



Sarasota County Schools Digital Document Management

Student Records
Audit Box
Personnel Records

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Digital Student Cumulative Records

► WHY GO DIGITAL?

- Reduce records getting lost, destroyed or deteriorate
- Eliminate records being transferred from school to school
- Extra space at schools with removal of physical storage space
- Instant access at the convenience of being anywhere at anytime
- Ability to modify, annotate, redact information and set retention rules
- Eliminate extra copies of confidential records laying on a desk
- Digital footprints provide security for audit trails on all records accessed

Digital Student Cumulative Records

► HOW TO PREPARE FOR DIGITAL

- Time and Planning
- Meet with individual departments for input on specific Record Types
- IT Department automates nightly feed of students into Axiom Pro
- Registrars digitally scan new students and KG for the new school year
- SCS hired substitutes to Mass Scan our student records
- Started with transition years - 5th, 8th, 12th grades (no movement of files)
- Circle back to schools to complete other grade levels

Digital Student Cumulative Records

WHO HAS ACCESS?

- District Staff (includes Truancy Workers) – ALL Student Records (view only)
- Principal, AP, Teacher – School Specific ALL Student Records (view only)
- Registrar – School Specific ALL Student Records (edit/view)
- ESE Liaison – School Specific ESE Records (edit/view)
- ESOL Liaison – School Specific ESOL Records (edit/view)
- Health – School Specific Health Records (edit/view)
- Discipline/Behavior Specialist – School Specific Discipline Records (edit/view)
- Guidance Counselor/HS Liaison – School Specific MTSS Records (edit/view)
- Social Worker – ALL MTSS Records (edit/view)
- School Psychologist/SLP – ALL ESE & MTSS Records (edit/view)

Digital Student Cumulative Records

➤ **AXIOM PRO (IMAGE API)**

- Digital Library - Solution to Digital Document Management
- Axiom Pro provides the capability to scan and upload paper files to digital files
- Organize files for faster file retrieval with defined record types within a category
- Extra level of security using Multi Factor Authorization (MFA)
- Support System is extremely friendly and prompt to solutions!



Axiom Pro

Access to student educational and test records classifies you as a custodian of student education records under the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) and extends to you the obligation to prevent the misuse of data and to ensure confidentiality. Access to student data should be used solely to facilitate performance of legitimate job functions on behalf of Sarasota County Schools. Student data includes, but are not limited to, report cards, grades, assessment data, IEP, attendance, and 504 plans. These records and all personally identifiable student information are strictly confidential Student data should never be shared with unauthorized parties or organizations without a Sarasota County School Board approved agreement.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

By clicking the yes button below, I have read, understood, and I am agreeing to my responsibilities in protecting student data as a custodian of records under FERPA. Inappropriate actions by district or school personnel will result in further investigation and /or possible disciplinary actions.

Yes



Axiom Pro Version 3.7.11.2 © 2022 Image API, LLC

DASHBOARD

UPLOAD

NEW SEARCH


MY BATCHES

Recent Documents 

Recent Searches 

Saved Searches 

 STARRED

 DOWNLOADS

 CHECKED OUT BY ME

Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View

New Search

Student Records

[Switch to Simple Search](#)

Category
Select...

Record Type
Select...

School Year
Select...

Student ID
[Text Input]

Last Name
[Text Input]

First Name
[Text Input]

Go Clear Save

Student Records

Category

Enrollment
 School Related
 Health
 Assessments
 ESE
 ESOL
 MTSS
 Other Services
 Discipline
 Athletics
 Transfer Student Recs
 Final Student Recs

Record Type (Enrollment)

Reg Form
 Legal Docs
 Withdrawal Forms
 Residency
 School Choice Options
 Legal Name
 Birth
 Disclosure Form
 Preschool Services
 Information Requests
 Other Documents



Retention of Scanned Axiom Pro Records



What happens to the paper records?

- After scanning, the paper records become duplicates and the scanned records in Axiom Pro become the master records.
- The paper records are then boxed, labeled, and transferred to the Purchasing Warehouse where they are stored for one year.
- After storing for one year, the paper records will be destroyed.



Digital Audit Box



STATE REPORTING

- Digital Documents for Auditor's Review – uploaded by Registrars

Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View

New Search

Audit Box

[Switch to Simple Search](#)

Year
Select...

Survey Period
Select...

School
Select...

Document Group
Select...

Document Type
Select...

Document ID

Go Clear Save

Audit Box

Document Group

Attendance & Schedules

Edit Reports

FTE Verification

Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View

New Search

Audit Box

[Switch to Simple Search](#)

Year
Select...

