

# Staff Automated Report (STAR) System Technical Manual

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[STAR Webpage](#)

(<https://mn.gov/pelsb/districts/data-submissions/star/>)

Send all STAR related communications to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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## Frequently Used Acronyms

The acronyms listed on this page are frequently used throughout the manual or in communications with PELSB staff.

Acronym	Definition
ABE	Adult Basic Education
ALC	Alternative Learning Center
ALP	Alternative Learning Program
AOSA	Administrator on Special Assignment
BOSA	Board of School Administrators
CCDP	Cross-Curricular Delivery Permission
CTE	Career and Technical Education
EDIAM	Education Identity and Access Management
ESSA	Every Student Succeeds Act
FACS	Family and Consumer Sciences
FFN	File Folder Number
FTE	Fulltime Equivalency
IEP	Individual Education Plan
IOwA	Identified Official with Authority
ITV	Interactive Television
LA	Employment records or Licensed Employment Files
LB	Assignment records or Licensed Assignment Files
MDE	Minnesota Department of Education
NA	Non-Licensed records or files
OFP	Out-of-Field Permission
OLL	Online Learning
PELSB	Professional Educator Licensing and Standards Board
PSEO	Post-Secondary Education Options
STAR	Staff Automated Report
TOSA	Teacher on Special Assignment

# Section One: Welcome to STAR

Welcome STAR Coordinators to the world of Staff Automated Reporting (STAR). If you are new to STAR, please ensure you read through this entire manual. You will also want to use the Coding Manual for the appropriate reporting year.

## STAR Resources

The resources can be found on the [Staff Automated Report \(STAR\) webpage](#).

- **Staff Automated Report (STAR) System Manual:** The intended audience of this manual are individuals that will complete and submit the STAR report. This manual contains the technical information of the STAR report.
- **Staff Automated Report (STAR) Coding Manual:** The intended audience of this manual is anyone who would work with coding and providing data for the STAR report. This can also be used for information on staffing assignments.
- **Licensure Compliance Manual:** The intended audience of this manual is anyone who needs to know what specific licenses can do or what licenses are required for courses. This manual provides not only information about licensure requirements, but also may offer background information or additional resources.
- **Licensure Assignment Table:** This document list all licenses (current and legacy) that Minnesota educators may hold and what STAR assignment codes the license can do. Additional information provided may identify a license as administrator, teacher, related service, CTE, current, or legacy license. For current licenses, links to rules are provided.
- **Assignment Licensure Table:** This document list all the current assignment codes for the STAR report, what licenses can do that course, and a description of the courses that may fall within that assignment. There may be additional information, such as if there is a resolution that would effect that assignment or if it is a CTE course.
- **Training:** The STAR webpage has a section on training to complete STAR. Within that section can be found a schedule of available trainings, information on requesting training, and recordings of the previous year's training sessions. STAR training can be required for individuals, small groups, or large groups. The trainings can be done through a phone call, WebEx (or other digital platforms), or in person.

## What is STAR?

STAR is the reporting of licensed and non-licensed staff employment and assignment data from all Minnesota public school districts and charter schools. The report consists of a licensed staff employment report, licensed staff assignment report, and non-licensed staff report and generates a licensed violation report.

The STAR system was rewritten into a new system (FY2020) due to licensure changes (FY2019). Additional changes will occur as we continue to complete the system and update it. Any changes to the system itself or data elements will be added to this manual. The most recent update to this manual is FY2024.

## Are we required to Complete STAR? Why?

[Minnesota Statutes, section 125B.07, subdivision 6](#) requires the Minnesota Department of Education (MDE) to collect, maintain, and store data about licensed and non-licensed staff from each public school district and charter school. [Laws of Minnesota 2017, 1st Special Session, Chapter 5, Article 12, Section 20](#) transferred the responsibility of the STAR report and collection to PELSB.

Each district that claims students on the MARRS report must also complete the STAR report.

There are districts who do not complete a MARRS report because they do not claim their own students, but provide services to other districts. These districts may choose to complete the report. Reasons for this could be a requirement to receive specific funding from MDE based on their employment records reported through STAR or at the request of staff that would like employment information to be on their licensing records. This is a rarity, but is still helpful in using the data for public education.

The data collected on this report is considered public data and is used in multiple ways.

## How is the Data Used?

There are many agencies and reports which use this data to either determine educational needs, funding needs, compliance with laws, answer questions, and many other purposes. Below are some examples of how the data is or has been used:

- **MDE Data Center:** STAR data is used on the Minnesota Report Card.
- **PELSB Data Reports:** STAR reports and data are used to create several staffing reports used by the public.
- **United States Department of Education:** The data collected is used to determine compliance with Every Student Succeeds Act (ESSA). The data is also used to complete required Federal Reports.
- **Office for Civil Rights:** The licensed and non-licensed assignment, race, ethnicity, and gender data is used to determine compliance with the Civil Rights Act of 1964.
- **National Center for Education Statistics:** STAR data is used as a part of a comprehensive collection of education related data completed by all states that provide state-by-state comparisons.
- **American Federation of Teachers and National Education Association:** The number of classroom teachers and their salaries are used to produce state-by-state comparisons on selected topics.
- **Council for Chief State School Officers:** The teacher data for math and science classes is used in the “Math and Science Indicators Report” which contains information from each state and provides state-by-state comparison.
- **Others:** As is requested or required, additional staff data may be reported to assist with policy development or accountability mandates. Some examples of others are graduate students working on capstone or doctorate projects, districts who want to ensure their salaries are comparable with neighboring districts, and organizations that want to share information with teachers.

PELSB reports using this data can be found on the [PELSB Data Reports](#) webpage and the [Reports webpage](#).

## Important Note on Data Usage

Each year there are a number of federal reports states are required to submit to the [US Department of Education](#). These reports are utilized to govern, acquire, validate, and use data on pre-kindergarten through 12<sup>th</sup> grade for educational planning, policymaking, and management and budget decision making.

It is important that districts and charter schools report their employment and assignment data as thoroughly and correctly as possible in order to present the correct data to be used for reports at both the state and national level.

## What is the STAR Timeline?

For the foreseeable future, there will only be **one submission – the fall submission**. Unless otherwise noted in the STAR Coding Manual, the following dates are the STAR timeline.

- **Snapshot Date** = October 1 or the first week of October
- **System Opens** = October 1 or the first Monday in October
- **Due Date** = Last Monday in November
- **Extension Requests** = requests will be accepted beginning two weeks before the due date

## What is a Snapshot?

A Snapshot is a picture of the licensed and non-licensed staff on a particular date.

Since education is an ever-changing organism, many schools have altered schedules, so the snapshot you report could be October 1 or the first week of October. This snapshot allows PELSB, BOSA, MDE, and the public to know who is working in your district/schools and what they are doing.

**The snapshot date is NOT the day the report is due.**

**NEW: Beginning school year 2023-2024 the employment report will include all staff who were employed with the district or charter school from October 1 of the previous year to the present. This only effects the EMPLOYMENT or LA record.**

## How do I Access the STAR System?

The district Identified Official with Authority (IOwA) needs to approve the STAR Coordinator access through the [Education Identity and Access Management \(EDIAM\) Security System](#). When the IOwA enters their EDIAM account they will select “EDIAM Authorization System” and then select “STARWES” to approve access. This is also the procedure for removing a person’s access to the system.

Once approved in the EDIAM system, STAR Coordinators can log into the STAR system and begin work in the sandboxes.

## What do you mean “begin work in the sandboxes?”

The data, whether uploaded into the system or manually entered, is housed in a “sandbox.” You can make changes to the data in this area. The only people with access to this information is anyone with access to the STAR system. This is non-submitted information.

Once the information is correct and has clear validations, the sandbox is submitted through the “Submit” option found under the “Home” tab.

## Section Two: Importance of Accurate Reporting

The STAR system continues to undergo system updates each year as we work towards incorporating edits that will assist with ensuring correct data is reported. Due to the missing edits, there have been some issues occurring in the data. Please make sure that staff who are inputting data into your systems or providing the data to STAR staff for reporting verifies the data is correct.

These are some issues that have been caused due to incorrect data reported.

### Employment and Termination Status

It is highly important to ensure the employment and termination status are reported correctly.

1. Public view and use of STAR data. The data can be found on the [PELSB Data Reports](#) webpage.
  - a. While most of the reports on this page are aggregated reports, there are two reports which provide the public data submitted by the districts and charter schools:
    - i. Staff Assignment provides the following data: file folder number, assignment code, grade of the assignment, assignment FTE, certification code, and district information.
    - ii. Staff Employment provides the following data: file folder number, district data, employment status, termination status, contract salary, contracted days, fulltime status, educational level, and years of experience reported by the districts.
  - b. PELSB has received questions from organizations and journalist asking about why some people have been reported as newly licensed or as terminated for multiple years in a row.
2. Incorrect employment status effects state and federal reports:
  - a. Reports, such as the Teacher Supply and Demand Report (this can be found on the [PELSB Reports webpage](#)), use STAR data to study and summarize the status of teachers in Minnesota. One of the tables examines at the retention rate of new educators over five years. For each year, we pull all staff who are reported for the first time on STAR and check to see if those individuals were reported the following years. This shows us how many new teachers enter each year and how many of those teachers continue in education.
  - b. Example: The 2019-2020 STAR report (the first year of our new system) identified 2569 educators as new teachers, but upon further examination, 605 individuals had been reported as new the previous year and their employment status had not been updated. This is due to the fact that previous year data edits were missing from the system, allowing individuals employment status to be reported incorrectly.
3. Licensure renewal:
  - a. Each year numerous districts discover that a new teacher had not been reported the previous year. This then causes an issue on the Years of Experience for the teacher.
  - b. This issue can affect a teacher's ability to renew their license or move up a tier level.
4. When districts fail to report a previously reported employee as terminated. Once the STAR report is finalized, this information cannot be corrected.
  - a. This can make the employee ineligible for options that are available to individuals who did not teach the previous year.
  - b. Causes incorrect data to be reported on state and national staffing data reports.

## Average Salary and FTE

Average salary is determined by dividing the reported contracted salary by the FTE for each individual. All salaries are then used to determine each district and charter school's average salary.

If the salary is reported incorrectly OR if assignment data is reported incorrectly the salary of the individual will be incorrect and the average salary for your district or charter school will be incorrect.

Examples of common errors:

1. Salary data: Zeros added to the end of the salary instead of the front. When reporting a five-digit salary (\$50,000) you will add a zero to the front to make it six digit (050000). If you add the zero to the end, then \$50,000 becomes \$500,000.
2. Assignment data: If assignments are missed or reported incorrectly, this can overinflate or underinflate the assignment FTE which will effectively change the average salary as it is based on the FTE.

Oftentimes a question regarding the validity of a district or charter schools average teacher salary will occur due to it appearing on the *Licensed Average Salary by District* report as being higher or lower than expected (these are extreme figures, such as a small district having an average salary for teachers as twice the amount of similarly sized districts). When investigating these emails, it always turns out that either the salary was reported incorrectly or the assignment data was reported as too high or too low.

It is important to ensure salary is reported correctly on employment and that periods per week and minutes per period are reported correctly. One of the tools that can be used to check for mistakes is the FTE report found on the Submit page. Downloading this report and examining the FTE of each staff member can alert you to any issues that may have occurred.

### Recent Solution

PELSB has recently decided that salaries that appear to be too high will not be included in the average salary report and when preparing the Staff Employment report the salary in question will be replaced with "please contact PELSB for additional information."

### *Why does this matter?*

The salary data is used by the state government, federal government, policy makers, and many organizations in multiple ways. One organization that contacted PELSB about the issue provides districts assistance in determining comparable salaries. Minnesota legislators use this data when determining funding or grants. Incorrect information could affect the amount of funding or who qualifies for the funding.



## Assignment Code

There are many reasons why a district must be accurate in choosing an assignment code. One of the consequences of choosing an incorrect assignment code is that it can affect an educator's license renewal or tier level.

