



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

May 1, 2014

Dear Superintendent:

The Web-based reporting system is now open to make any needed changes to the 2013/2014 End-of-Year Certified and Support Personnel Reports, and the Online School Directory. The following updates must be made:

1. Add Certified or Support personnel who were hired, but not previously reported.
2. Adjust any salary and/or benefit information as needed.
3. For all Certified and Support personnel who departed before the end of the school year, first adjust their salary and days employed; then give a "Reason for Leaving" (RFL) code.
4. If not previously done, report the Flexible Benefit Allowances as a fringe benefit.
5. Add any federal project money that has not been previously reported.
6. Add all CERTIFIED substitute teachers to the Certified Personnel Report by completing the following:
 - a. Add all employee information; put zeros in years of experience.
 - b. Use the Site Code of "050" for multisite substitute teachers.
 - c. Use the Job Code for substitute teachers of "214."
 - d. Use the Pay Type for Temporary Salary of "131."
 - e. Enter the dollar amount paid to the substitute teacher.
 - f. Enter the Fraction-of-Day and Days Employed for all substitute teachers.
7. Add any individual person's Contracted Services that is being reported with the following object codes:
 - a. 310 – Official/Administrative Services.
 - b. 320 – Professional-Education Services.
 - c. 331 – Accounting Services.
 - d. 336 – Medical Services.
 - e. 420 – Cleaning and Laundry Services.
 - f. 430 – Repairs and Maintenance Services.

Certify the reports as correct by selecting the "Certify" button located on the "Welcome" tab of the School Personnel Record's Web reporting page. The End-of-Year Certified and Support Personnel Reports, and the Online School Directory MUST be "Certified" no later than Monday, June 16, 2014. If you have any questions, please call School Personnel Records Section at (405) 521-3369.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Jones".

Lynn Jones
Executive Director

Accreditation Standards and School Personnel Records

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