



MIS03

INSTRUCTIONAL MANUAL

For Positions Requiring a North Dakota Teaching License

Code of Professional Conduct for Educators

Education Standards and Practices Board — NDAC Section 67.1-03-01-03

Principle II — Commitment to the Profession

In fulfilling obligations to the profession, the North Dakota educator:

- Shall present complete and accurate information on any document in connection with professional responsibilities.
- Shall not knowingly distort, withhold, or misrepresent information regarding a position from an applicant, or misrepresent an assignment or conditions of employment.
- Shall not knowingly assign professional duties for which a professional educator's license is required.

Privacy Act Statement

This information is provided under Section 7(b) of the Privacy Act [5 U.S.C. Section 552a (e)(3)].

Authority — The Department of Public Instruction (DPI) is authorized to collect personnel reports for licensed and non-licensed school employees by ND Century Code 15.1-27-02.

Principal purposes — This information is used for school approval, verifying teacher licensure, federal reporting (in aggregate form), and statistical purposes.

Routine use — Information from these forms is compared with teacher license records maintained by the Education Standards and Practices Board (ESPB). Your responses are required.

Disclosure — Incomplete reporting on these forms may result in delays or loss of state foundation aid and loss of school approval.

Notice of Nondiscrimination

North Dakota Department of Public Instruction

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

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Table of Contents

Code of Professional Conduct for Educators.....	2
<i>Principle II — Commitment to the Profession</i>	2
Privacy Act Statement.....	2
Notice of Nondiscrimination.....	2
Table of Contents	3
General Instructions for Completing Licensed Personnel Forms (MIS03).....	5
Mission.....	5
Reporting Requirements.....	5
<i>A. Professional Educational Staff Member</i>	5
<i>B. Positions Which Do Not Require a Teaching License</i>	6
Coding	6
Multiple Assignments and Schools.....	6
Submission Date	6
Personnel and Instructional Program Changes.....	6
Printing MIS03 Forms.....	6
Specific Instructions for Completing the MIS03 Form	7
Section 1 — County, LEA, and School Numbers.....	7
Section 2 — Employee's ND Teaching License Number	7
Section 3 — Name and Email Address.....	7
Section 4 — Date of Birth.....	7
Section 5 — Gender.....	7
Section 6 — Ethnicity and Race(s).....	7
<i>Ethnicity: Hispanic or Latino</i>	7
<i>Race</i>	7
Section 7 — Total Salary	8
Section 8 — Contract Period.....	8
Section 9 — School's Employee Number (Optional)	8
Section 10 — Number of Years Educational Experience	8
Section 11 — Employment Previous Year	8
Section 12 — Number of Years of Contracted Administrative Experience.....	8
Section 13 — Percent of Time Devoted.....	9
Section 14 — Assignment.....	10
<i>Position Titles</i>	10
<i>Area of Responsibility</i>	14
<i>Additional Coding Guidance</i>	16
<i>Worked Examples</i>	16
<i>Additional Information</i>	16
Section 15.....	17
Section 16.....	17
Section 17 — Full-Time Equivalency	17
Section 18 — Highest Degree	17
<i>Level of Education Completed</i>	17
<i>Institutions Granting Highest Degree</i>	17
<i>Year Highest Degree Earned</i>	18

<i>Graduate Semester Hours</i>	18
Section 19 — Bachelor's Degree.....	19
Section 20 — Current North Dakota License.....	19
Section 21 — Credentials.....	19
Section 22.....	19
Instructional Program — Sections 23–49.....	20
Section A — Course Information.....	20
Section B — Course Delivery.....	20
<i>Instructional Delivery (ID)</i>	20
Section C — Other School.....	21
Section D — Number of Pupils Taught Per Grade by Gender.....	21
Instructional Program Coding — Administrative Examples.....	22
Instructional Program Coding — Elementary (PK–8) Examples.....	22
<i>Student Performance Strategist</i>	22
<i>Instructional Coach</i>	22
<i>Teachers (Grades 1–8) and Specialists (PK–8)</i>	22
Grades PK–12 Activity Codes.....	24
Secondary Instructional Program (9–12) Coding.....	26
Approved Special Education Services/Supports for Exceptional Children — Grades PK–12.....	27
Special Education Instructional Program Coding Examples.....	28
Functional and Community-Based Courses for Students with Unique Learning Needs.....	29

General Instructions for Completing Licensed Personnel Forms (MIS03)

Complete only one MIS03 form for each staff member.

The accuracy of the information in the instructional program section (lines 23–49) is important, as this information is used to verify curriculum offerings (NDCC 15.1-21-02) for approval purposes.

NOTE: New information for the current year is shown in the manual in red text; obsolete information is shown with a strikethrough.

Mission

To provide an education state database that is accurate, current, and appropriate to the state's education system.

Reporting Requirements

All contracted professional educational staff working in North Dakota schools must complete an MIS03 form. There are two general classifications of employees:

A. Professional Educational Staff Member

A professional educational staff member performs activities regarded as professional in the field of education by North Dakota licensing laws and regulations.

