



Teacher Input Application LEA User Guide

Arizona Department of Education
Educator Recruitment and Retention
Fiscal Year 2026 User Guide
Updated July 2025

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Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Welcome to the Teacher Input Application

The Teacher Input Application (TIA) is the application the Arizona Department of Education (ADE) currently utilizes to gather staff information from Arizona local education agencies (LEAs), including teacher and school administrator evaluation and performance classifications. The data collected in the application aligns with the requirements under the Every Student Succeeds Act (ESSA).

Multiple State of Arizona entities utilize data from the Teacher Input Application, including the Arizona Department of Education, the Arizona State Board of Education, the Arizona State Board for Charter Schools, and the Office of the Arizona Governor. The data is used to monitor LEA needs and trends throughout the state, aid in regulating the conduct of the K-12 public school system, validate reports with ADE's school finance, and meet the state reporting obligations set forth by Arizona Revised Statutes (ARS) and federal reporting obligations for Title I-A LEAs.

We thank you in advance for your efforts to provide us with timely and accurate staff data to aid in our efforts to serve you and the students of Arizona.

LEA Utilization of Teacher Input Application

ESSA: LEAs may run reports and review data to ensure they are meeting the requirements of the appropriately certified requirements under ESSA. If LEAs have a teacher providing instruction who does not meet the criteria of the appropriately certified requirements within four weeks of the teacher beginning instruction, the LEA must issue a Parents' Right to Know letter. LEAs can find more information about the four-week letter requirements [HERE](#).

Technical Support and Monitoring: Data from the Teacher Input Application is utilized to monitor personnel activities and needs for staff at the LEA.

Recordkeeping: 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. LEAs may also compare the data in the Teacher Input Application with the data in the ADE's LEA Certification Portal.

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Required Reporting

All LEAs (district and charter) in the State of Arizona are required to provide staff data in the TIA system ([A.R.S. § 15-505 E](#)). **LEAs are required to add and verify their staff data by October 15, 2025, for Title I requirements. LEAs are required to submit the aggregate principal and teacher evaluation data for the 2024-2025 school year by December 1, 2025.** Any LEA that fails to meet the reporting requirements in the Teacher Input Application is at risk of program payment holds and potential intervention by the Arizona State Board of Education until the reporting is complete.

LEAs are expected to maintain the information in the TIA system by completing regular updates during the school year. This includes adding new hires, changing the certified and classified status of existing staff, removing staff who have vacated their positions, handling internal LEA transfers, and other circumstances that would alter a staff member's role. The ADE recommends that LEAs include TIA updates in their hiring/termination/position change process tracking. The close of the TIA for the fiscal year is mid-May. LEAs are expected to review their staff information near the end of the school year to ensure it is accurate before the annual rollover.

LEAs must report all school-level teaching positions. These are positions where the employee serves in the roles of both teacher and paraprofessional. They will need to declare that they meet the appropriately certified requirement under ESEA.

ADE highly recommends LEAs report all other non-teaching staff positions. We have created a separate guide for non-teaching positions. This guide can be found on ADE's [Teacher Input Application \(TIA\) webpage](#).

LEAs must provide six mandatory LEA-level contacts:

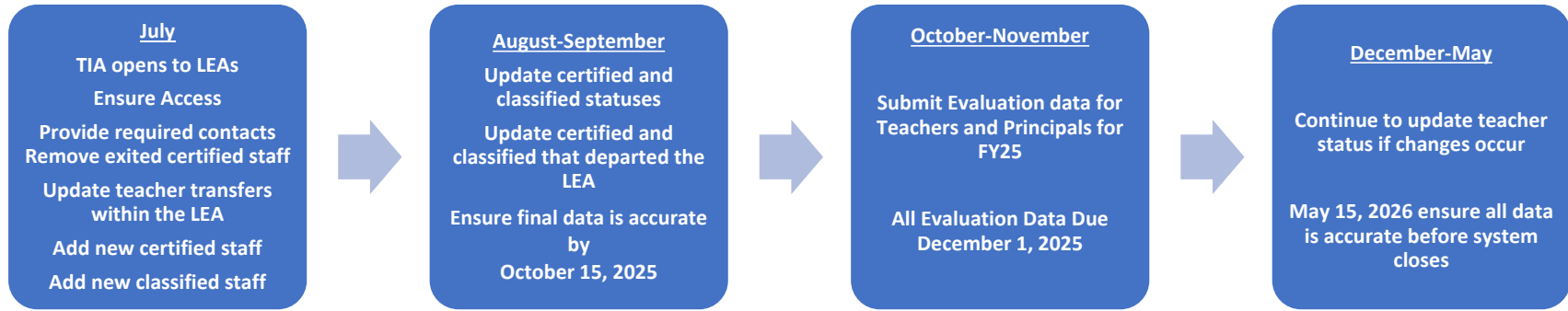
- Superintendent or Charter Representative
 - Charter Representative contact should be the Charter District equivalent to the District Superintendent
- Human Resources Director
- Business Manager
- Curriculum Director
- Emergency Preparedness Contact
- Administrative Assistant to the Superintendent/Charter Representative

