



THE STATE OF NORTH DAKOTA
DEPARTMENT OF PUBLIC INSTRUCTION
Kirsten Baesler, State Superintendent
600 E. Boulevard Avenue, Dept. 201
Bismarck, North Dakota 58505-0440

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

2016-2017

Instructional Manual For Completing MIS03 Personnel Forms For Positions Requiring a ND Teaching License

- Forms Due: 9-19-2016
- Submit/send forms to
Management Information Systems
Department of Public Instruction
 - Copies of forms may be required
by your county superintendent/designee
Contact that office for instructions

For Assistance Contact:

Online System:

Don Kaiser – 701-328-1809

Demographics (Items 1-19):

Brian Bucholz – 701-328-4170

Licensure Information (Item 20):

Education Standards and Practices Board (ESPB) – 701-328-9641

Instructional Program Section (Items 23-49):

Elementary/Secondary Education – 701-328-2597 or 701-328-2266

Special Education – 701-328-2277

Career and Technical Education (CTE) – 701-328-3181

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

Education Standards and Practices Board Code of Professional Conduct for Educators (NDAC Section 67.1-03-01-03)
(The entire section can be found on the ESPB web site.)

Principle II - Commitment to the Profession

In fulfilling obligations to the profession, the North Dakota educator:

6. shall present complete and accurate information on any document in connection with professional responsibilities;
9. shall not knowingly distort, withhold, or misrepresent information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
11. shall not knowingly assign professional duties for which a professional educator's license is required;

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 Department of Public Instruction (DPI) 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.

Notice of Nondiscrimination
North Dakota Department of Public Instruction

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 please contact:

Robert Marthaller, Assistant Superintendent
ND Department of Public Instruction
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440
Telephone No. 701-328-2267

Changes Made in the MIS03 Instructional Manual for 2016-2017

italics = inserted text
~~strikethrough~~ = deleted text

Page 2, NAME AND EMAIL ADDRESS

The legal name *and work email address* of the staff member. *The email address will be for DPI use only.*

Pages 20-38, Changes to Instructional Program Section activities/courses:

New activities/course codes:

01081 CASE Principles of Agricultural Science-Animal
01082 CASE Principles of Agricultural Science-Plant
05068 TV/Cinema Production
06310 Russian I
06311 Russian II
06312 Russian III
06587 AP Chinese Language & Culture
06588 AP Japanese Language & Culture
09214 ProStart I
09215 ProStart II
10732 PLTW Human Body Systems
10734 PLTW Medical Interventions
11016 STEM Seminar 7 (Math)
11017 STEM Seminar 8 (Math)
13016 STEM Seminar 7 (Science)
13017 STEM Seminar 8 (Science)
13052 Biotechnology
17045 Intro to Commercial Driving License (CDL)
23582 AP Computer Science Principles
27128 Mobile Applications Development

Deletions to activities/course names:

02584 AP Studio Art (General Portfolio)
06581 AP French Literature
06583 AP Latin: Vergil
15589 AP Government
15590 AP Economics
23581 AP Computer Science AB

Changes to activities/course names:

01025 ~~Agriscience Technology IV~~ *Agronomy Science*
01045 Agricultural Mechanics ~~Technology III~~ *Power Systems*
02581 AP Studio Art: ~~(Drawing Portfolio)~~
02582 AP Studio Art: ~~(2-D Design Portfolio)~~
02583 AP Studio Art: ~~(3-D Design Portfolio)~~
06580 AP French Language & *Culture*
06582 AP Latin ~~Literature~~
06584 AP Spanish Language & *Culture*
06585 AP Spanish Literature & *Culture*
06586 AP German Language & *Culture*
17072 ~~Commercial Art~~ *Graphic Communication I*
17073 ~~Commercial Art~~ *Graphic Communication II*

CONTENTS

General Instructions for Completing the MIS03 Form 1

Specific Instructions for Completing the MIS03 Form:

Item

1 County, LEA, School Numbers 2

2 Employee’s ND Teacher’s License Number 2

3 Name and Email Address 2

4 Date of Birth 2

5 Gender 2

6 Ethnicity and Race(s)..... 3

7 Total Salary..... 3

8 Contract Period 3

9 School’s Employee Number (optional) 3

10 Number of Years Educational Experience 4

11 Employment Previous Year 4

12 Number of Years of Contracted Administrative Experience 4

13 Percent of Time Devoted 5

14 Assignment:

 Position Titles 5

 Area of Responsibility 8

 Time 10

15 This item is not used at this time. 10

16 This item is not used at this time. 10

17 Full-time Equivalency 10

18 Highest Degree 11

19 Bachelor’s Degree 11

20 Current North Dakota License, Majors, Minors, and Endorsements 12

21 Credentials 12

22 This item is not used at this time. 12

23-49 General Instructions for Instructional Program Section..... 12

 Section A: Course Code 13

 Course Name 13

 Number of Weeks Per Year 13

 Number of Minutes Per Week 13

 Period of Day 13

 Course Credit Code 13

 School’s Course Section, Number, and Name (optional) 13

 Section B: Is this a Dual Credit Course? (DC) 13

 Instructional Delivery (ID) 13

 Section C: Other School 14

 Section D: Number of Pupils 14

 Administrative Coding Examples 14

 Elementary Instructional Program:

 Coding Examples 16

 Course Codes (Grades PK-8) 20

 Secondary Instructional Program:

 Course Credit Code 24

 Coding Examples 24

 Course Codes (Grades 9-12)..... 30

 Special Education Instructional Program:

 Coding Examples 35

 Special Education Course Codes 36

 Functional and Community-based Courses 37

50 Signatures 39

**GENERAL INSTRUCTIONS FOR COMPLETING
LICENSED PERSONNEL FORMS (MIS03 – SFN 9111)
Complete Only One MIS03 Form for Each Staff Member**

The accuracy of the information contained in the instructional program section (lines 23-49) is important, as this information is used to verify curriculum offerings (NDCC 15.1-21-02) for approval purposes.

Mission: To provide an education state database which is accurate, current, and appropriate to the state's education system.

Reporting Requirements: All contracted professional educational staff members working in North Dakota schools must complete an MIS03 (SFN 9111) form. The two general classifications of employees involved are as follows:

- A. **Professional Educational Staff Member** – A professional educational staff member is a person who is performing activities regarded as professional in the field of education by the laws and regulations governing licensing in the state of North Dakota.

All professional educational personnel employed in an elementary, junior high/middle, and/or secondary school operated by a Local Education Agency (LEA) including public schools, career and technology centers, special education units, schools operated by the BIE, state institution schools, and nonpublic schools must complete an MIS03 form.

Only persons holding the following positions must complete an MIS03 form: assistant director, assistant principal, assistant superintendent, coordinator, director, school counselor, counselor designate, instructional programmer, library media specialist, principal, pupil personnel, school psychologist, speech-language pathologist, superintendent of schools, supervisor, and teachers. **Full-time contracted substitute teachers do not complete an MIS03.** County superintendents and assistant county superintendents are not required to complete an MIS03 form unless they are holding additional position(s) previously listed.

- B. **Positions Which Do Not Require a Teaching License** – Persons assigned to positions not listed in section A above (e.g., social workers) must be listed on the PER02 Nonlicensed Personnel Form (SFN 9113) even if they have a license in their area of specialization.

TEACHER AIDES AND PARAPROFESSIONALS *must not fill out* this form (MIS03) but *must be included* on the PER02.

Coding: Please use the MIS03 data item codes listed in this manual. Select the most accurate response even though the response may not describe the situation exactly. Item numbers and line numbers in this manual refer to the numbers that appear on the printed record.

The data items that have been preprinted are the data items that were submitted to the Department of Public Instruction last year. *Please review* all data items and if a discrepancy is found or items have been changed or added from last year, make the corrections according to the instructions found in this manual.

Online Forms: These forms are to be completed through the State Automated Reporting System (STARS) (<https://secure.apps.state.nd.us/dpi/stars/Login.aspx>). Preprinted information has been provided for all personnel employed in the LEA last year. Add a record for each new employee. Records for personnel no longer employed in your school *must* be deleted.

Preprinted Forms: Collection forms (worksheets) can be generated from the online system to collect data.

Multiple Assignments/Schools: Persons teaching in more than one school or LEA and administrators, including special education unit and ELL/Bilingual program personnel, must *complete only one* MIS03 form. Instructions for persons teaching in *more than one* school and/or LEA, classes that have less than full-time students from another school, or are employed in a special education unit are found on page 14, Section C. Examples are found throughout the Instructional Program Section. Section C must be completed for all personnel that provide services in more than one school and/or LEA.

Submission Date/Procedures: Please submit the completed forms to Management Information Systems, Department of Public Instruction *on or before September 19*. Because of shared personnel, failure to report on time delays other schools. Once the online MIS03 forms have been submitted, it is recommended that copies are printed for your files. Copies of the forms may be required by your county superintendent/designee. Please contact that office for instructions. When relevant, graded elementary and rural LEA forms will be processed through the county superintendent's/designee's office.

Personnel/Instructional Program Changes: Please submit revised MIS03 forms to reflect any changes throughout the school year. Personnel revisions include employment of new staff, termination of employment, and assignment changes (e.g., new courses, course cancellations). Use a blank MIS03 form for a new employee. Changes on forms that have been submitted via the online system should be submitted on a revised copy of the MIS03 form. Write REVISED on this form, sign and include date of changes, and whether it is employment of new staff or termination of employment. Send a copy to your county superintendent/designee if required.

Records Retention: It is recommended that forms be retained for the current year and four previous years.

**SPECIFIC INSTRUCTIONS FOR COMPLETING THE
LICENSED PERSONNEL FORMS (MIS03)**

Item

1. COUNTY NUMBER – A preprinted two-digit code number that indicates the number of the county.

Example: Adams County would be recorded as 01.

1	Co. No.	LEA No.	Sch. No.
	01	013	3599

LEA NUMBER – A preprinted three-digit code number that indicates the number of the LEA.

Example: LEA #1 would be recorded as 001.

SCHOOL NUMBER - A preprinted four-digit code number that is assigned by the Department of Public Instruction indicating the number of the school in which a staff member performs his or her major assignment. (Home base school.) (If teaching in more than one school, refer to the Multiple Assignments/Schools instruction, page 1.)

2. EMPLOYEE'S ND TEACHER'S LICENSE NUMBER – Enter the license number issued by the Education Standards and Practices Board (ESPB). If you have any questions regarding the license number, call ESPB at 701-328-9641.

Note: Dual Credit College Instructors and Out-of-State Course Providers should leave this item blank.

2	License Number

	77665

3. NAME and EMAIL ADDRESS - The legal name and work email address of the staff member. The email address will be for DPI use only.

Note: For Dual Credit College Instructors (not for reporting high school teachers), enter the college/university name. For Out-of-State Course Providers, enter the name of the provider, i.e. Jefferson County eSchool.

Delete the record if the person named is no longer employed in this LEA.

3	Name				Email Address
	First	MI	Last	Maiden	
	Mary	A	Doe		mdoe@nd.gov
			Jones	Doe	mjones@nd.gov

NOTE: Items 4, 5, 6, and 7 are needed and used only for statistical purposes.

4. DATE OF BIRTH - Month, day of the month, and four-digit year of birth of the staff member. If the month and/or day is a one-digit number, enter a 0 before the digit.

Example: August 24, 1952, would be recorded as:

4	Birthday		
	Month	Day	Year
	08	24	1952

5. GENDER - Enter the appropriate code for the gender of the staff member.

M - male F - female

5	Gender
	F

6. **ETHNICITY and RACE(S)** - Enter the appropriate ethnicity and race(s) of the staff member.