- **Administrators** receive a two-year provisional license and must complete a year of experience within that administrative licensure area to move to a five-year license. If a person is reported with a non-instructional code and not an administrative code this can prevent a person from moving to a five-year license. Examples:
  - Dean of Students, Administrative: If the Dean of Students position requires the staff to perform administrative duties they need to hold an administrative license. If this person is reported with 990900 (which can be any license) or 999971 (which does not require a license) then this person will not be able to use the year to move to a five-year license.
  - Program Coordinator: While an administrator could also be a program coordinator, the assignment codes for program coordinators (950100, 950150, 950200, 950250, 950500, 990120, 990130, and 990500) are not administrative assignment codes. They cannot be used to renew to a five-year license. While most program coordinators can be done by any licensed individual, some have specific requirements.
    - If a principal is also the program coordinator of an early childhood program, report the early childhood program as one to five periods per week of the assignment and the principal assignment as twenty-five to twenty-nine periods per week.
    - A Special Education Program Coordinator is required a special education license, but can also be done by a Special Education Director license. In this case, if the person is also working as a Special Education Director, just report these hours under the Special Education Director assignment. There is no reason to report the program coordinator position separately.
    - A principal or assistant principal filling a position that states "any educator license" on the *Assignment Licensure Table* can be reported under the administrative assignment code.
  - Curriculum Director: Assignment code 960200 is the administrative code for the curriculum director. The assignment code 990410 Curriculum Development and Design is a position that any license can cover. If you have an administrator in charge of curriculum, use 990410. Once again, if the person is Principal and Curriculum Director both assignments can be covered under the principal assignment code.
  - Generally speaking, if a superintendent, principal or assistant principal, community director, or special education director are doing any assignments that states "any educator license" on the *Assignment Licensure Table* can be reported under the administrative assignment code.
- **Tier 2 to Tier 3 Pathway** requires a teacher to work for three years in the content of the tier 2 license to move to a tier 3.
  - This means if the person wants to use tier 2 experience to move to a tier 3 in mathematics, they must hold the tier 2 license in mathematics AND have taught mathematics. If the person is reported for three years as teaching Life Skills on the STAR report, they will not be allowed to use that experience to move to tier 3.
  - If you have a person on tier 2 doing a position within their licensure area but are unsure how to report it because it may fall into several areas, please send the file folder number and course description to STAR staff via email to determine the best assignment code to use. Staff will send you all the assignment codes that can be used to report the assignment for the licensure area

- held. This allows districts to choose the assignment that best fits. Be truthful in your assignment reporting. If the class truly is a Life Skills class and not a mathematics class and the teacher does not have any true mathematics assignments, then this is experience that cannot be used.
- If a person is providing special education services under a tier 2 license, they must work and be reported within the categorical area of the license. This means, if they are working on a multiple disciplinary team you will need to match their assignment to their license, but still report Mode of Teaching S.
  - Laws of Minnesota 2023, Chapter 55, Article 5, Section 38 amends the requirements to **move to a tier 4 license**. An educator is now required to have three years of field-specific teaching experience as a teacher of record. This means that to move to a tier 4 license, the person must have taught within the licensure field of the license moving to a tier 4.

## School Number

There are many important uses for school number. If you have a program located within a school building, make sure that you have corrected the program under the correct school number.

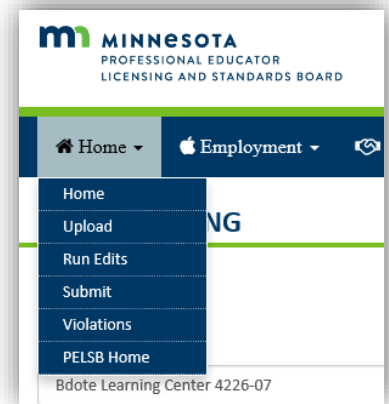
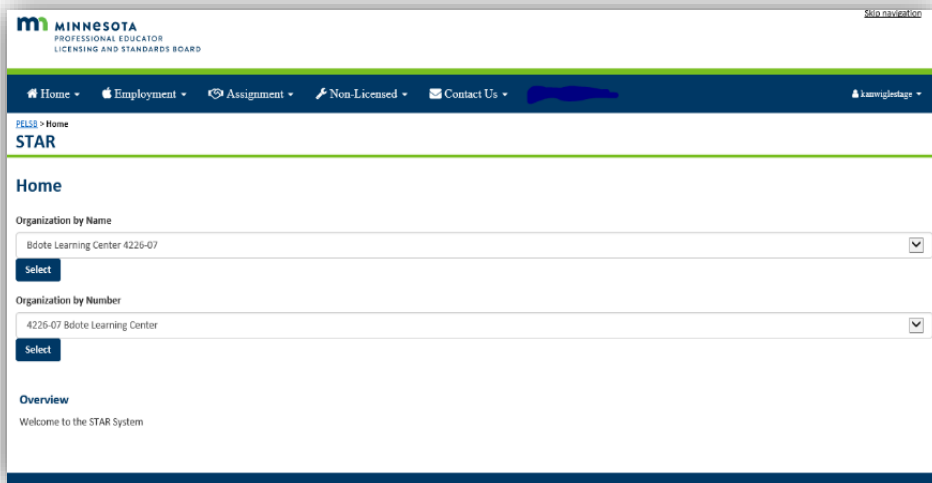
1. Due to alternative learning staff not being reported under the appropriate school number in 2019-2020 and subsequent years, there were many programs in Minnesota that were not included in federal reports at the national level.
2. Some MDE divisions use the STAR data to determine eligibility for finances, grants, and many other programs or projects and if the school number has no staff reported, that program can miss out on opportunities.

## Section Three: Tour of the STAR System

This section of the manual will provide an overview of the webpages you will find in the system. The data elements will be examined in detail in Section Three.

### Home Page

The Home page lists the organizations that can be accessed. If approved for more than one district or charter school, choose the desired district or charter school by name or number. If you are only approved to access one district then only that district will appear on this page.



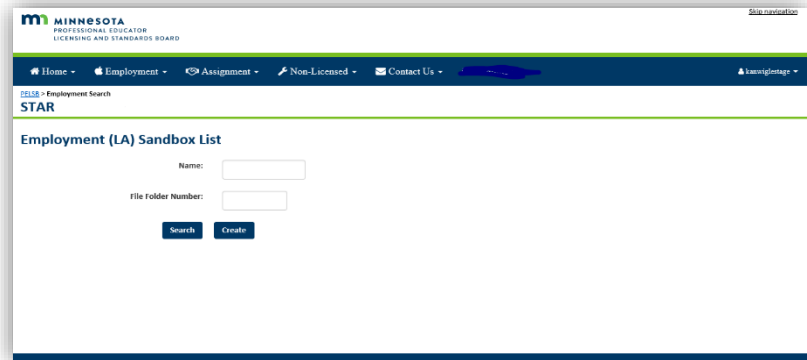
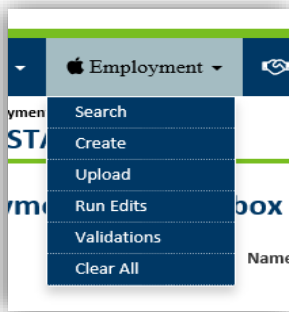
### Menu Bar: Home

Hovering the pointer over the Home option on the menu bar will provide the following options: Upload, Run Edits, Submit, Violations, or PELSB Home.

- **Upload:** choose to upload employment, assignment, or non-licensed data
- **Run Edits:** runs edits on the data in either employment, assignment, or non-licensed to validate entries
- **Submit:** submit licensed or non-licensed data when all validations are clear
- **Violations:** view any licensure violations after data is submitted
- **PELSB Home:** opens the PELSB webpage

## Employment Page

The Employment (LA – Licensed A file) Sandbox is where the employment records are stored. Clicking on Employment on the menu bar will open the search option. To view the complete list of records, click on search (leaving the name and file folder boxes empty). This will provide a table with all records in the sandbox listed. The records can be sorted by File Folder Number, Name, Gender, or Birth Date. There is also a User ID of the individual who last loaded or edited the data, a link to any assignment records or validations that may be associated with this record, and an actions option that allows editing or deleting of the record. At the bottom of the table there is a “Download All” button which will download an excel document with all the employment data reported. Once you have submitted the report, save a copy of this document for your records.



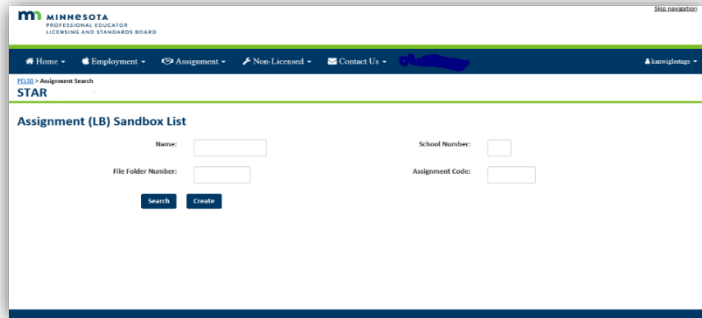
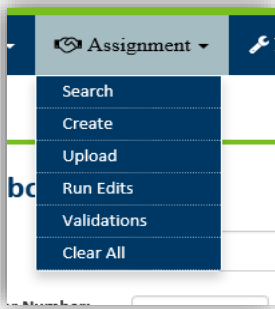
### Menu Bar: Employment

Hovering the pointer over the Employment option on the menu bar will provide the following options: Search, Create, Upload, Run Edits, Validations, or Clear All.

- **Search:** search employment data in the sandbox by name, file folder number, or leave those options blank and hit “Search” for a table of all data in the sandbox
- **Create:** create a record manually
- **Upload:** upload employment data – only for districts that use a vendor or have data created into a text file
- **Run Edits:** run edits on employment data – edits are ONLY ensuring the data entered is within the parameters of the system and matches what is on the educator’s file
- **Validations:** this is the error and warning report – search by name, file folder number, or leave those options blank and hit “Search” for the complete list.
  - If there are any errors or warnings, a table with the following information will be provided: File Folder Number, Staff Name, Message, Severity, Field, User ID, and Links
    - **Message:** explains the issue
    - **Severity:** identifies the issue as error or warning
      - Errors must be corrected in order to submit data
      - Warnings should be checked to ensure is correct and, if so, can be ignored
    - **Field:** identifies the data element
  - To fix any issues, click on edit to open the record
    - All the error messages for this record will be on the top of the page
    - The boxes for each of the element fields in question are outlined in red
    - Make changes, save, and run edits
    - Click on validations to ensure errors were cleared
- **Clear All:** This option deletes all the data in the sandbox from the system; this must be completed in order to complete a new upload

## Assignment Page

The Assignment (LB – License B file) Sandbox is where the assignment records are stored. Clicking on Assignment on the menu bar will open the search option. To view the complete list of records, click on search (leaving the four boxes empty). This will provide a table with all records in the sandbox listed. The records can be sorted by File Folder Number, Name, School Number, or Assignment Code. There is also Grade Level, User ID of the individual who last loaded or edited the data, a link to any employment records or validations that may be associated with this record, and an actions option that allows editing or deleting of the record. At the bottom of the table there is a “Download All” button which will download an excel document with all the employment data reported. Once you have submitted the report, save a copy of this document for your records.



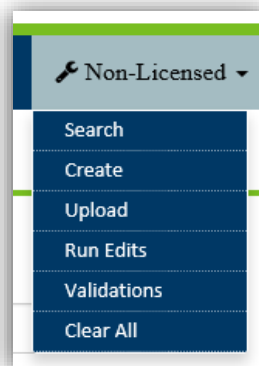
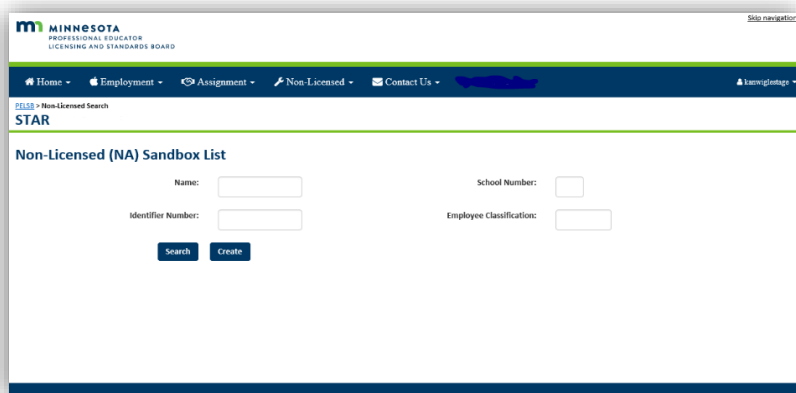
### Menu Bar: Assignment

Hovering the pointer over the Assignment option on the menu bar will provide the following options: Search, Create, Upload, Run Edits, Validations, or Clear All.

