

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