FALL 2024

PARAPROFESSIONAL and   
CLASSIFIED STAFF ACCOUNTING   
DATA COLLECTION   
HANDBOOK   
FOR SCHOOLS AND DISTRICTS



Last Updated: September 18, 2024

**Due Date: October 15, 2024**

# Table of Contents

[Para/Classified Staff Accounting Dates 3](#_Toc18058623)

[2024-2025 Changes 4](#_Toc18058624)

[Instructions 5](#_Toc18058625)

[General Information 6](#_Toc18058626)

[Data Elements 7](#_Toc18058627)

[Record Layout 12](#_Toc18058628)

[Appendix A: Race/Ethnicity Definitions and Guidance 13](#_Toc18058629)

[Appendix B: State Report Manager (SRM) System Validation Rules 14](#_Toc18058630)

## Para/Classified Staff Accounting Dates

**September 17** State Report Manager (SRM) ‘test environment’ will be open for two weeks.

**October 1** SRM ‘production/live environment’ will be open for submitting files to the Department of Education & Early Development (DEED).

**October 15** Staff accounting due date. Certified and classified files must be received and certified via SRM to the DEED.

**October 22** An email will be sent to the district contact letting them know that one or both of the staff accounting files have not been received by DEED and notification that an official email will be sent in a week to the Superintendent and the Teacher Certification Administrator.

**October 29** Email will be sent to the district contact, Superintendent and the Teacher Certification Administrator notifying them that one or both of the staff accounting files have not been received by DEED.

**November 5** A second email will be sent to the district contact, Superintendent, Teacher Certification Administrator and the ESEA/Title I Administrator notifying them that staff accounting files have not been received or certified.

**Missing the Certified & Para/Classified data deadlines may result in noncompliance under Title IA and IIA under federal law as well as state law.**

**For further information, contact:**

**Heather Kahklen**

Research Analyst   
Department of Education & Early Development  
Telephone: (907) 465-8724  
Email: [heather.kahklen@alaska.gov](file:///\\eedjnugb-na2\groups\TLS\SASI\ASSESSMENTS\SQLAssessments\ODM\Staff%20Accounting\Paraprofessionals_Classified\2017-18%20Paraprofessional%20&%20Classified\Forms%20and%20Handbooks\heather.kahklen@alaska.gov%20)

**Colleen Walker** – Administrator, Teacher Education & Certification

Alaska Department of Education & Early Development

Telephone: (907) 269-3615

Email: [colleen.walker@alaska.gov](mailto:colleen.walker@alaska.gov)

**Adrianne Schwartz**

ESEA Consolidated Grants Program Manager (Title II-A)

Department of Education & Early Development

Telephone: (907) 465-8721

Email: [adrianne.schwartz@alaska.gov](mailto:adrianne.schwartz@alaska.gov)

## 2024-2025 Changes

**(Changes are indicated with blue and italicized text.)**

Under Alaska Statute 4 AAC 04.200, all instructional paraprofessionals must meet the same requirements as those supported with Title I, Part A funds. Only those paraprofessionals whose job responsibilities are instructional as described in data element #11 must meet these requirements. DEED anticipated a transition period, during the 2020-21 school year, for districts to determine whether instructional paraprofessionals meet the requirements. Districts should expect to have all instructional paraprofessionals met requirements by the 2023-24 school year. Remember any instructional paraprofessional who does not meet the requirements should be on a plan to get qualified as soon as possible.

Data Elements (New): None

Data Elements (Edited): Data Element #8: Gender

* NA – Prefer not to disclose

Data Elements (Removed): None

Appendices (Removed): None

Validation Rule (New): None

Validation Rule (Edited):

13201 – [Error] Invalid Gender. The gender must be M, F or NA.

13722 – [Error] Invalid Date of Hire. Date of Hire is >**10/1/2024**

Validation Rule (Removed): None

## Instructions

1. Submit the data elements defined in this data dictionary for all paraprofessional and classified employees (employees **not included** in the Certificated Staff Accounting data) through the [State Report Manager (SRM)](https://srm.eed.state.ak.us/srm). Paraprofessional and classified staff include: instructional and non-instructional paraprofessionals/aides; administrative support staff; officials and administrators; school administrative support staff; classified nurses; and all other support services staff.

