roles That Have Access to the Indian Education (School) Screen

❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District Data Entry
❖ School Data Entry
❖ District Read-Only
❖ School Read-Only

Indian Education (School) Data Link
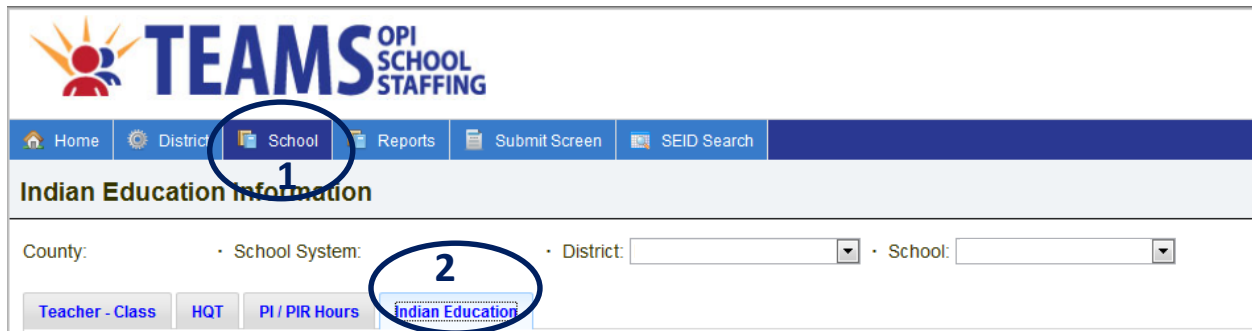
The Indian Education (School) screen is a direct data entry screen, it does not pull information from TOE or Teacher-Class data.

Indian Education (School) Process ⭐ 🔷

Step 1 • Locate the School Indian Education screen.

Step 2 • Select a school.

Step 3 • Answer the IEFA fund questions.

Step 4 • Rate teachers overall background knowledge in areas related to implementation of IEFA.

Step 5 • Rate the school's need to implement IEFA in select areas.

Step 6 • Complete Steps 2-5 for EACH school.

⭐ Proceed to **CTE Screen** *(Addendum)*

🔷 Proceed to **SUBMIT SCREEN** *(page 130)*

Step 1: Locate the School Indian Education screen.

1. On the "Home" row, click the "School" tab.
2. Click the "Indian Education" subtab.

Step 2: Select a school.

1. Select a school.
   a. *No data will show on the screen until a school is selected.*

Step 3: Answer the IEFA fund questions.

Indian Education for All Funds
(Click to View)

This annual report provides the OPI with information on school and district efforts to implement the requirements of MCA 20-1-501, Indian Education for All, and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Each fall a summary of this report is made available on the OPI website upon completion of the TEAMS submission and analysis cycle. Respond to each of the following questions.

Incomplete

Respond to each of the following questions.

1. How has the school's instructional staff received Indian Education for All professional development in the past year? Select all that apply. (Hold down the CTRL key to select more than one option.)

1. MEA-MFT Conference Sectionals
2. MIEA Annual Conference
3. OPI IEFA Best Practices Conference and/or summer institutes
4. Regional Service Providers Training
5. In School PIR by OPI Indian Education Division Staff
6. In School PIR by other than OPI Indian Education Division Staff
7. Other (provide an explanation in the text box, required)
8. No instructional staff received Indian Education for All professional development in the past year

Explain if Other is marked above:

2. Which OPI Indian Education materials and resources are used in the School? Select all that apply. (Hold down the CTRL key to select more than one option.)

1. OPI Indian Education website
2. American Indians 101: Frequently Asked Questions
3. Birthright: Born to Poetry
4. Connecting Cultures and Classrooms K-12 Curriculum Guide
5. Essential Understandings Regarding Montana Indians
6. Evaluating American Indian Materials and Resources for the Classroom
7. The Framework: A Practical Guide for Montana Teachers and Administrators
8. A Guide for Evaluating Indian Education Services, Products, and Materials
9. A History and Foundation of American Indian Education Policy
10. Indian Education Literature and Resource Guidance
11. Montana Indians: Their History and Location
12. OPI Developed DVDs (i.e., Long Ago in Montana, Talking Without Words, Tribes of Montana)
13. Montana Skies: Crow Astronomy and Blackfeet Astronomy
14. Ready-to-Go and Implementation Grant Materials
15. Reference materials sent to school libraries
16. Model Lesson Plans/Teaching Units
17. Tribal Histories and Companion Guide/DVD
18. Your Guide to Understanding and Enjoying Pow Wows
19. None

2 Save

1. Answer each question related to how the school has used the IEFA funds.
   a. Select all that apply.
      i. Hold the CTRL key down to select more than one option.
2. Click the "Save" button.

Step 4: Rate teachers overall background knowledge in areas related to implementation of IEFA.

Background Knowledge Information
(Click to View)
Rate the teachers' overall background knowledge related to implementation of IEFA: Each of the following must be marked Low, Medium or High.

Incomplete

Each of the following must be marked Low, Medium or High.

