



THE STATE OF NORTH DAKOTA  
DEPARTMENT OF PUBLIC INSTRUCTION  
Dr. Wayne G. Sanstead, State Superintendent  
600 E. Boulevard Avenue, Dept. 201  
Bismarck, North Dakota 58505-0440

Department Site - <http://www.dpi.state.nd.us>  
STARS (State Automated Reporting System) -  
<https://secure.apps.state.nd.us/dpi/stars/login.aspx>

2011 - 2012

LEA and School  
Fall Reports and Directories  
(MIS01 and MIS02)

Directories Due 9-7-2011  
Fall Reports Due 9-15-2011

Copies of reports may be required  
by your county superintendent/designee  
Contact that office for instructions

For Assistance Contact:  
Sherry Sayler – 328-2268  
Girish Budhwar – 328-4886  
Don Kaiser – 328-1809 (STARS)

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

7/28/2011

**Notice of Nondiscrimination**  
**North Dakota Department of Public Instruction**

The Department of Public Instruction does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, sex (wages) or genetics in its programs and activities. For inquiries regarding nondiscrimination policies please contact:

Robert Marthaller, Assistant Superintendent  
ND Department of Public Instruction  
600 E Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440  
Telephone: 701-328-2267

# TABLE OF CONTENTS

General Instructions	
Report Descriptions.....	1
Reporting Requirements.....	1
STARS.....	1
Instructions/Help.....	1
Coding.....	1
Validation of Data.....	2
Submission Dates/Procedures.....	2
Printing.....	2
Data Certification.....	2
Changes to Data/Unsubmits.....	2
Records Retention.....	2
Instructions for Completing the LEA Directory (MIS01) and School Directory (MIS02)	
Published Directory.....	3
Living Directory.....	3
LEA and School General Directory Information.....	3
LEA and School Directories - Contacts.....	4
Instructions for Completing the Local Education Agency Fall Report (MIS01) SFN 9109	
LEA Data	
LEA Type.....	6
LEA Organizational Plan.....	7
Number of Schools.....	8
Number of Sections of Land.....	8
FTEs of Noninstructional Staff Serving the LEA.....	8
Profile.....	9
School Approval and Accreditation	
School Approval Information (Certificate of Compliance).....	9
School Accreditation Information.....	10
English Language Learner (LEP/ELL) Program.....	11
FTEs of Unfilled Licensed Positions on the First Day of School.....	12
Instructions for Completing the School Fall Report (MIS02) SFN 9110	
School Data – School	
Grade Level Organization.....	13
School Appraisal.....	13
Cost of School Property.....	13
Building Level Support Team.....	13
Number of Buildings by Grade Level.....	14
Instructional Rooms.....	14
Classrooms.....	14
Average Classroom Size (Average Number of Students).....	14
Reading of Historical Documents.....	14
Notification of Consultative Review.....	14
School Data – Computers.....	15
School Data – Instructional Staff FTEs.....	15
Student Data – Race Definitions.....	17
Student Data – High School Graduates.....	18
Student Data – Dropouts.....	18
Alternative High School Dropouts.....	19
Student Data – Enrollment.....	19



**GENERAL INSTRUCTIONS FOR THE  
LOCAL EDUCATION AGENCY AND SCHOOL  
DIRECTORIES AND FALL REPORTS MIS01 & MIS02  
(SFN 9109 and SFN 9110)**

**Report Descriptions** - The MIS01 and MIS02 Fall Reports include four reports.

- LEA Directory (MIS01) collects contact information for the local education agency, staff and school board.
- Local Education Agency Fall Report (MIS01) collects LEA data including accreditation information and LEP/ELL information.
- School Directory (MIS02) collects contact information for the school and principals.
- The School Fall Report (MIS02) collects school and student data.

**Reporting Requirements** - Every local education agency *must* complete the LEA Directory (MIS01) and the Local Education Agency Fall Report (MIS01). LEAs include operating and nonoperating public districts as well as special education units, area career and technology centers and BIA, nonpublic and state institution schools.

Schools within operating local education agencies as well as BIA, nonpublic and state institution schools *must* complete the School Directory (MIS02) and the School Fall Report (MIS02).

Special education units and area career and technology centers *must* complete the School Fall Report (MIS02) if the unit/center has full-time equivalency (FTE) data to report. Nonoperating LEAs *do not* complete the School Fall Report (MIS02).

A “school” includes the site, building, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

Example (1): An elementary school and a high school located on *different sites* would require *two* School Directories (MIS02) and *two* School Fall Reports (MIS02).

Example (2): An elementary school, a junior high school, and a high school located on the *same site* would require *one* School Directory (MIS02) and *one* School Fall Report (MIS02).

**STARS** - The Directories and the Fall Reports are to be completed on the web through the State Automated Reporting System (STARS) at <https://secure.apps.state.nd.us/dpi/stars/login.aspx>.

**Instructions/Help** - The instructional manual and STARS system help for these reports are available at <http://www.dpi.state.nd.us/resource/STARS/index.shtm>.

**Coding** - Update all items with the current information. Certain data items are populated with the data that was submitted to the Department of Public Instruction last year. Certain items are required and must be completed before submission.

Item numbers in this manual refer to the numbers that appear on the PDF report.

