



1



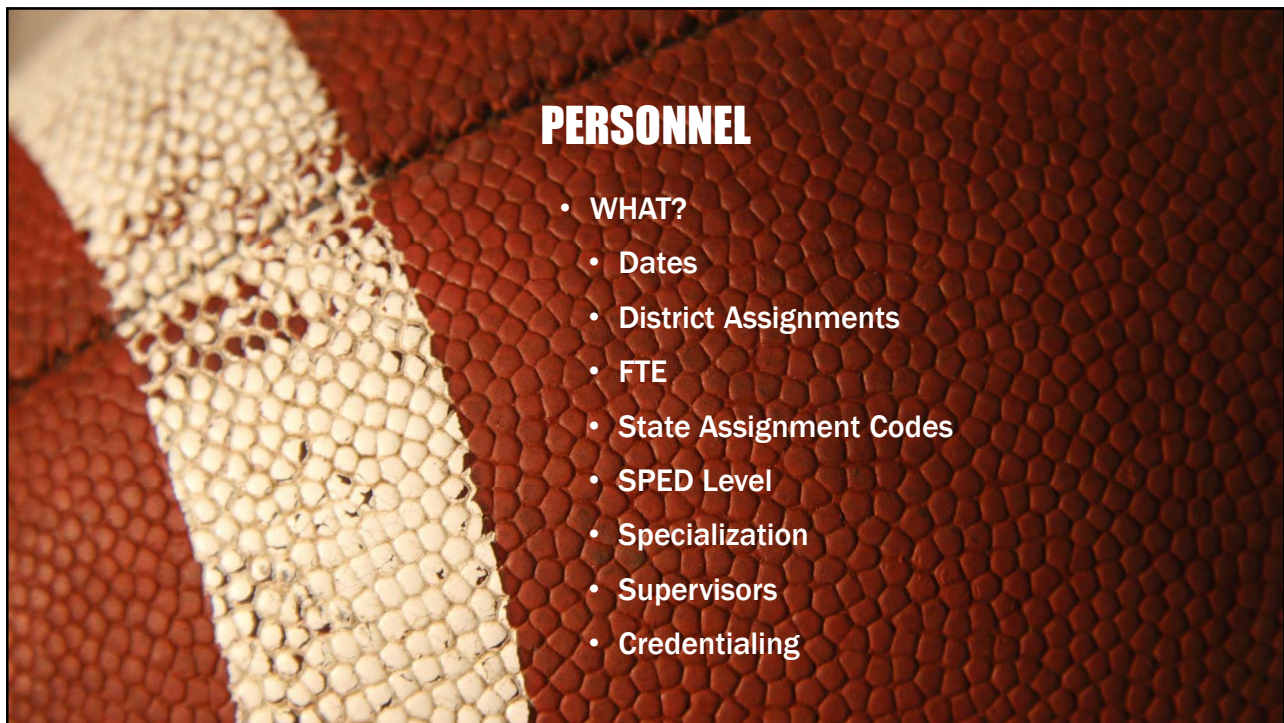
2



PERSONNEL

- WHY?
 - Streamline data source – 1 system
 - Allows for staff to be assigned to districts, schools, students, AND courses
 - Talks to:
 - Accreditation
 - SPED
 - CTE
 - School Finance
 - QEC
 - Ties to other state reporting required within Infinite Campus:
 - Teacher/Class, etc.

3



PERSONNEL

- WHAT?
 - Dates
 - District Assignments
 - FTE
 - State Assignment Codes
 - SPED Level
 - Specialization
 - Supervisors
 - Credentialing

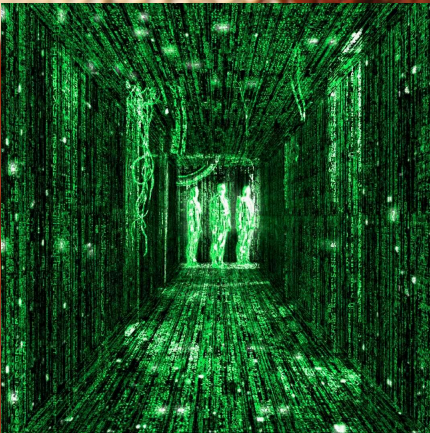
4

PERSONNEL

- WHO?
 - Teachers
 - Admin
 - Bus Drivers
 - Admin Assistants
 - Coaches
 - Contractors
 - SPED Coops
 - College Instructors
 - Food Service Staff
 - Substitutes

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The Matrix



State Assignment Code Matrix – outlines position codes used for identifying the role of the district employee

- Position Codes
- DESCRIPTIONS
- QEC Eligibility
- FTE
- AND MORE!!!

