



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

Instructional Manual for Completing MIS03
Personnel Forms for Positions Requiring a
ND Teaching License

2024-2025

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Education Standards and Practices Board Code of Professional Conduct for Educators (NDAC Section 67.1-03-01-03)
(The entire section can be found on the ESPB web site.)

Principle II - Commitment to the Profession

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

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

Privacy Act Statement

This information is provided pursuant to 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: The 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 of these forms may result in the delay or loss of state foundation aid as well as loss of school approval.

Notice of Nondiscrimination

North Dakota Department of Public Instruction

The Department of Public Instruction does not discriminate on the basis of 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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**GENERAL INSTRUCTIONS FOR COMPLETING
LICENSED PERSONNEL FORMS (MIS03 – SFN 9111)
Complete Only One MIS03 Form for Each Staff Member**

The accuracy of the information contained 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.

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

Reporting Requirements: All contracted professional educational staff members working in North Dakota schools must complete an MIS03 (SFN 9111) form. The two general classifications of employees involved are as follows:

- A. **Professional Educational Staff Member** – A professional educational staff member is a person who is performing activities regarded as professional in the field of education by the laws and regulations governing licensing in the state of North Dakota.

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 persons holding the following positions must complete an MIS03 form: assistant director, assistant principal, assistant superintendent, coordinator, director, school counselor, counselor designate, instructional programmer, library media specialist, principal, pupil personnel, school psychologist, speech-language pathologist, superintendent of schools, supervisor, and teachers. **Full-time contracted substitute teachers do not complete an MIS03.** County superintendents and assistant county superintendents are not required to complete an MIS03 form unless they are holding additional position(s) previously listed.

- B. **Positions Which Do Not Require a Teaching License** – Persons assigned to positions not listed in section A above (e.g., social workers) must be listed on the PER02 Non-licensed Personnel Form (SFN 9113) even if they have a license in their area of specialization.

TEACHER AIDES AND PARAPROFESSIONALS *must not fill out* this form (MIS03) but *must be included* on the PER02.

Coding: Please use the MIS03 data item codes listed in this manual. Select the most accurate response even though the response may not describe the situation exactly. Item numbers and line numbers in this manual refer to the numbers that appear on the printed record.

The data items that have been preprinted are the data items that were submitted to the Department of Public Instruction last year. *Please review* all data items and if a discrepancy is found or items have been changed or added from last year, make the corrections according to the instructions found in this manual. **NOTE: New information for the current year will be displayed in the manual in RED and information to be deleted will be displayed with a STRIKETHROUGH.**

Online Forms: These forms are to be completed through the [State Automated Reporting System \(STARS\)](#). Preprinted information has been provided for all personnel employed in the LEA last year. Add a record for each new employee. Records for personnel no longer employed in your school *must* be deleted.

Preprinted Forms: Collection forms (worksheets) can be generated from the online system to collect data.

Multiple Assignments/Schools: Persons teaching in more than one school or LEA and administrators, including special education unit and ELL/Bilingual program personnel, must *complete only one* MIS03 form. Instructions for persons teaching in *more than one* school and/or LEA, classes that have less than full-time students from another school or are employed in a special education unit are found on page 14, Section C. Examples are found throughout the Instructional Program Section. Section C must be completed for all personnel that provide services in more than one school and/or LEA.

Submission Date/Procedures: Please submit the completed forms to Management Information Systems, Department of Public Instruction *on or before September 19*. Because of shared personnel, failure to report on time delays other schools. Once the online MIS03 forms have been submitted, it is recommended that copies are printed for your files. Copies of the forms may be required by your county superintendent/designee. Please contact that office for instructions. When relevant, graded elementary and rural LEA forms will be processed through the county superintendent's/designee's office.

Personnel/Instructional Program Changes: Please submit revised MIS03 forms to reflect any changes throughout the school year. Personnel revisions include employment of new staff, termination of employment, and assignment changes (e.g., new courses, course cancellations). Use a blank MIS03 form for a new employee. Changes on forms that have been submitted via the online system should be submitted on a revised copy of the MIS03 form. Write REVISED on this form, sign and include date of changes, and whether it is employment of new staff or termination of employment. Send a copy to your county superintendent/designee if required.

Records Retention: It is recommended that forms be retained for the current year and four previous years.

**SPECIFIC INSTRUCTIONS FOR COMPLETING THE
LICENSED PERSONNEL FORMS (MIS03)**

Item

1. COUNTY NUMBER – A preprinted two-digit code number that indicates the number of the county.

Example: Adams County would be recorded as 01.

1	Co. No.	LEA No.	Sch. No.
	01	013	3599

LEA NUMBER – A preprinted three-digit code number that indicates the number of the LEA.

Example: LEA #1 would be recorded as 001.

SCHOOL NUMBER - A preprinted four-digit code number that is assigned by the Department of Public Instruction indicating the number of the school in which a staff member performs his or her major assignment. (Home base school.) (If teaching in more than one school, refer to the Multiple Assignments/Schools instruction, page 1.)

2. EMPLOYEE’S ND TEACHER’S LICENSE NUMBER – Enter the license number issued by the Education Standards and Practices Board (ESPB). If you have any questions regarding the license number, call ESPB at 701-328-9641.

2	License Number

	77665

Note: Dual Credit College Instructors and Out-of-State Course Providers should leave this item blank.

3. NAME and EMAIL ADDRESS - The legal name and work email address of the staff member. The email address will be for DPI use only.

3				Name	Email Address
	First	MI	Last	Maiden	
	Mary	A	Doe		mdoe@nd.gov
			Jones	Doe	mjones@nd.gov

Note: For Dual Credit College Instructors (not for reporting high school teachers), enter the college/university name. For Out-of-State Course Providers, enter the name of the provider, i.e. Jefferson County School.

Delete the record if the person named is no longer employed in this LEA.

NOTE: Items 4, 5, 6, and 7 are needed and used only for statistical purposes.

4. DATE OF BIRTH - Month, day of the month, and four-digit year of birth of the staff member. If the month and/or day is a one-digit number, enter a 0 before the digit.

Example: August 24, 1952, would be recorded as:

4	Birthday		
	Month	Day	Year
	08	24	1952

5. GENDER - Enter the appropriate code for the gender of the staff member.

M - male F - female

5	Gender
	F

6. **ETHNICITY and RACE(S)** - Enter the appropriate ethnicity and race(s) of the staff member.

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(s) - A person can have two or more races.

6 Ethnicity	American Indian or Alaskan Native	Asian	Native Hawaiian or Pacific Islander	Black or African American	White
	Yes	1			
					5

1 - **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

2 - **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

3 - **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

4 - **Black or African American** - A person having origins in any of the black racial groups of Africa.

5 - **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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. If teaching in more than one school within a LEA, report the total salary. Persons 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 it is included in the teaching salary and cannot be identified. Do not include insurance premiums paid by the LEA.

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

Example: Round \$19,224.50 to \$19,225.

7	Total Salary
	18400
	19225

Enter contract salary for current school year.

8. **CONTRACT PERIOD** - Enter the number of days a staff member is employed annually for a negotiated contract period. Do not enter months in this block.

<u>Months</u>		<u>Days</u>		<u>Months</u>		<u>Days</u>
12	=	240		8	=	160
11	=	220		7	=	140
10	=	200		6	=	120
9	=	180		5	=	100
				4	=	80
				3	=	60
				2	=	40
				1	=	20

8	Days Contract Period
	180

9. **SCHOOL'S EMPLOYEE NUMBER (optional)** – Enter your school's employee number of the staff member. This optional item was requested by some LEAs for use with their internal systems. Check with your administrator if your school needs to complete this item.

9	School's Emp. No.

10. **NUMBER OF YEARS EDUCATIONAL EXPERIENCE** - Report the total number of contracted years 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 would total one and a half years of experience and would be rounded to two years). *Do not* include the current year. A staff member employed for the first time would enter a 0 in this block. Years of experience as an aide or substitute teacher are not to be counted. Note: This item *does not pertain to the number of years credited to the Teachers' Fund for Retirement*.

10	No. Yrs. Educ. Exp.
	18
	19

Enter total years educational experience in and out of state, excluding the current year.

11. **EMPLOYMENT PREVIOUS YEAR** - Enter the *major* employment area or activity of the staff member during the *past year* (enter one code). Special education personnel employed by systems/LEAs should also use the following codes.

11	Emp. Prev. Yr.
	D

- Employed in this public LEA in grades PK-6 last year A
- Employed in this public LEA in grades 7-8 last year B
- Employed in this public LEA in grades 9-12 last year C
- Employed in this public LEA any combination grades PK-12 last year D
- Employed in another ND public LEA grades PK-6 last year E
- Employed in another ND public LEA grades 7-8 last year F
- Employed in another ND public LEA grades 9-12 last year G
- Employed in another ND public LEA any combination grades PK-12 last year H
- Employed in County, Career and Technology Center, BIE, or State Institution last year I
- Employed in an out-of-state public school last year J
- Employed in a college or university last year K
- Employed in this special education unit last year L
- Employed in another special education unit last year M
- Employed in business or industry last year N
- Employed in military or government service last year O
- Attended a college or university last year P
- Homemaker Q
- Other (e.g., GED if no other code applies, substitute teacher, aide, tutor) R
- Employed in this nonpublic LEA in grades PK-6 last year S
- Employed in this nonpublic LEA in grades 7-8 last year T
- Employed in this nonpublic LEA in grades 9-12 last year U
- Employed in this nonpublic LEA any combination grades PK-12 last year V
- Employed in another nonpublic LEA grades PK-6 last year W
- Employed in another nonpublic LEA grades 7-8 last year X
- Employed in another nonpublic LEA grades 9-12 last year Y
- Employed in another nonpublic LEA any combination grades PK-12 last year Z

12. NUMBER OF YEARS OF CONTRACTED ADMINISTRATIVE EXPERIENCE - To be completed by those who have indicated an administrative code 66, 67; principal code 53, 05; director code 29, 04; or county superintendent code 25, 33 in the ASSIGNMENT blocks of Item 14. Administrative experience is defined as any experience acquired as the administrative head or assistant of a 12-year program or at least 50 percent supervisory capacity as the administrative head or assistant of an elementary or secondary school. Do not include the current year.

12	No. Yrs. Admin Exp.
	00

- 13 - 17. Use the following period table as a guideline to record the percentages in Items 13-17. Round percentages to nearest whole numbers.