**Validation of Data** - There are two types of validation messages. A *warning* (⚠) message is used to call your attention to an item. Warnings will not stop you from submitting the reports. An *error* (✖) message can appear when data is entered and must be fixed before you move on. If an error message appears when you validate, you may continue entering data and can save the data, but the error will need to be resolved before the report can be submitted.

When the validation button is clicked, a window will pop up stating that the validation of data has succeeded if there are no warnings and no errors.

**Submission Dates/Procedures** - When relevant, reports for graded elementary and rural school will be processed through the county superintendent's office.

Due Dates:

- LEA Directory (MIS01) - September 7
- LEA Fall Report (MIS01) – September 15
- School Directory (MIS02) – September 7
- School Fall Report (MIS02) – September 15

The user must have “Can Submit” authority to submit the reports.

**Printing** - Once the online reports have been submitted, it is recommended that copies be printed for your files. Click on Generate PDF. A copy of each report may be required by your county superintendent/designee. Please contact that office for instructions. It may be beneficial to create a “Can View” account for them to view your reports rather than printing and mailing them.

**Data Certification** - When reports are submitted through STARS, the signature is implied. The submitter attests to the accuracy of these reports.

**Changes to Data/Unsubmits** - To request a change to a report or to request a report to be unsubmitted, contact the Management Information Systems by calling 328-2268 or by email to ssayler@nd.gov. All sections of the LEA Fall Report (MIS01) are submitted together; however, each individual section can be unsubmitted.

**Records Retention** - It is recommended that printed forms be retained for the current year and four previous school years.

## **INSTRUCTIONS FOR COMPLETING THE LEA DIRECTORY (MIS01) AND SCHOOL DIRECTORY (MIS02)**

Upon entering the Directories in STARS, you will see that the version of the Directory is either “Published Directory” or “Living Directory”. The following describes these versions.

**Published Directory** - The Published LEA Directory (MIS01) and the Published School Directory (MIS02) will be made available beginning June 1<sup>st</sup> to make changes to the current school year and must be submitted by September 7th. If a change needs to be made to a submitted Directory between June 1<sup>st</sup> through November 30th, call 328-2268 or send an email to [ssayler@nd.gov](mailto:ssayler@nd.gov).

This information is used for updating DPI’s LEA and school contact lists and is published in the ND Educational Directory. By updating and submitting the LEA and school Directories shortly after or possibly before the start of school will facilitate updating our contact lists for the new school year.

**Living Directory** - Beginning December 1<sup>st</sup> until May 30<sup>th</sup> the Living version of the LEA Directory (MIS01) and the School Directory (MIS02) will be open for changes to contact information throughout the rest of the school year. The Living Directory does not need to be submitted. Updates from the Living Directory will be used to keep DPI’s LEA and school contact lists current.

If you have any questions regarding the Published or the Living Directory, contact the Management Information Systems by calling 328-2268 or by email to [ssayler@nd.gov](mailto:ssayler@nd.gov).

### **LEA and School General Directory Information**

1. County Number - A number that identifies the county in which the LEA is located.

LEA Number – The LEA number is assigned by the Management Information Systems Office in the Department of Public Instruction.

School Number – The school number is assigned by the Management Information Systems Office in the Department of Public Instruction.

School Type – Beginning with school year 2009-2010, this is a read-only item.

- |  |                                       |
|--|---------------------------------------|
| 0 - Alternative Special Education Program Site | 4 - Special Education Unit            |
| 1 - Elementary (two or more teachers)          | 5 - Elementary/Secondary Combination  |
| 2 - Junior High/Middle                         | 8 – Area Career and Technology Center |
| 3 – Secondary/Senior High                      | 9 - Elementary One-teacher School     |

For a list of public LEAs with county and LEA numbers and LEA type and a list schools with county, LEA, school and type numbers, see Sections C and D of the North Dakota Educational Directory at <http://www.dpi.state.nd.us/resource/directry/index.shtm>.

LEA Name – NDCC 15.1-07-02. The words “School District” are not included on the MIS01. The LEA name can be changed only in the Published Directory.

School Name – The school name can be changed only in the Published Directory.

2. Phone Numbers and Fax Numbers – The main telephone number is required for the LEA and schools. If the LEA or school does not have a fax number, this item must be left blank.

ADDRESSES – A link to the USPS Zip Code Lookup site has been provided for your convenience.


3. Mailing Address – The mailing address (street, box or rural route, etc) used for mail delivery is required.
4. Physical Address – The physical location (street, road, etc.) of the LEA or school is required. The location address is reported on Federal reports. There are programs that base eligibility on school locale codes determined by address. If possible do not use cross street references and do not use PO Box addresses.
5. Website Address – Please enter your website address.

Email Address – If the LEA or school has a general email address not belonging to an individual, it is optional to report it.

6. GIS Coordinates of the School Building – Enter or update the latitude and longitudinal coordinates for the location of the school building. The coordinates should be determined by using the front door of the building. For questions regarding this item, call 328-1678.

### **LEA and School Directories - Contacts**

7. The Directories have been preprinted with the latest reported contacts. Click on each name to review and edit names, phone numbers, addresses and email addresses. Do not use commas or periods in names or addresses.

To add a person to the contact list, click on Add Contact. To delete a position, click on the trash can  next to the name. The report must be checked out in order to see these options.