- **Search:** search assignment data in the sandbox by name, school number, file folder number, assignment code, or leave all options blank and hit “Search” for the table of all data in the sandbox
- **Create:** create a record manually
- **Upload:** upload assignment data – only for districts that use a vendor or have data created into a text file
- **Run Edits:** run edits on assignment data – edits are ONLY ensuring the data entered is within the parameters of the system and matches what is on the educator’s file
- **Validations:** this is the new error and warning report – search by file folder number or leave the box blank and hit “Search” for the complete list
  - If there are any errors or warnings, a table with the following information will be provided: File Folder Number, Message, Severity, Field, User ID, and Links
    - **Message:** explains the issue
    - **Severity:** identifies the issue as error or warning
      - All errors must be corrected in order to submit data
      - Warnings should be checked to ensure information is correct and, if so, can be ignored
    - **Field:** identifies the data element
  - To fix any issues, click on edit to open the record.
    - all the error messages for this record will be on the top of the page
    - The boxes for each of the element fields in question are outlined in red
    - Make changes, save, and run edits
    - Click on validations to ensure errors were cleared
- **Clear All:** This option deletes all the data in the sandbox from the system; this must be completed in order to complete a new upload

## Non-Licensed Page

The Non-Licensed (NA – Non-Licensed A file) Sandbox is the area where non-licensed staff records are stored. Clicking on Non-Licensed on the menu bar will open the search option. To view the complete list of records, click on search (leaving the four boxes empty). This will provide a table with all records in the sandbox listed. The records can be sorted by Identifier Number, Name, School Number, Classification, Gender, or Birth Date. There is also a User ID of the individual who last loaded or edited the data, a link to the validations that may be associated with this record, and an actions option that allows editing or deleting of the record. At the bottom of the table there is a “Download All” button which will download an excel document with all the employment data reported. Once you have submitted the report, save a copy of this document for your records.



### Menu Bar: Non-Licensed

Hovering the pointer over the Non-Licensed option on the menu bar will provide the following options: Search, Create, Upload, Run Edits, Validations, or Clear All.

- **Search:** search non-licensed data in the sandbox by name, school number, identifier number, Classification, or leave all options blank and hit “Search” for a table of all data
- **Create:** create a record manually
- **Upload:** upload non-licensed data – only for districts that use a vendor or have data created into a text file
- **Run Edits:** run edits on non-licensed data – edits are ONLY ensuring the data entered is within the parameters of the system
- **Validations:** this is the new error and warning report – search by name, identifier number, or leave the box blank and hit “Search” for the complete list
  - If there are any errors or warnings a table with the following information will be provided: Identifier Number, Staff Name, Message, Severity, Field, User ID, and Links.
    - **Message:** explains the issue
    - **Severity:** identifies the issue as an error or a warning
      - All errors must be corrected in order to submit data
      - Warnings should be checked to ensure information is correct and, if so, can be ignored
    - **Field:** identifies the data element
  - To fix any issues, click on edit to open the record.
    - All the error messages for this record will be on the top of the page
    - The boxes for each of the element fields in question are outlined in red
    - Make changes, save, and run edits

## Section Four: STAR Data Elements

### Licensed Staff Employment (LA Files) – RECENT CHANGES

The most recent legislation session added an additional reporting require for Minnesota school districts and charter schools. This report requires that all hires and terminations be reported to PELSB for the entire year ([Laws of Minnesota 2023, Chapter 55, Article 5, Section 45](#)). Instead of creating another report for districts to complete, PELSB has rolled this report into the Employment Report section of STAR.

Beginning with the 2023-2024 school year, the LA Files will contain a list of all staff who were employed for a position requiring a PELSB license in your district or charter school since the previous report (October 1 of the previous year). Staff who are no longer with your district or charter school will be reported with a termination code, even if they were not reported on the previous year's report.

Employed staff are those your district or charter school have the authority to hire and terminate (your district holds the contract).

If a licensed staff is doing a position that does not require a license, this person should be reported in the NA files unless the reporting district's school board or administrator requires the position to be filled by an individual who holds a Minnesota educator license and/ or the position is a part of the teacher contract (and PELSB processes licenses for the position). For example, while Voluntary Pre-K teachers are not required to be licensed, a district may decide that they will only hire teachers who hold a license and these teachers are on a teacher contract.

If a staff is doing both licensed and non-licensed positions, the staff will have a file in LA, LB, and NA. Do NOT report employment information for staff that are NOT employed by your district, even if they are providing services (they will have an LB record).

#### ***Include (report the following):***

- Terminated or inactive staff that were employed in a position requiring a license since the last STAR report was submitted (even if the staff are no longer employed).
- Long-Term substitutes (a substitute teacher fulfilling one assignment for more than 20 days consecutively or is considered the Teacher of Record) if they are considered an employee.
- Reserve teacher: a teacher who works as a day-to-day building substitute.
- Teachers who were reported on the prior submission as on Leave of Absence or inactive should be reported with the current status updated (inactive, returned to position, or terminated).

#### ***Exclude (do not report the following):***

- Staff who provide services to your district, but are employees of another district or organization (another district or organization has hiring/terminating authority). These staff WILL be reported in the LB files.
- Staff whose assignment is 100 percent in a position that does NOT require a PELSB license. These individuals should be reported as non-licensed staff in the NA record unless your school district or charter school requires a license for the position.
- Staff who are contracted and their position does NOT require a PELSB license. If their assignment REQUIRES a license, these staff will be reported in the LB files.
- Student workers.
- Short-Call substitutes (a substitute teacher fulfilling one assignment for less than 20 consecutive days *and* is NOT the Teacher of Record).
- Coaches.

# LA Files Data Element Descriptions

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## District Number

**Value: 0001-9999**

The district number is the four-digit number identifier assigned by MDE to a district or charter school.

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.

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## District Type

**Value: 01-99**

The district type, also called organization type, is a two-digit number, assigned by MDE, which identifies the type of the school district. The definitions of types can be viewed at [MDE Organization Reference Glossary](#), a section in MDE’s Schools and Organization [MDE-ORG website](#).

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.

---

## File Folder Number

**Value: 0000000-9999999**

The File Folder Number (FFN) is a seven-digit number assigned by PELSB upon application for licensure and used as a unique identifier. All staff who hold a license or permission will have an FFN. The existence of an FFN does not guarantee a license has been processed and approved.

Use PELSB [License Lookup](#) to find an individual’s FFN or status of a license. You can search by name or FFN. You will click on either the “License” button, which brings you to a PDF copy of the license, or the “Details” button, which will show you the licensure information, permission information, and the application status.

If a FFN is not available, you will report the person with seven zeros (0000000) as the FFN. This person will appear as a violation.

---

## Social Security Number

In school year 2016-2017 STAR stopped collecting social security numbers on STAR due to security issues. If you are uploading a file, you will need to have nine zeros in place for the file to upload correctly. If you are manually entering data you will see no option to enter this data.

The screenshot shows a data entry form with the following fields:

- \*File Folder Number:
- \*Staff Name:
- \*Birth Date:
- \*Gender:
- \*Ethnicity:
- \*Race:
- \*Employment Status:
- Hire or Return from Leave Date:
- \*Inactive/Transfer/Termination:
- Termination or Leave Effective Date:
- \*Contract Salary:
- \*Contract Days:



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## Staff Name

Report the name as follows:     **Last, First Middle**

If a name error is received because the staff member has recently changed their name, please have the staff complete a name change request by going to the [Educators Online System](#). If they either cannot or refuse to use the online option, the district can still use the District Personnel Data Verification Form found on the [STAR webpage](#) and a human resource representative of the school verify by signing that the staff has provided proof of a legal change. Then email this form to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

STAR staff will make the required change and will confirm once the change has been made. Please note, all fields must be completed (even if there is no change) in order for STAR staff to accept the form. The additional information is used to ensure that the correct licensure file is being updated.

---

## Birthdate

Report birth date in the following pattern:     **YYYYMMDD (year month day)**

*Example: January 27, 1975 = 19750127*

Do not use commas and report single-digit months and days with a preceding zero. If you receive a birth date error, check to ensure your information is correct and reported in the correct pattern before emailing.

---

## Gender

PELSB recognizes that gender is not binary and continues to work on better terminology choices for gender identification. Currently, the STAR team added the option of “U,” or “undeclared,” for individuals who do not identify as female or male. Until the agency is able to incorporate the appropriate terminology into all of our online systems, “undeclared” will be used. We thank districts and educators for their understanding as we work hard to bring old systems up-to-date.

Please enter or choose one of the following:

M – Male

F – Female

U – Undeclared

---

## Ethnicity and Race

Non-scientific ethnic and race designation as defined by the United States Department of Education. The manner of collecting this data is left to the discretion of the district, but districts should make it clear to staff this data is used for the purpose of compliance with federal and state civil rights and data requests, specifically requests that are aimed at increasing Teachers of Color and American Indian teachers in Minnesota education. Please be clear with your staff that you are required to report this data, whether or not this information is self-identified.

Each item under Ethnicity and under Race must have a Y (yes) or N (no).

The Race section requires at least one Y.

### **Ethnicity:**

- **Hispanic/Latino** – the federal definition includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin – regardless of race (including, but is not limited to, Columbian, Ecuadorian, Guatemalan, Mexican, Puerto Rican, Salvadoran, Spaniard, Spanish, Spanish-American, etc.).

### **Race:**

- **American Indian or Alaskan Native** – the federal definition includes persons having origins in any of the original peoples of Central, North, or South American and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian** – the federal definition includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, but not limited to, Asian Indian, Burmese, Chinese, Filipino, Hmong, Karen, Korean, Vietnamese, etc.).
- **Native Hawaiian or Other Pacific Islander** – the federal definition includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Black or African American** – the federal definition includes persons having origins in any of the black racial groups of Africa (including, but not limited to, African-American, Ethiopian, Oromo, Liberian, Nigerian, Somali, etc.).
- **White or Caucasian** – the federal definition includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Important Data Notes:** When the STAR data is loaded into the PELSB database, the following occur:

1. Any individuals who are identified as Hispanic/ Latino YES will ONLY count as Hispanic/ Latino, even if the person has an additional race reported. Although this is the case, please be sure to report all race information for these individuals. If race is unknown, most people are reported as white under race.
2. Individuals reported with more than one race will appear as Multi in the PELSB database and will only count as two or more races in any aggregated reports. Due to this reason, many districts choose to only enter one race. Please be sure that you are entering race information by what the staff is identifying.
3. When race information is pulled from the PELSB database, we pull race information from the educators' application. We only use STAR data if information was not provided on the licensure application.

---

## Employment Status

This code is used to identify the current employment status of licensed staff.

Status Code	Description of code
00	Default value used for staff returning from the previous year. This includes those who are being reported as terminated or inactive.
01	Newly Licensed staff who is a Minnesota graduate or is being reported for the first time since receiving a Minnesota license.
02	Staff returning after a break in service, was not reported the previous submission, or was in a non-licensed position the previous submission. Years of experience must be reported.
03	Transferred from another public Minnesota school and was reported on the previous submission.
04	Transferred from a school in another state, country, or a non-public school and was not reported on the previous submission. Years of experience must be reported.
05	Newly licensed staff that is an out-of-state or out-of-country graduate and reported in STAR for the first time in a licensed position.
06	Long-Term Substitute is a licensed individual filling a position for more than 15 consecutive school days and/or acting as Teacher of Record (as defined in <a href="#">Minnesota Administrative Rules 8710.0310</a> ). Use this identification only if the person is considered an employee of the district. If a long-term substitute is considered a contractor, not an employee, you will report only an assignment record, not an employment record.
07	Employed less than one year can be used for an employed hired after October 1 the previous year who did not return this year. This should only be used if it is unknown what the employment status was for the person. <b>NEW</b>
08	Transferred from a Non-Licensed position to a Licensed assignment. <b>NEW</b>
19	Missed employment on last report will be used if you have a staff who was employed the previous year before October 1 and is returning the current year but was not reported on the previous report employment. <b>NEW</b>

---

## Hire or Return from Leave Date

Report this date in the following fashion: **yyyymm (year month)**

*Example: December 2022 = 202212*

- If an employee is reported with an employment status of 01-08 you will enter the year and month the individual began their employment.
- For individuals reported with 00 as a returning staff, this section can be left blank.

