



Teacher Input Application: LEA Support Guide

Arizona Department of Education: Educator and School Excellence

FY25 Support Document

7/1/24

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

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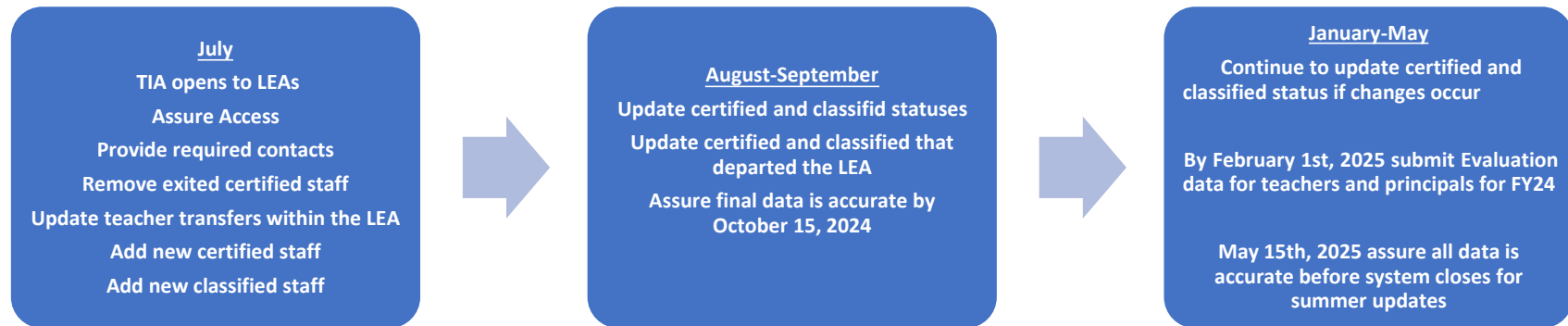
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Welcome to the Teacher Input Application

The teacher input application (TIA) is aligned with the Every Student Succeeds Act (ESSA). The state utilizes data from the Teacher Input Application to monitor LEA needs and trends in the state, validate reports with school finance, and meet our obligations of federal reporting for Title I-A LEAs. Every LEA in the State of Arizona is required to provide educator data in the TIA system.

Recommended Teacher Input Application Timeline for LEA Data Submissions



Purpose of the Teacher Input Application

This application is accessed through the Arizona Department of Education [Common Log On](#). Multiple units within the Department of Education utilize this data on administrative positions, teachers, vacant positions, and verification of meeting the requirement of appropriately certified and classified. For example, school finance utilizes the 16-digit stakeholder ID numbers to process teacher positions and classrooms within AzEDS. Educator and School Excellence utilizes the TIA data to verify LEAs are meeting the ESEA 1112 requirement related to appropriately certified teacher status. The Recruitment and Retention Unit obtains data from TIA to identify teaching vacancies and monitor reasons educators are leaving the field. **ALL** teachers and classified in LEAs filling instructional staff positions must be reported to the TIA system by school site. The Teacher Input Application is also where the state collects teacher and school administrator evaluation and performance classifications.

Required Reporting

ALL LEAs in the State of Arizona are required to report this information to the Teacher Input Application. This data is accessed by multiple units within the agency for mandated reporting, data collection, and monitoring of Federal grant requirements. It is expected that the LEA maintain current information in the TIA system by completing regular updates during the school year. This would include adding new hires; changing certified and classified status; educators who have vacated their position; internal LEA transfers; and other circumstances that would change the educator's role. It is recommended the LEA include TIA updates in their hiring/termination/position change process tracking. The LEA will need to assure by October 15th, 2024 for Title I funding requirements the close of TIA for the fiscal year (approximately May 15th, 2025) the data is accurate to assure accurate data is included in the annual rollover.

The LEA must report **school level academic positions**. These are positions where the employee is serving in the role as a teacher and paraprofessional. They will need to declare that they meet the appropriately certified requirement under ESEA. Please see the additional guidance document for reporting non-certified positions. The LEA must also provide four mandatory contacts which include the following:

- Superintendent/Charter
- Human Resources Director
- LEA Business Manager
- Curriculum Director
- Emergency Preparedness Contact
- Administrative Assistant to the Superintendent

Note: These six positions must have an individual connected to them. A particular individual can fulfill multiple roles.

There are additional optional roles the LEA may provide information for. It is recommended the LEA provide the contact information for these roles. The Arizona Department of Education utilizes this contact information to provide the LEA with timely information.

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For example, if the Department had an opportunity for Educational Technology Specialist to attend a special meeting, only those contacts would receive that information.

Optional LEA Level Contacts:

Principal	Assistant Principal(s)	Administrative Assistant(s)	EL Coordinator
Education Technology	Director of Student Services		

LEA and Department Utilization of Teacher Input Application

ESEA: The LEA may run reports and review data to assure they are meeting the requirement of appropriately certified under the Every Student Succeeds Act, 2016. If the LEA has a teacher that is providing instruction and does not meet the criteria of appropriately certified within four-weeks of the teacher beginning instruction the LEA must issue a Parents Right to Know letter under ESEA 1112. The LEA can find more information about the four-week letter requirements [HERE](#).

Technical Support and Monitoring: Data and information from the Teacher Input Application is utilized to monitor personnel activities and needs for instructional staff at the LEA. The department utilizes this data to provide technical assistance to the field. For example, our Recruitment and Retention unit monitors exit reasons to develop strategies to support LEAs throughout the state with retention strategies.

Reporting: The data collected in the TIA system is utilized to complete required federal reports connected to grant requirements such as ESEA. The data is also utilized to inform statewide stakeholders about the current status of vacancies at the LEA level, such as a State Board of Education meeting.

LEA Usage of Data: There are multiple reports the LEA can utilize to collect meaningful data to make local decisions to meet their needs. The information can be utilized to determine when and if four-week letters need to be disseminated; keep a record of teacher assignments with start and end dates; identify vacant positions; monitor exit reasons for teachers; and collect data on teacher performance ratings within the LEA to name a few opportunities for LEA usage of the data.

