CHAPTER 6
TTT Online

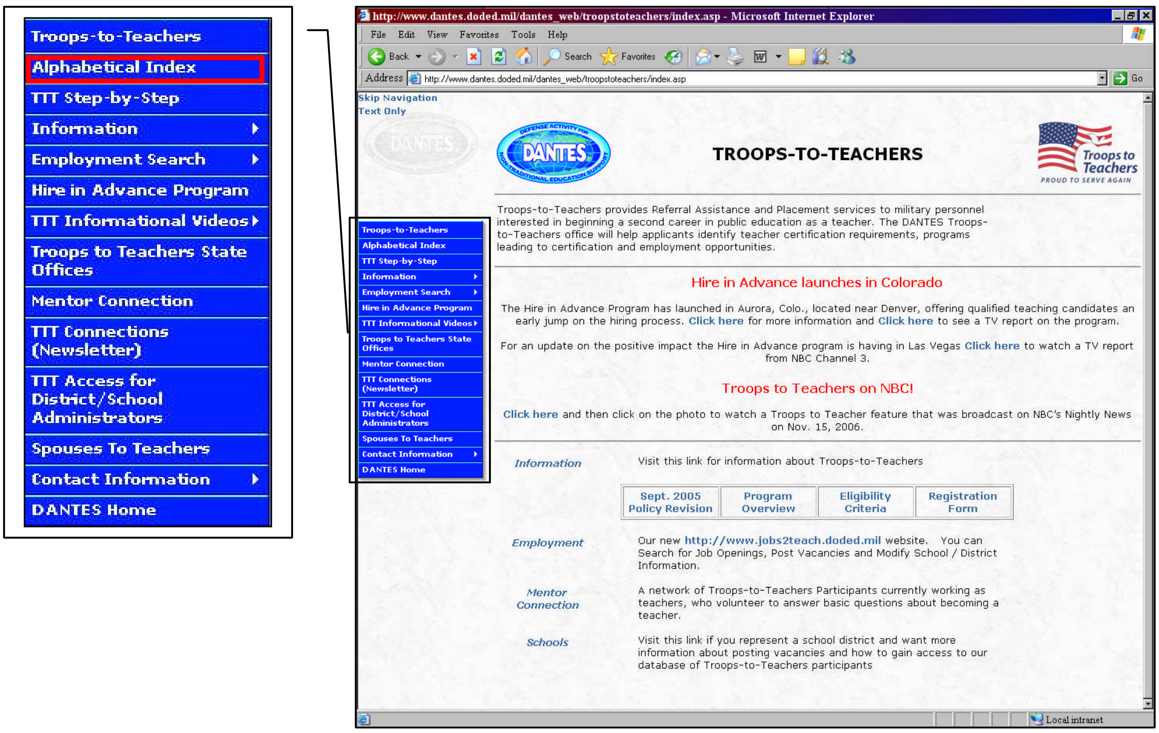
TTT ONLINE - NATIONAL AND STATE OFFICE

The internet is an important resource in today's marketplace. The National Office uses online services to assist with all aspects of the program in various ways. This includes marketing, recruitment, counseling, referral services, and communicating with participants. Many of our participants even pursue teacher certification through distance learning programs, some while on deployment.

The State Office is expected to utilize these resources as well. To fully utilize available "tools", State Office staff should have access to equipment and internet service that is compatible with accessing and downloading information from the National Office sites, as well as other sites of interest. This should include a high speed connection to the internet not simply "dial up".

National Office Online

- **TTT Website**. The National Office Home Page (Figure 6-1) is located at http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.asp but can be reached through a hotlink at our published and our more easily remembered address at www.ProudtoServeAgain.com. TTT News as well as hotlinks for the program overview, eligibility criteria, and registration package located in the middle of the home page. Other information on the site can be located by using the blue index to the left of the screen or by using the Alphabetical Index (available from the index).



