ACCREDITATION AND EDUCATOR PREPARATION UNIT

Nathan Miller
Accreditation Program Director
406-444-4317
nmiller5@mt.gov

For TEAMS questions contact OPITEAMS@mt.gov
TODAY’S AGENDA

• Accreditation Process for 2021-2022
• TEAMS User Roles and Screens
• Screen Changes for 2021-2022
• Recruitment Screen
• Teacher Class Records - Onsite, Remote, and Hybrid Courses
• Special Education Classes
• Dual Enrollment

• Career and Technical Education (CTE)
• Validations Report and Submit Screen
• Morning Individual Work Session
• Lunch Break: 12:00p to 1:00p
• Afternoon Individual Work Session
WORK SESSION ATTENDEES

• Please put the following information into the Zoom Chat
  1. Your Name
  2. Job Title
  3. School System
  4. Email
  5. Would you like renewal units for this work session?
     Yes or No?
ACCREDITATION PROCESS

• Accreditation Status for 2021-2022
  o The Board of Public Education, at the request of State Superintendent Arntzen, elected to extend the School Year 2020-2021 Accreditation Status for all school districts through the 2021-2022 school year.
  o Each school will receive the same Final Accreditation Status as last year
ACCREDITATION PROCESS

• Continuous School Improvement Plan (CSIP) for 2021-2022
  o The Board of Public Education, at the request of State Superintendent Arntzen, elected to allow the School District plan required by the U.S. Department of Education under the American Rescue Plan Act (ARPA) for use of Elementary and Secondary School Emergency Relief (ESSER) III Fund dollars to be considered as the Continuous School Improvement Plan (CSIP) for the 2021-2022 School Year.
  o If you completed the ARP/ESSER LEA Plan in August, you do not need to complete the CSIP for 2021-2022
ACCREDITATION PROCESS

• September 1, 2021 – TEAMS Opens
• November 1, 2021 – TEAMS Closes
• December 2021
  o OPI starts reviewing submitted data
  o Quality Educator Payment review
• December 2021 - January 2022 - District Superintendents/Authorized Representatives are contacted to discuss any identified issues
  o District has opportunity to fix any data entry errors
  o Deviations are assigned as outlined in the Accreditation Status Criteria Reference Guide
ACCREDITATION PROCESS

• March 2022
  o Board of Public Education approves/disapproves recommended Accreditation Status for all schools
  o FY2022 TOE and CTE screens opened for editing

• April 2022
  o Final Accreditation reports are emailed to each school’s District Superintendent, Local School Board of Trustees Chairperson, and County Superintendent
TEAMS USER ROLES AND SCREENS
Your TEAMS User Role(s):
- Beaverhead (01) Lima K-12 Schools (0009) [DistrictAuthorizedRepresentative]
- Beaverhead (01) Lima K-12 Schools (0009) [DistrictHumanResource]
- Beaverhead (01) Lima K-12 Schools (0009) [DistrictDataEntry]
- System Admin [SystemAdmin]
- OPI Accreditation User [OPIAccreditation]

The 2021-2022 TEAMS screens are now open and will close November 1, 2021.
Questions? Contact the OPI at OPITEAMS@mt.gov.

ARP ESSER LEA Plan
Click here to complete the ARP ESSER LEA Plan. Please review the checklist and instructions before completing the LEA response.

TEAMS Virtual Work Sessions
The Accreditation and Educator Preparation unit is offering 14 virtual work sessions in September and October to assist with completing the TEAMS report. They are all via Zoom and you do not need to register beforehand. There are 5 sessions intended for new users and 9 sessions for returning users that discuss FY2022 Updates. 2021-2022 TEAMS Virtual Work Sessions Schedule.

TEAMS Access/Security
Don’t forget, if district TEAMS users have changed, the district’s Authorized Representative must complete a TEAMS Security Form (link) in order for access to be updated.
Your TEAMS User Role(s):
Beaverhead (01) Lima K-12 Schools (0009) (DistrictA)
Beaverhead (01) Lima K-12 Schools (0009) (DistrictB)
System Admin: (SystemAdmin)
OPI Accreditation User: (OPIAccreditation)

-2022 TEAMS screens are now open
Questions? Contact the OPI at OPI

ARP ESSER LEA Plan

Click here to complete the ARP ESSER LEA Plan. Please review the checklist and instructions before completing the LEA response.

