

## **Entry of Table of Organization Attributes**

The Tables of Organization (TO) in Galaxy serve not only as your budget, but also as a way of identifying the various programs and priorities that exist in your school. It should tell you what people are actually doing. In Galaxy, that information is captured in the TO attribute fields.

When creating or editing items in Galaxy, schools enter data into what are called TO attributes. These include:

- Organization Category – a high level classification
- Assignment – a functional job description
- Subject – for teachers only
- Grade – for teachers and classroom paraprofessionals
- Mode – for teachers, the mode of instruction, e.g. whole class, reduced class size, self-contained special education, pull-out service, etc.
- Language of Instruction – to identify bilingual services
- Program – identifies system-wide or school specific programs

This is the data that allows you to see and monitor programs and initiatives in your school. Entry of data into these attribute fields should help you ensure that you are budgeting what you need and want to run your school. Additionally, when viewed in the aggregate on a citywide basis, these attributes help the Department answer questions about how much schools budget for high priority programs such as Professional Development or Parent Involvement programs.

This document contains instructions for completing the Table of Organization attributes when creating and saving items in Galaxy to ensure accurate reporting of program initiatives.

### **System-wide reporting Priorities**

The NYC Department of Education must report on certain programs on an ongoing basis. Inquiries from City, State and Federal agencies mean that we must be able to report on these programs in a consistent and responsive manner. To facilitate this process, distinct quick codes have been established for the following system-wide priorities:

- After School Programs
- Bilingual Programs
- Parent Involvement
- Professional Development

- Project Arts
- Related Services
- Self-Contained Special Education Programs
- Summer Student Programs

Accurate entry of attributes into Galaxy will ensure that we can correctly identify both budgets and expenditures supporting these services.

The instructions that follow are organized according to Galaxy TO section. Important guidelines on how to capture information for the high profile programs listed above, as well as programs and services that are important to your school, are contained in each of the sections, as applicable.

## Leadership

This section is for full time and F status principals and assistant principals, as well as teachers and interim acting staff who are functioning as principals and asst. principals.

### Assignment

- Additional AP assignments have been added for high schools including AP-Organization, AP-Special Ed, and AP-Supervision.
- Assistant Principals who spend part of their day teaching or doing professional development should be scheduled in Galaxy with split assignments.
  - **Example:** An AP who teaches 2 periods should be split between the Leadership section and the Cluster or HS Department section.
- Select one of the following assignments:
  - Administrative Assistant
  - AP-Organization,
  - AP-Special Ed
  - AP-Supervision
  - Asst. Head of School
  - Co-director
  - Director
  - Head of School
  - Intern-Asst. Principal
  - Intern-Principal
  - Interim Acting-Asst. Principal
  - Interim Acting-Principal

### Eligible Titles

SUAPQ	ASSISTANT PRINCIPAL (10 MONTH)
SSAPQ	ASST PRINCIPAL (12 MONTH)
SSSUQ	DIRECTOR (12 MO)
SUAPF	F STATUS - ASST PRINCIPAL
SUPLF	F STATUS - PRINCIPAL
TSTRF	F STATUS - SPECIAL ED. TEACHER
TRTRF	F STATUS - TEACHER
SUPL2	HIGH SCHOOL PRINCIPAL
SUPLQ	PRINCIPAL - ELEMENTARY
SUPJQ	PRINCIPAL - J.H.S.
TRTMQ	TEACHER - BILINGUAL
TRTRQ	TEACHER - REGULAR GRADES
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)

## Coordinators, Supervisors and Deans

This section is for teachers and supervisors who are functioning as coordinators, supervisors or deans. These are teachers who are NOT in the classroom.

