

User Guide

Fall BEDS Staff



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Errors and Assistance

Contacts

For support or general questions about the Fall BEDS Staff application, please email Shelly Wolterman at shelly.neese@iowa.gov. Please include your phone number, district/school, and any details needed to understand the problem. You may also leave a message at 515-336-3859.

For more specific questions regarding the following content areas, please contact the DE subject matter expert listed below.

SUBJECT	NAME	EMAIL	PHONE
Endorsements/BOEE	Greg Horstmann Joanne Tubbs	greg.horstmann@iowa.gov joanne.tubbs@iowa.gov	515-281-3587 515-281-3611
Operational Sharing	Scott Dryer	scott.dryer@iowa.gov	515-725-1120
Required Positions	Contact your School Improvement Consultant		

Supporting Documents

This Fall BEDS Staff (FBS) User Guide includes

- A Quick Tour of the Application
- Step-by-Step Instructions for FBS Reporting

In addition to this FBS User Guide, you will also want to refer to:

- [Fall BEDS Staff Code Sets](#) which includes POSITIONS and ASSIGNMENTS with descriptions.
- [FBS A-Z Special Topics](#)
- [Fall BEDS Staff File Layout](#) (For importing data)
- Fall BEDS Staff Definitions and Validations
- Teacher Leadership and Compensation
- Reporting Shared Staff

Navigation

This section is for a basic understanding of the Fall BEDS Staff application.

The goal of the staff data collection is to monitor a variety of requirements in the Iowa Code, including:

- All licensed/certified staff are highly qualified (credentials are verified with the Board of Educational Examiners – BOEE)
- Specific requirements such as a school nurse in every district and a principal in every building are validated
- Minimum teacher salaries of \$33,500 per the Teacher Leadership & Compensation requirements
- Documentation of shared positions across districts for Operational Sharing funding

Access to Fall BEDS Staff for New Users

You will need an A&A Account with the State of Iowa

- Not sure if you have an A&A account? [Check A&A Account Access](#)
- Know you do NOT have an A&A account? [Create an A&A Account](#)

Once you have your A&A Account, go to the [Iowa Education Portal](#) and select **My Profile** in the top right corner and request a role as follows:

- Application=EdInfo
- Sub-Application=Fall BEDS Staff
- Role(s)=Fall BEDS Staff Update

For assistance, contact your local Portal security officer or contact the Portal Helpdesk.

When your request is approved, you will find the application link under the EdInfo menu in the Iowa Education Portal.



Home Page Tab

The HOME page is intended for:

- Announcements
- Contact information

- System Status Updates – Please check for known system issues before you seek assistance on a specific instance of the problem and contact customer service only if your specific instance remains after the system wide issue has been resolved.

District Staff Tab

This is the main page for you to do your reporting. Enter the district name OR number in the Search field and hit GO if it doesn't automatically fill in. Select the school from the associated drop-down box (if you have access to more than one). You can see all staff or you can filter by building or district-level staff (0000), depending upon your permissions.

You can also use the filters on the top right to display existing entries by specific positions, or shared status (you must click the SEARCH button to activate the staff search).

Normal Mode

The list of staff meeting that filter requirement will appear in the table below the filters. In this example, there are more than 10 pages of alphabetized listings:

Des Moines Independent - Des Moines Independent Comm School District
 District: 1737 School: 0000

Page Help
Contact Us

District Staff

District / School
 Search: 1737 Go
 District: Des Moines Independent
 School: Des Moines Independent Comm School District ()
 Mode: Normal Salary

Staff Filters
 Position: -- All --
 Program: -- All --
 Licensed - Shared: -- All -- -- All --
 Error Status: -- All --
 Last Name/Folder: Search Clear All

Results: 1784
 1 2 3 4 5 6 7 8 9 10 ...

Save Staff Assignments for Current View in Excel Rows to Display: 15

Salary Mode

In addition to the “Normal” mode (where you can enter new staff or edit existing staff individually), you can select the Salary Mode for easy data entry of salary information for multiple staff.

