2022 – 2023
LEA Directory (MIS01) and
School Directory (MIS02)
Due September 9, 2022

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

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

The Department of Public Instruction does not discriminate based on 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 according 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 2022-2023

*italics* = inserted text

*strikethrough* = deleted text

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Instructions for Completing the Local Education Agency Directory (MIS01) and School Directory (MIS02)

One administrator of each Local Education Agency (LEA) will be assigned access to the directories in State Automated Reporting System (STARS). It is up to the administrator to grant access to other staff in the LEA.

Living Directory

The live version of the LEA Directory (MIS01) and the School Directory (MIS02) are open for changes. The live directory must be submitted by September 9th, which is crucial as it provides updated and accurate personnel information. The department uses the data to update our list serves. Changes can be made throughout the school year. We encourage you to keep the directories current as we use them for the North Dakota Department of Public Instruction (NDDPI) list serve and to ensure you receive critical information that is being disseminated.

Electronic Version

The electronic version of the MIS01 and the MIS02 will no longer be available for changes after all the LEAs/schools have submitted the living directories but will be available to view an electronic version. This information is on the NDDPI website scroll down to a gray box that states “School Directory Contact Information.”

If you have any questions regarding the directories, contact the Management Information Systems Office (MIS) by calling 701-328-2268 or emailing dpimanageinfosys@nd.gov.

LEA and School General Information

1) County Number – A number identifies the county where the LEA is located.

   LEA Number – The LEA number is assigned by the MIS office by the NDDPI.
   School Number – The school number is assigned by the MIS office by the NDDPI.
   School Type – This is a read-only item.

<table>
<thead>
<tr>
<th>0 Alternative Special Education Program Site</th>
<th>4 Special Education Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Elementary (two or more teachers)</td>
<td>5 Elementary/Secondary Combination</td>
</tr>
<tr>
<td>2 Junior High/Middle</td>
<td>8 Career and Technology Center/Area Career and Technology Center</td>
</tr>
<tr>
<td>3 Secondary/Senior High</td>
<td>9 Elementary One-teacher School</td>
</tr>
</tbody>
</table>

   • LEA Name – NDCC 15.1-07-02. The words “School District” are not included on the MIS01. Update the LEA name item if the LEA name has changed.
   • School Name – Update the school name item if the school name has changed.

2) Phone Numbers – The main telephone number is required for the LEA and schools.

3) Fax Numbers – This item may be left blank if the LEA or school does not have a fax number.
4) **Grade Level Organization** – The grade-level organization represents the grade units within this school. This is a read-only item and cannot be changed in STARS. If you have any questions regarding the grade level organization, contact the MIS office by calling 701-328-2268 or emailing dpimanageinfosys@nd.gov.

5) **Addresses** – The [USPS Zip Code Lookup](#) site has been provided for your convenience.

6) **Mailing Address** – The mailing address (street, box or rural route, etc.) is required for mail delivery.

7) **Physical Address** – The physical location (street, road, etc.) of the LEA or school is required. The location address is reported in federal reports. Some programs may base eligibility on school locale codes address. Do not use PO Box addresses. Do not use cross street references.

8) **Website Address** – Enter your website address

9) **School Mascot Photo** – 3x5 image of the school mascot

10) **School Procedures** – New schools, grade reconfiguration, school closures, and consolidation

**LEA and School Directories – Contacts**

To add a person to the contact list, click on **Add Contact**. To delete a position, click on the trash can (🗑️) next to the name. Indicate if a position is vacant. A position is considered vacant only if there are intentions to fill that position.

Click on each name to review and edit names, phone numbers, addresses, and email addresses. Do not use commas or periods in names or addresses.

Select “position is filled” in the Status column when a position is filled. Multiple individuals may be reported for the same position in the case of two or more individuals sharing the same job.

Include the [9-digit zip code](#) in the mailing addresses.

**LEA-Directory – Contacts**

It is crucial to keep the school directory contacts updated throughout the school year. The directories are NDDPI’s primary point of contact when contacting LEAs.