TEAMS Virtual Work Sessions

The Accreditation and Educator Preparation unit is offering 14 virtual work sessions in September and October to assist with completing the TEAMS report. This session is intended for returning users that discuss FY2022 Updates. 2021-2022 TEAMS Virtual Work Sessions Schedule.
TEAMS Screen-By-Screen Process

**System Level Screens**
(Authorized Representative, Human Resources, District Data Entry Roles)

- Terms of Employment (TOE)
- Contractors
- Professional Licensure
- Policies
- Recruitment
- Special Education
- Alternative Education (System)
- IEFA (System)
- AISA (System)
- Coordinators
- Internships
- Instructional Paraprofessionals
- Assessments
- Gifted and Talented
- Teacher Incentive Program

**School Level Screens**
(Authorized Representative, District Data Entry, School Data Entry Roles)

- Teacher-Class
- Distance Learning
- Dual Enrollment
- Off-Site Locations
- Pupil Instruction/Aggregate Hours
- Pupil Instruction Related (PIR)
- IEFA (School)
- Career Technical Education
- Alternative Education (School)
- Classroom Overload

**Indicators**
- Public and Nonpublic Accredited Schools
- State-Funded Schools
- Special Education Cooperatives
- Residential Treatment Facilities

*Putting Montana Students First*
FY2022 SCREEN CHANGES

New screens
• Gifted and Talented
• Teacher Incentive Program
• American Indian Student Achievement

Revised screens
• Indian Education For All (System Level)
• Indian Education For All (School Level)
RECRUITMENT SCREEN

- Please include all recruitment information for all licensed staff openings
- Data is used for the Critical Quality Educator Shortages report
- Tied to the Quality Educator/Professional Loan Assistance Program
- If a position was unfilled for 30 days or longer and you filled the position still use “Vacant and unfilled for a period of 30 days”
During the most recent hiring cycle, list the endorsements that were recruited and the FTE by level of school (elementary, middle grades and high school). Rate how difficult it was to fill each opening. Multiple recruitments for similar FTE may be combined by difficulty level to speed up data entry.

List all openings since the last collection of this data.

The information provided in this tab is used in the CRITICAL QUALITY EDUCATOR SHORTAGES report produced by the OPI every fall per Section 20-4-503, MCA, and for the QUALITY EDUCATOR/PROFESSIONAL LOAN FORGIVENESS PROGRAM per Section 20-4-504, MCA. Based on this reported information, the OPI can identify critical quality educator shortages areas under 20-4-502(1)(a), meeting the following criteria for the positions:

- Advertised and remained vacant and unfilled due to a lack of qualified candidates for a period in excess of 30 days; or
- Advertised for a period of at least 30 days and the district received less than five applications from qualified candidates.

For more information about Educator Recruitment and Retention, visit the OPI's website which provides details on the Quality Educator Loan Assistance Program and the National Board Teacher Stipend Program.

If no openings existed for the school year, check “No openings or recruitment to report.”

There are no recruitment records.

- Select --  
- Select --  
- Select --  
- Few - Less than 5 qualified candidates  
- Few - Less than 5 qualified candidates  
- Possible to Fill - Qualified application pool  
- Vacant and unfilled for a period of 30 days
Teacher-Class Records
ONSITE, REMOTE AND HYBRID COURSES

- Remote and Hybrid courses are entered into TEAMS the same way you enter an Onsite course.
- There is no special course code or field to distinguish remote instruction.
- A remote class taught by a teacher at your school is NOT Distance Learning, **DO NOT** select yes for the Distance Learning field.
- List each individual course regardless of delivery type with the teacher and enrollment for that course.
INSTRUCTIONAL PARAPROFESSIONAL

• **DO NOT** report Paraprofessionals in the Teacher-Class screen unless they are a facilitator of a distance learning class

