

**FALL 2011**

**PARAPROFESSIONAL and**

**CLASSIFIED STAFF ACCOUNTING**

**DATA COLLECTION**

**HANDBOOK**

**FOR SCHOOLS AND DISTRICTS**



**Due Date: October 15, 2011**

# Table of Contents

<b>Para/Classified Staff Accounting Dates .....</b>	<b>3</b>
<b>2011-2012 Changes.....</b>	<b>4</b>
<b>Instructions.....</b>	<b>5</b>
<b>General Information .....</b>	<b>6</b>
<b>Data Elements.....</b>	<b>7</b>
<b>Record Layout .....</b>	<b>13</b>
<b>Appendix A: District and School Numbers .....</b>	<b>14</b>
<b>Appendix B: Race/Ethnicity Definitions and Guidance .....</b>	<b>26</b>
<b>New Race/Ethnicity Codes - EED Guidance.....</b>	<b>27</b>
<b>Appendix C: State Report Manager (SRM) System Submission Process.....</b>	<b>28</b>
<b>Appendix D: State Report Manager (SRM) System Validation Rules .....</b>	<b>33</b>

## Para/Classified Staff Accounting Dates

### Staff Accounting Data Audio-Conferences:

Tuesday, September 6, 2011      10:30 am - 11:30 pm  
Thursday, September 8, 2011      3:00 pm – 4:00 pm

Call in number: 1-800-315-6338  
Participant access code: 8418

### Staff Accounting Data Multiple Submission Schedule:

#### Submission I: October Paraprofessional/Classified Data Collection

September 1-4      Requesting district contacts will be emailed Para/Classified staff data templates.  
October 8      Preferred early data return to the department for adjustment and cleaning.  
October 11      Unofficial data status email sent to district contacts.  
October 15      Completed staffing data must be cleaned AND submitted to the department.  
October 19      Late/Unclean data notification will be sent to district contact, superintendent and Teacher Certification Administrator.

#### Submission II: April NHQ Teacher Data Collection

April 1      A Not Highly Qualified (NHQ) Teacher Data Template will be emailed to all district contacts.  
May 1      The Updated NHQ Teacher Data Template must be cleaned AND submitted to the department. This data includes: updated NHQ teacher statuses, teachers with new core teaching assignments, new teachers with core assignments and teachers no longer employed.  
May 2      Late/Unclean data notification sent to the Director of Assessments and Accountability.

**Missing Submission I (Certificated & Para/Classified data) or II (NHQ data) date deadlines may result in noncompliance under Title IA and IIA under state law.**

## 2011-2012 Changes

(New and changed elements and codes are in green.)

New Elements: None

New Element Code Changes: None

Reporting Changes: None

Other Changes: None

### **For further information, contact:**

Tim Workman, Research Analyst II  
Department of Education & Early Development  
Telephone: (907) 465-8579  
FAX: (907) 465-8400  
Email: [tim.workman@alaska.gov](mailto:tim.workman@alaska.gov)

## Instructions

1. Submit the data elements defined in this data dictionary for all paraprofessional and classified employees (employees **not included** in the Certificated Staff Accounting data) through the State Report Manager (SRM) at <https://srm.eed.state.ak.us/srm/unprotected/welcome.do>. Paraprofessional and classified staff include: instructional and non-instructional paraprofessionals/aides; administrative support staff; officials and administrators; school administrative support staff; classified nurses and all other support services staff.

A template can be **requested** by emailing [tim.workman@alaska.gov](mailto:tim.workman@alaska.gov). The template is an Excel spreadsheet pre-populated with all the data reported the previous year. Any new fields will have a column heading, but no data. If your personnel records are in a database that you query to gather the requested information, this spreadsheet will act as a template for your final report. If you hand enter the data into the report each year, this spreadsheet is updateable and should be used as a starting place for your final report.

To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have the following preferred file format options for reporting data:

- Tab-delimited (.TXT)
- Comma-separated (.CSV)

*For further instructions on submitting through SRM, please see [Appendix C](#).*

2. After the completed data file is submitted, you will then receive a Validation Summary Report that lists errors that need to be corrected and warnings where verification is needed. Make corrections in file. *For list of validation rules and error message details, please see [Appendix D](#).*
3. Resubmit file with corrections through SRM or to Alaska Department of Education and Early Development (EED). Repeat steps 1 & 2 until no more errors.
4. Certify/verify that file is accurate through SRM.

**Clean data is due by October 15<sup>th</sup> of each year.** Districts that have not submitted complete clean data will be included in an official notification to the Teacher Certification Administrator. An unofficial email will be sent to all district contacts at least one week before the official notification to the administrator. District contacts are expected to monitor the completion status of their data submittal and insure that the department has correct district contact information.

**Note:** The State Report Manager (SRM) is an online automated data collection process where you will upload your file and receive immediate data validation.

## General Information

**All paraprofessional & classified employees employed by the district as of October 1 must be included in this report.** This report is updated annually and is due to EED by October 15 of each year.

Information provided in this report is included in the No Child Left Behind report and Consolidated State Performance Report to the U.S. Department of Education. (AS 14.50.080) The data is also used in many statistical reports, including the Alaska's Public School Districts' Report Card to the Public, the federal Common Core of Data, the federal Special Education Personnel report, requests from the legislature and other special requests from state agencies.

After all errors are corrected, any warnings on the Validation Summary Report will need to be certified that file is accurate by a district representative through SRM.

### **Adding, Changing Schools, or Deleting Staff Members on Template**

#### *Addition of new staff members*

If you need to add new staff members, insert rows on the spreadsheet under the appropriate school and enter the information for the new staff. **Please include all data elements on each new staff member.**

#### *Addition of new job or teaching assignment*

If listed staff member has a new job, insert new record and remove/delete old record from the spreadsheet or overwrite old data in record making sure all data elements are updated appropriately.

#### *Changing staff members from one school to another*

If you need to move staff members from one school to another, cut the data from the old school and paste the information under the appropriate school on a new line. Make sure to include all data elements.

#### *Deleting staff members from district*

If a listed staff member no longer works in your district, is on sabbatical or on leave for the entire year, remove his/her name from the spreadsheet by deleting all his/her information.

### **Staff on Sabbatical or Leave of Absence**

Staff on sabbatical or leave of absence for the full school year **should not** be included in the Paraprofessional/Classified Staff Accounting Data Collection.

Staff on long-term but not full year leave (such as a maternity leave) should not be reported in the Paraprofessional/Classified Staff Accounting Data Collection if not working on October 1, 2010.

## Data Elements

Status	Field #	Element Name						
Required	1	<p><b>District Number</b></p> <p>Unique district state ID number</p>						
Required	2	<p><b>School Number</b></p> <p>Unique school code as assigned by EED. If a staff member works at more than one school, list them in <b>each</b> appropriate school with the <b>corresponding FTE</b> (his/her total FTE may not be greater than 100).  <b>Note:</b> If you are using the template and your district has your own school number system, <b>do not change</b> the school numbers in the template. The department requires the state assigned school numbers. If you have a new school, contact EED to obtain a new school number for that institution. <i>See <a href="#">Appendix A</a> for the state school numbers.</i></p>						
Required	3	<p><b>Last Name</b></p> <p>Employee’s last name. Remove all commas, asterisks and parentheses. Hyphens are permissible.</p>						
Required	4	<p><b>First Name</b></p> <p>Employee’s first name. Remove all commas, asterisks and parentheses.</p>						
Optional	5	<p><b>Middle Name</b></p> <p>Employee’s middle name or middle initial. Remove all commas, asterisks, and parentheses.</p>						
Required	6	<p><b>SSN</b></p> <p>Employee’s social security number. No dashes.</p>						
Required	7	<p><b>Birth Date</b></p> <p>Employee’s date of birth.            Format: MM/DD/YY or MM/DD/YYYY</p>						
Required	8	<p><b>Gender</b></p> <p>Employee’s Gender.</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Code</u></th> <th style="text-align: left;"><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>M</td> <td>Male</td> </tr> <tr> <td>F</td> <td>Female</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	M	Male	F	Female
<u>Code</u>	<u>Description</u>							
M	Male							
F	Female							
Required	9	<p><b>Race or Ethnicity</b></p>						

Racial or ethnic background of the employee.

