

# Arizona Department of Education Teacher Input Application Process Community of Practitioners Presentation 2022

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James Scott, Director

# Today's Agenda

- Welcome/Session Goals/Pre Test
- Understanding TIA
- LEA Required Activities
- Overview Adding, Updating, and Deleting a Teacher
- New Requirement of Non-Certified Staff
- Additional Resources

■

## Today's Micro Training Goals

1. Define the Purpose of TIA and Requirements
2. LEA Beginning of the Year Activities
3. School Site Beginning of the Year Activities
4. 4. Adding/Updating/Deleting a Teacher
5. Resources and Support Available to the LEA



# What is your TIA Knowledge?

- What does TIA stand for?
- How can an LEA administrator access TIA?
- When is TIA required to be updated?
- When should an LEA delete a teacher?
- What is the most common technical issue a charter school encounters in TIA?
- What resources are available to support you as you complete your TIA requirements?

# Understanding TIA

Goal 1: What is TIA

Goal 2: What are the requirements for TIA



# What is the Teacher Input Application

- A database portal that ADE utilizes to connect educator credentials to educator assignments.
- Location to collect Educator Evaluation Performance Rankings as required by the State of Arizona.
- A central location that maintains teacher credentials, certifications, and relevant experience information.
- System to collect data for mandatory reporting, for example Federal grant programs and state reporting.



# Teacher Input Application Requirements

- **EVERY** local education agency in Arizona is required to verify educator information in the Teacher Input Application.
- The LEA is required to update this information annually, and verify the accuracy of education staff.
- The LEA shall also maintain up to date accurate information in the system throughout the year.
- LEA must submit summative evaluation performance ratings through TIA annually for the prior year.



# Accessing the Teacher Input Application

ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [adesupport@azed.gov](mailto:adesupport@azed.gov). Or [Click here](#) for more information.
- Entity profile update requests must be made via the [Common Logon & Entity Profile Requests](#).
- Entity administrators must use the [Common Logon & Entity Profile Requests](#) form for user information and permissions.

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# Providing Access to the Teacher Input Application

- Must have a Common Logon
- Entity Administrator Provides TIA Access
- Purposeful and Intentional on Who Has Access
- 



