

# Correct a Wrong Teach ID

1. LO: Open the teacher's Snapshot (TEACH ID is a hyperlink to access the record for manual repairs)
2. Enter the correct TEACH ID and save
3. Return to Report Screen and open the original Snapshot with the wrong ID
4. Change ACTIVE INDICATOR to DELETED
  - a. The record will always show in LO, in order to reduce distraction, the name can be changed. Make the Last name ZZ to drop it to the bottom of the list
  - b. Validate and Save
5. If CIA data has already been reported for the wrong ID, use the dark blue navigational bar to switch to CIA records for this teacher. Open a record and change the STAFF NAME field to the correct person/TEACH ID. Validate and Save. Repeat for all class/sections.

1

**Staff Snapshot Report Choices:** Run Verification Rpt

☐ Dist. Import Errors (Error Rpt #1) 
 ☐ Dist(s) Summary 
 ☒ Dist. School Summary 
 ☐ Dist. Upload Log Dates 
 ☐ Import Log

☐ Link Summary 
 ☐ View Verif. Errors (Error Rpt #2) 
 ☐ Import Message Log

**Valid Staff records for school - 84X611**

| Teach ID: | Staff ID: | Last Name: | First Name: | TEACH Name: | Staff Location: | A/I/D: | Title:  | Second Title: | Itinerant: |
|-----------|-----------|------------|-------------|-------------|-----------------|--------|---------|---------------|------------|
| 003       | 003       | Doe        | Chris       | Chris Doe   | CHARTER SCHOOL  | A      | TEACHER |               |            |

2

**Staff Snapshot Manual Entry:**

\*denotes a required field  
TEACH Name: UNKNOWN NAMES

\*First Name: Chris Middle Name: Last Name: Doe Birth Date: 1995-01-01 Gender: X :: Nonbinary

\*Teach ID: (Alt. Staff ID) 000000001 \*Staff ID: 000000001 \*Email Address: frist.last1@samplechs.org \*Active/Inactive: A :: Active \*Itinerant Staff: N :: No

\*Primary Location Code: 2 \*Annual Salary: 71000 \*Annual Contract Work Months: 10 \*Annual Contract Work Days: 192

\*Employment Basis: Exempt. Code: 1.000 Certification Teacher Title: TEACHER Teach. Hire Date: 2022-08-29 Professional Dev. Indicator: Y :: Yes \*Total Years Educational Exp.: 9 Principal Title: Prin. Hire Date:

\*Education Level: 7 :: Masters degree Separation Reason Code: Exit Date: \*Hisp. Indicator: N :: No Race 1 Code: 4 :: Black or African American

Race 2 Code: Race 3 Code: Race 4 Code: Race 5 Code:

**Import Validation Messages:**  
Success! The record validated with no import errors. However no verification checks were performed on this record.

3

**Staff Snapshot Report Choices:** Run Verification Rpt

☐ Dist. Import Errors (Error Rpt #1) 
 ☐ Dist(s) Summary 
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**Valid Staff records for school - 84X611**

| Teach ID: | Staff ID: | Last Name: | First Name: | TEACH Name:   | Staff Location: | A/I/D: | Title:  | Second Title: | Itinerant: |
|-----------|-----------|------------|-------------|---------------|-----------------|--------|---------|---------------|------------|
| 001       | 001       | Doe        | Chris       | Chris Doe     | CHARTER SCHOOL  | A      | TEACHER |               |            |
| 003       | 003       | Doe        | Chris       | Unknown Names | CHARTER SCHOOL  | A      | TEACHER |               |            |

# Correct a Wrong Teach ID

4

Staff Snapshot   Staff Assignment   Staff Attendance   Staff Evaluation   Staff Tenure Snap   **Course/Instr/Assign**

Current Staff:   Record Status:   Last Update:   By:

\*denotes a required field  
TEACH Name: UNKNOWN NAMES

\*First Name: Chris   Middle Name:   \*Last Name: Doe   \*Birth Date: 1995-01-01   \*Gender: X :: Nonbinary ▼

000000003   000000003   \*Email Address: frist.last1@samplechs.org   \*Active/Inactive: A :: Active ▼   \*Itinerant Staff: N :: No ▼

000000001   000000001   \*Primary Location Code:   \*Years Educational Exp. in District: 2   \*Annual Salary: 71000   A :: Active   Annual Contract Work Days: 192

D :: Deleted   I :: Inactive

\*Employment Basis: Exempt. Code: 1.000   Certification:   Teacher Title: TEACHER   Teach. Hire Date: 2022-08-29   Professional Dev. Indicator: Y :: Yes   \*Total Years Educational Exp.: 9   Principal Title:   Prin. Hire Date:

\*Education Level: 7 :: Masters degree   Separation Reason Code:   Exit Date:   \*Hisp. Indicator: N :: No   Race 1 Code: DECLINED :: DECLINED ▼

Race 2 Code:   Race 3 Code:   Race 4 Code:   Race 5 Code:

**Import Validation Messages:**  
Success! The record validated with no import errors. However no verification checks were performed on this record.

Delete   **Validate & Save**   Clear

5

Staff Snapshot   Staff Assignment   Staff Attendance   Staff Evaluation   Staff Tenure Snap   **Course/Instr/Assign**

Current Staff:   Record Status:   Last Update:   By:

**Course/Instr/Assign Manual Entry:**

\*denotes a required field

\*Staff Name :: Staff ID | Teach ID (Alt. Staff ID):  
DOE, CHRIS :: 000000003 | 000000003   \*Instructor Start Date: 2023-09-06   Instructor End Date:   \*Primary Instructor Ind: Y :: Yes ▼   \*Primary Special Ed. Instructor Ind: N :: No ▼

DOE, CHRIS :: 000000001 | 000000001

\*Term   \*Section   \*M P   \*Sunn