• **DO** report Paraprofessionals in the Terms of Employment (TOE) screen

• The Instructional Para Type Code field will always be Not Applicable
# ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Course</th>
<th>Grade Low</th>
<th>Grade High</th>
<th>Class Enrollment</th>
<th>Class Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Smith</td>
<td>23003 - Kindergarten</td>
<td>K</td>
<td>K</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Mark Sullivan</td>
<td>23004 – Grade 1</td>
<td>1</td>
<td>1</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Lou Jones</td>
<td>23005 – Grade 2</td>
<td>2</td>
<td>2</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Teresa Franklin</td>
<td>23012 - Prior-to-Secondary Education</td>
<td>3</td>
<td>4</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Trish Smarts</td>
<td>58031 – Physical Education (Grade 1)</td>
<td>1</td>
<td>1</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Trish Smarts</td>
<td>58001 – Physical Education</td>
<td>3</td>
<td>4</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>
Class Minutes

Junior High, 7-8 Grade, and High Schools
## JUNIOR HIGH, 7-8 GRADE, AND HIGH SCHOOL

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Course</th>
<th>Grade Low</th>
<th>Grade High</th>
<th>Class Enrollment</th>
<th>Class Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Smith</td>
<td>51035 – Language Arts (grade 7)</td>
<td>7</td>
<td>7</td>
<td>19</td>
<td>8100</td>
</tr>
<tr>
<td>Mary Smith</td>
<td>51036 – Language Arts (grade 8)</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td>8100</td>
</tr>
<tr>
<td>Lou Jones</td>
<td>52037 – Mathematics (grade 7)</td>
<td>7</td>
<td>7</td>
<td>19</td>
<td>8100</td>
</tr>
<tr>
<td>Lou Jones</td>
<td>52038 – Mathematics (grade 8)</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td>8100</td>
</tr>
<tr>
<td>Trish Smarts</td>
<td>53237 – Science (grade 7)</td>
<td>7</td>
<td>7</td>
<td>19</td>
<td>8100</td>
</tr>
<tr>
<td>Kevin Thomas</td>
<td>55189 – Art</td>
<td>7</td>
<td>8</td>
<td>19</td>
<td>8100</td>
</tr>
</tbody>
</table>
SPECIAL EDUCATION CLASSES

Prior-to-Secondary Education

- Even though the Special Educator is in the TOE, it doesn’t mean classes have to be assigned. Most K-8 schools provide supplemental special education services.

- Do not report Resource/Pull out Special Education classes in the Teacher-Class. The Special Education teacher is not the teacher of record.
SPECIAL EDUCATION CLASSES

Prior-to-Secondary Education

- Only report self-contained classes (students are in the special education room all day for all classes, and that teacher is the teacher of record).

- Special Education Course Codes to use
  - Self-Contained Classroom (special education) – 23040
  - Adapted Physical Education – 58007
  - Make sure to select Special Education as the Academic Level Code.
SPECIAL EDUCATION CLASSES

Secondary Education

- If a Special Education teacher is supplanting a student’s class, and assigning the grade for the credit, a teacher-class record is needed. The credit follows the teacher.

- If a Special Education teacher has several students doing different subjects during the same period, one record for each subject with total amount of students (throughout the day) receiving that grade for that subject is required. Do NOT build more than one teacher/class record for one period.
SPECIAL EDUCATION CLASSES

Secondary Education

- Special Education Course Codes to use
  - Social Development Instruction – 22253
  - Adapted Physical Education – 08007
  - Make sure to select Special Education as the Academic Level Code.
Dual Enrollment
DUAL ENROLLMENT COURSES

Taught at the High School

- Answer **YES** to the Dual Enrollment Credit field when completing a Teacher-Class record

- The Dual Enrollment Course will automatically appear on the Dual Enrollment screen under the School tab

- Enter students enrolled in concurrent high school/college credits and Postsecondary Partner for each record

- Do not enter online college courses facilitated at the High School in the Teacher-Class
Teacher-Class

County: Richland ▼ System: Sidney Public Schools (0831) ▼ District: Sidney HS - 0746 ▼ School: Sidney High School - 0961 ▼

Upload File: Choose File | No file chosen
Upload File Rollover Prior Year Data SEID Search

If data exists it will be overwritten if you use the Upload or Rollover button.