Survey Period
Select...

School
Select...

Document Group
Select...

Document Type
Select...

Document ID

Go Clear Save

Audit Box

Document Group

Attendance & Schedules

Edit Reports

FTE Verification

Document Type

01-Class Rosters

02-Bell Schedules

03-Parent Documentation/Elem Specials

04-Mater Course Schedules

05-Attendance Documents

06-Attendance Procedures

07-Frontline Teacher Absence Report

08-Teacher List

09-Consecutive Absence

10-Class Rolls

11-OJT Timecards

12-Hospital/Homebound

Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View

New Search

Audit Box x

[Switch to Simple Search](#)

Year
Select...

Survey Period
Select...

School
Select...

Document Group
Select...

Document Type
Select...

Document ID

Go Clear Save

Audit Box

Document Group

Attendance & Schedules

Edit Reports

FTE Verification

Document Type

14-DOE Transmission Reports

- Edit corrections made by schools

Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View

New Search

Audit Box

[Switch to Simple Search](#)

Year
Select...

Survey Period
Select...

School
Select...

Document Group
Select...

Document Type
Select...

Document ID

Go Clear Save

Audit Box

Document Group

Attendance & Schedules

Edit Reports

FTE Verification

Document Type

15-Principal Signatures(3x)

- Close of State Processing
- Close of Amendment
- Final Recalibration

16-Close of State Processing Cycle

- Contains DOE Specific Reports

17-Close of Amendment Window

- Contains DOE Specific Reports

88-Audit Box Complete

- Notification To Review

99-Sign-off(State Reports Only)

- Notification Review Completed

Audit Box

Search Results										
<input type="checkbox"/>	★	Year	Survey Period	School	Document Group	Document Type	Document ID	Document Date	File Name	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	01-Class Rosters	385732	03/11/2022	01-Y21223 Class Rosters.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	02-Bell Schedules	385733	03/11/2022	02-Y21223 Bell Schedules.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	03-Parent Documentation/Elem Specials	385734	03/11/2022	03-Y21223 Parent Bell Schedule Documentation.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	04-Master Course Schedules	385735	03/11/2022	04-Y21223 Master Course Schedules.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	05-Attendance Documents	385736	03/11/2022	05-Y21223 Attendance Documents.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	06-Attendance Procedures	385737	03/11/2022	06-Y21223 Attendance Procedures.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	07-Frontline Teacher Absence Report	385738	03/11/2022	07-Y21223 Frontline Teacher Absence Report.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	08-Teacher List	385739	03/11/2022	08-Y21223 Teacher List.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	09-Consecutive Absence	385740	03/11/2022	09-Y21223 Consecutive Absence.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	10-Class Rolls	385741	03/11/2022	10-Y21223 Class Rolls - Pull Out and Inclusion.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	12-Hospital/Homebound	385742	03/11/2022	12-Y21223 Hospital-Homebound.pdf	
<input type="checkbox"/>	☆	2022	3		Attendance & Schedules	13-Student Roster with Detail	385743	03/11/2022	13-Y21223 Student Roster with Detail.pdf	
<input type="checkbox"/>	☆	2022	3		Edit Reports	14-DOE Transmission Reports	385747	03/11/2022	14-F61034.Y21223-03042022-080033_0111.pdf	
<input type="checkbox"/>	☆	2022	3		Edit Reports	14-DOE Transmission Reports	385748	03/11/2022	14-F61108.Y21223-03032022-080936_0111.pdf	
<input type="checkbox"/>	☆	2022	3		Edit Reports	14-DOE Transmission Reports	385744	03/11/2022	14-F60781.Y21223-02222022-083337_0111.pdf	
<input type="checkbox"/>	☆	2022	3		Edit Reports	14-DOE Transmission Reports	385745	03/11/2022	14-F60803.Y21223-03072022-080300_0111.pdf	
<input type="checkbox"/>	☆	2022	3		Edit Reports	14-DOE Transmission Reports	385746	03/11/2022	14-F60858.Y21223-03072022-080300_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	15-Principal Signature Docs	385749	03/11/2022	15-SY2021-2022- [REDACTED] _Survey 3_Clo	
<input type="checkbox"/>	☆	2022	3		FTE Verification	15-Principal Signature Docs	440807	04/22/2022	15-SY2021-2022- [REDACTED] _Survey 3_Clo	
<input type="checkbox"/>	☆	2022	3		FTE Verification	15-Principal Signature Docs	456393	05/05/2022	15-SY2021-2022- [REDACTED] _Survey 3_Fin	
<input type="checkbox"/>	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	385750	03/11/2022	16-F60876.Y21223_2.txt-03072022-082851_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	385751	03/11/2022	16-F62221.Y21223-03072022-080300_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408887	04/01/2022	16-F71451_Y21223CP.SUMMARY_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408886	04/01/2022	16-F71345_Y21223CP_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	16-Close of State Processing Cycle	408885	04/01/2022	16-F71344_Y21223CP_0111--GRADE-.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	17-Close of Amendment Window	456280	05/05/2022	17-F71345_Y21223C4_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	17-Close of Amendment Window	440805	04/22/2022	17-F60876.Y21223_2.txt-04182022-104413_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	17-Close of Amendment Window	440806	04/22/2022	17-F62221.Y21223-04182022-065931_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	17-Close of Amendment Window	456279	05/05/2022	17-F71344_Y21223C4_0111.pdf	
<input type="checkbox"/>	☆	2022	3		FTE Verification	17-Close of Amendment Window	456281	05/05/2022	17-F71451_Y21223C4.SUMMARY_0111.pdf	

