

**2011-2012
Teacher/Staff and Salary Survey
as of December 1, 2011**



Online Instructions

Due No Later Than December 1, 2011



**IT: Data Management and Analysis
(802) 828-3777**

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SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

Windows Users – Internet Explorer 5.0 or greater

Use link: <http://wave.ed.state.vt.us:7780/forms/frmservlet?config=tchstf>

Windows users will also need to have Java 6 update 26. If you do not have this version and are having issues with the program, please contact the help desk for assistance.

Mac Users – Safari 1.0 or greater

Use link: <http://wave.ed.state.vt.us:7780/forms/frmservlet?config=teachermac>

If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run a DOE application from your machine before you will need a **MRJ_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. DOE Help Desk (802) 828-3777.

TECHNICAL SUPPORT

Call (802) 828-3777 for assistance with any software problems.

DUE DATE

The Teacher/Staff and Salary Survey is due no later than December 1, 2011.

STARTING THE APPLICATION

Open Internet Browser using the appropriate link from above. Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive.

The screenshot shows a web browser window titled "Logon to Teacher Staff FY2012 Application". The main heading is "FY2012 Teacher Staff Collection" with a sub-heading "Due: December 1, 2011". Below this, there are two input fields: "Username" and "Password (CASE SENSITIVE)". At the bottom, there are two buttons: "Submit" and "Exit".

MAIN MENU OPTIONS

The screenshot shows a web browser window titled "TEACHER STAFF SALARY COLLECTION FY2012". The main heading is "FY2012 Teacher Staff Salary Collection" with a sub-heading "Main Menu" and "Due: December 1, 2011". The "Today's Date" is displayed as "10/13/2011". The menu is organized into four sections: "Data Entry", "Data Submission", "Reports", and "Exit Application".

- Data Entry**
 - Enter/Edit Staff/ Salary Data
 - View Contact Information
- Data Submission**
 - Review Data Submission Checklist
 - Submit Data to DOE
 - Print Certification Report
- Reports**
 - Print Current Year Staff Salary Report
 - Display Data Reporting Instructions
 - Display Software Instructions
- Exit Application**
 - Exit

Software Questions? Call 802-828-3777
Data Questions? Call 802-828-0472

Data Entry

Enter/Edit Staff/Salary Data – This button allows you enter or edit data into a school template or edit data already entered into a school’s template.

View Contact Information – This button allows you to view the name, phone number, and e-mail address of the person DOE should contact in the event we have a question about the Teacher Staff data submitted by your school.

Reports

Print Current Year Staff Salary Report – This button allows you to print a report of all data entered for a school. You may print a report at any stage of data entry.

Display Data Reporting Instructions – This button allows you to print out a copy of the data reporting instructions.

Display Software Instructions – This button allows you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to DOE – Click to display an instruction page on how to submit the Teacher Staff/ Salary data for your school.

Print Certification Report - Print the report, review the data, sign and send the report to the Department of Education.

Exit Application

Exit – This button allows you to exit the application and the data will be saved before exiting.

Data Entry

Enter/Edit Staff/Salary Data

To enter data, select a school from the “Select School” drop down box, and then select a function from the “Select Function” drop down box. The data template for that school and function will appear (as shown below).

To move between cells you can either click in the appropriate cell or tab through them. The active cell will be highlighted in blue.

TEACHER STAFF SALARY COLLECTION FY2012

Today's Date: 10/13/2011

Enter/Edit Teacher Staff & Salary Data

Select School: PS182 - MIDDLETOWN SPRINGS ELEM SCHOOL Return to Main Menu

Select Function: 1000 - DIRECT INSTRUCTIONAL SERVICES

Cat No	Staff Categories	Male FTE	Female FTE	Salary	Benefits	Contracted
101	Preschool/PreKindergarten Teachers	0	0	0	0	0
102	Kindergarten Teachers	0	0	0	0	0
103	Elementary Teachers (Grades 1-6)	0	0	0	0	0
104	Secondary Teachers (Grades 7-12)	0	0	0	0	0
105	Teachers of Ungraded Classes (include EEE, Special Ed.)	0	0	0	0	0
107	Teachers Aides - (PAID only)	0	0	0	0	0
108	Vocational Teachers	0	0	0	0	0

View Contact Information

This button allows you to view the name, phone number and e-mail address of the person DOE should contact in the event we have a question about your Teacher Staff data. This information is prefilled; if wrong, please call DOE at (802) 828-3777 to change it.



