

2025-2026

Data Entry Procedures for Rescheduling

ELL Immersion, ESE Inclusion, Resource, SLP, OT/PT, Vision and Hearing

1. Print Teacher Class Lists for Special Teachers

Application:

Reporting Services

To run this report:

From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the State Reporting folder.
3. Select Teacher Class List Survey Verification.

Generating the Report

1. The Year field will default to the current school year.
2. Select your school from the drop-down.
3. The Select Teacher field will default to ALL.
You can select an individual teacher if desired (excluding co-teachers or support teachers).
In order for co-teachers or support teachers to print, you must select ALL to print all teachers.
4. The Select Period field will default to ALL.
You can select an individual period if desired
5. The Select Date will default to the current date.
6. Select Survey 3 from the Select Survey drop-down.
7. Click View Report.
8. The report will generate and display at the bottom of the screen.
9. Download the PDF.
10. Locate each teacher in the document and print only their class lists.

Collier District Schools Reporting Services

★ Favorites □ Browse

Home > Focus > State Reporting > Teacher Class List Survey Verification

Select Year: 2023-2024 Select School: Avalon Elementary (0201) Select Teacher: -ALL- Select Period: -ALL- Select Date: 12/12/2023 Select Survey: Survey 3 View Report

Teacher Class List Survey Verification

Anselmo, Kristen Nicole - Primary
Avalon Elementary (0201)

Period 01 - Survey 3
Tuesday, December 12, 2023

Student Name	Student Id	Grade	Course	Course Num	Section
		03	MATH GRADE 3	5012050	717A
		03	MATH GRADE 3	5012050	717A
		03	MATH GRADE 3	5012050	717A
		03	MATH GRADE 3	5012050	717A
		03	MATH GRADE 3	5012050	717A
		03	MATH GRADE 3	5012050	717A
Total Students: 6					

Signature _____ Date _____

12/12/2023 8:12:11 AM CONFIDENTIAL - CCPS Page 1 of 170

2. Distribute the rosters to the special teachers with directions and blank data collection sheets. Data Collection Sheets are available on the Technology Training website/scheduling.

3. Rescheduling must be completed no later than **Friday, January 23, 2026.**

Elementary Re-Scheduling of Special Scheduling

Important dates and deadlines:



- **December 4:** Data Entry distribute Data Collection Sheets to itinerant staff
- **January 9:** Completed Data Collection Sheets returned to Data Entry by end of day
- **January 13:**
 - Data Surveys & Compliance meeting at 8:30-11am (MLK, Jr. Bldg, room 1-103)
 - Special Scheduling Training at 12-2pm (MLK, Jr. Bldg, room 1-103)
 - Scheduling Lab at 2-3:30pm (MLK, Jr. Bldg, room 1-103)
- **January 15 - January 22:** Special Scheduling labs
 - Data Entry staff are required to attend on their scheduled days (see iBriefing# 14906)
- **January 23:** All district-wide Special Scheduling must be completed
- **January 23 - February 6:** FTE 11-day attendance window for Survey 3

Directions for Special Teachers (formerly ESE Inclusion)

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.
4. If providing reading intervention, indicate Tier Level 2 or 3 (if applicable) or None (if not applicable) if it does not apply or you are not providing reading intervention.

Scheduling Objective:

These sheets will be used to schedule students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

NOTE: Teachers are to list the students they are servicing each day, regardless if they are a Special Education Teacher with non ESE students or ELL Immersion with non LY students.

Special Education Teacher
(Formerly ESE Resource/Inclusion Teachers)

DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM

ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: _____ TSE#: **1** _____
Note: This is not your EID #

Homeroom Tch Name: _____

Std. #: First Name: Last Name: Grade: Excep. being serviced: Tier Level: 4 2 3 None	Indicate the amount of time in minutes per day(s)						
	Area of Instruction	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
	Language Arts 3	2					
	Math						

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If you are instructing in a course other than LA or Math course, write in the applicable course. NOTE: Reading and Writing fall under Language Arts.
4. **Tier Level** – If you are providing Reading Intervention, circle the applicable tier level. If not, circle None.

