INSTITUTION STAFF MAINTENANCE APPLICATION USER GUIDE

TABLE OF CONTENTS

OVERVIEW AND HISTORY

The Institution Staff Maintenance Application was created in 2025 to allow districts the ability to make changes to their staff as they appear in the Institutions Database. These staff positions also feed into the Oregon School Directory PDF which is manually updated monthly.

REVIEWING CURRENT STAFF INFORMATION

Districts can see current results for staff at all Oregon districts and schools by using the Institution Lookup Application (Image 1).

Institution Lookup Search

Use this application to lookup institution information from our **Institution Boundary Database**. Complete the search form with information about the institution(s) for which you are searching. Click the "Search" button to find institutions matching the criteria you provide. The download icon allows you to retrieve a daily extract of all institutions in a zipped Microsoft Excel 8.0 file. The default search is "Open" institutions, click on the Find drop-down to change to All or Closed.

NOTE: By downloading files from this environment, the user acknowledges that any data obtained may potentially be classified as **Level 2 - Limited**. For more information, refer to the DAS Statewide Information Classification Policy 107-004-050 or ODE policy 581-309.

| Find | Open | ▾ | Institutions that meet | Any | ▾ | of the following criteria |

Has an **Institution ID** (Numbers Only) =

Has an **Institution Name** that — Starts With ▾

Has an **City Name** that — Starts With ▾

Has an **County Name** that — Starts With ▾

Has an **School District** that — Starts With ▾

Has an **Educational Service District** that — Starts With ▾

🔍 Search   ↻ Reset

Image 1

After hitting 'Search', to view the information for a particular institution, click on 'View' under Details on the next screen (Image 2).

Institution Lookup Search Results

Return to Search

Download file containing the institutions listed.
This Excel file will return multiple rows per institution based on institution type.
You may filter by Inst Type to display one record per institution.

NOTE: By downloading files from this environment, the user acknowledges that any data obtained may potentially be classified as **Level 2 - Limited**. For more information, refer to the DAS Statewide Information Classification Policy 107-004-050 or ODE policy 581-309.

Details	ID	Name	City	County	District	ESD	Status
View	1002	Central High	Independence	Polk	Central SD 13J	Willamette ESD	OPEN

| ⇤ ⟨ 1 ⟩ ⇥ | 20 ▾ items per page | | | | | | 1 - 1 of 1 items |

Image 2

Selecting 'View' will bring up the institution's viewable information (Image 3), including the street and mailing addresses, phone number, e-mail and website addresses, staff, and a

number of different geographical and political boundaries. For the sake of the Institution Staff Maintenance Application, review the 'Position' information.

Type	Street	Unit	City	State	Zip	Zip+4
Mailing	1530 Monmouth St		Independence	Oregon	97351	1097
Street	1530 Monmouth St		Independence	Oregon	97351	1097

Type	Number		Internet Address
Voice	(503)838-0480		rdormer@central.k12.or.us
			www.central.k12.or.us

Position	Name
Principal	Rick Dormer
Assistant Principal	Tami Johnson
Assistant Principal	Virginia Antunez
Assistant Principal	Brandis Piper
CTE Secondary Lead Teacher	Lynn Thomas
CTE Secondary Lead Teacher	Joel Everett
CTE Secondary Lead Teacher	Ben Kramer
CTE Secondary Lead Teacher	Ally Warner
CTE Secondary Lead Teacher	Lauren Cooney
CTE Secondary Lead Teacher	Blake Brown

Boundary Type	Boundary	Boundary Class
City	Independence	Physical
County	Polk	Physical
Education Service District	Willamette ESD	Political
School District	Central SD 13J	Political
State	Oregon	Physical
US Congressional District	Fifth Congressional District of Oregon	Political

Central High (1002)

Image 3

Positions other than what is considered the 'Head of Organization' are the positions that districts are able to change in the Institution Staff Maintenance Application. The 'Head of Organization' position typically refers to the superintendent at a district and a principal at a school. These positions are reported in accountability reports, such as the School and District At-A-Glance Profiles, and must be changed by the Institutions Database Data Steward. You can request a change to this information in the Institution Staff Maintenance Application as described later in this user guide, in the Requesting Changes to the Head of Organization Position section. Changes to other institution information, including the address, require additional form completion. Find the Institution Request Form on the Institution Identification – School Names webpage.