### Assignment

- The Parent Coordinator on a community associate title is also to be included in this section. Select the assignment Parent Coordinator.
- Select Coordinator-Project Arts for teachers who spend all or part of their time coordinating this project.
- Teachers and supervisors who spend part of their day out of the classroom as a coordinator and part of their day teaching should be scheduled in Galaxy with split assignments.
  - **Example:** A middle school teacher who spends part of their day as the Science Coordinator and part of their day teaching science should be split between the Coordinator-Science assignment in this section, and a science teacher in the Cluster/Quota section.
- Special Note about High School Comp Time Assignments: Many assignments were created this year for the high schools to record teacher comp time assignments. These are noted below with an \*asterisk.
  - Teachers should be split funded here to reflect those assignments if they also teach or perform other duties. This is the only way to track these comp time assignments in Galaxy.
- Below is a complete list of assignments:
  - Administrative Asst. \*
  - Arista \*
  - Assistant to Dept. Supervisor \*
  - Athletic Director \*
  - Coordinator - AIDP
  - Coordinator - Bilingual
  - Coordinator - Computer
  - Coordinator - Early Grade
  - Coordinator - Health
  - Coordinator - IEP \*
  - Coordinator - Literacy
  - Coordinator - Math

- Coordinator – Project Arts
- Coordinator - Reading
- Coordinator – Science
- Coordinator – Testing
- Coordinator – Title VII
- Coordinator – Transportation \*
- Dean
- Dept. Chairperson \*
- Dept. Coordinator \*
- Inventory Control \*
- Keys/Lockers \*
- Mainstreaming Coordinator \*
- Parent Coordinator
- Program Office Assistant \*
- Publications/Printing \*
- Resource Room Coordinator \*
- Safety \*
- School Store \*
- School Treasurer \*
- Session Coordinator \*
- Spec Ed Transition Coordinator \*
- Special Ed Compliance Coordinator \*
- Special Projects
- Supervisor – Special Ed
- UFT Representative \*
- Work Experience Programs \*

**Program.** This is an optional field, however, entries should be made to identify your own program priorities in the school.

### **Eligible Titles**

SSASQ	SUPERVISOR (12 MO)
SUPL9	SPECIAL ED SUPERVISOR
SUSU3	SUPERVISOR (10 MO) LINE 2301
SUSU8	SPEECH SUPERVISOR
SUSUF	F STATUS – SUPERVISOR
SUSUQ	SUPERVISOR (10 MO) LINE 2791
TRTMQ	TEACHER – BILINGUAL
TRTRF	F STATUS – TEACHER
TRTRQ	TEACHER - REGULAR GRADES
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)
TSTRF	F STATUS - SPECIAL ED. TEACHER
SSAPQ	ASST PRINCIPAL (12 MONTH)
SUAPQ	ASSISTANT PRINCIPAL (10 MONTH)
SUAPF	F STATUS - ASST PRINCIPAL

## Secretary

Enter full-time and F status school secretaries here. No attribute data is required here.

### Eligible titles.

SYSYF	F STATUS - SCHOOL SECRETARY
SYSYI	SCHOOL SECRETARY INTERN
SYSYQ	SCHOOL SECRETARY

## School Aides and Other Support Staff

Use this section for school aides, school guards, health aides, neighborhood workers, lab assistants , community coordinators and associates.

- Note that Parent Coordinators on community associate titles are NOT to be scheduled here. Include them in the Coordinator/Supervisor/Dean section.

### Organization Category:

- Summer Student Programs
- Classroom/Cluster (use only for Lab Assistants)
- Before/After School
- Administrative Support – use this only if the person is NOT working in a Summer or Before/After School Program, i.e., for staff working during the regular school day during the regular school year.

**Assignment.** Select one of the following assignments:

- Busing
- Classroom (use only for lab assistants)
- Clerical
- Health
- Lunch
- Safety

Staff not specifically assigned to busing, lunch or serving as health aides, may be identified as clerical or safety, whichever seems most appropriate.

