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STRATEGIC SCHOOL PROFILE  
ED 163 FOR CERTIFIED STAFF (TEACHERS)  
WORK INSTRUCTION (PER-W005)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes the process in which the Human Resources Department maintains Milford's portion of the State Department of Education Database, specifically called the Strategic School Profile ED163 for certified staff, specifically teachers.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Superintendent of Schools  
2.2 Deputy Superintendent of Schools  
2.3 Director of Human Resources  
2.4 Human Resources Specialist

*Authorized Signature on File*

Signature

Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resources

**4.0 DEFINITIONS:**

- 4.1 ED 163 (Strategic School Profile)-The state database for all certified staff, especially teachers.  
4.2 BEST-Beginning Educators Support and Training Program  
4.3 PAN-Payroll Access Notification-created by Access database; contains all pertinent information about employees - active and inactive.  
4.4 FTE-Full-time Employment-indicates employment status/time worked.

**5.0 PROCEDURE:**

- 5.1 Each year the Human Resources Department must enter all new hires, resignations, retirements, and terminations into the ED163.  
5.1.1 Human Resources should update the ED163 database as changes occur throughout the school year.  
5.1.2 The website used to access the ED163 is <https://www.csde.state.ct.us/districts>. A user name and password is necessary to log on to the site.  
5.1.3 The user must select the ED163 site from the menu and enter in another password.

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5.2 Each certified staff member in Milford has a record in the ED163 that must be maintained and changed as necessary.

5.2.1 Each certified employee's form contains information including home address and phone number, degree status, years of experience, current salary, grade serving, FTE, CT experience, other experience, hire date or subject taught, work location(s), enrollment status in the BEST program, and additional positions (such as Department Head or Supervisory roles).

5.2.2 Each year, all staff leaving Milford, and current staff enrolled in the BEST program, must have their information updated by September 15<sup>th</sup>.

5.2.3 Each year, all new staff who will be participating in the BEST program must be entered into the database by October 3<sup>rd</sup>.

5.2.4 Each year, all other new staff and any internal changes must be recorded in the database by October 10<sup>th</sup>.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 State of CT ED163-website

6.2 PAN-generated via ACCES database.

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
ED163 Strategic School Profile printout	Personnel Office Files	60 days	Shred	Locked Office
PAN	Electronic	n/a	n/a	electronic

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/15/2005	B	Add language to 1.0; add staff members to 2.0; add definitions to 4.0; add/delete language to 5.0, add associated documents to 6.0; add/delete language to 7.0

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