All professional educational personnel employed in an elementary, junior high/middle, and/or secondary school operated by a Local Education Agency (LEA) — including public schools, career and technology centers, special education units, schools operated by the BIE, state institution schools, and nonpublic schools — must complete an MIS03 form.

Only people holding the following positions must complete an MIS03 form:

- Assistant Director
- Assistant Principal
- Assistant Superintendent
- Coordinator
- Director
- School Counselor
- Instructional Programmer
- Library Media Specialist
- Principal
- Pupil Personnel
- School Psychologist
- Speech-Language Pathologist

- Superintendent of Schools
- Supervisor
- Teachers

NOTE: Full-time contracted substitute teachers do not complete an MIS03. County superintendents and assistant county superintendents are not required to complete an MIS03 unless they hold an additional position listed above.

B. Positions Which Do Not Require a Teaching License

People assigned to positions not listed in section A (e.g., social workers) must be listed on the PER02 Non-licensed Personnel Form, even if they hold a license in their area of specialization.

NOTE: Teacher aides and paraprofessionals must NOT complete the MIS03. They must be included on the PER02 instead.

Coding

Use the MIS03 item codes listed in this manual. If you cannot find the exact item code, select the most accurate code available.

Multiple Assignments and Schools

Administrators or staff teaching in more than one school or LEA — including special education units and ELL/Bilingual program personnel — must complete only one MIS03 form. Instructions for staff teaching in more than one school and/or LEA appear in Section C, later in this manual.

Submission Date

The MIS03 is due each year on September 30. The report must be submitted on time, as it includes critical information.

Personnel and Instructional Program Changes

If changes occur after the MIS03 has been submitted, contact NDDPI to make the revisions. Personnel revisions include employment of new staff, termination of employment, and assignment changes (e.g., new courses, course cancellations).

Printing MIS03 Forms

You can generate and print a PDF document for all personnel for the previous school year or the current year once the MIS03 has been submitted. This option is found at the top right of the ND PK-12 Licensed Personnel screen.

Specific Instructions for Completing the MIS03 Form

Section 1 — County, LEA, and School Numbers

County Number — A two-digit assigned number that indicates the number of the county.

LEA Number — A three-digit assigned number that indicates the number of the LEA.

School Number — A four-digit number assigned by NDDPI indicating the number of the school (home school).

Section 2 — Employee's ND Teaching License Number

Enter the license number issued by the Education Standards and Practices Board (ESPB). If you have questions regarding the license number, call ESPB at (701) 328-9641.

NOTE: Dual Credit College Instructors, Out-of-State K-12 Course Instructors, Offered-Not-Taught courses, and Long-Term Substitutes should leave this field blank.

Section 3 — Name and Email Address

Enter the legal name and work email address of the staff member. The email address is for NDDPI use only. Delete the record if the person is no longer employed by the LEA.

NOTE: For Dual Credit College Instructors and Out-of-State K-12 Course Instructors, enter the college/university name instead.

Section 4 — Date of Birth

Enter the month, day, and four-digit year of birth of the staff member. If the month and/or day is a single digit, enter a leading 0 (e.g., 05 for May).

Section 5 — Gender

Enter the appropriate code for the staff member: M — Male, F — Female.

Section 6 — Ethnicity and Race(s)

Ethnicity: Hispanic or Latino

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

- Yes — the person is Hispanic or Latino
- No — the person is not Hispanic or Latino

Race

A person can identify with two or more races.

- 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 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 (e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam).
- Native Hawaiian or Other Pacific Islander — a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Black or African American — a person having origins in any of the black racial groups of Africa.
- White — a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Section 7 — Total Salary

Enter the total amount of money, to the nearest dollar, to be paid to a staff member between July 1 and June 30 of the current school year, as determined by the contract salary. Staff teaching in more than one school within a LEA should report total salary; staff teaching in more than one LEA should report total contract salary paid by all LEAs.

Do not include salaries for extracurricular activities (e.g., coaching) unless included in the teaching salary and unable to be separately identified. Do not include insurance premiums paid by the LEA.

NOTE: Salary information is not reported to the Teachers' Fund for Retirement.

Section 8 — Contract Period

Enter the number of days a staff member is employed annually under a negotiated contract period. Do not enter months in this field.

Section 9 — School's Employee Number (Optional)

This optional field was requested by some LEAs for use with their internal systems.

Section 10 — Number of Years Educational Experience

Report the total number of contracted years of PK-12 educational experience — including both classroom and administrative assignments, for in-state and out-of-state experience — to the nearest whole number (e.g., three half years totals one and a half years, rounded to two years). Do not include the current year. A staff member employed for the first time enters 0. Years of experience as an aide or substitute teacher should not be counted.

NOTE: This item does not pertain to the number of years credited to the Teachers' Fund for Retirement.

Section 11 — Employment Previous Year

No longer required.

