



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

2020 – 2021 LEA Fall Report (MIS01) and School Fall Report (MIS02)

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Copies of **reports** may be required by your county superintendent/designee contact that office for instructions.

For Assistance Contact:

Jill Frohlich – 701-328-2268

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

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, contact Lucy Fredericks, Office of Indian/Multicultural Education, Department of Public Instruction, 600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440, phone: (701) 328-1718.

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 North Dakota Department of Public Instruction (NDDPI) is authorized to collect personnel reports for licensed and nonlicensed 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.

Changes made in the Manual for 2020-2021

italics = inserted text

~~strikethrough~~ = deleted text

School Approval Section Page 6:

- *School Prayer Certification – This information is now collected in the MIS01 Fall Report. Every school district receiving federal Title funds must also certify that “no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.” The person the school district authorizes to submit this consolidated application must read and understand these assurances and certification and certify the school district will comply with them.*

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General Instructions for the Local Education Agency (MIS01) and School Fall Report (MIS02)

Instructions for the Local Education Agency (LEA) Directory (MIS01) and the School Directory (MIS02) are in a separate manual titled [LEA Directory \(MIS01\) and School Directory \(MIS02\)](#).

Report Descriptions

- Local Education Agency Fall Report (MIS01) collects LEA information and includes a school approval section and an EL program section.
- The School Fall Report (MIS02) collects school and student data.

Reporting Requirements

Every local education agency *must* complete and submit the Local Education Agency Fall Report (MIS01). LEAs include operating and nonoperating public districts, BIE, nonpublic, and state institution LEAs as well as special education units and career and technology centers.

Schools within operating local education agencies as well as BIE, nonpublic, and state institution schools *must* complete and submit the School Fall Report (MIS02). All special education units and career and technology centers *must* complete and submit the School Fall Report (MIS02).

Nonoperating LEAs *do not* complete the School Fall Report (MIS02).

A “school” includes the site, building, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

Example 1: An elementary school and a high school located on *different sites* would require *two* School Directories (MIS02) and *two* School Fall Reports (MIS02).

Example 2: An elementary school, a junior high school, and a high school located on the *same site* would require *one* School Directory (MIS02) and *one* School Fall Report (MIS02).

STARS

The Directories and the Fall Reports are to be completed on the web through the State Automated Reporting System (STARS) at <https://secure.apps.state.nd.us/dpi/stars/>.

Instructions/Help

The instructional manuals and STARS system help for these reports are available at <https://www.nd.gov/dpi/data/STARS/>.

There are two instructional manuals:

- a) LEA Directory (MIS01) and School Directory (MIS02).
- b) LEA Fall Report (MIS01) and School Fall Report (MIS02).

Coding

Update all items with the current information. Certain data items are prepopulated with the data that was submitted to the Department of Public Instruction last year. Certain items are required and must be completed before submission.

Validation of Data

There are two types of validation messages.

- *Warning* (⚠) message: Is used to call attention to a key item which may or may not pertain to your circumstance. This warning will not affect your submission of the report.

- **Error (X)** message: When incorrect data is entered, that data must be fixed before moving on. During the validation process, if an error message appears, you may continue to enter and save data, but the error must be resolved before submitting the report. When clicking the validation button, a pop-up window will appear, stating that the data has been validated.

Submission Dates/Procedures

When relevant, reports for graded elementary and rural school will be processed through the county superintendent's office.

Due dates for all MIS01 and MIS02 reports:

- LEA Directory (MIS01) – ~~September 15~~ **October 15**
- School Directory (MIS02) – ~~September 15~~ **October 15**
- LEA Fall Report (MIS01) – ~~September 15~~ **October 15**
- School Fall Report (MIS02) – ~~September 15~~ **October 15**

The user must have “Can Submit” authority to submit the reports. All report sections need to be checked in before submission.

Printing

Once submitting the online reports, it is recommended to print copies for your files. Click on Generate PDF button in the left navigation menu. Your county superintendent/designee may require a copy of each report. Please contact that office for instructions. You may create a “Can View” account for them to view the reports rather than printing and mailing them.

Data Certification

When submitting reports through STARS, the signature is implied. The submitter attests to the accuracy of these reports.