Indicate if a position is vacant. A position is considered vacant only if there are intentions to fill that position. When an unfilled position is filled, select “position is filled” to enter information. Call 328-2268 or email ssayler@nd.gov if the Published Directory needs to be unsubmitted to report a newly filled position.

If a staff member changes their job title (for example, a vice president is now a president), a dropdown box is available to change the position title.

Multiple individuals may be reported for the same position in the case of two or more individuals sharing the same job.

Include the 9-digit zip code in mailing addresses. A link to the USPS Zip Code Lookup site has been provided.

## LEA DIRECTORY - CONTACTS

*Do not* report the principal or the assistant principal contact information on the LEA Directory (MIS01) unless superintendency or assistant superintendency is part of the principal's responsibility. Principals are to be reported on the School Directory (MIS02).

Administrator/Superintendent/CTE or Special Ed Director – It is required that all career and technology centers and special education units report a director or mark the position vacant.

Assistant Administrator/Superintendent – The assistant must meet the definition for position code 66-assistant, administrative assistant or deputy superintendent given in the Licensed Personnel (MIS03) instruction manual.

Business Manager – The home address of the business manager for public school LEAs should be used only if it has been designated as the official mailing address of the school board as this is the address to which official correspondence are sent; otherwise, the school address should be used. All public LEAs must report a business manager or mark the position vacant.

Board President – We encourage LEAs to report an email address. The phone number is optional. All public LEAs must report a board president or mark the position vacant.

Board Vice President – We encourage LEAs to report an email address for the board vice president. The phone number is optional.

Testing Coordinator – Update the name, email address, and phone number of the testing coordinator for the LEA.

Contact for Nonlicensed Personnel Record Checks – A provision in state law (NDCC 12-60-24 and 12-60-16.9), which went into effect August 1, 2007, allows schools to have background checks conducted for all newly hired, nonlicensed school personnel who have unsupervised contact with students. Please identify the person in your LEA who is responsible for these background checks by providing the name of the individual, the telephone number and email address.

All LEAs must either report a contact for Nonlicensed Personnel Record Checks or indicate that your LEA does not employ nonlicensed staff.

If your school is a public LEA, state institution LEA, special education unit or career and technology center and has questions regarding background checks, please call the Bureau of Criminal Investigation at 328-5507.

If your school is a nonpublic or BIA LEA, contact Department of Public Instruction at 328-2597 for all questions regarding background checks.

## SCHOOL DIRECTORY - CONTACTS

Principals – Report the names, office phone numbers and email addresses of the principals who have been appointed by the local superintendent or hired by the school board to assume responsibility for the coordination and direction of the school.

Principals are to be reported according to the grade level organization of the school. A school with a grade level organization of K-8 and 9-12 would report an elementary and secondary principal or would mark the positions vacant. A K-8 and 9-12 school would not report a junior high/middle school principal.

Do not include the superintendent's contact information in the School Directory (MIS02) unless principalship is part of his or her assignment.

Do not include assistant principals.

### **INSTRUCTIONS FOR COMPLETING THE LOCAL EDUCATION AGENCY FALL REPORT (MIS01) (SFN 9109)**

The sections of the Local Education Agency Fall Report (MIS01) are accessed by clicking on the sections in the left navigation menu. Each section needs to be checked out individually and can be submitted individually.

#### **LEA Data**

1. LEA Type - *Public LEAs only*. Beginning school year 2009-2010, this is a read-only item.  
High School - 1; Graded Elementary - 2; One-Room Rural - 3; Nonoperating - 4

2. LEA Organizational Plan – Beginning school year 2009-2010, this is a read-only item. The organizational plan should reflect the general organizational plan of the LEA. Allowable plans are listed below. If more than one plan fits your LEA, any of the appropriate plans for your LEA will suffice. If the plan indicated does not fit your LEA, please request a change by calling 328-2268 or by email to [ssayler@nd.gov](mailto:ssayler@nd.gov).

