

## ***FY05 EMIS Instructions for Reporting Contracted Staff 12-30-04***

Districts are required to report to EMIS **ALL** staff members contracted by the school district to perform duties normally performed by school district personnel (including but not limited to gifted staff, administrative staff and staff providing related services). The term “contract” refers to an agreement with another entity, either an agency (Position Status “A = Contracted Personnel – Agency”) or an individual (Position Status “I = Contracted Personnel – Individual”), to provide services to students in the resident/educating district. In many cases, districts contract with Educational Service Centers (ESCs) to provide personnel to teach courses and supply services to their districts and to their students. In these cases, the ESC would be considered the contracting entity. If the resident/educating district contracts with an individual (Position Status “I = Contracted Personnel – Individual”) or an entity that does not report to EMIS, the district is required to report all of the staff information for this individual to EMIS.

The reporting instructions outlined in this handout pertain to the following contracting situations that commonly occur around the state (these situations are shaded on the “Contracted Staff Reporting Situations” chart attached to the end of these instructions).

- Resident/educating district contracts with the ESC for a Gifted Intervention Specialist to teach Gifted courses and/or to provide Gifted programs/services (the same reporting instructions apply if either the resident/educating district or the ESC has been awarded the Gifted unit)
- Virtual school (educating district) contracts for staff from another virtual school (contracting entity)
- Resident/educating district **is awarded the preschool special education related service unit** and contracts with the ESC or another EMIS reporting entity for staff to perform these services (if the resident/educating district is awarded the preschool special education center-based or itinerant teacher unit, they cannot by law contract for teachers to serve students enrolled in the program)
- Resident/educating district **is awarded the state-funded Public Preschool Continuation Grant** and contracts with the ESC or another EMIS reporting entity for preschool related service staff or preschool teachers to teach students enrolled in the program
- Resident/educating district contracts with an ESC or another EMIS reporting entity for personnel to meet Educational Service Personnel (ESP) requirements

**PLEASE NOTE:** The following instructions do not pertain to the unshaded situations in the attached “Contracted Staff Reporting Situations” chart, however, much of the reporting may be very similar. The staff and student reporting instructions for FY05 for each of the contracting examples, both shaded and unshaded, have been noted in the chart for each situation. In many cases, reporting in FY05 will remain the same as in FY04.

In all of the situations for which these new staff reporting instructions DO apply, **the district who contracts with another EMIS reporting entity, including an ESC, must report the information listed below** (the contracting entity will need to provide this information to the district). For FY05, the staff information will be required to be reported by both the resident/educating district and the contracting entity, however, it is the intent to streamline reporting responsibilities in FY06. The following records must be reported to EMIS by the resident/educating district in FY05:

- Staff Demographic Record
- Staff Employment Record
- Course Master Record (if the contracted staff member teaches a course to the students in the resident/educating district)
- All Student Records including the Student Program Record (for programs/services provided by the contracted staff member) and Student Course Records (for courses taught by the contracted staff member).

**PLEASE NOTE:** For these situations (in which the resident/educating district is reporting all of the student information for the student), the student percent of time reported for that student on the Student Demographic Record

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**should include the time served by the contracted employee of the ESC or other contracting entity** in addition to the percent of time served by employees of the resident/educating district. For the situations in which the resident/educating district and the ESC or other contracting entity are required to report student information separately, both entities should report the actual student percent of time that each provide services to the student. **The reporting instructions for this section of the guide (2.1.1.8 Student Percent of Time) will be revised to reflect this change.**

**The contracting entity (entity providing the contracted staff member to the resident/educating district, such as an ESC), must report the following:**

- Staff Demographic Record
- Staff Employment Record
- Course Master Record (if the contracted staff member teaches a course to the students in the resident/educating district)
- No student records need to be reported by the contracting entity

**The following specific staff information should be reported by the resident/educating district for the contracted staff member identified in the above situations:**

### ***Staff Demographic Record***

<b><i>EMIS Element</i></b>	<b><i>Reported by Resident/Educating District</i></b>
<b>District IRN</b>	Resident/educating District IRN
<b>Employee State ID</b>	State Staff ID OR SSN
<b>Employee Name</b>	Legal name of the contracted staff member
<b>Date of Birth</b>	Date on which the contracted staff member was born
<b>Racial/Ethnic Category</b>	Racial/ethnic group to which the contracted staff member belongs or with which the contracted staff member identifies
<b>Gender</b>	Indicate if contracted staff member is male or female
<b>Education Level</b>	Type of degree of contracted staff member
<b>Semester Hours (Cert/Lic Only)</b>	Total number of semester hours of college training for contracted staff member
<b>Attendance Days</b>	The resident/educating district should report "0" – this element will be reported by the contracting entity.
<b>Absence Days – Total</b>	The resident/educating district should report "0" – this element will be reported by the contracting entity.
<b>Absence Days – Long Term Illness</b>	The resident/educating district should report "0" – this element will be reported by the contracting entity.
<b>Authorized Experience Years</b>	Total years of authorized teaching experience of contracted staff member