Audit Box Checklist

Digital Audit Box Label - Required Documents Checklist for Axiom Audit Box	
Document Group	Document Type
Attendance & Schedules	01-Class Rosters: Class Rosters All Teachers From Survey (SCSB) – Primary and Co-teachers - 1st Run will be on Monday following Date Certain - each page must be VERIFIED AND SIGNED BY THE TEACHER - *NOTE: Combined with VAMS Roster Verification process beginning SY22 - Sort by Teacher Last Name - Upload to audit box only once when ALL rosters are complete and no further changes will be made
	02-Bell Schedules: Bell Periods from SIS (System Admin>Schools>Bell Periods - Provide screen shot of each Bell ID that is being used in your schedules)
	03-Parent Documentation/Elem Schedules: Bell Schedule Documentation – <i>All schools</i> : Documentation that explains your bell schedule to parents & <i>Elementary Schools</i> : also include a copy of your school's actual Specials Schedule
	04-Master Course Schedules: Master Schedule with Bells (SCSB)
	05-Attendance Documents: Attendance Tracking by Course - Teacher Entered Only - Non-Posted *To be Run and Verified on EACH day of 11-day Attendance Window - each day must be signed and dated by the staff member certifying attendance and... Class Rolls (Substitutes): reports for <i>Daily Substitute Attendance</i> - keep with attendance docs - must have a signed attendance report for each class/period where attendance was not posted through the teacher's Gradebook during the <i>11-Day Window</i> . Attendance Sheets, printed name, signed and dated by the sub, must match the <i>Attendance Tracking by Course "Non-Posted"</i> report above.
	06-Attendance Procedures: SCS district Attendance Policy found on SharePoint & your school attendance procedures
	07-Frontline Teacher Absence Report - list of teacher absences during the 11-day window *Charters - spreadsheet or other official report
	08-Teacher List: Teacher Roster listing active teachers during Survey week Teacher List State Report (SCSB) run on Date Certain
	09-Consecutive Absence: Run Consecutive Absences report the Monday following Date Certain for 11-day attendance window with DOE/State: box CHECKED (must be signed by principal/cost center head)
	10-Class Rolls (Pullout & Inclusion): Run Class Rolls Reports for Pullouts and Inclusions - Must show entire 11-day window - must be signed and dated by teacher - must clearly show <i>number of minutes</i> for each day that service was provided to each student *Also Run for Hospital/Homebound courses, when applicable
	11-OJT: OJT Time Cards for Attendance Window (High School only) *Work Dates: Saturday through Friday of Survey Week
	12-Hospital/Homebound: Upload H/H Teacher Contact Logs, when applicable
	13-Student Roster with Detail: Run Student Roster with Detail 1st day of school through Date Certain - USED TO VERIFY FTE-1
Edit Reports	14-DOE Transmission Reports: EDIT/BATCH UPDATE & VALIDATION/EXCEPTION Reports uploaded in required file name format; with copies of corrections submitted (see Axiom Audit Box Upload Quicksheet for list of required reports)
FTE Verification	15-Principal Signature Docs: ELECTRONIC FTE VERIFICATION AFFADAVIT signed & dated by principal AND Attendance Verification Signed by Principal (Close of State Processing, Close of Amendment Window, Final Recalibration) see Internal Audit Checklist Schedule
	16-CLOSE OF STATE PROCESSING CYCLE : DOE – FINAL FTE-2 F62221 and DOE – FINAL FTE-1 F60876 DOE /UFTE BY GRADE RECALIBRATED F71344 and DOE/FTE COUNTS RECALIBRATED F71345 and DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY REPORT F71451
	17-CLOSE OF AMENDMENT WINDOW: DOE – FINAL FTE-2 F62221 and DOE – FINAL FTE-1 F60876 DOE/UFTE BY GRADE RECALIBRATED F71344 and DOE/FTE COUNTS RECALIBRATED F71345 and DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY REPORT F71451
	99-Sign-Off (State Reports Only)

Audit Box Complete/Sign-Off

Provides notification from my department that we have reviewed their Audit Box.