### Eligible Titles.

56057	COMMUNITY ASSOCIATE (H-BANK)
56058	COMMUNITY COORDINATOR (H-BANK)
56060	JUNIOR SCHOOL NEIGHBORHOOD WORKER (H-BANK)
56061	SCHOOL NEIGHBORHOOD WORKER (H-BANK)
56062	SENIOR SCHOOL NEIGHBORHOOD WORKER (H-BANK)
56063	PRINCIPAL SCHOOL NEIGHBORHOOD WORKER (H-BANK)
56064	SCHOOL NEIGHBORHOOD WORKER - HOURLY (H-BANK)
56065	JUNIOR SCHOOL NEIGHBORHOOD WORKER - HOURLY -H-BANK
56066	SENIOR SCHOOL NEIGHBORHOOD WORKER - HOURLY-H-BANK
56067	PRINCIPAL SCHOOL NEIGHBORHOOD WORKER - HOURLY
90610	PHOTOGRAPHER (H-BANK)
COOPN	COOP STUDENT AIDE
HAI DN	SCHOOL AIDE - PART TIME
H HSA0	SCHOOL HEALTH SERVICE AIDE (4 1/2 HRS)
H HSA1	SCHOOL HEALTH SERVICE AIDE (5 1/2 HRS)
H HSA2	SCHOOL HEALTH SERVICE AIDE (6 1/2 HRS)

HHSA4 SCHOOL HEALTH SERVICE AIDE (4 HRS)  
 HHSA5 SCHOOL HEALTH SERVICE AIDE (5 HRS)  
 HHSA6 SCHOOL HEALTH SERVICE AIDE (6 HRS)  
 HHSA7 SCHOOL HEALTH SERVICE AIDE (7 HRS)  
 LALAQ LABORATORY ASSISTANT  
 LBLAF F STATUS - LAB SPECIALIST / ASST  
 LBLAQ LABORATORY SPECIALIST  
 RAID0 SCHOOL AIDE - 1HR  
 RAID2 SCHOOL AIDE - 2HR  
 RAID3 SCHOOL AIDE - 3HR  
 RAID4 SCHOOL AIDE - 4HR  
 RAID5 SCHOOL AIDE - 5HR  
 RAID6 SCHOOL AIDE - 6HR  
 RAID7 SCHOOL AIDE - 7HR  
 RAID8 SCHOOL AIDE - 8HR  
 RAID9 SCHOOL AIDE - 4 1/2HR  
 RAIDA SCHOOL AIDE - 5 1/2HR  
 RAIDB SCHOOL AIDE - 6 1/2HR  
 RAIDC SCHOOL AIDE - 7 1/2HR  
 RAIDN BULK: SCHOOL AIDE (RAIDN)  
 RAIDX BULK: SCHOOL AIDE - OCC (SAIDN)  
 RHSAN BULK: SCHOOL HEALTH SERVICE AIDE  
 RSGD1 SCHOOL GUARD - 2HR  
 RSGD2 SCHOOL GUARD - 3HR  
 RSGD3 SCHOOL GUARD - 4HR  
 RSGD4 SCHOOL GUARD - 5HR  
 RSGD5 SCHOOL GUARD - 6HR  
 RSGD6 SCHOOL GUARD - 7HR  
 RSGD7 SCHOOL GUARD - 8HR  
 RSGDN SCHOOL GUARD - 1HR  
 RSSO1 HOURLY: SCHOOL SAFETY OFFICER  
 RSSON BULK: SCHOOL SAFETY OFFICER  
 RSUD2 SUPV SCHOOL AIDE - 2HR  
 RSUD3 SUPV SCHOOL AIDE - 3HR  
 RSUD4 SUPV SCHOOL AIDE - 4HR  
 RSUD5 SUPV SCHOOL AIDE - 5HR  
 RSUD6 SUPV SCHOOL AIDE - 6HR  
 RSUD7 SUPV SCHOOL AIDE - 7HR  
 RSUD8 SUPV SCHOOL AIDE - 8HR  
 RSUDA SUPV SCHOOL AIDE - 1 1/2HR  
 RSUDB BULK: SUPV SCHOOL AIDE  
 RSUDC SUPV SCHOOL AIDE - 3 1/2HR  
 RSUDD SUPV SCHOOL AIDE - 4 1/2HR  
 RSUDE SUPV SCHOOL AIDE - 5 1/2HR  
 RSUDF SUPV SCHOOL AIDE - 6 1/2HR  
 RSUDG SUPV SCHOOL AIDE - 7 1/2HR  
 RSUDH SUPV SCHOOL AIDE - 2 1/2HR  
 RSUDN SUPV SCHOOL AIDE - 1HR  
 SAIDN BULK: SCHOOL AIDE - SUBSTITUTE  
 SSGDN BULK: SCHOOL GUARD  
 SSUDN BULK: SUPV SCHOOL AIDE - OCCASIONAL SUBS  
 ELEVATOR OPERATORS

## Classroom Teachers (Elementary Schools)

Data Entry fields include:

### Grade

- Select a single grade or multiple grades. Choices are determined by the grade span of the school. If a grade is missing (e.g., your school has a Pre-K and that is not listed, call your ROC. They will forward the request to change the grade span to DBOR.)