Home District/Staff Import/Export Errors/Omissions Certification District Contact FAQ

Des Moines Independent - Des Moines Independent Comm School District
 District: 1737 School: 0000

Page Help
Contact Us

District Staff

District / School
 Search: 1737 Go
 District: Des Moines Independent
 School: Des Moines Independent Comm School District ()
 Mode: Normal Salary

Staff Filters
 Position: -- All --
 Program: -- All --
 Licensed - Shared: -- All -- -- All --
 Error Status: -- All --
 Last Name/Folder: Search Clear All

Results: 1784 Save all values on current page Add Certified Staff Add Non-Certified Staff Save Current View in Excel Rows to Display: 15

Import/Export Tab

The Import/Export tab has a number of options to start out the new collection:

- You will need to decide where the most current data exists, in the local HR system or in Fall BEDS Staff application from last year. If your district has an HR system, it will likely be the place for you to start.
- Please see the detailed instructions for Importing Data to help you identify the path that you will want to follow
- The Export functionality is not currently working.

Errors/Omissions Tab

This tab includes a summary list of warning/errors as well as detailed listings that require district-level “Approvals” or state-level “Overrides” ranging from \$0 salary to missing a required nurse in the district and missing endorsements. You can “check for Errors/Omissions” anytime

Errors and Omissions

You must click on the Check Errors/Omissions button to make sure all errors and omissions are showing in the report below.

Error/Warning Summary (counts reflect warnings/errors that are NOT resolved) - Click to Hide

Error/Warning	Count
Invalid Year or staff aged 70 and older	2
Not Properly Endorsed or Expired for Assignment	1
Invalid Shared Code	1
Shared Assignment not reciprocated in shared district	1
Staff Members with zero salary amount	2
Staff Members with zero retirement benefit amount	2

All errors must be resolved before a district can “Certify” their data.

Errors and Omissions

Results: 134 Hide Approved Warnings Hide State Overrides Rule Filter: -- All --

Actions	Folter	Name	Area	Rule Name	Course	Approve
			District	2 Staff Members with zero retirement benefit amount		<input type="checkbox"/> Approve
			District	2 Staff Members with zero salary amount		<input type="checkbox"/> Approve
	347733		Assignment	Not Properly Endorsed or Expired for Assignment	Equity	<input type="checkbox"/> Override
		ALLEN, NAKI D	Staff	Salary is <-> 25% from prior year		<input checked="" type="checkbox"/> Approve

Certification Tab

When your errors are cleared, you will have a CERTIFY button. After clicking the certify button, you will see the CERTIFIED screen.

Before You Begin – Choose Your Path

To complete Fall BEDs Staff, you will need to:

- **Remove staff** who are no longer in your school/district
- **Add compensation/benefits** information for all current staff (Zeroed out for the new year)
- **Add new staff**, including their demographic data, positions, assignments and compensation
- **Edit existing staff**, including their demographic data, positions, assignments and compensation

The Department of Education (DE) has kept the data you submitted last year and has made the following changes:

- **Salary/benefits** have been zeroed out
- **Sharing** information has been cleared out from last year
- **Overrides** have been removed
- **Years of experience** have been incremented by 1

Select an Option

To begin your staff reporting, you need to decide the best method for your situation and identify the path you will follow. The most significant difference between working directly in the Fall BEDS Staff (FBS) application and using an export/import feature is that within the application all of the positions and assignments are selected using text-drop-down boxes. If you use the export/import options, you will need to work with the numeric codes instead.

LEVEL OF DIFFICULTY	IMPORTING	IMPORT/ENTRY DETAIL	GO TO
OPTION #1 SIMPLEST	No Importing	Type the data directly into the Fall BEDS Staff (FBS) application	Skip to Fall BEDS Staff Reporting
OPTION #2 INTERMEDIATE	IMPORT SALARIES Only	Type compensation data into an Excel spreadsheet (or copy/paste them from other source documents you have), change to a text file and import into FBS	Skip to Fall BEDS Staff Reporting
OPTION #3 ADVANCED	IMPORT ALL STAFF DATA USING VENDOR-SUPPORTED HR SYSTEM	Export data from a source system that can generate a mixed format extract and import into FBS	Continue to next section: IMPORTING ALL DATA (VENDORS)

Importing All Data (VENDORS)

