JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

September 1, 2016

Superintendents and Personnel Officers,

The 2016-2017 Online School Directory, Certified and Support Personnel Reports and Salary Schedule will open **Thursday, September 1, 2016. The due date, for these reports, is Monday, October 17, 2016.** To update your information, access the Single Sign On Site at https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx.

The following is a list of changes and helpful information for the 2016-2017 School Personnel Reports:

- **Prior to completing any part of the Certified or Support Personnel Report,** you must provide all information requested on the School Personnel "Welcome" screen, and click "Save."

- Superintendent contracts are submitted through the Personnel Report. Please indicate whether your district does/does not currently have a Superintendent on contract and, if so, upload a PDF file of **signed** current year contract. ***(Please name as follows: County Number District Code District Name - 55I052 Mid-Del)***
  NOTE: This is the only copy we need. Please do not also email/fax/mail a copy.

- **The Online Directory must be updated and certified before any other reports can be certified. Please keep all contact information up-to-date throughout the year, as this is the main resource for collecting contacts by all SDE departments. Make sure you are also updating SITE contacts. Click "Contacts" and scroll to bottom of page to view/update.** ***Beginning FY17, Test Coordinator will also be a required title to be reported by each district.***

- ***Remember! Accreditation Reports open October 1 and will be generated by data within your Personnel Reports.*** *You will want to have most of your reporting edits made by Sept 30, to ensure appropriate staff on each site's report.*

- When entering a new Certified Employee, enter the employee's information, **except the certification expiration date, degree and experience**, and click "Save All Edits" at the bottom of the employee information box. The system will validate the teacher number and social security number against the Oklahoma Educator Credentialing System (OECS). An error will occur if the combinations of the two numbers do not match. The teacher's name, expiration date of certificate and degree will populate from OECS.

- **Teacher experience will also pull from SDE records. These fields will reflect calculated totals from teacher service records stored in OECS.** ***There is also a report available (located in the reports menu) that will pull all certified staff by site/degree/experience. Be sure to check this against your payroll each year!***

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- Enter a Reason For Not Returning (RFNR) for any employee that did not return from the previous year.
- Update all salary/fringe amounts for all current employees and remove any/all unused salary/fringe records from prior year. (Example: Teacher received an extra duty last year, but will not receive increment for FY17.)
- School e-mail addresses are required on all ***certified staff*** and requested for all support staff who have been assigned a district email account.
- File Submission Upload Instructions can be found on the Single Sign On Systems Menu "Secure Upload Application", "Instructions" tab.
- **Any teacher with an expired certificate was not rolled into the new report. If your district uploads, you will receive an error message for any teacher with an expired certificate and their records will not upload.**
- **A report to assist with certificate renewals is also available. This report (located in the reports menu) will pull all certified staff whose certificates will expire at the end of the fiscal year.**
- **Superintendents have access, through Single Sign On, to open district Personnel Reports between reporting periods! Districts no longer need to request access through School Personnel. From Nov 1 - Dec 15 and Feb 15 - May 15, access will be granted through Superintendent rights.**
- A copy of this letter can be found on Single Sign On, "Links and Docs."

You will not be able to change the name, degree level, certificate expiration date, or years of experience on existing staff members. Contact our office to resolve any discrepancies. To obtain this information on new employees, refer to the Accreditation/HQT Application in Single Sign-On. Please make all necessary changes and additions, then "certify" your reports as early as possible.

Tutorials and an instruction guide for completing the Certified and Support Personnel Report can be found on the School Personnel Records homepage at http://sde.ok.gov/sde/school-personnel-records.

Thank you for your continued support. If you have any questions, please contact Heather Butler by e-mail at heather.butler@sde.ok.gov or by telephone at (405) 521-3369.

Sincerely,

Heather Butler

Heather Butler
Director
School Personnel Records