### Class (enter the class number)

**Language of Instruction (LOI).** Please note that correct entry of LOI is necessary to generate the correct quick codes for bilingual services.

- For regular and ESL classes, select English from the drop down list
- For bilingual classes, select any language other than English from the list

**Mode.** Please note that correct entry of Mode is necessary to generate the correct quick codes for special education services.

- For general education classes, enter Whole Class or Reduced Class Size
- For self-contained special education classes, enter Self-Contained Sp Ed.
- For inclusion classes, enter Inclusion

**Program.** This is an optional field, however, entries should be made to identify your own program priorities in the school.

### Eligible Titles

TSTRF	F STATUS - SPECIAL ED. TEACHER
TRTRF	F STATUS - TEACHER
TRTMQ	TEACHER - BILINGUAL
TRTRQ	TEACHER - REGULAR GRADES
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)

## Cluster/Quota (Elementary and Middle School)

Enter all teachers who teach but do not have a homeroom and are not a Special Needs teacher. This section is not limited to the contractual number of cluster teachers. Title I, PCEN or other supplemental teachers should also be included in this section. Specific subjects were created for these teachers in the drop down list.

### Subject

- Select a single subject from the drop down list.
- Please note that foreign language instruction is a subject. For foreign language instruction, enter English as the Language of Instruction and use the program field to enter the foreign language (e.g., Spanish, French, and Italian).

**Language of Instruction (LOI).** Please note that correct entry of LOI is necessary to generate the correct quick codes for bilingual services.

- For regular and ESL classes, select English from the drop down list
- For bilingual classes, select any language other than English from the list
- For foreign language instruction, enter English. Use the program field to enter the foreign language.

**Mode.** Please note that correct entry of Mode is necessary to generate the correct quick codes for special education services.

- For general education classes, enter Whole Class or Reduced Class Size
- For self-contained special education classes, enter Self-Contained Sp Ed.
- For inclusion classes, enter Inclusion
- For pull-out or push-in services, select the appropriate value based on where the teachers serves all students or only special education students:
  - Pull-Out All Students
  - Push-In All Students
  - Pull-Out Special Ed
  - Push-In Special Ed

**Program.** This is an optional field, however, entries must be made to identify high priority programs for reporting purposes, as well as to identify your own program priorities in the school.

- Select Project Arts from the drop-down list for any full-time teachers who are attributed to this program.

- The school can enter any other program it wishes into this field to identify school programs it wishes to track on the Table of Organization.
  - Use this field to enter the foreign language for foreign language instruction.

### **Eligible Titles**

ATRQQ	ABSENT TEACHER RESERVE
TRLBQ	TEACHER – LIBRARY
TRRRQ	TEACHER - RESOURCE ROOM
TRTMQ	TEACHER – BILINGUAL
TRTRF	F STATUS – TEACHER
TRTRQ	TEACHER - REGULAR GRADES
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)
TRWXQ	TEACHER – ATTENDANCE
TSTRF	F STATUS - SPECIAL ED. TEACHER

## High School Departments

Enter all teachers who teach but do not have a homeroom and are not Special Needs teachers. This section is not limited to the contractual number of cluster teachers. Title I, PCEN or other supplemental teachers should be included in this section. Specific subjects were created for these teachers in the drop down list.

**Grade.** Galaxy defaults to all grades within the school's grade span.

### Subject

- Select a single subject from the drop down list.
- Please note that foreign language instruction is a subject. For foreign language instruction, enter English as the Language of Instruction and use the program field to enter the foreign language (e.g., Spanish, French, and Italian).

