

# 2018-2019

## Data Entry Procedures for Rescheduling

ELL Immersion, ESE Inclusion, Resource, SLP, OT/PT, Vision and Hearing

### 1. Print Teacher Class Lists for Special Teachers

#### Application:

Reporting Services

#### To run this report:

From the Reporting Services Home page:

#### Accessing the Report

1. Click the FOCUS icon.
2. Select the State Reporting folder.
3. Select Teacher Class List Survey Verification.

#### Generating the Report

1. The Year field will default to the current school year.
2. Select your school from the drop-down.
3. The Select Teacher field will default to ALL.  
You can select an individual teacher if desired.
4. The Select Period field will default to ALL.  
You can select an individual period if desired
5. The Select Date will default to the current date.
6. Select Survey 3 from the Select Survey drop-down.
7. Click View Report.

8. The report will generate and display at the bottom of the screen.

9. Download the PDF.

10. Locate each teacher in the document and print only their class lists.

Collier District Schools Reporting Services

Home > Focus > State Reporting > Teacher Class List Survey Verification

Select Year: 2018-2019  
Select School: [Dropdown]  
Select Teacher: -ALL-  
Select Period: -ALL-  
Select Date: 1/7/2019  
Select Survey: Survey 3

View Report

Teacher Class List Survey Verification

Period 01 - Survey 3  
Monday, January 7, 2019

Student Name	Student Id	Grade	Course	Course Num	Section
		03	ESOL E	5010010	703A
		03	ESOL E	5010010	703A
		03	ESOL E	5010010	703A
		03	ESOL E	5010010	703A
		03	ESOL E	5010010	A703
		03	ESOL E	5010010	A703
		03	ESOL E	5010010	A703

Total Students: 7

Signature \_\_\_\_\_ Date \_\_\_\_\_

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2. Distribute the rosters to the special teachers with directions and blank data collection sheets. Data Collection Sheets are available on the Technology Training website/scheduling.
3. Register in iLearn and Attend Open Lab(s) as needed.
4. All rescheduling documents must be obtained before attending an open lab session. Please come prepared.
5. Rescheduling must be completed no later than **Friday, January 25, 2019.**

## SCHEDULING

### **Elementary Special Scheduling Re-Scheduling:**

Data Collection Sheets:

1/10 (instructions distributed to DE)

1/11 (distributed to teachers)

1/18 (due to DE)



January 22, 23, 24, 25 (Open Lab)

Scheduling Completion Date: January 25, 2019

Survey 3: Survey Week: February 4-8, 2019

DSC Dept Clean-Up: January 28 – February 1

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**Completed forms due to your Data Entry by January 18, 2019**

**Directions for Special Teachers (formerly ESE Inclusion)**

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.

**Scheduling Objective:**

These sheets will be used to schedule students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

NOTE: Teachers are to list the students they are servicing each day, regardless if they are a Special Education Teacher with non ESE students or ELL Immersion with non LY students.

**2018- 2019 Special Education Teacher**  
(Formerly ESE Resource/Inclusion Teachers)

DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM

ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: \_\_\_\_\_

TSE#: **1** \_\_\_\_\_

Note: This is not your EID #

Homeroom Tch Name: \_\_\_\_\_

Std.#:	Indicate the amount of time in minutes per day(s)						
First Name:	Area of Instruction	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
Last Name:	Language Arts						
Excep.being serviced:	Math						

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If you are instructing in a course other than LA or Math course, write in the applicable course. NOTE: Reading and Writing fall under Language Arts.

**Completed forms due to your Data Entry by January 18, 2019**

**Directions for ELL Immersion Teachers**

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.

**Scheduling Objective:**

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

NOTE: Teachers are to list the students they are servicing each day, regardless if they are a Special Education Teacher with non ESE students or ELL Immersion with non LY students.

**2018- 2019 ELL Immersion Teacher**  
 DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM  
 ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: \_\_\_\_\_ TSE#: **1** \_\_\_\_\_  
 Note: This is not your EID#.

Homeroom Tch Name: \_\_\_\_\_

Std.#:	Indicate the amount of time in minutes per day(s)						
	Area of Instruction if not an LY stdt	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
First Name:							
Last Name:							
LY Student	YES	NO					
If NO indicate Area of Instr.							

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If the student is “LY”, he/she will be scheduled with the ELL Course 5010010. If the student is not an LY student, you must indicate what course you are giving instruction in.  
 NOTE: Math, Social Studies, Science or Language Arts (Reading and Writing fall under Language Arts).

**Completed forms due to your Data Entry by January 18, 2019**

**Directions for Resource Teachers or Coaches**

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.

**Scheduling Objective:**

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

**2018- 2019 Resource Teacher**  
 DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM  
 ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: \_\_\_\_\_ TSE#: \_\_\_\_\_ **1**  
 Note: This is not your EID#.

Homeroom TCH Name: \_\_\_\_\_

Std.#:	Indicate the amount of time in minutes per day(s)						
First Name:	Area of Instruction	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
Last Name:	Language <b>3</b>	<b>2</b>					
	Math						

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If you are instructing in a course other than LA or Math course, write in the applicable course. NOTE: Reading and Writing fall under Language Arts.

**Completed forms due to your Data Entry by January 18, 2019**

**Directions for Services (Speech/Language/OT/PT - Vision or Hearing)**

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. Make sure you are using the correct Data Collection sheets for the correct grade level and service being provided.  
There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.

**Scheduling Objective:**

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

**2018- 2019** ELEMENTARY SCHOOL  
Speech and/or Language Services  
DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM  
Enter only 1 homeroom per sheet - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Service Providers Name \_\_\_\_\_ TCH# \_\_\_\_\_ **1**

Std.#: First Name: Last Name:	Indicate the amount of time in minutes per day(s)						
	Area of Instruction	Building/Room	Mon	Tue	Wed	Thur	Fri
	7763030 Speech (F)	<b>2</b>					
	7763040 Language (G)						

1. **ESE TCH#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.