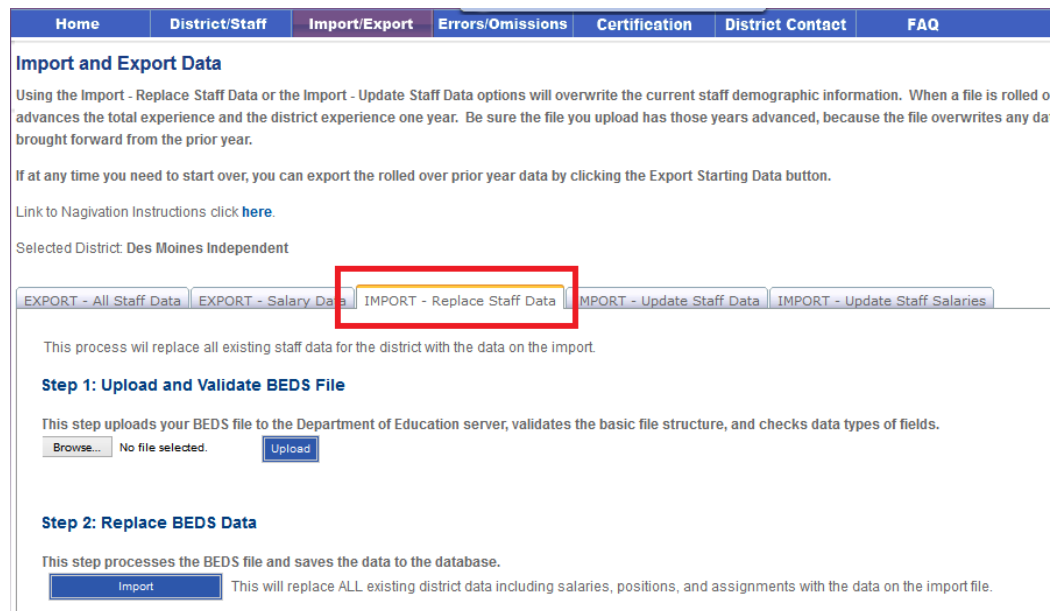
Districts with vendor supported HR software will want to use the IMPORT – Replace Staff Data to replace all the data in FBS. The other option is to IMPORT – Update Staff Data, which will match staff in the file and in last year’s FBS based on the local ID (these must match!).

There is a two-step Import process that will prompt you along the way. If you do not advance to Step 2, there are likely errors showing up in red that need correcting before you can complete the import.

Once you have successfully completed importing all of your staff data (demographics, compensation, positions, and assignments) you will need to clear any errors before CERTIFYING your data.

NOTE: Please refer to the Excel files for file specs on the DE website for all of the details you need to align with FBS.

HINT: Importers may report base salary and TSS separately or together. If they are separate, the application will combine them.



IMPORT - Replace Staff Data

This option will replace all existing staff data. If there are staff that need to be added to FBS that are not in the import file, upload the file first then manually enter the other staff.

This is a 2-step process. The first step allows you to browse your computer, find the file and upload it into our server. The file is then validated for file structure and data types. **This must be a text tab-delimited file.** The second step loads the data into the application and will replace ALL existing staff data, including salaries. **If you are going to import salaries separately, make sure you import this file first.**

IMPORT - Update Staff Data

This option UPDATES existing staff demographic and salary data and will REPLACE position and assignment data. The existing staff data will be retained if the staff person is not in the imported file. The staff data is only updated when a matching local ID is found.

Delete old staff members from FBS before choosing this import process. If there are new staff that need to be added to FBS, upload the file first then manually enter the other staff.

This is also a 2-step process. The first step allows you to browse your computer, find the file and upload it into our server. The file is then validated for file structure and data types. **This must be a text tab-delimited file.** The second step loads the data into the application. This step will retain existing staff and only update the existing records that match on local ID.

IMPORT - Update Staff Salaries

This tab can be used if the district wishes to update salaries only. **Only records that match on local ID will be updated. This must be a text tab-delimited file.**

This is a 2-step process. The first step allows you to browse your computer, find the file and upload it into our server. The file is then validated for file structure and data types. The second step loads the data into the application. This step will retain existing staff and only update the existing staff that match on local ID.

If you imported a file using either the Import - Replace Staff Data option or the Import - Update Staff Data option and that file contained a local ID, this will become the new local ID. This ID must match the ID of the salary file being imported.

Fall BEDS Staff Reporting Steps

This section is designed for users who are reporting manually through the Fall BEDS Staff (FBS) application and for users who will import salaries.

You will need to complete the following steps:


- Remove Existing Staff
- Add/Edit Staff Demographic Details
- Add/Edit Positions & Assignments
- Add/Edit Sharing Information across Districts
- Input Compensation Information or import them

Remove Existing Staff

From the District Page, you can find staff to be removed by listing them alphabetically (default). The drop-down box for School can be used to filter by building or district level or ALL staff. Similarly, you can use the filter options on the far right to find staff who are already in the system.

