

Personnel Assignment Submission (PAS) User Guide

2016-17

The Personnel Data Collection (PDC) is an online system where school districts in Rhode Island submit personnel data required for federal and state reporting.

The most up to date version of this document is available at: http://www.eride.ri.gov/doc/DataCollections/PAS_UserGuide.pdf

Last Updated On: September 16, 2016

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1: Introduction

This document provides the basic information necessary for a user to submit personnel data in the **Personnel Data Collection (PDC)** system. This includes a brief summary of reporting requirements, data elements, step-by-step procedure to completing a submission and frequently asked questions.

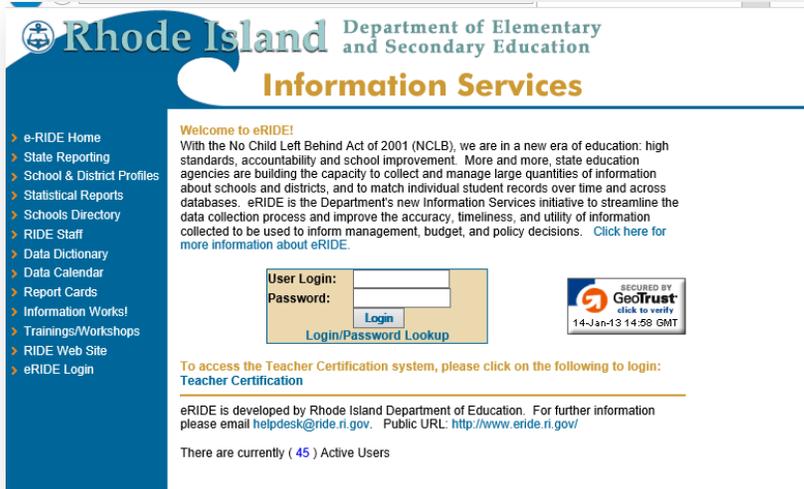
The PDC is an online system where LEAs can submit personnel data periodically. The online system allows data entry through an upload submission file or a transactional system where LEA users can manually enter data. The PDC will be accessed via **eRIDE**. The first submission within the PDC is **the Personnel Assignment Submission (PAS)**.

LEAs will submit **PAS** data starting in the summer of an academic school year. LEAs should maintain accurate records that reflect when new employees are hired; staff members change assignments and/or leave employment. RIDE will communicate throughout the school year, specific dates in which data will be officially extracted for state and federal reporting.

RIDE will snapshot personnel assignment data on various dates to fulfill state and federal reporting obligations. Personnel assignment data will also be used daily for certification decisions. Local education agencies (LEA) are required by federal law and Board of Regents Regulations to document the work assignments for teachers, administrators, support professionals and all non-instructional staff members employed at both schools and central offices. LEAs will submit official reports of work assignments to Rhode Island Department of Education (RIDE) at different dates throughout the academic year. The submissions will be managed via the Personnel Data Collection (PDC).

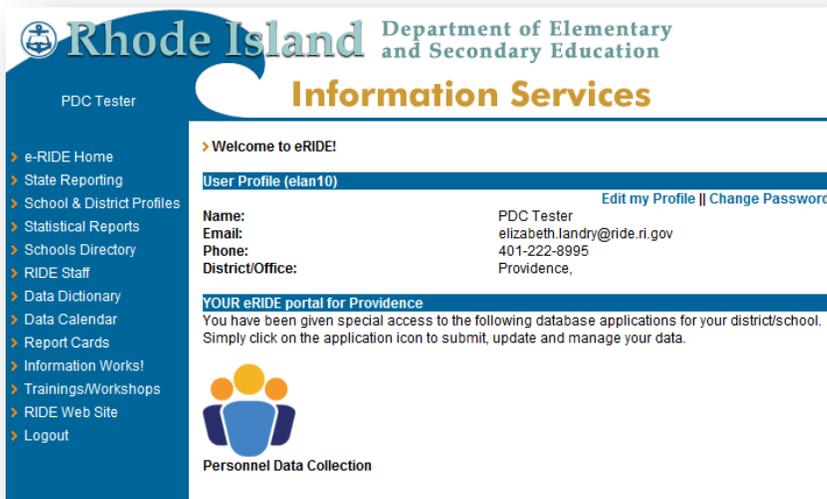
2: Accessing the Personnel Data Collection

1. The Personnel Data Collection system is available at eRIDE. To access eRIDE, go to <https://www.eride.ri.gov/> using a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari and enter your user name and password.

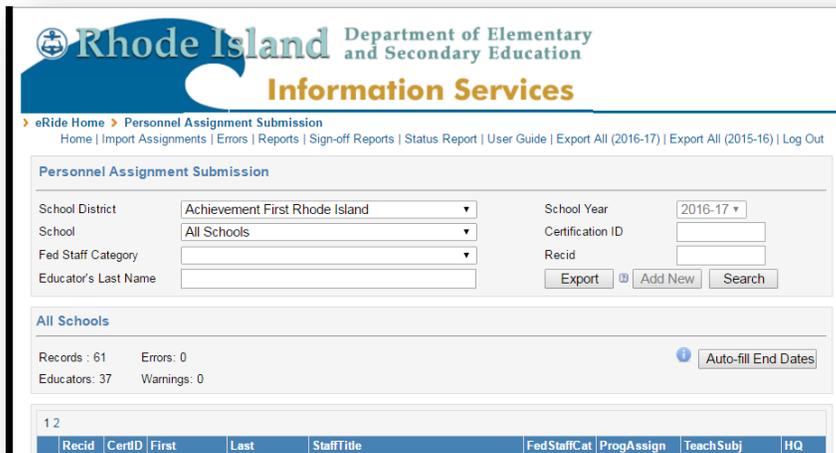


- ✓ You will **need an eRIDE account** to access the PDC module. Your district's data manager has the ability to generate eRIDE user accounts and grant the appropriate permissions to the PDC module.
- ✓ If you have an eRIDE account, but **do not know your password**, please visit <https://www.eride.ri.gov/users/PasswordRetrieve.asp>

2. Once you log in to eRIDE, you will see a listing of applications that you have access to. Click on the icon available to you titled – Personnel Data Collection.



- ✓ If you have an eRIDE account but **do not see the PDC module upon login**, please contact your local district data manager for access.
3. Once you click on the Personnel Data Collection icon, your **Personnel Assignment Submission** homepage will appear.



If you have already have Personnel Assignment data within the system, the records will be listed.

Assignment records are color coded as described below:

- Pink indicates that a record has errors.
- White indicates that a record has been validated and has no errors.
- Yellow indicates that a record has been updated but not validated.

4. To filter the listing of records, select from the available drop down listings such as School and Fed Staff Category, use the textboxes such as the educator’s state staff ID. Enter as much or as little information as necessary and then click on the Search button. The work assignment/roster listing will then be filtered according to your selections.
5. You will also see the number of **Records**, the number of **Errors**, the number of **Educators** and the number of **Warnings** for your submission. The numbers provided are either for all schools or a specific school if you have filtered your search results by school.

3: Submitting Personnel Assignment Data

There are two methods for personnel assignment data. Data can be submitted by manually entering personnel assignments or through an uploaded file. Before uploading a file, be sure to follow the file preparation guidance to ensure a clean upload of the data.

3.1: Submitting Personnel Assignment Data – Data Entry

LEAs will have the ability to add any educator in the certification system to their roster. It is important that LEAs only add educators that are certified, emergency certified or hold a permit for an assignment. Educators that do not hold the appropriate certification for an assignment will generate an Out-of-Area violation but will also be marked not highly qualified for selected subjects. RIDE is required to report annually the highly qualified status of each educator teaching core academic subjects.

1. Select the **School** the staff member will be assigned to.
2. Click the **Add New** button.
 - a. The **Add New** button will not activate until a school is selected in the School dropdown

The screenshot shows the 'Personnel Assignment Submission' form. The 'School District' dropdown is set to 'Achievement First Rhode Island' and the 'School' dropdown is set to 'All Schools'. The 'School Year' is set to '2016-17'. The 'Add New' button is highlighted with a red arrow.

3. The **Search for Personnel** pop-up will appear. Search for a staff member by entering a name or educator id and click **Search**.

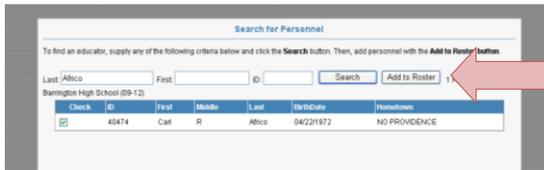
The 'Search for Personnel' pop-up window shows search criteria fields for Last Name (Alfco), First Name, and ID. The Search button is highlighted with a red arrow.

4. Select the educator by clicking the check box to the left of the educator's name.

The 'Search for Personnel' pop-up window shows a search result table with one row found. A red arrow points to the check box next to the educator's name.