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Accessing the Teacher Input Application

Step 1: Log into ADE Common Logon

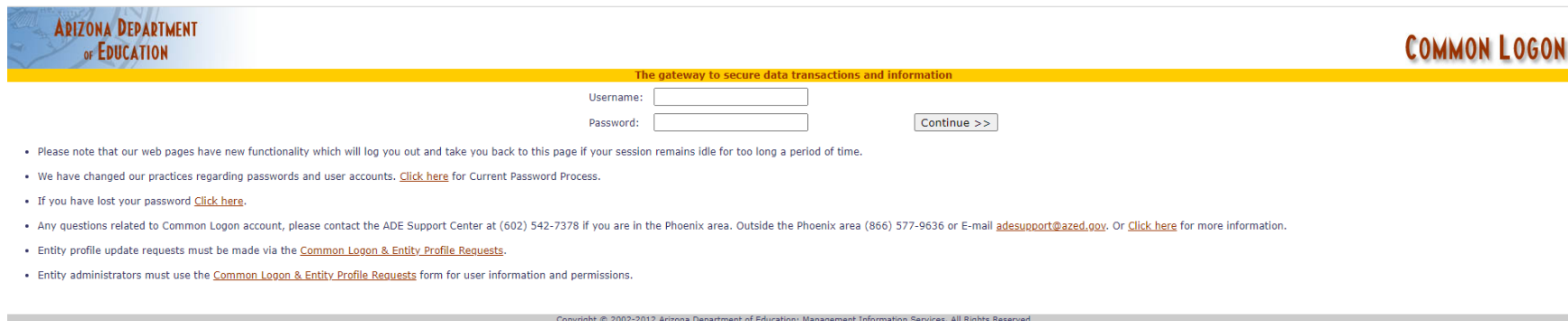
An LEA can access the Teacher Input Application through the [ADE Common Logon](#)

Once the LEA has accessed the site they will need to enter their credentials of user name and password. If an individual does not have access to the Common Logon they will need to request access through their Entity Profile Administrator. You can identify your Entity Profile Administrator [HERE](#).

If you have access and are unable to log in to Common Logon you may access the ADE [HELPDESK](#).

Additional troubleshooting tips include:

- 1.) Try a different browser
- 2.) Try a different computer
- 3.) Try accessing outside of your school network



The screenshot shows the login interface for the Arizona Department of Education's Common Logon system. At the top left is the Arizona Department of Education logo, and at the top right is the text "COMMON LOGON". Below these is a yellow banner with the text "The gateway to secure data transactions and information". The login form includes fields for "Username:" and "Password:", followed by a "Continue >>" button. Below the form is a list of important notices and contact information for the ADE Support Center. At the bottom of the page is a copyright notice for 2002-2012.

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. 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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Step 2: Open the Teacher Input Application

The Common Logon will display a list of applications for you. Open and select the Teacher Input Application. If you do not have access to the Teacher Input Application, you will contact your Entity Administrator for access. You can locate your Entity Administrator by searching [HERE](#).

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Opening Fiscal Year Activities

Step 1: Add or Update Administrative Contacts

The LEA will not be allowed to add, change, or remove educators from the system until they add the four required administrative contacts. The **LEA LEVEL USER** must submit the contact information for the **Superintendent/Charter Holder, Business Manager, Human Resources Director, Curriculum Director, Emergency Preparedness Contact and the Administrative Assistant to the Superintendent**. If one person fulfills multiple roles in the LEA that individual may be listed on those roles, but they must be entered for each role individually. *Note: Site Level Administrators will not* be allowed to update their school sites until the mandatory contacts are listed. At this time, and it is recommended for assurance of important communication the LEA submit contact information for optional roles. The LEA will only need to review this page again during the fiscal year if the contacts change during the fiscal year.

Arizona Department of Education

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

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

Welcome 79275
Print this page

Add New Contact Information Here:

Last Name First Name Email Address Phone Number Extension

-- Select Position --

Edit Contact Information Here:

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

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Step 2: Principal/Site Administrators

The LEA will now add the school site administrators who will be responsible for verifying teacher assignments and credentials. It is recommended this is the School Principal or Lead Administrator. The LEA may add additional administrator contacts at the school level, such as the assistant principal if they will be entering data and validating information, too. **Important to Note: Any school site administrator will have full access to the data in TIA. This includes educator identifying information and evaluation performance data at their school level.**

The screenshot shows the Arizona Department of Education (ADE) website header with the logo and navigation links. Below the header, there is a user welcome message and a link to print the page. The main content area features a link to the HQT Position Input System Walk Thru Document. A red-bordered box contains a message explaining the purpose of the application and a note about providing school principal information. Below this, there is a form to add new contact information with fields for Last Name, First Name, Position / Title, Email Address, Phone Number, and Extension. At the bottom, there is a table to edit contact information, which currently shows no records.

Arizona Department of Education

AZ.GOV
Arizona's Official Web Site

ADE Home Common Logon

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"/>

Add Cancel

Edit Contact Information Here:

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

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Navigating the Teacher Input Application/Entering Data

Home Page

The screenshot shows the Home Page of the Teacher Input Application. A green navigation bar at the top contains links: Home, Teacher Information, ADD/Update Teacher, Reports, Unprofessional Conduct, ADE Home, Common Login, Educator Search, and HCESA Admin Info. The 'Home' link is highlighted. A blue callout box points to this bar with the text: 'The Green Navigation bar indicates the current page'.

Below the navigation bar, the page says 'Welcome 5127' and 'Print this page'. A large heading reads 'Welcome to the Teacher Input Application'. Below this is a 'Dashboard' section with a table showing current status:

Educators with Valid IVP FCC	Teachers Certified	Teachers Appropriately Certified	Educators Verified	T/P Eval Sites Verified
97.4% (191/196)	95.8% (163/170)	88.1% (104/118)	0.0% (0/198)	0% (0/0)

A blue callout box points to the table with the text: 'New. The dashboard will show the current status. LEA level administrators will see districtwide information. School level administrators will see site specific data.'


Below the table is a paragraph explaining the application's purpose and a list of data points collected. Below that is a 'Teacher Input Application Resources' link. A blue callout box points to this link with the text: 'Educator Evaluations Resources Link'.

On the right side, there is a 'BREAKING NEWS' section. A blue callout box points to it with the text: 'Breaking News is information and updates for the LEA regarding the TIA application.' Below this section is a paragraph about required administrative contacts and a list of instructions.