<u>Code</u>	<u>Description</u>
1	White (Caucasian)
2	African American
3	Hispanic
4	Asian
5	American Indian
6	Alaska Native
7	Two or more races
8	Native Hawaiian or Pacific Islander

See Appendix B for race/ethnicity definitions.

Required 10 **Date of Hire**

First date this employee was hired as a paraprofessional. This is required for paraprofessionals only.

Format: MM/DD/YY or MM/DD/YYYY

Required 11 **Job Responsibility**

Code indicating the primary job responsibility using the following:

**Paraprofessional Codes:**

<u>Code</u>	<u>Description</u>
I	Instructional – includes those who 1) provide 1-1 tutoring, 2) assist with classroom management, such as organizing instructional materials, 3) provide instructional assistance in a computer lab, 4) conduct parent involvement activities, 5) provide instructional support in a library or media center, 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.
C	Computer – provides non-instructional assistance in a computer lab.
P	Parental involvement – only conducts parental involvement activities.
L	Library – provides non-instructional support in a library or media center.
T	Translator – acts solely as an English/Non-English language translator.
S	SPED Interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.
A	SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides <b>do not</b> perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.

**Classified Codes:**

<u>Code</u>	<u>Description</u>
AS	Administrative Support Staff – include all district office staff that provides direct support to official and administrators including business office support and data processing. These staff members work primarily in central offices.
OA	Officials and Administrators – include any administrator not included in the Certificated Staff Accounting who has districtwide responsibilities such as business managers and coordinators.
SS	Includes any staff member whose activities are concerned with support of the teaching and administrative duties. These staff members work primarily in individual schools and include staff in the office of the principal or department chairpersons, other clerical staff and secretaries.
OS	Includes any staff member on the payroll not reported in any other category, such as playground aides, bus drivers, cooks, lunchroom monitors, janitors if staff members, etc.
CN	Classified Nurse – plans policies, standards, and objectives of school health program, in cooperation with medical authority and administrative school personnel. Participates in medical examinations, and reviews findings to evaluate health status of pupils and progress of program; Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations and maintains health records of students.

Required 12 **Hired for SPED**

Used to determine if this employee is a **Classified Nurses (CN)** and was **employed or contracted to provide special education and related services**. Report an 'X' if the employee is not a classified nurse. If the employee is a classified nurse and just happens to provide some services to special education students, report N(No). If the employee is a classified nurse and was **specifically employed or contracted** to provide special education and related services and just happens to have non-special education students, report Y(Yes).

<u>Code</u>	<u>Descriptions</u>
Y	Yes, this nurse was employed or contracted to provide SPED or related services.
N	No, this nurse was not employed or contracted to provide SPED or related services.
X	This employee is not a classified nurse.

Required 13 **Title I**

This is used to identify if this person is a Title I instructional paraprofessional. A Title I instructional paraprofessional is any paraprofessional being paid with Title I Part A funds or any instructional paraprofessional working in a school with a SCHOOLWIDE Title I program.

Y	Yes
N	No
X	Not applicable (is not an instructional paraprofessional or is a classified employee)

- Required 14 **Title I Date of Hire**
- Used to identify the date this instructional paraprofessional employee was hired into a Title I program. This may or may not be the same date as the Date of Hire as a paraprofessional. If this person is not Title I, leave this blank.  
Format: MM/DD/YY or MM/DD/YYYY
- Required 15 **High School Diploma**
- This is used to identify if this Title I instructional paraprofessionals has a high school diploma or a recognized equivalent (such as a GED).
- | <u>Code</u> | <u>Description</u>   |
|-------------|--|
| Y           | Yes  |
| N           | No   |
| X           | Not applicable (is not a Title I instructional paraprofessional) |
- Required 16 **SPED Aide**
- Is this paraprofessional a special education aide?
- | <u>Code</u> | <u>Description</u>   |
|-------------|--|
| Y           | Yes  |
| N           | No   |
| X           | Not applicable (is not a paraprofessional or is a classified employee) |
- Required 17 **SPED Aide 3-5**
- Does this special education aide paraprofessional work primarily with 3-5 year olds?
- | <u>Code</u> | <u>Description</u>   |
|-------------|--|
| Y           | Yes  |
| N           | No   |
| X           | Not applicable (is a classified employee OR is not a Special Education Aide) |
- Required 18 **Minimum Qualifications**
- Used for Title I instructional paraprofessionals to identify the minimum qualifications met using the following codes:
- | <u>Code</u> | <u>Description</u>  |
|-------------|---|
| 1           | Holds an Associate's degree (or higher)   |
| 2           | Has earned two years of college credit (48 semester hour credits)                         |
| 3           | Has passed the HELP or Paraprofessional test and the Paraprofessional Standards Checklist |
| 5           | None of above   |
| X           | Not applicable/ Not Title I paraprofessional  |
- Required 19 **Full-Time Equivalent (FTE)**

This is the FTE for each individual reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full time staff member and an FTE of 50 is a half-time staff. **The total FTE for the Classified, Certified and Paraprofessional Staff Accounting should equal your district's total payroll FTE.** If they work at more than one site, they will have an entry for each site with a corresponding FTE.

Example:

District ID	School Number	Last Name	First Name	MI	SSN	Date of Hire	Job Responsibility	FTE
58	580010	Adams	Mary	J	123-45-6789	1/5/99	I	25
58	580020	Adams	Mary	J	123-45-6789	1/5/99	I	25
58	580040	Adams	Mary	J	123-45-6789	1/5/99	L	50

Required 20 **Federally Funded FTE**

This is the federal funding source, if applicable, for the FTE for this position:

**Note:**

If part of the FTE for the position is funded through one of these programs and part is not, report each FTE funded portion separately.

- 1 Title I-A, targeted assistance program (do not include positions funded in a Title I-A schoolwide program)
- 2 Title II-A, teacher & principal training & class-size reduction
- 3 Title III-A, language instruction for limited English proficient students
- 4 Title IV-A, safe & drug free schools
- 5 Title I-C, services to migrant education students or program
- 6 Title II-D, enhancing education through technology
- X Not funded by one of the above federal sources

Example:

District ID	School Number	Last Name	First Name	MI	SSN	Job Responsibility	FTE	Federally Funded FTE
58	580010	Adams	Joe	J	987-65-4321	I	50	1
58	580010	Adams	Joe	J	987-65-4321	I	50	X

Required 21 **Year**

Current fiscal year.