Ethnicity—Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes - The person is Hispanic or Latino

No - The person is not Hispanic or Latino

Race(s)—A person can have two or more races.

6	Ethnicity	American Indian or Alaskan Native	Asian	Native Hawaiian or Pacific Islander	Black or African American	White
	Yes	1				
						5

1 - **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

2 - **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.

3 - **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

4 - **Black or African American** - A person having origins in any of the black racial groups of Africa.

5 - **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

7. **TOTAL SALARY** - Enter the total amount of money *to the nearest dollar* to be paid to a staff member between July 1 and June 30 of the current school year, as determined by the contract salary. If teaching in more than one school within a LEA, report the total salary. Persons teaching in more than one LEA should report total contract salary paid by all LEAs.

Do not include salaries for extracurricular activities (e.g., coaching) unless it is included in the teaching salary and cannot be identified. Do not include insurance premiums paid by the LEA.

Note: Salary information is not reported to Teachers' Fund for Retirement.

Example: Round \$19,224.50 to \$19,225.

Enter contract salary for current school year.

7	Total Salary
	18400
	19225

8. **CONTRACT PERIOD** - Enter the number of days a staff member is employed annually for a negotiated contract period. Do not enter months in this block.

<u>Months</u>	=	<u>Days</u>	<u>Months</u>	=	<u>Days</u>	<u>Months</u>	=	<u>Days</u>
12	=	240	8	=	160	4	=	80
11	=	220	7	=	140	3	=	60
10	=	200	6	=	120	2	=	40
9	=	180	5	=	100	1	=	20

8	Days Contract Period
	180

9. **SCHOOL'S EMPLOYEE NUMBER (optional)** – Enter your school's employee number of the staff member. This optional item was requested by some LEAs for use with their internal systems. Check with your administrator if your school needs to complete this item.

9	School's Emp. No.

10. **NUMBER OF YEARS EDUCATIONAL EXPERIENCE** - Report the total number of contracted years PK-12 educational experience including both classroom and administrative assignments for in-state and out-of-state experience to the *nearest whole number* (e.g., three half years would total one and a half years of experience and would be rounded to two years). *Do not* include the current year. A staff member employed for the first time would enter a 0 in this block. Years of experience as an aide or substitute teacher are not to be counted. Note: This item *does not pertain to the number of years credited to the Teachers' Fund for Retirement.*

10	No. Yrs. Educ. Exp.
	18
	19

Enter total years educational experience in and out of state, excluding the current year.

11. **EMPLOYMENT PREVIOUS YEAR** - Enter the *major* employment area or activity of the staff member during the *past year* (enter one code). Special education personnel employed by systems/LEAs should also use the following codes.

11	Emp. Prev. Yr.
	D

- Employed in this public LEA in grades PK-6 last year..... A
- Employed in this public LEA in grades 7-8 last year B
- Employed in this public LEA in grades 9-12 last year C
- Employed in this public LEA any combination grades PK-12 last year D
- Employed in another ND public LEA grades PK-6 last year E
- Employed in another ND public LEA grades 7-8 last year F
- Employed in another ND public LEA grades 9-12 last year G
- Employed in another ND public LEA any combination grades PK-12 last year H
- Employed in County, Career and Technology Center, BIE, or State Institution last year I
- Employed in an out-of-state public school last year..... J
- Employed in a college or university last year K
- Employed in this special education unit last year..... L
- Employed in another special education unit last year M
- Employed in business or industry last year N
- Employed in military or government service last year O
- Attended a college or university last year P
- Homemaker Q
- Other (e.g., GED if no other code applies, substitute teacher, aide, tutor) R
- Employed in this nonpublic LEA in grades PK-6 last year S
- Employed in this nonpublic LEA in grades 7-8 last year T
- Employed in this nonpublic LEA in grades 9-12 last year U
- Employed in this nonpublic LEA any combination grades PK-12 last year V
- Employed in another nonpublic LEA grades PK-6 last year..... W
- Employed in another nonpublic LEA grades 7-8 last year X
- Employed in another nonpublic LEA grades 9-12 last year Y
- Employed in another nonpublic LEA any combination grades PK-12 last year Z

12. **NUMBER OF YEARS OF CONTRACTED ADMINISTRATIVE EXPERIENCE** - To be completed by those who have indicated an administrative code 66, 67; principal code 53, 05; director code 29, 04; or county superintendent code 25, 33 in the ASSIGNMENT blocks of Item 14. Administrative experience is defined as any experience acquired as the administrative head or assistant of a 12-year program or at least 50 percent supervisory capacity as the administrative head or assistant of an elementary or secondary school. Do not include the current year.

12	No. Yrs. Admin Exp.
	00

13 - 17. Use the following period table as a guideline to record the percentages in Items 13-17. Round percents to nearest whole numbers.

5 Period Day			6 Period Day			7 Period Day			8 Period Day		
Periods	=	Percent									
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	=	100	5	=	83	5	=	71	5	=	63
			6	=	100	6	=	86	6	=	75
						7	=	100	7	=	88
									8	=	100

13. **PERCENT OF TIME DEVOTED** - The percent of time devoted to grades PK, K, 1-6, 7-8, and 9-12 should always equal 100 percent. The MIS03s for PK-12 administrators should indicate time devoted to all areas.

Example (1): A staff member with 100 in the FULL-TIME EQUIVALENCY (Item 17) block devoting one-fifth of his or her time to all five areas would enter 20 under each area.

Total must equal 100.

13 Time Devoted to				
PK	K	1-6	7-8	9-12
000	000	000	000	000
20	20	20	20	20

Example (2): If a half-time staff member enters 50 in the FULL-TIME EQUIVALENCY (Item 17) block and spends all of his or her time in the 7-8 area, he or she would indicate 100 under 7-8 in Item 13.

Total must equal 100.

13 Time Devoted to				
PK	K	1-6	7-8	9-12
000	000	000	000	000
			100	

Example (3): If a half-time staff member enters 50 in the FULL-TIME EQUIVALENCY (Item 17) block and spends 40 percent of his or her time in 7-8 and 60 percent in 9-12, he or she would enter 40 under 7-8 and 60 under 9-12 in Item 13.

Total must equal 100.

13 Time Devoted to				
PK	K	1-6	7-8	9-12
000	000	000	000	000
			40	60

14. **ASSIGNMENT** - Licensed staff members will code assignments and times in Item 14. The assignments and times must correspond to Items 23-49 in the instructional program section. Report the same assignment only once.

A. **Position Title(s)** - The title(s) most descriptive of the staff member's activities, as described by the titles and functions listed on pages 6-7.

Example (1): A licensed staff member devoting 100 percent of his or her time to classroom teaching would code the position title in the ASSIGNMENT block as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70		

Example (2): A licensed staff member serving as a principal, supervisor, and a teacher would have three assignments. This staff member would enter each ASSIGNMENT in a different assignment block as indicated:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53		

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
68		

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
70		

Example (3): A licensed staff member such as a teacher devoting 100 percent to teaching and also serving as a bus driver would code the assignment as a teacher in Item 14. The *bus driver* assignment would be entered on a *PER02* form for nonlicensed positions.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70		

Administrative Assistant - See Assistant, Administrative Assistant, or Deputy Superintendent (66)

- 04 - Assistant Director - A staff member performing assigned activities and granted defined autonomy in fulfilling specifically delegated functions assigned by the Principal or Director.
- 66 - Assistant, Administrative Assistant, or Deputy Superintendent - A staff member granted substantial autonomy in performing specifically delegated functions in assistance of the chief executive officer of the school administrative unit.
- 05 - Assistant Principal - A staff member performing assigned activities and granted defined autonomy in fulfilling specifically delegated functions assigned by the Principal.
- 18 - Career Advisor - A staff member providing sequential career development and exploration activities for students in grades seven through twelve; and working at the direction and under the supervision of the school counseling staff.
- 22 - Coordinator - A staff member performing assigned nonadministrative activities having the purpose of keeping a variety of immediate objectives in proper perspective while pursuing the accomplishment of common goals such as activity coordinators and music coordinators. Title IX Coordinators should use Position code 22.

Counselor or Designate, Guidance - See School Counselor (37)

- 25 - County Superintendent - An appointed official who works with the school personnel and school boards in the county.
- 33 - County Superintendent, Assistant - A licensed staff member who assists the county superintendent.

Deputy Superintendent - See Assistant, Administrative Assistant, or Deputy Superintendent (66)

- 29 - Director - A staff member performing assigned administrative activities involving a broad segment of related functions, such as pupil services or curriculum planning and implementation, but functioning within defined and limited autonomy, such as a special education, career and technology education, and English Language Learner (ELL)/Bilingual program directors.

Director, Assistant - See Assistant Director (04)

Guidance Counselor or Designate – See School Counselor (37)

- 39 - Instructional Coach - A staff member performing assigned activities relating to supporting teachers and others in the school/LEA through on site professional development that enhances teaching skills and assists teachers in applying new knowledge. This individual works with staff only, not students. This individual must also hold a valid North Dakota educator's professional license. *NOTE: DO NOT USE TO REPORT STUDENT PERFORMANCE STRATEGIST RESPONSIBILITIES. In the MIS03 assignment section for Instructional Coach code as Position 39 and Area of Responsibility 261.*
- 40 - Instructional Programmer - A staff member performing the assigned activities of providing precise sequences of information to students through devices such as teaching machines.
- 41 - Library Media Specialist - A staff member assigned responsibility for selection, acquisition, organization, dissemination, and teaching the use of print and nonprint material.
- 53 - Principal - A staff member performing the assigned activities of the administrative officer of an individual school to whom has been delegated major responsibility with commensurate authority for the direction of all aspects of the program.

Program Coordinator - See Coordinator (22)

Programmer, Instructional - See Instructional Programmer (40)

- 56 - Pupil Personnel - A staff member performing assigned activities related to providing pupil personnel services and must hold an administrative, principal, or special education director credential.
- 37 - School Counselor - A staff member performing the assigned activities of assisting students in analyzing their strengths and weaknesses as a basis for the process of making plans and choices with respect to personal development as a part of a comprehensive school counseling program. Use Area of Responsibility code 516 when providing counseling services to the general population. Use Area of Responsibility code 517 when providing counseling services in special education.
- 59 - School Psychologist - A staff member performing assigned services of psychological evaluation and analysis of students, cooperating in program development, conducting research, assisting staff members with student problems of a psychological nature, and broadening their understanding of psychological forces. Use Area of Responsibility code 526 when providing psychological services to the general population. Use Area of Responsibility code 529 when providing psychological services in special education. If this staff member does not hold a North Dakota teaching license, see the Special Education Instructional Program Section on page 36.
- 42 - Special Education Consultant K-12 - A special educator who does not directly instruct students in any core academic subjects or who provides only consultation to highly qualified teachers of core academic subjects in adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations do not need to demonstrate subject-matter competency in those subjects. This special educator could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject.