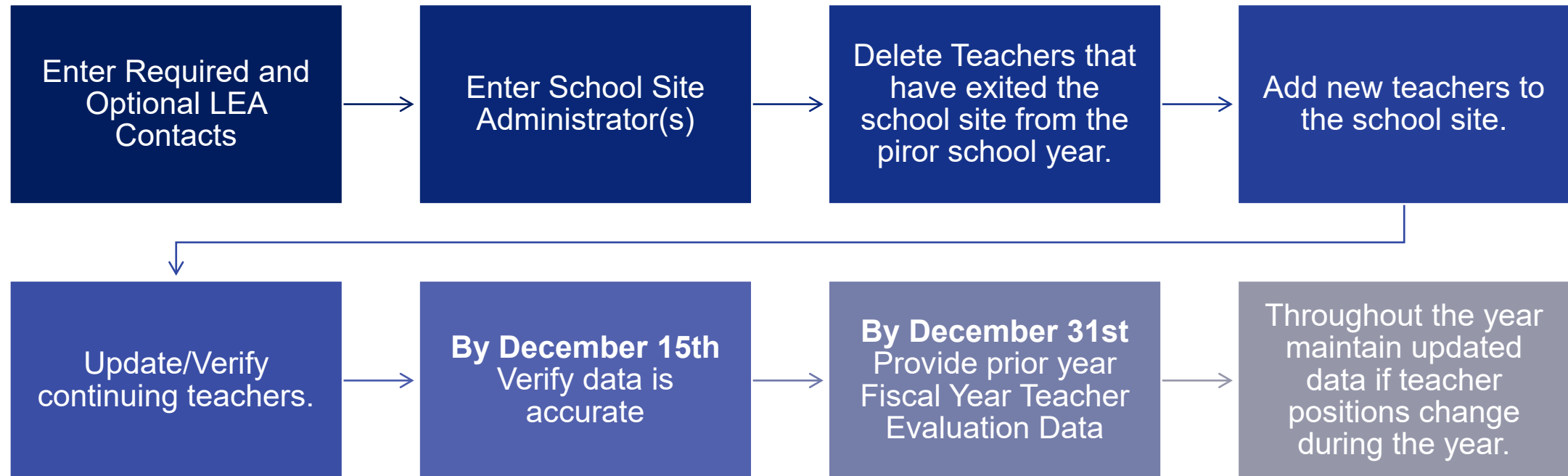
# LEA Activities

Goal 2: LEA Beginning of Year Activities

Goal 3: School Year Activities



# Suggested LEA Flow Chart



# Mandatory Contacts

Arizona's Official Web Site

Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Educator Search MCESA Admin Info

Welcome 5127  
Print this page

LEA: Chandler Unified District #80 - 070280000  
School: Chandler High School - 070280202  
Charter: No  
Academic Year: 2022  
Indicate Title I Status: School-wide III  
Teacher List: -- Please Select a Teacher--

Add New Teacher

Get Administrative Contacts



# Provide the SIX Mandatory LEA Contacts and Optional Contacts

Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home Teacher Information ADD/Update Teacher Evaluations Batch Process Permissions Educator Search **MCESA Admin Info**

Superintendent  
HR Director  
Business Manager  
Principal  
Assistant Principal  
Curriculum Director  
Administrative Assistant  
Emergency Preparedness Contact  
EL Coordinator  
Education Technology Contact  
Director of Student Services

**Required Administrative Contacts:**  
Superintendent/Charter Holder  
HR Director  
Business Manager  
Curriculum Director  
Emergency Preparedness  
Administrative Assistant

Welcome 79275  
Print this page

**Add New Contact Information Here:**

Last Name First Name

Email Address Phone Number Extension

Add Cancel


**Edit Contact Information Here:**

Edit	Delete	Location	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.								






# Assign Administrators to Schools

Arizona Department of Education

  
Arizona's Official Web Site

[ADE Home](#) | [Common Login](#)

 Welcome rbye3  
 Print this page

[HQT Position Input System Walk Thru Document](#) 

By providing the requested information listed below, the Arizona Department of Education will be able to contact key staff members in a timely manner to inform them of important information and/or updates. Your cooperation in completing this information accurately is greatly appreciated.

**NOTE: Please provide your school Principal name and contact information. Once completed you will be able to view the additional TABS Teacher Information, Add/Update Teacher, etc.**

Add New Contact Information Here:

Last Name	First Name	Position / Title	Email Address	Phone Number	Extension		
<input type="text"/>	<input type="text"/>	-- Select Position --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

Edit Contact Information Here:

Edit	Delete	Last Name	First Name	Position / Title	Email Address	Phone Number	Extension
No records to display.							



# Update School Title I Status

Based on the access granted through the Common Logon, your **LEA** will appear here. If you have LEA-Wide access, you will be able to view all school sites and can select different schools by clicking the **School** drop down arrow. If you have site access only your school name will appear. The **Academic Year** will always default to the current school year and need not be selected.

Arizona Department of Education

AZ.GOV  
Arizona's Official Web Site

Home | Teacher Information | **ADD/Update Teacher** | Reports | Unprofessional Conduct | ADE Home | Common Logon | Batch Process

Batch Process Status

Welcome rbye2  
Print this page

LEA: Ajo Unified District

School: Ajo Elementary School - 100215001

Academic Year: 2011

Indicate Title I Status: Non Title I

Teacher List: -- Please Select a Teacher--

Add New Teacher

STATUS INFORMATION

Get Administrative Contacts

Click the drop down box to **Indicate Title I Status** and select the appropriate response for the chosen school (Non-Title I, Targeted, School-Wide I, School-Wide II or School-Wide III). This status must match the status indicated on the ESEA Consolidated Application. This must be completed before the application will allow you to proceed to the teacher files.

Selecting the **Get Administrative Contacts** button will allow a user to view previously entered contact information and also add new contacts as changes occur. You will not be able to delete any information, only add new information to the application.



