

Licensure Compliance Report



School Year
2023-2024 /
Fiscal Year 2024

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Definitions

Headcount: Unduplicated number of individuals. Headcount totals never include individuals reported with a zero file folder number.

License Type or Cert Code: Each assignment is assigned a cert code when the system compares the assignment reported to the licensure and permission data on file for the reported file folder number. The cert code information is reviewed and in situations where the cert code was assigned incorrectly by the system, STAR staff will do an override.

- **Administrative license:** Administrative positions require an administrative license. This may also include individuals who only hold an admin license and whose assignment is a position that any educator license can fill, such as Program Coordinator.
- **Lifetime Substitute:** A retired teacher who holds a lifetime substitute license is allowed to serve as a long-term substitute (more than 20 days consecutively in the same assignment).
- **Manual Override:** Manual overrides occur when a violation is detected by the automated system; however, upon review, the situation is in compliance with the license and there is not a better way to report the assignment.
- **Non-Tier Licenses:** These licenses could hold a scope of provisional, half-time teaching, fulltime teaching, restricted, and lifetime licenses.
- **Special Education Multidisciplinary Team:** In situations where a district IEP team holds an appropriately licensed special education teacher for the categorical area of the student, the special education teacher can assign any of the IEP special education teachers on the team to work with the student. Individuals identified with this cert code hold either a tier 1, tier 2, tier 3, or tier 4 license or a non-tiered license. This is represented by cert code 40.
- **Tier Licenses:** Educator licenses are separated into four tier levels. Tier 1 and Tier 2 are specific to the district requesting the license and are not considered full professional licenses. Tier 3 and Tier 4 are considered full professional licenses and are held by the individual teacher.

Number of Assignments: One individual can hold multiple assignments. Unless otherwise noted, assignments include administration, related services, instructional, and non-instructional assignments.

Permission: A permission allows an educator to hold an assignment in an area outside their licensure field. Both PELSB and BOSA are responsible for issuing permissions, which includes Cross-Curricular Delivery Permission (CCDP), Out-of-Field Permissions (OFP), and administrative waivers.

Public school district: In this report, the phrase public school districts includes independent districts and schools, special districts and schools, intermediate districts and schools, charter schools, miscellaneous cooperatives, vocational cooperatives, special education cooperatives, education districts, state operated schools, and service cooperatives.

Percentage: The percentage is based on the headcount numbers only. Each table will note what headcount is used (teachers, admin, etc.).

Total FTE: One fulltime position can be filled by one or more individuals.

Violation Rate: This is the percentage of statewide violations.

Violations: Violations are incidences where an individual is not licensed appropriately for the reported assignment. There are cases where, during the Violation Clean-up Phase, an initial violation is determined to be a coding error, requiring a change in code, or was flagged due to the automated system's edits and require a manual override. These counts do not include assignments with a zero file folder number.

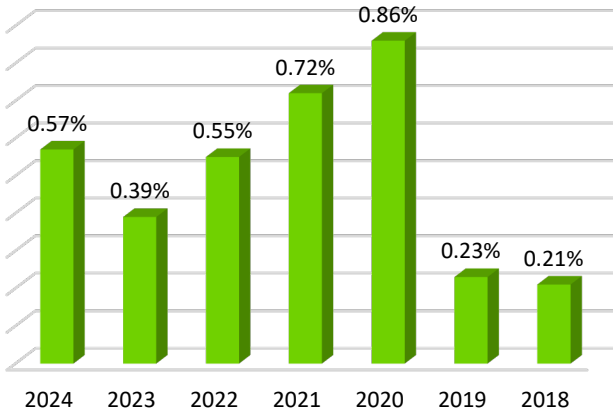
Zero File Folder Number: When an individual does not have a file folder number they are reported with 0000000 as the file folder number.

FY24 Key Findings

District participation, licensure and employment

- The FY24 STAR report was completed by 552 of the 572 public school districts
- Total headcount of all staff in any assignment requiring a PELSB license is 74,867
 - The total headcount of teachers (both instructional and non-instructional) in an assignment requiring a PELSB license is 66,044
 - The total teachers in instructional assignments is 62,053

Violation Rate



Violation Rate

A significant majority of assignments reported through STAR are held by an individual holding the appropriate license or permission for their assignment. In FY24, there was a total of 917 assignments in violation. This is a slight increase of the violation rate from 0.39% to 0.57%.

Contributing factors may include: difficulty in finding licensed individuals, reporting errors coupled with lack of communications in regards to violations, and high turnover in positions responsible for advertising and reporting coupled with lack of information for new hires.

Types of Violations

The types of violation are individuals holding the wrong license, working outside of the grade level on their license, working on an expired license, and holding no license. Below is the percentage of these areas based on assignment data (these percentages are rounded to the nearest whole number).

- Assignment taught with the wrong license = 60%
- Assignments taught on an expired license = 20%
- Assignments taught outside of the grade level of the license = 10%
- Assignments taught with no license (this includes those taught under a zero file folder number) = 5%

Assignments being taught with the wrong license not only remains as the largest violation it has increased this year, followed by expired licenses which has slightly decreased. These two areas cover four-fifths of all violations.

Tier License

In studying the *Statewide Data: Three-Year Comparison* table these have been noted:

- Increase in tier 1 teachers: nearly 25% increase from FY23 and 50% increase from FY22
 - Contributing factors may include: teacher shortages and the bachelor exemptions for visual and performing arts and world language licenses
- Decrease in tier 2 teachers: decreased by 20% from FY23 and 8% from FY22
 - Contributing factors may include changes to requirements specific to licensure exams (for example, exemptions from exams for completers of a Minnesota teacher preparation program).
- Increase in tier 3 teachers: increased by 10% from FY23 and by almost 30% from FY22
 - Contributing factors may include changes to requirements specific to licensure exams.
- Continued decrease in tier 4 teachers: while still a decrease, it has moved from just over 3% to just over 1%

STAR Process and Procedures

October 1, 2023

- STAR system opens
- Snapshot date

October - November

- District STAR Coordinator uploads or manually enters staffing data
- District STAR Coordinator runs edits to validate data entered meets the parameters of the system
- District STAR Coordinator fixes errors and run edits again to validate those changes
- Once all errors are fixed, the district STAR Coordinator submits the final data
- While the PELSB STAR manager provides training throughout the year, October is specifically dedicated to topic specific training for reporting and November contains several working sessions

Due date = November 27,
2023

Actual closed date =
December 31, 2023

- District STAR Coordinator views the Violation Report and works with PELSB STAR manager and district leaders to clear any violations they can
- PELSB STAR manager begins the Violation Clean-Up Phase

Introduction

In Minnesota, public school districts are required to complete the Staff Automated Report (STAR) each year ([MN Statutes 122A.18, subd. 11](#)). The FY24 STAR report was completed by 552 of the 572 public school districts.

