OREGON
STAFF ASSIGNMENT COLLECTION MANUAL

For the 2022-23 SCHOOL YEAR

OREGON DEPARTMENT OF EDUCATION
SALEM, OREGON

Colt Gill, Director of the Oregon Department of Education

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Additions/Changes

March 2022

- Removed section on HOUSSE
- Added information about Staff Assignment data being used in federal programs monitoring

May 28 2019

- Changed long term substitute inclusion from “teaching more than 20 days” to “teaching 20 or more days” to align with Class Roster substitute teacher inclusion

March 7, 2019

- Removed License for Conditional Assignment from the Emergency/Provisional license types
- Class Instructional Hours can now be an integer between 1-2000 (formerly 10-2000)

May 22, 2018

- Added a key column indicator in the listing of fields
- Added online instruction guidance—including ORVED
- Added instruction on warnings in the submission steps section
- Updated data owner

March 19, 2018

- Added to the Additional Guidance section:
    - more information about summer school reporting
    - more information about after-hours classes
    - more information about how to report multiple courses in one period

January 4, 2018

- Revision of data elements:
    - Removal of all HQ fields
    - Addition of Out of field, inexperienced, emergency/provisional flags, and FTE measures

General Information

Introduction

The Staff Assignment Collection collects information on all public school teachers who are providing instruction to students in all subjects and all grades. This includes both full and part-time staff, music teachers, Physical Education (PE) teachers, and other specialists who have a responsibility for providing instruction to a group of students that fit any NCES course code. This information is collected in order to determine if the teachers are inexperienced, teaching out-of-field, or teaching with an emergency/provisional license; specifically, to ascertain if schools with high percentages of students of color and students experiencing poverty have disproportionate percentages of teachers that are out-of-field, inexperienced, or teaching with an emergency/provisional.

Data collected in the Staff Assignment collection are used in federal reporting as required by the Elementary and Secondary Education Act (Revised 2015 as the Every Student Succeeds Act),[1] beginning with the 2017-18 school year, and will be used in yearly district and statewide accountability reports. Staff Assignment data are also used in the Equitable Distribution of Teachers calculation by the federal programs monitoring. This information is collected in the spring of the school year, audited and aggregated over the summer, and then made publicly available in federal reports and to data requesters in the fall following the reporting year.

[1] Section 1111 of ESSA details the information to be reported in State Plans, as well as District and State Report Cards.

Definitions

Emergency/Provisional License – Credentials that are less than a full Oregon Teaching License.

A teacher is defined as teaching with an emergency/provisional license if:

- For the course, they have one of the following licenses:
    - Approved ESEA Alternative Route Teaching
    - Career and Technical Education I Teaching
    - Career and Technical Education Restricted Substitute Teaching License
    - Charter School Registry
    - Emergency Teaching
    - Emergency Three-Year Professional Technical Teacher License
    - International Visiting Teacher
    - Limited Teaching
    - NCLB Alternative Route Teaching
    - Restricted Substitute Teaching
    - Restricted Teacher
    - Restricted Teaching
    - Restricted Transitional Teaching
    - Substitute Teaching

Inexperienced Teacher – Teacher with a preliminary license type for the course(s) taught.

A teacher is defined as inexperienced if:

- For the course, they have one of the following licenses:
    - Preliminary License
    - Initial I Teaching
    - Preliminary Career and Technical Education License

Out-of-Field – Teacher teaching a subject area (course) in which they have neither a regular license and the proper endorsement, nor a License for Conditional Assignment (LCA).

A teacher is defined as teaching out-of-field if:

- For the course, they have an emergency/provisional license
- Or, they do not hold an Oregon license
- Or, they do not hold the proper endorsement for the course (see the Course to Endorsement Catalogue for the 2022-23 school year).

Who and what should be reported?

Guidance on reporting of classes

Include all K-12 grade instructional courses lasting 10 or more days.

- Include all instructional courses (not student aides or study hall) that fit the description of an NCES course code
- Include all pull-out elementary courses such as Title I Reading and Math, English language, music, art and physical education
- Include all credit recovery courses
- Include all instructional online, technology-assisted, and distance-learning courses
- Include all Special Education courses including Resource Rooms
- Include all Summer school courses that are instructional and last for at least 10 weekdays (include in the following year. For example, Summer 2021 courses should be reported in the 2021-22 school year report)
- Include all instructional classes that take place during the regular school day (no after-school programs or night classes)
- Include all instructional courses at public alternative schools/programs, charter schools, magnet schools, and district programs.
- Include all instructional LTCT courses.
- **Do not** include home-tutorial courses
- **Do not** include community college or college courses

Guidance on reporting of teachers

Include all teachers providing instruction/grading/answering student questions for the course for 20 or more days.

- This includes Long-term substitutes providing instruction/grading/answering student questions for 20 or more days
- Include both full-time and part-time teachers.
- Include online teachers—whether they are located in the district or are contracted out through an online provider, including out-of-state teachers
- Include charter school teachers
- Include Summer school teachers, even if the course is fewer than 20 total days.
- Include team teachers (more than one teacher teaching the same subject and students in the same classroom)
- **Do not** include community members that are supplementing coursework (such as an artist in the community that comes for a few weeks to give lessons on pottery) or student teachers.
- **Do not** include college instructors or professors.
- **Do not** include paraprofessionals.

The district that is responsible for educating the students (the attending district) is responsible for reporting the teachers and classes—even if the teachers are contracted through a vendor, another district, or an out-of-state school. It is recommended that districts include a provision for reporting data when establishing contracts with other educational providers. Districts are responsible for making sure data is reported for all staff in charter schools in their district. Please contact charter schools in your district and request their data.

ODE Staff and Responsibility List

Staff Assignment Data Owner, IUID Data Owner	**Eric Gillis**	**(503) 508-5132**	**caitlin.mcrae@state.or.us**
Education Specialist	**Sarah Martin**	**(503) 947-5668**	**sarah.martin@state.or.us**
Staff Assignment Technical Assistance	**ODE Helpdesk**	**(503) 947-5715**	**ode.helpdesk@state.or.us**

Reporting Calendar

The reporting dates for the 2022-23 **Staff Assignment Collection** are as follows:

Collection Event	Date(s)	Collection Location
2022-23 Staff Assignment Online Training	Recorded March 2022	Online Training page
2022-23 Staff Assignment Collection	**March 23, 2023 at 1 pm- April 28, 2023 at 11:59 pm**	**Consolidated Collections**
2022-23 Staff Assignment Audit Window	May 11, 2023 at 1 pm- May 26, 2023 at 11:59 pm	Consolidated Collections
Teacher Qualification Validation Window	August 3, 2023 at 1 pm – September 15, 2023 at 11:59 pm	Achievement Data Insight
Data Delinquent Date (no changes after this date without district superintendent and ODE management approval)	September 29, 2023	

There is an expectation that all data submitted is accurate. ODE will include data in federal or state reports, as well as in media requests and other requests submitted under the Freedom of Information Act.

Staff Assignment Reporting Overview

The data collection process for Staff Assignment is as follows: the collection window is in the spring, and is required. All data must be in by the end of that collection window so that audits can be generated and the ODE can verify that all data is accurate. The audit window occurs a few weeks after the collection window, and is used to verify that data submitted is correct. All districts should check for audits during the audit window, and correct any records that need to be fixed, or confirm that records are correct as they are. Over the summer, the data owner continues to verify the quality of the data and contact data submitters to review/correct submitted data as needed. Then, the data is aggregated and the Teacher Qualification validation is available in the Achievement Data Insight Application during the late summer (August/September). The ADI validation should be reviewed for accuracy as it is used in state and federal reporting.

If the collection is closed and you find an error, contact the data owner to request an opportunity to correct the data. Districts or schools who fail to submit data before the data delinquent date will be required to submit a Collection Extension Request form signed by their District Superintendent.

Staff Assignments Listserv

There is an optional listserv that is used to communicate with Staff Assignment data submitters and HR staff. You can subscribe directly to this listserv through the sign-up page, or email the Staff Assignment data owner requesting to be added.

Video Training

All training materials for the Staff Assignment Collection are posted on the Staff Assignment Schedule of Due Dates page accessible from the District Site. For the 2021-22 reporting year, the video training will not be conducted live. However, a recording of the training will be made available before the collection opens. All trainings are recorded, archived, and viewable from the Video Training page.

Video Training Date:

- March 2022

Documents

The documentation for the Staff Assignment Collection is located on the Staff Assignment Schedule of Due Dates page.
Scroll down to the **Documents** section to access the following:

- Staff Assignment Data Manual 2022-23
- CSV File Upload Template 2022-23
- Staff Collection Interactions (IUID, Staff Assignment, Class Roster Collection Interactions)
- File Format User Guide
- Consolidated Staff Collections Manual
- Layout: Staff Assignment File Format
- Course Codes for 2022-23
- Staff Assignment Audit Manual (posted before audit window)
- Teacher Qualification Validation Manual (posted before validation window)

LAWS AND RULES

Elementary and Secondary Education Act	ESEA Rev 2015
Every Student Succeeds Act State Plan	Oregon State Plan
Teacher Standards and Practices	OAR 584
Oregon Department of Education	OAR 581
Public Charter School Law	ORS 338
Virtual Public Charter School Law	ORS 338

BEFORE SUBMITTING TO STAFF ASSIGNMENT

The Staff Assignment data collection is a dependent data collection. Meaning, that prior to submitting to Staff Assignment, you will need to update/submit data to two other connected data collections, the Unique Staff Identifier (USID) and Instructional Unit Identifier (IUID) data collections. Please contact your District Security Administrator if you do not have access to these collections.

- All staff must have a USID number and their USID record must be updated for the current reporting year before data can be submitted to Staff Assignment. In the USID Collection, the Activity Date for the record must be a date in the current collection year (after July 1 of the current school year). To update records, request a USID production download, update staff records, delete staff records that no longer are associated with the login institution, and upload the file through USID System>Data Submission>File Upload. More guidance and information about the USID collection is located on the USID district webpage.
- Institutions must submit the courses needed for Staff Assignment to the IUID Collection prior to submitting data to the Staff Assignment collection. Seven elements of the IUID Collection are used in the file format for Staff Assignment. Please note that only some fields of the IUID collection are editable after submission to that collection. If an error is made that cannot be remedied through editing the record, you will need to create a new record and delete the old record so that it is not later accidentally used in the Staff Assignment and Class Roster collections. More information is located on the IUID Schedule of Due Dates page.

DATA ELEMENT INDEX

Field	Page
ChkDigitStfID [2] Unique Staff Identifier	14
TSPCAccntID Teacher Standards and Practices Commission Account Identifier	15
EmplyrInstID Employer Institution Identifier	15
EmplyrStaffID Employer Staff Identifier	15
SSN Partial Social Security Number	16
LNm Legal Last Name	16
FNm Legal First Name	16
MI Legal Middle Initial	16
BirthDtTxt Date of Birth	16
Gndr Gender Code	16
HispEthnicFg Hispanic/Latino Ethnic Flag	17
AmerIndianAlsknNtvRaceFg American Indian/Alaskan Native Race Flag	17
AsianRaceFg Asian Race Flag	17
BlackRaceFg African American Race Flag	17
WhiteRaceFg White Race Flag	17
PacIslndrRaceFg Native Hawaiian/Other Pacific Islander Race Flag	17

[2] Indicates that this is a key field for the collection.

Field	Page
USIDFill Filler	17
ChkDigitInstrctUnitID [3] Instructional Unit Identifier	18
DistInstID District Institution Identifier	18
SchlInstID School Institution Identifier	18
SchlSectID School Section Identifier	198
SchlCrsID School Course Identifier	198
CrsCd Course Code	198
CrsBeginDtTxt Course Begin Date	198
TeamTchFg Team Teaching Flag	20
TchLicFg Teacher License Flag	20
ClsInstrctHrs Class Instructional Hours	21
FullTimeSchdHrs Full Time Schedule Hours	21
AltrntLicLnm Alternate License Last Name	22
QualCmnt Qualification Comment	22
EPDtrmntnFg Emergency/Provisional Determination Flag	22
OOFDtrmntnFg Out of Field Determination Flag	22
PrelimDtrmntnFg Preliminary Determination Flag	23
ClsInstrctFTE Class Instructional FTE	23
AssgnFill Filler	23

[3] Indicates that this is a key field for the collection.

USID Collection Data Elements

IMPORTANT: Current staff USID records must be updated before submitting data for Staff Assignment. Request a USID production download, update staff records, delete staff records that no longer are associated with the login institution, and upload the file through USID System – Data Submission – File Upload.

Field Name	ChkDigitStfID-Required
Data Element Name	Unique Staff Identifier
Description	ODE Unique Staff Identifier
Special Help	Staff must have a USID number in order to be reported in the Staff Assignment Collection. The staff member's information must be updated for the current school year in order to report the staff member in the data collection.

Field Name	TSPCAccntID-Conditional
Data Element Name	Teacher Standards and Practices Commission Account Identifier
Description	TSPC (Teacher Standards and Practices Commission) assigned account identifier.
Special Help	If the Teacher License Flag (TchrLicFg) = Y, the TSPC Account ID must be included. Online out-of-state teachers that do not hold an Oregon teaching license will not have a TSPC Account ID. *Audits will be done for validity and if it matches record from TSPC for staff member.*

Field Name	EmplyrInstID-Required
Data Element Name	Employer Institution Identifier
Description	ODE Institution Identification number for the institution employing the staff member. If a staff member is employed by more than one institution this field will indicate the last employer to update the record. Institution ID numbers can be found here. These are District Institution IDs not School Institution IDs.

