

Teacher Class, Personnel, and EOY CTE

An End of the Year State Reporting Series presented by the EDUCATE Unit and
School Services of MT

EOY Personnel
and CTE



TEACHER
CLASS



PERSONNEL



CTE

COURSES

- Rules are different for Elementary vs. Middle School/JHS/HS
- **HOWEVER, there are some COMMON GUIDELINES:**
 - State-reported courses require an NCES code (usually courses that take attendance)
 - **ALL** state-reported courses that are taught in person must have a Teacher of Record for Section Staff History
 - **ALWAYS** use New Primary Teacher when adding in a Teacher of Record
 - **DO NOT DELETE** a student from their schedule if their enrollment has end dated
 - **DO NOT DELETE ROSTERS**

Number: **(Required)**

0000 AM

Name: **(Required)**

Kindergarten AM Attendance

Active:



State Code:

23003

NCES Code:

23003GEKGKG11

SCED Subject Area:

23: Non-Subject Specific

SCED Course Identifier: **(Required)**

003: MT-Kindergarten

Available Carnegie Unit Credit:

0.00

SCED Course Level: **(Required)**

GE: General Education

SCED Sequence: (part n of m parts)

1 of 1

SCED Lowest Grade: **(Required)**

Kindergarten

SCED Highest Grade: **(Required)**

KG: Kindergarten

Elementary Courses

Required fields for Elementary

- **Course Number/Name – district choice on both!**
- **NCES/SCED codes for Attendance and Specials**
- **Attendance Checkbox**

Elementary NCES/SCED Details

- **Attendance Courses start with 23: Non-subject specific**
- **SCED Subject Area – 51 and higher ONLY for grades KG-08**
- **SCED Course Identifier – Must start with "MT" for state-reporting**
- **Carnegie Unit = 0 (no entry required)**
- **SCED Course Level**
 - **GE, BE, SPED, etc.**
- **SCED Lowest and Highest Grade**

Elementary NCES/SCED Details

- **Specials taught by a teacher other than the classroom teacher must be state-reported (except Library and Counseling)**
- **Structured recessed MUST be state-reported**
- **Foreign Language Courses start with 24: World Languages**

Elementary Attendance Example

General Course Information

Number: **(Required)**

0000 AM

Name: **(Required)**

Kindergarten AM Attendance

Active:



State Code:

23003

NCES Code:

23003GEKGG11

SCED Subject Area:

23: Non-Subject Specific

SCED Course Identifier: **(Required)**

003: MT-Kindergarten

Available Carnegie Unit Credit:

0.00

SCED Course Level: **(Required)**

GE: General Education

SCED Sequence: (part n of m parts)

1

of

1

SCED Lowest Grade: **(Required)**

KG: Kindergarten

SCED Highest Grade: **(Required)**

KG: Kindergarten

Elementary Specials Example

Number: (Required) 0000 AM	Name: (Required) Kindergarten Spanish	Active: <input checked="" type="checkbox"/>
State Code: 24050		
NCES Code: 24050GEKKG11		
SCED Subject Area: 24: World Languages	SCED Course Identifier: (Required) 050: MT-Spanish for Young Learners (prior-to-secondary)	
Available Carnegie Unit Credit: 0.00	SCED Course Level: (Required) GE: General Education	SCED Sequence: (part n of m parts) 1 of 1
SCED Lowest Grade: (Required) KG: Kindergarten	SCED Highest Grade: (Required) KG: Kindergarten	

Required fields for MS/JHS

- **Course Number/Name – district choice on both!**
- **NCES/SCED codes for ALL Courses**
- **Courses offered, but with no enrollment for accreditation purposes must have a section (e.g., Foreign Language, Shop, Scuba Diving), a section placement, and a Teacher of Record/Facilitator (online)**
- **Attendance Checkbox**
- **If course is offered through MTDA or virtually, mark as a Distance Learning Class at the course level**
 - **DO NOT use the section to denote the Distance Learning**

Required fields for MS/JHS

- **ALL classes have NCES Information**
 - SCED Subject Area – 51 and higher **ONLY** for grades KG-08
 - SCED Course Identifier – Must start with "MT" for state-reporting
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = 0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade

Middle School Example

Number: (Required) AR101S2	Name: (Required) Art I S2	Active: <input checked="" type="checkbox"/>
State Code: 55187		
NCES Code: 55187GE070711		
SCED Subject Area: 55: Fine and Performing Arts (prior-to-secondary)	SCED Course Identifier: (Required) 187: MT-Art (grade 7)	
Available Carnegie Unit Credit: 0.00	SCED Course Level: (Required) GE: General Education	SCED Sequence: (part n of m parts) 1 of 1
SCED Lowest Grade: (Required) 07: Grade 7	SCED Highest Grade: (Required) 07: Grade 7	
Description: i		

Middle School CTE Example

Number: (Required) BU105S1 **Name: (Required)** Financial Literacy **Active:**

State Code: 62101

NCES Code: 62101GE070811

SCED Subject Area: 62: Business and Marketing (prior-to-secondary) **SCED Course Identifier: (Required)** 101: MT-Banking and Finance

Available Carnegie Unit Credit: 0.00 **SCED Course Level: (Required)** GE: General Education **SCED Sequence: (part n of m parts)** 1 of 1

SCED Lowest Grade: (Required) 07: Grade 7 **SCED Highest Grade: (Required)** 08: Grade 8

State Defined

Type:

High School Credit: **Dual Enrollment Credit:** **Distance Class:** N: No

CTE Pathway: Select all that apply
BM: Business Management

Alternative Ed Program: **Vocational Code:**

Work Based Learning: **WBL Partner:** Maximum 200 characters

Required fields for HS

- **Course Number/Name – district choice on both!**
- **NCES/SCED codes for ALL Courses**
- **Courses offered, but with no enrollment for accreditation purposes must have a section(e.g., Foreign Language, Shop, Scuba Diving), a section placement, and a Teacher of Record/Facilitator (online)**
- **Attendance Checkbox**
- **CTE Pathways are denoted**
- **If course is offered through MTDA or virtually, mark as a Distance Learning Class at the course level**
 - **DO NOT use the section to denote the Distance Learning**

Required fields for HS

- **ALL classes have NCES Information**
 - SCED Subject Area – 51 and higher ONLY for grades KG-08
 - SCED Course Identifier – Must start with "MT" for state-reporting
- **Foreign Language Courses start with 24: World Languages**
- **Carnegie Unit = Number of credits for completing a section of the class**
 - Semester class = 0.5
 - Year long class = 1.0
- **SCED Course Level**
 - GE, BE, SPED, etc.
- **SCED Lowest and Highest Grade**
- **Transcript Box**
- **Activity for Eligibility – optional, but strongly encouraged**
- **GPA Weight**
- **HS Credit Marked (IF receiving HS credit)**

Required fields for HS

- CTE Pathways denoted
- WBL Learning checkbox and Partner noted (use specific [WBL NCES Course Codes](#))
 - Each WBL Offering = 1 course, e.g.
 - Welding pathway with 2 WBL partners = 1 course
 - Ag and Natural Resources pathway with 1 WBL partner = 1 course
 - Welding & Ag and Natural Resources pathways with 1 WBL = 1 course for Welding and 1 course for Ag and Natural Resources
- ALL MTDA and Distance Courses need to be individual courses with unique NCES information
- Type is denoted
- Course minutes matter
 - At least 4050 minutes/semester course
 - At least 8100 minutes for a full year course



High School Example

Number: (Required) 04301 **Name: (Required)** FRENCH I A **Active:**

State Code: 24102

NCES Code: 24102GE0.5012

SCED Subject Area: 24: World Languages **SCED Course Identifier: (Required)** 102: MT-French I

Available Carnegie Unit Credit: 0.50 **SCED Course Level: (Required)** GE: General Education **SCED Sequence: (part n of m parts)** 1 of 2

SCED Lowest Grade: (Required) 09: Grade 9 **SCED Highest Grade: (Required)** 12: Grade 12

Course Setup

Subject Type: [Dropdown]

Transcript: **GPA Weight:** 1.000 **Bonus Points:**

Attendance:

Standards-Based: **Hide Standards On Portal:**

Activity: AC: Academic

State Defined

High School Credit: **Dual Enrollment Credit:** **Distance Class:** Y: Yes

Type: RG: Regular

High School AP Example

Number: (Required) 03201 **Name: (Required)** AP PSYCHOLOGY A **Active:**

State Code: 04256

NCES Code: 04256H00.5012

SCED Subject Area: 04: Social Sciences **SCED Course Identifier: (Required)** 256: MT-AP Psychology

Available Carnegie Unit Credit: 0.50 **SCED Course Level: (Required)** HO: Honors **SCED Sequence: (part n of m parts)** 1 of 2