Special Education Director - See Director (29)

Special Education Teacher - A staff member providing special education services to students in a classroom or on an individual or group basis should be reported as a teacher. See Teacher (70)

- 62 - Speech-Language Pathologist - A staff member who holds a master level degree (or, until July 1, 2010, a bachelor level degree if acquired before 1983) in speech-language pathology (SLP) or communication disorders. This SLP is licensed by the Education Standards and Practices Board (ESPB), or both the ESPB and the ND Board of Examiners (but enters only the ESPB license number for the purpose of MIS03 reporting), and performs the following activities: diagnosis; research and managements of speech and language disabilities, including the planning and directing of remedial programs; hearing screening and speech-language interventions relating to aural (re)habilitation. An SLP who supervises speech-language pathology paraprofessionals (SLPPs) may supervise no more than two (2) SLPPs at one time. If this staff member does not hold a North Dakota teaching license, see the Special Education Instructional Program Section on page 36.
- 65 - Student Performance Strategist - A qualified elementary school teacher who must expend their time tutoring students on a one-to-one basis or in groups ranging from two to five, or in providing instructional coaching to teachers (NDCC 15.1-07-32). *Note: This is a state-funded position. In the MIS03 assignment section for Student Performance Strategist code as Position 65 and Area of Responsibility 122. Do not report Position 39 Instructional Coach if the position is fulfilling the duties of the Student Performance Strategist.*

Superintendent, Assistant - See Assistant, Administrative Assistant, or Deputy Superintendent (66)

- 67 - Superintendent of Schools - A staff member who is the chief executive officer of a school administrative unit and works directly under a board of education, or in private schools, is responsible to an advisory committee or official board, or in the absence of a board, makes decisions directly related to the instructional program.
- 68 - Supervisor - A staff member performing the assignment of directing staff members and managing a function, subunit, or a supporting service within an operating unit.
- 70 - Teacher - A staff member performing assigned professional activities involving the selection, organization, presentation and evaluation of the learning experiences of students in the school environment.

B. Area of Responsibility - A staff member should use the code provided to indicate the area in which services are provided.

Example (1): A staff member teaching grades 2 and 3 would complete the position title and area of responsibility portions of Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	100

Example (2): The director of a special education program would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
29	212	100

Example (3): A staff member teaching career and technology education courses in grades 7-12 would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	118	50

Career and Technology
Education
Grades 7-8

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	119	50

Career and Technology
Education
Grades 9-12

Example (4): A staff member whose assignment is teaching grade 5 and has other assignments including library and school counselor would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	65

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
41	141	25

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
37	516	10

Example (5): A staff member whose nonadministrative assignment is teaching music in a LEA would complete Item 14 as follows:

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	020	100

Similarly, other specialists would enter their respective codes for music, physical education, art, etc.

Example (6): Director of Music (Administrative)

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
29	020	100

Example (7): Assistant Superintendent for Instruction

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
66	261	100

Regular Prekindergarten Instructors should enter Position code 70 and the Area of Responsibility code 004. (Note: Not to be used by instructors of special education prekindergarten programs.)

Title I Coordinators should enter Position code 22 and the Area of Responsibility code 113.

Title I Teachers should enter Position code 70 and the Area Responsibility code 113.

All Special Education Instructional Personnel should enter 115 as their Area of Responsibility.

*Special Education Teachers hired to work with Title I students should enter Position code 70 and the Area of Responsibility code 116.

All Career and Technology Education Instructional Personnel should enter 118 and/or 119 as their Area of Responsibility.

INSTRUCTION

- 004 Regular Prekindergarten Instruction
- 005 Private Kindergarten
- 010 Regular Classroom Instruction (including team teaching, individualized, approved adult ed. program, etc.)
- 013 Native Language Instruction
- 014 ESL Instruction
- 020 Specialist: Music
- 030 Specialist: Physical Education
- 040 Specialist: Art
- 050 Specialist: Technology Coordinator
- 113 Title I Supplemental Instruction
- 114 LEA Funded Remedial Instruction
- 115 Special Education
- 116 Special Education Supplemental Instruction*
- 118 Career and Technology Education 7-8
- 119 Career and Technology Education 9-12
- 122 Student Performance Strategist
- 141 Specialist: Library Media
- 145 Classroom Reduction
- 159 Alternative School Programs
- 161 Homebound Teaching
- 170 Home Education Instruction Monitor

ADMINISTRATION

- 206 Administration (e.g., Superintendent)
- 212 Special Education
- 213 Career and Technology Education
- 226 Personnel Administration
- 256 Elementary Principal
- 257 Junior High/Middle School Principal
- 258 Secondary Principal
- 259 Alternative School Programs
- 260 Other Title I Services
- 261 Supervision/Coordination of Curriculum and Instruction
- 262 Special Projects (e.g., Title IX Coordinator, Drug Free School Coordinator, Coordinator of 504, etc.)
- 263 ELL/Bilingual Programs

NOTE: Position code 29-Director is an administrative assignment

NOTE: Athletic Directors should use code 030

NOTE: Technology Coordinators should use code 050

NOTE: Library Media Directors should use code 141

RESEARCH AND DEVELOPMENT

- 271 Research and Development-General

PUPIL PERSONNEL

- 511 Attendance Services
- 515 Career Advisor
- 516 Counseling Services
- 517 Counseling Services in Special Ed.
- 526 Psychological Services
- 529 Psychological Services in Special Ed.

NOTE: Report teacher aides and paraprofessionals on the **PER02 form**.

Native Language Instruction – An individual who provides content area instruction and academic support in the American Indian language for children and youth and is licensed as an American Indian language instructor under NDCC 15.1-18-04 should enter Position code 70 and Area of Responsibility code 013.

ESL Instruction – An individual who provides instruction and academic support for children and youth who are limited English proficient and holds an endorsement to teach in this area from the Education Standards and Practices Board (ESPB) should enter Position code 70 and Area of Responsibility code 014.

Sign Language Interpreter – Any individual with a teaching license who also provides interpretive services should complete the PER02 form for that job function (e.g., educator of the deaf who also interprets).

C. Time - The sum of the times devoted to a staff member's assignments in Item 14 must equal the full-time equivalency (Item 17). Round time to nearest whole numbers.

Example: A full-time staff member devoting equal time during the regular school day as an elementary principal and as a teacher would enter 50 in each of the appropriate assignment time blocks.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53	256	50

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	50

- 15. This item is not used at this time.
- 16. This item is not used at this time.
- 17. FULL-TIME EQUIVALENCY - Record the percentage of the employment time of a staff member. Do not use a percent sign or decimal point. (Note: The online system automatically calculates the sum of the assignment times.)

Example: A staff member employed five days a week for at least the number of hours per day equal to the number of hours of a regular school day would be considered a full-time staff member and would have a full-time equivalency of 100.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
53	256	50

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	25

14 Other Assignment 2		
Pos. Title	Area of Resp.	Time
00	000	000
37	516	25

17 Full Time Equiv.	
000	
100	

Assignment times must equal full-time equivalency.

A staff member employed only half the normal school day five days per week would have an equivalency of 50.

14 Major Assignment		
Pos. Title	Area of Resp.	Time
00	000	000
70	010	25

14 Other Assignment 1		
Pos. Title	Area of Resp.	Time
00	000	000
41	141	25

17 Full Time Equiv.	
000	
50	

Assignment times must equal full-time equivalency.

NOTE: A staff member employed only one half of the normal work day five days a week for one semester only would have an FTE of 25. Kindergarten teachers employed 30 full days or 60 half days have an FTE of 17 or if employed 90 full days or 180 half days the FTE would be 50.

18. HIGHEST DEGREE - Enter the highest degree **completed**.

Enter the institution number from which you are receiving the graduate semester hours after you have received a graduate degree.

18 Highest Degree			
Level	Institution	Yr. Rec'd	Graduate Sem. Hrs.
4	440100	1981	7

Aggregate all graduate hours since baccalaureate degree.

Level of Education Completed - This is to be coded as follows:

- | | |
|---|--|
| 1 - Do not use | 4 - Bachelor's Degree |
| 2 - Less than two-year college course | 5 - Master's Degree |
| 3 - Approved two-, three-, or four-year teaching or career and technology/occupational course | 6 - Approved six-year course (Specialist degree) |
| | 7 - Doctor's Degree |

Institution Granting Highest Degree - Listed below are the North Dakota college and university names and codes. Enter the college or university code numbers where the highest level of education was completed. For those receiving their highest level of education *OUTSIDE* of North Dakota, enter 999999 in the institution block.

Bismarck State College.....440010	Dickinson State University..... 440080
Lake Region State College.....440020	Mayville State University..... 440090
Jamestown College440030	Minot State University 440100
Sitting Bull College/Sinte Gleska440032	Valley City State University 440110
University of Mary.....440037	University of North Dakota..... 440120
Northwest Bible College.....440038	Williston State College..... 440130
Trinity Bible College440039	Turtle Mountain Community College 440140
North Dakota State University440040	Fort Berthold Community College..... 440150
Dakota College at Bottineau440050	United Tribes Technical College..... 440160
ND State College of Science..... 440060	Exception (Degree Not Required)..... 888888
UND-Ellendale Branch..... 440070	Out-of-State College 999999

Year Highest Degree Earned - Enter the four-digit year in which the staff member *completed* the highest degree or received a certificate or diploma.

If a staff member has returned to school and completed additional hours, please update:

Graduate Semester Hours - Report the total number of hours earned after the baccalaureate degree as semester hours. Include only college or university awarded credit hours and not continuing education units (CEU). To convert quarter hours to semester hours, multiply the number of quarter hours by 2/3. If .5 or more, round to the next higher whole number. Trade and Industry instructors need not complete this item if they have not attended a credit hour granting institution.

19. BACHELOR'S DEGREE - Enter the institutional code number and the year in which the baccalaureate degree was received. If more than one baccalaureate degree, enter the most recent degree.

19 Bachelor Degree	
Institution	Yr. Rec'd
000000	0000
440100	1981

Institution - Enter the code number of the institution granting the baccalaureate degree from the listing under Item 18. If baccalaureate degree has not been attained, use code 888888.

Year - Enter the four-digit year in which the baccalaureate degree was received.

20 - 21. **NOTE: Any changes made from the current year may not be reflected on this form.** License, major, minor, endorsement, and credential information cannot be updated on the form. Follow the instructions below to report changes for Items 20 and 21.

20. **CURRENT NORTH DAKOTA LICENSE** - A professional staff member must hold a valid NORTH DAKOTA TEACHER'S LICENSE issued by the Education Standards and Practices Board (ESPB) before being permitted to teach in any of the schools of the state (NDCC 15.1-13-17). The preprinted license numbers are those which are on file with ESPB. All licensed personnel must exhibit their teaching license to the business manager of the LEA in which they are employed before rendering services (NDCC 15.1-13-18). Note: If a teacher needs to apply for or renew their ND teacher's license, they should access NDTeach (<http://www.nd.gov/espbl/>) to complete and submit their teaching license application. Questions regarding their ND teacher's license should be directed to ESPB (701-328-9641).

MAJORS AND MINORS - The areas which have been preprinted reflect college granted majors and minors only. If your major or minor is incorrect as indicated or if you have received additional college granted majors or minors, contact the Executive Director of ESPB (701-328-9641) and supply the correct information. A list of majors and minors with codes is available on the online system by clicking on the ESPB Codes button.

ENDORSEMENTS - Earned endorsements will be added to a current North Dakota teacher's license. Endorsements reflect a change in level of eligibility to teach (e.g., elementary endorsement for a secondary licensed person, etc.). If an earned endorsement is incorrectly indicated on your teaching license, contact ESPB (701-328-9641). Note: If a teacher needs to apply for a new/additional endorsement or renew an existing endorsement, they should access NDTeach (<http://www.nd.gov/espbl/>) to complete and submit their application.

Submit original transcripts to ESPB for updating files.

21. **CREDENTIALS** – A credential is an additional document issued by the Department of Public Instruction to an educational staff member that who holds a valid ND teacher's license and has completed the specific coursework/requirements in a specialized area (Title I/remedial, counselor, library, administrative, and special education director). Note: If a staff member needs to apply for or renew any of these credentials, they should access NDTeach (<https://secure.apps.nd.gov/dpi/ndteach/Login.aspx>) to complete and submit the appropriate credential application(s). Questions regarding these credentials should be directed as follows: Title I/remedial (701-328-2170), counselor (701-328-2244), library and administrative (701-328-4571), and special education director (701-328-2652).