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<b><i>EMIS Element</i></b>	<b><i>Reported by Resident/Educating District</i></b>
<b>Total Experience Years</b>	Total number of years of all certified/licensed education service of contracted staff member
<b>Preschool or Early Childhood Degree Major</b>	Indicates the degree major for teachers or aides hired for Early Childhood programs that do not have a certificate or license but have a degree
<b>Other Credential</b>	Indicates the credential status for teachers or aides hired for Early Childhood programs that do not have a certificate/license or a degree

***Staff Employment Record***

<b><i>EMIS Element</i></b>	<b><i>Reported by Resident/Educating District</i></b>
<b>Building IRN</b>	Building in Resident/educating District where student is being served by contracted staff member (if the contracted employee works in multiple buildings, follow the instructions listed in the EMIS Guide for the 3.1.3.1 Building IRN element in Chapter 3)
<b>District IRN</b>	Resident/educating District IRN
<b>Employee ID</b>	State Staff ID OR SSN
<b>Position Code</b>	Code associated with the position assignment of the contracted employee from Appendix D
<b>Position Status</b>	A = Contracted Personnel – Agency
<b>Position Start Date</b>	Effective contract start date for the current school year
<b>Position Separation Date</b>	Report “0”
<b>Position Separation Reason</b>	Report “* = Not Applicable”
<b>Position FTE</b>	If the contracted staff member only serves students in your district, report the FTE of the position assignment. If the contracted staff member serves multiple districts, enter the portion of time that the staff member is serving students enrolled in your district. If the contracted staff member serves classes comprised of students enrolled in multiple districts, use the percent of students in the class that are enrolled in your district to calculate the Position FTE.
<b>Position Fund Source</b>	Report the fund source(s) from which the contracted employee is paid for the position code indicated
<b>Position Type</b>	Report the type of employment of the contracted staff member
<b>Type of Appointment</b>	Report the type of classification of the contracted staff member
<b>Length of Work Day</b>	Report the total hours worked by the staff member during a normal day in this district
<b>Scheduled Work Days</b>	Report the total number of days that the contracted

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<b><i>EMIS Element</i></b>	<b><i>Reported by Resident/Educating District</i></b>
	staff member is scheduled to work in this district during the school year.
<b>Contracted Salary Elements</b>	Report if the contracted staff member is paid an hourly rate or an annual salary
<b>Contracted Salary Amount/Rate</b>	Report all salary that the contracted staff member will receive for their employment in the contracted position
<b>Assignment Area</b>	Report an assignment area from Appendix B if required by the position code reported for the contracted staff member
<b>Certification/License Application</b>	Indicates that contracted staff member has applied for, but has not received, the required certification/licensure for this position.
<b>Grade Levels Assigned</b>	Report the lowest and highest grade in the range that the contracted staff member is assigned to teach if required by the position code reported for the contracted staff member
<b>Extended Service – ESCs Only</b>	N/A – If the contracting entity is an ESC and the contracted staff member is eligible, this would be reported by the ESC
<b>High Quality Professional Development</b>	* = Not applicable (HQPD is not required for contracted employees, however if the contracting entity is an ESC, this would be reported by the ESC)
<b>Qualified Paraprofessional</b>	Options N, 1, 2, 3, or 4 must be reported for all contracted employees reported with the 415 position code.

