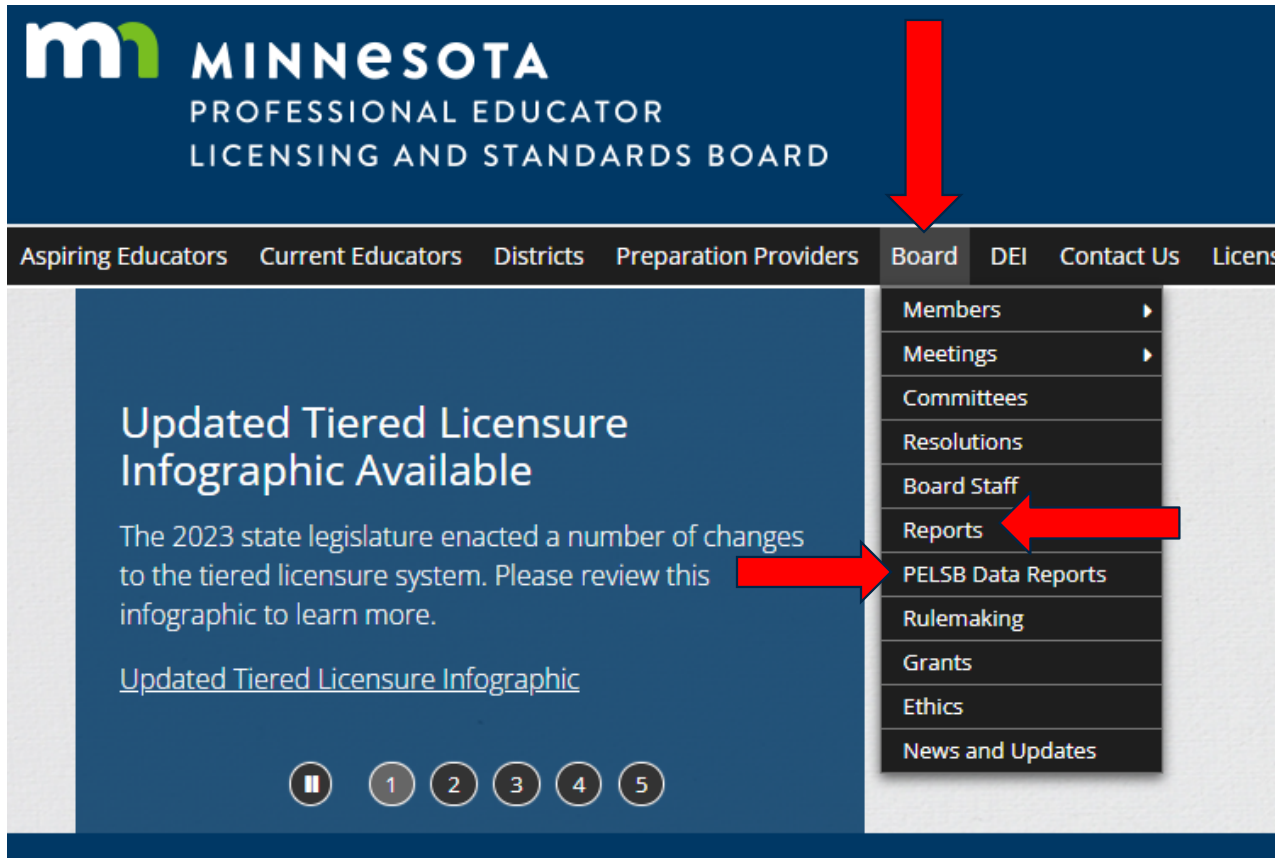


Staff Automated Report (STAR) Data

Do you ever wonder what happens to the data you submit on STAR? Do you need to find information that was reported on STAR? Do you need to find a list of employees and their licensure status? There are two specific webpages on [PELSB's website](#) that contain STAR data: Data and Reports.



Data

On the PELSB website place your cursor over “Board” and then click on “[PELSB Data Reports](#).”

This webpage contains a lot of information and may seem overwhelming. On the bottom of the page, there is a box that contains “Key Terms” and provides information on some of the codes. There is also a tab titled “What’s in each report?” that summarizes the data found in each of the reports on this page and a tab titled “Data Not Included Online” that explains how to obtain data that is not published online (for example, if you need email addresses).

The data on this page is developed from the STAR report, so the reports are not available until the STAR report is completed. The reports are then generated, made accessible, and published on the website.

What Data Can I Find on the PELSB Data Reports Page?

