

## 2023-2024 MIS03 Help Document

### Deadline

**September 30**

- ❖ MIS03 Submission
- ❖ Important Information:
  - Review the MIS03 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 those 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 to assist).**
  - 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.
  - If you plan to roll over personnel from PowerSchool, DO NOT roll over your personnel in STARS too.
  - ND Studies AND Health classes MUST be entered on the MIS03s as they're required courses. You can enter them individually in PowerSchool (but only enter a grade in one) or enter one in PowerSchool and manually enter the other in STARS.

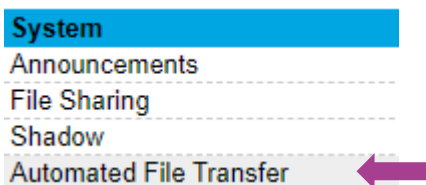
### Licensed Personnel (MIS03) Report

For complete guidance on completing a MIS03 report, please view the [Licensed Personnel \(MIS03\) Instructional Manual](#).

### Turning on MIS03 Automated File Transfer Process


Many schools choose to turn on the automated file transfer process in STARS, so PowerSchool personnel flows over into the STARS MIS03 (**IMPORTANT: You MUST ensure all personnel have flowed over from PowerSchool before submitting.** Just because you turn on the Automated File Transfer, does not mean all personnel have flowed over). Also, ALL required fields must be accurately completed in PowerSchool for the rollover to STARS to be successful (one missing field will cause the entire record not to roll over).


- To turn on the process, click "Automated File Transfer" in the left menu.



- Under Collection, choose "Licensed Personnel (MIS03)".
  - Leave Import set to "Select all imports".
  - Choose the appropriate school year and entity.
  - Click "Filter".


### Automated File Transfer

Collection: Licensed Personnel (MIS03) ▼ 

Import: [Select all imports] ▼ 

School Year: 2022-2023 ▼

Entity: DPI PLANT ▼

Filter 

- The list of File Transfers will appear:
  - You should see the Report Name (Licensed Personnel (MIS03), File Transfer Name (Licensed Personnel School Year, School Courses, and School Course Demographics), school year, LEA, Begin/End Date, and Process (which should say “Off”).
  - Click the “Licensed Personnel School Year” hyperlink under File Transfer Name.






Report Name		File Transfer Name		
Licensed Personnel (MIS03)		<a href="#">Licensed Personnel School Year</a>		
Licensed Personnel (MIS03)		<a href="#">School Courses</a>		
Licensed Personnel (MIS03)		<a href="#">School Course Demographics</a>		

School Year	LEA	Begin Date	End Date	Process
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	Off
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	Off
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	Off

- Check the process box (the training box may be checked and grayed out if you attended the required training with EduTech), enter the begin and end date (you may choose whichever dates you want), and check the frequency you want the data to transfer from PowerSchool to STARS. Click “Save” in the top right corner.

#### Automated File Transfer Information


File Transfer Name: Licensed Personnel School Year  
 School Year: 2022-2023  
 Report Name: Licensed Personnel (MIS03)  
 LEA: DPI PLANT  
 Process: ☒   
 Full Validate: ☐  
 Training: ☒  
 Begin Date:     
 End Date:    
 Frequency: ☒ Monday ☐ Tuesday ☒ Wednesday   
☐ Thursday ☒ Friday ☐ Saturday  
☐ Sunday

- Once saved, you will see “On” under Process.

School Year	LEA	Begin Date	End Date	Process
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	On
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	On
2023	DPI PLANT	Sep 1, 2022	Nov 1, 2022	Off

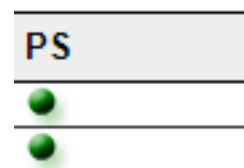
- Follow the same steps for both School Courses and School Course Demographics.

Report Name	File Transfer Name
Licensed Personnel (MIS03)	<a href="#">Licensed Personnel School Year</a>
Licensed Personnel (MIS03)	<a href="#">School Courses</a>
Licensed Personnel (MIS03)	<a href="#">School Course Demographics</a>



- You must turn on the automated file transfer process for EVERY school that you want the personnel information to flow from PowerSchool to STARS.

**Note:** If the process was turned on correctly and the record flowed from PowerSchool to STARS, you will see the “green skittle” under PS on the ND PK-12 Licensed Personnel screen. If you do not see the skittle, the record did not flow over correctly, so be sure to check the import errors and verify that all required fields are completed accurately in PowerSchool.



### How to Complete the Licensed Personnel (MIS03) Report

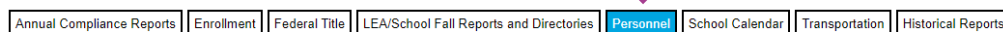
- You will be taken to the “Fill Out Reports” page upon logging into STARS. Click “Personnel”.
- Choose the appropriate entity (do not choose the LEA unless staff is reported at the LEA level).
- Choose the current school year and click “Select Report”. This will bring you to the ND PK-12 Licensed Personnel screen.