Section 12 — Number of Years of Contracted Administrative Experience

To be completed by those who indicated an administrative code 66/67, principal code 53/05, director code 29/04, or county superintendent code 25/33 in the Assignment field (Section 14). Administrative experience is defined as any experience acquired as the administrative head or assistant of an elementary or secondary school. Do not include the current year.

Section 13 — Percent of Time Devoted

The percent of time devoted to grades PK, K, 1–4, 5, 6, 7–8, and 9–12 must always total 100 percent. MIS03 forms for PK-12 administrators should indicate time devoted across all applicable areas.

Example 1 — A staff member with a Full-Time Equivalency (Section 17) of 100, devoting an equal amount of time between grade levels, splits the percentages as best they can to total 100.

Example 2 — A half-time staff member enters 50 in Full-Time Equivalency (Section 17); if they spend all their time at the 7–8 grade level, they enter 100 in the 7–8 field.

Section 14 — Assignment

Assignments and times must correspond to fields 23–49 in the Instructional Program section. Report the same assignment only once.

NOTE: If there is more than one assignment, enter all applicable Position and Area of Responsibility codes. The sum of the time devoted to an assignment must equal the full-time equivalency (100%).

Position Titles

The title(s) that best correspond to the staff member's activities, as described by the titles and functions below.

Code	Position Title	Definition
04	Assistant Director	A staff member performing assigned activities and granted defined autonomy in fulfilling specifically delegated functions assigned by the Principal or Director.
66	Assistant, Administrative Assistant, or Deputy Superintendent	A staff member granted substantial autonomy in performing specifically delegated functions with assistance of the chief executive officer of the school administrative unit.
05	Assistant Principal	A staff member performing assigned activities and granted defined autonomy in fulfilling specifically delegated functions assigned by the principal.
18	Career Advisor	A staff member providing sequential career development and exploration activities for students in grades seven through twelve, working in the direction and under the supervision of the school counseling staff. Only use Area of Responsibility Code 515.
22	Coordinator	A staff member performing assigned non-administrative activities that keep a variety of immediate objectives in proper perspective while pursuing common goals (e.g., activity coordinators, music coordinators). Title IX Coordinators should use Position Code 22.
25	County Superintendent	An appointed official who works with school personnel and school boards in the county.
33	County Superintendent, Assistant	A licensed staff member who assists the county superintendent.
57	Dean of Students	A staff member working closely with school administrators, focusing on the overall delivery of education to students — responding to student needs, enforcing discipline and attendance policies, and communicating with parents, teachers, and staff regarding conduct or policy infractions. Use Area of Responsibility Code 225 and Activity Code 00062 (Directorship).
29	Director	A staff member performing assigned administrative activities involving a broad segment of related functions (e.g., pupil services, curriculum planning and implementation) within defined and limited autonomy — including special education, career and

Code	Position Title	Definition
		technology education, and ELL/Bilingual program directors.
39	Instructional Coach	A staff member supporting teachers and others in the school/LEA through on-site professional development that enhances teaching skills and helps teachers apply new knowledge. Works with staff only, not students, and must hold a valid ND educator's professional license. Do not use to report Student Performance Strategist responsibilities — use Position Code 65 and Area of Responsibility Code 122 for that role instead.
40	Instructional Programmer	A staff member providing precise sequences of information to students through devices such as teaching machines.
41	Library Media Specialist	A staff member assigned responsibility for the selection, acquisition, organization, dissemination, and teaching of the use of print and nonprint material. Use Position Code 41 and Area of Responsibility Code 141.
53	Principal	A staff member performing the assigned activities of the administrative officer of an individual school delegated major responsibility with commensurate authority for the direction of all aspects of the program.
56	Pupil Personnel	A staff member performing assigned activities related to providing pupil personnel services. Use Area of Responsibility Code 511 (Attendance Services).
37	School Counselor	A staff member assisting students in analyzing strengths and weaknesses as a basis for planning and decision-making concerning personal development, as part of a comprehensive school counseling program. Use Area Code 516 for general counseling, 517 for special education counseling, and 518 when using Title IV funds.
59	School Psychologist	A staff member performing psychological evaluation and analysis of students, cooperating in program development, conducting research, assisting staff with student problems of a psychological nature, and broadening understanding of psychological forces. Use Area Code 526 for general population services and 529 for special education services. If this staff member does not hold a ND teaching license, see the Special Education Instructional Program section.
42	Special Education Consultant K-12	A special educator who does not directly instruct students in core academic subjects and who provides only consultation to highly qualified core-subject teachers — adapting curricula, using behavioral supports/interventions, or selecting accommodations. Subject-matter competency is not required. May also assist students with study or organizational skills.
62	Speech-Language	A staff member holding a master's-level degree (or, until July 1,

