

# Incremental Teacher Spreadsheet LEA User Guide

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## Table of Contents

Contacting the OELAS SEI Budget Team.....	page 1
Viewing the Incremental Teacher Spreadsheet.....	page 1
Accepting the Incremental Teacher Spreadsheet.....	page 3
Appealing the Incremental Teacher Spreadsheet.....	page 4
Checking the Status of an Appeal.....	page 7

## Contacting the OELAS SEI Budget Team

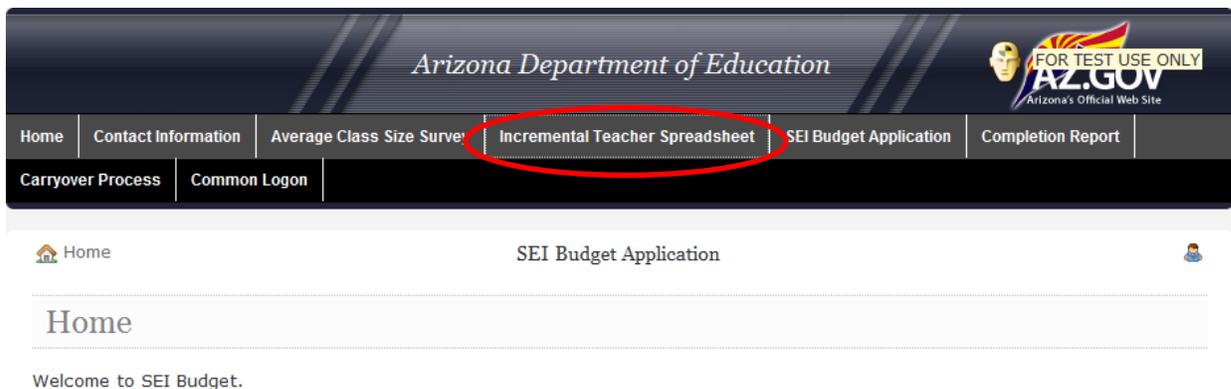
If you experience any problems or have questions regarding the Incremental Teacher Spreadsheets, please contact a member of the OELAS SEI Budget Team.

[SEIBudget@azed.gov](mailto:SEIBudget@azed.gov)

602-542-0753

## Viewing the Incremental Teacher Spreadsheet

1. Log in to Common Logon.
2. Select the SEI Budget application from the Common Logon Application Menu
3. Select the Incremental Teacher Spreadsheet tab at the top of the SEI Budget Application home page.



- The first time this page is opened, two links to view the spreadsheet will be displayed as shown in the example below. Select one of the links to view either an Elementary Schools (Self Contained) spreadsheet or a Middle/High Schools (Departmentalized) spreadsheet.



**View an Incremental Teacher Spreadsheet for Laveen Elementary District**

- [View Incremental Teacher Spreadsheet for Elementary Schools \(Self Contained\) to Accept or Appeal](#)
- [View Incremental Teacher Spreadsheet for Middle/High Schools \(Departmentalized\) to Accept or Appeal](#)

- The selected spreadsheet will be displayed in a new window or tab.

**NOTE:** All pages of the spreadsheet MUST be viewed in order to accept or appeal the calculated determination.

https://testweb10.ade.az.gov/?budgetYear=2014&entityId=4276&isDepartmentalized=0 - SEI Budget A - Arizona Department of Educati

Structured English Immersion Elementary School Level Incremental Teacher Spreadsheet for FFY 2014  
ARIZONA DEPARTMENT OF EDUCATION, OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