SCED Lowest Grade: (Required) 09: Grade 9 **SCED Highest Grade: (Required)** 12: Grade 12

Course Setup

Subject Type:

Transcript: **GPA Weight:** 1.000 **Bonus Points:**

Attendance:

Standards-Based: **Hide Standards On Portal:**

Activity: AC: Academic

High School Credit: **Dual Enrollment Credit:** **Type:** AP: Advanced Placement

Distance Class: Y: Yes

CTE Pathway: **Alternative Ed Program:** **Vocational Code:**

High School
CTE (NOT
WBL)
Example

SCED Subject Area: 18: Agriculture and Natural Resources

SCED Course Identifier: (Required) 002: MT-Agriculture-Comprehensive

Available Carnegie Unit Credit: 0.50

SCED Course Level: (Required) GE: General Education

SCED Sequence: (part n of m parts) 2 of 3

SCED Lowest Grade: (Required) 10: Grade 10

SCED Highest Grade: (Required) 12: Grade 12

Course Setup

Subject Type:

Transcript:

Attendance:

GPA Weight: 1.000

Bonus Points:

Standards-Based:

Hide Standards On Portal:

Activity: AC: Academic

State Defined

Type: RG: Regular

High School Credit:

Dual Enrollment Credit:

Distance Class: N: No

CTE Pathway: Select all that apply

- AM: Advanced Manufacturing
- AFN: Agriculture, Food & Natural Resources

Alternative Ed Program:

Vocational Code:

High School
CTE - WBL
Example

SCED Subject Area: 18: Agriculture and Natural Resources
SCED Course Identifier: (Required) 002: MT-Agriculture-Comprehensive

Available Carnegie Unit Credit: 0.50
SCED Course Level: (Required) GE: General Education
SCED Sequence: (part n of m parts) 2 of 3
SCED Lowest Grade: (Required) 10: Grade 10
SCED Highest Grade: (Required) 12: Grade 12

Course Setup

Subject Type: [Dropdown]
Transcript:
Attendance:
Standards-Based:
Activity: AC: Academic
GPA Weight: 1.000
Bonus Points:
Hide Standards On Portal:

State Defined

Type: RG: Regular
High School Credit:
Dual Enrollment Credit:
Distance Class: N: No

CTE Pathway: Select all that apply
AFN: Agriculture, Food & Natural Resources
Work Based Learning:
WBL Partner: Maximum 200 characters
Murdoch's, Tractor Supply

Alternative Ed Program:
Vocational Code:

Elementary SPED Course Details

- **Self-contained vs. Pullout**
 - Is the student assigned to a regular education classroom?
 - YES – student does not require assignment to a SPED Teacher
 - NO – create a separate course
 - PS: No longer creating separate courses because the SPED teacher wants their own gradebook
- **Special Education teachers with a Special Education ONLY Endorsement must be assigned to a course identified as self-contained special education**
 - **STILL Teacher of Record**


MS/JHS/HS SPED Course Details

- **Special Education ONLY** endorsed teachers may be assigned to a specific subset of Course Codes
 - [Special Education Course Codes](#)
- Courses may also be assigned to the subject level teacher, with the Special Education teacher indicated as **Co-Teacher Special Education**
 - **NOTE:** The additional students assigned to the course count toward the Primary Teacher's roster limit **AND** daily student contact limit

A photograph of a sunlit field with trees and a yellow text box. The sun is low on the horizon, creating a warm, golden glow. The field is filled with tall grasses, and there are several trees in the background. A yellow text box is overlaid on the left side of the image, containing the text "Teacher of Record K-12".