Depending on how many you need to find, the Search option is typically the fastest. In the Last Name/Folder, enter any portion of the last name you want to find and click on Search (note, the display will not change on the Search until you click SEARCH).

The screenshot shows the 'District Staff' page with a navigation bar at the top containing 'Home', 'District/Staff', 'Import/Export', 'Errors/Omissions', 'Certification', 'District Contact', and 'FAQ'. The 'District/Staff' menu item is circled in red. Below the navigation bar, there are search filters for 'District / School' (Search, District, School) and 'Staff Filters' (Position, Program, Licensed - Shared, Error Status, Last Name/Folder). The 'Last Name/Folder' search box contains the text 'Brown' and is circled in red. There are 'Search' and 'Clear All' buttons next to it.

Once you have found the record you want to delete, use the  in the View/Edit/Delete tool box to the left of the staff name to delete a record.

The screenshot shows the 'District Staff' page with search results. The 'District/Staff' menu item is circled in red. The search filters are filled out: Search (1737), District (Des Moines Independent), School (Des Moines Independent Comm School District), and Staff Filters (Position: -- All --, Program: -- All --, Licensed - Shared: -- All --, Error Status: -- All --). The 'Last Name/Folder' search box is empty. Below the filters, there are buttons for 'Add Certified Staff', 'Add Non-Certified Staff', and 'Save Staff Assignments for Current View in Excel'. The search results table has 1784 results and shows a list of staff members with columns for Actions, Folder, Name, Primary Building, and Position (FTE). The first row shows a staff member with a trash icon in the Actions column.

Actions	Folder	Name	Primary Building	Position (FTE)
			Des Moines Independent Comm School District (0000)	
		Remove this Staff Member from this district	s Independent Comm School District (0000)	Regular Education Teacher (0.500)

Add/Edit Staff Demographics

There are two types of staff that are entered into FBS: certified and non-certified. Certified staff have a Folder Number that can be searched for on the [BOEE website](#). To add a new staff person, therefore, you need to first select Add Certified Staff or Add Non-Certified Staff and the Staff Detail Page will open.

Home **District/Staff** Import/Export Errors/Omissions Certification District Contact FAQ

District Staff

District / School
Search
District
School
Mode:
 Normal Salary

Staff Filters
Position -- All --
Program -- All --
Licensed - Shared -- All -- -- All --
Error Status -- All --
Last Name/Folder

Results: 1784 Rows to

Staff detail page

Do not enter data in the Search by Folder Number field. Enter all data manually.

Edit Staff

Local Staff ID
Folder*
First Name*
Last Name*
Gender* Male Female
Hispanic/Latino Ethnicity* Yes No
Race* American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White
Birth Month* -- Select --
Birth Year*
Highest Degree -- Select --
Total Experience


District Data

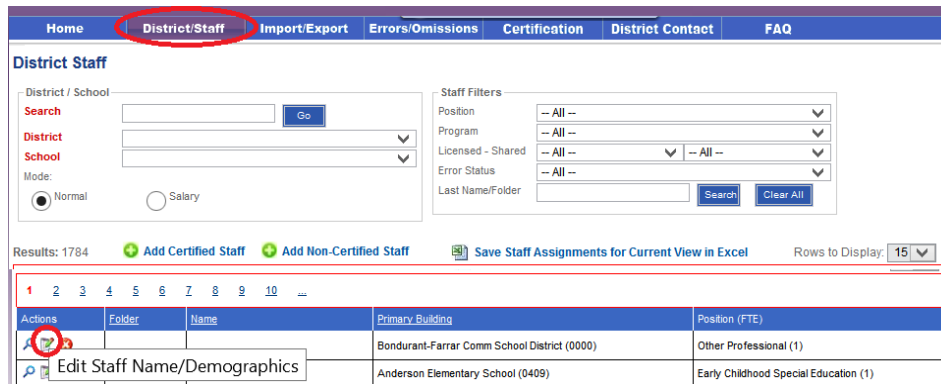
Primary Building -- Select --
District Experience*
Contract/Work Days*
Teacher Leader Days
Base Salary/Pay
Extra Compensation
Teacher Leader Supplement
Prof. Development
Retirement Benefits
Health Benefits
Other Benefits

HINT ON COMPENSATION: You can enter compensation information here for new staff, or you can enter it in the Salary Mode along with all other staff OR you can import all staff salaries in Excel. For non-certified staff (no folder number) the Local Staff ID is the key to connect imported salary information. The local ID is generated locally, not by the DE.

