



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 PER02 Personnel Forms For Positions Which Do Not Require a Teaching License

Reports 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:

Don Kaiser – 701-328-1809
Brian Bucholz – 701-328-4170
Special Education Paraprofessionals – 701-328-2277
Speech-Language Pathologists – 701-328-2277
Speech-Language Pathology Paraprofessionals – 701-328-2277
Title I Paraprofessionals – 701-328-2282

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

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, 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 PER02 Instructional Manual for 2015-2016

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

There are no significant changes.

GENERAL INSTRUCTIONS FOR COMPLETING NONLICENSED PERSONNEL FORMS (PER02 – SFN9112)

Reporting Requirements: The personnel form (PER02 - SFN 9112) for nonlicensed positions must be completed for staff members who are performing activities which, although in the service of the Local Education Agency (LEA), relate to those areas which do not require a teaching license issued by Education Standards and Practices Board. This includes professional personnel as well as technical/ancillary personnel.

All personnel in a position not requiring a license employed by a LEA including public schools, career and technology centers, special education units, schools operated by the BIE, state institution schools, and nonpublic schools must complete a PER02 form.

Special education personnel must report all employed personnel providing support services to students with disabilities, including personnel contracted to provide services to students with disabilities from another agency (e.g., occupational therapists).

Coding: Please use the PER02 data item codes found in this manual when completing the form. This is necessary in order to understand the information requested and the way in which the responses are to be coded and recorded. Select the most accurate response even though the response may not describe your situation exactly. Item numbers in this manual refer to the numbers that appear on the printed report.

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>). The preprinted PER02 report includes personnel employed in your LEA last year. Please review all data items and make the appropriate corrections according to the instructions in this publication. Add a new record for each new employee. Delete the record if the person is no longer employed.

Preprinted Forms: A collection form (worksheet) can be generated from the online system to collect data. Please review all preprinted data items, note discrepancies or changes, and make the appropriate corrections in the space provided according to the instructions in this publication.

Multiple Assignments/Schools: An individual who provides services at more than one school within a LEA or at more than one LEA must be listed on each form where these services are provided. Complete all data items on each form. Individuals who provide services on a LEA-wide basis (e.g., business manager or foreman) should be listed on only one form.

Submission Date/Procedures: Please submit the completed forms to Management Information Systems, Department of Public Instruction *on or before September 19*. Once the online PER02 forms have been submitted, it is recommended that copies are printed for your files. Copies of forms may be required by your county superintendent/designee. When relevant, graded elementary and rural LEA forms will be processed through the county superintendent's/designee's office.

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

**SPECIFIC INSTRUCTIONS FOR COMPLETING THE
NONLICENSED PERSONNEL FORMS (PER02)**

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.

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 assigned by the Department of Public Instruction indicating the number of the school in which a staff member performs his or her major assignment. Nonoperating LEAs should use four zeros for the school number.

2. STATE ID – A computer generated identification number issued by the Department of Public Instruction.
3. NAME - The legal name of the staff member.

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: March 3, 1960, would be recorded as

03	03	1960
----	----	------

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

M - male F - female

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. HOURLY WAGE - Enter the hourly amount of money to be paid, before deductions, to a staff member during the current year. Persons paid on a monthly basis should estimate their hourly wage which may be found by dividing the monthly salary by the number of hours worked. If an employee has more than one assignment, report the hourly wage of the major assignment. This item need not be completed for contracted bus drivers.
8. NUMBER OF DAYS EMPLOYED - The number of days the staff member is employed including paid vacations. Enter at least 1 day for substitute bus drivers.

Example (1): A staff member employed five days per week for nine months would report 180 days.

Example (2): A staff member employed five days per week on a twelve-month basis would report 240 days per year.

<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

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.
10. NUMBER OF YEARS EMPLOYED IN EDUCATION - Report the total number of years employed in whole numbers. Any portion of a year should be counted as a full year. A staff member employed for the first time would enter a 0 in this block. *Do not* include the current year.
11. ASSIGNMENT - A staff member will code assignments and times in Item 11. Report the same assignment only once except if the staff member is a special education aide/paraprofessional (71) or speech-language pathology paraprofessional (63) and the age category or instructional support details are different.

