

**DEPARTMENT OF CONTRACTED SCHOOL SERVICES STAFF ROSTER and TECHNOLOGY REQUESTS**

**SCHOOL CONTACT INFORMATION**

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| SCHOOL NAME                 |  |
| SCHOOL LEADER               |  |
| SITE NUMBER                 |  |
| STAFF ROSTER CONTACT PERSON |  |
| CONTACT PERSON EMAIL        |  |
| CONTACT PERSON PHONE NUMBER |  |

**SUBMISSION DATES**

Per the terms of the contract, the roster shall be submitted to Contracted School Services within 14 days of hiring or change in status of a staff member.

**Payment Submission Dates**

|   |                          |               |                          |               |                          |             |                          |
|---|--------------------------|---------------|--------------------------|---------------|--------------------------|-------------|--------------------------|
| JULY 20TH   | <input type="checkbox"/> | NOVEMBER 20TH | <input type="checkbox"/> | FEBRUARY 20TH | <input type="checkbox"/> | MAY 20TH    | <input type="checkbox"/> |
| OTHER DATES SUBMITTED PER THE TERMS OF THE CONTRACT |                          |               |                          |               |                          |             |                          |
| INSERT DATE   | <input type="checkbox"/> | INSERT DATE   | <input type="checkbox"/> | INSERT DATE   | <input type="checkbox"/> | INSERT DATE | <input type="checkbox"/> |
| INSERT DATE   | <input type="checkbox"/> | INSERT DATE   | <input type="checkbox"/> | INSERT DATE   | <input type="checkbox"/> | INSERT DATE | <input type="checkbox"/> |

