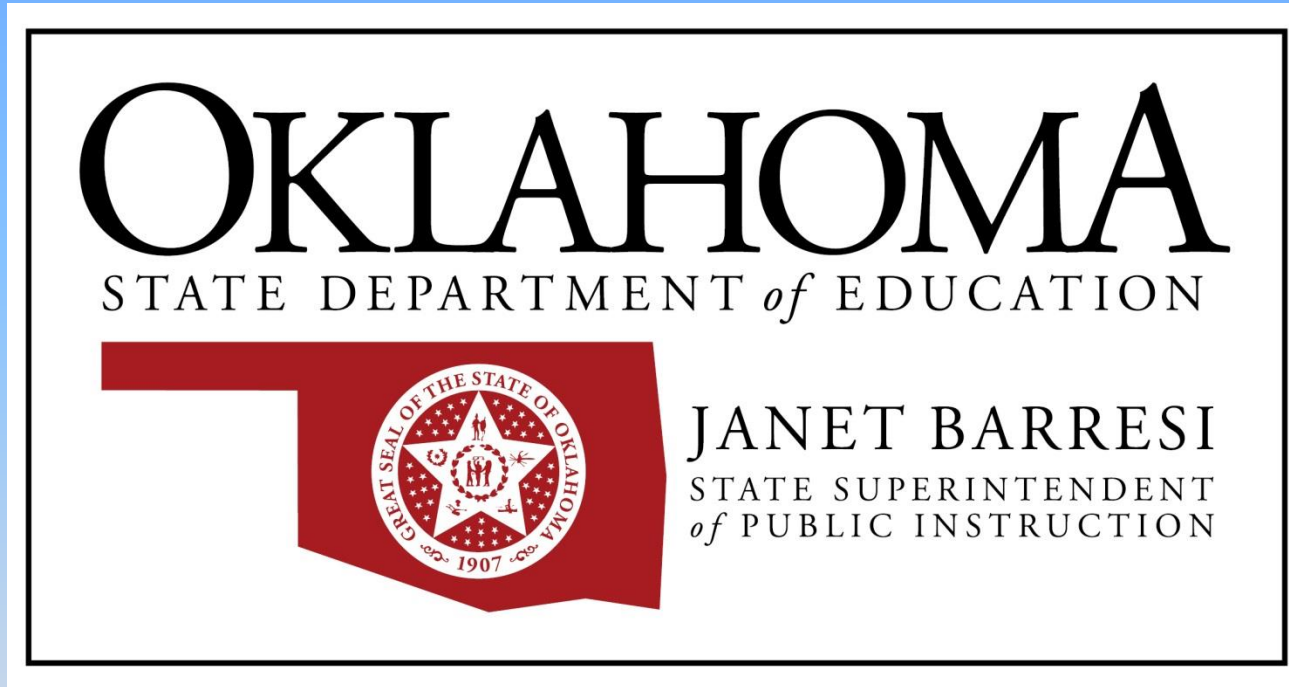


# SCHOOL PERSONNEL RECORDS



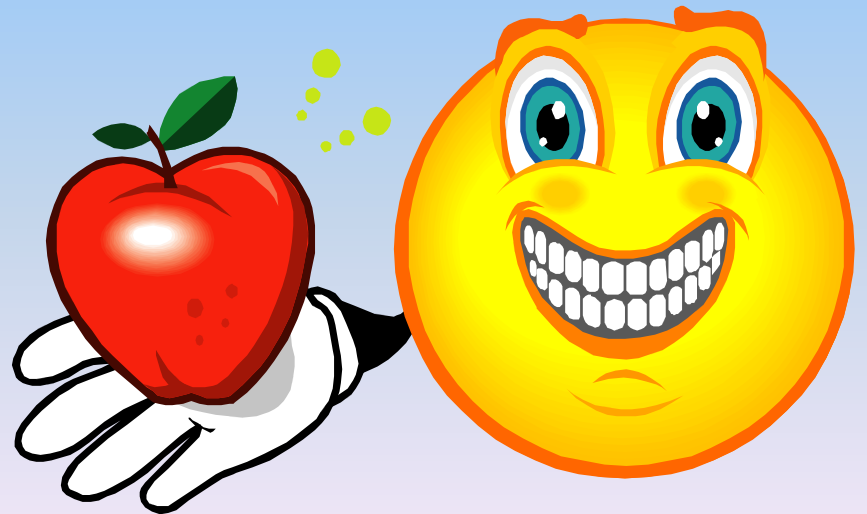
**Tammie Hall**  
**Coordinator**


# Due Dates

- **Initial Personnel Reports: October 1**
- **Final Personnel Reports: February 1**
- **End-of-Year Personnel Reports and Certified Substitute Teachers: June 15**

