

## **Staff Automated Report (STAR) Manual A: The Basics of the STAR System**

This section contains an explanation of the STAR elements and how to complete the report.

The purpose of this section is to assist in the completion of the online system.

Professional Educator Licensing and Standards Board  
Educator Licensing  
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Roseville, MN 55113-4266

[STAR Web Edit System webpage](https://mn.gov/pelsb/districts/data-submissions/star/)  
(<https://mn.gov/pelsb/districts/data-submissions/star/>)

[STAR Login page](https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html)  
(<https://w1.education.state.mn.us/MIDMSWEB/MDELogin.html>)

Send all [STAR related communications](#) to  
Star.PELSB@state.mn.us

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## IMPORTANT LICENSURE INFORMATION

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### For Administrators

The [Code of Ethics for School Administrators](https://www.revisor.mn.gov/rules/?id=3512.5200) (https://www.revisor.mn.gov/rules/?id=3512.5200) states that a school administrator will employ, recommend for employment, or assign persons who are appropriately licensed. If the person does not have the appropriate license, then the school must apply for a Special Permission (variance, board waiver, or community expert) through the Special Permission System. If a person does not hold a license and does not qualify for a community expert permission, this person cannot be placed in the classroom as a teacher. If a teacher holds an expired license, the teacher cannot be placed in the classroom until the license is renewed. When there is an urgent need that is not able to be filled, please contact the [Professional Educator Licensing and Standards Board](https://mn.gov/pelsb/) (https://mn.gov/pelsb/) to determine how to legally fill this need for teaching positions or the [Board of School Administrators](http://mnbosa.org/) (http://mnbosa.org/) for administration positions.

Please note that according to [Minnesota Statutes, Section 122A.22](https://www.revisor.mn.gov/statutes/?id=122A.22) (https://www.revisor.mn.gov/statutes/?id=122A.22) a district or charter school will not contract with a person for educational services until they have verified through [Educator License Look-up](http://w20.education.state.mn.us/LicenseLookup/lookup) (http://w20.education.state.mn.us/LicenseLookup/lookup) that the teacher has a valid Minnesota license. Use the “Details” button to confirm approval of special permissions or to find information about the issuance of the license.

It is the responsibility of the administrator to ensure all staff employed are correctly licensed or the appropriate special permission is received before placing the person in the assignment. If there are questions in regards to the correct license, please email the [STAR Team](mailto:star.PELSB@state.mn.us) at star.PELSB@state.mn.us.

### For Teachers

The [Code of Ethics for Minnesota Teachers](https://www.revisor.mn.gov/rules/?id=8710.2100) (https://www.revisor.mn.gov/rules/?id=8710.2100) states that a teacher will only accept positions for which they are licensed or hold a special permission.

Teachers applying for a license or renewal should verify the status of their application with the [Educator License Look-up](http://w20.education.state.mn.us/LicenseLookup/lookup) (http://w20.education.state.mn.us/LicenseLookup/lookup). Teachers who have signed a special permissions signature page should verify the permission was received through the Educator License Lookup “Details” button (some permissions may take up to a month to grant). Please give the educator the [Special Permissions and the Educator](#) document found on page 53.

### Special Permissions

Special Permissions (variances, waivers, and community experts) may be requested through the Special Permissions System (SPS). There are two ways to access SPS:

[Minnesota Department of Education Special Permissions System webpage](http://education.state.mn.us/MDE/dse/datasub/SPS/)  
(http://education.state.mn.us/MDE/dse/datasub/SPS/)

[Professional Educator Licensing and Standards Board webpage](https://mn.gov/pelsb/districts/special-permission-requests/)  
(https://mn.gov/pelsb/districts/special-permission-requests/)

## GENERAL INFORMATION

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### What is the STaff Automated Report and why do I have to do it?

Staff Automated Report (STAR) is the reporting of Licensed and Non-Licensed staff employment and assignment data from all public districts and charter schools.

[Minnesota Statutes, section 125B.07, Subdivision 6](https://www.revisor.mn.gov/statutes/?id=125B.07) (<https://www.revisor.mn.gov/statutes/?id=125B.07>) requires the Professional Educator Licensing and Standards Board (PELSB) to collect, maintain, and store data about licensed and non-licensed staff from each district and charter school. STAR includes two reports: STAR and Licensure Assignment Discrepancy Report.

The STAR report is the data districts and charter schools provide on Licensed and Non-Licensed staff and their assignments.

The Licensure Assignment Discrepancy report provides a list of licensed staff who are out of compliance. If the report is blank all licensed staff are appropriately licensed or hold a permission.

### Why is this data needed? What is done with it?

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. The data collected is considered public information. Below are some examples of how the data is or has been used:

- **MDE Data Center:** STAR data is posted in the MDE Data Center for use by the public. It is also used to create many of the staff reports posted in the Data Center and for information posted on the Minnesota Report Card.
- **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 (OCR):** 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.

## When is the report due?

STAR data is reported two times each year: Fall and Spring. Refer to STAR Manual B page 3 for specific dates.

### Fall Submission:

- The first submission is a snapshot of October 1 (or the first week in October).
- The report is due the end of November.

### Spring Submission:

- The second submission is a snapshot of March 1 (or the first week in March).
- The report is due the end of April.

## Wait. What is a Snapshot? Is this the day the report is due?

A Snapshot is a picture of the assignments of 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/March 1 or the first week in October/March. This snapshot allows 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.**

## I am brand new. What do I do?

1. The Identified Official with Authority (IOWA) of your district or charter school must preapprove you for the application of “STAR WES (web edit system)” in the role of “SWES District User.”
2. Once you have been preapproved, visit the [Staff Automated Report \(STAR\) webpage](https://mn.gov/pelsb/districts/data-submissions/star/) (https://mn.gov/pelsb/districts/data-submissions/star/). Click on “Enter the STAR Web Edit System” to access the log in page. Register as a user using your Minnesota Department of Education (MDE) Account login and password. Each person who needs access to the system must have their own account; do NOT share MDE accounts.
3. Read STAR Manual A and STAR Manual B to introduce you to the system and the data you will be collecting.
4. Save the [STAR Team](mailto:star.pelsb@state.mn.us) email address (star.pelsb@state.mn.us) in your email to ensure our emails do not land in your spam folder. You will likely have a lot of questions. Please email, no matter how small or big the question. We are here for you.
5. Collect the data to report. This can be accomplish either through your organizations collection tool, the worksheets provided on the STAR Web Edit System webpage, or another collection tool that your organization had provided.
6. Upload or manually enter the data and run an edit.
7. Clear any errors by making changes to the data in the STAR Web Edit System or your school’s system (remember to upload your changes). Run another edit if you have made changes.
8. Once you have an error-free edit report, check the Licensure Assignment Discrepancy Report. Determine if any discrepancies are errors in reporting or if a permissions needs to be pursued. Inform the officials in your organization that can fix these issues.
9. Submit the final report.

## Who do I include in the report?

The STAR report consists of three parts: Licensed Staff Employment (LA Files), Licensed Staff Assignments (LB Files), and Non-Licensed Staff (NA Files).

- The [LA Files](#) will contain staff that are contracted with your district or charter school AND are in an assignment that requires a license by the Minnesota Board of Teaching or Board of School Administrators. More information for the LA Files can be found on pages 12-17.
- The [LB Files](#) will contain all staff, your employees or not, who provide services in an assignment requiring a license by the Minnesota Board of Teaching or Board of School Administrators. More information for LB Files can be found on pages 18-24.
- The [NA Files](#) will contain all staff that have an assignment which does not require a license AND are employees of your district or school. More information for NA Files can be found on pages 25-29.

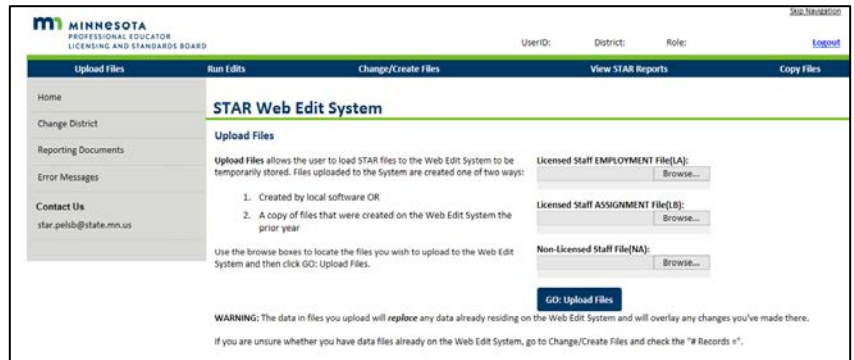
## My district has a program to upload files. How do I do this?

Log into the STAR system and click on the Upload Files tab.

**Both the LA and LB files must be loaded at the same time.** This does not mean each person must be in both files. If you upload only one file, the files will not be loaded.

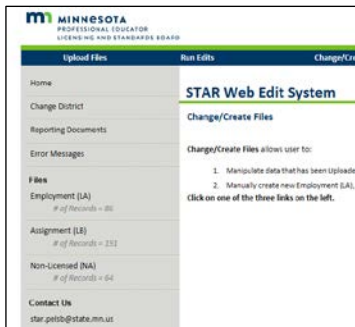
Each time an upload is done, it will completely replace what was in the system.

If you did any manual work and then uploaded from your system, all manual work will be lost. If you have to do manual work, make sure to do this when you will no longer upload or save a screenshot or print out of the manual changes in case you need to add the changes again. Be sure to run an edit after each upload to ensure the data is updated.



## My district doesn't have a program to upload the files, can I manually enter them?

There are a few ways to work manually within the STAR system.

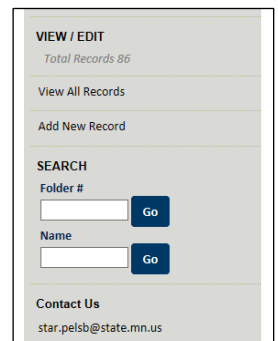


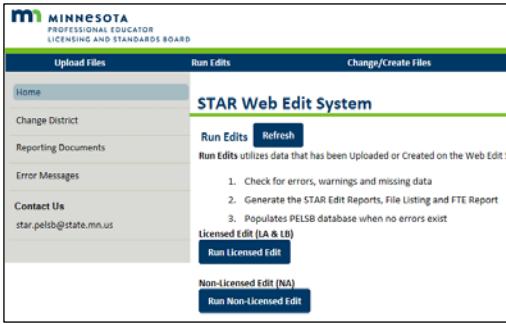
○ You can start by clicking on the Run Edits tab. The data reported in the last submission is still there and will be edited. Once you have done that, you can then manually add any changes.