LEA Organizational Plans		
Area Career And Technical Centers Or Special Education Units	Kindergarten	Nonoperating Lea
Grades 1-3, 4-6 Or Grades 7-9, 10-12	Kindergarten, Grades 1-3, 4-6	Prekindergarten, Kindergarten
Grades 1-3, 4-8, 9-12	Kindergarten, Grades 1-3, 4-6, 9-12	Prekindergarten, Kindergarten, Grades 1-3, 4-6
Grades 1-4 Or Grades 9-12	Kindergarten, Grades 1-3, 4-8, 9-12	Prekindergarten, Kindergarten, Grades 1-3, 4-8, 9-12
Grades 1-4, 5-6, 7-8, 9-12	Kindergarten, Grades 1-4, 5-7, 8-12	Prekindergarten, Kindergarten, Grades 1-4, 5-7, 8-12
Grades 1-4, 5-7, 8-12	Kindergarten, Grades 1-4, 5-8	Prekindergarten, Kindergarten, Grades 1-4, 5-8
Grades 1-4, 5-8	Kindergarten, Grades 1-4, 5-8, 9-12	Prekindergarten, Kindergarten, Grades 1-4, 5-8, 9-12
Grades 1-4, 5-8, 9-12	Kindergarten, Grades 1-5, 6-7, 8-12	Prekindergarten, Kindergarten, Grades 1-5, 6-7, 8-12
Grades 1-5, 6-8, 9-12	Kindergarten, Grades 1-5, 6-8	Prekindergarten, Kindergarten, Grades 1-5, 6-8
Grades 1-6 Or Grades 7-12	Kindergarten, Grades 1-5, 6-8, 9-12	Prekindergarten, Kindergarten, Grades 1-5, 6-8, 9-12
Grades 1-6, 7-12	Kindergarten, Grades 1-6	Prekindergarten, Kindergarten, Grades 1-6
Grades 1-6, 7-8	Kindergarten, Grades 1-6, 7-12	Prekindergarten, Kindergarten, Grades 1-6, 7-12
Grades 1-6, 7-8, 9-12	Kindergarten, Grades 1-6, 7-8	Prekindergarten, Kindergarten, Grades 1-6, 7-8
Grades 1-6, 7-9, 10-12	Kindergarten, Grades 1-6, 7-8, 9-12	Prekindergarten, Kindergarten, Grades 1-6, 7-8, 9-12
Grades 1-7, 8-12	Kindergarten, Grades 1-6, 7-9, 10-12	Prekindergarten, Kindergarten, Grades 1-6, 7-9, 10-12
Grades 1-8	Kindergarten, Grades 1-7, 8-12	Prekindergarten, Kindergarten, Grades 1-7, 8-12
Grades 1-8, 9-12	Kindergarten, Grades 1-8	Prekindergarten, Kindergarten, Grades 1-8
Grades 2-6, 7-8, 9-12	Kindergarten, Grades 1-8, 9-12	Prekindergarten, Kindergarten, Grades 1-8, 9-12
Grades 6-8, 9-12	Kindergarten, Grades 2-6, 7-8, 9-12	Prekindergarten, Kindergarten, Grades 4-6, 7-12
Grades 7-8, 9-12	Kindergarten, Grades 4-6, 7-12	Prekindergarten; Grades 9-12
		Prekindergarten; Kindergarten, Grades 2-6, 7-8, 9-12

3. Number of Schools – Enter the number of schools operating within the LEA. Public LEAs should not include special education units or area career and technology centers in the count. See page 1 for the definition of a school.
4. Number of Sections of Land - *Public LEAs only*. Update the number of sections of land in the public LEA. Two places after the decimal is allowed. Be sure to update this number especially if your LEA was involved in any type of reorganization. This information can be obtained from your county auditor.

### **FTEs of Noninstructional Staff Serving the LEA**

5. Please check the accuracy of full-time equivalencies (FTEs) on the LEA Fall Report (MIS01) with the submission of Licensed Personnel Form (MIS03) and Nonlicensed Personnel Form (PER02) data. **Do not duplicate personnel counts on the LEA Fall Report (MIS01) and the School Fall Report (MIS02).**

If a staff member is employed at more than one LEA, the FTE of that staff member must be prorated amongst the LEAs and reported on each LEA Fall Report (MIS01).

Licensed Noninstructional (personnel holding positions requiring a teaching license) – Update the full-time equivalent number of licensed noninstructional personnel providing services in the LEA. This category includes superintendents, assistant superintendents, directors of special education units, directors of area career and technology centers and others responsible for the systemwide management of the LEA. Use Table 2 on page 16 for full-time equivalents for licensed personnel. Do not include principal FTE on the MIS01; include principal FTE on the School Fall Report (MIS02).

Example: A person who is employed as a half-time superintendent and half-time teacher in a six period day would include .50 in this block and .50 in the FTE on the MIS02.

Nonlicensed Noninstructional (personnel holding positions that do not require a teaching license) - Update the full-time equivalent number of nonlicensed noninstructional personnel providing services in your LEA. This category includes business managers (includes clerks of school boards), clerks, secretaries, operation and maintenance staff, bus drivers, food service workers, etc. The FTEs reported here must not be reported on the School Fall Report (MIS02).

Example (1): A full-time custodian-bus driver who spends three-fourths of his or her time as custodian and one-fourth of his or her time as a bus driver will be reported as 1.00 full-time equivalent.

Example (2): A bus driver who works three hours per day driving bus should be reported as .38 full-time equivalent.

Full-time Equivalency - Use the following table as a guideline to determine the FTE for *nonlicensed noninstructional* employees: The table is based on an eight-hour day.

**TABLE 1**

<u>Hours Per Day</u>		<u>Full-time Equivalency</u>	<u>Hours Per Day</u>		<u>Full-time Equivalency</u>
1 hour	=	.13	5 hours	=	.63
2 hours	=	.25	6 hours	=	.75
3 hours	=	.38	7 hours	=	.88
4 hours	=	.50	8 hours or more	=	1.00

**Profile**

The profile is to be complete by public LEAs only.

- 6. Professional Development Days – Report the total number of days in your school calendar for professional development (not including NDEA days).
- 7. Credits Required for Graduation – Report the number of credits required for high school graduation in your LEA.
- 8. Percent of Students Who Took ACT Previous Year – Report the percent of students who took the ACT the previous year as a percent of the junior/senior enrollment.
- 9-12. Programs - Does your LEA provide these programs? Indicate with “Yes” or “No” to the following:
  - 9. Post-secondary Enrollment Options (Dual Credit)
  - 10. Gifted and Talented Services
  - 11. Alternative High School Program
  - 12. Safe/Drug-free School Program

**School Approval and Accreditation**

- 13. If you have questions regarding the School Approval and Accreditation section, please call the Approval and Accreditation Office at 328-4647.