## Record Layout

**NOTE:** Include all of the following fields in this order whether relevant or not. **Field names must match header exactly in the file that you submit through SRM or your file will not upload properly.**

Field Number	Field Name	Field Type	Field Length	Required/Conditional/Optional
1	DistrictID	Number	2	Required
2	SchoolID	Number	6	Required
3	LastName	Text	35	Required
4	FirstName	Text	35	Required
5	MiddleName	Text	35	Optional
6	SSN	Number	9	Required
7	BirthDate	Date	8/10	Required
8	Gender	Text	1	Required
9	Race	Number	1	Required
10	HireDate	Date	8/10	Conditional
11	JobResponsibility	Text	2	Required
12	HiredForSPED	Y/N/X	1	Required
13	TitleI	Y/N/X	1	Required
14	TitleIHireDate	Date	8/10	Conditional
15	HSDiploma	Y/N/X	1	Conditional
16	SPEDAide	Y/N/X	1	Required
17	SPEDAide3-5	Y/N/X	1	Required
18	MinQuals	Number	1	Required
19	FTE	Number	3	Required
20	FederallyFundedFTE	Text	1	Required
21	Year	Number	4	Required

## Appendix A: District and School Numbers

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
3	Alaska Gateway	30010	Dot Lake School
3	Alaska Gateway	30020	Eagle Community School
3	Alaska Gateway	30030	Mentasta Lake School
3	Alaska Gateway	30040	Walter Northway School
3	Alaska Gateway	30050	Tanacross School
3	Alaska Gateway	30060	Tok School
3	Alaska Gateway	30070	Tetlin School
3	Alaska Gateway	38010	Gateway Correspondence
4	Aleutian Region	40020	Yakov E. Netsvetov School
4	Aleutian Region	40080	Adak School
56	Aleutians East	560010	King Cove School
56	Aleutians East	560020	Sand Point School
56	Aleutians East	560030	Akutan School
56	Aleutians East	560040	Cold Bay School
56	Aleutians East	560050	False Pass School
56	Aleutians East	560060	Nelson Lagoon School
56	Aleutians East	568010	Aleutians East Correspondence School
5	Anchorage	50010	Abbott Loop Elementary
5	Anchorage	50020	Airport Heights Elementary
5	Anchorage	50030	Klatt Elementary
5	Anchorage	50050	Bartlett High School
5	Anchorage	50060	Baxter Elementary
5	Anchorage	50070	Birchwood ABC Elementary
5	Anchorage	50080	Campbell Elementary
5	Anchorage	50100	Central Middle School of Science
5	Anchorage	50110	Chester Valley Elementary
5	Anchorage	50120	Chinook Elementary
5	Anchorage	50130	Chugach Optional Elementary
5	Anchorage	50140	Gruening Middle School
5	Anchorage	50150	Chugiak Elementary
5	Anchorage	50160	Chugiak High School
5	Anchorage	50170	College Gate Elementary
5	Anchorage	50180	Creekside Park Elementary
5	Anchorage	50190	Denali Elementary
5	Anchorage	50200	Dimond High School
5	Anchorage	50210	Eagle River Elementary
5	Anchorage	50220	East High School
5	Anchorage	50240	Aurora Elementary
5	Anchorage	50250	Orion Elementary School
5	Anchorage	50270	Mt. Spurr Elementary
5	Anchorage	50300	Fairview Elementary

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
5	Anchorage	50340	Ursa Major Elementary
5	Anchorage	50350	Ursa Minor Elementary
5	Anchorage	50360	Girdwood School
5	Anchorage	50370	Gladys Wood Elementary
5	Anchorage	50380	Government Hill Elementary
5	Anchorage	50400	Homestead Elementary
5	Anchorage	50420	Huffman Elementary
5	Anchorage	50430	Inlet View Elementary
5	Anchorage	50450	Lake Otis Elementary
5	Anchorage	50480	Mountain View Elementary
5	Anchorage	50490	Muldoon Elementary
5	Anchorage	50500	North Star Elementary
5	Anchorage	50510	Northern Lights ABC K-8 School
5	Anchorage	50520	Northwood Elementary
5	Anchorage	50530	Nunaka Valley Elementary
5	Anchorage	50540	O'Malley Elementary
5	Anchorage	50550	Ocean View Elementary
5	Anchorage	50560	Clark Middle School
5	Anchorage	50580	Ptarmigan Elementary
5	Anchorage	50590	Rabbit Creek Elementary
5	Anchorage	50600	Rogers Park Elementary
5	Anchorage	50610	Romig Middle School
5	Anchorage	50620	Russian Jack Elementary
5	Anchorage	50640	Sand Lake Elementary
5	Anchorage	50650	Scenic Park Elementary
5	Anchorage	50660	Service High School
5	Anchorage	50670	Steller Secondary School
5	Anchorage	50680	Susitna Elementary
5	Anchorage	50690	Taku Elementary
5	Anchorage	50700	Tudor Elementary
5	Anchorage	50710	Turnagain Elementary
5	Anchorage	50720	Wendler Middle School
5	Anchorage	50730	West High School
5	Anchorage	50750	Williwaw Elementary
5	Anchorage	50760	Willow Crest Elementary
5	Anchorage	50770	Wonder Park Elementary
5	Anchorage	50800	Bayshore Elementary
5	Anchorage	50810	Ravenwood Elementary
5	Anchorage	50820	Bear Valley Elementary
5	Anchorage	50870	Hanshew Middle School
5	Anchorage	50880	Fire Lake Elementary
5	Anchorage	50890	Spring Hill Elementary
5	Anchorage	50940	Mears Middle School
5	Anchorage	50970	Bowman Elementary

