

# **Office of Indian Education Professional Development Program**

## **Data Collection System**

### **Employer Screenshots**

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## Rules of Behavior for Employers

### Employment Verification

#### Rules of Behavior for Department of Education-Sponsored Website

The Indian Education Professional Development (IEPD) Data Collection System (DCS) is an online data collection system designed to facilitate administration of the IEPD Program. This system collects employment and contact information from participants to verify the fulfillment of their payback requirement. Verifying payback requires collecting personally identifying information from grantees, participants, and employers. This data collection has been authorized by section 7122 of the Elementary and Secondary Education Act of 1965, as amended, and its corresponding regulations, 34 CFR Part 263, Subpart A.

Users of the DCS must agree to certain conditions and agree to act to insure the accuracy and confidentiality of the information stored by the DCS.

Violation of this policy will result in suspension of employer access to the DCS.

Employers using this system agree to:

- Maintain requested participant information, and
- Maintain DCS accounts established to collect grant, participant, and employer information by:
  - Submitting accurate information for the participants' employment status and employer information; and
  - Using the DCS only to access their own information.

**By agreeing to these Rules of Behavior, employers agree to maintain the confidentiality of this information.**

**Submit >>**

#### OMB Paperwork Reduction Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 minutes per participant, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is mandatory per section 7122 of the Elementary and Secondary Education Act of 1965, as amended, and its corresponding regulations, 34 CFR Part 263, Subpart A. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-0686. Note: Please do not return the completed Participant Record Form to this address.

OMB Control Number: 1810-0698

Expiration: 4/30/2016

# Employment Verification Form

## Employment Verification Page 1

Welcome to the IEPD Data Collection System (DCS). The program participant listed below accepted funds from a grant awarded to an Institution of Higher Education (IHE) by the Department of Education's Indian Education Professional Development Program (IEPD). The funds received by the participant included a service payback requirement. Participants are required to provide DCS with updates about their employment every 6 months in order for the IEPD to track the fulfillment of their service payback obligation. Additional information about DCS and the service payback is available on the DCS Web site at <http://www.serviceobligation.ed.gov>.

Please take a moment to verify the accuracy or to correct any inaccuracies of the information provided by the participant. We anticipate that the survey will take no longer than 10 minutes to complete.

Your session will timeout after 30 minutes of inactivity and the information entered will not be saved.

Do NOT use your internet browser's back button during this process. Thank you for taking the time to provide this information!

Please note: while OIE is tracking participant employment in targeted schools with American Indian/Alaska Native enrollment of 5 percent or more, this is not to be considered a requirement for service payback. Eligible employment for service payback is any employment that is in the participant's field of study and benefits Indian people (ESEA 7122, 34 CFR 263.1).

### Employee Name: Joe Schmo

#### EMPLOYER INFORMATION:

Organization Name: \*  (e.g., name of school district, name of government agency)

Department Name:  (e.g., school name, government department)

#### Organization Address

Address Line 1: \*

Address Line 2:

City: \*

State: \*

▼

Zip Code: \*

Phone: \*

Fax:

(xxx) xxx-xxxx

TTY:

Organization Web site address: (Ensure the Web site has the prefix "http://".):

**SUPERVISOR INFORMATION:**

**First: \***

Sup

**Last: \***

One

**Supervisor's Business Address**

Address Line 1:

111 Or Lane

Address Line 2:

City:

Rockville

State:

Maryland

Zip Code:

20850

Phone:

(301) 111-1111

Mobile Phone:

**E-mail: \***

mvriell.tvler@gmail.com

**Verify E-mail: \***

mvriell.tvler@gmail.com

Alternate E-mail:

Verify Alt. E-mail:

Fax:

TTY:

## HUMAN RESOURCE MANAGER INFORMATION:

First:

HR

Last:

One

### Human Resource Manager's Business Address

Address Line 1:

111 Or Lane

Address Line 2:

City:

Rockville

State:

Maryland

Zip Code:

20850

Phone:

(301) 111-1111

Mobile Phone:

E-mail:\*

mvriell.tvler@gmail.com

Verify E-mail: \*

mvriell.tvler@gmail.com

Alternate E-mail:

Verify Alt. E-mail:

Fax:

TTY:

Name of person completing this form: \*

Submit >>

## Employment Verification Page 2

Please review the information below.

If you AGREE with all of the participant's responses, click the Submit button at the bottom of the page. If you DISAGREE with the participant's response to a particular question, please check the box beside the question. Once you have selected all the questions for which you disagree with the response, click the Submit button at the bottom of the page. You will have an opportunity to describe the reason for your disagreement on the following page. An Employment Dispute Report will be provided to the participant and he or she will have the opportunity to accept your changes or revise and resubmit for verification.

**Employee Name: Tim Rhodes**

\*1. Which of the following best describes the position?