○ To begin by creating new files click on the Change/Create Files tab. On the left hand side you will click on the type of file you want to create, change, or delete: LA, LB, or NA files. Then you will click either View All Records, Add New Record, or type in an identifying factor to find a specific record. Make sure to save your changes. Be sure to run

an edit after you have made all changes.

- You can create a text file, using the [guidelines](#) on pages 54-55, that you can then load into the STAR system.





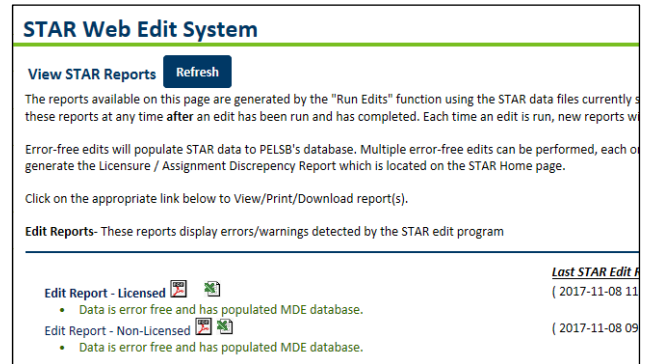
## How do I run edits?

You can run an edit by clicking on the Run Edits tab. You will then choose to run either the licensed or non-licensed files or run both at the same time. The length of time running the edits depends on how many districts and reports are accessing the MDE systems and how much data your report includes. If you wait until the last three weeks, the edit could take a number of hours to run.

## How do I know when the edits are done and if I have any errors?

When you log into the STAR system, click on the View STAR Reports tab. This page holds several different reports.

- Edit Reports: This report will tell you the status of your edit (running or the date of the last edit ran). If there are errors, the report will be in red; if it is error-free the report will be in green. Click on the link for a PDF of the report or the Excel symbol for the report to open in Excel.
- File Listing Reports: These reports can only be opened as a PDF. This is a copy of the information loaded. You will want to save these reports to your computer or print a copy for your files. This report will no longer be available once the next STAR submission begins.
- FTE Reports: These reports offer a summary of each reported staff's assignment data and FTE (fulltime equivalency). This FTE will not necessarily match your district's FTE. This FTE is based on a calculation the STAR system performs based on the information provided. Please see pages 48-49 for the [FTE calculation](#). This report can be opened as a PDF or Excel document.

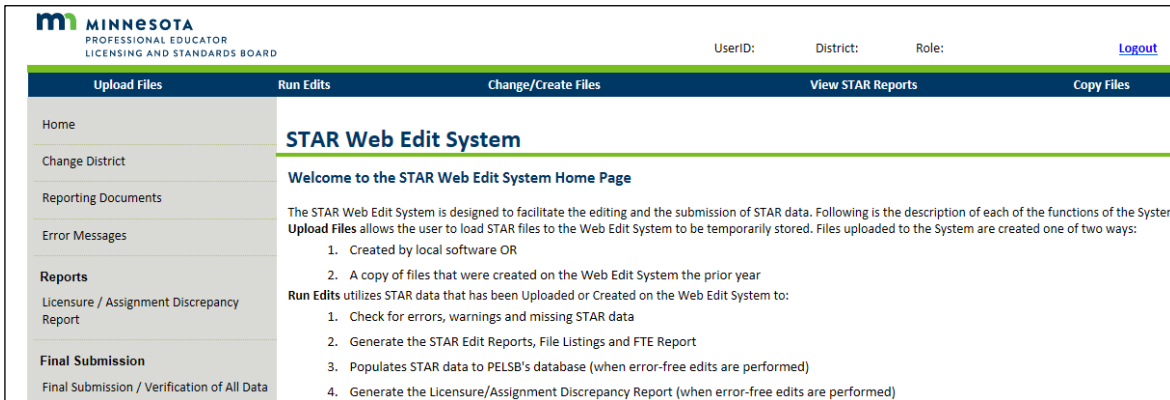


# A MAP OF THE STAR ONLINE SYSTEM

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## Home Page

When you log into the STAR System a page titled “Welcome to the STAR Web Edit System Home Page” will open. Across the top of the page you have the options of Upload Files, Run Edits, Change/Create Files, View STAR Reports, and Copy Files. Above those options, on the right hand side, will be your user ID, district, role, and the “logout” link. On the left hand side of the screen will be a link for Home, Change District (if you have access to more than one district), Reporting Documents, Error Messages, a link to the Licensure/Assignment Discrepancy Report, a link to the Final Submission/Verification of all Data, and the contact email for STAR.

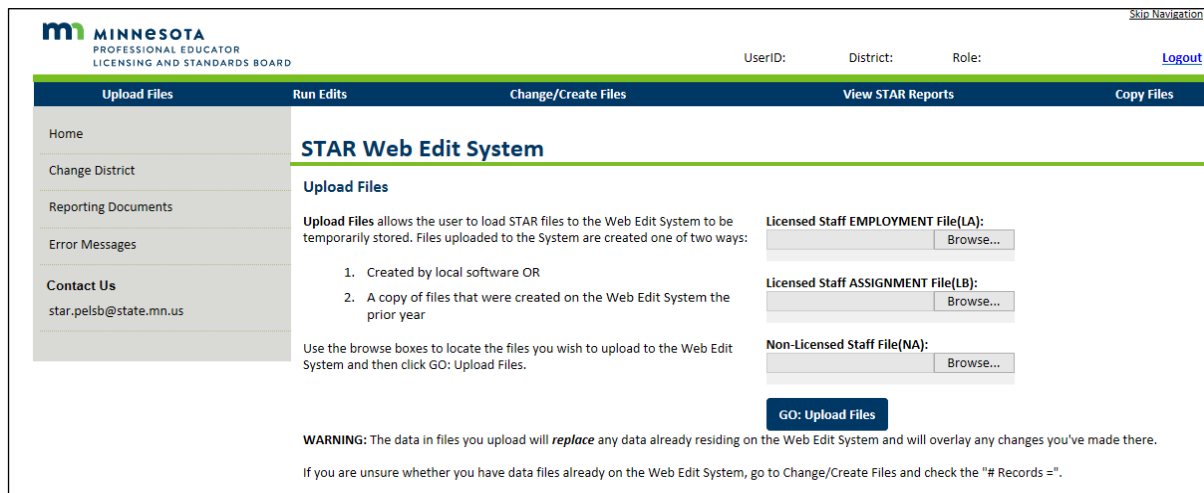


## Upload Files

When you click on Upload Files you will find a “browse” button for each of the file types in STAR (LA, LB, and NA). If your district uses a system or has created a text file to load the data, click on the browse button. Once you have all the files you want, click on “Go: Upload Files.”

**There are two very important things to remember about this process:**

- You MUST upload the LA and LB files at the same time or they will not load.
- Every time you upload files it completely replaces what was loaded previously. This means any manual changes you have made will be gone. Make sure to do any manual changes AFTER you have completed all uploads.





## Run Edits

Once you have uploaded or manually enter all the required data, click on the Run Edits option. You will be able to run edits on either Licensed or Non-Licensed files or both at the same time. The amount of time it takes to run will depend on the amount of data you have entered and how many other districts and reports are accessing MDE systems.

The screenshot shows the STAR Web Edit System interface. At the top left is the Minnesota Professional Educator Licensing and Standards Board logo. The top right shows fields for UserID, District, Role, and a Logout link. Below this is a navigation bar with options: Upload Files, Run Edits, Change/Create Files, View STAR Reports, and Copy Files. The main content area is titled "STAR Web Edit System" and contains a "Run Edits" button and a "Refresh" button. Below these buttons, a message states: "Run Edits utilizes data that has been Uploaded or Created on the Web Edit System to:" followed by a list of three steps: 1. Check for errors, warnings and missing data; 2. Generate the STAR Edit Reports, File Listing and FTE Report; 3. Populates PELSB database when no errors exist. There are two sections for running edits: "Licensed Edit (LA & LB)" with a "Run Licensed Edit" button and a "Last STAR Edit Run Date" of (2017-11-08 11:31:21.0); and "Non-Licensed Edit (NA)" with a "Run Non-Licensed Edit" button and a "Last STAR Edit Run Date" of (2017-11-08 09:15:37.0). A left sidebar contains links for Home, Change District, Reporting Documents, Error Messages, and Contact Us (star.pelsb@state.mn.us).

## Change/Create Files

Click on the Change/Create Files option and choose, from the left hand side, Employment (LA), Assignment (LB), or Non-Licensed (NA). If you look at the grey words underneath the files name you will see “# of Record =.” If there is a number greater than 0 listed after the equal sign, then your previously reported data is still in the system. If the number is 0, then there is no data in the system. Once you have chosen LA, LB, or NA you will then choose:

- **View All Records:** This allows you to view all the records in the chosen file. You can sort by “Folder Number” or “Name.” Click on the file folder number (link) you want to open, make all changes needed, and click “Update This Record” or “Delete This Record.” If the screen does not reset to the screen with all records, then the file did not save. Check to make sure all the data is provided and in the proper form. If you cannot find the issue, email a screen shot to the STAR Team and they will find the issue for you.
- **Add New Record:** This option allows you to manually create a new record. Once the data is entered, make sure to click “Add This Record.” If the screen does not reset to the screen with all records, then the file did not save. Check to make sure all the data is provided and in the proper form. If you cannot find the issue, email a screen shot to the STAR Team and they will find the issue for you.
- **Search:** You can search for a record by file folder number or name. Once you have entered the information, click “Go.”

The screenshot shows the "VIEW / EDIT" interface. At the top, it says "VIEW / EDIT" and "Total Records 86". Below this are two buttons: "View All Records" and "Add New Record". There is a "SEARCH" section with two input fields: "Folder #" and "Name", each with a "Go" button. At the bottom, there is a "Contact Us" section with the email address star.pelsb@state.mn.us.