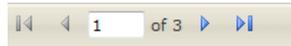
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
General School Information				Total Student Population Calculations		Non-ELL Student Population Calculations		ELL Student Population	ELD "Stair-Step" Process							Incremental Costs		
OA CTDS	DOA Name	School Name	Grade Level Bands	TOTAL Student Population (students enrolled through 100th day)*	Average class size (self-reported by LEA)	Full-Time Classroom Teachers for Total Student Population (column E divided column F)	Non-ELL Student Population (column E minus column J)	Non-ELD Full-Time Classroom Teacher Population (column H divided F)	Total ELL Student Population*	Pre Emergent Students (23 Students Per Section)*	Emergent Students (23 Students Per Section)*	Basic Students (28 Students Per Section)*	Intermediate Students (28 Students Per Section)*	Required ELD Full-Time Classroom Teacher Population (stair-step)	Total Teachers Needed (column I plus column O)	Incremental Staff (column P minus column G)	Incremental Staff Salaries (column Q multiplied by the Arizona state average salary \$44,372.00)	Incr Stat Ben (col mul 25 % the average salary \$11
70459000	Laveen Elementary District	Cheatham Elementary School	KG	107	26		107		0	0	0	0	0					
70459000	Laveen Elementary District	Cheatham Elementary School	Band: KG	107	26	4	107	4	0	0	0	0	0	0.00	0.0	ILLP		0
70459000	Laveen Elementary District	Cheatham Elementary School	1	123	27		123		0	0	0	0	0					

**ITS Actions:**   Accept/Appeal buttons will be enabled upon review of all pages

## Accepting the Incremental Teacher Spreadsheet

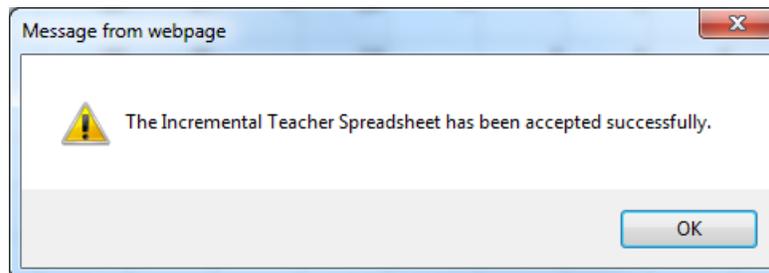
**NOTE:** The Incremental Teacher Spreadsheet may only be accepted or appealed during the time-sensitive review window that is determined by the OELAS SEI Budget Team.

1. Use the forward/back arrows at the top of the screen to view every page of the spreadsheet.



**NOTE:** All pages of the spreadsheet **MUST** be viewed in order to accept or appeal the calculated determination.

2. After each page has been reviewed, the Accept and Appeal buttons at the bottom of the screen will be enabled.
3. If the district is in agreement with the calculated number of incremental teachers for each school on the spreadsheet, select the Accept button at the bottom of the screen. The following message will appear on the screen.



4. Select 'OK' and the message and spreadsheet will close.
5. After the Incremental Teachers Spreadsheet page has been refreshed – or after returning to this page in the future, a message will be displayed on the screen indicating that the spreadsheet has already been approved.

## Incremental Teacher Spreadsheet

Funded Fiscal Year: 2014

### View an Incremental Teacher Spreadsheet for Laveen Elementary District

- View Incremental Teacher Spreadsheet for Elementary Schools (Self Contained) to Accept or Appeal
- View Incremental Teacher Spreadsheet for Middle/High Schools (Departmentalized)
  - Incremental Teacher Spreadsheet has been Accepted by David Nunez on 2/7/2013

## Appealing the Incremental Teacher Spreadsheet

**NOTE:** The Incremental Teacher Spreadsheet may only be accepted or appealed during the time-sensitive review window that is determined by the OELAS SEI Budget Team.

1. If, after reviewing every page of the Incremental Teacher Spreadsheet (as described in the previous section), the district is not in agreement with the calculated number of incremental teachers for each school on the spreadsheet, select the Appeal button at the bottom of the screen. The Incremental Teacher Spreadsheet page will navigate to the Appeal an Incremental Teacher Spreadsheet page and the original spreadsheet will remain open in another window or tab.

## Appeal a Departmentalized Incremental Teacher Spreadsheet for Fountain Hills Unified District

[Print this page](#)

**Instructions:**

1. If you would like to request an additional teacher for a specific school and grade band, select the school and grade band from the dropdowns and click on the "Add to Appeal List" button to add an appeal.
2. If the desired grade band does not appear in the dropdown box for the selected school, please contact OELAS Admin for assistance.
3. Enter the number of teachers requested in the column titled "Request for Additional Teachers"
4. You must enter a justification for each request for additional teachers.
5. You must "Save" your request before adding an appeal for another school/grade band.
6. You may remove an appeal by clicking on the Remove Appeal button.
7. You must click on "Submit" before your saved appeals will be reviewed by OELAS for consideration. Once the list of appeals has been submitted, no changes or updates may be made until the list has been approved or rejected by OELAS staff.

