

# Data Standard Teacher of Record

## Rev. 8/6/2018

### Ownership and History

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Converted to accessible format and updated hyperlinks.

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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](#)
- [Teacher Student Data Link Website](#)

#### 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 actually teaching the students in each content area.

270311-1 Algebra 2					
Teacher: Teacher, Primary					
Grading By Student	Roster Setup	Roster Batch Edit			
Section	<b>Staff History</b>	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:** Fields for "Start Date" and "End Date" with calendar icons.
- Access to Section Dates:** Radio buttons for "Unrestricted" (selected) and "Date Range". Below "Date Range" are "Start Date" and "End Date" input fields.
- Comments:** A large text area.
- Footer:** "- Modified by: Administrator, System 04/11/2018 10:23"

Below the main form is a section titled "Teacher Display Name on Section" with the instruction "Making a change to the Teacher Display Name here will update the value on the Section tab." It contains two radio buttons: "Continue using the current Teacher Display Name from the Section tab: Teacher, Primary" (selected) and "Use a new Teacher Display Name on the Section tab:" followed by a text input field containing "Teacher, Primary".

**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.