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Educator Search Feature

To begin the review of an applicant's credentials in the ADE Certification Unit database, select the **Educator Search** tab



Arizona Department of Education

Home Teacher Information ADD/Update Teacher Evaluations Reports Unprofessional Conduct ADE Home Common Logon News Admin Tasks Batch Process Batch Process Status

Batch Process Permissions **Educator Search**

Type in the value(s) to search by:

Last Name First Name Educational Stakeholder ID SSN EIN

Search for Teacher Clear Search Fields

You may search for an applicant in the database by entering a first and last name, an Educational Stakeholder Identification Number, a Social Security Number (SSN) or the Educator Identification Number (EIN) listed on the individual's Arizona teaching certificate. Only one value needs to be entered to begin a search by clicking the **Search for Teacher** button.

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Type in the value(s) to search by:

Last Name: First Name: Educational Stakeholder ID: SSN: EIN:

Please click on the check box next to the teacher's name to view information about that teacher.

Search Results:

	Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
<input type="checkbox"/>	Doe	Jesus	R	2094-4886-4599-8115	4398	1234567
<input type="checkbox"/>	Doe	John	James	2234-4576-4567-8765	8747	7654321

Individuals matching the search criteria will appear in the **Search Results** box. To select a file to open, simply click on the check box next to the teacher's name to view information about that teacher.

Teacher information may now be viewed including fingerprint clearance, Arizona educator exams passed (including test numbers and dates), certifications held, approved areas, endorsements, expired certificates and customer service comments placed in the system by the Certification Unit.

TEACHER INFORMATION

SSN: ### - ## -6747 Name: Jane Doe Work Email Address: Unknown

Educational Stakeholder ID: 2234-4576-4567-8765

School Employment Start Date: Unknown Certification Degree: Bachelors Gender: Female

Total Years of Experience: 0 Additional Degree:

Hispanic/Latino of any Race: Yes Race: ☐ BL ☐ WH ☐ AS ☐ AM ☐ PI

TEACHING POSITION INFORMATION

FINGERPRINT CLEARANCE CARD

Card Number: 2800006245 Status: Valid Expiration Date: 06/02/2015

ARIZONA'S EDUCATOR EXAMS PASSED

Date Passed - Exam Description

CERTIFICATIONS

Valid Certificate(s)	Effective Date	Expiration Date
Standard Early Childhood Education, Birth through Age 8 or Grade 3	08/06/2009	01/24/2015
Standard Elementary Education, K-8	07/30/2009	01/24/2015

Approved Area(s):

Endorsement(s):

Bilingual K - 12

Expired Certification Credential(s):

Expired Certificate(s):

Expired Approved Area(s):

Expired Endorsement(s):

ADOE COMMENTS

VR (1874-0231) APPROVED PER ARS 15-534, JOLENE

06/23/2003 VSHVER SRVC TRK RECEIVED RECEIPT FOR Evaluation > 06/23/2003

VSHVER SRVC TRK RECEIVED RECEIPT FOR Endorsement (All other) > 06/23/2003

VSHVER SRVC TRK RECEIVED RECEIPT FOR Renewal (All others) >

06/23/2003 VSHVER RENEWED CERT Standard Elementary Education, K-8 >

07/09/2003 VSHVER ISSUED ** Bilingual, K-12 ENDORSEMENT >

12/11/2009 RGADNA Changed District on Certificate "Standard Elementary Education, K-8 to Tempe School District"

07/02/2009 KOHRNS RENEWED EXPIRED CERT "Standard Elementary Education, K-8" >

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Viewing Site Teacher Information

By selecting the **Teacher Information** tab, users can view current or previous year data for specific teachers at a school site. All information on this screen is **display only** and cannot be edited. Use the **Add/Update** tab to edit teacher information.

Selecting a Teacher Record

Based on the access granted through the Common Logon, your **LEA** name will appear here. If you have LEA access, you will be able to view one or more school sites and can select different schools by clicking the **School** drop down arrow.

The screenshot shows the Arizona Department of Education (ADE) Teacher Information application. The header includes the ADE logo and navigation tabs: Home, Teacher Information (selected), ADD/Update Teacher, Reports, Unprofessional Conduct, ADE Home, Common Logon, and Batch Process. Below the tabs is a 'Batch Process Status' link. The main content area displays a form with the following fields: LEA (Ajo Unified District), School (Ajo Elementary School - 100215001), Academic Year (2011), Indicate TITLE I Status (Non Title I), and Teacher List (Please Select a Teacher--). Callout boxes provide instructions: one points to the LEA and School dropdowns, another to the Academic Year dropdown, a third to the Teacher List dropdown, and a fourth to the 'Print this page' link in the top right corner.

You can select previous school year data by clicking the **Academic Year** drop down arrow. Otherwise, the current school year will be displayed.

Click the drop down arrow on the **Teacher List** to display all of the teachers currently in the application for a chosen school year. Once you select a teacher his/her information will appear.

By clicking on **Print This Page** you will be able to print a hard copy of the information rather than having to capture a screen shot.

Welcome rbye2
Print this page

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Specific Teacher Information Available

The Arizona Department of Education has assigned an **Educational Stakeholder ID** which is a numerical identification number for each individual in the application. This will be a different number than the EIN found on Arizona educator certificates.

Revised: The **Work Email Address** is now a mandatory field and is intended to provide ADE with updated contact information for the specified teacher. Please provide the email address at which the teacher receives work related emails and not a centralized email address for the LEA.


TEACHER INFORMATION

SSN: ### - ## -0681 Name: **Jane Doe** Work Email Address: Jane.Doe@ajoele.org

Educational Stakeholder ID: 1234-1234-12344999

School Employment Start Date: September 1996 Certification Degree: Master's Gender: Male

Total Years of Experience: 23 Additional Degree: Bachelor's

Hispanic/Latino of any Race: No Race: ☒ BL ☒ WH ☐ AS ☐ AM ☐ PI 

CLARIFICATION The **School Employment Start Date** is the earliest date the teacher began employment at that school site.

CLARIFICATION The **Total Years of Experience** is the total number of years the individual has been working in the teaching profession, not just with the current district or school.

Total Years of Experience is the number of years the individual has been working in the teaching profession, NOT just with the current LEA or school.