A template can be **requested** by emailing [heather.kahklen@alaska.gov](mailto:heather.kahklen@alaska.gov). The template is an Excel spreadsheet pre-populated with all the data reported the previous year. Any new fields will have a column heading, but no data. If your personnel records are in a database that you query to gather the requested information, this spreadsheet will act as a template for your final report. If you hand enter the data into the report each year, this spreadsheet is updateable and should be used as a starting place for your final report.

To accommodate the different computer systems in Alaska and to facilitate data reporting, districts have the following preferred file format options for reporting data:

* Tab-delimited (.TXT)
* Comma-separated (.CSV)

[SRM Test Environment](https://srmtest.eed.state.ak.us/srm)

[SRM Production Environment](https://srm.eed.state.ak.us/srm)

*If you have any issues submitting through SRM, please contact Heather Kahklen (*[*heather.kahklen@alaska.gov*](mailto:heather.kahklen@alaska.gov)*).*

1. After the completed data file is submitted, you will then receive a Violations Summary report that lists errors that need to be corrected and warnings where verification is needed. Make corrections in the file.

*For a list of validation rules and error message details, please see Appendix B.*

1. Resubmit file until all errors are reconciled through SRM.
2. Certify file once it is accurate through SRM.

**Accurate data is due by** *October 15, 2024*. Districts that have not submitted complete accurate data will be included in an official notification to the Superintendent and the Teacher Certification Administrator. An unofficial email will be sent to all district contacts one week before the official notification is sent. District contacts are expected to monitor the completion status of their data submittal and ensure that the department has correct district contact information.

## General Information

**All paraprofessional & classified staff employed by your school district on the first workday of October must be included in this report***.* This report is updated annually and is due to DEED by *October 15, 2024.*

Information collected in this data file will be used in various reports including the Consolidated State Performance Report to the U.S. Department of Education. (AS 14.50.080) The data is also used in many statistical reports, including the Alaska’s Public School Districts’ Report Card to the Public, the federal Common Core of Data, the federal Special Education Personnel report, requests from the Legislature, and other special requests from state agencies.

After all errors are corrected, any warnings on the SRM Violations Summary report should be reviewed by district staff and corrected if necessary.

**Adding, Changing Schools, or Deleting Staff Members on Template**

Addition of new staff members

If you need to add new staff members, insert rows on the spreadsheet under the appropriate school and enter the information for the new staff. **Please include all data elements on each new staff member.**

Addition of new job

If a listed staff member has a new job, insert a new record and remove/delete the old record from the spreadsheet or overwrite old data in the record, making sure all data elements are updated appropriately.

Changing staff members from one school to another

If you need to move staff members from one school to another, cut the data from the old school and paste the information under the appropriate school on a new line. Make sure to include all data elements.

Deleting staff members from district

If a listed staff member no longer works in your district, is on sabbatical or is on leave for the entire year, remove his/her name from the spreadsheet by deleting all his/her information.

**Staff on Sabbatical or Leave of Absence**

Staff on sabbatical or leave of absence for the full school year **should not** be included in the Paraprofessional/Classified Staff Accounting Data Collection.

Staff on long-term but not full year leave (such as a maternity leave) should not be reported in the Paraprofessional/Classified Staff Accounting Data Collection if not working on the first workday of October.