Example (1): A staff member who spends 75 FTE of his or her time as a custodian and 25 FTE as a bus driver would have two assignments. This staff member would have a MAJOR ASSIGNMENT as a custodian (24) and the bus driver (13) assignment would be entered in the OTHER ASSIGNMENT 1 block.

11	Major Assignment		
	Pos Title	Area of Resp.	Time
	00	000	000
	24	321	75

11	Other Assignment 1		
	Pos Title	Area of Resp.	Time
	00	000	000
	13	613	25

14	Full Time Equiv.
	000
	100

The sum of the times of the assignments in Item 11 must equal the full-time equivalency in Item 14.

Library Aide Coding Examples:

NOTE: Library media aide time assignments may be used for the time assignments required in excess of one full-time librarian in an organized secondary school.

In an organized school directed by an elementary school librarian, at least 50 percent of the program time assignment must be provided by the librarian. Library media aides may provide services in excess of the librarian's time assignment.

A staff member performing as a library aide in separate elementary, junior high/middle, and secondary libraries with separate school numbers will need to complete percent of time and FTE as illustrated by the following examples.

Example (2): List a library aide on each PER02 form when serving in separate elementary, junior high/middle, and secondary libraries with separate school numbers.

1.	Co. No.	LEA No.	School No.	School Name
	18	001	4499	J Nelson Kelly Elem

3. Name	
First	Last
Joe	Smith

11. Major Assignment			11. Other Assignment 1		
Pos. Title	Area of Resp.	Time	Pos. Title	Area of Resp.	Time
71	121	25			

14. FTE
25

1.	Co. No.	LEA No.	School No.	School Name
	18	001	7771	Schroeder Middle

3. Name	
First	Last
Joe	Smith

11. Major Assignment			11. Other Assignment 1		
Pos. Title	Area of Resp.	Time	Pos. Title	Area of Resp.	Time
71	121	50			

14. FTE
50

1.	Co. No.	LEA No.	School No.	School Name
	18	001	3239	Central High

3. Name	
First	Last
Joe	Smith

11. Major Assignment			11. Other Assignment 1		
Pos. Title	Area of Resp.	Time	Pos. Title	Area of Resp.	Time
71	121	25			

14. FTE
25

In this example, the sum of the times in the major area assignment blocks for all the schools must equal the sum of the FTEs in Item 14.

Example (3): List a library aide on each PER02 form when serving in a centralized library with separate school numbers.

1.	Co. No.	LEA No.	School No.	School Name
	07	027	7156	Powers Lake Elem

3. Name		11. Major Assignment			11. Other Assignment 1			14. FTE
First	Last	Pos. Title	Area of Resp.	Time	Pos. Title	Area of Resp.	Time	
Jane	Jones	71	121	100				

1.	Co. No.	LEA No.	School No.	School Name
	07	027	7158	Powers Lake High

3. Name		11. Major Assignment			11. Other Assignment 1			14. FTE
First	Last	Pos. Title	Area of Resp.	Time	Pos. Title	Area of Resp.	Time	
Jane	Jones	71	121	100				

Position Title(s) - The title(s) most descriptive of the staff members' activities as described by the title and functions listed on pages 5-9.

- 01 - Accountant - A staff member performing assigned duties regarding management functions of control of expenditures. Duties may include designing and maintaining financial, staff, program, pupil, or property records; summarizing or verifying such records; or controlling and certifying expenditures and receipts.
- 71 - Aide/Paraprofessional - A staff member performing nonprofessional activities of a clerical, secretarial, or technical nature with autonomy, subjected to the requirements of the professional staff member to whom assigned. This includes special education teaching assistants who perform noninstructional duties.

Aide/Paraprofessional - Special Education (Ages 3-5) - (Use Position code 71 Aide/Paraprofessional and Area of Responsibility code 115 Special Education Services.) An individual providing service as an aide, paraprofessional, or paraeducator who provides instructional support in an early childhood setting, ages three through five. Enter their certificate number. If a paraprofessional does not have a certificate number, the LEA must verify whether the paraprofessional has completed the 20 hours of in-service training. If a paraprofessional has not completed the 20 hours of in-service training, the system will generate a soft error (you can submit) and in-service training must take place within one calendar year. If you have questions on this position, please call the Special Education Office at 701-328-2277.

