SCHOOL EMPLOYEE ID (SEID)

The OPI assigns a unique SEID number for *each* educator that has a Montana educator license and each employee of an educational program. An individual is assigned a single SEID number for life, even if the individual works at more than one educational program. Employers use the TEAMS SEID Generator to request an SEID number for an employee **that is not an educator**. If the individual already has an SEID number assigned, the SEID search will locate that number. The same SEID number may be used by more than one entity if the employee has been employed by more than one entity.

Creating an SEID number for an individual is a **one-time process**. Once it is created, the SEID number remains in the OPI's database and may be searched and located by any individual with access to TEAMS.

⚠️ **DO NOT CREATE SEID NUMBERS FOR EDUCATORS.**
The SEID number of an educator is the folio number on the employees teaching license. If an SEID number is created, TEAMS will not recognize the employee's teaching license and this will result in an accreditation deviation.

Roles That Have Access to the SEID Screen
❖ County Superintendent *(read-only)*
❖ AR (Authorized Representative)
❖ District HR (Human Resources)
❖ *Any person with TEAMS access can perform an SEID number search.*

SEID Data Links to Other TEAMS Screens
While there is no direct link between the SEID screen and the other TEAMS screens, the SEID number is used in every instance where there is employee information.

Use of SEID Numbers
SEID numbers are used in the OPI data collections to identify individuals. The OPI uses this data for many purposes. For example, the OPI uses SEID numbers to determine if educational programs employ properly licensed and endorsed educators to provide instruction and services as required by Montana's accreditation and licensure standards.

Employees That Need an SEID Number
❖ Public Schools and Special Education Cooperatives -
  ➢ *Every* employee of a public school or special education cooperative must have an SEID number.
❖ State-Funded Schools, Nonpublic Accredited Schools, and Residential Treatment Facilities -
  ➢ Each person employed as an administrator, teacher, instructional paraprofessional, librarian, counselor, or other licensed professional must have an SEID number.

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Contracted Services

Educational programs that use a contractor or a consortium to perform duties covered by the Montana accreditation standards must obtain an SEID number for the individual *(not the company)* who performs a service. Employees are on your payroll, while a Contractor bills you for their services.

Licensed Teacher SEID Numbers

DO NOT generate SEID numbers for a Montana licensed educator. His or her SEID number is the folio number on his or her educators license. If an SEID number is generated and used in TEAMS, the system is not able to retrieve the license information and this will result in an accreditation deviation.
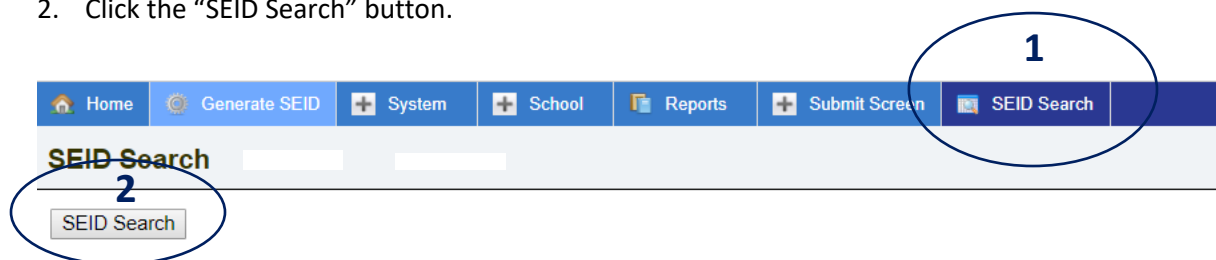
Searching and Generating SEID Numbers

Step 1: Search for SEID numbers.

Employees that are new to your district this year may already have an SEID number that was generated by another school district. Search for numbers before you create them.

1. On the "Home" row, click the "SEID Search" tab.
2. Click the "SEID Search" button.

3. Enter known information for the employee.
4. Click the "Search" button.
   a. Records matching the criteria will display.
      i. If the search did **NOT** locate an SEID number for:
         ❖ A Montana licensed educator:
            • Try the search again using different criteria.
            • **DO NOT** generate an SEID number for a Montana licensed educator.
         ❖ An employee that does not have a Montana educator license, request that a SIED number be generated in Step 2.
      ii. The SEID search displays all like names *and previous* names, such as maiden names, etc. For example, a search for the last name "Wilson" will display all SEID numbers that have the current or previous name of "Wilson" in the OPI's database.
5. Locate the correct employee and make note of the SEID number.

6. Click the "Clear Search" button to remove all the criteria and begin a new search.

SEARCH TIPS:
- Use only one or two search criteria to broaden the search.
- If there is a mismatch on certain criteria, delete that item from the search.
- Try searching with only the first or last name.

Step 2: Generate SEID numbers for employees without one.

1. On the "Home" row, click the "Generate SEID" tab.

2. Click the "Add New SEID Record" link below the "Valid SEID Records" table.

3. Enter the required information.

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      a.   SSN – **ONLY** the last four digits of the employee's Social Security Number

      b.   Last Name – the employee's last name

      c.   First Name – the employee's first name

      d.   Middle Name *(optional)* – the employee's middle name or initial

      e.   Date of Birth *(MM/DD/YYYY format)* – the employee's date of birth

      f.   Gender – the gender of the employee

      g.   Local Teacher ID *(optional)* – the Accounting/Human Resource employee number that the entity uses for the employee

4.   Click the "Submit" button.

      a.   If partial matches are found, a red error bar will show at the top of the screen.

            i.   Click the "Search for SEID" button.

            ii.   Review the returned results to find the employee.

            iii.   Click the "Select" link to the left of the correct record.

      b.   If a match is not found, a new SEID number is created. Keep this SEID in your records.

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