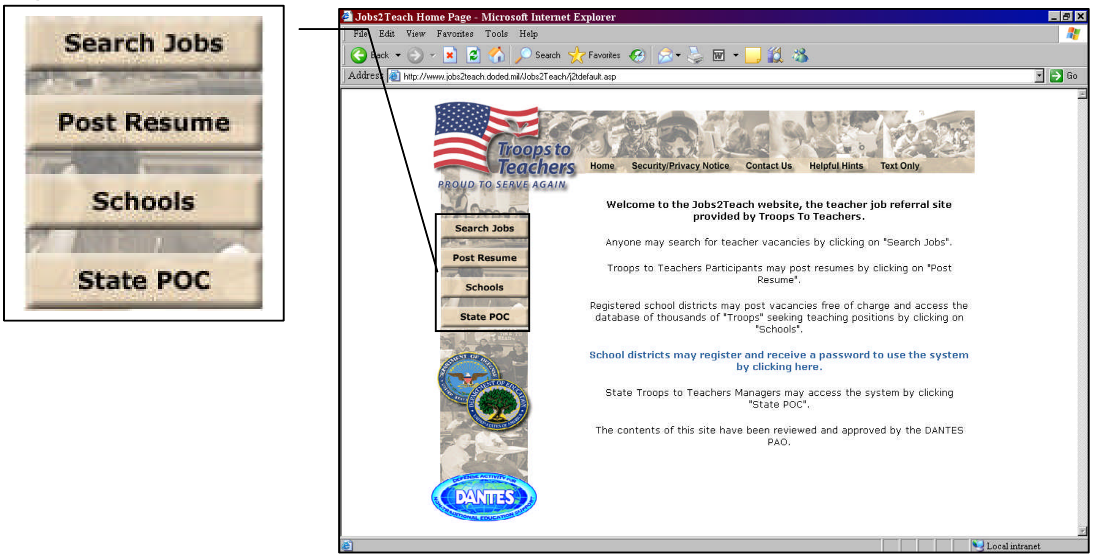
TTT ONLINE - NATIONAL AND STATE OFFICE (cont.)

__**National Office Online**__ __(cont.)__

- **TTT program information** such as program overview, program status report, participant registration package (PDF), eligibility criteria, interactive self-determination guide, and National and State Office contact information.
- **Information and links related to teaching as a second career** are available to all interested individuals. Available information includes topics such as veterans, career transitioning, certification programs, licensure, and employment.
- **The Mentor Connection** provides interested individuals access to our TTT mentors via e-mail. TTT mentors are participants who are currently teaching or in administrative positions and have volunteered their time to provide their first-hand experiences related to certification and teaching employment to other service-members *(see the "Mentor Connection" section in* *__Chapter 4 – Counseling and Guidance__* *for more details).*

• **Jobs2Teach:** www.jobs2teach.doded.mil/Jobs2Teach/J2TDefault.asp. Jobs2Teach (Figure 6-2) in an interactive site for school district HR personnel, TTT participants and State Office staff. Access requires a username and password that is applied for and provided by the National Office.

Figure 6-2. TTT Jobs2Teach site



- __**"Search Jobs" Button**__. Through the "Search Jobs" button, TTT participants can search the vacancies posted by school districts. This section does not require a username and password to access.

TTT ONLINE - NATIONAL AND STATE OFFICE (cont.)

- **Jobs2Teach** (cont.)
  - **<u>"Post Resume" Button</u>**. TTT participants who have received a username and password can access the J2T site through the "Post Resume" button. They can access and review for accuracy their contact and referral information and also post a mini-resume. The mini-resume should not list a participant's entire resume but provide information that might be of interest to a potential employer.
  - **<u>"Schools</u>**". School or School District personnel who have received a username and password can access J2T through the "Schools" button. They can post vacancies and search the TTT participant referral database. They are limited to contact and referral information and can also see the mini-resume posted by the participant.
  - **<u>"State POC" Button</u>**. TTT State Office staff who have received a username and password can access the J2T site through the "State POC" button. This section of J2T provides access to the vacancy postings and referral data (which is identical to the information in the "Schools" section) but also allows State Office staff access to additional participant information for counseling, referral and statistical purposes. The participant database can be searched on various criteria. There are also two large Excel files ("All Hires" and "Participant Status") that can be downloaded which provides a variety of participant information.

(See the Jobs2Teach" section in this chapter for details on using Jobs2Teach.)

<u>State Office Home Page</u>

Each State Office should have a TTT specific home page on the internet. The page should not be buried in sponsoring agencies site. The direct URL to the State Office home page should be published in promotional materials, not the URL for the parent site (if applicable). If your site is located within the sponsoring agency site, it may even be advisable to purchase a similar set up to the "proudtoserveagain" site which would be easy to remember and promote and provide a hotlink directly to your site.