## Inactive/ Transfer/ Termination Status

This code is used to identify why an individual became inactive since the prior STAR submission.

### ***Returning staff, not inactive***

Status Code	Description of code
00	Default value – staff is returning this year and is not inactive

### ***Inactive or Leave of Absence (employed but no regular assignment)***

Use one of these codes when an individual is still under contract with the district, but is not currently active in a position. This must be updated each submission.

Status Code	Description of code
21	Maternity/ Paternity/ Adoption
22	Illness
23	Personal Obligations/ Other
24	Travel
25	Professional Growth
26	Military Service
28	Extended Leave/ Alternative Career Exploration/ Sabbatical
29	Employed but has no Assignment at the time of reporting

### ***Transfer (no longer in a licensed position)***

Use this code if a person was previously reported on the Employment record as active, but has since moved to a non-licensed position within your district. Be sure to report this individual in the NA files.

Status Code	Description of code
30	Intra-districts transfer from a licensed position to a non-licensed position.

### ***Terminations (no longer employed in district)***

Use one of these codes if a person has been terminated or resigned from your district.

Status Code	Description of code
46	Staff Reduction
47	Personal Reasons
49	Retirement
50	Death
51	Educator in another District
52	Educator in another State or Outside of the United States
54	Other Educational Occupation
57	Not Offered Reemployment for Reasons Other than Staff Reduction
59	Long-Term Substitute
60	Unknown/Other

---

## Termination or Leave Effective Date

Report this date in the following fashion: **yyyymm (year month)**

*Example: September 2023 = 202309*

- If an employee is reported with an inactive/ transfer/ termination or leave status above 00 you must enter the year and month this began.
- For individuals reported with 00 as a returning staff (not on leave, inactive, or terminated), this section can be left blank.

---

## Contract Salary

A six-digit number, right justified, preceded by zeroes, rounded to the nearest whole dollar, no commas or decimals. For individuals reported with an inactive, transfer, or termination code, report 000000.

***Example: \$10,550.82 will be reported as 010551.***

- Report the salary as it is on the snapshot date even if the salary changes after the snapshot date due to a contract update.
- Report only salary that pertains to licensed assignments, include incentives as well as payment for optional/overload periods.
- If an individual is working part time in a non-licensed assignment, DO NOT include the portion of the salary that is paid for the non-licensed assignment. Including non-licensed assignment salary in the reported salary will result in an inflated average salary and could cause an error.
- If an employee is paid hourly, estimate the annual salary. This can be done by calculating the contracted hours or by assuming their current schedule will be the same all year.
- Do not include benefits or salary for extracurricular activities, coaching, summer school, or advisors.
- This data is used to determine average salary.

---

## Contract Days

**Value: 000-265**

Three-digit number representing the total number of days contracted to report to work. For individuals reported with an inactive, transfer, or termination code, report 000.

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## Highest Education Level

Report all staff with their actual highest level of education.

- This indicates academic degrees and credits toward a further degree. It does not correspond to contract step and lane, length of experience progressions, or clock hours.
- All numbers are based on quarter credits. To convert semester credits to quarter credits, use the following formula: # of semester credits X 1.5 = # of quarter credits.

*Example: 10 semester credits X 1.5 = 15 quarter credits.*

- Choose the code that best fits the education level of the employee. It is important to report at least the degree level. This information is reflected on the [MDE Minnesota Report Card](#) in order to meet ESSA reporting requirements.

Code	Degree Level
01	0-2 years
02	3 years
03	BA (Bachelor's degree)
04	BA +15-29 credits
05	BA +30-44 credits
06	BA +45-59 credits
07	BA +60 or more credits
08	MA (Master's degree)
09	MA +15-29 credits
10	MA +30-44 credits
11	MA +45-59 credits
12	MA +60 or more credits
13	ED Specialist
14	Doctoral degree

---

## Out-of-District Assignment

Value – Y (yes) or N (no)

- Report N for staff that provide services requiring licensure full time (100%) in the district. Do not report Y for staff that serve your district 100 percent, even if they have an extra assignment in another district. The other district will report the assignment as an intentional overload assignment.
- Report Y for staff that are fulltime and provide services requiring licensure less than 100 percent FTE in your district AND providing services in other districts. This includes when districts contract with non-public school for licensed services, such as a special education.
- Total FTE across the state is used to determine the average salary.

---

## Full time/Part-time

Value – F (full time) or P (part time).

Refers to part-time or full time assignment, does not require year round employment. Staff with an FTE of 80% or higher can be determined as fulltime.

For example:

- Report F when staff serves as a teacher part time and a principal part time.
- Report P on both LA files and NA files when staff serves as a licensed teacher part time and as a non-licensed aid part time.
- Report F when staff is hired as full time, but provides services outside of the district part of the day.
- Report F when staff employed full time, but has assignments occur only during one reporting submission, for the submission the assignments do not occur, report code of 29 on the employment status.

---

## Years of Experience (Superintendent, Principal, Classroom Teacher, Other)

Value – 00-99

Two-digit number used to indicate the number of years of experience acquired by an individual serving in an assignment for which licensure is required. Do not include the current year; this is updated when the data is moved to the PELSB data mart for public use.

- Report only for staff whose New Licensed Staff code is 02 (returning from break in service) or 04 (transferred from out of Minnesota or non-public school).
- It is important to report years of experience for staff with the status of 02 and 04 since any staff with less than three years of experience are considered inexperienced under ESSA.
- If a staff is serving in more than one area, report only experience in one category per year with precedence as follows: superintendent, principal, teacher, other. For example, if your superintendent is also an elementary principal, the year of experience will fall under superintendent.
- When determining years of experience, you may include years of service outside of Minnesota or in a non-public school setting, but only for the years that the teacher held a license.
- If the teacher was in long-term subbing positions that fell outside of the STAR reporting sessions, you may add the year of teaching experience ONLY under the following situations:
  - Each long term sub position was at least 30 days long
  - The teacher providing long-term subbing services for a minimum of 90 student contact/ school days of the year (you may combine multiple long-term positions)

**Staff may not receive credit for years in which:**

- They were considered inactive, regardless of whether or not they received a salary.
- They were working as a short call substitute.

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## Local Use

This field may be used by local districts for linking staff records. It is not required for state reporting.

## Licensed Staff Assignment (LB Files)

The LB Files offer a snapshot of the assignments provided to schools and programs designated to public school districts or charter schools on the snapshot day (**October 1 or the first week in October**) which require a license by PELSB, BOSA, or MDE regardless of employment. This would also include staff whom the district board or administrators require licensure even if the state does not (for example, Voluntary Pre-K programs). Schools and programs designated to your district refer to those that have an official school or site number assigned at MDE. To ensure federal reports are completed properly, be sure to report assignments with the school or site number in which they occur, even if it is a program within a school building.

A separate record for each assignment, school, and grade level should be reported. This means that it is possible for a staff member to have multiple LB records. If a teacher's assignment, school number, grade level of the students, and periods/length are the same, then multiple assignments can be combined.

### **Include (report the following):**

- Assignments required to hold an educator license
- Assignments provided by employees of your district AND by staff not employed by your district.
- ONLY assignments that take place during the snapshot of the submission.
- All services being received by your students via Interactive TV (ITV) broadcast that are taught by staff of another district.
- Early childhood and parent educator staff in assignments requiring licensure. Any early childhood and pre-kindergarten or preschool programs that receive state or federal funding must be reported. School Readiness and Voluntary Pre-Kindergarten staff that are licensed, even if not early childhood license.
- Online Learning (OLL) classes provided to students within your district.
- Long-term substitute assignments (assignments that are more than 15 school days consecutively or the substitute is Teacher of Record)
- College classes taught in the district school or charter school by a school staff member; commonly referred to as College in the Classroom.
- Adult Basic Education programs
- Any before or after school courses that are a required part of the students' academic day (to determine the requirement, is the student required to attend these courses, do they receive a grade and/ or credit for attending this course, will their absent of attending effect a grade and/ or credit for this course).

### **Exclude (do NOT report an LB record for):**

- Assignments that have taken or will take place before or after the submission snapshot.
- Assignments that are provided in schools or programs designated to another district.
- Coaching assignments.
- Student worker assignments.
- Short-call substitute assignments (assignments that last less than 15 school days consecutively AND the teacher is not teacher of record).
- Postsecondary Enrollment Options (PSEO) assignments that are taught by college employees on the college campus or online college classes that are open to all college students, even if the student is doing the online class in a study hall during the school day.
- Extracurricular activities that do not award credit or are not a required part of the students' academic day.
- Staff who are contracted and their position does NOT require licensure.
- School Readiness and Voluntary Pre-Kindergarten staff who do not hold a license.



## LB Files Data Element Descriptions

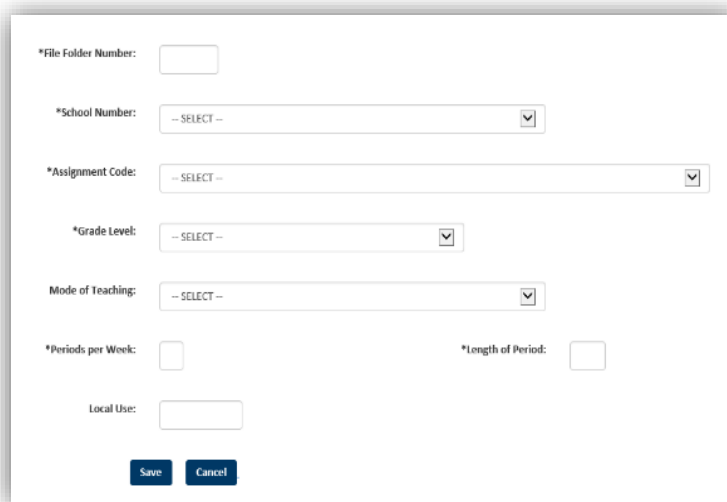
---

### District Number

**Value: 0001-9999**

The district number is the four-digit number identifier assigned by MDE to a district or charter school.

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.



The screenshot shows a data entry form with the following fields:

- \*File Folder Number:
- \*School Number:
- \*Assignment Code:
- \*Grade Level:
- Mode of Teaching:
- \*Periods per Week:
- \*Length of Period:
- Local Use:

Buttons: Save, Cancel

---

### District Type

**Value: 01-99**

The district type, also called organization type, is a two-digit number, assigned by MDE, which identifies the type of the school district. The definitions of types can be viewed at [MDE Organization Reference Glossary](#), a section in MDE’s Schools and Organization [MDE-ORG website](#).

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.

---

### File Folder Number

**Value: 0000000-9999999**

The File Folder Number (FFN) is a seven-digit number assigned by PELSB upon application for licensure and used as a unique identifier. All staff who hold a license or permission will have an FFN. The existence of an FFN does not guarantee a license has been processed and approved.

Use PELSB [License Lookup](#) to find an individual’s FFN or status of a license. You can search by name or FFN. You will click on either the “License” button, which brings you to a PDF copy of the license, or the “Details” button, which will show you the licensure information, permission information, and the application status.

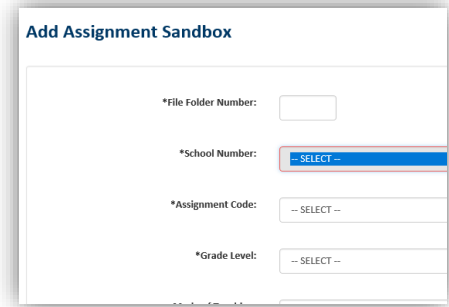
If a FFN is not available, you will report the person with seven zeros (0000000) as the FFN. This person will appear as a violation.

## School Number

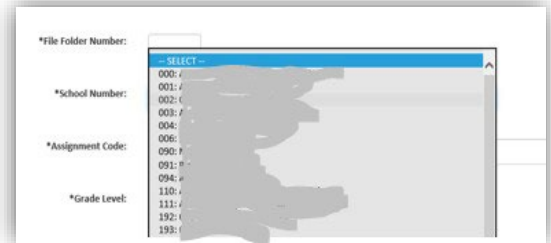
Value: 000-999

The school number is a three-digit number assigned by MDE to identify a school or program site within a public school district or charter school. School number is distinct from district number, even when the district consists of only one school site.

