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Department Website - https://www.nd.gov/dpi
STARS (State Automated Reporting System) –
https://secure.apps.state.nd.us/dpi/stars/login.aspx

2016 - 2017

LEA Fall Report (MIS01) and School Fall Report (MIS02)

Fall Reports Due 9-15-2016

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

For Assistance Contact:
Sherry Sayler – 701-328-2268

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

8/4/2016

Notice of Nondiscrimination
North Dakota Department of Public Instruction

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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) can be found 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). Special education units and career and technology centers *must* complete and submit the School Fall Report (MIS02). Special education units that are part of a public district should refer to FTE instructions beginning on page 8.

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/login.aspx.

Instructions/Help – Links to the instructional manuals and STARS system help for these reports are available at https://www.nd.gov/dpi/data/STARS/. There are now two instructional manuals for the MIS01 and MIS02 reports. The instructions for the LEA Fall Report (MIS01) and School Fall Report (MIS02) are now in a separate manual.

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

Item numbers in this manual refer to the numbers that appear on the PDF report.

Validation of Data - There are two types of validation messages. A *warning* ( ) message is used to call your attention to an item. Warnings will not stop you from submitting the reports. An *error* ( ) message can appear when data is entered and must be fixed before you move on. If an error message appears when you validate, you may continue entering data and can save the data, but the error will need to be resolved before the report can be submitted.

When the validation button is clicked, a window will pop up stating that the validation of data has succeeded if there are no warnings and no errors.

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 7
- LEA Fall Report (MIS01) – September 15
- School Directory (MIS02) – September 7
- School Fall Report (MIS02) – September 15

The user must have "Can Submit" authority to submit the reports.

All report sections need to be checked in before submission.

Printing - Once the online reports have been submitted, it is recommended that copies be printed for your files. Click on Generate PDF. A copy of each report may be required by your county superintendent/designee. Please contact that office for instructions. It may be beneficial to create a "Can View" account for them to view your reports rather than printing and mailing them.

Data Certification - When reports are submitted through STARS, the signature is implied. The submitter attests to the accuracy of these reports.

Changes to Data/Unsubmits - To request a change to a report or to request a report to be unsubmitted, contact the Management Information Systems by calling 701-328-2268 or by email to ssayler@nd.gov. All sections of the LEA Fall Report (MIS01) are submitted simultaneously; however, each section can be unsubmitted individually. Unsubmitted sections need to be resubmitted.

Records Retention - It is recommended that printed forms be retained for the current year and 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

1. LEA Type - *Public LEAs only*. This is a read-only item.

   High School - 1; Graded Elementary - 2; One-Room Rural - 3; Nonoperating - 4

2. LEA Organizational Plan – This is a read-only item. The organizational plan should reflect the general organizational plan of the LEA. Allowable plans are listed below. 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 701-328-2268 or by email to ssayler@nd.gov.

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, 5-7, 8-12	Prekindergarten, Kindergarten, Grades 1-4, 5-8
Grades 1-4, 5-8	Kindergarten, Grades 1-4, 5-8	Prekindergarten, Kindergarten, Grades 1-4, 5-8, 9-12
Grades 1-4, 5-8, 9-12	Kindergarten, Grades 1-4, 5-8, 9-12	Prekindergarten, Kindergarten, Grades 1-5, 6-7, 8-12
Grades 1-5, 6-8, 9-12	Kindergarten, Grades 1-5, 6-7, 8-12	Prekindergarten, Kindergarten, Grades 1-5, 6-8
Grades 1-6 Or Grades 7-12	Kindergarten, Grades 1-5, 6-8	Prekindergarten, Kindergarten, Grades 1-5, 6-8, 9-12
Grades 1-6, 7-12	Kindergarten, Grades 1-5, 6-8, 9-12	Prekindergarten, Kindergarten, Grades 1-6
Grades 1-6, 7-8	Kindergarten, Grades 1-6	Prekindergarten, Kindergarten, Grades 1-6, 7-12
Grades 1-6, 7-8, 9-12	Kindergarten, Grades 1-6, 7-12	Prekindergarten, Kindergarten, Grades 1-6, 7-8
Grades 1-6, 7-9, 10-12	Kindergarten, Grades 1-6, 7-8	Prekindergarten, Kindergarten, Grades 1-6, 7-8, 9-12
Grades 1-7, 8-12	Kindergarten, Grades 1-6, 7-8, 9-12	Prekindergarten, Kindergarten, Grades 1-6, 7-9, 10-12
Grades 1-8	Kindergarten, Grades 1-6, 7-9, 10-12	Prekindergarten, Kindergarten, Grades 1-7, 8-12
Grades 1-8, 9-12	Kindergarten, Grades 1-7, 8-12	Prekindergarten, Kindergarten, Grades 1-8
Grades 2-6, 7-8, 9-12	Kindergarten, Grades 1-8	Prekindergarten, Kindergarten, Grades 1-8, 9-12
Grades 6-8, 9-12	Kindergarten, Grades 1-8, 9-12	Prekindergarten, Kindergarten, Grades 4-6, 7-12
Grades 7-8, 9-12	Kindergarten, Grades 2-6, 7-8, 9-12	Prekindergarten; Grades 9-12
	Kindergarten, Grades 4-6, 7-12	Prekindergarten; Kindergarten, Grades 2-6, 7-8, 9-12

3. 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 1 for the definition of a school.