## View STAR Reports

This will be the main page you use. The main part of the page consists of three sections:

- **Edit Reports:** This report will tell you the status of your edit (running or the date of the last edit ran). If there are errors, the report will be in red; if it is error-free the report will be in green. Click on the link for a PDF of the report or the Excel symbol for the report to open in Excel.
- **File Listing Reports:** These reports can only be opened as a PDF. This is a copy of the information loaded. You will want to save these reports to your computer or print a copy for your files. This report will no longer be available once the next STAR submission begins.
- **FTE Reports:** These reports offer a summary of each reported staff's assignment data and FTE (fulltime equivalency). This FTE will not necessarily match your district's FTE. This FTE is based on a

calculation the STAR system performs based on the information provided. Please see pages 48-49 for the [FTE calculation](#). This report can be opened as a PDF or Excel document.

### ON THE LEFT HAND SIDE OF THE PAGE YOU WILL FIND:

**Home:** This link will take you to the “Welcome to the STAR Web Edit System Home Page.”

**Change District:** If you have access to more than one district, this link will return you to the drop down choice for the district.

**Reporting Documents:** This link will take you to the STAR Web Edit System webpage.

**Error Messages:** This will open the error message document from the STAR Manual.

**Educator license lookup:** This link is connected to Educator License Lookup. You can use this to find the name or file folder number of a teacher or confirm licensure information. If you are looking for permission data you will enter the identifier information and click on the button titled “Details.”

**School lookup:** This lists all the school sites assigned to your district and the school number.

**STAR PELSB lookup:** This allows you to see the last five years of reported STAR data. This can assist you with determining the “New Staff” code and the years of “Experience.”

**[Licensure/Assignment discrepancy report:](#)** This link brings you to another page which explains the Licensure/Assignment Discrepancy Report. This report will alert you to any licensure or assignment non-compliance issues. Please see pages 30-33 to find out more information about this report.

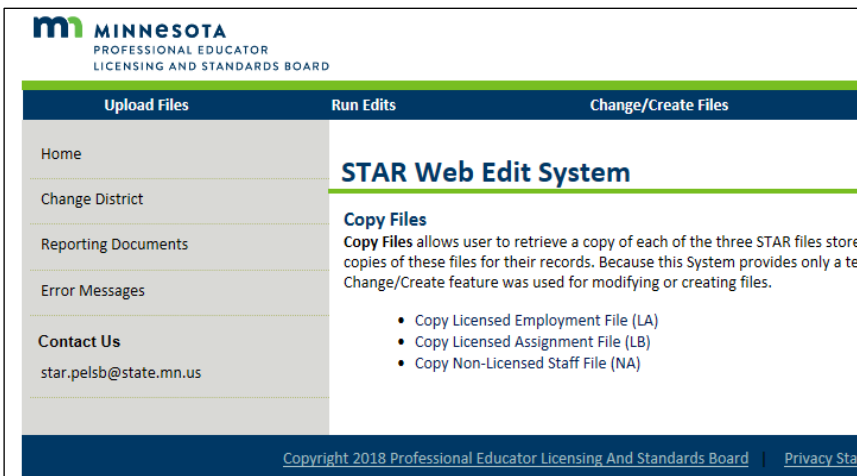
**Final submission/verification of all data:** This link brings you to the final submission page. You will check both boxes to indicate that you have completed each of the steps: obtained an error-free edit and opened your Licensure/Assignment Discrepancy Report. Once you have checked both boxes, click the “Submit Final Data to MDE.” If you receive an error message, the most likely problem is that you have not opened your discrepancy report, this does not mean you have discrepancies. To fix this issue, open your discrepancy report, then return to the final submission page and follow the final submission steps again.

Your report is not considered finished until you complete this step. You may complete this step as many times as needed until STAR has been closed. You may complete this step, even if you have discrepancies. You are not able to complete this step if you do not have a clean edit report.

**Contact us:** This is the email to contact the STAR Team. Any questions should be sent via email and include **your name, district number and name, and contact information** as well as your question. If your question is regarding a staff member, you need to include the person's **file folder number**. If you would prefer to discuss the issue on the phone, please request a phone call. **Do not call the STAR staff.**

## Copy Files

This section allows you to save a copy of each file once you have had an error free edit and have completed



the report. This will be saved as a text file. It is important to save these files. They will not be available once the next submission begins.

If you have not yet entered your data or do not have an error free edit, there will be no files to save.

**Now that you have basic information about the STAR report, you should be ready to start. Don't forget, if you have questions or need assistance, email the [STAR Team](mailto:star.pelsb@state.mn.us) at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).**

## STAR DATA ELEMENTS

### Licensed Staff Employment: LA Files

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The LA Files offer a snapshot of the staff who are employed by your district or charter school and who have an assignment that requires a license by the Board of Teaching or Board of School Administrators on October 1st (fall submission) or March 1st (spring submission). Employed staff are those you 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 must be reported in the NA files. If a staff is doing both licensed and non-licensed position, 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.

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

- Terminated staff that were reported by your district in a licensed capacity on the STAR system the prior submission (include a termination or inactive code)
- Long-Term substitutes (a substitute teacher fulfilling one assignment for 15 or more consecutive days)
- Reserve teachers: 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 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 licensure by the State Board of Teaching or Minnesota Board of School Administrators. These individuals should be reported as non-licensed staff in the NA record.
- Staff who are contracted and their position does NOT require licensure by the State Board of Teaching or Minnesota Board of School Administrators. If their assignment REQUIRES a license, these staff will be reported in the LB files.
- Staff providing 100 percent of their services teaching Community Education classes that are NOT part of the K-12 curriculum and are open for anyone in the community to attend.
- Student workers
- Short-Call substitutes (a substitute teacher fulfilling one assignment for less than 15 consecutive days)
- Reserve teachers who only hold a short-call sub license (these would fall under the short-call substitute category)
- Coaches
- School Readiness and Voluntary Pre-Kindergarten staff that are not licensed. Report these individuals on the NA records.

#### **Additional Notes:**

- If you upload your data to the STAR system, you need to update both the LA and LB files at the same time. There does not need to be an LA and LB file for each individual.
- If you manually enter the information into the STAR system, you can use the Data Worksheet Forms found on the [STAR Web Edit System webpage](https://mn.gov/pelsb/districts/data-submissions/star/) (https://mn.gov/pelsb/districts/data-submissions/star/).

## LA (Employment) Files Data Element Descriptions

### District Number

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

**Value – 0001-9999**

### District Type

The district 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](http://w20.education.state.mn.us/MdeOrgView/reference/orgTypes), a section in MDE-ORG. (<http://w20.education.state.mn.us/MdeOrgView/reference/orgTypes>)

**Value – 01-99**

### File Folder Number

The File Folder Number (FFN) is a six-digit number assigned by MDE to a candidate upon application for licensure or a Community Expert Permission and used as a unique identifier. All staff with a license or permission will have a file folder number. **The existence of a file folder number does NOT guarantee a license has been processed and approved.**

Use [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>) to find an individual's file folder number or the status of a license. You can search by name or by File Folder Number. You will choose either the "License" button which will give you a copy of the license or the "Details" button which will show you the licensure information, permission information, and the application status.

If a file folder number is not available, use 000000 as the file folder number. **This will generate a warning on the licensed Edit Report, but will not prevent a final submission. The person WILL appear on the Licensure/Assignment Discrepancy Report.**

**Value – 000000-999999**

### Social Security Number

Due to security issues, we are no longer collecting social security numbers on the STAR report. If you are uploading a file, please make sure the licensed staff have nine zeros for their social security number. If you are manually entering data you will notice there is no longer an option to enter a social security number.

### Staff Name

Report the name as follows, **in all capital letters** with the comma:

**LAST, FIRST MIDDLE**

If you receive a [warning on the staff name](#) and the name is correct, please ignore it (found on page 46).

If you receive a [name error](#) you can find instructions on how to fix the error on pages 38-39.

### Gender

Use an upper case letter:

**M – Male**

**F – Female**

The screenshot shows the 'STAR Web Edit System' interface for adding new employment records. The form includes fields for Record Indicator (LA), Folder #, Name (LAST, FIRST MIDDLE), Birth Date (MM-00-YYYY), Sex, Inactive/Term, Salary, Ed Level, Contract Days, New Staff, Experience (Supt, Prin, Teach, Other), Out of Dist, Full/Part, District User, Ethnicity, and Race (American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, Black or African American, White). Each dropdown menu has a 'Please Select' option. There are 'Back' and 'Add This Record' buttons.

---

**Birth Date**

Report birth date in the following pattern:

**YYYYMMDD (year month day).**

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

**Example: August 11, 1936 = 19360811**

---

**Ethnic/ Race/ Ethnicity**

Non-scientific racial/ethnic 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 only for the purpose of compliance with federal and state civil rights. This must be reported for each person. If a person refuses to provide the information, the district should notify the staff that this is still required to be reported and they will be making the ethnic and racial determination.

**ETHNIC:**

- 01 – American Indian or Alaskan Native:** A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.
- 02 – Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- 03 – Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin – regardless of race.
- 04 – Black, Not of Hispanic Origin:** A person having origin in any of the Black racial groups of Africa.
- 05 – White, Not of Hispanic Origin:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**ETHNICITY:** Hispanic/Latino must be Y or N

**RACE:** One or more must be Y, regardless of Ethnicity. All boxes must have Y or N.

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White

---

### **New Licensed Staff**

This code is used to identify the current employment status of all license staff. When completing the Spring submission, leave this code the same as the Fall submission. If you are unsure which code is appropriate, use the STAR MDE Lookup on the View STAR Reports webpage to find the last five years of STAR Report data.

- 00** – **Default value** used for staff returning from the previous year.
- 01** – **Newly Licensed staff that is a Minnesota graduate** or is being reported for the first time since receiving a license or community expert permission.
- 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 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.

