

LEAD Frequently Asked Questions

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- Q** Should collaborating special education teachers have their own schedule in the master schedule?
- A** No. We recommend that schools do not give collaborating special ed teachers their own courses. This can cause serious issues for HQ reporting. If a schedule is in for tracking purposes, code the valid course as 600299. (This is a new code for 09-10).
- Q** Which population code should I use for a course intended for the general population with some special needs students mainstreamed with a collaborative teacher?
- A** The populations will automatically assign based on the students enrolled in the course.
- A** Assign the collaborative teacher as an additional teacher at the school level (required for mainstreamed FMD students)
- A** If no students are assigned to the course, manually assign a population on the section tab. (If there are students in the course, this field will be ignored)
- Q** How should I assign alternative school teachers in a LEAD Report?
- A** You should report alternative school teachers at the school level in their SIS. You would list the appropriate courses, assign the appropriate content to those courses through the valid course codes, and use alternative for the population.
- ◆ Do NOT use a content of Varies for alternative school courses; the teachers should be assigned at least one course for each content area they teach.
- A** If the course is being taught via an alternative method (i.e. self study curriculum or computer based instruction), please indicate this in the master schedule under “teaching method”
- Q** How should I code courses for an alternative “school within a school” program?
- A** Option 1. Each course assigned to students within the program will have a section with the alternative teacher as the teacher of record. The population for these courses will be alternative. It is important to note that this may cause problems with the Highly Qualified report. **IF** the content is delivered through a self study curriculum or through computer based instruction, mark the appropriate “Teaching Method” indicator
- A** Option 2. The alternative teacher is assigned as a collaborating teacher for the courses which the students should be taking. The teacher of record prepares a “self study curriculum” for those students.
- ◆ Per EPSB’s Addendum #3 regarding Highly Qualified teachers: *Teachers in alternative schools who teach core academic subjects must meet the same requirements as teachers in corresponding grade levels in the*

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regular classrooms. If this is not possible, other options include collaboration . . . or arrangements for independent study whereby a “highly qualified” teacher of record provides materials and lessons for the students.

Q How do I code curriculum consultants/coaches/resource teachers?

A Persons serving in these types of positions should not have courses unless they are working with students. If they are working only with other teachers, do not assign them a course in the master schedule; they should have an employee type of “Other-Professional”.

Q How do I code Speech Language Pathologists and Speech Language Pathology Assistants?

A You can code both certified and licensed SLPs and SLPAs in the master schedule with courses or as additional teachers. If you are assigning a course, use the appropriate state valid course number, 600206, which gives a content of Speech Therapy. The population will be Speech Impaired. If these individuals hold credentials/certificates from the EPSB you can report them with the appropriate certified job class code in MUNIS. If they are licensed with a state licensing agency but do not have certificates with the EPSB, then they should be considered classified employees and should have a classified MUNIS job class code. Courses coded for classified SLPs and SLPAs will kick out as an error until your district’s MUNIS data is received. Once that information has been loaded, IF the individual is coded correctly in MUNIS they will clear your report at that time.

Q How do you report school psychologists, school nurses, and school social workers on the LEAD Report?

A If these individuals hold credentials/certificates from the EPSB, then they would be considered paid from the “certified salary schedule”, and you can report them with the appropriate job class code in MUNIS. If they are licensed with a state licensing agency but do not have certificates with the EPSB, and the district has a contract with them, then they should be considered classified employees and should have a classified MUNIS job class code.

- ◆ Do not assign courses to these individuals; use the employee type of “other”.

Q How are vocational course assignments handled in LEAD? There are two ways to handle vocational teachers:

A Option 1. If the vocational teacher is a district employee OR you have their SSN, enter that teacher and their courses in the SIS and code the appropriate content for those courses.

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A Option 2. If you do not have access to the vocational teacher's SSN, code it as 333-33-3333 in the SIS and code an administrator as an additional teacher. (Principal, vice principal, guidance counselor – whoever is ultimately responsible for getting the students to/from the school). Once a state course has been linked the content will be pre-assigned. Mark the "Instructional Setting" as **Offsite Vocational**.

- ◆ ****Do not use 3rd Party Contract** for vocational courses
- ◆ Districts can check to see if a teacher is certified, and check their permissions using the Kentucky Educator Certification Inquiry (KECI) available on the EPSB website.