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Position Codes

- **Used for:**
 - Eligibility for QEC
 - FTE
 - SPED
 - **What are Position Codes:**
 - AD – Admin
 - DS – District Staff
 - PC – Program Coordinator
 - PP – Paraprofessional
 - RT – Retired... the mythical goal of all
 - SP – Specialized Personnel
 - TC – Teacher
 - **Code Buddies*:**
 - DS11: Extra Duty – Requires Educator License
 - DS12: Extra Duty – No License Required
 - DS13: Extra Duty – Requires Professional License
- *These positions are for stipends in addition to regular salary NOT including coaches or EC staff*

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Position Codes

- **AD 99 County Superintendent:** Used for County Superintendents who are in Infinite Campus for purposes of assignment to roles (Homeless Liaison, Title IX Coordinator, Foster Care Point of Contact, etc.)
- **PC10 Advanced Opportunities Facilitator:** No TMT or DLI license required
- **DS07 District Clerk:** Only for district clerks who meet the requirements of 20-3-325, MCA (code other business office staff as DS01 and cooperative clerks as SE24) - usually 1.0 FTE per district
- **SE11 Audiologist Assistant:** Requires DLI license
- **SE 75 Speech-Language Pathology Assistant:** Requires DLI License
- **SE 16 Interpreter:** Must meet qualifications in ARM 10.55.718 (EIPA assessment and 12 hours of annual professional development) - verify qualifications with School Finance (**Sign Language ONLY**)
- **SP70 Dietician-Nutritionist:** Requires DLI license
- **SE12 Audiologist Aide:** Qualifications determined by the Board of Public Education (cannot be licensed by DLI)
- **SE73: Speech-Language Pathology Aide:** Qualifications determined by the Board of Public Education (cannot be licensed by DLI)

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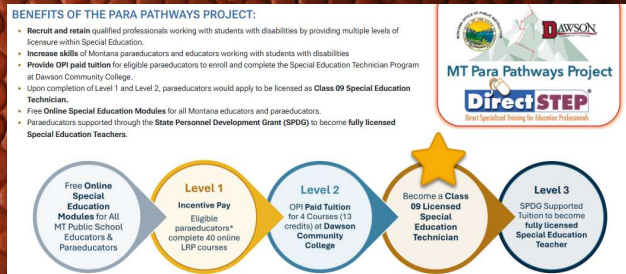
Position Codes

New this year!

SE 26: SPED Tech

This code will be available in October (leave assignment code blank for now)

Para Pathways Project



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DISTRICT LEVEL ASSIGNMENTS

What do these codes mean?!?!?!?

- District Level EL
- District Level HS
- District Level K-12

Infinite Campus is set up by **SYSTEM**, but Personnel are reported by **LEGAL ENTITY**.

Use the District Level EL/HS/K-12 code to report staff who are assigned by district instead of school.

- *District Level EL/HS is only available in districts with more than one school at this level.*

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DISTRICT LEVEL ASSIGNMENTS

District Edition IC Users:

- There are times when a school level assignment is required for functionality, but not for state reporting (e.g., Behavior, Food Service).

There are two options:

1. Split the FTE between the School Assignments; OR
2. Mark the School Assignments "Not State Reported" under MT Titles and create a District Level Assignment for state reporting.