Aide/Paraprofessional - Special Education (Ages 6-21) - (Use Position code 71 Aide/Paraprofessional and Area of Responsibility code 115 Special Education Services.) An individual providing service as an aide, paraprofessional, or paraeducator who provides instructional support in a kindergarten through grade twelve setting. Enter their certificate number. If a paraprofessional does not have a certificate number, the LEA must verify whether the paraprofessional has completed the 20 hours of in-service training. If a paraprofessional has not completed the 20 hours of in-service training, the system will generate a soft error (you can submit) and in-service training must take place within one calendar year. If you have questions on this position, please call the Special Education Office at 701-328-2277.

Aide/Paraprofessional - Title I or Title I Schoolwide - (Use Position code 71 Aide/Paraprofessional and Area of Responsibility code 113 All Title I Services.) An individual providing service as a Title I or Title I Schoolwide aide, paraprofessional, or paraeducator who provides instructional support in an early childhood through grade twelve setting. Enter their certificate or teaching license number. If you have questions on this position, please call the Division of Student Support & Innovation at 701-328-2282.

Aide/Paraprofessional - Speech-Language Pathology - See Speech-Language Pathology Paraprofessional (63)

Analyst, Systems - See Systems Analyst (69)

03 - Architect - A staff member licensed to design and prepare specifications for new construction, rehabilitation, or altering existing buildings, develop landscaping or act as professional advisor on architectural matters.

06 - Attendance Officer - A staff member performing the assigned activity of reporting identifiable causes for nonattendance, enforcing compulsory attendance laws, and surveying environmental conditions and situations related to delinquency, within the authority granted by state statute and local board policy.

Attendant - See Safety and Security Personnel (36)

07 - Attorney - A staff member licensed to provide legal counsel and services of the LEA.

08 - Audiologist - A staff member licensed to perform specialized services of a clinical nature which involves diagnostic, evaluative, and therapeutic activities regarding hearing disabilities.

73 - Audiovisual Technician - A staff member performing assigned activities in the use and care of the audiovisual equipment and the development and production of audiovisual instructional materials.

11 - Auditor - A staff member performing the assigned technical activities of verifying the accuracy and appropriateness of receipts, expenditures, accounts, and accounting statements in accordance with the laws and regulations that are applicable.

12 - Bookkeeper - A staff member performing the assigned activities of maintaining a systematic record of financial assets, transactions, and obligations.

Bus Driver - See Pupil Transportation Personnel (13)

15 - Business Manager - A staff member performing assigned activities related to the management of fiscal affairs and physical properties essential to the accomplishment of school programs (including previous functions of board appointed LEA clerk).

Cafeteria or Foodservice Personnel - See Foodservice Personnel (16)

18 - Census Taker - An individual performing assigned activities concerned with the systematic identification of resident persons in a LEA and the recording of selected biographical and related information.

19 - Clerk - An individual performing a variety of assigned activities pertaining to the preservation and/or reproduction of records and reports involving the use of files or mechanical devices such as bookkeeping machines, duplicating machines, typewriters, and tabulating machines.

20 - Consultant - A staff member performing assigned activities involving the providing, organizing, and interpreting of information in a specialized field for the purpose of improving staff performance and working environment.

21 - Controller - A staff member performing assigned activities of expenditures control in conformity with budgetary provisions and/or statutory expectations.

22 - Coordinator - A staff member performing duties of coordinator such as Title IX officer and career and technical evaluator.

23 - Crafts and Trades Worker - An individual performing activities assigned skilled or semiskilled crafts or trades activities.

24 - Custodian (Janitor, Matron) - A staff member performing assigned activities in the maintenance, operation, and servicing of the physical plant and equipment.

25 - Data Processing Machine Operator - A staff member performing assigned activities regarding the operation of input, storage, computing, control, and output devices.