***Course Master Record (Reported ONLY if the contracted staff member teaches a course(s) to students in the resident/educating district)***

<b><i>EMIS Elements</i></b>	<b><i>Reported by Resident/Educating District</i></b>
<b>District IRN</b>	Resident/educating District IRN
<b>Employee ID</b>	State Staff ID or SSN
<b>Subject/Course Code</b>	Report the subject code from Appendix C that describes the course being taught
<b>Course Level</b>	Indicates the level of the course being taught
<b>Local Classroom Code</b>	Indicates the unique code used by the resident/educating district to identify this specific classroom within a district (this does NOT need to match the LCC reported by the contracting entity for this course)
<b>Semester Code</b>	Indicates the length of time that the course is taught by the contracted staff member
<b>Length of Scheduled Instruction</b>	Indicates the hours per year that the specific course taught by the contracted staff member is scheduled to meet
<b>Location IRN</b>	The six-digit number for the building in which the course taught by the contracted staff member is held
<b>Course Type</b>	Indicates the type of course taught by the contracted

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<b><i>EMIS Elements</i></b>	<b><i>Reported by Resident/Educating District</i></b>
	staff member
<b>High School Credit</b>	Report the amount of high school credit offered for a course taught by the contracted staff member
<b>Subject Area for Credit</b>	Report the subject area for which high school credit is awarded for a course taught by the contracted staff member
<b>Language Used in Teaching Course</b>	Indicates the language used by the contracted staff member to teach the course
<b>Teacher Certification/Licensure Flag</b>	Indicates if the contracted staff member is teaching the course under HB 196 and intends to become properly licensed/certified
<b>Special Populations</b>	Indicates if the course is a DXX course designed specifically to instruct students with hearing impairments or visual impairments
<b>HQT</b>	If the course being reported is a core course, indicates if the contracted staff member is highly qualified to teach the course

**The following specific staff information should be reported by the contracting entity, if this entity reports to EMIS (such as an ESC), for the contracted staff member identified in the above situations:**

***Staff Demographic Record***

<b><i>EMIS Element</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>District IRN</b>	Contracting Entity IRN
<b>Employee State ID</b>	State Staff ID OR SSN
<b>Employee Name</b>	Legal name of the contracted staff member
<b>Date of Birth</b>	Date on which the contracted staff member was born
<b>Racial/Ethnic Category</b>	Racial/ethnic group to which the contracted staff member belongs or with which the contracted staff member identifies
<b>Gender</b>	Indicate if contracted staff member is male or female
<b>Education Level</b>	Type of degree of contracted staff member
<b>Semester Hours (Cert/Lic Only)</b>	Total number of semester hours of college training for contracted staff member
<b>Attendance Days</b>	Report the total number of days that the staff member was in attendance during the period from July 1 to June 30.
<b>Absence Days – Total</b>	Report the total number of days that the staff member was absent during the period from July 1 to June 30.

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<b><i>EMIS Element</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>Absence Days – Long Term Illness</b>	Report the number of days absent due to a long-term illness
<b>Authorized Experience Years</b>	Total years of authorized teaching experience of contracted staff member
<b>Total Experience Years</b>	Total number of years of all certified/licensed education service of contracted staff member
<b>Preschool or Early Childhood Degree Major</b>	Indicates the degree major for teachers or aides hired for Early Childhood programs that do not have a certificate or license but have a degree
<b>Other Credential</b>	Indicates the credential status for teachers or aides hired for Early Childhood programs that do not have a certificate/license or a degree

***Staff Employment Record***

<b><i>EMIS Element</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>Building IRN</b>	Contracting Entity IRN
<b>District IRN</b>	Contracting Entity IRN
<b>Employee ID</b>	State Staff ID OR SSN
<b>Position Code</b>	Code associated with the position assignment of the contracted employee from Appendix D
<b>Position Status</b>	Report R, N, C, D or O (U or P would be reported if the employee leaves the position)
<b>Position Start Date</b>	Effective date on which the staff member began work for the contracting entity
<b>Position Separation Date</b>	Effective date of the last day that the staff member was employed by the contracting entity
<b>Position Separation Reason</b>	* = Not Applicable (Unless employee leaves the position)
<b>Position FTE</b>	Report the FTE of the position assignment with the contracting entity
<b>Position Fund Source</b>	Report the fund source(s) from which the contracted employee is paid for the position code indicated
<b>Position Type</b>	Report the type of employment of the contracted staff member
<b>Type of Appointment</b>	Report the type of classification of the contracted staff member
<b>Length of Work Day</b>	Report the total hours worked by the staff member during a normal day
<b>Scheduled Work Days</b>	Report the total number of days that the contracted staff member is scheduled to work during the school year

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<b><i>EMIS Element</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>Contracted Salary Elements</b>	Report if the contracted staff member is paid an hourly rate or an annual salary
<b>Contracted Salary Amount/Rate</b>	Report all salary that the contracted staff member will receive for their employment in the position reported
<b>Assignment Area</b>	Report an assignment area from Appendix B if required by the position code reported for the contracted staff member
<b>Certification/License Application</b>	Indicates that contracted staff member has applied for, but has not received, the required certification/licensure for this position.
<b>Grade Levels Assigned</b>	Report the lowest and highest grade in the range that the contracted staff member is assigned to teach if required by the position code reported for the contracted staff member
<b>Extended Service – ESCs Only</b>	If the contracting entity is an ESC and the contracted staff member is eligible, indicate the number of days or the FTE for which the supplemental salary is claimed.
<b>High Quality Professional Development</b>	Must report “Y” or “N” if the staff member is employed in one of the required positions for 120 days
<b>Qualified Paraprofessional</b>	Options N, 1, 2, 3, or 4 must be reported for all contracted employees reported with the 415 position code.