---

### **Inactive/Transfer/Termination**

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

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

- 00** – default value

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

*Note: Report an Inactive or Leave of Absence code each submission a staff person remains in this status. Failure to do so will generate an Unreported Staff Error, preventing a final submission.*

- 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 in your District

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

*Note: On the next submission after reporting this status you can delete this record.*

- 30** – Intra-district transfer from a licensed assignment to a non-licensed assignment

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

*Note: On the next submission after reporting this status you can delete this record.*

- 46** – Staff Reduction
- 47** – Personal Reasons
- 49** – Retirement
- 50** – Death
- 51** – Educator in another District
- 52** – Education in another State or Outside of the United States
- 54** – Other Educational Occupation
- 57** – Not Offered Reemployment for Reasons Other than Staff Reduction
- 60** – Unknown/Other

---

### **Contract Salary**

A six digit number, right justified, preceded with zeroes, rounded to the nearest whole dollar, no commas or decimals.

**Example: \$10,550.32 will be reported as 010550.**

- Report the salary as it is on the snapshot date (October 1, March 1) 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](#). Please see page 49 to understand how average salary is calculated in the STAR system.

---

### **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 earned 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 in the Minnesota Report Card.

**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** – PhD (Doctoral degree)

---

### **Contract Days**

Three digit number (000-265) representing the total number of days contracted to report to work. For individuals reported with an inactive, transfer, or termination code, report 000.



---

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

Two-digit number (00-99) 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 automatically updated upon submitting a final report.

- Only report 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.
- If a staff is serving in more than one area, only report 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.
- Superintendent and principal experience also includes assistant superintendent and assistant principal positions.
- 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.
- Staff may not receive credit for years in which:
  - They were considered inactive, regardless of whether or not they received a salary.
  - They were not considered employees, but rather worked for a school district as an independent contractor.

---

### ***Out-of-District Assignment***

Use only upper case N (no) or Y (yes).

- Staff that provide services requiring licensure fulltime (100%) in the district, report N. Do not report Y for staff that serve your district 100%, even if they have an extra assignment in another district. The other district will report the assignment as an intentional overload assignment.
- Staff that provide services requiring licensure less than 100% FTE in your district AND providing services in other districts, report Y.
- Total FTE across the state is used to determine the [average salary](#). See page 49 for calculation of average salary.

---

### ***Fulltime/Part-time***

Use only upper case F (full time) or P (part-time).

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

- The staff serves as a teacher part-time and a principal part-time, use code F.
- The staff serves as a licensed teacher part-time and as a non-licensed aid part-time, use code P in both the LA Files and NA Files.
- The staff is hired as full time, but provides services outside of the district part of the day, use code F.
- A staff person who is employed full time, but only has assignments during one reporting session, use code F for both sessions and an inactive code of 29 for the session with no assignment.

---

### ***District 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

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The LB Files offer a snapshot of the assignments provided to schools and programs designated to your district or charter school on October 1 (fall submission) or March 1 (spring submission) which require a license by the Board of Teaching or Board of School Administrators regardless of employment. Schools and programs designated to your district refer to those that have an official school/site number assigned at MDE. For a list of all schools/sites assigned to your district log into your STAR account, click on View Reports, and click on the link School Lookup found in the left navigation bar.

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 as needed.

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

- Assignments provided by employees of your district AND by staff not employed by your district.
- ONLY assignments that are taking place during the snapshot of the submission.
- All classes being received by your students via 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.
- Online Learning (OLL) classes provided to students within your district. Please see the STAR Manual: Section B for more details on reporting OLL assignments.
- Long-term substitute assignments (assignments that are more than 15 school days consecutively)
- College classes taught in the district school by a district staff member commonly referred to as College in the Classroom.

### **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. The district receiving the services will report these assignments.
- Coaching assignments
- Student worker assignments
- Short-call substitute assignments (assignments that last less than 15 school days consecutively)
- PSEO (Postsecondary Enrollment Options) 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
- Community Education classes that are not part of the K-12 curriculum and are open for anyone in the community to attend (classes listed in a Community Education brochure).
- Staff who are contracted and their position does NOT require licensure by the State Board of Teaching or Minnesota Board of School Administrators.
- School Readiness and Voluntary Pre-Kindergarten staff that do not hold a license.

## LB (Assignment) Files Descriptions

The screenshot shows the 'STAR Web Edit System' interface for adding a new assignment record. The form includes the following fields and controls:

- Record Indicator:** A text input field containing 'LB'.
- Folder Number:** An empty text input field.
- Assignment Code:** A text input field containing '000000' with a 'See Description' link next to it.
- Grade Level:** A dropdown menu with 'Please Select' as the current selection.
- Mode of Teach:** A dropdown menu with '0-General Mode Of Teaching' as the current selection.
- Periods Per Week:** A text input field containing '00'.
- Total # of Pupils:** A text input field containing '000'.
- Dist # - Type - School #:** Three separate text input fields separated by hyphens.
- Length of Period:** A text input field containing '000'.
- District Use Field:** An empty text input field.

Navigation buttons include 'Back' (top right) and 'Add This Record' (bottom left).

---

### ***District Number***

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

**Value – 0001-9999**

---

### ***District Type***

The district 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](http://w20.education.state.mn.us/MdeOrgView/reference/orgTypes), a section in MDE-ORG. (<http://w20.education.state.mn.us/MdeOrgView/reference/orgTypes>)

**Value – 01-99**

---

### ***File Folder Number***

The File Folder Number (FFN) is a six-digit number assigned by MDE to a candidate upon application for licensure or a Community Expert Permission and used as a unique identifier. All staff with a license or permission will have a file folder number. **The existence of a file folder number does NOT guarantee a license has been processed and approved.**

Use [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>) to find an individual's file folder number or the status of a license. You can search by name or by File Folder Number. You will choose either the "License" button which will give you a copy of the license or the "Details" button which will show you the licensure information, permission information, and the application status.

If a file folder number is not available, use 000000 as the file folder number. **This will generate a warning on the licensed Edit Report, but will not prevent a final submission. The person WILL appear on the Licensure/Assignment Discrepancy Report.**

**Value – 000000-999999**

---

### **School Number**

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

#### **Value – 000-999**

- For staff who are employed district wide (for example, a superintendent) the school number will be 000. Report only district administrators and other non-teaching staff not assigned to a specific school using the district wide number of 000.
- School number is reported for each assignment. It is possible that one person may be reported with several school numbers.
- Not reporting the appropriate school number (for example, reporting staff as district wide instead of with the appropriate school number) will result in underrepresentation of school data when published in the School Report Card and other school-level reports.
- School numbers and other related information are reported and verified by school districts via the [District and School Site Verification](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>)
- Contact [MDE School Verify](mailto:mde.school-verify@state.mn.us) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us) for information regarding your school numbers or other school identifications information.

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### **Social Security Number**

Due to security issues, we are no longer collecting social security numbers on the STAR report. If you are uploading a file, please make sure the licensed staff have nine zeros for their social security number. If you are manually entering data you will notice there is no longer an option to enter a social security number.

---

### **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 district in a capacity for which the Board of Teaching or Board of School Administrators requires licensure. Report each assignment separately. This means there may be multiple assignments for one individual.

- To find the list of assignments requiring a license, see the STAR Manual B, pages 16-28, or go to the [STAR Web Edit System webpage](https://mn.gov/pelsb/districts/data-submissions/star/) (<https://mn.gov/pelsb/districts/data-submissions/star/>) to find a list of STAR Assignment Codes.
- For guidelines on reporting online classes, refer to STAR Manual B, page 12.
- 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.
- For guidelines on reporting Special Education classes, refer to STAR Manual B, pages 13-14.

---

### **Grade Level**

Two-digit number that describes the grade level of students taught in the assignment.

- Use specific grade levels when possible and group grades when individual grades do not apply.
- If assignments are covering multiple grades and can be easily split into separate assignments, you should report these assignments separately.
- 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 discrepancy.**

- The assignment code lists found in STAR Manual: Section B 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 5th and 6th 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 26 if the 5th and 6th grade runs on an elementary schedule; report these as separate elementary assignments.
- Please use the following **Grade level Codes and definition:**
  - 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
  - 17** – Kindergarten
  - 18** – Elementary grades K-6 – not valid with 180101, 180100, 180160, or 180170
  - 19** – Secondary grades 7-12
  - 23** – Junior High grades 7-9 – do NOT use for someone who is NOT licensed for all three grades
  - 24** – Senior High grades 9-12
  - 25** – Middle School grades 5-9 – do NOT use for someone who is NOT licensed for all these grades
  - 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
  - 30** – Adult/Parent Student
  - 37** – K-12 – instructional assignment serving all grades in assignment codes 890200, 890300, 021610, 022300, 022401, 022501, or 190000-196119
  - 99** – Administrative and Non-Instructional Staff or as designated

---

## **Mode of Teaching**

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

- 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 but are considered college classes.
- I** – **Interactive Television (ITV) – Reported by the district receiving the services** from another district via ITV. Only report 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 Postsecondary Educational Option (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. Refer to STAR Manual B page 12 for guidelines on how to report online assignments. 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.
- 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 discrepancy 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, sharing in the presentation of the same curriculum to the same group of students. Report the teacher only with the assignment code that is appropriate for their license. See the Licensure Assignment Table found on the [STAR Web Edit System webpage \(https://mn.gov/pelsb/districts/data-submissions/star/\)](https://mn.gov/pelsb/districts/data-submissions/star/) for the correct code.
- 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.

**Report 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 other day assignment (for example, Monday, Wednesday, and Friday) – report a total of 18 periods
- Full day, every day assignment – report a total of 30 periods to calculate a 1.0 FTE

**To calculate 1.0 FTE report**

- Pre-kindergarten to 6th grade teachers working on a traditional schedule – 30 periods per week
- Middle School Teachers working on a traditional schedule –25 periods per week
- 7th to 12th grade teachers working on a traditional schedule – 25 periods per week
- Grade level 37 on a traditional schedule – 30 periods per week
- Grade level 30 on a traditional schedule – 30 periods per week
- For Block Scheduling (75 or more minutes), in any grade level – 15 periods per week
- Administrators and all other non-instructional staff (grade level 99) 30 periods per week
- For unique schedule, please send an email to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to determine total periods.

---

**Length of Period**

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

- Right justify and proceed with zeroes as necessary to create a three-digit number (example, 25 minute assignment would be reported as 025).
- Report administrators and other non-instructional staff (grade level 99) with 000.
- Report general elementary, kindergarten, pre-kindergarten, and ECFE assignments (codes 180100, 180101, 180102, 180160, 180401, and 180403) with 000.
- Length or Periods 045-060 and 000 will default to 60 minutes for purposes of calculating the FTE.
- Block schedules with length of period 75 minutes or more must be reported with the correct number of minutes for the correct FTE calculation to occur.

