


# Creating the Provisional License Report

This tutorial will demonstrate the creation of the Provisional License Report, using the Superintendent Report. All links are active, and when you see the  icon click the link for the video tutorial on YouTube.

# Superintendent Report

- ▶ Log in to ALiS: [Vermont Online Licensing System](#)
- ▶ The Superintendent Report allows users to retrieve a list of ALL licensed educators in their entire district, or a specific school.
- ▶ **This report will include educators who are listed as employed in your district. If someone does not appear, you will need to have the educator register and update their profile information.** [How to complete your employment section](#) pdf
- ▶ When you click on Superintendent Report you will see this screen →

The screenshot shows the 'Superintendent Report' form. At the top, there is a green header with the text 'Superintendent Report'. Below this, a light blue box contains the form fields. The fields are: 'Worked Date \*' with a date picker showing 'MM/DD/YY' and a calendar icon; 'Supervisory Union' with a dropdown menu showing 'Addison Rutland SU'; 'School' with a dropdown menu showing 'All'; and 'Report Format' with a dropdown menu showing 'PDF'. To the right of the form, there is a note: 'Fields marked with asterisk (\*) are required.' Below the form, there are two green buttons: 'View' and 'Reset'.

**Superintendent Report**

Fields marked with asterisk (\*) are required.

**Superintendent Report**

Worked Date \*  to

Supervisory Union

School

Report Format

- Enter employment dates in the “worked date” fields. Dates entered should capture all those who hold a Provisional License in your district including those who have had an extension.
- The Supervisory Union is set to your district
- For the School dropdown list – leave the selection at ALL
- For the Report Format dropdown list – choose Excel
- The Report that is generated will contain information on each educator in your district that has updated their employment to list your specific district. **If your report includes educators no longer in your district, please just delete that row from your spreadsheet.**

# The Excel Report will look like this:

Vermont Agency of Education Superintendent report							
Worked Date: 08/01/2015 To 06/30/2016							
Supervisory Union: Barre SU							
School: All							
Educator ID	Educator Name	Endorsement	Instructional Level	License Type	School	Expiry Date	
8025478	John F. Kennedy	17-C-Career Technical Education-Arts & Communications	11-Grades 9-12	Provisional Educator's License	Barre Regional Vocational Technology Center	06/30/2016	
8025478	Lyndon B. Johnson	11-Mathematics	2-Grades 7-12	Provisional Educator's License	Spaulding HSUD #41 (School)	06/30/2017	
8025478	Abraham Lincoln	19A-Middle Grades-English Language Arts	4-Grades 5-9	Provisional Educator's License	Barre City Elementary/Middle School	06/30/2017	
8025478	George W. Bush	19B-Middle Grades-Mathematics	4-Grades 5-9	Provisional Educator's License	Barre City Elementary/Middle School	06/30/2017	
8025478	William Clinton	19C-Middle Grades-Science	4-Grades 5-9	Provisional Educator's License	Barre City Elementary/Middle School	06/30/2017	
8025478	Barack Obama	19D-Middle Grades-Social Studies	4-Grades 5-9	Provisional Educator's License	Barre City Elementary/Middle School	06/30/2017	



# Superintendent Report YouTube

# Searching for an Educator:

To filter your spreadsheet for just the educators who hold a Provisional License, click on and select the License Type header →