TEACHER STAFF SALARY COLLECTION FY2012

Today's Date 10/13/2011

Contact Information

Teacher Staff Salary FY12 Collection

Select Schools: PS182 - MIDDLETOWN SPRINGS ELEM SCI

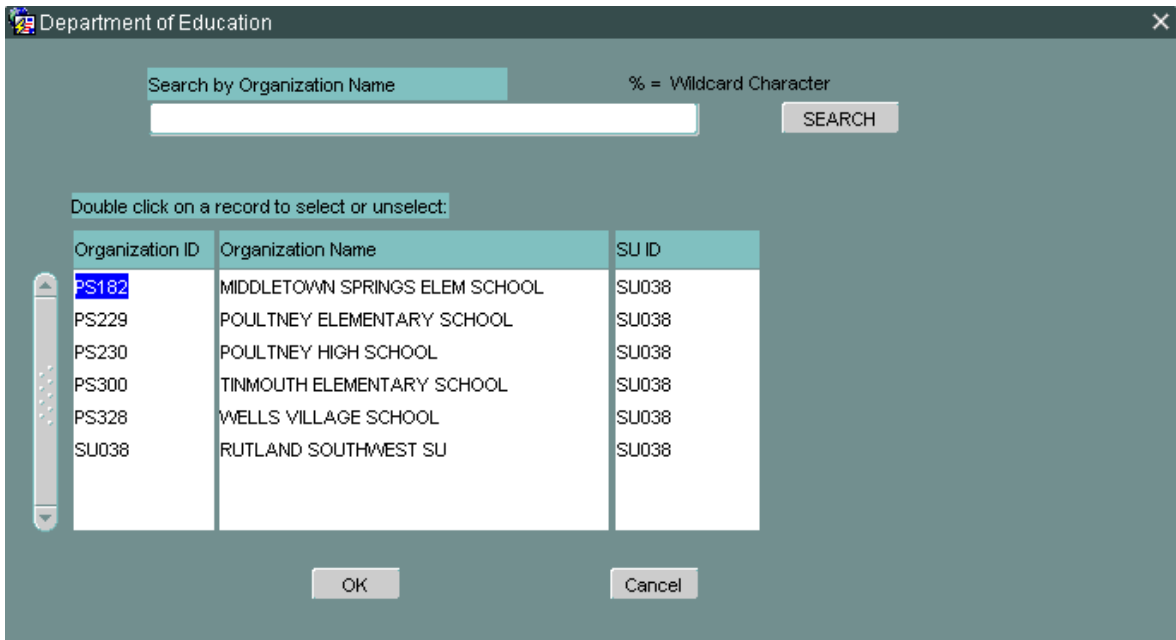
Return to Main Menu

First Name	Last Name	Contact Phone	Contact Email
LORI	ALDERMAN	802-287-5286	LORI.ALDERMAN@RSWSU.ORG

Reports

Print Current Year Staff Salary Report

Select the “Print Current Year Staff Salary Report” button. A screen with a list of schools will appear.



Department of Education

Search by Organization Name % = Wildcard Character

SEARCH

Double click on a record to select or unselect:

Organization ID	Organization Name	SU ID
PS182	MIDDLETOWN SPRINGS ELEM SCHOOL	SU038
PS229	POULTNEY ELEMENTARY SCHOOL	SU038
PS230	POULTNEY HIGH SCHOOL	SU038
PS300	TINMOUTH ELEMENTARY SCHOOL	SU038
PS328	WELLS VILLAGE SCHOOL	SU038
SU038	RUTLAND SOUTHWEST SU	SU038

OK Cancel

Double click on your school and then click “OK” to print reports for the selected district. You will need Adobe Acrobat Reader in order to view the report.