Keep in mind that your website is you first marketing and counseling tool. The State Office site should include:

- General description of what the state offers
- State Office contact information to include TTT specific e-mail
- Presentation of what it takes to get a job in the state particularly information about alternative certification
- Basic state requirements for certification (can be a hotkey)
- State job resources (can be a hotkey)

WEBSITE QUICK LIST

State Office Home Page (cont.)

- Link to the National TTT Home Page for at least the following:
  - Registration Form (www.dantes.doded.mil/dantes_web/library/docs/TTT/RegistrationForms.pdf), and
  - Self-Determination Eligibility Guide (www.dantes.doded.mil/dantes_web/troopstoteachers/eligibility.asp)

TTT / STT Information

- **TTT Homepage:** www.ProudtoServeAgain.com

  This is actually a link to the TTT Homepage www.dantes.doded.mil/dantes_web/troopstoteachers/index.htm?Flag=True. The "ProudToServeAgain" site is easier for participants to remember. Among other useful information, the TTT Homepage has the current Registration Package, Program Overview, Mentor Connection, Bulletin Board, and the Self-Determination Guide. See the website section for more information.

- **Jobs2Teach:** www.jobs2teach.doded.mil/Jobs2Teach/J2TDefault.asp

  Participant information for the State Offices, vacancy postings that are entered by the school district and can be accessed by participants, participant referral for State Offices and School Districts, referable participants can review their information and post a mini-resume

- **Spouses to Teachers (STT) Homepage:** www.spousestoteachers.com/

  Provides information on the Spouses to Teachers program

Military Service Information

- **DD-214:** members.aol.com/forvets/dd214.htm

  Information for participants on how to obtain a copy or rebuild their DD-214.

- **DANTES Homepage:** www.dantes.doded.mil/dantes_Web/danteshome.asp

  Includes information on DANTES sponsored exam programs (i.e. PRAXIS, CLEP, GRE, GMAT, CLEP, DSST, ECE), requesting transcript (i.e. AARTS, SMARTS, Community College of the Airforce), exam calendar, directory of active duty and reserve education centers, distance learning programs

- **Air National Guard:** www.ang.af.mil/units.asp

  Identify locations for disbursement of TTT information and site visits.

- **US Army:** www.army.mil/organization/

  Identify locations for disbursement of TTT information and site visits.

WEBSITE QUICK LIST (cont.)

Military Service Information (cont.)

- **US Coast Guard:** www.uscg.mil/hq/reserve/reshmpg.htm

  Identify locations for disbursement of TTT information and site visits.

- **Enlisted Association of National Guard:** www.eangus.org/

  Identify locations for disbursement of TTT information and site visits.

- **Reserve Affairs:** www.defenselink.mil/ra/

  Identify locations for disbursement of TTT information and site visits.

- **National Guard Association of the United States:** www.ngaus.org/resources/lists.asp

  Identify locations for disbursement of TTT information and site visits.

School and School District Details including TTT Qualifying School Data

- **US Census Bureau:** www.census.gov/hhes/www/saipe/

  School District poverty data can be downloaded by state or for the entire U.S. *See the "Determining Qualifying School Districts / Schools" section in Chapter 5 – Employment and Retention for information on using this sites.*

- **National Center for Education Statistics (NCES):**
  School: http://nces.ed.gov/ccd/schoolsearch/ and
  School District: http://nces.ed.gov/ccd/districtsearch/

  Look up schools by school, school district, county, NCES ID number, city, state, zip, zip code. Free and reduced lunch numbers for schools can be determined but would have to download and calculate information to determine school district percentage (school matters works better for this information). This site will allow you to download, among other information, contact information, total students, and free and reduced lunch numbers. *See the "Determining Qualifying School Districts / Schools" section in Chapter 5 – Employment and Retention for information on using these sites.*

- **School Data Direct:** www.schooldatadirect.org/ and
  School Matters: www.schoolmatters.com/

  Both are services of Standard & Poor's. They provides free and reduced lunch (economically disadvantaged) and IDEA (students with disabilities) information on individual schools or list all schools by school district, city, county, or specified radius of zip code with quick list of free and reduced lunch percentages (economically disadvantaged) for applicable schools. From School Data Direct, advanced search, can be used to list (if applicable) the idea in the table of schools or search for all schools within a specified region that meet certain parameters (i.e. over 50% free and reduced lunch, over 15% students with disabilities). *See the "Determining Qualifying School Districts / Schools" section in Chapter 5 – Employment and Retention for information on using these sites.*

WEBSITE QUICK LIST (cont.)