Field Name	EmplyrStaffID-Optional
Data Element Name	Employer Staff Identifier
Description	Identifier assigned by the employer used to identify the staff member. This identifier should be unique within the system.
Special Help	Any convention can be used in this field. It should uniquely identify the staff member. An example of this would be an ID number assigned to the staff member by the district/school.

Field Name	SSN-Required
Data Element Name	Teacher Partial Social Security
Description	Last four (4) digits of Social Security Number of staff member.

Field Name	LNm-Required
Data Element Name	Legal Last Name
Description	Legal last name of the staff member.
Special Help	If a staff member changes his/her last name, the staff member's USID record will need to be updated with the new name prior to submitting in Staff Assignment. The staff member will be reported with the new name during the reporting period following the name change in the USID record.

Field Name	FNm-Required
Data Element Name	Legal First Name
Description	Legal first name of the staff member.

Field Name	MI-Optional
Data Element Name	Teacher Middle Initial
Description	Legal middle initial of the staff member.

Field Name	BirthDtTxt-Required
Data Element Name	Date of Birth
Description	Date of Birth of staff member.
Special Help	The date of birth format will be MMDDYYYY. This date should be the staff member's actual birth date. The date the staff member was born should not be revised unless it was incorrectly submitted when the USID record was created. *Audits will be done on the birthday to make sure it matches what is in the USID Collection.*

Field Name	Gndr-Required
Data Element Name	Gender Code
Description	Code indicating the gender of the staff member. Acceptable values are M-Male, F-Female, and X-Non-binary
Special Help	*Audits will be done on gender to make sure it matches what is in the USID Collection.*

Field Name	HispEthnicFg-Required[4]
Data Element Name	Hispanic/Latino Ethnic Flag
Description	Indicates a staff member of Cuban, Mexican, Puerto Rican, South or Central American descent, or other Spanish culture of origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."
Special Help	If HispEthnicFg is 'Y' you will be **required** to select one or more races that apply among the race fields.

Field Name	AmerIndianAlsknNtvRaceFg-Required
Data Element Name	American Indian/Alaskan Native Race Flag
Description	Indicates a staff member having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Field Name	AsianRaceFg-Required
Data Element Name	Asian Race Flag
Description	Indicates a staff member having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Field Name	BlackRaceFg-Required
Data Element Name	African American Race Flag
Description	Indicates a staff member having origins in any of the black racial groups of Africa.

Field Name	WhiteRaceFg-Required
Data Element Name	White Race Flag
Description	Indicates a staff member having origins in any of the original peoples of Europe, the Middle East, or North America.

Field Name	PacIsIndrRaceFg-Required
Data Element Name	Native Hawaiian/Other Pacific Islander Race Flag
Description	Indicates a staff member having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Field Name	USIDFill-Optional
Data Element Name	Filler
Description	Filler Space

[4] *Audits will be done on all Race/Ethnicity flags to make sure it matches what is in the USID Collection.*

IUID Collection Data Elements

IMPORTANT: The Staff Assignment collection uses the Core Elements of the IUID Collection to report the courses that the staff member is teaching. You need to submit to the IUID Collection prior to submitting to the Staff Assignment Collection.

Field Name	ChkDigitInstrctUnitID-Required
Data Element Name	Instructional Unit Identifier (IUID)
Description	ODE assigned Instructional Unit Identifier (IUID).
Special Help	This number is generated by completing the IUID Collection. Once you have completed submitting to the IUID Collection, perform a production download. Follow directions from your Student Information System (SIS) vendor on how to load the IUID number into your SIS. **This must be the same IUID that was used in the IUID Collection for this specific course.**

Field Name	DistInstID-Required
Data Element Name	District Institution Identifier
Description	ODE assigned Institution Identification Number for ESD or district administering the program or school in which the class being reported is situated.
Special Help	The district where the student is receiving instruction (i.e., Attending District). YCEP teachers should be reported under the ODE YCEP institution ID# (3477). **This must be the same District Institution Identifier that was used in the IUID Collection for this specific course.**
Reference	Institution ID numbers can be found here.

Field Name	SchlInstID-Required
Data Element Name	School Institution Identifier
Description	ODE assigned Institution Identification Number for school where the class being reported is conducted.
Special Help	The School where the student is receiving instruction (i.e., Attending School). **This must be the same School Institution Identifier that was used in the IUID Collection for this specific course.**
Reference	Institution ID numbers can be found here.

Field Name	SchlSectID-Required
Data Element Name	School Section Identifier
Description	Identifier that distinguishes the specific instance of a class bring reported. This identifier can be any convention used by the institution.
Special Help	Any convention can be used in this field. It should uniquely identify each specific course. Please note that the system strips all special characters EXCEPT for periods. For example a hyphen will not show up. H1.1-1 will show up as H1.11. **This must be the same convention that was used in the IUID Collection for this specific course.**

Field Name	SchlCrsID-Required
Data Element Name	School Course Identifier
Description	Local identifier, assigned by the district, used to uniquely identify the course.
Special Help	The School Course Identifier is the local identifier, assigned by the district. It is used to uniquely identify the course. It can be any convention. Check your district's course catalog. Please note that the system strips all special characters EXCEPT for periods. For example a hyphen will not show up. H1.1-1 will show up as H1.11. **This must be the same number that was used in the IUID Collection for this specific course.**

Field Name	CrsCd-Required
Data Element Name	Course Code
Description	National Center for Education Statistics (NCES for the course that is being taught in the location identified by the combination of Classroom ID and Class Period.
Special Help	See the document Course Codes for 2022-223 for codes. **This must be the same course code that was used in the IUID Collection for this specific course.** See the IUID collection manual for more information about course codes.

Field Name	CrsBeginDtTxt-Required
Data Element Name	Course Begin Date
Description	Date the course started
Special Help	The date format will be MMDDYYYY. This needs to be specific for each course. This must be the same date that was used in the IUID Collection for this specific course.

Staff Assignment Data Elements

Field Name	TeamTchFg-Required
Data Element Name	Team Teaching Flag
Description	Flag indicating that the course is being team taught.
Special Help	If yes, add the name of the other team teacher(s) to Qualification Comment Field. Make sure the team teacher also has a record for the class. The team teachers' records must have the same ChkDigitInstrctUnitID (IUID #) and the team teaching flag for both records "Yes" in order for the record to be counted as team teaching. If there is no match, each course will be counted separately as it will be assumed that the additional "team teacher" was not entered. Team teaching flag should only be used if both teachers are present and instructing students in the class during the same period of time. Teachers that instruct students consecutively are not team teaching. For example, Ms. Marple is teaching a class and then takes maternity leave and Mr. Spock takes over the class; this is **not** team teaching.

Field Name	TchrLicFg-Required
Data Element Name	Teacher License Flag
Description	Flag indicating this teacher is licensed or registered with the Oregon TSPC (Teacher Standards and Practices Commission). If a teacher has a license or charter registry through TSPC, please mark this flag as "Y". This field does **not** indicate that they are licensed and endorsed for the course—instead, it indicates that they have a license/registry with TSPC.
Special Help	If "Y", the TSPC Account ID will be required.

Field Name	ClsInstrctHrs-Required
Data Element Name	Class Instructional Hours
Description	The total yearly hours of instruction that this teacher is scheduled to teach this class (IUID). Round to the nearest hour, must be a whole number between 1 and 2000.
Special Help	• Include time that the teacher instructs students. • Include time for the full duration of this class—all hours for this teacher from the course begin date through the course end date. • Include time that is in a normal schedule even if the actual class does not meet for various, non-regularly recurring reasons (e.g. an assembly, parent-teacher conferences, snow days, teacher is out sick for the short term, or the teacher was at professional development/training). • If a teacher is not instructing (on leave/sick, etc.) for a period of more than 10 days, **do not** include that period of time in their hours of instruction. • **Do not** include teacher prep time, time spent grading, or time spent traveling to/from the teaching assignment (no time outside of the scheduled class time). • **Do not** include recess, scheduled regularly recurring gaps in instruction, or regularly recurring scheduled late starts/early outs. • Round to the nearest hour. *See the instructional hours help section for more information.*

Field Name	FullTimeSchdHrs-Required
Data Element Name	Full Time Schedule Hours
Description	The total number of hours of instruction for a full-time schedule at this school. Must be a whole number between 300 and 2000.
Special Help	• Include only a regular school year. **Do not** include summer school hours. • This value is not specific to a single teacher's schedule—it should be based on the school schedule and not calculated separately for each individual teacher in the building. • Should be the same number for all records within a school (or grade level if hours vary significantly by grade taught). • Include time when a teacher and students would normally be scheduled for a class but do not meet due to a non-regularly recurring interruption to instruction, such as for: parent/teacher conferences, assemblies, professional development, or inclement weather days. • **Do not** include teacher prep periods, recess, or regularly scheduled late starts/early outs. • **Do not** include time outside of a regular school day—no after school tutoring, debate practice, after-school sports, traveling, or grading time. • Round to the nearest hour. *See the instructional hours help section for more information.*

Field Name	AltrntLicLnm-Optional
Data Element Name	Alternate License Last Name
Description	Other last name that may be used on the teacher's license.
Special Help	This optional field can be used if a teacher has changed their last name or has a last name in the USID collection that is different than the last name that is on their license with the TSPC.

Field Name	QualCmnt-Optional
Data Element Name	Qualification Comment
Description	Comment field for explanation of teacher's licensure.
Special Help	This optional field can be used to explain/give more information about a teacher's qualification to teach a class. This field is mainly included in case future collection requirements include more information regarding a teacher's credentials.

Field Name	EPDtrmntnFg-Provisioned		
Data Element Name	Emergency/Provisional Determination Flag		
Description	ODE determination of teacher holding an emergency or provisional license for this course.		
Special Help	Y	Yes	Y - Teacher has Emergency/Provisional license for this course
	N	No	N - Teacher does not have Emergency/Provisional license for this course
	X	Not Found	X - TSPC Record NOT Found for this Staff Member
	A	Override N --> Y	A - TSPC License Determination Flag changed by ODE from N to Y
	B	Override X --> Y	B - TSPC License Determination Flag changed by ODE from X to Y
	C	Override Y --> N	C - TSPC License Determination Flag changed by ODE from Y to N
	D	Override X --> N	D - TSPC License Determination Flag changed by ODE from X to N

Field Name	OOFDtrmntnFg-Provisioned		
Data Element Name	Out-of-Field Determination Flag		
Description	ODE determination of teacher being out-of-field for this course.		
Special Help	Y	Yes	Y - Teacher is Out of Field for this course
	N	No	N - Teacher is not Out of Field for this course
	X	Not Found	X - TSPC Record NOT Found for this Staff Member
	A	Override N --> Y	A - TSPC License Determination Flag changed by ODE from N to Y
	B	Override X --> Y	B - TSPC License Determination Flag changed by ODE from X to Y
	C	Override Y --> N	C - TSPC License Determination Flag changed by ODE from Y to N
	D	Override X --> N	D - TSPC License Determination Flag changed by ODE from X to N

Field Name	PrelimDtrmntnFg-Provisioned
Data Element Name	Preliminary Determination Flag
Description	ODE determination of teacher holding a preliminary license for this course.
Special Help	

Y	Yes	Y - Teacher has Inexperienced license for this course
N	No	N - Teacher does not have Inexperienced license for this course
X	Not Found	X - TSPC Record NOT Found for this Staff Member
A	Override N --> Y	A - TSPC License Determination Flag changed by ODE from N to Y
B	Override X --> Y	B - TSPC License Determination Flag changed by ODE from X to Y
C	Override Y --> N	C - TSPC License Determination Flag changed by ODE from Y to N
D	Override X --> N	D - TSPC License Determination Flag changed by ODE from X to N

Field Name	ClsInstrctFTE-Provisioned
Data Element Name	Class Instructional Full Time Equivalency
Description	ODE calculation of the amount of a full time instructional schedule that this class (IUID) constitutes.
Special Help	This number is determined by ODE and is based on the ClsInstrctHrs/FullTimeSchdHrs.

Field Name	AssgnFill-
Data Element Name	Filler
Description	Filler Space

Additional Guidance

Alternative Programs/Schools

Courses that are taught in alternative programs or schools (whether online or brick-and-mortar) that are public (and meet all other criteria for having an IUID) should be reported in the Staff Assignment data collection. Courses taught by a district teacher that occur in a private alternative setting should be reported in the Staff Assignment collection with the teacher's district ID as both the district ID and school ID. Private alternative school/program courses should not be reported in Staff Assignment.

The Alternative Education Setting flag should be marked as "Y" for alternative education setting courses in the IUID collection.

Blended Classrooms

Blended classrooms are classrooms in which there is a mix of more than one grade level within one class. An example would be a classroom where one teacher has both third and fourth graders. In the case of a blended classroom, the class should only be reported once per teacher (not once per grade). The course code for a blended elementary classroom is 23012. When using this code, you will be required to put a low and high grade into the LoGrdCd and HiGrdCd fields in the IUID collection; these should be the low/high grades of content that is given, not necessarily of the grades of the students in the class (see Low/High Grade code guidance in the IUID Collection Manual for more information).