Filter By
SEID: 
Course Name: 
Support Staff Type: 

Apply Filter Clear Filter

SEID: 74310
Course Code: Calculus - 02121
Session Type Code: Full School Year ▼
Session Number: 1
Section Code: 22854
Teacher: Yes ▼
Support Staff Type Code: Not Applicable ▼
Coteacher Type Code: Not Applicable ▼
Instructional Para Type Code: Not Applicable ▼
Academic Level Code: Honors ▼
Credit Amount: 1.00
Course Sequence: 1
Course Sequence Total: 1
District Course Name: Calculus
District Course Number: 02121
Grade Low Code: 12 ▼
Grade High Code: 12 ▼
Class Start Date: 8/21/2019
Class End Date: 5/29/2020
Class Enrollment: 11
Class Minutes: 8416
Distance Learning: No ▼
Dual Enrollment Credit: No ▼
Alternative Ed Program: Yes ▼

Save Cancel
High School Offered Dual Enrollment Classes (taught at the high school)

"Concurrent enrollment" means the district offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Name</th>
<th>Session</th>
<th>Sequence</th>
<th>Instructor/Facilitator Name</th>
<th>SEID</th>
<th>Enrollment</th>
<th>Postsecondary Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>01102</td>
<td>English/Composition (juniors and seniors)</td>
<td>SY</td>
<td>1</td>
<td>Wallhead, Crystal</td>
<td>96824</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>02110</td>
<td>Pre-Calculus</td>
<td>SY</td>
<td>1</td>
<td>Redman, Holly</td>
<td>74310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>02110</td>
<td>Pre-Calculus</td>
<td>SY</td>
<td>1</td>
<td>Redman, Holly</td>
<td>74310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>02121</td>
<td>Calculus</td>
<td>SY</td>
<td>1</td>
<td>Redman, Holly</td>
<td>74310</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>03102</td>
<td>Chemistry—Advanced Studies</td>
<td>SY</td>
<td>1</td>
<td>McDonald, David</td>
<td>44436</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>04007</td>
<td>AP World History</td>
<td>SY</td>
<td>1</td>
<td>Faulhaber, Erin</td>
<td>85533</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>04104</td>
<td>AP U.S. History</td>
<td>SY</td>
<td>1</td>
<td>Gordon, Hunter</td>
<td>13295</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>24005</td>
<td>Spanish IV</td>
<td>SY</td>
<td>1</td>
<td>Strupp, Peggy</td>
<td>62827</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>24103</td>
<td>French II</td>
<td>SY</td>
<td>1</td>
<td>Franklin, Nicole</td>
<td>63909</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>24104</td>
<td>French III</td>
<td>SY</td>
<td>1</td>
<td>Franklin, Nicole</td>
<td>63909</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Total students enrolled in class: 5

Students enrolled for concurrent high school/college credits:

Postsecondary Partner: — Select —

Add College Record

There are no college offered dual enrollment records for the selected School.
DUAL ENROLLMENT COURSES

Taught at the Postsecondary Institution

- Do not add courses taught at a Postsecondary Institution in the Teacher-Class screen
- On the Dual Enrollment screen under the School tab, click Add College Record to enter the course information
- Enter the instructor’s SEID if known, otherwise enter First/Last name
- Enter online college courses facilitated at the High School in this section, because the content is delivered by the Postsecondary Institution
### Dual Enrollment Information