**Add another appeal:**

Select School:  Select Gradeband:

There are no appeals.

2. Select the name of the school and the grade band to appeal .
3. Select the Add to Appeal List button. A separate row must be added for each school and grade band requiring an appeal.

**NOTE:** If the correct grade band does not appear in the dropdown list, please contact the OELAS SEI Budget Team for assistance.

## Appeal a Departmentalized Incremental Teacher Spreadsheet for Fountain Hills Unified District

[Print this page](#)

**Instructions:**

1. If you would like to request an additional teacher for a specific school and grade band, select the school and grade band from the dropdowns and click on the "Add to Appeal List" button to add an appeal.
2. If the desired grade band does not appear in the dropdown box for the selected school, please contact OELAS Admin for assistance.
3. Enter the number of teachers requested in the column titled "Request for Additional Teachers"
4. You must enter a justification for each request for additional teachers.
5. You must "Save" your request before adding an appeal for another school/grade band.
6. You may remove an appeal by clicking on the Remove Appeal button.
7. You must click on "Submit" before your saved appeals will be reviewed by OELAS for consideration. Once the list of appeals has been submitted, no changes or updates may be made until the list has been approved or rejected by OELAS staff.

**Add another appeal:**

Select School:  Select Gradeband:

CTDS	Entity ID	District	School Name	Grade Band	Required ELD Full-Time Classroom Teacher Population	Requested Number of Additional Teachers	Justification for Additional Teachers	Remove Appeal
070298000	5167	Fountain Hills Unified District	Fountain Hills High School	Band: 9-12	0	<input type="text"/>	<input type="text"/>	
070298000	5166	Fountain Hills Unified District	Fountain Hills Middle School	Band: 6-8	0	<input type="text"/>	<input type="text"/>	

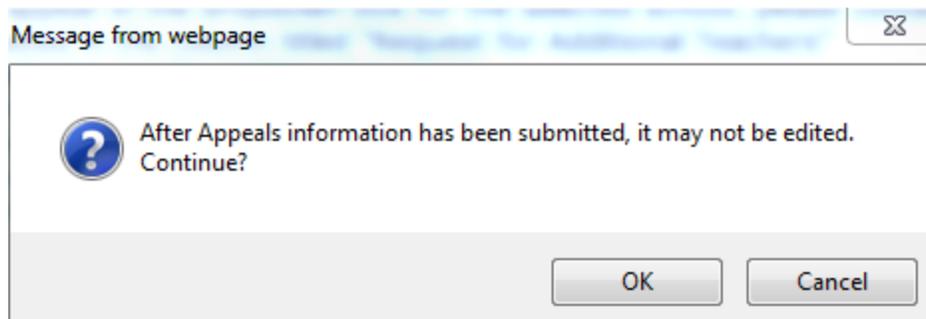
I agree that this information is correct.

E-signature:  Date:

4. Enter the requested number of additional teachers and the justification for the request. A reason is required for every appeal.
5. Select the Save command button to store the entries in each row.
6. Additional appeal rows may be added after the entries have been saved. If it is necessary to remove an appeal from the schools and grade bands selected, select the red X icon  in the Remove Appeal column to delete the row.

**NOTE:** Remember to save all entries before leaving the Appeals page.

7. After all appeals and justifications have been entered and saved, select the “I agree...” checkbox to indicate confirmation that the information is correct. The E-Signature and Date will be populated automatically.
8. Select the Submit command button to enter the completed appeal for consideration by the OELAS SEI Budget Team. A pop up message will be displayed.



9. Select the OK button to confirm the submission or the Cancel button to be returned to the Appeals page without submitting.



**NOTE:** After the OELAS SEI Budget team has approved or rejected the appeal, the Incremental Teacher Spreadsheet will be updated with the approved information and the original appeal can no longer be viewed. It is ***highly recommended*** that all LEA users save a printed copy of the original spreadsheet and the submitted appeal.