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
5	Anchorage	50980	Avail School
5	Anchorage	50990	Polaris K-12 School
5	Anchorage	51000	Alpenglow Elementary
5	Anchorage	51010	Kasuun Elementary
5	Anchorage	51020	Kincaid Elementary
5	Anchorage	51030	Lake Hood Elementary
5	Anchorage	51040	William Tyson Elementary
5	Anchorage	51050	Goldenview Middle School
5	Anchorage	51060	Mirror Lake Middle School
5	Anchorage	51110	Trailside Elementary
5	Anchorage	51120	South Anchorage High School
5	Anchorage	51130	Eagle River High School
5	Anchorage	51140	COHO High School
5	Anchorage	51150	Nicholas J. Begich Middle School
5	Anchorage	56010	Family Partnership Charter School
5	Anchorage	57010	Alaska State School for the Deaf & Hard of Hearing
5	Anchorage	57020	McLaughlin Secondary School
5	Anchorage	57100	Benson Secondary/S.E.A.R.C.H.
5	Anchorage	57110	King Career Center
5	Anchorage	57130	S.A.V.E. High School
5	Anchorage	57140	Whaley School
5	Anchorage	57190	Crossroads School
5	Anchorage	59010	Aquarian Charter School
5	Anchorage	59050	Frontier Charter School
5	Anchorage	59060	Highland Tech High Charter School
5	Anchorage	59070	Winterberry School
5	Anchorage	59080	Eagle Academy Charter School
5	Anchorage	59090	Rilke Schule Charter School
5	Anchorage	59100	Alaska Native Cultural Charter School
6	Annette Island	60020	Charles R. Leask Sr. Middle School
6	Annette Island	60030	Richard Johnson Elementary
6	Annette Island	60040	Metlakatla High School
7	Bering Strait	70010	Brevig Mission School
7	Bering Strait	70040	Aniguiin School
7	Bering Strait	70050	Diomedea School
7	Bering Strait	70060	Martin L. Olson School
7	Bering Strait	70070	Koyuk-Malemute School
7	Bering Strait	70080	Anthony A. Andrews School
7	Bering Strait	70100	Shaktoolik School
7	Bering Strait	70110	Shishmaref School
7	Bering Strait	70120	Tukurngailnguq School
7	Bering Strait	70130	James C. Isabell School
7	Bering Strait	70150	Wales School
7	Bering Strait	70160	White Mountain School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
7	Bering Strait	70180	Gambell School
7	Bering Strait	70200	Hogarth Kingeekuk Sr. Memorial School
7	Bering Strait	70260	Unalakleet School
8	Bristol Bay	80010	Bristol Bay Middle/High School
8	Bristol Bay	80020	Naknek Elementary
9	Chatham	90010	Angoon School
9	Chatham	90030	Gustavus School
9	Chatham	90050	Tenakee Springs School
9	Chatham	90090	Klukwan School
9	Chatham	98010	Chatham Correspondence
10	Chugach	100010	Tatitlek Community School
10	Chugach	100020	Whittier Community School
10	Chugach	100030	Chenega Bay School
10	Chugach	108010	Chugach Extension Correspondence
11	Copper River	110020	Chistochina School
11	Copper River	110030	Copper Center School
11	Copper River	110060	Glennallen Elementary
11	Copper River	110070	Glennallen Jr/Sr High School
11	Copper River	110100	Kenny Lake School
11	Copper River	110110	Slana School
11	Copper River	118010	Copper River Correspondence
12	Cordova City	120010	Cordova Jr/Sr High School
12	Cordova City	120020	Mt. Eccles Elementary
13	Craig City	130010	Craig High School
13	Craig City	130020	Craig Elementary
13	Craig City	130030	Craig Middle School
13	Craig City	136010	Craig Alternative High School
13	Craig City	138010	PACE Correspondence
14	Delta-Greely	140020	Delta Junction Elementary
14	Delta-Greely	140030	Delta Junction Sr. High School
14	Delta-Greely	140040	Fort Greely School
14	Delta-Greely	140090	Gerstle River School
14	Delta-Greely	146010	Delta Cyber School
14	Delta-Greely	147010	New Horizons High School
2	Denali	20010	Anderson School
2	Denali	20030	Cantwell School
2	Denali	20040	Tri-Valley School
2	Denali	28010	Denali Peak Program
15	Dillingham	150010	Dillingham Elementary
15	Dillingham	150020	Dillingham Middle/High School
16	Fairbanks	160010	Pearl Creek Elementary
16	Fairbanks	160020	Barnette Magnet School
16	Fairbanks	160050	Denali Elementary
16	Fairbanks	160060	Lathrop High School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
16	Fairbanks	160070	Weller Elementary
16	Fairbanks	160080	Anderson Elementary
16	Fairbanks	160090	Ben Eielson Jr/Sr High School
16	Fairbanks	160130	North Pole High School
16	Fairbanks	160170	Badger Road Elementary
16	Fairbanks	160180	Hunter Elementary
16	Fairbanks	160200	Joy Elementary
16	Fairbanks	160210	West Valley High School
16	Fairbanks	160220	Tanana Middle School
16	Fairbanks	160230	Nordale Elementary
16	Fairbanks	160240	North Pole Elementary
16	Fairbanks	160250	North Pole Middle School
16	Fairbanks	160260	Ryan Middle School
16	Fairbanks	160270	Salcha Elementary
16	Fairbanks	160280	Two Rivers School
16	Fairbanks	160290	University Park Elementary
16	Fairbanks	160300	Woodriver Elementary
16	Fairbanks	160340	Ticasuk Brown Elementary
16	Fairbanks	160350	Ladd Elementary
16	Fairbanks	160360	Arctic Light Elementary
16	Fairbanks	160380	Anne Wien Elementary
16	Fairbanks	160400	Crawford Elementary
16	Fairbanks	160410	Randy Smith Middle School
16	Fairbanks	167010	Alternative Learning Systems
16	Fairbanks	167020	Fairbanks Youth Facility
16	Fairbanks	167030	Hutchison High School
16	Fairbanks	168010	Fairbanks B.E.S.T.
16	Fairbanks	169010	Chinook Montessori Charter School
16	Fairbanks	169030	Star of the North Secondary School
16	Fairbanks	169040	Effie Kokrine Charter School
16	Fairbanks	169050	Watershed Charter School
17	Galena	170010	Sidney C. Huntington Elementary
17	Galena	170020	Sidney C. Huntington Jr/Sr High School
17	Galena	178010	Interior Distance Education of Alaska (IDEA)
17	Galena	179010	Galena Interior Learning Academy (GILA)
18	Haines	180010	Haines Elementary
18	Haines	180020	Haines High School
18	Haines	180040	Mosquito Lake Elementary
18	Haines	188010	Haines Home School
19	Hoonah	190010	Hoonah Elementary
19	Hoonah	190020	Hoonah Jr/Sr High School
20	Hydaburg	200010	Hydaburg School
21	Iditarod	210010	Blackwell School
21	Iditarod	210030	Holy Cross School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
21	Iditarod	210050	Takotna Community School
21	Iditarod	210060	McGrath School
21	Iditarod	210080	Top of the Kuskokwim School
21	Iditarod	210090	Innoko River School
21	Iditarod	210120	David Louis Memorial School
21	Iditarod	218010	Distance Learning/Corresp. Ctr.
22	Juneau	220010	Auke Bay Elementary
22	Juneau	220020	Dzantik'i Heeni Middle School
22	Juneau	220030	Floyd Dryden Middle School
22	Juneau	220040	Gastineau Elementary
22	Juneau	220050	Glacier Valley Elementary
22	Juneau	220060	Harborview Elementary
22	Juneau	220070	Juneau-Douglas High School
22	Juneau	220100	Riverbend Elementary
22	Juneau	220140	Mendenhall River Community School
22	Juneau	220150	Thunder Mountain High School
22	Juneau	227010	Yaakoosge Daakahidi Alt. H.S.
22	Juneau	227020	Johnson Youth Center
22	Juneau	228010	HomeBRIDGE
22	Juneau	229010	Juneau Community Charter School
23	Kake	230010	Kake Elementary & High School
55	Kashunamiut	550010	Chevak School
24	Kenai Peninsula	240010	Hope School
24	Kenai Peninsula	240020	Chapman School
24	Kenai Peninsula	240030	McNeil Canyon Elementary
24	Kenai Peninsula	240040	Cooper Landing School
24	Kenai Peninsula	240050	Paul Banks Elementary
24	Kenai Peninsula	240060	Nanwalek School
24	Kenai Peninsula	240070	Razdolna School
24	Kenai Peninsula	240080	Homer High School
24	Kenai Peninsula	240090	Kenai Central High School
24	Kenai Peninsula	240110	Kenai Middle School
24	Kenai Peninsula	240120	Moose Pass School
24	Kenai Peninsula	240130	Nikolaevsk School
24	Kenai Peninsula	240140	Kalifornsky Beach Elementary
24	Kenai Peninsula	240150	Ninilchik School
24	Kenai Peninsula	240180	Port Graham School
24	Kenai Peninsula	240190	William H. Seward Elementary School
24	Kenai Peninsula	240200	Seward High School
24	Kenai Peninsula	240210	Soldotna Elementary
24	Kenai Peninsula	240220	Soldotna Middle School
24	Kenai Peninsula	240230	Sterling Elementary
24	Kenai Peninsula	240250	Susan B English School
24	Kenai Peninsula	240270	Tustumena Elementary