If a class is blended grade in the high school, use the course code that best fits the content being delivered. You can enter a low grade code and high grade code of instruction if you desire but it is not required.

Career Technical Education Sites

Teachers/classes at CTE sites (Skills Centers) should be reported to Staff Assignment as they would at a regular school. The DistInstID should be the district ID and the SchlInstID should be the CTE site. Teachers providing instruction at these sites are required to be licensed and endorsed for the subjects that they are teaching.

Charter-Registered Teachers

Charter-registered teachers are not endorsed by the TSPC to teach specific courses in Oregon public schools. For this reason, charter-registered teachers that do not have other licenses and endorsements to meet the teaching requirements will be flagged as out-of-field. Charter-registered teachers should be included in the Staff Assignment collection if they meet all other reporting requirements and should have the teacher license flag field set to "Y".

Classes Outside of Regular School Day

Night classes, or classes that meet in-person that are scheduled outside of the regular school day are not reported in Staff Assignment. This includes alternative education courses or credit recovery. However, online classes where the student may be working on the class in the evening or night, are reported.

College Courses

College courses that are taught through a community college or university (either online or in person) by an instructor/professor should not be reported in the Staff Assignment collection. High school courses that are contracted out through a college/university that are taught by a licensed teacher should be reported in Staff Assignment with the teacher that provides instruction and the course code that best matches the content being taught.

Course Codes

Before obtaining an IUID number each year, make sure to review the current course codes located on the IUID Schedule of Due Dates page. For additional information on course code use, please see the IUID collection manual. Please note that the Oregon course codes differ slightly from the federal course codes; use the course codes provided by ODE to ensure that data are reported accurately and can be entered into the data collections without error.

K-5/6 classes should be reported as self-contained courses. The federal government determined that states had to either select all subject-specific course codes (5th grade math, 4th grade reading, etc.) **or** self-contained (5th grade all subjects, 4th grade all subjects) and Oregon chose the self-contained option. For this reason, district/school reporting of classes in elementary grades need to be reported with the 23003-23012 course codes. Pull-out subjects such as English as a second language, art, or PE should be reported with the subject specific code but math, science, reading, English, and social studies should be included in the self-contained code. Grades 6, 7, and 8 that are self-contained can also be reported as self-contained courses (23009-23011) but are not required to be. Grades 9-12 cannot be reported as self-contained courses and should have a separate course code for each subject taught.

See the "Special Education" section below for guidance on using those course codes.

Credit Recovery

Credit recovery courses, either online or in-person, should be reported under the course code of the content being delivered. Tutorial, testing preparation, and dropout prevention codes are not subject-specific and should not be used for credit recovery classes. If a student is receiving further instruction in, for example, algebra, the class should be coded as an algebra course. The teacher that is providing instruction, answering questions, and overseeing the student's progress should be reported as the teacher of that class.

English Language Instruction

For Elementary grades that have English Language instruction for emerging bilingual students (whether in the self-contained classroom or where students are pulled out of regular instruction to receive specialized instruction), report these as a separate class in the IUID and Staff Assignment collections (but not Class Roster). Course code 01008 should be used for this class, and the teacher providing instruction should be the teacher reported for the class. One record per teacher per school is sufficient; in the class instructional hours include time that is devoted to English Language instruction.

For middle and high school courses that teach English Language instruction, report one record (IUID) per class. Course code 01008 is used for this content, and the teacher providing instruction should be the teacher reported for the class. Report these classes in the IUID, Staff Assignment, and Class Roster collections. The class instructional hours in Staff Assignment should be the number of hours that teacher teaching that class (IUID) is scheduled to provide instruction to students.

Gender

Teachers' gender reported in the Staff Assignment collection must match their gender in the USID collection. If a staff member changes their gender, change that field in the USID collection first and then submit your Staff Assignment collection to prevent matching errors on the ChkDigitStfID that would create errors with your submission.

Independent Study

Independent Study course content is additional, detailed and specialized, student-directed instruction, beyond the state instructional standards. Independent Study course codes **should not** be used for credit recovery, packet work, or tutorial courses.

- If the student and teacher meet for at least 10 minutes per day for at least 10 school days (perhaps during the teacher's prep period), the class should be reported in Staff Assignment even though this would be reported with a low number of class instructional hours. The independent study course code that best fits the content being taught should be used.
- If the student and teacher do not meet for at least 10 minutes per day for at least 10 school days, the class would not be reported in Staff Assignment.

In-home Tutoring

Instruction that falls under in-home tutoring does not need to be reported to the Staff Assignment collection. This includes all students receiving **tutorial** instruction outside of school in cases such as an expelled student or hospitalized student. Regular online instruction does not fall under this category and must be reported to the collection.

IUID Collection Details

The IUID numbers are newly generated every year—old IUID numbers from the prior year are not valid for the current reporting year. Once an IUID number has been granted for a class, only a few fields are editable. If information that is not editable is incorrect, a new IUID should be obtained for the class and the old IUID should be deleted so that it is not accidentally used. Because the IUID is used in both the Staff Assignment and Class Roster collections, it is important that the correct ID be used for both of these collections as they are matched on each other. Consistency between collections is important for preventing audits.

Long Term Care and Treatment (LTCT) and Pediatric Nursing Facilities (PNF)

Teachers working in LTCTs and PNFs should be reported with the institution ID#s of the district that they are contracted through. For example, if a teacher is working at Providence Nursing Facility, ID# 5270, they should be reported with their DistInstID and EmplyrInstID as Portland Public Schools (#2180). The SchlInstID should be Providence Nursing Facility (5270).

The ODE LTCT district (3559) does not submit records on behalf of districts—the districts need to report their LTCT courses. They put their district ID as the district ID and the LTCT as the school ID. This is the same across the IUID, Staff Assignment, and Class Roster collections.

Long-Term Substitutes

Substitutes that provide instruction 20 or more days in a classroom need to be reported to the Staff Assignment collection. To report long-term substitutes, report them with the same IUID information as the teacher(s) that they are substituting for. However, do **not** select the Team Teaching Flag (Team Teaching Flag should be "N"). If the regular teacher returns to the assignment, do **not** submit another record for the teacher, just adjust the Class Instructional Hours on the record for the course as necessary.

Long term substitute teachers are included in school and district calculations for out-of-field, emergency/provisional, and inexperienced teachers.

Multiple IUIDs per Class Period

In some cases, teachers are teaching more than one course per class period. Perhaps the students are all in one classroom together, and the teacher is instructing all of the students, but multiple, different course codes reflect the work being done in the classroom. Another case would be when a teacher is monitoring/answering emails for online students in multiple classes during their prep period. In this case, all IUIDs for the different course codes should be reported in Staff Assignment, the teacher that is instructing all of them should be reported for those classes, and the Class Instructional Hours should be divided by the total number of IUIDs in the class period.

For example, if Ms. Peña is teaching 10th grade English and 11th grade English in the same period, each class would get its own IUID (course codes 01002 and 01003) and both are reported to the Staff Assignment collection with her as teacher. If the Class Instructional Hours for the entire term are 220, the Class Instructional Hours for each IUID will be 110. The collection report for that period would look something like this:

USID	IUID	CrsBeginDt	CrsEndDt	CrsCd	SchlSectID	SchlCrsID	ClsInstrctHrs	FullTimeSchdHrs
345345	456789	9/9/20	12/18/20	01002	4thperFall	Pena1002	110	1102
345345	321654	9/9/20	12/18/20	01003	4thperFall	Pena1003	110	1102

Another example in the same school: if Mr. Ahmad is teaching four different advanced math classes online and spends his prep period evaluating students and answering their questions, we would expect to see four different IUIDs for that prep period. Because this teacher gives up their prep period and teaches more than a full schedule of classes, we expect to see that their summed Class Instructional FTE is greater than 1.0.

USID	IUID	CrsBeginDt	CrsEndDt	CrsCd	SchlSectID	SchlCrsID	ClsInstrctHrs	FullTimeSchdHrs
993265	498462	9/9/20	12/18/20	02071	4thperFall	Ahmad2071	55	1102
993265	231991	9/9/20	12/18/20	02103	4thperFall	Ahmad2103	55	1102
993265	454161	9/9/20	12/18/20	02109	4thperFall	Ahmad2109	55	1102
993265	321546	9/9/20	12/18/20	02125	4thperFall	Ahmad2125	55	1102

Online Instruction/Packet Coursework

ORVED courses are reported by ORVED and do not need to also be submitted by your district—this is the only online provider that does not need to be reported by each individual district that is using them.

All courses offered by the district (including contracted courses through an online provider) must have a teacher that is available to assess the student, assist with questions, and provide general support. The teacher that is providing this support is the teacher that should be reported in the Staff Assignment collection, and the district that is responsible for the student's education is the one that submits the record. When submitting to Staff Assignment, all online teachers will need an active USID number, including those that are providing instruction from another state or another school district. It is the responsibility of the district to make certain that this information can be obtained from their online providers so that they may report that information. If a teacher is providing instruction online and is being reported by multiple districts, the district will need to claim (submit them in their USID collection) prior to a web submission. If the district is doing a file upload, they will not need to claim the teacher in USID prior to submitting them in Staff Assignment.

All online courses that meet the minimum time requirements should be reported to the Staff Assignment collection. If a teacher is teaching many online classes, they each need to be reported with the amount of time in the Class

Instructional Hours that the teacher spends on the class. Do not submit the amount of time that the students spend on the class, as it could then appear that the teacher's summed time is much greater than a full-time job.

If a teacher is teaching online classes in addition to their full time brick-and-mortar class schedule, their summed Class Instructional FTE may be greater than 1.0. This is ok as long as the teacher actually teaches more than a full time schedule. If they do all teaching within their one full time schedule, the class instructional hours should reflect this—it may be that the class instructional hours should be divided by the number of classes being taught during that time; please see the "Multiple IUIDs per Class Period" section above to see how to divide this time.

Online instruction is reported in the IUID collection with the Online Course flag as "Y". See the Online Course Flag Guide for reporting details.

Classes that students take through "packets" or that are done online while in a classroom at the brick-and-mortar school are reported in the Staff Assignment collection. Often, there is monitoring staff that is in the room to provide technical assistance. Unless this staff member is also answering content questions and providing support to the student in the instruction of the subject, this monitoring staff is not reported in Staff Assignment. The teacher that is answering questions and providing instructional support for these classes should be reported as the teacher in Staff Assignment.

Please see the Instructional Hour Calculations section below for examples of online class calculations.

Paid Tuition Students

Although students are not included in Staff Assignment, it should be noted that if there are any classes in which all the students are paid tuition type (tuition type code P) in Cumulative ADM the classes do not need to be reported in Staff Assignment. If, however, there are any students in the class that are not privately paid (any student has tuition type code S or F), the class should be included in Staff Assignment (assuming it meets all other inclusion requirements).

Special Education

The course codes in the table below are the Special Education specific course codes. For Speech Pathology, use course code 22252 and if the students are taught by a speech pathologist (instead of a teacher), report them as the teacher in Staff Assignment with the board that licensed them in the qualification comment field.

Course Code	Course Name	Course Description
22005	Tutorial (SPED Only-Supplemental Resource Room)	Tutorial courses provide students with the assistance they need to successfully complete their coursework. Students may receive help in one or several subjects.
22251	Community Living (SPED Only)	Community Living courses place a special emphasis on the student's relationship to the surrounding community. Instruction varies with the students and their needs; however, these courses provide the skills necessary for independent functioning within the surrounding environment. Course topics may also include available community resources and how to access them, emergency skills, and independent living strategies.
22252	Communication Instruction (SPED Only)	Communication Instruction courses are typically individualized according to each student's condition and needs. Increasing the student's communication skills—oral expression, listening comprehension, reading, and writing—is emphasized; communication techniques in several areas (Educational, social, and vocational) are often explored.
22253	Social Development Instruction (SPED Only)	Social Development Instruction courses teach students the social skills needed for independent functioning with the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships. Students may develop independence, self-confidence, and self-reliance.
22254	Developmental Support (SPED Only)	Developmental Support courses are customized according to each student's condition and needs, emphasizing an increase in skill or control of body and mind function. Examples of support may include refinement of gross and fine motor skills, development of visual perception, and improvement in eye-hand coordination.

Elementary/Middle Level:

Elementary level classes (KG-5/6) are reported as self-contained, whether general education or special education, with additional classes reported for pull out instruction (art, music, PE, reading, etc.). If a special education student is in a general education classroom with other students, no additional classes need to be reported in Staff Assignment for those special education students. If special education students are being pulled out of general instruction and receiving supplemental support, those classes **do** need to be reported in Staff Assignment. For these classes, if a specific subject is being taught, such as Math or Reading, the subject being taught should be reported as the course code. If it is supplemental support (resource room), the tutorial course code (22005) should be used. If these students are in a developmental support or community living class, the course code for that subject should be used (see below).

If special education students in middle school grades (6-8) are in self-contained settings, use the same guidance as above for Elementary level. If they are not in self-contained settings, each subject area will need to be reported with its own IUID and course code that matches the content being delivered. Any classes in which **all** students are special education and taking (or expected to take) an extended assessment should be flagged as Special Education Setting in the IUID collection.

If a special education teacher is in the self-contained classroom assisting students with instruction in combination with the regular teacher, this is team teaching and should be reported as such. If a special education teacher is teaching all special education students in a self-contained setting, the self-contained course code for that grade (or 23012 for blended grade) should be used and the special education setting flag should be "Y" in the IUID collection.