Code	Position Title	Definition
	Pathologist	2010, a bachelor's-level degree acquired before 1983) in speech-language pathology or communication disorders, licensed by ESPB (or both ESPB and the ND Board of Examiners — enter only the ESPB license number). Performs diagnosis, research, and management of speech and language disabilities, including planning/directing remedial programs, hearing screening, and aural (re)habilitation interventions. May supervise no more than two SLP paraprofessionals at one time. If this staff member does not hold a ND teaching license, see the Special Education Instructional Program section.
65	Student Performance Strategist	A qualified elementary school teacher who expands their time tutoring students one-to-one or in groups of two to five or providing instructional coaching to teachers (NDCC 15.1-07-32). A state-funded position — use Position Code 65 and Area of Responsibility Code 122. Do not report Position Code 39 (Instructional Coach) if the position fulfills Student Performance Strategist duties.
67	Superintendent of Schools	The chief executive officer of a school administrative unit, working directly under a board of education, or in private schools responsible to an advisory committee of the official board, or — absent a board — making decisions directly related to the instructional program.
68	Supervisor	A staff member directing staff members and managing a function, unit, or supporting service within an operating unit.
70	Teacher	A staff member performing assigned professional activities involving the selection, organization, presentation, and evaluation of the learning experiences of students in the school environment.

The following titles are reported under a related position code:

Title Used	Reported As
Administrative Assistant	See Assistant, Administrative Assistant, or Deputy Superintendent (66)
Counselor or Designate, Guidance	See School Counselor (37)
Deputy Superintendent	See Assistant, Administrative Assistant, or Deputy Superintendent (66)
Director, Assistant	See Assistant Director (04)
Program Coordinator	See Coordinator (22)
Programmer, Instructional	See Instructional Programmer (40)

Title Used	Reported As
Special Education Director / Early Childhood Special Education Director	See Director (29)
Special Education Teacher / Early Childhood Special Education Teacher	See Teacher (70)
Superintendent, Assistant	See Assistant, Administrative Assistant, or Deputy Superintendent (66)

Area of Responsibility

A staff member should use the code below to indicate the area in which services are provided.

Code	Area of Responsibility — Instruction
004	Regular Prekindergarten Instruction
005	Private Kindergarten
010	Regular Classroom Instruction (including team teaching, individualized, approved adult education programs, etc.)
013	Native Language Instruction
014	ESL Instruction
020	Specialist: Music
030	Specialist: Physical Education
040	Specialist: Art
050	Specialist: Technology Coordinator
111	Title IV Supplemental Instruction
113	Title I Supplemental Instruction
114	LEA Funded Remedial Instruction
115	Special Education
116	Special Education Supplemental Instruction*
118	Career and Technology Education 7-8
119	Career and Technology Education 9-12
122	Student Performance Strategist
141	Specialist: Library Media
145	Classroom Reduction
159	Alternative School Programs
161	Homebound Teaching
170	Home Education Instruction Monitor
175	Early Childhood Special Education

Code	Area of Responsibility — Administration
206	Administration (e.g., Superintendent)
210	Early Childhood Special Education
212	Special Education
213	Career and Technology Education
225	Assist with Administrative Duties
226	Personnel Administration
256	Elementary Principal
257	Junior High/Middle School Principal
258	Secondary Principal
259	Alternative School Programs
260	Other Title I Services
261	Supervision/Coordination of Curriculum and Instruction
262	Special Projects (e.g., Title IX Coordinator, Drug-Free School Coordinator, Coordinator of 504, etc.)
263	EL/Bilingual Programs

Code	Research & Development / Pupil Personnel
271	Research and Development — General
511	Attendance Services
515	Career Advisor
516	Counseling Services
517	Counseling Services in Special Education
518	Counseling Services using Title IV
526	Psychological Services
529	Psychological Services in Special Education

NOTE: Position Code 29 (Director) is an administrative assignment. Athletic Directors should use Position Code 030. Technology Coordinators should use Position Code 050. Library Media Directors should use Position Code 141.

Additional Coding Guidance

- Regular Prekindergarten Instructors should enter Position Code 70 and Area of Responsibility Code 004. (Not to be used by instructors of special education prekindergarten programs.)
- Title I Coordinator should enter Position Code 22 and Area of Responsibility Code 113.
- Title I Teachers should enter Position Code 70 and Area of Responsibility Code 113.
- All Special Education Instructional Personnel should enter Area of Responsibility Code 115.
- *Special Education Teachers hired to work with Title I students should enter Position Code 70 and Area of Responsibility Code 116.
- All Career and Technology Education Instructional Personnel should enter Area of Responsibility Code 118 and/or 119.
- Title IV Instructional Personnel can use Position Code 70 (Teacher) or 37 (School Counselor) and Area of Responsibility Code 111.