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Teacher Position Information Available

Teaching Position

Teacher of Record ,
content, and
grades

Periods
Taught

Appropriately Certified
(AC) and Valid
certificate

Leave of Absence or
FMLA Teacher

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

Teaching Position: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☐ 9 ☐ 10 ☐ 11 ☒ 12

Periods Taught:

AC Status:

Valid Certificate:

Comments:

Status:

Start Date:

End Date:

Complete: ☐ **If checked, teaching position information is complete.**

Teacher Description and Teacher of Record -LEA Enters

Grades and Years Taught-LEA Enters

Appropriately Certified-Auto Populates based on assignment and credentials

+ Add New Teaching Position
Refresh

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Other Teacher Information Available

The **Fingerprint Clearance Card** section indicates the current fingerprint status for the selected teacher. This information is uploaded daily to the ADE Certification database from the Department of Public Safety.

The **Arizona Educator Exams Passed** section indicates the Arizona Educator Proficiency Assessments (AEPA) or NES exam for which the selected teacher has received a passing score, including the testing date and test number. Please remember that the Basic Skills exams cannot be substituted for an AEPA or NES content exam.

FINGERPRINT CLEARANCE CARD		
Card Number:	2A01425195	
Status:	Valid	
Expiration Date:	05/04/2017	

ARIZONA'S EDUCATOR EXAMS PASSED	
Date Passed	Exam Description
05/31/2013	NES History (302)
09/15/2007	AEPA Professional Knowledge - Secondary (92)
03/28/2009	AEPA Social Studies (03)

CERTIFICATIONS		
	Effective Date	Expiration Date
Valid Certificate(s):		
Standard Secondary Education, 7-12	05/16/2011	05/16/2017
Approved Area(s):		
Social Studies		
Endorsement(s):		
Structured English Immersion (SEI) K - 12		
Expired Certification Credentials:		
Expired Certificate(s):		
Provisional Secondary Education, 7-12	06/15/2009	06/15/2011
Substitute	05/20/2005	06/10/2011
Expired Approved Area(s):		
Expired Endorsement(s):		
Provisional Structured English Immersion (SEI) K - 12	06/15/2009	06/15/2012
Provisional Structured English Immersion, K-12	06/15/2009	06/15/2012

ADOE COMMENTS	
08/31/2012 JGRIECO ISSUED ** Structured English Immersion, K-12' ENDORSEMENT >	
05/16/2011 CDURAN ISSUED CERT 'Standard Secondary Education, 7-12' >	
05/16/2011 CDURAN ISSUED 'Social Studies' APPROVAL >	
07/09/2010 MYLDIR EXTENDED CERT 'Provisional Secondary Education, 7-12' >	
05/20/2005 VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Certificate (All other) >	

The **ADOE Comments** section allows viewers access to the notations made by the ADE Certification Unit staff, documenting services rendered to the selected teacher.

The **Certifications** section indicates all valid Arizona teaching certificates, approved areas, endorsements and expired certificates for the selected teacher. If a teacher allows his/her certificate to lapse, the application will identify them as being non-HQ.

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School Level Data Entry

Opening the School Site

When the school site opens the application at the beginning of the fiscal year, they **must** indicate the Title I-A status of the school site. This is only done at the beginning of the year and does not have to be updated again unless for some reason the Title I-A school status changes.

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.

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.

Teacher Add/Update/Delete Requirements

In this section the school level will add or update certified and classified staff information to reflect activities in the new fiscal year. If the staff member is returning and no change the LEA will only need to update the start and end dates for the current school year. If the staff member is returning but changing assignments within the school the school will update the staff member's record to reflect the new position. A staff member who is no longer with the school (**including transfer to a school within the LEA**) will need to be deleted from the Teacher Input Application. Newly employed teachers to the school (**including transfer from a school within the LEA**) will need to be added to the school site.

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Updating Staff Members

Navigate to the ADD/Update Teacher Function in the TIA Menu

Open the Teacher Drop Down List. At the beginning of the year all staff members should have a **red** checkmark next to their name. Once they have been successfully updated and verified it will change to a **green** checkmark.

Select the staff member you would like to update by clicking on their name. This will open the Teacher Information and Teacher Position Information page.

Update is required of the start and end dates, and the staff members will need to be verified. The staff members assignment will need to be updated if it changed from the prior year.

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

Get Administrative Contacts

Teacher List: -- Please Select a Teacher--

Add New Teacher

Teacher List:

- Doe, Jane (red checkmark)
- Doe, Joseph (green checkmark)
- Smith, Earl (red checkmark)

RMATION

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The Arizona Department of Education has assigned an Educational Stakeholder ID which is a 16-digit numerical identification number for each individual teacher. This ID is used for the Student-Teacher-Course (STC) Connection and AzEDS. The separate 7-digit Educator Identification Number (EIN) found on the Arizona teacher certificate is used for certification purposes.

Clarification: The School Employment Start date is the first month and year that the teacher began employment at the school site. Once entered initially, the start date will “roll over” on an annual basis and does not need to be adjusted unless the teacher has moved to a new site within the district.

TEACHER INFORMATION

First Name:	<input type="text" value="Sapna"/>	Middle Name:	<input type="text" value="K"/>	Last Name:	<input type="text" value="Doe"/>
Educational Stakeholder ID:	<input type="text" value="3839-9671-4747-5420"/>	SSN:	<input type="text" value="### - ## - 1111"/>	Work Email Address:	<input type="text" value="sapan@azed.gov"/>
School Employment Start Date:	<input type="text" value="January"/> <input type="text" value="2012"/>	Certification Degree:	<input type="text" value="Masters"/>	Gender:	<input type="text" value="Female"/>
Total Years of Experience:	<input type="text" value="8"/>	Additional Degree:	<input type="text" value="Masters"/>	Birth Date:	<input type="text" value="10/11/1989"/>
Hispanic/Latino of any Race:	<input type="text" value="No"/>	Race:	<input type="checkbox"/> BL <input type="checkbox"/> WH <input type="checkbox"/> AS <input checked="" type="checkbox"/> AM <input type="checkbox"/> PI		
<input type="button" value="Update Teacher Information"/>					

Clarification: The Total Years of Experience is the total number of years the individual has been working in the teaching profession, not just with the LEA or school site. The number of years will “roll over” on an annual basis and will automatically add one year to that number as long as the teacher remains at this school site.