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
24	Kenai Peninsula	240280	Tebughna School
24	Kenai Peninsula	240300	Soldotna High School
24	Kenai Peninsula	240310	Redoubt Elementary
24	Kenai Peninsula	240320	Homer Middle School
24	Kenai Peninsula	240350	Nikiski North Star Elementary
24	Kenai Peninsula	240370	Mt. View Elementary
24	Kenai Peninsula	240380	Voznesenka School
24	Kenai Peninsula	240390	Nikiski Middle/Senior High School
24	Kenai Peninsula	240410	Skyview High School
24	Kenai Peninsula	240420	Kachemak Selo School
24	Kenai Peninsula	240490	West Homer Elementary
24	Kenai Peninsula	240500	Seward Middle School
24	Kenai Peninsula	247010	Connections
24	Kenai Peninsula	247020	Homer Flex School
24	Kenai Peninsula	247030	Kenai Alternative High School
24	Kenai Peninsula	247040	Spring Creek School
24	Kenai Peninsula	247050	Kenai Peninsula Youth Facility
24	Kenai Peninsula	247060	River City Academy
24	Kenai Peninsula	249010	Aurora Borealis Charter School
24	Kenai Peninsula	249030	Fireweed Academy
24	Kenai Peninsula	249040	Soldotna Montessori Charter School
24	Kenai Peninsula	249050	Kaleidoscope School of Arts & Sciences
25	Ketchikan	250010	Houghtaling Elementary
25	Ketchikan	250020	Ketchikan High School
25	Ketchikan	250040	Schoenbar Middle School
25	Ketchikan	250050	Fawn Mountain Elementary
25	Ketchikan	250100	Point Higgins School
25	Ketchikan	257010	Revilla Jr/Sr High School
25	Ketchikan	257050	Ketchikan Regional Youth Facility
25	Ketchikan	258010	Fast Track
25	Ketchikan	259010	Ketchikan Charter School
25	Ketchikan	259020	Tongass School of Arts & Sciences
27	Klawock	270010	Klawock City School
28	Kodiak Island	280010	Akhiok School
28	Kodiak Island	280030	East Elementary
28	Kodiak Island	280040	Karluk School
28	Kodiak Island	280050	Kodiak High School
28	Kodiak Island	280060	Peterson Elementary
28	Kodiak Island	280070	Kodiak Middle School
28	Kodiak Island	280080	Larsen Bay School
28	Kodiak Island	280090	Main Elementary
28	Kodiak Island	280100	Old Harbor School
28	Kodiak Island	280110	Ouzinkie School
28	Kodiak Island	280120	Port Lions School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
28	Kodiak Island	280150	Danger Bay School
28	Kodiak Island	280180	North Star Elementary
28	Kodiak Island	288010	Kodiak Island Correspondence
29	Kuspuk	290010	Auntie Mary Nicoli Elementary
29	Kuspuk	290011	Aniak Jr/Sr High School
29	Kuspuk	290020	Crow Village Sam School
29	Kuspuk	290030	Johnnie John Sr. School
29	Kuspuk	290040	Joseph S. & Olinga Gregory Elementary
29	Kuspuk	290050	Zackar Levi Elementary
29	Kuspuk	290070	Jack Egnaty Sr. School
29	Kuspuk	290080	Gusty Michael School
29	Kuspuk	290090	George Morgan Sr. H.S.
30	Lake and Peninsula	300010	Chignik Bay School
30	Lake and Peninsula	300020	Chignik Lagoon School
30	Lake and Peninsula	300030	Chignik Lake School
30	Lake and Peninsula	300040	Egegik School
30	Lake and Peninsula	300050	Igiugig School
30	Lake and Peninsula	300080	Kokhanok School
30	Lake and Peninsula	300090	Newhalen School
30	Lake and Peninsula	300100	Nondalton School
30	Lake and Peninsula	300110	Tanalian School
30	Lake and Peninsula	300120	Perryville School
30	Lake and Peninsula	300130	Pilot Point School
30	Lake and Peninsula	300140	Meshik School
30	Lake and Peninsula	300170	Dena'ina School
30	Lake and Peninsula	300220	Levelock School
31	Lower Kuskokwim	310030	Joann A. Alexie Memorial School
31	Lower Kuskokwim	310040	Nightmute School
31	Lower Kuskokwim	310050	Mikelnguut Elitnaurviat
31	Lower Kuskokwim	310060	Gladys Jung Elementary
31	Lower Kuskokwim	310070	Bethel Regional High School
31	Lower Kuskokwim	310080	Chaputnguak School
31	Lower Kuskokwim	310090	Eek School
31	Lower Kuskokwim	310100	Rocky Mountain School
31	Lower Kuskokwim	310110	Akula Elitnaurvik School
31	Lower Kuskokwim	310120	Chief Paul Memorial School
31	Lower Kuskokwim	310130	Dick R Kiunya Memorial School
31	Lower Kuskokwim	310140	Ket'acik/Aapalluk Memorial School
31	Lower Kuskokwim	310150	Kwigillingok School
31	Lower Kuskokwim	310160	Nuniwarmiut School
31	Lower Kuskokwim	310170	William Miller Memorial School
31	Lower Kuskokwim	310180	Z. John Williams Memorial School
31	Lower Kuskokwim	310190	Ayaprun School
31	Lower Kuskokwim	310200	Lewis Angapak Memorial School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
31	Lower Kuskokwim	310210	Anna Tobeluk Memorial School
31	Lower Kuskokwim	310220	Kuinerrarmiut Elitnaurviat
31	Lower Kuskokwim	310230	Arviq School
31	Lower Kuskokwim	310240	Akiuk Memorial School
31	Lower Kuskokwim	310250	Nelson Island Area School
31	Lower Kuskokwim	310280	Qugcuun Memorial School
31	Lower Kuskokwim	310320	Paul T. Albert Memorial School
31	Lower Kuskokwim	317010	Bethel Alternative Boarding School
31	Lower Kuskokwim	317020	Bethel Youth Facility
31	Lower Kuskokwim	319010	Ayaprun Elitnaurvik
32	Lower Yukon	320010	Alakanuk School
32	Lower Yukon	320040	Emmonak School
32	Lower Yukon	320050	Marshall School
32	Lower Yukon	320070	Hooper Bay School
32	Lower Yukon	320080	Kotlik School
32	Lower Yukon	320090	Ignatius Beans School
32	Lower Yukon	320110	Pilot Station School
32	Lower Yukon	320120	Pitkas Point School
32	Lower Yukon	320130	Russian Mission School
32	Lower Yukon	320140	Scammon Bay School
32	Lower Yukon	320150	Sheldon Point School
33	Mat-Su	330020	Palmer Middle School
33	Mat-Su	330030	Glacier View School
33	Mat-Su	330040	Iditarod Elementary
33	Mat-Su	330050	Palmer High School
33	Mat-Su	330060	Sherrod Elementary
33	Mat-Su	330070	Susitna Valley High
33	Mat-Su	330080	Swanson Elementary
33	Mat-Su	330120	Wasilla High School
33	Mat-Su	330140	Wasilla Middle School
33	Mat-Su	330180	Tanaina Elementary
33	Mat-Su	330190	Snowshoe Elementary
33	Mat-Su	330250	Houston High School
33	Mat-Su	330260	Colony Middle School
33	Mat-Su	330270	Colony High School
33	Mat-Su	330280	Cottonwood Creek Elementary
33	Mat-Su	330290	Finger Lake Elementary
33	Mat-Su	330300	Pioneer Peak Elementary
33	Mat-Su	330320	Willow Elementary
33	Mat-Su	330330	Trapper Creek Elementary
33	Mat-Su	330340	Talkeetna Elementary
33	Mat-Su	330350	Butte Elementary
33	Mat-Su	330360	Sutton Elementary
33	Mat-Su	330370	Beryozova School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
33	Mat-Su	330380	Big Lake Elementary
33	Mat-Su	330390	Goose Bay Elementary
33	Mat-Su	330420	Meadow Lakes Elementary
33	Mat-Su	330430	Larson Elementary
33	Mat-Su	330440	Teeland Middle School
33	Mat-Su	330450	Houston Middle School
33	Mat-Su	330500	John Shaw Elementary
33	Mat-Su	330510	Knik Elementary School
33	Mat-Su	330520	Mat-Su Career & Tech Ed High School
33	Mat-Su	330530	Fred and Sara Machetanz Elementary School
33	Mat-Su	337010	Burchell High School
33	Mat-Su	337020	Valley Pathways
33	Mat-Su	337030	Mat-Su Youth Facility
33	Mat-Su	337050	MidValley High
33	Mat-Su	337060	Mat-Su Day School
33	Mat-Su	338010	Mat-Su Central School
33	Mat-Su	339010	Academy Charter School
33	Mat-Su	339020	Midnight Sun Family Learning Center
33	Mat-Su	339030	Twindly Bridge Charter School
33	Mat-Su	339040	Fronteras Charter School
98	Mt Edgecumbe	980000	Mt. Edgecumbe High School
34	Nenana	340010	Nenana City School
34	Nenana	348010	CyberLynx Correspondence Program
35	Nome	350010	Nome Elementary
35	Nome	350020	Nome-Beltz Jr/Sr High
35	Nome	357020	Nome Youth Facility
35	Nome	358010	Extensions Correspondence
35	Nome	359010	Anvil City Science Academy
36	North Slope	360010	Nunamiut School
36	North Slope	360020	Fred Ipalook Elementary
36	North Slope	360030	Barrow High School
36	North Slope	360040	Harold Kaveolook School
36	North Slope	360050	Nuiqsut Trapper School
36	North Slope	360060	Tikigaq School
36	North Slope	360070	Kali School
36	North Slope	360090	Meade River School
36	North Slope	360100	Alak School
36	North Slope	360120	Eben Hopson Middle School
36	North Slope	367010	Kiita Learning Community
37	Northwest Arctic	370010	Ambler School
37	Northwest Arctic	370020	Buckland School
37	Northwest Arctic	370030	Deering School
37	Northwest Arctic	370040	Kiana School
37	Northwest Arctic	370060	McQueen School

