Ohio Department of Education

John R. Kasich, Governor
Stan W. Heffner, Superintendent of Public Instruction

CCIP Note # 264

Keywords: TDF
Attention: Superintendents, Treasurers, and Consolidated Application Contacts
Summary: The 2010-2011 Teacher Distribution File (TDF) **is now available** to school districts and community schools. The dissemination plan for this year's TDF is the **same as last year**.

2010-2011 Teacher Distribution File (TDF) is now available

Superintendents, Treasurers and Consolidated Application Contacts

FYI

The 2010-2011 Teacher Distribution File (TDF) **is now available** to school districts and community schools. The dissemination plan for this year's TDF is the **same as last year**. Once again for this academic year, school districts and community schools will **access the TDF through the Secure Data Center (SDC).** There are designated staff within the districts and community schools who have access to the SDC; therefore, **please follow the guidance below to contact one of these staff persons to secure the TDF for your district or community school.** We strongly encourage staff who are responsible for conducting the Teacher Distribution Data Analysis (TDDA) in the CCIP to adhere to the guidance below to retrieve your TDF.

We sincerely appreciate your cooperation and support of the 2010-2011 Dissemination Plan for the updated TDF.

If you have any questions or concerns, please do not hesitate to contact your federal program consultant or Wesley Williams II, Director of the Office of Educator Equity, wesley.williams@ode.state.oh.us .

Guidance to Contact Designated Central Office Staff with District Level Secure Data Center Access

1. Locate your organization in the OEDS-R Search: http://webapp2.ode.state.oh.us/oeds-r/query/
2. After selecting your organization, navigate to the **Personnel** tab.
3. Look for staff with one of these OEDS-Roles: **Superintendent, Treasurer, Secure Data Center-Standard Level Access, or Secure Data Center-Student Level Access**. These staff can retrieve the TDF for you.
   Note: The OEDS-Role title is listed below the staff name in **bold**.

Guidance for the Designated Central Office Staff to retrieve the TDF for YOU

1. Log into your SAFE account.
2. Click the SDC link from the menu.
3. Click the Secure Data Center Warehouse folder.
4. Click the Reports for Analysis folder.
5. Click the Teachers & Staff folder.
6. Run the District/Building Teacher Distribution File **(Community Schools should run the building TDF)**.
7. Save/E-mail or Print the TDF for the requestor.