



MIS03 HELP DOCUMENT

A step-by-step guide to completing the MIS03 Licensed Personnel report in STARS

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Important Information

DEADLINE — September 30 — MIS03 Submission

- Review the **Licensed Personnel (MIS03) Instructional Manual** to accurately complete the MIS03 report, including staff position and area of responsibility codes. These codes must correspond with each other — you cannot enter any position code with any area of responsibility.
- All staff must be highly qualified to teach the courses listed on their MIS03 report. If you're having trouble hiring qualified staff, the school administrator should note that on the Annual Compliance Report under "Exceptions." Contact ESPB at **328-9641** with licensure questions.
- When validating the report, any warnings should be corrected before submission. These warnings will likely appear as flags when desk audits are run in late fall.

Licensed Personnel (MIS03) Report

Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a school year from the drop-down list and click the "Select Report" button to enter the report.

Select a report category

☐ Show all reports

Annual Compliance Reports | Enrollment | Federal Title | LEA/School Fall Reports and Directories | **Personnel** | School Calendar | Transportation | Historical Reports

Teacher Effectiveness	Licensed Personnel (MIS03)	Nonlicensed Personnel (PER02)
Entity: DPI PLANT	Entity: DPI PLANT	Entity: DPI DISTRICT
School Year: 2021-2022	School Year: 2022-2023	School Year: 2022-2023
Due Date: 6/30/2022	Due Date: 9/30/2022	Due Date: 9/30/2022
Status: NOT SUBMITTED	Status: NOT SUBMITTED	Status: NOT SUBMITTED
Select Report	Select Report	Select Report

Import/Rollover Process in STARS

Each school may roll over personnel from the previous year's MIS03 report.

- On the ND PK-12 Licensed Personnel screen, click "Import/Rollover" under Tools & Links in the left menu.

Tools & Links

Import/Rollover

Export to CSV

Licensed Personnel (MIS03)
Instructional Manual

Blank Form

Course Code Descriptions

ESPB Codes

- You will see a list of those personnel entered on last year's MIS03. Each person will have a check box next to their name. Only check the boxes of those staff you wish to import/roll over. Then click "Rollover" on the left menu under Functions.

Import/Rollover

[Rollover from Last Year](#) | [Import from File](#)

Licensed personnel records can be rolled over from last year's report. Select the licensed personnel to rollover on the side of the page.

Licensed personnel records are uniquely identified by license number. When rolling over, selected licensed personnel already exist for the current school year will not be copied over (this would happen if you did this option more than once).

☒	Last Name
☒	KRATOCHVIL
☒	MILLER
☒	TRAUTMAN

Functions

Rollover

- You will receive a rollover status report verifying that the rollover was successful, skipped (because these staff were already recorded in the school year), or failed. You would need to rerun the import/rollover if it failed.

Welcome Angela Thomas

Licensed Personnel (MIS03) Licensed Personnel (MIS03) Courses Notification Tools & Links Import/Rollover Export Licensed Personnel (MIS03) Instructional Manual Blank Form Course Code Descriptions ESPB Codes Functions	Import/Rollover Rollover from Last Year Import from File Licensed personnel records can be rolled over from last year's report. Select the licensed personnel to rollover on the side of the page. Licensed personnel records are uniquely identified by license number. When rolling over, selected licensed personnel already exist for the current school year will not be copied over (this would happen if you did this option more than once). Rollover From Last Year Status Date: Aug 17, 2021 Attempted: 1 Successful: 1 Skipped (already recorded in school year): 0 Failed: 0
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- Once you return to the ND PK-12 Licensed Personnel screen, you should see the imported staff. Course information from the previous year will roll over with the personnel record, except for course enrollment, which must be manually entered.

Add ND PK-12 Licensed Personnel

ND PK-12 Licensed Personnel

No Licensed Personnel to report ☐

- + [Add ND PK-12 Licensed Personnel](#)
- + [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- + [Add Out-of-State K-12 Course Instructor](#)
- + [Add ND Center For Distance Education Instructor](#)

- Click on "Add ND PK-12 Licensed Personnel."
- Enter the license number and click "Search."

