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.

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

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.

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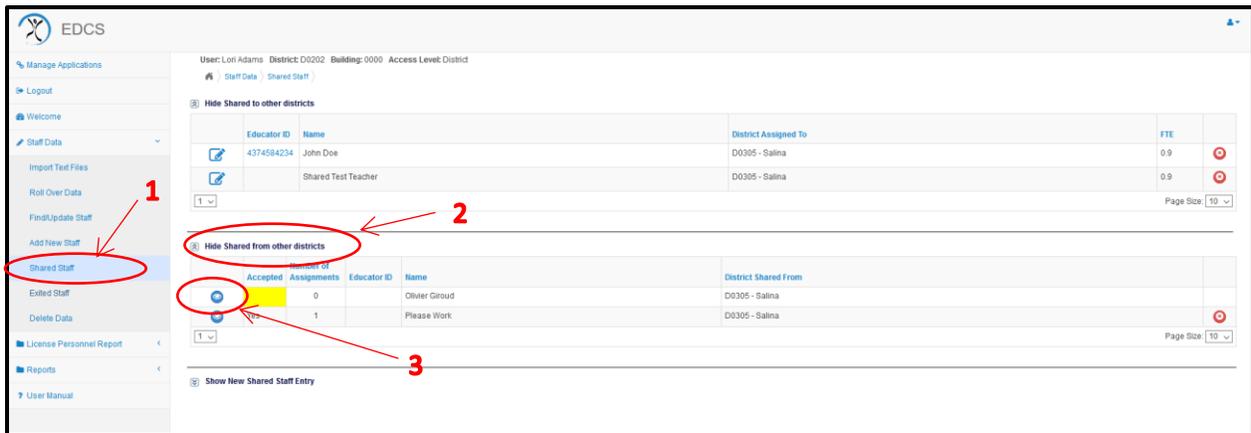
*Note: If shared staff **received** from other districts are in the "Find/Update Staff" screen, the educator will need to be deleted using the exit reason 2016-2017 Reporting Re-design. This will indicate that the staff member did not actual leave the position, but needed to be deleted due to changes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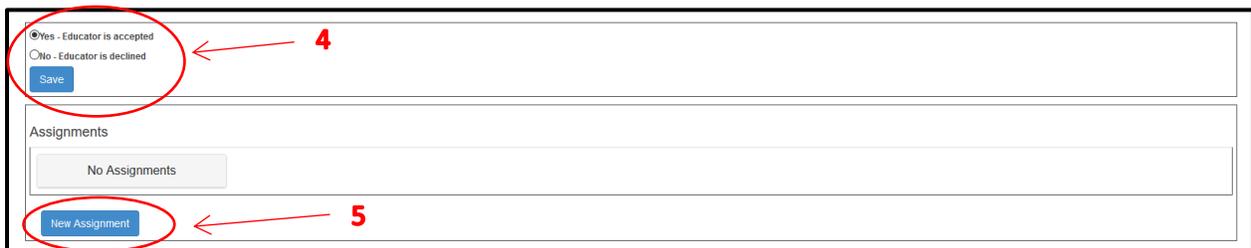- A teacher that teaches a course via distance learning

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

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

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.

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

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

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

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.