PELSB uses the STAR system as a tool to collect data on licensed (instructional and non-instructional teachers, related service providers, and administrators) and non-licensed staff that are employed and/ or providing services to the reporting district or charter school. PELSB maintains and can share the licensed data while MDE maintains and can share the non-licensed data.

The FY24 STAR report has a snapshot date of October 1, 2023. This means that the staff and assignments reported were those employed and/ or working as of October 1. Any staffing or assignment changes that occurred after October 1 are not included in the report.

After closing the report STAR staff complete the Violation Clean-up Phase. Once completed, the staffing data is finalized, any required overrides are performed, and the data is then moved to the PELSB database. FY2024 staffing data was made available for use on March 15, 2024.

STAR Purpose

As part of STAR, public school districts submit three reports:

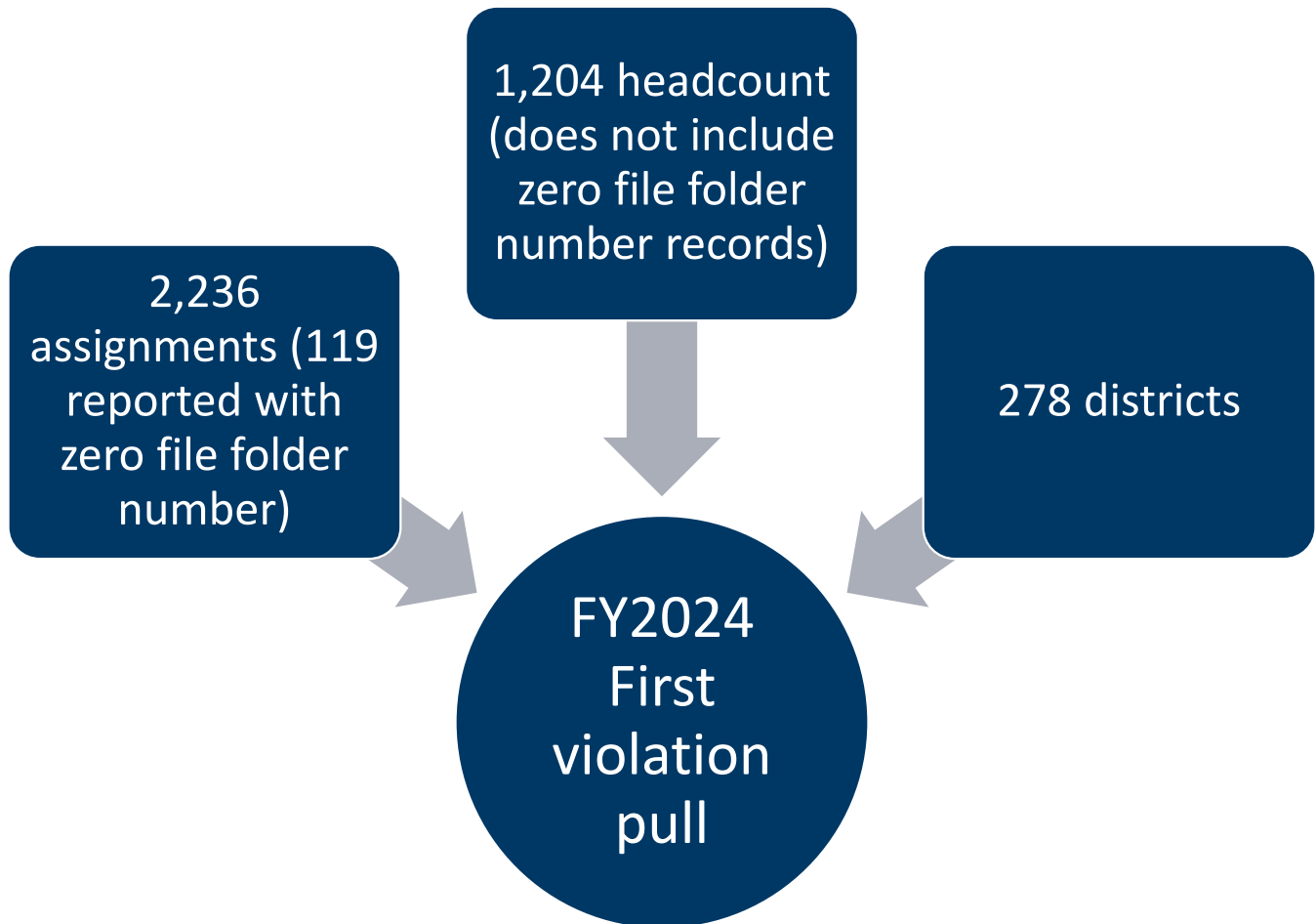
- Licensed Employment – Staff employed by the district or charter schools in a position requiring an educator license. The FY24 Licensed Employment report incorporated the hiring and dismissal reporting required by [MN Statutes 122A.40, subd. 3\(b\)](#).
- Licensed Assignment – Staff providing services to districts’ or charter schools’ students in a position requiring an educator license, regardless of employment status.
- Non-Licensed Staff – Staff employed by the reporting district or charter school in a position not requiring an educator license.

The data collected is used to complete federal and state reports, assist in determination of funding, assists in policy and law developments, complete data requests, and many other uses for both state agencies and the general public.

The STAR system generates a “Cert Code” by comparing the assignment reported to the licensure and permission data on the file for each reported file folder number. This Cert Code identifies if the educator was working within their licensure area (identifies specific licensure type), in violation of their licensure area (identifies specific violation type), or on a permission (identifies specific permission type). The Cert Code data is used to generate the Violation Report.