1. Montana American Indian contemporary issues?
Low
Medium
High

2. Montana American Indian history?
Low
Medium
High

3. Montana American Indian sovereignty?
Low
Medium
High

4. Montana American Indian treaties and federal policies?
Low
Medium
High

5. Montana American Indian arts?
Low
Medium
High

6. Montana American Indian literature?
Low
Medium
High

2 Save

1. Select low, medium, or high to rate teachers overall background knowledge in each of the areas related to implementing IEFA.
2. Click the "Save" button.

Step 5: Rate the school's need to implement IEFA in select areas.

1. Rate the school's greatest need to effectively implement IEFA in each area.
   a. 1 is greatest need and 6 least need.
   b. If any two areas are of equal need, rate them equally.
2. Click the "Save" button.

Step 6: Complete Steps 2-5 for EACH school.

💡 *Remember to change the school name.*

★ Proceed to → **CTE Screen** *(Addendum)*

◆ Proceed to → **SUBMIT SCREEN** *(page 130)*
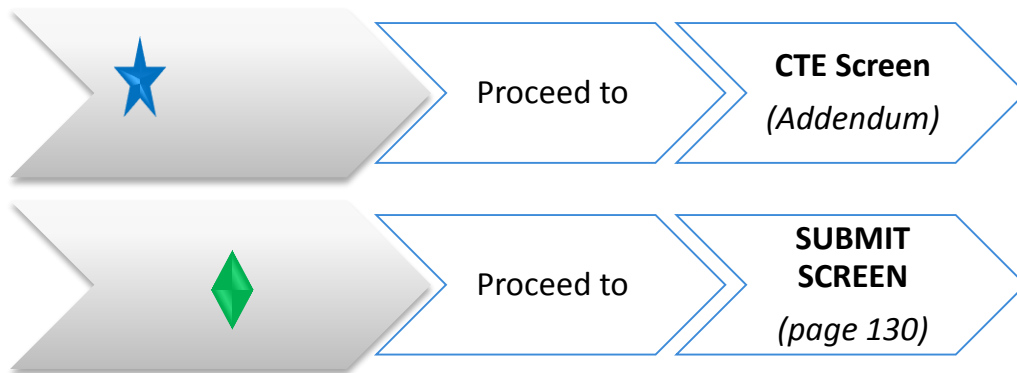
SUBMIT TEAMS REPORT ★ ◆ ⬤ ▢

⚠️ **Only** the educational program's AR has access to submit the TEAMS data to the OPI.

The TEAMS report is submitted directly to the OPI by the educational program's AR. Educational programs no longer send paper accreditation documentation to the county superintendent. The county superintendent has access to view the TEAMS data of any public school system or special education cooperative in the county at any time.

After TEAMS Report Submission

1. The TEAMS data is locked for further entry by the educational program.
2. The OPI reviews the TEAMS data and confirms any data that is not clear, or that may be an error, with the educational program.
3. Should any corrections be necessary, the OPI unlocks screens for data entry that need modification.
4. The educational program makes the necessary corrections to the data.
5. The OPI finalizes the TEAMS data.
6. The OPI submits the accreditation status recommendation to the Board of Public Education.

Submit Screen Process ★ ◆ ⬤ ▢

Step 1
- Locate the Submit screen.

Step 2
- Correct each screen that shows an error on the submit screen.

Step 3
- Review the Preliminary Accreditation Report and correct any errors.

Step 4
- Review the Preliminary Accreditation Report again.