Elementary Grade Level	All Students with IEPs or 504s and receiving modified instruction	All Students with IEPs or 504s and NOT receiving modified instruction
Self-contained classroom, grades KG-8	Self-contained course code (23003-23012) with Special Education Setting Flag=Y	Self-contained course code (23003-23012) with Special Education Setting Flag=N
Grades 6-8 Subject-specific instruction for all subjects: English, Art, Music, Reading, ESOL, Math, Science, etc.	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=Y	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=N
Tutorial (Supplemental Resource Room)	Use the code 22005 with the Special Education Setting Flag=Y	Do not use these codes for non-Special Education classes
Developmental Support, Social Development Instruction, Communication Instruction, Community Living	Use the codes 22254, 22253, 22252, 22251, or 22005 (see course code chart below) with the Special Education Setting Flag=Y	Do not use these codes for non-Special Education classes

High School Level:

For students taking classes that are single subjects, report those separately as you would any high school course with the code that best reflects the content being delivered to the student. If **all** students in the class are taking or expected to take the extended assessment, flag that class as Special Education Setting as "Y" in the IUID collection.

For special education students receiving supplemental instruction in a resource room setting where there is not one single subject being taught, use the tutorial course code (22005); the tutorial code can only be used for special education courses and should have the Special Education Setting flag as Y. If they are receiving supplemental instruction in one area only (e.g. reading), the course code that best fits the content being delivered should be used.

For other situations in which the instruction does not align with other course codes, see below to determine if these students are in a developmental support or community living class, which are reserved for special education only.

High School Grade Level	All Students with IEPs or 504s and receiving modified instruction	All Students with IEPs or 504s and NOT receiving modified instruction
Subject-specific instruction for all subjects: English, Art, Music, Reading, ESOL, Math, Science, etc.	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=Y	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=N
Supplemental Instruction in addition to regular instruction	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=Y	Course code that matches the content being delivered; one IUID per class; Special Education Setting Flag=N
Tutorial (Supplemental Resource Room)	Use the code 22005 with the Special Education Setting Flag=Y	Do not use these codes for non-Special Education classes
Developmental Support, Social Development Instruction, Communication Instruction, Community Living	Use the codes 22254, 22253, 22252, 22251 (see course code chart below) with the Special Education Setting Flag=Y	Do not use these codes for non-Special Education classes

Summer School

Summer school classes that are instructional, meet for at least 10 minutes/day (average), and meet for at least 10 weekdays are reported in the Staff Assignment collection. The teacher reported for the course is the one who provides instruction, assesses students, and answers questions—even if the course lasts fewer than 20 days (the minimum number of days required to report a teacher in the normal school year). The summer that is reported with the collection is the summer prior to the reporting school year. Therefore, summer 2021 is reported in the 2021-22 collection.

When reporting summer school, the Full Time Schedule Hours are reported as the same number that are reported in the regular school year. The Class Instructional Hours, however, are specific to the summer school class (IUID). The course begin and end dates, and all other IUID information should be specific to the summer school class.

The reason for the summer school Full Time Schedule Hours being the same as the regular year Full Time Schedule Hours is that we want to see those teachers that teach summer school AND full time regular school year as being more than 1.0 Instructional FTE. As an example, we would expect to see something like the submission below in the Staff Assignment report:

USID	IUID	CrsBeginDt	CrsEndDt	CrsCd	SchlSectID	SchlCrsID	ClsInstrctHrs	FullTimeSchdHrs
99999	123456	6/27/21	8/4/21	23009	Jonessmr6	Summer6	86	1000
11111	456789	6/27/21	8/4/21	23008	Smithsmr5	Summer5	86	1000
99999	789123	9/11/21	6/11/22	23009	Jonesflyr6	Fullyr6	980	1000
11111	321654	9/11/21	6/11/22	23008	Smithflyr5	Fullyr5	980	1000

Team Teaching Classrooms

Team teaching classrooms are those in which two (or more) teachers are teaching the same set of students on the same material at the same time. For example, Mr. Wizard and Ms. Jedi are both teaching a math class to a large group of students. They share a classroom and are both providing the same material to the same group of students. This is a team teaching situation.

To record team teaching, you should do the following:

- Create 1 IUID number for that course.
- Report both teachers to Staff Assignment with the same IUID information
- Set the Team Teaching Flag as ”Y” (yes) on both records
- Put the other teacher’s name into the Qualification Comment field

If two (or more) teachers are teaching different material, or are teaching consecutively, this is **not** team teaching; the team teaching flag should be “N”. Long-term substitutes are not teaching at the same time as the full-time teacher and are not team teaching.

Youth Correction Educational Programs (YCEP)

Teachers working for ODE-sponsored YCEPs (Youth Correctional Education Programs) should be reported with the District Institution ID (DistInstID) as the ODE YCEP district ID# (3477). The School Institution ID# (SchlInstID) should be the Institution ID# for that specific YCEP.

Instructional Hour Calculations

Class Instructional Hours (ClsInstrctHrs):

The total yearly hours of instruction that a teacher is scheduled to teach an IUID (class). Use the following criteria when calculating this field:

- Include time that the teacher instructs students.
- Include time for the full duration of this class—all hours for this teacher from the course begin date through the course end date.
- Include time that is in a normal schedule even if the actual class does not meet for various, non-regularly recurring reasons (e.g. an assembly, parent-teacher conferences, snow days, teacher is out sick for the short term, or the teacher was at professional development/training).
- If a teacher is not instructing (on leave/sick, etc.) for a period of more than 10 days, **do not** include that period of time in their hours of instruction.
- **Do not** include teacher prep time, time spent grading, or time spent traveling to/from the teaching assignment (no time outside of the scheduled class time).
- **Do not** include recess, scheduled regularly recurring gaps in instruction, or regularly recurring scheduled late starts/early outs.
- Round to the nearest hour.

Examples:

Elementary School

- Elementary teacher works for the entire school year, which is 165 school days. They teach self-contained 3rd grade from 8am-2:30pm M-F, with 30 minutes for lunch every day, 30 minutes of recess throughout the day, and 1 hour for prep each day.
    - 6.5 hour class-1 hour prep/day-0.5hour lunch/day-0.5 hour recess/day= 4.5 hours instruction/day
    - 4.5 hours instruction/day x 165 school days=742.5 class instructional hours, rounded up to 743 class instructional hours

- Elementary teacher begins teaching 5th grade self-contained at the beginning of the spring term, then takes paternity leave for 3 weeks. The teacher instructs students from 8am-2pm, M-F, with 25 minutes for lunch each day and 45 minutes for prep each day (the students have recess during their prep period). The term is a total of 75 school days.
    - 6 hour class/day- 0.75 hour prep/day-0.42 hour lunch/day=4.83 hours/day
    - 4.83 hours class/day x 75 days=362.25 hours in term (for teacher with no leave)
    - 4.83 hours class/day x 15 days absent= 72.45 hours absent
    - 362.25 class hours-72.45 absent hours= 289.8 class instructional hours; rounded to 290 class instructional hours

- Elementary school music teacher teaches K-5 grades of music at the school in a pullout fashion—students are pulled out of their regular self-contained classroom and go to music for 1 hour a week. This music class is reported with 1 IUID record for the entire school. This teacher goes to this school every Tuesday of the school year, for a total of 35 school days. They teach students from 8am-2pm, with a 30 minute break for lunch. They do not have a prep period.
    - 6 class hours/day-0.5 hour lunch/day=5.5 class hours/day
    - 5.5 class hours x 35 school days= 192.5 class instructional hours; rounded to 193 class instructional hours

- Elementary school teacher teaches 4th grade, self-contained. They include English as a Second Language in their curriculum. The full school day is 6.5 hours, and about 0.5 hour of that is EL instruction. The students get 45 minutes for recess and 25 minutes for lunch. The school year is 186 days long.
    - 4th grade:
        - 6.5 hrs - 0.5 hrs EL instruction - 0.75 hrs recess – 0.42 hrs lunch= 4.83 class instructional hours/day
        - 4.83 class hours/day * 186 days= 898.38 class instructional hours, rounded to 898
    - English as a Second Language
        - 0.5 class hours/day *186 days= 93 class instructional hours

Middle School

- Middle school teacher works for the entire school year, which is 155 days. They teach a specific Algebra I class from 10:30 am-12:00 pm, M, W, F for the whole year. The district knows that there are a total of 92 Mondays, Wednesdays, and Fridays scheduled in the school year.
    - 1.5 hour class x 92 school days= 138 class instructional hours

- Middle school teacher is teaching two sections of Spanish (Spanish I and Spanish II) in the same period. The teacher spends about the same amount of time instructing each section. These two sections meet 4 days a week for 1:25 each day. There end up being 64 days of instruction in the term.
    - 1.42 class hours/day x 64 days= 90.88 class instructional hours
        - Divide this class instructional hours between the two sections (IUIDs) so that:
        - Spanish I: 90.88 class instructional hours/2 sections (IUIDs)=45.44 class instructional hours rounded to 45 class instructional hours
        - Spanish II: 90.88 class instructional hours/2 sections (IUIDs)=45.44 class instructional hours rounded to 45 class instructional hours

High School

- High school teacher teaches this English Composition course from 2:45pm-3:30pm, M-F for the fall term. The term lasts for 80 school days.
    - 0.75 hour class x 80 school days= 60 class instructional hours

- High school coach teaches after-school volleyball in the spring term. They practice for 3 hours a day, three days a week for 16 weeks.
    - Do not report this class! Classes and programs outside of regular school hours should not be reported to Staff Assignment.

- High school teacher is teaching auto body repair class from 10am-12noon, Tuesday and Thursday in the spring term. There are 38 scheduled Tuesdays and Thursdays throughout the term.
    - 2.0 class hours/day x 38 school days=76 class instructional hours

- High school teacher is teaching Biology in a high school with a complicated schedule: all classes meet for 45 minutes on Monday and Tuesday, 90 minutes on Wednesday or Thursday, and 40 minutes on Friday. The teacher goes on FMLA leave 70 days into the 85 day semester and is out for the remainder of the term. This Biology class meets M, T, W, F. The teacher misses 3 full weeks (M-F) of school.
    - The number of minutes per week is 220, which means that this teacher missed 660 minutes (11 hours) of the term. The district knows that each class ends up being 3,740 minutes over the course of the term (62.33 hours).

- 62.33 class instructional hours for the term – 11 missed hours = 51.33 class instructional hours, rounded to 51 hours.

- Long-term substitute teacher is teaching Biology in a high school with a complicated schedule: all classes meet for 45 minutes on Monday and Tuesday, 90 minutes on Wednesday or Thursday, and 40 minutes on Friday. The substitute teacher teaches three full weeks of the semester.
  - The number of minutes per week is 220, or 3.67 hours
  - 3.67 hours/ week * 3 weeks = 11.01 class instructional hours, rounded to 11

- High school teacher is teaching Advanced Programming (14 Students enrolled), Programming III (5 Students enrolled) and Programming IV (1 Student Enrolled) all during the same period. The period is 55 minutes long and meets a total of 92 days during the semester. The teacher generally gives instruction to each set of students separately while the other two sets work on their assignments.
  - Each of these subjects will get its own IUID, assuming it meets all the criteria of getting an IUID (at least 10 minutes/day for at least 10 days and is instructional), because each group of students is enrolled in a different class that falls under a different course code.
  - 0.92 class hours/day *92 days= 84.33 class instructional hours for the entire class
    - Divide the class instructional hours between the three classes (IUIDs) so that:
    - Advanced Programming: 84.33/3= 28.11 class instructional hours, rounded to 28
    - Programming III: 84.33/3=28.11 class instructional hours, rounded to 28
    - Programming IV: 84.33/3=28.11 class instructional hours, rounded to 28

- High school teacher is teaching credit recovery in 10th grade English/Language Arts. The class meets during the teacher's prep period, and the students work on "packets". The teacher is available to assist students and answer any questions they have. Students come in and out of the class throughout the period but they are all working on 10th grade ELA. The period is 35 minutes/day and there are 48 days in the term.
  - 0.58 class hours/day * 48 days= 27.84 class instructional hours, rounded to 28

Online

- Online middle school teacher is teaching students with online curriculum that the students do at their own pace. The students are assigned credit at the end of the term if they completed the course. It is expected that the teacher spends about 20 minutes per day for all students in Algebra I. The term lasts 87 days.
  - 0.33 class instructional hours/day *87 days= 28.71 class instructional hours, rounded to 29

- High school teacher is contracted through online provider to teach U.S. Government. The class lasts the duration of the year, with students entering and leaving the class as they enroll and complete at their own pace. The teacher is scheduled to instruct students for 30 minutes per school day. There are 200 school days in the school year but this teacher only has students for 86 of them.
  - 0.5 class hours/day x 86 school days= 43 class instructional hours

Full Time Schedule Hours (FullTimeSchdHrs):

This is the total number of hours of instruction for a full-time schedule at this school. Use the following criteria when calculating this field:

- Include only a regular school year. **Do not** include summer school hours.
- This figure is not specific to a single teacher's schedule—it should be based on the school schedule and not calculated separately for each individual teacher in the building.
- Should be the same number for all records within a school (or grade level if hours vary significantly by grade taught).
- Include time when a teacher and students would normally be scheduled for a class but do not meet due to a non-regularly recurring interruption to instruction, such as for: parent/teacher conferences, assemblies, professional development, or inclement weather days.
- **Do not** include teacher prep periods, recess, or regularly scheduled late starts/early outs.
- **Do not** include time outside of a regular school day—no after school tutoring, debate practice, after-school sports, traveling, or grading time.
- Round to the nearest hour.