Check	ID	First	Middle	Last	Certificate	Hometown
<input checked="" type="checkbox"/>	40474	Carl	R	Alfco	04221872	NO PROVIDENCE

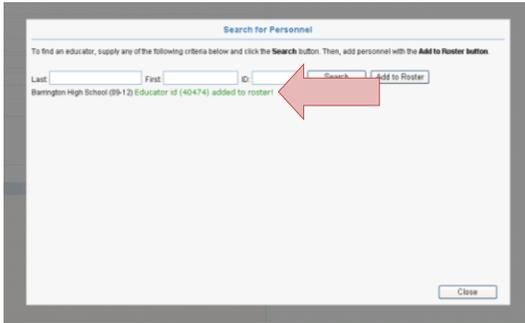
5. Click the **Add to Roster** button. Close the screen.



The screenshot shows the 'Search for Personnel' interface. At the top, it says 'Search for Personnel' and 'To find an educator, supply any of the following criteria below and click the Search button. Then, add personnel with the Add to Roster button.' Below this are input fields for 'Last' (containing 'Alice'), 'First', and 'ID'. There are 'Search' and 'Add to Roster' buttons. A red arrow points to the 'Add to Roster' button. Below the buttons is a table with the following data:

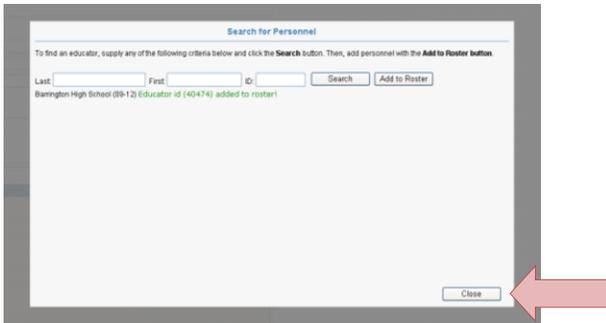
Check	ID	First	Middle	Last	Birthdate	Hometown
<input checked="" type="checkbox"/>	40474	Cari	R	Alice	04/22/1972	NO PROVIDENCE

6. A message will appear to confirm the addition in green.



The screenshot shows the 'Search for Personnel' interface after the 'Add to Roster' button was clicked. A green message appears below the search fields: 'Barrington High School (09-12) Educator id (40474) added to roster!'. A red arrow points to this message. At the bottom right, there is a 'Close' button.

7. Click on the **Close** button.



The screenshot shows the 'Search for Personnel' interface with the green confirmation message still visible. A red arrow points to the 'Close' button at the bottom right of the window.

3.2: Submitting Personnel Assignment Data – Preparing the Data File

In order to follow this option, please be sure you are comfortable working with Microsoft Excel. You will need to change file formats, add or drop columns, and modify column formats. If you need technical assistance with this process, please submit a Help Desk ticket at:

<https://support.ride.ri.gov>

3.2.1 Preparing the data file using the template

A user can upload personnel assignment data from a Microsoft Excel file. For every assignment that a staff member holds there needs to be a row submission. Therefore if an educator has two assignments there should be two rows for the educator.

The data file must be prepared to meet the file specifications described.

1. From the **Import Assignments** screen, click the **File Specifications** link.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Import Work Assignment

Prepare a file for upload using the following file specifications. Please note: uploading a file **will delete and replace your existing data**. If you select a school from the drop-down list, the upload will only delete and replace records pertaining to that school.

School Year: 2016-17
District: Achievement
School: All Schools

Upload Excel File: Choose File (file chosen) Upload

Files Submitted
No Files Submitted

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

- The screen will list the description of the columns and acceptable values for the data

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
 Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

File Specs

The following are the file specs for a batch upload file. You may wish to use this [template file](#) as a guide. Click on a dictionary set to see all permissible dictionary values.

Name	Type	Length	Blank Value Allow	Dictionary Set
CertificationID	INT		True	
StaffID	INT	10	False	
StaffFirstName	TEXT	50	False	
StaffLastName	TEXT	50	False	
LEACode	TEXT	2	False	
SchCode	TEXT	5	False	
LongTermSub	TEXT	5	True	TrueFalse
StaffTitle	TEXT	255	False	
FedStaffCategory	TEXT	255	False	FedStaffCategory
ProgramAssignment	TEXT	255	False	ProgramAssignment
TeachSubject	TEXT	50	False	TeachSubject
LowGrade	TEXT	2	True	Grade
HighGrade	TEXT	2	True	Grade
SpEdRelatedServicePersonnel	TEXT	50	True	SpEdRelatedServicePersonnel
CertStatus	TEXT	10	True	CertStatus
LicenseStatus	TEXT	10	True	LicenseStatus
SpEdAgeGroup	TEXT	100	True	SpEdAgeGroup
SpEdStudentPercent	FLOAT		True	
ParaQualStatus	TEXT	10	True	ParaQualStatus
NumYearsPerm	TEXT	5	False	TrueFalse
TimeInAssignment	FLOAT		False	
AssignmentStartDate	DATE		False	
AssignmentEndDate	DATE		True	
AssignmentEndDateReason	TEXT	255	True	AssignmentEndDateReason
AssignmentEndDateReasonOther	TEXT	255	True	
NumberDaysWorked	INT		True	
ContractualDays	INT		False	
CertInUse	TEXT	255	True	CertArea
OneYearAssignment	TEXT	10	True	TrueFalse

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

- You can download a template of the file to build the upload file by clicking on the **Template File** link. After downloading the template file, and building your upload file, follow the steps outlined in Section 3.3: Submitting Personnel Assignment Data – Uploading a Data File.

3.2.2 Preparing the data file using a file containing data exported from the previous year

1. It is possible to start with a copy of last year's data to build the upload file for the current year. To do that, go to the Home screen and click on the **Export All (2015-16)** link.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | **Export All (2015-16)** | Log Out

Personnel Assignment Submission

School District: Achievement First Rhode Island
School: All Schools
Fed Staff Category:
Educator's Last Name:

School Year: 2016
Certification ID:
Recid:

Export Add New Search

2. That will download a CSV file with all the data from last year. The name of the file will start with date on which you are downloading followed by a random number. *For instance, if you are downloading a file on Sep 16, 2016, the file name will be 09162016##_DataExport.csv.*
3. Open the file to review the data.
4. Delete column A titled SchYear
5. Also delete the last 3 columns (Column AC – OutOfArea, Column AD – PersonnelAssignmentFTE, and Column AE – HQCertAreaStatus) as they are calculated columns and do not need to be uploaded.
6. Rename the Tab name to Sheet 1
7. Save the file by changing the file format from **CSV** to **XLSX**.

0916201658_DataExport.xlsx
Excel Workbook (*.xlsx)

8. The file is now formatted for upload. Add or delete rows of data as required, making sure to save the file frequently. When complete, follow the steps outlined in Section 3.3: Submitting Personnel Assignment Data – Uploading a Data File to upload the data.

IMPORTANT

- **When uploading data for the district, uploading a new file will delete and replace your existing data.**
- **When uploading data for 1 school, the uploaded file will only delete and replace records pertaining to that school.**

3.3: Submitting Personnel Assignment Data – Uploading a Data File

Data can be uploaded through a data file and then modified using the manual process if necessary.

1. From the Personnel Assignment Submission homepage, click on the **Import Assignments** link.
2. Select either 'All Schools' or just 1 school from the School drop down listing.

IMPORTANT

- **When uploading data for the district, uploading a new file will delete and replace your existing data.**
- **When uploading data for 1 school, the uploaded file will only delete and replace records pertaining to that school.**

3. Click on the **Choose File** button and locate the file to submit from your computer.

4. Click on the **Upload** button.

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Import Work Assignment

Prepare a file for upload using the following [file specifications](#). Please note: uploading a file **will delete and replace your existing data**. If you select a school from the drop-down list, the uploaded file will only delete and replace records pertaining to that school.

School Year: 2016-17
District: Achievement First Rhode Island
School: All Schools

Upload Excel File: No file chosen

Files Submitted
No Files Submitted

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

5. For your reference, the file that you have just uploaded will be displayed in the **Files Submitted** section below

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Import Work Assignment

Prepare a file for upload using the following [file specifications](#). Please note: uploading a file **will delete and replace your existing data**. If you select a school from the drop-down list, the uploaded file will only delete and replace records pertaining to that school.

School Year: 2016-17
District: Achievement First Rhode Island
School: All Schools

Upload Excel File: No file chosen

Files Submitted
No Files Submitted

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

Further information on submission file requirements is available in the Rhode Island Department of Education Data Collection Specifications – Personnel Assignment Submission document at: <https://www.eride.ri.gov/doc/DataCollections/PAS.pdf>.

