New for 26-27 and Reminders

New Nurse Assignments

The 95001 assignment has been replaced by new options that provide greater detail about the nurse assignments. There will be errors when this assignment code is still in place or used in an import file. To correct, choose from the following new assignments:

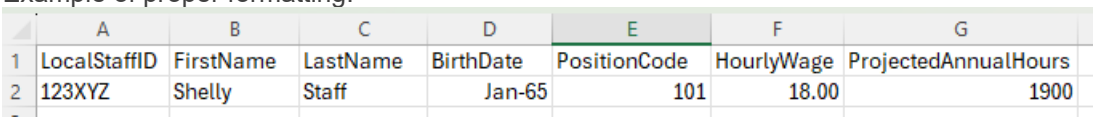
Subject Code	Course Code	Description
95	002	District Employed School Nurse (RN serves entire school population, employed by school)
95	003	District Contracted School Nurse (RN serves entire school population contracted with a community partner)
95	004	Advanced Registered Nurse Practitioner
95	005	District Employed Licensed Practical Nurse (1:1 or Group Assignment with learners)
95	006	Contracted Licensed Practical Nurse (1:1 or Group Assignment with learners)
95	007	District Employed Registered Nurse (1:1 or Group Assignment with learners)
95	008	District Contracted Registered Nurse (1:1 or Group Assignment with learners)

Reminders

Function/Feature	Description
Comments	The comments feature has been enhanced to view and leave comments from the errors list and from staff members' pages. You will see the last comment date and person in the column; when you click on the voice bubble, you can see the comment history as well as edit. Please use this feature instead of email to communicate with Shelly and the BOEE staff. This is designed to improve error resolution timing and keep everyone at a district or school up-to-date with issues.
Business rules/validation checks	There are some additional checks for missing data before import files can be uploaded. You will see messages on the import page with row numbers, staff members, and error details to be resolved before importing again. New business rules are in effect for errors and warnings. There is a new validation on the Nurse License Number; it cannot resemble the BOEE folder number. You will find the details for these in the Definitions and Validations spreadsheet.
Hourly Wage	The hourly wage data will be collected again the year. Click the Hourly Wage link on the home page to take you to a new interface with the template and additional information (also see the User Guide). Local IDs in the files can be alpha or numeric.

<table>
<tr><td></td><td>Click the yellow Hourly Tracking button to open up a new page where the non-salaried staff data can be uploaded, along with the template and instructions.

To report hourly wage employee data, upload a CSV (comma delimited) file with the following information:
Local ID (alpha and numeric)
Last Name (alpha only)
First Name (alpha only)
Birth Date (month-year as Mmm-YY)
Position Code (3 digit)
Hourly Wage (XX.XX & < 100.00)
Projected Annual Hours (numeric four-digit limit)

Example of proper formatting:

<table>
<tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr>
<tr><td>1</td><td>LocalStaffID</td><td>FirstName</td><td>LastName</td><td>BirthDate</td><td>PositionCode</td><td>HourlyWage</td><td>ProjectedAnnualHours</td></tr>
<tr><td>2</td><td>123XYZ</td><td>Shelly</td><td>Staff</td><td>Jan-65</td><td>101</td><td>18.00</td><td>1900</td></tr>
</table>

If you receive an error message, please double-check:
• The file is CSV, comma delimited (not an Excel workbook)
• Column headings did not change
• An appropriate number or value in every field and in the right format
• Hourly pay did not exceed 100.00

If you need to make changes to reported staff, simply upload a new file containing all hourly staff data - this file will replace the previously uploaded file.</td></tr>
<tr><td>BOEE Crosswalk (courses and required endorsements)</td><td>The BOEE Crosswalk has been updated to include SCED v13 courses (adding courses while deleting retired courses). The application has been updated to include these and resolve other course-endorsement issues.</td></tr>
<tr><td>Export</td><td>You will be able to export current data from the application. This will export all STAFF data for the district (including demographics, district data, salary data, positions, and assignments). The format of the file allows it to be imported in the IMPORT - Replace Staff Data tab.

This file may be VIEWED in Excel, but use the Import Wizard to import as tab-delimited with all text columns; save as a Text (Tab-delimited) file. Opening the export as an Excel spreadsheet only will reformat some of the text fields as numeric fields (eliminating leading zeros), which results in a file that cannot be imported.</td></tr>
<tr><td>Import</td><td>Imports to replace all staff data and update staff salaries will available. If you will only be updating staff, you can run an export, make changes, then import. Matches will be made based on local ID.</td></tr>
<tr><td>District Contacts</td><td>Please add one or two contacts; this will be used for communication and does not affect who has access to the application in the Portal.</td></tr>
<tr><td>Staff Assignment Report</td><td>A new Reports tab has been added. The Staff Assignment Report will create a file that can be downloaded to Excel which will provide demographic, position, assignment, and shared data stored in the data tables. Running this report prior to making changes will be a record of what was collected in 2025-2026. We are working on creating a historical report.</td></tr>
</table>