

SSMS Star Student Personnel Changes (Teacher)

1. If the new teacher is new to the district, notify SSMS Coordinator to add the teacher to the Global Teacher Table. **(Will need: Name as on Teaching Certificate, DOB, SSN, and Certificate #)**
2. If the departing teacher is leaving the district, notify SSMS Coordinator to deactivate the departing teacher in the Global Teacher Table.
 - a. Add the new teacher to the school level teacher table (Scheduling, Maintenance, Teacher Table – click in the last name field and use the drop-down arrow at the top of the screen to select the appropriate teacher). **You will also need to add the Teacher Assignment and Date on the Assignment Tab.**
3. ***At this point you can no longer delete a teacher, the assignment must be deleted, and the teacher should not be assigned to a class (no schedule)**
4. If related arts classes (elementary only) contain teacher names, the short name of each related arts class will need to be changed in the Course Section Data Table.
5. **To change the classroom teacher, go to Course Section Data in the Scheduling Module. Teacher schedules pull from here, you cannot add a schedule to a teacher in the teacher table.**
 - a. Find the correct course and section.
 - b. Change Short Name if necessary
 - c. Click for Teacher ID# and select the drop-down at the top of the screen to select the new teacher.
 - d. Room changes should already be populated if changed in the Room Table.
 - e. Verify the Effective Change Dates when saving the record.