



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

**Instructions for Completing
(PER02) Personnel Report
For Positions Which Do Not Require
a Teaching License**

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Privacy Act Statement

Under Section 7(b) of the Privacy Act [5 USC Section 552a(e)(3)], this information is made available.

Authority: North Dakota Century Code 15.1-27-02 grants the North Dakota Department of Public Instruction (NDDPI) permission to compile personnel reports for licensed and unlicensed school employees.

Principal Uses: This data is utilized for statistical, federal reporting (in aggregate form), and school approval, as well as for confirming teacher licensure and school approval.

Usage: The Education Standards and Practices Board's (ESPB) teacher licensing regularly examined the records against the data submitted in this report. Your responses are required.

Disclosure: Please submit these forms completely to avoid a delay in receiving state foundation money or a loss of school approval.

General Instructions for Completing Non-licensed Personnel Report (PER02)

All non-teaching employees who are not seeking a teaching license from the Education Standards and Practices Board must submit the PER02 report. This requirement applies to technical, auxiliary, and professional staff. Non-licensed personnel working at districts, public schools, career and technical centers, special education units, BIE, state institution schools, and private schools are required to complete the PER02 report.

Reporting: The State Automated Reporting System (STARS) (<https://apps.nd.gov/dpi/stars>) contains the PER02 report. Non-personnel employed within your district during the previous year are documented in the PER02 report. Review the records and update as needed. Create a record for each new PER02 employee and remove former employees from the system.

Reporting Requirements: The personnel form (PER02) for nonlicensed positions is required for staff members engaged in activities that support the Local Education Agency (LEA) but do not necessitate a teaching license from the Education Standards and Practices Board. This applies to both professional personnel and technical or ancillary staff.

Employees in non-licensed positions at all types of schools must complete a PER02 form. Special education staff must report all personnel, including external contractors like occupational therapists, who provide support services to students with disabilities.

Position Coding: When completing the report, please consult the PER02 position codes as listed in STARS. These codes are displayed in STARS during entry of position and area of responsibility details. A thorough understanding of the required information and careful planning regarding how responses will be collected and organized will enable you to select the most appropriate response.

Multiple Assignments/Schools: If an employee provides services at more than one school within a district or across multiple districts, they must individually name each district or school on each PER02 report. Employees who provide services district-wide (e.g., business manager or supervisor) must only be listed once on the PER02 report.

Submission Date/Procedures: The PER02 must be submitted in STARS. It is recommended that you print copies of the online PER02 report following submission for record-keeping purposes. Your county superintendent or authorized representative may request copies of this documentation.

Records Retention: It is recommended that documentation be preserved for the current year as well as the preceding four years.

Specific Instructions for Completing the Non-licensed Personnel Forms (PER02)

Before logging into STARS, you must have your Login ID and Password. If you need help, please see the following links.

- If you do not have a Login ID or password, follow these instructions <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/LoginID.pdf>.
- If you have a Login ID and password and you need permissions set up, follow this link: <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/Manageusers.pdf>
- [STARS Reporting Permissions](#)

Log into STARS – <https://apps.nd.gov/dpi/stars/> with a Login ID and Password. The screen should look like this:

Step 2. Enter your Login ID and Password, then click Login button

Step 3. Click the Personnel tab, then click select report button of the Non-Licensed Personnel (PER02)

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 "S" button to enter the report.

Select a report category

☐ Show all reports

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

↓

Teacher Effectiveness ?

Entity: **DPI PLANT** ▼

School Year: **2022-2023** ▼

Due Date: 6/30/2023

Status: NOT SUBMITTED

Select Report

Licensed Personnel (MIS03) ?

Entity: **Academy for Children** ▼

School Year: **2023-2024** ▼

Due Date: 9/30/2023

Status: NOT SUBMITTED

Select Report

Nonlicensed Personnel (PER02) ?

Entity: **DPI DISTRICT** ▼

School Year: **2023-2024** ▼

Due Date: 9/30/2023

Status: NOT SUBMITTED

Select Report

Summer School Licensed Personnel (MIS03) ?

Entity: **DPI PLANT** ▼

School Year: **2023-2024** ▼

Due Date: **6/1/2023**

Status: NOT SUBMITTED

Select Report

For New Employee that is not in the PER02 in STARS, you will need to click on [+ Add Nonlicensed Personnel](#)

The screen will look like this (below). Enter the First Name, Middle Initial, and Last Name of the person you are entering. The system will generate a State ID. You will want to click on Add New Non-licensed Personnel School Year.

[Return to Nonlicensed Personnel List](#)

DPI PLANT

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

Nonlicensed Personnel

State ID:

First Name: Middle Initial: Last Name:

Name	State ID	Date of Birth
No nonlicensed personnel were found matching the search criteria.		
Add New Nonlicensed Personnel School Year		
Add New Nonlicensed Personnel		

Then you will fill out the information below.

Demographics

State ID:

First Name:

Mickey

Middle Initial:

M

Last Name:

Mouse

Maiden Name:

Date of Birth:

MM/DD/YYYY

Gender:

Ethnicity:

[Select]

Race (check all that apply):

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American
☐ White

Hourly Wage:

Last Year:

Days Employed:

Last Year: 180

For School Use Only (Optional)

School's Employee Number:

Experience

Is this your first year of teaching?:

- ☐ Yes

Last Year:

Years Employed:

Last Year:

Responsibilities

Major Assignment

Position Title:

Last Year:

Area of Responsibility:

Last Year:

% Time:

Last Year:

Other Assignment 1

Position Title:

Last Year:

Area of Responsibility:

Last Year:

% Time:

Last Year:

FTE Total (From major and other assignments)

FTE:
35

Education

Level:

Last Year:

Click Save and Validate in the upper right corner of your screen.

For Previous Employee Select the Name:

	Name
	BILLY CHARMING
	BUCHOLZ BRIAN

The screen should look like this:

DPI PLANT

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

Demographics

State ID:
324393

First Name: CHARMING **Middle Initial:** **Last Name:**

Maiden Name:

Date of Birth: 

Gender:

Ethnicity:

Race (check all that apply):

- ☒ American Indian or Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Black or African American
- ☐ White

Please review the information and update it as necessary. Click Save and Validate in the upper right corner of your screen.