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

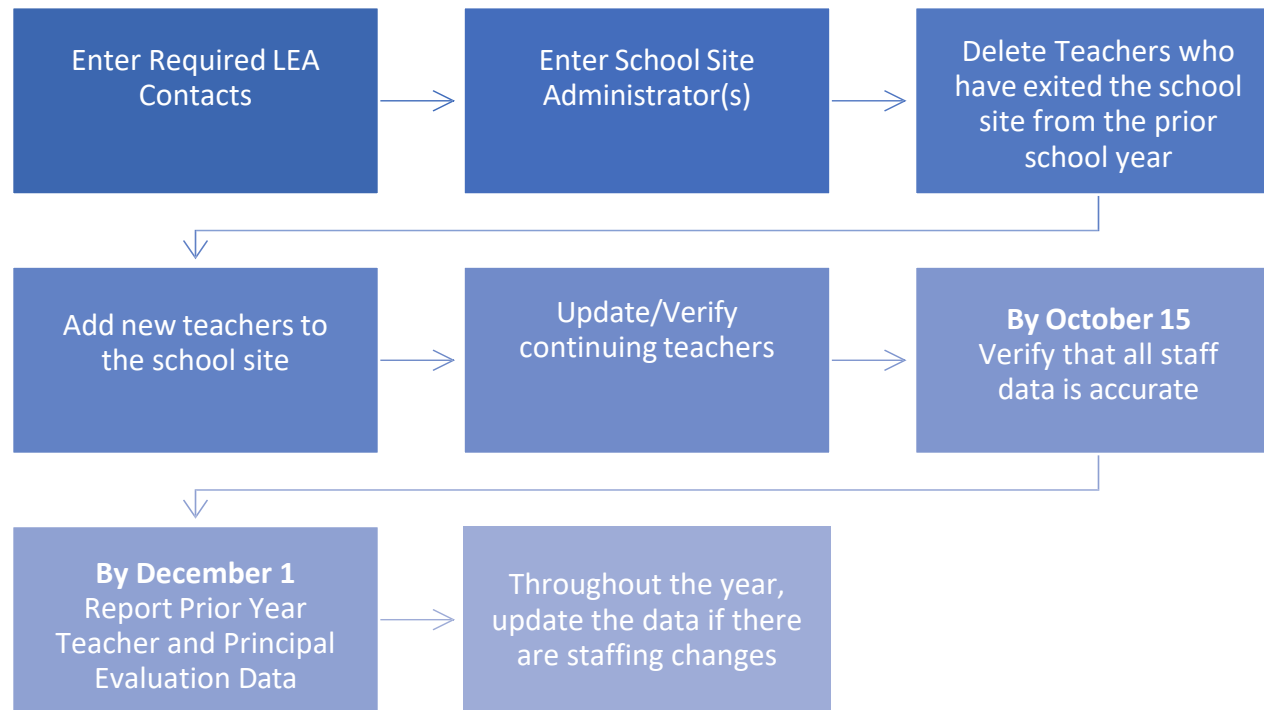
Additionally, **LEAs must provide a Principal/School Leader contact for every site within the LEA.** We highly encourage that LEAs also report Assistant Principals, Dean of Students, Teacher on Assignment/Special Assignment, etc.

