

# **District Administration**

# **Table of Contents**

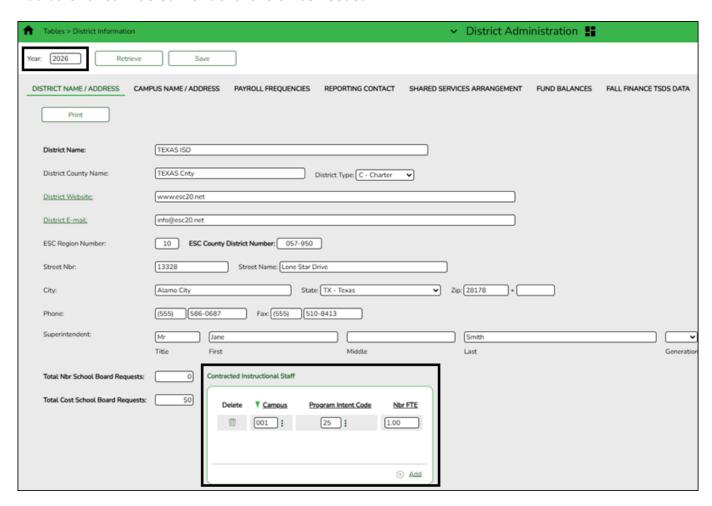
District Administration .....i

iii

## **District Administration**

#### District Administration > Tables > District Information > District Name/Address

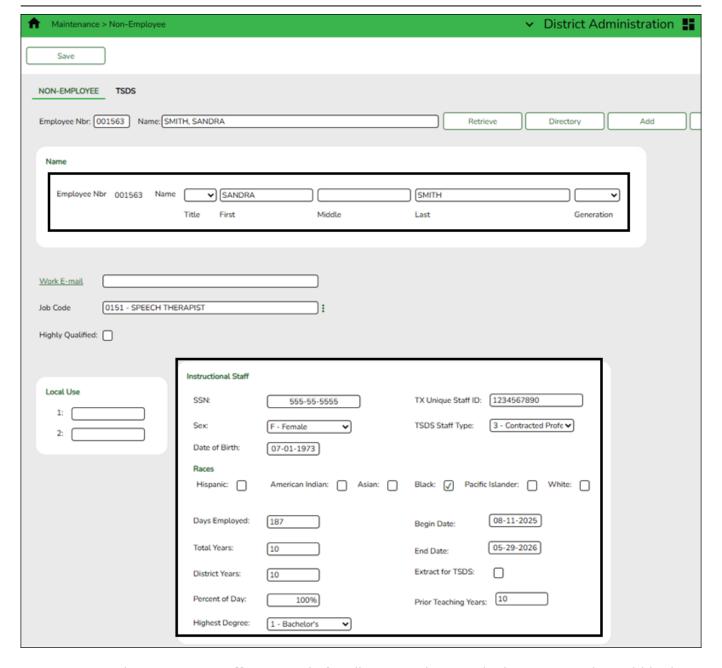
Add data for contracted instructional staff as needed.



- ☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.
- ☐ Under **Contracted Instructional Staff**, add records and complete the following fields:
  - Campus
  - Program Intent Code
  - Number of FTEs

### District Administration > Maintenance > Non-Employee

For contracted instructional staff, complete all fields under **Instructional Staff**.



- ☐ Be sure to select a **TSDS Staff Type** code for all non-employees who have a start date within the PEIMS school year that you are currently working in.
- Select 3 Contracted Professional Staff if the staff member is a Contracted Professional (instructional and non-instructional).
- Select 4 In-District Charter Prtnr Campus Teacher if the staff member is a teacher employed at an In-district Charter Partner Campus.