Worked Examples

#	Scenario	Position Code	Area of Responsibility	Time
1	Staff member teaching grades 2 and 3	70	010	100%
2	Director of Special Education program	29	212	100%
3	Staff member teaching career & technology education, grades 7–12	70	118 and 119	50% each
4	Staff member teaching grade 5, serving as library media specialist and school counselor	70 / 41 / 37	010 / 141 / 516	65% / 25% / 10%
5	Staff member teaching music (non-administrative)	70	020	100%
6	Director of Music (administrative)	29	020	100%
7	Assistant Superintendent for Instruction	66	261	100%

Additional Information

- Report teacher aides and paraprofessionals on the PER02 report.
- **Native Language Instruction** — an individual who provides content-area instruction and academic support in the American Indian language, licensed as an American Indian language instructor under NDCC 15.1-18-04, should enter Position Code 70 and Area of Responsibility Code 013.
- **ESL Instruction** — an individual who provides instruction and academic support for children who are limited English proficient and holds an ESPB endorsement in this area should enter Position Code 70 and Area of Responsibility Code 014.
- **Sign Language Interpreter** — any individual with a teaching license who also provides interpretive services should complete the PER02 report for that job function (e.g., an educator of the deaf who also interprets).

Section 15

Completion of this section is not required.

Section 16

Completion of this section is not required.

Section 17 — Full-Time Equivalency

Record the percentage of the employment time of a staff member. Do not use a percent sign or decimal point.

NOTE: The online system automatically calculates the sum of the assignment times.

Example 1 — A staff member employed five days a week for at least the number of hours per day equal to a regular school day is a full-time staff member with an FTE of 100.

Example 2 — A staff member employed only half the normal school day, five days per week, has an FTE of 50.

NOTE: A staff member employed only half of the normal workday, five days a week, for one semester only, has an FTE of 25. Kindergarten teachers employed 30 full days (or 60 half days) have an FTE of 17; if employed 90 full days (or 180 half days), the FTE would be 50.

Section 18 — Highest Degree

Enter the highest degree completed. Enter the institution number from which graduate semester hours were received after the graduate degree was earned. Aggregate all graduate hours since the baccalaureate degree.

Level of Education Completed

Code	Level of Education Completed
1	Do not use
2	Less than two-year college courses
3	Approved 2, 3, or 4-year teaching or career and technology/occupational course, or business/industry certified
4	Bachelor's Degree
5	Master's Degree
6	Approved six-year course (Specialist Degree)
7	Doctor's Degree

Institutions Granting Highest Degree

Enter the college or university code where the highest level of education was completed. For education completed outside North Dakota, enter 999999.

Code	Institution
440010	Bismarck State College
440020	Lake Region State College
440030	University of Jamestown
440032	Sitting Bull College / Sinte Gleska
440037	University of Mary
440038	Northwest Bible College
440039	Trinity Bible College
440040	North Dakota State University
440050	Dakota College at Bottineau
440060	ND State College of Science
440070	UND — Ellendale Branch
440080	Dickinson State University
440090	Mayville State University
440100	Minot State University
440110	Valley City State University
440120	University of North Dakota
440130	Williston State College
440140	Turtle Mountain Community College
440150	Nueta Hidatsa Sahnish College
440160	United Tribes Technical College
888888	Exception (Degree Not Required)
999999	Out-of-State College
777777	Out-of-Country University or College

Year Highest Degree Earned

Enter the four-digit year in which the staff member completed the highest degree, certificate, or diploma. If a staff member has returned to school and completed additional hours, please update.

Graduate Semester Hours

Report the total number of hours earned after the baccalaureate degree, as semester hours. Include only college- or university-awarded credit hours, not continuing education units (CEUs). To convert quarter hours to semester hours, multiply by 2/3; round 0.5 or more to the next whole number.

NOTE: Trade and Industry instructors need not complete this item if they have not attended a credit-hour-granting institution.

Section 19 — Bachelor's Degree

Enter the institutional code number and the year in which the baccalaureate degree was received. If more than one baccalaureate degree was earned, enter the most recent.

Institution — Enter the code number of the institution granting the baccalaureate degree from the Section 18 listing. If a baccalaureate degree has not been attained, use code 888888.

Year — Enter the four-digit year in which the baccalaureate degree was received.

Section 20 — Current North Dakota License

A professional staff member must hold a valid North Dakota teacher's license issued by ESPB before being permitted to teach in any school in the state (NDCC 15.1-13-17). License numbers are those on file with ESPB. All licensed personnel must exhibit their teaching license to the business manager of the employing LEA before rendering services (NDCC 15.1-13-18).

NOTE: Teachers applying for or renewing an ND teacher's license should use NDTech to complete and submit their application. Direct license questions to ESPB at 701-328-9641.

Majors and Minors — The preprinted areas reflect college-granted majors and minors only. If incorrect or incomplete, contact ESPB (701-328-9641) with the correct information. A list of majors and minors with codes is available in the online system via the ESPB Codes button.

Endorsements — Earned endorsements are added to a current ND teacher's license and reflect a change in eligibility to teach (e.g., an elementary endorsement for a secondary-licensed person). If an endorsement is incorrectly shown, contact ESPB (701-328-9641), or use NDTech to apply for a new endorsement or renew an existing one.