**Report with the following minutes per period:**

000	Default value, considered equal to 60 minutes
010-044	Shorter than typical length, report actual minutes
045-060	Considered typical length, report 000 or 060 or actual length
061-074	Longer than typical length, but not long enough for block, report actual minutes
075-180	Considered Block Length period, report actual minutes

---

**Total Number of Pupils**

A three-digit number used to report the number of pupils in each assignment (000-999).

- **Only report number of pupils for assignment codes 010000-060205, 060207-060500, 063000-179999, 200000-399999, and 890101-899998, including ITV and Online classes.** These codes include teachers of visual and performing arts, communication arts and literature, foreign languages and cultures, health and physical education, career exploration, self-management and life skills, family and consumer science, industrial and technology education, mathematics, natural sciences, agriculture education, computer and information technology, business education, social sciences and social studies, Career and Technical Programs, and other instructional assignments.
- Zero fill for all other assignment codes are accepted.
- **Pupils DO NOT NEED to be reported for assignment codes 190000-196999, 180100-180102, 180160, 180170, 180750, 180401-180403, 060206, 061000-062999, 890100, or 899999.** The codes include teachers of special education, elementary, kindergarten, pre-kindergarten, bilingual or immersion kindergarten or elementary, school readiness, early childhood education, ESL classes, adult basic education, and reserve teachers.
- **DO NOT report pupils** for administrative, management, supervisory, support services, or other non-instructional staff.
- **For Team Teaching assignments** (non-Special Education assignments) equally divide the number of students by the number of teachers participating in the team teaching situation. This does NOT include Special Education assignments.

---

**District Use**

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



## Non-Licensed Staff: NA Files

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The NA Files offer a snapshot of the staff employed by your district (your district has the authority to hire or terminate) in positions not requiring licensure by the Board of Teaching or the Board of School Administrators.

The NA Files differ from the LA 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 the Board of Teaching or Board of School Administrators requires licensure. 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 should 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 fulltime by one district, but serving in more than one district, should be reported ***only by the district of employment.***

### **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 October 1 (fall submission) or March 1 (spring submission) of the reporting year.

### **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

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

- Staff employed by another district who provide services that do NOT require licensure by the State Board of Teaching or Minnesota Board of School Administrators.
- Staff who are contracted and their position does NOT require licensure by the State Board of Teaching or Minnesota Board of School Administrators.
- Student workers
- School board members
- Coaches

## NA (Non-Licensed) Files Descriptions

**STAR Web Edit System**

**Add New Non-Licensed (NA) Record**

Record Ind:  Dist # - Type - School #:  -  -

Unique Identifier #:

Name:

Birth Date:  -  -   
MM-DD-YYYY

Sex:  Ethnic:

Employee Classification:  See Description Full/Part Time:

Hours Week:

New Staff:

District Use:

Ethnicity - Hispanic/Latino:

Race - One or more needs to be Y, regardless of Ethnicity

American Indian or Alaskan Native:

Asian:

Native Hawaiian or Other Pacific Islander:

Black or African American:

White:

---

### ***District Number***

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

**Value – 0001-9999**

---

### ***District Type***

The district 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-ORG.

(<http://w20.education.state.mn.us/MdeOrgView/reference/orgTypes>)

**Value – 01-99**

---

### ***School Number***

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

**Value – 000-999**

- For staff who are employed district wide the school number will be 000. These would be non-licensed staff who work at the district office.
- School number is reported for each assignment. It is possible that one person may be reported with several school numbers.
- Not reporting the appropriate school number (for example, reporting staff as district wide instead of with the appropriate school number) will result in underrepresentation of school data when published in the School Report Card and other school-level reports.
- School numbers and other related information are reported and verified by school districts via the [District and School Site Verification](#) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>)
- Contact [MDE School Verify](#) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us) for information regarding your school numbers or other school identifications information.

---

**Unique Identifier Number**

Due to security issues, social security numbers are not be reported. However, for non-licensed staff, we need a unique identifier number. Please use the same unique identifier for the person for as long as they are working in your district. This is important as the unique identifier will become a link, allowing you to open the NA record.

**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.
- DO NOT report all zeros.
- DO NOT use the social security number.

---

**Staff Name**

Report the name as follows, **in all capital letters** with the comma: **LAST, FIRST MIDDLE**

---

**Gender**

Use an upper case letter:           **M – Male**           **F – Female**

---

**Birth Date**

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

---

**Ethnic/ Race/ Ethnicity**

Non-scientific racial/ethnic 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 only for the purpose of compliance with federal and state civil rights. This must be reported for each person. If a person refuses to provide the information, the district should notify the staff that this is still required to be reported and they will be making the ethnic and racial determination.

**ETHNIC:**

- 01 – American Indian or Alaskan Native:** A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.
- 02 – Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- 03 – Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin – regardless of race.
- 04 – Black, Not of Hispanic Origin:** A person having origin in any of the Black racial groups of Africa.
- 05 – White, Not of Hispanic Origin:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**ETHNICITY:** Hispanic/Latino must be Y or N

**RACE:** One or more must be Y, regardless of Ethnicity. All boxes must have Y or N.

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White

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### ***New Non-Licensed Staff***

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

- 00** Default Value/Returning Staff
- 20** New Hire (not employed by your district in any capacity, licensed or non-licensed, the previous submission)

---

### ***Employee Classification***

Six-digit code used to identify the general occupation of the employee. See the Non-Licensed Classification Codes found in the STAR Manual B on pages 65-71. Classification codes may represent occupations or jobs that vary from the definitions given, but should clearly fit the same general character or purpose. Do not use licensed assignment codes in the NA Files. This will generate an error.

---

### ***Requirements for Qualified Paraprofessionals***

A paraprofessional who works in a Title 1 program must meet federal qualification requirements. This applies to paraprofessionals in a Targeted Assistance Title 1 school who are paid all or in part with Title 1 funds and to all paraprofessionals in a Schoolwide Title 1 school. In a schoolwide program, this includes paraprofessionals supporting students receiving special education services.

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

#### **The following are how a district can determine the qualified status of a paraprofessional:**

- Two years of study at an institution of higher education.
  - **Minnesota's standard:** A minimum of 60 semester credits or the amount required to complete two years of full time enrollment as determined by the institution attended.
- An Associate's Degree.
  - **Minnesota's standard:** An AA, AS, AAS, or higher degree.
- A demonstration through a formal state or local academic assessment of
  - Knowledge of and the ability to assist in instructing reading, writing, and math
  - Knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.
  - **Minnesota's standard** for demonstrating through a formal state or local academic assessment can be met in one of three ways:
    - A passing score on an assessment from the state approved list.
    - Demonstrating all Minnesota Paraprofessional Core Competencies (1-8) by local district validation of a portfolio through transferable work experience, college courses, workshops/conferences, Para eLink and demonstration of skill using Para eLink or a similar curriculum that focuses on recent training addressed in Competency 9 of Reading, Math, and Writing.

See the [Paraprofessional](http://education.state.mn.us/MDE/dse/Para/index.htm) webpage for more information  
(<http://education.state.mn.us/MDE/dse/Para/index.htm>)

---

**Hours Worked Per Week**

A two-digit number (01-60) 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 October 1 (fall submission) and March 1 (spring submission).
- Hours worked per week for staff with multiple assignments should be reported separately. For example, an employee drives school bus 18 hours a week and performs custodial duties 16 hours a week would have two records: 1) bus driver – 18 hours and 2) custodian – 16 hours.
- 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**

Use only upper case F (fulltime) or P (part-time).

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

- 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 fulltime, but serves in more than one district, code F.

---

**District Use**

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

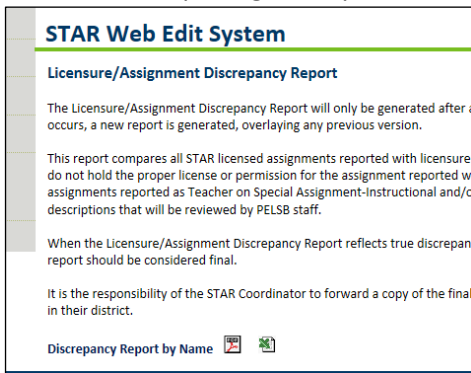
## THE LICENSURE/ASSIGNMENT DISCREPANCY REPORT

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Once your edit is error-free the next important step is to check your Licensure/Assignment Discrepancy Report. This report will alert you to anyone who is working in an assignment without the proper license or permission.

To access the Licensure/Assignment Discrepancy Report go to the “View STAR Reports” page and, on the left hand side of the screen, click on the Licensure/Assignment Discrepancy Report link.

On the Licensure/Assignment Discrepancy Report Page you have the option of opening the report as either a PDF or Excel document.



**STAR Web Edit System**



### Licensure/Assignment Discrepancy Report

The Licensure/Assignment Discrepancy Report will only be generated after a new report is generated, overlaying any previous version.

This report compares all STAR licensed assignments reported with licensure do not hold the proper license or permission for the assignment reported with assignments reported as Teacher on Special Assignment-Instructional and/or descriptions that will be reviewed by PELSB staff.

When the Licensure/Assignment Discrepancy Report reflects true discrepancy report should be considered final.

It is the responsibility of the STAR Coordinator to forward a copy of the final in their district.

Discrepancy Report by Name  

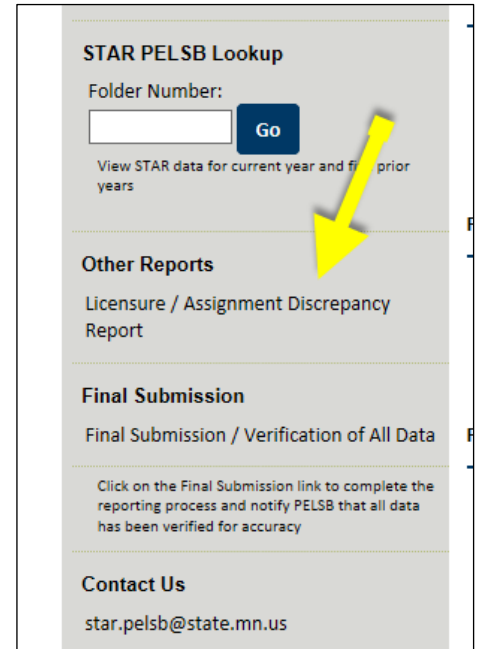
The report will either have the sentence “District XXXX-XX had no assignment/licensure discrepancy errors” or it will present a list of file folder numbers and names of teachers who are out of assignment.