A work email address is mandatory and is intended to provide ADE with updated contact information for the specific teacher. It must be the work email address that the LEA has assigned to the specific teacher. Do not use a centralized email address that is assigned to the LEA or department.

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Certified Teachers The Certification Degree will display the type of degree that is on file with ADE's Certification Unit. If this box is blank, then contact the Educator Recruitment and Retention Unit at 602-542-0377 to correct this issue. You can add any additional degrees for the selected teacher by selecting the drop down menu next to Additional Degree and select the highest degree currently held by the teacher.

Non-Certified Teachers For charter school teachers not holding an Arizona teaching certificate, the degree must be manually entered by the LEA by selecting the drop down menu next to Additional Degree. Then select the highest degree currently held by the teacher. The teacher will not be considered Highly Qualified if this field is left blank.

The screenshot shows the 'TEACHER INFORMATION' section of the application. It contains the following fields and values:

- First Name: Sapna
- Middle Name: K
- Last Name: Doe
- Educational Stakeholder ID: 3839-9671-4747-5420
- SSN: ### - ## -1111
- Work Email Address: sapan@azed.gov
- School Employment Start Date: January 2012
- Certification Degree: Masters
- Gender: Female
- Total Years of Experience: 8
- Additional Degree: Masters
- Birth Date: 10/11/1989
- Hispanic/Latino of any Race: No
- Race: ☐ BL ☐ WH ☐ AS ☒ AM ☐ PI

An 'Update Teacher Information' button is located at the bottom left of the form. Arrows from the text boxes point to the 'Additional Degree' dropdown, the 'Hispanic/Latino of any Race' dropdown, and the 'Update Teacher Information' button.

Once all of the data in the Teacher Information section has been updated, **you must select the Update Teacher Information button to save the changes.** All required information in this section must be entered before the application will let you verify a teacher file.

If the teacher you selected has an Arizona teaching certificate, the Hispanic/Latino of Any Race or Race box will be pre-populated. Otherwise, you will need to enter the information for this teacher. You must enter Yes or No for Hispanic/Latino of Any Race. If the answer is No, you must complete the Race box. For Race, you can check all boxes that apply, however, a minimum of one box must be checked.

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The teacher's **Fingerprint Card number, status, and expiration date** are displayed under the Teacher Information section.

Card Number: 2A00000000 FINGERPRINT CLEARANCE CARD Status: **Valid** Expiration Date: 02/29/2016

TEACHER CREDENTIALS

Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
Native American Language, PreK-12 Hopi Provisional Cross Categorical Special Ed, K-12 Reciprocal Principal	AEPA Middle Grades Mathematics (37)		

All of the teacher's **certificates, passed Arizona teaching exams, approved areas, and endorsements** are displayed under the Teacher Information section.

TEACHING POSITION INFORMATION

⊕ Add New Teaching Position Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O B	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Complete	Comments	LOAD/PLA Teacher
		Y	Mathematics	Y	Mathematics	9-10	7	AEPA	Y	Y		N/A

⊕ Add New Teaching Position Refresh

The **Teaching Position Information** section describes the teaching position(s) and highly qualified status of the teacher. A separate position box should be completed for each core content area assigned to teach this year. A review of the teacher position information must be completed annually for returning teachers. You must click the **Edit** () button in order to validate the current position information or to make changes to an existing position. If you wish to add a new position, click the **Add Position** button.

Please Note: All individuals in all academic positions must be entered on the Teacher Input Application. Substitute teachers must also be entered onto the system after the fourth consecutive week in the same position at a school site.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

All core content teachers will have the **Yes** circle marked in the **Core Teacher** line. If the teacher is assigned to a non-core content area, select the **No** circle.

Click the **Position Description** drop down arrow to select the teaching assignment for this teacher.

TEACHING POSITION INFORMATION

Add New Teaching Position Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Comments	Complete	LOA/PSEA Teacher
		Y	Chemistry	Y	Chemistry	11 12	6	AEPA	Y		Y	N/A

Core Teacher: ☒ Yes ☐ No

Teaching Position Description: Chemistry

Teacher of Record: ☒ Yes ☐ No

Content Area: Chemistry

Grades Taught: ☐ 4 ☐ 10 ☒ 11 ☒ 12

Periods Taught: 6

Criteria: AEPA

Valid Certificate: Yes

Comments:

Status: Active

Start Date: 7/17/2012

End Date: 5/30/2013

Complete: ☒ If checked, teaching position information is complete.

Update Cancel

Add New Teaching Position Refresh

A **Teacher of Record** directly instructs, evaluates and assigns grades to students in core academic subjects. If the selected teacher is the teacher of record, the **Yes** must be selected.

Click the **Content Area** drop down arrow to select the academic subject area associated with this position. This information must match the content area indicated on the attestation form completed by the teacher.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Based on the information you entered, **Grade** boxes will appear on the screen. Click each grade level that the teacher is assigned to teach for this content area.

Click the **Periods Taught** drop down arrow to select the number of periods this content area is taught by the teacher daily. You may not exceed a total of ten periods a day across all positions entered into the system for a single teacher. Substitutes may exceed this limit, however, as they may have several positions entered onto the system over the course of the year.

TEACHING POSITION INFORMATION

Add New Teaching Position Refresh

Edit	Delete	Core Teacher	Teaching Position Description	T O R	Content Area	Grades Taught	Periods Taught	Criteria	Valid Certificate	Comments	Complete	LOA/FMLA Teacher
		Y	Chemistry	Y	Chemistry	11 12	6	AEPA	Y		Y	N/A

Core Teacher: ☒ Yes ☐ No

Teaching Position Description:

Teacher of Record: ☒ Yes ☐ No

Content Area:

Grades Taught: ☐ 9 ☐ 10 ☒ 11 ☐ 12

Periods Taught:

Criteria:

Valid Certificate:

Comments:

Status:

Start Date:

End Date:

Complete: ☒ If checked, teaching position information is complete.

Add New Teaching Position Refresh

Please Note: District Teachers must be Appropriately Certified for their Primary Teaching Assignment.

If this is not the teacher's primary teaching assignment add that information into the comments box. *"Not primary teaching assignment."*

Click the Criteria drop down arrow to select the means by which the teacher is appropriately certified for the teaching assignment. The only information that is automatically verified in this section is the AEPA/NES exams, required certification, and applicable endorsements.