Report Changes and Unsubmitting the Report

To request a change or to unsubmit the report, contact the Office of Management Information Systems at 701-328-2268. All sections of the LEA Fall Report (MIS01) are submitted simultaneously; however, each section can be unsubmitted individually. The unsubmitted sections need to be resubmitted.

Records Retention

It is recommended that printed forms be retained for the current year and the four previous school years.

Instructions for Completing the Local Education Agency Fall Report (MIS01)

The sections of the Local Education Agency Fall Report (MIS01) are accessed by clicking on the sections in the left navigation menu. Each section needs to be checked out and checked in individually.

LEA Data

- LEA Definition Type –*Public LEAs Only*. This is a read-only item.
High School - 1; Graded Elementary - 2; One-Room Rural - 3; Nonoperating - 4
- LEA Organizational Plan – This is a read-only item. The organizational plan should reflect the general organizational plan of the LEA. If more than one plan fits your LEA, any of the appropriate plans for your LEA will suffice. If the plan indicated does not fit your LEA, please request a change by calling Jill Frohlich at 701-328-2268. Listed below are allowable plans.

LEA Organizational Plans		
Career and Technical Centers or Special Education Units	Kindergarten	Nonoperating Lea
Grades 1-3, 4-6 or Grades 7-9, 10-12	Kindergarten, Grades 1-3, 4-6	Prekindergarten, Kindergarten
Grades 1-3, 4-8, 9-12	Kindergarten, Grades 1-3, 4-6, 7-12	Prekindergarten, Kindergarten, Grades 1-3, 4-6
Grades 1-4 or Grades 9-12	Kindergarten, Grades 1-3, 4-6, 9-12	Prekindergarten, Kindergarten, Grades 1-3, 4-8, 9-12
Grades 1-4, 5-6, 7-8, 9-12	Kindergarten, Grades 1-3, 4-8, 9-12	Prekindergarten, Kindergarten, Grades 1-4, 5-7, 8-12
Grades 1-4, 5-7, 8-12	Kindergarten, Grades 1-4, 5-6, 7- 8, 9-12	Prekindergarten, Kindergarten, Grades 1-4, 5-8
Grades 1-4, 5-8	Kindergarten, Grades 1-4, 5-7, 8-12	Prekindergarten, Kindergarten, Grades 1-4, 5-8, 9-12
Grades 1-4, 5-8, 9-12	Kindergarten, Grades 1-4, 5-8	Prekindergarten, Kindergarten, Grades 1-5, 6-7, 8-12
Grades 1-5, 6-8, 9-12	Kindergarten, Grades 1-4, 5-8, 9-12	Prekindergarten, Kindergarten, Grades 1-5, 6-8
Grades 1-6 or Grades 7-12	Kindergarten, Grades 1-5, 6-7, 8-12	Prekindergarten, Kindergarten, Grades 1-5, 6-8, 9-12
Grades 1-6, 7-12	Kindergarten, Grades 1-5, 6-8	Prekindergarten, Kindergarten, Grades 1-6
Grades 1-6, 7-8	Kindergarten, Grades 1-5, 6-8, 9-12	Prekindergarten, Kindergarten, Grades 1-6, 7-12
Grades 1-6, 7-8, 9-12	Kindergarten, Grades 1-6	Prekindergarten, Kindergarten, Grades 1-6, 7-8

Grades 1-6, 7-9, 10-12	Kindergarten, Grades 1-6, 7-12	Prekindergarten, Kindergarten, Grades 1-6, 7-8, 9-12
Grades 1-7, 8-12	Kindergarten, Grades 1-6, 7-8	Prekindergarten, Kindergarten, Grades 1-6, 7-9, 10-12
Grades 1-8	Kindergarten, Grades 1-6, 7-8, 9-12	Prekindergarten, Kindergarten, Grades 1-7, 8-12
Grades 1-8, 9-12	Kindergarten, Grades 1-6, 7-9, 10-12	Prekindergarten, Kindergarten, Grades 1-8
Grades 2-6, 7-8, 9-12	Kindergarten, Grades 1-7, 8-12	Prekindergarten, Kindergarten, Grades 1-8, 9-12
Grades 6-8, 9-12	Kindergarten, Grades 1-8	Prekindergarten, Kindergarten, Grades 4-6, 7-12
Grades 7-8, 9-12	Kindergarten, Grades 1-8, 9-12	Prekindergarten; Grades 9-12
	Kindergarten, Grades 2-6, 7-8, 9-12	Prekindergarten; Kindergarten, Grades 2-6, 7-8, 9-12
	Kindergarten, Grades 4-6, 7-12	

- ~~Number of Schools~~ – Enter the number of schools operating within the LEA. Public LEAs should not include special education units or career and technology centers in the count. See page 3 for the definition of a school.
- Number of Sections of Land – *Public LEAs must complete.* Update the number of sections of land in the public LEA. Two places after the decimal are allowed. Be sure to update this number, especially if your LEA was involved in any type of reorganization. The county auditor has this information.