#### High School Offered Dual Enrollment Classes (taught at the high school)

*“Credit by competency” means the district offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Name</th>
<th>Session</th>
<th>Sequence</th>
<th>Instructor/Facilitator Name</th>
<th>SEID</th>
<th>Enrollment</th>
<th>Postsecondary Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>01102</td>
<td>English Composition (Juniors and seniors)</td>
<td>SM</td>
<td>1</td>
<td>Welkkal, Crystal</td>
<td>95824</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02110</td>
<td>Pre-Calculus</td>
<td>SY</td>
<td>1</td>
<td>Radman, Holly</td>
<td>74310</td>
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<tr>
<td>02119</td>
<td>Pre-Calculus</td>
<td>SY</td>
<td>1</td>
<td>Radman, Holly</td>
<td>74310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02121</td>
<td>Calculus</td>
<td>SY</td>
<td>1</td>
<td>Radman, Holly</td>
<td>74310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03102</td>
<td>Chemistry—Advanced Studies</td>
<td>SY</td>
<td>1</td>
<td>McDonald, David</td>
<td>44436</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04057</td>
<td>AP World History</td>
<td>SY</td>
<td>1</td>
<td>Faulkner, Erin</td>
<td>86533</td>
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<td></td>
</tr>
<tr>
<td>04104</td>
<td>AP U.S. History</td>
<td>SY</td>
<td>1</td>
<td>Gordon, Hunter</td>
<td>13295</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24055</td>
<td>Spanish IV</td>
<td>SY</td>
<td>1</td>
<td>Strupp, Peggy</td>
<td>82827</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24103</td>
<td>French II</td>
<td>SY</td>
<td>1</td>
<td>Franklin, Nicole</td>
<td>63909</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24104</td>
<td>French III</td>
<td>SY</td>
<td>1</td>
<td>Franklin, Nicole</td>
<td>63909</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### College Offered Dual Enrollment Classes (taught at postsecondary institution)

*(Dual credit) means students receive both college credit and high school credit for courses taken at a postsecondary institution. Students may or may not be taking these courses during the school day. The faculty member must have an appropriate K-12 license and endorsement in the subject taught or a Class 4.5 or 8 license.*

__There are no college offered dual enrollment records for the selected School.__

<table>
<thead>
<tr>
<th>Add College Record</th>
<th>Show [10]</th>
<th>Items per page</th>
</tr>
</thead>
</table>

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**OFFICE OF PUBLIC INSTRUCTION**

**Putting Montana Students First A+**
Career and Technical Education (CTE) Courses
CTE COURSES

• The CTE screen only applies to public accredited High Schools

• Make sure to add all second semester CTE Courses. You will NOT be able to add them in the March window, and this directly affects State CTE Funding as well as Montana Career Pathway approvals (Perkins requirement)

• Total enrollment, class minutes, and males/females enrolled can be adjusted during the March window

• Beginning FY2021 all licensed Teachers, regardless of endorsement, that are teaching a CTE flagged course will appear in the middle section of the screen
CTE COURSES

• Beginning last year all CTE courses regardless of the Teacher’s endorsement, will pull into the CTE screen

• Select the correct CTE course codes to show a curriculum pathway

• Consult with your CTE teachers to ensure correct course codes are used

• AGAIN...Make sure to add all second semester CTE Courses. You will NOT be able to add them in the March window, and this directly affects State CTE Funding as well as Montana Career Pathway approvals (Perkins requirement)
CTE


CTE can only be entered for high schools.

Information provided on this screen is used to determine eligibility for state secondary Career and Technical Education appropriation for the next fiscal year and for Carl D. Perkins accountability reporting.

Did your high school or CTE program conduct a scheduled curriculum review during the school year that resulted in a change in your approved Montana Career Pathways?  

- Yes  - No

Select all programs your school offers: 

<table>
<thead>
<tr>
<th>Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Education</td>
<td>Delete</td>
</tr>
<tr>
<td>Business Education</td>
<td>Delete</td>
</tr>
<tr>
<td>Health Science Education</td>
<td>Delete</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences Education</td>
<td>Delete</td>
</tr>
<tr>
<td>Industrial, Trades and Technology Education</td>
<td>Delete</td>
</tr>
<tr>
<td>(This includes Industrial/Technology Ed. AND Trade and Industrial Education.)</td>
<td></td>
</tr>
<tr>
<td>Marketing Education</td>
<td>Delete</td>
</tr>
</tbody>
</table>
The following list of instructors includes every Teacher of Record associated with a CTE course, as listed in the school’s Teacher-Class. Any changes to the instructors listed in this table must be corrected on the Teacher-Class screen. The remaining fields must be edited with the following information.