If you have questions regarding the teaching license number, call the Education Standards and Practices Board at 328-9641 for assistance.

**SCHOOL APPROVAL INFORMATION**

*To be completed by public, nonpublic, BIA and state institution LEAs.*

Certificate of Compliance – The Certificate of Compliance (SFN 9066) is no longer part of the MIS01 Fall Report. You can find the Compliance Reports in STARS under Fill Out Reports.

Student Performance Strategist – A new provision in NDCC 15.1-07-32 requires that each school district must have available one full-time equivalent student performance strategist for every 400 students in average daily membership in kindergarten through grade three. Each school district shall submit documentation to the superintendent of public instruction verifying the amount of time that each student performance strategist expended in tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers. A student performance strategist must meet the qualifications of an elementary school teacher as set forth in NDCC 15.1-18-07 and serve as a tutor or an instructional coach. (Tutors work with students and instructional coaches work with staff.)

To assist the Student Performance Strategist with recording their daily activities, access the “K-3 Student Performance Strategist Template” ([http://www.dpi.state.nd.us/approve/K-3\\_stdnt\\_perf.pdf](http://www.dpi.state.nd.us/approve/K-3_stdnt_perf.pdf)) on the Department’s website. *Note: Each school district will need to submit a final report of all Student Performance Strategist activities through STARS reporting. This report will be due by June 1.*

Personal Finance – A new provision in NDCC 15.1-21-21 states that beginning July 1, 2010, each school district shall ensure that its curriculum for either economics or problems of democracy includes the exposure of students to concepts of personal finance, including: checkbook mechanics including writing checks, balancing, and statement reconciliation; saving for larger purchases; credit including credit card usage, interest, and fees; earning power including jobs for teenagers; taxation and paycheck withholdings; college costs; making and living within a budget; and mortgages, retirement savings, and investments.

Upon written request, the superintendent of public instruction may allow a school district annually to select courses other than economics or problems of democracy for purposes of exposing students to the concepts of personal finance listed above.

#### SCHOOL ACCREDITATION INFORMATION

*The following items are to be completed by all public and nonpublic LEAs seeking school accreditation.*

Standardized Testing: (Readiness K-1) NDAC 67-19-01-38.2 – The readiness test must be administered at the beginning of the school year in which the student first enters formal education, either at kindergarten or at first grade.

Enter the name and type of test, the copyright date, the publishing company and select the grade level administered.

Pupil Personnel Coordinator NDAC 67-19-01-39.3 – The coordinator must be a credentialed school counselor, superintendent, principal or special education director. The classroom teacher may coordinate the services in elementary LEAs with enrollments of 1-24 students.

Enter the *teaching license number* of the coordinator. The name of the coordinator will be filled in along with the person’s appropriate credential for this title and expiration date.

If the license number has expired, is invalid or cannot be found and you feel you have entered the correct number, call the Education Standards and Practices Board at 328-9641 for assistance.

Written Plans and School Handbooks/Policies – All Written Plans and School Handbooks/Policies should be reviewed at least once in every five-year period. Indicate the last year each plan and handbook/policy was reviewed.

## **English Language Learner (LEP/ELL) Program**

14. If you have questions regarding the LEP/ELL program section, please contact Kerri Whipple at 701-361-1392 or [kwhipple@nd.gov](mailto:kwhipple@nd.gov).

State Administrative Code (NDAC 67-28-01-01 and 67-28-01-06) requires that LEAs provide LEP/ELL services in compliance with North Dakota Century Code (NDCC Chapter 15.1-38). The following reporting requirements meet NDAC and NDCC for school approval. All school districts shall meet the requirements. More information on LEP/ELL program requirements, including sample policies and plans, is available at <http://www.dpi.state.nd.us/bilingul/seclang/program.shtm>.

### REPORTING REQUIREMENTS FOR ALL SCHOOL DISTRICTS

LEP/ELL Policy – All school districts must have a current policy in place that meets the provisions of NDAC and NDCC and has been approved by the school board.

Enter the date that the policy was approved by the school board. Policies must be reviewed every five years.

LEP/ELL Program Director – All school districts must designate an individual with a current administrative credential to serve as contact for LEP/ELL issues.

Enter the *teaching license number* of the LEP/ELL program director. The name of the director will be displayed. If the license number has expired, is invalid or cannot be found and you feel you have entered the correct number, call the Education Standards and Practices Board at 701-328-9641 for assistance.

Enter the LEP/ELL program director's work email address and work phone number.

Additional LEP/ELL Contact – School districts may choose to designate another individual to serve as a second contact who will receive notification and information from DPI for LEP/ELL issues. This person is not required to have licensure.

Enter the Additional LEP/ELL Contact's name, work email address and work phone number.

ELL Student Identification Plan– School districts must submit a plan describing the process used to identify students including screening and assessment.

The ELL Student Identification Plan must describe the process that the district uses to screen for potential ELL students. The district must use a tool such as a Home Language Survey (completed by parents and on file for each student in the school district) to determine who should proceed to assessment such as the W-APT or MODEL for determination of program eligibility.

ELL Student Assessment Plan – School districts must submit a plan describing ELL student participation in assessments.