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
37	Northwest Arctic	370070	Kobuk School
37	Northwest Arctic	370080	June Nelson Elementary
37	Northwest Arctic	370090	Napaaqtugmiut School
37	Northwest Arctic	370100	Aqqaluk High/Noorvik Elementary
37	Northwest Arctic	370110	Shungnak School
37	Northwest Arctic	370150	Kotzebue Middle/High School
37	Northwest Arctic	370210	Davis-Ramoth School
38	Pelican	380010	Pelican School
39	Petersburg	390010	Rae C. Stedman Elementary
39	Petersburg	390020	Petersburg High School
39	Petersburg	390030	Mitkof Middle School
40	Pribilof	400010	St George School
40	Pribilof	400020	St Paul School
46	Saint Mary's	460010	St. Mary's School
42	Sitka	420010	Baranof Elementary
42	Sitka	420020	Blatchley Middle School
42	Sitka	420130	Sitka High School
42	Sitka	420170	Keet Gooshi Heen Elementary
42	Sitka	427010	Pacific High School
42	Sitka	428010	Sitka Correspondence
43	Skagway	430010	Skagway School
44	Southeast Island	440020	Howard Valentine Coffman Cove School
44	Southeast Island	440090	Kasaan School
44	Southeast Island	440160	Thorne Bay School
44	Southeast Island	440230	Port Alexander School
44	Southeast Island	440250	Hollis School
44	Southeast Island	440270	Naukati School
44	Southeast Island	440320	Port Protection School
44	Southeast Island	448010	SE Island Correspondence
45	Southwest Region	450020	Aleknagik School
45	Southwest Region	450030	Clarks Point School
45	Southwest Region	450040	William "Sonny" Nelson School
45	Southwest Region	450050	Koliganek School
45	Southwest Region	450070	Manokotak School
45	Southwest Region	450080	Chief Ivan Blunka School
45	Southwest Region	450110	Togiak School
45	Southwest Region	450120	Twin Hills School
53	Tanana	530010	Maudrey J. Sommer School
47	Unalaska	470010	Eagle's View Elementary School
47	Unalaska	470020	Unalaska Jr/Sr High School
48	Valdez	480030	Valdez High School
48	Valdez	480040	George H Gilson Jr. H.S.
48	Valdez	480050	Hermon Hutchens Elementary
49	Wrangell	490010	Evergreen Elementary

<b>District #</b>	<b>District Name</b>	<b>School #</b>	<b>School Name</b>
49	Wrangell	490020	Wrangell High School
49	Wrangell	490030	Stikine Middle School
49	Wrangell	498010	Alaska Virtual Academy
50	Yakutat	500010	Yakutat School
51	Yukon Flats	510010	Arctic Village School
51	Yukon Flats	510020	Far North School
51	Yukon Flats	510040	Tsuk Taih School
51	Yukon Flats	510050	Circle School
51	Yukon Flats	510060	John Fredson School
51	Yukon Flats	510070	Fort Yukon School
51	Yukon Flats	510100	Stevens Village School
51	Yukon Flats	510140	Cruikshank School
52	Yukon-Koyukuk	520010	Allakaket School
52	Yukon-Koyukuk	520030	Johnny Oldman School
52	Yukon-Koyukuk	520040	Jimmy Huntington School
52	Yukon-Koyukuk	520050	Kaltag School
52	Yukon-Koyukuk	520060	Ella B. Verneti School
52	Yukon-Koyukuk	520070	Gladys Dart School
52	Yukon-Koyukuk	520080	Minto School
52	Yukon-Koyukuk	520090	Andrew K. Demoski School
52	Yukon-Koyukuk	520110	Merrelaine A Kangas School
52	Yukon-Koyukuk	528010	Raven Correspondence School
54	Yupiiit	540010	Akiachak School
54	Yupiiit	540030	Akiak School
54	Yupiiit	540040	Tuluksak School

## Appendix B: Race/Ethnicity Definitions and Guidance

Sources: <http://nces.ed.gov/ipeds/glossary>  
National Center for Education Statistics - U.S. Department of Education Office of Educational Research and Improvement  
4AAC 06.830. Subgroups  
4AAC 06.899. Definitions

### Race / Ethnicity Definitions

Code	Description	Definition
1	Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American	A person having origins in any of the black racial groups of Africa.
3	Hispanic	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
4	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
7	Two or more races (not Hispanic)	A student who primarily identifies their ethnic heritage with more than one subgroup.
8	Native Hawaiian or Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

## New Race/Ethnicity Codes - EED Guidance

Beginning July 1, 2010, school districts nationwide will be required to collect, retain and report student level ethnicity data as prescribed by the US Department of education guidance published in the Federal Register October 19, 2007.

*Educational institutions and other recipients will be required to collect racial and ethnic data using a two part question on the educational institutions' or other recipient's survey instrument. The first question would be whether their respondent is Hispanic/Latino. The second question would ask the respondent to select one or more races from the following racial groups*

The information listed below is to provide guidance to the districts. Second public comment period closed 09/21/2006.

USED guidance released in early June

1. Collecting data
  - a. Two questions
    - i. Are you Hispanic or Latino? Yes/No
    - ii. Select races that you wish to identify with:
      1. African American
      2. American Indian/Alaska Native
      3. Asian
      4. Caucasian
      5. Native Hawaiian/Pacific Islander
  - b. Individual can check all that apply – “self-identification”
  - c. Encourage the opportunity to “re-identify” - change existing codes
  - d. Retain the individual records for future enforcement purposes - OCR
2. Reporting Data
  - a. Reporting Codes
    - i. African American
    - ii. American Indian/Alaska Native
    - iii. Asian
    - iv. Caucasian
    - v. Hispanic
    - vi. Native Hawaiian/Pacific Islander
    - vii. Two or more races
  - b. If Hispanic AND other race = Hispanic
    - i. (*example: Caucasian + Hispanic = Hispanic*)
  - c. Any other multiple identification, excluding Hispanic, coded as Two or more races (*example: African American + Asian = Two or more races*)
  - d. If race/ethnicity is not chosen, “user identification” is employed – the person responsible for reporting chooses codes.
  - e. Does not affect AYP subgroups as those are negotiated with USED in the state accountability plans.