Violation Clean-Up Phase

On January 2, 2024, the STAR manager began the violation clean-up phase. At this stage, there were 2,236 assignments affiliated with 1,204 individuals across 278 districts that were identified by the STAR system as violations. There were 119 assignments reported with zero file folder numbers, actual headcount of these is undetermined.



Once the initial violation list was made, the STAR manager checked each license against the assignment code and grade level reported to determine if an incorrect assignment code was used. For example, reporting assignment code 301300 Computer Programming for a mathematics licensed teacher. If this was the case, then the STAR manager changed the code to 119990 Mathematics in Computer Programming.

For any violations that the STAR manager could not correct, an email was sent to each district about remaining violations. Responses from districts could result in learning that the incorrect information was reported, the staff were terminated but the district forgot to delete their assignments, the district needs to apply for a permission, or staff have been removed from positions due to licensure issues (these are still counted within the violation rate).

FY2024 Violation Process

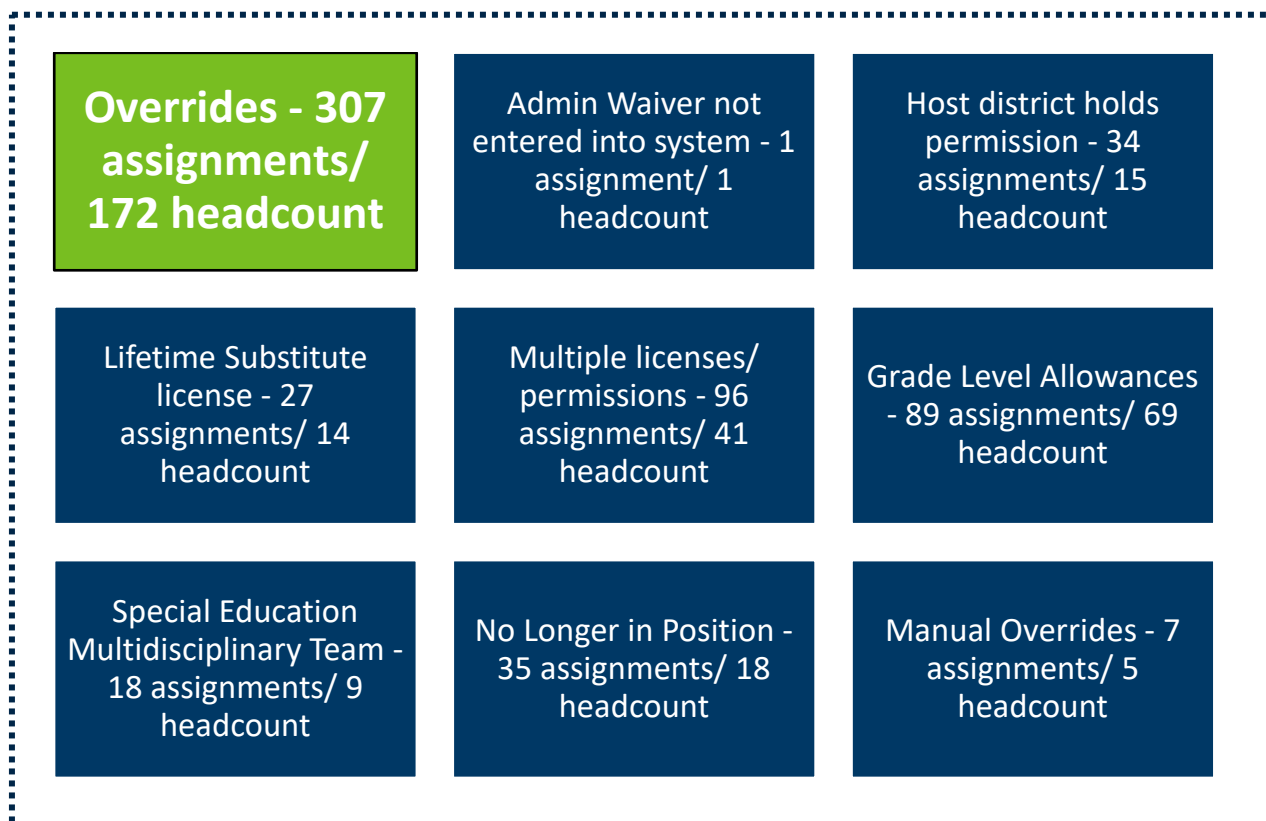
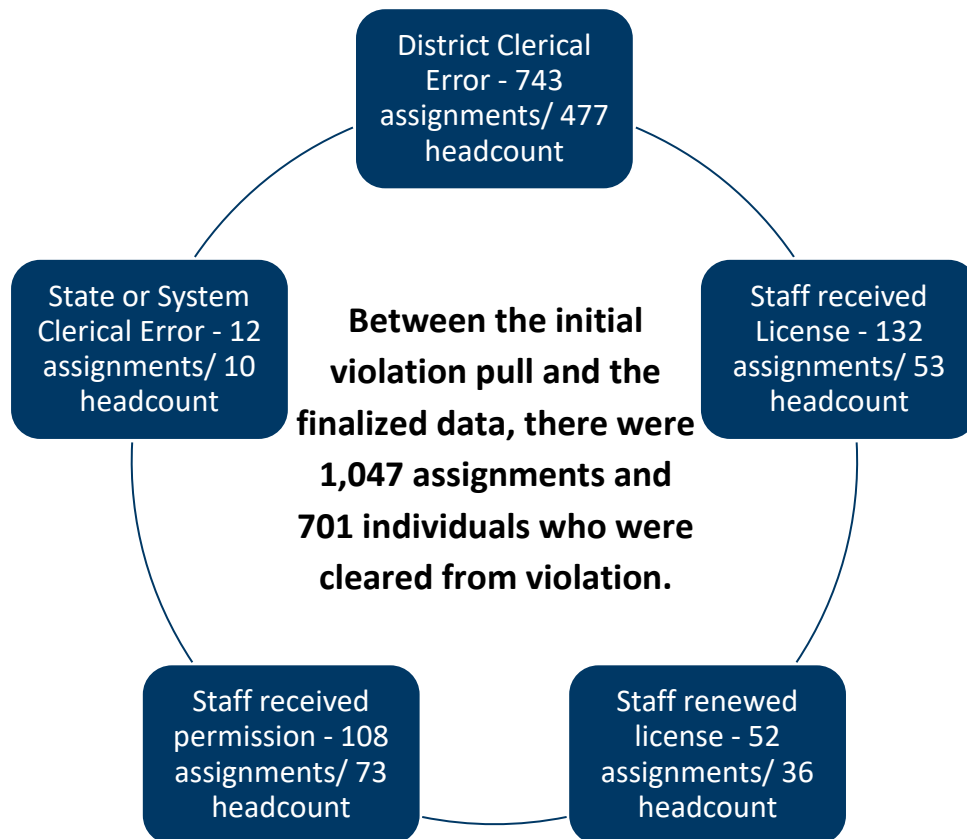
- 278 districts with an identified violation
 - 219 districts received a violation email
 - 59 districts' violations were determined to be overrides or an incorrect assignment code STAR manager was able to correct, resulting in no email sent
- Of the 219 districts emailed, 184 districts responded to emails
 - 80 cleared all violations
 - 34 needed manual overrides
 - 70 districts remained with violations
- 35 districts did not respond to the email leaving the following violations without explanation
 - 264 assignments
 - 118 headcount