- District wide staff (for example, superintendent) will be reported with school number 000.
- School number is reported for each assignment. It is possible that one person may be reported with several school numbers.
- There are three major reasons ensuring school number is reported correctly.
  - MDE Minnesota Report Card provides a snapshot of data for the entire district as well as each school site. If a person providing services in two different school sites is reported only in one school site, the data will be incorrect.
  - There are several programs which are housed within a school building, but receive their own school number (for example, school readiness, alternative learning program, etc.). This is to ensure that MDE is able to assign funding to the appropriate programs. For this reason, it is important that if a program within a school has a separate school number, it is reported under that number.
  - This can effect if your district and schools will appear on federal reports and federal summaries. In 2019-2020 there were several dozen schools that had a significant change in staff reporting, including a reporting of zero staff. Many were ALCs or other programs that take place within a district building and we explained to the federal government that these were likely reported under the wrong school number.
- School numbers and other related information are reported and verified by school districts via MDE [District and School Site Verification](#).
- Any communications regarding School Number should be sent to [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).
- To find a school or site number on the STAR system, click on the “Create” option under “Assignment” and then click the arrow on the “School Number” box. The school or site numbers are listed in numerical order and include the name of the school or program.
- If you find one is missing, you will need to email MDE using the above email; in the email include the name and number of the school or program missing and ask that it be made active for STAR. If a site or program is listed that is not active during this reporting session, you will send an email to MDE including the name and number of the school or program and ask that it be made inactive for STAR. If you do not know the number of a missing school or program, you can find this on [MDE-ORG](#), checking under the district view of your district.



The screenshot shows a web form titled "Add Assignment Sandbox". It contains four input fields: "\*File Folder Number:" with a text box, "\*School Number:" with a dropdown menu showing "-- SELECT --", "\*Assignment Code:" with a dropdown menu showing "-- SELECT --", and "\*Grade Level:" with a dropdown menu showing "-- SELECT --".



The screenshot shows a dropdown menu for the "School Number" field. The menu is open, displaying a list of school numbers and names. The list includes: "-- SELECT --", "000: f", "001: f", "002: f", "003: f", "004: f", "006: f", "090: f", "091: f", "094: f", "110: f", "111: f", "192: f", and "193: f".

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## Social Security Number

In school year 2016-2017 STAR stopped collecting social security numbers on STAR due to security issues. If you are uploading a file, you will need to have nine zeros in place for the file to upload correctly. If you are manually entering data you will see no option to enter this data.

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## Assignment Code

Six-digit number that best describes the course or function the staff person is assigned to perform or teach. Report all staff who serve your school district or charter school in a capacity for which PELSB, BOSA, or MDE require a license. Report each assignment separately. This means there may be multiple assignments for one individual.

- Only assignment codes for assignments requiring licensure may be used in this field. If you use a non-licensed classification code in this field, you will receive an error.
- To find assignment codes, please use to appropriate STAR Coding Manual for the reporting year. This can be found on the [STAR webpage](#). This change began with the 2022-2023 school year.

---

## Grade Level

Two-digit number that describes the grade level of students taught in the assignment. See the Grade Level Table on the next page for grade level codes.

- Use specific grade levels when possible and group grades when individual grades do not apply.
- If a teacher's license does not cover a level in the grouped grade code AND the teacher is not working with that grade level, do not use that code, it will generate a violation.
- The assignment code lists may specify a grade-level code. When this happens, you must use that grade level or you will receive an error.
- For assignment codes 180100, 180160, and 180170, each grade level must be reported separately. If your elementary grade levels are truly combined, then you have a couple of choices for reporting these:
  - Report the grade with the most students.
  - Report each grade separately, but split the time in half. For example, if an elementary class has both 2nd and 3rd grade for 30 hours a week, report each grade with 15 hours.
- Staff serving all grades (K-12) may report two records (18 and 19) or use grade level 37 if the assignment code is 890200 Gifted Education Teacher, 890300 Homebound Teacher, 021610 Dance, 022300 Classroom/General Music, 022401 Vocal Music, 022501 Band, 022502 Orchestra, and 190000-196119 Special Education.
- **DO NOT use grade level 99 for instructional assignments.**

**Grade Level Table**

<b>Grade Code</b>	<b>Description</b>
01	1st grade
02	2nd grade
03	3rd grade
04	4th grade
05	5th grade
06	6th grade
07	7th grade
08	8th grade
09	9th grade
10	10th grade
11	11th grade
12	12th grade
15	Elementary grades 1-6 – not valid with 180101, 180100, 180160, or 180170
16	Pre-Kindergarten – not valid with 180100 – this grade level has been updated for 2019-2020 and should be used only for ages 4 and 5 or for mixed preschool ages
17	Kindergarten
18	Elementary grades K-6 – not valid with 180101, 180100, 180160, or 180170
19	Secondary grades 7-12
24	Senior High grades 9-12
26	Middle School grades 5-6 – do NOT use for 5-6 classes that run on an elementary schedule
27	Middle School grades 7-8
28	Middle School grades 5-8 – only use if all four grades are on educator’s license
30	Adult/Parent Student
37	K-12 – instructional assignment serving all grades in assignment codes 890200, 890300, 021610, 022300, 022401, 022501, or 190000-196119
40	ages birth-2 years
41	ages 3-5 years
99	Administrative and Non-Instructional Staff or as designated

## Mode of Teaching

One-digit code that describes the mode of instruction provided.

Code	Definition
0	Default (zero or blank) – General Mode of Teaching (one teacher in the classroom)
C	College in the Classroom – Report code C for classes that are taught on the high school campus, by district staff and award both high school and college credit.
I	Interactive Television (ITV) – Reported by the district receiving the services from another district via ITV. Report only if the ITV instruction is being received in your district and the teacher is not an employee of your district. ITV classes offered as a PSEO do not need to be reported.
L	Online Learning – Report code L for online learning assignments. This should be reported by the district receiving the online services, regardless of employment status. This designation will calculate the same as an X for purposes of the FTE. Online college classes (available to all college students) completed by students during a study hall do not need to be reported. Instead, these should be reported as either a study hall or a facilitating of computer programs.
M	Immersion Programs – Report code M for language immersion teaching programs. This code allows for reporting immersion programs at the secondary level or for elementary specialists. Even when you use the elementary immersion code, please use the mode of teaching M.
N	Independent Study – Report code N when a teacher has time set aside specifically for independent study students. If independent study students work with the teacher within another class or outside of the student’s academic day, do not report.
P	Innovative or Experimental Programs – Report code P when a person is working on an Innovative Program Permission (IPP) within either a project based learning program, innovative program, experimental program, alternative education setting, or any program using an IPP. This code allows districts to use the assignment code for the course and not requiring assignment codes specific to IPPs.
S	Special Education Multidisciplinary Team – Report code S when a special education teacher is a member of a formal Special Education Multi-Disability Team whose members work together to serve a group of students among whom a variety of disabilities are represented. This will assist in avoiding incorrect violation issues.
T	Team Teaching – Report code T when the teacher is one of two or more teachers teaching at the same time, in the same classroom, presenting the same curriculum to the same group of students. Report the teacher only with the assignment code that is appropriate for their license.
X	Extra Assignment – Report code X for overload assignments or assignments that are in addition to those that already calculate to 1.0 FTE. An individual cannot have an FTE greater than 1.05 (in one district or combined districts) unless one or more of the assignments are reported with an X in Mode of Teaching.

---

## Periods per Week

A two-digit number representing the number of periods per week the assignment takes place.

- Kindergarten teachers working on a traditional schedule:
  - One half-day assignment – report a total of 15 periods to calculate .5 FTE.
  - Two half-day assignments – report a total of 30 periods to calculate to a 1.0 FTE.
  - Full-day, every-day assignment – report a total of 30 periods to calculate a 1.0 FTE.
- To calculate 1.0 FTE – Beginning with the 2020-2021 school year, 30 hours (with length of periods 000 or 060) per week will calculate a 1.0 FTE, regardless of grade level. If your secondary program runs on a 25 hour schedule (five periods per day between 45-60 minutes), use the teacher prep code for 5 hours a week.
- For unique schedule, please send an email to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us) for assistance.

---

## Length of Period

A three-digit number describing the number of minutes each period is, not including passing time.

- Right justify and precede by zeroes as necessary to create a three-digit number (example, 25-minute assignment would be reported as 025).
- Length of Period 000 will default to 60 minutes for purposes of calculating the FTE.
- When an individual is doing the same assignment code all day, you can report the length of period with 000 (for example, principal, all day kindergarten teacher, all day 4th grade teacher, etc.).
- All minutes will calculate as reported with the exception of 000.
- If your schedule is a traditional six-hour schedule with periods 45-60 minutes long you can report either 000 or 060.

---

## Total Number of Pupils

Number of pupils is no longer required. If you are uploading a file from your school system, you will need to fill this with 000. If you are manually entering a record, this option will not be present.

---

## Local Use

This field may be used by local districts for linking staff records. It is not required for state reporting.

Since the LB records do not contain a name, many districts have made use of this field by entering the staff member's last name.

## Non-Licensed Staff Records (NA Files)

The NA Files offer a snapshot of the staff employed by a public school district or charter school (the district or charter school has the authority to hire or terminate) in positions not requiring licensure by PELSB, BOSA, or MDE.

The NA Files differ from the licensed files in the fact that the employee information and assignment are reported in the same record. This means, if an individual has more than one assignment or serves in more than one building, the employee will have more than one record.

Non-licensed staff whose services are contracted and are not considered employees of the district should not be reported on STAR UNLESS a license is required by PELSB, BOSA, or MDE. If a license is required, these individuals should be reported on the licensed side of STAR. For example, the school does not hire janitors, but contracts with a cleaning company for janitorial services; these individuals will NOT be reported. Another example, the school contracts with a non-profit organization for additional science teachers; these teachers should be reported on the LB files.

Non-licensed staff employed full time by one district, but serving in more than one district, should be reported only by the district of employment.

If a position does not require a license by PELSB, BOSA, or MDE, but the district requires a license, these staff can be reported on either the licensed or non-licensed side, depending on whether they are considered by the district as licensed or non-licensed positions. For example, while School Readiness does not require licensure, a district school board or administrator could decide that only those licensed as a teacher will be hired for the position. If the district places these folks on the teacher contract, then they should be reported on the licensed side.

### ***Include staff who meet ALL the following criteria in the NA Files:***

- Staff who are serving in a capacity that does NOT require licensure, **AND**
- Staff your school district has the authority to hire and terminate, **AND**
- Staff who are employed as of the snapshot date

### ***This includes:***

- Licensed staff who are serving in a position not requiring a license
- School Business Officer
- Technology Coordinator
- Director of Federal Programs
- Director of Athletics
- Personnel Director
- Early Childhood Programs that do not require a license (Voluntary Pre-K, School Readiness)

### ***Exclude, do not report:***

- Staff employed by another district AND provide services that do NOT require licensure by PELSB, BOSA, or MDE.
- Staff who are contracted AND their position does NOT require licensure by PELSB, BOSA, or MDE.
- Student workers
- School board members
- Coaches

## NA Files Data Element Descriptions

---

### District Number

**Value: 0001-9999**

The district number is the four-digit number identifier assigned by MDE to a district or charter school.

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.

The screenshot shows a data entry form with the following fields and options:

- \*Identifier Number: [Text Input]
- \*School Number: [Dropdown Menu]
- \*\*Staff Name: [Text Input]
- \*Birth Date: [Date Input (YYYYMMDD)]
- \*Gender: [Dropdown Menu]
- \*Ethnicity: [Dropdown Menu]
- \*Race: [Dropdown Menu with options: American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Black or African American, White]
- \*Employment Status: [Dropdown Menu]
- \*Employee Classification: [Dropdown Menu]
- \*Hours Per Week: [Text Input]
- \*Full time/Part time: [Dropdown Menu]
- Local Use: [Text Input]

---

### District Type

**Value: 01-99**

The district type, also called organization type, is a two-digit number, assigned by MDE, which identifies the type of the school district. The definitions of types can be viewed at [MDE Organization Reference Glossary](#), a section in MDE's Schools and Organization [MDE-ORG website](#).