**Language of Instruction (LOI).** Please note that correct entry of LOI is necessary to generate the correct quick codes for bilingual services.

- For regular and ESL classes, select English from the drop down list
- For bilingual classes, select any language other than English from the list
- For foreign language instruction, enter English. Use the program field to enter the foreign language.

**Mode.** Please note that correct entry of Mode is necessary to generate the correct quick codes for special education services.

- For whole classes, enter one of the following:
  - Whole Class
  - Subject Specific
  - Inclusion
  - Self-Contained Special Ed
- For pull-out or push-in services, select the appropriate value based on where the teachers serves all students or only special education students:
  - Pull-Out All Students
  - Push-In All Students
  - Pull-Out Special Ed
  - Push-In Special Ed

**Program.** This is an optional field, however, entries must be made to identify high priority programs for reporting purposes, as well as to identify your own program priorities in the school.

- Select Project Arts from the drop-down list for any full-time teachers who are attributed to this program.
- The school can enter any other program it wishes into this field to identify school programs it wishes to track on the Table of Organization.
  - Use this field to enter the foreign language for foreign language instruction.

### **Eligible Titles**

ATRQQ	ABSENT TEACHER RESERVE
TRLBQ	TEACHER – LIBRARY
TRRRQ	TEACHER - RESOURCE ROOM
TRTMQ	TEACHER – BILINGUAL
TRTRF	F STATUS – TEACHER
TRTRQ	TEACHER - REGULAR GRADES
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)
TRWXQ	TEACHER – ATTENDANCE
TSTRF	F STATUS - SPECIAL ED. TEACHER
SSAPQ	ASST PRINCIPAL (12 MONTH)
SUAPQ	ASSISTANT PRINCIPAL (10 MONTH)
SUAPF	F STATUS - ASST PRINCIPAL

## Special Needs

This section is for teachers who provide services to special needs students, including, Resource Room, Speech, Adaptive Physical Education and Crisis Intervention Teachers. Use the paraprofessional section for paras who provide IEP-driven services

### Assignment

- Resource Room (use for SETTS services)
  - Adaptive Physical Education
  - Crisis Intervention (CIT)
  - Hearing
  - Vision
  - Intervention/Prevention
  - Speech
  - Supervisor Special Ed.
- If any other Assignment appears in this section (e.g., Supplemental), please change it to a valid FY'04 Assignment.
  - Title I, PCEN or other supplemental teachers should be included in the Cluster section. Specific subjects were created for these teachers in that section.

**Program.** This is an optional field, however, entries must be made to identify high priority programs for reporting purposes, as well as to identify your own program priorities in the school.

### Eligible Titles

Note that Asst. Principals have been added to accommodate APs who have split their assignments between leadership and teaching.

TREVQ	TEACHER - EDUCATION EVALUATOR
TRRRQ	TEACHER - RESOURCE ROOM
TRTMQ	TEACHER - BILINGUAL
TRTRF	F STATUS - TEACHER
TRTRQ	TEACHER - REGULAR GRADES
TRTS1	SPEECH IMPROVEMENT TEACHER
TRTS3	TEACHER SPEECH IMPROVEMENT (LINE 3171)
TRTSQ	TEACHER - SPECIAL ED (LINE 3101)
TSTRF	F STATUS - SPECIAL ED. TEACHER
SSAPQ	ASST PRINCIPAL (12 MONTH)
SUAPQ	ASSISTANT PRINCIPAL (10 MONTH)
SUAPF	F STATUS - ASST PRINCIPAL

## Paraprofessionals

Use this section for all paraprofessionals, including IEP paras.

**Grade.** Enter the single or multiple grades to which the para is assigned. In High Schools, selection defaults to all grades in the school.