#### 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



**Teacher Effectiveness**

Entity: DPI PLANT

School Year: 2021-2022

Due Date: 6/30/2022

Status: NOT SUBMITTED

Select Report

**Licensed Personnel (MIS03)**

Entity: DPI PLANT

School Year: 2022-2023

Due Date: 9/30/2022

Status: NOT SUBMITTED

Select Report

**Nonlicensed Personnel (PER02)**

Entity: DPI DISTRICT

School Year: 2022-2023

Due Date: 9/30/2022

Status: NOT SUBMITTED

Select Report

- To receive emails containing the PowerSchool import errors, click on the notification section on the left menu. Enter name, email address (multiple email addresses may be listed by separating each address with a semicolon), and phone number, and click “Save” in the top right corner.



#### Report Notification

Name:

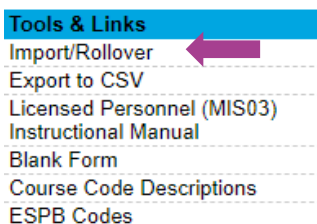
Email Address(es):

Phone:

### Import/Rollover Process in STARS

Each school may roll over personnel from the previous year’s MIS03 report. **Note:** If you plan to roll over personnel from PowerSchool, DO NOT roll over your personnel in STARS too.

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



- 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/rollover. 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 side of the page.

Licensed personnel records are uniquely identified by license number. Records that already exist for the current school year will not be copied.

<input checked="" type="checkbox"/>	Last Name
<input checked="" type="checkbox"/>	KRATOCHVIL
<input checked="" type="checkbox"/>	MILLER
<input checked="" type="checkbox"/>	TRAUTMAN



### Import/Rollover

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

Licensed personnel records can be rolled over from all licensed personnel. After selecting the records

Licensed personnel records are uniquely identified by license number. Records that already exist for the current school year will not be copied over (this would happen if you did this c

<input type="checkbox"/>	Last Name
<input type="checkbox"/>	KRATOCHVIL
<input checked="" type="checkbox"/>	MILLER
<input checked="" type="checkbox"/>	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.

### Import/Rollover

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

Licensed personnel records can be rolled over from last year side of the page.

Licensed personnel records are uniquely identified by license number. Records that already exist for the current school year will not be copied.

#### Rollover From Last Year Status

Date: Aug 17, 2021

Attempted: 1  
Successful: 1  
Skipped (already recorded in school year): 0  
Failed: 0



- 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 enrollment, which must be manually entered.

### Add ND PK-12 Licensed Personnel

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

### 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](#)



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. 99 LEA No. 999 School No. 9999

#### ND PK-12 Licensed Personnel

License Number:

Search



- Years Educational Experience
- Years 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%**)



- New for the 2023-2024 school year are additional grade level breakdowns for % time devoted
  - Grades 1-4, grade 5, and grade 6

- 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 Degree
  - Institution
    - If you choose “Out of Country College or University, you will need to select a Country from the dropdown
  - Year Received

- Mandated Reporting
  - In 2023, the 68<sup>th</sup> Legislative Assembly passed House Bill 1144, which states, “Each public and nonpublic school teacher, administrator, and counselor annually shall provide documentation to the department of public instruction of the individual's completion of the online interactive training module provided by the Department of Health and Human Services for mandated reporters of suspected child abuse or neglect.”

#### 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:

#### Mandated Reporting

In 2023, the Sixty-eighth Legislative Assembly passed [House Bill 1144](#), which states:

“Each public and nonpublic school teacher, administrator, and counselor annually shall provide documentation to the department of public instruction of the individual's completion of the online interactive training module provided by the Department of Health and Human Services for mandated reporters of suspected child abuse or neglect.”

By checking this box ☐ you assure that you have completed the required mandated reporting training. If you still need to complete the training, it can be accessed [here](#).

- You must do one of two things:
  - Check the box if the personnel you're entering has completed the training
  - Click [here](#) to complete the training

- After you enter all the above fields, you MUST HIT SAVE.
- Next, enter the course schedule for the licensed personnel.
  - Click “Add Course”.
  - Enter the course code number or keyword and click “Search”.


[+ Add Course](#) 

Crs #
No courses were found.

#### Course

Show  entries

Search:  

Course Number	Course Name	Actions
01053	Bot/Hort Sci I	<a href="#">+ Add Course</a> 
01054	Bot/Hort Sci II	<a href="#">+ Add Course</a>
02105	Art 5	<a href="#">+ Add Course</a>
03105	Keyboarding 5	<a href="#">+ Add Course</a>
05105	Remedial Reading 5	<a href="#">+ Add Course</a>

- Click “Add Course” next to the appropriate course code.
  - This will open the second screen where you will enter course code details.

