

Chartfield Reference Sheet for ELEMENTARY & K-8 SCHOOL PROGRAMS
Valid Chartfield Strings for Staffing (101 - General Fund, 205 - Grants, & 299 - Dedicated Resource)

Program Titles:

Elementary Programs, Grs. K-5
 Kindergarten Homeroom
 Elementary Homeroom
 Middle School Programs, Grs. 6, 7 and 8
 Middle School Homeroom, Grs. 6, 7 and 8

Program Codes:

11111
 11119
 11112
 11211
 11212

Please read "Important Notes" to determine proper coding.

Important Notes:

1. Schools with grades K-8 should code their 6th, 7th and 8th grade self-contained homerooms to 11212 (Middle School Homerooms) and class code 06000.
2. Schools with grades K-8 who provide a typical middle school structure (students rotate for their core area classes as well as for the specials), should code the teachers to 11211 (Middle School Programs) and the appropriate class codes as shown below. Split-fund teachers who teach more than one core area subject.
3. When a specific subject area teacher/para educator/specialist works across all grade levels (grades K-8), please split fund that staff member's FTE, coding the appropriate portion of FTE to 11111 Elementary Programs, Grs. K-5) and to 11211 (Middle School Programs, 7-8). Otherwise, simply use the codes to assign the staff member's entire FTE to the appropriate program and class code as listed below.

Direct Classroom Instruction:	PeopleSoft Chartfield Elements					
	Dept. 4 digits	Account 6 digits	Program 5 digits	Class 5 digits	Fund 3 digits	Prj/Grnt G or S + 4 digits
<u>Teachers by Program:</u>						
Classroom Teacher, Grs.1-5 Homeroom	XXXX	511100	11112	06000	XXX	
Classroom Teacher, Grs. 6-8 Self-Contained Homeroom	XXXX	511100	11212	06000	XXX	
Classroom Teacher, Kindergarten Homeroom	XXXX	511100	11119	05000	XXX	
Classroom Teacher, Pre-Kindergarten	XXXX	511100	11401	09000	205	G1181
Classroom Alternative Education Teacher, Grs.1-8 Homeroom	XXXX	511100	12832	06000	XXX	
<u>Teachers by Subject Area:</u>						
Art - Elementary Program, Grs. K-5	XXXX	511100	11111	13001	XXX	
Art - Middle School Program, Grs. 6-8	XXXX	511100	11211	13001	XXX	
AVID - Elementary Program, Grs. K-5	XXXX	511100	11111	29008	XXX	
AVID - Middle School Structure, Grs. 6-8	XXXX	511100	11211	29008	XXX	
Careers - Middle School Structure, Grs. 6-8	XXXX	511100	11211	27003	XXX	
Dance - Elementary Program, Grs. K-5	XXXX	511100	11111	13002	XXX	
Dance - Middle School Programs, Grs. 6-8	XXXX	511100	11211	13002	XXX	
Drama - Elementary Program, Grs. K-5	XXXX	511100	11111	13003	XXX	
Drama - Middle School Programs, Grs. 6-8	XXXX	511100	11211	13003	XXX	
Family & Consumer Studies - Middle School Structure, Grs. 6-8	XXXX	511100	11211	27004	XXX	
Industrial Education - Middle School Structure, Grs. 6-8	XXXX	511100	11211	29002	XXX	
International Baccalaureate - Middle School Structure, Grs. 6-8	XXXX	511100	11211	29006	XXX	
Health - Elementary Program, Grs. K-5	XXXX	511100	11111	19000	XXX	
Health - Middle School Structure, Grs. 6-8	XXXX	511100	11211	19000	XXX	
Language Arts/Literacy/Reading - Elementary, Grs. K-5	XXXX	511100	11111	10000	XXX	
Language Arts/Literacy/Reading - Middle School Structure, Grs. 6-8	XXXX	511100	11211	10000	XXX	
Mathematics - Elementary Program, Grs. K-5	XXXX	511100	11111	18000	XXX	
Mathematics - Middle School Structure, Grs. 6-8	XXXX	511100	11211	18000	XXX	
Music/Instrumental & Vocal - Elementary, Grs. K-5	XXXX	511100	11111	13004	XXX	
Music/Instrumental & Vocal - Middle School Program, Grs. 6-8	XXXX	511100	11211	13004	XXX	
PE - Elementary Program, Grs. K-5	XXXX	511100	11111	20000	XXX	
PE - Middle School Program, Grs. 6-8	XXXX	511100	11211	20000	XXX	
Science - Middle School Structure, Grs. 6-8	XXXX	511100	11211	12000	XXX	
Social Studies - Middle School Structure, Grs. 6-8	XXXX	511100	11211	11000	XXX	
Technology - Elementary Program, Grs. K-5	XXXX	511100	11111	26000	XXX	
Technology - Middle School Program, Grs. 6-8	XXXX	511100	11211	26000	XXX	
World Languages - Elementary Program, Grs. K-5	XXXX	511100	11111	21000	XXX	
World Languages - Middle School Structure, Grs. 6-8	XXXX	511100	11211	21000	XXX	

If you have questions about proper coding for the SMT, please call Matt Makara @ x63196. If you need assistance with grant funded positions, please call Sharie Lewis @ x63153.

Salary Account Codes:

Licensed/Certified Employees - 511100

Fund Options:

Fund 101 - General Fund
 Fund 205 - Grant Fund
 Fund 299 - Dedicated Resource Fund

Commonly Used Project/Grants:

Schoolwide Title I - G1180
 Central / K Title I - G1181
 Foundation Funds - S0083