HINT ON POSITIONS: You can enter positions with the Save and Add Position button or you can Save and Add Another Staff, or Save and Return to the district page. Go to Add/Edit Positions for those instructions.

Edit Existing Staff Demographics

For existing staff, you can edit demographic information by clicking on the Edit icon  for the row/staff person you want.

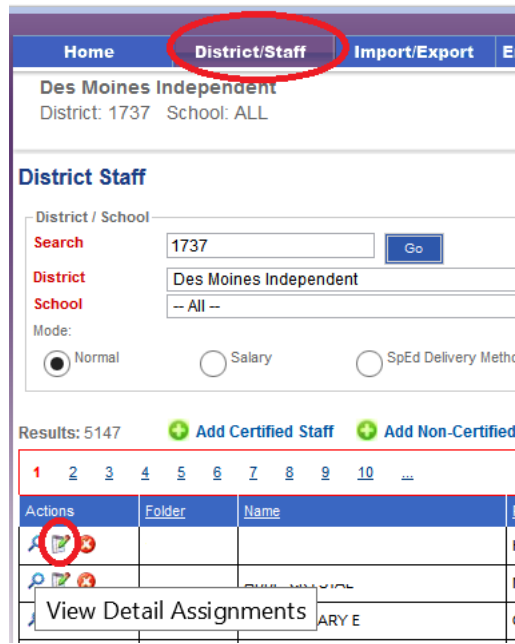


Staff Detail - Data Definitions

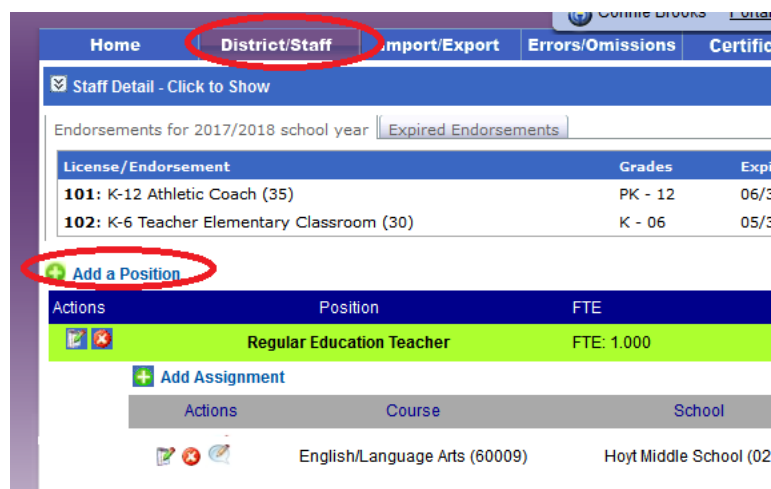
Field Name	Required	Definition
Local Staff ID	No	Staff ID assigned by the local district in their HR system.
Folder	Yes	Folder number assigned by BOEE
First Name	Yes	Staff member first name
Last Name	Yes	Staff member last name
Gender	Yes	Staff member gender
Hispanic/Latin Ethnicity	Yes	Yes/No question - ethnicity of the staff member. If staff member refuses to identify, user should attempt to identify.
Race	Yes	Race of the staff member. If staff member refuses to identify, user should attempt to identify.
Birth Month	Yes	Birth month of the staff member
Birth Year	Yes	Birth year, 4-year format
Highest Degree	Yes	Highest earned/completed degree of the staff member
Total Experience	No	Total years of experience, NOT counting the current school year.

Add/Edit Positions & Assignments

Each staff member is required to have at least one position and assignment. To add a position to a staff member from the district page, find the staff person you need and click the magnifying glass to View Detail Assignments.



From the Staff Detail page, click on the Add a Position link Located below the endorsements section to open a position dialog box.



A box will pop-up with position and assignment options. Below is a sample of what you will see.

HINT: Always start with selecting the position first and work your way down, as the other drop-down menus will alter their menu options based on what the user selects. Program options are reflective of special funding streams.

To add additional assignments under one position, click the Add Assignment hyperlink.

