

Shared to District(s): Teacher sent to another district

- Staff entered in this section are any staff members employed by the school district but teaching or providing support services to students in another district or accredited private school
- If the staff member is also teaching/providing support services to students in the employing district, add him/her to the appropriate building, give the appropriate FTE, and report assignments taught to students in the employing district.
- If the staff member is only teaching/providing support services to students in other districts, report the teacher in the employing district's District Office building and report an FTE of <.1, 0.01.
- Total FTE entered in Shared to District(s) and FTE-Assignments sections cannot equal more than 1 FTE.

Entering shared staff: (Employed by district but teaching/providing support services for other districts' students)

1. Expand "Staff Data" section and select "Find/Update Staff" from the Side Bar Menu.
2. Enter query to update or find staff members, then select "Search".
3. Select "View" for staff member from the "Search Results" section for the building you are entering/updating the FTE.

The screenshot shows the EDCS Staff Data interface. On the left sidebar, the "Find/Update Staff" option is circled in red and labeled with a red "1". The main area contains search filters for District (DD0202 - Turner-Kansas City), Building (None Selected), Educator ID, and DOB. A "Search" button is circled in red and labeled with a red "2". Below the search filters, a table of search results is displayed. The first row is circled in red and labeled with a red "3". The table has columns for Building, Last Name, First Name, Middle Name, DOB, and Educator ID.

| Building | Last Name | First Name | Middle Name | DOB | Educator ID |
|----------|-----------|------------|-------------|-----------|-------------|
| 0168 | Jones | Mary | Evelyn | 1/29/1983 | 2383384399 |
| 0164 | Principal | Mr | Good | 1/1/1962 | 2383611352 |
| 0168 | Teacher | Miss | | 1/23/1947 | 1226398669 |
| 0157 | Test | Venus | | 1/7/1970 | 9781764244 |
| 0157 | Test | Guy | | 1/1/1970 | 4161513127 |
| 0164 | Test | Saturn | | 1/1/1970 | 5378461227 |
| 0164 | Test | Erica | | 1/1/1970 | 1767712219 |
| 0164 | Test | Helen | | 1/1/1970 | 1734262346 |

4. Select "Add New Shared District" button under the "Shared to District(s)" section

The screenshot shows the "Shared to District(s)" section of the interface. A blue button labeled "Add New Shared District" is circled in red and labeled with a red "4".

5. Enter the district where the teacher is teaching/providing support services (could be physically in home district but students are coming from other districts)
6. Enter the FTE associated with the amount of time the educator spends teaching/providing support service to the specific district's students
7. Select the "Save Shared Staff" button.
8. Repeat steps 4-7 if the staff member is associated with multiple districts.

The screenshot shows a web interface for sharing staff to districts. At the top, there is a section titled "Share to district(s)" with a checkbox for "Shared Only". Below this is a table with two columns: "FTE" and "District Assigned To". The first row shows "0.9" and "D0305 - Salina". Below the table, there is a blue button labeled "Save Shared District". At the bottom, there are two dropdown menus: "District: None Selected" and "FTE: None Selected". Red annotations include: a red circle around the "Save Shared District" button with an arrow pointing to it labeled "7"; a red oval around the "District" dropdown menu with an arrow pointing to it labeled "5"; and a red oval around the "FTE" dropdown menu with an arrow pointing to it labeled "6".

| FTE | District Assigned To |
|-----|----------------------|
| 0.9 | D0305 - Salina |

Save Shared District

District: None Selected

FTE: None Selected

Note: If the teacher is only shared to other districts and does not have an FTE and Assignment in the employing district, mark the "Shared Only" button at the top of the "Shared to District(s)" section.

Shared Staff (Receiving teacher from another district)

The Shared Staff screen allows users to view staff members the district has provided to other districts as well as staff members other districts have shared with the user's district. Additionally, the Shared Staff screen is where the user's district will report educators received from other districts.

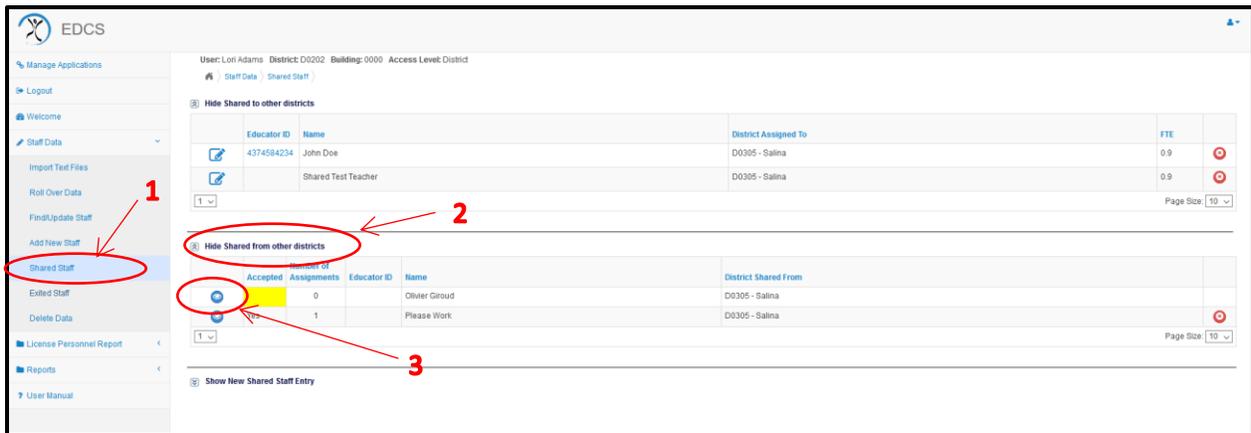
*Note: If shared staff **received** from other districts are in the "Find/Update Staff" screen, the educator will need to be deleted using the exit reason 2016-2017 Reporting Re-design. This will indicate that the staff member did not actual leave the position, but needed to be deleted due to changes in the way shared staff are reported.*

Who is considered a received teacher?