Teacher Staff Salary FY12 Report

School Name PS182 MIDDLETOWN SPRINGS ELEM SCHOOL

Function 1000 Direct Instructional Services

Staff Category	Male FTE	Fem FTE	Salary	Benefits	Contracts
Preschool/PreKindergarten Teachers	0	0	\$0	\$0	\$0
Kindergarten Teachers	0	0	\$0	\$0	\$0
Elementary Teachers (Grades 1-6)	0	0	\$0	\$0	\$0
Secondary Teachers (Grades 7-12)	0	0	\$0	\$0	\$0
Teachers of Ungraded Classes (include EEE, Special Ed.)	0	0	\$0	\$0	\$0
Teachers Aides - (PAID only)	0	0	\$0	\$0	\$0
Vocational Teachers	0	0	\$0	\$0	\$0
Total:	0	0	\$0	\$0	\$0

Function 2100 Support Services - Students

Display Data Reporting Instructions

Selecting this button will allow you to print out a copy of the data reporting instructions.

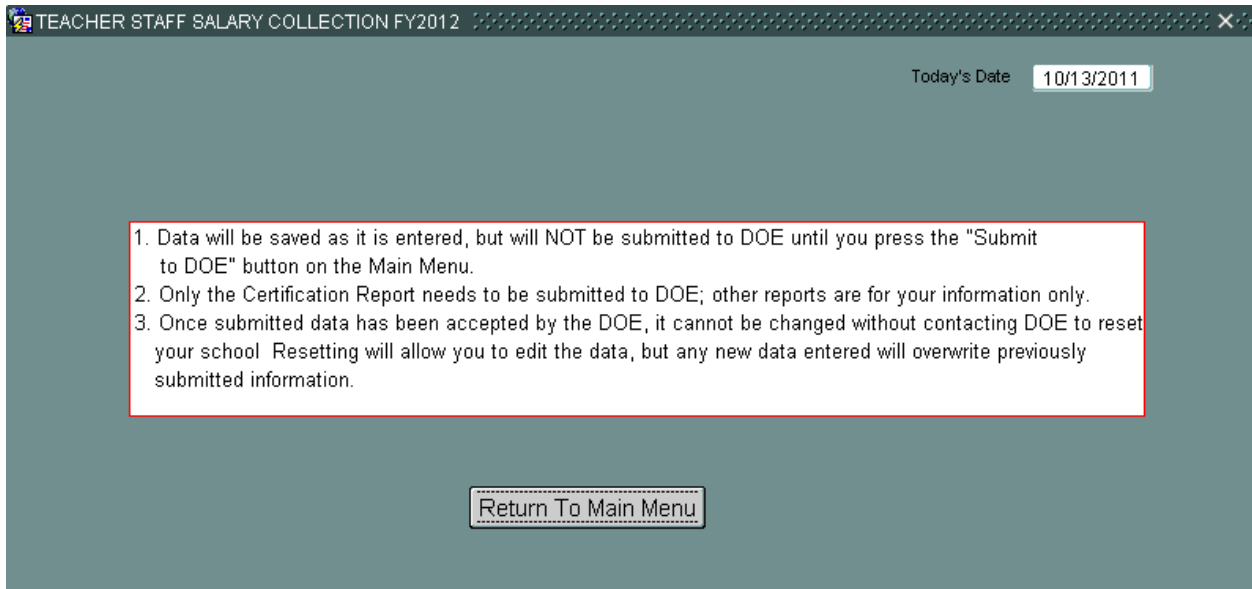
Display Software Instructions

Selecting this button will allow you to print out a copy of the software instructions.