Section 21 — Credentials

A credential is an additional document issued by NDDPI to an educational staff member who holds a valid ND teacher's license and has completed the specific coursework/requirements in a specialized area (counselor, library, administrative, special education director).

NOTE: Staff needing to apply for or renew a credential should use NDTech. Direct credential questions to the NDDPI website.

Section 22

Completion of this section is not required.

Instructional Program — Sections 23–49

The accuracy of the information in the instructional program section (lines 23–49) is important, as this information verifies curriculum offerings (NDCC 15.1-21-02) for approval purposes.

All licensed personnel (superintendents, principals, directors, librarians, counselors, and teachers) must complete the instructional program section, so the LEA receives credit for services provided. The daily schedule for all personnel — prekindergarten, kindergarten, elementary, junior high/middle, secondary, and special education — should be entered in this section.

Section A — Course Information

- DPI Course Code** — Enter the appropriate code for each course and/or section taught during the school year, for each staff member. All PK-12 course codes and descriptions are on the NDDPI website.
- DPI Course Name** — Enter the course name that corresponds with the course code number.
- Number of Weeks Per Year** — Completion of this section is not required.
- Number of Minutes Per Week** — Completion of this section is not required.
- Period of Day** — Completion of this section is not required.
- Course Credit Code** — Completed only for staff teaching in grades 9–12.
- School's Course Section, Number, and Name (not required)** — Used only by LEAs for internal purposes.

Section B — Course Delivery

Dual Credit (DC) Course — For each course entered, indicate whether it is taken for dual credit by selecting "Dual Credit" from the dropdown. Leave blank if not dual credit. Applies only to grades 9–12 course codes.

Instructional Delivery (ID)

Indicate how the class is delivered/presented to students:

Code	Instructional Delivery Method
1	Classroom Face-to-Face on School Campus
2	Classroom Face-to-Face on College Campus
3	Online/Computer
4	IVN/Distance Education
5	Coursework Sent Through Postal Service

Code	Instructional Delivery Method
6	Special Ed in Home Setting
7	Classroom Face-to-Face Area CTC/CTE Campus

Section C — Other School

Personnel providing services in more than one school or LEA or having less-than-full-time students from other schools/LEAs in their classes, must enter the LEA Number and School Number in Section C ("Other School") for all assignments other than the home school (you do not need to complete the County Number). Staff providing services in only one school should not complete this section.

Enter the teaching schedule for each course/period of the school day using the course codes and names found in the course code section. Personnel teaching courses in other schools via electronic media should also complete the "Other School" fields for all receiving schools.

NOTE: For course descriptions, see Course Codes on the NDDPI website.

Section D — Number of Pupils Taught Per Grade by Gender

Enter the number of students, by grade and gender, enrolled (or expected to enroll) in each course taught. Estimate enrollment for second-semester courses.

Instructional Program Coding — Administrative Examples

Example 1 — An administrator serving two LEAs who do not teach classes must complete the "Other School" fields in Section C for the second LEA. Complete this section only if the staff member serves more than one school.

Example 2 — An administrator who serves as elementary principal and teaches classes completes both the administrative and teaching assignment fields. Grade-level enrollment must follow the grade configuration of the activity code and school — e.g., elementary principal enrollment covers only grades PK-8 (depending on school configuration); high school principal enrollment covers only grades 9-12.

Example 3 — A staff member responsible for supervision of curriculum and instruction completes the administrative fields. Special education or career and technology education coordinators do not need to enter the number of students by grade level.

Example 4 — A director who administers physical education, music, special education, etc. completes the administrative fields. Special education or CTE directors do not need to enter the number of students by grade level.

Instructional Program Coding — Elementary (PK–8) Examples

Regular prekindergarten teachers use course code 00095 (Prekindergarten) for their assignment. Report the daily program by entering the course code, course name, weeks per year, total minutes per week, and number of students by grade — do not code separate subjects (reading, language arts, science, math, social studies, art, music, physical education).

NOTE: Do not use this course code to report instruction to students with IEPs.

Regular kindergarten teachers use the appropriate state course codes for their assignment, reporting the daily program the same way — but courses must be entered separately for each subject (reading, language arts, science, math, social studies, art, music, physical education).

Student Performance Strategist

A qualified elementary school teacher who spends their time tutoring students one-to-one or in groups of two to five or providing instructional coaching to teachers (NDCC 15.1-07-32).

NOTE: A state-funded position: use Position Code 65 and Area of Responsibility Code 122. Do not report Position Code 39 (Instructional Coach) if the position fulfills Student Performance Strategist duties. Student enrollment is not required for this activity code.

Instructional Coach

A staff member performing assigned activities relating to supporting teachers and others in the school/LEA. This individual works with staff only, not students.

NOTE: Do not use Student Performance Strategist responsibilities. Use Position Code 39 and Area of Responsibility Code 261. Student enrollment is not required for this activity code.