4: Update Assignment Data

1. Click the  icon located to the left of the assignment record that needs to be updated.

1	2	3	4	5	6			
Recid	Stateld	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	
	17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
	25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
	32	7286	Clare	Accardi				
	90	1870	Diane	Aguiar-Boleates				
	140	41823	Elizabeth	Alexander				

2. Update the necessary fields.
3. Once you are done editing the record, click on the **Save** button.

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Cancel Reset Delete Save

Individual Record

First Name: Samantha
Last Name: Angell
Staff Title: Teacher
School: Achievement First Providence (KF-04)
Federal Staff Category: Kindergarten Teachers
Program Assignment: General Education
Teach Subject: Early Childhood Education
Special Education Related Service Personnel:
License Status:
Certification Status:
Special Education Student Percent:
Assignment Start Date: 08/17/2016
Assignment End Date:
Assignment End Reason:
Certification in Use: Early Childhood Education Teacher, Grades PK-2 (11101)

Staff ID (SASID): 1000431701 search
Certification ID: 67276
Long Term Sub:
Grade: KF to KF
Time in Assignment: 1.00
Special Education Age Group:
Perm Position (1 yr or more):
Number of Days Worked: 180
One Year Assignment:
Number of Contractual Days: 180
Para Qualification Status:
Out of Area: No
HQ Status: Y
Personnel Assignment FTE: 1.00

No Errors/Warnings found pertaining to this record. Review the master error report for all errors.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ni.gov/>.

4. Once you click on Save, you will be returned to the *Personnel Assignment Submission* homepage and the updated record will appear in yellow.

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Personnel Assignment Submission Data Saved. Please re-run validation after making all edits

School District: North Providence School Year: 2016-17
School: All Schools Certification ID:
Fed Staff Category: Recid:
Educator's Last Name: Export Add New Search

All Schools
Records: 574 Errors: N/A
Educators: 332 Warnings: N/A Auto-fill End Dates Run Validation

1	2	3	4	5	6	7	8	9	10
Recid	CertID	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	HQ	
	197406	39397	Allison	Ambrose	Social Studies Teacher	SECTCH	GENED	SGSOC	Y
	197407	27620	Paula	Andersen	School Psychologist	STUSUP	PSY	NA	N/A
	197408	27620	Paula	Andersen	School Psychologist	STUSUP	PSY	NA	N/A
	197409	38340	David	Andreozzi	Physical Education Teacher	SECTCH	GENED	PHYSED	N/A

- As records are added and updated, the Errors and Warnings will be shown as NA



The screenshot shows a header section for 'All Schools'. Below the header, there are two rows of statistics: 'Records : 277' and 'Educators : 262'. To the right of these are 'Errors: N/A' with a red warning triangle icon, and 'Warnings: N/A'. A red arrow points to the 'Errors: N/A' text. On the far right, there is a button labeled 'Run Validation'.

- In order to view the number of errors and warnings associated with your data you must re-validate your data. Running a validation takes some time so it is recommended to you update as many records as possible before running a validation.

5: Delete Assignment Data

1. Click the  icon located to the left of the assignment record that needs to be updated.

1	2	3	4	5	6			
Recid	StateId	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	
	17	7606	Julie	Abbruzzi		OTHSUP	NONCERT	NA
	25	2172	Priscilla	Abrahamson		SECTCH	SPED	SPEDSG
	32	7286	Clare	Accardi				
	90	1870	Diane	Aguiar-Boleates				
	140	41823	Elizabeth	Alexander				

2. The record will appear:



[eRide Home](#) > [Personnel Assignment Submission](#)
[Home](#) | [Import Assignments](#) | [Errors](#) | [Reports](#) | [Sign-off Reports](#) | [Status Report](#) | [User Guide](#) | [Export All \(2016-17\)](#) | [Export All \(2015-16\)](#) | [Log Out](#)

Individual Record

First Name	<input type="text" value="Samantha"/>	Staff ID (SASID)	<input type="text" value="1000431701"/> <input type="button" value="search"/>
Last Name	<input type="text" value="Angell"/>	Certification ID	<input type="text" value="67276"/>
Staff Title	<input type="text" value="Teacher"/>	Long Term Sub	<input type="checkbox"/>
School	<input type="text" value="Achievement First Providence (KF-04)"/>	Grade	<input type="text" value="KF"/> to <input type="text" value="KF"/>
Federal Staff Category	<input type="text" value="Kindergarten Teachers"/>	Time in Assignment	<input type="text" value="1.00"/>
Program Assignment	<input type="text" value="General Education"/>		<input type="text" value="30"/>
Teach Subject	<input type="text" value="Early Childhood Education"/>	Special Education Age Group	<input type="text"/>
Special Education Related Service Personnel	<input type="text"/>	Perm Position (1 yr or more)	<input checked="" type="checkbox"/>
License Status	<input type="text"/>	Number of Days Worked	<input type="text" value="180"/>
Certification Status	<input type="text"/>	One Year Assignment	<input type="checkbox"/>
Special Education Student Percent	<input type="text"/>	Number of Contractual Days	<input type="text" value="180"/>
Assignment Start Date	<input type="text" value="08/17/2016"/>	Para Qualification Status	<input type="text"/>
Assignment End Date	<input type="text"/>	Out of Area	<input type="text" value="No"/> ⓘ
Assignment End Reason	<input type="text"/>	HQ Status	<input type="text" value="Y"/>
Certification in Use	<input type="text" value="Early Childhood Education Teacher, Grades PK-2 (11101)"/>		

No Errors/Warnings found pertaining to this record. Review the master error report for all errors.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

- Click on the **Delete** button.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | All (2015-16) | Log Out

Cancel Reset **Delete** Save

Individual Record

First Name	Samantha	Staff ID (SASID)	1000431701 search
Last Name	Angell	Certification ID	67276
Staff Title	Teacher	Long Term Sub	<input type="checkbox"/>
School	Achievement First Providence (KF-04)	Grade	KF to KF
Federal Staff Category	Kindergarten Teachers	Time in Assignment	1.00
Program Assignment	General Education		30
Teach Subject	Early Childhood Education	Special Education Age Group	
Special Education Related Service Personnel		Perm Position (1 yr or more)	<input checked="" type="checkbox"/>
License Status		Number of Days Worked	180
Certification Status		One Year Assignment	<input type="checkbox"/>
Special Education Student Percent		Number of Contractual Days	180
Assignment Start Date	08/17/2016	Para Qualification Status	
Assignment End Date		Out of Area	No
Assignment End Reason		HQ Status	Y
Certification in Use	Early Childhood Education Teacher, Grades PK-2 (11101)	Personnel Assignment FTE	1.00

No Errors/Warnings found pertaining to this record. Review the master error report for all errors.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

- A dialog box will appear, asking you to confirm the deletion. Click on the **OK** button.

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Cancel Reset **Delete** Save

Individual Record

First Name	Paula	Staff ID (SASID)	1000365147 search
Last Name	Andersen	Certification ID	27620
Staff Title	School Psychologist	Long Term Sub	<input type="checkbox"/>
School	Joseph A. Whelan School (KG-05)	Grade	KF to 05
Federal Staff Category	Student support services staff	Time in Assignment	0.50
Program Assignment	School Psychologist		20
Teach Subject	NA	Para Qualification Status	
Special Education Related Service Personnel	School Psychologist	Out of Area	No
License Status		HQ Status	N/A
Certification Status	Fully certified	Personnel Assignment FTE	0.50
Special Education Student Percent	0.00		
Assignment Start Date	08/31/2016		
Assignment End Date			
Assignment End Reason			
Certification in Use	School Psychologist (13002)		

www.ride.ri.gov says:

Are you sure you want to delete this record?

Validations may be out of sync. Re-run validations from home screen.

No Errors/Warnings found pertaining to this record. Review the master error report for all errors.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

6: Validate Assignment Data

It is necessary for a user to run a validation on the data submitted to ensure data quality. Validating the data will display where errors exist and warning the user of submitted data that generated warnings. Warnings notify the user of data that may be incorrect.

1. Click on the **Run Validation** button.

Personnel Assignment Submission Data Saved. Please re-run validation after making all edits.

School District: Achievement First Rhode Island School Year: 2016-17
School: All Schools Certification ID:
Fed Staff Category: Recid:
Educator's Last Name: Export Add New Search

All Schools
Records: 61 Errors: N/A
Educators: 37 Warnings: N/A Auto-fill End Dates Run Validation
please wait, this could take a few minutes.

Recid	CertID	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	HQ
204182	51459	Susan	Bagaglia	School Nurse	STUSUP	NURSE	HEALTHNURSE	
204183	67276	Samantha	Angell	Teacher	KGTC	GENED	ECED	Y
204184	49750	Danielle	Bruneau	Special Education Teacher	ELMTCH	SPED	SPEDREAD	Y-SER
204185	57829	Alicia	Canning	Teacher	ELMTCH	GENED	EGED	Y
204186	69056	Morgan	Carter	Principal	SCHADM	ADMINBUILD	NA	N/A
204187	67673	Danielle	Cassidy	Teacher	ELMTCH	GENED	EGED	Y

2. Once validation is complete, the number of records with errors or warnings will be indicated next to the Errors and Warnings section in the header. Be sure to address them by clicking on the number listed.