Data Submission

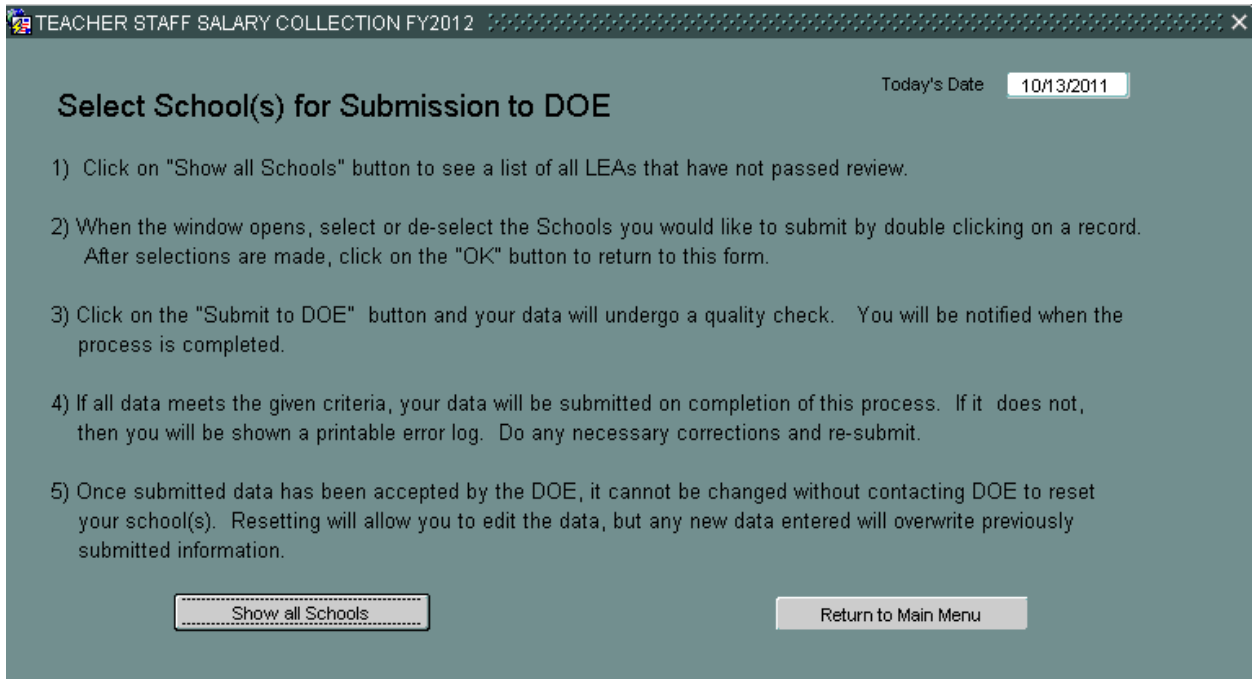
Review Data Submission Checklist

1. Data will be saved as it is entered, but will **not** be submitted to DOE until you press the “Submit Data to DOE” button on the Main Menu.
2. Reports provided in this application are provided for your information only and should not be submitted to the DOE. The signature page, however, must be returned to DOE.
3. Once the DOE has accepted submitted data, it cannot be changed without contacting DOE to reset your district. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