<u>5 Period Day</u>		<u>6 Period Day</u>		<u>7 Period Day</u>		<u>8 Period Day</u>	
<u>Periods</u>	<u>Percent</u>	<u>Periods</u>	<u>Percent</u>	<u>Periods</u>	<u>Percent</u>	<u>Periods</u>	<u>Percent</u>
1	= 20	1	= 16	1	= 14	1	= 13
2	= 40	2	= 33	2	= 29	2	= 25
3	= 60	3	= 50	3	= 43	3	= 38
4	= 80	4	= 66	4	= 57	4	= 50
5	= 100	5	= 83	5	= 71	5	= 63
		6	= 100	6	= 86	6	= 75
				7	= 100	7	= 88
						8	= 100

13. PERCENT OF TIME DEVOTED - The percent of time devoted to grades PK, K, 1-6, 7-8, and 9-12 should always equal 100 percent. The MIS03s for PK-12 administrators should indicate time devoted to all areas.

Example (1): A staff member with 100 in the FULL-TIME EQUIVALENCY (Item 17) block devoting one-fifth of his or her time to all five areas would enter 20 under each area.

Total must equal 100.

13	Time Devoted to				
	PK	K	1-6	7-8	9-12
	000	000	000	000	000
	20	20	20	20	20

Example (2): If a half-time staff member enters 50 in the FULL-TIME EQUIVALENCY (Item 17) block and spends all of his or her time in the 7-8 area, he or she would indicate 100 under 7-8 in Item 13.

Total must equal 100.

13	Time Devoted to				
	PK	K	1-6	7-8	9-12
	000	000	000	000	000
				100	

Example (3): If a half-time staff member enters 50 in the FULL-TIME EQUIVALENCY (Item 17) block and spends 40 percent of his or her time in 7-8 and 60 percent in 9-12, he or she would enter 40 under 7-8 and 60 under 9-12 in Item 13.

Total must equal 100.

13	Time Devoted to				
	PK	K	1-6	7-8	9-12
	000	000	000	000	000
				40	60

14. ASSIGNMENT - Licensed staff members will code assignments and times in Item 14. The assignments and times must correspond to Items 23-49 in the instructional program section. Report the same assignment only once.

A. Position Title(s) - The title(s) most descriptive of the staff member's activities, as described by the titles and functions listed on pages 6-7.

Example (1): A licensed staff member devoting 100 percent of his or her time to classroom teaching would code the position title in the ASSIGNMENT follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70		

block as

Example (2): A licensed staff member serving as a principal, supervisor, and a teacher would have three assignments. This staff member would enter each ASSIGNMENT in a different assignment block as indicated:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53		

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
68		

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
70		

Example (3): A licensed staff member such as a teacher devoting 100 percent to teaching and also serving as a bus driver would code the assignment as a teacher in Item 14. The *bus driver* assignment would be *entered on a PER02* form for non-licensed positions.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70		

Administrative Assistant - See Assistant, Administrative Assistant, or Deputy Superintendent (66).

- 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 in 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; and working at 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 having the purpose of keeping a variety of immediate objectives in proper perspective while pursuing the accomplishment of common goals such as activity coordinators and music coordinators. Title IX Coordinators should use Position code 22.

Counselor or Designate, Guidance - See School Counselor (37).

- 25 - County Superintendent - An appointed official who works with the school personnel and school boards in the county.
- 33 - County Superintendent, Assistant - A licensed staff member who assists the county superintendent.

Deputy Superintendent - See Assistant, Administrative Assistant, or Deputy Superintendent (66).

- 57 - Dean of Students – A staff member working closely with school administrators, focusing on the overall delivery of education to students to include responding to student needs, enforcing school policies related to discipline and student attendance, and communication with parents, teachers, and staff regarding infractions of the code of conduct, academic integrity, or other policies. *Use Area of Responsibility code 225 Assist with Administrative Duties. Use Activity Code 00062 Directorship.*
- 29 - Director - A staff member performing assigned administrative activities involving a broad segment of related functions, such as pupil services or curriculum planning and implementation, but functioning within defined and limited autonomy, such as a special education, career and technology education, and English Language Learner (ELL)/Bilingual program directors.

Director, Assistant - See Assistant Director (04).

Guidance Counselor or Designate – See School Counselor (37).

- 39 - Instructional Coach - A staff member performing assigned activities relating to supporting teachers and others in the school/LEA through on-site professional development that enhances teaching skills and assists teachers in applying new knowledge. This individual works with staff only, not students. This individual must also hold a valid North Dakota educator's professional license. *NOTE: DO NOT USE TO REPORT STUDENT PERFORMANCE STRATEGIST RESPONSIBILITIES. Use Position Code 39 and Area of Responsibility 261.*
- 40 - Instructional Programmer - A staff member performing the assigned activities of providing precise sequences of information to students through devices such as teaching machines.
- 41 - Library Media Specialist - A staff member assigned responsibility for selection, acquisition, organization, dissemination, and teaching the use of print and nonprint material. *Use Position Code 41 and Area of Responsibility 141.*
- 53 - Principal - A staff member performing the assigned activities of the administrative officer of an individual school to whom has been delegated major responsibility with commensurate authority for the direction of all aspects of the program.

Program Coordinator - See Coordinator (22).

Programmer, Instructional - See Instructional Programmer (40).

- 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 performing the assigned activities of assisting students in analyzing their strengths and weaknesses as a basis for the process of making plans and choices with respect to personal development as a part of a comprehensive school counseling program. Use Area of Responsibility code 516 when providing counseling services to the general population. Use Area of Responsibility code 517 when providing counseling services in special education. Use Area of Responsibility 518 when providing counseling services using Title IV funds.
- 59 - School Psychologist - A staff member performing assigned services of psychological evaluation and analysis of students, cooperating in program development, conducting research, assisting staff members with student problems of a psychological nature, and broadening their understanding of psychological forces. Use Area of Responsibility code 526 when providing psychological services to the general population. Use Area of Responsibility code 529 when providing psychological services in special education. If this staff member does not hold a North Dakota teaching license, see the Special Education Instructional Program Section on page 36.
- 42 - Special Education Consultant K-12 - A special educator who does not directly instruct students in any core academic subjects or who provides only consultation to highly qualified teachers of core academic subjects in adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations do not need to demonstrate subject-matter competency in those subjects. This special educator could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject.
- Special Education Director - See Director (29).
- Early Childhood Special Education Director – See Director (29).
- Special Education Teacher - A staff member providing special education services to students in a classroom or on an individual or group basis should be reported as a teacher. See Teacher (70).
- Early Childhood Special Education Teacher – A staff member providing early childhood special education services in a classroom, on an individual or group basis. See Teacher (70).
- 62 - Speech-Language Pathologist - A staff member who holds a master level degree (or, until July 1, 2010, a bachelor level degree if acquired before 1983) in speech-language pathology (SLP) or communication disorders. This SLP is licensed by the Education Standards and Practices Board (ESPB), or both the ESPB and the ND Board of Examiners (but enters only the ESPB license number for the purpose of MIS03 reporting), and performs the following activities: diagnosis; research and managements of speech and language disabilities, including the planning and directing of remedial programs; hearing screening and speech-language interventions relating to aural (re)habilitation. An SLP who supervises speech-language pathology paraprofessionals (SLPPs) may supervise no more than two (2) SLPPs at one time. If this staff member does not hold a North Dakota teaching license, see the Special Education Instructional Program Section on page 36.
- 65 - Student Performance Strategist - A qualified elementary school teacher who must expend their time tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers (NDCC 15.1-07-32). *Note: This is a state-funded position. In the MIS03 assignment section for Student Performance Strategist code as Position 65 and Area of Responsibility 122. Do not report Position 39 Instructional Coach if the position is fulfilling the duties of the Student Performance Strategist.*
- Superintendent, Assistant - See Assistant, Administrative Assistant, or Deputy Superintendent (66).
- 67 - Superintendent of Schools - A staff member who is the chief executive officer of a school administrative unit and works directly under a board of education, or in private schools, is responsible to an advisory committee or official board, or in the absence of a board, makes decisions directly related to the instructional program.
- 68 - Supervisor - A staff member performing the assignment of directing staff members and managing a function, subunit, or a 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.

B. Area of Responsibility - A staff member should use the code provided to indicate the area in which services are provided.

Example (1): A staff member teaching grades 2 and 3 would complete the position title and area of responsibility portions of Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	100

Example (2): The director of a special education program would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
29	212	100

Example (3): A staff member teaching career and technology education courses in grades 7-12 would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	118	50

Career and Technology Education
Grades 7-8

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	119	50

Career and Technology Education
Grades 9-12

Example (4): A staff member whose assignment is teaching grade 5 and has other assignments including library and school counselor would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	65

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
41	141	25

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
37	516	10

Example (5): A staff member whose non-administrative assignment is teaching music in a LEA would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	020	100

Similarly, other specialists would enter their respective codes for music, physical education, art, etc.

Example (6): Director of Music (Administrative)

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
29	020	100

Example (7): Assistant Superintendent for Instruction

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
66	261	100

Regular Prekindergarten Instructors should enter Position code 70 and the Area of Responsibility code 004.
(Note: Not to be used by instructors of special education prekindergarten programs.)

Title I Coordinator should enter Position code 22 and the Area of Responsibility code 113.

Title I Teachers should enter Position code 70 and the Area Responsibility code 113.

All Special Education Instructional Personnel should enter 115 as their Area of Responsibility.

*Special Education Teachers hired to work with Title I students should enter Position code 70 and the Area of Responsibility code 116.

All Career and Technology Education Instructional Personnel should enter 118 and/or 119 as their Area of Responsibility.

Title IV Instructional Personnel can use Position codes 70 Teacher or 37 School Counselor and the Area of Responsibility code 111.

INSTRUCTION

- 004 Regular Prekindergarten Instruction
- 005 Private Kindergarten
- 010 Regular Classroom Instruction
(Including team teaching, individualized, approved adult ed. program, 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

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

NOTE: Position code 29-Director is an administrative assignment

NOTE: Athletic Directors should use code 030

NOTE: Technology Coordinators should use code 050

NOTE: Library Media Directors should use code 141

RESEARCH AND DEVELOPMENT

- 271 Research and Development-General

PUPIL PERSONNEL

- 511 Attendance Services
- 515 Career Advisor
- 516 Counseling Services
- 517 Counseling Services in Special Ed.
- 518 Counseling Services using Title IV
- 526 Psychological Services
- 529 Psychological Services in Special Ed.

NOTE: Report teacher aides and paraprofessionals on the **PER02 form**.

Native Language Instruction – An individual who provides content area instruction and academic support in the American Indian language for children and youth and is 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 and youth who are limited English proficient and holds an endorsement to teach in this area from the Education Standards and Practices Board (ESPB) 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 form for that job function (e.g., educator of the deaf who also interprets).

C. Time - The sum of the times devoted to a staff member's assignments in Item 14 must equal the full-time equivalency (Item 17). Round time to nearest whole numbers.