The ELL Student Assessment Plan must detail the manner in which ELL students are included in the annual English language proficiency assessment (ACCESS) and in the North Dakota State Assessment program.

LEP/ELL Certificate of Compliance – School districts must assure compliance with NDAC 67-28-01-06.

Check the box to indicate compliance with all six items.

REPORTING REQUIREMENTS FOR SCHOOL DISTRICTS WITH IDENTIFIED LEP/ELLs – School districts that have LEP/ELLs enrolled must provide the following additional information on the type of Language Instructional Program Model.

Language Instructional Program Model – Check the appropriate boxes for every type of language instruction that is offered to LEP/ELLs in the school district. More than one box may be checked. If the district uses a language other than English to teach content in the ELL program, the other language must be indicated by selecting the language used from the drop down list. If the language is not found, please contact Kerri Whipple at 701-298-4638 or kwhipple@nd.gov. Up to two languages can be chosen per program model. If there are more than two languages being used, please contact Kerri Whipple.

Program is Approved by DPI – This item is not updateable by the school district. DPI will enter the date that the LEP/ELL Program has been approved.

**FTEs of Unfilled Licensed Positions on the First Day of School**

15. Enter by category, the FTEs of positions unfilled by the first day of class. Round FTE to two decimal places. This information is used to apply for a federal program to forgive teacher loans in shortage areas. This information is *not* used for school approval.

*Special education units and area career and technology centers* – Enter the FTE of unfilled positions if the MIS03-Personnel Form is completed by your unit/center and is not reported by a public LEA.

## INSTRUCTIONS FOR COMPLETING SCHOOL FALL REPORT (MIS02) (SFN 9110)

The sections of the School Fall Report (MIS02) will be checked out and submitted as one report. The two sections are selected in the left navigation menu. Subsections are accessed by clicking on the links beneath the section heading towards the top of the page.

- School Data
  - School
  - Computers
  - Instructional Staff FTE
- Student Data
  - Enrollment
  - Graduates
  - Dropouts

*Special education units and area career and technology centers must complete a School Fall Report (MIS02) if they have instructional staff not reported at another school.*

### **School Data – School**

1. **Grade Level Organization** - The grade level organization represents the grade units within this school. This is a read-only item and cannot be changed in STARS.

The Approval and Accreditation Office, Department of Public Instruction, *must be notified in writing by July 15<sup>th</sup> of each school year of any changes* along with a supporting copy of the school board minutes. For questions regarding the grade levels, call 328-4647.

2. **School Appraisal** – All public schools are to complete this item. Reference your Fire and Tornado Report when completing this item. If you have questions, call the School Finance Office at 328-1678.
3. **Cost of School Property** - *BIA and nonpublic schools are not required to complete this item.* If actual costs are not available, use insurance or estimated replacement values in determining the value of school property. Do not include decimals (cents).
  - A. **Site**: The cost of the school site should include the original cost of the property plus all improvements made to the site including parking lots, playground equipment, athletic facilities, and landscaping.
  - B. **Buildings**: The cost of the building should include the original cost plus the cost of any additions or alterations including the cost of electrical, mechanical, and plumbing.
  - C. **Equipment**: The cost of equipment should include the cost of all instructional equipment (desks, computers, maps, projectors, TVs, etc.), food service, music, and athletic equipment.
4. **Building Level Support Team** - Indicate whether or not your school has a Building Level Support Team. A Building Level Support Team, as established by the Department of Public Instruction, is an organized team of school personnel whose primary function is to assist other teachers by suggesting possible alternatives to the educational programs for students who are experiencing problems. If you have questions, call 328-2277.

5. Number of Buildings by Grade Level – Enter the number of buildings that house the grades reflected in each Grade Level Organization for this school. *Do not include portable classrooms.*

Example (1): See the definition of a school and Example 1 on page 1.

- An LEA with two schools completes two MIS02s (two county/LEA/school numbers). The elementary school has a K-8 Grade Level Organization and houses the K-6 students. The secondary school has a 9-12 Grade Level Organization and houses the elementary 7-8 students and the 9-12 students.
  - The elementary school would report 2 as the number of buildings housing elementary students on its MIS02.
  - The secondary school would report 1 building housing the secondary students on its MIS02.
- **Note:** This same example applies to two LEAs cooperating with the elementary grades in one LEA and secondary grades in the other LEA.

Example (2): See the definition of a school and Example 2 on page 1.

- A K-12 school with a K-8 and 9-12 Grade Level Organization completes one MIS02 (one county/LEA/school number) but is housing students in *two* buildings. The elementary K-6 students are housed in one building and the elementary 7-8 students are housed with the 9-12 students in the other building.
  - The number of buildings housing elementary students would be 2 and the number of buildings housing secondary students would be 1 on the MIS02.

6. Instructional Rooms - *Public schools, BIA, and state institution schools only.* Update the number of all publicly-owned instructional rooms if different from preprinted number. Instructional rooms *include* classroom laboratories, music rooms, shops, special services (special education), and Title I rooms but *exclude* auditoriums, gymnasiums, lunchrooms, libraries, and multipurpose rooms.

Classrooms – *Public schools, BIA, and state institution schools only.* Enter the number of classrooms in this school. Include ITV classrooms. Title I classes are supplemental and should not be included.

