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| **Teaching Assignment Instructions**  **Select the Class Properties**  Subject Code Lab (not learning lab or resource room)  Total Sections (self-contained is 1 section) Adjunct (this certified teacher is adjuncting this subject)  Units (number of high school credits given) Pre-AP  Semesters Head Start  Schedule Type (traditional or block) Honors  Title I Gifted & Talented  **Select a Class Type:**  Single Grade Multiple Grade  **Select a Class Category:**  General Concepts/Portfolio/Carg A  Self-Contained Essentials/Carg m  Alternative Program PASS (not modified)  Alternative Academy Nonteaching Assignment  **Choose the Grade**:  **Self contained 6, 7 and 8 grade Teachers must**  Pre Kindergarten Title 1 Kindergarten Second Grade **be Middle Level Math certified and be HQT**  Title 1 Pre-Kindergarten Transitional First Grade Third Grade Sixth Grade  Kindergarten First Grade Fourth Grade Seventh Grade  Fifth Grade Eighth Grade  Complete the Entries  **Co-Teachers:**  Enter the six digit teacher certification number  Co-Teacher Type: Alternative Education; Gifted & Talented; Title I; Early childhood; General Education:  Special Education  Complete The Entries  **Teacher Aides:**  Highlight the assistant’s name  Select the Teacher Aide type  If the name is not on the list contact School Personnel Records.  If the assistant is a volunteer, enter their name in the “volunteer” box.  **Distance Learning:**  Select the Technology type.  Enter the name of the sender/receiver  select the sender type  enter the name of the person monitoring the class. | | |
| **Self-Contained Grade Codes**  1011\* Pre-K (A.M.)  1012\* Pre-K (P.M.)  1013\* Pre-K (Full Day)  **1014\* Title 1 Pre-K (A.M.)**  **1015\* Title 1 Pre-K (P.M.)**  **1016\* Title 1 Pre-K (Full Day)**  1021\* Kindergarten (A.M.)  1022\* Kindergarten (P.M.)  1023\* Kindergarten (Full Day)  **1024\* Title 1 Kindergarten (A.M.)**  **1025\* Title 1 Kindergarten (P.M.)**  **1026\* Title 1 Kindergarten (Full Day)**  1030\* Transitional First  1051\* First Grade  1052\* Second Grade  1053\* Third Grade  1054\* Fourth Grade    **Health/Nutrition**  1343 Health/Nutrition♦  **Humanities**  1207 Humanities  **Keyboarding**  1335 Keyboarding  **Language Arts**  1114\* Language Arts  1115\* Spelling/Vocabulary  1116\* Title I Language Arts  **Library Science**  1145Library Science  **Mathematics**  2204\* Mathematics♦  2217\* Pre Algebra♦  2227\* Algebra I ♦  **(NOT** FOR HIGH SCHOOL CREDIT)  4411\* Algebra I♦ (FOR HIGH SCHOOL CREDIT)  4530\* Geometry♦ (FOR HIGH SCHOOL CREDIT)  2230\* Geometry♦  (**NOT** FOR HIGH SCHOOL CREDIT)  2231\* Title 1 Math  2232\* Combined Geometry♦  (**not** FOR HIGH SCHOOL CREDIT)  4520\* Combined Geometry ♦  (FOR HIGH SCHOOL CREDIT)  2234\* ACE Math Remediation  **Newspaper/Yearbook**  1155 Newspaper/Yearbook  **Personal Financial Literacy**  1451 Personal Financial literacy  **Physical Education**  1363 Physical Education  1370 Competitive Athletics  **Reading**  1132\* Reading  1134\* ACE Remediation Reading  1139\* Title I Reading  **Science**  2254\*General Science♦  2266\* Earth Science ♦  2276\* Life Science♦  2286\* Physical Science♦ | **Self-Contained Grade Codes** con’t  1055\* Fifth Grade  1056\* Sixth Grade  1057\* Seventh Grade  1058\* Eighth Grade  **SUBJECT CODES**  **Agriculture Orientation**  1231 Agriculture Orientation  1233 General Agriculture  **Careers/Exploration**  1354 Careers/Exploration  **Computer/Technology Education**  1324 Computer/Technical Ed  **Social Studies**  2303\* Civics  2304\* Social Studies  2315\* World Studies  2316\* Geography  (**NOT** FOR HIGH SCHOOL CREDIT)  5530\* Geography  (FOR HIGH SCHOOL CREDIT)  2325\* United States History  (**NOT** FOR HIGH SCHOOL CREDIT)  5410\* United States History  (FOR HIGH SCHOOL CREDIT)  2357\* History of Religion  2367\* Oklahoma History  (**NOT** FOR HIGH SCHOOL CREDIT)  5615\* Oklahoma History  (for high school credit only)  **Speech (Not Speech Therapy)**  1125 Speech (**NOT** FOR HIGH SCHOOL CREDIT)  4221 Speech I (FOR HIGH SCHOOL CREDIT)  **Technology Education/ Industrial Arts**  1224 Technology Education/  Industrial Arts  **World Languages**  **If given for High School Credit**  **use the High School Subject Codes.**  2122\* French  2127\* Italian  2132\* Spanish  2142\* German  2147\* Japanese  2152\* Latin  2162\* Russian  2172\* Chinese  2182 Native American Language  (\*Teacher must be Highly Qualified If given for Foreign Language Credit)  2192 American Sign Language  (\*Teacher must be Highly Qualified If given for Foreign Language Credit) | **English as a Second Language**  1313 English as a Second Language  **Family and Consumer Science**  1165 Family and Consumer Science  1167 Life Management  1168 Teen Ecology  1169 Personal Development  **Fine Arts**  1173\* Art  1183\* General Music  1184\* Music Appreciation  1186 Dance  1187\* Vocal Music  1189 Drama ( NOT FOR HIGH SCHOOL CREDIT)  4019 Drama I (FOR HIGH SCHOOL CREDIT)  1195\* Band  1196\* Music History  **Additional Subject Codes**  1383 Leap — grades 5-8  (Leadership Education Achievement Program)  1384 Academic Achievement  1385 Character Education  1386 Communication Skills  1387 Academic Team  **Do Not Use These Subject**  **Codes With Finance.**  **Nonteaching Assignments**  1910 In-school Suspension  1920 Counselor  1930 Librarian  1940 Nurse  1950 Superintendent  1951 Principal/Nonteaching  1952 Principal/Teaching  1953 Director/Coordinator  1954 Instructional Coach  1955 Athletic director  1956 Dean of Students  1960 Psychologist  1970 Speech Pathologist  (Masters Degree)  1973 Speech Pathologist  (bachelors Degree)  1971 Occupational Therapy  1972 Physical Therapy  1980 Psychometrist  **Title I**  **Resource Teachers must be HQT**  1388\* Title I Resource Teacher  **These teachers must have student counts and are not the teacher of record .**  **If the Title I teacher is the teacher**  **or record select subject matter for**  **the teaching assignment.**  **These Instructional Coaches**  **must be Highly Qualified**  1138\* Title I Reading Instructional  Coach  2213\* Title I Math Instructional Coach  **Instructional Coaches are Teacher**  **Trainers and Do Not Have Student**  **Counts.** |