- Aggregated reports
 - Demographics – Admin or Teachers
 - Average Salary
 - Licenses or Permissions Held
 - FTE by Subject, Assignment, or Category
- Licensed Employment and Licensed Assignment
 - Staff Assignment
 - Staff Employment
 - Educator License and Assignment
- Shortage Area data

Please note, the data on this page is ONLY for licensed staff. Non-Licensed data would need to be requested from the [Minnesota Department of Education \(MDE\) Data Practices](#).

Reports

On the PELSB website place your cursor over “Board” and then click on “[Reports](#).”

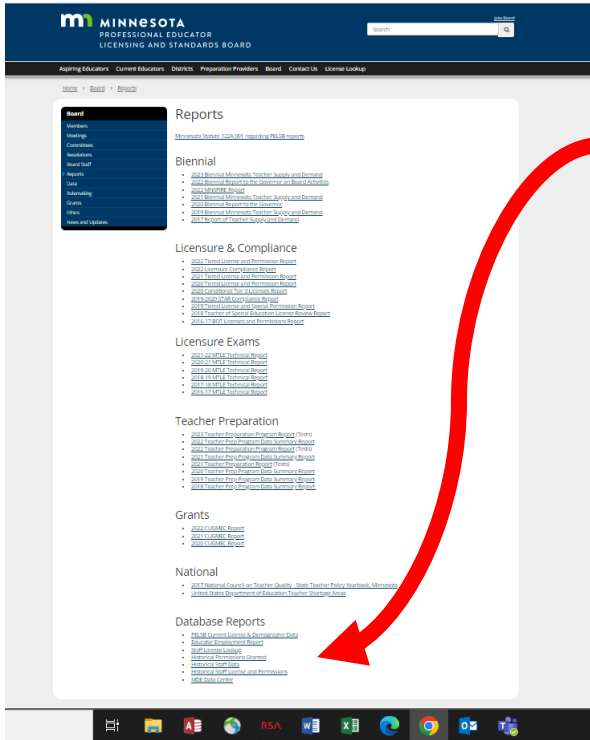
This page contains many different types of reports that are required of PELSB to complete as well as some Database Reports provided for public use. The reports on this page use a variety of sources, including STAR data, depending on the purpose and focus of the report.

What Types of Reports Will I Find on This Page?

- Biennial
 - Teacher Supply and Demand Report
 - Report to the Governor
- Licensure and Compliance
 - Tiered License and Permission Report
 - Licensure Compliance Report
- Licensure Exams
- Teacher Preparation
- Grants
- National
- Database Reports
 - PELSB Current License and Demographic Data
 - Educator Employment Report
 - Staff License Lookup
 - Historical Permissions Granted
 - Historical Staff Data
 - Historical Staff License and Permissions
- MDE Data Center (link to take you to MDE data webpage)

What Reports Would Districts Find Helpful?

While districts may be interested in the results of the Supply and Demand Report, Licensure Compliance Report, and the Tiered License and Permission Report, the most helpful report on this page for most districts and charter schools is the Staff License Lookup report. This report provides each district with a list of employees reported on the STAR Licensed Employment report and their license or permission status as of the day the report is pulled.



Database Reports

- [PELSB Current License & Demographic Data](#)
- [Educator Employment Report](#)
- [Staff License Lookup](#)
- [Historical Permissions Granted](#)
- [Historical Staff Data](#)
- [Historical Staff License and Permissions](#)
- [MDE Data Center](#)