FTEs of Noninstructional Staff Serving the LEA

Please check the accuracy of full-time equivalencies (FTEs) on the LEA Fall Report (MIS01) with the submission of Licensed Personnel Form (MIS03) and Nonlicensed Personnel Form (PER02) data. **Do not duplicate personnel counts on the LEA Fall Report (MIS01) and the School Fall Report (MIS02).**

- If a staff member is employed at more than one LEA, the FTE of that staff member must be prorated amongst the LEAs and reported on each LEA Fall Report (MIS01). Do not report FTE that is being reported at another LEA.

- Licensed Noninstructional (personnel holding positions that require a teaching license) – Update the fulltime equivalent number of licensed noninstructional personnel providing services in the LEA. This category includes superintendents, assistant superintendents, directors of special education units, directors of career and technology centers, and others responsible for the systemwide management of the LEA. Do not include principal FTE on the MIS01; include principal FTE on the School Fall Report (MIS02).

Example: A person who is employed as a half-time superintendent and half-time teacher in a six-period day would include .50 in this block and .50 in the FTE on the MIS02.

- Nonlicensed Noninstructional (personnel holding positions that do not require a teaching license) – Update the full-time equivalent number of nonlicensed noninstructional personnel providing services in your LEA. This category includes business managers (includes clerks of school boards), clerks, secretaries, operation and maintenance staff, bus drivers, food service workers, etc. The FTEs reported must not be reported on the School Fall Report (MIS02).

Example (1): A full-time custodian/bus driver who spends three-fourths of his or her time as custodian and one-fourth of his or her time as a bus driver will be reported as 1.00 full-time equivalent.

Example (2): A bus driver who works three hours per day driving bus should be reported as .38 full-time equivalent.

Full-time Equivalency – Use the following table as a guideline to determine the FTE for noninstructional employees:

Table 1

<u>5-Hour Day</u> <u>Or 5-Period Day</u>		<u>6-Hour Day</u> <u>Or 6-Period Day</u>		<u>7-Hour Day</u> <u>Or 7-Period Day</u>		<u>8-Hour Day</u> <u>Or 8-Period Day</u>	
<u>Hours</u>	<u>FTE</u>	<u>Hours</u>	<u>FTE</u>	<u>Hours</u>	<u>FTE</u>	<u>Hours</u>	<u>FTE</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	= 1.00	5	= .83	5	= .71	5	= .63
		6	= 1.00	6	= .86	6	= .75
				7	= 1.00	7	= .88
						8	= 1.00

Profile

The profile is to be complete by public LEAs only.

~~Professional Development Days~~ — Report the total number of days in your school calendar for professional development (not including NDEA days).

~~Credits Required for Graduation~~ — Report the number of credits required for high school graduation in your LEA.

~~Programs~~ — Does your LEA provide these programs? Indicate “Yes” or “No” to the following:

- ~~Post-secondary Enrollment Options (Dual Credit)~~
- Gifted and Talented Services

- ~~Alternative High School Program~~
- Safe/Drug-free School Program

School Approval

Questions regarding the school approval section, please contact Angela Thomas in the Office of School Approval and Opportunity at 701-328-2597. *Note: Completed by the LEA. Career and Technology Centers and Special Education units are not required to complete the School Approval section.*