- **Great Schools:** www.greatschools.net/

  Search for schools by school, district or city. Free and reduced lunch percentages are provided for school, district and state under the Teachers/Students tab.

Marketing (temporary)

- **SAIC:** www.wecommunicateideas.com/clients/troopstoteachers/

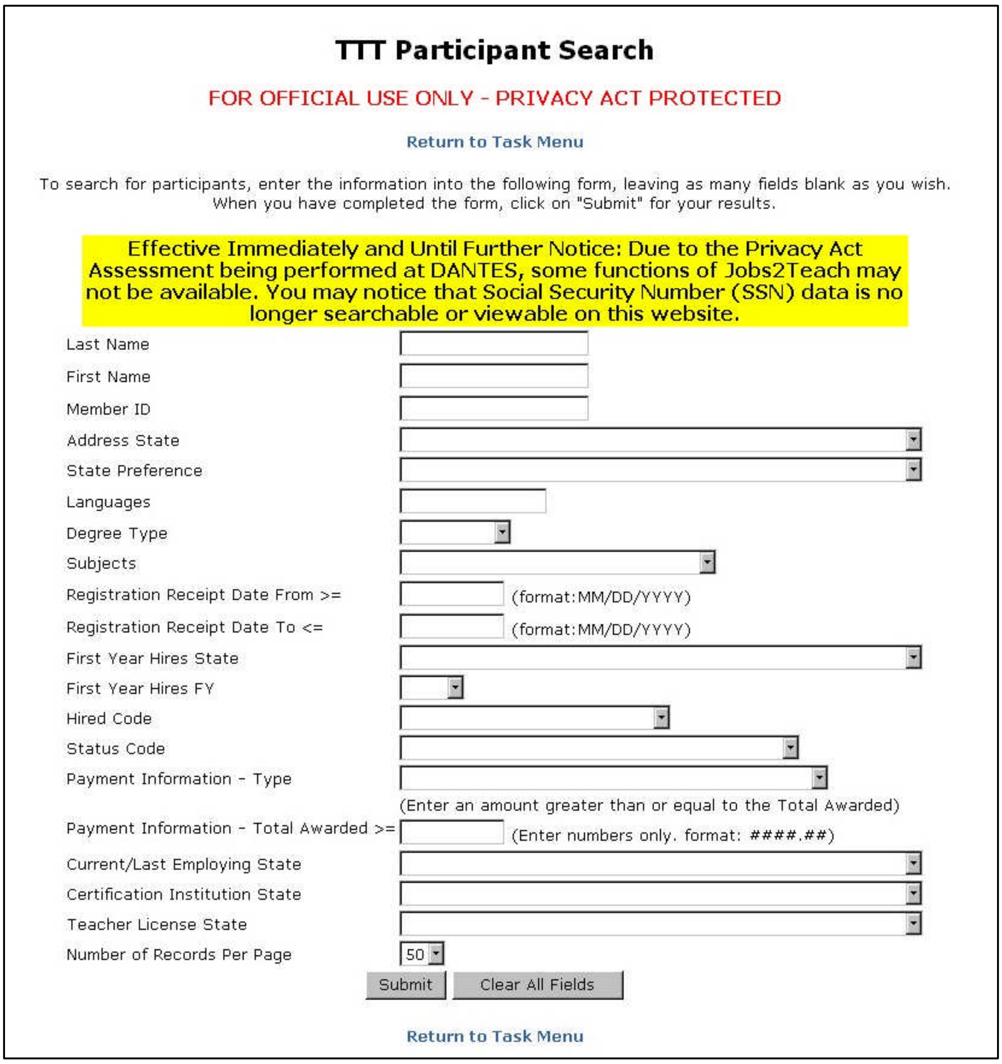
  Downloadable print and radio adds, camera-ready logos, calendar of national advertising, available marketing materials. Although we no longer contract with SAIC the site remains accessible for now.

  Login: ttt (case sensitive).
  Password: dantes (case sensitive)

JOBS2TEACH
ALL PARTICIPANT SEARCH

The Jobs2Teach (J2T) (Figure 6-3)site is an interactive site that serves several purposes and is accessible with a username and password by school district HR personnel, TTT participants, and State Office staff. A PDF file containing the Jobs2Teach User Manual is available on the "TTT Reports/Forms" CD with information about the technical use of J2T. This section will focus on how the State Office should be using J2T "TTT Participant Search" screen (Figure 6-3), that is available from the State POC Task Menu by selecting the "All Participant" search button.