Document Group	Document Type	Document Uploads are Complete
Attendance & Schedules	01-Class Rosters: Class Rosters All Teachers From Survey (SCSB) - Primary and Co-teachers - ALL rosters are signed and updates are complete / no further changes are expected	<input type="checkbox"/>
	02-Bell Schedules: Bell Periods from SIS [System Admin>Schools>Bell Periods - Screen print of each Bell ID being used this year]	<input type="checkbox"/>
	03-Parent Documentation/Elem Schedules: Bell Schedule Documentation - All schools: Parent Bell Documentation & Elem Schedules; add Specials Schedule	<input type="checkbox"/>
	04-Master Course Schedules: Master Schedule Bells with Extra (SCSB) - run on Date Certain	<input type="checkbox"/>
	05-Attendance Documents: Signed & Dated Attendance Tracking by Course - EACH day of 11-day Attendance Window and...	<input type="checkbox"/>
	05-Attendance Documents: Class Rolls (Substitutes): Daily Signed Substitute Attendance - must match the Attendance Tracking by Course "Non-Pasteo" report	<input type="checkbox"/>
	06-Attendance Procedures: SCS District Attendance Policy (on SharePoint) & your school attendance procedures	<input type="checkbox"/>
	07-Frontline Teacher Absence Report - list of teacher absences during the 11-day window * Charters - spreadsheet or other official report	<input type="checkbox"/>
	08-Teacher List: Teacher Roster - Survey week - Teacher List State Report (SCSB) run from SIS on Date Certain	<input type="checkbox"/>
	09-Consecutive Absence: Run Consecutive Absences report for 11-day attendance window (signed by principal/cost center head) run Final report Monday following Date Certain	<input type="checkbox"/>
	10-Class Rolls (Pullout & Inclusion): Signed Class Rolls Reports showing minutes for each day seen during 11-day window *Also for H/H when applicable	<input type="checkbox"/>
	11-OJT: OJT Time Cards for Attendance Window [High School only] * Student Work Dates are: Saturday through Friday of Survey Week	<input type="checkbox"/>
	12-Hospital/Homebound: Upload H/H Teacher Contact Logs, when applicable	<input type="checkbox"/>
13-Student Roster with Detail: Run Student Roster with Detail 1st day of school through Date Certain - USED TO VERIFY FTE-1	<input type="checkbox"/>	
Edit Reports	14-DOE Transmission Reports: EDIT/BATCH UPDATE & VALIDATION/EXCEPTION Reports with copies of corrections * Refer to Axiom Audit Box Upload Quick sheet for required reports	<input type="checkbox"/>
	15-Principal Signature Docs: Principal's FTE Verification Close of State Processing AND Attendance Verification Close of State Processing	<input type="checkbox"/>
FTE Verification	15-Principal Signature Docs: Principal's FTE Verification Close of Amendment	<input type="checkbox"/>
	15-Principal Signature Docs: Principal's FTE Verification Final Recalibration	<input type="checkbox"/>
	16-CLOSE OF STATE PROCESSING CYCLE: DOE - FINAL FTE-1 F62221 and DOE - FINAL FTE-1 F60876 (in folder Monday after Date Certain) Preliminary DOE /U/FE BY GRADE RECALIBRATED F71344 & DOE/FTE COUNTS RECALIBRATED F71345 & DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY REPORT F71451	<input type="checkbox"/>
	17-CLOSE OF AMENDMENT WINDOW: DOE - FINAL FTE-2 F62221 and DOE - FINAL FTE-1 F60876 (in folder Monday after Close of Amendment) Final DOE/U/FE BY GRADE RECALIBRATED F71344 & DOE/FTE COUNTS RECALIBRATED F71345 & DOE/FTE DISTRICT SCHOOL-LEVEL SUMMARY REPORT F71451 (Final Report Date TBD)	<input type="checkbox"/>
	88-Audit Box Complete: * Complete & upload this sheet / check when complete - select Survey 2 or 3	<input type="checkbox"/>
	89-Sign-Off (State Reports Only) *used by State Reports staff only	<input type="checkbox"/>
	89-Sign-Off (State Reports Only) *used by State Reports staff only	<input type="checkbox"/>

Name this document: 88-Audit Box Complete S2 OR 88-Audit Box Complete S3 before uploading to Axiom

Registrar's Digital Signature: _____

DAR\STUDENT\Workshop\Audit Box SharePoint: Data Analysis and Reporting-Audit Box 05/04/2022

Provides notification from schools they have completed their Audit Box and is ready for us to review.