# Adding/Updating/Deleting Educators

Goal 4: Annual Educator Updates





# Delete a Teacher

LEA:

School:

Charter:

Academic Year:

Indicate Title I Status:

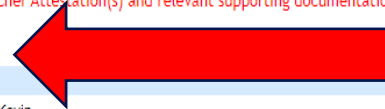
Teacher List:

[Get Administrative Contacts](#)

**I Verify** that I have reviewed the Appropriately Certified Teacher Attestation(s) and relevant supporting documentation, and all teacher and position information is accurate and complete, per ESEA § 1119(a)(1) and 1119(b)(1).

[Add New Teacher](#)

[Delete Teacher](#)



## TEACHER INFORMATION

First Name:	Kevin	Middle Name:		Last Name:	Seery
Educational Stakeholder ID:	2375-4575-1533-9821	SSN:	### - ## -1457	Work Email Address:	<input type="text" value="seery.kevin@cusd80.com"/>
School Employment Start Date:	<input type="text" value="July"/> <input type="text" value="2020"/>	Certification Degree:	Bachelors	Gender:	<input type="text" value="Male"/>
Total Years of Experience:	<input type="text" value="1"/>	Additional Degree:	<input type="text"/>	Birth Date:	03/09/1990
Hispanic/Latino of any Race:	<input type="text" value="No"/>	Race:	<input type="checkbox"/> BL <input checked="" type="checkbox"/> WH <input type="checkbox"/> AS <input type="checkbox"/> AM <input type="checkbox"/> PI		

[Update Teacher Information](#)

## FINGERPRINT CLEARANCE CARD

Card Number: 2019K11178 Status: Valid Expiration Date: 04/28/2025

## TEACHER CREDENTIALS

Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
Standard Professional Secondary, 6-12	NES Mathematics (304) NES NES APK: Secondary (052)	Mathematics	Structured English Immersion (SEI) PreK - 12



# Exit Reasons

Delete Teacher Confirmation

Exit Reason: \*

Exit Date: \*

--Select Exit Reason--

--Select Exit Reason--

Leaving the Profession

Retirement

Moving Outside of AZ

Going Back to School

Moving to Another Position

Moving to Administration

Other

Delete Teacher Confirmation

Exit Reason: \*

Sub-Reason: \*

Exit Date: \*

Leaving the Profession

--Select Exit Sub Reason--

--Select Exit Sub Reason--

Compensation

Disatisfied with job

Lack of support

Personal health safety (COVID)

New opportunity

Other



# Adding an Educator


Arizona Department of Education




Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Batch Process Batch Process Status Educator Search MCESA Admin Info

Welcome 4235

Print this page

LEA: 

School: 

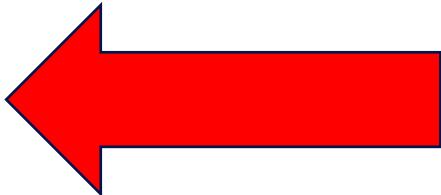
Charter: No

Academic Year: 2022

Indicate Title I Status: -- Select Title I School Status --

Teacher List: -- Please Select a Teacher--

Get Administrative Contacts

Add New Teacher 



# Search for Educator

Welcome 4235

Print this page

Mesa Unified District - 070204000 -- Carson Junior High School - 070204252

SELECT A SEARCH OPTION:

- Select Search Option --
- Select Search Option --
- Last and First Names
- Educational Stakeholder ID
- SSN
- EIN

Type in the

you chose:

Last Name

First Name

Educational Stakeholder ID

SSN

EIN

Search For Teacher

Cancel

Search Results:

Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
No records to display.					



# Add Educator to Roster

Mesa Unified District - 070204000 -- Carson Junior High School - 070204252

SELECT A SEARCH OPTION:

SSN

Type in the value(s) for the selection you chose:

Last Name

First Name

Educational Stakeholder ID

SSN

EIN

0

0

0

0

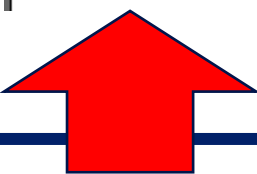
0

Search For Teacher

Cancel

Search Results:

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
Add to Roster						



# Teacher Information Page

[Home](#) [Teacher Information](#) [ADD/Update Teacher](#) [Reports](#) [Unprofessional Conduct](#) [ADE Home](#) [Common Logon](#) [Batch Process](#) [Batch Process Status](#) [Educator Search](#) [MCESA Admin Info](#)