The LEA/school must verify all other certification criteria for the teaching position.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

+ Add New Teaching Position

Edit	Delete	Teaching Position	Teaching Position Description	T O R
------	--------	-------------------	-------------------------------	-------

Teaching Position:

☒ Yes ☐ No

Teaching Position Description:

Chemistry

Teacher of Record:

☒ Yes ☐ No

Content Area:

Chemistry

Grades Taught:

☒ 9 ☒ 10 ☐ 11 ☐ 12

Periods Taught:

5

AC Status:

No

Valid Certificate:

Comments:

Any information the LEA would like to document regarding this teacher.

Status:

Sub Filling Vacant Position

Start Date:

End Date:

Complete:

Insert

Cancel

No records to display.

Select the Description of position that best matches the teacher's primary teaching role.

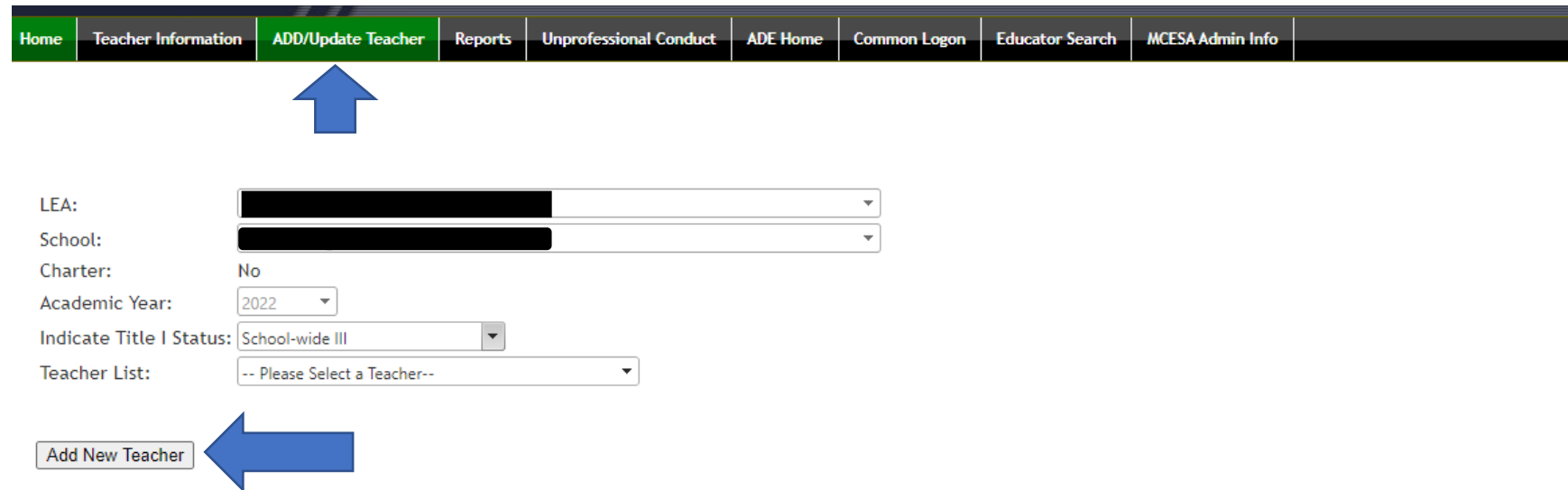
Grade levels assigned too and periods taught in a normal school day.

AC Status is **APPROPRIATELY CERTIFIED**. If the certification criteria match the role this should be populated to yes.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Adding a new staff member

If a school site has a new staff member to their system they must be added, **this includes internal LEA transfers** from another site. Any individual who serves in an academic position must be entered in the Teacher Input Application. This includes substitute teachers after the fourth consecutive week in the same position at the school site.



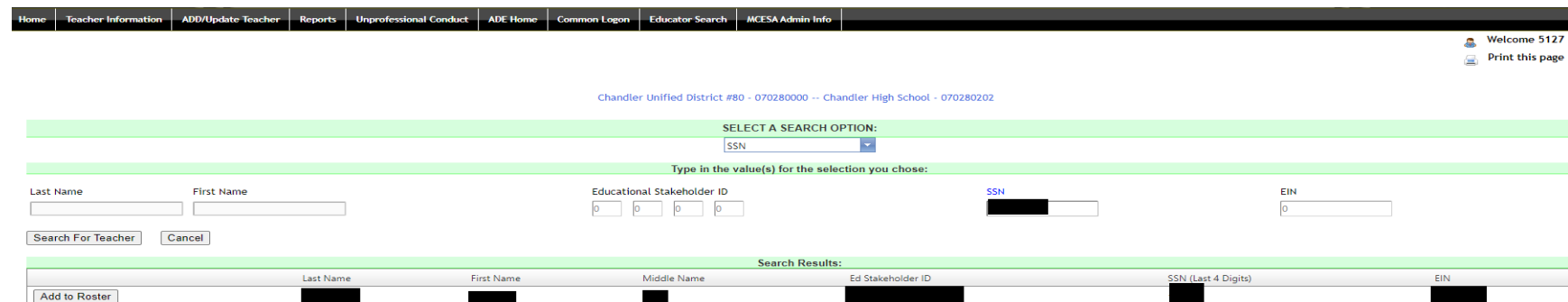
Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Educator Search MCESA Admin Info

LEA: [Dropdown]
School: [Dropdown]
Charter: No
Academic Year: 2022
Indicate Title I Status: School-wide III
Teacher List: -- Please Select a Teacher--

Add New Teacher

Locate the Teacher in the State System.

You will select a search option. The LEA may utilize the educators name, EIN, or SSN. ADE recommends using a source beyond the name to assure you are selecting the correct teacher since there may be more than one individual with the same name.