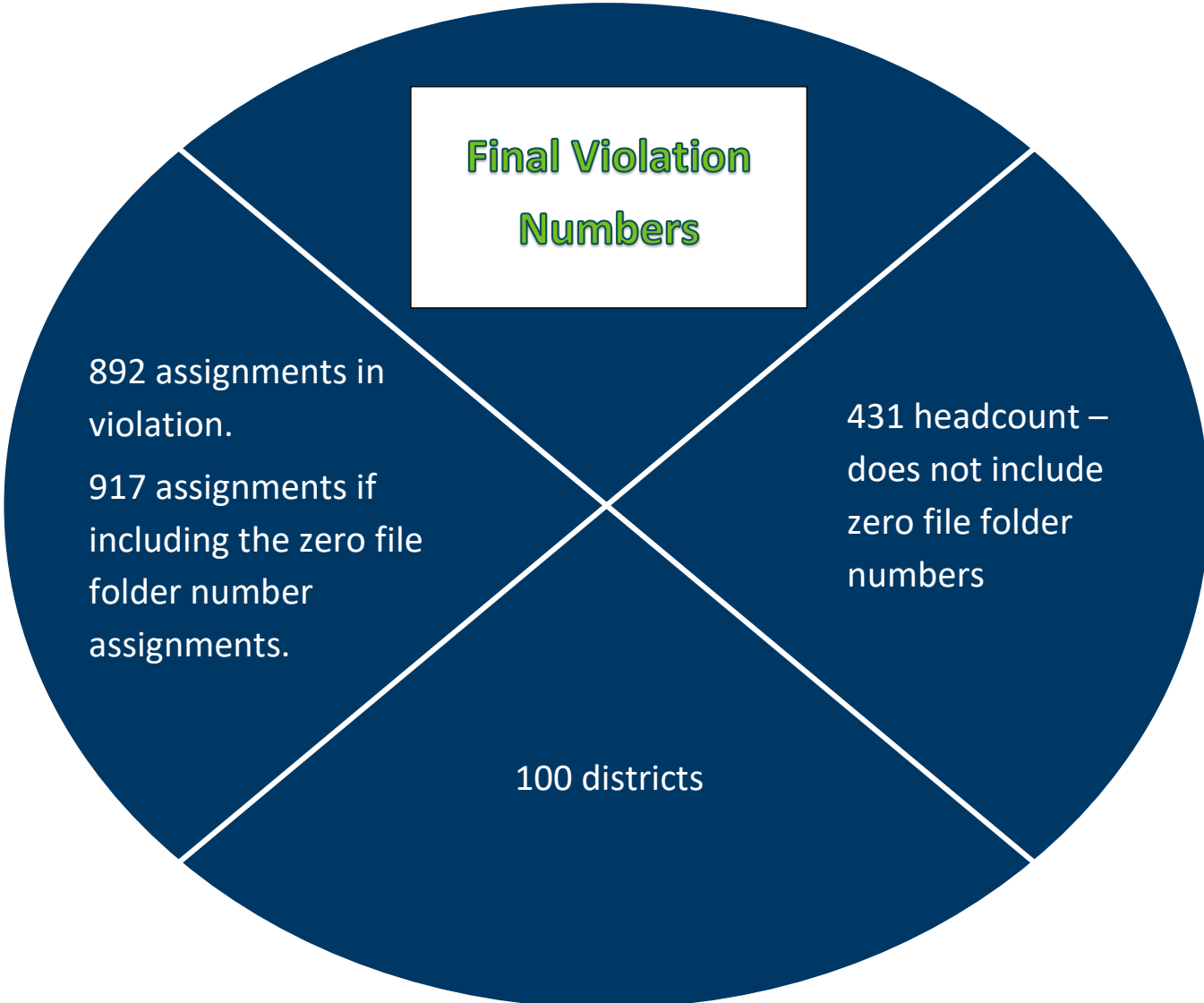
If changes were needed to reported data, the STAR manager made these changes in the system and resubmitted the report, pulling a new violation report. A detailed list is kept of the original violation, any changes or updates from the districts, and any status change of the violation. For example, if a district identified that the person was no longer with the district and was terminated, the STAR manager checked the employment to confirm the person has been terminated, then deleted the assignment, resubmitted the report, and pulled a new violation report. The STAR manager then either emailed the new violation list or a confirmation that the violations have cleared.

The STAR manager then identified those remaining that must be manually overridden. These are usually individuals reported with an assignment that requires multiple licenses or assignments that allow the teacher to work with a grade level outside of their license, but the edit has not yet been built into STAR. Once these are identified, the STAR manager finalized the data, ran the cert code identification, and entered the manual overrides.