Step 5
- Submit the TEAMS report to the OPI.
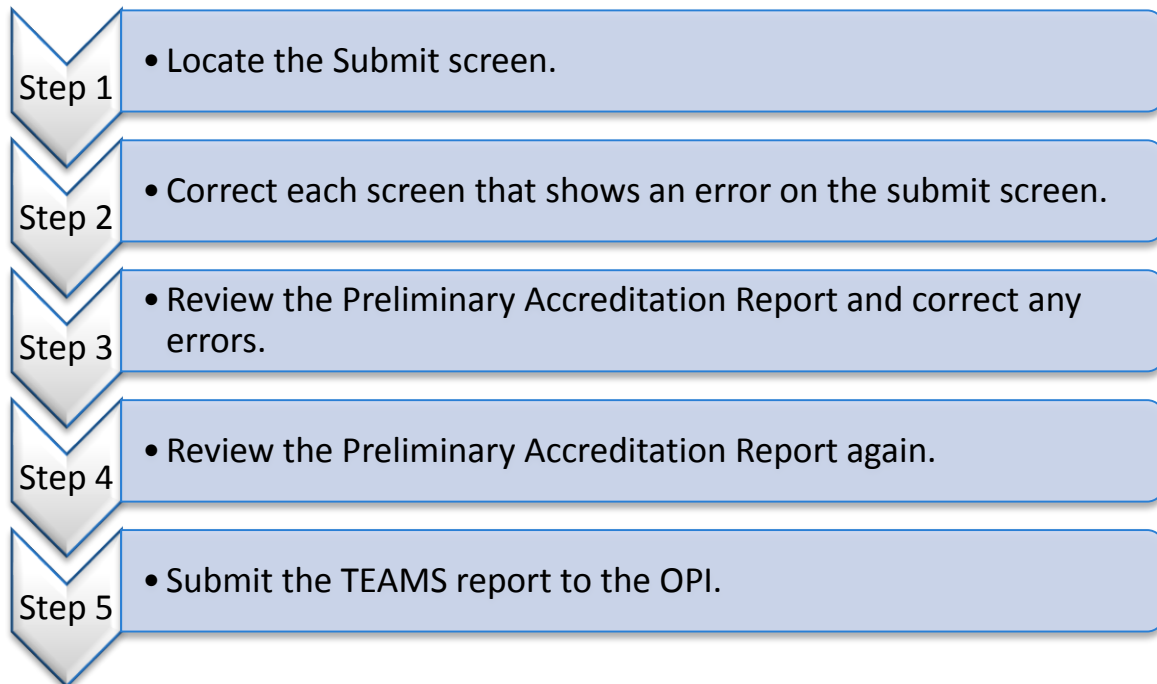
Step 1: Locate the Submit screen.
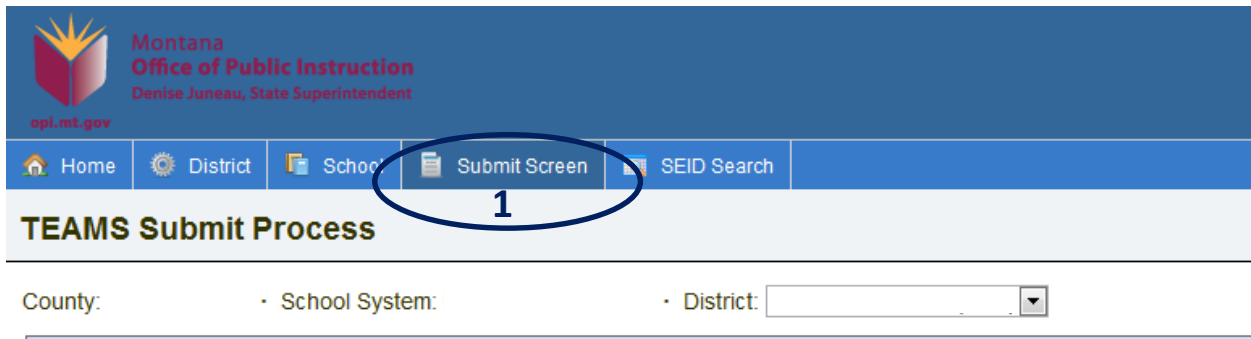
1. On the "Home" row, click the "Submit Screen" tab.

Step 2: Correct each screen that shows an error on the submit screen.
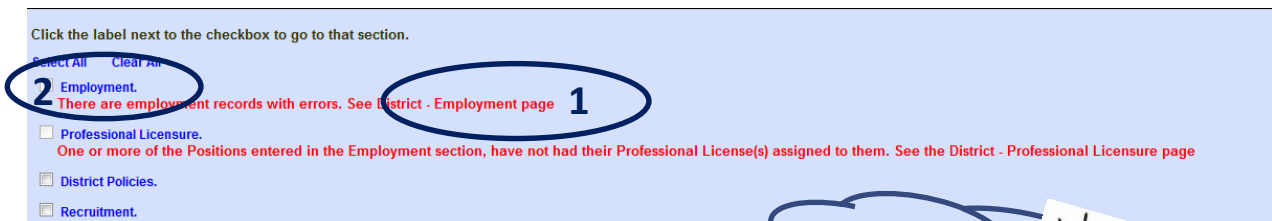
1. Make note of the error message.
2. Click the title of the screen to return to that screen and make corrections.
3. Repeat Steps 2:1-2. for each screen with errors.

*Each screen that shows errors in red **must** be corrected before the report can be submitted.*
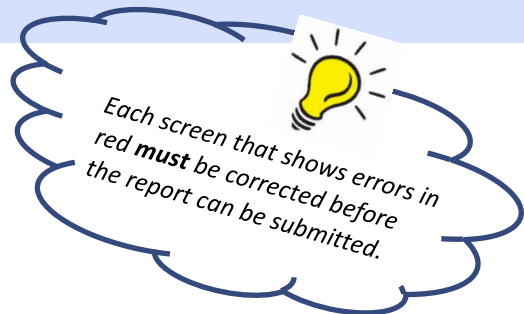
Step 3: Review the Preliminary Accreditation Report and correct any errors.
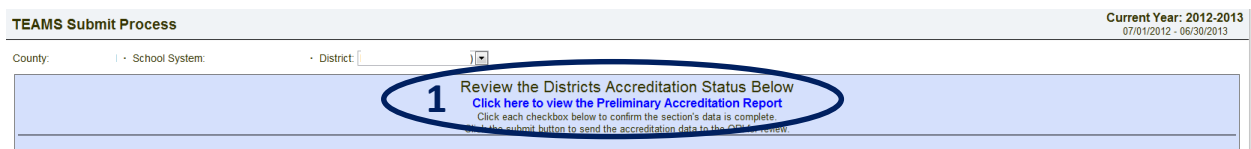
1. Click the preliminary accreditation report link.
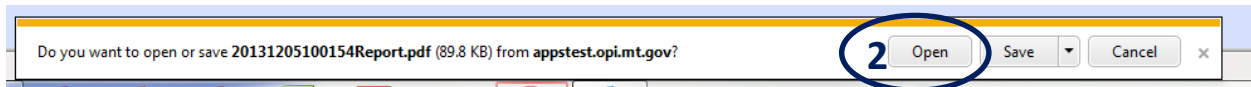
2. Click the "Open" button.
3. Review the report for accuracy.
4. If inaccurate data shows on the Preliminary Accreditation Report, return to the appropriate screen and make corrections.