If the report is clean, then you can close it and continue to the final submission.

If your report has discrepancies listed you will want to clean-up as many as is possible. This is called the [Discrepancy Clean-Up Phase](#). If you are in need of assistance in cleaning the discrepancies, feel free to email the [STAR Team](#) at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us). The discrepancy report will list the teachers in the order of the school building in which they were reported, and will include the assignment for which they are out of compliance, the grade level, periods per week, number of students, and the violation. Please work with your administration and the STAR Team to clean up as many of the discrepancies as possible.

Most discrepancies are caused by an incorrect assignment code or grade level. If this is the case, you will need to correct the incorrect record, save it, run another edit, and then check the discrepancy report again. Any discrepancies that remain once the STAR Team finalizes the submission session will be sent to the Board of Teaching and Board of School Administrators. The discrepancies will lead to contact from the two boards to the teachers and administrators and can result in disciplinary action.

The district or charter school superintendent or director and charter school authorizer will be notified of discrepancies including “no license” or “expired license.”



**STAR PELSB Lookup**

Folder Number:  **Go**

View STAR data for current year and five prior years

**Other Reports**

Licensure / Assignment Discrepancy Report

**Final Submission**

Final Submission / Verification of All Data

Click on the Final Submission link to complete the reporting process and notify PELSB that all data has been verified for accuracy

**Contact Us**

[star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us)

## Discrepancies, Violations, and Solutions

These are the violations that could appear on your Licensure Discrepancy Report. Each violation contains a list of data to check and suggestions for clearing the violation.

### ***Not licensed for assignment***

- Check to make sure you have the correct assignment code. Some assignments can be reported with more than one code. If you are unsure what assignment code to use check the Licensure Assignment table for the options (the table can be found on the [STAR Web Edit System webpage](https://mn.gov/pelsb/districts/data-submissions/star/) (<https://mn.gov/pelsb/districts/data-submissions/star/>). If you still cannot determine the correct code, please email the file folder number and a course description to the [STAR Team](mailto:star.pelsb@state.mn.us) at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).
- If you have reported the correct assignment and code, check to determine that you were given the correct information.
- If you were given the correct information, the district will need to apply for the appropriate permission via the Special Permission System. For questions, please email the [STAR Team](mailto:star.pelsb@state.mn.us) at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

### ***Holds appropriate license but is expired***

- Check the teacher's license status on the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>).
- If the teacher is fully licensed, but has an expired license for the subject area in which they are working, the teacher needs to renew that expired license or the district needs to apply for a variance through the Special Permission System.
  - **Wait! How can a teacher have a full license and an expired license?** This is possible if a teacher held a temporary or restricted license and never brought the license to fulltime status, but earned a license in another area at fulltime status.
- If the teacher's license is expired, the teacher must renew their license in order to continue working. Please notify administration that the teacher should be removed from their position until their license is renewed.
- When the STAR Team works on the clean-up phase, any expired license discrepancies will be emailed to the superintendent or director of the school district or charter school. Charter school Authorizers will also be included in the email.

### ***License is expired and teaching out of grade level***

- Check the teacher's license status on the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>).
- If the teacher is fully licensed, but has an expired license for the subject area in which they are working, the teacher needs to renew that expired license or the district needs to apply for a variance through the Special Permission System.
  - **Wait! How can a teacher have a full license and an expired license?** This is possible if a teacher held a temporary or restricted license and never brought the license to fulltime status, but earned a license in another area at fulltime status.
- If the teacher's license is expired, the teacher must renew their license in order to continue working. Please notify administration that the teacher should be removed from their position until their license is renewed. Once the teacher's license is renewed, if they are still outside of the grade level, the teacher will need a variance.
- When the STAR Team works on the clean-up phase, any expired license discrepancies will be emailed to the superintendent or director of the school district or charter school. Charter school Authorizers will also be included in the email.

***Holds appropriate license but not for grade level***

- Check to make sure you have reported the correct grade level. This happens especially with the grouped grade levels 15 (grades 1-6), 18 (grades k-6), 19 (grades 7-12), 23 (grades 7-9), 24 (grades 9-12), and 25 (grades 5-9). If the teacher does not hold a license within the grade level range and is only working with the grade levels for which they are licensed, you will need to change the grade level reported, possibly causing the entire assignment to be reported differently. If the grade level is mixed, you can either choose the majority grade level or split the assignment between the grade levels.
- If the teacher is working with the grade level reported and not licensed, the teacher will need a permission.

***Not licensed – exceeding 33%***

- This violation is specific to individuals licensed in elementary education (180100) who can teach specialty subjects up to a total of 33% FTE (keyboarding, physical education, art, or music).
- If the teacher is truly 33% of their total FTE, you may need to adjust your periods per week or minutes per period.
- If the teacher is truly over 33% of their total FTE, the teacher needs a variance.

***Submit Job Description***

- This violation will appear for staff reported as Teacher on Special Assignment (TOSA) or Administrator on Special Assignment (AOSA). Please email a job description, including the main focus of the course and any standards that are covered and the educator's name and file folder number, to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us.
- The STAR Team will examine the job description to determine if there is a better assignment code already existing. If there is, the STAR Team will email you with the correct code. If there is no assignment code for the job, the STAR Team will complete an override in MDE's system and email notification once it's done.
- During the Fall Submission this step may not take place until the Licensure Discrepancy Clean-up phase. This is due to the amount of emails and phone calls that occur with individuals running into problems with completing their report and needing assistance.
- During the Spring Submission this step will likely take place during the last half of the submission.
- If you know ahead of time that you have a TOSA or AOSA to report, you can email the job description before completing the report.
- Job descriptions are used to determine new assignment codes as well as compliance checks.

***No License***

- This violation will appear for staff that do not hold a license.
- Individuals with this discrepancy should be removed immediately from their position until their license is received, unless the district has temporary approval from the Board of Teaching while their community expert permission is waiting for approval.
- When the STAR Team works on the clean-up phase, any No License discrepancies will be emailed to the superintendent or director of the school district or charter school. Charter school Authorizers will also be included in the email.

***Star Team Manual Check***

- Due to the complexity of the licensure requirements for ESL/ ELL Teaching Core Content Courses, we have to make the violation check manually.
- When you receive this discrepancy, please email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us to request the manual check.



## Discrepancy Clean-Up Phase

The discrepancy Clean-Up Phase is the step the STAR Team completes in order to assist districts in removing and “mistaken” discrepancies or bringing educators into compliance.

**Communications:** The STAR Team 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 discrepancies, making telephone calls is not possible.

**No License or Expired License:** If the violation is a no license or expired license discrepancy 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. The Board of School Administrators can choose to bring disciplinary actions against an administrator who hires educators with no license or expired licenses.

**Special Permissions and Licenses:** Please remember that permissions (variances, waivers, and community experts) and some licenses (limited and non-renewable licenses) must be assigned to all districts that will receive services by the educator in question. There are two exceptions to this requirement: one is that Host Districts (usually Special Education Co-ops) can share any special education permissions or licenses with their district members (as long as the Host holds the permission) and the second is that permissions in special education low incident areas can be shared region wide. Please note that general education (which includes American Sign Language) cannot be shared.

**Time Line of Clean-Up Phase:** Due to the overwhelming amount of email the STAR Team receives 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 a discrepancy report instead of waiting for us. In the fall we have two to four weeks to work on clearing discrepancy issues. In the Spring we have no more than two weeks to clear discrepancies.

**The Scary Out-of-Compliance Letters:** Working with the STAR Team to clear discrepancies is very important. Any individuals not clear will be reported to the Board of Teaching and Board of School Administrators. This will generate one of those scary Out-of-Compliance letters and then your teachers may call you, the Board of Teaching, or the STAR Team in tears with fears of losing their license or with anger because they did everything they could and the district fell short. When your district asks an educator to sign a special permission signature page, please share with them the document “Special Permissions and the Educator” found on page #. This document explains that the educator is responsible to ensure that their permission was approved and how they can do this. On the document please include your district personnel contact information if the educator has questions.

## ERROR MESSAGES

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Errors indicate data that is outside what is acceptable in the STAR system and **MUST** be corrected before a final report can be submitted. **THESE ERRORS ARE NOT CONNECTED TO LICENSURE COMPLIANCE.** You can receive an error free edit and still have discrepancies.

The error messages are listed below in alphabetical order as they will appear on your error report.

### **ALREADY REPTED AS FULL-TIME AT DISTRICT “-----”**

The district number indicated in the error message has already reported this individual as full-time. Since an individual cannot be full-time in more than one district, one district has reported inaccurately. If your data is correct, then you must contact the STAR coordinator at the other district to notify them of their error.

You can find each district and charter school’s STAR Coordinator contact information by using the [Schools and Organizations \(MDE-ORG\)](http://education.state.mn.us/MDE/about/SchOrg/) (<http://education.state.mn.us/MDE/about/SchOrg/>) system which can be found by going to the MDE website, clicking on “About MDE”, then click on “Schools and Organizations (MDE-ORG).” You will then click on “Enter MDE-ORG site to get started!” Next you will click on “Contact Lists” found on the left hand side of the page. You will then open the “STAR Coordinator” link.

After the other district corrects their data, runs edits, and received an error-free edit you can run an edit again on your licensed files and this error message should no longer appear.

### **AMI-ALK ETHNIC FLAG MUST = Y OR N**

The American Indian or Alaskan Native dropdown box must equal Y or N.

### **ASG CDE: “-----”– LENGTH OF PERIOD INVALID**

Period Lengths of 01-09 minutes or greater than 181 are not valid and will generate this error message. The Length of Period in minutes should be reported if the period length is less than 45 or greater than 60 minutes. The maximum allowable length of period is 180 minutes.

### **ASG CDE: “-----”– PERIODS PER WEEK INVALID**

The only valid entries for Periods per Week are 01-80.

### **ASI ETHNIC FLAG MUST = Y OR N**

The Asian dropdown box must equal Y or N.