On March 15th, the STAR manager identified that of the 2,236 assignments/ 1,204 headcount originally in violation, 1,047 assignments/ 701 headcount were cleared (clerical errors during reporting by district, clerical errors on the state side, individuals received a license or permission, or individuals renewed a license) and 307 assignments/ 172 headcount needed an override (individual in violation due to an automated system or individual was removed from position).

The STAR manager then notified IT that the data can be moved to the database. At this point no data can be adjusted.





Fiscal Year 2024

Statewide STAR Data

The following table contains data as it appears in the database as of March 15, 2024. Assignments reported with a zero file folder number are not included in this data.

Category	Number of Assignments	Total FTE	Headcount	Percentage
Totals	166,403	73,423.55	75,867	100%
Teachers (all)	154,335	63,702.46	66,044	87.05%
○ Teachers – Instructional assignments	137,426	57,674.97	62,053	81.79%
○ Teacher – Non-Instructional assignments	16,909	6,027.49	14,678	19.35%
Related Service Providers	8,120	6,325.06	6,662	8.78%
Administrators	3,948	3,396.03	3,474	4.58%
Violations	892	288.2	431	0.57%
Teachers (all)	848	275.78	404	0.53%
○ Teachers – Instructional assignments	835	271.35	400	0.53%
○ Teacher – Non-Instructional assignments	13	4.43	12	0.02%
Related Services	4	3.0	4	0.01%
Administrators	5	3.83	5	0.01%
Removed from Assignment	35	12.42	18	0.02%
In Compliance by License type or Cert Code	158,060	70,687.56	73,529	96.92%
Tier 1	2,933	1,192.97	1,318	1.74%
Tier 2	4,655	2,003.08	2,143	2.82%
Tier 3	21,680	10,275.63	10,613	13.99%
Tier 4	123,943	53,434.8	55,810	73.56%
Lifetime substitute	28	11.03	16	0.02%
Non-tier License	194	164.87	173	0.23%
Administrative license	3,968	3,408.56	3,483	4.59%
Manual override	16	3.18	16	0.02%
Special Education Multidisciplinary Team	643	193.44	346	0.46%
In Compliance by Permission	7,451	2,440.96	3,119	4.11%
Cross- Curricular Delivery Permission	1,000	237.21	314	0.41%
Out-of-Field Permission	6,432	2,188.58	2,801	3.69%
Administrative Waiver	19	15.17	16	0.02%

Fiscal Year 2024 Violation Rate = 0.57%

Note: Percentage is based on total headcount 75,867.

Zero File Folder Numbers

When an individual does not have a file folder number they are reported with 0000000 as the file folder number. Even though we are able to identify assignments reported with a zero file folder number, we cannot identify how many staff those file folder numbers truly represent, so this information is reported separately from the Statewide STAR Data. Unfortunately, this will not be included in the violation rate since the violation rate is a percentage of licensed staff in violation. Fortunately, the number of zero file folder number individuals is small so it would not make a significant difference. In adding the number of zero file folder number assignments to the assignments violation number, the total assignments in violation become 917.

Statewide Zero File Folder Number Data

Category	Number of Assignments	FTE of Assignments	Percentage
Totals Assignments	25	17.71	2.73%
• Teachers Assignments	24	16.71	2.62%
• Related Service Assignments	1	1.0	0.11%
• Administrators Assignments	0	0	0%

Zero File Folder Number Data by District Type

For district data on zero file folder numbers, the percentage is based on the overall assignment number of 917.

District Type	Category	Number of Assignments	FTE of Assignments	Statewide Percentage
01 – Independent Districts and Schools	Totals	7	4.0	0.76%
	• Teachers (all)	6	3.0	0.65%
	• Related Service Providers	1	1.0	0.11%
	• Administrators	0	0	0%
03- Special Districts and Schools	Totals	12	7.71	1.31%
	• Teachers (all)	12	7.71	1.31%
	• Related Service Providers	0	0	0%
	• Administrators	0	0	0%
07 – Charter Schools	Totals	6	6	0.65%
	• Teachers (all)	6	6	0.65%
	• Related Service Providers	0	0	0%
	• Administrators	0	0	0%

District Data

In Minnesota, public school districts and charter schools, are required to complete the Staff Automated Report (STAR) each year ([MN Statutes 122A.18, subd. 11](#)). When a district employs licensed staff, but all assignments occur outside of the district, the district may choose not to complete STAR. Only the district that receives services reports the assignment.

Additional information about districts can be found on the Minnesota Department of Education website at <https://public.education.mn.gov/MDEAnalytics/Summary.jsp> or <https://public.education.mn.gov/MdeOrgView/>.

Overall District Data

Districts in Minnesota	Number of Districts	Percentage
Total districts	572	100%
Total districts that complete the STAR Report	552	96.50%

District Assignments

Notes for *District Assignments* table:

- **District Type Percentage:** Overall Total percentage is based on the overall total headcount of each district type and shows the total percentage of licensed staff in that specific district type.
- **Statewide Percentage:**
 - Overall Total percentage is based on the overall total headcount of all reported staff 75,867.
 - The percentage for teacher and related services is based on the overall total headcount of teacher and related services 72,706.
 - The percentage for administrators is based on the overall total headcount of administrators 3,474.

District Type	Category	Number of Assignments	Total FTE	Headcount	District Type Percentage	Statewide Percentage
01 – Independent Districts and Schools	Overall Total	144,239	62,510.49	64,774	100%	85.38%
	Teacher/ Related Services licensed	134,449	57,527.81	60,110	92.80%	82.68%
	Teacher/ Related Services permissions (OFP/ IPP)	5,914	1,900.62	2,437	3.76%	3.35%
	Teacher and Related Services Violation	571	162.39	264	0.41%	0.36%
	Administrative Licensed	3,298	2,913.84	2,969	4.58%	85.46%
	Administrative permissions	3	3.0	3	0.005%	0.09%
	Administrative Violation	4	2.83	4	0.01%	0.12%