Step 4: Review the Preliminary Accreditation Report again.

1. After all corrections are made in Step 2, repeat Step 3 to ensure the information is correct.
2. Repeat Step 4:1 as many times as necessary to ensure the correct data is submitted to the OPI.

Step 5: Submit the TEAMS report to the OPI.

⚠️ *Only the entities' AR can submit the TEAMS repot to the OPI.*

Click the label next to the checkbox to go to that section.

1.a. Select All   Clear All
- ☑ Employment.
- ☑ Professional Licensure.
- ☑ District Policies.
- **1** ☑ Recruitment.
- ☑ Special Education.
- ☑ Alternative Education.
- ☑ District Indian Education.
- ☑ Distance Learning.
- ☑ Dual Enrollment.
- ☑ Internships.
- ☑ Paraprofessional.
- ☑ Off-Site Locations.
- ☑ Teacher-Class.
- ☑ HQT.
- ☑ PIR Hours.
- ☑ School Indian Education.

By clicking the submit button, you are verifying to the best of your ability that the data reported in each of the above sections is complete and accurate.

[Submit] **2**

1. Click the check box beside the title of each screen once all fatal errors in step 2 and then steps 3 and 4 have been completed.
   a. Click the "Select All" link to check all the boxes.
2. Click the "Submit" button to submit the TEAMS report to the OPI.

Step 6: Celebrate that your TEAMS report has been submitted!!!

REPORTS

Find the Reports Tab
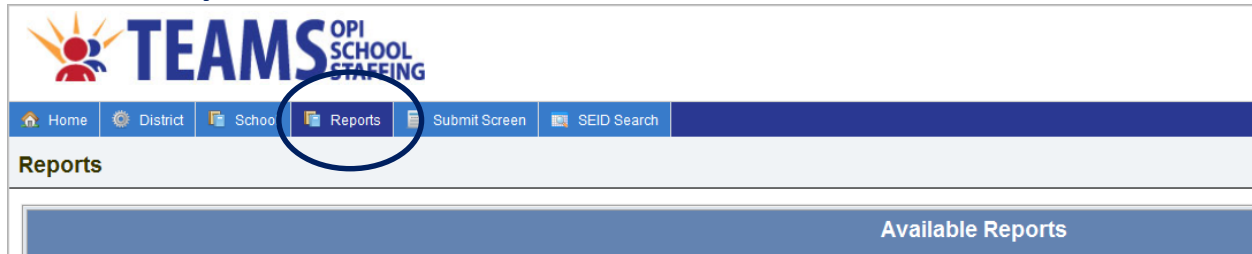
On the "Home" row, click the "Reports" tab.

Course Codes with Endorsements List

The current listing of MT K-12 Course Codes and Descriptions. This report also has the teaching endorsements that are approved to teach the course.

Distance Learning Providers Report

A listing of the currently registered Distance Learning Providers with the courses they offer and the instructors who teach the courses.

FTE Summary by School System

A report of all the FTE by school system.
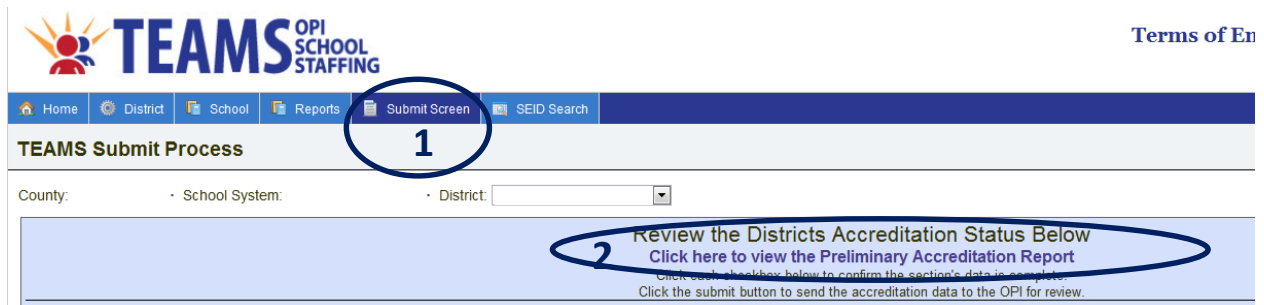
Preliminary Accreditation Report (PAR)