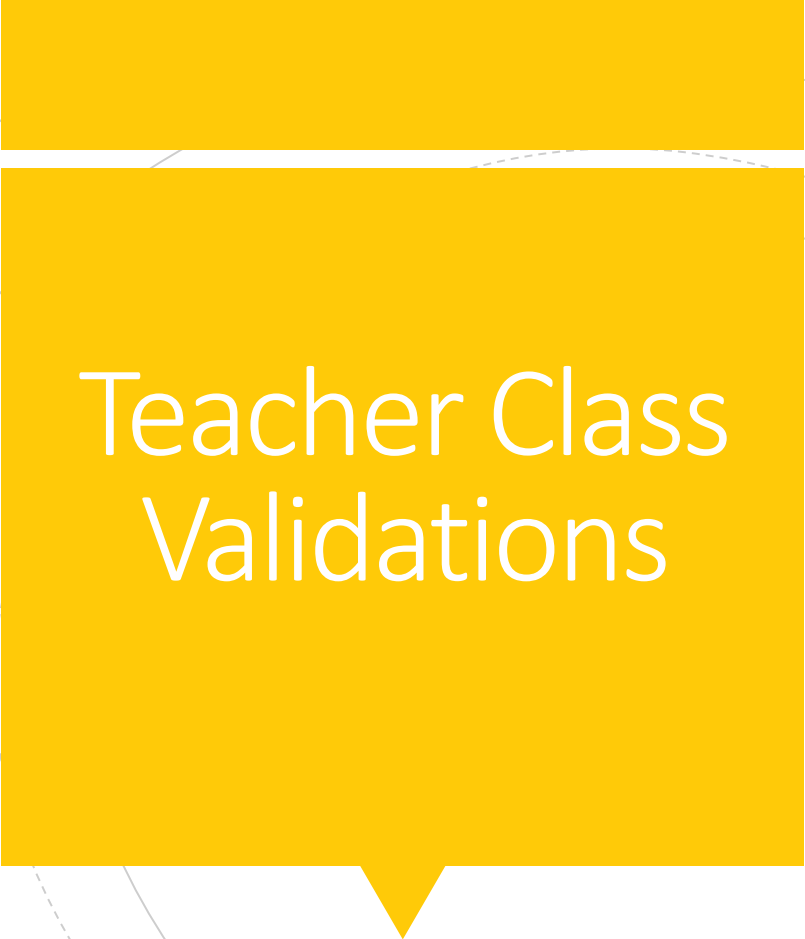
Teacher of Record K-12

- Use New Primary Teacher
 - Do NOT use New Teacher or Section Staff
- Determine Role based on whether the course is a State-Reported Course
 - Teacher of Record = ALL courses that are state-reported and taught in person
 - Facilitator = ANY online or distance course (exceptions for Dual Credit and online CTE courses)
 - Not Applicable/Not State Reported = courses not state reported: e.g., Elementary Math, Elementary ELA, etc.
- Do NOT enter in Staff Assignment Start or End Dates unless the Teacher leaves before the end of the term or starts later in the term



Teacher of
Record K-12
DUAL CREDIT

- Dual Credit and online CTE REQUIRE a Teacher of Record
 - If the instructor is a district employee, assign the instructor as Teacher of Record
 - If the course is online or provided by a college professor (not a district employee), add the instructor as a contractor in the District Assignment and assign to the section as the Teacher of Record – see Contractors slide

A large yellow speech bubble graphic with a white outline, pointing downwards. The text "Teacher Class Validations" is written in white inside the bubble. The background features faint, overlapping circular lines in shades of gray.

Teacher Class Validations

End of Year Teacher Class Validations

- **Staffing Issues**
 - No Teacher/Primary Teacher
 - No Role Code/Incorrect Role Code
- **Course Issues**
 - Missing Course Level/Incorrect Course Level
 - Missing/Incorrect Session Type or Session Number
 - Not assigned to MT Course Code
 - WBL Learning issues

Teacher Class Validations

Validation Groups ★

Published

Name *

End of Year Teacher Class Courses Validations

Archived

Description

Career and Technical Education (CTE)

TWO-PART COLLECTION – COURSES & STUDENTS

- **Courses**
 - Identification of CTE Courses (NCES Code, Pathway)
 - Course Minutes
 - Roster Counts
- **Students**
 - Credits by Pathway
 - Out of District Credits
 - Student is Single Parent
 - Work Based Learning
 - Dual Credit

Career and Technical Education (CTE)

CTE COURSES

- District Courses that are part of a CTE approved Pathway **and** those courses the district is using to build additional Pathways should assigned at least one Pathway
- Courses with Pathways must have a properly licensed and endorsed teacher identified as Teacher of Record (including Dual Credit and Distance Providers)
- Carnegie Unit Credits must match the credit awarded for completion of a section
- Courses must be assigned to a Section Placement that accurately reflects Course Minutes
- Work-Based Learning must be indicated (requires specific NCEC Course Codes) and Partner(s) identified

Career and Technical Education (CTE)

Course Information ☆

CCM125A College Welding 125

Collapse All

Sections: [

General Course Information

Number: **(Required)**

CCM125A

Name: **(Required)**

College Welding 125

Active:



State Code:

13207

NCES Code:

13207GE1.0011

SCED Subject Area:

13: Manufacturing

SCED Course Identifier: **(Required)**

207: MT-Welding

Available Carnegie Unit Credit:

1.00

SCED Course Level: **(Required)**

GE: General Education

SCED Sequence: (part n of m parts)

1

of

1

State Defined

Type:

High School Credit:



Distance Class:

N: No

CTE Pathway:



Select all that apply

AM: Advanced Manufacturing DCIT: Architecture and Engineering WF: Welding & Fabrication

Alternative Ed Program:



Work Based Learning:



WBL Partner:

Maximum 200 characters

Dual Enrollment Credit:



Career and Technical Education (CTE)

NCES Code:
13148GE1.0011

SCED Subject Area:

13: Manufacturing ▼

SCED Course Identifier: **(Required)**

148: MT-Production Systems-Workplace Experience

Available Carnegie Unit Credit:

1.00 ▲▼

SCED Course Level: **(Required)**

GE: General Education ▼

SCED Sequence: (part n of m parts)

1 ▼ of 1 ▼

SCED Lowest Grade: **(Required)**

09: Grade 9 ▼

SCED Highest Grade: **(Required)**

12: Grade 12 ▼

Work Based Learning:



WBL Partner:

Maximum 200 characters





Acme Manufacturing, Main Street Body Shop

Career and Technical Education (CTE)

CTE STUDENTS

- **Identify students who have completed CTE Courses**
 - CTE Courses in district approved Pathways
 - Out of District CTE Courses in approved Pathways (even if the Pathway is not approved in the current district)
- **Participants and Concentrators**
 - Participants – at least one CTE course in an approved Pathway
 - Concentrators – at least 2 credits in a CTE course in an approved Pathway (usually one Foundational Credit and one Elective and/or WBL Credit)
 - Enter Credits earned In-District, Out of District, Dual Credit, and Work-Based Learning
 - Review Student is Single Parent (if yes, indicate for all Pathways)






Career and Technical Education (CTE)

 New  Save  Delete  Print Summary Report

CTE Participant Summary

CTE Pathway	CTE Concentrator	Pathway Credits	Student Single Parent	Start Date	Modified Date
Business Management	No	0.50	No	07/08/2024	06/27/2025
Architecture and Engineering	Yes	2.00	No	07/08/2024	04/23/2026

CTE Participant Detail


*CTE Pathway	*CTE Concentrator	*Student Single Parent	*Start Date	Modified Date
Architecture and Engineering 	Yes <input type="checkbox"/> 	No <input type="checkbox"/> 	07/08/2024 	04/23/2026 

CTE Credits


Total Pathway Credits Earned

2


Total Pathway Credits Earned is automatically calculated from the sum of In District Credits Earned and Out of District Credits Earned. Students who have earned a minimum of 2 Pathway Credits are considered a CTE Concentrator.

In District Credits Earned 


1

Out of District Credits Earned 

1

Dual Enrollment Credits 

0.5

Work Based Learning Credits 

0.5

Modified By: Administrator, System

District Defined Elements

CTE Collections

How to get it done:

- *Print transcripts and tally credits*
- *If everything was done accurately last year, use the CTE: Students Rostered to Courses with Pathways to update those students who passed courses in 25-26*
- *Cry*
- *Pull Academic Plan progress and update*

CTE Validations

CTE: Course Review HIGH SCHOOL *NEW*

- **Reviews courses to ensure that courses are accurately set up for CTE reporting**
- **Includes Course Minutes and Roster Counts**

End of Year CTE Concentrator and Participants Validation

- **Counts and student lists for errors based on credit counts**

Living on the earth
may be tough, but it
includes a free ride
around the sun
every year.



Personnel

WHY AND WHAT

- Why?
 - Streamline data source – one system
 - Allows for staff to be assigned to districts, school, students, & courses
 - TALKS TO:
 - ACCREDITATION
 - SPED
 - CTE
 - SCHOOL FINANCE (QEC, Compensation Expenditure)
 - Ties to other State required reporting within Campus – TEACHER CLASS, etc.
- What?
 - Employment Dates, District Assignments, FTE, State Assignment Codes, SPED Level, Specialization, Supervisors, Credentialing

Personnel

WHO

- Teachers
- Admin
- Admin Assts
- SPED Service Providers
- Paras
- Subs
- Short-term worker
- Long term workers
- Food Service Staff
- Bus Drivers
- Coaches