Example: A full-time staff member devoting equal time during the regular school day as an elementary principal and as a teacher would enter 50 in each of the appropriate assignment time blocks.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53	256	50

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	50

15. This item is not used at this time.

16. This item is not used at this time.

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: A staff member employed five days a week for at least the number of hours per day equal to the number of hours of a regular school day would be considered a full-time staff member and would have a full-time equivalency of 100.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53	256	50

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	25

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
37	516	25

17 Full Time Equiv.	
000	
100	

Assignment times must equal full-time equivalency.

A staff member employed only half the normal school day five days per week would have an equivalency of 50.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	25

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
41	141	25

17 Full Time Equiv.	
000	
50	

Assignment times must equal full-time equivalency.

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

18. HIGHEST DEGREE - Enter the highest degree **completed**.

Enter the institution number from which you are receiving the graduate semester hours after you have received a graduate degree.

18 Highest Degree			
Level	Institution	Yr. Rec'd	Graduate Sem. Hrs.
4	440100	1981	7

Aggregate all graduate hours since baccalaureate degree.

Level of Education Completed - This is to be coded as follows:

- | | |
|---|--|
| 1 - Do not use | 4 - Bachelor's Degree |
| 2 - Less than two-year college course | 5 - Master's Degree |
| 3 - Approved two-, three-, or four-year teaching or career and technology/occupational course | 6 - Approved six-year course (Specialist degree) |
| | 7 - Doctor's Degree |

Institution Granting Highest Degree - Listed below are the North Dakota college and university names and codes. Enter the college or university code numbers where the highest level of education was completed. For those receiving their highest level of education *OUTSIDE* of North Dakota, enter 999999 in the institution block.

Bismarck State College.....440010	Dickinson State University..... 440080
Lake Region State College.....440020	Mayville State University..... 440090
Jamestown College440030	Minot State University 440100
Sitting Bull College/Sinte Gleska440032	Valley City State University 440110
University of Mary.....440037	University of North Dakota..... 440120
Northwest Bible College.....440038	Williston State College 440130
Trinity Bible College440039	Turtle Mountain Community College 440140
North Dakota State University.....440040	Nueta Hidatsa Sahnish College..... 440150
Dakota College at Bottineau440050	United Tribes Technical College..... 440160
ND State College of Science..... 440060	Exception (Degree Not Required)..... 888888
UND-Ellendale Branch..... 440070	Out-of-State College 999999

Year Highest Degree Earned - Enter the four-digit year in which the staff member *completed* the highest degree or received a 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 and not continuing education units (CEU). To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3. If .5 or more, round to the next higher whole number. Trade and Industry instructors need not complete this item if they have not attended a credit hour granting institution.

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, enter the most recent degree.

19 Bachelor Degree	
Institution	Yr. Rec'd
000000	0000
440100	1981

Institution - Enter the code number of the institution granting the baccalaureate degree from the listing under Item 18. If baccalaureate degree has not been attained, use code 888888.

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

NOTE: Any changes made from the current year may not be reflected on this form. License, major, minor, endorsement, and credential information cannot be updated on the form. Follow the instructions below to report changes for Items 20 and 21.

20. CURRENT NORTH DAKOTA LICENSE - A professional staff member must hold a valid NORTH DAKOTA TEACHER'S LICENSE issued by the Education Standards and Practices Board (ESPB) before being permitted to teach in any of the schools of the state (NDCC 15.1-13-17). The preprinted license numbers are those which are on file with ESPB. All licensed personnel must exhibit their teaching license to the business manager of the LEA in which they are employed before rendering services (NDCC 15.1-13-18). Note: If a teacher needs to apply for or renew their ND teacher's license, they should access NDTeach (<http://www.nd.gov/espb/>) to complete and submit their teaching license application. Questions regarding their ND teacher's license should be directed to ESPB (701-328-9641).

MAJORS AND MINORS - The areas which have been preprinted reflect college granted majors and minors only. If your major or minor is incorrect as indicated or if you have received additional college granted majors or minors, contact ESPB (701-328-9641) and supply the correct information. A list of majors and minors with codes is available on the online system by clicking on the ESPB Codes button.

ENDORSEMENTS - Earned endorsements will be added to a current North Dakota teacher's license. Endorsements reflect a change in level of eligibility to teach (e.g., elementary endorsement for a secondary licensed person, etc.). If an earned endorsement is incorrectly indicated on your teaching license, contact ESPB (701-328-9641). Note: If a teacher needs to apply for a new/additional endorsement or renew an existing endorsement, they should access NDTeach (<http://www.nd.gov/espb/>) to complete and submit their application.

Submit an unofficial copy of transcripts to ESPB for updating files.

21. CREDENTIALS – A credential is an additional document issued by the Department of Public Instruction 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, and special education director). Note: If a staff member needs to apply for or renew any of these credentials, they should access NDTeach (<https://secure.apps.nd.gov/dpi/ndteach/Login.aspx>) to complete and submit the appropriate credential application(s). Questions regarding these credentials should be directed as follows: counselor (701-328-2244), library and administrative (701-328-4571), and special education director (701-328-2652).
22. This item is not used at this time.
- 23 - 49. INSTRUCTIONAL PROGRAM SECTION - The accuracy of the information contained 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.

All licensed personnel (e.g., superintendents, principals, directors, librarians, counselors, and teachers) must complete the instructional program section to assure that the LEA receives credit for services provided. The daily program for all personnel (prekindergarten, kindergarten, elementary, junior high/middle, secondary, and special education) should be entered in this section. Employees who provide services in more than one school or LEA *must complete only one form* and should enter the county number (CO. NO.), LEA number (LEA NO.), and school number (SCH. NO.) on the appropriate line under the section headed “**Other School**” section C for all assignments beyond the home school. Persons providing services in only one school *must not complete* the “**Other School**” section. Enter the teaching schedule for *each period* of the school day for the school year using the course code and names as found in the course code section explained below. For course descriptions please refer to the resource “PK-12 Course Codes and Descriptions” on the department's web site (<https://www.nd.gov/dpi/districtschools/course-codes>). All teachers should code a lesson preparation period.

(For the following, see example 1 under section B on the next page.)

Out-of-State Course Providers – For courses provided by an out-of-state electronic course delivery provider to North Dakota schools, complete sections A and D. (*Note: weeks per year, minutes per week, and period are not required.*)

Dual Credit College Instructors (not for reporting high school teachers) – For courses provided to North Dakota schools by a Dual Credit College Instructor who is not reported elsewhere on the MIS03, complete section A and D. (*Note: weeks per year, minutes per week, and period are not required.*)

SECTION A:

Course Code - Enter the course code as found on pages 20-23 (PK-K, 1-6, 7-8), 30-34 (9-12 secondary), and 36-38 (special education) for each course and/or section which will be taught during the school year. All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

Course Name - Enter the course name as found in the course code section, pages 20-23, 30-34, and 36-38.

Number of Weeks Per Year (optional) - Enter the number of weeks per year each course and/or activity will be taught.

Number of Minutes Per Week (optional) - Enter the number of minutes per week devoted to assigned activities or courses. Enter the total number of minutes per week for each course and/or section which will be taught, or service provided. **A teacher’s total minutes per week cannot exceed their “instructional day” (example: a 6 ½ hour instructional day equals 1,950 minutes per week).** The minutes per week in the examples which follow are only examples and could vary in different situations.

Period of Day (optional) - Enter the period of the day during which the course will be taught. Anticipate the period of the day during which second semester courses will be taught. Persons teaching grades PK-8 or providing special services need not complete this section.

Course Credit Code - This section is to be completed by personnel teaching in grades 9-12.

*See secondary instructions for course credit codes on page 24.
Elementary (PK-8) personnel should not complete the course credit section.*

School’s Course Section, Number, and Name (optional) – Enter your school’s course section, number, and name. These optional items were requested by some LEAs for use with their internal systems. Check with your administrator if your school needs to complete these items.

SECTION B:

Is this a Dual Credit Course? (DC) – For each course entered on the MIS03, indicate if the course is being taken for dual credit by selecting “Dual Credit” from the drop-down box. If the course is not being taken for dual credit, leave blank.

Instructional Delivery (ID) – Indicate how the class is delivered/presented to the student(s) by choosing:

- 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
- 6 - Special Ed. in Home Setting

NOTE: A licensed staff member assigned the task of supervising online instructional programs should use course code 00071.

Example (1):

Instructional Program PK – 12																							
Section A.						Section B.		Section C.			Section D.												
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender											
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10
<i>Out-of-State Course Providers complete sections A and D as appropriate.</i>																							
23	06281	French I			½		3				M							6	2	2			
											F							3	1	4			
<i>Dual Credit College Instructors complete sections A and D as appropriate.</i>																							
23	11034	College Algebra			½	D	2				M									1	2		
											F									1	4		

SECTION C:

Other School - Personnel providing services in more than one school or LEA or having less than full-time students from other schools or LEAs in their classes must enter the county number (CO. NO.), LEA number (LEA NO.), and school number (SCH. NO.) as found in section D of the North Dakota Educational Directory (<https://www.nd.gov/dpi/data/directory/>) on the appropriate line in section C (see examples). *No employee is to complete more than one MIS03 form.* Persons teaching courses in other schools via electronic media should also complete the “**Other School**” column for all schools receiving instruction.

SECTION D:

Number of Pupils - Enter the number of students by grade and gender who are or will be enrolled in each of the courses taught. Estimate the number of students for second semester courses. The following examples show the enrollment by gender.

ADMINISTRATIVE Coding Examples - All administrators must complete the instructional program section except for the “period of day” and “credit code” sections. A minimum of 1,650 minutes for elementary or 1,800 minutes for secondary per week should be used for full-time positions, although we recognize that administrators put in more than a 5 1/2 or a 6-hour day for administrative functions.

Example (2): The administrator of two LEAs who does not teach classes should complete the instructional program section as follows:

Instructional Program PK – 12																								
Section A.						Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender												
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11
23	00050	Superintendent									M	6	5	8	10	7	6	3	9	11	4	7	5	2
											F	4	8	3	7	2	9	4	7	8	7	3	3	1
24	00050	Superintendent						05	017	9325	M	3	10	6	7	11	10	10	9	13	15	9	8	8
											F	8	5	9	10	10	9	11	9	10	16	12	9	8

Example (3): An administrator who serves as the elementary principal and teaches classes should complete the program section as follows:

Instructional Program PK – 12																								
Section A.						Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender												
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11
23	00050	Superintendent									M	15	14	11	17	13	15	10	11	10	11	11	15	15
											F	10	14	11	10	14	10	15	10	12	9	11	10	10
24	00001	Elem Principal									M	15	14	11	17	13	15	10						
											F	10	14	11	10	14	10	15						
25	11145	Consumer Math			½						M												6	3
											F													6

GRADES PK-12 ACTIVITY CODES

NOTE: The following codes are only to be used by licensed staff to identify activities within the school day.