Personnel Assignment Submission

School District: Achievement First Rhode Island School Year: 2016-17
School: All Schools Certification ID:
Fed Staff Category: Recid:
Educator's Last Name: Export Add New Search

All Schools
Records: 61 Errors: 2
Educators: 37 Warnings: 0 Auto-fill End Dates

Recid	CertID	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	HQ
204182	51459	Susan	Bagaglia	School Nurse	STUSUP	NURSE	HEALTHNURSE	
204183	67276	Samantha	Angell	Teacher	KGTC	GENED	ECED	Y
204184	49750	Danielle	Bruneau	Special Education Teacher	ELMTCH	SPED	SPEDREAD	Y-SER
204185	57829	Alicia	Canning	Teacher	ELMTCH	GENED	EGED	Y

- After clicking on the number of errors, the screen will display the records that need to be addressed. Click on the RecID to go to the individual educator's record.

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
 Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Errors

Achievement First Rhode Island | All Schools

Distinct Errors: 2 Export

Error	Description
<input checked="" type="checkbox"/>	CertInUse is required (except when ProgramAssignment is 'NONCERT').
<input checked="" type="checkbox"/>	Educator's cert-in-Use (11201) is not a valid cert held by educator (68992).

Full Error List: 2 Export

Error	RecID	Description
<input checked="" type="checkbox"/>	204182	CertInUse is required (except when ProgramAssignment is 'NONCERT').
<input checked="" type="checkbox"/>	204223	Educator's cert-in-Use (11201) is not a valid cert held by educator (68992).

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

7: Export Assignment Data to a File

All assignment data can be exported to an excel file. In addition to the data fields, the excel file will also include an indicator of whether or not the assignment record has an error.

1. From the School drop down listing, select either 'All Schools' or just 1 specific school.
2. Click on the on the **Export** button, or the **Export All by Year** links in the menu.

Rhode Island Department of Elementary and Secondary Education
Information Services

> eRide Home > Personnel Assignment Submission
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Personnel Assignment Submission

School District: Kingston Hill Academy
School: All Schools
Fed Staff Category:
Educator's Last Name:
School Year: 2016-17
Certification ID:
Recid:
Export Add New Search

All Schools
Records: 34 Errors: 0
Educators: 16 Warnings: 0
Auto-fill End Dates

Recid	CertID	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	HQ
185824	2647	Johnna	Blicknell	Teacher	KGTC	GENED	ECED	Y
186333	23714	Kimberly	Charest	Teacher	ELMTCH	GENED	EGED	Y
186534	12786	Lori	Corso	Teacher	ELMTCH	GENED	ECELA	Y
186586	40189	Rachel	Craven	Teacher	ELMTCH	GENED	EGED	Y

3. A dialog box will then appear asking you to either save the file or open the file.
4. Users can use this file containing exported data to prepare a file for import. For more information of how to do that, please review section titled 'Preparing the Data File' on Page 7

8: Reports and Errors

The reports screen

allows a user to address assignments where the educator is not appropriately certified (Out-of-Area) and assignments that add up to greater than 1.0 FTE (Certified Educators Greater than 1.0 FTE)

8.1 Out-Of-Area Report

1. Click the **Reports** link. The screen will default to the Out-Of-Area report, which lists the assignments that are determined as Out-Of-Area.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Reports

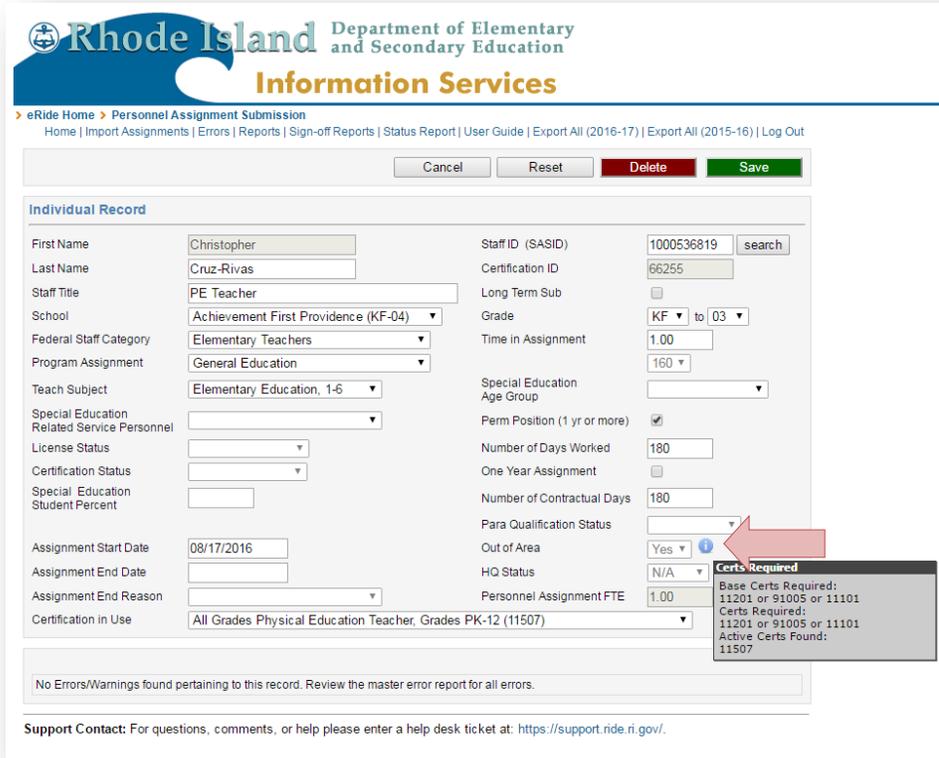
Achievement First Rhode Island | All Schools
Out-of-area Report Found

RECID	CertID	Firstname	Lastname	Title	FedStaffCategory	ProgramAssignment	TeachSubject	CertInUse	LowGrade	HighGrade
204182	51459	Susan	Bagaglia	School Nurse	STUSUP	NURSE	HEALTHNURSE		KF	03
204182	61673	Gwenn	Cichoski	Teacher	KGTC	GENED	EGED	11101	KF	KF
204182	66255	Christopher	Cruz-Rivas	PE Teacher	ELMTCH	GENED	EGED	11507	KF	03
204182	70146	MYCAH	HOGAN	Theater Teacher	ELMTCH	GENED	EGED	11510	KF	03
204182	62428	Christeen	Hum Estrada	Teacher	ELMTCH	GENED	ECED	11201	03	03
204197	66571	Jaime-Lee	Kavanagh	Teacher	ELMTCH	GENED	EGED	11101	KF	KF
204223	68992	Caroline	Davis	Teacher	ELMTCH	GENED	EGED	11201	01	01

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

2. Click on the RecID to bring up the detail. The Out-of-area error may come up due to errors in one or more of the following sections:
 - a. Federal Staff Category
 - b. Program Assignment
 - c. Teach Subject
 - d. Grade Span
 - e. Certificate that was selected for that assignment.

- For more specific information regarding the error, move the mouse onto the  symbol next to the section marked Out-Of-Area.



Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Cancel Reset Delete Save

Individual Record

First Name	Christopher	Staff ID (SASID)	1000536819	search
Last Name	Cruz-Rivas	Certification ID	66255	
Staff Title	PE Teacher	Long Term Sub	<input type="checkbox"/>	
School	Achievement First Providence (KF-04)	Grade	KF to 03	
Federal Staff Category	Elementary Teachers	Time in Assignment	1.00	
Program Assignment	General Education		160	
Teach Subject	Elementary Education, 1-6	Special Education Age Group		
Special Education Related Service Personnel		Perm Position (1 yr or more)	<input checked="" type="checkbox"/>	
License Status		Number of Days Worked	180	
Certification Status		One Year Assignment	<input type="checkbox"/>	
Special Education Student Percent		Number of Contractual Days	180	
Assignment Start Date	08/17/2016	Para Qualification Status		
Assignment End Date		Out of Area	Yes 	
Assignment End Reason		HQ Status	N/A	
Certification in Use	All Grades Physical Education Teacher, Grades PK-12 (11507)	Personnel Assignment FTE	1.00	

Certs Required
Base Certs Required: 11201 or 91005 or 11101
Certs Required: 11201 or 91005 or 11101
Active Certs Found: 11507

No Errors/Warnings found pertaining to this record. Review the master error report for all errors.

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

- Out-of-Area is determined by means of validations that have been programmed to run in the system. Your options available in each successive dropdown are limited by the option you select in the previous dropdown. For more information on how to determine the correct selection, please consult the [Reporting Anomalies and Solutions](#) or the [Reference Documentation](#) sections
- Make the necessary changes on individual records and Click the Save button as you go along. Once all the records have been addressed, go to the Home page and re-run validations.