Teachers (Grades 1–8) and Specialists (PK–8)

All classroom instructors in grades 1–8 and specialists in music, physical education, art, library, etc. code their own schedules. Enter the elementary course code number and number of students by grade. If an instructor teaches two or more sections of the same course, each section is coded separately.

Noninstructional course codes may be used for other assignments if necessary (e.g., 00072 Instructional Preparation) — not required.

Middle/junior high teachers for grades 5–8 or 6–8 use separate course codes for each grade. Specialists teaching in multiple LEAs enter the LEA and school number for each school other than the home school under Section C, "Other School."

Out-of-State Course Providers — For courses provided by an out-of-state electronic course delivery provider to ND schools, complete Sections A and D. (Weeks per year, minutes per week, and period are not required.)

Dual Credit College Instructors — For courses provided to ND schools by a Dual Credit College Instructor not reported elsewhere on the MIS03, complete Sections A and D. (Weeks per year, minutes per week, and period are not required.)

Grades PK–12 Activity Codes

The following codes are used only by licensed staff to identify activities within the school day. Activity codes should be entered in the same manner as course codes.

Activity	Code
Superintendency	00050
Assistant Superintendency / Administrative Assistant	00051
County Superintendency	00055
Principalship, Elementary	00001
Principalship, Assistant Elementary	00002
Principalship, Middle School	00005
Principalship, Assistant, Middle School	00006
Principalship, Junior High	00007
Principalship, Assistant, Junior High	00008
Principalship, Secondary	00010
Principalship, Assistant, Secondary	00011
Math Coach	00056
Title I Coordinator	00057
Technology Coordinator	00060
Program Coordination	00061
Directorship	00062
Directorship, Assistant	00063
Resource Room Supervision / Student Consultant (not for Title I Teachers)	00064
Counseling (Grades PK–6)	00066
Counseling (Grades 7–12)	00067
Library Media Administration (librarians only)	00068
Homeroom/Study Hall	00069
Other Non-course Activity (classroom teachers supervising activities in a library or online instructional programs)	00071
Instructional Preparation	00072

Activity	Code
Recess	00074
In-School Suspension	00075
Travel	00076
Coordinator of 504	00077
Title IX Coordinator (Civil Rights — Gender Equity)	00078
Drug-Free School Coordinator	00079
Americans with Disabilities Act (ADA) Coordinator	00082
Title VI Coordinator (Civil Rights — Race/National Origin Equity)	00083
Transition Coordinator	00084
Home Education Monitor	00080
Advisor/Advisee	00085
Reading Coach	00086
Teacher Teaming (planning period)	00087
Day Treatment	00089
Special Education Resource Room	00094
Student Performance Strategist	00097
Instructional Coach	00098
Career Advisor (Grades 7–12)	00099
Religious Education (Grades PK–8, nonpublic school reporting only)	00101

- Every LEA must identify a 504, Title IX, ADA, and Title VI Coordinator. Do not enter time or students for these designations.
- Do not report coaching.

Secondary Instructional Program (9–12) Coding

- For the course credit code, enter the applicable course credit (e.g., $\frac{1}{4}$, $\frac{1}{2}$, 1, 2).
- If a course is offered for compliance with NDCC 15.1-21-02 (Minimum High School Curriculum) and no students enroll, choose "Offered Not Taught" from the instructional delivery dropdown.

Example 5 — If a student is enrolled in a course offered by a different school or LEA, complete Section C for that course. For example, if a student from St. Mary's Central High School is enrolled in a Career and Technical Education (CTE) course offered by Bismarck High School, Section C must be completed on Bismarck High School's MIS03 for the corresponding course code. This identifies St. Mary's Central High School as the student's home school and ensures the student is reported correctly.

Example 6 — Career Advisor — a staff member providing sequential career development and exploration activities for students in grades 7-12, working in the direction and under the supervision of the school counseling staff.

Example 7 — A librarian who also teaches (e.g., English) completes the instructional program fields for both the library assignment and the teaching assignment.

Approved Special Education Services/Supports for Exceptional Children — Grades PK–12

NOTE: Do not enter a credit code for these special education program areas. All PK-12 course codes and descriptions are available on the NDDPI website.

Activity	Code	Course	Code
Program Coordination	00061	Exceptional Children (Gr. PK-12)	19000
Directorship	00062	Intellectual Disabilities (ID)	19101
Instructional Preparation	00072	Special Education Supplemental	19104
Travel	00076	Specific Learning Disabilities (SLD)	19110
Co-teaching	00088	Early Childhood Education for Children with Disabilities (Preschool)	19150
Day Treatment	00089	Emotional Disturbance (ED)	19201
School Psychologist *	00035	Speech-Language Services	19212
ID Consultant (Gr. K-12) *	00036	Hearing Impaired	19223
SLD Consultant (Gr. K-12) *	00037	Visually Impaired	19245
ED Consultant (Gr. K-12) *	00038	Other Health Impaired	19250
Visually Impaired Consultant (Gr. K-12) *	00039	Autism	19255
Hearing Impaired Consultant (Gr. K-12) *	00041	Traumatic Brain Injury	19260
Early Childhood Special Ed. Consultant *	00042	Physically Handicapped	19301
Special Education Resource Room	00094	Levels of Service (Gifted/Talented)	19601

- Testing, planning, and staffing are considered part of the regular program responsibilities.
- For students identified as Non-categorical Delay (NCD), use the course activity code that matches the endorsement of the teacher providing services.