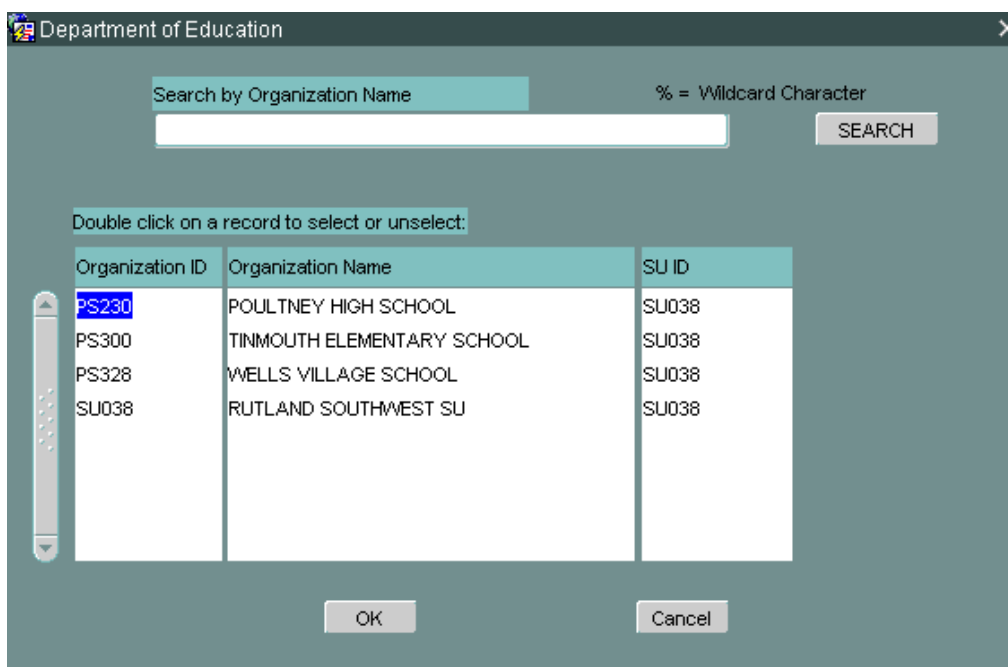


Submit Data to DOE

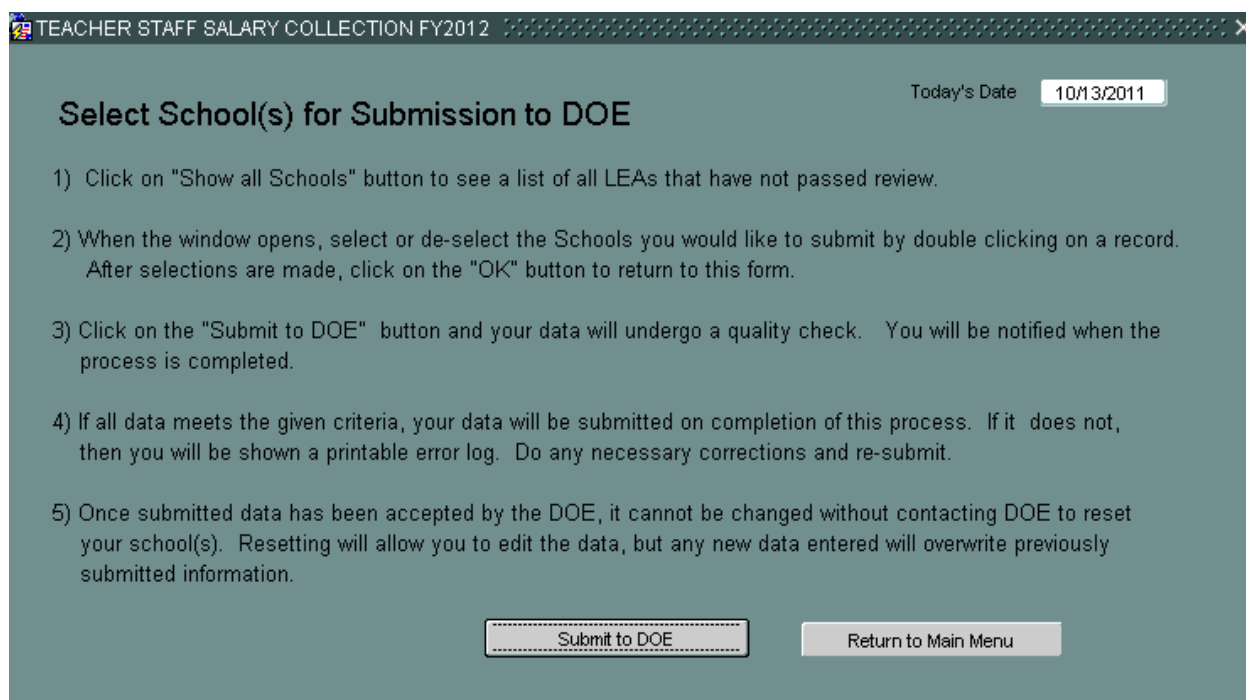
Click for the instruction page on how to submit the Teacher Staff data for your school. Click button labeled "Show all Schools."



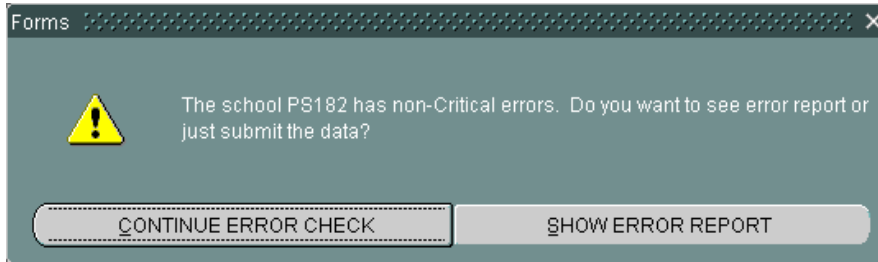
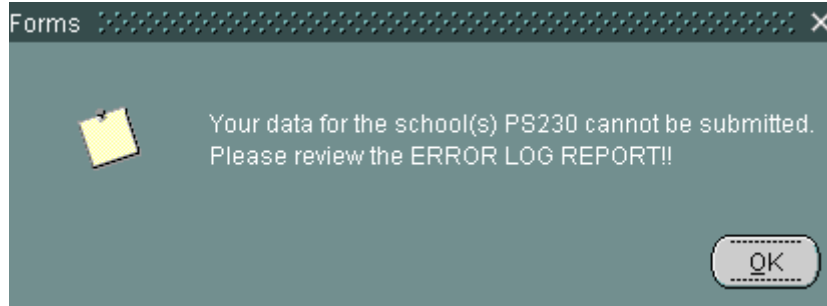
To select your school for submission to DOE, double click on the School ID or name. To de-select a school, double click a second time.