Figure 6-3. TTT Participant Search screen



TTT Participant Search

FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED

Return to Task Menu

To search for participants, enter the information into the following form, leaving as many fields blank as you wish.
When you have completed the form, click on "Submit" for your results.

Effective Immediately and Until Further Notice: Due to the Privacy Act Assessment being performed at DANTES, some functions of Jobs2Teach may not be available. You may notice that Social Security Number (SSN) data is no longer searchable or viewable on this website.

Last Name
First Name
Member ID
Address State
State Preference
Languages
Degree Type
Subjects
Registration Receipt Date From >= (format:MM/DD/YYYY)
Registration Receipt Date To <= (format:MM/DD/YYYY)
First Year Hires State
First Year Hires FY
Hired Code
Status Code
Payment Information - Type
(Enter an amount greater than or equal to the Total Awarded)
Payment Information - Total Awarded >= (Enter numbers only. format: ####.##)
Current/Last Employing State
Certification Institution State
Teacher License State
Number of Records Per Page 50

Submit Clear All Fields

Return to Task Menu

All State Office program managers are expected to familiar with and utilize the J2T site even if other staff members will be assigned to do most of the data retrieval. The program manager will still need to know what information is available and how to instruct staff in its use.

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

The All Participant search screen can be used for a variety of searches for various purposes. It can be used in some aspects for almost all state office functions related to participants. Some examples include recruitment and marketing (identify registration trends and compare to marketing campaign timelines), counseling and guidance (identify and reach out to new registrants/participants), employment (identify participants who have completed their certification program and may need guidance on finding employment), and retention (identify participants who are currently employed for invitation to a retention event). It can also be used to determine numbers for reports to the National Office or other agencies.

Recommended Minimum Use

At the very minimum, the State Office should perform the following using the J2T All Participant search:

- **Identify New Registrants / Participants Interested in your State/Region**. This should be performed at least monthly. The purpose is to reach out to participants to provide information and offer assistance. These individuals may be interested in more than one state so it is important to provide the positive and negative aspects of certification and employment in your state so an informed decision can be made. Other state offices may be providing similar information related to their state as well. Keep in mind that new registrants/participants will have varying status codes and some, such as "AI' and "ID", have not been evaluated for eligibility yet and correspondence should be worded accordingly. Also, all registrants are entered into the database, so you will need to weed out the ones that are ineligible (status code "IP"). *See the "Participant Eligibility and Status" in Chapter 4 – Counseling and Guidance for information on participant status.*

  One of the reasons that reach out is important is the number of registrants and participants that do not follow through. As of February 15, 2008, 52% of registrants/participants were withdrawn without receiving financial assistance or reporting teaching employment. Ten percent were registrants who were withdrawn due to failure to provide required registration documents, ten percent were withdrawn due to "bad" address, and anther twenty percent withdrawn due to non-response to the annual update. Of the withdrawals without financial assistance or teaching employment, 32% were withdrawn within the first two years. We can only speculate as to the reason for the high percentage, but we would like to eliminate the possibility that it is for lack of information or guidance.

  To identify new registrants/participants, enter the following data into the fields indicated:

  - State Preference Field. Your state (if a regional office, each state will need to be searched separately)
  - Registration Date From. Start date for the range of data
  - Registration Date To. Leave this blank if you are searching for all those that registered up to the present data. If you, looking for a specific range, enter the range end date.

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

- **<u>Identify New Registrants / Participants Interested in your State/Region (cont)</u>**
  - <u>Status Code</u>. You could select a specific status code group. However, in identifying new registrants/participants, it would be easier to leave this field blank and sort the data from the downloaded excel file by the status code field.

    After submitting you search criteria, the new registrants/participants should be displayed in the results grid. Click the download button to download to an excel file. The excel file contains the status code, hire code, and contact information including address, phone number and email address. Reach out can consist of calling the individuals, sending email or using the excel sheet to merge data with a letter template. Be sure to sort the excel file by the status code, remove ineligible participants ("IP"), and send status appropriate information to the remaining individuals.
- **Review Registrant/Participant Data for Status and Data Accuracy** for individuals you are working with. Whenever you are contacting or have been contacted by an individual that indicates that they have registered with Troops to Teachers, the individual's information should by retrieved to determine current status and confirm the accuracy of the contact information (address, phone number(s), email address(es)). It is also useful to check their employment status for any updates as well. Provide any corrections to the National Office.