Q How are preschool assignments handled in LEAD?

A If the preschool program is included in the SIS, link the course to "Preschool" in the valid courses; the population will be preschool. Make sure students are assigned to the courses so the grade range displays correctly. If the program is not reported through the SIS, report that teacher through the appropriate MUNIS job class code.

Q The grade range for a course is incorrect. How do I fix this?

A The grade range comes from the students assigned to a course. If the grade range is showing the range for the whole school, it means no students are assigned to the course in your SIS. To correct this, the school must assign students to the course.

Q What should I do if an employee is listed on the Preliminary Audit Report/Full Data Report, but he/she does not work for our district?

A First, check the listing of employees found at the beginning of the school's portion of the Preliminary audit report. Compare the SIS name to the EPSB name – if they are different, correct the SSN of the new teacher at the school level. If they are the same, this employee should be removed from the SIS. That employee should also be removed from the District Role Report in EPSB's Kentucky Educator Certification Inquiry (KECI).

Q An employee's Social Security number is incorrect. How do I correct it?

A At the school level, correct the SS# on the employee's information screen

Q How are distance learning courses and computer based instruction courses, handled?

A Courses falling into each of these categories should be linked to the appropriate valid course. Schools should also mark the appropriate "Teaching Method" and/or "Instructional Setting" indicator.

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Q We offer dual credit courses; how do we code those courses?

A Enter the teacher's name and SSN and schedule in the SIS as you would any other teacher. Make sure to link the course to the appropriate valid course number.

- ◆ Certification/HQ requirements differ based on **who employs the college faculty member** – see the next two questions.

Q We have a college faculty member *employed by the local university* teaching a dual credit course. Does that individual have to be certified and highly qualified?

A If the college faculty member is under the employment of the local college/university, no additional certification is required for the college faculty member and HQ is not required.

- ◆ If you do not have access to the SSN because the instructor is not your employee, use 333-33-3333

A If the students go to the university mark the “Instructional Setting” as **Offsite College**

A If the teacher comes to the high school mark the “Delivery Method” as **3rd Party Contract**

Q We have a college faculty member *employed by our district* teaching a dual credit course. Does that individual have to be certified and highly qualified?

A If the college faculty member is paid and selected by the local district, certification is required as is HQ. Please apply for a Provisional One Year Certificate for College Faculty. (See the Quick Reference sheet in this manual).

Q When would I use the content of “varies”?

A Homebound “courses” are one example. Typically the teacher is set up with a single course with a content of *varies* and a population of *homebound*.

A Do not use this content for alternative courses

Q How do I code SAFE / In-School-Suspension teachers?

A Link to the appropriate course in the valid course list. Use *general* as the population.

- ◆ Please note that these are Teachers and are required to be certified.

Q Should itinerate teachers have courses at every school?

A Yes. Any teacher that sees students in that building should have at least one course or be assigned as an additional teacher.

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Special Issues

- HQ
 - Using one of the three Highly Qualified options, pre-populate the HQ field in the SIS for each teacher's schedule.
 - We recommend this task be completed prior to starting the Spring LEAD report
 - This information will be rolled over into the Highly Qualified report for verification and correction during the spring.
 - After the Spring LEAD report is finished, principals must verify each teachers' HQ status via the Highly Qualified Teacher Reporting Tool
- Standardized Course List
 - The full State Course List is available on the KDE website at <http://www.education.ky.gov/KDE/Instructional+Resources/Curriculum+Documents+and+Resources/Kentucky+Valid+Course+List.htm>
 - All courses must be linked prior to conversion to Infinite Campus
 - Once a course has been linked its content will pull from the linked course not the core content cross reference.
 - Do not assign content in your SIS except for those courses with a coding of "School Defined Course"
- Instructional Setting and Teaching Method indicators
 - Only change if not the default option
 - Will help clear assignments, especially once a state course code has been linked to the course
 - Instructional Setting Options
 - Onsite Classroom (default)
 - Offsite Vocational
 - Offsite College
 - Homebound
 - Online
 - Teaching Method Options
 - Direct Instruction (default)
 - 3rd party contract
 - JCPS Self Study
 - KET
 - KVHS
 - Narvatus (use for NovelStar)
 - Other Self Study
 - Other Virtual
 - Plato