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>SEID</th>
<th>Endorsement Codes</th>
<th>Extended Contract</th>
<th>Days Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton, Michelle</td>
<td>86064</td>
<td>00E ELE, 00E ELE, 31A LIB, 31A LIB</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Boyle, Ryan</td>
<td>81935</td>
<td>13S ITE, 30A PRI</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Casazza, Mark</td>
<td>62727</td>
<td>02S MAT, 10S LP, 31A TRE</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Hammel, Alfred</td>
<td>68946</td>
<td>00E ELE, 01S ENG</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Haverlandt, Kelly</td>
<td>68370</td>
<td>01S ENG, 04S BF, 04S HIS</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Herbert, Dustin</td>
<td>78513</td>
<td>12S BUS</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Lingle, Ross</td>
<td>70148</td>
<td>04S POL, 06A SPA, 31A CO1</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Roche, William</td>
<td>134678</td>
<td>08A HE, 12S BUS, 32A SPE</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Rocksund, Tait</td>
<td>95582</td>
<td>03S BF, 03S BIO, 14S HPT</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Roos, Chad</td>
<td>68648</td>
<td>03S BF, 03S BF, 14S HPT, 30A PRI</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Sanders, Jason</td>
<td>288648</td>
<td>23S CA</td>
<td>No</td>
<td>NA</td>
</tr>
<tr>
<td>Weigand, Jill</td>
<td>68576</td>
<td>02S MAT, 10S CIS</td>
<td>No</td>
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</tbody>
</table>

The Extended Contract and Days Extended fields do not need to be completed for this teacher.

Does instructor have an extended contract (for supervision of CTE students beyond the school year)?

- [ ] Yes
- [ ] No

For how many DAYS is the contract extended? The maximum is 99 days.  

[ ] NA

[Save Teacher] [Cancel Teacher]
## Notice

All CTE courses must be entered in the fall, even those courses being taught in the spring.

The following list of courses includes every CTE course as listed in the school's Teacher-Class. Any changes to the courses listed in this table must be corrected on the Teacher-Class screen. The remaining fields must be edited with the following information:

<table>
<thead>
<tr>
<th>Course</th>
<th>District Course</th>
<th>Instructor Name</th>
<th>Section</th>
<th>Total Enrolled</th>
<th>Males Enrolled</th>
<th>Females Enrolled</th>
<th>Grades</th>
<th>Term</th>
<th>Class Minutes</th>
<th>Off-Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 18001 Introduction to Agriculture and Natural Resources</td>
<td>Ag Orientation</td>
<td>Kirschten, David</td>
<td>18001</td>
<td>17</td>
<td>8</td>
<td>9</td>
<td>05-12</td>
<td>SM 1</td>
<td>4209</td>
<td>N</td>
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<td>Select 18001 Introduction to Agriculture and Natural Resources</td>
<td>Ag Orientation</td>
<td>Kirschten, David</td>
<td>18001</td>
<td>16</td>
<td>8</td>
<td>8</td>
<td>09-12</td>
<td>SM 1</td>
<td>4176</td>
<td>N</td>
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<tr>
<td>Select 18404 Agriculture Welding</td>
<td>Ag Power</td>
<td>Kirschten, David</td>
<td>18404</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>10-12</td>
<td>SM 1</td>
<td>4209</td>
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<td>SM 1</td>
<td>4176</td>
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<td>Select 19052 Child Development</td>
<td>Child Development</td>
<td>Hofacker, Amy</td>
<td>22200</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>10-12</td>
<td>SM 1</td>
<td>4176</td>
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<tr>
<td>Select 21107 CAD Design and Software</td>
<td>Computer Aided Drafting 1</td>
<td>Wilson, Dean</td>
<td>22200</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>09-12</td>
<td>SM 1</td>
<td>4209</td>
<td>N</td>
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<tr>
<td>Select 12998 Business and Marketing—Workplace Experience</td>
<td>Co-Op</td>
<td>Davenport, Christina</td>
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<td>10</td>
<td>7</td>
<td>12</td>
<td>SM 1</td>
<td>16704</td>
<td>N</td>
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<td>SM 1</td>
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<td>0</td>
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<td>16704</td>
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<td>16836</td>
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<td>0</td>
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<td>SM 1</td>
<td>16704</td>
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<tr>
<td>Select 1802 Agriculture—Comprehensive</td>
<td>FFA Career Development</td>
<td>Kirschten, David</td>
<td>18002</td>
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<td>0</td>
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<td>05-12</td>
<td>SM 1</td>
<td>4209</td>
<td>N</td>
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<tr>
<td>Select 1802 Agriculture—Comprehensive</td>
<td>FFA Career Development</td>
<td>Kirschten, David</td>
<td>18002</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>09-12</td>
<td>SM 1</td>
<td>4209</td>
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<tr>
<td>Select 1802 Agriculture—Comprehensive</td>
<td>FFA Career Development</td>
<td>Kirschten, David</td>
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<td>1</td>
<td>1</td>
<td>0</td>
<td>05-12</td>
<td>SM 1</td>
<td>4209</td>
<td>N</td>
</tr>
</tbody>
</table>

