Using School Allocation Execution (SAE) Report to Submit Involuntary Transfers

About School Allocation Report

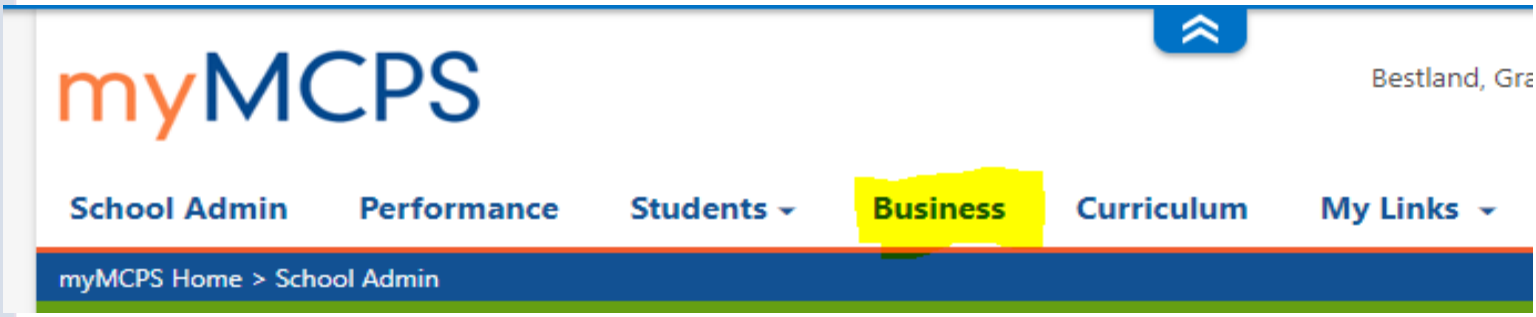
School Allocations Execution (SAE) is a system developed to manage and communicate school-based staffing allocations for K-12 and special education school-based positions. It is available to principals, staffing coordinators/staffing specialists, and budget personnel through my*MCPS*. SAE provides on-demand staffing grid reports that include FTE position allocations, position titles, position codes, funding sources and staffing comments. SAE data does not reflect pending changes such as transfers, retirements and terminations.

View a Report

Follow the instructions below to view your allocations/staff and communicate any 2021 Involuntary Transfer employees to OHRD.

▶ **To view a report:**

- Go to *myMCPS*.
- In *myMCPS*, select the **Business** tab.



- At the bottom of the page under **Staffing Resources**, click the **School Allocation Report (SAR) FY 2021.**

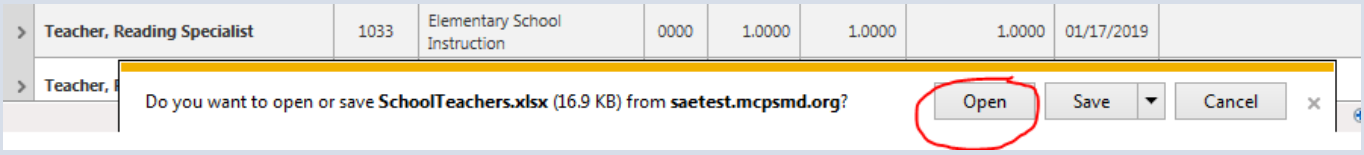
- Based on your new staffing allocations, you may have teaching position losses which will result in the need to involuntary transfer some employees. To communicate who these employees are, you will use the SAE feature "**Export Teachers to Excel**" to generate an excel file, identify the employees, provide a rationale, and send the updated file to OHRD for staffing coordinator validation. The detailed steps are described below.

Using myMCPS, access your SAE web report.

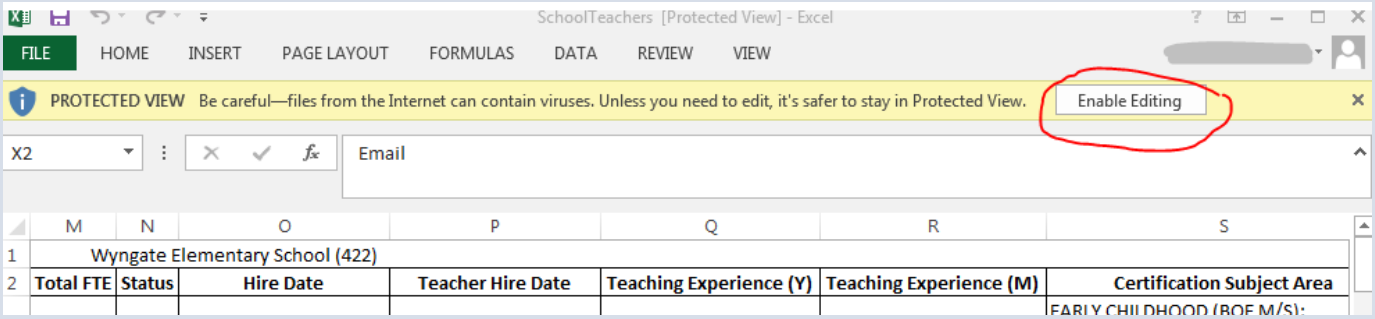
▶ To export a report:

1. Click on the link **Export Teachers to Excel**.

2. **Open the file in Excel by clicking on the Open box as shown below.**



3. **Click "Enable Editing". This will allow you to see the populated data for school staff.**



4. Save the Excel spreadsheet in your 'My Documents' folder with the following file name: **<Your School Name> Invol List MMDDYY** For example, **Wyngate ES Invol List 022521**

5. The data will be shown sorted by Job Code (descending), Department (A to Z), and Years/Months of MCPS Teaching Experience (ascending). As you know, many teachers have several subject areas they are certified in. When there are multiple Certification Subject Areas, they will appear on separate rows. If a staff member does not have either a Professional level or Highly Qualified designation for a particular Subject Area dashes (--) are displayed.

   Refer to Article 25, "Involuntary Transfer, Agreement between MCEA and the Board of Education, Montgomery County" for guidance in selecting employees to transfer.

6. **Place an 'X' in the "Involuntary" field (Column A). Enter a comment for your selection in the adjacent column. The notes will inform OHRD of the rationale for how you chose the teacher(s).**

7. Once you have designated the involuntary transfers, save the file again.

8. If you do not have any teachers to transfer, you will still need to save the spreadsheet using the new name format.

9. Send the updated Excel spreadsheet file via Outlook to your assigned Staffing Coordinator in OHRD. For the subject line, enter "Involuntary Transfer List - <your school name>". If you do not have any teachers marked on the spreadsheet, please add a note to the email indicating "No Involuntary Teacher Transfers" as well as attaching the spreadsheet. The email with the attached updated spreadsheet must be received by OHRD no later than Monday, March 1, 2021 at 5:00 p.m.

If you need to revise the list after you send the email, please make the revisions and save the file by adding "Update" to the filename and email it again to your assigned Staffing Coordinator.

If you have any questions, please email Dana_E_Edwards@mcpsmd.org or call at (301) 279-3235.