THE INSTITUTION STAFF MAINTENANCE APPLICATION

The Institution Staff Maintenance Application is part of the applications available behind the Central Login Application, easily accessible from the ODE District Data Site (Image 4). Prior to attempting to access the Institution Staff Maintenance Application, ensure your District Security Administrator (DSA) has given you access to the new application.
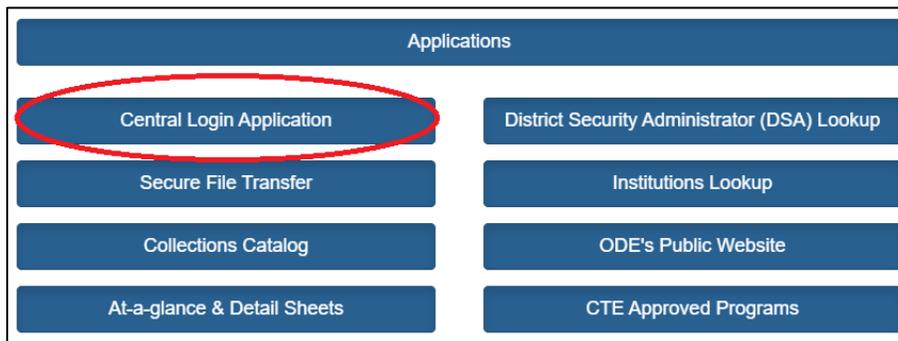

Image 4

Once logged in to the Central Login Application, there will be a list of all applications you have access to based on the permissions granted by your District Security Administrator (Image 5). Select Institution Staff Maintenance.
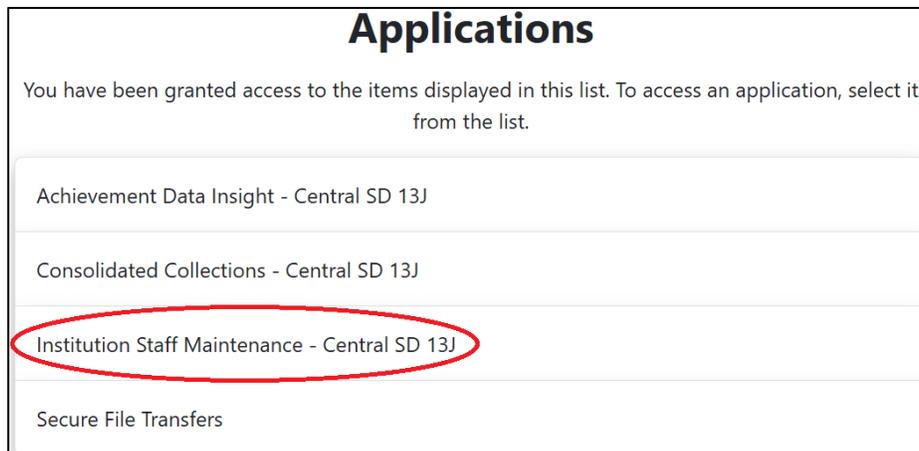
Image 5

INSIDE THE APPLICATION

The top of the application will give helpful information to users making changes. Below that, users will see a table of the current staff listed for a particular institution. Users that log in with access only to a specific school, such as charter school staff, will only have the ability to make changes to that specific school. Users that log in with access to the full district will have the ability to select institutions within their permissions to review and make edits (Image 6).
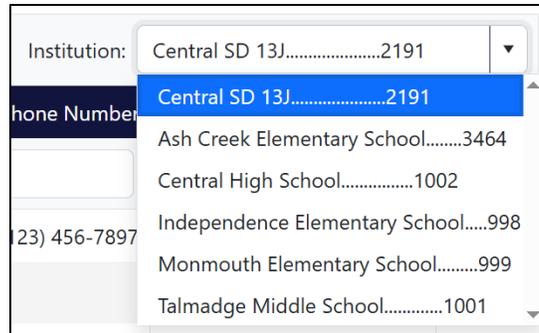
Image 6

REQUESTING CHANGES TO THE HEAD OF ORGANIZATION POSITION

Many schools, especially at the elementary and middle school level, do not have employee positions listed beyond the principal (the 'Head of Organization'). To make changes to the principal position, you must click on 'Request New Head of Organization' and complete the fillable form which will automatically let the Institution Database Data Steward know to make the change (Images 7 and 8).

