



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

About School Allocation Report

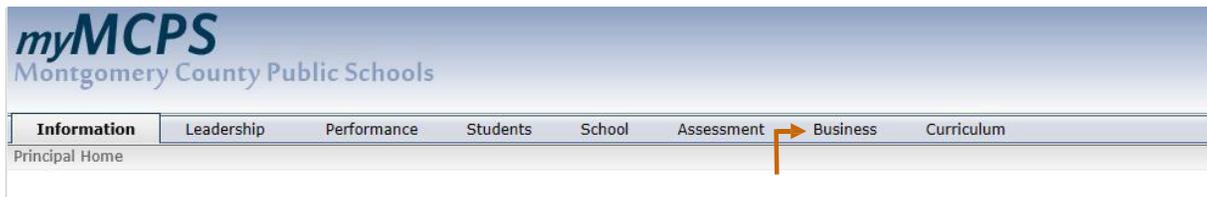
School Allocations Execution (SAE) is a system developed to manage and communicate school-based staffing allocations for K-12 and special education school-based positions. It is available to principals, staffing coordinators/staffing specialists, and budget personnel through myMCPS. SAE provides on-demand 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 2018 Involuntary Transfer employees to OHRD.

► To view a report:

1. Go to myMCPS.



2. In myMCPS, select the **Business** tab.

3. At the bottom of the page under **Staffing Resources**, click the **SAE Staffing Grids FY 2018**.

Staffing Resources

- [SAE Staffing Grids FY 2017](#)
- [SAE Staffing Grids FY 2018](#)
- [Department of Recruitment and Staffing](#)
- [Applicant Tracking System](#)
- [OHRD Job Descriptions](#)



Staffing Memos
[ES Staffing Memos](#)
[MS Staffing Memos](#)
[HS Staffing Memos](#)

4. You will have the ability to **Export Allocations to Excel**, **Export All Employees to Excel**, and **Export Teachers to Excel** by clicking on each of the links below. The background color for School Year 2018 is purple. The background color for School Year 2017 is green.

[Export Allocations to Excel](#) | [Export All Employees to Excel](#) | [Export Teachers to Excel](#) | [Show Comments History](#) | [Show All Employees Coding Information](#) | [FAQ](#)

* **Currently Assigned and employee data is displayed as of today. Data does not reflect pending changes such as transfers, retirements and terminations.**

Job Description	Job Code	Funding	Grant	Allocated	Authorized	Currently Assigned	Variance	Updated	Comments
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Involuntary Transfers

Based on your new staffing allocations, you may have teaching position losses which will result in the need to involuntarily transfer some employees. To communicate who these employees are, you will generate an excel file using SAE, indicate the employees on the file, and send the updated file to OHRD for staffing coordinators 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**.

School Allocations Report
 Wyngate Elementary School (422)
 Principal: Travis J. Wiebe

Fiscal Year: 2018
 User Id: wiebeta
 Today's Date: 02/27/2017
 Most Recent Update: 02/24/2017
 Switch back to System Adm

Report Share Access

[Export Allocations to Excel](#) | [Export All Employees to Excel](#) | [Export Teachers to Excel](#) | [Show Comments History](#) | [Show All Employees Coding Informal](#)

Currently Assigned and employee data is displayed as of today. Data does not reflect pending changes such as transfers, retirements and terminations.

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

Do you want to open or save SchoolEmployees.xlsx (22.3 KB) from sae2017.mcpsmd.org?

Open Save Cancel

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

SchoolEmployees (1) [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	N	O	P	Q	R	S
1	A. Mario Loiederman Middle Sch					
2	Status	Hire Date	Teacher Hire Date	Teaching Experience (Y)	Teaching Experience (M)	Certification Subject Area

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 031217**

5. The data will be 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.

Certification Subject Area	Certification Professional Level	Highly Qualified
HEALTH AND PHYS ED; ADMIN I;	7-12; 7-12;	--; --;
ENGLISH; PUPIL PERSONNEL WORK;	7-12; --;	APC; --;
ENGLISH; ADMIN I;	7-12; --;	TESTS; --;
ART;	PK-12;	TESTS;

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 note 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 as the new name format.
9. Send the updated Excel spreadsheet file via Outlook to email group **TeacherStaffingTeam**. 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 **Friday, March 10, 2017 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 file name and email it again to **TeacherStaffingTeam**.

If you have any questions, please email [Dana E Edwards@mcpsmd.org](mailto:Dana_E_Edwards@mcpsmd.org) or call at (301) 279-3235.