## Data Elements

| **Status** | **Field** | **Element Name** |
| --- | --- | --- |
| Required | 1 | **District Number**  Unique district state ID number |
| Required | 2 | **School Number**  Unique school code as assigned by DEED. If a staff member works at more than one school, list them in **each** appropriate school with the **corresponding FTE** (his/her total FTE may not be greater than 100).  **Note:** If you are using the template and your district has your own school number system**, do not change** the school numbers in the template. The department requires the state assigned school numbers. If you have a new school, contact DEED to obtain a new school number for that institution.  A list of school numbers can be found on [DEED’s District and School Information webpage](https://education.alaska.gov/alaskan_schools/public). |
| Required | 3 | **Last Name**  Employee’s last name. Remove all commas, asterisks, and parentheses. Hyphens are permissible. |
| Required | 4 | **First Name**  Employee’s first name. Remove all commas, asterisks, and parentheses. |
| Optional | 5 | **Middle Name**  Employee’s middle name or middle initial. Remove all commas, asterisks, and parentheses. |
| Required | 6 | **SSN**  Employee’s social security number. No dashes. |
| Required | 7 | **Birth Date**  Employee’s date of birth.  Format: MM/DD/YY or MM/DD/YYYY |
| Required | 8 | **Gender**  Code Description M Male F Female  *NA Prefer not to disclose* |
| Required | 9 | **Race or Ethnicity**  Code Description 1 White (Caucasian) 2 African American 3 Hispanic 4 Asian 5 American Indian 6 Alaska Native 7 Two or more races 8 Native Hawaiian or Pacific Islander  9 Not Provided  See [Appendix A](#Appendix_A) for race/ethnicity definitions. |
| Conditional | 10 | **Hire Date**  First date this employee was hired as a paraprofessional. This is required for paraprofessionals only.  Format: MM/DD/YY or MM/DD/YYYY |
| Required | 11 | **Job Responsibility**  Code indicating the primary job responsibility using the following:  **Paraprofessional Codes:**  I Instructional – includes those who 1) provide 1-1 tutoring, 2) assist with classroom management, such as organizing instructional or other materials, 3) provide instructional assistance in a computer lab, 4) conduct parent involvement activities, 5) provide instructional support in a library or media center, 6) act as a translator or 7) provide instructional services to students under the direct supervision of a teacher.  C Computer – provides non-instructional assistance in a computer lab.  P Parental involvement – only conducts parental involvement activities.  L Library – provides non-instructional support in a library or media center.  T Translator – acts solely as an English/Non-English language translator  S SPED Interpreter – provides interpretation services including oral transliteration, cued language transliteration, and sign language interpreting services.  A SPED Personal Care Assistants – provide routine personal care services to a child. These services may include assistance with toileting, mobility, eating, dressing and other personal hygiene tasks. Personal care aides do not perform paraprofessional tasks including assistance: with classroom instruction; in computer lab; with parental involvement activities; or in a library or media center. Also, they are not translators or SPED interpreters.  **Classified Codes:**  Code Description  AS Administrative Support Staff – include all district office staff that provides  direct support to official and administrators including business office   support and data processing. These staff members work primarily in central  offices.  OA Officials and Administrators – include any administrator not included in  the Certificated Staff Accounting who has district wide responsibilities  such as business managers and coordinators.  SS Includes any staff member whose activities are concerned with support of  the teaching and administrative duties. These staff members work primarily  in individual schools and include staff in the office of the principal or  department chairpersons, other clerical staff and secretaries.  OS Includes any staff member on the payroll not reported in any other  category, such as playground aides, bus drivers, cooks, lunchroom  monitors, janitors if staff members, etc.  CN Classified Nurse – plans policies, standards, and objectives of school health  program, in cooperation with medical authority and administrative school cont.  personnel. Participates in medical examinations, and reviews findings to  evaluate health status of pupils and progress of program; Cooperates with  school personnel in identifying and meeting social, emotional, and physical  needs of school children. Administers immunizations and maintains health  records of students. |