NOTE: Do not use grades PK-6 or 9-12 course codes for grades 7-8.

<u>Activities</u>	<u>Codes</u>
Superintendency.....	00050
Asst Superintendency/ Administrative Asst	00051
County Superintendency	00055
Principalship, Elementary	00001
Principalship, Asst, Elementary ...	00002
Principalship, Middle School	00005
Principalship, Asst, Middle School.....	00006
Principalship, Junior High.....	00007
Principalship, Asst, Junior High...	00008
Dyslexia Specialist.....	00046
Math Coach.....	00056
Title I Coordinator	00057
Technology Coordinator.....	00060
Program Coordination	00061
Directorship.....	00062
Directorship, Assistant	00063
Resource Rm Supervision/ Student Consultation.....	00064

Not to be used by Title I teachers.

<u>Activities</u>	<u>Codes</u>
Counseling (Gr. PK-6)	00066
Counseling (Gr. 7-12)	00067
Library Media Administration.....	00068
<i>TO BE USED BY LIBRARIANS ONLY</i>	
<i>00068 is to be used <u>only</u> by librarians. Classroom teachers supervising/conducting activities in a library are to use code 00071.</i>	
Homeroom/Study Hall	00069
Other Non-course Activity	00071
Instructional Preparation	00072
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

NOTE: Do Not Report Coaching

<u>Activities</u>	<u>Codes</u>
Title VI Coordinator (Civil Rights-Race/National Origin Equity).....	00083
<i>Every LEA must identify a 504, Title IX, ADA, and Title VI Coordinator. Do not enter time or students.</i>	
Transition Coordinator	00084
Home Education Monitor.....	00080
Advisor/Advisee.....	00085
Reading Coach	00086
Teacher Teaming.....	00087
<i>Period when teachers work together to plan for instruction—junior high/middle.</i>	
Day Treatment.....	00089
Special Education Resource Room (See instructions on page 36)	00094
Student Performance Strategist ...	00097
Instructional Coach	00098
Career Advisor (Gr. 7-12)	00099
Religious Education (Gr. PK-8) ...	00101

(nonpublic school reporting only)

GRADES PK-K COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

<u>Courses</u>	<u>Codes</u>
<u>CAREER EDUCATION</u>	
Career Exploration (K).....	20004
<u>ENGLISH LANGUAGE DEVELOPMENT</u>	
¹ English Language Development (PK-K).....	24001
<u>ENGLISH/LANGUAGE ARTS</u>	
Remedial Reading PK-K.....	05100
Language Arts (K).....	05300
Reading (K).....	05310
<u>FINE AND PERFORMING ARTS</u>	
Art (PK-K)	02100
General Classroom Music (PK-K)	12100
Supervised Instrumental Lessons (PK-K).....	12003
Vocal Music (PK-K)	12004

<u>Courses</u>	<u>Codes</u>
<u>INDIGENOUS & WORLD LANGUAGES</u>	
Indigenous Languages (PK-K).....	06002
French (PK-K).....	06103
German (PK-K).....	06104
Spanish (PK-K).....	06107
<u>HEALTH</u>	
Health (PK-K).....	18100
<u>MATHEMATICS</u>	
Remedial Math PK-K.....	11100
Mathematics (K).....	11300
<u>PHYSICAL EDUCATION</u>	
Physical Education (PK-K)	08100
Adaptive Physical Education (PK-K)*.....	08200

**Use Area of Responsibility code 115
Special Education if this course is
designed primarily for students with
disabilities.*

<u>Courses</u>	<u>Codes</u>
<u>PREKINDERGARTEN</u>	
Prekindergarten	00095
(requires early childhood license) <i>NOTE: Not to be used for students with IEPs.</i>	
<u>SCIENCE</u>	
Science (K).....	13300
<u>SOCIAL STUDIES</u>	
Social Studies (K)	15300
ND Studies (PK-K)	15100
<u>TECHNOLOGY</u>	
Keyboarding (PK-K).....	03100
Computer Literacy (PK-K).....	03200
STEM (PK-K)	10400
<u>THEOLOGY</u>	
Religions Education (K).....	60001

*¹requires teaching license & ESL
endorsement issued by ESPB*

GRADES 1-6 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>		
<u>CAREER EDUCATION</u>							
Career Exploration (1-6)	20004	<u>INDIGENOUS & WORLD LANGUAGES</u>					
<u>ENGLISH LANGUAGE DEVELOPMENT</u>							
¹ English Language Development (1-6).....	24001	American Sign Language (1-6)....	06101	Science (1).....	13301		
<u>ENGLISH/LANGUAGE ARTS</u>							
Remedial Reading (Gr. 1)	05101	Indigenous Languages (1-6).....	06002	Science (2).....	13302		
Remedial Reading (Gr. 2)	05102	French (1-6).....	06103	Science (3).....	13303		
Remedial Reading (Gr. 3)	05103	German (1-6).....	06104	Science (4).....	13304		
Remedial Reading (Gr. 4)	05104	Latin (1-6).....	06106	Science (5).....	13305		
Remedial Reading (Gr. 5)	05105	Spanish (1-6).....	06107	Science (6).....	13306		
Remedial Reading (Gr. 6)	05106	<u>GENERAL EDUCATION</u>					
Language Arts (Gr. 1)	05301	Alternative Education (6-8).....	00501	<u>SOCIAL STUDIES</u>			
Language Arts (Gr. 2)	05302	Successful School & Life Skills (6-8).....	20006	North Dakota Studies (Gr. 1)	15101		
Language Arts (Gr. 3)	05303	<u>HEALTH</u>					
Language Arts (Gr. 4)	05304	Health (Gr. 1)	18101	North Dakota Studies (Gr. 2)	15102		
Language Arts (Gr. 5)	05305	Health (Gr. 2)	18102	North Dakota Studies (Gr. 3)	15103		
Language Arts (Gr. 6)	05306	Health (Gr. 3)	18103	North Dakota Studies (Gr. 4)	15104		
Reading (Gr. 1).....	05311	Health (Gr. 4)	18104	North Dakota Studies (Gr. 5)	15105		
Reading (Gr. 2).....	05312	Health (Gr. 5)	18105	North Dakota Studies (Gr. 6)	15106		
Reading (Gr. 3).....	05313	Health (Gr. 6)	18106	Social Studies (Gr. 1)	15311		
Reading (Gr. 4).....	05314	<u>MATHEMATICS</u>					
Reading (Gr. 5).....	05315	Transition Mathematics (Gr. 6)....	11011	Social Studies (Gr. 2)	15302		
Reading (Gr. 6).....	05316	Remedial Math (Gr. 1)	11101	Social Studies (Gr. 3)	15303		
<u>FAMILY AND CONSUMER SCIENCES</u>							
Family & Consumer Sciences (Gr. 5-6).....	09204	Remedial Math (Gr. 2)	11102	Social Studies (Gr. 4)	15304		
<u>FINE AND PERFORMING ARTS</u>							
Art (Gr. 1)	02101	Remedial Math (Gr. 3)	11103	Social Studies (Gr. 5)	15305		
Art (Gr. 2)	02102	Remedial Math (Gr. 4)	11104	Social Studies (Gr. 6)	15306		
Art (Gr. 3)	02103	Remedial Math (Gr. 5)	11105	<u>TECHNOLOGY EDUCATION</u>			
Art (Gr. 4)	02104	Remedial Math (Gr. 6)	11106	Keyboarding (Gr. 1).....	03101		
Art (Gr. 5)	02105	Mathematics (Gr. 1)	11301	Keyboarding (Gr. 2).....	03102		
Art (Gr. 6)	02106	Mathematics (Gr. 2)	11302	Keyboarding (Gr. 3).....	03103		
General Classroom Music (Gr. 1).....	12101	Mathematics (Gr. 3)	11303	Keyboarding (Gr. 4).....	03104		
General Classroom Music (Gr. 2).....	12102	Mathematics (Gr. 4)	11304	Keyboarding (Gr. 5).....	03105		
General Classroom Music (Gr. 3).....	12103	Mathematics (Gr. 5)	11305	Keyboarding (Gr. 6).....	03106		
General Classroom Music (Gr. 4).....	12104	Mathematics (Gr. 6)	11306	Computer Literacy (Gr. 1).....	03201		
General Classroom Music (Gr. 5).....	12105	<u>PHYSICAL EDUCATION</u>					
General Classroom Music (Gr. 6).....	12106	Physical Education (Gr. 1)	08101	Computer Literacy (Gr. 2).....	03202		
Instrumental Music (Gr. 1-6).....	12002	Physical Education (Gr. 2)	08102	Computer Literacy (Gr. 3).....	03203		
Supervised Instrumental Lessons (Gr. 1-6).....	12003	Physical Education (Gr. 3)	08103	Computer Literacy (Gr. 4).....	03204		
Vocal Music (Gr. 1-6).....	12004	Physical Education (Gr. 4)	08104	Computer Literacy (Gr. 5).....	03205		
		Physical Education (Gr. 5)	08105	Computer Literacy (Gr. 6).....	03206		
		Physical Education (Gr. 6)	08106	STEM (Gr. 1)	10401		
		Adaptive Physical Education (Gr. 1)*	08201	STEM (Gr. 2)	10402		
		Adaptive Physical Education (Gr. 2)*	08202	STEM (Gr. 3)	10403		
		Adaptive Physical Education (Gr. 3)*	08203	STEM (Gr. 4)	10404		
		Adaptive Physical Education (Gr. 4)*	08204	STEM (Gr. 5)	10405		
		Adaptive Physical Education (Gr. 5)*	08205	STEM (Gr. 6)	10406		
		Adaptive Physical Education (Gr. 6)*	08206	Technology Innovation (Gr. 5-6) .	10003		
				Design, Technology & Engineering (Gr. 5-6).....	10004		
				PLTW GTT Foundations (Gr. 6).....	10103		
				Exploring Technology (Gr. 6).....	10104		
				<u>THEOLOGY</u>			
				Religious Education (1-3)	60001		
				Religious Education (4-6)	60002		

¹requires teaching license & ESL endorsement issued by ESPB

**Use Area of Responsibility code 115 Special Education if this course is designed primarily for students with disabilities.*

GRADES 7-8 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

Courses **Codes**

AGRICULTURAL EDUCATION

Exploring Agriculture (Gr. 7-8) ...01005
 Natural/Environmental
 Resources (Gr. 7-8).....01006

CAREER EDUCATION

Exploring Career Decisions
 (Gr. 7-8)20005

**CAREER AND TECHNICAL
 SUPPLEMENTARY SERVICES**

²CTE Resource Education
 (Gr. 7-8)26009
²CTE Basic Skills Education
 (Gr. 7-8)28009
²CTE Mentorship Education
 (Gr. 7-8)29009