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SHARED RESOURCES

20-9-383. Incentives for school districts based on sharing resources, MCA

- Two or more districts* employ a QEC eligible staff member
- At least .33 FTE each
- Employ individually or through a multi-district agreement
- Enter *actual* FTE and FTE will be adjusted in payment

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SHARED RESOURCES

Employment Assignment Information

School: Lincoln School

Department:

*Start Date: 07/01/2025

End Date:

Title:

CTAE Extended Contract Days: 0

Type: 03:Classified

FTE of Assignment: .5

State Assignment Code: TC01:Teacher - General Education

Teacher: ☒ Special Ed: ☐ Program: ☐

Behavior Admin: ☐ Health: ☐ Behavior Response Approver: ☐ Response to Intervention: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐

Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐ FRAM Processor: ☐

Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level:

MT Titles: ☒ Joint Employment Shared Resources

Supervisors:

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NOT STATE REPORTED

Employment Assignment Information

School: Lincoln School

Department:

*Start Date: 07/01/2025

End Date:

Title: School Board Chair

CTAE Extended Contract Days: 0

Type: 03:Classified

FTE of Assignment:

State Assignment Code:

Teacher: ☐ Special Ed: ☐ Program: ☐

Behavior Admin: ☐ Health: ☐ Behavior Response Approver: ☐ Response to Intervention: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐

Foodservice: ☐ Exclude Behavior Referral: ☐ Self Service Approver: ☐ FRAM Processor: ☐

Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level:

MT Titles: ☒ Not State Reported

Supervisors:

- Staff not employed by the district (SRO, CSCT)
- Board members
- Generic "people"
- Assignments for DE functionality

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TIPS for Creating New Staff in Infinite Campus

1. Always use the Staff Locator to create any person other than a student (use Student Locator for students)
2. Ensure that the SEID is entered correctly (birthdate is recommended but not required).
3. Check FTE – match to requirements for accreditation and HR system
4. Choose appropriate State Assignment Code (based on position, not licensure)
5. Add appropriate MT Titles (Coordinators, Contractors, Consortium Providers, SPED Cooperative Staff, Not State Reported)
6. Don't forget the "extras" (checkboxes, SPED level, Supervisor)

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CREDENTIALS

Special Education staff (teachers, paras), paraprofessionals, related service providers (speech, OT, PT, etc.), and other professional staff (nurses, counselors) require a Credential record

Highly Qualified (required for Special Education staff and paraprofessionals):

- Click New and select HQ: Highly Qualified
- Enter Start Date (start of employment or start of status)
- Select appropriate qualifications
 - Paraprofessional – choose appropriate Paraprofessional Qualification
 - Special Education staff – choose Subject Type SPED: Special Education Content and appropriate Certification Status

If a status changes, enter a new record with the Start Date reflecting the effective date of the new credential

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CREDENTIALS

New Employment Credential Information

*Start Date
08/28/2024

End Date

Subject Type
Instructional Paraprofessional

Met HOUSSE HOUSSE Completion Date
☐

Subject Matter Competency

Paraprofessional Qualification
A Associates Degree
AA Academic Assessment
HE: Two or More Years of Higher Education
LT Licensed Teacher
NA None of These Apply

New Employment Credential Information

*Start Date
08/28/2024

End Date

Subject Type
Special Ed Paraprofessional

SPED: Special Education Content

Met HOUSSE HOUSSE Completion Date
☐

Subject Matter Competency

*Certification Status
ACA: Academic Assessment
HE: Two or more years of Higher Education
LT: Licensed Teacher
NONE: None of These Apply

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LICENSURE

New Employment Credential Information

*Start Date
10/06/2025

End Date

☐ Fully Certified

English Learners Credential

SPED Related Services Credential
SPEECHPATH: Speech-language Pathologists

Health License
RN: Registered Nurse

License Number
PRD-SP-LIC-1234

License / Certification Type
REG: Regular / Full

Special Education staff (teachers, paras), related service providers (speech, OT, PT, etc.), and other professional staff (nurses, counselors) require a Credential record

Licensure/Certification (required for related service providers and other professional staff) – Census > Staff > Credentials

- Click New and select LC: Licensure/Certification
- Start Date = **License issue date**; End Date = License Expiration Date
- Select SPED Related Services Credential OR Health License
- Enter License number in exactly the same format as found on the Department of Labor website (example: PRD-SP-LIC-1234)

Only update the End Date field when a license is renewed – a new record is not required

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Licensure Credentials

Obtain License Information from the DLI for this record

Licensing Board/Program: Board of Physical, Rehabilitative, and Developmental Health Care Profess

License Type: Speech Language Pathologist License ³

License Number: PRD-SP-LIC-1067 ⁴

License Status: Active

License Expiration Date: 02/01/2027 ²

License Issued Date: 12/24/2003 ¹

HOLY MOLY! License numbers have changed for Speech Language Pathologists from SLP to PRD

New Employment Credential Information

***Start Date** 12/24/2003 ¹

End Date 02/01/2027 ²

☐ Fully Certified

English Learners Credential

SPED Related Services Credential ³

SPEECHPATH: Speech-language Pathologists

Health License

License Number ⁴

PRD-SP-LIC-1067

License / Certification Type

REG: Regular / Full

copy & paste!