22. This item is not used at this time.

23 - 49. **INSTRUCTIONAL PROGRAM SECTION** - The accuracy of the information contained in the instructional program section (lines 23-49) is important, as this information is used to verify curriculum offerings (NDCC 15.1-21-02) for approval purposes.

All licensed personnel (e.g., superintendents, principals, directors, librarians, counselors, and teachers) must complete the instructional program section to assure that the LEA receives credit for services provided. The daily program for all personnel (prekindergarten, kindergarten, elementary, junior high/middle, secondary, and special education) should be entered in this section. Employees who provide services in more than one school or LEA *must complete only one form* and should enter the county number (CO. NO.), LEA number (LEA NO.), and school number (SCH. NO.) on the appropriate line under the section headed "**Other School**" section C for all assignments beyond the home school. Persons providing services in only one school *must not complete* the "**Other School**" section. Enter the teaching schedule for *each period* of the school day for the school year using the course code and names as found in the course code section explained below. For course descriptions please refer to the resource "PK-12 Course Codes and Descriptions" on the department's web site (<https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>). All teachers should code a lesson preparation period.

(For the following, see example 1 under section B on the next page.)

Out-of-State Course Providers – For courses provided by an out-of-state electronic course delivery provider to North Dakota schools, complete sections A and D. (*Note: weeks per year, minutes per week, and period are not required.*) For additional information regarding out-of-state course providers, contact ND DPI Academic Support (701-328-3545).

Dual Credit College Instructors (not for reporting high school teachers) – For courses provided to North Dakota schools by a Dual Credit College Instructor who is not reported elsewhere on the MIS03, complete section A and D. (*Note: weeks per year, minutes per week, and period are not required.*)

SECTION A:

Course Code - Enter the course code as found on pages 20-23 (PK-K, 1-6, 7-8), 30-34 (9-12 secondary), and 36-38 (special education) for each course and/or section which will be taught during the school year. All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

Course Name - Enter the course name as found in the course code section, pages 20-23, 30-34, and 36-38.

Number of Weeks Per Year - Enter the number of weeks per year each course and/or activity will be taught.

Number of Minutes Per Week - Enter the number of minutes per week devoted to assigned activities or courses. Enter the total number of minutes per week for each course and/or section which will be taught or service provided. **A teacher's total minutes per week cannot exceed their "instructional day" (example: a 6 ½ hour instructional day equals 1,950 minutes per week).** The minutes per week in the examples which follow are only examples and could vary in different situations.

Period of Day - Enter the period of the day during which the course will be taught. Anticipate the period of the day during which second semester courses will be taught. Persons teaching grades PK-8 or providing special services need not complete this section.

Course Credit Code - This section is to be completed by personnel teaching in grades 9-12.

*See secondary instructions for course credit codes on page 24.
Elementary (PK-8) personnel should not complete the course credit section.*

School's Course Section, Number, and Name (optional) – Enter your school's course section, number, and name. These optional items were requested by some LEAs for use with their internal systems. Check with your administrator if your school needs to complete these items.

SECTION B:

Is this a Dual Credit Course? (DC) – For each course entered on the MIS03, indicate if the course is being taken for dual credit by selecting "Dual Credit" from the drop down box. If the course is not being taken for dual credit, leave blank.

Instructional Delivery (ID) – Indicate how the class is delivered/presented to the student(s) by choosing:

- 1 - Classroom Face-to-Face on School Campus
- 2 - Classroom Face-to-Face on College Campus
- 3 - Online/Computer
- 4 - IVN/Distance Education
- 5 - Coursework Sent Through Postal Service
- 6 - Special Ed. in Home Setting

NOTE: A licensed staff member assigned the task of supervising online instructional programs should use course code 00071.

Example (1):

Instructional Program PK – 12																							
Section A.						Section B.		Section C.			Section D.												
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender											
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10
<i>Out-of-State Course Providers complete sections A and D as appropriate.</i>																							
23	06281	French I			½		3				M							6	2	2			
											F							3	1	4			
<i>Dual Credit College Instructors complete sections A and D as appropriate.</i>																							
23	11034	College Algebra			½	D	2				M									1	2		
											F									1	4		

SECTION C:

Other School - Personnel providing services in more than one school or LEA or having less than full-time students from other schools or LEAs in their classes must enter the county number (CO. NO.), LEA number (LEA NO.), and school number (SCH. NO.) as found in section D of the [North Dakota Educational Directory](https://www.nd.gov/dpi/data/directory/) (<https://www.nd.gov/dpi/data/directory/>) on the appropriate line in section C (see examples). *No employee is to complete more than one MIS03 form.* Persons teaching courses in other schools via electronic media should also complete the “**Other School**” column for all schools receiving instruction.

SECTION D:

Number of Pupils - Enter the number of students by grade and gender who are or will be enrolled in each of the courses taught. Estimate the number of students for second semester courses. The following examples show the enrollment by gender.

ADMINISTRATIVE Coding Examples - All administrators must complete the instructional program section except for the “period of day” and “credit code” sections. A minimum of 1,650 minutes for elementary or 1,800 minutes for secondary per week should be used for full-time positions, although we recognize that administrators put in more than a 5 1/2 or a 6 hour day for administrative functions.

Example (2): The administrator of two LEAs who does not teach classes should complete the instructional program section as follows:

Instructional Program PK – 12																								
Section A.						Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender												
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11
23	00050	Superintendent	52	900							M	6	5	8	10	7	6	3	9	11	4	7	5	2
											F	4	8	3	7	2	9	4	7	8	7	3	3	1
24	00050	Superintendent	52	900				05	017	9325	M	3	10	6	7	11	10	10	9	13	15	9	8	8
											F	8	5	9	10	10	9	11	9	10	16	12	9	8

Example (3): An administrator who serves as the elementary principal and teaches classes should complete the program section as follows:

Instructional Program PK – 12																								
Section A.						Section B.		Section C.			Section D.													
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender												
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11
23	00050	Superintendent	52	950							M	15	14	11	17	13	15	10	11	10	11	11	15	15
											F	10	14	11	10	14	10	15	10	12	9	11	10	10
24	00001	Elem Principal	38	600							M	15	14	11	17	13	15	10						
											F	10	14	11	10	14	10	15						
25	11145	Consumer Math	36	250	2	½					M												6	3
											F												6	3

Example (13): Specialist Schedule - A teacher teaching music in four LEAs would enter the county, LEA, and school number for each of the schools beyond the home school under the “**Other School**” section as found in section D of the North Dakota Educational Directory (<https://www.nd.gov/dpi/data/directory/>).

Instructional Program PK – 12																											
Section A.							Section B.		Section C.			Section D.															
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender															
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12		
23	12001	Clrm Music PK-6	36	270				<i>Do not enter home or base school number.</i>			M						9	10	15								
													F						10	8	5						
24	12006	Instr Music 7-8	36	90				<i>Do not enter home or base school number.</i>			M										7	10					
													F										9	13			
25	12051	H.S. Band	36	100	6	½		08	028	9470	M												6	4	8	5	
											F												7	5	4	5	
26	12051	H.S. Band	36	100	6	½		08	409	8182	M												5	3	4	9	
											F												6	6	5	10	
27	12001	Clrm Music PK-6	36	270				30	001	1656	M					9	5	7									
											F					6	8	4									

GRADES PK-8 ACTIVITY CODES

NOTE: The following codes are only to be used by licensed staff to identify activities within the school day.

NOTE: Do not use grades PK-6 or 9-12 course codes for grades 7-8.

<u>Activities</u>	<u>Codes</u>
Superintendency	00050
Asst Superintendency/ Administrative Asst	00051
County Superintendency	00055
Principalship, Elementary	00001
Principalship, Asst, Elementary ...	00002
Principalship, Middle School	00005
Principalship, Asst, Middle School.....	00006
Principalship, Junior High	00007
Principalship, Asst, Junior High...	00008
³ Math Coach.....	00056
⁵ Title I Coordinator 1	00057
⁵ Title I Coordinator 2	00058
⁵ Title I Coordinator 3	00059
Technology Coordinator.....	00060
Program Coordination	00061
Directorship.....	00062
Directorship, Assistant	00063
Resource Rm Supervision/ Student Consultation.....	00064

Not to be used by Title I teachers.

<u>Activities</u>	<u>Codes</u>
Counseling (Gr. PK-6)	00066
Counseling (Gr. 7-12)	00067
Library Media Administration.....	00068
<i>TO BE USED BY LIBRARIANS ONLY</i>	
<i>00068 is to be used <u>only</u> by librarians. Classroom teachers supervising/conducting activities in a library are to use code 00071.</i>	
Homeroom/Study Hall	00069
Other Noncourse Activity	00071
Instructional Preparation	00072
Recess	00074
In-school Suspension.....	00075
Travel	00076
Coordinator of 504	00077
Title IX Coordinator (Civil Rights-Gender Equity)	00078
Drug Free School Coordinator	00079
Americans with Disabilities Act (ADA) Coordinator.....	00082

NOTE: Do Not Report Coaching

<u>Activities</u>	<u>Codes</u>
Title VI Coordinator (Civil Rights-Race/National Origin Equity)	00083
<i>Every LEA must identify a 504, Title IX, ADA, and Title VI Coordinator. Do not enter time or students.</i>	
Transition Coordinator	00084
Home Education Monitor.....	00080
Advisor/Advisee.....	00085
² Reading Coach.....	00086
Teacher Teaming.....	00087
<i>Period when teachers work together to plan for instruction—junior high/middle.</i>	
⁴ Title I Secondary Generalist (Gr. 7-12)	00092
Day Treatment.....	00089
Special Education Resource Room (See instructions on page 36)	00094
Student Performance Strategist	00097
Instructional Coach	00098
Career Advisor (Gr. 7-12)	00099
Religious Education (Gr. PK-8) ...	00101
(nonpublic school reporting only)	

²*also requires a reading credential issued by DPI Division of Student Support & Innovation*

³*also requires a math credential issued by DPI Division of Student Support & Innovation*

⁴*requires a secondary generalist credential issued by DPI Division of Student Support & Innovation*

⁵*requires a coordinator credential issued by DPI Division of Student Support & Innovation*

GRADES PK-K COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
<u>ENGLISH AS A SECOND LANGUAGE</u>		<u>HEALTH</u>		<u>PREKINDERGARTEN</u>	
¹ English as a Second Language (Gr. PK-K).....	24001	Health (Gr. PK-K).....	18001	Prekindergarten	00095
<u>ENGLISH/LANGUAGE ARTS</u>		<u>MATHEMATICS</u>		(requires early childhood license)	
² Remedial Reading (Gr. PK-K)....	05002	³ Remedial Mathematics (Gr. PK-K).....	11002	<i>NOTE: Not to be used for students with IEPs.</i>	
Language Arts (Gr. K)	05300	³ Title I Mathematics (Gr. PK-K) ..	11003	<u>SCIENCE</u>	
Reading (Gr. K).....	05310	Mathematics (Gr. K)	11300	Science (Gr. K).....	
<u>FINE AND PERFORMING ARTS</u>		<u>PHYSICAL EDUCATION</u>		Social Studies (Gr. K)	
Art (Gr. PK-K)	02001	Physical Education (Gr. PK-K)....	08002	15300	
General Classroom Music (Gr. PK-K).....	12001	Adaptive Physical Education (Gr. PK-K)*.....	08004	<u>TECHNOLOGY</u>	
Supervised Instrumental Lessons (Gr. PK-K).....	12003	<i>*Use Area of Responsibility code 115 Special Education if this course is designed primarily for students with disabilities.</i>		Keyboarding (Gr. PK-K).....	
<u>FOREIGN LANGUAGES</u>				Computer Literacy (Gr. PK-K).....	
Native Language (Gr. PK-K)	06002			03001	
French (Gr. PK-K)	06103			03002	
German (Gr. PK-K).....	06104			¹ requires teaching license & ESL endorsement issued by ESPB	
Spanish (Gr. PK-K).....	06107			² also requires a reading credential issued by DPI Division of Student Support & Innovation	
				³ also requires a math credential issued by DPI Division of Student Support & Innovation	

