JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

August 30, 2013

Superintendents and Personnel Officers,

The 2013-2014 Online School Directory, Certified and Support Personnel Reports and Salary Schedule will open **Friday, August 30, 2013** on the Single Sign On Web site. **Due date, for these reports, is Tuesday, October 1, 2013.** To update your information, access the Single Sign On Site through the Oklahoma State Department of Education's Web site <http://www.sde.ok.gov>.

The following is a list of changes and helpful information for the 2013-2014 School Personnel Reports:

- **Prior to completing any part of the Certified or Support Personnel Report,** answer the **three** questions on the School Personnel "Welcome" screen, then click "Save."
- **NEW – The Online Directory information for district/site addresses, phone numbers, email addresses and contacts will now be collected and updated through the Single Sign On (SSO) Web site, School Personnel Records FY2013-2014 application. Attached are instructions for collecting and updating the Online Directory data.**
- School e-mail addresses will be required on all Certified staff and optional for some Support Personnel Staff (custodial, maintenance, bus drivers, cafeteria workers etc.)
- When entering a new Certified Employee, enter the employee's information, **except the name and degree**, and then click "Save All Edits" at the bottom of the employee information box. The system will validate the teacher number and social security number against the Oklahoma Educator Credentialing System (OECS). An error will occur if the combinations of the two numbers do not match. The teacher's name and degree will populate from OECS.
- Enter a Reason for Not Returning (RFNR) for any employee that did not return from the previous year.
- File Submission Upload instructions can be found on the Single Sign On Site", systems menu "Secure Upload Application", "Instructions" tab.
- File Submission Upload questions **MUST** be submitted through the Office of Management and Enterprise Services (OMES) by e-mail at <Helpdesk@omes.ok.gov> or by telephone at (866) 521-2444 Please copy Tammie Hall at <Tammie.Hall@sde.ok.gov> on any Helpdesk email.
- Copies of this letter along with instructions for completing the Online Directory can be found on the left side of the Single Sign On Web site, click "Links and Docs".

OKLAHOMA STATE DEPARTMENT OF EDUCATION
2500 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105-4599
(405) 521-3301, FAX: (405) 521-6205
http://sde.state.ok.us

You will not be able to change the degree level, certificate expiration date, or years of experience on existing staff members. Contact our office to obtain this information on new employees and to verify out-of-state, private school, or university-level teaching experience that has been approved for pay purposes. Please make all necessary changes and additions, then "certify" your reports as early as possible.

Instructions for completing the Certified and Support Personnel Report can be found on the Oklahoma State Department of Education's website <http://www.sde.ok.gov>. Click the link "Educators", click the link "School Personnel Records", click the link "Reporting Information."

Thank you for your continued support. If you have any questions contact Tammie Hall by e-mail at <Tammie.Hall@sde.ok.gov> or by telephone at (405) 521-3369.

Sincerely,

Lynn Jones
Executive Director
Accreditation Standards and School Personnel Records

LJ/th

Online School Directory Instructions

The process for collecting the district/site directory information for the State Department of Education has changed. Directory information for district/site addresses, phone numbers, email addresses and contacts will now be collected and updated through the Single Sign On (SSO), School Personnel Records application.

To update the Online Directory

1. The tab for the Online Directory is located on the School Personnel Records FY2013-2014 application (this is where the Certified and Support Personnel Reports are located).
2. The district superintendent or district administrator for the School Personnel Records application must provide users with an account complete with the "District User" role. This role allows the user account to add, edit and delete information in the online directory for the district and all sites.
3. The superintendent MUST "Certify" the Online Directory before the district will be able "Certify" the Certified and Support Personnel Reports. The Online Directory tab has been pre-populated using some of the data from the previous directory. Be sure to review and update the information. All **required** data must be completed before the Online Directory can be "Certified".
4. To complete the Online Directory click the "Online Directory" tab.

District Information

a. Review and/or correct any district address information.
b. Enter name, phone number and email addresses for all "Required" positions. Required positions are marked with a gray check mark in the "Required" column.
c. The position of the Board President will require name, phone number, email address and home address.
d. Any other district contact positions may be added by entering the position title, name, phone number and email address then clicking the "Add" button.

Site Information

a. Each site has a contact button to the left of the site name. Each site will be required to enter at least one principal's name, phone number, and email address.
b. Each site's address and phone number needs to be reviewed and/or updated for correct data.
c. A site may add more than one principal, if needed, and multiple assistant principals.

REMEMBER: The superintendent MUST "Certify" the Online Directory before the district will be able to "Certify" the Certified and Support Personnel Reports. The Online Directory can be opened at any time during the year for updates by contacting the School Personnel Records office by phone at (405)521-3369 or by email to Tammie Hall at <Tammie.Hall@sde.ok.gov>. The Online Directory will be updated on the State Department of Education's website quarterly.

NOTE: The process for adding a new school site or for removing a closed school site from the Online Directory will begin with the Accreditation office. The district superintendent will contact the head of the SDE Accreditation Division by writing a letter outlining any school openings or closings along with any grade span changes. All changes approved by Accreditation will be updated in the online directory when the approved changes are provided to the Office of Management and Enterprise Services.