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CONTRACTORS

***Start Date** 07/01/2026

End Date

Title

Type

FTE of Assignment

State Assignment Code

☒ Teacher ☒ Special Ed ☐ Program

☐ Behavior Admin

☐ Advisor ☐ Supervisor ☐ Counselor

☐ Foodservice

☐ Activity Staff ☐ Activity Preapproval

MT SPED Level

MT Titles [x Contractor]

☐ External LMS Exclude

Provider Detail

Link to Person

School, Psychologist

***Name:**

School, Psychologist

Agency:

Montana State University Bozeman

Address:

Phone:

☒ Active

☐ Bill Exclude

Districts must report contractors that are providing direct services to students.

- Special Education Related Service Providers
- Teachers
- Nurses
- Dual Credit and Distance Learning CTE Instructors

Note: Not required to report contracted services (e.g., bus companies and their employees) or FTE

These individuals are not paid through payroll

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CONTRACTORS

Start Date: 07/01/2026
 End Date:
 Title:
 Type:
 FTE of Assignment:
 State Assignment Code:
 Teacher ☒ Special Ed ☒ Program ☐ Behavior Admin ☐
 Advisor ☐ Supervisor ☐ Counselor ☐ Foodservice ☐
 Activity Staff ☐ Activity Preapproval ☐ MT SPED Level:
 MT Titles: x Contractor |
 External LMS Exclude: ☐

Provider Detail
 Link to Person:
 School, Psychologist
 *Name:
 School, Psychologist
 Agency:
 Montana State University Bozeman
 Address:
 Phone:
☒ Active
☐ Bill Exclude

Remember:

- Check the “Special Ed” Checkbox in the District Assignment
- Identify as a contractor in the MT Titles Field in the District Assignment
- Link to Person under Student Information > SPED Admin > SPED Service Provider Setup
- For Dual Credit Instructors, list the college/university awarding credit

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CONSORTIUM PROVIDER

Consortium v. Contractors

- A consortium is an organization contracted to provide a service required by Accreditation (Library, Curriculum, Counseling)
- A contractor is an individual contracted to provide any required service for a Montana school district (applies to any State Assignment code)
- Differentiate between Consortium and Contractor in the MT Titles field of the District Assignment
- Data review required for all districts utilizing a Consortium

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7/1/2025

Type: FTE of Assignment: State Assignment Code: SE22:Occupational Therapist

Teacher: ☒ Special Ed: ☒ Program: ☐ Behavior Admin: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐

Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level: MT Titles: Contractor: ☒

External LMS Exclude: ☐

Special Ed Service Provider Setup ☆

Save Delete New

Providers Editor

Name

Abra, Dean
Administrator, System
Albinak, Gloria
Cline, Allison
Dyson, Spencer
Indiv Learning, Provider
Mr. Matthews
Sample, Frank
Skubitz, Frank
Smith, Lars
Speda, Angela
Speda, Bret
Speda, Colin
Speda, Margaret
Speds, Isabel

Provider Detail

Link to Person: Adderley, Joanne

*Name: Adderley, Joanne

Agency: MSU - Billings

Address:

Phone:

☒ Active
☐ Bill Exclude

Contractors

- Navigate to Census > Staff > Staff Locator Wizard
- Enter appropriate dates and State Assignment Code
- Mark Special Ed checkbox
- MT Title = Contractor
- Navigate to Student Information > SPED Admin > Special Ed Service Provider Setup
 - This will require a calendar to be selected that matches the District Assignment
- Click New
- Link to Person
- Enter in Agency Information at a minimum

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Start Date: 7/1/2025 End Date: Title: CTAE Extended Contract:

Type: FTE of Assignment: State Assignment Code: AD39:Curriculum Coordinator

Teacher: ☐ Special Ed: ☒ Program: ☐ Behavior Admin: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐

Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level: MT Titles: Consortium Provider: ☒

