



North Dakota Department of Public Instruction

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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 Directory (MIS01) and
School Directory (MIS02)

Directories Due 9-7-2016

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

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North Dakota Department of Public Instruction**

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GENERAL INSTRUCTIONS FOR THE LOCAL EDUCATION AGENCY DIRECTORY (MIS01) AND SCHOOL DIRECTORY (MIS02)

Instructions for the Local Education Agency (LEA) Fall Report (MIS01) and the School Fall Report (MIS02) can be found in a separate manual titled LEA Fall Report (MIS01) and School Fall Report (MIS02) which will be published in August.

Report Descriptions -

- LEA Directory (MIS01) collects contact information for the local education agency, staff and school board.
- School Directory (MIS02) collects contact information for the school and principals.

Reporting Requirements - Every local education agency *must* complete the LEA Directory (MIS01). LEAs include operating and nonoperating public districts as well as special education units, career and technology centers and BIE, nonpublic and state institution schools.

Schools within operating local education agencies as well as BIE, nonpublic and state institution schools *must* complete the School Directory (MIS02). Nonoperating LEAs *do not* complete the School Fall Report (MIS02).

A completed School Directory (MIS02) is optional for special education units and career and technology centers.

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).

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

STARS - The Directories 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.

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 – Because you will be able to make changes to the Directories for the current school year after submission, it will no longer be necessary to contact DPI to have a Directory unsubmitted. If you have questions, please contact the Management Information Systems by calling 701-328-2268 or by email to ssayler@nd.gov.

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 DIRECTORY (MIS01) AND SCHOOL DIRECTORY (MIS02)

One administrator of each Local Education Agency will be assigned access to the Directories in STARS. It will be up to the administrator to grant access to other staff in the LEA.

NEW: The versioning of the Directories have changed for the 2016-17 school year. The following describes these versions.

Living Directory – The living version of the LEA Directory (MIS01) and the School Directory (MIS02) will now be open for changes to contact information throughout the year. The Living Directory will need to be submitted by September 7th. Changes can still be made after submission for the current school year. We encourage you to keep the Directories current as we will be using them to keep DPI's LEA and school contact lists current.

Published Directory - The published version of the Local Education Agency (LEA) Directory (MIS01) and the Published School Directory (MIS02) will no longer be available to you to make changes but will be available for you to view. DPI will create the Published version after all LEAs/schools have submitted the Living Directories. The Published Directories will be used for the North Dakota Educational Directory publication and for a historical backup.

If you have any questions regarding the Directories, contact the Management Information Systems Office by calling 701-328-2268 or by email to ssayler@nd.gov.

LEA and School General Directory Information

1. **County Number** - A number that identifies the county in which the LEA is located.

LEA Number – The LEA number is assigned by the Management Information Systems Office in the Department of Public Instruction.

School Number – The school number is assigned by the Management Information Systems Office in the Department of Public Instruction.

School Type – This is a read-only item.

- | | |
|--|--|
| 0 - Alternative Special Education Program Site | 4 - Special Education Unit |
| 1 - Elementary (two or more teachers) | 5 - Elementary/Secondary Combination |
| 2 - Junior High/Middle | 8 - Career and Technology Center/Area Career and Technology Center |
| 3 – Secondary/Senior High | 9 - Elementary One-teacher School |

For a list of public LEAs with county and LEA numbers and LEA type and a list schools with county, LEA, school and type numbers, see Sections C and D of the North Dakota Educational Directory at <https://www.nd.gov/dpi/data/directory/>.

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 and Fax Numbers – The main telephone number is required for the LEA and schools. This item may be left blank if the LEA or school does not have a fax number.

ADDRESSES – A link to the USPS Zip Code Lookup site has been provided for your convenience.

3. Mailing Address – The mailing address (street, box or rural route, etc) used for mail delivery is required.
4. Physical Address – The physical location (street, road, etc.) of the LEA or school is required. The location address is reported on Federal reports. There are programs that base eligibility on school locale codes determined by address. Do not use PO box addresses and if possible do not use cross street references.
5. Website Address – Please enter your website address.

Email Address – If the LEA or school has a general email address not belonging to an individual, it is optional to report it.

LEA and School Directories - Contacts

6. The Directories have been preprinted with the latest reported contacts. 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.

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. The report must be checked out in order to see these options.

Indicate if a position is vacant. A position is considered vacant only if there are intentions to fill that position. When an unfilled position is filled, select "position is filled" to enter information.

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 mailing addresses. A link to the USPS Zip Code Lookup site has been provided.

LEA DIRECTORY - CONTACTS

This information is used for updating DPI's contact lists and is published in the North Dakota Educational Directory.

Do not report the principal or the assistant principal contact information on the LEA Directory (MIS01) unless superintendency or assistant superintendency is part of the principal's responsibility. Principals are to be reported on the School Directory (MIS02).

Administrator/Superintendent/CTE or Special Ed Director – It is required that all career and technology centers and special education units report a director or mark the position vacant.

Assistant Administrator/Superintendent – The assistant must meet the definition for position code 66-assistant, administrative assistant or deputy superintendent given in the Licensed Personnel (MIS03) instruction manual.

Business Manager – The home address of the business manager for public school LEAs should be used only if it has been designated as the official mailing address of the school board as this is the address to which official correspondence are sent; otherwise, the school address should be used. All public LEAs must report a business manager or mark the position vacant.

Board President – We encourage LEAs to report an email address. The phone number is optional. All public LEAs must report a board president or mark the position vacant.

NEW: Board Vice President – We are no longer collecting the contact information for the Board Vice President.

Testing Coordinator – Update the name, email address, and phone number of the testing coordinator for the LEA.

Contact for Nonlicensed Personnel Record Checks – All schools are required per NDCC 15.1-06-06(f) and 15.1-06-06.1(e) to have a background check conducted for all individuals hired after June 30, 2011, and having unsupervised contact with students at the school, to have (1) undergone criminal history background check requested by the employing school district or on behalf of the school; or (2) undergone a criminal history background check in order to be licensed by the education standards and practices board or by any other state licensing board. Please identify the person in your LEA who is responsible for these background checks by providing the name of the individual, the telephone number and email address.

All LEAs must either report a contact for Nonlicensed Personnel Record Checks or indicate that your LEA does not employ nonlicensed staff.

If your school is a public LEA, state institution LEA, special education unit or career and technology center and has questions regarding background checks, please call the Bureau of Criminal Investigation at 701-328-5500.

If your school is a nonpublic or BIE LEA, contact Department of Public Instruction at 701-328-2597 for all questions regarding background checks.

SCHOOL DIRECTORY - CONTACTS

This information is used for updating DPI's contact lists and is published in the North Dakota Educational Directory.

Principals – Report the names, office phone numbers and email addresses of the principals who have been appointed by the local superintendent or hired by the school board to assume responsibility for the coordination and direction of the school.

Principals are to be reported according to the grade level organization of the school or mark the positions vacant. Report a junior high/middle school principal only if the school is organized as a junior high or middle school.

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 – All public schools must report a Section 504 coordinator, their email address and phone number.