There are two methods to locate the PAR.
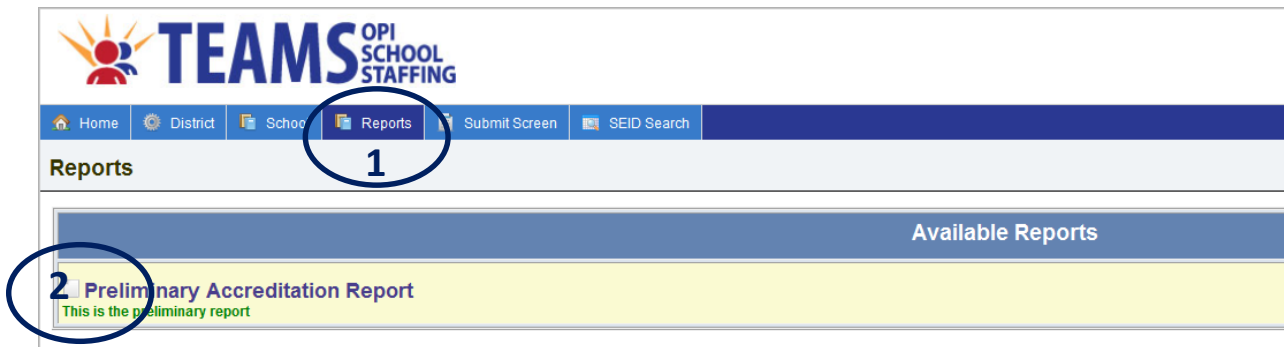
The PAR is a real-time reflection of the TEAMS data. The system may take a few minutes to process the report.

Locate the Preliminary Accreditation Report from the Submit Screen tab.

1. On the "Home" row, click the "Submit Screen" tab.
2. Click the "Click here to view the Preliminary Accreditation Report" link.

Locate the Preliminary Accreditation Report from the Reports tab

1. On the "Home" row, click the "Reports" tab.
2. Click the "Preliminary Accreditation Report" link.

School FTE Information

A report of all the FTE by school.

Quality Educator (QE) Assignments Report

1. On the "Home" row, click the "Reports" tab.
2. Click the "Quality Educator Assignments Report" link.

TEAMS NAVIGATION

Do Not Use the "Back" Button

❖ **Do not** use the browser's "back" button. The page will "expire" and the user will have to refresh the Web page, and then click "Retry" to load the page again.

❖ **Do use** the TEAMS screen navigation commands (e.g., "Cancel" links or screen tabs) to move around in the application.

Deleting Records

❖ SEID, TOE, and Teacher-Class records can be deleted from the OPI's database.
  ➢ SEID records that are created in the *current open* session can be deleted and are not stored in the OPI database.
  ➢ Once an SEID record is created and the session has been closed, the SEID record is stored in the OPI database. Users can *remove* the SEID record from their file, but it cannot be permanently deleted from the OPI database.

❖ Records can be deleted/removed from both the "SEID/TOE/Employment Records with Errors" and the "Valid SEID/TOE/Employment Records" tables.

1. Click the "Delete"/"Remove" link to the right of the record to be deleted/removed.

2. Verify the record shown is the record to be deleted/removed.
3. Click the "Delete Record" button (or "Remove From History" button when removing an SEID record) button to delete/remove the record from the SEID/TOE/Teacher-Class file and return to the previous screen.
   a. Click the "Cancel" link to keep the record and return to the previous screen.

Editing Records

- ❖ TOE and Teacher-Class records can be edited in both the "TOE/Employment Records with Errors" and the "Valid TOE/Employment Records" tables.
- ❖ SEID records in the "Valid SEID Records" table can be edited *only* if the new SEID record was created in the *current open* session.
  - ➢ If the original SEID request was not generated in the *current open* session, it may viewed but not edited.
- ❖ Email the OPI at OPITEAMS@mt.gov if an SEID record needs correction and cannot be edited.

1. Click the "Edit" link to the left of the SEID/TOE/Employment record to be edited.

Editing Records with Errors

1. Once a record with an error is selected, the error box at the top of the record lists the errors.
   a. Each field with an error highlighted in red has to be corrected before the record can be saved.
2. Edit the fields as necessary.
3. Click the "Save Changes," "Next Page," or "Add Record" button to save the changes and proceed to the next page.
   a. Click the "Cancel" link to cancel the editing and return to the previous screen.

Editing Valid Records

1. Edit the fields as necessary.
2. Click either the "Save Changes" or the "Next Page" button to save the changes and proceed to the next page.
    a. Click the "Cancel" link to cancel editing the record and return to the previous screen.

Exiting Screens

1. Click the red "X" in the upper right hand corner of the window to return to the previous screen.

Exporting All Records

- ❖ SEID records
  - ➢ Exporting SEID numbers from TEAMS is helpful to upload the SEID numbers to the educational program's accounting/human resources software.
- ❖ TOE records
  - ➢ Exporting employment records from TEAMS is helpful to upload the employment records to the educational program's accounting/human resources software.
  - ➢ If the educational program does not have accounting/human resource software, exporting the employment file is beneficial by providing a .CSV (comma delimited) file to import into TEAMS the following reporting year.
- ❖ Teacher-Class records
  - ➢ If the educational program does not have a student information system, exporting the Teacher-Class file is beneficial to provide a .CSV file to import into TEAMS the following reporting year.

Valid SEID Records
Total Records: 12
Distinct SEID Count: 12

Show 20 items per page   Page: 1

View	SEID	First Name	Last Name	Birthdate	Gender	School Year	Remove
View				09/07/1991	F	2013	Remove
View				06/30/1960	F	2013	Remove
View				11/13/1966	M	2013	Remove
View				08/12/1975	F	2013	Remove
View				06/03/1989	M	2013	Remove
View				01/07/1955	F	2013	Remove
View				04/22/1943	F	2013	Remove
View				05/28/1967	F	2013	Remove
View				06/10/1971	F	2013	Remove
View				03/01/1966	M	2013	Remove
View				06/10/1971	F	2013	Remove
View				01/02/1959	F	2013	Remove

Export All Records **1**   Add New SEID Record   Remove All Records

1. Click the "Export All Records" link below the "Valid SEID/Employment/Teacher-Class Records" table to export all the records to a .CSV file.