Examples:

Elementary School

- Elementary school has a regular schedule of M-F, 8am-2:30pm with 30 minutes for lunch and 30 minutes for recess. The school year has 172 school days and the teachers have one hour of prep per day.
    - 6.5 hours regular day-0.5 hr lunch/day-1 hr prep/day – 0.5 hr recess/day=4.5 hours/day instructing
    - 4.5 hours/day x 172 school days=774 hours/year

- Elementary school has a regular schedule of M-Th, 7:30am-3:30pm with 30 minutes for lunch and 1 hour for prep (recess is included in the prep time). The school year has 125 school days.
    - 8 hours regular day-0.5 hour lunch/day-1hr prep/day=6.5 hours/day instructing
    - 6.5 hours/day x 125 school days=812.5 hours/year; rounded up to 813 hours/year.

Middle School

- Middle school has a block schedule of 8:00am-4:00pm, M-F with 45 minutes for lunch each day. Teachers have 45 minutes for prep each day and the school year has 150 school days.
    - 8 hours regular day-0.75 hour lunch/day-0.75 hour prep/day=6.5 hours/day instructing
    - 6.5 hours/day x 150 school days=975 hours/year

High School

- High School has a regular schedule of 7:30am-2:20pm, M-F with 35 minutes for lunch each day. Teachers have 55 minutes for prep each day and the school year has 165 school days.
    - 6.83 regular day- 0.58 hour lunch/day- 0.92 hour prep/day= 5.33 hours/day
    - 5.33 hours/day x 165 school days= 879.45 hours/year; rounded to 879 hours/year

- Charter High School has a regular schedule of 9am-3:30pm, M-F with 45 minutes for lunch each day. Teachers have 55 minutes of prep per day and the school year is 180 school days.
    - 6.5 hour regular day-0.75 hour lunch-0.92 hour prep/day=4.83 hours/day
    - 4.83 hours/day x 180 school days= 869.4 hours/year; rounded to 869 hours/year

Examples incorporating both fields (ClsInstrctHrs and FullTimeSchdHrs):

Elementary School

- Art teacher teaches 3rd and 4th grade art for 2 hours in an elementary school each week for 37 weeks. The school has a regular schedule of M-F 8am-2:30 pm, with 30 minutes for lunch each day. Teachers have 1 hour of prep per day (including recess) and the school year is 180 school days.
    - Class Instructional Hours
        - 2 hours/week x 37 weeks=74 hours
    - Full Time Schedule Hours
        - 6.5 hours/ day- 0.5 hour lunch/day- 1.0 hour prep/day=5 hours/day
        - 5.0 hours/day x 180 school days=900 Instructional Hours

- Elementary teacher has a pullout session of Title I math on T, Th for 30 minutes each day. The school year is 172 days, of which, 70 are Tuesday and Thursday. The school day is from 8:15am-3:15pm. There is a 30 minute lunch and teachers get 45 minutes per day of prep.
    - Class Instructional Hours
        - 0.5 hour/day x 70 days= 35 hours
    - Full Time Schedule Hours
        - 7 hours/day – 0.5 hour lunch -0.75 hour prep = 5.75 hours/day
        - 5.75 hours/day x 172 days= 989 instructional hours

- An elementary teacher teaches 3rd grade all day for the first half of the year (88 days), then the 4th grade teacher leaves—and the 3rd grade teacher teaches 4th grade for the remainder of the year. The school day is 8:10 am-3:00 pm, there are 45 minutes per day for lunch/recess, and the teachers get 3 hours of prep per week. There are 176 days in the school year, which results in 106 hours of prep throughout the year.
    - Class Instructional Hours (each class):
        - 7.83 hours/day – 0.75 hour lunch/day = 7.08 hours/day
        - 7.08 hours/day x 88 days = 623 hours – 53 hours for prep = 570 hours
    - Full Time Schedule Hours
        - 7.08 hours/day x 176 days = 1246.08 instructional hours – 106 prep hours = 1140.08 instructional hours; rounded to 1140 instructional hours.
    - This would be reported:

IUID	Course Code	ClsInstrctHrs	FullTimeSchdHrs	USID
123456	23006 (3rd Grade)	570	1140	321654
456789	23007 (4th Grade)	570	1140	321654

Elementary School (Extended Example)

- Clover Pass Elementary School has K-6 self-contained classes where the students receive instruction for most subjects. However, they go to another class for PE, art, and music. The self-contained teacher (Teacher A) for 3rd grade gets prep time while the students are at PE, art, and music throughout the week. Teacher B is the PE teacher, Teacher C is the art teacher, and Teacher D is the music teacher. Teachers B, C, and D teach all grade levels for the entire K-6 school.

The schedule for third grade is like this:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
8:45-9:30	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
9:30-9:45	Recess	Recess	Recess	Recess	Recess
9:45-10:30	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
10:30-11:15	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
11:15-12	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess
12-12:45	Music	PE	Music	PE	Art
12:45-1:30	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
1:30-2:15	Self-Contained	Self-Contained	Self-Contained	Self-Contained	Self-Contained
Total Day	6.25 hours	6.25 hours	6.25 hours	6.25 hours	6.25 hours
Total Self-Contained	4.50 hours	4.50 hours	4.50 hours	4.50 hours	4.50 hours
Total Lunch/Recess	1.00 hour	1.00 hour	1.00 hour	1.00 hour	1.00 hour
Total Prep for SC teacher	0.75 hours	0.75 hours	0.75 hours	0.75 hours	0.75 hours

The schedule for the PE teacher is like this:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45					
8:45-9:30					
9:30-9:45	Recess	Recess	Recess	Recess	Recess
9:45-10:30	KG PE		KG PE		
10:30-11:15	5th Grade PE	6th Grade PE	5th Grade PE	6th Grade PE	
11:15-12	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess
12-12:45	2nd Grade PE	3rd Grade PE	2nd Grade PE	3rd Grade PE	
12:45-1:30	4th Grade PE	1st Grade PE	4th Grade PE	1st Grade PE	
1:30-2:15					
Total Day	6.25 hours	6.25 hours	6.25 hours	6.25 hours	6.25 hours
Total PE	3.00 hours	2.25 hours	3.00 hours	2.25 hours	0.00 hours

The schedule for the Art teacher is like this:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45					2nd Grade Art
8:45-9:30					5th Grade Art
9:30-9:45	Recess	Recess	Recess	Recess	Recess
9:45-10:30					KG Art
10:30-11:15					6th Grade Art
11:15-12	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess
12-12:45					3rd Grade Art
12:45-1:30					1st Grade Art
1:30-2:15					4th Grade Art
Total Day	6.25 hours	6.25 hours	6.25 hours	6.25 hours	6.25 hours
Total Art	0	0	0	0	5.25 hours

The schedule for the Music teacher is like this:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45					
8:45-9:30					
9:30-9:45	Recess	Recess	Recess	Recess	Recess
9:45-10:30		KG Music		KG Music	
10:30-11:15	6th Grade Music	5th Grade Music	6th Grade Music	5th Grade Music	
11:15-12	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess	Lunch/recess
12-12:45	3rd Grade Music	2nd Grade Music	3rd Grade Music	2nd Grade Music	
12:45-1:30	1st Grade Music	4th Grade Music	1st Grade Music	4th Grade Music	
1:30-2:15					
Total Day	6.25 hours	6.25 hours	6.25 hours	6.25 hours	6.25 hours
Total Music	2.25 hours	3.00 hours	2.25 hours	3.00 hours	0.00 hours

The school year has 150 school days, and there are 30 days each of M-F.

Here is what we would expect to see in the Staff Assignment report:

Teacher	Class	Class Instructional Hours	Full Time Schedule Hours
Teacher A	3rd Grade Self-contained	4.5*150= 675	(6.25-1-0.75)*150= 675
Teacher B	All grades PE	(3*30)+ (2.25*30)+ (3*30)+ (2.25*30)= 315	(6.25-1-0.75)*150= 675
Teacher C	All Grades Art	5.25*30= 157.5 or 158	(6.25-1-0.75)*150= 675
Teacher D	All Grades Music	(2.25*30)+ (3*30)+ (2.25*30)+ (3*30)= 315	(6.25-1-0.75)*150= 675

Middle School

- Middle School PE teacher has a class of 7th graders every day of the M-Th week, for 60 minutes, for the full year. The school has a regular schedule of M-Th, 7:30am-3pm, with 25 minutes for lunch and 1 hour of prep/day. The school year lasts 153 days.
    - Class Instructional Hours
        - 1 hour/day x 153 days = 153 hours
    - Full Time Schedule Hours
        - 7.5 hours/day - 0.42 hour lunch – 1.0 hours prep= 6.08 hours/day
        - 6.08 hours/day x 153 days= 930.24 instructional hours; rounded to 930 instructional hours

High School

- High School science teacher teaches three sections of Chemistry. Each section has its own IUID record and should be calculated separately. Section A meets for 3 hours (M, W, F) per week over the span of 18 weeks, with a total of 52 hours (there were some holidays on Monday) for the class. The school has a regular schedule of M-F, 8:30am-3:30pm, with 45 minutes for lunch and 1 hour of teacher prep per day. The school year lasts 185 days
    - Class Instructional Hour for Section A
        - 3 hours x 18 weeks = 54 hours- 2 scheduled missed Mondays = 52 hours
    - Full Time Schedule Hours
        - 7 hours/ day – 0.75 lunch/ day- 1.0 hour prep/day= 5.25 hours/day
        - 5.25 hours/day x 185 days= 971.25 instructional hours; rounded to 971 instructional hours

- A high school teacher teaches different levels of French full-time throughout the year. This teacher teaches year-round, with different classes in fall and spring term, as well as a few classes over the summer. The regular school schedule is M-F, 8:30am-3:30pm with 45 minutes for lunch and 6 hours of prep per week. M, W, F classes are 1 hour long, while T, Th classes are 90 minutes long. The summer classes are 3 hours long and meet M-F. The school year is 38 weeks long—with terms divided equally.

  The entire submission for this teacher would follow this logic:

IUID	Course Code	Term	Schedule Days	Period	Daily Hours	# Days	Class Instructional Hours	Full Time Schedule Hours
987654	24102	Summer	M-F	1	3	20	60	960
654321	24103	Summer	M-F	2	3	20	60	960
321987	24102	Fall	MWF	1	1	57	57	960
123321	24102	Fall	MWF	2	1	57	57	960
963258	24103	Fall	MWF	4	1	57	57	960
852258	24103	Fall	MWF	5	1	57	57	960
741471	24104	Fall	MWF	6	1	57	57	960
654741	24109	Fall	TTh	2	1.5	38	57	960
542187	24110	Fall	TTh	3	1.5	38	57	960
653254	24102	Fall	TTh	4	1.5	38	57	960
456654	24102	Spring	MWF	1	1	57	57	960
654125	24103	Spring	MWF	2	1	57	57	960
856951	24104	Spring	MWF	3	1	57	57	960
745841	24105	Spring	MWF	4	1	57	57	960
236541	24106	Spring	MWF	5	1	57	57	960
985678	24104	Spring	TTh	1	1.5	38	57	960
654258	24111	Spring	TTh	2	1.5	38	57	960
965214	24114	Spring	TTh	4	1.5	38	57	960

Online

- An online high school teacher that teaches a section of U.S. History has students in and out of their class for almost the entirety of the school year. The school year is 182 days long, but there are students in the class for 168 of those days. The teacher provides instruction for 20 minutes per day. The regular school day for this online school is 8am-4pm, with a 1 hour lunch that teachers also use for their prep period.
    - Class Instructional Hours
        - 0.33 hours/day x 168 days= 55.44 hours/year; rounded to 55 hours
    - Full Time Schedule Hours
        - 8 hours/day – 1 hour prep/lunch = 7 hours/day
        - 7 hours/day x 182 days= 1274 instructional hours

- Online high school teacher is teaching students with online curriculum for nine different social science courses (IUIDs) that the students complete at their own pace. The classes are taught over a semester, with students entering and leaving the class as they enroll and finish at their own pace. The students are assigned credit at the end of the term if they completed the course. This teacher works full-time, and is expected to allocate instruction between these nine courses over the 90 day semester. The regular school day for this online school is 8am-3pm, with a 1 hour lunch that teachers also use for their prep period.
    - Class Instructional Hours
        - 6 hours/day x 90 days= 540 hours/semester
        - 540 hours / 9 IUIDs = 60 instructional hours/ IUID
    - Full Time Schedule Hours
        - 7 hours/day – 1 hour prep/lunch = 6 hours/day
        - 6 hours/day x 180 days= 1080 hours

  Here is what we would expect to see in the Staff Assignment report:

IUID	Course Code	USID	Class Instructional Hours	Full Time Schedule Hours
459867563	4063	5589776	60	1080
459867564	4258	5589776	60	1080
459867565	4001	5589776	60	1080
459867566	4162	5589776	60	1080
459867567	4102	5589776	60	1080
459867568	4103	5589776	60	1080
459867569	4201	5589776	60	1080
459867570	4161	5589776	60	1080
459867571	4251	5589776	60	1080
459867572	4297	5589776	60	1080