- 26 - Dental Hygienist - A staff member licensed to provide dental hygiene services such as the cleaning and care of teeth and gums.
- 27 - Dentist - A staff member licensed to practice dentistry and who is providing dental services.
- 28 - Dietitian/Nutritionist - A staff member licensed to perform professional services for the LEA in the area of nutrition or nutrition education.
- 30 - Dispatcher - A staff member performing the activities of assigning vehicles and drivers to perform specific services and recording such information concerning vehicle movement as the LEA may require.
- LEA Clerk - See Business Manager (15)
- LEA Treasurer - See Bookkeeper (12)
- 31 - Draftsman - A staff member performing assigned activities in the preparation of working plans and drawing for engineering, manufacturing, or construction purposes.
- Driver, Bus - See Pupil Transportation Personnel (13)
- 32 - Engineer - A staff member performing assigned professional engineering activities in such fields as civil, electrical, mechanical, and structural engineering.
- Engineer, Plant - See Plant Engineer (52)
- Engineer, Stationary - See Stationary Engineer (64)
- 16 - Foodservice Personnel - A staff member performing activities related to the management and operations of a school foodservice program. Use the 400 series for the area of responsibility codes. Noon or lunchroom supervisors should use Position code 36 Safety and Security Personnel and Area of Responsibility code 545 Student Supervision.
- 34 - Foreman - A staff member performing the assigned activities of overseeing the work of laborers and crafts or trades workers.
- 35 - Grounds Keeper - A staff member performing assigned activities regarding lawn, trees, and shrub care, snow removal, and other related grounds or site work.
- Guard (Attendant) - See Safety and Security Personnel (36)
- 38 - Helper - A staff member performing a variety of nontechnical, nonskilled activities, under the immediate direction of a skilled worker or other comparable party.
- Hygienist, Dental - See Dental Hygienist (26)
- 39 - Inspector - A staff member performing assigned activities concerned with checking the condition of equipment and buildings as they relate to safety and health or the inspection of new construction as it relates to specifications and codes.
- 45 - Interpreter (Sign Language) - A staff member who offers interpreter services that facilitates communication between hearing and deaf or hard of hearing persons through interpretation into a signed language or transliteration of a language into a visual/phonemic code by an oral interpreter. If Registry for Interpreters for the Deaf (RID) certified, please provide the certificate number and select "fully certified". If Educational Interpreter Performance Assessment (EIPA) score was 3.5 or higher, please select "fully certified".
- 43 - Machine Programmer - A staff member performing the assigned activities of developing precise sequences of machine coded instructions for data processing machines.
- 41 - Mechanic - Staff members who are assigned activities for maintaining transportation vehicles through repair, replacement of parts, servicing, and care.

Nurse - See School Nurse (58)

- 47 - Occupational Therapist - A staff member performing assigned duties involving planning, organization, and participation in medically oriented occupational programs to rehabilitate persons who are physically or intellectually disabled.
- 49 - Occupational Therapist Assistant - A staff member performing the educational goals set by the supervising occupational therapist, typically working with children, either individually or in small groups, on fine-motor and gross-motor skills.

Operator, Vehicle - See Vehicle Operator (74)

Operator, Data Processing Machine - See Data Processing Machine Operator (25)

- 48 - Orientation and Mobility Specialist - A staff member who provides services to blind or visually impaired students to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community.

Paraprofessional - Special Education - See Aide/Paraprofessional – Special Education Ages 3-5 or 6-21 (71)

Paraprofessional - Title I/Schoolwide - See Aide/Paraprofessional - Title I/Schoolwide (71)

Paraprofessional - Speech-Language Pathology Paraprofessional - See Speech-Language Pathology Paraprofessional (63)

- 50 - Physical Therapist - A staff member licensed to perform assigned activities for the purpose of restoring damaged or atrophied muscles to optimum use through the use of exercises, heat, water, massage, and special equipment and machines.
- 83 - Physical Therapist Assistant - A staff member performing the educational goals set by the supervising physical therapist, typically working with children, providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems.
- 51 - Physician - A staff member licensed to practice the art and science of medicine and who is providing medical services within the LEA.
- 52 - Plant Engineer - A staff member performing the assigned activities of supervising the operational staff of individual buildings.
- 54 - Printer - A staff member performing the assigned skilled activities of hand and machine setting of type, assembling type, and other skilled activities in connection with preparation for printing and the actual printing, either by letter press or offset methods.