### **ASSIGN CODE INVALID FOR ELEM SCHOOL**

The assignment code reported is for elementary schools only, but the school number reported is not classified as an elementary school with MDE. School number and classification information is reported and verified by school district via the [District and School Site Verification](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>).

For information regarding your school numbers or school classifications email [MDE School Verify](mailto:mde.school-verify@state.mn.us) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

### **ASSIGN CODE INVALID FOR MIDDLE SCH**

The assignment code reported is for middle schools only, but the school number reported is not classified as a middle school with MDE. School number and classification information is reported and verified by school district via the [District and School Site Verification](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>).

For information regarding your school numbers or school classifications email [MDE School Verify](mailto:mde.school-verify@state.mn.us) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

### **ASSIGN CODE INVALID FOR SCH # 000**

A school number of 000 (district-wide) was reported. The assignment code reported requires a school number other than district-wide (000). Report the school number where the assignment occurs. School level information is published in the annual School Report Card. Reporting Principals under school 000 will result in schools showing no principal.

### **ASSIGN CODE INVALID FOR SEC SCHOOL**

The assignment code reported is for secondary schools only, but the school number reported is not classified as a secondary school with MDE. School number and classification information is reported and verified by school district via the [District and School Site Verification](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>).

For information regarding your school numbers or school classifications email [MDE School Verify](mailto:mde.school-verify@state.mn.us) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us).

### **ASSIGNMENT CODE “-----” IS INVALID**

The licensed assignment code reported is not a valid code.

### **AVERAGE SALARY EXCEEDS MAXIMUM-CHECK FTE**

An average salary (refer to the [Average Salary Calculation](#) on page 50) is calculated by dividing Contract Salary by the total calculated Full Time Equivalent (FTE). The FTE is calculated using Periods per Week, Length of Period, and Grade Level (refer to [FTE calculation](#) on pages 48-49). To view an individual calculated FTE go to the “View STAR Reports” tab on the STAR Web Edit System and open the “Licensed FTE Report.”

#### ***Things to check:***

- Is the reported Contract Salary correct? The salary reported should correspond with the licensed calculated FTE. For example, if a staff person serves half time in a licensed position and half time in a non-licensed position, the salary reported should reflect only the portion of time spent in the licensed position.
- The total calculated FTE might be too low. Check to make sure there are no missing assignments.
- The total number of periods may be too low. Check each assignment record.
- Check the Length of Period for all assignment records. If 000 is reported, the edit program defaults to 60 minutes for calculating the FTE. Any reported length between 45 minutes and 60 minutes also defaults to 60 minutes for purposes of calculating the FTE.

**BIRTH DATE NOT MATCH (STATE = --/--/----)**

The birth date reported does not match the birth date that is currently on the MDE database. If the birth date on the state database is incorrect, email a request to fix the date to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us. After we have corrected it on the state database, you must run an edit again.

**BIRTH DATE INVALID**

Part or the entire birth date field is in error or missing. The birth date must be reported to MDE in the following format: YYYYMMDD (Year Month Day).

**BLK-AFR ETHNIC FLAG MUST = Y OR N**

The Black or African American dropdown box must equal Y or N.

**BREAK IN SERVICE – MUST REPORT EXPERIENCE**

The staff person was not reported as actively employed in any district the prior submission so “Years of Experience” must be reported. Any years worked in a non-public school or in a school outside of Minnesota should be included in the experience reported. Do not include the current year as this is automatically in MDE’s system.

**DAYS WORKED INVALID**

The number of contract days worked must be reported for all actively employed staff. Valid values are 000-265.

**DUPLICATE RECORD REPORTED**

Duplicate non-licensed records are not allowed. If the duplication is unintentional, delete one record. If the duplication is intentional, delete one record and report the total number of hours in the remaining record.

**EMPLOYEE CLASS“-----” INVALID**

The non-licensed Classification Code is not valid.

**ETHNIC CODE INVALID OR MISSING**

Ethnic code 1-5 must be reported for all actively employed staff.

**EXPERIENCE OTHER INVALID**

Years of Experience reported must be a numeric value of 00-99 and should not include current year. The current year experience is automatically added.

**EXPERIENCE PRINCIPAL INVALID**

Years of Experience reported must be a numeric value of 00-99 and should not include current year. The current year experience is automatically added.

**EXPERIENCE SUPERINTENDENT INVALID**

Years of Experience reported must be a numeric value of 00-99 and should not include current year. The current year experience is automatically added.

**EXPERIENCE TEACHER INVALID**

Years of Experience reported must be a numeric value of 00-99 and should not include current year. The current year experience is automatically added.

**FOLDER NUMBER INVALID – NOT ON DATABASE**

This folder number is not a valid folder number on file with MDE. To look up file folder numbers go to the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>).

**FTE >1 WITH OTHER DIST (SEE DETAIL PAGE)**

One or more districts have already reported assignment data for this individual. The FTE already reported plus the FTE you reported is greater than 1.05. The detailed information is listed on the page of the error report titled “FTE Greater Than 1.” If the information reported by the other district is incorrect, it is your responsibility to contact the STAR coordinator of that district and inform them of their error. You can find each district and charter school’s STAR Coordinator contact information by using the [Schools and Organizations \(MDE-ORG\)](http://education.state.mn.us/MDE/about/SchOrg/) (<http://education.state.mn.us/MDE/about/SchOrg/>) system which can be found by going to the MDE website, clicking on “About MDE”, then click on “Schools and Organizations (MDE-ORG).” You will then click on “Enter MDE-ORG site to get started!” Next you will click on “Contact Lists” found on the left hand side of the page. You will then open the “STAR Coordinator” link.

After the other district corrects their data, runs edits, and received an error-free edit you can run an edit again on your licensed files and this error message should no longer appear.

If the assignment in your district is an intentional overload (the other districts FTE reported is correct), make sure you use the Mode of Teaching X.

**FULL-TIME / PART-TIME INDICATOR INVALID**

You must report an F for a full-time employee or a P for a part-time employee. This determination is made at the district level.

**HAW-PAC ETHNIC FLAG MUST = Y OR N**

The Native Hawaiian or Other Pacific Islander dropdown box must equal Y or N.

**HIS-LAT ETHNIC FLAG MUST = Y OR N**

The Hispanic or Latino dropdown box must equal Y or N.

**HIGHEST EDUCATION LEVEL IS INVALID**

Valid codes are 01-14.

**HOURS WORKED IS INVALID OR MISSING**

Hours worked per week must be reported for all non-licensed staff.

**INACTIVE LAST YEAR – MUST USE 02 OR 04**

The staff person was reported as inactive in the last submission. You must report a New Licensed staff code of 02 or 04 indicating a break in service. Years of Experience must also be reported for all New Licensed Staff 02 or 04.

**INCORRECT DISTRICT NUMBER / DISTRICT TYPE**

The district number or district type (or both) reported is not correct or is missing. If your district number is fewer than four digits or your district type is fewer than two digits, report with leading zeroes.

**INCORRECT FOLDER NBR FOR THIS PERSON**

The folder number reported for this person does not match the folder number on file with MDE. Look up file folder numbers on the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>).

**INVALID GRADE LEVEL**

The grade level reported is not valid.

**INVALID GRADE LEVEL FOR ASG-CODE**

The grade level reported is not valid for the assignment code reported. If the assignment is a non-instructional assignment (administrators, counselors, nurses, etc.) report grade level 99.

**MODE OF TEACHING INDICATOR INVALID**

Valid codes are: zero (0), C (College in the Classroom), I (Interactive Television), L (Online Learning), M (Immersion Program), S (Special Education Multidisciplinary Team), T (Team Teaching), X (Extra Assignment), or Blank. Refer to page 22 for an explanation of each [Mode of Teaching](#).

**MODE TEACH = I NOT VALID FOR DIST EMPLOYED**

Mode of Teaching I is intended for the non-employing district. It is used by MDE to determine duplicate assignments. If you are the employing district, report the default of zero in the Mode of Teaching field.

**MORE THAN 1 EMPLOYMENT RECORD EXISTS**

Two or more employment records are reported in the Employment (LA) file for this folder number. Only one employment record per folder number is acceptable therefore one must be deleted.

**NAME CANNOT BEGIN WITH A SPACE**

A leading space was reported before the name. The space must be deleted.

**NAME NOT MATCH (STATE = -----)**

The last name reported does not match the last name on the state database for this folder number.

***To fix this error:***

- Check to make sure that you have the correct file folder number for the teacher
- Check to make sure the name is entered in the correct fashion with call capital letters: LAST, FIRST MIDDLE
- Check the [Educator License Lookup](http://w20.education.state.mn.us/LicenseLookup/lookup) (<http://w20.education.state.mn.us/LicenseLookup/lookup>) to ensure what is on file at MDE is the same as what you are reporting

- If all your information is correct and the name has changed since the last submission; please complete the [STAR Report District Name Change](#) Request form found on pages 51-52, obtain the teacher signature, identify the verification form, and email the form to the [STAR Team](#) at star.pelsb@state.mn.us. Be sure that the teacher understands that their license will be updated officially due to this request.
- The last name at MDE is slightly different than what you have, email the [STAR Team](#) at star.pelsb@state.mn.us with what MDE has and what the name should be. A team member will then check the original application to match what you are reporting with what the teacher had reported. If what you have is correct, the team member will correct the name in our system. If what MDE has is correct, an official name change will need to be submitted. Example: The teacher's name is ONEIL and MDE has O'NEIL.

### **NEW LICENSED STAFF BUT EXPERIENCE ENTERED**

New Licensed Staff code 01 or 05 was reported AND Years of Experience was also reported. Codes 01 and 05 are to be reported only for newly licensed staff that are being hired for the very first time after graduation or have not been reported in a licensed capacity in any K-12 district or school. If the experience reported is correct, the New Licensed Staff code should be reported as 02, 03, 04, or 06.

### **NEW STAFF & TERM - CANNOT BE BOTH**

An employee cannot be a New Licensed Staff (codes 01-08) and have an Inactive/ Transfer/ Termination (codes 21-60) of the same year. Inactive/ Transfer/ Termination codes are to be reported only for staff that were reported by your district the previous submission and are NOT active as of October 1 or March 1 of the current year. One of these codes must be set to zero.

