

Enrolling New Staff



South Carolina Public Charter School District
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Search for Previously Enrolled Staff


Note: Before enrolling a new staff member, make sure that staff member has not been previously enrolled in your district. If the staff member has been a previous employee, conduct an inactive staff search.

1. To search for an inactive staff member, begin your search with a forward slash (/) followed by the staff member's last name, then click the search button.



A search bar containing the text "/Doe" and a magnifying glass search icon. To the right of the search bar is a checkbox labeled "Advanced". Below the search bar is a link that says "View Field List [?]".

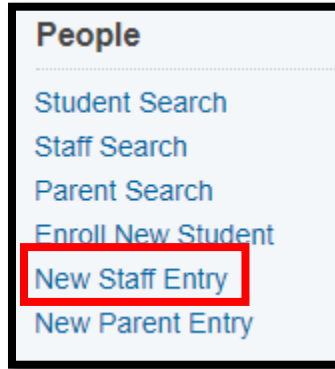
2. If the record used in your search criteria matches the previously enrolled staff member, verify and update any outdated staff information and activate the staff member's account by checking the **Active** checkmark box on the **Information** page and clicking the **Submit** button.



A form section for staff information. At the top, there is a label "Active" followed by a checked checkbox. Below this is a section titled "Additional South Carolina State Report Information for Staff" with a sub-section "Civil Rights Data Collection (CRDC)". Under "CRDC", there is a label "Generation (Jr., Sr., etc.)" followed by a dropdown menu showing "- None". Below that is a label "Educator ID" followed by a text input field with a green border and a checkmark icon. At the bottom right of the form is a blue "Submit" button.

Enrolling A New Staff Member

1. From the Start Page, click **New Staff Entry** in the left menu under the People section.



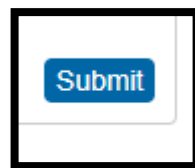
2. Fill out the New Staff Member page. *Note: Fields with an asterisk (*) next to it are required.*

New Staff Member

Name	<input type="text"/> *	<input type="text"/> *	<input type="text"/>
Preferred Name	<input type="text"/>		
Email Address	<input type="text"/>		
Title	<input type="text"/>		
Gender	<input type="text" value="▼"/>		
Ethnicity	<input type="text" value="▼"/>		
ID	10001081355 *		
Homerom	<input type="text"/>		
School	<input type="text"/>		
Lunch ID	<input type="text"/>		
Home Phone #	<input type="text"/>		
School Phone #	<input type="text"/>		
Street	<input type="text"/>		
City, State, Zip	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	<input type="text"/>		
DOB	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="📅"/>	
Staff Type	<input type="text" value="▼"/>		

- **Last Name, First Name, Middle Name:** Must enter the staff members legal name.
- **Preferred Name:** Enter the staff member's preferred name, such as a Nickname. (Optional)
- **Email Addresses:** Enter the teacher's full e-mail address.
- **Title:** Enter staff members title (ex. Principal, Nurse, Teacher, etc.)
- **Gender:** Must select the student's gender of Male (M) or Female (F).
- **Ethnicity:** Select the ethnicity that the staff member identifies as.
- **ID:** This is will be the unique teacher number assigned to the teacher in that district PowerSchool database. This is not the teacher's certification number or teacher ID.
- **School:** The staff member school name will display as read only.
- **Lunch ID:** Only populate this field if school is using PowerLunch in PowerSchool and balances are tracked.
- **Home Phone #:** Enter the staff members home phone number. Format: 000-123-4567
- **School Phone #:** Enter the staff members school/office phone number Format: 000-123-4567
- **Street:** Enter the staff members street address.
- **City, State, Zip:** Enter the staff members city, state and zip code for their address.
- **SSN (optional):** This is optional because this is no longer collected by the SCDE.
- **DOB:** Staff members date of birth. Format: MM/DD/YYYY.
- **Staff Type:** Assign a staff status to each staff member, so that staff members are categorized correctly for searching. *Note: Staff with the Teacher staff type will be listed as an option when creating sections.*

3. Click the Submit button.



Staff Field Notes:

- If a teacher is assigned the **Teacher** staff type, their classes will be validated during data collection process.
- If you populate the **StatePrid** (SIF_StatePRID) field with an issued Office of Educator Services certification number, then the **SSN** field is not required.
- If the teacher's certification number is not available, fill in the SSN field until the StatePrid field can be filled with a certification number. Once certification number is valid, the SSN number should be removed.