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?

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

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.

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

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.

Contractors
Information for each Contractor Record:
- Location SC code
- Contractor Name
- Contracting Person (contractor’s employee)
- Start and End Date
- SIED Number
- Position Code

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.

Internships
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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