

**MASTER TEACHER
.CSV_CCYYK_STF_MASTER_TCHR
REPORT EXPLANATION**

Education Management Information System (EMIS)



Revision Date October 20, 2008

**Prepared by
Office of Information Policy and Management**

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Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
10/20/08	BKM	New Report

Report Overview

General Description and Significance

The Master Teacher report is a list of individuals designated as **MASTER TEACHERS** through either the Full Application Process (FA) or by the National Board Certified (BC) process which is reported by the district via the Master Teacher Element.

All school districts are responsible to report Master Teachers. This report will be generated during the October (K) reporting period.

Tips for Reading This Document

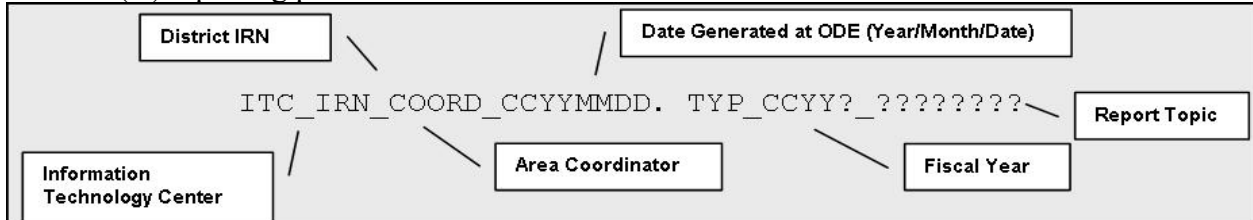
- EMIS data elements are written in **SMALL CAPITAL LETTERS**.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in *italicized bold letters*.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYY? denotes the century and year and processing period.

Report Name and Timing

The file name for the report is: **ITC_IRN_COORD_CCYYMMDD.CSV_CCYYK_STF_**

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MASTER_TCHR; its components are described below. This report is produced during the October (K) reporting period.



ODE Processing

Process Description

Each week during the processing cycle, a program generates Master Teacher reports for the district's staff data as it has been received by ODE. Any district that submits Master Teacher data during that week should receive the reports through its contracted ITC.

Logic

The program checks for staff members who have a Master Teacher designation equal to 'BC' (National Board Certified) or 'FA' (Full application Process) and then adds the information to the report.

Data Source

The *Staff Demographic* and *Staff Employment* records are the basis for this report. OEDSR elements are also used to identify the recipient of the report and properly name the output files.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
MASTER TEACHER	CI280	<i>Staff Demographic</i>	
MASTER TEACHER DESIGNATION YEAR	CI290	<i>Staff Demographic</i>	
EMPLOYEE ID	CK050	<i>Staff Employment</i>	
EMPLOYEE NAME	CI060	<i>Staff Demographic</i>	
DISTRICT IRN	CK040	<i>Staff Employment</i>	
DISTRICT NAME		OEDSR	
BUILDING IRN		OEDSR	
ITC		OEDSR	

Report Selection Criteria

The program excludes those staff members whose Master Teacher designation has been reported as 'NO' but includes staff whose Master Teacher designation equal to 'BC' (National Board Certified) or 'FA' (Full application Process).

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Report Sample

Header Information

The following is the header in the CSV file. Each field should have a comma delimiter.

<i>HEADER NAME</i>
DIST-IRN
BLDG-IRN
STATE-ID
EMP-NAME
MSTR-TCHR
MSTR-TCHR-YR
DATA_SUBMIT_DATE

Detail Information

DIST-IRN, BLDG-IRN, STATE-ID, EMP-NAME, MSTR-TCHR, MSTR-TCHR-DSGNT-YR, STAFF-SUBMIT-DATE

```
111111,222222,MK1001536,Hawthorne,Nathaniel,FA,2009,20081010
111111,222222,MK1001437,Grisham,John,FA,2009,20081010
111111,222223,MK1005536,Austin,Jane,BC,2009,20081010
111111,222224,MK1004596,Spark,Nicolas,BC,2009,20081010
```

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Error Detection and Correction

If there are values on this report that are different than the results the district is expecting, the following actions can be taken:

Check the *Staff Demographic* and *Staff Employment* records for persons who are listed or that the district thinks are missing. Verify that a Master Teacher Element has been reported for that staff and that the designation is correct. Verify that the Master Teacher Designation Year has been reported.

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