**Class.** This is an optional field.

### Assignment

- Select one of the IEP assignments for paras providing services to specific students as per their IEPs. This will create the budget and payroll charges in the quick code for Related Services.
- Select Kindergarten for Kindergarten paras.
- Select Classroom-General Ed for other paras in General Ed classes.
- Select Classroom-Special Ed for paras who are part of the instructional special education model (e.g., 12:1:1). This will create the budget and payroll changes in the Quick Code for self-contained Special Ed. Please note that if the para happens to be bilingual, still select Classroom-Special Ed for assignment.
- Select 504 for paras providing Section 504 services to specific students.
- Select Compliance for paras assigned to over-sized classes.
- Select LYFE for paras assigned to the LYFE program.
- Select Title I for paras assigned to Title I classes or funded with Title I funds.
- Select Bilingual for general ed paras assigned to bilingual classes or bilingual/ESL students in regular classes. This will create the budget and payroll charges in the quick code for Bilingual Services.
- Other assignments include Administrative Assistant, Kindergarten Plus, and Pre-K.

**Program.** This is an optional field, however, entries should be made to identify program priorities in the school.

## Guidance/Social Workers

This section is for guidance counselors, social workers, and psychologists whose primary assignment is NOT the SBST.

### Assignment

- Select Related Services for providers who serve special needs students. Split assignments between Related Services and other assignments when they provide these services on a part-time basis. Correct entry is necessary for reporting on special needs services.
- Select Guidance-Bilingual for services primarily to Bilingual students.
- Select other services as appropriate. Non HS Comp Time assignments include: Attendance, Conflict Resolution, Counseling, Guidance, and Pre-K.
- Special Note for High Schools. Many comp time assignments were added for use by High Schools only. These assignments should be selected where teachers are split funded between these 'guidance' type assignments and others. These include:
  - Articulation
  - College/Career Counseling
  - Cutting/Lateness Coordinator
  - Family Living Advisor
  - Grade Advisor
  - House Coordinator
  - Senior Advisor
  - Student Activities Advisor
  - Student Mentor

**Eligible Titles.** Note that APs have been added for the high schools to accommodate split assignments.

SUAPQ	ASSISTANT PRINCIPAL (10 MONTH)
SSAPQ	ASST PRINCIPAL (12 MONTH)
SUAPF	F STATUS - ASST PRINCIPAL
GCGCF	F STATUS - GUIDANCE COUNSELOR
CLSPF	F STATUS - SCHOOL PSYCHOLOGIST
CLSWF	F STATUS - SCHOOL SOCIAL WORKER
TSTRF	F STATUS - SPECIAL ED. TEACHER
TRTRF	F STATUS - TEACHER
GCGCQ	GUIDANCE COUNSELOR
GCGBQ	GUIDANCE COUNSELOR BILINGUAL

CLSPQ SCHOOL PSYCHOLOGIST  
CLSWQ SCHOOL SOCIAL WORKER  
TRTMQ TEACHER - BILINGUAL  
TRTRQ TEACHER - REGULAR GRADES  
TRTSQ TEACHER - SPECIAL ED (LINE 3101)

## Family Worker

This section is for DC37 Family Workers NOT specifically assigned to SBSTs.

### Organization Category

- Select Parent Involvement for assignments that are primarily aimed at parents and families.
- Select Pupil Personnel Services for assignments that are primarily aimed at improving student attendance and involvement.
- If the family worker does both, their assignment can be split.

### Assignment

- Select Attendance, Parent Involvement, or Pre-K.

### Eligible Titles

HFWKN	HOURLY: DC 37 PARAPROFESSIONAL
PSOFP	PER SESSION ONLY DC37 FAMILY PARAPROFESSIONAL
RFWK1	BULK: DC 37 PARAPROFESSIONAL
RFWK6	DC PARAPROFESSIONAL - ANNUAL (6 HR)
RFWK7	DC PARAPROFESSIONAL - ANNUAL (7 HR)
RFWKN	DC PARAPROFESSIONAL - ANNUAL (5 1/2 HRS)

## Professional Development

This section is for full-time staff providing professional and staff development to the school. Math and literacy coaches are to be scheduled here.

Data fields to enter include:

### Assignment

- Select **Math Coach** or **Literacy Coach** for each of the coaches
- Select one of the following assignments for other staff
  - Art
  - Bilingual
  - Computer/Technology
  - Early Grade
  - English Language Arts
  - Foreign Language
  - Health
  - Humanities
  - Library
  - Mentoring
  - Music
  - Program Specific (enter Program)
  - Science
  - Special Ed
  - Staff Development
  - Teacher Center

**Program.** This is an optional field, however, entries must be made to identify high priority programs for reporting purposes, as well as to identify your own program priorities in the school.