*ANYONE EMPLOYED OR PAID FROM 7/1/2025
THROUGH 6/30/2026*

Credentials — Highly Qualified & Licensure/Certification

HOW

Navigate to **Census > Staff > Credentials**

- **FOR SPED Staff:**
 - **Click New and select HQ: Highly Qualified ***
 - **Enter State Date (start of employment or start of status)**
 - **Select appropriate qualifications**
 - **Paraprofessional – choose appropriate Paraprofessional Qualification**
 - **SPED Staff – choose Subject Type: SPED Special Ed Content and appropriate Certification Status**

If Highly Qualified Status changes (e.g., from "None of These Apply" to "Academic Assessment", end the first record and create a new record as of the date the status changed.

Credentials — Highly Qualified & Licensure/Certification

HOW

Navigate to **Census > Staff > Credentials**

- **For ST, PT, OT, Nurses, Counselors:**
 - **Click New and select LC: Licensure/Certification**
 - **Enter State Date (License Issue Date)**
 - **Enter End Date (License Expiration Date)**
 - **Select license type**
 - **SPED Relation Services Credential – Psychiatrist, Counselors, Social Worker, PT, OT, Speech Pathologist, etc.**
 - **Health License – RN, Dr, LPN, etc.**
 - **Enter License number EXACTLY how it is listed in the MT Dept. of Labor and Industry**

When a professional license is renewed, enter the new expiration date.

Credentials — Examples

HIGHLY QUALIFIED

New Employment Credential Information

***Start Date**
10/01/2025

End Date

Subject Type
SPED: Special Education Content

Met HOUSSE HOUSSE Completion Date

Subject Matter Competency

***Certification Status**
LT: Licensed Teacher

Paraprofessional Qualification

LICENSURE

New Employment Credential Information

***Start Date**
12/01/2025

End Date
11/30/2027

Fully Certified

English Learners Credential

SPED Related Services Credential
SPEECHPATH: Speech-language Pathologists

Health License

License Number
ST-123-3454-234

License / Certification Type
REG: Regular / Full

Contractors

- Identify contractors using the MT Titles field in the District Assignment
- Check the “Special Ed” checkbox
- Use the Special Ed Service Providers Setup tool to identify the contractor’s “Agency” (if self-employed, enter staff member’s first and last name)
 - Student Information > Special Education Administration > Special Education Service Provider Setup
- For Dual Credit Instructors, enter the College/University awarding credit

Contractors

Employment Assignment Information

School Harrison High	Department Science
*Start Date 11/23/2020	End Date []
Type 02:Certified	FTE of Assignment []
Teache <input checked="" type="checkbox"/> Special Ed <input type="checkbox"/> Program	Behavior Admin <input type="checkbox"/> He
Advisor <input type="checkbox"/> Supervisor <input type="checkbox"/> Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/> Ex Be Re
Activity Staff <input type="checkbox"/> Activity Preapproval <input type="checkbox"/> MT SPED Level []	MT Titles <input checked="" type="checkbox"/> Contractor

- ### Providers Editor
- Name
 - Abra, Dean
 - Administrator, System
 - Albinak, Gloria
 - Cline, Allison
 - Dyson, Spencer
 - Indiv Learning, Provider
 - Mr. Matthews
 - Music, Miguel
 - Professor, MT State
 - Sample, Frank
 - Skubitz, Frank
 - Smith, Lars
 - Speda, Angela

Provider Detail

Link to Person
Aarons, Mitchell

*Name:
Aarons, Mitchell

Agency:
Montana State University

Address:
Bobcat Way

Phone:
406-win-cats

Active
 Bill Exclude

Personnel Validations

End of Year Personnel Validations

- Missing
 - SEID, FTE, District Assignment, Credentials
- Mismatches
 - FTE/No FTE, School Level/District Level, MT Title Type

Print staff report from HR system and compare to End of Year Personnel Certification. These reports should match exactly (including LE, FTE, State Assignment Code(s))

HOMEWORK

- **Run the reports below in Reporting > Data Validation > Validation Groups OR Reports**
 - **End of Year Teacher Class Courses Validations**
 - **CTE: Course Review HIGH SCHOOL *NEW***
 - **End of Year CTE Concentrator and Participants Validation**
 - **End of Year Personnel Data Validations**

“Sorry, did you say something? It’s summertime, and I only hear and speak beach, pool, flip-flops, and margaritas.”



Thanks for joining us!

maskinner@mt-schools.org