**ENGLISH LANGUAGE
 DEVELOPMENT**

¹English Language Development
 (Gr. 7-8)24005

ENGLISH/LANGUAGE ARTS

Language Arts 7 (Gr. 7)05005
 Language Arts 8 (Gr. 8)05006
 Reading 7 (Gr. 7).....05007
 Remedial Reading 7-8 (Gr. 7-8)...05008
 Reading 8 (Gr. 8).....05009

**FAMILY AND CONSUMER
 SCIENCES**

Family & Consumer Sciences
 (Gr. 7-8).....09006

FINE AND PERFORMING ARTS

Art 7-8 (Gr. 7-8).....02005
 Drama 7-8 (Gr. 7-8)05309
 General Classroom Music 7-8
 (Gr. 7-8).....12005
 Instrumental Music (Gr. 7-8).....12006
 Vocal Music (Gr. 7-8).....12007
 Supervised Instrumental
 Lessons (Gr. 7-8)12008

Courses **Codes**

**INDIGENOUS & WORLD
 LANGUAGES**

Indigenous Languages (7-8).....06005
 French (7-8).....06003
 German (7-8).....06004
 Latin (7-8).....06006
 Spanish (7-8).....06007
 American Sign Language (7-8)....06102
 Chinese (7-8).....06108
 Greek (7-8).....06109

*To be used when receiving high school
 credit only.*

French I (Gr. 8)06281
 German I (Gr. 8).....06291
 Latin I (Gr. 8).....06151
 Spanish I (Gr. 8).....06211
 Chinese I (Gr. 8).....06261
 Greek I (Gr. 8).....06221

GENERAL EDUCATION

Homeroom/Study Hall
 (**noncredit**).....00069
 Alternative Education (Gr. 6-8)....00501
 Successful School & Life Skills
 (Gr. 6-8)20006
 Exploratory Foreign Language &
 Cultures (7-8)20008

HEALTH

Health (Gr. 7-8).....18005

MATHEMATICS

Mathematics 7 (Gr. 7)11004
 Mathematics 8 (Gr. 8)11005
 Remedial Math 7-8 (Gr. 7-8).....11006
 Mathematics Proficiency
 Development (Gr. 7-8)11007
 Prealgebra (Gr. 7-8).....11008
 Algebra I (Gr. 7-8)11009
 Transition Mathematics (Gr. 7-8).11015
 STEM Seminar 7 (Math).....11016
 STEM Seminar 8 (Math).....11017

*To be used when receiving high school
 credit only.*

Algebra I Full School Year
 (Gr. 8).....11031
 Algebra I Semester 1 (Gr. 8)11035
 Algebra I Semester 2 (Gr. 8)11036

PHYSICAL EDUCATION

Physical Education 7-8 (Gr. 7-8)..08006
 Adaptive Physical Ed (Gr. 7-8)* ..08007

**Use Area of Responsibility code 115
 Special Education if this course is
 designed primarily for students with
 disabilities.*

Courses **Codes**

SCIENCE

Science 7 (Gr. 7)13005
 Life Science (Gr. 7-8).....13006
 Earth Science (Gr. 7-8).....13008
 Science 8 (Gr. 8)13010
 STEM Seminar 7 (Science).....13016
 STEM Seminar 8 (Science).....13017

*To be used when receiving high school
 credit only.*

Physical Science 8 (Gr. 8).....13030

SOCIAL STUDIES

Social Studies 7 (Gr. 7)15005
 North Dakota Studies (Gr. 7-8)....15006
 Geography (Gr. 7-8).....15007
 U.S. History (Gr. 7-8).....15008
 Social Studies 8 (Gr. 8)15009
 ND Civics Test (Gr. 7-8).....20069

TECHNOLOGY AND BUSINESS

Computers & Keyboarding I
 (Gr. 7-8).....03005
 Computers & Keyboarding II
 (Gr. 7-8).....03006
 Personal Finance (Gr. 7-8)03007
 Computer Applications (Gr. 7-8) .03008
 Business Ownership &
 Careers (Gr. 7-8).....03009
 Applying Technology (Gr. 7-8)....10006
 Invention & Innovation (Gr. 7-8).10007
 Technological Systems (Gr. 7-8)..10008
 Exploring Technology (Gr. 7-8)...10105
 PLTW GTT Foundations
 (Gr. 7-8)10108
 PLTW GTT Specialization
 (Gr. 7-8)10109
 PLTW Intro to Computer Science
 (Gr. 7-8)10201
 Computer Science (Gr. 7-8)23009
²Intro to Information
 Technology (Gr. 7-8).....27005
²Intro to Programming
 Languages (Gr. 7-8)27009
²Intro to Cybersecurity (Gr. 7-8)..27010
²Computer Gaming & Design
 (Gr. 7-8).....27030

THEOLOGY

Religious Education (7-8)60002

*¹requires teaching license & ESL
 endorsement issued by ESPB
²requires a career technical license
 issued by ESPB*

SECONDARY INSTRUCTIONAL PROGRAM 9-12 Coding Examples

Course Credit Code – Enter the amount of course credit: $\frac{1}{4}$, $\frac{1}{2}$, 1, or 2 credits.

If a course has been offered for the purpose of compliance with NDCC 15.1-21-02 (Minimum High School Curriculum) and no students have elected to enroll in the course, enter Offered not Taught.

Example (14): The following example is the complete program for a Social Studies teacher who also teaches Driver Education.

Instructional Program PK – 12																												
Section A.							Section B.		Section C.			Section D.																
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender																
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12			
23	15085	US History			1						M															13	1	
											F																	
24	15401	ND Studies			$\frac{1}{2}$						M																	12
											F																	
25	15110	Political Science			$\frac{1}{2}$						M																	11
											F																	
26	15111	Am Government			$\frac{1}{2}$						M																	10
											F																	
27	15118	Law & Justice			$\frac{1}{2}$						M																2	11
											F																	
28	00072	Instr Prep									M																	
											F																	
29	15089	World History			1						M																10	
											F																	
30	00069	Homeroom/ Study Hall									M															4	5	7
											F																	
31	21014	Driver Ed			$\frac{1}{4}$						M																15	
											F																	

Example (15): The following example is the schedule for a music teacher who teaches Vocal (Chorus) and Instrumental (Band) Music in TWO HIGH SCHOOLS in the same LEA or different LEAs.

Instructional Program PK – 12																													
Section A.							Section B.		Section C.			Section D.																	
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender																	
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12				
23	12040	Chorus			$\frac{1}{4}$						M															5	6	7	8
											F																		
24	12051	Band			$\frac{1}{4}$						M															4	8	6	5
											F																		
25	12048	Voice Class			1						M															1	2	1	1
											F																		
26	00072	Instr Prep									M																		
											F																		
27	12051	Band			$\frac{1}{4}$			18	001	1530	M															3	7	6	5
											F																		
28	12040	Chorus			$\frac{1}{4}$			18	001	1530	M															5	5	7	9
											F																		
29	12048	Voice Class			1			18	001	1530	M															2	1	1	2
											F																		

Example (17): A staff member providing counseling services must complete the instructional program by completing *separate* entries for elementary, e.g., PK-6; junior high/middle 7-8, and/or secondary, e.g., 7-12 (NDCC 15.1-06-19). Include career development counseling time in counseling services 7-12.

Example (17a):

Instructional Program PK – 12																										
Section A.							Section B.		Section C.			Section D.														
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender														
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
23	00066	Counseling PK-6									M	3	10	12	15	12	11	15	12							
											F	3	10	11	14	10	9	13	11							
24	00067	Counseling 7-12									M									20	14	22	12	23	20	
											F									20	15	15	20	25	20	

Example (17b): Services provided in multiple schools.

Instructional Program PK – 12																									
Section A.							Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender													
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12
23	00067	Counseling 7-12									M									25	15	20	15	17	13
											F									27	16	10	14	10	13
24	00066	Counseling PK-6							15	006	3525	M	5	2	3	9	2	2	5						
												F	4	5	2	5	3	2	2						
25	00067	Counseling 7-12							15	006	3525	M								4	2	5	4	3	6
												F								5	2	5	5	3	8
26	00067	Counseling 7-12							15	015	8248	M								11	7	12	12	3	11
												F								11	10	14	13	9	10
27	00066	Counseling PK-6							15	015	8247	M	6	4	6	8	10	11	15						
												F	2	6	12	8	10	9	6						

Example (22): (PK-12) A librarian providing services to students in a *centralized library* PK-12 with the same school number should complete as illustrated in (a). A staff member providing services to students in *two separate* PK-12 school libraries should complete as illustrated in (b).

Example (22a): (PK-12 centralized library)

Instructional Program PK – 12																									
Section A.							Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender													
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12
23	00068	Library										M	10	10	6	5	3	10	5	11	12	10	12	12	14
												F	9	8	5	4	2	6	5	3	8	11	9	7	10

Example (22b): (serving in two separate PK-12 school libraries)

23	00068	Library										M	8	6	8	5	5	2	8	7	6	5	8	9	10
												F	8	6	5	10	10	8	3	4	3	2	9	6	8
24	00068	Library						15	006	3525		M	4	2	6	4	9	10	8	9	5	9	5	4	6
												F	7	5	5	7	6	10	9	9	6	9	3	11	7

Complete line 24, section C when reporting students from different school numbers.