Average Classroom Size – *Public schools, BIA, and state institution schools only.* Enter the average number of students in the classrooms in this school.

7. Reading of Historical Documents – All schools are required to have their high school students read the Declaration of Independence, United States Constitution, and the Bill of Rights within either the United States Government or Problems of Democracy courses. Check the box if your students will read these documents. If you have questions, contact the Approval and Accreditation Office at 328-4647.
8. Notification of Consultative Review – Checking this box indicates that the school has notified its high school students that they are entitled to receive a consultative review of their individual high school education plan at least once during each high school grade in accordance with Section 15.1-21-18 of the North Dakota Century Code. If you have questions, contact Education and Community Support at 328-2244.

## **School Data – Computers**

9. **Number of Computers** – If you have questions, contact Patricia Laubach at 328-4525 or [plaubach@nd.gov](mailto:plaubach@nd.gov).

Enter the number of computers and devices that connect to the Internet and are provided by this school primarily for student use. Enter a zero if there are no computers in the category.

Equipment is reported separately as either computers or devices. Report computers such as desktops and laptops. Report devices such as Internet mobile devices, portable media players, interactive tablets, interactive whiteboards, netbooks, e-book tools, and other devices that can connect to the Internet.

Dial-up includes the computers and other devices that have less than high-speed connectivity (narrowband connections). High speed includes computers and devices that have high-speed connectivity (broadband or wireless connections).

Do not include equipment that does not have Internet access, peripherals such as printers, or equipment used primarily for testing or administrative purposes.

## **School Data – Instructional Staff (FTEs)**

10. Report the number of licensed staff members who are performing instructional activities. If you have reported pupils enrolled in grades PreK, K, 1-6, 7-8, 9-12, also report the number of full-time equivalent (FTE) teachers for grades PreK, K, 1-6, 7-8, 9-12.

Nonpublic schools should report FTE for regular prekindergarten or kindergarten staff if seeking regular prekindergarten or kindergarten approval by DPI.

**Do not duplicate personnel counts on the MIS01 and MIS02 forms.** If a staff member serves in more than one school, prorate the FTE amongst the schools.

**NOTE:** Please check the accuracy of personnel counts on the MIS01 and MIS02 reports with the submission of MIS03 and PER02 forms.

*Special education units* - Update the FTE of all staff including preschool special education teachers if based out of your unit and are not reported by a public school LEA.

LEA personnel such as: superintendents, assistant superintendents, directors, business managers, etc. are not to be reported here, but on the LEA Fall Report (MIS01).

Use Table 2 for a guideline in calculating the full-time equivalents of staff members providing instructional services to students in the school for a normal school term.

**TABLE 2**

<u>5 Period Day</u>			<u>6 Period Day</u>			<u>7 Period Day</u>			<u>8 Period Day</u>		
<u>Periods</u>	=	<u>FTE</u>	<u>Periods</u>	=	<u>FTE</u>	<u>Periods</u>	=	<u>FTE</u>	<u>Periods</u>	=	<u>FTE</u>
1	=	.20	1	=	.16	1	=	.14	1	=	.13
2	=	.40	2	=	.33	2	=	.29	2	=	.25
3	=	.60	3	=	.50	3	=	.43	3	=	.38
4	=	.80	4	=	.66	4	=	.57	4	=	.50
5	=	1.00	5	=	.83	5	=	.71	5	=	.63
			6	=	1.00	6	=	.86	6	=	.75
						7	=	1.00	7	=	.88
									8	=	1.00

- A. Classroom Teachers - Update the number of classroom teachers, MR special education teachers, and Title I schoolwide teachers performing instructional activities as of September 10 of this school year in this school on the basis of full-time equivalency. As a guideline, use the period schedule for your school which is provided in Table 2.

Example (1): A classroom teacher employed five days a week for six periods in a school with six periods per day would be considered a full-time staff member reported as 1.00.

Example (2): A staff member employed for three periods in a school with six periods per day for a normal school term would be reported as 0.50.

Example (3): A staff member employed one semester for an eight period day would be reported as 0.50.

Example (4): A secondary staff member employed five days a week for a six period day with half-time assignments as a principal and as a teacher would report 0.50 in the classroom teacher block and 0.50 in the Other Licensed Instructional block.

- B. Other Teachers - Update the number of other teachers performing instructional activities as of September 10 of this school year in this school on the basis of full-time equivalency. Other teachers include SLD, ED, Title I, art, music, physical education, ELL/Bilingual teachers, etc. As a guideline, use the period schedule for your school which is provided in Table 2.

- C. Other Personnel Assigned to the Instructional Area -

Licensed Personnel (personnel holding positions requiring a teaching license) - Update the number of other licensed instructional personnel (principals, speech pathologists, guidance counselors, librarians, curricular consultants, instructional coaches, etc.) providing services as of September 10 of this school year in this school on the basis of full-time equivalency. As a guideline, use the period schedule for your school which is provided in Table 2. The FTEs reported here should *not* be reported on the MIS01.

Nonlicensed Personnel (personnel holding positions that do not require a teaching license) – Update in full-time equivalents the number of nonlicensed personnel providing services as of September 10 of this school year in this school such as school clerks, secretaries, teacher aides (including assistants and paraprofessionals) and library aides, etc. The FTEs reported here should *not* be reported on the MIS01. Use Table 1 on page 9 to determine the full-time equivalency for nonlicensed personnel assigned to the instructional area.