**Do not** report the principal or the assistant principal contact information on the MIS01 unless the superintendent or assistant superintendency is part of the principal’s responsibility. Principals are to be reported on the MIS02.

- **Administrator/Superintendent/CTE or Special Ed Director** – This contact is required. All LEAs are to report an administrator or mark the position vacant. The career and technology centers and special education units report a director or mark vacant positions.
- **Assistant Administrator/Superintendent** – The assistant administrator/superintendent must meet the definition of position code 66 given in the [Licensed Personnel (MIS03)](#) instruction manual.
- **Business Manager** – This contact is required. Public LEAs must report to a business manager or mark the vacant position. The home address of the business manager for public school LEAs should only be used if it has been designated as the official mailing address of the school board if this is the address to which official correspondence is sent; otherwise, the school address should be used.
- **Board President** – This contact is required. All public LEAs must report a board president, mark the vacant position, and report an email address. The phone number is optional.
- **District Testing Coordinator** – This contact is required. This person is the main point of contact for testing in the LEA. Update the name, email address, and phone number of the district testing coordinator for the LEA.
• **ACT District Test Coordinator** – This contact is optional. This person coordinates ACT state testing for all high schools within the LEA. If a person is not reported, the district testing coordinator will be the point of contact. Update the name, email address, and phone number of the ACT district test coordinator for the LEA.

• **NDSA Test Coordinator** – This contact is optional. This person oversees NDSA state testing for all schools within the LEA. If a person is not reported, the district testing coordinator will be the point of contact. Update the name, email address, and phone number of the NDSA test coordinator for the LEA.

• **Foster Care Liaison** – This contact is required. All districts must designate a foster care liaison. The assigned liaison must have the necessary capacity and knowledge to carry out the position. The liaison can be the superintendent of the district. The address utilized should be the official mailing address of the school. The phone number provided should be the direct contact to the liaison. Update the name, email address, and phone number of the foster care liaison for the LEA.

• **Homeless Liaison** – This contact is required. All districts must designate a homeless liaison, even districts that do not receive Title I funding. The assigned liaison must have the necessary capacity and knowledge to carry out the position. The liaison cannot be the superintendent of the district. The address utilized should be the official mailing address of the school. The phone number provided should be the direct contact to the liaison. If this is the liaison’s first year of assignment, this needs to be indicated in the box provided. Update the name, email address, and phone number of the homeless liaison for the LEA.

**School Directory – Contacts**

It is crucial to keep the school directory contacts updated throughout the school year. The directories are NDDPI’s primary point of contact when contacting schools.

• **Principals** – This is a required contact. Update the name, office phone numbers, and email addresses of the principal who the school board or superintendent has appointed, and who has assumed responsibility for the school's coordination. Principals are to be reported according to the grade-level organization of the school or mark vacant positions. Report a junior high/middle school principal only if the school is organized as a junior high or middle school. Please do not include the superintendent's contact information in the school directory (MIS02) unless principalship is part of their assignment. Do not include assistant principals.

• **Section 504 Coordinator** – This contact is required. Public schools must report a Section 504 coordinator, email address, and phone number.

• **ACT School Test Coordinator** – This contact is optional. This person coordinates ACT state testing for your high school. If a person is not reported, the secondary principal will be the point of contact. Update the school's ACT coordinator's name, phone number, and email address.

• **AP Coordinator** – This contact is required for all public, non-public, and BIE secondary schools that offer Advanced Placement Coursework (AP). For those required to report, update the AP Coordinator's names, office phone numbers, and email addresses. For those not offering AP coursework, this field is not required.
• **Behavioral Health Resource Coordinator** – This contact is highly recommended. Districts are not required to hire a person for this specific role but rather to select an existing staff member to fulfill this role. Each school within a district shall designate an individual as a Behavioral Health Resource Coordinator. The Behavioral Health Resource Coordinator role is described as the following:
  
  o The identified Behavioral Health Resource Coordinator will receive pertinent behavioral health information. Schools will locally decide how to utilize the content or resources provided.
  
  o Schools have the ultimate decision in determining the best fit for this vital role and how to utilize the information and resources they receive. NDDPI is required to maintain this list for communication purposes.