8.2: Certified Educators Greater than 1.0 FTE Report

1. Click on the Certified Educators greater than 1.0 FTE report from the dropdown on the Reports page.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Reports

Achievement First Rhode Island | All Schools
Certified Educators Greater Than 1.0 FTE

LEACode	CertificationID	TotalFTE
41	68056	1.25

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

2. The screen lists all educators whose time-in-assignment adds up to Greater than 1.0 FTE.
 - a. Copy the CertificationID from this screen.
 - b. Return to the Home page and search for educator by pasting the CertificationID in the appropriate box, and click Search.

Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Personnel Assignment Submission

School District: Achievement First Rhode Island | School Year: 2016-17
School: All Schools | Certification ID: 68056
Fed Staff Category: | Recid: |
Educator's Last Name: | Export | Add New | Search

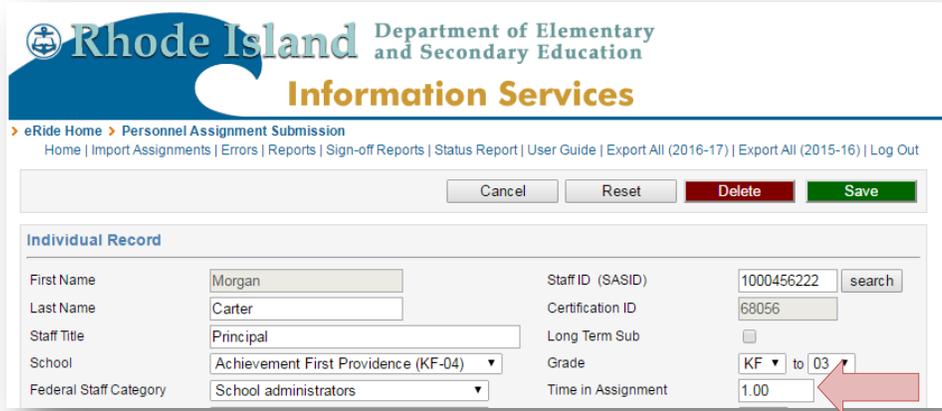
All Schools

Records : 61 Errors: 2
Educators: 37 Warnings: 0

Recid	CertID	First	Last	StaffTitle	FedStaffCat	ProgAssign	TeachSubj	HQ
204186	68056	Morgan	Carter	Principal	SCHADM	ADMINBUILD	NA	N/A
204256	68056	Morgan	Carter	Principal	SCHADM	ADMINBUILD	NA	N/A

Support Contact: For questions, comments, or help please enter a help desk ticket at: <https://support.ride.ri.gov/>.

3. Click on the Pencil icon  to review the records for the number entered in the time in assignment field. In the example below, the administrator works between 2 buildings, and has been entered in as 1.0 in the first record, and an additional 0.25 in the second record. The first record needs to be adjusted to 0.75 so that the 2 records equal a total of 1.0 FTE.



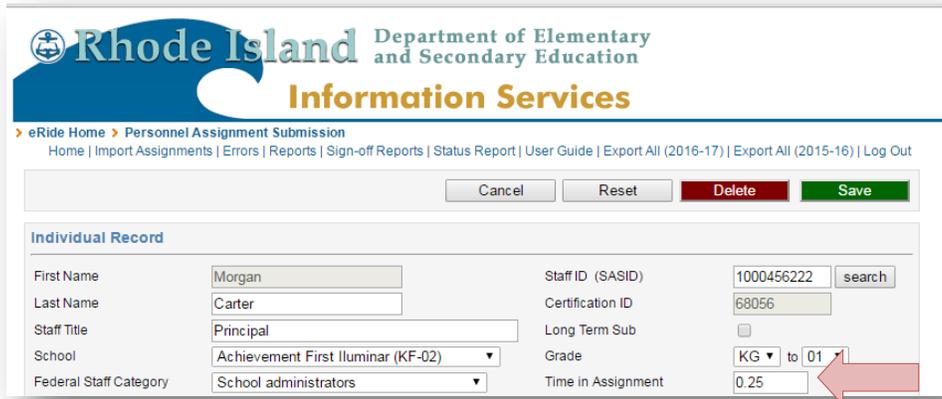
Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Cancel Reset Delete Save

Individual Record

First Name	Morgan	Staff ID (SASID)	1000456222	search
Last Name	Carter	Certification ID	68056	
Staff Title	Principal	Long Term Sub	<input type="checkbox"/>	
School	Achievement First Providence (KF-04)	Grade	KF to 03	
Federal Staff Category	School administrators	Time in Assignment	1.00	



Rhode Island Department of Elementary and Secondary Education
Information Services

eRide Home > Personnel Assignment Submission
Home | Import Assignments | Errors | Reports | Sign-off Reports | Status Report | User Guide | Export All (2016-17) | Export All (2015-16) | Log Out

Cancel Reset Delete Save

Individual Record

First Name	Morgan	Staff ID (SASID)	1000456222	search
Last Name	Carter	Certification ID	68056	
Staff Title	Principal	Long Term Sub	<input type="checkbox"/>	
School	Achievement First Illuminar (KF-02)	Grade	KG to 01	
Federal Staff Category	School administrators	Time in Assignment	0.25	

4. If you are unable to resolve any errors on this report, please contact your RIDE point person to assist you.

9: Support

Questions regarding the Personnel Data Collection (PDC) should be directed to the RIDEmap HelpDesk by entering a support ticket at <https://support.ride.ri.gov>.

Changes to this user guide

1. The majority of the images and descriptions of screens in the user guide were updated to reflect the actual screens you will use in the PAS in school year 2016-17.
2. Section [3 –Submitting Personnel Assignment Data](#) - was updated based on user issues that were encountered last year. This section now contains descriptions on how to appropriately format the upload file to prevent errors in the upload process.
3. A new section on Reports and Errors was added which describes typical errors and how they should be addressed.

10: Changes for 2016-2017 Collection

Validations

The following validations have been changed for the collection for school year 2014-2015:

1. The Federal Staff Category of Ungraded Teachers (UGTCH) has been dropped, and will no longer be available. This also means that assignments that use any of the All Grades certificates, including the Special Education certificates may need to be split by Federal Staff Category of Pre-Kindergarten Teachers (PKTCH) for assignment in grade PK, Kindergarten Teachers (KGTCH) for assignment in grade K, Elementary Teachers (ELMTCH) for assignments spanning grades 1-8, and Secondary Teachers (SECTCH) for grades spanning 9-12. This will need to be repeated for every building that the teacher is assigned to. For a detailed example, review **examples 4, 5 & 11** under [Section 13: Reporting Anomalies and Solutions](#)

Data

2. One Year assignment check box: The individual record screen now tracking assignments that are known in advance as a One-Year assignment. Having this information is an important part of RIDE's talent management continuum, and districts are now asked to report this if available

Highly Qualified

3. Based on the guidelines of the Every Student Succeeds Act (2016), Highly Qualified will no longer be tracked in the system. There all references to Highly Qualified will be retired in the Personnel Assignment Submission data collection

11: Changes for 2014-2015 Collection

Validations:

The following validations have been changed for the collection for school year 2014-2015:

1. When reporting Secondary teachers (*FedStaffCategory=Secondary Teachers*) in a Program Assignment of Career and Technical Education (*ProgramAssignment = CTE*), the TeachSubject will now require the selection of a specific CTE area that the educator is assigned. Starting with the 2014-2015 reporting year, educators who are not certified in the CTE area that matches the TeachSubject for their assignment will be flagged as 'out-of-area'.
2. When reporting the TeachSubject of World Language, the TeachSubject dropdown will now require the selection of the specific language that the educator is assigned to teach. This is applicable to ProgramAssignment of *Bilingual and Dual Education (Title III)* or ProgramAssignment of *English As a Second Language (Title III)*. Starting with the 2014-2015 reporting year, educators who are not certified in the language that matches the TeachSubject for their assignment will be flagged as 'out-of-area'

12: Changes for 2013-2014 Collection

Validations:

The following validations have been changed for the collection for school year 2013-2014:

1. The validations for the out-of-area flag will now take into account the grade ranges that teachers are assigned to. Secondary certified teachers who are in middle school assignments will be flagged as 'out-of-area' if they are assigned to a grade lower than 7. Similarly, elementary certified teachers cannot be in a middle school assignment for a grade higher than 6.
2. Educators flagged as Long Term subs and report Substitute Permit as the Cert in Use will now be flagged as 'out-of-area'

Options on the Screen:

3. For FedStaffCategory of Teachers (PreKindergarten, Kindergarten, Elementary, Secondary and Ungraded), the program assignment option of 'Non Certified Program Assignment' will no longer be available.
4. The data entry field *StateStaffID* renamed to *CertificationID*

Changes in the Upload process

5. Addition of the new column *StaffID*. This would affect anyone that uploads a spreadsheet.

13: Reporting Anomalies and Solutions

This section contains a list of frequently occurring anomalies and solutions to help users report assignments in the Personnel Assignment System (PAS).