To add a new licensed personnel record, enter the ND PK-12 Licensed Personnel License Number, and click search

+ [Return to Personnel List](#)

DPI PLANT

County No.	LEA No.	School No.
99	999	9999

ND PK-12 Licensed Personnel

License Number:

Search

- The personnel record will open; click "Save" in the top right corner.
- Complete all required information:
 - First Name
 - Last Name
 - Email Address
 - DOB
 - Gender
 - Ethnicity
 - Race
 - Total Salary
 - Days Contract Period
 - Years of Educational Experience (if this is the first year of teaching, enter 0)
 - Years of Administrative Experience (should only be completed for administrative positions)
 - If this is the first year of teaching, check the box

- % Time Devoted (**must total 100%**)

Responsibilities

% Time Devoted to Prekindergarten:

Last Year:

% Time Devoted to Kindergarten:

Last Year:

% Time Devoted to Grades 1-4:

Last Year:

% Time Devoted to Grade 5:

Last Year:

% Time Devoted to Grade 6:

Last Year:

% Time Devoted to Grades 7-8:

Last Year:

% Time Devoted to Grades 9-12:

Last Year:

- Major Assignment
 - Position Title
 - Area of Responsibility
 - % Time
- Other Assignment, if applicable
 - Position Title
 - Area of Responsibility
 - % Time — **Major/Other Assignments must equal 100%**
- Highest Degree
 - Level
 - Institution
 - If you choose "Out of Country College or University," you will need to select a Country from the dropdown
 - Year Received
 - Graduate Semester Hours (if applicable)
- Bachelor's Degree
 - Institution
 - If you choose "Out of Country College or University," you will need to select a Country from the dropdown
 - Year Received

NOTE: After you enter all the above fields, you **MUST HIT SAVE.**

Entering the Course Schedule

- Next, enter the course schedule for the licensed personnel.
 - Click "Add Course."

[+ Add Course](#)

	Crs #
No courses were found.	

- Enter the course code number or keyword and click "Search."

Course

Show entries

Search:

Course Number	Course Name	Actions
01053	Bot/Hort Sci I	+ Add Course
01054	Bot/Hort Sci II	+ Add Course
02105	Art 5	+ Add Course
03105	Keyboarding 5	+ Add Course
05105	Remedial Reading 5	+ Add Course

- Click "Add Course" next to the appropriate course code.
 - This will open the second screen where you will enter the course code details. The following fields are optional:
 - Weeks per Year
 - Minutes per Week
 - Period

Course

Course Number:
1

Course Code:
05311

Weeks per Year (optional):

Minutes per Week (optional):

Period:

Credit Code:

Is this a Dual Credit Course?

Instructional Delivery:

(How is this class delivered/presented to student)

Students per Grade

Enter the number of students taught per grade by gender for this course.

Grade	Male	Female
PK		
K		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
Total Students: 0		

- Complete the following required information:
 - Credit Code (if applicable)
 - Only if this is a Dual Credit course should you complete this field
 - Instructional Delivery
 - Students per Grade

NOTE: Other School — If the course is being taught at a school other than the school whose MIS03s you are completing, you must select the other school from the "Select from Drop Down" hyperlink. Be sure to choose the SCHOOL level.

Other School

If the course is taught at a school other than DPI PLANT, enter the County-LEA-School or click "Select from Drop Down" to select the other school from a drop down.

[Select from Drop Down](#)

County-LEA-School No:

29-003-3529 Hazen High School

- When all information is entered under the course record, click "Save" in the top right corner.
- To delete a course, click on the trash can to the left of the course.
- Return to the licensed personnel's record and add additional course codes if applicable.
- If the teacher is not qualified to teach the course code entered, you will see a red error under the course name. You must do one of three things:
 - We understand there are times when the school is actively looking to hire qualified personnel but hasn't found anyone at the time of the MIS03 submission. If so, check the box next to "Out of Field Acknowledgement." **Also, enter this information under "Exceptions" on the annual compliance report and upload all documentation.**
 - A teacher must be qualified to teach those courses on their MIS03. If you see this error because you entered an incorrect course code, enter the correct code (one on their teaching license) and delete the incorrect code.
 - Often, schools enter incorrect course codes not on the teaching license, meaning the teacher is out-of-field. This **WILL** flag on the desk audit, creating extra work to be corrected later, and could also show up on the school's dashboard and result in a fine from ESPB. It's essential to complete the MIS03 with the correct course codes accurately.

