

# **Crosswalk 044 - PE Responsibilities**

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# **Crosswalk 044 - PE Responsibilities**

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This crosswalk allows you to enter the number of days and minutes in which the PE teacher provides physical education instruction each week at the campus for the four weeks in October that include the last Friday in October. This is required for all teachers of record for course-sections associated with the following physical education (PE) service IDs:

02530002 02530003 02530004 02530005 02530006 02530007 02530008 02850000 03823000 82210XXX 82931XXX 83210XXX 84200XXX PES00051 PES00053 PES00056

All districts will use this crosswalk, except for Business-only districts whose responsibility records come from Human Resources, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students.

**Important**: Minutes for any holidays should be included.

#### NOTE:

These fields are not reported for employees with PE substitution responsibilities (i.e., employees with service IDs PES00000-PES00015).

Records *are* created for non-campus-based PE courses (i.e., **Non Campus Based** is greater than 00 in the campus master schedule) if the course is taught during semester 1 and at least one student is enrolled in the class.

This crosswalk is not used for Business-only districts whose responsibility records come from

Personnel, or if PE service IDs are not used for PE courses, or if your PE service ID courses do not have students. All other districts should use this crosswalk.

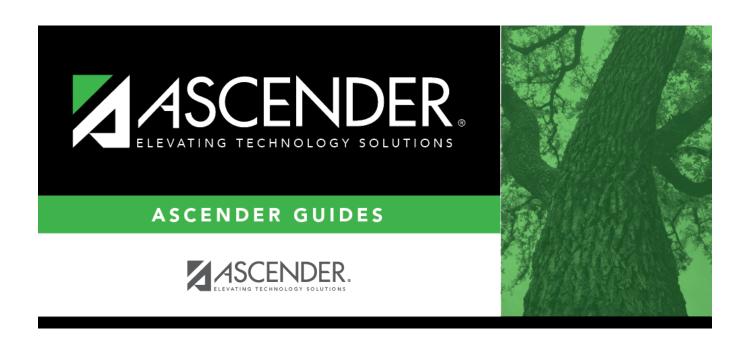
create of update the crosswark.
☐ In the <b>Crosswalk Table</b> field, select <i>044-PE Responsibilities - Campus/Crs/Sec</i> .
☐ The first time you access the page, there will be rows from the previous year displayed. Click <b>Delete</b> then click <b>Create</b> to add current year courses.
A list of course-sections associated with physical education (PE) service IDs is listed. This list is predefined and cannot be changed.
The <b>From</b> column lists course-sections in the campus-course-section format, where:
<ul> <li>The first three digits are the campus ID.</li> <li>The next digits are the course number, which may contain between four and eight digits.</li> <li>The last two digits are the section number.</li> <li>The course-sections are for semester 1.</li> </ul>
☐ For the Teacher of Record for each course-section listed, enter the following information for the four weeks in October that include the last Friday in October:
<ul> <li>In the Day Week 1-4 fields, type the number of days in which the employee provides physical education instruction each week at the campus. Valid entries are one digit between 0-5.</li> </ul>
• In the <b>Mins Week 1-4</b> fields, type the number of minutes the employee provides physical education instruction each week at the campus. Valid entries are up to four digits between 0-3000.
These fields are automatically populated according to the <b>Days</b> code entered on <b>Grade Reporting</b> > <b>Maintenance</b> > <b>Master Schedule</b> > <b>Campus Schedule</b> > <b>Section</b> for each course-section meeting time. The program calculates the minutes in the days from the section <b>Time Begin/End</b> and sums for each meeting time the days per week for that meeting time, then multiplies the minutes per day for that meeting time to calculate the minutes for each week.
□ Click <b>Save</b> .
☐ Click <b>Print</b> to print the data displayed.

#### State Reporting

$\square$ If new PE responsibilities records are found the next time you access the page, the <b>Create</b> butt	on
will be replaced with the <b>Refresh</b> button. Click <b>Refresh</b> to add new records to the grid.	

**NOTE:** You cannot delete data row by row. You must click **Delete** to delete all rows on the page. Then, click **Create** to populate the page with PE course-sections. Then, you can re-enter all data.

**WARNING:** If you click **Delete**, all rows are deleted.



## **Back Cover**