# School Directory

- To provide a **SCHOOL DIRECTORY**, the Oklahoma State Department of Education has added a new tab, “Online Directory”, to the School Personnel Report application that is located on the Single Sign On (SSO).



|  |   |                                 |                               |                                     |                               |  |          |
|--|---|---------------------------------|-------------------------------|-------------------------------------|-------------------------------|--|----------|
|  | <b>Oklahoma State Department of Education</b> |                                 |                               |                                     |                               | County   | District |
|  | <b>School Personnel Records .NET</b>          |                                 |                               |                                     |                               | STATEWIDE - SDE  |          |
| <a href="#">Welcome</a>  | <a href="#">Online Directory</a>              | <a href="#">Salary Schedule</a> | <a href="#">Support Staff</a> | <a href="#">Certified Personnel</a> | <a href="#">Print Reports</a> | <a href="#">Log Off</a> - <a href="#">Help</a> - <a href="#">Contact Us</a><br><a href="#">Return to SSQ</a> |          |

**Welcome to the School Personnel Records Home Page**  
You are logged on as a "SDE Administrator"

In order to unlock the Certified and Support Personnel pages, please answer the three questions below and then click the 'SAVE' button.





HB 1864 relates to the length of the school year and provides for calculation of the school year by days or hours.

Enter the number of contracted days and the number of hours contracted per school day then click save. Contact Tammie Hall, School Personnel Records at (405) 521-3369 with any questions.

Number of contracted days per school year:  
Number of hours contracted per school day:  
Is this your first year as a superintendent in the State of Oklahoma?  
Yes No

Title 70 § 6-101.6 was signed into law on May 27, 2003. It provides for the inclusion in all contracts and related employee information worksheets for teachers and administrators, clear and concise specific salary and benefit payroll information. The law now requires school districts to report all salary and benefit information to the State Department of Education (SDE) on its Annual Personnel Reports. All Superintendents' salary and fringe benefit information will be compared for accuracy to the contract on file in School Personnel Records (SPR).

The "CERTIFY" buttons shown below are to be used by your Superintendent to certify your reports as accurate and completed for the Oklahoma State Department of Education. To access and update specific reports (Certified Personnel, Support Personnel, etc.) select the appropriate TAB from above.

|                            |   |   |
|----------------------------|---|---|
| Certified Personnel Report |  | <b>The Online Directory must be completed and certified before Certified Personnel report can be certified.</b> |
| Support Personnel Report   |  | <b>The Online Directory must be completed and certified before Support Staff report can be certified.</b>       |
| Online Directory           |  |   |
| Salary Schedule            |  |   |

# Certified/Support Personnel Reports

## ➤ Certified/Support Personnel Reports

Demographic Information

Salary Information

Fringe benefit Information

Project (Federal) codes and amounts

**Accreditation Class Assignments and Class Size  
Audit will populate from the Initial Personnel  
Reports.**

# Obtaining “E” Teacher Numbers

An “E” teacher number is issued for charter schools when a certified staff does not hold a teaching certificate issued by the Oklahoma State Department of Education.

To obtain an “E” teacher number, E-Mail a request to [Tammie.Hall@sde.ok.gov](mailto:Tammie.Hall@sde.ok.gov) with the certified staff’s name and social security number.

# School Personnel Records Staff

- **Lynn Jones, Executive Director**  
**Accreditation Standards and School Personnel Records**
- **Tammie Hall, Coordinator**  
**Phone: (405) 521-3360**
- **Brad Barker, Informational Representative**  
**Phone: (405) 521-3369**

**E-mail:** First.Last@sde.ok.gov

**NEW Fax number:** (405) 522-1519