



**OKALOOSA COUNTY SCHOOL DISTRICT  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE DEPARTMENT**

FINANCE TAM: 2018-020

CONTACT: Kenn Macdonald  
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Select Principals and Department Heads

FROM: Rita R. Scallan – Chief Financial Officer 

DATE: December 18, 2017

SUBJECT: Training for Online TDE Pilot Program

The District is transitioning from a paper-based to an online Temporary Duty Elsewhere (TDE) Form-MIS 5085. The new system will feature some capabilities not currently available through the paper-based system. The District will be implementing a pilot program to test and evaluate the online TDE system. The pilot program will begin January 2018 and run through April 2018. Districtwide training on the online TDE system will be scheduled during May 2018 and June 2018.

Training dates and times for select staff members of schools and departments participating in the pilot program have been scheduled. Staff members who should attend this training are those that are essential to processing TDE's, that is principals, department heads, bookkeepers, administrative secretaries, as well as those that may regularly go on TDE, that is coaches, AP/IB teachers, and band directors/chorus teachers. There are three (3) training sessions from which to choose.

In order to prepare for this training, please submit the following information to Kenn Macdonald at [macdonaldke@okaloosaschools.com](mailto:macdonaldke@okaloosaschools.com):

1. Name and position of the staff members from your school or department that will attend a training session.
2. Each participating staff members' first two (2) choices for training sessions. Due to limited spacing, training session slots will be filled in the order received. An e-mail will be sent to each staff member indicating the training session assigned. Training sessions are as follows:

<u>Date</u>	<u>Time</u>
January 11, 2018	8:30 am – 11:00 am
January 12, 2018	8:30 am – 11:00 am
January 17, 2018	8:30 am – 11:00 am

If you have any questions regarding this training, please call Kenn Macdonald, Specialist – Accounting & Financial Reporting, at 833-5834.

cc: Executive Staff  
Bookkeepers