External LMS Exclude: ☐

Special Ed Service Provider Setup ☆

Save Delete New

Providers Editor

Name

Abra, Dean
Administrator, System
Albinak, Gloria
Cline, Allison
Dyson, Spencer
Indiv Learning, Provider
Mr. Matthews
Sample, Frank
Skubitz, Frank
Smith, Lars
Speda, Angela
Speda, Bret
Speda, Colin
Speda, Margaret
Speds, Isabel

Provider Detail

Link to Person: Adderley, Joanne

*Name: Adderley, Joanne

Agency: MT Consortium of Awesomeness

Address:

Phone:

☒ Active
☐ Bill Exclude

Consortium

- Navigate to Census > Staff > Staff Locator Wizard
- Enter appropriate dates and State Assignment Code
- Mark Special Ed checkbox
- MT Title = Consortium
- Navigate to Student Information > SPED Admin > Special Ed Service Provider Setup
 - This will require a calendar to be selected that matches the District Assignment
- Click New
- Link to Person
- Enter in Agency Information at a minimum

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Extended Contract Dates – CTE ONLY

Employment Assignment Information			
School Harrison High		Department Vocational	
*Start Date 11/23/2020	End Date	Title CTAE Extended Contract Days	0
Type 02: Certified	FTE of Assignment	State Assignment Code TC01: Teacher - General Education	

If there is fiscal year cross over, align with contract dates

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DISTRICT ASSIGNMENT CHANGES

When in doubt, create a NEW District Assignment

E.G.

- Paraprofessional changing to Teacher
- Moving from .75 FTE to 1 FTE
- Changing from Elementary to Middle School
- Changing Departments from Science to Math
- Promotion from Teacher to Lead Teacher
- Change in Supervisors
- Change in MT Titles – adding or subtracting

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DISTRICT ASSIGNMENT CHANGES

- DO NOT CHANGE FTE in the existing District Assignment
- DO NOT CHANGE the State Code in the existing District Assignment
- DO NOT DELETE DISTRICT ASSIGNMENTS

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Accreditation Validations (AccredMT)

DUE FOR ALL SCHOOLS AND ALL DISTRICTS DECEMBER 18th

Annual Reporting Requirements for ALL DISTRICTS

Select Year 2026-27 and District Standards

Sections A, B, C, D

A: Assignment and Licensure of Staff

B: Teacher Load and Class Size

C: Professional Development Schedule

D: Basic Education Program Offerings

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Accreditation Validations (AccredMT)

DUE FOR ALL SCHOOLS AND ALL DISTRICTS DECEMBER 18th

Annual Reporting Requirements for ALL DISTRICTS

Select Year 2026-27 and School Standards

Sections A, B, D

A: Assignment and Licensure of Staff

B: Teacher Load and Class Size

D: Basic Education Program Offerings

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Accreditation Validations (AccredMT)

DUE FOR ALL SCHOOLS AND ALL DISTRICTS DECEMBER 18th

A. Assignment and Licensure of Staff

Do you have enough FTE for Superintendent, Principal, Library, Counseling, Curriculum?

Assignment of Superintendent, Principal, Library Media Specialist, School Counselor

Are staff appropriately licensed and assigned?

rptCourseCodes

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Accreditation Validations (AccredMT)

DUE FOR ALL SCHOOLS AND ALL DISTRICTS DECEMBER 18th

B. Teacher Load and Class Size

How many in a class?

CLASS SIZE | Montana SOS

CLASS SIZE: ELEMENTARY | Montana SOS

TEACHER LOAD AND CLASS SIZE:
HIGH SCHOOL, JUNIOR HIGH, MIDDLE
SCHOOL, AND GRADES 7 AND 8
FUNDED AT HIGH SCHOOL RATES |
Montana SOS

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Accreditation Validations (AccredMT)

Early Targeted Intervention Class Size

Student Count 1-10: One appropriately licensed and endorsed teacher

Additional 5 students (up to 15): Early Childhood Paraprofessional(s) at one hour per day per student

Between 16 and 18 students: Second full-time adult assigned to the classroom

Administrative rule encourages districts to exceed the minimum number of staff in these classrooms

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Accreditation Validations (AccredMT)