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Due Dates: Teacher Input Application Timeline for LEA Data Submissions



Teacher Input Application Flow Chart



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Accessing the Teacher Input Application

Step 1: Log into ADE Common Logon

This Teacher Input Application is accessed through the Arizona Department of Education's (ADE) [Common Logon portal](#). A username and password are required to log into the portal. If an individual does not have access to Common Logon, they will need to request access through their Entity Administrator. To find an Entity Administrator, visit <https://adeconnect.azed.gov/FindEA>. The Entity Administrator will then need to submit a ticket to ADE's Help Desk at <https://helpdesk.azed.gov/>, requesting access for the individual.

If you have a Common Logon username and password and are unable to log in to Common Logon, please submit a ticket to ADE's Help Desk at <https://helpdesk.azed.gov/>.

Additional troubleshooting tips include:

- 1.) Try a different browser
- 2.) Try a different computer
- 3.) Try accessing outside of your student information system

The screenshot shows the login page for the Arizona Department of Education's Common Logon portal. At the top left is the Arizona Department of Education logo. At the top right is the text "COMMON LOGON". Below the logo is a yellow banner with the text "The gateway to secure data transactions and information". In the center, there are input fields for "Username:" and "Password:", followed by a "Continue >>" button. Below the login fields, there is a list of bullet points providing additional information and links. At the bottom, there is a copyright notice: "Copyright © 2002-2012 Arizona Department of Education: Management Information Services. All Rights Reserved."

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

Common Logon will display a list of applications for you. Open and select the Teacher Input Application.

If nothing happens when you click **Teacher Input Application**, try again using a different internet browser (not Safari).

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Opening Fiscal Year Activities

Step 1: Add or Update LEA Administrative Contacts

A user with LEA-level access must first submit the contact information for the six required LEA-level contacts before updating, adding, or removing staff from the system. The six required contacts are: **Superintendent or Charter Representative (the equivalent of a district Superintendent at the Charter district), Business Manager, Human Resources Director, Curriculum Director, Emergency Preparedness Contact, and the Administrative Assistant to the Superintendent.** An individual may be listed for multiple roles – their name entered for each role separately.

Note: Site-level Administrators will not have access to update their school sites until all the mandatory contacts have been added. LEAs will need to review this page again only if the contacts change during the fiscal year.

Arizona Department of Education

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

Add Cancel

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

LEAs must add the school site administrator contact for each site within the LEA. This should be the School Principal or equivalent. LEAs may add additional administrator contacts at the school level, such as the Assistant Principal, if they will be entering data and validating information as well. **Important to Note: All school site administrators will have full access to their respective school sites' data in TIA. This includes staff identifying information and evaluation performance data at their school level.**

The screenshot shows the Arizona Department of Education (ADE) Teacher Input Application interface. At the top, there is a header with the ADE logo and the text "Arizona Department of Education" and "AZ.GOV Arizona's Official Web Site". Below the header, there are links for "ADE Home" and "Common Logon". On the right side, there is a user greeting "Welcome rbye3" and a link to "Print this page".

Below the header, there is a section titled "HQT Position Input System Walk Thru Document" with a PDF icon. The text below this section reads: "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."

Below this text, there is a red note: "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."

Below the note, there is a section titled "Add New Contact Information Here:" with a form. The form has fields for "Last Name", "First Name", "Position / Title" (a dropdown menu with "-- Select Position --"), "Email Address", "Phone Number", and "Extension". There are "Add" and "Cancel" buttons at the bottom right of the form.

Below the "Add New Contact Information Here:" section, there is a section titled "Edit Contact Information Here:". This section contains a table with columns: "Edit", "Delete", "Last Name", "First Name", "Position / Title", "Email Address", "Phone Number", and "Extension". Below the table, it says "No records to display."

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Navigating the Teacher Input Application/Entering Data

Home Page

The Green Navigation bar indicates the current page

Welcome to the Teacher Input Application

Dashboard

Educators with Valid I/P 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)

New. The dashboard will show the current status. LEA level administrators will see districtwide information. School level administrators will see site specific data.