Actions	Position	FTE	Program
	Regular Education Teacher	FTE: 1.000	No special program
+ Add Assignment			
Actions	Course	School	Sections

Here is a sample entry of a teacher position with three assignments. The FTE and Program (funding) show up at the position level.

Actions	Position	FTE	Program			
	Regular Education Teacher	FTE: 1.000	No special program			
+ Add Assignment						
Actions	Course	School	Sections	Shared	Grades	Requirements
	English/Language Arts (80009)	Hoyt Middle School (0250)	4	Not Shared	6	Req'd Endorsement
	Exploratory (80038)	Hoyt Middle School (0250)	1	Not Shared	6	Req'd Endorsement
	Social Studies (80022)	Hoyt Middle School (0250)	4	Not Shared	6	Req'd Endorsement

Position/Assignment Definitions

Field Name	Required	Definition
Position	Yes	Position assigned to staff member that matches or nearly matches the position definition outlined in Fall BEDS Code Sets .
Program	Yes	The funding source for the position (what funds are you using to pay the staff member for this position). No special program = General Fund
FTE (Full Time Employment)	Yes	Portion of full-time employment for each licensed and non-licensed staff member employed by the district. <ul style="list-style-type: none"> • Should NOT exceed 1.00 total • Formula to calculate: [(daily hours worked) / (standard work day)] / standard work week • For more details see FBS A-Z Special Topics
Building/School	Yes	Building/school where the assignment takes place
Subject Area	Yes	Academic subject area of the assignment (first 2 digits of the assignment code – in Fall BEDS Code Sets)
Course	Yes	Based on Subject Area selection - the list of available courses (last 3 digits of the assignment code – in Fall BEDS Code Sets)
Nurse License #	Yes*	Every nurse hired by a school should have a nurse license # from the Department of Public Health (NOT BOEE).
Number of Sections	Yes	Number of sections taught must be entered for each teaching assignment. Assignments may vary according to grade level, curriculum assignment and/or building assignment. Use the following information for general guidance and information: <ul style="list-style-type: none"> • General Elem. Classroom: report # of sections based on the # of different groups of students per assignment • MS/HS Classroom: report # of sections based on the # of different groups of students per assignment • At-Risk: report as 1 section • Pull-out Programs: report as 1 section • Overload/Early Bird Schedule: report as 1 section IF student earns credit (example: yearbook) • Special Education: <ul style="list-style-type: none"> ○ Pull-out program: report as 1 section ○ Regular scheduled: report # of sections based on the # of different groups of students per assignment ○ SpEd Teacher in Reg. Ed. Classroom/Teacher: report # of groups the SpEd Teacher is working with.
Grades	Yes	Grade levels that will be taught for this assignment.

Endorsements

When you enter an assignment, the system will generate a list of endorsements that are required for that assignments. By clicking on the [Req'd Endorsement](#) hyperlink you will activate a pop-up window of possible endorsements. **WARNING:** You may need to scroll to the right of your screen to see the endorsement list pop up, depending on the screen resolution you are using!

Compensation Field Name	Definition
Annuities:	The amount to be paid by the AEA for annuities. Only AEA's will be able to see this field in "Salary Mode."
Base Salary/Pay	The amount of gross salary/wages paid for normal work duties, before deductions, including the amount paid from Teacher Salary Supplement (TSS not TLC) funds. Note: If you use the import feature, these values are reported separately but added together in Fall BEDS Staff.
Bonus Pay:	The amount of salary or wage to be paid by an AEA as Bonus pay. Only AEA's will be able to see this field in "Salary Mode."
Contract Days	Contract days are the number of days of employment specified in the contract. If not a contract employee, the number of days the employee is expected to work.
Extra Compensation	The amount of salary or wage to be paid for extra duties such as extracurricular activities, extended contract, bonus pay (other than AEA bonuses), incentive pay, performance pay, stipends, mentoring activities and other activities that are outside the regular salary schedule. Also include cash benefits, such as cash paid in lieu of insurance, if paid by the district and paid as salary. Do not include Teacher Leader Supplement here.
Health Benefits	The amount to be paid by the district for health benefits such as health insurance, dental insurance, disability insurance, vision insurance, and long-term care insurance. Include health-related annuities if paid by the district/AEA.
Other Benefits	The amount to be paid by the district for other benefits such as IRS value of housing allowance, IRS value of automobile allowances whether purchased or provided, pay for unused vacation/sick leave, life insurance, other insurance, cell phone contracts paid by the district/AEA and cell phone use reimbursements or cash allowances for non-compensatory business reasons.
Previous Pay	The sum of the base salary, professional development and extra compensation reported from the previous year.
Professional Development	The amount to be paid as salary from professional development supplement.
Retirement Benefits	The employer's amount paid to IPERS and for FICA (Social Security and Medicare); and the employer's share of other retirement benefits if paid by the district.
Teacher Leader Supplement	The amount of salary to be paid for teacher leadership functions (not used for replacement teachers)
Teacher Leader Days	The number of days the teacher will spend in the teacher leadership role. Note: For a .5 teacher and .5 teacher leader over 180 days, both Contract Days and Teacher Leader Days should reflect 180. These are not added together for validation checks.