99-Sign-off(State Reports Only)

Uploading this document provides notification that State Reports has reviewed your Audit Box and has deemed it completed to the best of their knowledge.

Review Completed on: _____ Reviewed by: Kathleen Russo School Name & CC# _____

Attendance & Schedules

- 01-Class Rosters All Teachers
- 02-Bell Schedules
- 03-Parent Doc & Elem Sched
- 04-Master Sched with Bells
- 05-Attendance Docs - Dist & Sch
- 06-Attendance Procedures
- 07-Frontline Tch Attend Report
- 08-Teacher List State Report (SCSB)
- 09-Consecutive Absence Report
- 10-Class Rolls for PullOut & Inclusion
- 11-OJT (HS as needed)
- 12-Hospital/Homebound (as needed)
- 13-Student Roster with Detail (to verify FTE1)

Edit Reports

- 14-DOE Transmission Reports
- Edits and Validations, as required*
- FTE Verification**
- 15-Principal Signature Docs
 - (3) FTE Verifications (1) Attendance Cert
- 16-Close of State Processing
 - F62221 & F60876
 - F71344/F71345/F71451 (Preliminary)
- 17-Close of Amendment Window
 - F62221 & F60876
 - F71344/F71345/F71451 (Final Recalibration)
- 88-Audit Box Complete Document

Reviewer Notes: _____



Digital Personnel Records



Human Resources



Digital Documents



Axiom Pro

SEARCH

Upload Open Duplicate Star Flag Lock View Delete

New Search

HR Personnel

Switch to Simple Search

Employee ID

Section

Document Type

Last Name

First Name

Middle Name

Position Number

Start Date From

Start Date To

Separation Date From

Go Clear Save

HR Personnel

Section

Section 1 – Application
 Section 2 – Certification/Professional Development
 Section 3 – Leave Paperwork
 Section 4 – Correspondence & Resumes
 Section 5 – Salary & Employment
 Section 6 – Evaluations
 Confidential Folder
 Site File
 Substitute File

Document Type (Section 1)

Paperwork Checklist
 Application
 Anti-fraud form
 Acceptance of State Equity form
 Acceptance of Guidelines policy
 Employment verifications
 References
 I-9
 Veterans Preference
 Oath of Loyalty
 Code of Ethics/Conduct
 Retirement Clarifications
 Right to Know form (toxic substance)
 Substitute Disclaimer form
 Social Security Exemption form
 Other

HR Personnel

Search Results												
<input type="checkbox"/>		Employee ID	Section	Document Type	Last Name	First Name	Middle Name	Position Number	Start Date	Separation Date	Employee Type	School/Site
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		A025648	Section 1 - Application	I-9 (Employment Eligibility ...					08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025648	Section 1 - Application	Paperwork Checklist					08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025648	Section 1 - Application	Application					08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025634	Section 1 - Application						08/11/2014		Teacher	Englewood Elem...
<input type="checkbox"/>		A025626	Section 1 - Application	Retirement clarifications					09/01/1992		Teacher	Laurel Nokomis - ...
<input type="checkbox"/>		A025626	Section 1 - Application						09/01/1992		Teacher	Laurel Nokomis - ...
<input type="checkbox"/>		A025641	Section 1 - Application	Paperwork Checklist					08/13/2007		Teacher	Executive Direct...
<input type="checkbox"/>		A025648	Section 1 - Application	Anti-fraud form					08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025634	Section 1 - Application	Paperwork Checklist					08/11/2014		Teacher	Englewood Elem...
<input type="checkbox"/>		A062274	Section 1 - Application						10/06/2020		Teacher	Heron Creek Mid...
<input type="checkbox"/>		A025648	Section 1 - Application						08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025626	Section 1 - Application	Substitute Disclaimer Form...					09/01/1992		Teacher	Laurel Nokomis - ...
<input type="checkbox"/>		A025641	Section 1 - Application						08/13/2007		Teacher	Executive Direct...
<input type="checkbox"/>		A025648	Section 1 - Application						08/15/2016		Teacher	Sarasota High - 0...
<input type="checkbox"/>		A025731	Section 1 - Application						08/07/2017		Teacher	Heron Creek Mid...