BREAKING NEWS

required administrative contacts to begin the process of updating/inputting all teacher position information for the current school year. Please note the following:

- Teachers who have not returned to your LEA should be deleted at this time in the ADD/update Teacher tab.
- Continuing teachers should have their teaching position information for this current year updated in

Teacher Input Application Resources

For Teacher & Principal Evaluation Resources - click here

Educator Evaluations Resources Link

Breaking News is information and updates for the LEA regarding the TIA application.

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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. The Title I-A status does not have to be updated again unless 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.

Welcome rbye2
Print this page

LEA: Ajo Unified District
School: Ajo Elementary School - 100215001
Academic Year: 2015
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.

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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



Type in the value(s) to search by:

Last Name <input type="text"/>	First Name <input type="text"/>	Educational Stakeholder ID <input type="text"/>	SSN <input type="text"/>	EIN <input type="text"/>
<input type="button" value="Search for Teacher"/> <input type="button" value="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	2094-4886-4999-8115	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 (1674-0231) APPROVED PER ARS 15-534 JOLENE

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

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

VSHIVER SRVC TRK/RECEIVED RECEIPT FOR Renewal (All others) >

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

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

12/11/2008 RGAONA Changed District on Certificate 'Standard Elementary Education, K-8' to 'Tempe School District' >

07/30/2009 KOHRNS RENEWED EXPIRED CERT 'Standard Elementary Education, K-8' >

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Viewing School 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 (AZ.GOV) website. The navigation bar includes links for Home, Teacher Information (highlighted), ADD/Update Teacher, Reports, Unprofessional Conduct, ADE Home, Common Logon, and Batch Process. Below the navigation bar, there 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--). Callouts 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.

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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 (YOE) 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

The screenshot displays the 'Teacher Input Application' interface. At the top, a table lists existing teaching positions. Below the table, a form allows for adding or editing a position. Blue callout boxes with arrows point to specific fields, explaining their function or data source.

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

Annotations:

- Teaching Position:** Points to the 'Teaching Position' column header.
- Teacher of Record, content, and grades:** Points to the 'T O R', 'Content Area', and 'Grades Taught' columns.
- Periods Taught:** Points to the 'Periods Taught' column.
- Appropriately Certified (AC) and Valid certificate:** Points to the 'AC Status' and 'Valid Certificate' columns.
- Leave of Absence or FMLA Teacher:** Points to the 'LOA/FMLA Teacher' column.
- Teacher Description and Teacher of Record -LEA Enters:** Points to the 'Teaching Position Description' and 'Teacher of Record' form fields.
- Grades Taught – enter for that position.** Points to the 'Grades Taught' form field.
- AC Status will auto-populate based on assignment and credentials.** Points to the 'AC Status' form field.