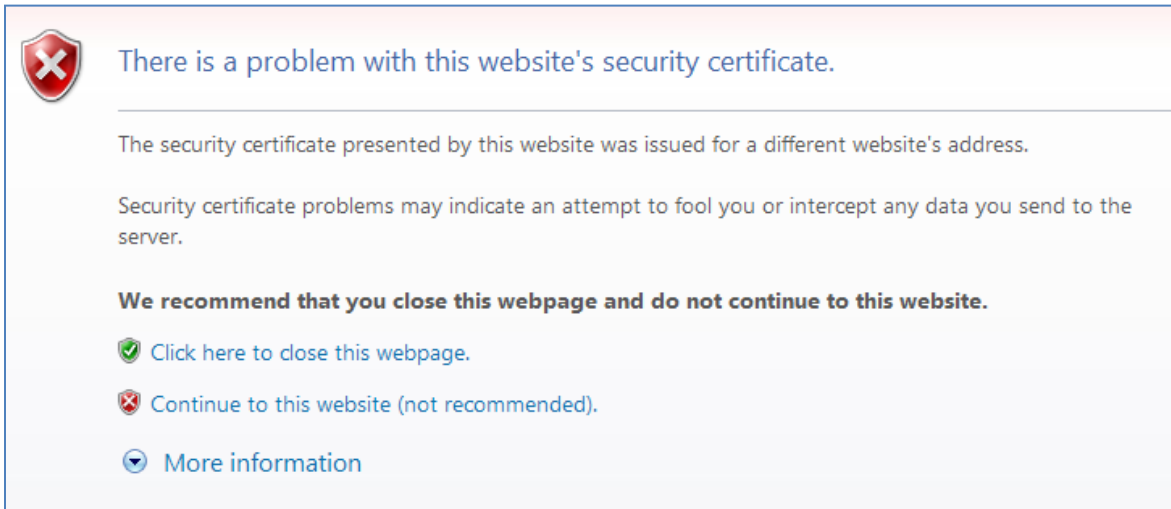
## Appendix C: State Report Manager (SRM) System Submission Process

1. If not already assigned a username and password, contact Tim Workman at [tim.workman@alaska.gov](mailto:tim.workman@alaska.gov) or Peggy Corazza at [peggy.corazza@alaska.gov](mailto:peggy.corazza@alaska.gov) to create an SRM account.

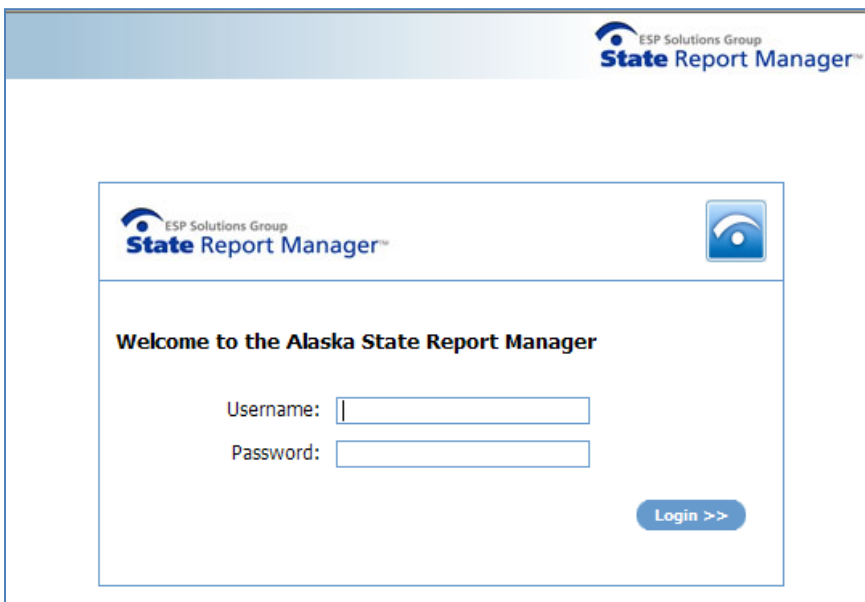
**Notes:**

- Make sure your file is in a Tab-delimited (.TXT) or Comma-separated (.CSV) format.
- Make sure to replace header in your file with SRM header.

2. Using your Internet Browser, navigate to <https://srm.eed.state.ak.us/srm/unprotected/welcome.do>- If you get the below security message, click on “Continue to this website”.



3. Type in your login information.



4. Click on “Run a Trial” link, next to the report name you would like to submit.

**Note:** Trial Name link will have a different name if a file has already been submitted.

## Welcome to the Alaska Department of Education & Early Development State Report Manager

SRM has identified the following state reports. Please select a state report by clicking on a Trial Name below:

### Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
<a href="#">Fall Certificated Staff Collection</a>			<a href="#">Run a Trial</a>		
<a href="#">Fall Classified Staff Collection</a>			<a href="#">Run a Trial</a>		

5. Click on “Browse...” to upload your file.

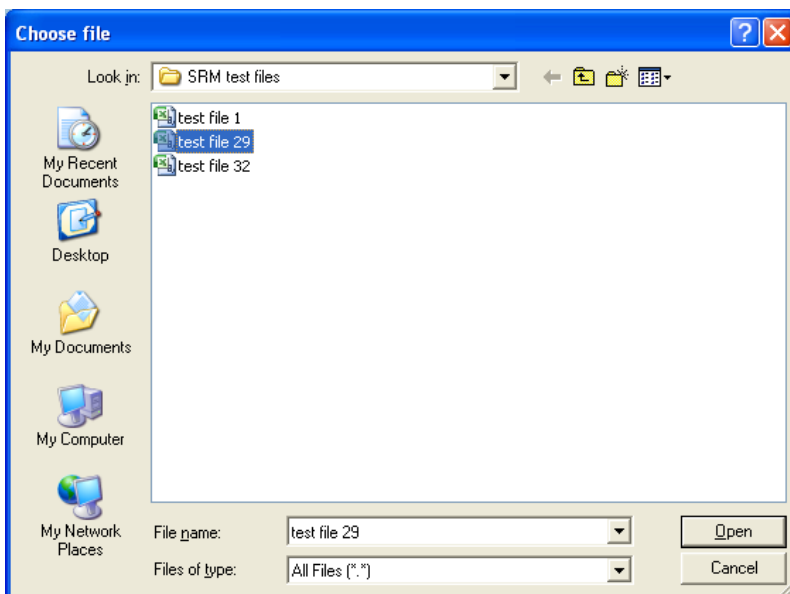
**Note:** To download file headers click on “CSV file headers” link. Headers must match exactly in order for system to properly check data.

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If the files are large, you may zip them first. Each .ZIP archive must contain one or more .TXT or .CSV files. Uploaded files must be smaller than 20 MB.

**Select File to upload**  [Browse...](#) [CSV file headers](#)

[Import](#) [Cancel](#)

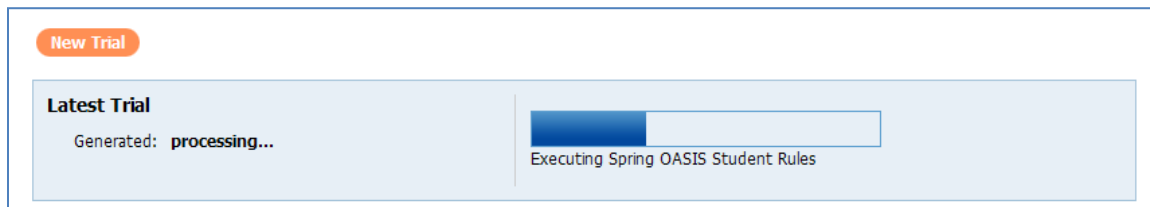
Find and select the file to upload then click “Open.”



6. Once the correct data file is selected, click on “Import.”



The selected file is now uploading.



7. When the file upload and data checks are complete, a data summary will appear detailing the number of errors, warnings and total records submitted.

The data is now ready for review and correction. Click on “Errors” link to view errors.



8. Click on “Violation Summary” link to view error report in excel and correct errors in original file and re-submit file or click on specific error to view each error individually and correct errors in original file.