Special Education Strategists — Should complete the MIS03 by breaking out student populations served, making individual entries as necessary for course codes SLD 19110, ED 19201, and/or ID 19101.

School Psychologists and Speech-Language Pathologists — Those who do not hold a ND teaching license, but are licensed through their respective state boards, should not submit an MIS03 form (the MIS03 is for ND-licensed individuals only) and should not be included on the PER02 form.

Consultants (Codes 00036–00042) — ID, SLD, ED, Visually Impaired, Hearing Impaired, and Early Childhood Special Education Consultants who do not directly instruct students in core academic subjects, or who only consult with highly qualified core-subject teachers on adapting curricula,

behavioral supports, or accommodations, do not need subject-matter competency in those subjects. They may also assist students with study or organizational skills.

Special Education Resource Room (00094) — For mixed-category enrollments, the teacher must hold an endorsement in one of the two disability categories and have completed required coursework in the other area of exceptionality. If more students from one exceptionality area are enrolled, the teacher should hold the endorsement in that area. Resource room teachers must have an ESPB-issued endorsement.

Special Education Supplemental (19104) — Special education teachers hired to work with Title I students must hold a ND teaching license in Special Education and an endorsement in Learning Disability. On the MIS03, use Position Code 70 and Area of Responsibility Code 116.

Special Education Instructional Program Coding Examples

All personnel with a special education endorsement, working in a special education program approved by ESPB, must complete Sections A and D. (Weeks per year, minutes per week, and periods are not required.)

Example 8 — An endorsed special education staff member teaching a class of Intellectual Disability students completes the instructional program section with students assigned to grade levels by age.

Example 9 — An endorsed staff member providing speech and language services in several schools across several LEAs, serving 49 students. See the School Directory Contact Information for school codes. Personnel serving students other than resident students at a single location complete Section C, "Other School," for students from nonpublic and other LEAs.

Functional and Community-Based Courses for Students with Unique Learning Needs

NOTE: All PK-12 course codes and descriptions are available on the NDDPI website.

Whenever possible, students with unique learning needs should be included in regular course offerings with supplementary aids and services. When the regular curriculum is inappropriate, individualized programming may be designed through the individual education planning process, with course offerings addressing each student's unique learning needs.

The Applied Topics curriculum has two aims: (1) provide standard credit and instruction for functional coursework built on local school-community partnerships, and (2) promote collaboration between general and special educators in meeting individual student needs. Applied Topics courses are most relevant for students with intellectual disabilities (ID), significant learning disabilities (SLD), or emotional disabilities (ED), or as designated by a student's IEP team. In some cases, they may also suit students with autism (AUT), hearing impairments or deafness (HI), or visual impairments (VI). Courses numbered 19710–19944 are for students receiving special education in grades 9–12.

Applied Topics courses in English/Language, Math, Science, and Social Studies are for students with disabilities assessed using the North Dakota State Assessment who require a specially designed curriculum in that core content area to receive credit; the instructor must be highly qualified in that core content area. Alternative Assessed Core Topics in the same subjects are for students assessed using the ND State Alternate Assessment; the instructor must hold an elementary degree and a disability endorsement.

Applied Topics in Health, Daily Living, Recreation/Leisure, Accessing the Community, and Occupational Education may be taught by special education teachers endorsed in ID, ED, SLD, VI, or HI.

- Course code 19844 is a skills course for students learning alternative language systems (e.g., sign language or augmentative communication) and must be taught by an instructor with a background in deaf education or speech-language pathology.
- Course codes 19244–19249 are skills courses addressing the unique needs of visually impaired learners, taught by an instructor with a visual impairment's endorsement. If the curriculum includes orientation-and-mobility competencies, the instructor must have specific coursework in that area. Enter a credit code for these courses.
- Course code 19710 is individualized transition skill programming for students ages 18–21 who have completed and earned four years of credit for grades 9–12 — functional skills training based on the student's unique needs identified in their Individual IEP Transition Plan and related post-secondary goals. Training may occur in the classroom, in the community, and/or on the job. Enter a credit code for these courses.

NOTE: The accuracy of the information in the instructional program section (lines 23–49) is important, as this information verifies curriculum offerings (NDCC 15.1-21-02) for approval purposes.

All variations — such as assignment changes (course additions/cancellations) or employment/termination of staff — must be submitted on a revised MIS03 form as a paper copy with the changes inserted. Write "REVISED" on the revised form, sign it, and include the date of revision. An MIS03 form must be completed for all teachers employed during the school term and submitted to the Department of Public Instruction, with a copy to the county superintendent/designee if required.