- Annual Compliance Reports – The School Annual Compliance Report and the LEA Annual Compliance Report is in STARS under Fill Out Reports section. If the school needs to submit an Extension of the Annual Compliance Report, the extension form is located under the School Annual Compliance Report. *Reports must be submitted no later than 5 p.m. on October 1.*
- Statutory Requirements
 - Student Performance Strategist – NDCC 15.1-07-32 requires that each LEA must have available one full-time equivalent student performance strategist for every 400 students in average daily membership in kindergarten through grade three. **Funding for this position must be paid from local LEA funds (i.e., state aid); Title I funds cannot be used to pay for this position.** Each LEA shall submit documentation to the superintendent of public instruction verifying the amount of time that each student performance strategist expended in tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers. A student performance strategist must meet the qualifications of an elementary school teacher as set forth in NDCC 15.1-18-02.1 and serve as a tutor or an instructional coach. (Tutors work with students, and instructional coaches work with staff.)
 - Personal Finance – NDCC 15.1-21-21 states each LEA shall ensure its curriculum for either economics or problems of democracy includes the exposure of students to concepts of personal finance, including: checkbook mechanics including writing checks, balancing, and statement reconciliation; saving for larger purchases; credit including credit card usage, interest, and fees; earning power including jobs for teenagers; taxation and paycheck withholdings; college costs; making and living within a budget; and mortgages, retirement savings, and investments.
 - Upon *annual* written request, the superintendent of public instruction may allow LEAs to select courses other than economics or problems of democracy for purposes of exposing students to the concepts of personal finance listed above.
 - School Prayer – Does your LEA have any policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools? (ESEA Section 9524 requirement).
 - School Prayer Certification – *This information is now collected in the MIS01 Fall Report. Every school district receiving federal Title funds must also certify that “no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.” The person the school district authorizes to submit this consolidated application must read and understand these assurances and certification and certify the school district will comply with them.*
 - Long-term Planning Process – NDCC.15.01-07-26 states between January first and June thirtieth of every even-numbered year, the board of each school district shall invite the public to participate in a planning process addressing the effects that demographics might have on the district in the ensuing three-year and five-year periods, and specifically addressing potential effects on:
 - Academic and extracurricular programs;
 - instructional and administrative staffing;
 - Facility needs and utilization; and

- District tax levies.
- At the conclusion of the planning process, the board shall prepare a report, publish a notice in the official newspaper of the district indicating that the report is available, and make the report available upon request.
- The report was completed _____ Yes
The Report can be found here: _____
- If NO, The Report will be completed by: _____ / _____ / _____
- Reading Screening – This information is collected for North Dakota’s Striving Readers Grant. North Dakota must report to the United States Department of Education how many schools screen for reading to facilitate the grant.
- Immunizations – Districts must have a policy ensuring all students are in compliance with school immunization requirements, a plan requiring the completion of all necessary immunization certifications, a plan addressing students who have not completed or submitted the necessary immunization certifications and are following the plan per NDCC 23-07-17.1 and NDCC 33-06-05.

Teaching Licensing/Numbers

Questions regarding teaching licensing, or licensing numbers, please call the Education Standards and Practices Board at 701-328-9641.

English Learner (EL) Program

For questions regarding the EL program section, please contact Lodee Arnold at 701-328-1876. *Career and Technology Centers and Special Education units are not required to complete the EL Program section.*

Federal Civil Rights Law and North Dakota Century Code (NDCC Chapter 15.1-38) have specific requirements regarding the education of ELs. The following items demonstrate how all LEAs meet NDCC and Civil Rights requirements.

Reporting Requirements for All LEAs (Including those with no EL Students)

- 1) EL Policy – All districts must verify by checking the box that they have a current EL policy in place meeting the provisions of NDAC and NDCC and approved by the school board. The North Dakota School Boards Association (NDSBA) has a sample EL Policy (GABAA) used by many districts in North Dakota. Date of Policy (NDAC 67-28) – Enter the date the policy was approved by the school board. This date should align with the board meeting date and minutes in which it was approved. Districts are encouraged to review the policy at least every five years.
- 2) EL Program Director – All districts must designate an EL Program Director. This person must have the authority to commit resources in the event an EL student enrolls in the district. The director is responsible for implementing the EL identification plan into the district registration process to include the statewide Home Language Survey (HLS) for all students enrolled. If districts have enrolled EL students, the director must commit resources and provide administrative oversight to the district’s language instruction educational program (LIEP). The program director is encouraged to have a current administrative credential to serve as the contact for EL issues.
 - a. Enter the *teaching license number* of the EL program director. The name will automatically populate. If the license number has expired, is invalid, or cannot be found, contact the ND Education Standards and Practices Board at 701-328-9641. If the district’s EL Program Director does not have an administrative credential, but has authority to allocate resources for the district, contact Lodee Arnold at 701-328-1876.
 - b. Enter the EL Program Director’s work email address and work phone number.
- 3) EL Coordinator/Test Administrator – All LEAs must designate an EL Coordinator or Test Administrator who is willing and certified to administer the North Dakota ELP screener assessment

to potential English learner(s) who enroll in the district. The EL Coordinator or test administrator can be employed by the district or contracted with a nearby district or REA. Be sure the person listed is aware of this appointment and agrees with the responsibilities.