- A teacher that comes to the user's district to teach one or more courses or provide support services to students.
- A teacher that physically stays in his/her employing district and receives students from the user's district
- A teacher that teaches a course via distance learning

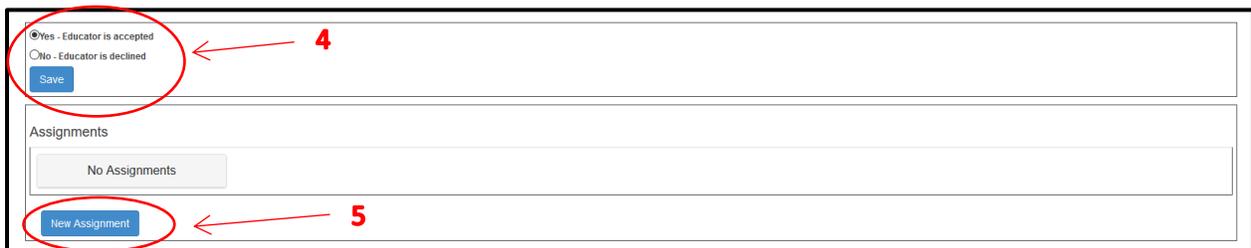
Reporting educators received from another district:

1. Expand the "Staff Data" section and select "Shared Staff"
2. Check to see if the educator is in the "Shared from other districts" chart
3. If yes, select the view button next to the educator's name 



| Hide Shared to other districts | Hide Shared from other districts | | | | |
|--------------------------------|----------------------------------|-------------|-------------|---------------|----------------------|
| Educator ID | Accepted | Assignments | Educator ID | Name | District Shared From |
| 4374584234 | | | | Oliver Ground | D0305 - Salina |
| | | 1 | | Please Work | D0305 - Salina |

4. Select "Yes – Educator is accepted" if the individual listed is an educator teaching/providing support services to one or more of the user's students. OR select "No – Educator is declined" if the educator is not associated with the user's district. –SAVE
5. Select "New Assignment" if educator was accepted



Yes - Educator is accepted
 No - Educator is declined
Save

Assignments
No Assignments
New Assignment

6. Select the building where the teacher is teaching/providing support services. If the teacher is not physically in a building, select the home building the student is/would be assigned.

The screenshot shows the top portion of a web form. At the top, there are two radio buttons: "Yes - Educator is accepted" (selected) and "No - Educator is declined". Below them is a blue "Save" button. The "Assignments" section contains a button labeled "No Assignments". The "New Assignment Entry" section features a dropdown menu for "Building" with "None Selected" as the current selection. A red oval highlights this dropdown menu, and a red arrow points to it from the number "6".

7. Enter the assignment(s) the educator is teaching/areas of support services

The screenshot shows the full "New Assignment Entry" form. The "Building" dropdown is now populated with "0167 - Turner Middle School". Other dropdowns for "Educator Type", "Subject Area", and "Course" are still set to "None Selected". Below these are several checkboxes: "Virtual Course Monitor", "Dual Credit Courses", "Distance Learning", "Summer School", and "JAG Course". There is a "Number of Classes" dropdown set to "None Selected" and a grid of checkboxes for grade levels: PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. At the bottom left, there is a "CoTeacher" checkbox and a "CoTeacher with:" text input field. At the bottom right, there are two blue buttons: "Save Assignment" and "Clear Assignment Data". A red box highlights the entire "New Assignment Entry" section, and a red arrow points to it from the number "7".

8. If the educator is not in the "Shared from other districts" chart, expand the "Show New Shared Staff Entry" section

User: Lori Adams District: D0202 Building: 0000 Access Level: District

Staff Data Shared Staff

Hide Shared to other districts

| Educator ID | Name | District Assigned To | FTE |
|-------------|---------------------|----------------------|-----|
| 4374584234 | John Doe | D0305 - Salina | 0.9 |
| | Shared Test Teacher | D0305 - Salina | 0.9 |

Hide Shared from other districts

| Accepted | Number of Assignments | Educator ID | Name | District Shared From |
|----------|-----------------------|-------------|---------------|----------------------|
| Yes | 0 | | Oliver Giroud | D0305 - Salina |
| Yes | 1 | | Please Work | D0305 - Salina |

Show New Shared Staff Entry

9. Enter the Educator ID or SSN, what district employs the educator, and the educators name.

Hide Shared to other districts

| Educator ID | Name | District Assigned To | FTE |
|-------------|---------------------|----------------------|-----|
| 4374584234 | John Doe | D0305 - Salina | 0.9 |
| | Shared Test Teacher | D0305 - Salina | 0.9 |

Hide Shared from other districts

| Accepted | Number of Assignments | Educator ID | Name | District Shared From |
|----------|-----------------------|-------------|---------------|----------------------|
| Yes | 1 | | Oliver Giroud | D0305 - Salina |
| Yes | 1 | | Please Work | D0305 - Salina |

Hide New Shared Staff Entry

Educator ID SSN

000-00-0002

District coming from: D0101 - Erie-Galesburg

Name: Jane Doe

Save Entry

10. Select "Save Entry". Individual will be added to the "Shared from other districts" chart. Follow steps 3-7 to add the educator to a building and add assignments.