Total number of males enrolled in the course, as of the AIM count date: [ ]

Taught at an off-site location: [ ] Yes [ ] No
CTE QUESTIONS?

Shannon Boswell
CTAE Unit Manager
Career & Technical Education
406-444-7915
Shannon.Boswell@mt.gov
Validations and Submit Screen
Teams screens are now open and will close.

Questions? Contact the OPI at OPI/TEAMS@mt.gov.

ARP ESSER LEA Plan

Click here to complete the ARP ESSER LEA Plan. Please review the checklist and instructions before completing the LEA response.

TEAMS Virtual Work Sessions

The Accreditation and Educator Preparation unit is offering 14 virtual work sessions in September and October to assist with completing the TEAMS report. They are all via Zoom and will be returning users that discuss FY2022 updates. 2021-2022 TEAMS Virtual Work Sessions Schedule.
Your TEAMS User Role(s):
Beaverhead (01) Lima K-12 Schools (0009) (District Authorized Reps)
Beaverhead (01) Lima K-12 Schools (0009) (District Human Resources)
Beaverhead (01) Lima K-12 Schools (0009) (District Data Entry)
System Admin (System Admin)
OPI Accreditation User (OPI Accreditation)

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## TEAMS Submit Process

<table>
<thead>
<tr>
<th>Unsubmitted Systems:</th>
<th>Select</th>
</tr>
</thead>
</table>

- Print Validation Report
- Submit System

[Image of the TEAMS Submit Process GUI]
TEAMS Submit Process

Unsubmitted Systems: --- Select ---

Print Validation Report  Submit System
**Hinsdale Public Schools (0980)**

**Corrective**

0980 - Hinsdale Public Schools cannot be submitted because no pupil instruction related hours have been entered for 1212 - Hinsdale School. (PIR01)

0980 - Hinsdale Public Schools cannot be submitted because no pupil instruction related hours have been entered for 1784 - Hinsdale 7-8. (PIR01)

0980 - Hinsdale Public Schools cannot be submitted because SEID 161429 has TOE record totaling to more than 1.0 FTE. (T04)

0980 - Hinsdale Public Schools cannot be submitted because Teacher (SEID 42388) of Class section (1) does not have a teaching position listed in the TOE for 1212 Hinsdale School. (TC05)

0980 - Hinsdale Public Schools cannot be submitted because Teacher (SEID 42388) of Class section (2) does not have a teaching position listed in the TOE for 1213 Hinsdale High School. (TC05)

**Warning**

0980 - Hinsdale Public Schools cannot be submitted because every SEID in the TOE with position code = TC01, TC04, or TC07 should have at least one Teacher Class record (TC07)
TEAMS Submit Process

Unsubmitted Systems:  --- Select ---  

Print Validation Report  Submit System
TEAMS Submit Process

Unsubmitted Systems: --- Select ---

Print Validation Report  Submit System
Congratulations! Your TEAMS report has been successfully submitted.