Example (1): A principal employed five days a week for a six period day would be considered a full-time staff member and would be reported as 1.00.

Example (2): An elementary staff member employed five days a week for a six period day with half-time assignments as a teacher and as a principal would report 0.50 in the classroom teacher block and 0.50 in the Other Licensed Instructional block.

Example (3): Nonlicensed personnel employed two full days per week would be considered a part-time staff member and reported as .40.

### **Student Data**

Use the following race definitions to complete the graduate and dropout student data. Nonpublic, BIA and state institution schools should complete the enrollment data using these race definitions.

#### **RACE DEFINITIONS**

American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

## **Student Data – High School Graduates**

11. To be completed by public, nonpublic, BIA and state institution schools.

Enter the number and status of last year's graduates by gender and race. Use the race definitions listed on above.

- Number of graduates enrolling in 4-year colleges or universities.
- Number of graduates enrolling in junior or 2-year colleges.
- Number of graduates entering career and technical school or trade school, such as business schools, schools of nursing, or short-term trade programs.
- Number of graduates entering military service.
- Number employed: Report the number of graduates that are employed either full- or part-time and are not enrolled in postsecondary education programs.
- Other/Unknown: Report the number of graduates that are neither employed nor enrolled in postsecondary education programs or that status is unknown.

## **Student Data – Dropouts**

12. To be completed by public, nonpublic, BIA and state institution schools. Alternative high schools should follow instructions on page 19. Enter the number of 7th through 12th grade students by gender and race who dropped out of school last year and did not continue school elsewhere. Use race definitions on page 17.

A dropout is an individual who:

- A. was enrolled in school at some time during the previous school year.
- B. was not enrolled at the beginning of the current school year.
- C. has not graduated from high school or completed a state or LEA approved educational program including GED (General Education Development).
- D. is over 16 years of age for whom a statement of intent to provide home education has not been filed with the school LEA of residence.
- E. does not meet any of the following exclusionary conditions:
  - 1) transfer to another public school, nonpublic (private) school, or state or LEA approved educational program;
  - 2) temporary absence due to suspension, school approved illness, or anticipated late enrollment;  
or
  - 3) death.

For purposes of applying the dropout definition, the following additional definitions also apply:

- A. A school year is the 12-month period of time beginning with the normal opening of school in the fall, including the immediately following 3-month summer vacation.

- B. The current school year is the school year of the MIS02 report. The previous school year is the school year immediately preceding the current school year. Thus, if 2010-2011 is the school year of the report, 2009-2010 is the previous school year for which dropout data is being gathered.
- C. Students are counted as dropouts for the grade and school year for which they fail to report. If a particular student's status is unknown at the time of current year fall enrollment, that student is considered to have dropped out for the appropriate grade and school year. A circumstance of note occurs when a student was promoted out of the grade of which the individual was a member the previous school year, but fails to report the fall of the current school year. This individual is not to be reported as a dropout for the previous school year (since promotion occurred), but should be reported as a dropout on next year's report if the student has still not enrolled at that time.
- D. Graduates are individuals who have graduated from high school or completed an approved educational program upon receipt of formal recognition from school authorities. A state or LEA approved program may include special education programs, home education for which a statement of intent is on file, and state/school sponsored GED (General Education Development) preparation.
- E. Transfer as described in Dropout Definition E.1. shall be demonstrated through a transcript request or other documentation giving evidence of continuing elementary or secondary education.
- F. A student should be counted as a dropout only once each school year. A student should be counted as a dropout once each year for multiple school years, if a pattern of repeated enrollment and dropping out occurs.
- G. A student who dropped out during the previous school year, but has re-enrolled at the beginning of the current school year is not counted as a dropout.

#### Alternative High School Dropouts:

The number of graduates plus the number of dropouts must be less than the number of students reported as enrolled.

- A. When reporting graduates in September 2011 (for the 2010-2011 school year), the number must be based on the student enrollments reported in September 2010 (for the 2010-2011 school year).
- B. When reporting dropouts in September 2011 (for the 2010-2011 school year), the number must be based on the student enrollments reported in September 2010 (for the 2010-2011 school year).

#### **Student Data – Enrollment**

13. *Enrollments are to be reported by nonpublic, BIA, and state institution schools on the School Fall Report (MIS02).*

*Public schools do not complete the enrollment section of the School Fall Report (MIS02). Enrollment for public schools will be compiled by DPI from the Fall Enrollment Report. Contact the School Finance Office at 328-1678 with questions on the Fall Enrollment Report.*

Enter enrollments as of September 10 of the current school year in this school. If parents refuse to classify their child by race, assume the child is white. Use race definitions on page 17.

Nonpublic schools can report their regular prekindergarten enrollment.

Enter the number of kindergarten pupils who will enroll in a kindergarten program sometime during the current school year in this school.

Include unclassified, ungraded, and special education (MR) pupils enrolled in separate classrooms. If actual grade level assignment is unknown, assign each pupil to a grade according to the chronological age of the student.

Home educated student enrollments should not be included on the School Fall Report (MIS02).

Be sure full-time equivalencies are entered in the instructional staff section to correspond with the enrollment counts.