Step-by-Step Reporting

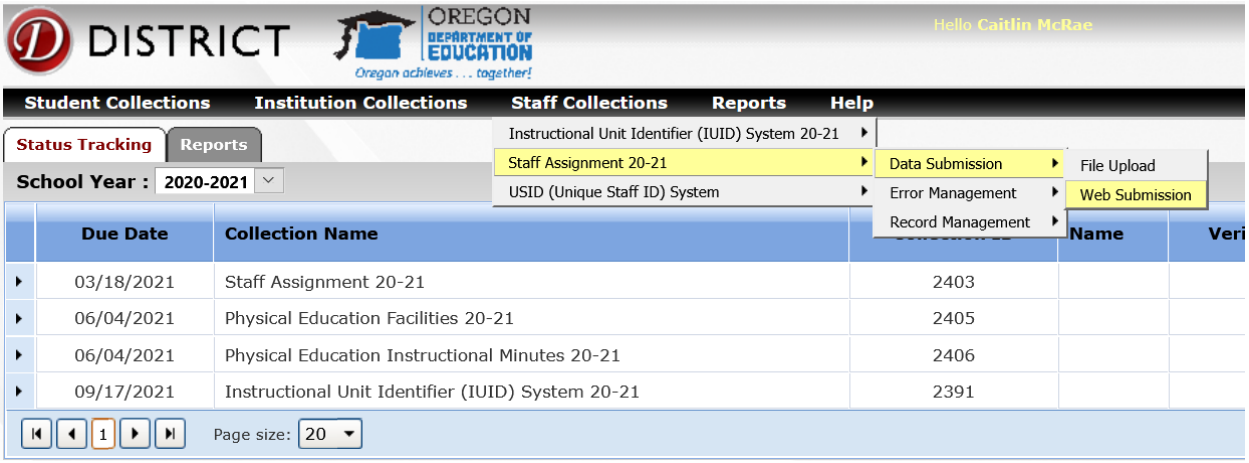
Submitting the Data:

1. Log in to the ODE district webpage.

   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us.
   B. If you do not have permission to log in, contact your District Security Administrator.

2. Under **Applications**, select **Consolidated Collections.**

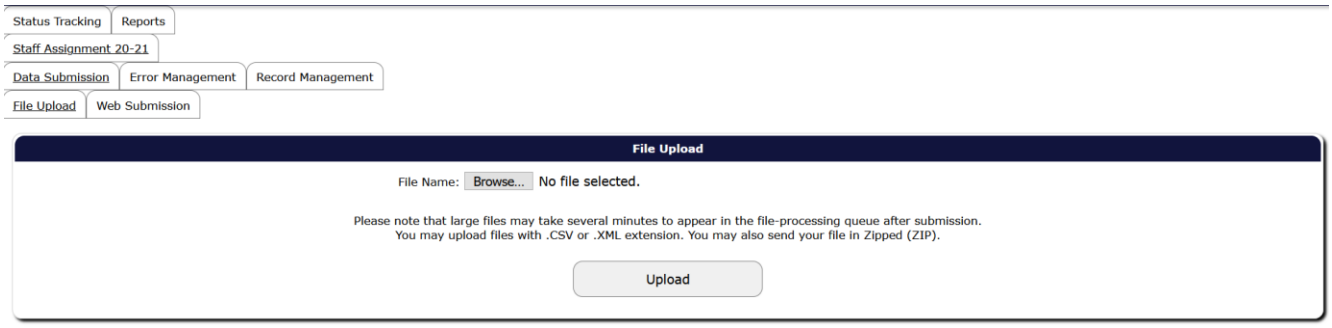
3. Under **Staff Collections,** select **Staff Assignment, Data Submission** and either **File Upload** or **Web Submission.**



File Upload

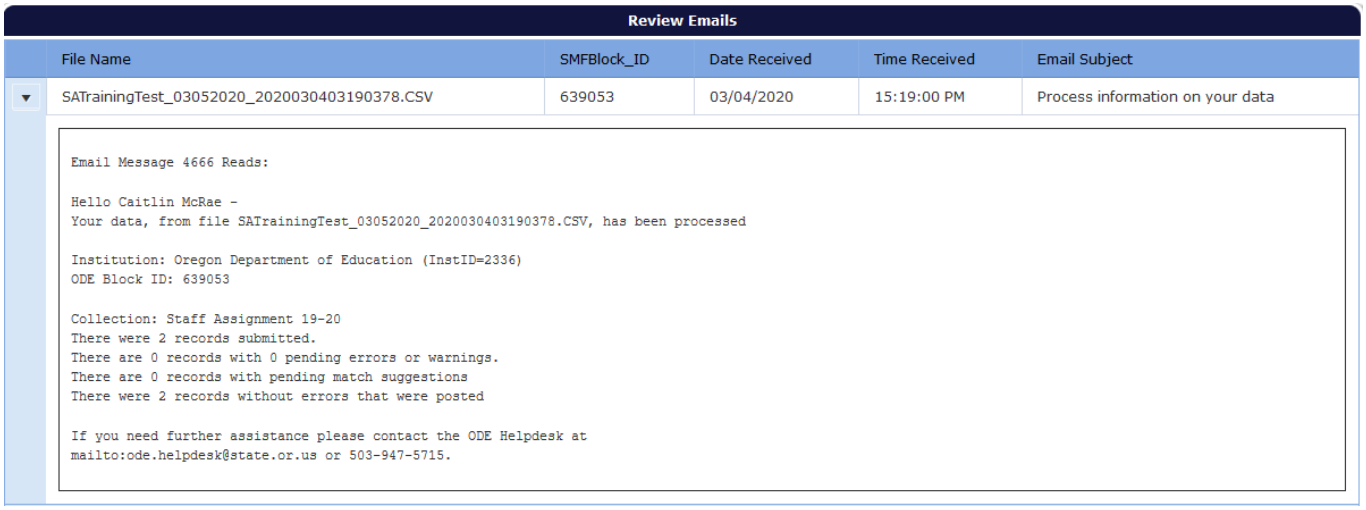
1. Use the CSV File Template located at the Staff Assignment Schedule of Due Dates page to input your Staff Assignment data.

2. In the File Upload tab, click the Browse button and select your file, then select the Upload button.



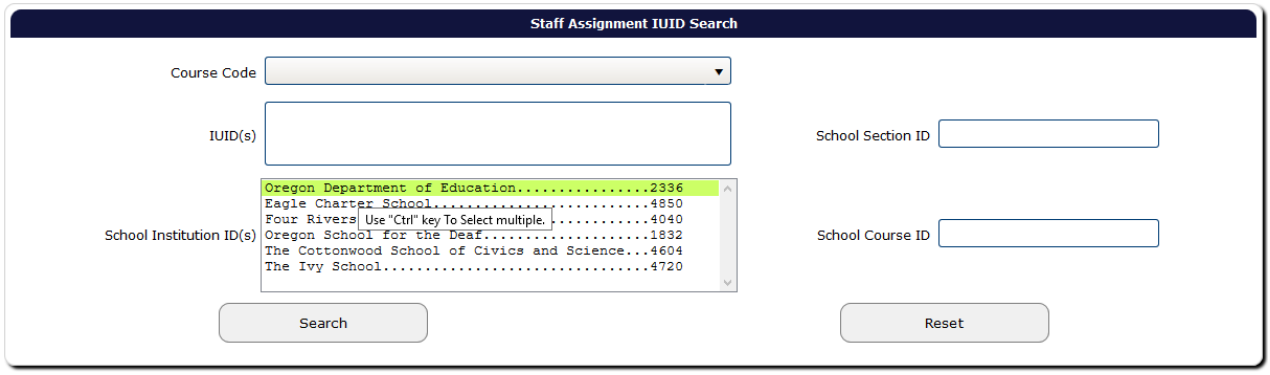
3. You will receive a notification via email once you file has been processed. The email will let you know the number of records submitted, the number of errors in the file, and the number of records that

were successfully posted to the collection. Processing time varies greatly based on the size of the file, and traffic from other data submitters.

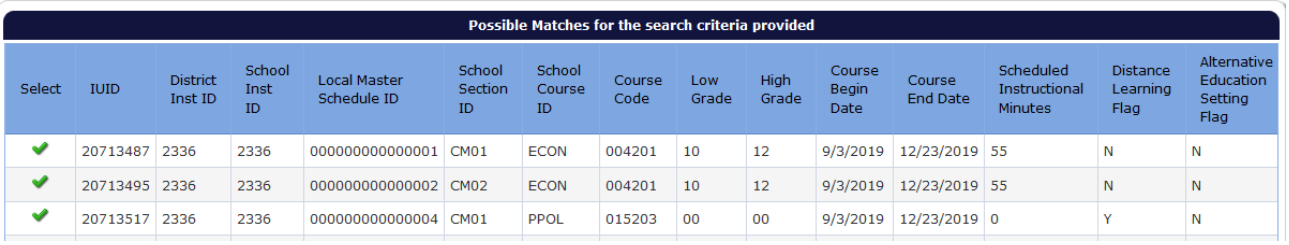


Web Submission

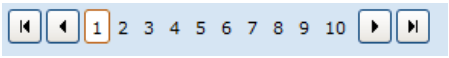
1. IUID Search
   A. You have the ability to search for the course record by **Course Code, IUID(s), Institution(s), School Section ID, or School Course ID** or with any combination of search criteria.
   OR
   B. You can click on **Search** without adding any other filtering criteria**,** and all the IUID records for the institution will populate.



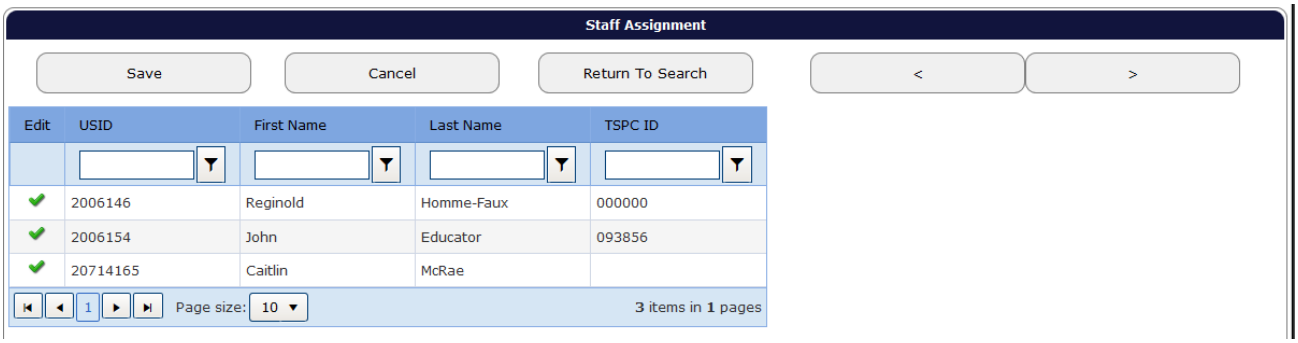
2. IUID Search Results
   A. Find the IUID, and select it by clicking on the adjacent green checkmark.



3. Select a Teacher for Course

A. Use the filter button or page buttons  to find the teacher.

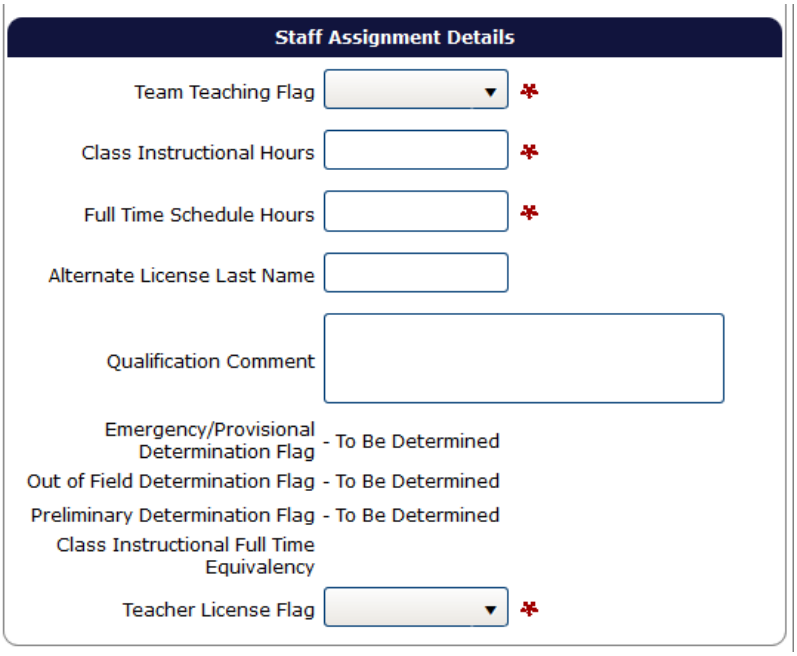
B. Select the teacher by clicking on the adjacent green checkmark.



C. Confirm the Staff Details information is accurate.

i. If the TSPC ID is not included and the teacher is licensed, add that in or you will get an error.

