

# TEAMS Data Checklist

## SYSTEM LEVEL DATA NEEDED

### SEID Numbers

Information needed for each person:

- Last four digits of social security number
- First and Last Name
- Date of Birth
- Gender

### TOE File (Terms of Employment)

Information for each Employment Record:

- School Code
- SEID Number
- Position Code
- Employment Status
- Employment Start and End Date
- Employment Hours/Year
- Full or part-time employee
- Base Salary (Annual) - OPTIONAL
- Employment Days
- Employment FTE
- Coops Only – Is Employee Itinerant?

### Contractors

Information for each Contractor Record:

- Location SC code
- Contractor Name
- Contracting Person (*contractor's employee*)
- Start and End Date
- SIED Number
- Position Code

### Professional Licensure

Information for each employee who holds a Professional License:

- License Type and Number (*from MT Dept. of Labor & Industry*)

### Policy Compliance (Yes or No questions)

- List of policies that ARM requires the Board of Trustees to have in place.

### Recruitment Activities

Information needed for each position that was recruited during the most recent hiring cycle:

- Recruitment/Endorsement Area

### Recruitment Activities (continued)

- Recruitment FTE Level
- Total FTE recruited
- Difficulty level to fill the position

### Special Education Positions

- Percentage of FTE for 3 to 5 year olds
- Special Education paraprofessional supervisors

### Alternative Education

Information each Alternative Education Program:

- Where are students served?
- How are high school graduation requirements modified?
- Program Name and Description
- Program Phone Number
- Program Address
- Program Director SEID Number
- Enrollment Count

### Indian Education (System Level)

- General Indian Education questions
- Multiple questions regarding the use of Indian Education for All funds.
- Multiple questions regarding the American Indian Student Achievement Gap Funds.

### Coordinators

- Contact info for Foster Care Point of Contact
- Contact info for Gifted and Talented coordinator – If applicable
- Contact info for Indian Education for All coordinator – If applicable
- Contact info for Homeless Liaison coordinator
- Contact info for System Test Coordinator
- Contact info for Title IX coordinator

### Internships

Information for each person currently in an Internship: (*choose one*)

- First year intern
- Making progress toward completion of internship and will continue this year.
- No longer enrolled in internship/No longer employed by district.

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## Instructional Paraprofessional

Information for each Instructional Paraprofessional:

- Highly Qualified By (*assessment, college, etc.*)
- Supervising Teacher (*SEID Number*)

## SCHOOL LEVEL DATA NEEDED

### Teacher – Class

Information for each class:

- LE and SC code
- SEID of Educator
- MT K-12 Course Code
- Teacher of Record?
- Section Code
- Session Type and Number
- Support Staff Type Code
- Co Teacher Type Code
- Academic Level Code
- Credit Amount (*HS only*)
- District Course Name and Number
- Class Start and End Date
- Class Minutes/Year (*HS only*)
- Dual Enrollment Credit? (*HS only*)
- Course Sequence and Sequence Total
- Grade Low and High
- Class Enrollment
- Distance Learning?
- Alternative Education Program? (*HS only*)

### Distance Learning

Information for each Distance Learning class offered:

- Distance Learning Provider Name
- Distance Learning Provider's Teacher
- Distance Learning Provider's Course

### Dual Enrollment

Information for each Dual Enrollment class offered:

**Classes offered at the high school location**

- Concurrent credit Enrollment Count
- Postsecondary Partner Name

**Classes offered at postsecondary institution**

- SC code
- MT K-12 Course Code
- Session Type, Number and Code
- SEID number/name of postsecondary instructor
- College credit Enrollment Count
- Postsecondary Partner Name

## Off-Site Location

- Include Colony Remote Classrooms
- Site Name
- Site Address
- Student count for that location

## Pupil Instruction/Aggregate Hours

- First and last day pupils attend school
- Minutes per day of pupil instruction.
  - Full Day **AND** Partial Day Minutes
- Does this include Structured Recess?
- Minutes per day of passing time
  - Full Day **AND** Partial Day Minutes
- Number of days per year of pupil instruction
  - Full Days **AND** Partial Days

## PIR Hours

- Each PIR Day for the Year
  - Activity Date
  - Activity Type
  - PIR Activity Description
  - PIR Hours

## Indian Education (School Level)

- How has your school's instructional staff and school administrators received Indian Education for All professional development in the past year?
- Questions about what you see as your school's greatest need to effectively implement IEFA.

## Career and Technical Education

- CTE school program offerings
- Extended contracts and days for CTE Instructors
- # of male students enrolled in CTE courses
- Verify Semester 1 AND Semester 2 CTE classes in Teacher-Class

## Alternative Education (School)

- Which courses are part of an Alternative Education program

## Classroom Overloads

- Paraprofessional covering classroom overloads