Image 7

Image 8

REMOVING, EDITING, AND ADDING STAFF POSITIONS

District personnel with access to make changes to institutions in the Institution Staff Maintenance application are able to create new staff records, edit current records, or remove

current records. When accessing the application, users will see a complete list of position records currently included for the selected Institution (district or school via the dropdown in Image 6). All positions other than the Head of Organization, indicated with a check mark in the 'Head of Organization' column, will have an edit option to the far right of the record (Image 9). This box is used to both make changes to a current record and to end date (remove) a record.

First Name ↑	Last Name	Middle Name	Is Head of Organization	Phone Number	Email	Position Title	Last Update Date	Last Update User ID	Edit
Alex	Singer		☐	(503) 606-2348	asinger@central.k12.or.us	Child Nutrition	08/16/2019	ODE\BeanE	✏ Edit

Image 9

EDITING A CURRENT RECORD

To edit the information within a current record for an institution, click on 'Edit' (Image 9), which will bring up a form where corrections can be made (Image 10). Information indicated with an * is required. Current positions lacking information will require the missing information to be filled in before saving. Do not enter a date in the 'End Date' field while making changes to a record unless ending the record. Make changes and add any missing information and select 'Save'.

Editing Existing Record ✕

First Name *   Brett
Last Name *   Baldwin
Middle Name
Phone Number *   Ext.
Email *
Position *   Activities ▾
Effective Date *   7/1/2024   📅
End Date   📅

Note: When end dating an employee, use 6/30 of the prior school year if the employee started before July. If the employee started within this school year, use 7/2 as the End Date.

💾 Save   ⊘ Cancel

Image 10

REMOVING A CURRENT RECORD

To remove a current record for an institution, click on 'Edit' (Image 9). In the 'End Date' box, you must enter the date of the previous school year's last day of the reporting year, June 30, [year]. The database is set up to recognize July 1 of the current school year for new records, and June 30 of the previous school year as the end of a record. The only exception to this rule is for

records added and removed within the same school year, because an end date cannot be before an effective date. End Dates other than June 30 and July 2 will error and the date must be corrected before the change can be saved and the record is removed. This field is adjustable within the fillable form. Hit Save to remove the record.

STANDARD RECORD EXAMPLE

Jane Doe has an active record from July 1, 2024, and as of the 2025-26 school year, no longer works at the institution. Select the end date of June 30, 2025, to indicate the record ended at the end of the 2024-25 school year.

SAME YEAR END DATE RECORD EXAMPLE

Jane Doe has a record from July 1, 2025, for the 2025-26 school year. During the year, the employment has changed, and the record needs to be removed. To do this, select July 2, 2025, to indicate a same year start and end date.

ADDING A NEW RECORD

To add a new record, click on 'Add Employee' (Image 11).

Image 11

This will bring up a blank fillable form, similar to the form used when editing or removing a record (Image 12). Fill in the required fields. The Effective Date is July 1 of the current school year and is not editable. All records begin at the beginning of a given school year. The position list is set and cannot be altered. You must select a position from that list. Fill in the remaining required information and hit save. Missing information will highlight and the record will not save.
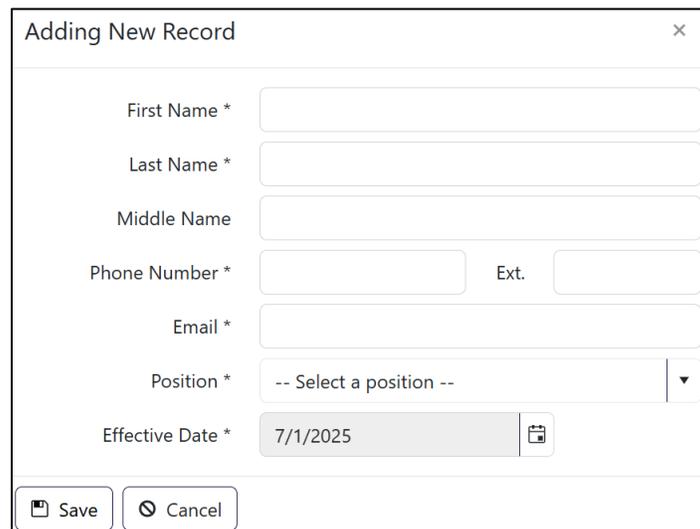

Image 12