| Required | 12 | **Hired for SPED**  Used to determine if this employee is a **Classified Nurse (CN)** andwas **employed or contracted to provide special education and related services**. Report an ‘X’ if the employee is not a classified nurse. If the employee is a classified nurse and just happens to provide some services to special education students, report N (No). If the employee is a classified nurse and was **specifically employed or contracted** to provide special education and related services and just happens to have non-special education students, report Y (Yes).  Code Description  Y Yes, this nurse was employed or contracted to provide SPED or related   services.  N No, this nurse was not employed or contracted to provide SPED or  related services.  X This employee is not a classified nurse. |
| Required | 13 | **Title I**  This is used to identify if this person is a Title I instructional paraprofessional. In a Title I schoolwide school, ALL instructional paraprofessionals are Title I. In a Title I targeted assistance school, only the instructional paraprofessionals paid in whole or in part by Title I are considered Title I paraprofessionals.  Code Description  Y Yes N No X Not applicable (is not an instructional paraprofessional or is a classified employee) |
| Conditional | 14 | **Title I Hire Date**  Used to identify the date this instructional paraprofessional employee was hired into a Title I program. This may or may not be the same date as the Date of Hire as a paraprofessional. If this person is not Title I, leave blank.  Format: MM/DD/YY. or MM/DD/YYYY |
| Conditional | 15 | **High School Diploma**  Used to identify if *an instructional paraprofessional* has a high school diploma or a recognized equivalent (such as a GED).  Code Description  Y Yes N No X Not applicable *(non-instructional paraprofessional only)* |
| Required | 16 | **SPED Aide**  Is this a special education paraprofessional?  Code Description  Y Yes N No X Not applicable (is not a paraprofessional or is a classified employee) |
| Required | 17 | **SPED Aide 3-5**  Does this special education aide paraprofessional work primarily with children 3-5 not in kindergarten?  Code Description  Y Yes N No X Not applicable (is a classified employee OR is not a Special Education Aide |
| Required | 18 | **Minimum** **Qualifications**  Used for instructional paraprofessionals to identify the minimum qualifications met using the following codes. Must be completed for all instructional paraprofessionals.  Code Description  1 Holds an associate degree (or higher) 2 Has earned two years of college credit (48 semester hour credits) 3 Has passed the Paraprofessional Standard Checklist, the Parapro (or HELP)  or any approved test.  6 On a paraprofessional plan  9 None of the above  X Not applicable / Non instructional paraprofessional |
| Required | 19 | **Full-Time Equivalent (FTE)**  This is the FTE for each individual reported in whole numbers. The total FTE for each individual cannot exceed 100. An FTE of 100 is a full-time staff member and an FTE of 50 is a half-time staff. **The total FTE for the Classified, Certified and Paraprofessional Staff Accounting should equal your district’s total payroll FTE**. If they work at more than one site, they will have an entry for each site with a corresponding FTE.   | District ID | School Number | Last Name | First Name | MI | SSN | Date of Hire | Job Respon-sibility | **FTE** | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 58 | 580010 | Adam | Mary | J | 123456789 | 1/5/99 | I | **25** | | 58 | 580020 | Adam | Mary | J | 123456789 | 1/5/99 | I | **25** | | 58 | 580040 | Adam | Mary | J | 123456789 | 1/5/99 | L | **50** |   Example: |
| Required | 20 | **Federally Funded FTE**  This is the federal funding source, if applicable, for the FTE for this position:  **Note**:  If part of the FTE for the position is funded through one of these programs and part is not, report each FTE funded portion separately.  Code Description  1 Title I-A, Targeted and Schoolwide program 2 Title II-A, teacher & principal training & class-size reduction 3 Title III-A, language instruction for limited English proficient students 4 Title I-C, services to migrant education students or program 5 Title IV-A, Student Support and Academic Enrichment 6 Consolidated Administration  7 Retained using ARP ESSER funds  8 Created using ARP ESSER funds X Not funded by one of the above federal sources  Example:   | District ID | School Number | Last Name | First Name | MI | SSN | Job Respons-ibility | **FTE** | **Federally Funded FTE** | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 58 | 580010 | Adams | Joe | J | 987654321 | I | **50** | **1** | | 58 | 580010 | Adams | Joe | J | 987654321 | I | **50** | **X** | |
| Optional | 21 | **Notes**  If additional information is needed on a record, please make note here. |