- a. Enter the EL Coordinator/ Test Administrator’s license number. The name will automatically populate. If the license number has expired, is invalid, or cannot be found, contact the ND Education Standards and Practices Board at 701-328-9641.
 - b. Enter the EL Coordinator/ Test Administrator’s email address and phone number where they can best be reached.
- 4) Additional EL Contact(s) – LEAs have the option to include other individuals as **additional** contacts to receive notifications and information from the NDDPI regarding the EL program. This can be additional EL coordinators/teachers, classroom teachers, consultants, or administrators.
- a. Enter each additional contact’s name and email address.
- 5) EL Student Identification Procedures – **All districts are required by federal and state law to identify ELs.** The plan must include the North Dakota home language survey (HLS) completed at registration by all parents for all students. The HLS must remain on file for **each** student at the LEA as well as the screening assessment (WIDA Screener/WIDA MODEL), and documentation of academic review. Districts cannot discriminate this process to certain students because of the ethnicity/race or how they speak.
- a. Describe the procedures the district uses to identify potential EL students.
- 6) EL Student Assessment Assurances – All ELs must participate in the North Dakota English Language Proficiency Assessment (ACCESS) and the North Dakota State Assessment (NDSA) each year. The North Dakota ELP Screener assessments (K model, WIDA screener 1-12) must be used in the district’s EL identification procedures.
- a. Check each box indicating assurance of each action item.

The screenshot shows the STARS (State Automated Reporting System) interface. At the top, it says "Local Education Agency - DPI DISTRICT" and "Public LEA: DPI DISTRICT Year: 2019-2020". The main content area is titled "Local Education Agency - DPI DISTRICT" and contains several sections:

- District EL Policy:** A checkbox labeled "EL policy has been approved by the school board." with arrow 1 pointing to it.
- Date of Policy (NDAC 67-28):** A text input field with arrow 2 pointing to it.
- EL Program Director:** Fields for License Number, Email Address, and Phone Number with arrow 3 pointing to the License Number field.
- EL Certified Teacher/Test Administrator:** Fields for License Number, Email Address, and Phone Number with arrow 3 pointing to the License Number field.
- Additional EL Contact to Receive EL Correspondence:** A table with columns for Name and Email, with arrow 4 pointing to the Email column.
- EL Plans:** Fields for EL Student Identification Plan, EL Student Assessment Plan, and EL Student Assessment Plan with arrow 5 pointing to the first field.

On the left side, there are navigation buttons: Check Out, Validate, Submit, Generate PDF, Print Page, and Help. Arrow 6 points to the "Validate" button.

- 7) EL Certificate of Compliance – LEAs must assure, as listed in the LEA Fall Report, compliance with NDAC 67-28-01-06 and the North Dakota ESSA plan. Compliance will be monitored in conjunction with the annual Federal Title programs monitoring.
- a. Check the box to indicate compliance with all six items.

- 8) **EL Related Professional Development** – (for previous school year) Professional development is a required activity of Title III subgrants (Title III Sec 3115 (c)(2)).
- Check the appropriate boxes for each EL related professional development topic offered in the district or consortium during the previous school year ending June 30th (If “other” is selected, please enter a short explanation of the professional development activity in the text box.),
 - Enter the total number of participants for each type of participant, and
 - Check the Title III box if the professional development activity was funded by a Title III grant.