## Per Session

All EIS per session titles are to be scheduled in this section. Hourly titles that are not paid on the per session payroll should be included in the appropriate section, (e.g., hourly family workers).

*Note: The order in which data is entered in this section will help you classify these services correctly. Enter the Organization Category first, and then the Assignment.*

### Organization Category.

- Select Summer Student Programs if the service being provided is being funded with your Summer allocation or a summer reimbursable program.
- Select After/Before School if the service being provided is an **academic** or **recreational** After School Program for Students.
- Select Pupil Personnel Services if the service being provided is primarily guidance, related services, or other non-instructional support services.
- Select Professional Development if the services being provide is primarily professional activities for staff.
- Select Parent Involvement if the service being provided is primarily aimed at parents and families.
- Select Administrative Support for secretaries and clerical services only.

### Assignment

- The following programs and services must be budgeted and payrolled/expensed in specific quick codes. Accurate selection of assignments will ensure that these services can be tracked and reported on.
  - Select Bilingual for services to all English Language Learners.
  - Select Project Arts for services in support of this program.
  - Select Special Education for instructional services to self-contained students.
  - Select Related Services for speech, counseling and other related services to all students. Consultant Teacher should be specifically selected for these services. 504 should be specifically selected for those services.

- To identify after school or summer academic programs that do not fall into one of the above categories, select the following as appropriate:
  - Enrichment
  - Gifted and Talented Programs
  - Intervention/Prevention
  - Tutoring
  - Academic (if not one of the above)
  
- Select Recreation/Extracurricular for after or before school services for students that are primarily recreational.
  
- Below is a complete list of assignments
  - 504
  - Academic
  - Attendance
  - Bilingual
  - Clerical
  - Conference/Workshop
  - Conflict Resolution
  - Consultant Teacher
  - Consultation
  - Coordination/Administration
  - Counseling
  - Curriculum Development
  - Enrichment
  - EPCs
  - Gifted and Talented Programs
  - Intervention/Prevention
  - Outreach
  - Parent Involvement
  - Payroll
  - Program Planning
  - Project Arts
  - Pupil Accounting
  - Recreation/Extracurricular
  - Related Services
  - SBST
  - Special Education
  - Supervision
  - Tutoring

## Eligible Titles.

HREPP	ED PARA - HOURLY
GCGCS	GUIDANCE COUNSELOR - PER SESSION
LBLAS	LABORATORY SPECIALIST - PER SESSION
SYPLS	PEAK LOAD SCHOOL SECY (PER SESS.)
PSOEP	PER SESSION ONLY ED PARA
CLSPS	SCHOOL PSYCHOLOGIST - PER SESSION
SYSYP	SCHOOL SECRETARY - PER SESSION
SYSCS	SCHOOL SECRETARY SUMMER - PER SESSION
SWSWP	SCHOOL SOCIAL WORKER - PER SESSION
TR SIS	SPEECH & LANGUAGE EVALUATOR PER SESSION
SUSUS	SUPERVISOR PER SESSION
TRTMS	TEACHER - BILINGUAL - PER SESSION
TSTSF	TEACHER - COACH - PER SESSION
EACSF	TEACHER - EDUCATION EVAL - PER SESSION
TRLBS	TEACHER - LIBRARY - PER SESSION
TRRTS	TEACHER - RECREATION PER SESSION
TRTSF	TEACHER - RECREATION PER SESSION
TRTRP	TEACHER - REGULAR GRADES - PER SESSION
TRTSP	TEACHER - SPECIAL EDUCATION PER SESSION
TRTNS	TEACHER TRAINEE - PER SESSION
TRTTS	TEACHER TRAINER - PER SESSION

## Per Diem

Include in this section all per diem titles except F status. F status pedagogic staff is included in the appropriate sections for full-time staff.