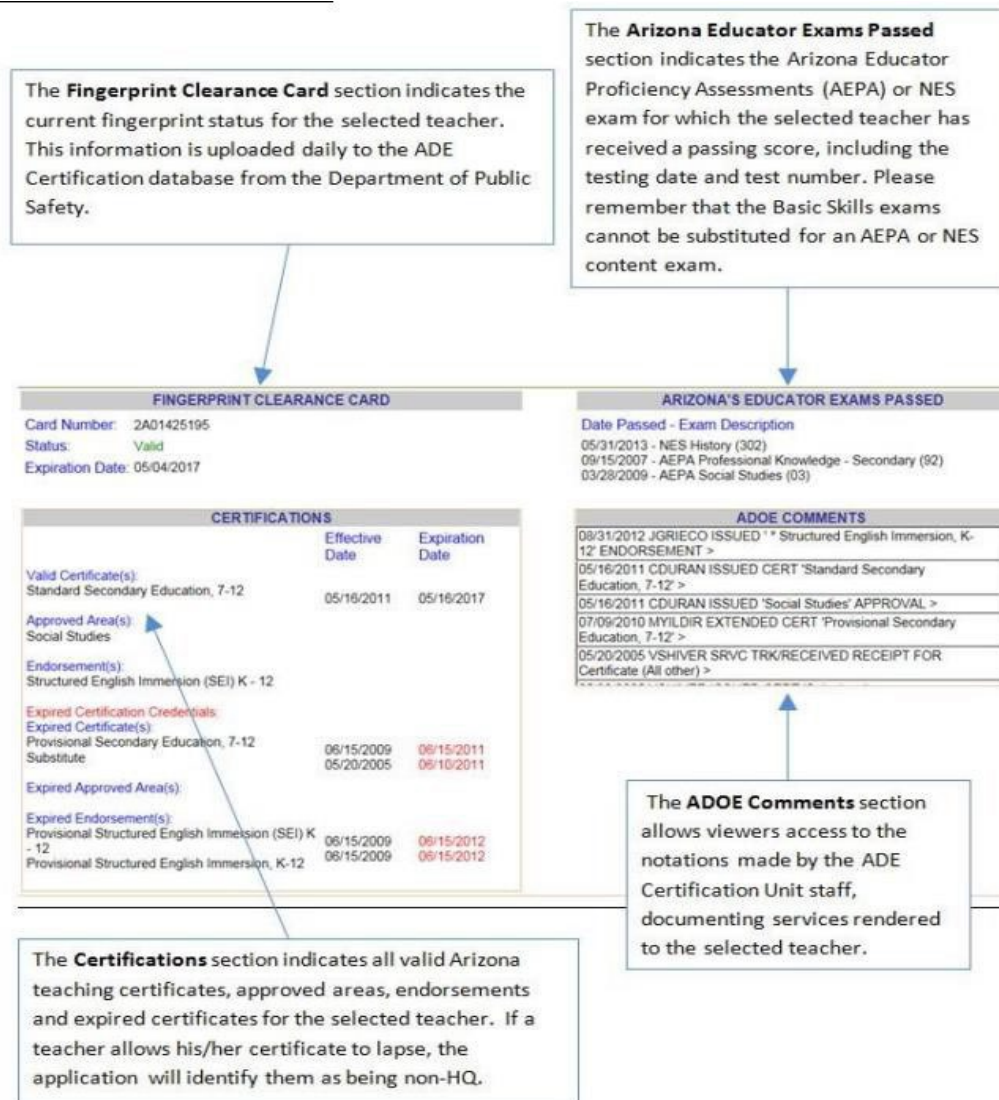
Form Fields:

- 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.**

Buttons: Update, Cancel

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Other Teacher Information Available



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Teacher Add/Update/Delete Requirements

In this section, LEAs will add or update certified and classified staff information to reflect the new fiscal year staff. If a staff member is returning and there are no changes to their position(s), LEAs 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 LEA will update the staff member's record to reflect the new position(s). Any staff member's record who is no longer with that school site, **including transfers to another school within the same LEA**, needs to be deleted from that school. Newly employed teachers at the school, **including transfers from a school within the same LEA**, need to be added to the school site.

Updating Staff Overview

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.
- 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.
- The staff member's assignment needs to be updated, reviewed, and verified.
- Once the staff have been successfully updated and verified, it will change to a **green** checkmark.

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

Add New Teacher

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="sapna@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

Arrows from the callout 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: Native American Language, PreK-12 Hopi Provisional Cross Categorical Special Ed, K-12 Reciprocal Principal

Arizona's Educator Exams Passed: AEPA Middle Grades Mathematics (37)

Approved Areas

Endorsements

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/PSLA 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 Recruitment and Retention: Teacher Input Application FY26 User Guide

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 ☐ 5 ☐ 6 ☒ 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 Recruitment and Retention: Teacher Input Application FY26 User Guide

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/TMA 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 Recruitment and Retention: Teacher Input Application FY26 User Guide

+ 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 teaching description that best matches the teacher's primary teaching role.

