



## Teacher Table – Before/After NYR, New School Year Preparation and Ongoing Maintenance

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Schools scheduling their students for the new year in the current year (*elementary, secondary or Alt Ed*), can begin preparing their **Teacher** (TCH) table for the new school year.

Review the checklist below to ensure your school is on track with developing a “healthy” master schedule (*secondary schools with a master schedule*) or Student/Teacher schedule (*elementary no master schedule*) that will require minimal to no maintenance for State and Federal reporting throughout the school year.

If the school has new teachers teaching at their site in the new year; but are unsure who the teacher is at this time, the checklist below can be reviewed and implemented **after** NYR; and prior to the first day of school.

### **Before New Year Rollover**

- Schools building their **Scheduling Master Schedule (SMS)**, or **Mass Assigning Students to Teacher(s)** for the new *school* year, in the current *school* year can begin entering their new teachers if they know who the Teacher(s) will be that will be replacing an existing teacher or is a new employee to your site, can be added into the **Teacher** (TCH) table in the current school year (*if they don't already exist*). Once added to the **Teacher** (TCH) table, the teacher can be added to the section(s) in the **Scheduling Master Schedule (SMS)** table, or students assigned to the Teacher in the **Nxt Tch** field.
- Special Ed teacher(s) newly assigned to your school site should be assigned a **Tch#** between 800-899, this includes RSP, SDC and LSH teachers.

### **After New Year Rollover**

Once the new school year is created in Aeries, run the following Query to list the teachers that are in the New Year's **Teacher** (TCH) table.

The **Query** will list **ACTIVE** and **INACTIVE** teachers.

```
LIST TCH TCH.TG TCH.TN TCH.TE TCH.TF TCH.TLN TCH.RM TCH.EM TCH.ID TCH.WS TCH.U2  
TCH.U2? TCH.U3 TCH.U3?
```

- Inactive** teachers will have a status **Tag** of “I” in the first column of the list.

- If there are teachers or other site personnel in your schools' **Teacher** (TCH) table that will not be returning in the new year, delete their Teacher record from the **Teacher** (TCH) table.

*If you're unable to delete the Teacher record, **Inactive** the record by selecting the **I – Inactive** in the **Tag** field and open a work order online requesting the record be deleted along with providing the teacher's name and 3-digit teacher number.*

### **Things to Remember:**

- Do **NOT DELETE** Teacher 0.
- Do **NOT Inactive** Teacher 0.
- Inactive** Teachers 997 & 999 (*if they're not being used*).
- Long term or short term substitute teacher(s) assigned sections must** be entered in your schools **Teacher** (TCH) table with their complete information (data); **NOT** as **Substitute** or **Vacancy, English Tchr 1** or **1<sup>st</sup> Grade Teacher**.
- The **Teacher** (TCH) table is also used by the **Assertive Discipline** (ADS) table – **Referral** field; therefore if you have Classified personnel in your **Teacher** (TCH) table and they are valid entries, continue to keep them in your schools **Teacher** (TCH) table, i.e. Noon Aide, Instructional Asst., Campus Supervisor.
- Home Hospital Teachers** will be in your schools **Teacher** (TCH) table **IF** you have a Home Hospital student(s) enrolled in your school.
- Home Hospital Teachers** will have a teacher number in the 500-599 series of **Tch#**'s and will have (HH) in the **Teacher Name** field.
- Home Hospital Teachers** are ENTERED in the schools **Teacher** (TCH) table by Pupil Services (**ONLY**) – **NOT** the school site.
- Teachers that are **NOT** specifically assigned to students, please enter "what they do" in the **Website** field. *For example, Principal, Asst Principal, Music Teacher, RSP teacher, ELA Coach, LSH Specialist, Work Experience, ROTC, ROP Teacher.*
- Classified personnel in your **Teacher** (TCH) table, enter their job title in the **Website** field.
- The **Elec Tag** and **Staff ID** field are populated to allow teacher access to **Aeries Teacher Portal** (*Teacher Attendance and/or Grades*).
- Teachers that do not have students assigned specifically to them, *ELA Coach, Mentor Teacher, RSP teacher(s), Music Teacher(s)*... should also have the **Staff ID** field populated for Fall 2 purposes.
- Special Ed teacher(s) newly assigned to your school site should be assigned a **Tch#** between 800-899, this includes RSP, SDC and LSH teachers.

**Ongoing Maintenance:**

- If there are teachers or classified personnel that worked at your school site in the current school year and leave for any reason during the current year, leave the employee in your **Teacher** (TCH) table; however **I - Inactivate** them.
- Delete any records that appear to be created in error.
- Staff, *certificated or classified*, members who are **not** responsible for taking attendance, must have the **No Att** field populated.
- Secondary teachers assigned credit recovery sections must have the **CR Tch** field populated.

***NOTE: Teachers that take attendance via the Aeries Teacher Portal, the Elec Tag and Staff ID fields **MUST** be populated. It is the **SCHOOLS** responsibility to update/these fields.***