The FBS application compares both subject and grade level of the endorsements held by the staff against the list of Required Endorsements. Errors are generated if the staff person does not have the proper credentials for an assignment.

License/Endorsement	Grades	Expiration Date
101: K-12 Athletic Coach (90)	PK - 12	01/31/2022
1011: Athletic Coach (90)	PK - 12	01/31/2022
102: K-6 Teacher Elementary Classroom (10)	K - 06	01/31/2018
148: K-8 Reading (10)	PK - 08	01/31/2018

If you have an endorsement error that you need assistance with, enter the information into the COMMENTS option, which is monitored by and responded to by BOEE staff.



Alternatively, for more information on endorsements and other licensing questions, contact BOEE.

HINT: Endorsements typically apply to either secondary (grades 9-12) or primary (grades PK-8). If a teacher is crossing those grade boundaries, they will need to enter two assignments, one for the primary and one for the secondary. The license/endorsement section on the staff member's page lists all endorsements (active & expired) for the staff member (this is located below the Staff Details section.)

WARNING: The Iowa Code requires all staff to be hold proper licenses and endorsements. Staff may need to request a conditional license from the BOEE. Please contact BOEE staff with questions or concerns.

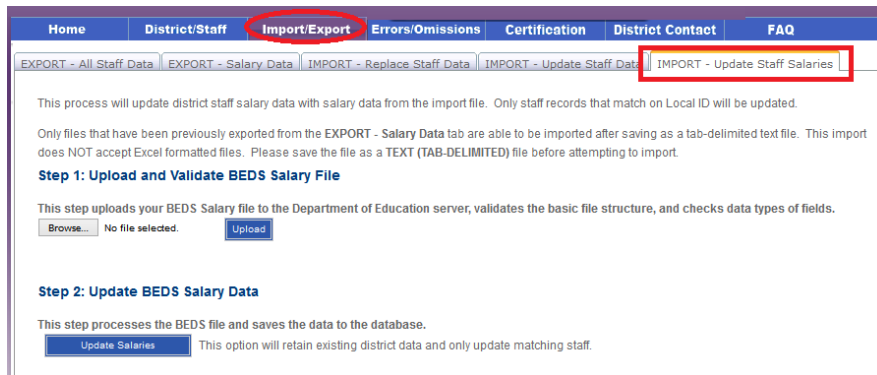
Compensation – Salaries and Benefits

In addition to the “Normal” mode (where you can enter new staff or edit existing staff individually), you can select the Salary Mode for easy data entry of salary information for multiple staff.

Update	Name	Contract Date	Previous Pay	Base Salary/Pay	Extra Comp/Incentive	Professional Development	Teacher License/Dev	Teacher License/Rec	Total Pay	Retirement Benefits	Health Benefits	Other Benefits
Save Row	MARY	196	\$50,671	0	0	0	0	0	\$0	0	0	0
Save Row	AMY	195	\$33,479	0	0	0	0	0	\$0	0	0	0
Save Row	ANNE	196	\$61,724	0	0	0	0	0	\$0	0	0	0
Save Row	PATRICIA	195	\$28,011	0	0	0	0	0	\$0	0	0	0
Save Row	JACKIE	200	\$36,594	0	0	0	0	0	\$0	0	0	0

Importing Salaries

Use the IMPORT – Update Staff Salaries. REMEMBER that you must save the file as a text (tab-delimited) format in order to do the upload into FBS.



The LocalID is the key variable that will link these salary data to the staff person and the rest of their information (demographics & assignments). Resolving Errors and Warnings

This section of the application is where you can address errors, process approvals and submit override requests. **All errors will need to be resolved before you are allowed to Certify.** Warnings do not need to be resolved, but we strongly recommend reviewing the warning and correct it if necessary.