***Course Master Record (Reported ONLY if the contracted staff member teaches a course(s) to students in the resident/educating district)***

<b><i>EMIS Elements</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>District IRN</b>	Contracting Entity IRN
<b>Employee ID</b>	State Staff ID or SSN
<b>Subject/Course Code</b>	Report the subject code from Appendix C that describes the course being taught
<b>Course Level</b>	Indicates the level of the course being taught
<b>Local Classroom Code</b>	Indicates the unique code used by the contracting entity to identify this specific classroom (this does NOT need to match the LCC reported by the resident/educating district for this course)
<b>Semester Code</b>	Indicates the length of time that the course is taught by the contracted staff member
<b>Length of Scheduled Instruction</b>	Indicates the hours per year that the specific course taught by the contracted staff member is scheduled to meet

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<b><i>EMIS Elements</i></b>	<b><i>Reported by Contracting Entity (Entity Providing the Contracted Staff Member to the Resident/Educating District)</i></b>
<b>Location IRN</b>	The six-digit number for the building in which the course taught by the contracted staff member is held
<b>Course Type</b>	Indicates the type of course taught by the contracted staff member
<b>High School Credit</b>	Report the amount of high school credit offered for a course taught by the contracted staff member
<b>Subject Area for Credit</b>	Report the subject area for which high school credit is awarded for a course taught by the contracted staff member
<b>Language Used in Teaching Course</b>	Indicates the language used by the contracted staff member to teach the course
<b>Teacher Certification/Licensure Flag</b>	Indicates if the contracted staff member is teaching the course under HB 196 and intends to become properly licensed/certified
<b>Special Populations</b>	Indicates if the course is a DXX course designed specifically to instruct students with hearing impairments or visual impairments
<b>HQT</b>	If the course being reported is a core course, indicates if the contracted staff member is highly qualified to teach the course



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The following chart outlines contracting situations that occur when the resident/educating district contracts with another EMIS reporting entity, such as an ESC, for staff to provide services to their students. The preceding instructions outlined in this handout pertain to the shaded situations on the chart.

<b><i>Contracted Staff Reporting Situation</i></b>	<b><i>FY04 Staff Reporting</i></b>	<b><i>FY05 Staff Reporting</i></b>	<b><i>FY04 Student Reporting</i></b>	<b><i>FY05 Student Reporting</i></b>
Resident/educating District contracting with ESC for Gifted teacher (for courses or services) – resident/educating district OR ESC awarded the gifted unit	<ul style="list-style-type: none"> <li>• ESC reports staff providing services and/or courses</li> <li>• Resident/educating district reports staff if they receive the Gifted Unit (they do not report staff if the ESC is awarded the unit)</li> </ul>	<ul style="list-style-type: none"> <li>• ESC reports staff providing services and/or courses</li> <li>• Resident/educating District reports ESC staff (possibly streamline this in FY06)</li> </ul> <p><b>(Same instructions apply if either the district OR the ESC is awarded the Gifted unit )</b></p>	<ul style="list-style-type: none"> <li>• ESC reports programs or courses for the students that their staff instruct</li> <li>• Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>	<ul style="list-style-type: none"> <li>• ESC reports no student information</li> <li>• Resident/educating district reports all student information (for courses/programs provided by the ESC and their staff)</li> </ul>
Virtual School contracting for staff from another virtual school	<ul style="list-style-type: none"> <li>• Contracted virtual school does not report staff who only teach students from other virtual schools</li> <li>• Virtual school doing the contracting does not report contracted staff and reports courses with all 9's</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted virtual school reports staff who teach students from other virtual schools</li> <li>• Virtual school doing the contracting reports contracted staff teaching their students (possibly streamline this in FY06)</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted virtual school reports no student information for students taught at other virtual schools</li> <li>• Virtual school doing the contracting reports courses taught by contracted staff</li> </ul>	<p><b><i>Same reporting instructions as FY04:</i></b></p> <ul style="list-style-type: none"> <li>• Contracted virtual school reports no student information for students taught at other virtual schools</li> <li>• Virtual school doing the contracting reports all student information (for courses/programs provided by the contracted virtual school staff)</li> </ul>
Resident/educating district awarded <b>the preschool special</b>	<ul style="list-style-type: none"> <li>• ESC (or other EMIS reporting</li> </ul>	<b><i>Same reporting instructions as FY04 (possibly</i></b>	<ul style="list-style-type: none"> <li>• ESC (or other EMIS reporting entity) reports</li> </ul>	<b><i>Same reporting instructions as FY04:</i></b>

