

# Data Standard Teacher of Record

## Rev. 8/13/2024

### Ownership and History

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**Office**

Office of Educator Licensure and Effectiveness

**Revision history****August 13, 2024**

Added for clarification on vacancies and college professors  
Updated the available reports

**July 1, 2024**

Updated hyperlinks  
Updated data steward  
Updated screenshots from New Look

**June 8, 2020**

Updated hyperlinks and data steward.

**Data Standard Teacher of Record**

**Rev. 8/13/2024**

**Contents**

Ownership and History ..... 1

Overview ..... 3

Section A – Scheduling Teacher of Record and Contributing Professionals ..... 4

## Data Standard Teacher of Record

Rev. 8/13/2024

### Overview

#### Description

Schools must assign the teacher of record and contributing professionals for each instructional course in Infinite Campus.

A Teacher of Record in a Kentucky public school is a certified teacher who has been assigned the lead responsibility for the student's learning in a subject/course aligned to Kentucky Academic Standards or Career and Technical Skill Standards Documents.

A Contributing Professional in a Kentucky public school is an individual who has been assigned the responsibility to provide additional services that support and increase a student's learning.

Ultimately, strong teacher student data links inform instruction and support the continuous improvement of teaching and learning.

#### Regulation citation(s)

Local Educator Assignment Data ([LEAD](#)) Reporting:

- [KRS 161.1221](#)
- [16 KAR 1:050](#)

#### Data use

- School Report Card
- [Kentucky Center for Statistics' Longitudinal Data System](#)
- [Local Educator Assignment Data \(LEAD\)](#)
- [Kentucky's Equity Plan](#)
- Reported as part of Kentucky's accountability system

#### Related ad-hoc filters and reports

- Tool Search: [KECS LEAD Extract](#)
  - This report includes data on classes, staff, schoolwide, and caseload with student counts and individual data on staff. There is also [Issues Report](#) that details any issues with the data used in the other reports.
- Data Export | State Published
  - **curriculum** LEAD Invalid Teaching Method
  - **curriculum** State Course Codes

#### Training

Campus Community Resources: [Staff History](#)

Related Data Standards: [Census, Teacher Information](#); [Course](#); [Dual Credit Course](#)

## Data Standard Teacher of Record

Rev. 8/13/2024

### Section A – Scheduling Teacher of Record and Contributing Professionals

#### Tool Search: Section Staff History

Section Staff History ☆  
3403-2 Algebra II

Name	Assignment Start	Assignment End	Access Start	Access End	Certification Level	District Assignment	Role
There is no active primary teacher for this section.							

#### Add staff based on their role:

**Primary Teacher** – Certified teacher who has been assigned the lead responsibility for the student’s learning in a subject/course. This person is the Teacher of Record. Schools should assign a primary teacher to every section. Placeholder staff records should be assigned as the primary teacher for vacancies and professors teaching college offered dual credit courses. For more information about placeholders see the related Data Standard: [Census, Teacher Information](#)

**Teacher** – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning and has access to the section’s grade book and attendance roster. When a vacancy placeholder is assigned as the primary teacher, a long term substitute may be assigned this role.

**Section Staff** – An individual who has been assigned the responsibility to provide additional services that support and increase a student’s learning but does not have access to section’s grade book and attendance roster.

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

**Staff History Detail**  
Primary Teacher

Name: Teacher, Primary  
District Assignment:

Assignment  
Start Date:  End Date:

Access to Section Dates  
 Unrestricted  
 Date Range  
Start Date:  End Date:

Comments

- Modified by: Administrator, System 04/11/2018 10:23

**Teacher Display Name on Section**  
Making a change to the Teacher Display Name here will update the value on the Section tab.  
 Continue using the current Teacher Display Name from the Section tab: Teacher, Primary  
 Use a new Teacher Display Name on the Section tab:

**Assignment** – Dates the instructor began and ended the teaching assignment on the course section. In most situations, these fields will be left blank. They are only populated if the primary teacher, teacher or section staff are assigned to the section after the first day of the first schedule term, or if the primary

## Data Standard Teacher of Record

Rev. 8/13/2024

teacher, teacher or section staff are no longer assigned to the section before the end of the last scheduled term.

**Access to Section Dates** – Entered dates determine when a primary teacher or teacher can access course information in Campus Instruction (Grade Book, Planner, etc.). Unrestricted - Allows access to Campus Instruction tools without restriction for the duration of the calendar year. Date Range - Access to Campus Instruction tools is limited to the time between the entered dates.

### Teacher Display Name on Section:

**Continue using the current Teacher Display Name from the section tab.** This selection will continue to display the primary teacher's name as it is currently entered.

**Use a new Teacher Display Name on the Section tab.** Use this option when changing the primary teacher. When this option is selected, the person making the change can enter in the display name. This is helpful in elementary schools where the primary teacher name is displayed along with breakout section teachers, like music teacher or the art teacher. This can also be used for college professors or long-term substitute teachers when their name is known.