

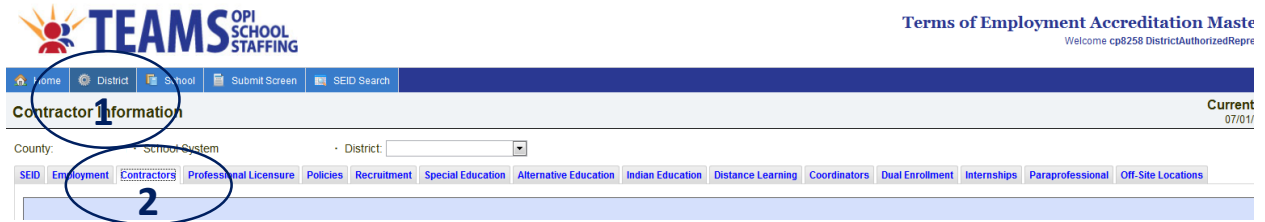
How to Reflect that your School is Utilizing the Services of Montana Small School Alliance (MSSA) in TEAMS

School systems with fewer than 126 students may utilize a consortium, multidistrict agreement, or an interlocal cooperative to secure library media specialist or school counselor services. (Reference: [ARM 10.55.709\(3\)](#) and [10.55.710\(3\)](#))

MSSA services are recorded on the Contractor screen in TEAMS.

- ❖ **DO NOT** create a librarian/counselor TOE record for the school's employee that implements the materials provided by the MSSA.

Step 1: Locate the Contractor screen.



1. On the “Home” row, click the “District” tab.
2. Click the “Contractors” subtab.

Step 2: Add a record for a position that is fulfilled by a contractor.



1. Click the “Add New Contractor Record” link below the “Valid Contractors” table.

Add Contractor Record

Use this form to add the Contractor record below.
Enter and confirm the required information.

Contractor Company Info:

Year:

Location LE:

* Contractor:

* Location SC Code:

* Contracting Person:

2. Select the SC of the school that is associated with the contractor.
3. Click the “Search” button to locate a contractor.
 - a. You cannot type in the field, you *must* click the “Search” button.

Search for an existing Contractor

Search Criteria...
Enter all or part of a Contractor name to search for or use the percentage symbol (%) to display all available.

Contractor Name:

Show 20 items per page Page: 1

Select	Contractor	Person Name	E-Mail	Phone
Select	Montana Small Schools Alliance	Small Schools Alliance, Montana		
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- b. Enter "MSSA" in the Contractor Name field.
- c. Click the "Search" button.
- d. Click the "Select" link beside Montana Small Schools Alliance.

Add Contractor Record

Use this form to add the Contractor record below.
Enter and confirm the required information.

Contractor Company Info:

Year:

Location LE: * Location SC Code:

* Contractor: Enter for an existing contractor. * Contracting Person: **4**

4. Select the name of the individual who performs the contracted services.
 - a. Counselor = Dan Rask
 - b. Curriculum Coordinator = Dan Rask
 - c. Librarian = Michael Schulz

Enter the address fields below.

Address Ln 1: Address Ln 2:

City: State: Zip:

* Phone: * Email:

Contractor Employment Info:

* Start Date: * End Date:

* SEID: * FTE: **5**

* Position Code: **6**

Once the information has been entered. Click the Add Record button.

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5. Enter ".001" for all contracted FTE.
6. Select the position code of the contracted employee.
7. Click the "Add Record" button to add the record.
 - a. Click the "Cancel" link to cancel the record and return to the previous screen.

Step 3: Repeat Step 2 for

- ❖ each service (library, counselor, and/or curriculum coordinator) that you have contracted with MSSA and
- ❖ each school in the school system (for each position).