When the next screen appears, click on “Submit to DOE”.



If your report contains errors, either of the following messages will appear.



Click “OK” or “Show Error Report” to view the error log; the error log will open in a separate page. The “Continue Error Check” button will send your collection to DOE; you will need to contact DOE to make corrections.

http://blkpearl:7780/reports/rwervlet/getjobid37...

Page Safety Tools

Tools Comment

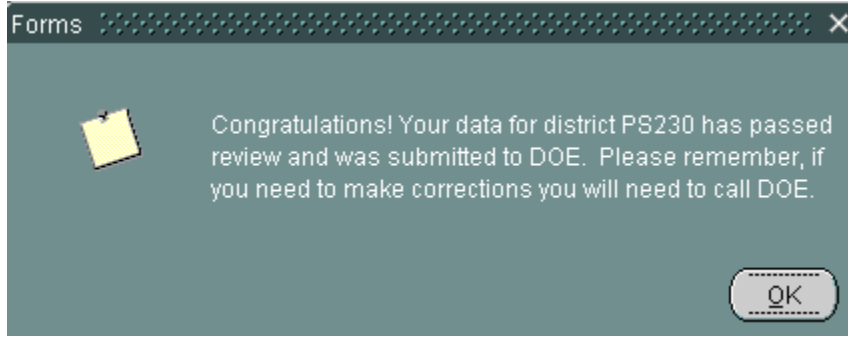
Teacher Staff Survey FY12

Error Log

School ID	Function	Staff Category	Male FTE	Female FTE	Salary	Benefits	Contract	Critical?	Comments
PS230	1000	Teachers Aides - (PAID only)	0	0	0	0	0	N	The amount you entered for salary is 10% less than last year
		Secondary Teachers (Grades 7-12)	0	0	0	0	0	N	The amount you entered for salary is 10% less than last year
		Teachers of Ungraded Classes (include EEE, Special Ed)	0	0	0	0	0	N	The amount you entered for salary is 10% less than last year

Done Unknown Zone | Protected Mode: Off

When you have successfully submitted your survey to DOE, you will receive the following message. Click “OK” and then return to the main menu.



Print Certification Report

Print the report, review the data, sign and send the report to:

Vermont Department of Education
 Data Management and Analysis Team
 120 State St.
 Montpelier, VT 05620

http://blkpearl:7780/reports/rwserverlet/getjobid37...

Page Safety Tools

Teacher Staff Data FY12 Certification Signature Report

OrgID	Staff Category	FY11 PTE	FY12 PTE	FY11 Sal	FY12 Sal	FY11 Avg Sal	FY12 Avg Sal
PS182	101	.50	.00	22,050	0	44,100	0
	102	.64	.00	33,088	0	51,700	0
	103	3.00	.00	128,000	0	42,667	0
	104	.00	.00	0	0	0	0
	105	2.50	.00	113,900	0	45,560	0
	107	3.00	.00	55,617	0	18,539	0
	108	.00	.00	0	0	0	0
	201	.00	.00	0	0	0	0
	202	.00	.00	0	0	0	0
	203	.00	.00	0	0	0	0
	204	.00	.00	0	0	0	0
	205	.00	.00	0	0	0	0
	206	.00	.00	0	0	0	0
	207	.00	.00	0	0	0	0
	209	.00	.00	0	0	0	0
311	.00	.00	0	0	0	0	

Done Unknown Zone | Protected Mode: Off

Exit Application

Exit

Click “Exit” to leave the online application.