Fall Report (MIS01)

LEA Data

School Approval

EL Program

Unfilled Positions - FTE

Tools & Links

LEA and School Fall Reports Instructional Manual (MIS01 and MIS02)

Functions

Check Out

Validate

Submit

Generate PDF

[Print Page](#)

[Help](#)

EL Certificate of Compliance

By checking this box, this school district notifies the Department of Instruction that its school(s) is/are in compliance with the following statutory requirements for the current school year (NDAC 67-28-01-06). The state will monitor for compliance and the school district must have evidence on file to certify that the following requirements for the English learner program are met:

- Provide alternative language instruction that is based on research and effective practice.
- Provide an alternative language curriculum, including materials and resources, based on North Dakota English language proficiency and academic content standards, is consistent with the school district's program model, and is appropriate for the identified student population.
- Use instructional facilities that are comparable to that provided for non-English language learner students, and may not unreasonably segregate English language learners.
- Provide alternative language instruction by or under the supervision of a licensed teacher who holds an EL endorsement from the North Dakota Education Standards and Practices Board or a major in teaching English as a second or other language.
- Incorporate administrative oversight by a program director with an administrative credential.
- Incorporate a systematic evaluation and reporting plan that uses both summative and formative methods of data collection and evaluation and that is consistent with federal requirements on data collection and reporting.

Professional Development

****This section is for Title III fiscal agents ONLY****

Title III grantees, please complete this section to indicate your professional development activities for the school year that ended on June 30th. Any professional development activities that occur after June 30th should be reported on next year's report. Please remember that professional development is a required Title III activity.

Professional Development (PD) Topics: Please report the type of PD offered.

	Yes or No	
Instructional strategies for EL students	<input type="checkbox"/>	Comments
Understanding and implementation of assessment of EL students	<input type="checkbox"/>	
Understanding and implementation of EL standards and academic content standards for EL students	<input type="checkbox"/>	
Alignment of the curriculum in language instruction educational programs to EL standards	<input type="checkbox"/>	
Subject matter knowledge for teachers	<input type="checkbox"/>	
Other (Explain in comment box)	<input type="checkbox"/>	

PD Participant Information: Please report the participation in the PD offerings by type of participant. (you may have duplicates based on one teacher taking part in more than one activity)

	Number of Participants
PD provided to content classroom teachers	0
PD provided to EL classroom teachers	0
PD provided to principals	0
PD provided to administrators/other than principals	0
PD provided to other school personnel/non-administrative	0
PD provided to community-based organization personnel	0
Total:	

Instructions for Completing School Fall Report (MIS02)

The following sections have been removed from the School Fall Report (MIS02):

- Building Level Support
- Number of Buildings by Grade Level
- Number of Instructional Rooms
- Number of Classrooms
- Average Classroom Size (Average Number of Students)
- Number of Computers

Each section of the School Fall Report (MIS02) must be checked out and checked in individually. The School Data section and Student Data section are selected in the left navigation menu. Subsections are accessed by clicking on the links beneath the section heading towards the top of the page.

- School Data
 - School
 - Instructional Staff FTE
- Student Data
 - Enrollment
 - Graduates
 - Dropouts

Special education units and career and technology centers must complete a School Fall Report (MIS02) if they have instructional staff not reported at another school.

School Data

- Grade Level Organization – This is a read-only item and cannot be changed in STARS. The grade level organization represents the grade units within the school.
 - The Office of School Approval and Opportunity *must be notified in writing by July 31st of each school year of any changes* along with a copy of the school board minutes approving the change. Any questions regarding the grade levels contact Angela Thomas at 701-328-2597.
- School Appraisal – All public schools must complete this item. Reference your Fire and Tornado Report when completing this item. Any questions regarding the school appraisal contact Don Williams at 701-328-2236.
- Cost of School Property – *BIE and nonpublic schools are not required to complete this item.* If actual costs are not available, use insurance or estimated replacement values in determining the value of school property. Do not include decimals (cents).
 - Site – The cost of the school site should include the original cost of the property plus all improvements made to the site, including parking lots, playground equipment, athletic facilities, and landscaping.
 - Buildings – The cost of the building should include the original cost plus the cost of any additions or alterations, including the cost of electrical, mechanical, and plumbing.
 - Equipment – The cost of the equipment should include all instructional equipment (desks, computers, maps, projectors, TVs, etc.), food service, music, and athletic equipment.
- Emergency and Disaster Drills (NDCC 15.1-06-12) – Does your school conduct fire, tornado, and other emergency or disaster drills, including lockdown drills?

- Reading of Historical Documents (NDCC 15.1-21-22) – Checking this box indicates that your students will read the Declaration of Independence, United States Constitution, and the Bill of Rights documents. All schools are required to have their high school students read these documents within either the United States Government or Problems of Democracy courses. If you have questions, contact Angela Thomas at 701-328-2597.
- Notification of Consultative Review (NDCC 15.1-21-18) – Checking this box indicates your school has notified high school students that they are entitled to receive a consultative review of their individual high school education plan at least once during each high school grade. If you have questions, contact Jim Upgren at 701-328-2244.