Section Staff History ☆

23001AM-1 Pre-Kindergarten Teacher: Hould, Erin

Save New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
Hould, Erin						Teacher of Record
Dusatko, Keri						Instructional Para Early Childhood

15 students enrolled in the class - one teacher, one para at 2 hours, one para at 3 hours

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Section Staff

Name: Carman, Zayden Scott District Assignment: 06: Instructional Para Early Childhood Role: 06: Instructional Para Early Childhood

Assignment

Start Date: End Date:

Percent: Minutes: 180

Comments

Section Staff History ☆

23001AM-1 Pre-Kindergarten Teacher: Hould, Erin

Save Delete New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
Hould, Erin						Teacher of Record
Dusatko, Keri						Instructional Para Early Childhood

16-18 students, full-time adult (Minutes = instructional minutes in a regular day)

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Section Staff

Name: Dusatko, Keri District Assignment: 06: Instructional Para Early Childhood Role: 06: Instructional Para Early Childhood

Assignment

Start Date: End Date:

Percent: Minutes: 365

33

Accreditation Validations (AccredMT)

Elementary Classrooms

Single Grade Classrooms

- KG, 01, 02 = 20 03,04 = 28 05-08 = 30

Multi-Grad Classrooms

- KG, 01, 02, 03 = 20 04, 05, 06 = 24 07-08 = 26
- If it crosses boundaries, lower count (e.g., 03-04 classroom = 20)

One-Room Schoolhouse

- 18 students

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Accreditation Validations (AccredMT)

For all scenarios, 1.5 hours of additional staffing per overload

- Can add an additional 4 students (5 is excessive)
- No exceptions for music, PE or structured recess

Section Staff History ☆
23004-1 GRADE 1 Teacher: Stevens, Miranda

Save New Primary Teacher New Teacher New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Stevens, Miranda					

20 students, plus an overload of 2 (22 total)

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail
Section Staff

Name: Donnelly, Stacey District Assignment: Role: 01: Instructional Para General Ed

Assignment

Start Date: End Date:

Percent: Minutes: 180

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Accreditation Validations (AccredMT)

Separately Accredited Middle School, 7-8, or High School

- Classes cannot exceed 30 students (no additional staff assigned)
- Limits do not apply to Instrumental Music or Choir
- Laboratory/studio, e.g., science, art, PE, career and technical education, class size shall be limited for safety purposes. The number of students shall be determined through consultation with the teacher, considering the number, size, and use of laboratory stations.

Maximum Staff Contact

- Maximum 150 students per day (significant writing capped at 100)
- Study hall counts as 15 students
- Instrumental Music and Choir excluded

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Accreditation Validations (AccredMT)

C. Professional Development Schedule

[20-1-304. Pupil-instruction-related day, MCA](#)

[20-4-304. Attendance at instructional and professional development meetings, MCA](#)

C. Professional Development Schedule

Open Date: Nov 30, 2026

Due Date: Dec 31, 2026

STATUS: NOT OPEN

LOCKED

- C. Does the district's Professional Development (PD) plan meet the requirements of 20-1-304 and 20-4-304, MCA, including three pupil instruction related (PIR) days dedicated exclusively to PD?

This will be open November 30th for certification.

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Accreditation Validations (AccredMT)

D. Basic Education Program Offerings

[BASIC EDUCATION PROGRAM: JUNIOR HIGH SCHOOL, 7TH AND 8TH GRADE PROGRAM, OR MIDDLE SCHOOL | Montana SOS](#)

[BASIC EDUCATION PROGRAM OFFERINGS: HIGH SCHOOL | Montana SOS](#)

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Accreditation Validations (AccredMT)

Junior HS, Middle School, 7-8

- 1 unit of English language arts; 1 unit of social studies; 1 unit of mathematics; 1 unit of science; and 1/2 unit of health and physical education.
- All students must be allowed to elect from the following program area offerings: (i) 1/2 unit of visual arts; (ii) 1/2 unit of music; (iii) 1/2 unit of career and technical education; and (iv) 1/2 unit of world languages and cultures

**One unit = 8,100 minutes*

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Accreditation Validations (AccredMT)

High School

- 4 units of English language arts; 3 units of mathematics; 3 units of science; 3 units of social studies (including 1/2 unit of Civics or Government); 2 units of career and technical education; 2 units of arts; 1 unit of health and physical education; 2 units of world languages; 2 units of electives; and 1/2 unit of economics or financial literacy

