

# Information Needed Before Starting:

Salary & Scheduling Report

CESI Report

## Contact and Salary Information

Contract beginning and end dates  
Yearly Base Salary,  
Yearly Health,  
Retirement,  
Others

## PID Number

You can contact your division directly or call IMD to obtain this

Number of Unduplicated Students in each grade

## Student Testing Numbers (STN)

You get this number from your school counselor, who gets it from the State Department of Ed.

This is NOT the student's school ID Number

## Teacher Certification Information

Type  
Certification Number  
Awarded Date  
Name of Institution  
Certification Expiration Date

## Student Demographics

First/Last Name  
Education Level,  
SSN,  
Race,  
Tribal Affiliation\*  
Disability,  
Limited English,  
Academic or Economic Disadvantaged,  
Migrant  
is the STUDENT a single parent,  
Homeless,  
Foster Care,  
Student's parents on Active Duty

## Teaching Schedule - Hourly

1st Period to last period  
Begin & End dates  
Begin & End times

Formatting and more detailed information can be found on our CTIMS web page in the K-12 Technical guidebooks



**OKLAHOMA**  
**CareerTech**

**IMD**

Information Management Division