Welcome 4235  
[Print this page](#)

LEA:   
School:   
Charter: No  
Academic Year: 2022  
Indicate TITLE I Status: -- Select Title I School Status --  
Teacher List:

TEACHER INFORMATION

SSN: ### - ##  Name:  Work Email Address:   
Educational Stakeholder ID:   
School Employment Start Date: Unknown Certification Degree:  Gender:   
Total Years of Experience: 0 Additional Degree:   
Hispanic/Latino of any Race: No Race: ☐ BL ☒ WH ☐ AS ☐ AM ☐ PI

TEACHING POSITION INFORMATION

FINGERPRINT CLEARANCE CARD

Card Number:   
Status: Valid  
Expiration Date: 07/12/2023

ARIZONA'S EDUCATOR EXAMS PASSED

Date Passed - Exam Description  
01/07/2012 - AEPA Principal (81)  
03/19/2011 - AEPA Middle Grades Language Arts/Reading (38)  
09/18/2004 - AEPA Professional Knowledge - Elementary (91)  
09/18/2004 - AEPA Elementary Education (01)

CERTIFICATIONS

Effective Date Expiration Date  
Valid Certificate(s):  
Standard Professional Principal, PreK-12 06/13/2018 06/24/2030  
Standard Professional Elementary, K-8 06/13/2018 06/24/2030  
Standard Professional Superintendent, PreK-12 02/06/2019 06/24/2031  
Approved Area(s):  
Middle Grades Language Arts 06/13/2018 06/24/2030  
Endorsement(s):  
Structured English Immersion (SEI) PreK - 12 02/06/2019 06/24/2031

ADOE COMMENTS

02/06/2019 CDURAN ISSUED ' \* Structured English Immersion, PreK-12' ENDORSEMENT >  
02/06/2019 CDURAN ISSUED CERT 'Standard Professional Superintendent, PreK-12' >  
06/13/2018 AKILBOR ISSUED ' \* Structured English Immersion, PreK-12' ENDORSEMENT >  
06/13/2018 AKILBOR RENEWED OBSOLETE CERT TO 'Standard Professional Elementary, K-8' >  
06/13/2018 AKILBOR ISSUED ' \* Structured English Immersion, PreK-12' ENDORSEMENT >  
06/13/2018 AKILBOR RENEWED CERT 'Standard Professional Principal, PreK-12' >  
04/03/2012 MYILDIR ISSUED CERT 'Principal' >  
04/03/2012 MYILDIR ISSUED ' \* Structured English Immersion, K-12' ENDORSEMENT >


LEA and School  
Information

Education and Experience  
Credentials

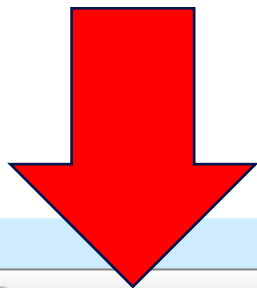
Fingerprint IVP Card

AEPA Exams

Certification

 Arizona  
Department of Education

# Add Update Record for New Teacher



TEACHING POSITION INFORMATION

+ Add New Teaching Position

Refresh

Edit	Delete	Teaching Position	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	AC Status	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
No records to display.												

+ Add New Teaching Position

Refresh



# Teacher Position Information

The screenshot shows the 'Add New Teaching Position' form with the following fields and values:

Edit	Delete	Teaching Position	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	AC Status	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	English	Y	English	12	5	Yes	Y		N	N/A

Form Fields and Values:

- Teaching Position: ☒ Yes ☐ No
- Teaching Position Description: English
- Teacher of Record: ☒ Yes ☐ No
- Content Area: English
- Grades Taught: ☐ 9 ☐ 10 ☐ 11 ☒ 12
- Periods Taught: 5
- AC Status: Yes
- Valid Certificate: Yes
- Comments: Special notes or comments the LEA wants to keep in the record.
- Status: Active
- Start Date: 7/15/2021
- End Date: 8/6/2021
- Complete: ☐ If checked, teaching position information is complete.