  All new correspondence from the National Office to a registrant/participant will have their member ID located below the date in the reference section. If the individual has this information available, it is best to access the information using this number in the Member ID field. Otherwise use the participant's first and last name. Keep in mind that when using the name fields, less is more. The name fields can identify records based on partial data. For instance, entering "Jim" as the first name will not locate the record if he used "James" on the registration. You may need to try a few variations before you locate the data or determine that the individual is not in the database. Once submitted and the results screen appears, double-click on the individual's name to access the data. Be sure you have the accessed the correct record by verifying information with the individual such as their date of birth.

  Once the TTT Participant Details screen is open, the data can be reviewed and individual counseled accordingly. There are seven sections to the TTT Participant Details screen.

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

- **<u>Review Registrant/Participant Data for Status and Data Accuracy</u>** <u>(cont)</u>

The first section, "Information" (Figure 6-4), contains contact and background information on the individual. It also provides the state of interest and the grade level and subjects in which the individual is interested in teaching. It will also indicate to the right of the subject whether or not the individual is "licensed" or "not licensed" in that subject. If the participant is requesting referral it is especially important to verify that the contact information, including address, phone and email) and subjects of interest/ licensure are correct.

Figure 6-4. TTT Participant Details, Information Section

Information		
Name SMITH, JOHN J	**Member ID** 22067	
Mailing Address 124 OAK ST HOUSTON TX 77055	**Phone** 843-670-5555	**Email** jsmith@email.com
Gender MALE	**Birthdate** 3/10/1949	**Ethnicity** African American
Branch of Service US AIR FORCE	**Pay Grade** O5	**Separation Date** 07/31/1993
Languages Information Not Provided		**Level** Middle School High School
Degrees Graduate - HUMAN BEHAV Bachelors - MATH	**States Desired** SC NC	**Subjects** Math:GEN MATH/ALGEBRA(M) licensed Other:GUIDANCE/COUNSELING not licensed Special Education:(E,M,H) licensed

The second section, "Status" (Figure 6-5), contains information on their program status. The "Qualifier Code" is the individual's program code. "Status Code" is their current eligibility status with the program *(see the "Participant's Program Status (Status Code)" section of <u>Chapter 4 – Counseling and Guidance</u> for program status details)*. The "Status Date" is the effective date of the status code. "Registration Date" is the date the registration was received by the National Office. This section also provides a list of all required and received documents for this individual. If a participant is in an "AI" status, you can identify the missing required document(s) as the registration document with the corresponding "N" in the received column. It is extremely important to check the status code and, if the individual is not in a current and active status, advise on how to bring their status current or direct them to contact the National Office.

Figure 6-5. TTT Participant Details, Status Section

Status		
Qualifier Code RC-4 **Status Code** EN **Status Date** 12/13/2004 **Registration Date** 12/3/2004	**Required/Received Documents** Academic Subject Survey Form Annual Update (Personal Data Sheet) College transcript (must indicate degree earned) Completed and signed bonus application Completed and signed stipend application DD Form 214 (Member Copy # 4) Three Year Letter of Intent Troops to Teachers Registration Form Vocational Subject Survey Form Yearly Point Summary (YPS)	**Received** Y Y - 12/13/2005 Y - 12/03/2004 N N Y - 12/03/2004 Y - 12/03/2004 Y - 12/03/2004 N Y - 03/22/2006

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

- **<u>Review Registrant/Participant Data for Status and Data Accuracy</u>** <u>(cont)</u>

The third section, "Payment Information" (Figure 6-6), contains information on their financial status. The "Stipend Package Date" and the "Bonus Package Date" indicate when the applicable package was mailed to the individual. "Expense Date" is the participants eligibility date (or date from which the can incur expenses for financial assistance). "Obligation Status" is the financial obligation status *(see the "Participant's Financial Status (Financial Status Code)" section of <u>Chapter 4 – Counseling and Guidance</u> for financial status details).* "Stipend/Bonus Processed" is an internal coding used by the National Office. Although it is no longer available, the section also includes the "Total Incentive Grant Received" under the original legislation. This section also includes the total amount of stipend (old or new legislation) and bonus awarded to date and the amounts and dates of each payment.