Disagree

Participant Answer:

- Paraprofessional/Teacher Assistant/Teacher Aide
- Classroom Teacher
- Assistant Principal
- Principal
- Administrator - LEA (Local Education Agency)
- Administrator - SEA (State Education Agency)
- Administrator - TEA (Tribal Education Agency)
- Social Worker
- Ancillary Education Personnel
- Other, please specify

\*2. When did the participant begin his or her employment in this position? (mm/dd/yyyy)

Disagree

Participant Answer: 1/1/2014

3a. Is the participant currently employed in this position?

Disagree

Participant Answer: No

\*3b. If no, when did the participant end their employment in this position? (mm/dd/yyyy)

Disagree

Participant Answer: 3/14/2014

\*4. Is/was this full time or part time employment?

Disagree

Participant Answer: Part-Time

\*5. Is/was this a paid position?

Disagree

Participant Answer: Yes

\*6. Does/did employment benefit American Indian/Alaska Native people?

Disagree

Participant Answer: Yes



\*7. What general education area best describes/described this position?

Disagree

Participant Answer:

- Administration
- Elementary Education
- Secondary Education
- Social Work
- School of Educational Psychology
- Special Education

\*8. What subject area best describes/described this position?

Disagree

Participant Answer:

- Not Applicable
- Arts and Music
- Bilingual or English as a Second Language
- Early Childhood Education
- English or Language Arts
- Language Education (Native/Heritage/World Language)
- Health or Physical Education
- Mathematics or Computer Science
- Natural Sciences
- Social Sciences
- Career or Technical Education
- Other (please specify)

\*9. Please select the most appropriate grade span [check all that apply].

Disagree

Participant Answer:	
<input type="checkbox"/> Pre-K	
<input type="checkbox"/> K-5	
<input type="checkbox"/> 6-8	
<input checked="" type="checkbox"/> 9-12	
<input type="checkbox"/> Other	<input type="text"/>

\*10. Is/was the participant highly qualified for this position under the Elementary and Secondary Education Act (ESEA)?

Disagree

Participant Answer:	This state does not have requirements for certification/licensure for this position
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Click [here](#) to view the definition of "highly qualified."

If you checked DISAGREE next to any of the participant's responses, please describe the reason for your disagreement on the following page. Please include what you believe to be the correct response. An Employment Dispute Report will be provided to the participant and he or she will have the opportunity to accept your changes or revise and resubmit for verification.

Submit >>

Text box below with definition of “highly qualified” appears when clicking on link for item 10.

## Highly Qualified



The federal definition of Highly Qualified can be found in Section 9101 (23) of the Elementary and Secondary Education Act, as amended, which reads:

(23) HIGHLY QUALIFIED- The term highly qualified' —

(A) when used with respect to any public elementary school or secondary school teacher teaching in a State, means that —

- (i) the teacher has obtained full State certification as a teacher (including certification obtained through alternative routes to certification) or passed the State teacher licensing examination, and holds a license to teach in such State, except that when used with respect to any teacher teaching in a public charter school, the term means that the teacher meets the requirements set forth in the State's public charter school law; and
- (ii) the teacher has not had certification or licensure requirements waived on an emergency, temporary, or provisional basis;

(B) when used with respect to —

(i) an elementary school teacher who is new to the profession, means that the teacher —

- (I) holds at least a bachelor's degree; and
- (II) has demonstrated, by passing a rigorous State test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary school curriculum (which may consist of passing a State-required certification or licensing test or tests in reading, writing, mathematics, and other areas of the basic elementary school curriculum); or

(ii) a middle or secondary school teacher who is new to the profession, means that the teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the teacher teaches by —

- (I) passing a rigorous State academic subject test in each of the academic subjects in which the teacher teaches (which may consist of a passing level of performance on a State-required certification or licensing test or tests in each of the academic subjects in which the teacher teaches); or
- (II) successful completion, in each of the academic subjects in which the teacher teaches, of an academic major, a graduate degree, coursework equivalent to an undergraduate academic major, or advanced certification or credentialing; and

(C) when used with respect to an elementary, middle, or secondary school teacher who is not new to the profession, means that the teacher holds at least a bachelor's degree and —

(i) has met the applicable standard in clause (i) or (ii) of subparagraph (B), which includes an option for a test; or

(ii) demonstrates competence in all the academic subjects in which the teacher teaches based on a high objective uniform State standard of evaluation that —

(I) is set by the State for both grade appropriate academic subject matter knowledge and teaching skills;

(II) is aligned with challenging State academic content and student academic achievement standards and developed in consultation with core content specialists, teachers, principals, and school administrators;

(III) provides objective, coherent information about the teacher's attainment of core content knowledge in the academic subjects in which a teacher teaches;

(IV) is applied uniformly to all teachers in the same academic subject and the same grade level throughout the State;

(V) takes into consideration, but not be based primarily on, the time the teacher has been teaching in the academic subject;

(VI) is made available to the public upon request; and

(VII) may involve multiple, objective measures of teacher competency.

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Close