



NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

**2023 – 2024
LEA Directory (MIS01) and
School Directory (MIS02)
Due September 9th, 2023**

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The superintendent or designee of your county may ask for copies of the paperwork. Contact that office if you need directions.

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 non-discrimination 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

Under Section 7(b) of the Privacy Act [5 USC Section 552a(e)(3)], this information is made available.

Authority: North Dakota Century Code 15.1-27-02 grants the North Dakota Department of Public Instruction (NDDPI) permission to compile personnel reports for licensed and unlicensed school employees.

Principal Uses: This data is utilized for statistical, federal reporting (in aggregate form), and school approval, as well as for confirming teacher licensure and school approval.

Usage: The Education Standards and Practices Board's (ESPB) teacher licensing regularly examined the records against the data submitted in this report. Your responses are required.

Disclosure: Please submit these forms completely to avoid delay in receiving state foundation money or a loss of school approval.

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

Directories must be due by September 9th. Since they offer accurate and up-to-date employment information, changes may be made to the LEA Directory (MIS01) and the School Directory (MIS02) during the academic year. Keep them updated since the department uses them to ensure you receive essential information from the NDDPI.

There is an electronic version of the school contacts. This information is on the [NDDPI website](#). Scroll down to a gray box titled "School Directory Contact Information."

Before logging into State Automated Reporting System (STARS), you must have your Login ID and Password. If you need help, please see the following links.

- If you do not have a Login ID or password, follow these instructions <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/LoginID.pdf>.
- If you have a Login ID and password and need permissions, follow this link: <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/Manageusers.pdf>.
- [STARS Reporting Permissions](#). It is up to that administrator to provide other district employees access.
- Log into STARS – <https://apps.nd.gov/dpi/stars/> with a Login ID and Password. The screen should look like this:
 - An administrator from each district will be given access to the STARS directory by the North Dakota Department of Public Instruction (NDDPI).

STARS
State Automated Reporting System

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

login Help
Setting Up NDLoginID
Setting Up STARS Users

ID Login ID
Login ID Maintenance
Reset Password
Forgot Login ID
Contact Login Support

[Help](#)

Login
Please enter your State of North Dakota Login ID and password then click "Login" to enter STARS.

Login ID:

Password:

Announcements
Jan 9, 2023
Reminder-Turn on 2 CTE Automated File Transfer switches which are the following: 1. CTE Course Data and 2. CTE Student Course Details.

Step 2 Select LEA/School Fall Reports and Directories. Select which report you want to fill out the Local Education Agency Directory (MIS01) or School Directory (MIS02), then click Select Report.

Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a school year from the drop-down list and click the "Select Report" button to enter the report.

Select a report category

Show all reports

Annual Compliance Reports | Compensation | Direct Certification | EDFacts | Enrollment | Federal Title | Foundation Aid | LEA Financial Reports | **LEA/School Fall Reports and Directories** | Other | Personnel | School Calendar | Transportation | Historical Reports

School Annual Compliance Report ⓘ

Entity:

School Year:

Due Date: 10/1/2022

Status: NOT SUBMITTED

[Select Report](#)

LEA Annual Compliance Report ⓘ

Entity:

School Year:

Due Date: 10/1/2022

Status: NOT SUBMITTED

[Select Report](#)

Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a school year from the drop-down list and click the "Select Report" button to enter the report.

Select a report category

Show all reports

Annual Compliance Reports | Compensation | Direct Certification | EDFacts | Enrollment | Federal Title | **Foundation Aid** | LEA Financial Reports

Local Education Agency Directory (MIS01) ⓘ

Entity:

School Year:

Status: DIRECTORY SUBMITTED 9/13/2022 by Jill Frohlich

[Select Report](#)

School Directory (MIS02) ⓘ

Entity:

School Year:

Due Date: 9/9/2022

Status: DIRECTORY NOT SUBMITTED

[Select Report](#)

Local Education Agency Fall Report (MIS01) ⓘ

Entity:

School Year:

Due Date: 9/15/2022

Status: NOT SUBMITTED

[Select Report](#)

School Fall Report (MIS02) ⓘ

Entity:

School Year:

Due Date: 9/15/2022

Status: NOT SUBMITTED

[Select Report](#)

Step 3 Update the information for the directories. Ensure nothing has changed, such as address, phone number, contacts, etc. Fill in the contact information, click Save, and Validate in your screen's upper right corner.