GRADES 9-12 ACTIVITY CODES

NOTE: The following codes are only to be used by licensed staff to identify activities within the school day.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Activities</u>	<u>Codes</u>
Superintendency.....	00050
Asst Superintendency/ Administrative Asst	00051
County Superintendency	00055
Principalship, Middle School	00005
Principalship, Asst, Middle School	00006
Principalship, Junior High.....	00007
Principalship, Asst, Junior High...	00008
Principalship, Secondary	00010
Principalship, Asst, Secondary	00011
Math Coach.....	00056
Title I Coordinator	00057
Technology Coordinator.....	00060
Program Coordination	00061
Directorship.....	00062
Directorship, Assistant	00063

<u>Activities</u>	<u>Codes</u>
Resource Rm Supervision/ Student Consultation.....	00064
<i>Not to be used by Title I Teachers.</i>	
Counseling (Gr. PK-6)	00066
Counseling (Gr. 7-12)	00067
Library Media Administration.....	00068
Homeroom/Study Hall	00069
Other Non-course Activity	00071
Instructional Preparation	00072
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
<i>Every LEA must identify a 504, Title IX, ADA, and Title VI Coordinator. Do not enter time or students.</i>	

<u>Activities</u>	<u>Codes</u>
Transition Coordinator	00084
Home Education Monitor.....	00080
Advisor/Advisee.....	00085
Reading Coach	00086
Teacher Teaming	00087
<i>Period when teachers work together to plan for instruction—junior high/middle.</i>	
Day Treatment.....	00089
Special Education Resource Room (See instructions on page 36)	00094
Instructional Coach	00098
Career Advisor (Gr. 9-12)	00099

NOTE: Do Not Report Coaching

GRADES 9-12 GENERAL ELECTIVE COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

<u>Courses</u>	<u>Codes</u>
<u>COMPUTER SCIENCE</u>	
Computer Science Applications...	23011
Computer Science Programming..	23012
Integrated Math for Computer Science	23013
Advanced Computer Science Programming	23015
AP Computer Science A	23580
AP Computer Science Principles..	23582
<u>DRIVER AND TRAFFIC SAFETY EDUCATION</u>	
Driver Education Classroom Only	21012
Driver Education Behind-the-Wheel Only	21013
Two Phase Program— Classroom & Behind-the- Wheel.....	21014
Three Phase Program— Classroom, Behind-the- Wheel & Simulation	21015
Three Phase Program— Classroom, Behind-the- Wheel & Multi-Car Driving Range.....	21016
Four Phase Program— Classroom, Behind-the- Wheel, Simulation & Multi-Car Driving Range	21018

<u>Courses</u>	<u>Codes</u>
<u>ENGLISH LANGUAGE DEVELOPMENT</u>	
¹ English Language Development .	24010
<u>GENERAL EDUCATION COURSES</u>	
Homeroom/Study Hall (noncredit).....	00069
Educating Exceptional Students...	19010
Special Education Field Exp	19020
Exploratory Foreign Language & Cultures (9-12)	20045
Career Management	20060
Successful School & Life Skills...	20065
Leadership.....	20066
Alternative High School Mentor/Mentee	20067
Student Aide (Gr. 11-12).....	20068
Academic Community Service Learning	20070
Seminar	20075
Career Seminar	20076
Advancement Via Individual Determination (AVID)	20080
Teaching Professional	20084
Educational Methodology	20085
Education Workplace Experience	20086
Adventure Education.....	20090
<u>MILITARY SCIENCE</u>	
Aerospace.....	15043
JROTC	15044

<u>Courses</u>	<u>Codes</u>
<u>THEOLOGY</u> (<i>nonpublic school reporting only</i>)	
Religious Foundations.....	60010
Comparative Religion	60011
Eastern Religions	60012
Western Religions	60013
Scriptures	60014
Old Testament.....	60015
New Testament.....	60016
Bible History	60017
Christology.....	60018
Religious Figures	60019
Liturgy & Prayer	60020
Prayer & Spirituality	60021
Religious Ethics & Morality.....	60022
Justice, Peace, & Faith	60023
Faith & Lifestyle	60024
Ministry	60025
Religious Education & Theology: Aide	60026
Independent Study.....	60027
Workplace Experience	60028
Other.....	60029
Catholic Studies thru Literature...	60033

¹requires teaching license & ESL endorsement issued by ESPB

GRADES 9-12 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Courses</u>	<u>Codes</u>
<u>ENGLISH/LANGUAGE ARTS</u>	
Remedial Reading 9-12.....	05015
Humanities (English).....	05030
Composition.....	05040
Advanced Composition.....	05041
Creative Writing.....	05042
English 9.....	05071
English 10.....	05072
English 11.....	05073
English 12.....	05074
English (GED).....	05075
Advanced English.....	05077
College Learning Lab-English.....	05078
Business English.....	05076
Grammar.....	05022
History of the English Language.....	05024
Journalism.....	05081
Advanced Journalism.....	05082
Biography.....	05036
Drama (Literature).....	05037
Fiction.....	05039
Mythology.....	05043
American Literature.....	05031
Literature (GED).....	05032
English Literature.....	05034
Modern Literature.....	05033
World Literature.....	05035
Poetry.....	05038
Developmental Reading/Writing.....	05011
English Intervention.....	05012
Speech I.....	05091
Speech II.....	05092
Oral Interpretation.....	05093
Beginning Debate.....	05094
Advanced Debate.....	05095
Formal Logic.....	05096
Semantics.....	05098
Mass Media.....	05099
Applied Communications.....	05111
AP English Language & Composition.....	05580
AP English Literature & Composition.....	05581
AP Seminar: English.....	05582

<u>Courses</u>	<u>Codes</u>
<u>FINE & PERFORMING ARTS</u>	
Art.....	02020
Art, Fundamentals of.....	02021
Art History.....	02011
Commercial Art.....	02050
Color & Design.....	02022
Crafts.....	02024
Drawing.....	02025
Painting.....	02026
Photography.....	02060
Printmaking.....	02028
Sculpture.....	02029
AP Art History.....	02580
AP Studio Art: Drawing.....	02581
AP Studio Art: 2-D Design.....	02582
AP Studio Art: 3-D Design.....	02583
Theatre Arts.....	05061
Advanced Theatre Arts.....	05063
Drama-Literature (Fine Arts).....	05064
Intro to Film Studies I.....	05069
Intro to Film Studies II.....	05070
Dance I (Fine Arts).....	08055
Dance II (Fine Arts).....	08056
TV/Cinema Production.....	05068
Music History & Appreciation.....	12020
Music Theory.....	12030
Supervised Individual Study:	
Musicology.....	12039
Vocal Music (Chorus).....	12040
Voice Classes.....	12048
Supervised Individual Study:	
Vocal Music.....	12049
Instrumental Music (Band).....	12051
Instrumental Music (Orchestra).....	12052
Strings.....	12057
Instrument Classes.....	12058
Supervised Individual Study:	
Instrumental Music.....	12059
AP Music Theory.....	12580

<u>Courses</u>	<u>Codes</u>
<u>INDIGENOUS & WORLD LANGUAGES</u>	
Spanish Heritage Learners I.....	06216
Spanish Heritage Learners II.....	06217
American Sign Language I.....	06315
American Sign Language II.....	06316
American Sign Language III.....	06317
American Sign Language IV.....	06318
Chinese I.....	06261
Chinese II.....	06262
Chinese III.....	06263
Chinese IV.....	06264
AP Chinese Language & Culture.....	06587
French I.....	06281
French II.....	06282
French III.....	06283
French IV.....	06284
French V.....	06285
AP French Language & Culture.....	06580
German I.....	06291
German II.....	06292
German III.....	06293
German IV.....	06294
German V.....	06295
AP German Language & Culture.....	06586
Greek I.....	06221
Greek II.....	06222
Japanese I.....	06231
Japanese II.....	06232
AP Japanese Language & Culture.....	06588
Latin I.....	06151
Latin II.....	06152
Latin III.....	06153
Latin IV.....	06154
AP Latin.....	06582
Russian I.....	06310
Russian II.....	06311
Russian III.....	06312
Spanish I.....	06211
Spanish II.....	06212
Spanish III.....	06213
Spanish IV.....	06214
Spanish V.....	06215
AP Spanish Language & Culture.....	06584
AP Spanish Literature & Culture.....	06585
Indigenous Languages I.....	06811
Indigenous Languages II.....	06812
Indigenous Languages III.....	06813
Indigenous Languages IV.....	06814

<u>Courses</u>	<u>Codes</u>
<u>MATHEMATICS</u>	
Remedial Math 9-12.....	11010
Mathematics Intervention.....	11029
Prealgebra.....	11030
Algebra I (full school year).....	11031
Algebra I (semester 1).....	11035
Algebra I (semester 2).....	11036
Algebra II.....	11032
College Algebra.....	11034
Linear Algebra.....	11037
Linear Programming.....	11038
Abstract Algebra.....	11039
Discrete Mathematics.....	11033
Integrated Math for Comp Science.....	11041
Advanced JAVA Programming....	11042
Integrated Mathematics I.....	11051
Integrated Mathematics II.....	11052
Integrated Mathematics III.....	11053
Calculus.....	11061
General Mathematics I.....	11111
Particular Topics in Foundation Math.....	11112
Mathematics (GED).....	11115
College Learning Lab-Math.....	11118
Applied Geometry.....	11119
Geometry.....	11120
Analytic Geometry.....	11121
Informal Geometry.....	11122
Consumer Mathematics.....	11145
Probability & Statistics.....	11150
Trigonometry.....	11160
Trigonometry/Analytic Geometry.....	11161
Geometry/Trigonometry/ Advanced Algebra.....	11162
STEM Seminar (Math).....	11170
Precalculus.....	11181
Applied Mathematics.....	11190
Occupationally Applied Math.....	11191
AP Precalculus.....	11579
AP Statistics.....	11580
AP Calculus AB.....	11581
AP Calculus BC.....	11582
AP Computer Science A.....	11583

<u>Courses</u>	<u>Codes</u>
<u>PHYSICAL EDUCATION AND HEALTH</u>	
Health.....	08010
Family Living.....	08015
Substance Abuse Prevention.....	08020
General PE.....	08030
Adaptive PE*.....	08031
Swimming & Water Safety.....	08032
Dance I (Phy Ed).....	08034
Dance II (Phy Ed).....	08035
Individual & Dual Sports.....	08036
Gymnastics.....	08038
Weight Training.....	08040
Specific Sports: Physical Education.....	08041
Physical Education Equivalent....	08042
Lifetime Fitness Education.....	08043
Fitness/Conditioning Activities....	08044
Intro to Coaching.....	08045
Sport Officiating.....	08046
Sports Physiology.....	08051
Human Anatomy (Phy Ed).....	08052
Health.....	18010
Family Living.....	18015
Substance Abuse Prevention.....	18020
Physiology.....	18051
Human Anatomy.....	18052

**Use Area of Responsibility code 115
Special Education if this course is
designed primarily for students with
disabilities.*

<u>SCIENCE</u>	
Biology.....	13020
Human Anatomy (Science).....	13021
Physiology.....	13022
Health.....	13023
Botany/Horticultural Science I.....	13024
Botany/Horticultural Science II....	13025
Ornithology.....	13026
Entomology.....	13027
Real World Biology.....	13028
Advanced Biology.....	13029
Ecology.....	13110
Physical Science.....	13030
Chemistry.....	13031
Advanced Chemistry.....	13032
Applied Biology/Chemistry.....	13034
Forensic Science.....	13036
Physics.....	13042
Applied Physics.....	13044
Principles of Technology.....	13045
Biotechnology.....	13052
Astronomy.....	13061
Geology.....	13062
Earth Science.....	13063
Meteorology.....	13064
Environmental Science.....	13065
Oceanography.....	13074
Science (GED).....	13099
STEM Seminar (Science).....	13150
AP Biology.....	13580
AP Chemistry.....	13581
AP Environmental Science.....	13582
AP Physics C: Electricity & Magnetism.....	13584
AP Physics C: Mechanics.....	13585
AP Physics 1: Algebra-Based.....	13586
AP Physics 2: Algebra-Based.....	13587