Vermont Agency of Education  
Superintendent report

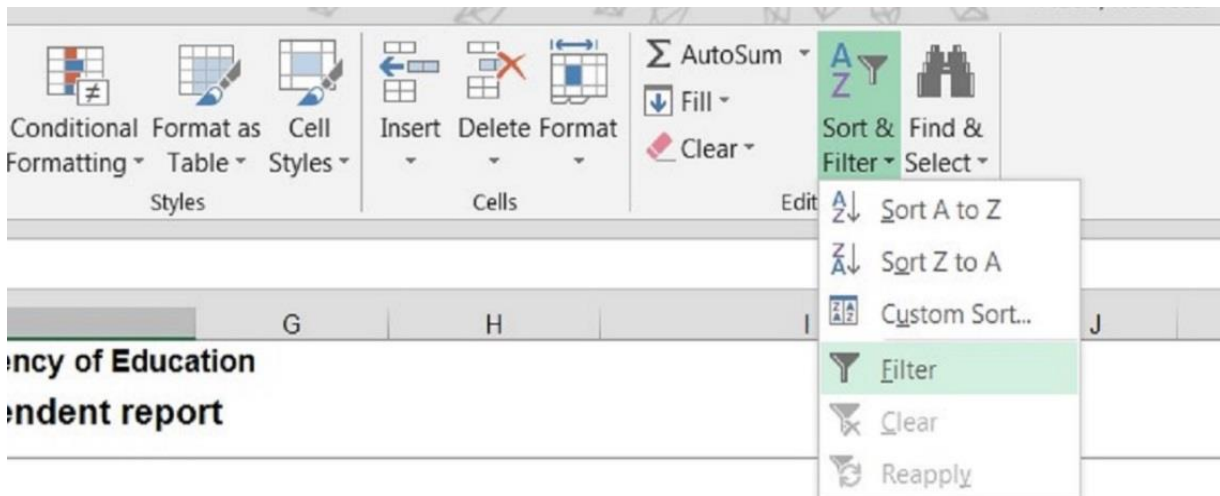
Worked Date: 08/01/2015 To 03/10/2016

Supervisory Union: Barre SU

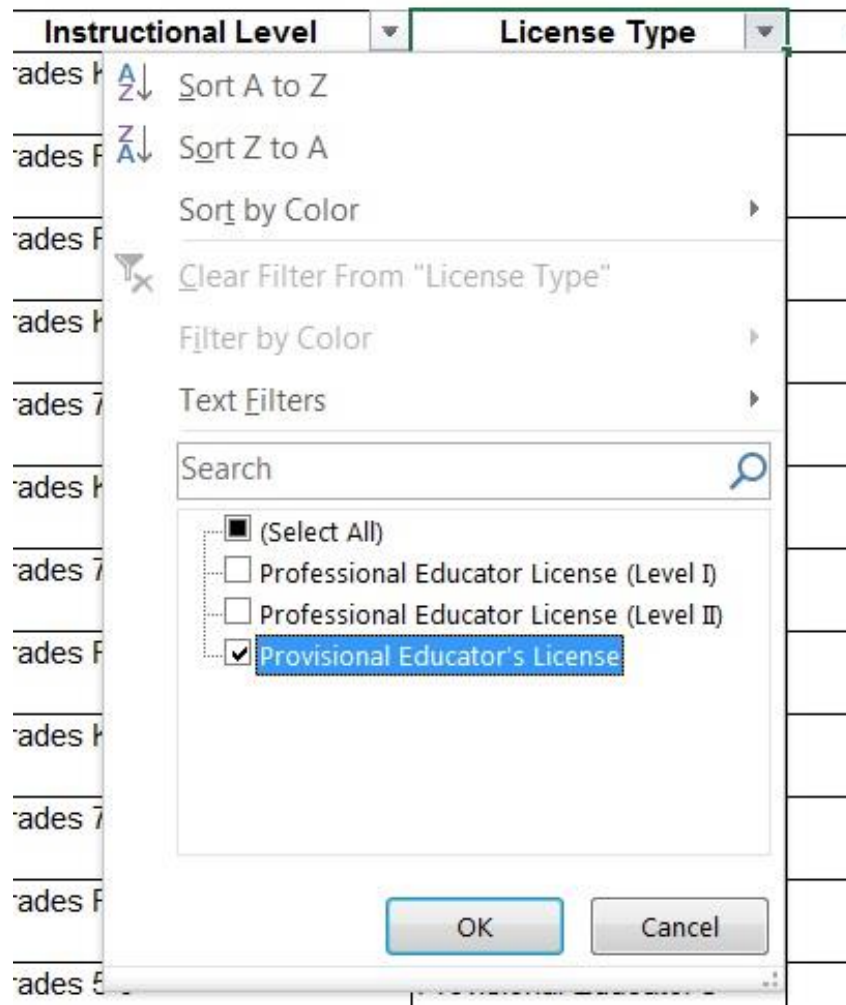
School: All

Educator ID	Educator Name	Endorsement	Instructional Level	License Type	Grade Limit
8050725		08-Physical Education	3-Grades PK-12	Professional Educator License (Level I)	
8050911		66-School Psychologist	3-Grades PK-12	Professional Educator License (Level I)	
8029464		00-Elementary Education	1-Grades K-6	Provisional Educator's License	
8029464		91-Principal	3-Grades PK-12	Professional Educator License (Level II)	
8000000		15-Social Studies	2-Grades 7-12	Professional Educator License (Level I)	
8004219		08-Physical Education	3-Grades PK-12	Professional Educator License (Level II)	

## Choose filter from the Excel Menu:



**With the filter applied, choose the drop down arrow next to License Type – the only choice that should be selected is “Provisional Educator’s License” – Click OK.**



## To develop the *Provisional License Report* from the Superintendent Report:

1. Create a Superintendent Report setting the parameters for report dates which capture all those who hold or held a current Provisional License in your district including those who have had an extension.
2. Choose *Excel* format
3. Filter for Provisional Licenses
4. Add six additional columns to the right
5. Delete the grade and subject limit columns
6. Label six new columns from left to right
  - a. Met Year 1 Plan
  - b. Year 1 explanation if 'No'
  - c. Met Year 2 Plan
  - d. Year 2 explanation if 'No'
  - e. Met Plan in Extension Year
  - f. Extension explanation if 'No'

# COLLECTING DATA TO COMPLETE THE PROVISIONAL LICENSE REPORT

1. Ask each educator for an update on their [Provisional License Plan](#).
2. Using data from educators, complete the Provisional License Report spreadsheet:
  - a. Enter either 'Yes' or 'No' based on if the educator has met the Provisional Plan depending on the year you are reporting on.

## SAMPLE OF COMPLETED PROVISIONAL LICENSE REPORT

School	Expiry Date	Met Year 1 Plan	Year 1 Explanation (No)	Met Year 2 Plan	Year 2 Explanation (No)	Met Plan Extension Year	Extension Explanation (No)
Enosburg Falls Elementary School	06/30/2016						
Richford Junior/Senior High School	06/30/2016						
Richford Junior/Senior High School	06/30/2016						
Richford Elementary School	06/30/2016						

Please submit the Provisional License report to Lisa Pierson by May 1, 2020:

[Lisa.Pierson@vermont.gov](mailto:Lisa.Pierson@vermont.gov)

Questions? Rebecca Gile, ALiS Manager, Educator Quality Division:

[Rebecca.Gile@vermont.gov](mailto:Rebecca.Gile@vermont.gov)



# Resources

- ▶ [COVID-19 Guidance for Vermont Schools](#)
  - ▶ Includes [Licensing FAQ](#)
- ▶ [Tutorials and FAQs page](#)
  - ▶ Includes sample progress report and sample provisional plans
- ▶ [Agency of Education's YouTube page](#)
  - ▶ Includes tutorial on requesting a temporary license for Superintendent's
- ▶ [Agency of Education's Twitter page](#)
  - ▶ Includes tweets from the Licensing Office i.e. memos, upcoming deadlines etc.