1. Staff Title: Elementary Special Education

Example: Special Education Teacher - Grade 5 Resource Teacher (not Teacher of Record)

Data Element	Entry
Federal Staff Category	Elementary
Program Assignment	Sped
Teach Subject	Sped-EG
Certification In Use	Elementary/ Middle Special Education Teacher (11681)

2. Staff Title: Special Education Mathematics teacher

Example: Special Education teacher who is teacher of record in the content area of Mathematics

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	Special Education
Teach Subject	Special Education-Mathematics
Certification In Use	Middle/Secondary Special Education Teacher

3. Staff Title: Secondary General Science Teacher

Example: Secondary General Science Teacher – Grade 9

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	General Education
Teach Subject	SG- General Science
Certification In Use	Secondary Grades General Science Teacher (11407)

4. Staff Title: Adapted Physical Education teacher

Example: Adapted Physical Education Teacher - Grade PK-5*

Data Element	Entry
Federal Staff Category	Pre-Kindergarten Teachers
Program Assignment	Adapted Physical Education
Teach Subject	Physical Education
Certification In Use	All Grades Adapted Physical Education- (11585)
Grade	PK to PK
Time in Assignment	Divide equally between number of classes at each level
Data Element	Entry
Federal Staff Category	Kindergarten Teachers
Program Assignment	Adapted Physical Education
Teach Subject	Physical Education
Certification In Use	All Grades Adapted Physical Education- (11585)
Grade	K to K
Time in Assignment	Divide equally between number of classes at each level
Data Element	Entry
Federal Staff Category	Elementary Teachers
Program Assignment	Adapted Physical Education
Teach Subject	Physical Education
Certification In Use	All Grades Adapted Physical Education- (11585)
Grade	1 to 5
Time in Assignment	Divide equally between number of classes at each level

*This process will need to be repeated for each building that the itinerant teacher works in

5. Staff Title: Secondary Grades Health Teacher

Example: Health teacher – Grade 7-12*

Data Element	Entry
Federal Staff Category	Elementary Teachers
Program Assignment	General Education
Teach Subject	Health
Certification In Use	All Grades Health Teacher (11504)
Grade	7 to 8
Time in Assignment	Divide equally between number of classes at
Data Element	Entry
Federal Staff Category	Secondary Teachers
Program Assignment	General Education
Teach Subject	Health
Certification In Use	All Grades Health Teacher (11504)
Grade	9 to 12
Time in Assignment	Divide equally between number of classes at

*This process will need to be repeated for each building that the itinerant teacher works in

6. Staff Title: Severe Intellectual Disability Teacher

Example: Self-contained Severe Intellectual Disability Classroom - Grade 8

Data Element	Entry
Federal Staff Category	Elementary Teachers
Program Assignment	Severe Intellectual Disability
Teach Subject	Special Education - MG
Certification In Use	All Grades Special Education- Severe Intellectual Disability 11584

7. Staff Title: Career and Technical Education Teacher

Example: Career and Technical Teacher- Carpentry grades 9-12

Data Element	Entry
Federal Staff Category	Secondary Teachers
Program Assignment	Career and Technical Education
Teach Subject	NA
Certification In Use	Secondary Grades Career and Technical Education(11404)

8. Staff Title: Elementary ESL teacher

Example: English as a Second Language Teacher grades 3-5

Data Element	Entry
Federal Staff Category	Elementary Teacher
Program Assignment	English as a Second Language (Title III)
Teach Subject	English as a Second Language-EG
Certification In Use	Elementary English as a Second Language Teacher (11292)

9. Staff Title: Secondary Bilingual Teacher

Example: Bilingual Teacher grades 9-12

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	Bilingual Dual Language
Teach Subject	Bilingual-SG
Certification In Use	Secondary Bilingual Dual Language (11491)

10. Staff Title: Secondary Computer Teacher

Example: Educator teaching computers to grades 9-12 students

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	General Education
Teach Subject	Computer
Certification In Use	Any Rhode Island Certificate Area

11. Staff Title: English as a Second Language Specialist

Example: ESL Specialist PK-5

Data Element	Entry
Federal Staff Category	Pre-Kindergarten Teachers
Program Assignment	English as a Second Language (Title III)
Teach Subject	ESL Specialist
Certification In Use	All Grades ESL Specialist (11593)
Grade	PK to PK
Time in Assignment	Divide equally between number of classes at
Data Element	Entry
Federal Staff Category	Kindergarten Teachers
Program Assignment	English as a Second Language (Title III)
Teach Subject	ESL Specialist
Certification In Use	All Grades ESL Specialist (11593)
Grade	K to K
Time in Assignment	Divide equally between number of classes at
Data Element	Entry
Federal Staff Category	Elementary Teachers
Program Assignment	English as a Second Language (Title III)
Teach Subject	ESL Specialist
Certification In Use	All Grades ESL Specialist (11593)
Grade	1 to 5
Time in Assignment	Divide equally between number of classes at

12. Staff Title: Secondary English as a Second Language teacher

Example: Secondary ESL English teacher - Grade 10

Data Element	Entry
Federal Staff Category	Secondary Teacher
Program Assignment	English as a Second Language (Title III)
Teach Subject	Secondary Grades-ESL
Certification In Use	Secondary Grades English as a Second Language (11492)

13. Staff Title: Athletic Coach

Example: High school soccer coach, Middle School baseball coach

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Athletic Coach
Teach Subject	N/A
Certification In Use	Athletic Coach Permit

14. Staff Title: Instructional Coordinator/Supervisor

Example: District Supervisor of Science, District Supervisor of Mathematics

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	Supervisor (in the relevant content area)
Teach Subject	N/A
Certification In Use	Any relevant content certificate

15. Staff Title: Department Head

Example: Building English Department Chair

Data Element	Entry
Federal Staff Category	School Administrators
Program Assignment	Department Chairperson (new in 2014)
Teach Subject	N/A
Certification In Use	Any teaching certificate

16. Staff Title: ELL Director/ Coordinator

Example: Director English language Learners

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	English as a Second Language (Title III)
Teach Subject	N/A
Certification In Use	Any Bilingual Dual Language or English as a Second Language certificates (11191,11291,11391,11491,11591,11593, 11192, 11292, 11392, 11492, 11592, 91494)

17. Staff Title: Executive Director

Example: Executive Director of Zone 2

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

18. Staff Title: Executive Director

Example: Director of CTE Schools

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

19. Staff Title: Dean of Students

Example: Dean of Students

Data Element	Entry
Federal Staff Category	School Administrators
Program Assignment	Dean of Students
Teach Subject	NA
Certification In Use	Any certificate area

20. Staff Title: PBIS Coordinator

Example: PBIS Coordinator at a Middle School

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	PBIS Coordinator
Teach Subject	N/A
Certification In Use	Any certificate area

21. Staff Title: Director of Performance Management

Example: Executive Director of Performance Management

Data Element	Entry
Federal Staff Category	LEA Administrator
Program Assignment	Other LEA Administrator
Teach Subject	N/A
Certification In Use	Any certificate area

22. Staff Title: Director Special Education

Example: Director Special Services/Special Education

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Administrator of Special Education
Teach Subject	NA
Certification In Use	District Level Administrator Special Education(12012) Administrator of Special Education(12014)

23. Staff Title: Curriculum Director

Example: Executive Director of Curriculum

Data Element	Entry
Federal Staff Category	Instructional Coordinator and Supervisors
Program Assignment	Administrator of Curriculum
Teach Subject	NA
Certification In Use	District Level Administrator-Curriculum, Instruction, and Assessment(12011) Administrator of Curriculum and Instruction (12013)

24. Staff Title: Chief Performance Officer

Example: Chief Secondary Performance officer/ Chief Elementary Performance Officer

Data Element	Entry
Federal Staff Category	LEA Administrators
Program Assignment	Other-LEA Administrators
Teach Subject	NA
Certification In Use	Any certificate

25. Staff Title: Director of Professional Development

Example: Director of Professional Learning

Data Element	Entry
Federal Staff Category	Instructional Coordinators and Supervisors to Staff
Program Assignment	Professional Development and Learning
Teach Subject	N/A
Certification In Use	Any certificate area

14: Special Education Related Service Personnel

Updated Feb 2015

As of February 2015, the following changes have been made to the 2014-15 PAS collection.

A. For Certified Staff

1. The dropdown for Special Education Related Service Personnel is now enabled when one of the following Program Assignments is selected: Speech and Language Pathologist, School Counselor, Psychologist, Social Worker, School Nurse Teacher, or Adapted Physical Education.

B. For Non-Certified Staff

1. An option for "Special Education Related Service Provider" has been added to the listing of Teach Subject when the Program Assignment = "Non-Certified Program Assignment".
2. The dropdown for Special Education Related Service Provider is now enabled when Teach Subject = "Special Education Related Service Provider".