Complete the following optional information:

- Weeks per Year
- Minutes per Week
- Period

#### Course

Course Number: 1	Course Code: 05311
Weeks per Year (optional): <input type="text"/>	Minutes per Week (optional): <input type="text"/>
Period: <input type="text"/>	
Credit Code: <input type="text" value="No Credit"/>	
Is this a Dual Credit Course? <input type="text"/>	
Instructional Delivery: (How is this class delivered/presented to student) <input type="text"/>	

- 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


#### 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		

- Other School - If the course is being taught at a school other than the school's MIS03s your 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:

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.**
  - In the case of those course codes that can be taught by any teacher with a valid teaching license, check the box and disregard the error. These flags will be inactivated when desk audits are run, as this is not an actual out-of-field error.
  - A teacher must be qualified to teach those courses on their MIS03. If you see this error and entered an incorrect course code, go back, and enter the correct code (be sure to 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 correct later, and could also show up on the school’s dashboard and result in a fine from ESPB. **It’s extremely important to accurately complete the MIS03 with the correct course codes.**

**Course**

Course Number: 6	Course Code: 08105	* indicates required f
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:**

☐ We 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.).

- 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”. The institution’s name will also appear in the last name field when saved.
  - 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.
- To add an Out-of-State Instructor, click “Add Out-of-State K-12 Course Instructor”.
  - A school would only utilize this selection to enter online curriculums such as Edgenuity or Apex Learning.
    - **Note:** For all online curriculums, 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 available within the school building(s) for questions or help).

- ✦ [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](#)



- On the next screen, enter the name of the curriculum in the first name field and click “Save”. The name of the curriculum will also 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.

- To add an ND Center for Distance Education Instructor, click “Add ND Center For Distance Education 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](#)

- If the required curriculum is not entered on the school’s MIS03, it will flag 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 are:
  - Enter NDCDE in the first name field and hit “Save” in the top right corner.
  - 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:  
Offered Not Taught

- A new option was added for the 2023-2024 school year for those situations where a school needs to add a long-term substitute teacher because they’re unable to find a qualified person to fill a position.



- **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.

[+ 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](#)

- All that needs to be completed under this option are:
  - The first and last name fields and hit “Save” in the top right corner.
  - Add the course code as you would for Licensed Personnel

- When finished entering all personnel and course codes, click “Validate” in the top right corner. You will see one of two results:
  - Validation succeeded
  - If there were any issues, you will see a list of errors and/or warnings under the “Validation Summary”.
  - **Notates a warning - All warnings should be corrected before submitting unless it falls under the exception of those course codes that anyone with a valid teaching license can teach.**
  - **Notates an error - All errors MUST be corrected before you can submit**
  - **Note:** If you utilize the vertical reporting from PowerSchool to STARS, you must correct all warnings and errors in PowerSchool and wait for the overnight transfer process to STARS to verify if the corrections flowed over.
- Once all warnings and errors have been corrected, click “Submit” in the top right corner.



## Frequently Asked Questions

- Q.1. I'm advertising for an open position but have been unable to find highly qualified licensed personnel to fill the position prior to school starting. What should I enter on the MIS03 report?**
- A.1. Continue advertising for the position, and be sure to enter this information on your compliance report under "Exception" for documentation purposes. This will flag on the desk audit, but if you contact Angie Thomas and inform her of the situation (and she can see the exception on your compliance report), she can inactivate the flag.
- Q.2. When I validate the MIS03 report, I see several warnings but can still submit them. Do I need to correct the warnings if the report will let me submit it?**
- A.2. YES. All warnings and errors should be corrected prior to 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, it will flag. Angie Thomas can inactivate those flags on the desk audit.
- Q.3. If I turn on the automated file transfer process to roll over my personnel from PowerSchool to STARS, do I also import/rollover all my personnel in STARS?**
- A.3. No. You should NOT roll over all personnel in PowerSchool AND STARS. Duplicates will need to be deleted.
- Q.4. 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?**
- A.4. Yes. ALL required courses must be entered on the school's MIS03 report. There is more than one way to ensure all required courses are entered on the MIS03:
- If the school utilizes the automated file transfer process and course codes flow from PowerSchool to STARS, enter both courses in PowerSchool, and they will flow over to STARS (the teacher can enter a grade in either one or both courses in PowerSchool).
  - Enter the main course code (e.g., history) in PowerSchool, which will flow over to STARS, and manually enter the other required course (e.g., ND Studies) in STARS.
  - If your school does not utilize PowerSchool, the school will manually enter all required courses in STARS.
- Q.5. When do I use the "Add Out-of-State K-12 Course Instructor" on the MIS03 report?**
- A.5. The Out-of-State K-12 Course Instructor should be used only for those cases where an online curriculum is utilized, such as Edgenuity, Odysseyware, or Apex Learning. If you have questions about entering these "Instructors " types, contact [Angie Thomas](#).