

LEAD PREP AGENDA

Introduction

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Tracey – Brief overview of LEAD purpose and process. Discuss spring timeline

STAGE 1 – RUN REPORTS AND VERIFY DATA ACCURACY

Teacher Certification Binder: Recommendation - Create binder with teacher certifications. (Master schedulers can verify teachers are certified for courses and allow administrative staff to see when certificates expire.)

Staff History Report

(Use to identify course staff changes/cleanup)

- 1- Note the Vacancies. Highlight any that should be added/removed.
- 2- Note Section Staff. Does there need to be any added/removed.
- 3- Run for sections without staff (correct these).

Master Schedule Reports:

- 1- **JCPS Master Schedule**
- 2- **Master Schedule**

Run filters to clean up Staff records

Path: Search > Staff or All People > Advanced Search > Expand [+] 000-All-Users

- 1- **All Active Teachers** – (This pulls any staff at your location with Type = 01 Teacher)
 - a. End the District Assignment and/or Employment record for any that aren't there anymore.
 - b. Change the Type for any who have changed roles but are still at your location.
- 2- **All Active Staff** – (This pulls any staff with an active District Assignment for your location)
 - a. Other than Bus Drives and Health Services Staff, this should be an updated staff list for your location. Update as necessary.
 - b. If any have left, end date the District Assignment and/or Employment as necessary.
 - c. If any are missing, add them.
- 3- **Staff with Missing Employee Type** – Every District Assignment must have an employee type selected. If any results display, correct ASAP. Run regularly to verify new staff are entered correctly.
- 4- **Teachers with Missing SSN or Staff #** -- All teachers must have their 6 digit MUNIS number entered on the Demographics tab next to Local Staff Number. Additionally, all teachers must have the correct SSN entered on the demographics tab. Run regularly to verify new teachers are entered correctly. This will cause errors in various reports.
- 5- **LEAD Population none:** Search > Course/Section > Advanced Search > All Users
- 6- **LEAD Vacancy Courses:** Search > Course/Section > Advanced Search > All Users

Verify Sections are set up correctly:

- 1- All ECE/EL sections should have Special Type and Population. ECE Population = Multiple Disabilities. ESL students must have waivers.
- 2- For courses with State Code 909999, select 538: Board Approved Elective for the Core Content.
- 3- When changing Primary Teacher assignment, may need to update Teacher Display.
- 4- Vacancies
- 5- Primary Teacher Assignment – look up certifications in EPSB, as necessary
- 6- AP Research has to be taught by English Teacher.
- 7- Some Media, IT and AP courses have special rules.
- 8- General Ed sessions with ECE students – assign appropriate ECE teacher as section staff
 - a. KLB- “Professional Certificate for Teaching Exceptional Children-Learning and Behavior Disorders” – CANNOT SERVE SEVERE DISABILITIES
 - b. KMS – “Professional Certificate for Teaching Exceptional Children-Moderate and Severe Disabilities” – CANNOT SERVE MMD
 - c. Can run various reports to locate ECE students. All IEPS must be locked.

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Step 2 – LEAD Reports

Run the LEAD Extract from IC (This is different than the Preliminary that you receive from EPSB)

(We will show a sample of errors from various schools and how to correct them)

Note: If you have multiple calendars at your school such as early childhood (ECH), select it at the same time as your regular calendar when running the LEAD Extract.

Path: KY State Reporting > LEAD Extract [Generate Weekly or Bi-Weekly to verify errors are corrected regularly.]

Fall –

- 1- Date Range: First Day of School through 12/31/20##
- 2- Reporting Period: Fall
- 3- Select Calendars: If your location has an ECH calendar, select it at the same time as your regular school calendar.
- 4- Generate Extract
- 5- Correct All Errors.

Spring – (Spring Timeline)

- 1- Date Range: 1/1/20## through last day of school.
- 2- Reporting Period: Spring
- 3- Select Calendars: If your location has an ECH calendar, select it at the same time as your regular school calendar.
- 4- Generate Extract
- 5- Correct All Errors.

Note: All of the Above should be completed prior to the preliminary LEAD report and will greatly minimize errors.

Preliminary LEAD Report

Discussion of common errors and how to fix them. Explanation of how to access preliminary report and how the process works on the district level to produce it. Utilize the LEAD manual for guidance when correcting errors.

- 1- No Courses for Staff Member
- 2- Population NONE
- 3- Out of Field
- 4- Vacancy must be Support NOT Teacher
- 5- KDE Approvals
- 6- Gifted/ESL (If ESL student has a waiver, enter error on override form).
- 7- Override Form (Discussion of changes to override process)

909999 Courses:

Level	Course Name	Notes
Elem	LEADERSHIP	Magnet Program @ Mill Creek (leadership)
	ADV LEADERSHIP	
Virtual	LEARN (JCHS) PB	Holding course for eSchool (state code coming in 2019)
	VIRTUAL LEARNING (PB)	
Middle	SPEECH/PUB SPEAKING	Elective @ Highland and J. Graham Brown School
High	PERFORMANCE BASED LEARNING	Holding course (state code coming in 2019)
	PERFORM BASED LEARN ATTENDANCE	
High	PHILOSOPHY	Elective (International Baccalaureate @ Atherton)
High	INTERNATIONAL STUDIES ABROAD	Holding course
High	PHOTO JOUR	Magnet Program @ Manual
High	CONDUCTING	Magnet Program @ Manual (YPAS)
	VOCAL DEV	
	VOCAL DEV 3	