Do you want to open or save 20131113073103_SEIDExtract.csv from appstest.opi.mt.gov?   Open   Save ▼ **2** Cancel ✕

2. Click the arrow beside the "Save" button and then choose the "Save As" option.
   a. If the file is opened, there is a chance it is saved as an Excel file. Excel files *cannot* be uploaded into TEAMS, they must be .CSV files.
3. Navigate to where the file will be stored on the local computer system.
   a. Notice that the file name defaults to include the date and time of the current export.
   b. Save as type defaults to .CSV file.
4. Click "Save."

Incomplete/Complete Status

1. Sections with questions display either "Incomplete" or "Complete" to the right of the section header.


2. Once the question is answered and saved, the status turns to "Complete" and the data entry fields will roll up (i.e., "hide") as shown.
3. Click anywhere in the header to expand the section.
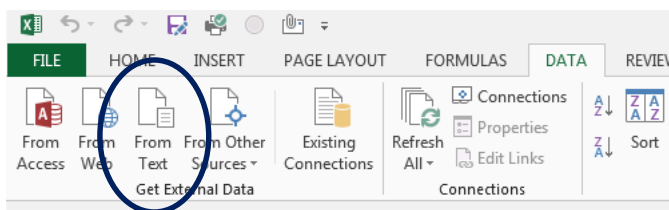
Import a .CSV File into Excel

It is **imperative** that .CSV file are imported into Excel properly so that the data is not corrupted.
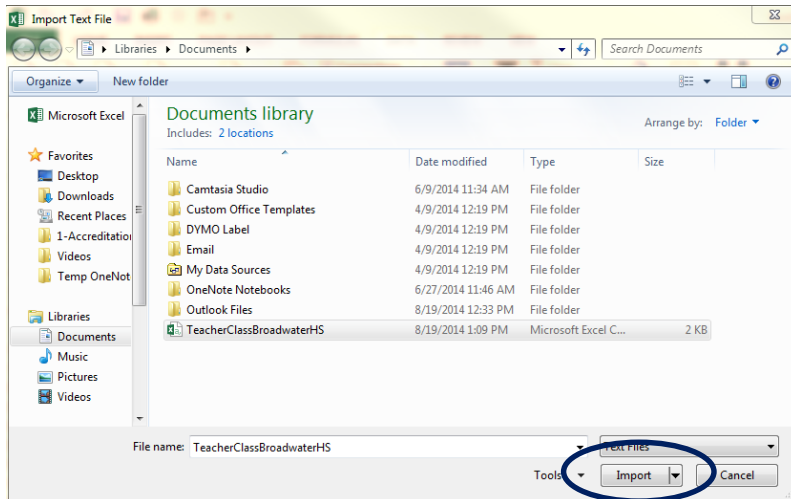
Screen shots and instructions are using Excel 2013.

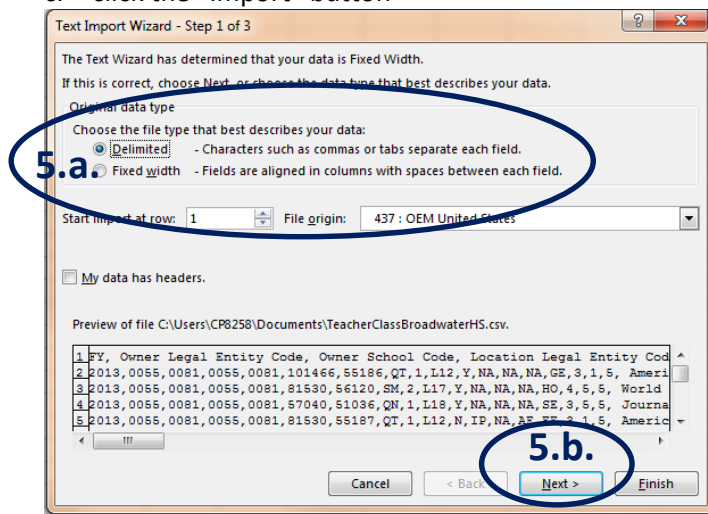1. Open Excel on your local computer and create a new workbook.
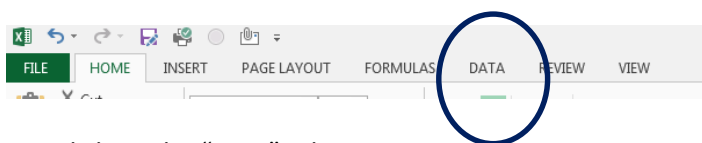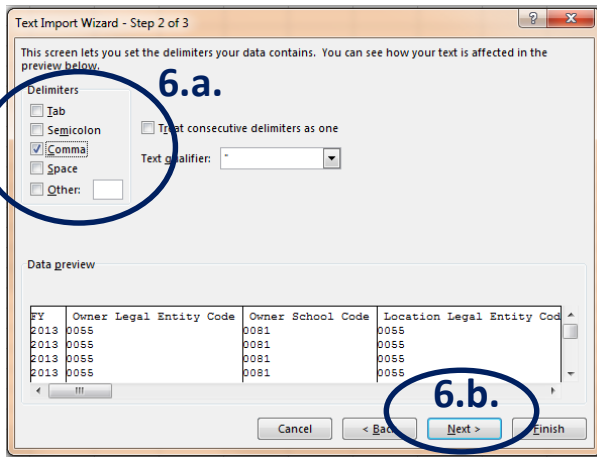