School Data – Instructional Staff (FTEs)

Report the number of licensed staff who are performing instructional activities. If you have reported pupils enrolled in grades PreK, K, 1-6, 7-8, 9-12, also report the number of full-time equivalent (FTE) teachers for grades PreK, K, 1-6, 7-8, 9-12.

- LEA personnel such as superintendents, assistant superintendents, directors, business managers, etc. are not to be reported here, but on the LEA Fall Report (MIS01).
- Nonpublic schools should report FTE for regular prekindergarten or kindergarten staff if seeking regular prekindergarten or kindergarten approval by DPI.
- Do not duplicate personnel counts on the MIS01 and MIS02 forms. If a staff member serves in more than one school, prorate the FTE amongst the schools. Do not report FTE that is being reported at another school.
- Special education units – Update the FTE of all staff, including preschool special education teachers is based out of your unit and are not reported by a public school. If entire FTE is reported at other schools, check the “School Does Not Have Instructional Staff” box.
- Check the accuracy of personnel counts on the MIS01 and MIS02 reports with the submission of MIS03 and PER02 forms.
- Use Table 2 for a guideline in calculating the full-time equivalents of licensed and nonlicensed staff members providing instructional services to students in the school for a normal school term.

Table 2

<u>5-Period Day Or 5-Hour Day</u>			<u>6-Period Day Or 6-Hour Day</u>			<u>7-Period Day Or 7-Hour Day</u>			<u>8-Period Day Or 8-Hour Day</u>		
<u>Periods</u>	<u>=</u>	<u>FTE</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	=	1.00	5	=	.83	5	=	.71	5	=	.63
			6	=	1.00	6	=	.86	6	=	.75
						7	=	1.00	7	=	.88
									8	=	1.00

- Classroom Teachers – Update the number of classroom teachers, ID special education teachers, and Title I schoolwide teachers performing instructional activities as of September 10 of this school year in this school based on full-time equivalency. As a guideline, use the period schedule in Table 2.

Example 1: A classroom teacher employed five days a week for six periods in a school with six periods per day would be considered a full-time staff member reported as 1.00.

Example 2: A staff member employed for three periods in a school with six periods per day for a normal school term would be reported as 0.50.

Example 3: A staff member employed one semester for an eight-period day would be reported as 0.50.

Example 4: A secondary staff member employed five days a week for a six-period day with half-time assignments as a principal and as a teacher would report 0.50 in the classroom teacher block and 0.50 in the Other Licensed Instructional block.

- Other Teachers – Update the number of other teachers performing instructional activities as of September 10 of this school year in this school based on full-time equivalency. Other teachers include SLD, ED, Title I, art, music, physical education, EL/Bilingual teachers, etc. As a guideline, use the period schedule in Table 2.
- Other Personnel Assigned to the Instructional Area
 - Licensed Personnel (personnel holding positions requiring a teaching license) - Update the number of other licensed instructional personnel (principals, speech pathologists, guidance counselors, librarians, curricular consultants, instructional coaches, etc.) providing services as of September 10 of this school year in this school based on full-time equivalency. As a guideline, use the period schedule for your school, which is provided in Table 2. The FTEs reported here should *not* be reported on the MIS01.
 - Nonlicensed Personnel (personnel holding positions that do not require a teaching license) – Update in full-time equivalents the number of nonlicensed personnel providing services as of September 10 of this school year in this school such as school clerks, secretaries, teacher aides (including assistants and paraprofessionals) and library aides, etc. The FTEs reported here should *not* be reported on the MIS01. Use Table 2 to determine the full-time equivalency for nonlicensed personnel assigned to the instructional area.

Example 1 A principal employed five days a week for a six-period day would be considered a full-time staff member and would be reported as 1.00.

Example 2: An elementary staff member employed five days a week for a six-period day with half-time assignments as a teacher and as a principal would report 0.50 in the classroom teacher block and 0.50 in the Other Licensed Instructional block.

Example 3: Nonlicensed personnel employed two full days per week would be considered a part-time staff member and reported as .40.