Error/Warning Summary

This section gives you a quick summary of the error/warning type and the count of those errors. By clicking on the error/warning description you can drill down and filter out the errors/warnings to only those in the selected group.

Error/Warning Summary (counts reflect warnings/errors that are NOT resolved) - Click to Hide	
Error/Warning	Count
District Experience exceeds Years of Experience	1
Invalid Year or staff aged 70 and older	2
Total/District Experience fields are not incremented as expected when compared to last year's values	1

[Export full error list to Excel](#)
[Check for Errors/Omissions](#) [Certification Page](#)

Error checking and validations are run behind the scenes nightly, but are also run when you make a correction on an error or update a staff member's data. You can also force the system to re-run the validations by clicking on the 'Check for Errors/Omissions' button below this section. This will clear any resolved errors/warnings and get you one step closer to certifying your data.

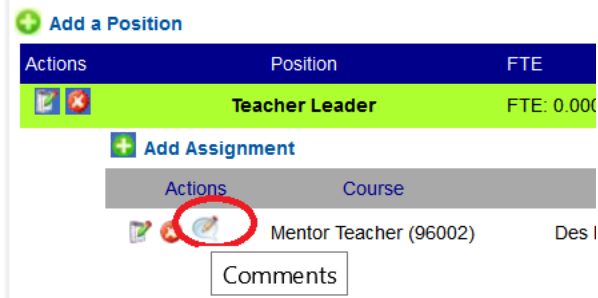
Error/Warning List

Below the Error/Warning summary section is a list of all errors/warnings for your district/school. You have a few filter options where you can hide Approved Warnings and you can also Hide State Overrides.

Some errors are a result of checking imported data that doesn't follow the business rules. Some errors may be typos – for example, typing in the wrong folder number so the license/endorsement data does not match the teaching assignment. Others may be from missing data such as salaries, contract days, positions, and sharing arrangement details.

Error/Warning Resolution Options

- Use the Definitions and Validations spreadsheet to better understand error/warning meanings and how to correct.
- Request a State level override by providing a written explanation why license/endorsement errors should be overridden in the Comments section



- Request a State level override by sending an email to Shelly with pertinent details. She will confer with School Improvement consultants.
- Approve the district-level error/warning by click on the Approve checkbox when appropriate (for example, bus drivers that truly are over the age of 70).
- Actually resolve/correct the error or warning that is being displayed.

Results: 20 Hide Approved Warnings Hide State Overrides Rows to Display: 15

Actions	Folker	Name	Area	Rule Name	Course	Approve
			District	Mentoring form not completed		<input type="checkbox"/> Override
	228878	Adams, Debora Roberts	Assignment	Not Properly Endorsed or Expired for Assignment	Family and Consumer Sciences—Comprehensive	<input checked="" type="checkbox"/> Override
		Barnes, Lorraine	Staff	Invalid Year or staff aged 70 and older		<input checked="" type="checkbox"/> Approve

Review and Certify

Please review your data before certifying!

Data Breakdowns:

- Error Count by School Table: *Lists # of errors per building*
- District Licensed Position Summary: *Count of each Licensed position & total FTE for that position*
- District Non-Licensed Position Summary: *Count of each Non-Licensed position & total FTE for that position*
- District Program/FTE Summary: *Breakdown of total FTE by funding source*
- District Licensed Demographic Summary: *Breakdown of licensed staff demographics*
- District Non-Licensed Demographic Summary: *Breakdown of non-licensed staff demographics*

Please review data for possible inaccuracies or typos:

Staff

- Age – licensed < 20, all staff > 70
- Contract or TL days > 300
- FTE TLC – all salary in Teacher Leader Salary, all contract days in Teacher Leader days
- Total FTE for staff > 1.0

Salaries

- Administrators > \$320000
- Teachers > \$85000
- Other staff > \$150000

Retirement, Annuities, Health benefits

- Administrators > \$50000
- Teachers > \$30000
- Other staff > \$50000

Other benefits

- Administrators > \$30000
- Teachers > \$10000
- Other Staff > \$3000

When your errors are resolved, you will have a CERTIFY button.

By clicking the "CERTIFY" button below, I, as Superintendent or Chief Administrator, certify that the data reported on the Fall BEDS Data Survey web forms are to the best of my knowledge and belief true and accurate.



Complete the Operational Sharing application in the Iowa Education Portal if needed.