Completed forms due to your Data Entry by January 9, 2026

Directions for ELL Immersion Teachers

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.
4. If providing reading intervention, indicate Tier Level 2 or 3 (if applicable) or None (if not applicable) if it does not apply or you are not providing reading intervention.

Scheduling Objective:

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

NOTE: Teachers are to list the students they are servicing each day, regardless if they are a Special Education Teacher with non ESE students or ELL Immersion with non LY students.

ELL Immersion Teacher

DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM

ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: _____

TSE#: _____ **1**

Note: This is not your EID#.

Homeroom Tch Name: _____

Std.#:			Indicate the amount of time in minutes per day(s)						
First Name:			Area of Instruction if not an LY stdt	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
Last Name:									
Grade:									
Tier Level: 2 3 None 4			3	2					
LY Student YES NO									
If NO indicate Area of Instr.									

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If the student is “LY”, he/she will be scheduled with the ELL Course 5010010. If the student is not an LY student, you must indicate what course you are giving instruction in.
NOTE: Math, Social Studies, Science or Language Arts (Reading and Writing fall under Language Arts).
4. **Tier Level** – If you are providing Reading Intervention, circle the applicable tier level. If not, circle None.

Directions for Resource Teachers or Coaches

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.
4. If providing reading intervention, indicate Tier Level 2 or 3 (if applicable) or None (if not applicable) if it does not apply or you are not providing reading intervention.

Scheduling Objective:

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

Reading Coach / Resource Teacher

DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM

ENTER ONLY 1 HOMEROOM PER SHEET - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Your Name: _____

TSE#: _____ **1**

Note: This is not your EID#.

Homeroom TCH Name: _____

Std. #:	Indicate the amount of time in minutes per day(s)						
First Name:	Area of Instruction	Bldg/Rm	Mon	Tue	Wed	Thur	Fri
Last Name:	Language Arts						
Grade:							
Tier Level: 2 3 None	Math						

1. **TSE#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.
3. **Area of Instruction** – If you are instructing in a course other than LA or Math course, write in the applicable course. NOTE: Reading and Writing fall under Language Arts.
4. **Tier Level** – If you are providing Reading Intervention, circle the applicable tier level. If not, circle None.

Directions for Services (Speech/Language/OT/PT - Vision or Hearing)

1. Review Teacher Class Rosters.
2. Neatly cross off the students you are no longer giving instruction to.
3. When filling out the Data Collection sheets **ONLY** list the students that are not listed on your Class Rosters. Make sure you are using the correct Data Collection sheets for the correct grade level and service being provided.
There may be differences in the building/room or the time of day you are scheduled with the student. The most important part that you are verifying is that you have the correct students in the correct courses.

Scheduling Objective:

These sheets are used to schedule the students for the services/instruction they are receiving.

This sheet provides your Data Entry with:

- WHO is providing the services to what specific students
- WHAT services they are providing
- WHEN they are providing the services
- WHERE (building/room) they are providing the services

ELEMENTARY SCHOOL Speech and/or Language Services

DISTRICT APPROVED SUBJECT SCHEDULING DATA COLLECTION FORM

Enter only 1 homeroom per sheet - DO NOT MIX HOMEROOMS - Indicate the amount of time in minutes on each day of service

Service Providers Name _____ TCH# **1** _____
Homeroom Tch Name: _____

Std. #:	Indicate the amount of time in minutes per day(s)						
First Name:	Area of Instruction	Building/Room	Mon	Tue	Wed	Thur	Fri
Last Name:	7763030 Speech (F) or (Y)	2					
Student Grade:	7763040 Language (G) or (X)						

1. **ESE TCH#** – Enter your 3-digit teacher number not your Employee ID number.
2. **Bldg/RM** – Enter the building/room that you are servicing the student in and indicate if it is in a classroom (used by a homeroom teacher) or pulling out into a pod like room.