Figure 6-6. TTT Participant Details, Payment Information Section

Payment Information				
Stipend Package Date	12/13/2004		**Date**	**Amount**
Bonus Package Date	12/16/2004			
Expense Date	12/3/2004	**Total Award**		$8,333.32
Obligation Status	B	Payment	1/26/2005	$1,666.66
Stipend/Bonus Processed	FB	Payment	4/26/2005	$3,333.33
Total Incentive Grant Received		Payment	6/6/2006	$3,333.33

The fourth section, "Employment History" (Figure 6-7), contains all employment information after registration with TTT that has been submitted by the individual. Each school year / school is a separate record with the most current employment is listed first. The "Total Years Teaching" located at the top of the section actually indicates the number of employment records per participant. Although this would usually indicate the number of years teaching, if a participant worked the first half of the school year at one district and the second half at another, this field would count this as two. Also, if the individual only worked a portion of the school year, it would count as one in this field. This is just supposed to be a rough estimate and does not reflect how the National Office would count this employment for financial obligation credit or towards countable employment for the five year service coin. School Year" indicates the year in which the school year started. "Teaching Status/Hired Code" indicates the last hire code for that employment record *(see the "Participant's Employment Status (Hire Code)" section of <u>Chapter 4 – Counseling and Guidance</u> for hire status details).* The record also includes, if available, the district name, school name, start date, and the teaching subject and grade level.

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

- **Review Registrant/Participant Data for Status and Data Accuracy** (cont)

An "*" next to the school year indicates the employment that will count towards cost per hire. The state indicated in that record will get credit for the employment for the start date fiscal year.

Figure 6-7. TTT Participant Details, Employment Information Section

Employment History

3 Total Years Teaching

School Year	Teaching Status/ Hired Code	Employer	Start Date	Teaching Subject (Grade Level)
2006	IB	**District:** GEORGE I SANCHEZ CHARTER SCH HOUSTON , TX **Institution:** GEORGE I SANCHEZ H S HOUSTON , TX	8/1/2006	Special Education: SPEC (H)
2005	IB	**District:** GEORGE I SANCHEZ CHARTER SCH HOUSTON , TX **Institution:** GEORGE I SANCHEZ H S HOUSTON , TX	8/8/2005	Special Education: SPEC ED (H)
*2004	IB	**District:** GEORGE I SANCHEZ CHARTER SCH HOUSTON , TX **Institution:** GEORGE I SANCHEZ - ALTERNATIVE HOUSTON , TX	1/3/2005	Special Education: SPEC ED (H)

An asterisk (*) to the left of an employment record identifies the record as selected for Cost Per Hire calculations.

The fifth section, "Certification Program" (Figure 6-8), contains the information for all certification programs identified by the individual. Prior to the deployment of the new database on 08/28/2006, only one program could be entered at a time so any updates completed prior to this date would have overwritten previous data.

Figure 6-8. TTT Participant Details, Certification Program Section

Certification Program

Start Date	End Date	Institution	City	State
1/1/2005	4/1/2005	EDUCATION SERVICE CENTER 4	HOUSTON	TX

The sixth section, "Licenses" (Figure 6-9), contains the information on all teaching licenses identified by the individual.

Figure 6-9. TTT Participant Details, Licenses Section

Licenses

State	Licensed	Expires	Type	Subject
TX	4/1/2006	12/31/2011	STANDARD	

JOBS2TEACH
ALL PARTICIPANT SEARCH (cont.)

- **Review Registrant/Participant Data for Status and Data Accuracy** (cont)

  The seventh section ("Resume") contains the information entered by the participant through the Jobs2Teach mini-resume section.

  Figure 6-10. TTT Participant Details, Resume Section

Resume	Date Assigned: 9/12/2006
Resume not available.	

- **Identify Cost Per Hire Employment**. Identify the hires that the National Office has identified for your state/region to count towards cost per hire and compare against your own list. Any discrepancies should be reported to the National Office. This will need to be done at least quarterly for the Quarterly Report on Goals. Note that a hire is attributed to the state and fiscal year for the state and start date of the first countable hire *(see the "State Office Cost Per Hire" section in Chapter 2 – State Office Functions, Office Management, and Reporting Procedures)*. If numbers are coming up short, verify that you are not including a non-count hire in your cost per hire count.

  To identify the hires that will count towards cost per hire for your state/region, enter the following data into the fields indicated:

  - First Year Hire State. Your state (if a regional office, each state will need to be searched separately)
  - First Year Hires FY. If you want to identify all the countable hires for your state, leave this field blank. If you want to identify the countable hires for a specific fiscal year, select the fiscal year.