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<b><i>Contracted Staff Reporting Situation</i></b>	<b><i>FY04 Staff Reporting</i></b>	<b><i>FY05 Staff Reporting</i></b>	<b><i>FY04 Student Reporting</i></b>	<b><i>FY05 Student Reporting</i></b>
<b>education related service unit</b> and contracts with another EMIS reporting entity, such as an ESC, for staff <b>Note: If the resident/educating district is awarded the preschool special education teacher unit (center-based or itinerant) they cannot contract for special education teachers to perform these services.</b>	entity) reports staff providing services and/or courses <ul style="list-style-type: none"> <li>Resident/educating district reports staff from ESC or other EMIS reporting entity</li> </ul>	<b>streamline this in FY06):</b> <ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services</li> <li>Resident/educating district reports staff from ESC or other EMIS reporting entity</li> </ul>	no student information <ul style="list-style-type: none"> <li>Resident/educating district reports all student information (including services provided by staff from the ESC or other EMIS reporting entity)</li> </ul>	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports no student information</li> <li>Resident/educating district reports all student information (including all services provided by staff from the ESC or other EMIS reporting entity)</li> </ul>
Resident/educating district awarded the state-funded public preschool continuation grant and contracts with another EMIS reporting entity, such as an ESC, for preschool related service staff or preschool teachers	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services and/or courses</li> <li>Resident/educating district does not report staff from ESC (or other EMIS reporting entity)</li> </ul>	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services and/or courses</li> <li>Resident/educating district reports staff from ESC or other EMIS reporting entity (possibly streamline this in FY06)</li> </ul>	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports no student information</li> <li>Resident/educating district reports programs or courses for the students (including those courses or services provided by staff from the ESC or other EMIS reporting entity) as they are the fiscal agent for the public preschool grant</li> </ul>	<b>Same reporting instructions as FY04:</b> <ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports no student information</li> <li>Resident/educating district reports all student information (for courses/programs provided by staff from the ESC or other EMIS reporting entity)</li> </ul>
Resident/educating District contracting with another EMIS reporting entity (such as an ESC) for personnel to meet Educational Service Personnel (ESP) requirements	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services</li> <li>Resident/educating district reports staff</li> </ul>	<b>Same reporting instructions as FY04 (possibly streamline this in FY06):</b> <ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services</li> </ul>	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports programs or courses for the students that their staff instruct (student course records for art, music and physical</li> </ul>	<ul style="list-style-type: none"> <li>ESC reports no student information</li> <li>Resident/educating district reports all student information (for courses/programs provided</li> </ul>