<u>Courses</u>	<u>Codes</u>
<u>SOCIAL STUDIES</u>	
Tribal History.....	06815
Tribal Government.....	06816
Tribal Studies.....	06817
Tribal Culture.....	06818
Anthropology.....	15010
Humanities (Social Studies).....	15011
Archeology.....	15012
World Area Studies.....	15020
World People Studies.....	15021
Citizenship.....	15030
Social Studies (GED).....	15040
Consumer Education.....	15050
Cooperative Marketing.....	15069
Women: Past & Present.....	15083
Problems of Democracy.....	15201
Orientation to Social Science.....	15251
Marriage & the Family.....	15301
North Dakota Studies.....	15401
Economics.....	15060
Geography.....	15070
U.S. History.....	15085
World History.....	15089
Political Science.....	15110
American Government.....	15111
International Relations.....	15114
Law & Justice in North Dakota.....	15118
Psychology.....	15120
Sociology.....	15130
Particular Topics in Sociology.....	15131
AP Macroeconomics.....	15580
AP Microeconomics.....	15581
AP Comparative Government & Politics.....	15582
AP U.S. Government & Politics.....	15583
AP European History.....	15584
AP U.S. History.....	15585
AP World History.....	15586
AP Human Geography.....	15587
AP Psychology.....	15588
ND Boys/Girls State Leadership Academy (summer school only).....	15600
ND Civics Test.....	20069

CAREER AND TECHNICAL EDUCATION (9-12) COURSE CODES

NOTE: Teachers need approval from the Department of Career and Technical Education to use these course codes (See teaching license issued by Education Standards and Practices Board.) All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Courses</u>	<u>Codes</u>
<u>AGRICULTURAL EDUCATION</u>	
Intro to Agriculture.....	01011
Foundations of Agriculture	01012
Agriscience Technology I	01021
Agriscience Technology II	01022
Agriscience Technology III.....	01023
Agronomy Science	01025
Agricultural Sales &Service	01034
Agricultural Business Management	01035
Agricultural Mechanics Technology I.....	01043
Agricultural Mechanics Technology II.....	01044
Agricultural Mechanics Power Systems.....	01045
Agricultural Welding & Fabrication	01046
Advanced Agricultural Welding & Fabrication	01047
Botany/Horticultural Science I....	01053
Botany/Horticultural Science II....	01054
Livestock Production.....	01061
Equine Science.....	01062
Natural/Environmental Resources.....	01063
Small Animal Care.....	01066
Veterinary Science	01067
Agricultural Processing	01068
World Agricultural Science & Technology	01069
Agriculture III	01073
Agriculture IV	01074
CASE Intro to AFNR.....	01080
CASE Principles of Agricultural Science-Animal	01081
CASE Principles of Agricultural Science-Plant.....	01082
CASE Environmental Science Issues	01088
Individual Agricultural Studies	01990
Community Development	01993
Super Ag Exp Prog.....	01995
Cooperative Work Exp.....	01999

<u>Courses</u>	<u>Codes</u>
<u>BUSINESS EDUCATION</u>	
Accounting I.....	14010
Accounting II	14011
Accounting III	14012
Accounting IV	14013
Forensic Accounting	14014
Entrepreneurial Accounting	14015
Business Finance	14016
Web Design.....	14022
Business Computer Applications .	14024
Spreadsheets.....	14025
Database	14026
Communication Technologies.....	14028
Business Communications	14060
Business Technology & Procedures.....	14079
Business Law	14090
Keyboarding.....	14094
Financial Literacy.....	14095
Word Processing	14096
Desktop Publishing	14098
Multimedia I.....	14099
Multimedia II	14100
Entrepreneurship	14111
Economics.....	14151
Business Fundamentals	14230
Management I.....	14231
Management II	14232
Global Management.....	14233
Operations Management.....	14234
Capstone-Business Education	14950
Cooperative Work Exp.....	14999

<u>Courses</u>	<u>Codes</u>
<u>CAREER CLUSTERS</u>	
Architecture & Construction	37020
Arts, AV Technology & Communications.....	37030
CTE Health Careers	37080
Manufacturing.....	37140
Transportation, Distribution & Logistics	37170

<u>Courses</u>	<u>Codes</u>
<u>CAREER AND TECHNICAL SUPPLEMENTARY SERVICES</u>	
CTE Resource Education	26010
CTE Resource Education: Service Learning	26011
CTE Basic Skills Education	28010
CTE Basic Skills Education: Service Learning	28011
CTE Mentorship Education.....	29010

<u>Courses</u>	<u>Codes</u>
<u>FAMILY AND CONSUMER SCIENCES</u>	
Family & Consumer Sciences I....	09022
Family & Consumer Sciences II... 09023	
Family & Consumer Sciences III .	09024
Independent Living	09025
Child Development	09026
Clothing & Textiles I.....	09027
Clothing & Textiles II	09029
Consumer & Resource Management	09028
Fashion & Textile Trends.....	09030
Current Topics in Textiles & Apparel.....	09037
Teaching Professional	09041
Educational Methodology	09042
Individual & Family Health	09129
Parenting	09130
Nutrition & Food Preparation I....	09131
Nutrition & Food Preparation II... 09135	
Family Living	09132
Housing & Living Environments .	09133
Cultures & Cuisine.....	09136
Nutrition & Fitness.....	09137
Food Science & Technology	09138
Individual Family & Consumer Sciences Studies.....	09140
Early Childhood Care & Education Services	09211
Clothing & Textile Services.....	09212
Food Service/Culinary Arts.....	09213
ProStart I	09214
ProStart II.....	09215
Occupational Exploration.....	09250
Cooperative Work Exp.....	09299

<u>Courses</u>	<u>Codes</u>
<u>HEALTH CAREERS</u>	
Sign Language I	07021
Sign Language II	07022
Sign Language III.....	07023
Sign Language IV	07024
Sign Language Cooperative Ed....	07025
Nurse Assistant Foundation.....	07031
Nurse Assistant.....	07032
Health Science I	07033
Prevention/Care of Athletic Injuries	07034
Health Science II	07035
Medical Terminology	07036
Intro to Nursing	07038
Medical Records.....	07040
Emergency Medical Services	07045
Advanced EMS	07046
Firefighting.....	07100
Capstone-Health Sciences	07950
Health Ed Super Occ Exp.....	07999
<u>HIGH SCHOOL OF BUSINESS</u>	
HSB-Leadership for Business	04311
HSB-Wealth Management	04312
HSB-Principles of Business	04313
HSB-Business Economics	04314
HSB-Principles of Marketing.....	04315
HSB-Principles of Finance.....	04316
HSB-Principles of Management...	04317
HSB-Business Strategies.....	04318
<u>INFORMATION TECHNOLOGY</u>	
Intro to Information Technology..	27101
Computer Software Applications .	27102
Internet of Things (IoT) Fundamentals	27111
Integrated Math for Computer Science	27121
Programming Essentials-Visual Basic	27122
Intro to Programming Languages.	27120
Programming Essentials - Python	27123
Programming Essentials (C++)	27124
Fundamentals of JAVA Programming	27125
Advanced JAVA Programming....	27127
Mobile Applications Development	27128
Computer Gaming & Design.....	27130
Advanced Gaming & Design	27131
Intro to Web Design	27170
Computer Hardware & Operating Systems (A+).....	27219
IT Essentials 2	27220
Intro to Networking.....	27265
CCNA Intro to Networks	27266
CCNA Routing & Switching Essentials.....	27267
CCNA Scaling Networks	27268
CCNA Connecting Networks.....	27269
Intro to Cybersecurity.....	27280
Special Topics	27299
Essentials of Desktop Operating Systems	27300
Essentials of Desktop Operating Systems (Linux)	27305
Essentials of Network Operating Systems	27310
Geographic Info Systems (GIS) ...	27400
Data Modeling & SQL	27500
AP Computer Science Principles..	27510
AP Computer Science A)	27520
IT Internship.....	27995
Capstone-Info Technology Edu....	27950
Cooperative Work Exp.....	27999

<u>Courses</u>	<u>Codes</u>
<u>MARKETING EDUCATION</u>	
Principles of Entrepreneurship	04110
Entrepreneurship	04111
Principles of Marketing.....	04080
Principles of Finance.....	04081
Business Finance	04082
Marketing I.....	04210
Marketing II	04215
Management.....	04223
Social Media Marketing.....	04235
Principles of Sports & Entertainment Marketing.....	04239
Sports & Entertainment Marketing.....	04240
Hospitality & Tourism Marketing	04245
School-Based Enterprise	04290
International Marketing.....	04310
Capstone-Marketing Education....	04950
Cooperative Work Exp.....	04999
<u>TECHNOLOGY AND ENGINEERING EDUCATION</u>	
Individual Technical Problems.....	10091
Applying Technology.....	10093
Foundations of Technology.....	10094
Technology & Design	10096
Construction Technology	10111
Manufacturing Technology	10121
Communication Technology	10251
Design/Drafting.....	10259
3D Modeling & Design	10260
Energy/Transportation Technology.....	10331
Advanced Design Applications	10338
Advanced Technological Applications	10339
Technological Design.....	10410
Robotics Engineering.....	10411
Engineering Design	10415
Invention & Innovation	10510
PLTW Intro to Engineering Design	10511
PLTW Digital Electronics.....	10512
PLTW Principles of Engineering .	10513
PLTW Civil Engineering & Architecture.....	10514
PLTW Computer Integrated Manufacturing	10517
PLTW Environmental Sustainability.....	10518
Technological Systems.....	10515
STEM Seminar (Tech Ed).....	10610
Biomedical Technology	10710
PLTW Principles of Biomedical Science	10730
PLTW Human Body Systems	10732
PLTW Medical Interventions.....	10734
Capstone-Technology & Engineering Education	10950
Cooperative Work Exp.....	10999

<u>Courses</u>	<u>Codes</u>
<u>TRADE AND INDUSTRIAL EDUCATION</u>	
Foundations of Automotive.....	17029
Auto Collision Technology I.....	17030
Auto Collision Technology II.....	17031
Automotive Technology I	17032
Automotive Technology II	17037
Automotive Technology Summer Academy	17036
Automotive General Service Technology I.....	17038
Automotive General Service Technology II.....	17039
Parts Merchandising & Management.....	17035
Diesel Technology I.....	17040
Diesel Technology II.....	17042
Intro to Commercial Driving License (CDL).....	17045
Culinary Arts I.....	17050
Culinary Arts II	17051
Commercial Art I	17072
Commercial Art II	17073
Photography	17080
Building Trades I.....	17100
Building Trades II	17117
Building Trades Summer Academy	17101
Facilities Maintenance I	17110
Facilities Maintenance II.....	17118
Heating Ventilation & Air Conditioning	17112
Automated Manufacturing	17113
Sheet Metal Technology.....	17115
Residential Plumbing	17120
Electrical Technology	17125
Drafting Technology I.....	17130
Drafting Technology II.....	17131
Computer Aided Drafting.....	17132
Audio/Visual Production.....	17140
Electronics Technology I.....	17150
Electronics Technology II.....	17151
Electronics Technology III	17152
Graphic Communications I	17190
Graphic Communications II	17191
Heavy Equipment Operations	17200
Heavy Equipment Mechanics.....	17201
Machine Tooling Technology	17230
Foundations of Welding	17235
Welding Technology I.....	17236
Welding Technology II	17237
Virtual Center Welding Technology Summer Academy	17238
Recreational Small Engine Technology I.....	17310
Recreational Small Engine Technology II	17311
Exploration of Oil Industry Careers	17410
Petroleum Industry Skills.....	17413
Aviation Technology I	17812
Aviation Technology II	17813
T&I Capstone	17950
Cooperative Work Exp.....	17999

APPROVED SPECIAL EDUCATION SERVICES/SUPPORTS FOR EXCEPTIONAL CHILDREN GRADES PK-12

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>.