When manually entering or viewing the records, this will not appear, but this number is still needed when uploading data as it will assist in verifying you are entering the data into the correct district.

---

### Unique Identifier Number

The unique identifier number replaced the social security numbers in 2016-2017. It is requested that districts use the same unique identifier for as long as staff are working in your district.

Follow this pattern to create the unique identifier:

- The first four digits use the four-digit DISTRICT NUMBER. If your district number is less than four digits, precede the number with zeros. For example, 79 would be 0079.
- The remaining five digits, assign a number unique to each individual in the fashion you choose. This can be a numerical order 00000, 00001, 00003, or the last five digits of an individual's employee or social security number.

**EACH NON-LICENSED STAFF MUST HAVE THEIR OWN UNIQUE NUMBER.**

**DO NOT report all zeros.**



---

## School Number

Value – 000-999

The school number is a three-digit number assigned by MDE to identify a school or program site within a public school district or charter school. School number is distinct from district number, even when the district consists of only one school site.

- District wide staff (for example, superintendent) will be reported with school number 000.
- School number is reported for each assignment. It is possible that one person may be reported with several school numbers.
- There are three major reasons ensuring school number is reported correctly.
  - MDE Minnesota Report Card provides a snapshot of data for the entire district as well as each school site. If a person providing services in two different school sites is reported only in one school site, the data will be incorrect.
  - There are several programs which are housed within a school building, but receive their own school number (for example, school readiness, alternative learning program, etc.). This is to ensure that MDE is able to assign funding to the appropriate programs. For this reason, it is important that if a program within a school has a separate school number, it is reported under that number.
  - This can effect if your district and schools will appear on federal reports and federal summaries. In 2019-2020 there were several dozen schools that had a significant change in staff reporting, including a reporting of zero staff. Many were ALCs or other programs that take place within a district building and we explained to the federal government that these were likely reported under the wrong school number.
- School numbers and other related information are reported and verified by school districts via MDE [District and School Site Verification](#).
- Any communications regarding School Number should be sent to [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

---

## Staff Name

Report the name as follows, including the comma:      LAST, FIRST MIDDLE

---

## Birthdate

Report birth date in the following pattern:      **YYYYMMDD (year month day)**

*Example: January 27, 1975 = 19750127*

Do not use commas and report single-digit months and days with a preceding zero.

---

## Gender

PELSB recognizes that gender is not binary and continues to work on better terminology choices for gender identification. Currently, the STAR team added the option of “U,” or “undeclared,” for individuals who do not identify as female or male. Until the agency is able to incorporate the appropriate terminology into all of our online systems, “undeclared” will be used. We thank districts and educators for their understanding as we work hard to bring old systems up-to-date.

Please enter or choose one of the following:

M – Male

F – Female

U – Undeclared

---

## Ethnicity and Race

Non-scientific ethnic and race designation as defined by the United States Department of Education. The manner of collecting this data is left to the discretion of the district, but districts should make it clear to staff this data is used for the purpose of compliance with federal and state civil rights and data requests, specifically requests that are aimed at increasing Teachers of Color and American Indian teachers in Minnesota education. Please be clear with your staff that you are required to report this data.

Each item under Ethnicity and under Race must have a Y (yes) or N (no).

The Race section requires at least one Y.

---

### **Ethnicity:**

- **Hispanic/Latino** – the federal definition includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin – regardless of race (including, but is not limited to, Columbian, Ecuadorian, Guatemalan, Mexican, Puerto Rican, Salvadoran, Spaniard, Spanish, Spanish-American, etc.).

---

### **Race:**

- **American Indian or Alaskan Native** – the federal definition includes persons having origins in any of the original peoples of Central, North, or South American and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian** – the federal definition includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, but not limited to, Asian Indian, Burmese, Chinese, Filipino, Hmong, Karen, Korean, Vietnamese, etc.).
- **Native Hawaiian or Other Pacific Islander** – the federal definition includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Black or African American** – the federal definition includes persons having origins in any of the black racial groups of Africa (including, but not limited to, African-American, Ethiopian, Oromo, Liberian, Nigerian, Somali, etc.).
- **White or Caucasian** – the federal definition includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

---

## Employment Status

Two-digit code used to identify the employment status of all non-licensed staff.

Code	Definition
00	Default Value/Returning Staff
20	New Hire (not employed by your district the previous submission)

---

## Employee Classification

Six-digit code used to identify the general occupation of the employee. Refer to The STAR Coding Manual, found on the [STAR webpage](#), for the Non-Licensed Classification Codes. Do not use licensed assignment codes in the NA Files. This will generate an error.

---

## Qualified Paraprofessionals

For further information in regards to paraprofessionals, please see the [Paraprofessionals](#) webpage on the MDE website.

A paraprofessional who works in a Title 1 program must meet federal qualification requirements even if the position is not paid with Title 1 funds. In a Targeted Assistance Title 1 school, this applies to paraprofessionals who provide Title 1 supported services to students identified for assistance. In a School Wide Title 1 school, this applies to all paraprofessionals including paraprofessionals supporting students receiving special education services.

All paraprofessionals who work in the Title 1 program must have a high school diploma or its equivalent. Paraprofessionals who assist with instruction must meet additional requirements with one of the three options available:

- At least two years of college credits (usually 60 credits in Minnesota) through an accredited institution of higher education; or
- An associate's or higher degree; or
- A passing score on a valid and reliable formal assessment demonstrating the knowledge and ability to assist with instruction in reading/language arts, writing, mathematics or readiness for each.

If not working in a Title 1 program, a paraprofessional must meet locally developed qualification requirements.

---

## Hours Worked Per Week

Value – 01-60

A two-digit number representing the typical number of hours the non-licensed staff person works per week, not including overtime. (1.0 FTE = 40 hours)

- Report based on the week of the snapshot
- Hours worked per week for staff with multiple assignments should be reported separately. For example, an employee who drives school bus 18 hours a week and performs custodial duties 16 hours a week, would have two records:
- Fractions of an hour should be rounded to the nearest hour. For example, 36.5 should be rounded to 37 or 36.4 should be rounded to 36.

---

## Fulltime/Part-time

Value – F (full time) or P (part time).

Refers to part-time or fulltime assignment, does not require year round employment.

- A staff person who serves part time as a licensed teacher and part time as a non-licensed aid, code P in both the LA and NA Files.
- A staff person who is hired as full-time, but serves in more than one district, code F.

---

## Local Use

This field may be used by local districts for linking staff records. It is not required for state reporting.

## Section Five: Errors/ Validations

Once you have loaded or enter all your data, you will “Run Edits.” When this is completed, you will click on “Validations” to determine if there are any errors or warnings present. Employment, Assignment, and Non-Licensed validations are all separate.

### **IMPORTANT**

- Validations do not check for licensure violations! The purpose of validation is to ensure the data submitted meets the parameters of the system or the data in the individual’s license record with PELSB. **It is possible to have a clear validation table AND have licensure violations.**
- A clear Validation table DOES NOT automatically submit your report. You must complete the “Submit” option under “Home” in order for the data to be submitted to the state database. Until you have completed the “Submit” option, the only persons who can access your data are those who have access to your district report or those with system administrator rights (STAR staff).
- No warnings are programmed in the system currently. Please be sure the data entered is correctly.
- Not all errors are programmed in the system currently. Please be sure the data entered is correctly.

### Validation Table

When you click on “Validations” you are brought to a search page. If “no records found” is listed on the page, this means there are no errors or warnings. If you have errors or warnings, you will find a table with a list of the errors and warnings. The data provided on each table is dependent on the file type.

- **Employment** validation table includes File Folder Number, Staff Name, Message, Severity, Field, User ID, and Links.
- **Assignment** validation table includes File Folder Number, Message, Severity, Field, User ID, and Links.
- **Non-Licensed** validation table includes Identifier Number, Staff Name, Message, Severity, Field, User ID, and Links.

On all three file types:

- **Message** tells you what the issue is
- **Severity** will tell you if it is an error or a warning (All errors must be corrected in order to submit your data. Warnings should be checked to ensure your information is correct and, if so, can be ignored.)
- **Field** shows which data element is incorrect

To fix any issues, click on edit to open the record. Once opened, all the error messages for this record will be on the top of the page. You will also notice that the boxes for each of the element fields in question are outlined in red.

There are two ways errors can be corrected:

- In the STAR system: make your changes, save the changes, then run edits again.
- In your school system: make changes to your system, save, pull a new copy of your file, in the STAR system go to the file (Employment, Assignment, or Non-Licensed) and select “Clear All”, then upload the new file and run an edit.

## List of Errors

---

### Assignment Code is Invalid

The licensed assignment code reported is not in the STAR database. Make sure you are not using the license function code. Refer to the STAR Coding Manual found on the [STAR webpage](#).

---

### Birth Date does not match Educators DB

The birthdate entered does not match the birthdate listed on the staff's license record. Check first to make sure you entered the birthdate correctly. Then make sure you have the correct file folder number. If you still do not see what the issue is, email the STAR team who can look into the records to see if there is an issue in our system.

If the birthdate was submitted to PELSB incorrectly on the license application, the staff will need to complete the STAR Personnel Data Verification form (found on the [STAR webpage](#)) which HR or the STAR Coordinator will then sign and email to the STAR team.

---

### Birth Date is Invalid

The birthdate has been entered incorrectly or is missing. Check to make sure it is formatted correctly (YYYYMMDD). Remember, for months and days that are single digit, precede them with a zero.

---

### Contract Days is Invalid

The contract days entered is incorrect. Ensure that there are three digits and the number is between 000-265.

---

### Contract Salary is Invalid

The salary data has been entered incorrectly. Ensure that the salary contains six digits, preceded by zeros when needed. Do not use commas.

---

### Contract Salary is over the allowed Maximum

The salary listed is over the maximum allowed. Check to ensure the salary was entered correctly and, if needed, is preceded by zeros. If the salary is correct, check to ensure assignment information is correct.

---

### Employee Classification is Invalid

The employee classification code entered is not in the STAR database. Access employee classification codes in the STAR Coding Manual found on the [STAR webpage](#).

---

### Employment Status (01 or 05) is invalid

If you have entered years of experience, then 01 and 05 cannot be used as employment status.

---

### Employment Status (02 or 04) is Invalid

Be sure when you enter an employment status of 02 or 04 you enter the years of experience in all four boxes. If the person does not have any experience in a specific area, you will enter 00.

---

### Employment Status cannot be Default (00)

This individual was not reported as employed on the previous report, so they cannot be report as a returning staff. If this person was employed as of October 1 the previous year and was missed in reporting, use the Employment Status code 19.

---

---

### **Employment Status is Invalid**

The employment status entered is not a valid code or is blank. Check to make sure you have chosen only an existing code.

---

### **Employment Status must be Greater than 00**

You will receive this error message if you have entered a hiring or return from leave date but the employment status was entered as 00 returning staff. If the person is a new hire or was reported as on leave previously, you will need to enter a status greater than 00.

---

### **Ethnicity Hispanic/ Latino is Invalid**

The Hispanic/ Latino drop-down box must equal Y or N.

---

### **File Folder Number duplication found**

This occurs if you have two persons in the employment records with the same file folder number.

---

### **File Folder Number is Invalid**

The file folder number is not seven digits long.

---

### **File Folder Number not found in Educators DB**

The file folder number does not exist. Check to make sure you have the appropriate file folder number. If it is a six-digit file folder number, be sure to precede it with a zero to make it a seven-digit number.

---

### **Full-time/ Part-time is Invalid**

Report an F for a full-time employee or a P for a part-time employee. This determination is made at the district level. FTE of 80% or higher can be counted as fulltime.

If an employee is full-time, but works in a licensed position part-time and a non-licensed position part-time, you will report both the licensed and non-licensed records as part-time.

---

### **Gender does not match Educators DB**

The reported gender does not match what is on the staff's license record. First, check to make sure you have the correct file folder number. If that is correct, email the STAR team who will check the records to determine if the issue is on our end.

If the gender was submitted to PELSB incorrectly on the license application or has changed recently, the staff will need to complete the STAR Personnel Data Verification form (found on the [STAR webpage](#)) which HR or the STAR Coordinator will then sign and email to the STAR team.