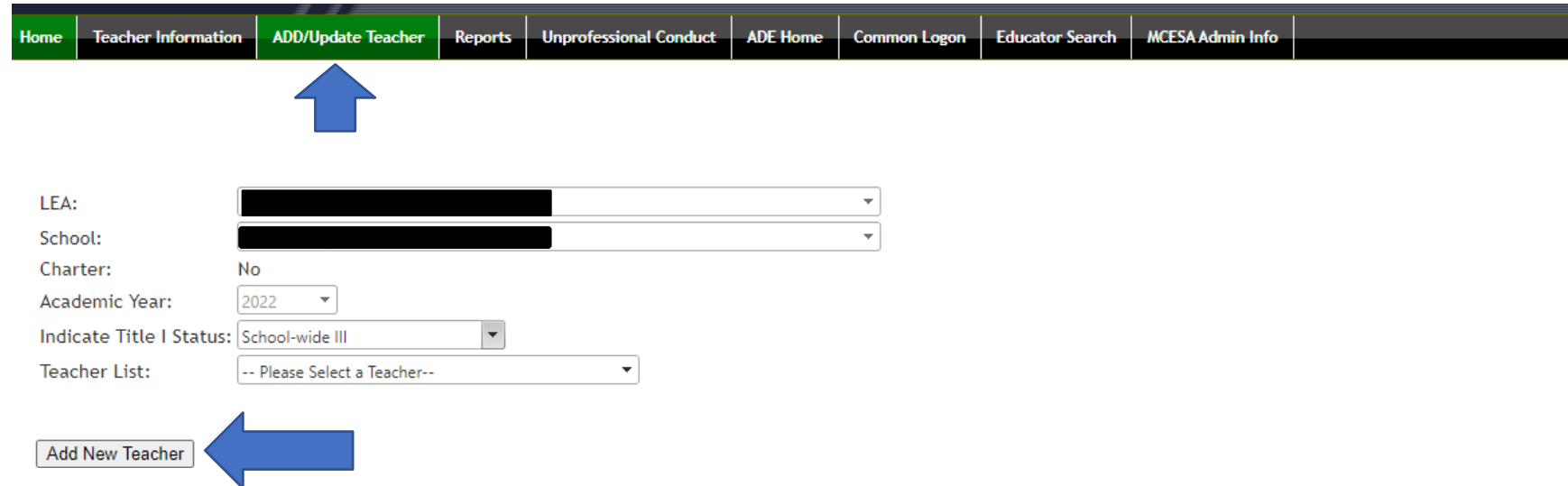
Grade levels assigned to and periods taught in a normal school day.

AC Status is **APPROPRIATELY CERTIFIED**. If the position and content area match the staff member's certification, the system will automatically reflect 'Yes.'

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Adding a Staff Member

If a school site has a new staff member, they must be added to that school site. **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.



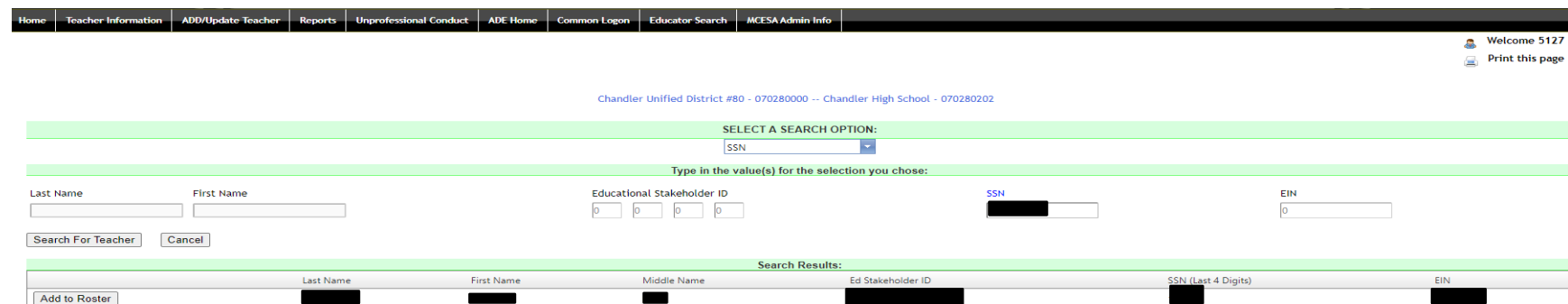
Home Teacher Information **ADD/Update Teacher** Reports Unprofessional Conduct ADE Home Common Logon Educator Search MCESA Admin Info

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 Individual in the State System.