10. After the Appeals page has been refreshed a confirmation message will be displayed at the top of the page.

## Appeal a Self-Contained Incremental Teacher Spreadsheet for Laveen Elementary District

 Data was submitted by 4276 on 2/5/2013

**NOTE:** The Save and Submit buttons on the Appeals page will be disabled. No changes or new appeals may be entered until after the submitted appeals have been approved or rejected.

11. After an appeal has been successfully submitted, the Incremental Teachers Spreadsheet page will include a hyperlink that indicates the submitter and the date it was submitted. The submitted appeal may be viewed by selecting the link.

Arizona Department of Education

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AZ.GOV  
Arizona's Official Web Site

Home | Contact Information | Average Class Size Survey | Incremental Teacher Spreadsheet | SEI Budget Application | Completion Report

Carryover Process | Common Logon

Incremental Teacher Spreadsheet | SEI Budget Application

Incremental Teacher Spreadsheet

Funded Fiscal Year: 2014

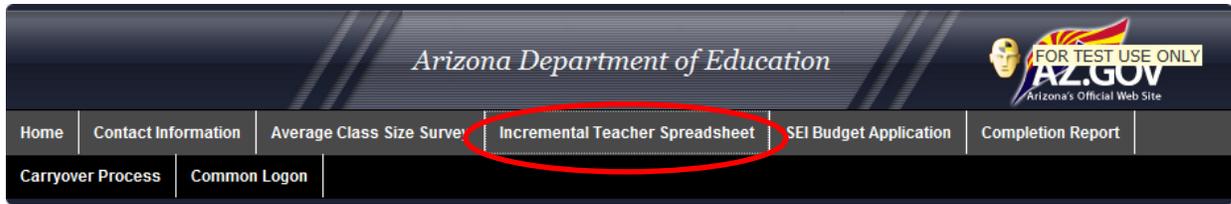
**View an Incremental Teacher Spreadsheet for Laveen Elementary District**

- View Incremental Teacher Spreadsheet for Elementary Schools (Self Contained) to Accept or Appeal
- View Incremental Teacher Spreadsheet for Middle/High Schools (Departmentalized)
  - [View Appeal Submitted by David Nunez on 2/7/2013](#)

**NOTE:** After an appeal has been submitted, the “Accept” button on the Incremental Teacher Spreadsheet will be disabled. No changes or new appeals may be entered until after the submitted appeals have been approved or rejected.

## Checking the Status of an Appeal

1. The system does not send automatic notifications after an appeal has been accepted or rejected. Please log in to the SEI Budget Application on Common Logon to check the status of an appeal.
2. Select the SEI Budget application from the Common Logon Application Menu.
3. Select the Incremental Teacher Spreadsheet tab at the top of the SEI Budget Application home page.



Home

SEI Budget Application

## Home

Welcome to SEI Budget.

- After an appeal has been approved or rejected, a decision notification will be displayed on the Incremental Teacher Spreadsheet page as shown in the example below.



Incremental Teacher Spreadsheet

SEI Budget Application

## Incremental Teacher Spreadsheet

Funded Fiscal Year: 2014

### View an Incremental Teacher Spreadsheet for Laveen Elementary District

- View Incremental Teacher Spreadsheet for Elementary Schools (Self Contained) to Accept or Appeal
  - A decision has been made for this appeal on 2/7/2013
- View Incremental Teacher Spreadsheet for Middle/High Schools (Departmentalized) to Accept or Appeal
  - Appeal has been rejected on 2/7/2013

- Select the View Incremental Teacher Spreadsheet link to display the updated Incremental Teacher spreadsheet.



**NOTE:** After the OELAS SEI Budget team has approved or rejected the appeal, the Incremental Teacher Spreadsheet will be updated with the approved information and the original appeal can no longer be viewed. It is **highly recommended** that all LEA users save a printed copy of the original spreadsheet and the submitted appeal.

- The updated Incremental Teacher Spreadsheet may be accepted or appealed again after the decision has been made by the OELAS SEI Budget team. Multiple appeals may be submitted until the appeals window has closed or an extension has been granted.