D. Fill out fields in the Staff Assignment Details; Click **Save.**



Correcting Data

Correcting Errors

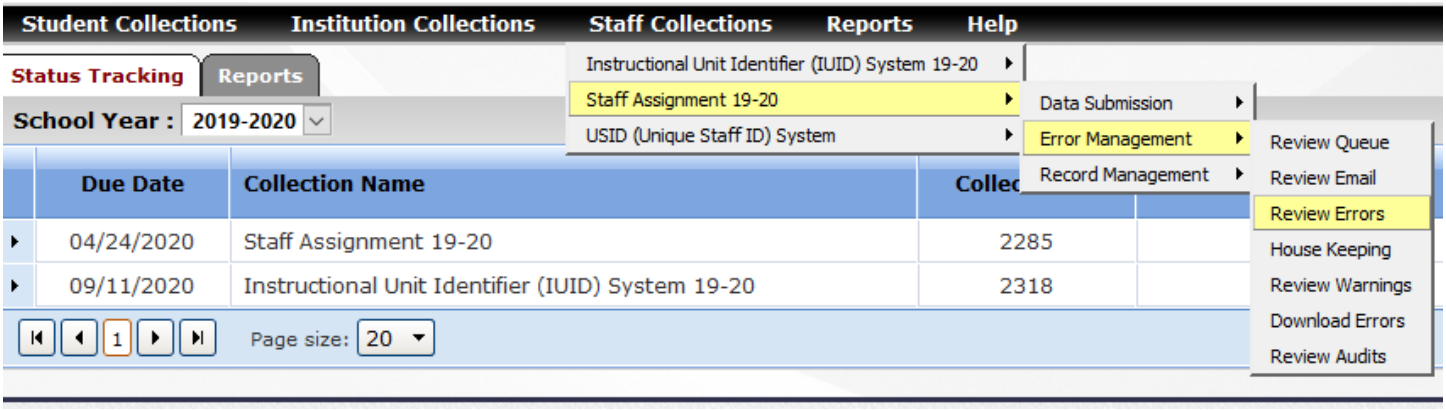
1. Log in to the ODE district webpage.

   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us.

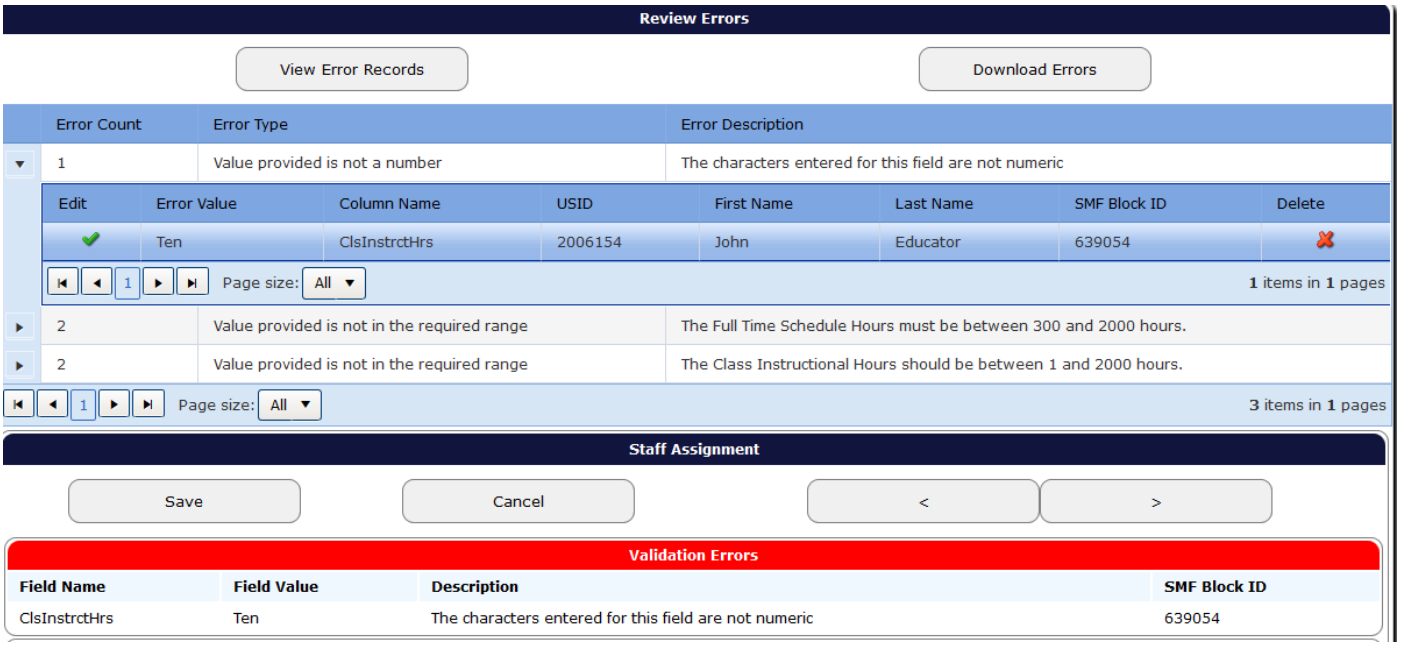
   B. If you do not have permission to log in, contact your District Security Administrator.

2. Under **Applications**, select **Consolidated Collections.**

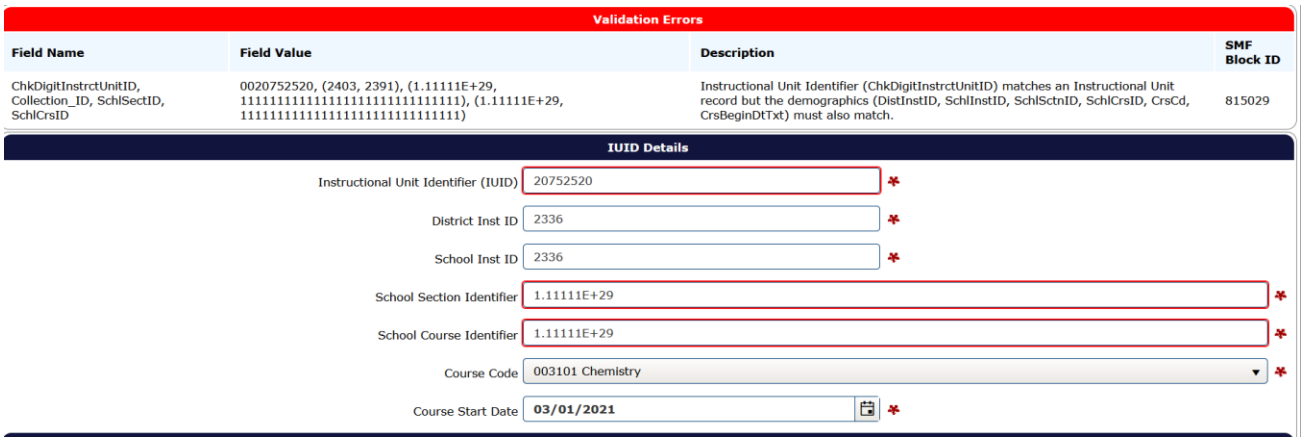
3. Under **Staff Collections,** select **Staff Assignment** > **Error Management.**



4. Go to **Error Management** > **Review Errors** to see your error categories (and to fix the error) by clicking the expand button to the left of the error record, and then green checkmark under the Edit column.



A. Edit the fields with errors.

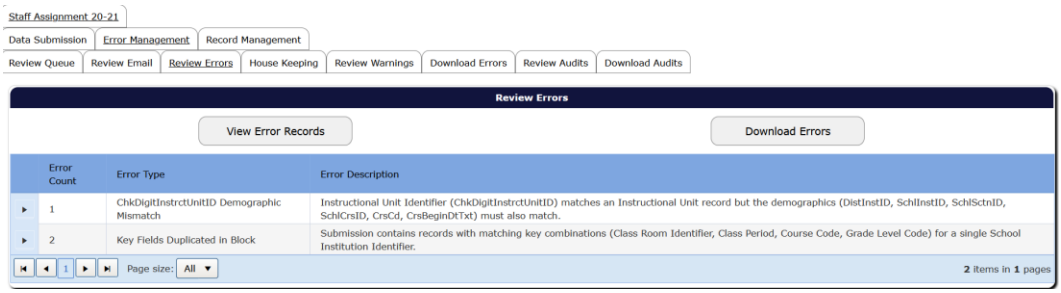


i. Please note that the Field Name, Field Value, and Description columns at the top of the Record Details boxes give you the data elements and values in question. Fields with errors will also be highlighted with a red box in the details page.

ii. After making the correction, click the Save button. The data will go through validation once again.

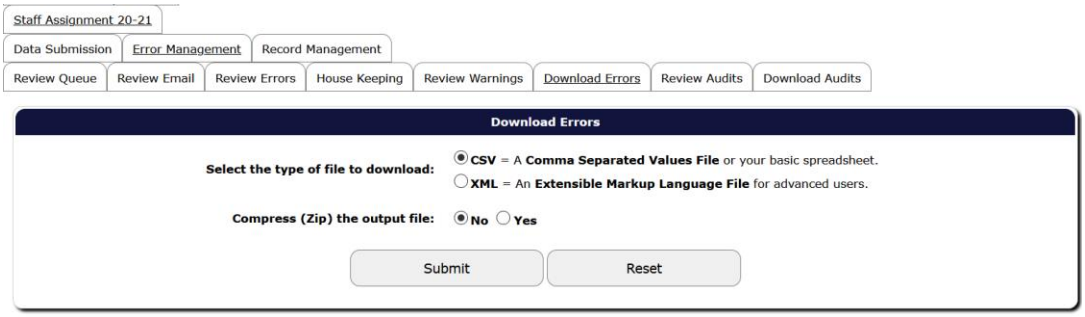
5. You are also able to correct errors by downloading the records in error to a single spreadsheet from which to make corrections and use for another file upload. This method can make correcting a large number of errors more expedient. Follow the steps below to download errors.

A. Under **Error Management**, select **Review Errors**.



B. Download your errors by clicking **Download Errors**

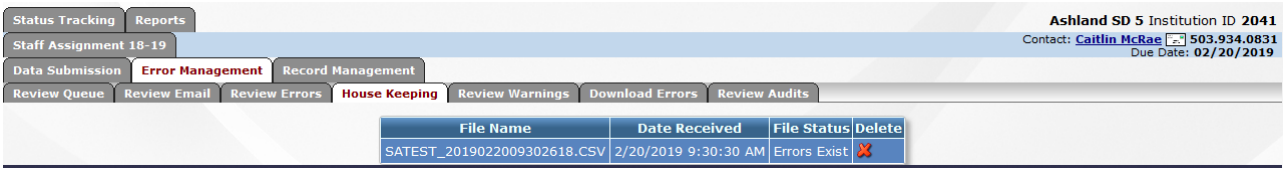
i. Select the type of file you would like to download and click the Submit button. An email will be sent to you from ODE with a link to securely download the data. When asked, enter your email address, then click the Download icon to download the errors file.



ii. Fix or delete the errors in the file. Please note that the specific error will not be highlighted in the file, but the **Review Errors** tab can be used for reference.

C. **BEFORE** uploading your corrections go to **Error Management** > **Housekeeping**.

i. Click the red x to delete the error(s) from the data block. This will delete the errors only. For a full-collection deletion, please contact the data owner to clear it for you.



D. Now you are ready to upload your corrected records through File Upload. Helpful Hint: Save your corrected records file under a different name than your original upload.

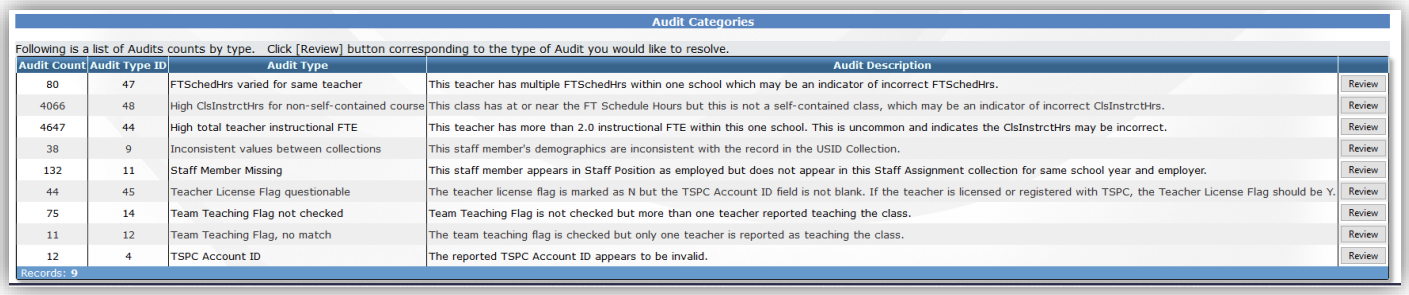
Review Warnings

To review warnings, go to **Error Management**, then **Review Warnings**. Warnings are errors that do not necessarily require a fix but should be reviewed for accuracy. Records in warning are not in the collection, so all records in warning need to be corrected or "Accepted". If the information in the record is correct, you should accept the warning—this will confirm that you have looked at the information and that the information in the record is correct. Warnings are included in an error download, so you will want to check if you have warnings when you download your errors.

Review Audits

1. During the Staff Assignment review period, the **Review Audits** tab should be checked to see if any records have been identified as potentially incorrect. To review audits, go to **Error Management**, then **Review Audits**.