4. 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 is allowed. Be sure to update this number especially if your LEA was involved in any type of reorganization. This information can be obtained from your county auditor.

FTEs of Noninstructional Staff Serving the LEA

5. 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 requiring a teaching license) – Update the full-time 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 here 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

5-Hour Day Or 5-Period Day			6-Hour Day Or 6-Period Day			7-Hour Day Or 7-Period Day			8-Hour Day Or 8-Period Day		
Hours		FTE	Hours		FTE	Hours		FTE	Hours		FTE
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.

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

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

8-11. Programs - Does your LEA provide these programs? Indicate with "Yes" or "No" to the following:
   8. Post-secondary Enrollment Options (Dual Credit)
   9. Gifted and Talented Services
   10. Alternative High School Program
   11. Safe/Drug-free School Program

School Approval - Teacher and School Effectiveness

12. If you have questions regarding the school approval section, please call Teacher and School Effectiveness at 701-328-2317.

    If you have questions regarding the teaching license number, call the Education Standards and Practices Board at 701-328-9641 for assistance.

    Annual Compliance Reports – The School Annual Compliance Report and the LEA Annual Compliance Report can be found in STARS under Fill Out Reports. If the school needs to submit an Extension of the Annual Compliance Report, the extension form can be located under the School Annual Compliance Report. *These reports must be submitted to the Department no later than 5 p.m. on October 1.*

STATUTORY REQUIREMENTS

To be completed by public LEAs. Career and technology centers and special education units are not required to complete the School Approval section.

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 1 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 15.1-18-07 and serve as a tutor or an instructional coach. (Tutors work with students and instructional coaches work with staff.)

To assist the Student Performance Strategist with recording their daily activities, access the "K-3 Student Performance Strategist Template" (http://www.dpi.state.nd.us/approve/K-3_stdnt_perf.pdf) on the Department's website. *Note: Each LEA must submit a final report of all Student Performance Strategist activities within the Spring Calendar in STARS. This report is due by June 1.*

Personal Finance – NDCC 15.1-21-21 states that each LEA shall ensure that 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 requirement)

English Learner (EL) Program

13. If you have questions regarding the EL program section, please contact Lodee Arnold at 701-328-1876 or laarnold@nd.gov.

    Career and technology centers and special education units are not required to complete the EL Program section.

    State Administrative Code (NDAC 67-28-01-01 and 67-28-01-06) requires that LEAs provide EL services in compliance with North Dakota Century Code (NDCC Chapter 15.1-38). The following reporting requirements meet NDAC and NDCC for school approval. All LEAs shall meet the requirements. For more information on requirements, sample policies, and sample plans go to the EL section of the NDDPI website.

REPORTING REQUIREMENTS FOR ALL LEAS

EL Policy – All LEAs must have a current policy in place that meets the provisions of NDAC and NDCC and has been approved by the school board.

Enter the date the policy was approved by the school board. Policies must be reviewed at least every five years.

EL Program Director – All LEAs must designate an individual with a current administrative credential to serve as contact for EL issues. The program director must have decision-making and budget authority within the district.

Enter the *teaching license number* of the EL program director. The name of the director will be displayed. If the license number has expired, is invalid or cannot be found and you feel you have entered the correct number, call the Education Standards and Practices Board at 701-328-9641 for assistance.

Enter the EL program director's work email address and work phone number.

EL Certified Teacher/Test Administrator – All LEAs must designate an EL teacher who is willing to administer a screener assessment with potential English learner(s) enrolling in the district. This could be an EL Coordinator or teacher within the district or contracted with a nearby district or REA.

Additional EL Contact – LEAs have the option to designate other individuals to serve as additional contacts to receive notifications and information from NDDPI regarding EL issues. This can be additional EL coordinators, teachers, classroom teachers, or administration.

Enter each additional EL contact's name and email address.

EL Student Identification Plan – This process is part of the district's registration process for ALL STUDENTS. LEAs must submit a plan describing the process used to identify students including screening and assessment. Districts cannot discriminate this process to only certain students because of the way they look or speak.

The EL Student Identification Plan must describe the process the district uses or will use to screen for potential EL students. The district must use a tool such as a Home Language Survey (completed by parents and on file for EACH student in the LEA) to determine who should proceed to assessment such as the W-APT or MODEL for determination of program eligibility.

EL Student Assessment Plan – LEAs must submit a plan describing EL student participation in assessments.