GRADES 1-6 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
<u>ENGLISH AS A SECOND LANGUAGE</u>		<u>FOREIGN LANGUAGES</u>		<u>SCIENCE</u>	
¹ English as a Second Language (Gr. 1-6).....	24001	Native Language (Gr. 1-6)	06002	Science (Gr. 1)	13301
<u>ENGLISH/LANGUAGE ARTS</u>		French (Gr. 1-6)	06103	Science (Gr. 2)	13302
² Remedial Reading (Gr. 1-6).....	05002	German (Gr. 1-6).....	06104	Science (Gr. 3)	13303
Language Arts (Gr. 1)	05301	Latin (Gr. 1-6)	06106	Science (Gr. 4)	13304
Language Arts (Gr. 2)	05302	Spanish (Gr. 1-6).....	06107	Science (Gr. 5)	13305
Language Arts (Gr. 3)	05303	<u>GENERAL EDUCATION</u>		Science (Gr. 6)	13306
Language Arts (Gr. 4)	05304	Alternative Education (Gr. 6-8)....	00501	<u>SOCIAL STUDIES</u>	
Language Arts (Gr. 5)	05305	Successful School & Life Skills		North Dakota Studies (Gr. 1-6)	15003
Language Arts (Gr. 6)	05306	(Gr. 6-8)	20006	Social Studies (Gr. 1)	15311
Reading (Gr. 1).....	05311	<u>HEALTH</u>		Social Studies (Gr. 2)	15302
Reading (Gr. 2).....	05312	Health (Gr. 1-6).....	18001	Social Studies (Gr. 3)	15303
Reading (Gr. 3).....	05313	<u>MATHEMATICS</u>		Social Studies (Gr. 4)	15304
Reading (Gr. 4).....	05314	³ Remedial Mathematics		Social Studies (Gr. 5)	15305
Reading (Gr. 5).....	05315	(Gr. 1-6)	11002	Social Studies (Gr. 6)	15306
Reading (Gr. 6).....	05316	³ Title I Mathematics (Gr. 1-6).....	11003	<u>TECHNOLOGY EDUCATION</u>	
<u>FAMILY AND CONSUMER SCIENCES</u>		Transition Mathematics (Gr. 6)	11011	Keyboarding (Gr. 1-6).....	03001
Family & Consumer Sciences		Mathematics (Gr. 1)	11301	Computer Literacy (Gr. 1-6)	03002
(Gr. 5-6).....	09204	Mathematics (Gr. 2)	11302	STEM (Gr. 1-6).....	10002
<u>FINE AND PERFORMING ARTS</u>		Mathematics (Gr. 3)	11303	Technology Innovation (Gr. 5-6) .	10003
Art (Gr. 1-6)	02001	Mathematics (Gr. 4)	11304	Design, Technology &	
General Classroom Music		Mathematics (Gr. 5)	11305	Engineering (Gr. 5-6).....	10004
(Gr. 1-6).....	12001	Mathematics (Gr. 6)	11306	<i>¹requires teaching license & ESL endorsement issued by ESPB</i>	
Instrumental Music (Gr. 1-6).....	12002	<u>PHYSICAL EDUCATION</u>		<i>²also requires a reading credential issued by DPI Division of Student Support & Innovation</i>	
Supervised Instrumental		Physical Education (Gr. 1-6).....	08002	<i>³requires math degree & math credential issued by DPI Division of Student Support & Innovation</i>	
Lessons (Gr. 1-6).....	12003	Adaptive Physical Education			
Vocal Music (Gr. 1-6).....	12004	(Gr. 1-6)*.....	08004		
<p><i>*Use Area of Responsibility code 115 Special Education if this course is designed primarily for students with disabilities.</i></p>					

GRADES 7-8 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
<u>AGRICULTURAL EDUCATION</u>		<u>FOREIGN LANGUAGES</u>		<u>SCIENCE</u>	
Exploring Agriculture (Gr. 7-8) ...	01005	Native Language (Gr. 7-8)	06005	Science 7 (Gr. 7)	13005
Natural/Environmental Resources (Gr. 7-8).....	01006	French (Gr. 7-8)	06003	Life Science (Gr. 7-8).....	13006
<u>CAREER EDUCATION</u>		German (Gr. 7-8).....	06004	Earth Science (Gr. 7-8).....	13008
Exploring Career Decisions (Gr. 7-8)	20005	Latin (Gr. 7-8)	06006	Science 8 (Gr. 8)	13010
<u>CAREER AND TECHNICAL SUPPLEMENTARY SERVICES</u>		Spanish (Gr. 7-8).....	06007	STEM Seminar 7 (Science).....	13016
⁶ CTE Resource Education (Gr. 7-8)	26009	Chinese (Gr. 7-8).....	06108	STEM Seminar 8 (Science).....	13017
⁶ CTE Basic Skills Education (Gr. 7-8)	28009	Greek (Gr. 7-8).....	06109	<i>To be used when receiving high school credit only.</i>	
⁶ CTE Mentorship Education (Gr. 7-8)	29009	<i>To be used when receiving high school credit only.</i>		Physical Science 8 (Gr. 8)	13030
<u>ENGLISH AS A SECOND LANGUAGE</u>		<u>GENERAL EDUCATION</u>		<u>SOCIAL STUDIES</u>	
¹ English as a Second Language (Gr. 7-8).....	24005	Homeroom/Study Hall (noncredit).....	00069	Social Studies 7 (Gr. 7)	15005
<u>ENGLISH/LANGUAGE ARTS</u>		Alternative Education (Gr. 6-8)....	00501	North Dakota Studies (Gr. 7-8)....	15006
Language Arts 7 (Gr. 7)	05005	Successful School & Life Skills (Gr. 6-8)	20006	Geography (Gr. 7-8).....	15007
Language Arts 8 (Gr. 8)	05006	<u>HEALTH</u>		U.S. History (Gr. 7-8).....	15008
Reading 7 (Gr. 7).....	05007	Health (Gr. 7-8).....	18005	Social Studies 8 (Gr. 8)	15009
⁴ Remedial Reading (Gr. 7-8).....	05008	<u>MATHEMATICS</u>		ND Civics Test (Gr. 7-8).....	20069
Reading 8 (Gr. 8).....	05009	Mathematics 7 (Gr. 7)	11004	<u>TECHNOLOGY AND BUSINESS</u>	
<u>FAMILY AND CONSUMER SCIENCES</u>		Mathematics 8 (Gr. 8)	11005	Computers & Keyboarding I (Gr. 7-8).....	03005
Family & Consumer Sciences (Gr. 7-8).....	09006	³ Remedial Mathematics (Gr. 7-8)	11006	Computers & Keyboarding II (Gr. 7-8).....	03006
<u>FINE AND PERFORMING ARTS</u>		Mathematics Proficiency Development (Gr. 7-8)	11007	Personal Finance (Gr. 7-8)	03007
Art 7-8 (Gr. 7-8).....	02005	Prealgebra (Gr. 7-8).....	11008	Computer Applications (Gr. 7-8) .	03008
Art 7 (Gr. 7)	02006	Algebra I (Gr. 7-8)	11009	Business Ownership & Careers (Gr. 7-8).....	03009
Art 8 (Gr. 8)	02007	Transition Mathematics (Gr. 7-8) .	11015	Applying Technology (Gr. 7-8)....	10006
Drama 7 (Gr. 7).....	05307	STEM Seminar 7 (Math).....	11016	Invention & Innovation (Gr. 7-8) .	10007
Drama 8 (Gr. 8).....	05308	STEM Seminar 8 (Math).....	11017	Technological Systems (Gr. 7-8)..	10008
Drama 7-8 (Gr. 7-8)	05309	<i>To be used when receiving high school credit only.</i>		Exploring Technology (Gr. 7-8)...	10105
General Classroom Music 7-8 (Gr. 7-8).....	12005	Algebra I Full School Year (Gr. 8).....	11031	PLTW GTT Foundation (Gr. 7-8)	10108
Instrumental Music (Gr. 7-8).....	12006	Algebra I Semester 1 (Gr. 8)	11035	PLTW GTT Specialization (Gr. 7-8)	10109
Vocal Music (Gr. 7-8).....	12007	Algebra I Semester 2 (Gr. 8)	11036	Computer Science (Gr. 7-8)	23009
Supervised Instrumental Lessons (Gr. 7-8)	12008	<u>PHYSICAL EDUCATION</u>		⁶ Intro to Information Technology (Gr. 7-8).....	27005
General Classroom Music 7 (Gr. 7).....	12009	Physical Education 7-8 (Gr. 7-8)..	08006	⁶ Intro to Programming Languages (Gr. 7-8)	27009
General Classroom Music 8 (Gr. 8).....	12010	Adaptive Physical Ed (Gr. 7-8)* ..	08007	<i>¹requires teaching license & ESL endorsement issued by ESPB</i>	
		Physical Education 7 (Gr. 7)	08008	<i>³requires math degree & math credential issued by DPI Division of Student Support & Innovation</i>	
		Physical Education 8 (Gr. 8)	08009	<i>⁴also requires a secondary generalist credential issued by DPI Division of Student Support & Innovation</i>	

**Use Area of Responsibility code 115 Special Education if this course is designed primarily for students with disabilities.*

Example (17): A staff member providing counseling services must complete the instructional program by completing *separate* entries for elementary, e.g., PK-6; junior high/middle 7-8, and/or secondary, e.g., 7-12 (NDCC 15.1-06-19). Include career development counseling time in counseling services 7-12.

Example (17a):

Instructional Program PK – 12																													
Section A.						Section B.		Section C.			Section D.																		
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender																	
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12				
23	00066	Counseling PK-6	36	666								M	3	10	12	15	12	11	15	12									
												F	3	10	11	14	10	9	13	11									
24	00067	Counseling 7-12	36	1134								M										20	14	22	12	23	20		
												F										20	15	15	20	25	20		

Example (17b): Services provided in multiple schools.

Instructional Program PK – 12																													
Section A.						Section B.		Section C.			Section D.																		
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender																	
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12				
23	00067	Counseling 7-12	36	747								M										25	15	20	15	17	13		
												F										27	16	10	14	10	13		
24	00066	Counseling PK-6	36	141						15	006	3525	M	5	2	3	9	2	2	5									
													F	4	5	2	5	3	2	2									
25	00067	Counseling 7-12	36	183						15	006	3525	M									4	2	5	4	3	6		
													F									5	2	5	5	3	8		
26	00067	Counseling 7-12	36	519						15	015	8248	M									11	7	12	12	3	11		
													F									11	10	14	13	9	10		
27	00066	Counseling PK-6	36	210						15	015	8247	M	6	4	6	8	10	11	15									
													F	2	6	12	8	10	9	6									

Example (22): (PK-12) A librarian providing services to students in a *centralized library* PK-12 with the same school number should complete as illustrated in (a). A staff member providing services to students in *two separate* PK-12 school libraries should complete as illustrated in (b).

