



NOTES REGARDING ISEE “SNAPSHOT” DATA UPDATES

When submitting ISEE staff corrections please note that there are some additional actions that may need to be completed:

- **Corrections affecting the Assignment Credential Report:** please notify Mandy Fulbright (mfulbright@sde.idaho.gov) and Cina Lackey (clackey@sde.idaho.gov) with Teacher Certification.
- **Corrections affecting assignments active on the last Friday of September:** please have your **superintendent or administrator** complete this form and email Alexandra McCann (amccann@sde.idaho.gov) with Public School Finance.

Be sure that everything else in the corrected upload still reflects how things were as of the last Friday in September of that school year with the following exceptions:

- Termination dates/reasons
- Hires after that date
- Assignments added after that date (Do not zero out or remove assignments active as of that date)
- Extra Pay information
- Retroactive changes to funding (e.g. someone was funded from a grant at the beginning of the year, but later it was found they should have been funded from the General Fund the whole time, so your accounting system was updated to show them as being funded that way for the whole year).
- Corrections should be made in the latest open container in SRM. For corrections of prior years, this would be the June container of that year.
- When you have your corrected trial error-free in Test, request that your ISEE Coordinator moves your trial to Production.
 - Regions 1-3: Amy Sigler, asigler@edu.idaho.gov
 - Regions 4-6: Roger Evans, revans@edu.idaho.gov
 - ISEE Regional Coordinators, regionalcoordinators@edu.idaho.gov

Debbie Critchfield, Superintendent of Public Instruction

(208) 332-6800 | 650 W. State St., Boise, ID 83702 | sde.idaho.gov



REQUEST TO UPDATE ISEE “SNAPSHOT” DATA

Today’s Date: _____

District/ Charter Name and Number: _____

School Year(s) Corrected: _____

Assisted by ISEE Regional Coordinator: _____

Uploads to be corrected: _____

Description of Issue Corrected: _____

Specific Corrections(s) Made (please attach files showing the data changes if you are correcting multiple issues): _____

Superintendent or Administrator Attestation

I certify that the ISEE revision(s) correctly updates staffing data.

Date: _____

Signature/ Printed Name: _____