**Note:** *The order in which data is entered in this section will help you classify these services correctly. For Per Diem services most of the system wide information that needs to be captured is in the Organization Category values. Enter the Organization Category first, and then the Assignment.*

### Organization Category.

- Select Classroom/Cluster if the service being provided is instructional during the regular school day and regular school year, including absence coverage for classroom teachers and paraprofessionals.
- Select Pupil Personnel Services if the service being provided is primarily guidance, including absence coverage for guidance counselors.
- Select Professional Development if the service being provided is primarily professional activities for staff.
- Select Parent Involvement if the service being provided is primarily aimed at parents and families.
- Select Administrative Support if the service being provided is for clerical, secretarial or other administrative services
- Select Other Instructional Services for per diem services by Related Service providers including speech teachers.

**Assignment.** Most per diem services are for absence coverage, so the assignment selections are more limited than for per session.

- Absence Coverage
- Consultation
- Curriculum Development
- EPCs
- Peak Load
- Professional Development
- Project Arts
- Related Services
- Guidance

## Eligible Titles

AREPB	ED PARA - BULK
PSBLK	ED PARA - DAILY
SREPP	ED PARA - SUBSTITUTE
GCGCD	GUIDANCE COUNSELOR - PER DIEM
LBLAD	LAB SPECIALIST / ASST - PER DIEM
TREVD	PER DIEM ED EVALUATOR
TRHBD	PER DIEM HOMEBOUND TEACHER
PREPS	PREP PERIOD COVG
CLPGD	PSYCHOLOGIST IN-TRAINING - PER DIEM
CLSPD	SCHOOL PSYCHOLOGIST - PER DIEM
SYSYD	SCHOOL SECRETARY - PER DIEM
CLSWD	SCHOOL SOCIAL WORKER - PER DIEM
SUSU5	SUPERVISOR LONG TERM PER DIEM
SUSU4	SUPERVISOR PER DIEM
TRTRD	TEACHER – REGULAR GRADES - PER DIEM
TRTSD	TEACHER – SPECIAL ED. - PER DIEM

## OTPS

For OTPS, the only TO attribute captured is Organization Category. Therefore, for this section only, additional values were added to capture information on high profile programs.

### Organization Category

- Administrative Support
- After/Before School
- Attendance/Outreach
- Bilingual/ESL
- Classroom/Cluster
- Parent Involvement
- Professional Development
- Pupil Personnel Services
- Related Services
- Summer Student Programs
- Special Ed Instructional Programs

**Program.** This is an optional field, however, entries must be made to identify high priority programs for reporting purposes, as well as to identify your own program priorities in the school.

- Select Project Arts from the drop-down list for any full-time teachers who are attributed to this program.
- The school can enter any other program it wishes into this field to identify school programs it wishes to track on the Table of Organization.

### Eligible Titles

- Note that the following titles are included in the OTPS section along with actual OTPS titles
  - Extended Use
  - Register Loss Setaside. This line is to be used to schedule funds in reserve when registers are lower than projected.

## Eligible School Titles.

CONTR	CONTRACTUAL SERVICES - GENERAL
CONCU	CURRICULUM & STAFF DEVELOPMENT CONTRACTS
DPREP	DATA PROCESSING REPAIR - CONTRACTUAL
CONYO	EDUC. & REC. FOR YOUTH SVCS CONTRACTS
CONED	EDUCATIONAL CONSULTANTS
SOFTW	EDUCATIONAL SOFTWARE
EQUIP	EQUIPMENT - GENERAL
CUST	EXTENDED USE
FOOD	FOOD AND FORAGE
LIBBK	LIBRARY BOOKS
SRVCS	NON-CONTRACTUAL SERVICES
EQREP	NON-DP EQUIPMENT REPAIR
SPPLY	SUPPLIES - GENERAL
CONTE	TELECOMMUNICATION CONTRACTS
TELEP	TELEPHONE AND OTHER COMMUNICATIONS
TXTBK	TEXTBOOKS
TRANC	TRANSPORTATION OF PUPILS - CONTRACTUAL
TRANM	TRANSPORTATION OF PUPILS - OTHER
TRANS	TRANSPORTATION OF STAFF - NON-CONTRACT