Example (22a): (PK-12 centralized library)

Instructional Program PK – 12																										
Section A.							Section B.		Section C.			Section D.														
Course Code	Course Name	No. Wks. Per Yr.	No. Min. Per Wk.	Period of Day	Credit Code	DC	ID	Other School			Gender	Enter No. of Pupils Taught Per Grade by Gender														
								Co. No.	LEA No.	Sch. No.		PK	K	1	2	3	4	5	6	7	8	9	10	11	12	
23	00068	Library	36	1800								M		10	10	6	5	3	10	5	11	12	10	12	12	14
												F		9	8	5	4	2	6	5	3	8	11	9	7	10

Example (22b): (serving in two separate PK-12 school libraries)

23	00068	Library	36	900								M		8	6	8	5	5	2	8	7	6	5	8	9	10
												F		8	6	5	10	10	8	3	4	3	2	9	6	8
24	00068	Library	36	900				15	006	3525		M		4	2	6	4	9	10	8	9	5	9	5	4	6
												F		7	5	5	7	6	10	9	9	6	9	3	11	7

Complete line 24, section C when reporting students from different school numbers.

GRADES 9-12 ACTIVITY CODES

NOTE: The following codes are only to be used by licensed staff to identify activities within the school day.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Activities</u>	<u>Codes</u>
Superintendency.....	00050
Asst Superintendency/ Administrative Asst	00051
County Superintendency	00055
Principalship, Middle School	00005
Principalship, Asst, Middle School	00006
Principalship, Junior High	00007
Principalship, Asst, Junior High...	00008
Principalship, Secondary	00010
Principalship, Asst, Secondary	00011
³ Math Coach.....	00056
⁵ Title I Coordinator 1	00057
⁵ Title I Coordinator 2	00058
⁵ Title I Coordinator 3	00059
Technology Coordinator.....	00060
Program Coordination	00061
Directorship.....	00062
Directorship, Assistant	00063

<u>Activities</u>	<u>Codes</u>
Resource Rm Supervision/ Student Consultation.....	00064
<i>Not to be used by Title I Teachers.</i>	
Counseling (Gr. PK-6)	00066
Counseling (Gr. 7-12)	00067
Library Media Administration.....	00068
Homeroom/Study Hall	00069
Other Noncourse Activity	00071
Instructional Preparation	00072
In-school Suspension.....	00075
Travel	00076
Coordinator of 504	00077
Title IX Coordinator (Civil Rights-Gender Equity)	00078
Drug Free School Coordinator	00079
Americans with Disabilities Act (ADA) Coordinator	00082
Title VI Coordinator (Civil Rights-Race/National Origin Equity)	00083
<i>Every LEA must identify a 504, Title IX, ADA, and Title VI Coordinator. Do not enter time or students.</i>	

<u>Activities</u>	<u>Codes</u>
Transition Coordinator	00084
Home Education Monitor.....	00080
Advisor/Advisee.....	00085
² Reading Coach.....	00086
Teacher Teaming.....	00087
<i>Period when teachers work together to plan for instruction-junior high/middle.</i>	
Day Treatment.....	00089
⁴ Title I Secondary Generalist (Gr. 7-12).....	00092
Special Education Resource Room (See instructions on page 36)	00094
Instructional Coach	00098
Career Advisor (Gr. 9-12)	00099

²also requires a reading credential issued by DPI Division of Student Support & Innovation

³also requires a math credential issued by DPI Division of Student Support & Innovation

⁴requires a secondary generalist credential issued by DPI Division of Student Support & Innovation

⁵requires a coordinator credential issued by DPI Division of Student Support & Innovation

NOTE: Do Not Report Coaching

GRADES 9-12 GENERAL ELECTIVE COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

<u>Courses</u>	<u>Codes</u>
CAREER EDUCATION	
Career Management	20060
COMPUTER SCIENCE	
Computer Science Applications ...	23011
Computer Science Programming..	23012
Computer Science Programming, Advanced.....	23015
AP Computer Science A	23580
AP Computer Science Principles..	23582
DRIVER AND TRAFFIC SAFETY EDUCATION	
Driver Education Classroom Only	21012
Driver Education Behind-the-Wheel Only	21013
Two Phase Program– Classroom & Behind-the- Wheel.....	21014
Three Phase Program– Classroom, Behind-the- Wheel & Simulation	21015
Three Phase Program– Classroom, Behind-the- Wheel & Multi-Car Driving Range.....	21016
Four Phase Program– Classroom, Behind-the- Wheel, Simulation & Multi-Car Driving Range	21018

<u>Courses</u>	<u>Codes</u>
ENGLISH AS A SECOND LANGUAGE	
¹ English as a Second Language....	24010
GENERAL EDUCATION COURSES	
Homeroom/Study Hall (noncredit).....	00069
Successful School & Life Skills...	20065
Leadership.....	20066
Alternative High School Mentor/Mentee	20067
Student Aide (Gr. 11-12).....	20068
Academic Community Service Learning	20070
MILITARY SCIENCE	
Aerospace.....	15043
JROTC	15044

<u>Courses</u>	<u>Codes</u>
THEOLOGY <i>(nonpublic school reporting only)</i>	
Religious Foundations.....	60010
Comparative Religion	60011
Eastern Religions	60012
Western Religions	60013
Scriptures	60014
Old Testament	60015
New Testament.....	60016
Bible History	60017
Christology	60018
Religious Figures	60019
Liturgy & Prayer	60020
Prayer & Spirituality	60021
Religious Ethics & Morality.....	60022
Justice, Peace, & Faith	60023
Faith & Lifestyle	60024
Ministry.....	60025
Religious Education & Theology:	
Aide.....	60026
Independent Study.....	60027
Workplace Experience	60028
Other.....	60029

¹requires teaching license & ESL endorsement issued by ESPB

GRADES 9-12 COURSE CODES

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Courses</u>	<u>Codes</u>
<u>ENGLISH/LANGUAGE ARTS</u>	
Humanities (English).....	05030
Composition	05040
Advanced Composition	05041
Creative Writing.....	05042
English 9	05071
English 10	05072
English 11	05073
English 12	05074
English (GED).....	05075
Advanced English	05077
College Learning Lab-English	05078
Business English	05076
Grammar	05022
History of the English Language	05024
Journalism	05081
Advanced Journalism	05082
Biography.....	05036
Drama (Literature).....	05037
Fiction	05039
Mythology.....	05043
American Literature	05031
Literature (GED)	05032
English Literature.....	05034
Modern Literature	05033
World Literature.....	05035
Poetry	05038
Developmental Reading/Writing.....	05011
English Intervention	05012
Speech I.....	05091
Speech II.....	05092
Oral Interpretation.....	05093
Beginning Debate.....	05094
Advanced Debate	05095
Semantics	05098
Mass Media.....	05099
Applied Communications.....	05111
AP English Language & Composition	05580
AP English Literature & Composition	05581

<u>Courses</u>	<u>Codes</u>
<u>FINE & PERFORMING ARTS</u>	
Art	02020
Art, Fundamentals of.....	02021
Art History	02011
Commercial Art.....	02050
Color & Design	02022
Crafts.....	02024
Drawing.....	02025
Painting	02026
Photography	02060
Printmaking	02028
Sculpture	02029
AP Art History	02580
AP Studio Art: Drawing.....	02581
AP Studio Art: 2-D Design	02582
AP Studio Art: 3-D Design	02583
Theatre Arts.....	05061
Advanced Theatre Arts.....	05063
Drama-Literature (Fine Arts)	05064
Dance I (Fine Arts).....	08055
Dance II (Fine Arts)	08056
TV/Cinema Production	05068
Music History & Appreciation	12020
Music Theory	12030
Supervised Individual Study: Musicology.....	12039
Vocal Music (Chorus)	12040
Voice Classes	12048
Supervised Individual Study: Vocal Music	12049
Instrumental Music (Band).....	12051
Instrumental Music (Orchestra).....	12052
Strings	12057
Instrument Classes	12058
Supervised Individual Study: Instrumental Music.....	12059
AP Music Theory	12580

<u>Courses</u>	<u>Codes</u>
<u>FOREIGN LANGUAGES</u>	
Chinese I	06261
Chinese II	06262
Chinese III.....	06263
Chinese IV.....	06264
AP Chinese Language & Culture	06587
French I	06281
French II.....	06282
French III.....	06283
French IV	06284
French V.....	06285
AP French Language & Culture.....	06580
German I	06291
German II.....	06292
German III.....	06293
German IV.....	06294
German V.....	06295
AP German Language & Culture	06586
Greek I	06221
Greek II	06222
Japanese I.....	06231
Japanese II.....	06232
AP Japanese Language & Culture.....	06588
Latin I.....	06151
Latin II	06152
Latin III	06153
Latin IV	06154
AP Latin.....	06582
Russian I.....	06310
Russian II	06311
Russian III.....	06312
Spanish I.....	06211
Spanish II	06212
Spanish III.....	06213
Spanish IV.....	06214
Spanish V	06215
AP Spanish Language & Culture	06584
AP Spanish Literature & Culture	06585
Languages for Native Speakers I.....	06811
Languages for Native Speakers II	06812
Languages for Native Speakers III.....	06813
Languages for Native Speakers IV.....	06814

<u>Courses</u>	<u>Codes</u>
<u>MATHEMATICS</u>	
³ Remedial Math/Title 1	11010
Mathematics Intervention.....	11029
Prealgebra.....	11030
Algebra I (full school year)	11031
Algebra I (semester 1).....	11035
Algebra I (semester 2).....	11036
Algebra II.....	11032
College Algebra	11034
Linear Algebra	11037
Linear Programming	11038
Abstract Algebra	11039
Discrete Mathematics.....	11033
Integrated Mathematics I.....	11051
Integrated Mathematics II	11052
Integrated Mathematics III	11053
Calculus.....	11061
General Mathematics I	11111
Particular Topics in Foundation Math	11112
Mathematics (GED)	11115
College Learning Lab-Math	11118
Applied Geometry	11119
Geometry.....	11120
Analytic Geometry	11121
Informal Geometry.....	11122
Consumer Mathematics.....	11145
Probability & Statistics.....	11150
Trigonometry	11160
Trigonometry/Analytic Geometry.....	11161
Geometry/Trigonometry/ Advanced Algebra.....	11162
STEM Seminar (Math).....	11170
Precalculus	11181
Applied Mathematics	11190
Occupationally Applied Math	11191
AP Statistics	11580
AP Calculus AB	11581
AP Calculus BC	11582

<u>Courses</u>	<u>Codes</u>
<u>PHYSICAL EDUCATION AND HEALTH</u>	
Health.....	08010
Family Living.....	08015
General PE	08030
Adaptive PE*	08031
Swimming & Water Safety	08032
Dance I (Phy Ed).....	08034
Dance II (Phy Ed).....	08035
Individual & Dual Sports	08036
Gymnastics	08038
Weight Training	08040
Specific Sports: Physical Education.....	08041
Physical Education Equivalent.....	08042
Lifetime Fitness Education.....	08043
Fitness/Conditioning Activities.....	08044
Intro to Coaching.....	08045
Sport Officiating.....	08046
Sports Physiology.....	08051
Human Anatomy (Phy Ed).....	08052
<i>*Use Area of Responsibility code 115 Special Education if this course is designed primarily for students with disabilities.</i>	
<u>SCIENCE</u>	
Biology.....	13020
Human Anatomy (Science)	13021
Physiology.....	13022
Health.....	13023
Botany/Horticultural Science I.....	13024
Botany/Horticultural Science II.....	13025
Ornithology	13026
Entomology	13027
Real World Biology	13028
Advanced Biology.....	13029
Ecology	13110
Physical Science.....	13030
Chemistry	13031
Advanced Chemistry	13032
Applied Biology/Chemistry	13034
Forensic Science.....	13036
Physics	13042
Applied Physics.....	13044
Principles of Technology.....	13045
Biotechnology	13052
Astronomy.....	13061
Geology	13062
Earth Science.....	13063
Meteorology	13064
Environmental Science.....	13065
Oceanography	13074
Science (GED)	13099
STEM Seminar (Science).....	13150
AP Biology.....	13580
AP Chemistry.....	13581
AP Environmental Science.....	13582
AP Physics C: Electricity & Magnetism.....	13584
AP Physics C: Mechanics.....	13585
AP Physics 1: Algebra-Based.....	13586
AP Physics 2: Algebra-Based.....	13587

