

Replacing a ZZTeacher or Other Teacher Placeholder

September 19, 2023 • Version 3.0

Every course in the master schedule must have an identifiable instructor with a district employee ID by the CALPADS Census date of each school year, which happens on the first Wednesday of the month of October.

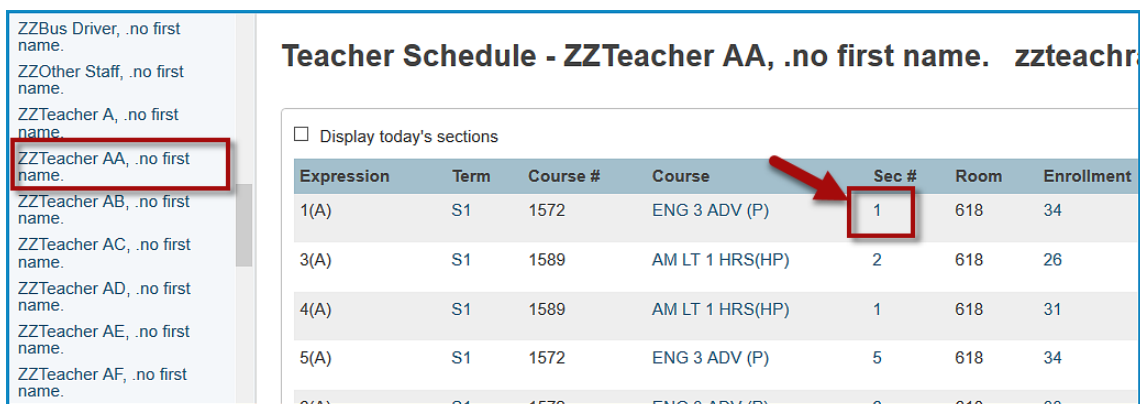
Master schedules may have teacher placeholders, which are holding a section for teachers that have yet to be assigned to your school. Placeholder teachers could be a ZZTeacher, a teacher that will not be returning to the school next year, or a teacher that was assigned, but doesn't show up for the next school year.

Once a permanent teacher, long-term sub, or temporary teacher has been identified, the new teacher will **replace** the ZZTeacher or teacher placeholder.

IMPORTANT! If a permanent teacher has NOT been identified by the CALPADS Census date, you must replace the ZZTeacher with the visiting (substitute) teacher who taught the section on that date.

PLEASE NOTE: The term dates reflected in this job aid are for example only, and may not reflect the current Year/Term.

1. On the **Start Page**, select **Teacher Schedules** from the main menu.
2. Select the **ZZ Teacher** that is still assigned to a section.
3. Click the **section number** at the top of the list.

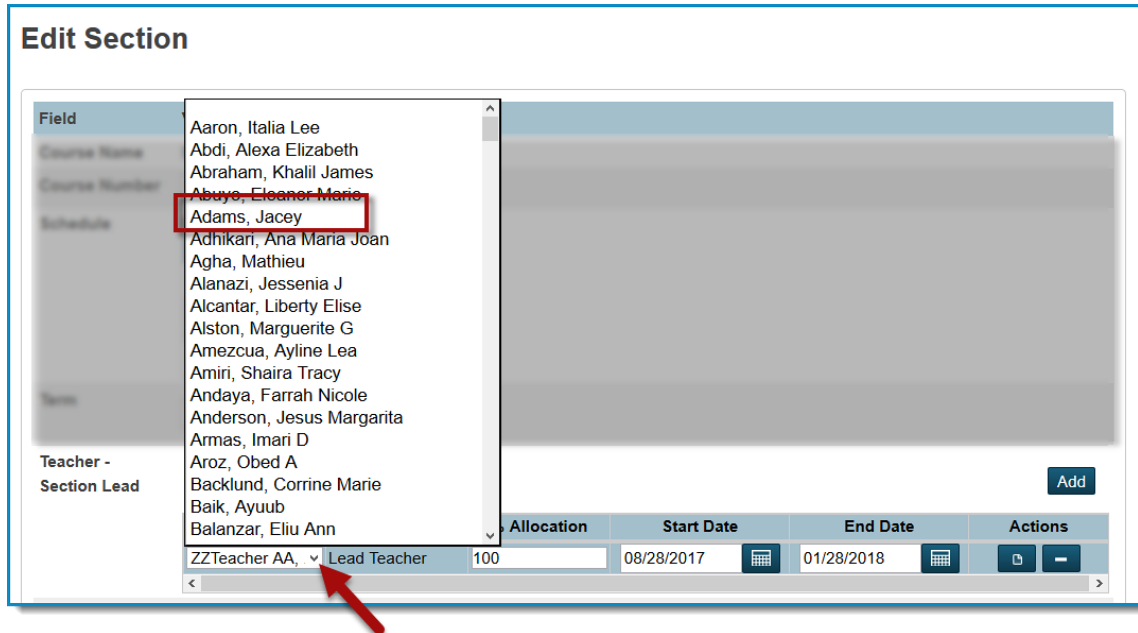


Teacher Schedule - ZZTeacher AA, .no first name. zzteachr

Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enrollment
1(A)	S1	1572	ENG 3 ADV (P)	1	618	34
3(A)	S1	1589	AM LT 1 HRS(HP)	2	618	26
4(A)	S1	1589	AM LT 1 HRS(HP)	1	618	31
5(A)	S1	1572	ENG 3 ADV (P)	5	618	34

4. On the **Edit Section** page, under **Teacher – Section Lead**, click the **ZZTeachername**, to make the **Staff** field editable.
5. Select the permanent teacher or long-term sub from the drop-down menu.
6. Click **Submit**.



Edit Section

Field

Course Name

Course Number

Schedule

Teacher - Section Lead

Allocation

Start Date

End Date

Actions

ZZTeacher AA, Lead Teacher

100

08/28/2017

01/28/2018

Add

Elementary schools: Repeat Steps 2 – 6, if you have additional ZZTeachers.

Secondary schools: Repeat Steps 2 – 6, until all sections have been changed for this ZZ Teacher.

EXCEPTION

Only the following **ZZTeachers** aligned with their appropriate courses will be allowed beyond the CALPADS Census date:

- **ZZCollTch- Community College** - Aligned with courses taught by non-district and non-charter school employees who do not have district employee IDs (e.g., community college courses).
- **ZZNonClass - NonClassScheduleOnly** – Aligned with sections used solely for scheduling purposes: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (For example, Lunch).

Please see the table on the following page for guidance on using specific **ZZTeacher** codes in PowerSchool.

ZZ Teacher Codes in Power School

Faculty Name	Faculty ID	Type	Use
ZZTeacherA, ZZTeacherAA – AZ, ZZTeacherB - Z	zzteachera, zzteacheraa– az, zzteacherb - z	Placeholder	<ul style="list-style-type: none"> • May be used as placeholder instructor until 9/30 each school year. • Must be replaced by a known instructor, or if applicable, by one of the three Faculty Names below. • Continued use beyond 9/30 will be flagged as a master schedule error. • Note: Print the Master Schedule List Report by Teacher and ZZTeachers will be at the bottom
NonClass ScheduleOnly	ZZNonClass	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For master schedule entries that are not real classes and used only for scheduling purposes, such as Lunch if you use a course called Lunch.
Grant Funded	ZZGrantTch	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For externally funded instructors <i>who are not district or charter school employees and who do not have district employee IDs.</i>
Community College	ZZCollTch ZZCollTchACP ZZCollTchCCAP ZZCollTchFT ZZCollTchMOU ZZCollTchUCSD	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For community college instructors who do not have district employee IDs.