Update the contact information for the LEA and LEA contacts.

LEA Published Directory
 DPI Contact Information:
 Jill Frohlich - 701-328-2268

DPI DISTRICT

County No. 99 LEA No. 999

LEA Name

Phone Number Phone Number Extension
Ex: 701-xxx-xxxx

Fax Number Fax Number Extension
Ex: 701-xxx-xxxx

Website Address

Ex: http://www.mywebsite.edu

Mailing Address

Street, Box or Rural Route

City State Zip Zip+4

Physical Address

Street or Rural Route

City State Zip

LEA Directory Contact Information
 + Add Contact

Name	Position
Business B Manager	Business Manager
Position is Vacant	District Testing Coordinator
Board B President	Board President
test_person	Homeless Liaison
Position is Vacant	Title IX Coordinator
LEAL Administrator	Title IX Coordinator



To add a contact click [+ Add Contact](#) the screen below appears. Fill in the contact information, click Save, and Validate in your screen's upper right corner.

Add Contact

Add a new contact to the directory information for the School. If the position is vacant, select the option to indicate the position is vacant. If more than one person

School Living Directory
 + Return to General Information

Job Title
 Primary Contact

Status

Prefix







First Name MI Last Name


Suffix

Email Address

Phone Number: Phone Number Extension

The newly added contact will appear at the bottom of the screen.

+ Add Contact	
Name	Position
 Business B Manager	Business Manager
 Position is Vacant	District Testing Coordinator
 Board B President	Board President
 test_person	Homeless Liaison
 Position is Vacant	Title IX Coordinator
 LEA I Administrator	Title IX Coordinator

To delete a contact, click the symbol  next to the name of the person you would like to delete.

Local Education Directory (MIS01) – Contacts

Only report the principal's or assistant principal's contact information on the LEA Directory (MIS01) if the superintendent or assistant superintendency is part of the principal's responsibility. Principals are on the School Directory (MIS02).

- Administrator/Superintendent/CTE or Special Ed Director – 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 – All public LEAs must report to a business manager or mark the position vacant. The business manager's home address should only be used if designated as the school board's official postal address. In all other cases, the school address must be used.
- Board President –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 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 (Optional) – This person coordinates ACT state testing for all high schools within the LEA. If a person is not listed, 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 (Optional) – Oversees the NDSA state testing for all schools within the LEA. If a person is not listed, 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.
- Homeless Liaison – All districts must designate a homeless liaison, even districts that do not receive Title I funding. The designated liaison must be qualified to do the role and possess the necessary skills to perform the position. The district superintendent is ineligible to serve as the liaison. The address must be the school's registered mailing address. The phone number provided must be the direct contact for the liaison. It must be specified in the box provided if this is the liaison's first year on assignment. Update the LEA's homeless liaison's name, email address, and phone number.
- Foster Care Liaison – All districts must designate a foster care liaison. The designated liaison must be qualified to do the role and possess the necessary skills to perform the position. The liaison can be the superintendent of the district. The address must be the school's registered mailing address. The phone number provided must be the direct contact for the liaison. Update the LEA's foster care liaison's name, email address, and phone number.

School Directory (MIS02) – Contacts

Do not put the superintendent's contact information in the School Directory (MIS02). Do not report assistant principals on the School Directory (MIS02).

- Principals – They are granted control of the school's coordination by the school board or district superintendent and must update their names, office phone numbers, and email addresses. Principals must report according to their school's grade-level organization, such as elementary, middle, or high school grade levels. If the position is vacant, you will mark that vacant until you find a replacement.
- Section 504 Coordinator – Public schools must report a Section 504 coordinator, email address, and phone number.
- ACT School Test Coordinator (Optional) – This person coordinates ACT state testing for high school. The secondary principal will be the point of contact if someone is not listed. Update the school's ACT coordinator's name, email address, and phone number.
- AP Coordinator – This 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 schools not offering AP coursework, it is not necessary.
- Behavioral Health Resource Coordinator – NDDPI strongly advises choosing this contact. Districts may determine a current employee to fill this position rather than having to hire someone specifically for it. This person must be designated as the behavioral health resource coordinator for each school in a district. The following are the requirements for the position of behavioral health resource coordinator:
 - The identified Behavioral Health Resource Coordinator will receive pertinent behavioral health information. Schools will locally decide how to utilize the content or resources provided.
 - 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.