C. Reporting

1. When Program Assignment for Certified Staff is one of the following:
 - a. Speech and Language Pathologist
 - b. School Counselor
 - c. Psychologist
 - d. Social Worker
 - e. School Nurse Teacher
 - f. Adapted Physical Education

then the Special Education Related Service Personnel field is required.

2. When Teach Subject = "Special Education Related Service Provider", then Special Education Related Service Personnel is required.

15: Reporting Special Education Related Service Personnel

15.1 For Certified Staff

1. Staff Title: **School Counselor**

Data Element	Entry
Federal Staff Category	Elementary School counselors, Secondary school counselors or School counselors
Program Assignment	School Counselor
Teach Subject	NA
Special Ed Related Service Personnel	School Counselor

2. Staff Title: **School Nurse Teacher**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	School Nurse Teacher
Teach Subject	NA
Special Ed Related Service Personnel	School Nurse Teacher

3. Staff Title: **School Psychologist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	School Psychologist
Teach Subject	NA
Special Ed Related Service Personnel	School Psychologist

4. Staff Title: **School Social Worker**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	School Social Worker
Teach Subject	NA
Special Ed Related Service Personnel	School Social Worker

5. Staff Title: **Speech and Language Pathologist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Speech and Language Pathologist
Teach Subject	NA
Special Ed Related Service Personnel	Speech & Language Pathologist

15.2: For Non-Certified Staff

1. Staff Title: **Audiologist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Audiologist

2. Staff Title: **Interpreter of Deaf or Hard of Hearing**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Interpreter

3. Staff Title: **Medical Nursing Staff**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Can be either Medical Service Staff (Certified Nursing Assistant) OR Nursing Service Staff

4. Staff Title: **Occupational Therapist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Occupational Therapist

5. Staff Title: **Orientation and Mobility Specialists**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Orientation and Mobility Specialists

6. Staff Title: **Physical Therapist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Physical Therapist

7. Staff Title: **Recreation and Therapeutic Specialist**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Recreation and Therapeutic Specialist

8. Staff Title: **Rehabilitation Counselor**

Data Element	Entry
Federal Staff Category	Student Support Services Staff
Program Assignment	Non-Certified Program Assignment
Teach Subject	Special Ed Related Service Provider
Special Ed Related Service Personnel	Rehabilitation Counselor

16: Frequently Asked Questions

Name Change

1. For instance, an educator that recently changed their last name but did not report the name change to RIDE. The certification system has the educator listed as Jane Doe with id #1234 and the LEA submitted the educator as Jane Smith with id #1234. The PDC will not prevent the submission with this educator but will warn the user.
2. However, **the PDC will not allow submission with errors**. If the LEA submits Jane Doe with id #5678 instead of id#1234, the PDC will not accept the submission with this error.

17: Reference Documentation

Federal Staff Category

The mapping of Certification Area types, instructional and non-instructional staff types to Federal definition of staff.

Federal Staff Category
Pre-Kindergarten Teachers
All Early Childhood and Elementary Teachers serving students in Pre-k:
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English as a Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
Kindergarten Teachers
All Early Childhood and Elementary Teachers teaching Kindergarten:
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English as a Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
Elementary Teachers
All Early Childhood Teachers teaching Grade 1 to 2
11101-Early Childhood Education Teacher
11181-Early Childhood Special Education Teacher
11191-Early Childhood Bilingual and Dual Education Teacher
11192-Early Childhood English-as-a-Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
91005-Elementary, Grades K-6
All Elementary Teachers teaching Grades 1 to 6
11201-Elementary Education Teacher
11291-Elementary Bilingual and Dual Education Teacher
11292-Elementary English-as-a-Second Language Education Teacher
11681-Elementary/Middle Special Education Teacher K-8
11281-Elementary Special Education Teacher
91005-Elementary, Grades K-6
All Middle Grades Teachers teaching Grades 5 to 8
11301-Middle Grades English Teacher
11331-Middle Grades English Teacher Elementary Extension
11341-Middle Grades English Teacher Secondary Extension
11302-Middle Grades Mathematics Teacher
11332-Middle Grades Mathematics Teacher Elementary Extension
11342-Middle Grades Mathematics Teacher Secondary Extension
11303-Middle Grades Science Teacher
11333-Middle Grades Science Teacher Elementary Extension
11343-Middle Grades Science Teacher Secondary Extension
11304-Middle Grades Social Studies Teacher
11334-Middle Grades Social Studies Teacher Elementary Extension
11344-Middle Grades Social Studies Teacher Secondary Extension
11305-Middle Grades World Language
11335-Middle Grades World Language Teacher Elementary Extension
11345-Middle Grades World Language Secondary Extension
11391-Middle Grades Bilingual and Dual Language Education Teacher
11392-Middle Grades English as a Second Language Education Teacher,
11681-Elementary/Middle Special Education Teacher K-8
11781-Middle/Secondary Special Education Teacher
11381-Middle Grades Special Education Teacher

Federal Staff Category
91002-Lower MS Endorsement, Gr 5-6
91005-Elementary, Grades K-6
All Secondary Grades Teachers teaching Grades 7 to 8
11401-Secondary Grades Agriculture Teacher
11402-Secondary Grades Biology Teacher
11403-Secondary Grades Business Education Teacher
11404-Secondary Grades Career and Technical Education Teacher
11405-Secondary Grades Chemistry Teacher
11406-Secondary Grades English Teacher
11407-Secondary Grades General Science Teacher
11408-Secondary Grades Mathematics Teacher
11409-Secondary Grades Physics Teacher
11410-Secondary Grades Social Studies Teacher
11491-Secondary Grades Bilingual and Dual Language Education Teacher
11492-Secondary Grades English as a Second Language Teacher
11481-Secondary Special Education Teacher
11781Middle/Secondary Special Education Teacher
11411-Secondary Grades World Language Teacher-Spanish
Secondary Teachers
All Secondary Grades Teachers teaching Grades 9 to 12
11401-Secondary Grades Agriculture Teacher
11402-Secondary Grades Biology Teacher
11403-Secondary Grades Business Education Teacher
11404-Secondary Grades Career and Technical Education Teacher
11405-Secondary Grades Chemistry Teacher
11406-Secondary Grades English Teacher
11407-Secondary Grades General Science Teacher
11408-Secondary Grades Mathematics Teacher
11409-Secondary Grades Physics Teacher
11410-Secondary Grades Social Studies Teacher
11491-Secondary Grades Bilingual and Dual Language Education Teacher
11492-Secondary Grades English as a Second Language Teacher
11481-Secondary Special Education Teacher
11781Middle/Secondary Special Education Teacher
11411-Secondary Grades World Language Teacher-Spanish
91004-Audio-Visual Communications Technology
91006-Fashion Merchandising
91007-Marine Occupations
91440-Secondary Computer Science
91441-Secondary Earth Science
91442-Secondary Grades
11781-Middle/Secondary Special Teacher, Gr 9-12
91444-Secondary Philosophy
91445-Secondary Physical Sciences
91446-Secondary Psychology
91447-Secondary Sciences
Ungraded Teachers: This option for FedStaffCategory has been retired. Please use the appropriate FedStaffCategory for the grade level of the assignment. Be sure to report the educator in more than one FedStaffCategory if applicable.
Following All Grades Teachers:
11585-All Grades Adapted Physical Education Teacher
11501-All Grades Art Teacher
11502-All Grades Dance Teacher
11503-All Grades Family and Consumer Science Teacher
11504-All Grades Health Teacher
11506-All Grades Music Teacher
11507-All Grades Physical Education Teacher
11508-All Grades School Nurse Teacher
11509-All Grades Technology Education Teacher

Federal Staff Category
11510-All Grades Theatre Teacher
11582-All Grades Special Education – Deaf and Hard of Hearing
11583-All Grades Special Education – Visually Impaired
11584-All Grades Special Education – Severe Intellectual Disability
11591-All Grades Bilingual and Dual Language Education Teacher
11592-All Grades English as a Second Language Teacher
11593-All Grades English as a Second Language Specialist
91001-Critic Teacher
91003-Media Communications
91008-Physically Impaired/Multi-Disabled
91443-Sensory Impaired Multi-Disabled
91448-Content ESL
Paraprofessional/instructional aides: Staff members assigned to a teacher with routine activities associated w/ teaching. Monitoring, conducting rote exercises, operating equipment and clerking
Elementary School counselors: School Counselors in Elementary and Middle Schools- (Grades Pre k to 8)
13001-School Counselor
Secondary School counselors: School Counselors in Secondary Schools- (Grades 9 to 12)
13001-School Counselor
School counselors: Guidance Supervisors and Directors, School Counselors supporting Grades K to 12
13001-School Counselor
Librarians/media specialists: Library Media Teachers
11506-All Grades Library Media Teacher
Library/media support staff: Library Media Support (non-certified professionals)
LEA administrators
12011-District Level Administrator – Curriculum, Instruction, and Assessment* (Assistant Superintendent)
12012-District Level Administrator Special Education*(effective 1/1/2015)
12013-Administrator of Curriculum and Instruction
12014-Administrator of Special Education
12015- School Business Administrator
12016- Superintendent of Schools
Assistant Superintendents
95041-Art Supervisor
95042-Guidance Supervisor
95043-Health Supervisor
95044-Home Economics Supervisor
95045-Library Supervisor
95046-Music Supervisor
95047-Physical Education Supervisor
95048-Reading Supervisor
Additional Non-Certified Staff
Deputies
Chief of Staff
Accountants
Auditors
Facilities Managers
Human Resource Staff
Technology & Information System Administrators
Supervisors of Transportation
Food Services Supervisor
Security
LEA administrative support staff:
a) Direct clerical/office support to LEA administrators
b) Paraprofessionals providing clerical/office support to School administrators
School administrators: Principal, Assistant Principals, Dean of Students, Department Chairperson
12001-Building Level Administrator, Grades PK-12
School administrative support staff
a) Direct clerical/office support to School administrators
b) Paraprofessionals providing clerical/office support to School administrators