The EL Student Assessment Plan must detail the manner in which EL students are included in the annual English language proficiency assessment (ACCESS) and in the North Dakota State Assessment program.

EL Certificate of Compliance – LEAs must assure compliance with NDAC 67-28-01-06.

Check the box to indicate compliance with all six items.

REPORTING REQUIREMENTS FOR TITLE III GRANTEES – Previous School Year (Title III district or Title III consortia fiscal agents only)

Professional Development Topics – Check the appropriate boxes for each professional development topic that was supported by your Title III grant funds from the previous school year ending June 30th. If you check the "other" you must type a short explanation of the professional development activity in the text box.

Professional Development Participant Information – Enter the total number of participants supported by Title III grant funds for each type of participant. If someone participates in more than one event or topic above, they will be counted more than once in the participant information section.

FTEs of Unfilled Licensed Positions on the First Day of School

14. Enter by category, the FTEs of positions unfilled by the first day of class. Round FTE to two decimal places. This information is used to apply for a federal program to forgive teacher loans in shortage areas. This information is *not* used for school approval.

    Special education units and career and technology centers – Enter the FTE of unfilled positions if the MIS03-Personnel Form is completed by your unit/center and is not reported by another LEA.

INSTRUCTIONS FOR COMPLETING SCHOOL FALL REPORT (MIS02)

Note: The following sections have been removed from the School Fall Report:
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) will 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 – School

1. 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.

   Teacher and School Effectiveness, Department of Public Instruction, *must be notified in writing by July 31st of each school year of any changes* along with a supporting copy of the school board minutes. For questions regarding the grade levels, call 701-328-2266.

2. School Appraisal – All public schools are to complete this item. Reference your Fire and Tornado Report when completing this item. If you have questions, call the School Finance Office at 701-328-2236.

3. 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).

   A. 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.

   B. 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.

   C. Equipment: The cost of equipment should include the cost of all instructional equipment (desks, computers, maps, projectors, TVs, etc.), food service, music, and athletic equipment.

4. Emergency and Disaster Drills – NDCC 15.1-06-12. Does your school conduct fire, tornado, and other emergency or disaster drills, including lockdown drills?

5. Reading of Historical Documents – All schools are required to have their high school students read the Declaration of Independence, United States Constitution, and the Bill of Rights within either the United States Government or Problems of Democracy courses. Check the box if your students will read these documents. If you have questions, contact Teacher and School Effectiveness at 701-328-2266.

6. Notification of Consultative Review – Checking this box indicates that the school has notified its 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 in accordance with Section 15.1-21-18 of the North Dakota Century Code. If you have questions, contact Teacher and School Effectiveness at 701-328-2244.

7. NEW: Military Service – Enter the number of students with immediate family members who have served or are serving in the military. This includes all military obligations. The definition of immediate family is to be defined by the student or the student's family.

School Data – Instructional Staff (FTEs)

8. Report the number of licensed staff members 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.

   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.

NOTE: Please check the accuracy of personnel counts on the MIS01 and MIS02 reports with the submission of MIS03 and PER02 forms.

S*pecial education units* - Update the FTE of all staff including preschool special education teachers if 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.

LEA personnel such as: superintendents, assistant superintendents, directors, business managers, etc. are not to be reported here, but on the LEA Fall Report (MIS01).

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

5-Period Day Or 5-Hour Day			6-Period Day Or 6-Hour Day			7-Period Day Or 7-Hour Day			8-Period Day Or 8-Hour Day		
Periods		FTE	Periods		FTE	Periods		FTE	Periods		FTE
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

A. 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 on the basis of full-time equivalency. As a guideline, use the period schedule for your school which is provided 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.

B. Other Teachers - Update the number of other teachers performing instructional activities as of September 10 of this school year in this school on the basis of 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 for your school which is provided in Table 2.

C. 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 on the basis of 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

9-11. Use the following race definitions to complete the graduate and dropout student data. Nonpublic, BIE and state institution schools should complete the enrollment 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

9. To be completed by 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 on 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

10. 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 100.

    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 the School Finance Office at 701-328-2236 with questions on the Fall Enrollment Report.

    A dropout is an individual who:

    A. was enrolled in school at some time during the previous school year.

    B. was not enrolled at the beginning of the current school year.

    C. has not graduated from high school or completed a state or LEA approved educational program including GED (General Education Development).

    D. 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.

    E. does not meet any of the following exclusionary conditions:

       1) transfer to another public school, nonpublic (private) school, or state or LEA approved educational program;

       2) temporary absence due to suspension, school approved illness, or anticipated late enrollment; or

       3) death.

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

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

B. 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 2015-2016 is the school year of the report, 2014-2015 is the previous school year for which dropout data is being gathered.

C. Students are counted as dropouts for the grade and school year for which they fail to report. If a particular 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 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.

D. 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.

E. 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.

F. 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.

G. 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

11. 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 the School Finance Office 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 100.

    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.