Course

Course Number:

6

Course Code:

08105

* indicates required 1

Course Name:
Physical Education 5

You may not be qualified to teach 08105 - Physical Education 5 (No. 08105 Section: 11300810529196) because your teaching license or endorsement expiration is no longer valid or you do not hold the appropriate major/minor and/or major/minor equivalencies. Please refer to the teaching license for course areas authorized to teach. It is imperative all teachers are highly qualified to teach the courses listed on their MIS03 and ensure their license and/or endorsements are valid. In the event you've been actively looking for qualified staff but have not found/hired anyone prior to the MIS03 report due date, be sure to document this information under the "exceptions" portion of the Annual Compliance Report. Contact ESPB at 328-9641 with questions regarding your teaching license.

Out of Field Acknowledgement:

☐ **Yes** understand this teacher is not qualified to teach course(s) listed on their MIS03. We're actively looking for qualified staff and have documented this information on our Annual Compliance Report. Check this box for an out-of-field course code, or for a course code that can be taught with any valid teaching license but displays a red error that the teacher may not be qualified (e.g., Student Performance Strategist, Instructional Coach, Title I Coordinator, Exploring Career Decisions, etc.).

Dual Credit and Alternate Instructor Types

Dual Credit College Instructor

No Licensed Personnel to report ☐

- + [Add ND PK-12 Licensed Personnel](#)
- + [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- + [Add Out-of-State K-12 Course Instructor](#)
- + [Add ND Center For Distance Education Instructor](#)

- To add dual credit courses, click "Add Dual Credit College Instructor."
 - On the next screen, enter the name of the institution providing the dual credit course in the first name field and click "Save." When saved, the institution's name will also appear in the last name field. (You do not need to complete any other demographic fields.)
 - Next, scroll down and enter the course codes as you would for licensed personnel.

- When all information is entered under the course code record, click "Save" in the top right corner.

Out-of-State K-12 Course Instructor

- + [Add ND PK-12 Licensed Personnel](#)
- + [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- + [Add Out-of-State K-12 Course Instructor](#)
- + [Add ND Center For Distance Education Instructor](#)

- To add an out-of-state instructor, click "Add Out-of-State K-12 Course Instructor."
 - A school would only use this selection to enter online curricula such as Edgenuity or Apex Learning.

NOTE: For all online curricula, there must be a teacher in the school who is qualified to teach the courses being entered under the online curriculum, as we have no way of ensuring their teachers are highly qualified. Qualified teachers don't need to be in the classroom but must be available within the school building(s) for questions or help.

- Do not enter teachers who are in the classroom to monitor online curriculum courses or take attendance if they are not qualified — that will result in an error and flag on the desk audit.
- On the next screen, enter the curriculum name in the first name field and click "Save." The curriculum name will automatically appear in the last name field when saved.
- Next, scroll down and enter the course codes just as you would for your licensed personnel.
- When all information is entered under the course code record, click "Save" in the top right corner.

Offered Not Taught Courses

- To add the required curriculum offered, but students choose not to take the course, click "Add Offered Not Taught Courses."

- + [Add ND PK-12 Licensed Personnel](#)
- + [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- + [Add Out-of-State K-12 Course Instructor](#)
- + [Add Long Term Substitute](#)
- + [Add Offered Not Taught Courses](#)

- If the required curriculum is not entered into the school's MIS03, it will be flagged on the desk audit. This option was created to show that you're offering all the required curriculum, but sometimes no students take the courses. This will ensure no flags on the desk audit for these circumstances.
- All that needs to be completed under this option is:
 - The entity where students MAY take the required course. Enter the entity's name in the first name field and hit "Save" in the top right corner (e.g., NDCDE, a CTE center, etc.).
 - The entity's name will automatically appear in the last name field when saved.
- Add the course code as you would for Licensed Personnel.
 - Under "Credit Code," choose "Offered Not Taught" and hit "Save" in the top right corner.