Programmer, Machine - See Machine Programmer (43)

- 55 - Psychiatrist - A staff member licensed to perform professional services for the LEA in the area of science and psychiatric medicine.
- 56 - Pupil Personnel - A staff member performing assigned activities related to providing pupil personnel services.
- 13 - Pupil Transportation Personnel - An individual who performs the assigned activities related to transporting pupils to and from school. *If possible* list substitute bus drivers on the PER02 form. It is not necessary to list bus drivers employed by a contractor.
- 36 - Safety and Security Personnel - A staff member performing assigned activities concerned with the safety and security of school property, facilities, staff and students.

- 58 - School Nurse - A staff member, paid by the LEA, licensed to perform nursing services at the school site. Services may include direct services such as treatment of minor illnesses and injuries, health-related screening, health counseling, care for children with chronic or special health care needs, distribution of medications, delegating duties to others, referrals and educational presentations or teacher in-service.

- 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 529 Psychological Services in Special Education when providing psychological services in special education.
- 57 - Secretary - A staff member performing assigned activities regarding correspondence, file maintenance, recordkeeping, and other routine and detail work assigned by a professional staff member.
- 60 - Social Worker - A staff member licensed to perform activities related to the prevention and correction of personal, social, and emotional maladjustments of pupils which involve family, school, and community relationships. Use Area of Responsibility code 521 Social Work Services unless working with students with disabilities, then use Area of Responsibility code 523 Social Services in Special Education.
- 62 - Speech-Language Pathologist - A staff member who possesses 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 ND Board of Examiners for Audiology and Speech-Language Pathology but is not licensed through the Education Standards and Practices Board (ESPB) 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 you have questions on this position, please call the Special Education Office at 701-328-2277.
- 63 - Speech-Language Pathology Paraprofessional (Ages 3-5 or 6 to 21) - A staff member with a bachelor level degree in communications disorders or speech and hearing science with a minimum of 100 clock hours of fieldwork experience (obtained after 1983) or an associate level degree for speech-language pathology paraprofessionals (SLPP) who performs the following activities: speech-language screenings, without interpretation; documented tasks developed by a supervising SLP; documentation of student progress; and preparation of materials and scheduling. The SLPP must only work under the supervision of a qualified SLP, who is licensed through either the Education Standards and Practices Board (ESPB) or the ND Board of Examiners in Audiology and Speech-Language Pathology. For PER02 reporting, enter the SLPP's certificate number and their supervisor's name, license number, and expiration date. *NOTE:* If the supervisor is licensed by both ESPB and the ND Board of Examiners, or just ESPB, enter the ESPB license number. If the supervisor is licensed by the ND Board of Examiners only, then enter that license number. If you have questions on this position, please call the Special Education Office at 701-328-2277.
- 64 - Stationary Engineer - A staff member performing assigned activities regarding the operation and maintenance of service systems and equipment within school buildings, such as heating, cooling, electrical, and plumbing systems.
- 65 - Stenographer - A staff member performing assigned activities such as preparing, transcribing, transmitting, systematizing, or preserving written communications and reports.
- 69 - Systems Analyst - A staff member performing assigned activities having as their purpose the collection, organization, and evaluation of facts about a system and the environment in which it operates, including determination of the demands for outputs, the sources of data, and the processing methods and files that serve as a link between input and output.

Teaching Assistant - See Aide/Paraprofessional (71)

Trades Worker - See Crafts and Trades Worker (23)

- 74 - Vehicle Operator - A staff member (excluding Pupil Transportation Personnel) performing assigned activities consisting of driving a vehicle for the purpose of transporting materials required to support the school programs.

Area of Responsibility - A major division or subdivision of a LEA operation. A staff member should use the code provided to indicate the area in which services are provided.