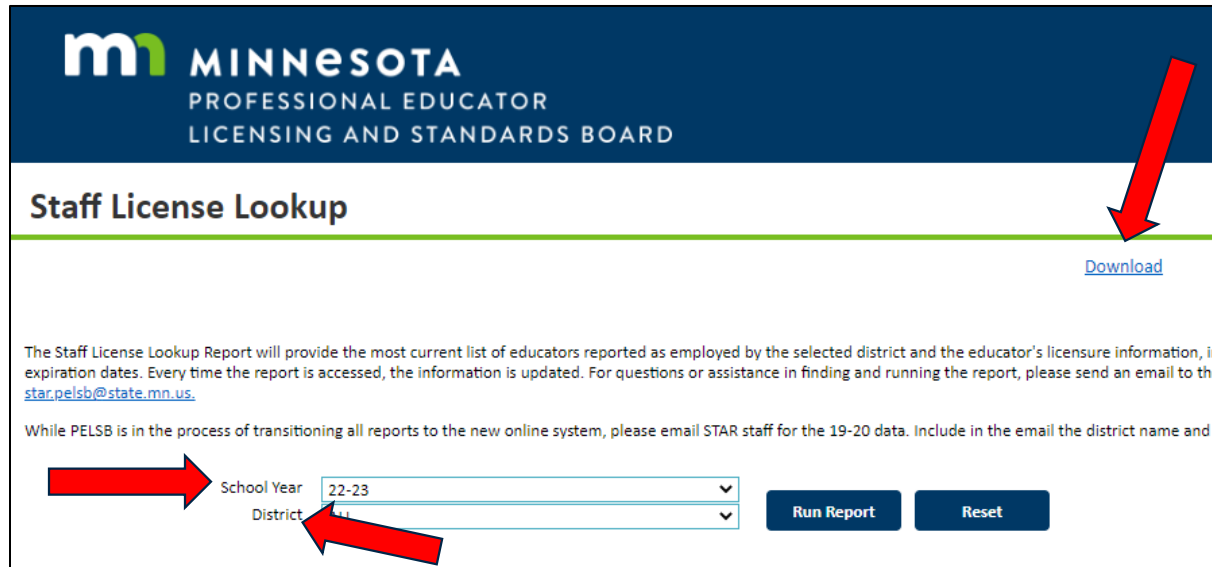
Why would Districts and Charter Schools be interested in Staff License Lookup?

There are numerous reasons districts and charter schools would use Staff License Lookup.

1. Many districts and charter schools track their staff license statuses in order to remind staff when it is time to renew their license. This allows districts and charter schools to see what the most current status of an employee's license is.
2. Tier 1 and Out-of-Field Permissions (OFP) must be advertised in order to renew for another school year. This report will assist districts in the list of who is on a tier 1 or OFP to assist in knowing what positions need to be advertised each year.
3. Cross-Curricular Delivery Program Permission (CCDP) must be renewed each school year. This report can assist in keeping a track of who needs an IPP each year.
4. This report also assists districts and charter schools in keeping a current list of individual's tier level. This helps to keep track of who the district or charter school needs to provide specific training for renewal purposes, remind individuals of renewal requirements that they must complete (for example, tier 1 teachers must attempt the MTLE content tests to renew their license), or to identify educators the district or charter school may want to provide additional assistance or training to move up tier levels.

Yes! THIS is what I want! How Do I Access Staff License Lookup?

Click on Staff License Lookup. This will take you to a page that contains two drop down boxes: one for school year and one for district.



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Staff License Lookup

[Download](#)

The Staff License Lookup Report will provide the most current list of educators reported as employed by the selected district and the educator's licensure information, including expiration dates. Every time the report is accessed, the information is updated. For questions or assistance in finding and running the report, please send an email to the star.pelsb@state.mn.us.

While PELSB is in the process of transitioning all reports to the new online system, please email STAR staff for the 19-20 data. Include in the email the district name and n

School Year: 22-23
District: All

Run Report Reset

The school year box cannot be changed. The purpose of this box is to let users know what school year employment list is being used.

The district box can be used to either pull "All" district data or individual districts. If you choose "All" then you will not use the Run Report button, you will use the Download link found in the upper right corner. This will download the data to an Excel document.

If you choose an individual district, you can either download the data to an Excel document or click on Run Report for an HTML document.

What Data is Included in this Report?

This report will contain a list of all individuals reported on the STAR Licensed Employment Report and the license and permission they hold or held. This does include information on expired licenses or permissions as well.

- District Number and Type
- File Folder Number and Name
- Year – this is the most recent year the person was reported on the Licensed Employment Report in STAR. If you want to sort by only the most recent year reported, you will need to download the report to Excel and sort by year.
- License Type – this will indicate the type of license or permission the individual holds or held.
- Grade Code and Grade Level – this is the grade level for the license or permission.
- License Scope Code and License Scope – this lists the scope of the license (tier level, short call sub, admin, etc.). Permissions do not use scope.
- License Code and License Description – this will list the code and name of the license or permission.
- Original Date – this is the original date that the license was processed. If a license has the date of 12/31/9999 this was caused when the data was moved from the old system into the Educators Online system when the old system did not contain an original date (license was processed before this data was required by the system). Since Permissions are only good for one school year, there are no dates listed on them.
- Expiration Date – this is the date the license or permission has or will expire. If a date is 06/30/9999 this means it is a life license and will not expire.
- Expired Flag – this will tell you if the license or permission is expired.