District Type	Category	Number of Assignments	Total FTE	Headcount	District Type Percentage	Statewide Percentage
03- Special Districts and Schools	Overall Total	6,116	3,085.5	3,189	100%	4.20%
	Teacher/ Related Services licensed	5,662	2,850.5	2,979	93.41%	4.10%
	Teacher/ Related Services permissions (OFP/ IPP)	76	22.7	30	0.94%	0.04%
	Teacher and Related Services Violation	246	84.3	109	3.42%	0.15%
	Administrative Licensed	262	127.0	127	3.98%	3.66%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	1	1.0	1	0.03%	0.03%
06 – Intermediate Districts and Schools	Overall Total	1,796	935.33	1,019	100%	1.34%
	Teacher/ Related Services licensed	1,453	763.01	852	83.61%	1.17%
	Teacher/ Related Services permissions (OFP/ IPP)	212	88.51	103	10.11%	0.14%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	128	81.81	80	7.85%	2.30%
	Administrative permissions	3	2.0	2	0.20%	0.06%
	Administrative Violation	0	0	0	0%	0%
07 – Charter Schools	Overall Total	12,180	5,957.2	6,327	100%	8.34%
	Teacher/ Related Services licensed	10,851	5,379.41	5,771	91.21%	7.94%
	Teacher/ Related Services permissions (OFP/ IPP)	980	335.87	428	6.76%	0.59%
	Teacher and Related Services Violation	69	43.51	52	0.82%	0.07%
	Administrative Licensed	280	198.41	228	3.60%	6.56%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%

District Type	Category	Number of Assignments	Total FTE	Headcount	District Type Percentage	Statewide Percentage
50 – Miscellaneous Cooperatives	Overall Total	110	35.77	67	100%	0.09%
	Teacher/ Related Services licensed	91	26.81	59	88.06%	0.08%
	Teacher/ Related Services permissions (OFP/ IPP)	14	4.03	6	8.96%	0.01%
	Teacher and Related Services Violation	1	1	1	1.49%	0.001%
	Administrative Licensed	4	3.93	4	5.97%	0.12%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%
51 – Vocational Cooperatives	Overall Total	28	22.49	23	100%	0.03%
	Teacher/ Related Services licensed	24	19.49	20	86.96%	0.03%
	Teacher/ Related Services permissions (OFP/ IPP)	0	0	0	0%	0%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	4	3.0	3	13.04%	0.09%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%
52 – Special Education Cooperatives	Overall Total	582	315.02	373	100%	0.49%
	Teacher/ Related Services licensed	485	251.54	311	83.38%	0.43%
	Teacher/ Related Services permissions (OFP/ IPP)	47	25.01	30	8.04%	0.04%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	50	38.47	42	11.26%	1.21%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%

District Type	Category	Number of Assignments	Total FTE	Headcount	District Type Percentage	Statewide Percentage
%61 – Education Districts	Overall Total	838	317.94	406	100%	0.54%
	Teacher/ Related Services licensed	643	255.05	347	85.47%	0.48%
	Teacher/ Related Services permissions (OFP/ IPP)	148	35.83	57	14.04%	0.08%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	47	27.06	36	8.87%	1.04%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%
70 – State Operated Schools	Overall Total	184	78.32	79	100%	0.10%
	Teacher/ Related Services licensed	173	68.96	70	88.61%	0.10%
	Teacher/ Related Services permissions (OFP/ IPP)	2	0.36	1	1.27%	0.001%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	9	9.0	9	11.39%	0.26%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%
83 – Service Cooperative	Overall Total	330	165.49	210	100%	0.28%
	Teacher/ Related Services licensed	259	134.42	178	84.76%	0.24%
	Teacher/ Related Services permissions (OFP/ IPP)	39	12.86	15	7.14%	0.02%
	Teacher and Related Services Violation	0	0	0	0%	0%
	Administrative Licensed	32	18.21	23	10.95%	0.66%
	Administrative permissions	0	0	0	0%	0%
	Administrative Violation	0	0	0	0%	0%

Appendix A: Resources

Information about the STAR report and Licensure Compliance tables can be located on the Staff Automated Reporting (STAR) website at <https://mn.gov/pelsb/districts/data-submissions/star/>.

- **Manuals:**
 - **STAR System Manual** – the intended audience for this manual are individuals who complete or assist in completing the report. It contains detailed information about the system, how to complete the report, how to fix errors and violations, and the required collection format. This manual is only updated when changes to the system or procedure occurs.
 - **STAR Coding Manual** – the intended audience for this manual are those who complete the report and those who provide data to complete the report. It can also be a resource for individuals within the district that make assignment decisions for staff. This manual is updated yearly with the timeline and any new data or resources.
 - **Licensure Compliance Manual** – the intended audience for this manual are everyone. The manual can assist administrators, human resources staff, and individuals who make assignment decisions for staff with understanding licensure compliance. The manual is also written for the general public to understand educator licensing and licensure compliance. This manual is updated yearly.
- **Licensure-Assignment Tables:** These tables contain a crosswalk between educator licenses and the STAR assignment codes as well as additional information. Both documents contain important terminology, links, and additional notes. These tables are updated each year.
 - **Licensure Assignment Table** – this document is organized numerically by license function code. It contains the description of the license, a list of the STAR assignments codes the license can do, and notes which include the type of license, any rules or statutes connected to the license, links to board resolutions that pertain to the license, and any important information in regards to the license.
 - **Assignment Licensure Table** – this document is organized numerically by the STAR assignment code. It contains the assignment code and description of the assignment, a list of all licenses that can do the assignment (includes legacy and current licenses), and a description of the assignment.
- **STAR Training:** Staff provide prescheduled training based on specific topics (Introduction to STAR, Reporting Special Education Assignments, and other reporting questions that occur throughout the reporting seasons), working sessions are provided (WebEx meetings where districts and charter schools can work on their report and have immediate access to staff for questions), individual or group training as requested (both in person, digitally, or on the phone), and presents at conferences as requested. The prescheduled and working sessions are posted to the PELSB meeting calendar and are public, though there may be an intended audience.

Technical Assistance

Throughout the year, the STAR manager works with district staff in multiple ways. These interactions create results that are not always found in the numbers. Besides emails and phone calls, the following were other interactions:

- **Topic Specific Trainings: Reporting Specifics** – in October the STAR manager provides topic specific trainings aimed for districts to complete the report, which are results of the previous year’s reporting trends, questions from customers, and insights offered from either district staff or PELSB staff. For example, “The Importance of Accurate Reporting.”
- **Topic Specific Trainings: Non-Reporting specifics** – throughout the year the STAR manager may offer additional topic specific trainings, but the targeted audience may vary. These are generally based on trends observed by the STAR manager or other PELSB staff. For example, “Licensure Compliance.”