LEAs may utilize the staff member's name, EIN (if applicable), or SSN to search for the individual. ADE recommends using a source beyond the name to ensure they are selecting the correct individual, 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
[Input Fields]

Search For Teacher Cancel

Search Results:

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

Add to Roster

Click

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Verify the accuracy of the Individual's Profile

1. Enter the employment start date for that school. If the staff member is an internal transfer from another site within the LEA, the start date is the actual date they start at their new site.
2. **For educators, enter the total years of their educator experience. This is the total number of years the individual has been an educator, regardless of employer or location.**
3. The email address should be the individual's work email address assigned to them by the LEA. **Important: A new staff member to that LEA, who was previously employed by an Arizona LEA, may, by default, have their old email address listed. This needs to be updated to their current work email address.**

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

Ensure 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 Teacher](#) [Delete Teacher](#)

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: -- Month -- -- Year -- Certification Degree: Masters Gender: Male
Total Years of Experience: 0 Additional Degree: Masters Birth Date: [Redacted]
Hispanic/Latino of any Race: No Race: BL WH AS AM PI

[Update Teacher Information](#)

FINGERPRINT CLEARANCE CARD

Card Number: [Redacted] 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

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Add Position Information

1. **Teaching Position:** Determine if the position is a teaching or non-teaching position.
2. **Teaching Position Description:** Select the most accurate teacher position description.
 - See ADE's Position Description guidance on the [Teacher Input Application \(TIA\) webpage](#)
3. **Teacher of Record:** Select "YES" if the teacher is the teacher of record.
4. **Content Area:** Determine the content area by selecting the most accurate description of the content.
5. **Grades Taught:** Choose grade level(s) the teacher is responsible for.
6. **Periods Taught:** Add the number of periods per day the teacher instructs.
7. **AC Status:** The **AC (appropriately certified)** status will automatically populate based on the teacher's certification record with ADE, and the position description, content area, and grade level entered by the LEA. 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 YES, the LEA should verify that 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, reach out to ADE for support via email at teach@azed.gov.
 - LEAs should also ask the educator to check that their information is accurate in the ADE's Certification application.
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. **Start Date:** Enter the start date for that school site.
11. **End Date:** Enter projected end date, or actual end date for that school site. This end date should fall within the current fiscal year.


IMPORTANT: For educators in a teaching position, LEAs must account for the educator's entire contracted/workday in TIA. If an educator instructs in multiple classes, LEAs will need to add a new position to their record. For example, if a high school science teacher instructs three periods of chemistry and three periods of Biology, enter TWO position records for that educator.

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

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
<p>Add New Teaching Position</p> <p>Teaching Position: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Teaching Position Description: <input type="text" value="Elementary Content Areas"/></p> <p>Teacher of Record: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Content Area: <input type="text" value="Elementary Education"/></p> <p>Grades Taught: <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</p> <p>Periods Taught: <input type="text" value="6"/></p> <p>AC Status: Yes</p> <p>Valid Certificate: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>Status: <input type="text" value="Active"/></p> <p>Start Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Complete: <input type="button" value="Insert"/> <input type="button" value="Cancel"/></p>												

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 members' names should change from a red x to a green check mark upon completion.

 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)).

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Delete a Staff Member

If a staff member exits the LEA or is an internal transfer the record should be updated with the 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] 0000
School: [Chandler High School - 070280202]
Charter: No
Academic Year: 2022
Indicate Title I Status: [Redacted]
Teacher List: Seery, Kevin

[Get Administrative Contacts](#)

[I Verify](#) that I have reviewed the Appropriately Certified Teacher's record, including 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] 4575-1533-9821 SSN: ### - ## -1457 Work Email Address: seery.kevin@cusd80.com
School Employment Start Date: July 2020 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 ☐ AS ☐ AM ☐ PI

[Update Teacher Information](#)

FINGERPRINT CLEARANCE CARD

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

TEACHER CREDENTIALS

Certification: Standard Professional Secondary, 6-12
Endorsement: Structured English Immersion (SEI) PreK - 12

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Select Exit Reason:

The screenshot shows a web form titled "Delete Teacher Confirmation". It has a light blue header bar with the title. Below the header, there are three fields: "Exit Reason: *", "Exit Date: *", and a partially visible "Exit Date: *". The "Exit Reason" dropdown menu is open, showing a list of options: "--Select Exit Reason--", "Leaving the Profession", "Retirement", "Moving Outside of AZ", "Going Back to School", "Moving to Another Position", "Moving to Administration", and "Other". The "Exit Date" field is empty. The "Exit Date" field is empty. The "Exit Date" field is empty.