<u>Courses</u>	<u>Codes</u>
<u>SOCIAL STUDIES</u>	
Tribal History.....	06815
Tribal Government.....	06816
Tribal Studies	06817
Tribal Culture.....	06818
Anthropology	15010
Humanities (Social Studies)	15011
Archeology.....	15012
Area Studies	15020
Citizenship	15030
Social Studies (GED)	15040
Consumer Education	15050
Cooperative Marketing.....	15069
Women: Past & Present.....	15083
Problems of Democracy	15201
Orientation to Social Science	15251
Marriage & the Family	15301
North Dakota Studies	15401
Economics	15060
Geography	15070
U.S. History.....	15085
World History.....	15089
Political Science	15110
American Government	15111
International Relations	15114
Law & Justice in North Dakota.....	15118
Psychology	15120
Sociology	15130
AP Macroeconomics	15580
AP Microeconomics.....	15581
AP Comparative Government & Politics.....	15582
AP U.S. Government & Politics.....	15583
AP European History	15584
AP U.S. History.....	15585
AP World History	15586
AP Human Geography	15587
AP Psychology.....	15588
ND Boys/Girls State Leadership Academy (summer school only).....	15600
ND Civics Test.....	20069

³requires math degree & math
credential issued by DPI Division of
Student Support & Innovation

CAREER AND TECHNICAL EDUCATION (9-12) COURSE CODES

NOTE: Teachers need approval from the Department of Career and Technical Education to use these course codes (See teaching license issued by Education Standards and Practices Board.) All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

NOTE: Use course codes for grades 7 and 8 listed in the elementary section.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
<u>AGRICULTURAL EDUCATION</u>		<u>BUSINESS AND OFFICE TECHNOLOGY</u>	
Intro to Agriculture.....	01011	Accounting I.....	14010
Foundations of Agriculture	01012	Accounting II	14011
Agriscience Technology I	01021	Accounting III	14012
Agriscience Technology II	01022	Accounting IV	14013
Agriscience Technology III.....	01023	Forensic Accounting	14014
Agronomy Science	01025	Entrepreneurial Accounting	14015
Agricultural Sales &Service.....	01034	Business Finance.....	14016
Agricultural Business		Web Design	14022
Management	01035	Business Computer Applications .	14024
Agricultural Mechanics		Spreadsheets.....	14025
Technology I.....	01043	Database	14026
Agricultural Mechanics		Communication Technologies.....	14028
Technology II.....	01044	Business Communications	14060
Agricultural Mechanics Power		Business Technology &	
Systems.....	01045	Procedures.....	14079
Agricultural Welding		Business Law	14090
& Fabrication	01046	Keyboarding.....	14094
Advanced Agricultural Welding		Financial Literacy.....	14095
& Fabrication	01047	Word Processing	14096
Botany/Horticultural Science I....	01053	Desktop Publishing	14098
Botany/Horticultural Science II....	01054	Multimedia	14099
Livestock Production.....	01061	Entrepreneurship	14111
Equine Science	01062	Business Fundamentals	14230
Natural/Environmental		Management I.....	14231
Resources.....	01063	Management II	14232
Small Animal Care	01066	Global Management	14233
Veterinary Science	01067	Operations Management.....	14234
Agricultural Processing	01068	Cooperative Work Exp.....	14999
World Agricultural			
Science & Technology	01069	<u>CAREER CLUSTERS</u>	
Agriculture III	01073	Architecture & Construction	37020
Agriculture IV	01074	Arts, AV Technology &	
CASE Intro to AFNR	01080	Communications.....	37030
CASE Principles of Agricultural		CTE Health Careers	37080
Science-Animal	01081	Manufacturing	37140
CASE Principles of Agricultural		Transportation, Distribution &	
Science-Plant.....	01082	Logistics	37170
Individual Agricultural Studies	01990		
Community Development	01993		
Super Ag Exp Prog.....	01995		
Cooperative Work Exp.....	01999		
		<u>CAREER AND TECHNICAL SUPPLEMENTARY SERVICES</u>	
		CTE Resource Education	26010
		CTE Resource Education: Service	
		Learning	26011
		CTE Basic Skills Education	28010
		CTE Basic Skills Education: Service	
		Learning	28011
		CTE Mentorship Education.....	29010
		<u>DIVERSIFIED OCCUPATIONS</u>	
		Diversified Occ I.....	25010
		Diversified Occ II.....	25020
		Cooperative Work Exp.....	25999
		<u>FAMILY AND CONSUMER SCIENCES</u>	
		Family & Consumer Sciences I....	09022
		Family & Consumer Sciences II...	09023
		Family & Consumer Sciences III .	09024
		Independent Living	09025
		Child Development	09026
		Clothing & Textiles I.....	09027
		Clothing & Textiles II	09029
		Consumer & Resource	
		Management	09028
		Fashion & Textile Trends.....	09030
		Current Topics in Textiles &	
		Apparel.....	09037
		Individual & Family Health	09129
		Parenting	09130
		Nutrition & Food Preparation I	09131
		Nutrition & Food Preparation II...	09135
		Family Living.....	09132
		Housing & Living Environments .	09133
		Cultures & Cuisine	09136
		Nutrition & Fitness.....	09137
		Food Science & Technology	09138
		Individual Family & Consumer	
		Sciences Studies.....	09140
		Early Childhood Care &	
		Education Services	09211
		Clothing & Textile Services	09212
		Food Service/Culinary Arts.....	09213
		ProStart I.....	09214
		ProStart II.....	09215
		Occupational Exploration.....	09250
		Cooperative Work Exp.....	09299

<u>Courses</u>	<u>Codes</u>
<u>HEALTH CAREERS</u>	
Sign Language I	07021
Sign Language II	07022
Sign Language III	07023
Sign Language IV	07024
Sign Language Cooperative Ed ...	07025
Nurse Assistant.....	07032
Health Careers I.....	07033
Prevention/Care of Athletic Injuries	07034
Advanced Health Careers	07035
Medical Terminology	07036
Medical Records.....	07040
Emergency Medical Services	07045
Advanced EMS	07046
Health Ed Super Occ Exp.....	07999
<u>HIGH SCHOOL OF BUSINESS</u>	
HSB-Leadership for Business	04311
HSB-Wealth Management	04312
HSB-Principles of Business	04313
HSB-Business Economics	04314
HSB-Principles of Marketing	04315
HSB-Principles of Finance.....	04316
HSB-Principles of Management...	04317
HSB-Business Strategies.....	04318
<u>INFORMATION TECHNOLOGY</u>	
Intro to Information Technology..	27101
Computer Software Applications .	27102
Programming Essentials-Visual Basic	27122
Intro to Programming Languages	27120
Fundamentals of JAVA Programming	27125
Advanced JAVA Programming....	27127
Mobile Applications Development	27128
Intro to Web Design	27170
CIW Foundations	27180
CIW Site Design	27185
Computer Hardware & Operating Systems (A+).....	27219
IT Essentials 2	27220
Intro to Networking.....	27265
CCNA Intro to Networks	27266
CCNA Routing & Switching Essentials.....	27267
CCNA Scaling Networks	27268
CCNA Connecting Networks	27269
Intro to Cybersecurity.....	27280
Special Topics	27299
Essentials of Desktop Operating Systems	27300
Essentials of Network Operating Systems	27310
Geographic Information Systems (GIS)	27400
Data Modeling & SQL	27500
Fundamentals of Nanoscience I....	27610
Fundamentals of Nanoscience II ..	27611
Cooperative Work Exp.....	27999

<u>Courses</u>	<u>Codes</u>
<u>MARKETING EDUCATION</u>	
Principles of Entrepreneurship	04110
Entrepreneurship	04111
Principles of Marketing	04080
Principles of Finance.....	04081
Business Finance	04082
Marketing I.....	04210
Marketing II	04215
Management.....	04223
Social Media Marketing	04235
Principles of Sports & Entertainment Marketing.....	04239
Sports & Entertainment Marketing.....	04240
School Based Enterprise.....	04290
International Marketing.....	04310
Cooperative Work Exp.....	04999

<u>Courses</u>	<u>Codes</u>
<u>TECHNOLOGY AND ENGINEERING EDUCATION</u>	
Individual Technical Problems.....	10091
Applying Technology.....	10093
Foundations of Technology	10094
Technology & Design	10096
Production Technology	10110
Construction Technology	10111
Manufacturing Technology	10121
Communication Technology	10251
Design/Drafting.....	10259
3D Modeling & Design	10260
Energy/Transportation Technology	10331
Advanced Design Applications	10338
Advanced Technological Applications	10339
Technological Design.....	10410
Robotics Engineering	10411
Engineering Design	10415
Invention & Innovation	10510
PLTW Intro to Engineering Design	10511
PLTW Digital Electronics	10512
PLTW Principles of Engineering .	10513
PLTW Civil Engineering & Architecture	10514
PLTW Computer Integrated Manufacturing	10517
Technological Systems.....	10515
STEM Seminar (Tech Ed).....	10610
Biomedical Technology	10710
PLTW Principles of Biomedical Science	10730
PLTW Human Body Systems	10732
PLTW Medical Interventions.....	10734
Cooperative Work Exp.....	10999

<u>Courses</u>	<u>Codes</u>
<u>TRADE AND INDUSTRIAL EDUCATION</u>	
Auto Collision Technology I.....	17030
Auto Collision Technology II.....	17031
Automotive Technology I	17032
Automotive Technology II	17037
Automotive General Service Technology I.....	17038
Automotive General Service Technology II.....	17039
Parts Merchandising & Management.....	17035
Diesel Technology	17040
Intro to Commercial Driving License (CDL).....	17045
Culinary Arts I.....	17050
Culinary Arts II	17051
Graphic Communication I.....	17072
Graphic Communication II.....	17073
Photography	17080
Construction Technology I.....	17100
Construction Technology II.....	17117
Virtual Center Construction Technology Summer Academy	17101
Facilities Maintenance I.....	17110
Facilities Maintenance II	17118
Heating Ventilation & Air Conditioning	17112
Automated Manufacturing	17113
Sheet Metal Technology.....	17115
Residential Plumbing	17120
Electrical Technology	17125
Drafting Technology I.....	17130
Drafting Technology II.....	17131
Television Production	17140
Electronics Technology I.....	17150
Electronics Technology II	17151
Electronics Technology III.....	17152
Graphic Communications I	17190
Graphic Communications II	17191
Machine Tooling Technology	17230
Welding Technology I.....	17236
Welding Technology II	17237
Virtual Center Welding Technology Summer Academy	17238
Recreational Small Engine Technology I.....	17310
Recreational Small Engine Technology II	17311
Exploration of Oil Industry Careers	17410
Petroleum Industry Skills	17413
Aviation Technology I	17812
Aviation Technology II	17813
Cooperative Work Exp.....	17999

APPROVED SPECIAL EDUCATION SERVICES/SUPPORTS FOR EXCEPTIONAL CHILDREN GRADES PK-12

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>.

