

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

FOR OFFICE STAFF – SETTING UP LONG TERM SUBS

Purpose

----- Instructions from Skyward Technical Support -----

Hello Rick,

I am following up with an email per our conversation earlier today. We had discussed the process for handling the Long Term Substitutes in Pennsylvania. The part that makes this complex is that PIMS and PVAAS will track the Instructional Relationship (time of concurrent enrollment for a student and teacher) for classes that overlap one of the PSSAs or Keystone exams.

Skyward will calculate the concurrent enrollment based on:

--Teacher Transaction --- start and stop dates --Student Transaction --- start and stop dates --Finding the overlapping enrollment % until the Start Date of the Testing Window of the test associated with the course or section.

In cases of short term substitutes, you will not end the relationship timeframe --- that time still gets mapped to the original teacher for the position.

In cases of long term substitutes that will be present long enough to impact the PVAAS/PIMS calculation, like a sub that is replacing a teacher midway in the year and will continue through the end of the year, you will need to end the original teacher's record.

Renee
Skyward Technical Support

Long Term Subs

To handle Long Term Substitutes:

1. Add the staff member to the staff table as a teacher.
2. Assign the appropriate security group. My recommendation was to have a Long Term Substitute security group so that you may easily review these groups over the summer if you want to remove that extra security from them. Short Term Substitutes generally do not have access to a gradebook but Long Term Substitutes would likely enter grades. This is why the different security group is required.
3. In Office - Current Scheduling - Build Course Master - Course Master, locate the course.
 - 3a. Expand the Course.
 - 3b. Expand the Section Details.
 - 3c. Expand the triangle next to the Section.
 - 3d. In the box, you will find the Primary teacher's meeting pattern. Click Edit next to this Primary pattern.
- 3e. Replace the original teacher with the Long Term Substitute's name.

3f. Modify the Teacher of Record box if necessary:

--If this substitute should be reported as the Primary Course Instructor to PIMS, keep the Teacher of Record box checked.

--If the original teacher is supposed to report as the Primary Course Instructor, uncheck the Teacher of Record box for the substitute.

3g. Under PA State Reporting, if the Substitute should have no State Reporting Responsibility, uncheck the box for "Instructional Responsibility." This box is checked by default on all meeting patterns.

3h. When you click Save, you will receive a Very Important Prompt!!!

--Is this a Change or Correction?

--Change will allow you to document the dates that the original teacher is on the meet and the date the long term substitute takes over. (Generally, you want this one.) --Correction is indicating that the original teacher was erroneous and should not have an attributed timeframe to PIMS/PVAAS.

3i. If you choose a Change, enter the date that the Long Term Substitute begins their position and save.

4. Repeat the process for each of the classes.

Things to note:

---You do Not want Substitute Assignments during this time. If you have Substitute Assignments and a teacher assigned to a meeting pattern, they will see each course multiple times. That was the scenario that initiated this call.

---Be Very Careful to not Delete the Primary Meeting Pattern. That would delete all of the grades in the gradebook. Instead of deleting that Primary Meeting Pattern, you are to Edit it.

---You may delete Alternate meeting patterns that are erroneous to correct the long term subs this year.

---In PA, Alternate Meeting Patterns are used to grant gradebook access to co-teachers or to Student Teachers. Be mindful of the Instructional Responsibility for your scenario. If two patterns are found, the system will default to splitting responsibility 50/50, but that is not always correct. You may have an alternate learning support teacher and they work with only certain students. You would be able to override the % of responsibility for the teachers in the Office - Current Scheduling - Build Course Master - Course Master - Edit Section - PVAAS/PIMS Reporting button.