**STANDARD OPERATING PROCEDURES**

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| <b>Background Screening</b> | <p>School shall perform background screening through MPS on all full- and part-time employees and volunteers. School shall not allow any employee or volunteer to have contact with pupils until the school, in consultation with MPS, investigates and determines that there is nothing in the background of the employee or volunteer which would render employee or volunteer unfit to have contact with pupils.</p> <p>Background checks are submitted <b>PRIOR</b> to the hire of a staff to <a href="mailto:587@milwaukee.k12.wi.us">587@milwaukee.k12.wi.us</a> and take about 5-7 business days to process. All fields must be completed in order for the background check to process. Please note that more information might be needed depending on the applicant. CSS will communicate any additional information when/if it is needed.</p> | <a href="#">Background Check Form</a> |
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| <b>Highly Qualified Staff</b> | <p>Professional staff members (teachers, supervisors, administrators, paraprofessionals, etc.) must hold a certificate, license or permit to teach issued by DPI <i>before</i> entering into duties for the position; or</p> <p>If the teacher does not have a valid teaching license issued by DPI, then they must be enrolled in an accredited teacher licensure program and submit the documents to MPS Office of Human Resources (Donna Edwards <a href="mailto:edwardd@milwaukee.k12.wi.us">edwardd@milwaukee.k12.wi.us</a>) that includes a letter from school/program, results of the CORE and PRAXIS exam, and application for an emergency license.</p> <p>If the teacher does have a valid teaching license issued by DPI, but it is not for the grade-level or content-area teaching assignment, the teacher must submit an emergency application to DPI.</p> | <a href="#">DPI License Application</a> |
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| <b>Roster Completion</b> | <b>Step 1:</b>  | Provide Legal First and Last Name (and middle initial if provided)   |   |  |                                |   |  |                            |
|                          | <b>Step 2: Technology Requests</b>  | Select the following:  | NEW EMPLOYEE - NEEDS POI #, MPS LOGIN, IC | NEW EMPLOYEE - NEEDS POI # & MPS ID ONLY | TERMINATED - REMOVE ALL ACCESS | EMPLOYEE ROLE CHANGE - SECURITY SETTINGS UPDATE | VETERAN EMPLOYEE - NAME CHANGE REQUEST |                            |
|                          | <b>Step 3:</b>  | Provide the last four digits of the employee's social security number  |   |  |                                |   |  |                            |
|                          | <b>Step 4:</b>  | Provide the day and month of the employee's birth date   |   |  |                                |   |  |                            |
|                          | <b>Step 5:</b>  | Select the gender  |   |  |                                |   |  |                            |
|                          | <b>Step 6:</b>  | Select the ethnicity/race and Hispanic indicator   |   |  |                                |   |  |                            |
|                          | <b>Step 7:</b>  | Provide the job or role of the employee  |   |  |                                |   |  |                            |
|                          | <b>Step 8: Technology Requests</b>  | If the employee needs IC access, select the <b>TYPE</b> of access that is needed from the menu (please note that some roles require additional training prior to the role in IC being granted) |   |  |                                |   |  |                            |
|                          | <b>Step 9:</b>  | If the employee is a teacher, indicate the grade(s) that the teacher will be teaching (required for licensures)  |   |  |                                |   |  |                            |
|                          | <b>Step 10:</b>   | If the employee is a teacher, indicate the subjects taught   |   |  |                                |   |  |                            |
|                          | <b>Step 11:</b>   | Indicate the DPI <b>ENTITY NUMBER</b> (located below the name) from DPI License Lookup   |   |  |                                |   |  | <a href="#">DPI Lookup</a> |
|                          | <b>Step 12:</b>   | Indicate the date the employee started   |   |  |                                |   |  |                            |
|                          | <b>Step 13:</b>   | If the employee resigned or was terminated, indicate the end date  |   |  |                                |   |  |                            |
|                          | <b>Step 14:</b>   | Select the Status:   | NEW EMPLOYEE                              | SUBSTITUTE                               | VETERAN                        | VACANT  | RETIRED/RESIGNED/TERMINATED            |                            |
|                          | <b>Step 15:</b>   | Provide any general notes related to licensing (example - applied for emergency license, enrolled in a program)  |   |  |                                |   |  |                            |
| <b>Submission</b>        | <p>After completing the staff roster, go to "<b>SHARE</b>" in the upper righthand corner of this document, choose "<b>COPY LINK</b>", and then paste that link in an email. Send the email to Natalia Mendez (<a href="mailto:mendeznm@milwaukee.k12.wi.us">mendeznm@milwaukee.k12.wi.us</a>) and CC Lisa Haar (<a href="mailto:haarlx@milwaukee.k12.wi.us">haarlx@milwaukee.k12.wi.us</a>). Indicate in the email that you are submitting the updated staff roster. Once any technology needs are completed, you will receive an email confirmation. <b>Each time you need to submit a staff roster, this process will need to be completed. We will not know if you made changes to your staff roster unless you send an email to our team with the link to the document.</b></p> |  |   |  |                                |   |  |                            |

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| <b>Licensure Notes</b> | Please review any licensing notes that the CSS Team has provided throughout the submission process and indicate that the school has resolved any outstanding items regarding the licensure of the staff. |
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| <b>MPS Technology Request</b>  | All requests for technology must be made through the submission of schools human resource department and then indicating any updates on the staff roster. |   |
|  | <b>Step 1:</b>  | Follow steps for roster completion as indicated above   |
|  | <b>Step 2:</b>  | Once roster is submitted, CSS submits the technology requests to be processed   |
|  | <b>Step 3:</b>  | CSS will update the staff roster with the POI number and MPS ID (this takes approximately 5 business days to complete)  |
|  | <b>Step 4:</b>  | Staff will receive an email notification to the email address provided on the individuals background check form.        |
|  | <b>Step 5:</b>  | Staff will need to follow the instructions provided to their email that includes the MPS technology onboarding process. |
| <p><b>Please note that CSS is not Technology and we do not have access to the passwords or resetting accounts. Please have staff contact Technology Support at 414-438-3400.</b></p> |   |   |