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

Welcome 5127
Print this page

Chandler Unified District #80 - 070280000 -- Chandler High School - 070280202

SELECT A SEARCH OPTION:
SSN

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

Last Name First Name Educational Stakeholder ID SSN EIN
[Text Box] [Text Box] [Text Box] [Text Box] [Text Box]

Search For Teacher Cancel

Search Results:

Last Name	First Name	Middle Name	Ed Stakeholder ID	SSN (Last 4 Digits)	EIN
[Text Box]	[Text Box]	[Text Box]	[Text Box]	[Text Box]	[Text Box]

Add to Roster

Click
here

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Verify accuracy of Teacher Profile

1. Enter employment start date **at this school location.** If the educator is transferred internally the start date is the actual date they start at this site.
2. Enter the total years of educator experience.
3. You **must** enter a valid email address, and this should be the educator's employment email. **Important: If you are entering a new staff member to your LEA that was employed by an Arizona LEA you will need to edit their email address. There is a chance their prior employer email migrated with their Teacher Information Profile.**

LEA:

School:

Charter: No

Academic Year: 2022

Indicate Title I Status: School-wide III

Teacher List:

Assure correct school assignment

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 TeacherDelete Teacher

TEACHER INFORMATION

First Name:

Middle Name:

Last Name:

Educational Stakeholder ID:

SSN:

Work Email Address:

School Employment Start Date: -- Month -- -- Year --

Certification Degree: Masters

Gender: Male

Total Years of Experience: 0

Additional Degree: Masters

Birth Date:

Hispanic/Latino of any Race: No

Race: ☐ BL ☐ WH ☐ AS ☐ AM ☐ PI

Update Teacher Information

FINGERPRINT CLEARANCE CARD

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

TEACHER CREDENTIALS

Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
Standard Professional Elementary, K-8 Standard Professional Principal, PreK-12 Standard Professional Superintendent, PreK-12	AEPA Elementary Education (01) AEPA Middle Grades Language Arts/Reading (38) AEPA Principal (81) AEPA Professional Knowledge - Elementary (91)	Middle Grades Language Arts	Structured English Immersion (SEI) PreK - 12

Add Teacher Position Information

1. Determine if the position being reported is a teaching or non-teaching position.
2. Select the most accurate teacher position description.
3. Select “YES” if the teacher is the teacher of record.
4. Determine the content area by selecting the most accurate description of the content.
5. Choose grade level(s) the teacher is responsible for.
6. Determine how many periods a day the teacher instructs for.
7. The **AC (Appropriately Certified)** status will automatically populate based on the teacher certification, position description, content area, and grade level. If the AC field populates **NO**, the LEA must generate a four week letter after four weeks of consecutive instruction. **If** the LEA believes the AC field should have populated to yes, the LEA should verify the position, grade levels, and teacher credentials are entered correctly. If the LEA confirms data is entered correctly, and the educator meets the AC requirement, they are encouraged to reach out to ADE for support.
8. Comments. The LEA may add comments or notes on any information they would like to memorialize in the teacher’s record.
9. Status. Select the status as active, LOA (Leave of Absence)/FMLA; Sub Filling LOA/FMLA; or Sub filling vacant position.
10. Enter the start date and projected end date.

IMPORTANT: You must account for the educator’s entire contracted/work day in TIA. If an educator instructs in multiple classes you will need to add a new position to their record. For example, if a high school science teacher instructs 3 periods of chemistry and 3 periods of Biology there will need to be TWO position records.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

TEACHING POSITION INFORMATION												
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
<div> <div> Add New Teaching Position <div>Refresh</div> </div> <div> <div>Teaching Position:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Teaching Position Description:</div> <div>Elementary Content Areas</div> </div> <div> <div>Teacher of Record:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> <div> <div>Content Area:</div> <div>Elementary Education</div> </div> <div> <div>Grades Taught:</div> <div> <input type="checkbox"/> KG <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 </div> </div> <div> <div>Periods Taught:</div> <div>6</div> </div> <div> <div>AC Status:</div> <div>Yes</div> </div> <div> <div>Valid Certificate:</div> <div></div> </div> <div> <div>Comments:</div> <div></div> </div> <div> <div>Status:</div> <div>Active</div> </div> <div> <div>Start Date:</div> <div></div> </div> <div> <div>End Date:</div> <div></div> </div> <div> <div>Complete:</div> <div> <div>Insert</div> <div>Cancel</div> </div> </div> </div>												

No records to display.

Verify

Once the teacher information has been completed, and the teacher position information provided, the school level must verify the record by selecting the I VERIFY button. The staff member name should change from a red x to a green check mark upon completion.

LEA:

School:

Charter:

No

Academic Year:

2022

Indicate Title I Status:

School-wide III

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 5 1119(a)(1) and 1119((b)(1).

Add New Teacher

Delete Teacher

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Delete a Teacher

If a staff member exits the LEA, or is an internal transfer the record should be updated with end date. The staff member should NOT be deleted from the site report until the following fiscal year. The record will need to remain in the application for the entire fiscal year.

LEA: [Redacted]
School: [Redacted]
Charter: No
Academic Year: 2022
Indicate Title I Status: School-wide III
Teacher List: [Redacted]

[Get Administrative Contacts](#)

[I Verify](#) that I have reviewed the Appropriately Certified Teacher Certification(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](#)

Click Delete

TEACHER INFORMATION

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted]
Educational Stakeholder ID: [Redacted] SSN: [Redacted] Work Email Address: [Redacted]
School Employment Start Date: [Redacted] Certification Degree: Bachelors Gender: Male
Total Years of Experience: 1 Additional Degree: [Redacted] Birth Date: 03/09/1990
Hispanic/Latino of any Race: No Race: BL WH HS M PI

[Update Teacher Information](#)

FINGERPRINT CLEARANCE CARD

Card Number: [Redacted] Status: Valid Expiration Date: [Redacted]

TEACHER CREDENTIALS

Certificates	Arizona's Educator Exams Passed	Approved Areas	Endorsements
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Select Exit Reason:

The screenshot shows a web form titled "Delete Teacher Confirmation". It has two required fields: "Exit Reason: *" and "Exit Date: *". The "Exit Reason" dropdown menu is open, displaying the following options: "--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", and "Other". At the bottom left of the form, there are two checkboxes: "ics (304)" and "Secondary (052)".