- In-Person Presentations – during FY2024 the STAR manager was invited to present at several conferences including, but not limited to, charter school leadership conferences, school system vendor conferences, and special education conferences.
- Virtual presentations – the STAR manager participates in many virtual conferences and presentations as well. These include events such as MDE Charter School Boot Camp and Minnesota Online Learning Consortium.

STAR Manager Observations

District Processes: The “Importance of Accurate Reporting” session previously mentioned had several districts double checking the process for collecting and disseminating their data to the STAR Coordinator. Many of the districts noted areas that were not being updated. Many districts also learned that their teachers were unable to renew or move up a tier due to incorrect reporting of assignments. This has helped many districts to reexamine how and who determines assignment codes.

District Support: There is a noted decrease in the number of assignments taught by an individual holding no license as well as individuals reported with a zero file folder number. This could be a result of the change allowing PELSB to discuss tier 1 and tier 2 applications with districts. The STAR manager was able to assist districts in determining what they can do to help their applicants because of this change.

Rate of Charter School Violations: Added to this year’s report is a three-year comparison of the district types. In examination of this data, it was determined that in FY23 charter school violations had dropped and in FY24 they have remained steady. It is believed this is a direct result of the interaction between the STAR manager and charter school authorizers.

While the STAR manager continues to include charter school authorizers in violation emails and STAR newsletters, there has been noticeable increase in authorizers checking in with their districts and with the STAR manager about the status of the STAR report and violations. There has been increased assistance from authorizers in communication between the STAR manager and the schools. There also continues to be communications from authorizers in learning more about licensure in order to provide more support for their schools. Several authorizers also included PELSB staff in their leadership conferences in FY24.

System Upkeep: While the STAR system is still being developed and each year the added aspects assist with the process, FY24 reporting session brought to light a major clerical issue. Before a district can upload data from their system they have to perform a “Clear All” step which deletes the prior data from the system. It was discovered that many districts were forgetting this step and were unknowingly working with prior year data instead of current year data.

Many of the district clerical errors that cleared 478 staff from violation were due to system issues such as this clear all step. PELSB continues to work with IT to add verification steps to assist districts with ensuring their data is correct.

Data Specialist: the new Data Specialist will contribute by providing trainings on how incorrect reporting affects the data and reports being used by policy makers and the general public. For example, under reporting a person’s assignment may overinflate the district’s average salary. The STAR Manager (Licensure Compliance Specialist) and Data Specialist are hoping that these additional trainings will help districts understand the importance of accurate reporting.

Appendix B: Data across the Years

Reporting Districts by Fiscal Year

FY24 Percentage is based on total districts that complete the STAR report 552.

District Type	FY24 Percentage	FY24	FY23	FY22	FY21	FY20
01 – Independent Districts and Schools	58.88%	325	325	325	326	327
03 – Special Districts and Schools	0.36%	2	2	2	2	2
06 – Intermediate Districts and Schools	0.72%	4	4	4	4	4
07 – Charter Schools	32.79%	181	180	178	173	168
50 – Miscellaneous Cooperatives	0.54%	3	3	3	3	3
51 – Vocational Cooperatives	0.36%	2	2	2	2	2
52 – Special Education Cooperatives	2.90%	16	16	16	15	15
61 – Education Districts	2.17%	12	12	12	12	12
70 – State Operated Schools	0.36%	2	2	2	2	2
83 – Service Cooperative	0.91%	5	5	5	5	5
Total Number of Districts Reporting	100%	552	551	549	544	540

Violation Rate across the Years

- This table shows the violation rate since PELSB was established.
- Fiscal Year 20 was the first year the new STAR system was used.
- Fiscal Year 21 the snapshot date was January 4 due to the pandemic.

Fiscal Year	Headcount	Headcount in Violation	Violation Rate
2024	75,867	431	0.57%
2023	75,412	295	0.39%
2022	74,881	409	0.55%
2021	74,716	540	0.72%
2020	74,210	644	0.86%
2019	73,581	152	0.23%
2018	73,581	219	0.21%

Statewide Data: Three-Year Comparison

The three-year comparison table gives an overall picture of educator licensures within districts and charter schools at the time of the fall STAR report.

Category	FY2024		FY2023		FY2022	
	Headcount	Percentage	Headcount	Percentage	Headcount	Percentage
Totals	75,867	100%	75,411	100%	74,881	100%
Teachers (all)	66,044	87.05%	65,779	87.23%	65,558	87.55%
○ Teachers – Instructional assignments	62,053	81.79%	61,940	82.14%	61,873	82.63%
○ Teacher – Non-Instructional assignments	14,678	19.35%	13,911	18.45%	12,994	17.35%
Related Service Providers	6,662	8.78%	6,525	8.65%	6,344	8.47%
Administrators	3,474	4.58%	3,379	4.48%	3,258	4.35%
Violations	431	0.57%	295	0.39%	409	0.55%
Teachers (all)	404	0.53%	269	0.36%	396	0.53%
○ Teachers – Instructional assignments	400	0.53%	267	0.35%	385	0.51%
○ Teacher – Non-Instructional assignments	12	0.02%	8	0.01%	26	0.03%
Related Services	4	0.01%	10	0.01%	11	0.01%
Administrators	5	0.01%	2	0.003%	2	0.003%
Removed from Assignment	18	0.02%	14	0.02%	0	0%
In Compliance by License type or Cert Code	73,529	96.92%	73,211	97.08%	72,971	97.45%
Tier 1	1,318	1.74%	1,060	1.41%	657	0.88%
Tier 2	2,143	2.82%	2,638	3.40%	2,334	3.12%
Tier 3	10,613	13.99%	9,516	12.62%	8,106	10.83%
Tier 4	55,810	73.56%	56,552	74.99%	58,589	78.24%
Lifetime substitute allowance	16	0.02%	12	0.02%	3	0.004%
Non-tier License	173	0.23%	127	0.17%	113	0.15%
Administrative license	3,483	4.59%	3,390	4.50%	3,271	4.37%
Manual Override	16	0.02%	3	0.004%	1	0.001%
Special Education Multidisciplinary Team	346	0.46%	223	0.30%	214	0.29%
In Compliance by Permission	3,119	4.11%	2,962	3.93%	2,490	3.33%
Innovative Program Permission	314	0.41%	322	0.43%	332	0.44%
Out-of-Field Permission	2,801	3.69%	2,640	3.50%	2,162	2.89%
Administrative Waiver	16	0.02%	10	0.013%	4	0.005%

Three-Year Comparison

- Headcount is based on the district type unduplicated headcounts for each category.
- Percentage is based on the district type unduplicated headcount for each category divided by the unduplicated headcount of the state for each category.