2. Each Audit Type will have a row. Click on Review button to see all the records in question for that Audit Type.



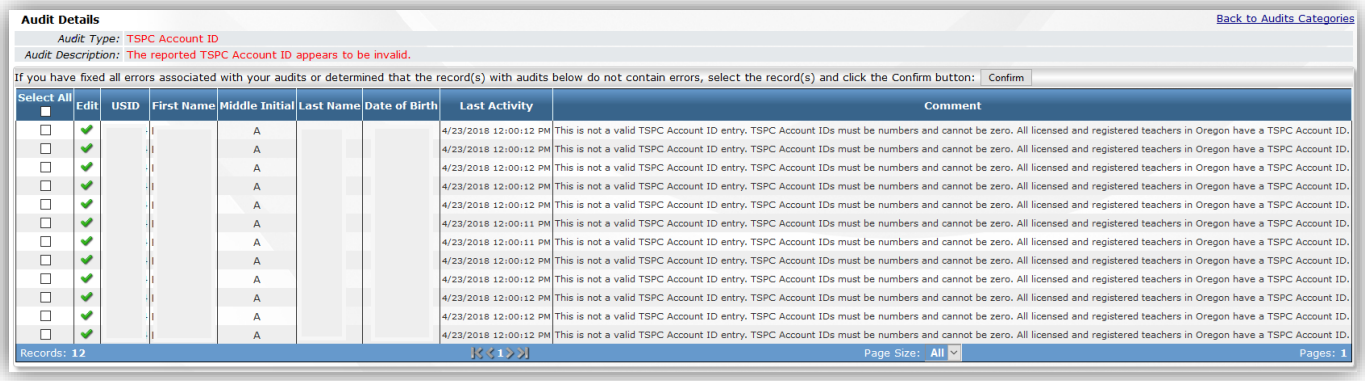
Audit Categories

Following is a list of Audits counts by type. Click [Review] button corresponding to the type of Audit you would like to resolve.

Audit Count	Audit Type ID	Audit Type	Audit Description	
80	47	FTSchedHrs varied for same teacher	This teacher has multiple FTSchedHrs within one school which may be an indicator of incorrect FTSchedHrs.	Review
4066	48	High ClsInstrctHrs for non-self-contained course	This class has at or near the FT Schedule Hours but this is not a self-contained class, which may be an indicator of incorrect ClsInstrctHrs.	Review
4647	44	High total teacher instructional FTE	This teacher has more than 2.0 instructional FTE within this one school. This is uncommon and indicates the ClsInstrctHrs may be incorrect.	Review
38	9	Inconsistent values between collections	This staff member's demographics are inconsistent with the record in the USID Collection.	Review
132	11	Staff Member Missing	This staff member appears in Staff Position as employed but does not appear in this Staff Assignment collection for same school year and employer.	Review
44	45	Teacher License Flag questionable	The teacher license flag is marked as N but the TSPC Account ID field is not blank. If the teacher is licensed or registered with TSPC, the Teacher License Flag should be Y.	Review
75	14	Team Teaching Flag not checked	Team Teaching Flag is not checked but more than one teacher reported teaching the class.	Review
11	12	Team Teaching Flag, no match	The team teaching flag is checked but only one teacher is reported as teaching the class.	Review
12	4	TSPC Account ID	The reported TSPC Account ID appears to be invalid.	Review

Records: 9

3. Review the records, see Comment column for more information. Select the green edit checkmark to view the record. Audits will not point you to the questionable field—you should read the Comment in the table to see what you should review and possibly fix.



Audit Details

Back to Audits Categories

Audit Type: TSPC Account ID

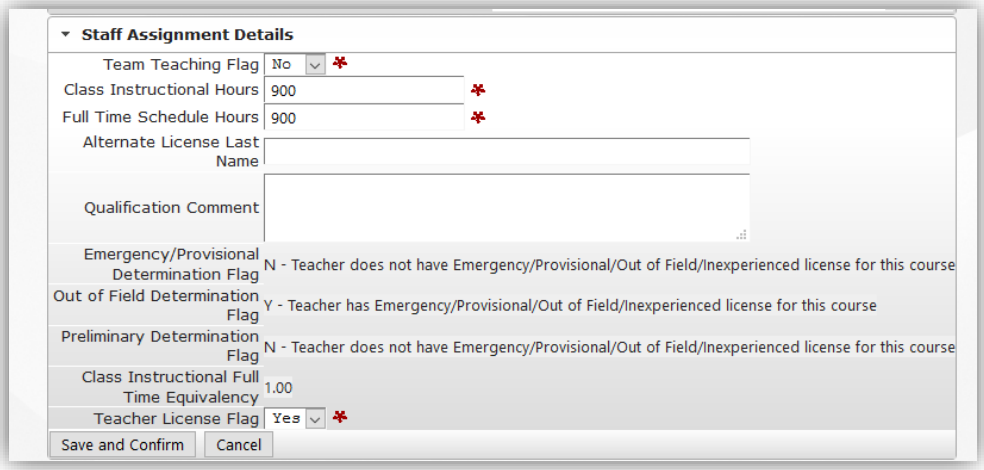
Audit Description: The reported TSPC Account ID appears to be invalid.

If you have fixed all errors associated with your audits or determined that the record(s) with audits below do not contain errors, select the record(s) and click the Confirm button: Confirm

Select All	Edit	USID	First Name	Middle Initial	Last Name	Date of Birth	Last Activity	Comment
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:11 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:11 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.
☐	✔			A			4/23/2018 12:00:12 PM	This is not a valid TSPC Account ID entry. TSPC Account IDs must be numbers and cannot be zero. All licensed and registered teachers in Oregon have a TSPC Account ID.

Records: 12 | 1 | Page Size: All | Pages: 1

4. Once you have fixed the information that needs to be fixed, you can select “Save and Confirm” at the bottom of the record.



If you review the record and determine that the information is correct as it was originally submitted, you can also select the “Save and Confirm” button without making any changes.

If you open the record and need to come back to it later, select the “Cancel” button—this will keep the audit in your list so that you can return to it later.

Record Maintenance

Updating the Data

If you need to update records that successfully posted:

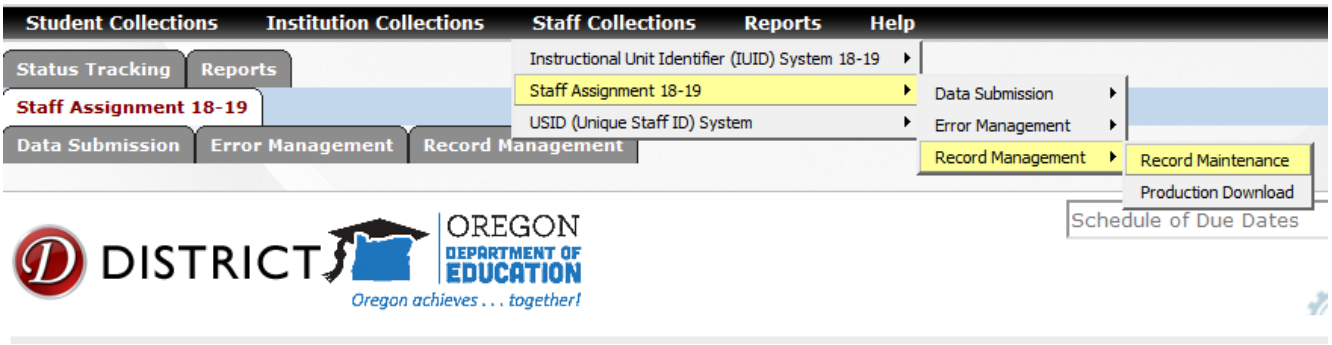
1. Log in to the ODE district webpage.

   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us.

   B. If you do not have permission to log in, contact your District Security Administrator.

2. Under **Applications**, select **Consolidated Collections.**

3. Under **Staff Collections,** select **Staff Assignment** > **Record Management** > **Record Maintenance.**



   A. Optionally enter parameters into the search fields, then click search to pull up a list of records.

Record Maintenance

Edit	USID	First Name	Last Name	TSPC ID	IUID	District Inst ID	School Inst ID	School Section ID
✔	20714165	Caitlin	McRae	0	20751990	2336	2336	CM03
✔	2006146	Reginold	Homme-Faux	0	20752083	2336	2336	CM09
✔	2006154	John	Educator	93856	20752067	2336	2336	CM03
✔	20714165	Caitlin	McRae		20752067	2336	2336	CM03

   B. Click on the green checkmark to open the record for editing.

   C. Make the necessary edits and Click **Save**.

      i. The teacher and hour information are editable. The information on the course (IUID) is not.

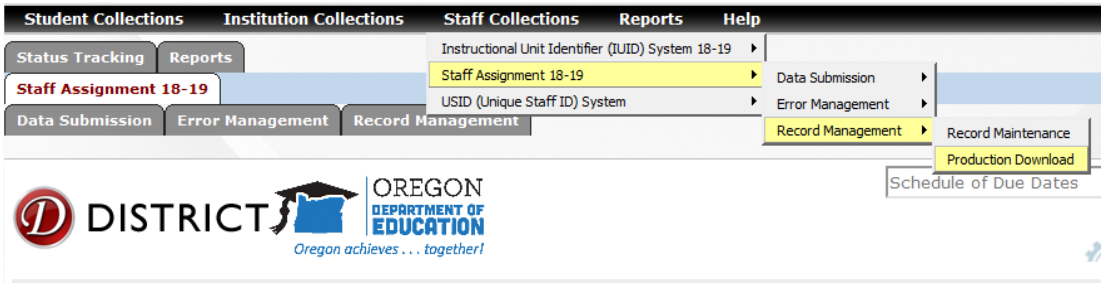
Downloading your Staff Assignment Collection Data

It is important to download your data after you have finished submitting to the collection so that you have a record of the data for your own use and for verification that the data made it into the collection.

There are two ways to download your data. When the Staff Assignment Collection is open, log in to the district webpage and request a production download through the Staff Assignment Collection. If Staff Assignment Collection is closed, you will need to log in to the district webpage, and in **Consolidated Collections**, request production download under the **Reports** tab.

When the Staff Assignment Collection is Open

1. Log in to the ODE district webpage.
   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us.
   B. If you do not have permission to log in, contact your District Security Administrator.
2. Under **Applications**, select **Consolidated Collections.**
3. Under **Staff Collection**, select **Staff Assignment**, **Record Management** and select **Production Download.**



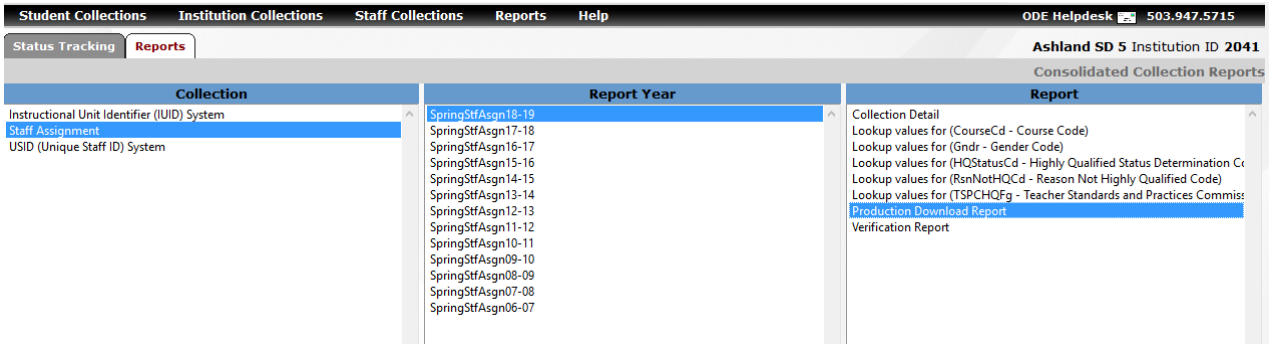
4. Select the type of file you would like to download.
5. Select **Download**. The file you requested will be generated.
   A. You will need to provide an email address to retrieve your file.
   B. You will receive an email notifying you that the file is ready to be retrieved.

When the Staff Assignment Collection is Closed

1. Log in to the ODE district webpage.
   A. If you forgot your user name, contact the ODE helpdesk at 503-947-5715 or ode.helpdesk@ode.state.or.us.
   B. If you do not have permission to log in, contact your District Security Administrator.

2. Under **Applications**, select **Consolidated Collections.**

3. Under **Reports**, find the collection you want to download. Then select the report year and the type of report. The Production Download Report is the general report of all submitted data for that year.



4. The file you requested will be generated.

   A. You will need to provide an email address to retrieve your file.
   B. You will receive an email notifying you that the file is ready to be retrieved.

Staff Assignment Yearly Checklist (2022-23):

Fall:		
☐	Ongoing (open year-round)	Update the USID information for all the teachers in your district, including online teachers
☐	October 20, 2022-September 22, 2023	Obtain IUID numbers from IUID collection for each class being taught
Spring:		
☐	March 2023	Staff Assignment Spring Training
☐	March 23, 2023-April 28, 2023	Submit to the Staff Assignment collection
☐	May 11 -26, 2023	Check the audits during the audit review window
☐	March – September 2023	Respond to emails from the Staff Assignment data owner about any irregular or ambiguous data that needs to be manually cleaned
Summer:		
☐	August 3, 2022-September 15, 2023	Check the aggregated teacher FTE for the different qualification categories in the Teacher Qualification validation in the Achievement Data Insight