Fall BEDS Staff FAQ

Why am I getting errors when I upload my import file?

There are a number of data quality checks run on the import file. Correct any missing or incorrect data in the file, save, then upload again. The error message tells you the row, name, and issue. Data issues could be missing data or data is in an incorrect format.

For example, staff are missing base salary or benefits. For shared staff that would have a purchased amount, there is not a field for that in the import file. Include it in the file as base salary, then fix this on the staff member's page once the file is imported. (remove from Staff Details and fill in the purchased amount field in the Edit Assignment box).

What is the difference between errors and warnings?

Use the Definitions and Validations spreadsheet to get more information about data requirements. Errors could happen for a number of reasons: wrong data format, wrong assignment for position, a license is expired, a teacher is not endorsed for a particular course, a position is missing that is required. Some data will need to be cleaned up by the district or school to remove errors; re-run the error check to see if errors are removed. If there is an error that needs to be addressed by Department staff, leave a comment.

Warnings can be reviewed and marked as Approved by district and school staff if correct. Some additional warnings have been implemented to address data quality.

How do I resolve license and endorsement errors?

Use the updated BEDS Crosswalk to view courses and endorsement requirements or the Required Endorsement link next to the assignment in the application. Expired licenses or needed conditional licenses should be addressed with BOEE. Comments for assistance may be left using the comment feature. For additional information, see the BOEE Licensure FAQ.

How do I verify Nurse and Social Worker license number errors?

Professional license numbers are not the same as BOEE folder numbers. **There is a new validation that will check for similarities between the reported nurse license number and the BOEE folder number.** Both BOEE-license and non-licensed Nurses should have an active professional license. Social workers may have either.

To verify a social worker license – go to the IDPH Bureau of Professional Licensure or BOEE license search.

To check Nurse Licensure:

1. Go to NURSYS
2. click on "**Look up License**" central to the page
3. Select "**I agree**" under the "***Employer Certification Of Compliance With the Fair Credit Reporting and Quick confirm License Verification Terms and Conditions***"
4. Verify the license three ways: search by name, search by license number or search by NCSBN ID"
5. Licenses that are "**Active**" and "**Iowa Single State** or **Multistate**" may practice in Iowa.
6. Schools may choose to "**Download Report"** and then select "**Download Full Report, Download Full Report with Documents, or Download by License**" to see any discipline or final orders data submitted.

How do I report a Concurrent Enrollment teacher?

It is permissible for a school district or accredited nonpublic school to employ teaching staff to provide instruction for contracted postsecondary courses even if the school employee does not hold the appropriate secondary licensure and/or CTE authorization for the requested teaching assignment.

All positions and assignments must be reported in the Fall BEDS Staff application for employees of the school district and/or accredited nonpublic school. Accordingly, schools may receive the following error "Not Properly Endorsed" when assigning employees to concurrent enrollment/postsecondary courses who do not also hold appropriate secondary licensure and/or CTE authorization. Current practice requires each school receiving this error on the teaching assignment to request a state-level override from the Department. Please note, the BOEE defers to the Department to handle endorsement errors and overrides related to concurrent enrollment/postsecondary courses in Fall BEDS staff reporting when a licensure/endorsement error is identified based on the concurrent enrollment teacher not meeting secondary licensure/CTE authorization when assigned to the designated teaching assignment. Please review the Concurrent Enrollment Instructor Credentialing through Senior Year Plus Programs document found here for additional information.

How do I report substitute teachers?

While there are a number of ways a substitute can be employed by a district (long-term substitute for a teacher on leave, contracted/floating substitute, filling a vacancy), there is currently only one Long-term Substitute position in Fall BEDS Staff. It may be appropriate to use the teacher positions in certain situations.

For additional information and BOEE forms concerning substitutes, please see Licensure Tips for Administrators found on the Educator Licensure web page.

How do I resolve a 'Missing Guidance Counselor' error?

All K-12 buildings must have a counselor assigned. If there is a building that is missing a guidance counselor assignment, please use the Counselor filter on the Staff page to see all counselor positions. Check assignments to see if all buildings have a counselor assignment. If the district serves a Pre-K only building, please leave a comment in the Errors list and an override will be done.

How do I resolve a Teacher Librarian error?

If your district does not have a teacher librarian, leave a comment in the Errors list with details about the issue so School Improvement can be contacted. If the district has a person with public library experience employed, leave a comment in the Errors list so an override can be done.

What is a District Coordinator (Equity, 504, Title IX)?

All districts must have these three assignments, using one or more persons. All should be 0 FTE.

How do I resolve TLC errors?

The system expects someone with a TLC position and assignment to have both TL days and TL supplement. If the person is a counselor, nurse, CTE only – they cannot be paid with TLC funds. Change the program type and remove TL days/supplement.

If using TLC funds only to raise teacher salaries, then a TLC position does not need to be reported and include TL funding in the base salary.

How do I resolve Sharing errors?

Check to see that all information has been reported for a shared arrangement correctly. If sharing with another district or an AEA, collaborate to ensure all data is entered and correct. The purple box at the bottom the staff member page shows the shared information but each district/AEA still needs to report the shared partner. Use the Shared Staff filter on the Staff page to review data and also review the Operational Sharing application. See the Shared Staff document for additional information.

See also:

Definitions and Validations
Shared Staff
Teacher Leadership and Compensation
User Guide
Code Sets
File Layout