Records	Violations	Reports
<a href="#">Certificated Staffs</a> 37	<b>Errors</b> <a href="#">R9219 - Invalid LowestGrade</a> 2 Errors <a href="#">R9220 - Invalid HighestGrade</a> 2 Errors <a href="#">R9405 - NumberOfClasses is invalid</a> 1 Error <a href="#">R9702 - LimitedCertificate - JobCode mismatch</a> 3 Errors <a href="#">R9704 - YearsExperience must be 0 if NewToProfession = Y, otherwise &gt; 0</a> 9 Errors <a href="#">R9718 - If Assignment = 201 (General math) then grade levels in 6-8</a> 1 Error <a href="#">R9722 - HighlyQualified must be Y or N for HQ Assignments; X otherwise</a> 4 Errors <a href="#">R9724 - If HighlyQualified = Y then HQMethod must not be X</a> 2 Errors <a href="#">R9725 - HQMethod should be X</a> 2 Errors <a href="#">R9727 - Invalid SPED NoHQRReason</a> 1 Error <a href="#">R9734 - Elementary Assignment - Grade mismatch</a> 1 Error <a href="#">R9750 - Sum of FTE exceeds 100 percent</a> 1 Error  <b>Warnings</b> <a href="#">R9401 - The name field can only contain alphabetic characters, apostrophe, space or hyphen</a> 2 Warnings	<a href="#">Violations Summary (MS Excel)</a>

Download Append from CSV

9. Once errors have been corrected in original file, resubmit file by clicking on “New Trial” button. Repeat steps 5-9 again until no more errors.

**New Trial**

**Latest Trial**

Generated: 09-25-2009 8:35am

[Save](#)
[Download](#)
[Revalidate](#)
[Send to State](#)
[Delete](#)



[Errors \(1\)](#)  
[Warnings \(0\)](#)



[Records \(0\)](#)



[Reports](#)

**Submitted:** This state report has not yet been sent to the State.

10. Once no more errors, click on “Send to State” (button will now be highlighted).



Home > District 51 >

New Trial

**Latest Trial**

Generated: 12-01-2009 3:56pm

Save Download Revalidate **Send to State** Delete

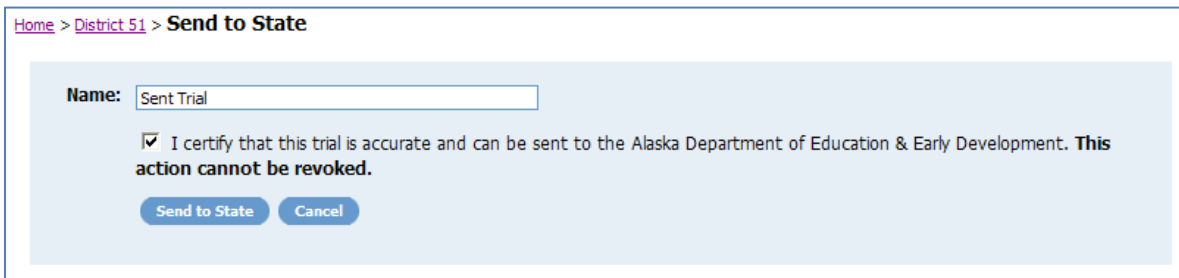
Errors (0)  
Warnings (21)

Records (92)

Reports

**Submitted:** This state report has not yet been sent to the State.

11. Check box to certify that data is accurate and click on “Send to State”.



Home > District 51 > **Send to State**

Name:

I certify that this trial is accurate and can be sent to the Alaska Department of Education & Early Development. **This action cannot be revoked.**

Your file is now completed.

## Appendix D: State Report Manager (SRM) System Validation Rules

Rule ID	Severity	Rule	Detail Message
13001	Error	Required Field Missing	The record is missing required field.
13101	Error	Bad District Number	The District ID is not a valid number.
13102	Error	Bad School Number	The School ID is not a valid school number.
13201	Error	Invalid Gender	The gender must be M or F.
13202	Error	Invalid Race	The value for Race must be one of the options in the Race or Ethnicity option set/codes.
13203	Error	Invalid Job Responsibility Value	The value for Job Responsibility must be one of the options in the Job Responsibility option set/codes.
13204	Error	Invalid Hired for SPED Value	The value for Hired for SPED must be Y, N or X.
13205	Error	Invalid Title I Value	The value for Title I must be Y, N or X.
13206	Error	Invalid HS Diploma Value	The value for HS Diploma must be Y, N or X.
13207	Error	Invalid SPED Aide Value	The value for SPED Aide must be Y, N or X.
13208	Error	Invalid SPED Aide 3-5 Value	The value for SPED Aide must be Y, N or X.
13209	Error	Invalid Minimum Qualifications Value	The value for Minimum Qualifications must be one of the options in the Minimum Qualifications option set/codes.
13210	Error	Invalid Federally Funded FTE	The value for Federally Funded FTE must be one of the options in the Federally Funded FTE option set/codes.
13719	Error	Invalid Hired for SPED Entry	If employee is a classified nurse (Job Code CN) then Hired for SPED entry should be Y or N; all other employees should be X.
13717	Error	Invalid Title I Entry – paraprofessional	If employee is an Instructional Paraprofessional (Job Code I) then Title I entry should be Y or N; all other employees should be X
13718	Error	Invalid Title I Entry – not paraprofessional	If not paraprofessional then title 1 must be X
13707	Error	Invalid SPED Aide Entry - paraprofessional	If employee a paraprofessional (Job Code = I, C, P, L, T, S or A) then SPED Aide entry should by Y or N; all other employees should be X.
13708		Invalid SPED Aide Entry – not paraprofessional	If not paraprofessional then SPED Aide must be X
13720	Error	Invalid SPED Aide Entry for SPED Interpreter	If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y.
13721	Error	Invalid SPED Aide Entry for SPED Personal Care Assistant	If employee is a SPED Personal Care Assistant (Job Cod A) then SPED Aide entry should be Y.
13713	Error	Invalid SPED Aide 3-5 Entry	If this Paraprofessional is a SPED Aide (SPED Aide = Y) then SPED Aide 3-5 year old entry should be Y or N; all other employees should be X.
13714	Error	Invalid SPED Aide 3-5 Entry –	If not SPED Aide then 3-5 must be X

<b>Rule ID</b>	<b>Severity</b>	<b>Rule</b>	<b>Detail Message</b>
		not SPED Aide	
13710	Error	Invalid Minimum Qualifications Entry	If Title I = Y then Minimum Qualifications entry should be 1, 2, 3, or 5; all other employees should be X.
13401	Error	Invalid SSN Format	The format of the Social Security Number should be 999999999.
13402	Error	Invalid Date Format	The format for the date field should be MM/DD/YY or MM/DD/YY (four digit year preferred).
13403	Warning	Invalid Name Format	Invalid characters in name; Contains one or more characters other than alphabetic characters, apostrophe, space or hyphen.
13404	Error	Invalid FTE	FTE must be a whole number.
13501	Error	More than one district in file	There is more than one district in the submission.
13502	Warning	School without support staff	The school is open and operation but has no paraprofessionals or classified support staff.
13701	Error	Instructional Aide – Schoolwide School Mismatch	Instructional Aide is in a schoolwide Title I School; Title I cannot be N if school is schoolwide Title I.
13702	Error	Missing Date of Hire	Date of Hire is required for paraprofessionals (Job is I, C, P, L, T, S, or A).
13703	Error	Missing Title I Date of Hire	Title I Date of Hire cannot be null if Title I = Y.
13704	Error	Sum of FTE Exceeds 100	The sum of FTE for all the jobs for this individual exceeds 100.
13705	Error	HS Diploma – Title I Mismatch	HS Diploma cannot be X if Title I is Y.
13706	Error	School District – School Number Mismatch	The submitted school number does not belong to the submitted district.