

## Directions for Completing the Teacher Information Sheet

1. These directions are for those who want to complete the Teacher Info spreadsheet and upload the data into SMMS. Districts can enter information directly into SMMS rather than use the spreadsheet.
2. Each District/Co-op completes **one** Teacher Information Sheet.
3. Save the spreadsheet using the following name format: *Teacher Info Sheet (LEA Name)*. Save frequently to prevent data loss.
4. Enter your LEA name on Row 1 Column A. Enter your LEA number on Row 1 Column C.

Clipboard		Font		Alignment	
K12		fx			
	A	B	C	D	E
1	District/Agency Name:	My Town District	LEA #: 0000		

5. Column A "Building Name": Enter the name of the building in which the teacher works.

	A	B
1	District/Agency Name:	
2	Building Name	Teacher Name (Last Name, First Name)
3		
4		
5		

6. Enter the Professional Staff member's name in Column B. List by Last name, First name. Include district employed SLPs, SLPAs, OTs, PTs, and hearing interpreters.

	B
Agency Name:	LEA#:
Teacher Name (Last Name, First Name)	Unit Type: 1:6; 1:6; 1:6; EC Teacher

7. Column C: List each teacher by the unit type they serve. Unit type is defined as the "Title Code" on page 3 of the *Employee Data Dictionary*. Write in the type of class (for example: 1:6, EC Teacher, Homebound; SLP; Coteach, etc.).

Teachers who have two or more unit types will be listed once for each type of unit they are responsible for serving. State the FTE (Full Time Equivalent) for each unit type the teacher serves in Column D.

	C	D	E
	LEA#:		
me (Name)	Unit Type(s), e.g. 1:6; 1:10; 1:15; Resource; Indirect; EC Itinerant	FTE	Total Cas Managem

Here is an example of a teacher with multiple unit types:

A	B	C	D	E
District/Agency Name:		LEA#:		
Building Name	Teacher Name (Last Name, First Name)	Unit Type(s), e.g. 1:6; 1:10; 1:15; Resource; Indirect; EC Itinerant	FTE	Total Manag
Middle School	Sample, Sally	Resource	0.7	
Middle School	Sample, Sally	Coteach	0.3	
High School	Teacher, Tom		1:15	1

8. Columns E & F: List the Total Case Management that the teacher has for the stated Unit type. The per period range (Column F) requires the smallest to largest numbers of students served in that unit per day (Example 5-8; 5 is the smallest class of the day and 8 is the largest).

D	E	F	G
			Plea
FTE	Total Case Management	Per Period Range	Preschool

9. Columns G-K: Place an X in the column to indicate the teacher's grade level for the stated unit type.

Please place an "X" in appropriate column(s).					
d	Preschool	Elementary	Middle	Jr. High	Sr. High

10. Upload the completed the spreadsheet to the [SMMS](#) Teacher Information Module during your monitoring timeframe.