District Type	Category	FY2024		FY2023		FY2022	
		Headcount	Percentage	Headcount	Percentage	Headcount	Percentage
01 – Independent Districts and Schools	Overall Total	64,774	85.38%	64,376	85.37%	63,592	84.92%
	Teacher/ Related Services licensed	60,110	82.68%	59,896	82.99%	59,569	83.01%
	Teacher/ Related Services permissions	2,437	3.35%	2,294	3.18%	1,850	2.58%
	Teacher/ Related Services Violation	264	0.36%	152	0.21%	230	0.32%
	Administrative Licensed	2,969	85.46%	2,890	85.53%	2,775	85.17%
	Administrative permission	3	0.09%	9	0.27%	6	0.18%
	Administrative Violation	4	0.12%	2	0.06%	1	0.03%
03 – Special Districts and Schools	Overall Total	3,189	4.20%	3,326	4.41%	3,647	4.87%
	Teacher/ Related Services licensed	2,979	4.10%	3,083	4.27%	3,418	4.76%
	Teacher/ Related Services permissions	30	0.04%	76	0.11%	79	0.11%
	Teacher/ Related Services Violation	109	0.15%	84	0.12%	64	0.09%
	Administrative Licensed	127	3.66%	145	4.29%	144	4.42%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	1	0.03%	0	0%	0	0%
06 – Intermediate Districts and Schools	Overall Total	1,019	1.34%	983	1.30%	938	1.25%
	Teacher/ Related Services licensed	852	1.17%	809	1.12%	802	1.12%
	Teacher/ Related Services permissions	103	0.14%	111	0.15%	84	0.12%
	Teacher/ Related Services Violation	0	0%	4	0.01%	0	0%
	Administrative Licensed	80	2.30%	77	2.28%	67	2.06%
	Administrative permission	2	0.06%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%

District Type	Category	FY2024		FY2023		FY2022	
		Headcount	Percentage	Headcount	Percentage	Headcount	Percentage
07 – Charter Schools	Overall Total	6,327	8.34%	6,163	8.17%	6,017	8.04%
	Teacher/ Related Services licensed	5,771	7.94%	5,677	7.87%	5,665	7.89%
	Teacher/ Related Services permissions	428	0.59%	378	0.52%	374	0.52%
	Teacher/ Related Services Violation	52	0.07%	49	0.07%	115	0.16%
	Administrative Licensed	228	6.56%	202	5.98%	193	5.92%
	Administrative permission	0	0%	1	0.03%	0	0%
	Administrative Violation	0	0%	0	0%	1	0.03%
50 – Miscellaneous Cooperatives	Overall Total	67	0.09%	71	0.09%	71	0.10%
	Teacher/ Related Services licensed	59	0.08%	63	0.09%	65	0.09%
	Teacher/ Related Services permissions	6	0.01%	7	0.01%	7	0.01%
	Teacher/ Related Services Violation	1	0.001%	0	0%	0	0%
	Administrative Licensed	4	0.12%	5	0.15%	4	0.12%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%
51 – Vocational Cooperatives	Overall Total	23	0.03%	26	0.03%	26	0.04%
	Teacher/ Related Services licensed	20	0.03%	23	0.03%	21	0.03%
	Teacher/ Related Services permissions	0	0%	1	0.001%	2	0.003%
	Teacher/ Related Services Violation	0	0%	0	0%	0	0%
	Administrative Licensed	3	0.09%	2	0.06%	3	0.12%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%
52 – Special Education Cooperatives	Overall Total	373	0.49%	358	0.47%	334	0.45%
	Teacher/ Related Services licensed	311	0.43%	301	0.42%	276	0.38%
	Teacher/ Related Services permissions	30	0.04%	22	0.03%	21	0.03%
	Teacher/ Related Services Violation	0	0%	1	0.001%	2	0.003%
	Administrative Licensed	42	1.21%	40	1.18%	37	1.14%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%

District Type	Category	FY2024		FY2023		FY2022	
		Headcount	Percentage	Headcount	Percentage	Headcount	Percentage
61 – Education Districts	Overall Total	406	0.54%	408	0.54%	386	0.52%
	Teacher/ Related Services licensed	347	0.48%	346	0.48%	326	0.45%
	Teacher/ Related Services permissions	57	14.04%	55	0.08%	58	0.08%
	Teacher/ Related Services Violation	0	0%	1	0.001%	0	0%
	Administrative Licensed	36	8.87%	34	1.01%	30	0.92%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%
70 – State Operated Schools	Overall Total	79	0.10%	76	0.10%	78	0.10%
	Teacher/ Related Services licensed	70	0.10%	64	0.09%	70	0.10%
	Teacher/ Related Services permissions	1	0.001%	2	0.003%	2	0.003%
	Teacher/ Related Services Violation	0	0%	2	0.003%	0	0%
	Administrative Licensed	9	0.26%	9	0.27%	8	0.25%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%
83 – Service Cooperative	Overall Total	210	0.28%	194	0.26%	183	0.24%
	Teacher/ Related Services licensed	178	0.24%	169	0.23%	161	0.22%
	Teacher/ Related Services permissions	15	0.02%	13	0.02%	11	0.02%
	Teacher/ Related Services Violation	0	0%	0	0%	0	0%
	Administrative Licensed	23	0.66%	15	0.44%	14	0.43%
	Administrative permission	0	0%	0	0%	0	0%
	Administrative Violation	0	0%	0	0%	0	0%