If the Exit Reason has a Sub-Reason, select the Sub-Reason:

The screenshot shows the same "Delete Teacher Confirmation" form. The "Exit Reason" dropdown menu is now set to "Leaving the Profession". The "Sub-Reason" dropdown menu is open, showing a list of options: "--Select Exit Sub Reason--", "Compensation", "Disatisfied with job", "Lack of support", "Personal health safety (COVID)", "New opportunity", and "Other". The "Exit Date" field is empty. The "Exit Date" field is empty. The "Exit Date" field is empty.

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Select Exit Date:

Delete Teacher Confirmation

Exit Reason: *

Leaving the Profession ▼

Sub-Reason: *

New opportunity ▼

Exit Date: *

MM/dd/yyyy

Confirm

Close

Click Confirm

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Reports Available in the Teacher Input Application

Academic Year:

Report:

-- Select --

-- 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

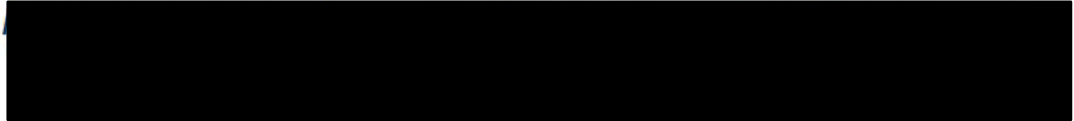
9/3/2021 12:13:30 PM

School	Teacher	Position	Content Area	Grades Taught	Experience Level	Certification Status	Is AC	Valid Certificates	Valid Approved Areas	Valid Endorsements
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Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Certification Credentials by LEA or School Level

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

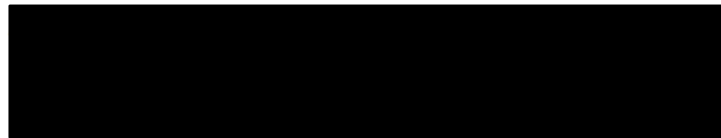
Teacher Not Verified Status Report
Academy of Mathematics and Science South, Inc.
9/3/2021 12:18:08 PM

School	Teacher	Position	Content Area	Grades Taught	Periods Taught
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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

LEAs (except for-profit charters) are required to submit principal and teacher evaluation data on an annual basis. This is one reason **LEAs must designate a principal, or a principal equivalent, as the administrative contact for every school site within that LEA.**

The evaluations are from the prior fiscal year. For example, we are in fiscal year 2026. **LEAs are to enter the evaluations for fiscal year 2025.** If an individual received more than one evaluation during fiscal year 2025, only the final (spring) evaluation should be reported. The **due date for the teacher and principal evaluations data is December 1, 2025.**

- The evaluation performance level will need to be determined for each teacher and principal using the following four standardized categories:
 - Highly effective
 - Effective
 - Developing
 - Ineffective

*** Only one evaluation performance rating should be entered for each teacher and principal. If an individual received multiple evaluations during fiscal year 2025, LEAs should only enter the final (usually spring) evaluation data for the individual. ***

- **Statewide Definition of a “Teacher”** – For purposes of federal reporting, LEAs 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.”

If classes do not meet daily 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 is entered 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.

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

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.

A screenshot of the "Teacher / Principal Evaluations" form. The title "Teacher / Principal Evaluations" is displayed in a large, italicized font 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 the "Academic Year" and "LEA" dropdown menus.

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

Note: Data is always collected from the previous year.

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

<input type="checkbox"/>	Actions	Entity	Role	Ineffective	Developing	Effective	Highly Effective	Edited By	Edit Date
<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Edit"/>	LEA	Principal	0	0	0	0		
<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Edit"/>	Cactus Middle School	Teacher	0	0	0	0		

Educator Recruitment and Retention: Teacher Input Application FY26 User Guide

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 Recruitment and Retention: Teacher Input Application FY26 User Guide

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 Vail Middle School	Teacher	1	2	15	3	mgardner4	10/25/2013 1:30:35 PM	mgardner4	10/25/2013 1:42:04 PM