---

### **Gender is Invalid**

The only acceptable data for gender is F (female), M (male), or U (undeclared or non-binary).

---

### **Grade Level 99 is Invalid for Instructional Assignments**

Instructional assignments cannot use grade level 99. If the assignment is not instructional, then you have the incorrect assignment code.

---

### **Grade Level is Invalid**

The data entered in the grade section is not acceptable data.

---

### **Grade Level is Invalid for Non-Instructional Assignments**

All non-instructional assignments must use grade level 99. If the assignment is instructional, then you have the wrong assignment code.

---

### **Highest Education Level is Invalid**

Highest level education must be entered as a numeric value of 01-14.

---

### **Hire Date Missing or Invalid**

When you report an employment status between 01 and 08 you must enter a hire or return from leave date.

---

### **Hours per Week is Invalid**

Hours worked per week must be reported for all non-licensed staff with a numeric value of 01-60.

---

### **Identifier Number is Invalid**

The identifier number must be a nine-digit number that begins with the districts four-digit district number. Each person must have their own individual number.

---

### **Inactive/ Transfer/ Termination is Invalid**

Enter only a numeric code of 00-60.

---

### **Inactive/ Transfer/ Termination must be Greater than 00**

When entering a date for a staff who has resigned, been terminated, transferred to a non-licensed position, or is on leave, you must have a termination status greater than 00.

---

### **Last Name does not match Educators DB**

The last name reported does not match the staff's license file. Check to ensure you have spelled the name correctly. Match the name to the name on [License Lookup](#). If the name is misspelled on license lookup, please email the STAR team who will look to see how the name was spelled on the application. If it is a PELSB error, the STAR team will correct it.

If the name was submitted to PELSB incorrectly on the license application or has changed recently, the staff will need to complete the STAR Personnel Data Verification form (found on the [STAR webpage](#)) which HR or the STAR Coordinator will then sign and email to the STAR team.

---

### **Name is Invalid**

The staff name must be reported in the following format: Last, First Middle.

---

### **Outside of District is Invalid**

The data entered in the outside of district box is not acceptable data.

---

---

### **Outside of District N and Full-time needs Total FTE >= 0.80**

An individual is reported as full-time and has no assignments outside of the district, but the total FTE is less than 80%. Check to make sure all assignments are reported and that the periods per week and length of periods are correct.

---

### **Outside of District N needs Assignment**

An employment record exists, but no assignment record has been reported. This is only acceptable if the staff is providing ALL services outside of the employing district. If this is the case, change the Outside of District to Y. If the person has assignments, check to make sure you have entered the assignment and that you have the correct file folder number in both records.

If you have not yet entered assignment data into the STAR system, you will receive this error for all staff. If that is the case, you can ignore this error until you have loaded the assignment record.

---

### **Outside of District Y needs Total FTE < 1**

Outside of District should NOT be reported by the employing district if the employing district is also reporting full-time assignments (1.0 FTE or higher). This should only be reported if the staff's assignments within the district are less than full-time and they are providing services to another district as a part of their full-time employment.

---

### **Part-time is invalid when hours >= 40**

If an employee works 40 or more hours in a non-licensed position they are considered fulltime.

---

### **Period Length is Invalid**

Period length can only be reported between 010 and 180 minutes.

---

### **Periods per Week is Invalid**

Must report a numeric code of 01-80.

---

### **Race American Indian or Alaskan Native is Invalid**

The American Indian or Alaskan Native drop-down box must equal Y or N.

---

### **Race Asian is Invalid**

The Asian drop-down box must equal Y or N.

---

### **Race Black is Invalid**

The Black or African American drop-down box must equal Y or N.

---

### **Race is Invalid**

You must have at least one of the five list races with a Y.

---

### **Race Native Hawaiian or Other Pacific Islander is Invalid**

The Hawaiian or Other Pacific Islander drop-down box must equal Y or N.



---

### **Race White is Invalid**

The White drop-down box must equal Y or N.

---

### **Reported Full-time at another District**

The STAR team has a search option to find the reporting district. If you receive this message, check to ensure you are supposed to report the person. If you are, email the STAR Team who will let you know which district is reporting the person.

Remember, the system only checks against submitted data. It does not check sandbox data. **So, you may be contacted by another district weeks after you have completed your report.**

---

### **School Number 000 is Invalid for Principal and Instructional Assignments**

Principal and instructional staff must be reported with the school number where they are serving. Staff who are serving a program within a school (for example, an alternative learning program within a secondary school or an early childhood program within an elementary school) need to be reported by the appropriate school number. This will ensure that data and funding are appropriately connected to the different educational settings.

---

### **School Number is Invalid**

Only school numbers registered with MDE for your district are valid. School number and classification is reported and verified by school district via the [District and School Site Verification](#). For information regarding your school numbers or school classifications, send an email to MDE at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us). School numbers must be reported as a three-digit number.

---

### **School Number is Invalid for Superintendent**

Superintendent assignments must be reported at school number 000 (district wide).

---

### **Teaching Mode is Invalid**

The data entered in the Mode of Teaching section is not acceptable data.

---

### **Teaching Mode ITV is Invalid**

Mode of Teaching I is intended for the non-employing district. If your district employs the staff, report the mode of teaching as default (0).

---

### **Termination Date is Missing or Invalid**

When you report an Inactive/ Transfer/ Termination status greater than 00 you must enter the year and month the change began.

---

### **Total FTE Exceeds 1**

The total FTE for this individual is higher than 1.0 FTE. Check to ensure you do not have duplicate assignments reported. Check to ensure your periods per week or minutes per period are correct. If the information entered is correct and the FTE is an intentional overload, make sure the intentional overload assignment is marked with Mode of Teaching X for extra assignment.

---

### **Total Hours per Week is Invalid**

Must enter a numeric code of 01-60.

---

---

### **Years of Experience as Other is Invalid**

Years of Experience reported must be a numeric value of 00-99 and should not include the current year. Only enter this data if you are reporting the employment status as Returning from a Break in Service (02) or Transferred from a non-public or outside of MN school (04).

---

### **Years of Experience as Principal is Invalid**

Years of Experience reported must be a numeric value of 00-99 and should not include the current year. Only enter this data if you are reporting the employment status as Returning from a Break in Service (02) or Transferred from a non-public or outside of MN school (04).

---

### **Years of Experience as Superintendent is Invalid**

Years of Experience reported must be a numeric value of 00-99 and should not include the current year. Only enter this data if you are reporting the employment status as Returning from a Break in Service (02) or Transferred from a non-public or outside of MN school (04).

---

### **Years of Experience as Teacher is Invalid**

Years of Experience reported must be a numeric value of 00-99 and should not include the current year. Only enter this data if you are reporting the employment status as Returning from a Break in Service (02) or Transferred from a non-public or outside of MN school (04).

---

### **Years of Experience Total is Invalid**

Years of Experience reported must be a numeric value of 00-99 and should not include the current year. Only enter this data if you are reporting the employment status as Returning from a Break in Service (02) or Transferred from a non-public or outside of MN school (04).

---

### **Years of Experience Total is Invalid for age**

Either the birth date or the years of experience reported is incorrect.

## Section Six: Licensure Violations

Once all your validations are cleared on the Licensed Employment and Assignment data you will need to submit the licensed data by choosing “Submit” under “Home.” Submitting the data begins the licensure assignment violation check. Once you have submitted the data, you will select “Violations” under the “Home” option.

Similar to the Validations you will receive a table with a list of the violations.

At this time the Violation edits are undergoing programming, so there may be some missing checks or some assignments may appear in violation that are not a violation.

### Overrides and Missing Violations

Overrides cannot be completed until STAR staff have **finalized and closed the STAR report**. Once you have examined your violation list you can email a list of violations you believe should be overridden with an explanation. STAR staff will look at the possibility and will either agree, putting the teacher and assignment onto a list to do the override once completed, or will communicate with you in regards to the issue.

This is a list of items that have appeared as violations previously and had to be overridden.

- Mode of Teaching P – the mode of teaching P was created for staff who are teaching under an innovative program permission (IPP). The idea is that any assignments that can be filled with an IPP will be automatically accepted during the violation check and the assignments that cannot be filled with an IPP will flag as a violation. There are several reasons that a mode of teaching P could create a violation. If unsure why the violation has occurred, please email STAR staff.
- Mode of Teaching S – this edit has been added to the system. If a special education teacher working on a multidisciplinary team appears on your violation list, double check to make sure you have marked Mode of Teaching S and resubmit your report. If it is still there, reach out to STAR staff for assistance.
- Assignments Requiring Multiple Licenses – there are some assignment codes that require holding more than one license. These folks will flag as a violation if they do not hold the main license. When STAR staff look at the violation list and check the licenses, if it is discovered the person does hold all required licenses, they will be put on the override list.

### Tier 1 and Tier 2 Licenses

Tier 1 and Tier 2 licenses are only to be used in the district who has signed the license application. If the educator does not have a Tier 1 or Tier 2 license assigned to your district, the educator cannot work in your district until their license has been assigned to your district. The only exception in this case are short call substitutes.

### Permissions

OFPs and IPPs are only to be used in the district who has signed the license application. If the educator holds an OFP or IPP not assigned to your district, the educator and district will need to apply for another OFP or IPP.

- Host Districts (usually Special Education Co-ops) can share permissions or licenses with their district members (as long as the Host holds the permission)
- Permissions in special education low incident areas can be shared region wide

### Job Descriptions

Job descriptions for Teachers or Administrators on Special Assignment (TOSA and AOSA) need to be emailed to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us) and must include a list of duties for the position as well as the staff name and file folder number.

## Violation Clean-Up Phase

The Violation Clean-Up Phase is the step PELSB staff complete in order to assist districts in removing any “mistaken” violations or to bring educators into compliance.

### Communications

STAR staff will email STAR Coordinators, making it vitally important for the district STAR Coordinators to respond to the email. We understand that once you have completed the STAR report you may happily leave it behind for the other equally vital items waiting on your desk. If we do not receive a response within a week we will send a second email, possibly including the superintendent or director of the district or charter school. This is to assist in contacting you. Unfortunately, due to the amount of violations, telephone calls are not possible.

### No License or Expired License

If the violation is a no license or expired license, the superintendent or director of the district or charter school and the authorizer of a charter school will be included in the initial email. It is the administrators’ duty to ensure all educators are licensed. Board of School Administrators (BOSA) can choose to bring disciplinary actions against an administrator who hires educators with no license or expired licenses.

### Permissions and Licenses

Please remember that OFPs, IPPs, Tier 1 licenses, and Tier 2 licenses must be assigned to all districts that will receive services by the educator in question. There are three exceptions to this requirement:

- Host Districts (usually Special Education Co-ops) can share permissions or licenses with their district members (as long as the Host holds the permission)
- Permissions in special education low incident areas can be shared region wide
- Short call substitutes

### Time Line of Clean-Up Phase

Due to the overwhelming amount of email STAR staff receive during the STAR submission, the clean-up phase may not begin until after the due date. You are welcomed, and encouraged, to begin the clean-up phase once you have the list of violations instead of waiting for STAR staff.

### Out-of-Compliance Letters

Working with STAR staff to clear violations is very important. Violation information will be submitted to the following:

- **State agencies (PELSB, BOSA, and MDE)** – includes a summary of each district’s final violation as well as any violations that come into compliance between the final date and the date of the letter. The agency can request a copy of individual violation information.
- **District Superintendent or Charter School Director** – the list will contain the file folder number, name, assignment, and violation information for each individual as well as updates if there have been any since the report was finalized.
- **Charter School Authorizers** – includes a summary of all charter schools under the authorizer and whether or not the school is in complete compliance or has violations. Information is included if any violations have come into compliance since the report was finalized. The authorizers can request a copy of individual violation information.
- **Educator** – due to the missing edits from the system still, there have been many violations that have been determined to be a mistake of coding. For this reason, the educator letter has been suspended so as not to cause undue stress to educators who are working within their licensure area, but an error in reporting has occurred. Please feel free to communicate these issues with your staff as you see fit.

## Solving Violations

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### Does not hold any educator license (No License)

- This will appear for staff who do not hold a license regardless of whether or not they have a file folder number.
- Use [License Lookup](#) to check on the teacher's license status.
- If the teacher is in the process of applying for a license, check with the teacher when their materials were sent to PELSB and if there was any communications from the licensing executives. Many times teachers receive emails, but do not respond or even read the email. This will delay processing of an application.
- Teachers who do not hold a license should be removed from the position until their license is processed.

