



FALL 2018

TEAMS WORK SESSIONS

Facilitated by Nathan Miller and Patty Muir

Do you dread every fall when it is time to complete the annual accreditation data collection?

Do you put it off until the Office of Public Instruction (OPI) starts calling?

This technical assistance session is just for you! Come to a session and receive face-to-face assistance from OPI staff. During the six-hour session, you will use your own data to work through the system and either submit your data or be very close to completing the entire data collection process.

See the OPI TEAMS Help website for more details.

Renewal Units offered!



Direct OPI assistance

Work with your own data

On-the-spot
troubleshooting

Complete TEAMS
reporting in one session

Free of daily, in-office
distractions

PREREGISTRATION REQUIRED

See page 2 list for city, date,
and time of sessions and
preregistration instructions.

OPI TEAMS HELP

406-444-2410

OPITEAMS@mt.gov

TEAMS WORK SESSIONS

Sidney	RESA Region	Date	Time
Sidney	I - PESA	September 11	9:00 am – 3:00 pm
Havre	II –MNCESR	September 13	9:00 am – 3:00 pm
Helena	IV – SWMSS	September 17	9:00 am – 3:00 pm
Great Falls	II –MNCESR	September 19	9:00 am – 3:00 pm
Lewistown	III – MRESA ₃	September 20	9:00 am – 3:00 pm
Kalispell	V – WMPLC	September 26	9:00 am – 3:00 pm
Missoula	V – WMPLC	September 27	9:00 am – 3:00 pm
Billings	III – MRESA ₃	October 2	9:00 am – 3:00 pm
Billings	III – MRESA ₃	October 4	9:00 am – 3:00 pm
Bozeman	IV – SWMSS	October 10	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 23	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 25	9:00 am – 3:00 pm
Helena	IV – SWMSS	October 29	9:00 am – 3:00 pm

REGISTRATION REQUIRED and will open August 6, 2018.

[Click here to register](#)

What to expect during your Work Session:

Help with every aspect of TEAMS, from uploading, hand entering, or rolling over Terms of Employment (TOE) and Teacher-Class records.

This is not a training. The facilitators are there to help you work with your own data, and will walk the entire group through the process, step-by-step. There may be up to 20 people attending each session.

Each participant is expected to work through the system at their own pace. If your TOE information is not completely entered into TEAMS, you may start with this step, but you may not be able to submit your data by the end of the day.

DON'T FORGET:

Bring all information needed to complete the entry process in order to make the most of your session. Remember the order of data entry; if this order is not followed, information can be lost:



The OPI is committed to providing reasonable accommodations to people with disabilities. If you need a disability-related accommodation or have questions concerning accessibility, please contact Patty Muir, 406-444-4317 or pmuir@mt.gov, at least seven business days prior to the session.