Course

Course Number:

1

Weeks per Year (optional):

Period:

Credit Code:

Long-Term Substitute Teacher

- + [Add ND PK-12 Licensed Personnel](#)
- + [Add Dual Credit College Instructor \(not for reporting high school teachers\)](#)
- + [Add Out-of-State K-12 Course Instructor](#)
- + [Add ND Center For Distance Education Instructor](#)
- + [Add Long Term Substitute](#)

To add a long-term substitute teacher, click on "Add Long Term Substitute."

NOTE: You should ONLY use this choice for long-term subs (a semester or more). Contact ESPB for information on long-term sub qualifications and restrictions: 701-328-9645.

- All that needs to be completed under this option is:
 - The first and last name fields and hit "Save" in the top right corner.
 - Add the course code as you would for Licensed Personnel.
 - **DO NOT ENTER THE TEACHING LICENSE NUMBER.** You will add the teacher as if they have a valid teaching license and are qualified when they are not, which will most likely create desk audit flags and possible fines from ESPB.

Internal Business Rules for Long-Term Substitutes

If you are utilizing a **long-term substitute**, please keep the following in mind:

- **Parent notification:** Parents must be notified that their child's classroom is being taught by a long-term substitute rather than a qualified classroom teacher. Beginning this year, I am asking schools to send me a copy of the communication that was provided to parents, along with how it was distributed.
- **MIS03 reporting:** If an individual is substituting for **more than 30 days**, they need to be entered on the MIS03 as a long-term substitute. Their license number will also need to be entered. I am happy to help you with this if needed.
- **Titles and advertising:** Long-term substitutes should be identified as such in school communications. For example, if someone is serving in a 3rd-grade classroom, the school website should list them as the **3rd Grade Long-Term Substitute**, rather than the 3rd Grade Teacher. Their email signature should reflect this as well. For example, instead of "Katie Wald, 3rd Grade Teacher," it would say "Katie Wald, 3rd Grade Long-Term Substitute."
- **Actively advertising the position:** Any position being filled by a long-term substitute must continue to be actively advertised. For example, if you are using a long-term substitute for 3rd

grade, the school should also be actively advertising for a qualified 3rd-grade teacher. In previous years, we have not required schools to provide documentation showing that these positions were being advertised. Beginning this year, I am asking schools to send that information to me as well.

Validate and Submit

- When you have finished entering all personnel and course codes, click "Validate" in the top right corner.
- You will see one of two results:
 - Validation succeeded, which means you can submit the report.
 - If there are any issues, you will see a list of errors and/or warnings under the "Validation Summary."
 - **Warnings** should be corrected before submitting unless they fall under the exception of those course codes that anyone with a valid teaching license can teach.
 - **Error** MUST be corrected before you can submit.
- Once all warnings and errors have been corrected, click "Submit" in the top right corner.

We will be making guidance videos and will have those posted on the website by August 1, 2026.

Frequently Asked Questions

Q1. I'm advertising for an open position but have been unable to find highly qualified licensed personnel to fill the position before school starts. What should I enter on the MIS03 report?

A1. Continue advertising for the position and be sure to enter this information in your compliance report under "Exception" for documentation purposes. This will be flagged on the desk audit, but if you contact [Katie Wald](#) and inform her of the situation (and she can see the exception on your compliance report), she can inactivate the flag.

Q2. When I validate the MIS03 report, I see several warnings, but I can still submit the report. Do I need to correct the warnings if the report will let me submit it?

A2. YES. All warnings and errors should be corrected before submitting the MIS03 report. Some exceptions include a teacher flagged for not being qualified as a student performance strategist or instructional coach. Anyone with a valid teaching license is qualified for these positions, but since these codes are not on teaching licenses, they will be flagged. Yellow are recommendations and can be bypassed; red are hard errors and cannot be submitted until fixed.

Q3. If your school combines some required courses (e.g., ND Studies with History or Health with Physical Education), do we still need to enter these courses individually on the MIS03?

A3. Yes. ALL required courses must be entered on the school's MIS03 report.

Q4. When do I use the "Add Out-of-State K-12 Course Instructor" on the MIS03 report?

A4. The Out-of-State K-12 Course Instructor should be used only in cases where an online curriculum is utilized, such as Edgenuity, Odysseyware, or Apex Learning. If you have questions about entering these "Instructor" types, contact [Katie Wald](#).