Federal Staff Category
Student support services staff
Athletic Coaches, Advisors & Trainers
Attendance officers
Audiologists
Counselors and rehabilitation counselors
English as a Second Language Specialist/Consultant
Interpreters
Mathematics Specialist/Consultant
Occupational Therapists
Orientation and mobility specialists
Other Medical Staff
Physical Education Teachers, Recreation and Therapeutic Specialists
Physical Therapists
13011-Reading Specialist/Consultant
13002-School Psychologist
13003-School Social Worker
13004-Speech & Language Pathologist
95001-Home Visitor (Attendance)
All Other Support Staff
Plant and Equipment Workers
Bus Drivers
School Security
School food service workers
Instructional Coordinators and Supervisors to the Staff
Coordinators/Supervisors of Audiovisual Services
Curriculum Coordinators/Supervisors
Home Economics Supervisor
Gifted & Talented Coordinator
Induction Coach
In-Service Training Staff/Teacher Mentors
Literacy Coach
Mathematics Coach
PBGR Coordinators
Supervisor of Computer Assisted Instruction
Supervisor of Educational Television
Title I Coordinator

Teach Subject

List of valid Subjects

Teach Subject	Certificate Areas that qualify:
Agriculture	11401-Secondary Grades Agriculture Teacher, Grades 7-12
Arts	11501-All Grades Art Teacher, Grades PK-12
Art Supervisor	95041-Art Supervisor
Biology	11402-Secondary Grades Biology Teacher, Grades 7-12
Bilingual-AG	11591-All Grades Bilingual and Dual Language Education Teacher, Grades PK-12
Bilingual-EC	11191-Early Childhood Bilingual and Dual Language Education Teacher, Grades PK-2
Bilingual-EC-K Only	91005-Teacher Of Elementary, Grades K-6
Bilingual-EG	11291-Elementary Bilingual and Dual Language Education Teacher, Grades 1-6
Bilingual-MG	11391-Middle Grades Bilingual and Dual Language Education Teacher, Grades 5-8
Bilingual-SG	11491-Secondary Grades Bilingual and Dual Language Education Teacher, Grades 7-12
Business Education	11403-Secondary Grades Business Education Teacher, Grades 7-12
Career and Technical Education	11404-Secondary Grades Career and Technical Education Teacher, Grades 7-12
Chemistry	11405-Secondary Grades Chemistry Teacher, Grades 7-12
Computer	Any Teaching Certificate
Critic	91001-Critic Teacher
Dance	11502-All Grades Dance Teacher, Grades PK-12
Early Childhood Education, PK-2	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2, ELA	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood, PK-2 Math	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2 Science	11101-Early Childhood Education Teacher, Grades PK-2
Early Childhood PK-2 Social Studies	11101-Early Childhood Education Teacher, Grades PK-2
Elementary Education ,1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary ELA, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Math, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Science, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
Elementary Social Studies, 1-6	11201-Elementary Education Teacher, Grades 1-6 OR 91005-Teacher Of Elementary, Grades K-6
English as a Second Language AG	11592-All Grades English as a Second Language Education Teacher, Grades PK-12 OR 91494-Content ESL
English as a Second Language-EC	11192-Early Childhood English as a Second Language Education Teacher, Grades PK-2 OR 91494-Content ESL
English as a Second Language-EG	11292-Elementary English as a Second Language Education Teacher, Grades 1-6* or 91494-Content ESL
English as a Second Language-MG	11392-Middle Grades English as a Second Language Education Teacher, Grades 5-8 OR 91494-Content ESL
English as a Second Language-SG	11492-Secondary Grades English as a Second Language Teacher, Grades 7-12 OR 91494-Content ESL
ESL-Specialist	11593-All Grades English as a Second Language Specialist, Grades PK-12
Family Consumer Science	11503-11503All Grades Family and Consumer Science Teacher, Grades PK-12
General Science	11407-Secondary Grades General Science Teacher, Grades 7-12
Guidance Supervisor	95042-Guidance Supervisor
Health	11504-All Grades Health Teacher, Grades PK-12
Health-School Nurse	11509-All Grades School Nurse Teacher, Grades PK-12
Health Supervisor	95043-Health Supervisor
Home Economics Supervisor	95044-Home Economics Supervisor
Library Media	11505-All Grades Library Media Teacher, Grades PK-12
Library Supervisor	95045-Library Supervisor
Media Communication	91003-Media Communications
MG-Math	11302-Middle Grades Mathematics Teacher, Grades 5-8 OR 11332-Middle Grades Mathematics Teacher Elementary Extension, Grades 5-8*OR 11342

Teach Subject	Certificate Areas that qualify:
MG-ELA	11301-Middle Grades English Teacher, Grades 5-8 OR 11331-Middle Grades English Teacher Elementary Extension, Grades 5-8 OR 11341-Middle Grades English Teacher Secondary Extension, Grades 5-8
MG- Science	11303-Middle Grades Science Teacher, Grades 5-8 OR 11333-Middle Grades Science Teacher Elementary Extension, Grades 5-8 OR 11343-Middle Grades Science Teacher Secondary Extension, Grades 5-8*
MG-Social Studies	11304-Middle Grades Social Studies Teacher, Grades 5-8 OR 11334-Middle Grades Social Studies Teacher Elementary Extension, Grades 5-8 OR 11344-Middle Grades Social Studies Teacher Secondary Extension, Grades 5-8
MG-World Language	11305-Middle Grades World Language Teacher, Grades 5-8 OR 11335-Middle Grades World Language Teacher Elementary Extension OR 11345-Middle Grades World Language Teacher Secondary Extension
Music	11506-All Grades Music Teacher, Grades PK-12
Music Supervisor	95046-Music Supervisor
Physical Education	11507-All Grades Physical Education Teacher, Grades PK-12
Physical Education Supervisor	95047-Physical Education Supervisor
Physics	11409-Secondary Grades Physics Teacher, Grades 7-12
Reading Supervisor	95048-Reading Supervisor
SG-Computer Science	91440-Teacher Of Secondary Computer Science
SG-Earth Science	91441-Teacher Of Secondary Earth Science
SG-ELA	11406-Secondary Grades English Teacher, Grades 7-12
SG-Math	11408-Secondary Grades Mathematics Teacher, Grades 7-12
SG-Philosophy	91444-Teacher Of Secondary Philosophy
SG-Physical Sciences	91445-Teacher Of Secondary Physical Sciences
SG-Psychology	91446-Teacher Of Secondary Psychology
SG-Sciences	91447-Teacher Of The Secondary Sciences
SG-Social Studies	11410- Secondary Grades Social Studies Teacher, Grades 7-12
SG-World Language	11411-Secondary Grades World Language Teacher, Grades 7-12
Special Education-EC	11181-Early Childhood Special Education Teacher, Birth through Grade 2 AND 11101-Early Childhood Education Teacher, Grades PK-2
Special Education-EG	11681-Elementary/Middle Special Education Teacher, Grades K-8
Special Education-MG	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12
Special Education-SG	11781-Middle/Secondary Special Education Teacher, Grades 7-12
Special Education-Arts	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in the Arts.
Special Education-Biology	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Biology.
Special Education-Chemistry	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Chemistry.
Special Education-English	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in English.
Special Education-General Science	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in General Science.
Special Education-Physics	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Physics.
Special Education-Mathematics	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Mathematics.
Special Education-Reading	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Reading.

Teach Subject	Certificate Areas that qualify:
Special Education-Science	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Science.
Special Education-Social Studies	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in Social Studies.
Special Education-World Language	11681-Elementary/Middle Special Education Teacher, Grades K-8 OR 11781-Middle/Secondary Special Education Teacher, Grades 7-12. Must be highly qualified in World Language.
Technology Education	11509-All Grades Technology Education Teacher, Grades PK-12
Theatre	11510-All Grades Theatre Teacher, Grades PK-12