## Record Layout

**NOTE:** Include all of the following fields in this order whether relevant or not. **Field** **names must match header exactly in the file that you submit through SRM or your file will not upload properly.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Number** | **Field Name** | **Field Type** | **Field Length** | **Required/Conditional/Optional** |
| 1 | DistrictID | Number | 2 | Required |
| 2 | SchoolID | Number | 6 | Required |
| 3 | LastName | Text | 35 | Required |
| 4 | FirstName | Text | 35 | Required |
| 5 | MiddleName | Text | 35 | Optional |
| 6 | SSN | Number | 9 | Required |
| 7 | BirthDate | Date | 8/10 | Required |
| 8 | Gender | Text | 2 | Required |
| 9 | Race | Number | 1 | Required |
| 10 | HireDate | Date | 8/10 | Conditional |
| 11 | JobResponsibility | Text | 2 | Required |
| 12 | HiredForSPED | Y/N/X | 1 | Required |
| 13 | TitleI | Y/N/X | 1 | Required |
| 14 | TitleIHireDate | Date | 8/10 | Conditional |
| 15 | HSDiploma | Y/N/X | 1 | Conditional |
| 16 | SPEDAide | Y/N/X | 1 | Required |
| 17 | SPEDAide3-5 | Y/N/X | 1 | Required |
| 18 | MinQuals | Number | 1 | Required |
| 19 | FTE | Number | 3 | Required |
| 20 | FederallyFundedFTE | Text | 1 | Required |
| 21 | Notes | Text | 100 | Optional |

## Appendix A: Race/Ethnicity Definitions and Guidance

Sources: National Center for Education Statistics - U.S. Department of Education Office of Educational Research and Improvement

4AAC 06.830. Subgroups

4AAC 06.899. Definitions

### Race / Ethnicity Definitions

| Code | Description | Definition |
| --- | --- | --- |
| 1 | White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| 2 | Black or African American | A person having origins in any of the black racial groups of Africa. |
| 3 | Hispanic | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| 4 | Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, For example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| 5 | American Indian | A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Please do not include Alaska Native students. |
| 6 | Alaska Native | A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors. |
| 7 | Two or more races  (not Hispanic) | A person who primarily identifies their ethnic heritage with more than one subgroup. |
| 8 | Native Hawaiian or Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |

## Appendix B: State Report Manager (SRM) System Validation Rules

| **Rule ID** | **Severity** | **Rule** | **Detail Message** |
| --- | --- | --- | --- |
| 13001 | Error | Required Field Missing | The record is missing required field. |
| 13002 | Error | Field Exceeds Maximum Length | The field exceeds its maximum length of characters. |
| 13101 | Error | Bad District Number | The District ID is not a valid number. |
| 13102 | Error | Bad School Number | The School ID is not a valid school number. |
| 13201 | Error | Invalid Gender | The gender must be M, F or NA. |
| 13202 | Error | Invalid Race | The value for Race must be one of the options in the Race or Ethnicity option set/codes. |
| 13203 | Error | Invalid Job Responsibility Value | The value for Job Responsibility must be one of the options in the Job Responsibility option set/codes. |
| 13204 | Error | Invalid Hired for SPED Value | The value for Hired for SPED must be Y, N or X. |
| 13205 | Error | Invalid Title I Value | The value for Title I must be Y, N or X. |
| 13206 | Error | Invalid HS Diploma Value | The value for HS Diploma must be Y, N or X. |
| 13207 | Error | Invalid SPED Aide Value | The value for SPED Aide must be Y, N or X. |
| 13208 | Error | Invalid SPED Aide 3-5 Value | The value for SPED Aide must be Y, N or X. |
| 13209 | Error | Invalid Minimum Qualifications Value | The value for Minimum Qualifications must be one of the options in the Minimum Qualifications option set/codes. |
| 13210 | Error | Invalid Federally Funded FTE | The value for Federally Funded FTE must be one of the options in the Federally Funded FTE option set/codes. |
| 13401 | Error | Invalid SSN Format | The format of the Social Security Number should be 999999999. |
| 13402 | Error | Invalid Date Format | The format for the date field should be MM/DD/YY or MM/DD/YY (four-digit year preferred). |
| 13403 | Warning | Invalid Name Format | Invalid characters in name; Contains one or more characters other than alphabetic characters, apostrophe, space or hyphen. |
| 13404 | Error | Invalid FTE | FTE must be a whole number. |
| 13501 | Error | More than one district in file | There is more than one district in the submission. |
| 13502 | Warning | School without support staff | The school is open and operation but has no paraprofessionals or classified support staff. |
| 13701 | Error | Instructional Aide – Schoolwide School Mismatch | Instructional Aide is in a schoolwide Title I School; Title I must be Y. |
| 13702 | Error | Missing Date of Hire | Date of Hire is required for paraprofessionals (Job is I, C, P, L, T, S, or A). |
| 13703 | Error | Missing Title I Date of Hire | Title I Date of Hire cannot be null if Title I = Y. |
| 13704 | Error | Sum of FTE Exceeds 100 | The sum of FTE for all the jobs for this individual exceeds 100. |
| 13705 | Error | HS Diploma – Title I Mismatch | HS Diploma cannot be X if Title I is Y. |
| 13706 | Error | School District – School Number Mismatch | The submitted school number does not belong to the submitted district. |
| 13707 | Error | Invalid SPED Aide Entry - paraprofessional | If employee a paraprofessional (Job Code = I, C, P, L, T, S or A) then SPED Aide entry must be Y or N; all other employees should be X. |
| 13708 | Error | Invalid SPED Aide Entry – not paraprofessional | If not paraprofessional, then SPED Aide must be X |
| 13709 | Error | Title I Job Responsibility  Mismatch | If Job Responsibility is not 'I' then Title I should be X |
| 13710 | Error | Invalid Minimum Qualifications Entry | If employee is an Instructional Paraprofessional (Job Code I), then Minimum Qualifications entry should be either 1, 2, 3, 6, or 9; all other employees should be X. |
| 13712 | Error | HS Diploma not required | If Job Responsibility is C, P, L, T, S and A (not I) then HS Diploma must be X. Non-instructional paras. |
| 13713 | Error | Invalid SPED Aide 3-5 Entry | If this Paraprofessional is a SPED Aide (SPED Aide = Y) then SPED Aide 3-5 year old entry should be Y or N; all other employees should be X. |
| 13714 | Error | Invalid SPED Aide 3-5 Entry – not SPED Aide | If not SPED Aide then 3-5 must be X |
| 13715 | Error | Title I Instructional  Paraprofessional, Not Title I School | Title I cannot be Y if school is not Schoolwide or Targeted-Assistance Title I. |
| 13717 | Error | Invalid Title I Entry – paraprofessional | If employee is an Instructional Paraprofessional (Job Code I) then Title I entry should be Y or N; all other employees should be X |
| 13719 | Error | Invalid Hired for SPED Entry | If employee is a classified nurse (Job Code CN) then Hired for SPED entry should be Y or N; all other employees should be X. |
| 13720 | Error | Invalid SPED Aide Entry for SPED Interpreter | If employee is a SPED Interpreter (Job Code S) then SPED Aide entry should be Y. |
| 13721 | Error | Invalid SPED Aide Entry for SPED Personal Care Assistant | If employee is a SPED Personal Care Assistant (Job Code A) then SPED Aide entry should be Y. |
| 13722 | Error | Invalid Date of Hire | Date of Hire is > *10/1/2024* |
| 13723 | Error | HS Diploma – **instructional** paraprofessional mismatch | HS Diploma cannot be X if employee is an Instructional Paraprofessional (Job Code I). |
| 13724 | Error | For job responsibility codes I, C, P, L, T, S and A; there was a change in FTE sum at the district level. Error if **N>=10** and percent change is >=20%. | There was a >=20% percent change in FTE between years in one or more of these job responsibilities. Is this true? |
| 13725 | Warning | For job responsibility codes I, C, P, L, T, S and A; there was a change in FTE sum at the district level. Warning if **N<10** and percent change is >=20%. | There was a >=20% percent change in FTE between years in one or more of these job responsibilities. Is this true? |