	<u>Activities</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
Do not enter the credit code for these special education program areas.	Program Coordination	00061	Exceptional Children (Gr. PK-12)	19000
	Directorship	00062	Intellectual Disabilities (ID)	19101
	Instructional Preparation.....	00072	Special Education Supplemental.....	19104
	Travel	00076	Specific Learning Disabilities (SLD).....	19110
	See instructions below for the following:		Early Childhood Education for Children	
	School Psychologist		with Disabilities (Preschool)	19150
	(See instructions below).....	00035	Emotional Disturbance (ED)	19201
	ID Consultant (Gr. K-12)		Speech-Language Services	19212
	(See instructions below)	00036	Hearing Impaired	19223
	SLD Consultant (Gr. K-12)		Visually Impaired	19245
	(See instructions below)	00037	Other Health Impaired	19250
	ED Consultant (Gr. K-12)		Autism	19255
	(See instructions below)	00038	Traumatic Brain Injury	19260
	Visually Impaired Consultant (Gr. K-12)		Physically Handicapped.....	19301
	(See instructions below)	00039	Levels of Service (Gifted/Talented).....	19601
	Hearing Impaired Consultant (Gr. K-12)			
	(See instructions below)	00041		
	Early Childhood Special Education Consultant			
(See instructions below)	00042			
Co-teaching	00088			
Day Treatment.....	00089			
Special Education Resource Room				
(See instructions below).....	00094			

Testing, planning, and staffing are considered to be a part of the regular program responsibilities.

For students with disabilities identified as Non-categorical Delay (NCD), use the course activities code that matches the endorsements of the teacher providing the services.

Special Education Strategists should complete the MIS03 by breaking out student populations served and make individual entries as necessary for course codes: SLD 19110, ED 19201, and/or ID 19101.

School Psychologists and Speech-Language Pathologists - School psychologists and speech-language pathologists who do **not** hold a North Dakota teaching license, but are licensed through their respective state boards, should **not** submit an MIS03 form. (The MIS03 is for individuals who hold a North Dakota teaching license only.) These individuals should be included on the PER02 form (for related service personnel and ancillary staff).

ID, SLD, ED, Visually Impaired, Hearing Impaired, and Early Childhood Special Education Consultants (00036, 00037, 00038, 00039, 00041, and 00042) - Special educators who do not directly instruct students in any core academic subjects or who provide only consultation to highly qualified teachers of core academic subjects in adapting curricula, using behavioral supports and interventions, or selecting appropriate accommodations do not need to demonstrate subject-matter competency in those subjects. These special educators could also assist students with study skills or organizational skills and reinforce instruction that the child has already received from a highly qualified teacher in that core academic subject.

Special Education Resource Room 00094 - For mixed category enrollments the teacher **must hold an endorsement in one of the two disability categories and must have completed the required course work in the other area of exceptionality**. If a greater number of students from one area of exceptionality than the other area are enrolled, the teacher should hold an endorsement in that area of exceptionality.

In order to comply in this course code area, special education resource room teachers must have an endorsement issued by the Education Standards and Practices Board.

Special Education Supplemental 19104 – Special education teachers that are hired to work with Title I students need to hold a North Dakota teaching license in Special Education and an endorsement in Learning Disability. On the MIS03 assignment section, code Position 70 and Area of Responsibility 116.

FUNCTIONAL AND COMMUNITY-BASED COURSES FOR STUDENTS WITH UNIQUE LEARNING NEEDS

NOTE: All PK-12 course codes and descriptions can be viewed at <https://www.nd.gov/dpi/Administrators/TSE/PK12CourseCodes/>. Courses are listed on the next page.

Whenever possible, students with unique learning needs should be included in regular course offerings with supplementary aids and services. When the regular curriculum offerings are inappropriate, individualized programming may be designed through an individual education planning process. Specific course offerings should address the unique learning needs of each individual student. The intent of the Applied Topics curriculum is twofold: 1) provide standard credit and instruction for completion of applicable functional course work using the foundation of the local school community partnership; and 2) promote collaboration of general and special educators working together in meeting the individual needs of the students. The Applied Topics Courses are most relevant for those students with intellectual disabilities (ID), significant learning disabilities (SLD), emotional disabilities (ED), or as designated by the student's IEP team. In some individual student situations, the Applied Topics courses may be appropriate for students with autism (AUT), hearing impairments or deafness (HI), and visual impairments (VI). Courses between 19710 and 19944 are for students receiving special education in grades 9-12.

The Applied Topics Courses in English/Language, Math, Science, and Social Studies are for students with disabilities who are assessed using the North Dakota State Assessment and who also require a specially designed curriculum in that core content area to receive credit. The teacher providing the instruction, grade and credit for this course must be highly qualified in the core content area. The Alternative Assessed Core Topics in English/Language, Math, Science, and Social Studies are for students with disabilities who are assessed using the North Dakota State Alternate Assessment and who also require a specially designed curriculum in the core content area to receive credit. The teacher providing instruction, grade, and credit must have an elementary degree and an endorsement in the area of the disability. The Applied Topics Courses in the NCLB core subjects of English/Language, Math, Science, or Social Studies must be taught by a teacher highly qualified in that particular subject. Please refer to the Functional Curriculum on the following department web site for further clarification on those highly qualified to teach these courses: <https://www.nd.gov/dpi/uploads/63/FunctionalBehavior.pdf>.

Applied Topics in Health, Daily Living, Recreation/Leisure, and Occupational Education are courses that may be taught by special education teachers endorsed in ID, ED, SLD, VI, or HI.

Course code 19844 is a skills course for those students who are learning to use alternative language systems (e.g., sign language or augmentative communication systems) and is taught by an instructor with a background in deaf education or speech-language pathology.

Course codes 19244-19249 are skills courses that address the unique, specialized needs of visually impaired learners. The curriculum is taught by an instructor with an endorsement in visual impairments. If competencies specific to orientation and mobility are included in the Visually Impaired Expanded Core Curriculum, the instructor must have had coursework specific to orientation and mobility training. Enter a credit code for these courses.

Course code 19710 is individualized transition skill programming for students ages 18-21 that have completed and earned four years of credit for grades 9-12. This course is functional skills training based on the unique needs of the student as identified in the Individual IEP Transition Plan and related to their postsecondary goals. The training may occur in any combination of the following sites: in the classroom, in the community, and on the job.

Enter the **credit code** for these course areas.

<u>Courses</u>	<u>Codes</u>	<u>Courses</u>	<u>Codes</u>
Secondary Transition Ages 18-21	19710	Applied Topics in Social Studies I.....	19840
Applied Topics in Accessing the Community I.....	19816	Applied Topics in Social Studies II.....	19841
Applied Topics in Accessing the Community II.....	19817	Applied Topics in Social Studies III.....	19842
Applied Topics in Accessing the Community III.....	19818	Applied Topics in Social Studies IV.....	19839
Applied Topics in Daily Living (Gr. 6-8) (noncredit).....	19705	Applied Topics in Social Studies V.....	19843
Applied Topics in Daily Living I.....	19828	Alternative Language Systems	19844
Applied Topics in Daily Living II.....	19829	Alternative Assessed Core Topics in	
Applied Topics in Daily Living III.....	19830	English/Language I.....	19910
Applied Topics in Daily Living IV.....	19847	Alternative Assessed Core Topics in	
Applied Topics in Daily Living V.....	19848	English/Language II.....	19911
Applied Topics in Daily Living 9-12.....	19860	Alternative Assessed Core Topics in	
Applied Topics in English/Language I.....	19820	English/Language III.....	19912
Applied Topics in English/Language II.....	19821	Alternative Assessed Core Topics in	
Applied Topics in English/Language III.....	19822	English/Language IV.....	19913
Applied Topics in English/Language IV.....	19845	Alternative Assessed Core Topics in	
Applied Topics in English/Language V.....	19846	English/Language V.....	19914
Applied Topics in English/Language Arts 9-12.....	19858	Alternative Assessed Core Topics in Math I.....	19920
Applied Topics in Health I.....	19824	Alternative Assessed Core Topics in Math II.....	19921
Applied Topics in Health II.....	19825	Alternative Assessed Core Topics in Math III.....	19922
Applied Topics in Health III.....	19826	Alternative Assessed Core Topics in Math IV.....	19923
Applied Topics in Health IV.....	19823	Alternative Assessed Core Topics in Math V.....	19924
Applied Topics in Health V.....	19827	Alternative Assessed Core Topics in Science I.....	19930
Applied Topics in Math I.....	19832	Alternative Assessed Core Topics in Science II.....	19931
Applied Topics in Math II.....	19833	Alternative Assessed Core Topics in Science III.....	19932
Applied Topics in Math III.....	19834	Alternative Assessed Core Topics in Science IV.....	19933
Applied Topics in Math IV.....	19831	Alternative Assessed Core Topics in Science V.....	19934
Applied Topics in Math V.....	19835	Alternative Assessed Core Topics in	
Applied Topics in Math 9-12.....	19859	Social Studies I.....	19940
Applied Topics in Occupational Education I.....	19812	Alternative Assessed Core Topics in	
Applied Topics in Occupational Education II.....	19813	Social Studies II.....	19941
Applied Topics in Occupational Education III.....	19814	Alternative Assessed Core Topics in	
Applied Topics in Occupational Education IV.....	19811	Social Studies III.....	19942
Applied Topics in Occupational Education V.....	19815	Alternative Assessed Core Topics in	
Applied Topics in Recreation/Leisure I.....	19836	Social Studies IV.....	19943
Applied Topics in Recreation/Leisure II.....	19837	Alternative Assessed Core Topics in	
Applied Topics in Recreation/Leisure III.....	19838	Social Studies V.....	19944
Applied Topics in School/Life Skills I.....	19854	Visually Impaired Expanded Core Curriculum	
Applied Topics in School/Life Skills II.....	19855	Skills I.....	19246
Applied Topics in School/Life Skills III.....	19856	Visually Impaired Expanded Core Curriculum	
Applied Topics in School/Life Skills IV.....	19857	Skills II.....	19244
Applied Topics in School/Life Skills 9-12.....	19861	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science I.....	19849	Skills III.....	19247
Applied Topics in Science II.....	19850	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science III.....	19851	Skills IV.....	19248
Applied Topics in Science IV.....	19852	Visually Impaired Expanded Core Curriculum	
Applied Topics in Science V.....	19853	Skills V.....	19249

Whenever possible, students with unique learning needs should be included in regular curricular offerings with supplementary aids and services. In these instances in which the curriculum is inappropriate, individualized programming may be designed through an individual education planning process. Specific course outcomes should address the unique learning needs of each individual student.

50. SIGNATURES

- a. Personnel Signature - When forms are submitted through the online system, the signature is implied. Revised paper forms must be signed by the person whose name appears in Item 3.
- b. Administrator's Signature - When forms are submitted through the online system, the signature is implied. Revised paper forms must be signed and dated by the school superintendent or principal.

The accuracy of the information contained in the instructional program section (lines 23-49) is important, as this information is used to verify curriculum offerings (NDC 15.1-21-02) for approval purposes.

All variations such as assignment changes (e.g., addition or cancellation of courses) or employment/termination of staff should be submitted on a revised MIS03 form; this needs to be a paper copy with the changes inserted. On the revised form write REVISED, sign and include date of revision. An MIS03 form must be completed for *all teachers* employed during the school term and submitted to the Department of Public Instruction. Send a copy to your county superintendent/designee if required.