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<b><i>Contracted Staff Reporting Situation</i></b>	<b><i>FY04 Staff Reporting</i></b>	<b><i>FY05 Staff Reporting</i></b>	<b><i>FY04 Student Reporting</i></b>	<b><i>FY05 Student Reporting</i></b>
	from ESC or other EMIS reporting entity	<ul style="list-style-type: none"> <li>Resident/educating district reports staff from ESC or other EMIS reporting entity</li> </ul>	education classes are not required for students in grades K-8 taught by ESP staff) <ul style="list-style-type: none"> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>	by the ESC and their staff) Districts are not required to report student course records for art, music and physical education classes taught by ESP staff in grades K-8.
Resident/educating district contracts with the ESC for staff to instruct students with or without disability conditions and to provide administrative services, related services, etc. (with the exception of Gifted and preschool which are specifically addressed in other sections of the chart)  <b>Reporting instructions will change in FY06 to match shaded situations</b>	<ul style="list-style-type: none"> <li>ESC reports staff providing services and/or courses</li> <li>Resident/educating district reports staff from ESC</li> </ul>	<b><i>Same reporting instructions as FY04 (possibly streamline this in FY06):</i></b> <ul style="list-style-type: none"> <li>ESC reports staff providing services and/or courses</li> <li>Resident/educating District reports ESC staff (possibly streamline this in FY06)</li> </ul>	<ul style="list-style-type: none"> <li>ESC reports programs or courses for the students that their staff instruct</li> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>	<b><i>Same reporting instructions as FY04</i></b> <ul style="list-style-type: none"> <li>ESC reports programs or courses for the students that their staff instruct</li> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>
Resident/educating district contracting with an ESC or another EMIS reporting entity to serve students in an alternative school or program located at that entity	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services and/or courses</li> <li>Resident/educating district does not report staff at ESC or other EMIS reporting entity</li> </ul>	<b><i>Same reporting instructions as FY04:</i></b> <ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports staff providing services and/or courses</li> <li>Resident/educating district does not report staff at ESC or other EMIS reporting entity</li> </ul>	<ul style="list-style-type: none"> <li>ESC (or other EMIS reporting entity) reports programs or courses for the students that their staff instruct regardless of the amount of time that the student is enrolled in the alternative school/program.</li> </ul>	<b><i>Same reporting instructions as FY04:</i></b> <b><i>ONLY change for FY05:</i></b> ESC or other contracting entity only reports student information <b><i>if the student is enrolled in the alternative program for at least two consecutive weeks</i></b>

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<b><i>Contracted Staff Reporting Situation</i></b>	<b><i>FY04 Staff Reporting</i></b>	<b><i>FY05 Staff Reporting</i></b>	<b><i>FY04 Student Reporting</i></b>	<b><i>FY05 Student Reporting</i></b>
			<ul style="list-style-type: none"> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>	
Resident/educating District contracts with another district for contract career-technical services	<ul style="list-style-type: none"> <li>Contracted district reports staff providing contract career-technical services and/or courses</li> <li>Resident/educating district does not report contracted staff providing contract career-technical services and/or courses</li> </ul>	<b><i>Same reporting instructions as FY04:</i></b> <ul style="list-style-type: none"> <li>Contracted district reports staff providing contract career-technical services and/or courses</li> <li>Resident/educating district does not report contracted staff providing contract career-technical services and/or courses</li> </ul>	<ul style="list-style-type: none"> <li>Contracted district reports programs or courses for the students that their staff instruct</li> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>	<b><i>Same reporting instructions as FY04:</i></b> <ul style="list-style-type: none"> <li>Contracted district reports programs or courses for the students that their staff instruct</li> <li>Resident/educating district only reports programs or courses for the students that their staff instruct</li> </ul>

**The following situations are not contracted staff situations but identify staff and student reporting responsibilities when another EMIS reporting entity (other than the resident/educating district) is awarded a preschool special education unit or a state-funded public preschool grant. They have been provided to illustrate the different reporting instructions for these particular situations.**

***FY05 EMIS Instructions for Reporting Contracted Staff  
12-30-04***

<b><i>Other Staff Reporting Situations</i></b>	<b><i>FY04 Staff Reporting</i></b>	<b><i>FY05 Staff Reporting</i></b>	<b><i>FY04 Student Reporting</i></b>	<b><i>FY05 Student Reporting</i></b>
Other EMIS reporting entity or ESC is awarded the preschool special education teacher unit (center-based or itinerant) or a related services preschool special education related services unit	<ul style="list-style-type: none"> <li>• Other EMIS reporting entity or ESC reports staff</li> <li>• Resident/educating district does not report staff at other EMIS reporting entity or ESC</li> </ul>	<b><i>Same reporting instructions as FY04</i></b>	<ul style="list-style-type: none"> <li>• Other EMIS reporting entity or ESC must report student information</li> <li>• Resident/educating district only required to report student information if the preschool student has a disability condition (resident district has the option to report preschool students without disability conditions)</li> </ul>	<b><i>Same reporting instructions as FY04</i></b>
Other EMIS reporting entity or ESC is awarded the state-funded public preschool grant	<ul style="list-style-type: none"> <li>• Other EMIS reporting entity or ESC who receives the state-funded public preschool grant reports the staff</li> <li>• Resident/educating district does not report staff at other EMIS reporting entity or ESC</li> </ul>	<b><i>Same reporting instructions as FY04</i></b>	<ul style="list-style-type: none"> <li>• Other EMIS reporting entity or ESC (fiscal agent for the grant) must report student information</li> <li>• Resident/educating district only required to report student information if the preschool student has a disability condition (resident district has the option to report preschool students without disability conditions)</li> </ul>	<b><i>Same reporting instructions as FY04</i></b>