Example: 4 units of English means 4 different course codes

**One unit = 8,100 minutes*

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Section Staff History Examples: Professors or Online CTE Instructors

- For a college or university instructor or an online CTE instructor, the person should be entered as a contractor
- Align them to the Course under Section Staff History as Teacher of Record

Type:
RG: Regular

Distance Class:
Y: Yes

Distance Learning Provider:
12: Montana Digital Academy

Alternative Ed Program:

Vocational Code:

Section Staff History ☆

8830-1 Woodworking Teacher: Smith, Seneca

+ New Primary Teacher

+ New Teacher

+ New Section Staff

Staff History	Assignment Start	Assignment End	Access Start	Access End	Role
Name					
Primary Teacher					
Smith, Seneca					Teacher of Record

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Section Staff History Examples: Online Courses NOT CTE

- For a non-CTE distance course, align the person overseeing the course at the District as a Facilitator under Section Staff History

Section Staff History ☆

1001-1 AP Statistics Teacher: Baum, Henry



Save



Delete



New Primary Teacher



New Teacher



New Section Staff

Staff History

Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher					
Baum, Henry					Facilitator

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Section Staff History Examples: Elementary Attendance Courses or Specials

- For an Elementary attendance or Specials Course, align the teacher as Teacher of Record

Section Staff History ☆

200-1 Second Grade Homeroom Teacher: Apple, Fiona

Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher Apple, Fiona					Teacher of Record

Section Staff History ☆

170-1 Physical Education 1 Teacher:

Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher Crisp, Mary					Teacher of Record

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Section Staff History Examples: Elementary Subject Courses

- For an Elementary course that is a holding place for the report card OR does NOT have any SCED information associated with the Course Information, list the teacher as Not Applicable/Not State Reported

General Course Information

Number: (Required) 221 Name: (Required) MECC Math

State Code:

NCES Code:

SCED Subject Area:

221-1 MECC Math Teacher: Apple, Fiona

Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher Apple, Fiona					Not Applicable/Not State Reported

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Section Staff History Examples: ALL Middle School, 7/8, and High School Courses

- Teachers must be listed as Teacher of Record unless they are a facilitator of an online course OR it's a course that does not align to basic program offerings (e.g., study hall)

Section Staff History ☆					
1100-1 Integrated Math I Teacher: Lifellearn, Kelvin					
+ New Primary Teacher + New Teacher + New Section Staff					
Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher Lifellearn, Kelvin					Teacher of Record

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Reports – Infinite Campus

*Reporting > Data Validation > Validation Groups OR
Data Validation Report*

- End of Year Personnel Data Validations
- End of Year Personnel Details
Certification

Clear validation errors and compare
certification to the district's HR system (State
Assignment Code, FTE, School)

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Reports – Accred MT

Run the District and School Section A for
Assignment and Licensure of Staff

*If necessary, make adjustments in the district's HR
system, then make adjustments in Infinite Campus*

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Reports – MAEFAIRS

Views > FTE to QEC (change year to 2027!!)

Review staff who are not QEC eligible and
staff who are more than 1.0 FTE

Verify SEID, Credentials

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Reports – Infinite Campus

*Reporting > Data Validation > Validation Groups OR
Data Validation Report*

- End of Year Teacher Class Courses Verification
 - Course minutes
 - Roster counts

Pay special attention to Course Minutes (do you meet the 8100 for a full year (4050 for half-year or 2025 for quarter-year?)

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Reports – AccredMT

Review Sections B and D

- Do you have enough courses with unique course codes?
- Do you have overloads properly covered?

Pro Tip: Check your calendar for proper alignment of quarters and semesters!

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Reports – Infinite Campus/AccredMT

*Reporting > Data Validation > Validation Groups OR
Data Validation Report*

- Calendar Validations and Information
 - Do you have enough Aggregate Hours?
 - Have you entered your PIR correctly?

Check Section C of in AccredMT!

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Homework

Before Next Week...

- Are you doing this alone? Find out who your
Training partners are!

Reports to run:

1. EOY Personnel Data Validations and Certifications
2. In MaeFairs, review FTE to QEC
3. EOY Teacher Class Course Verification
4. CALENDAR VALIDATIONS AND INFORMATION

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