If the Exit Reason has a Sub-Reason Select the Sub-Reason:

The screenshot shows the same "Delete Teacher Confirmation" form. In this view, the "Exit Reason" dropdown is set to "Leaving the Profession". The "Sub-Reason: *" dropdown menu is open, displaying the following options: "--Select Exit Sub Reason--", "--Select Exit Sub Reason--", "Compensation", "Disatisfied with job", "Lack of support", "Personal health safety (COVID)", "New opportunity", and "Other". The "Exit Date: *" field is also visible.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Select Exit Date:

Delete Teacher Confirmation

Exit Reason: *

Leaving the Profession

Sub-Reason: *

New opportunity

Exit Date: *

MM/dd/yyyy

Confirm

Close

Click Confirm

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Reports Available in the Teacher Input Application

Academic Year:

Report:

- Select --
- Appropriately Certified Status by School
- Certification Credentials by School
- Educator Information
- HQT Employment Position Information by School (Core Only)
- HQT Employment Position Information by School (Non-Core)
- Incomplete or Missing Position Information by School
- LOA Teachers by School
- Substitute Covering for Teacher on LOA FMLA by School
- Substitute Filling Vacant Position by School

Teacher Not Verified Status by School

Teachers in Non-HQ Positions by School

Appropriately Certified Status by LEA/School Level Report

Appropriately Certified Status Report

9/3/2021 12:13:30 PM

School	Teacher	Position	Content Area	Grades Taught	Experience Level	Certification Status	Is AC	Valid Certificates	Valid Approved Areas	Valid Endorsements
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Certification Credentials by LEA or School Level

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Certification Credentials --



Teacher	Certificates	Certificate Expires	Approved Area	Endorsement	Arizona's Educator Exams Passed
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Teacher Not Verified Status Report by LEA or School Site

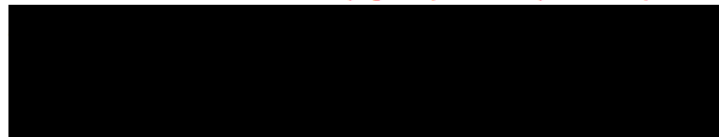
Teacher Not Verified Status Report Academy of Mathematics and Science South, Inc. 9/3/2021 12:18:08 PM

School	Teacher	Position	Content Area	Grades Taught	Periods Taught
--------	---------	----------	--------------	---------------	----------------

Educator Information Report

Educator Information

Please Note: As of March 2013, this report has 11 columns. If you don't see all columns on your screen, you can use the scroll bar below to move across the page or you can export the report to another format.



Teacher	Stakeholder ID	EIN	Gender	Ethnicity	Years at School	Years Experience	Fingerprint Card Expiration Date	Fingerprint Card Number	Alerts	Status
---------	----------------	-----	--------	-----------	-----------------	------------------	----------------------------------	-------------------------	--------	--------

Teacher/Principal Evaluation Classification Reporting

Public Local Education Agencies, districts and charters (except for-profit charters), are required to submit principal and teacher evaluation data on an annual basis. In order to meet this requirement, the Arizona Department of Education (ADE) has enhanced the Teacher Input Application (TIA) to collect evaluation data for all teachers and principals in the state.

To streamline and standardize the data collection process, Local Education Agencies will be required to adhere to the following with regards to their data entry:

- **Performance Classification** – One summative evaluation performance level will need to be determined for each teacher and principal using the following four standardized categories:
 - Highly effective
 - Effective
 - Developing
 - Ineffective

- **Statewide Definition of a “Teacher”** – For purposes of federal reporting, Local Education Agencies are to use the following definition:

“A teacher is defined as an individual who provides instruction to pre-kindergarten, kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.”

As many classes do not meet on a daily basis during the school week, “daily student attendance” conveys that a teacher takes attendance each time the class meets.

Due to the extremely sensitive nature of this information, evaluation data will be collected in aggregate form (school-level for teachers and LEA-level for principals). Teacher evaluation results may be entered by users granted school-site or LEA-wide access to the Teacher Input Application. Principal evaluation results may be entered only by individuals granted LEA-wide access to the application.

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To begin entering teacher and/or principal evaluation data, select the **Evaluations** tab at the top of the page.







The **Academic Year** represents the fiscal year from which the data was taken. For example, 2013 below represents the teacher and principal evaluation data from the 2012-2013 school year. The LEA selection will automatically populate with the correct district or charter assigned to the user.

The screenshot shows the 'Teacher / Principal Evaluations' form. The title 'Teacher / Principal Evaluations' is at the top right. Below the title, there are two dropdown menus. The first is labeled 'Academic Year' and has '2013' selected. The second is labeled 'LEA' and has 'Casa Grande Union High School District' selected. Two blue arrows point from the text box above to these two dropdown menus.

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Note: Data is always collected from the previous year.

Click the **Edit** button on the left to enter data for the corresponding line.

	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
	 Edit	LEA	Principal	0	0	0	0		
	 Edit	Cactus Middle School	Teacher	0	0	0	0		

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

Enter the total number of teachers or principals in each of the four reporting categories. Click the **Update** button on the left to save your entries or **Cancel** to terminate the data entry for this line. You may update the information at any time (prior to the final verification of the data) by simply clicking on the **Edit** button again and making needed changes. The name of the last person to enter data, along with the last entry date, will also be displayed.

VERIFY SELECTED									
<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
<input type="checkbox"/>	Update Cancel	LEA	Principal	0	0	0	0		

When all data has been entered for the local education agency, the designated individual (with LEA-wide access) must verify that all the information entered is accurate and complete. Click the box to the left of each line of data to make the check mark appear. Finally, click the **Verify Selected** button to formally submit the teacher and principal evaluation data to the ADE.

VERIFY SELECTED									
<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
<input checked="" type="checkbox"/>	Edit	LEA	Principal	0	1	12	3	mgardner4	10/25/2013 1:30:18 PM
<input checked="" type="checkbox"/>	Edit	Alice Vail Middle School	Teacher	1	2	15	3	mgardner4	10/25/2013 1:30:35 PM

Educator and School Excellence: Teacher Input Application FY25 Guidance Document

The teacher and principal evaluation data has been successfully submitted to the ADE when each row shows a green check mark. The identification of the individual verifying the data will now be displayed, along with the verification date.

VERIFY SELECTED											
	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date	Verified By	Verified Date
	Edit	LEA	Principal	0	1	12	3	mgardner4	10/25/2013 1:30:18 PM	mgardner4	10/25/2013 1:42:04 PM
	Edit	Alice Vall Middle School	Teacher	1	2	15	3	mgardner4	10/25/2013 1:30:35 PM	mgardner4	10/25/2013 1:42:04 PM

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Appendix “A” Teacher Input Application Flow Chart

