NDDPI NORTH DAKOTA
DEPARTMENT OF PUBLIC INSTRUCTION

2025-2026 MIS03 Help Document

Deadline
September 30
- ❖ MIS03 Submission
- ❖ Important Information:
  - 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 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 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.
  - If you plan to flow over personnel from PowerSchool, <u>DO NOT</u> roll over your personnel in STARS.
  - 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

Turning on the MIS03 Automated File Transfer Process
Many public schools turn on the automated file transfer process in STARS, so PowerSchool personnel flow over into the STARS MIS03 (**IMPORTANT**: <u>You MUST ensure all personnel have flowed over from PowerSchool before submitting in STARS</u>. 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
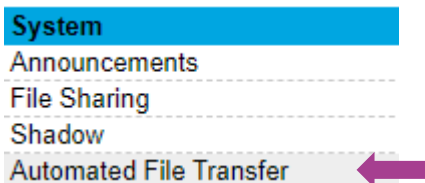
- Select the school year from the drop-down menu. MIS03 information flows over from PowerSchool at the school level, so from the entity dropdown, choose the school (not the district). Then click "filter".

- After clicking "filter", you will see the following screen. You must check the process box next to Licensed Personnel School Year, School Courses, and School Course Demographics for all the information flow. You can leave the beginning and end dates as is or change the dates to whatever works best for you. Finally, check the box under each day you want the information to flow from PowerSchool to STARS. After completing the information, click "save" in the top right corner.

Report Name	File Transfer Name	Process	Begin Date	End Date
Licensed Personnel (MIS03)	Licensed Personnel School Year	☐	9/1/2025	7/1/2026
Licensed Personnel (MIS03)	School Courses	☐	9/1/2025	7/1/2026
Licensed Personnel (MIS03)	School Course Demographics	☐	9/1/2025	7/1/2026

Monday	Tuesday	Wednesday	Thursday	Friday
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

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 has now flowed over, so be sure to check the import errors and verify that all required fields are completed accurately in PowerSchool.
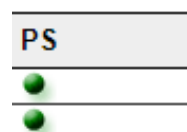
How to Complete the Licensed Personnel (MIS03) Report
- You will be taken to the "Fill Out Reports" page upon logging into STARS. Click "Personnel"
- Choose the appropriate entity (do not choose the LEA unless staff is reported at the LEA level)
- Choose the current school year and click "Select Report." 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

| Annual Compliance Reports | Enrollment | Federal Title | LEA/School Fall Reports and Directories | Personnel | School |

Report Notification

Name:

Email Address(es):

Phone:

Teacher Effectiveness	⑦
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

| ...nel (PER02)	⑦
	CT ⌄
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 your name, email address (multiple email addresses may be listed by separating each address with a semicolon), phone number, and click "Save" in the top right corner.

Sections
Licensed Personnel (MIS03)
Courses
Notification

Import/Rollover Process in STARS

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

- On the ND PK-12 Licensed Personnel screen, click "Import/Rollover" under Tools & Links in the left menu
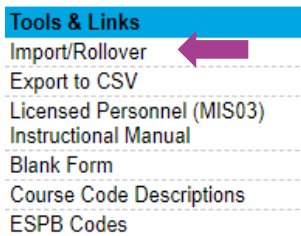
- You will see a list of those personnel entered on last year's MIS03. Each person will have a check box next to their name. Only check the boxes of those staff you wish to import/roll over. Then click "Rollover" on the left menu under Functions.

- 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.

- 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

- 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
  - 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%**)
  - 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
- After you enter all the above fields, you **MUST HIT SAVE**.
- Next, enter the course schedule for the 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

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

Responsibilities

% Time Devoted to Prekindergarten:

Last Year:

% Time Devoted to Kindergarten:

Last Year:

% Time Devoted to Grades 1-4:
40
Last Year:

% Time Devoted to Grade 5:
30
Last Year:

% Time Devoted to Grade 6:
20
Last Year:

% Time Devoted to Grades 7-8:
10
Last Year:

% Time Devoted to Grades 9-12:
0
Last Year:

- o Click "Add Course"
- o Enter the course code number or keyword and click "Search"

- o 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

  - ▪ 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

  - ▪ **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.**

- • 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 correct 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: | Course Code: | |
| 6 | 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"

  ✚ 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 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
- To add an out-of-state instructor, click "Add 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

    - A school would only utilize this selection to enter online curriculums 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 curricula, as we have no way of ensuring their teachers are highly qualified (qualified teachers don't need to be in the classroom but are available within the school building(s) for questions or help).
        - Do not enter teachers who are in the classroom to monitor online curriculum courses/take attendance who are not qualified, as 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.

- 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 ⬅

  o If the required curriculum is not entered on 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.

  o All that needs to be completed under this option is:

    Course
    Course Number:
    1
    Weeks per Year (optional):
    Period:
    Credit Code:
    Offered Not Taught ⬅

    ▪ 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
  o 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

- 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 cannot find a qualified person to fill a position.

  o **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 ⬅

  o 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.

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:
  o Validation succeeded, which means you can submit the report
  o 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 they fall 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.
    - o **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 that the corrections flowed over.
- Once all warnings and errors have been corrected, click "Submit" in the top right corner.

📋 Validate　　　✔ Submit

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 before school starts. 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 be flagged 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 I can still submit the report. 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 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. Angie Thomas can inactivate those flags on the desk audit.

Q.3. **If I turn on the automated file transfer process to flow over my personnel from PowerSchool to STARS, do I also import/roll over 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 the necessary 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 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](#).