Additional Search Recommendations. All the required search fields listed below are not currently part of the TTT Participant Search screen. However, they can be accomplished using a combination of Jobs2Teach resources including the "Participant Status" and "All Hires" download files and the "Academic" and "Vocational" search screens. If you are interested in how to pull any of the following information, contact the National Office for a training session.

- In the interest of having your participants active in the program thereby resulting in hires, you can identify participants that:
  - no longer have a current address. Due to the limited number of staff and the number of incorrect addresses, we do not research addresses for participant's whose correspondence has been returned unless they have a financial obligation. Many participants register prior to separation from the military and then move after separation. They may still be pursuing a career in education but have not thought to update their address and may not be fully aware of what is available through the program. About 12% of our registrants have been withdrawn due to incorrect address, 10% before a registrant/participant has requested financial assistance or

reported teaching employment. It is hoped that the increased focus on "reach out" to new registrants/participants will alleviate this problem. It is recommended that you limit your search to those who have recently been coded a "WH". However, there is no search field for status code date at this time. You would select your state from the Address field and select "Inactive – Incorrect Address" from the Status Code field. When the list appears in the results grid, click on first individual to research and review the status code date in the "Status" section of the TTT Participant Details screen. If the date is within the past few months proceed with research, if not go on to the next one. *Note: This search would be more effective with a search field for status code date. Until one is added, if you are familiar with excel, you can do a search on all the required fields including status code date (column O) with the "Inactive Participants" tab in the "Participant Status" download file.*

- are more than one year from discharge. You may want to touch base with these participants to make sure they are on the right track and to make them aware of assistance available to them through the state office. You should have already contacted them within a month of registration but follow-up shortly before separation. At this time there is no search field for separation date, so you would need to access identify your "ID" registrants and access the participant details for each individuals and review the individuals separation date in the "Information" section of the TTT Participant Details screen to determine if they are within a few months of separation. *Note: This separation date field is <u>not</u> available in the "Participant Status" download file.*
- are missing required registration documents, status code AI, WA, WB, WI, WT, or WV. Some of these are very old records so be sure to check the status date. It would be best to limit your search to registrations received more than a month prior to the current date ("Registration Receipt Date To") but within a two or three month range of that date ("Registration Receipt Date From"). Also, as they have not provided documents for verification, it cannot be determined at this time if they are eligible for the program or the financial assistance so do not make any promises. As with the "ID" registrants above, you should have already contacted them within a month of discharge but follow-up may encourage them to complete the process.
- have been withdrawn because they did not return the annual update. They can easily be reinstated if they contact the office to provide the information requested. I would limit this to those that have been withdrawn within the past few months. As with the "WH" search, you can only determine the status code date by accessing the individual file and reviewing the status code date in the "Status" section of the TTT Participant Details screen. If the date is within the past few months proceed with research, if not go on to the next one. *Note: This search would be more effective with a search field for status code date. Until one is added, if you are familiar with excel, you can do a search on all the required fields including status code date (column O) with the "Inactive Participants" tab in the "Participant Status" download file.*

- To assist active participants, you can identify participants that:
  - have received the stipend, have an outstanding financial obligation, are not yet employed and are nearing their projected certification completion date. They may need assistance in locating an eligible school district or you may be able to provide

guidance to those who may be experiencing problems with their certification program.

- are eligible for referral and have not yet found employment. Identify participants that are eligible for employment to assist with employment counseling and referral services, especially those with an outstanding financial obligation that need to obtain qualifying employment. In addition to criteria for qualifying employment and which schools satisfy the employment obligation; need to understand the time-frames (deadlines for obtaining employment, extensions granted by the National Office due to hardship or recall to active duty) involved with employment obligation. *See the "Participant Eligibility and Status" section of Chapter 4- Counseling and Guidance for information related to eligibility for referral, employment status, and financial status as well as the "Qualifying School Districts and Schools section of Chapter 5 – Employment and Retention*.

• For various reporting purposes (legislators, state DOE, national office, media) or to determine trends to see where your efforts are paying off or are needed more :
  - track registrations by branch of service.
  - code registrations (Section 12 Other) distributed at specific events to determine its viability.
  - hires by school district
  - hires by ethnic background, rank, branch, gender
  - amount of stipend and bonus money disbursed
  - number of participants interested in referral to your state
  - current hires by full-time teacher, administrative positions, JROTC with a breakout by branch, gender, paygrade, and/or ethnic background to identify participants for interview by media or potential mentors