Student Data

- Use the following race definitions to complete the graduate data. Nonpublic, BIE, and state institution schools should complete the enrollment and dropout data using these race definitions.
- Race Definitions
 - American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
 - Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- Black or African American – A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Student Data – High School Graduates

To be completed by the public, nonpublic, BIE, and state institution schools. Enter the number and status of last year's graduates by gender and race. Use the race definitions listed above.

Number of graduates enrolling in 4-year colleges or universities.

- Number of graduates enrolling in junior or 2-year colleges.
- Number of graduates entering career and technical school or trade school, such as business schools, schools of nursing, or short-term trade programs.
- Number of graduates entering military service.
- Number employed: Report the number of graduates that are employed either full- or part-time and are not enrolled in postsecondary education programs.
- Other/Unknown: Report the number of graduates that are neither employed nor enrolled in postsecondary education programs or that status is unknown.

Student Data – Dropouts

To be completed by nonpublic, BIE and state institution schools. Enter the number of 7th through 12th-grade students by gender and race who dropped out of school last year and did not continue school elsewhere. Use race definitions on page 14. *Public schools do not complete the dropout section of the School Fall Report (MIS02). Dropout data for public schools will be compiled by DPI from the Fall Enrollment Report. Contact Don Williams at 701-328-2236 with questions on the Fall Enrollment Report.*

Dropout is an individual who:

- Was enrolled in school at some time during the previous school year
- Was not enrolled at the beginning of the current school year
- Has not graduated from high school or completed a state or LEA approved educational program including GED (General Education Development)
- Is over 16 years of age for whom a statement of intent to provide home education has not been filed with the school LEA of residence.
- Does not meet any of the following exclusionary conditions:
 - Transfer to another public school, nonpublic (private) school, or state or LEA approved educational program;
 - Temporary absence due to suspension, school-approved illness, or anticipated late enrollment; or
 - Death.

For purposes of applying the dropout definition, the following additional definitions also apply:

- The school year is the 12-month period beginning with the normal opening of school in the fall, including the immediately following 3-month summer vacation.

- The current school year is the school year of the MIS02 report. The previous school year is the school year immediately preceding the current school year. Thus, if 2018-2019 is the school year of the report, 2017-2018 is the previous school year for which dropout data is being gathered.
- Students are counted as dropouts for the grade and school year for which they fail to report. If a student's status is unknown at the time of current year fall enrollment, that student is considered to have dropped out for the appropriate grade and school year. A circumstance of note occurs when a student was promoted out of the grade of which the individual was a member of the previous school year but fails to report the fall of the current school year. This individual is not to be reported as a dropout for the previous school year (since promotion occurred) but should be reported as a dropout on next year's report if the student has still not enrolled at that time.
- Graduates are individuals who have graduated from high school or completed an approved educational program upon receipt of formal recognition from school authorities. A state or LEA approved program may include special education programs, home education for which a statement of intent is on file, and state/school sponsored GED (General Education Development) preparation.
- Transfer, as described in Dropout Definition E.1., shall be demonstrated through a transcript request or other documentation giving evidence of continuing elementary or secondary education.
- A student should be counted as a dropout only once each school year. A student should be counted as a dropout once each year for multiple school years if a pattern of repeated enrollment and dropping out occurs.
- A student who dropped out during the previous school year but has re-enrolled at the beginning of the current school year is not counted as a dropout.

Student Data – Enrollment

Enrollments are to be reported by nonpublic, BIE, and state institution schools on the School Fall Report (MIS02). *Public schools do not complete the enrollment section of the School Fall Report (MIS02). Enrollment for public schools will be compiled by DPI from the Fall Enrollment Report. Contact Don Williams at 701-328-2236 with questions on the Fall Enrollment Report.*

- Enter enrollments as of September 10 of the current school year in this school. If parents refuse to classify their child by race, assume the child is white. Use race definitions on page 14.
- Nonpublic schools can report their regular prekindergarten enrollment.
- Enter the number of kindergarten pupils who will enroll in a kindergarten program sometime during the current school year in this school.
- Include unclassified, ungraded, and special education (ID) pupils enrolled in separate classrooms. If actual grade level assignment is unknown, assign each pupil to a grade according to the chronological age of the student.
- Home educated student enrollments should not be included on the School Fall Report (MIS02).
- Be sure full-time equivalencies are entered in the instructional staff section to correspond with the enrollment counts.