

**TITLE 210. STATE DEPARTMENT OF EDUCATION
CHAPTER 20. STAFF
SUBCHAPTER 27. SUPPORT PERSONNEL**

210:20-27-1. Support personnel; reporting requirements

(a) **Reporting requirements.**

- (1) No later than October ~~15~~ of each year, all public school districts must file ~~an~~ **"Preliminary (Pre-Print)Initial** Support Personnel Report" with the State Department of Education. The report shall list all support employees in their employ.
- (2) No later than February 1 of each year, all public school districts must file a revised **"FinalMid-Year** Support Personnel Report" with the State Department of Education. The report shall contain any corrections, deletions, and additions that have occurred since the ~~preliminaryinitial~~ report was filed so that more accurate information is available for state aid calculations, legislative projections and other statistical requirements. State Aid funds shall be withheld from any school district that does not submit the **"FinalMid-Year** Support Personnel Report" by February 1. Only after the report has been received by the State Department of Education shall the withheld State Aid funds be released to the school district.
- (3) No later than ~~June 1~~**July 15** of each year, all public school districts must file a "Supplemental Support Personnel Report" with the State Department of Education showing the changes for support personnel previously listed as well as all information required on any new support employees not previously listed. This report shall contain any corrections or changes to be made to the **"FinalMid-Year** Support Personnel Report."

(b) **Information to be reported.** ~~The following information is required on the Support Personnel Reports:~~

- (1) ~~Name~~
- (2) ~~Social Security Number~~
- (3) ~~Building site code~~
- (4) ~~Gender~~
- (5) ~~Race~~
- (6) ~~Position(s) and salary~~
- (7) ~~Months, hours per day, and estimated hours per year assigned~~
- (8) ~~Other information as deemed necessary~~
- (9) ~~Job code and function~~
 - (A) ~~01 Noncertified Business Manager, District Treasurer and Administrative Assistant~~
 - (B) ~~02 Secretarial and Clerical~~
 - (C) ~~03 Teacher's Assistant~~
 - (D) ~~04 Maintenance and Plant Operation~~
 - (E) ~~05 Food Service~~
 - (F) ~~06 Regular Bus Drivers~~
 - (G) ~~07 Substitute and Activity Drivers~~
 - (H) ~~08 Noncertified Health Care, i.e. LPN, etc.~~
 - (I) ~~09 Technicians, such as occupations requiring knowledge and manual skills which can be obtained by approximately two years post-high school education (programmers, draftsman, inspectors, etc.)~~
 - (J) ~~10 Skilled Crafts, such as mechanics, electrician, etc.~~
 - (K) ~~11 Other Personnel~~

(L) — 12 Early Childhood/CDA

(M) — 13 OPAT Teacher (Oklahoma Parents As Teachers)

(N) — 14 Physical Therapist (state licensed, but not certified by the State Department of Education)

(O) — 15 Occupational Therapist (state licensed, but not certified by the State Department of Education)

(P) — 16 Security

(Q) — 17 Library Support Staff The report shall list all support personnel in the district and shall list for each person their demographic information, salary and fringe benefits received by job class, hours worked per day, number of days employed, and other information as deemed necessary by the State Department of Education.