

23	Teacher of Record		
KDE Contact (Data Steward)	Cathy White	Updated	8/19/2013
Description	<p>The connection of student data to the correct teacher is essential in order to use student growth as a measure of teacher effectiveness as required by the Elementary and Secondary Education Act, No Child Left Behind Waiver (ESEA, NCLB). The correct data links will also allow teachers to have access to their students in the Continuous Instructional Improvement Technology System (CIITS). Ultimately, strong teacher student data links (TSDL) will be created to inform instruction, inform and increase educator effectiveness and support the continuous improvement of teaching and learning.</p> <p>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 Core Academic Standards or Career and Technical Skill Standards Documents.</p> <p>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.</p>		
Data Standard Reg sites, data use, etc.	<ul style="list-style-type: none"> • Local Educator Assignment Data Resources: www.EPSB.KY.Gov/Certification/LEAD.asp • EPSB HQFAQ • Teacher Student Data Link Website 		
How is data used	<ul style="list-style-type: none"> • This data is used for Professional Growth and Effectiveness, P20 for research, CIITS, LEAD, Highly Qualified 		
Noted Changes for current year	This data is now being pulled for teacher/student data link to tie teachers to students and student growth.		
Available Ad-Hoc & Reports	LEAD extract: error report will show any courses without teachers and teacher without courses.		
Available Training	<p><u>WebEx Training Videos</u></p> <p>Scheduling Teachers for Teacher of Record</p> <p>Elementary Scheduling for Teacher of Record</p> <p>Setup of Rotating Classes for Teacher of Record</p> <p>Manual for Assigning More Than One Contributing Professional</p> <p>Scheduling Rotating Courses Manual</p> <p>https://community.infinitecampus.com/kb/display/DOC/Staff+History</p>		

23A

Scheduling Teacher of Record (Primary Teacher) and Contributing Professionals

Campus Path: Scheduling | Courses | Sections | Staff History

Teachers must be connected to the students they teach through a course in order to correctly link student growth to the teacher that has impacted their learning. Correctly scheduling students in courses will also allow the teacher to view the student's academic and demographic information in the Continuous Instructional Improvement Technology System (CIITS)

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

106-1 HANDWRITING
Teacher: Easter, Nick

Section | **Staff History** | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup | Roster Batch Edit

New Primary Teacher New Teacher New Section Staff

Staff History			
Name	Start Date	End Date	District Assignment
Primary Teacher			
Easter, Nick			
Teacher			
Johnson, Candy			
Section Staff			
Godsey, Cindy			

Definitions:

Primary Teacher - Certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course

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 Primary Teacher's grade book and attendance roster. In order for a teacher to be considered the contributing professional in CIITS the contributing professional must be listed as the first teacher.

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 Primary Teacher's grade book and attendance roster. If there is no one listed in the teacher section the first section staff will be listed as the contributing professional in CIITS.

- Special Education teachers should be assigned as Primary Teacher for any course/section where they are assigned the lead responsibility for the student's learning.
- Special Education teachers added as Teacher/Section Staff are assumed to provide additional services that support and increase students' in the sections learning. These teachers are not providing the initial content instruction.
 - What activities may special education teachers carry out if they are not "highly qualified" in the core content area being taught ([EPSB HQFAQ](#)).

[Manual for Assigning More Than One Contributing Professional](#)

Campus Path: System Administration | Calendar | Calendar | Periods

In order to track which teacher is teaching which student in content areas, districts can no longer just schedule students into self- contained courses.

- A multiple period, period schedule, can be setup to allow sorting by homeroom.

Calendar Grade Levels Schedule Structure Terms Periods School Months

Save Period Schedules New Period Schedule Delete Period Sched/Periods

Period Schedule/Periods Editor

Name

REG

Period Schedule Info

*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day
REG	1	380	420	420

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

Name	Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day
X H	1	08:00 AM	12:00 PM	40	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 1	2	12:00 PM	03:00 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X KSI	3	03:01 PM	03:02 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- Courses for each content area must be created
- Homeroom or self-contained courses can be scheduled across all instructional periods
 - At least one period should only have a homeroom/self-contained course scheduled to allow sorting
 - The homeroom state code will vary based on self-contained (701010 or 702010) vs. departmentalized (703001)
 - As long as the one class where attendance is taken spans all periods, attendance will only be taken once a day
 - All instructional courses will be placed in the instructional period. The attendance check

box should be left blank.

- All specialty classes (art, music) should also be included in the instructional period. The attendance check box should be left blank.

The screenshot shows the 'Add Course' form in a 'Course Editor'. The form has a yellow header with 'Add Course', 'Save', and 'Delete' buttons. Below the header, the form is divided into several sections. The first section contains fields for '*Number' (11061504), '*Name' (ART III), 'Standards-based' (checkbox), and 'Active' (checkbox, checked). The second section contains 'Subject Type' (dropdown), 'State Code' (500719), and 'Department' (dropdown). The third section contains 'Schedule Load Priority' (checkbox), 'Max Students' (checkbox), 'Terms' (0), 'Schedules' (0), 'Periods' (0), and 'Sections to Build' (0). The fourth section contains 'GPA Weight' (0.5), 'Bonus Points' (checkbox), 'Transcript' (checkbox, checked), and 'Required' (checkbox). The fifth section contains 'Type' (dropdown), 'Difficulty Level' (dropdown), and 'Activity' (dropdown). The sixth section contains 'Homeroom' (checkbox), 'Allow requests' (checkbox), 'Allow teacher requests' (checkbox), 'Attendance' (checkbox, highlighted with a red arrow), and 'Unit Attendance' (checkbox). The seventh section contains 'Teaching Method' (01: Direct Instruction) and 'Instructional Setting' (01: Onsite Classroom). The eighth section is labeled 'Comments'.

23C

Rotating Classes

Campus Path: Grading & Standards | Grading Tasks

Campus Path: Scheduling | Courses | Sections | Grading Tasks

In order to track which teacher is teaching which student in content areas, districts can no longer schedule students into rotating classes where multiple teachers teach different content areas.

Note: You can no longer schedule related Arts class under one course number. These courses must be distinct and identifiable by course content. If a composite grade is required to make an all year course refer to the [Scheduling Rotating Courses Manual](#)