Red arrows point to the following fields with descriptions:

- Teaching Position Description: Teacher and Position Description
- Content Area, Grades Taught, Periods Taught: Content, Grades, Periods Taught
- Valid Certificate: Appropriately Certified
- Comments: Special notes or comments the LEA wants to keep in the record.
- Start Date, End Date: Start and end date for this school year
- Update button: (indicated by a red arrow pointing to the bottom left)





# Now Update Teacher



LEA:

School:

Charter: No

Academic Year:

Indicate Title I Status:

Teacher List:

Get Administrative Contacts

Add New Teacher



# Updating a Teacher

TEACHING POSITION INFORMATION											
Add New Teaching Position											Refresh
	Teaching Position	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	AC Status	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
	Y				9 10 11 12	5	Yes	Y		N	N/A
+ Add New Teaching Position											Refresh



# Verify Teacher

LEA:

School:

Charter:

Academic Year:

Indicate Title I Status:

Teacher List:

Get Administrative Contacts

that I have reviewed the Appropriately Certified Teacher's

and position information is accurate and complete, per ESEA § 1119(a)(1) and 1119(b)(1).



# Reporting Non-Certified Positions

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Coach (Athletic, Assistant, Volunteer, etc.)

Special Education (Teacher) Aide

Highly Qualified Paraprofessional Aides (Special Ed)

Elementary (Teacher) Aide

Highly Qualified Paraprofessional Aides (Elementary)

Other

Nurse

Assistant

Social Worker

Secondary (Teacher) Aide

Highly Qualified Paraprofessional Aides (Secondary)

Personnel Assistant

- **Media Assistant**
- **Librarian**
- **Occupational Therapist**
- **Speech/Language Therapist**
- **Physical Therapist**
- **Vocational Education**
- **Non-Certified Superintendent**
- **Media Specialist**
- **Assistant Nurse**
- **Guidance Counselor**
- **Audiologist**
- **Nutritionist/Dietitian**

# Frequent LEA Concerns

## Charter School Teacher Does NOT have a record

1. They do not have a valid fingerprint clearance card
2. They do not have a valid IVP fingerprint Clearance card
3. The educator needs to grant DPS authorization to release their IVP record to ADE

## School Cannot Enter/Verify Teacher Information

Assure the six required contacts and the LEA set up is completed for the fiscal year.

## LEA/School User Does Not have TIA Access

LEA Entity Administrator must provide access to Common Logon and the Teacher Input Application.

## When I attempt to Open TIA Nothing Happens

This is a Common Logon Issue. Close Common Logon, clear your cache/history and log in again. Microsoft Edge or Google Chrome are the most efficient browsers to use.

# RESOURCES AND SUPPORT

## Welcome to Title II-A

### Preparing, Training, and Recruiting High Quality Teachers and Principals

The purpose of Title II-A is to support the increase in student academic achievement through strategies to:

- Improve the quality and effectiveness of teachers, principals, and other school leaders
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Educator and School Excellence staff work closely with Local Educational Agencies (LEAs) to provide guidance, strategies, and resources to:

- Improve the effectiveness of teachers and leaders
- Achieve equitable access to effective teachers
- Support targeted professional development based on identified needs

### Title II-A Guidance Documents

#### ▶ Title II-A: Allowable Expenditures and Requirements

#### ▼ Teacher Input Application (TIA)

- [Teacher Input Application](#)
  - [TIA How-To Guide](#)

### Archived Resources

ESE Programs ▼

Contacts

EMS Calendar

ESSA Conference

ESE Boot Camp

Free Online Professional Development ▼

Get SET for STEM! Scholarship

Title I Blog

Title IV-A

Educator and School Excellence  
Newsletter

Contact

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

Find My Specialist

Sign Up for Our Emails



Arizona  
Department of Education



# What is your TIA Knowledge?

- What does TIA stand for?
- How can an LEA administrator access TIA?
- When is TIA required to be updated?
- When should an LEA delete a teacher?
- What is the most common technical issue a charter school encounters in TIA?
- What resources are available to support you as you complete your TIA requirements?

Thank  
you!

## Contact

James Scott, ESE Director

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Web Page:

[Welcome to Title II-A | Arizona  
Department of Education \(azed.gov\)](#)

Program Specialist Contacts:

Website Specialist Caseloads

