

Data Standard Teacher of Record

Rev. 7/3/2023

Ownership and History

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Office

Office of Educator Licensure and Effectiveness

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Updated hyperlinks and program area office.

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Overview

Description

Schools must assign the teacher of record and contributing professionals for each instructional course in Infinite Campus.

A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course aligned to Kentucky Academic Standards or Career and Technical Skill Standards Documents.

A Contributing Professional in a Kentucky public school is an individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

Ultimately, strong teacher student data links inform instruction and support the continuous improvement of teaching and learning.

Regulation citation(s)

Local Educator Assignment Data ([LEAD](#)) Reporting:

- [KRS 161.1221](#)
- [16 KAR 1:050](#)

Data use

- School Report Card
- [Kentucky Center for Statistics' Longitudinal Data System](#)
- [LEAD](#)
- [Kentucky's Equity Plan](#)
- Reported as part of Kentucky's new accountability system

Related ad-hoc filters and reports

- Path: KY State Reporting / *LEAD Extract* – This report extracts course data to load to EPSB.
- Path: Ad Hoc Reporting / Data Export / State Published / *curriculum LEAD Invalid Teaching Method curriculum State Course Codes*

Training

Campus Community Resources: [Staff History](#)

Related Data Standards: [Census, Teacher Information](#); [Course](#); [Dual Credit Course](#)

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Section A – Scheduling Teacher of Record (Primary Teacher) and Contributing Professionals

Campus Path: Scheduling / Courses / Sections / Staff History

The student should be scheduled in the course with the teacher(s) who are teaching the students in each content area.

270311-1 Algebra 2					
Teacher: Teacher, Primary					
Grading By Student		Roster Setup		Roster Batch Edit	
Section	Staff History	Roster	Attendance	Grading By Task	
	New Primary Teacher		New Teacher		New Section Staff
Staff History					
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment
Primary Teacher					
Teacher, Primary					
Teacher					
Teacher, Grade Book					
Section Staff					
Teacher, No Grade Book					

Add staff based on their role:

Primary Teacher– Certified teacher who has been assigned the lead responsibility for the student’s learning in a subject/course. This person is the Teacher of Record. Schools should assign a primary teacher to every section.

Teacher – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning and has access to the section’s grade book and attendance roster.

Section Staff – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning, but does not have access to section’s grade book and attendance roster.

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Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

The screenshot shows a web form titled "Staff History Detail" for a "Primary Teacher". The form includes the following fields and options:

- Name:** "Teacher, Primary"
- District Assignment:** A dropdown menu.
- Assignment:** A sub-section containing:
 - Start Date:** A date picker field.
 - End Date:** A date picker field.
- Access to Section Dates:** Two radio button options:
 - Unrestricted
 - Date Range
- Comments:** A large text area.
- Footer:** "- Modified by: Administrator, System 04/11/2018 10:23"

Below the main form is a separate section titled "Teacher Display Name on Section". It contains the instruction: "Making a change to the Teacher Display Name here will update the value on the Section tab." and two radio button options:

- Continue using the current Teacher Display Name from the Section tab: Teacher, Primary
- Use a new Teacher Display Name on the Section tab: [Text input field]

Assignment – Dates the instructor began and ended the teaching assignment on the course section. In most situations, these fields will be left blank. They are only populated if the primary teacher, teacher or section staff are assigned to the section after the first day of the first schedule term, or if the primary teacher, teacher or section staff are no longer assigned to the section before the end of the last scheduled term.

Access to Section Dates – Entered dates determine when a primary teacher or teacher can access course information in Campus Instruction (Grade Book, Planner, etc.). Unrestricted - Allows access to Campus Instruction tools without restriction for the duration of the calendar year. Date Range - Access to Campus Instruction tools is limited to the time between the entered dates.

Teacher Display Name on Section –

Continue using the current Teacher Display Name from the section tab. This selection will continue to display the primary teacher's name as it is currently entered.

Use a new Teacher Display Name on the Section tab. Use this option when changing the primary teacher. When this option is selected, the person making the change can enter in the display name. This is helpful in elementary schools where the primary teacher name is displayed along with breakout section teachers, like music teacher or the art teacher.