Example: A secretary working for the school principal would be coded as 256. An instructional teacher aide must use one of the codes listed under instruction. Noninstructional aides must use one of the codes between 206 and 711.

Instruction

- 101 Instructional Services - General
- 112 Instructional Services - Special
(To be used by nonpublic schools with less than 50 students in grades 9-12 who are using electronic curriculum.)
- 113 All Title I Services
- 114 All Career and Technology Services
- 115 Special Education Services
- 116 Bilingual
- 117 Native American
- 118 ESL
- 121 Library Services
- 141 Library/AV Services
- 151 Audiovisual Services
- 159 Alternative School Programs
- 161 Homebound Supervision
- 181 Clerical Services

General Control

- 206 Superintendent
- 207 Business Manager
- 211 Business
- 216 Data Processing
- 218 Technology
- 226 Personnel Administration
- 229 Title IX Coordinator (Civil Rights - Gender Equity)
- 230 Coordinator of 504
- 231 Drug Free School Coordinator
- 232 Americans with Disabilities Act (ADA) Coordinator
- 233 Title VI Coordinator (Civil Rights - Race/National Origin Equity)

Instruction-Administration

- 256 Administration of a School/Principal
- 261 Improvement of Curriculum and Instruction

Research and Development

- 271 Research and Development - General

Facilities, Maintenance, and Operation

- 321 Plant Maintenance
- 326 Plant Operation

Foodservice

- 401 Foodservice Director/Supervisor
- 402 Foodservice Manager (Cook Manager)
- 404 Foodservice Specialist
(Food Preparation and Serving)
- 406 Foodservice Assistant
(e.g., Serving, Dishwashing)
- 412 Cashier
- 421 Food Transporter

Pupil Personnel

- 511 Attendance Services
- 516 Counseling Services
- 521 Social Work Services
- 523 Social Services in Special Education
- 526 Psychological Services
- 529 Psychological Services in Special Education
- 531 Therapeutic Services
- 541 Day Care
- 545 Student Supervision
- 546 Recess Supervision

Health Services

- 551 Health Services - General
- 566 School Nurse Services

Transportation Services

- 611 Director of Pupil Transportation
- 613 Bus Driver
- 614 Substitute Bus Driver
- 618 Bus Aide
- 621 Vehicle Servicing and Maintenance

Community Services

- 701 Community Services - General
- 711 Recreation

Time - The percent of a staff member's time devoted to his or her assignments. The percent of time for all assignments must equal the percent in Item 14. Enter at least 1 in this block for substitute bus drivers.

Example (1): A custodian working eight hours per day, 240 days per year would enter 100 in the MAJOR ASSIGNMENT time block.

Example (2): A staff member who spends 75 percent of his or her time as a custodian and 25 percent as a bus driver would have two assignments. For this example, 75 should be reported in the Time block under Item 11, MAJOR ASSIGNMENT, and 25 in the Time block under Item 11, OTHER ASSIGNMENT 1.

12. This item is not used at this time.

13. This item is not used at this time.

14. FULL-TIME EQUIVALENCY - Record the percentage of the employment time of a staff member in his or her LEA. 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 eight hours per day would be considered a full-time staff member expressed as 100. A staff member employed only half of the eight hour day five days per week would have an equivalency of 50 FTE.

<u>Hours Per Day</u>	=	<u>Full-time Equivalency</u>	<u>Hours Per Day</u>	=	<u>Full-time Equivalency</u>
1 hour	=	13	5 hours	=	63
2 hours	=	25	6 hours	=	75
3 hours	=	38	7 hours	=	88
4 hours	=	50	8 hours or more	=	100

15. EDUCATIONAL LEVEL - Enter the highest level of training completed.

0 – Less than high school diploma

4 – Bachelor's degree

1 – High school diploma or high school equivalency certificate

5 – Master's degree

2 – Less than two-year college course

6 – Approved six-year course (Specialist degree)

3 – Approved two-year college course

7 – Doctor's degree

16. SIGNATURE - When forms are submitted through the online system, the signature is implied. Revised paper reports must be signed and dated by the school superintendent or principal.