	<u>Activities</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
Do not enter the credit code for these special education program areas.	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
	See instructions below for the following:		Early Childhood Education for Children	
	School Psychologist		with Disabilities (Preschool)	19150
	(See instructions below).....	00035	Emotional Disturbance (ED)	19201
	ID Consultant (Gr. K-12)		Speech-Language Services	19212
	(See instructions below)	00036	Hearing Impaired	19223
	SLD Consultant (Gr. K-12)		Visually Impaired	19245
	(See instructions below)	00037	Other Health Impaired	19250
	ED Consultant (Gr. K-12)		Autism	19255
	(See instructions below)	00038	Traumatic Brain Injury	19260
	Visually Impaired Consultant (Gr. K-12)		Physically Handicapped.....	19301
	(See instructions below)	00039	Levels of Service (Gifted/Talented).....	19601
	Hearing Impaired Consultant (Gr. K-12)			
	(See instructions below)	00041		
	Early Childhood Special Education Consultant			
(See instructions below)	00042			
Co-teaching	00088			
Day Treatment.....	00089			
Special Education Resource Room				
(See instructions below).....	00094			

Testing, planning, and staffing are considered to be a part of the regular program responsibilities.

For students with disabilities identified as Non-categorical Delay (NCD), use the course activities code that matches the endorsements of the teacher providing the services.

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

School Psychologists and Speech-Language Pathologists - School psychologists and speech-language pathologists who do **not** hold a North Dakota teaching license, but are licensed through their respective state boards, should **not** submit an MIS03 form. (The MIS03 is for individuals who hold a North Dakota teaching license only.) These individuals should be included on the PER02 form (for related service personnel and ancillary staff).

ID, SLD, ED, Visually Impaired, Hearing Impaired, and Early Childhood Special Education Consultants (00036, 00037, 00038, 00039, 00041, and 00042) - Special educators who do not directly instruct students in any core academic subjects or who provide only consultation to highly qualified teachers of core academic subjects in adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations do not need to demonstrate subject-matter competency in those subjects. These special educators could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject.

Special Education Resource Room 00094 - For mixed category enrollments the teacher **must hold an endorsement in one of the two disability categories and must have completed the required course work in the other area of exceptionality**. If a greater number of students from one area of exceptionality than the other area are enrolled, the teacher should hold an endorsement in that area of exceptionality.

In order to comply in this course code area, special education resource room teachers must have an endorsement issued by the Education Standards and Practices Board.

Special Education Supplemental 19104 – Special education teachers that are hired to work with Title I students need to hold a North Dakota teaching license in Special Education and an endorsement in Learning Disability. On the MIS03 assignment section, code Position 70 and Area of Responsibility 116.

FUNCTIONAL AND COMMUNITY-BASED COURSES FOR STUDENTS WITH UNIQUE LEARNING NEEDS

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/districtschools/course-codes>. Courses are listed on the next page.

Whenever possible, students with unique learning needs should be included in regular course offerings with supplementary aids and services. When the regular curriculum offerings are inappropriate, individualized programming may be designed through an individual education planning process. Specific course offerings should address the unique learning needs of each individual student. The intent of the Applied Topics curriculum is twofold: 1) provide standard credit and instruction for completion of applicable functional course work using the foundation of the local school community partnership; and 2) promote collaboration of general and special educators working together in meeting the individual needs of the students. The Applied Topics Courses are most relevant for those students with intellectual disabilities (ID), significant learning disabilities (SLD), emotional disabilities (ED), or as designated by the student's IEP team. In some individual student situations, the Applied Topics courses may be appropriate for students with autism (AUT), hearing impairments or deafness (HI), and visual impairments (VI). Courses between 19710 and 19944 are for students receiving special education in grades 9-12.

The Applied Topics Courses in English/Language, Math, Science, and Social Studies are for students with disabilities who are assessed using the North Dakota State Assessment and who also require a specially designed curriculum in that core content area to receive credit. The teacher providing the instruction, grade and credit for this course must be highly qualified in the core content area. The Alternative Assessed Core Topics in English/Language, Math, Science, and Social Studies are for students with disabilities who are assessed using the North Dakota State Alternate Assessment and who also require a specially designed curriculum in the core content area to receive credit. The teacher providing instruction, grade, and credit must have an elementary degree and an endorsement in the area of the disability. The Applied Topics Courses in the core subjects of English/Language, Math, Science, or Social Studies must be taught by a teacher highly qualified in that particular subject.

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

Course code 19844 is a skills course for those students who are learning to use alternative language systems (e.g., sign language or augmentative communication systems) and is taught by an instructor with a background in deaf education or speech-language pathology.

Course codes 19244-19249 are skills courses that address the unique, specialized needs of visually impaired learners. The curriculum is taught by an instructor with an endorsement in visual impairments. If competencies specific to orientation and mobility are included in the Visually Impaired Expanded Core Curriculum, the instructor must have had coursework specific to orientation and mobility training. Enter a credit code for these courses.

Course code 19710 is individualized transition skill programming for students ages 18-21 that have completed and earned four years of credit for grades 9-12. This course is functional skills training based on the unique needs of the student as identified in the Individual IEP Transition Plan and related to their postsecondary goals. The training may occur in any combination of the following sites: in the classroom, in the community, and on the job.

Enter the **credit code** for these course areas.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
Secondary Transition Ages 18-21	19710	Applied Topics in Social Studies I.....	19840
Applied Topics in Accessing the Community I.....	19816	Applied Topics in Social Studies II.....	19841
Applied Topics in Accessing the Community II.....	19817	Applied Topics in Social Studies III.....	19842
Applied Topics in Accessing the Community III.....	19818	Applied Topics in Social Studies IV.....	19839
Applied Topics in Daily Living (Gr. 6-8) (noncredit).....	19705	Applied Topics in Social Studies V.....	19843
Applied Topics in Daily Living I.....	19828	Alternative Language Systems	19844
Applied Topics in Daily Living II.....	19829	Alternative Assessed Core Topics in	
Applied Topics in Daily Living III.....	19830	English/Language I.....	19910
Applied Topics in Daily Living IV.....	19847	Alternative Assessed Core Topics in	
Applied Topics in Daily Living V.....	19848	English/Language II.....	19911
Applied Topics in Daily Living 9-12	19860	Alternative Assessed Core Topics in	
Applied Topics in English/Language I.....	19820	English/Language III.....	19912
Applied Topics in English/Language II.....	19821	Alternative Assessed Core Topics in	
Applied Topics in English/Language III.....	19822	English/Language IV.....	19913
Applied Topics in English/Language IV.....	19845	Alternative Assessed Core Topics in	
Applied Topics in English/Language V.....	19846	English/Language V.....	19914
Applied Topics in English/Language Arts 9-12	19858	Alternative Assessed Core Topics in Math I.....	19920
Applied Topics in Health I.....	19824	Alternative Assessed Core Topics in Math II.....	19921
Applied Topics in Health II.....	19825	Alternative Assessed Core Topics in Math III.....	19922
Applied Topics in Health III.....	19826	Alternative Assessed Core Topics in Math IV.....	19923
Applied Topics in Health IV.....	19823	Alternative Assessed Core Topics in Math V.....	19924
Applied Topics in Health V.....	19827	Alternative Assessed Core Topics in Science I.....	19930
Applied Topics in Math I.....	19832	Alternative Assessed Core Topics in Science II.....	19931
Applied Topics in Math II.....	19833	Alternative Assessed Core Topics in Science III.....	19932
Applied Topics in Math III.....	19834	Alternative Assessed Core Topics in Science IV.....	19933
Applied Topics in Math IV.....	19831	Alternative Assessed Core Topics in Science V.....	19934
Applied Topics in Math V.....	19835	Alternative Assessed Core Topics in	
Applied Topics in Math 9-12	19859	Social Studies I.....	19940
Applied Topics in Occupational Education I.....	19812	Alternative Assessed Core Topics in	
Applied Topics in Occupational Education II.....	19813	Social Studies II.....	19941
Applied Topics in Occupational Education III.....	19814	Alternative Assessed Core Topics in	
Applied Topics in Occupational Education IV.....	19811	Social Studies III.....	19942
Applied Topics in Occupational Education V.....	19815	Alternative Assessed Core Topics in	
Applied Topics in Recreation/Leisure I.....	19836	Social Studies IV.....	19943
Applied Topics in Recreation/Leisure II.....	19837	Alternative Assessed Core Topics in	
Applied Topics in Recreation/Leisure III.....	19838	Social Studies V.....	19944
Applied Topics in School/Life Skills I.....	19854	Visually Impaired Expanded Core Curriculum	
Applied Topics in School/Life Skills II.....	19855	Skills I.....	19246
Applied Topics in School/Life Skills III.....	19856	Visually Impaired Expanded Core Curriculum	
Applied Topics in School/Life Skills IV.....	19857	Skills II.....	19244
Applied Topics in School/Life Skills 9-12	19861	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science I.....	19849	Skills III.....	19247
Applied Topics in Science II.....	19850	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science III.....	19851	Skills IV.....	19248
Applied Topics in Science IV.....	19852	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science V.....	19853	Skills V.....	19249

Whenever possible, students with unique learning needs should be included in regular curricular offerings with supplementary aids and services. In these instances in which the curriculum is inappropriate, individualized programming may be designed through an individual education planning process. Specific course outcomes should address the unique learning needs of each individual student.

50. SIGNATURES

- a. Personnel Signature - When forms are submitted through the online system, the signature is implied.
- b. Administrator's Signature - When forms are submitted through the online system, the signature is implied.

The accuracy of the information contained 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.

All variations such as assignment changes (e.g., addition or cancellation of courses) or employment/termination of staff should be submitted on a revised MIS03 form; this needs to be a paper copy with the changes inserted. On the revised form write REVISED, sign and include 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. Send a copy to your county superintendent/designee if required.