### Holds an Expired educator license for this assignment

- Check teacher's license status on [License Lookup](#).
- If the license is expired, the teacher will need to renew their license. Notify your administration that the teacher should be removed from the position until their license is renewed.
- If the teacher has active licenses AND expired licenses, make sure that you have their assignment reported correctly.

### Holds a Suspended educator license for this Assignment

- Check teacher's license status on [License Lookup](#).
- If the license is suspended, check with the teacher on the issue. Notify your administration that the teacher should be removed from the position until their license is active.
- There are many reasons why a license would be suspended and the teacher does receive notification from PELSB's Teacher Ethics committee.

### Holds the Wrong educator license for this assignment

- Check to make sure you have the correct assignment code. Assignments that used to fall under multiple licensure areas have been updated so each licensure area has their own assignment code.

For example, computer programming:

- Mathematics License = Assignment Code 119990 Mathematics in Computer Programming and Technologies
- Business License = Assignment Code 301300 Computer Programming
- Technology or Industrial Arts License = Assignment Code 102400 Computer Programming and Technologies

Another example in Sciences, environmental science:

- Chemistry license = Assignment Code 130503
  - Earth and Space license = Assignment Code 130504
  - Life License = Assignment Code 130502
  - Middle school science 5-8 or 5-9 license = Assignment Code 130502
- Make sure that if you are reporting a CTE program you use the appropriate CTE assignment code and not a general education code and vice versa. Assignment codes can be found in the STAR Coding Manual on the [STAR webpage](#). If you are unsure of what assignment code to use, you can email the STAR team.
  - Check with the principal or director of the school to make sure you were given the accurate information.

- If the information is correct, then you will need to make sure the district has applied for a permission. If a permission application was submitted, find out the date of the submission. Check [License Lookup](#) to see if the permission was approved, but information was incorrect (many times the wrong field is requested on the OFP such as asking for life science for an 8<sup>th</sup> grade biology class instead of science 5-8). If the application was submitted at least a month previously and is not on License Lookup or if the permission on license lookup is incorrect, you will want to email PELSB staff at [special.permission.pelsb@state.mn.us](mailto:special.permission.pelsb@state.mn.us).
- If you cannot figure out the issue and need help, email STAR staff at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

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### **Outside the Grade Level of the educator license for this assignment**

- Check to make sure you have reported the information correctly or that the information was given to you correctly.
- Check to see if the teacher should have a permission.
- If the information is correct and the teacher needs a permission, notify the administrator immediately to apply for the permission.

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### **Submit Job Description**

This violation is not yet programmed into the system. However, please be sure to email the STAR team a copy of job descriptions for teachers or administrators reported on special assignments (assignment codes 990099, 890099, 900099, and 199000). PELSB uses these job descriptions to assist in updated assignment codes and, on occasion, license assignment compliance.

## Section Seven: Licensed Full-Time Equivalent

The STAR edit program calculates a Full-Time Equivalent (FTE) for each assignment and then calculates an overall FTE for each individual. This FTE is NOT intended to match FTE of the school district.

Part-time FTE is less than .80. A full-time FTE is between .80 and 1.05. If an FTE is more than 1.05, at least one assignment needs to be reported with a mode of teaching X to indicate intentional overload or L to indicate online learning assignments.

To better meet the many different designs of all MN school districts and charter schools, we have decided that all 1.0 FTEs will calculate on a 30-hour (30 period) or 1800 minute schedule. If you have a secondary school that truly runs on a 25-hour or 1500 minutes schedule, you will use the teacher prep assignment code to bring the staff to fulltime.

Each assignment is calculated for an assignment FTE. Assignment FTEs are added together to create an overall FTE.

### Equation to Calculate Assignment FTE

$$\text{Periods per week} \times \text{Minutes per period} = \text{Minutes per week}$$

$$\text{Minutes per week} / 1800 = \text{Assignment FTE}$$

**Step 1:** Multiply the Periods per Week times the Length of Period to get the minutes per week. Note: 000 will calculate as 60.

**Step 2:** The total minutes per week become the numerator in the calculation.

**Step 3:** The denominator in the calculation is 1800.

**Step 4:** Divide the total minutes from step 2 by the denominator from step 3. This will be the FTE.

## Section Eight: Average Salary Calculation

The basic average salary is calculated by dividing the reported salary by the total calculated FTE. The salary for part-time employees will be calculated by the system as if the employee were full time.

$$\text{Salary/FTE} = \text{average salary}$$

*Example: A teacher with a calculated FTE of .50 and a salary of \$25,000 would have an average salary of \$50,000 (25,000 divided by .50 = 50,000).*

When calculating the average salary at the district level, each staff member salary is calculated, then the total average salary is calculated for the following categories (superintendent, high school principal, middle school principal, elementary principal, and teacher).

### The Importance of Accurate Reporting of Average Salary and FTE

Average salary is determined by dividing the reported contracted salary by the FTE for each individual. All salaries are then used to determine each district and charter school's average salary.

If the salary is reported incorrectly OR if assignment data is reported incorrectly the salary of the individual will be incorrect and the average salary for your district or charter school will be incorrect.

Examples of common errors:

1. Salary data: Zeros added to the end of the salary instead of the front. When reporting a five-digit salary (\$50,000) you will add a zero to the front to make it six digit (050000). If you add the zero to the end, then \$50,000 becomes \$500,000.
2. Assignment data: If assignments are missed or reported incorrectly, this can overinflate or underinflate the assignment FTE which will effectively change the average salary as it is based on the FTE.

Oftentimes a question regarding the validity of a district or charter schools average teacher salary will occur due to it appearing on the *Licensed Average Salary by District* report as being higher or lower than expected (these are extreme figures, such as a small district having an average salary for teachers as twice the amount of similarly sized districts). When investigating these emails, it always turns out that either the salary was reported incorrectly or the assignment data was reported as too high or too low.

It is important to ensure salary is reported correctly on employment and that periods per week and minutes per period are reported correctly. One of the tools that can be used to check for mistakes is the FTE report found on the Submit page. Downloading this report and examining the FTE of each staff member can alert you to any issues that may have occurred.

### Recent Solution

PELSB has recently decided that salaries that appear to be too high will not be included in the average salary report and when preparing the Staff Employment report the salary in question will be replaced with "please contact PELSB for additional information."



### ***Why does this matter?***

The salary data is used by the state government, federal government, policy makers, and many organizations in multiple ways. One organization that contacted PELSB about the issue provides districts assistance in determining comparable salaries. Minnesota legislators use this data when determining funding or grants. Incorrect information could affect the amount of funding or who qualifies for the funding.

## Section Nine: STAR Data Collection Format

If you would like to create a text file to upload your data, your text files must match the below data collection format.

Please ensure:

- Total record length is 140 characters
- If even ONE character is off, the entire record afterwards will be off, so please count carefully

### Licensed Staff Employment Record Layout – Record Type Indicator = LA

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (LA)
Contracting District Number	4 (your district number)
Contracting District Type	2 (your district type)
File Folder Number	7
Social Security Number	9 (all zeros)
Staff Name	48
Gender	1
Birth Date	8
Race/ Ethnicity	1 (zero)
Employment Status	2
Inactive/ Transfer/ Termination Status	2
Contract Salary	6
Highest Education Level	2
Contract Days	3
Years of Experience – Superintendent	2
Years of Experience – Principal	2
Years of Experience – Classroom Teacher	2
Years of Experience – Other	2
Out-of-District Assignment	1
Full-Time/ Part-Time	1
District Use	10
Hispanic	1
American Indian or Alaskan Native	1
Asian	1
Native Hawaiian or Other Pacific Islander	1
Black or African American	1
White	1
Hire Date	6 (format is yyyyymm); blank if not supplying date
Termination Date	6 (format is yyyyymm); blank if not supplying date
Filler	5 spaces

## Licensed Staff Assignment Record Layout – Record Type Indicator = LB

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (LB)
District of Service Number	4 (your district number)
District of Service Type	2 (your district type)
File Folder Number	7
School Number of Assignment	3
Social Security Number	9 (all zeros)
Assignment Code	6
Grade Level	2
Mode of Teaching	1
Periods per Week	2
Length of Period	3
Zero Fill	2
Total Number of Pupils	3 (all zeros)
District Use	10
Filler	84 spaces

## Non-Licensed Staff Record Layout – Record Type Indicator = NA

Data Elements	Number of Characters (and notes)
Record Type Indicator	2 (NA)
Contracting District Number	4 (your district number)
Contracting District Type	2 (your district type)
School Number of Assignment	3
Unique Identifier	9 (first four numbers are district number)
Staff Name	48
Gender	1
Birth Date	8
Race/ Ethnicity	1 (zero)
Non-Licensed Staff Employment Status	2
Employee Classification	6
Hours Worked per Week	2
Zero Fill	2
Full-Time/ Part-Time	1
District Use	10
Hispanic	1
American Indian or Alaskan Native	1
Asian	1
Native Hawaiian or Other Pacific Islander	1
Black or African American	1
White	1
Filler	33 spaces

## Section Nine: List of Web Links

### PELSB Webpages

Link Name	Web Address
Educators Online System	<a href="https://public.education.mn.gov/educatorsonline/signin">https://public.education.mn.gov/educatorsonline/signin</a>
License Lookup	<a href="https://public.education.mn.gov/LicenseLookup/educator">https://public.education.mn.gov/LicenseLookup/educator</a>
PELSB Data Reports webpage	<a href="https://mn.gov/pelsb/board/data/">https://mn.gov/pelsb/board/data/</a>
Reports webpage	<a href="https://mn.gov/pelsb/board/reports/">https://mn.gov/pelsb/board/reports/</a>
STAR Webpage	<a href="https://mn.gov/pelsb/districts/data-submissions/star/">https://mn.gov/pelsb/districts/data-submissions/star/</a>

### MDE Webpages

Link Name	Web Address
District and School Site Verification	<a href="https://education.mn.gov/MDE/dse/datasub/SiteVerif/">https://education.mn.gov/MDE/dse/datasub/SiteVerif/</a>
Education Identity and Access Management (EDIAM) Security System	<a href="https://education.mn.gov/MDE/dse/datasub/">https://education.mn.gov/MDE/dse/datasub/</a>
MDE Minnesota Report Card	<a href="https://rc.education.mn.gov/#mySchool/p--3">https://rc.education.mn.gov/#mySchool/p--3</a>
MDE Organization Reference Glossary	<a href="https://public.education.mn.gov/MdeOrgView/reference/index">https://public.education.mn.gov/MdeOrgView/reference/index</a>
MDE-ORG website	<a href="https://education.mn.gov/MDE/about/SchOrg/">https://education.mn.gov/MDE/about/SchOrg/</a>
Paraprofessionals webpage	<a href="https://education.mn.gov/MDE/dse/para/">https://education.mn.gov/MDE/dse/para/</a>

### Email Addresses

Link Name	Web Address
MDE School Verify email address	<a href="mailto:Mde.school-verify@state.mn.us">Mde.school-verify@state.mn.us</a>
Special Permissions email address	<a href="mailto:Special.permission.pelsb@state.mn.us">Special.permission.pelsb@state.mn.us</a>
STAR email	<a href="mailto:Star.pelsb@state.mn.us">Star.pelsb@state.mn.us</a>

### Other Webpages

Link Name	Web Address
Laws of Minnesota 2017, 1st Special Session, Chapter 5, Article 12, Section 20	<a href="https://www.revisor.mn.gov/laws/2017/1/Session%2BLaw/Chapter/5/">https://www.revisor.mn.gov/laws/2017/1/Session%2BLaw/Chapter/5/</a>
Minnesota Administrative Rules 8710.0310	<a href="https://www.revisor.mn.gov/rules/8710.0310/">https://www.revisor.mn.gov/rules/8710.0310/</a>
Minnesota Statutes, section 125B.07	<a href="https://www.revisor.mn.gov/statutes/cite/125B.07">https://www.revisor.mn.gov/statutes/cite/125B.07</a>
US Department of Education	<a href="https://www.ed.gov/">https://www.ed.gov/</a>