2. Click on the "Data" tab.

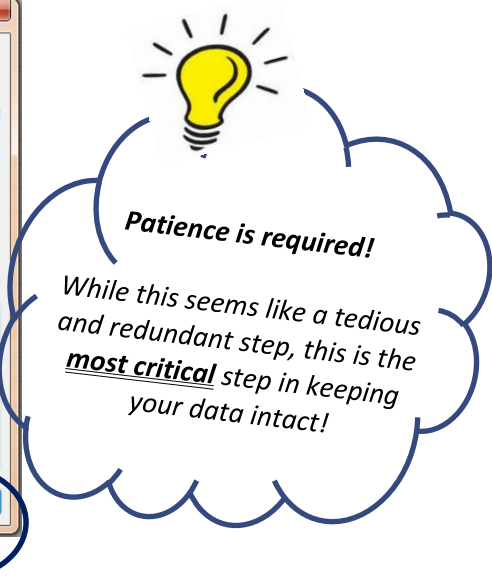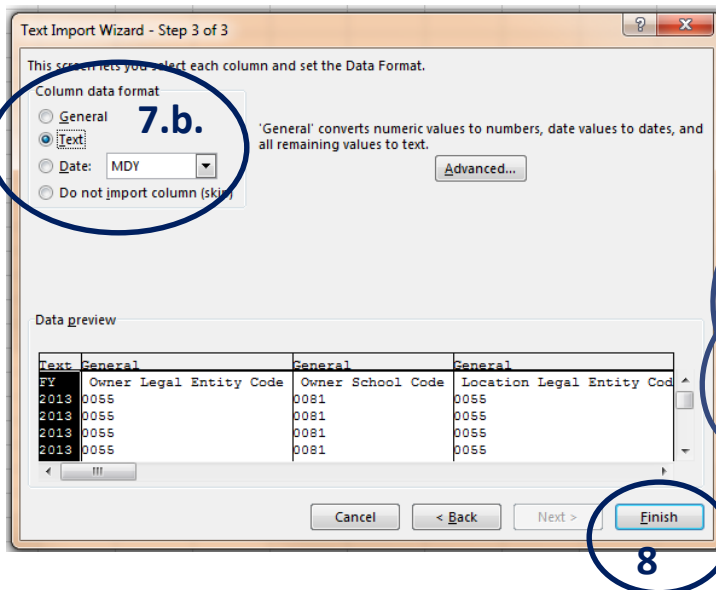3. In the "Get External Data" group, click on "From Text."

4. In the Import Text File dialog box,
   a. navigate to where the file is located on your local computer,
   b. select the file, and then
   c. click the "Import" button

5. On page 1 of the Text Import Wizard,
   a. Change the "Original data type" field to "Delimited"
   b. Click "Next".

6.a.

6.b.

6. On page 2 of the Text Import Wizard,
   a. In the Delimiters section, unselect "Tab" and select "Comma"
   b. Click "Next".

7.b.

8

Patience is required!

*While this seems like a tedious and redundant step, this is the **most critical** step in keeping your data intact!*

7. On page 3 of the Text Import Wizard,
   a. **Individually** select a column and change the "Column Data format" to "Text."
8. When **all columns** are changed to "Text," click the "Finish" button.
9. Once all edits are complete, be sure to **SAVE AS** a CSV file.

Manually Enter TOE/Teacher-Class Records

1. Click the "Add New Employment/Teacher-Class Record" link below the "Valid Employment/Teacher-Class Records" table.

2. Enter or select the correct information for each field.
   a. "Add Employment Record" *field definitions and instructions* are found on page 37.
   b. "Add Teacher-Class Record" *field definitions and instructions* are found on page 55.
3. Click the "Add Record" button to add the record and return to the TOE or Teacher-Class screen.
   a. Click the "Cancel" link to cancel and return to the TOE or Teacher-Class screen.
4. Repeat for each employee or position to be added to the TOE file or each class to be added to the Teacher-Class record.

Removing All Records

CAUTION: This action will remove **ALL** of the SEID/TOE/Teacher-Class records from the educational program's file, including filtered files that may be hidden from the current view and/or records with errors. Be sure to reset the filter before removing all records. *(See Using Filters on page 147.)*

1. Click the "Remove All Records" link below the "Valid SEID/Employment/Teacher-Class Records" table.

Selecting a School System, District, and School

1. Select a school system.
    a. If reporting for educational programs in more than one system, click on the "School System" box and select the district, cooperative, or other accredited school from the pull-down list.
    b. The "District" box will open.
2. Select a district.
    a. If reporting for educational programs in more than one district, click on the "District" box and select the district, cooperative, or other accredited school from the pull-down list.
    b. The "School" box will open.
3. Select a school.
    a. When working in the Teacher-Class or any of the school level accreditation screens, a school **must** be selected before data will show on the screen.
    b. Click on the "School" box and select the accredited school from the pull-down list.

Showing Records
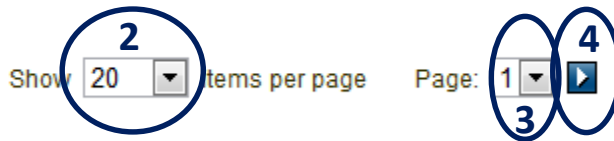
1. All tables have defaults set to ease the viewing of records. Some tables are defaulted to display 5 records, while others are defaulted to 20.
   a. In the example above (# 2), the default is 20.
   b. The blue arrow beside the page number (# 4) indicates there are multiple pages to be viewed.
2. Click the down arrow beside the "Show ___ items per page" to change how many records are viewed at one time.
3. Click the down arrow beside the "Page: ___ " to move to a specific page.
4. Click the blue arrow beside the "Page: ___ " to forward to the next page.

Sorting Records

View	SEID	First Name	Last Name	Birthdate	Gender	School Year	Remove
View				09/07/1991	F	2013	Remove
View				06/30/1960	F	2013	Remove
View				11/13/1966	M	2013	Remove
View				08/12/1975	F	2013	Remove
View				06/03/1989	M	2013	Remove
View				01/07/1955	F	2013	Remove
View				04/22/1943	F	2013	Remove
View				05/28/1967	F	2013	Remove
View				06/10/1971	F	2013	Remove
View				03/01/1966	M	2013	Remove
View				06/10/1971	F	2013	Remove
View				01/02/1959	F	2013	Remove

Export All Records   Add New SEID Record   Remove All Records

1. Click on a column heading to sort a table using the data in the column.
   a. Click on text column headings (e.g., Last Name) to sort the records alphabetically; click again to reverse the sorted order.
   b. Click on numerical column headings (e.g., SEID) to sort data from smallest to largest; click again to reverse the sorted order.

Uploading Files

Files can be uploaded to the TOE and Teacher-Class modules of TEAMS. The file must match the OPI's file format specifications as described in the *TEAMS Collection File Formats* document located on the OPI School Staffing website under the "Technology Info" link at
   http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11.

CAUTION:

❖ When a file is uploaded, it will **remove *all* the previously created and uploaded records** and **replace** them with records from the newly uploaded file; it does **not** add to the file.

❖ If a school is not selected, the Teacher-Class file upload will **replace *all* the records for the district and all the schools.**

❖ If work has been done on Accreditation screens that pull information from either the TOE or the Teacher-Class files, **the work will be deleted** and will have to be repeated.

❖ To **add** to the file, manually add a record. *(See Manually Enter an Employment/Teacher-Class Record on page 143.)*

1. Click the "Browse..." button.
2. Navigate to the file in the "Upload File" dialog box.
3. Click the "Upload Employment/Teacher-Class File" button.
   a. ***TIPS:*** If the file does not load, make sure that:
      i. the browser is Internet Explorer 8.0 or higher;
      ii. the file is saved as a .CSV or .TSV format; and
      iii. there are no commas in the last field on the right in the file.

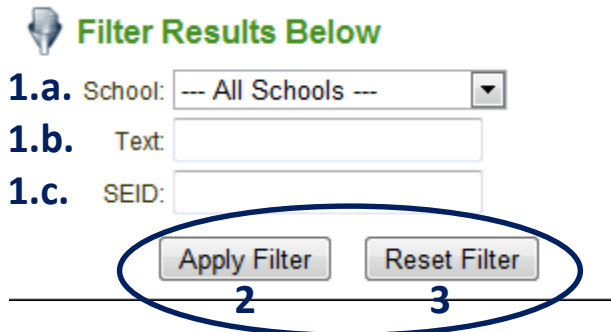4. Once the file is imported, records with errors are listed in the "Employment/Teacher-Class Records with Errors" table.
   a. Each record with an error **must** be either corrected or deleted. *(See Editing Records with Errors on page 137.)*

5. Records without errors are listed in the "Valid Employment/Teacher-Class Records" table.
   a. These records do not require further action.

Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

Using Filters

Select records having similar characteristics by setting filter criteria. This feature locates a single record or group of records with similar qualities.

Filter Results Below

1.a. School: --- All Schools ---
1.b. Text:
1.c. SEID:

Apply Filter   Reset Filter
      2   **3**

1. Enter the criteria for the search.
    a. Select if the search should be at the district level, or at an individual school.
    b. "Text:" data box –
        i. A name or combination of letters will locate all records with that combination of letters in *any* field. For example, entering "ter" would locate employees named Roger Pot**ter**, Pe**ter** Robinson, and **Ter**ry Clark.
    c. "SEID" data box –
        i. The filter will locate all SEID records with the string of numbers in the SEID.
2. Click the "Apply Filter" button to filter the records.
3. Click the "Reset Filter" button to remove the filter and display all records.

Addendum: Career & Technical Education (CTE) Screen ★

Section coming soon!

Announcement of new section will be on the HOME page of TEAMS.