### **NEW STAFF BUT EXPR ON STATE DATABASE**

The New Licensed Staff code 01 or 05 was reported, but the MDE database indicates that this staff person does have one or more years of experience. Codes 01 and 05 are to be reported only for newly licensed staff that are being hired for the very first time after graduation or have not been reported in a licensed capacity in any K-12 district or school. If the experience information on the state database is correct, the New Licensed Staff code should be reported as 02, 03, 04, or 06.

### **NEW STAFF CODE 02 OR 04 NEED EXPERIENCE**

Years of Experience must be reported for all staff with a New Licensed Staff code of 02 or 04. Do not include the current year as experience. The current year experience is automatically added.

### **NEW STAFF CODE CANNOT BE BLANK**

This field must be zero filled or the appropriate value of 01-05 must be reported.

### **NEW STAFF CODE INVALID**

The only valid New Licensed Staff codes are 00-08.

### **NEW STAFF – PRIOR DATA ON STATE DATABASE**

The new staff codes of 01 and 05 are to be reported for individuals that have never been reported in any licensed capacity. This error message indicates that the individual has been reported as employed in a previous year; therefore, a new staff code of 00, 02, 03 or 04 are the only valid values to report.

**NEW STF=03 – NOT ACTIVE ANY DST LAST YEAR**

Staff person was not reported as actively employed in any district the previous year; therefore, the 03 code is not correct. If this individual did have a break in service, report a New Licensed staff code of 02 or 04. Years of Experience must also be reported for all New Licensed Staff 02 or 04. The current year experience is automatically added.

**NO ASSIGNMENT RECORD & OUT OF DIST = “N”**

An employment record exists, but no assignment record has been reported. This is only acceptable if this staff person is providing ALL services in another district. In this case the Out of District Assignment field should be reported as Y. If this is not the case, an assignment record must be added to the assignment (LB) file.

**NO COMMA IN NAME-REPORT LAST NAME, FIRST**

There was no comma entered in the name reported. The comma after the last name is necessary to determine the end of the last name and the beginning of the first name. The last name reported is used to update the MDE database. If the name is entered as "Doe John" with no comma for example, our program reads both names as the last name because there is no comma to indicate where the last name ends. This person's last name would then be incorrectly changed on the MDE database to read: Doe John. The entire name would then read: John Doe John.

**NOT INCL HIS-LAT...1 ETHNIC FLG MUST = Y**

One of the five ethnic dropdown boxes must = Y

**NUMBER OF ASSIGN RECORDS EXCEED 40**

A maximum of 40 assignment records can be reported per folder number. Duplicate records for the same class period should be consolidated and/or deleted by combining the number of pupils and reporting as one record.

**OUT OF DISTRICT = “Y” BUT FTE = 1**

Out of District Y should NOT be reported by the employing district if the employing district is also reporting full time assignments (1.00 FTE). In this situation, report Out of District N.

**OUT OF DISTRICT INDICATOR INVALID**

Out of District Indicator must be Y for yes or N for no. Yes means the staff person is performing additional assignments (that pertain to the reported salary) in another school district. No means the staff person is not performing assignments (that pertain to the reported salary) in another school district.

**PART-TIME BUT 40 HOURS OR MORE REPORTED**

If an individual works 40 or more hours in a non-Licensed position they are considered full-time.

**PUPILS MUST BE > 0 FOR THIS ASSIGN CODE**

The total number of students must be reported for assignment codes 010000-179999, 200000-399999 and 890101-899998.



### **PUPILS MUST BE NUMERIC**

The number of pupils reported is not numeric. The valid values are 000-999.

### **RECORD TYPE INDICATOR IS INVALID**

The record type is the two digit alphabetic field that precedes every record. Each of the three files has a unique record type indicator:

- LA - Licensed Employment
- LB - Licensed Assignment
- NA - Non-Licensed

The record type may not be visible in your district software products, but must exist in the STAR files submitted to MDE in order to meet the required file format.

### **REPTED AS 02 OR 04 OCT 1 REPT SAME MAR 1**

The person was reported as 02 Staff returning to profession after a break in service or unreported the previous year or 04 Transferred from school in another state, country or non-public school in October. Report this person the same way for March if still active.

### **RETURN CODE – NOT ACTIVE HERE LAST YEAR**

The default code of 00 was reported as the New Licensed Staff code (returning – was actively employed the previous year). This staff person, however, was not reported as actively employed by your district the previous year. Choose New Licensed Staff Code 01-08.

### **SALARY INVALID**

A salary must be reported for all actively employed staff. Do not report salary with commas or decimals.

### **SALARY IS GREATER THAN MAXIMUM**

Check to make sure that the salary reported is right justified (with leading zeroes) and there should be no comma reported.

### **SALARY TOO HIGH FOR NBR OF DAYS WORKED**

Either the Contract Salary reported is too high or the number of Contract Days reported is too low.

### **SCHOOL NUMBER INVALID**

Only school numbers registered with MDE are valid. School number and classification information is reported and verified by school district via the [District and School Site Verification](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>). For information regarding your school numbers or school classifications email [MDE School Verify](mailto:mde.school-verify@state.mn.us) at [mde.school-verify@state.mn.us](mailto:mde.school-verify@state.mn.us). School numbers must be reported as three-digit numbers (example, 010, 020, etc.)

### **SEX DOES NOT MATCH STATE = "--"**

The gender reported does not match what is currently on the MDE database. If the information on the MDE database is incorrect, you must contact the [STAR Team](mailto:star.pelsb@state.mn.us) by e-mail at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us) to have it corrected on our database. After this change is made, you must run an edit again to generate an error-free edit.

**SEX REPORTED INVALID**

F for female or M for male must be reported for all actively employed staff.

**SOCIAL SEC # REPTED DOESN'T MATCH STATE**

All social security numbers for licensed staff should be reported as nine zeros. If you have any number above zero you will receive an error.

**SOCIAL SECURITY INVALID**

All social security numbers for licensed staff should be reported as nine zeros. If you have any number above zero you will receive an error.

Non-Licensed Staff should be reported with a unique identifier which begins with the four-digit district number. If your district number is less than four digits then you will precede the number with zeros. Refer to page 27 for additional information on creating a [unique identifier](#).

**STAFF NAME IS INVALID**

The staff name must be reported in the following format in capital letters: LAST, FIRST MIDDLE

**STATE FOLDER NUMBER ASSIGNED = " ----- "**

A zero file folder number was reported, but the MDE database indicates that a folder number does exist for this person. The folder number indicated in this message must be entered in ALL LA & LB records.

**SUPT MUST BE REPORTED AT SCHOOL 000**

Superintendent assignments must be reported at school number 000 or district-wide.

**TERM CODE: NOT EMPLOYED HERE LAST YEAR**

This person was not reported as employed by your district the previous year; therefore, a termination code need not be reported. Inactive/ Transfer/ Termination codes are to be reported only for staff that were reported by your district the previous year and are NOT active as of snapshot date the current year. If this person is not employed at your district as of snapshot date of the current year, delete the employment record.

**TERM/ INACT NOT EMPLOYED LAST SUBMISSION**

District did not report termination or inactive last submission; delete files.

**TERM/ INACT CODE INVALID**

Numeric codes of 00-60 are the only valid codes.

**TERM OR TRANS OCT 1 USE 02 FOR MAR 1**

Person was reported as terminated or transferred in October; if this person is returning to the district report using 02 staff returning to profession after a break in service/unreported the previous year.

### **TERM/TRANS OCT 1 DELETE MAR 1**

Person was reported as terminated or transferred in October; delete LA and LB files if individual has not returned to district.

### **TOO MUCH EXPERIENCE FOR BIRTH YEAR**

Either the Birth Date reported or the Years of Experience reported is incorrect.

### **TOTAL FTE < .80, FT-PT= 'F' & OUT-DST= 'N'**

The [FTE calculation](#) uses Periods per Week, Length of Period, and Grade Level (refer to pages 48-49 for more information on FTE calculation). To view an individual's calculated FTE go to the "View STAR Reports" tab on the STAR Web Edit System and open the "Licensed FTE Report."

#### ***Things to Check:***

- Should the Full-time/Part-time indicator be P? This determination is made at the district level.
- Should the Out of District Indicator be Y? If some of the assignments take place in another district a Y should be reported.
- Are all assignments reported? There may be missing assignments or the Periods per Week may be too low.

### **TOTAL FTE EXCEEDS 1**

Periods per Week, Length of Period, and Grade Level are used to calculate the FTE (refer to pages 48-49 for more information on [FTE calculation](#)). Based on the information reported, the FTE for this individual calculates to over 1.05. To view an individual's calculated FTE go to the "View STAR Reports" tab on the web system and open the "Licensed FTE Report."

#### ***Things to Check:***

- There may be too many assignment records reported for this staff person. Duplicate assignment records should be deleted. Records for the same class period should be combined by adding together the number of pupils and reporting as one record.
- The total number of Periods per Week may be too high. Example: if there are eight assignment records of 10 periods each, the total hours would be 80 (based on a 60-minute period).
- The length of period may be incorrect. If this field was left blank, or contains zeroes, the edit program uses 60 minutes as the default for calculating the assignment hours. (Any length between 45 and 60 also defaults to 60 minutes.)

### **TOTAL HOURS PER WEEK > 60**

The total number of hours per week for non-licensed staff cannot exceed 60 hours. If there are multiple records reported for non-licensed staff, the Hours per Week for each record are added together to calculate the total.

40 hours per week is used to calculate the FTE for non-licensed staff. (40 hours = 1.00 FTE)

### **UNREPORTED SCHOOLS – SEE DETAIL PAGE FOLLOWING**

One or more of the required schools have not been reported with any staff assignments. See "Unreported Schools" page of the Licensed Edit Report for a list of all schools that are unreported. If the school is not active, contact [MDE School Verify](mailto:mde.school-verify@state.mn.us) by email at mde.school-verify@state.mn.us to have the school made inactive for STAR reporting.

**UNREPORTED STAFF – (see last page of edit report for details)**

One or more individuals that were reported (as employed) on your STAR report the prior year have not been reported this year.

Staff that are no longer employed in your district should be reported with a Licensed Employment (LA) record only. The employment record for these staff should include the appropriate Termination Code (code #46-60) that applies.

Staff that are on a Leave of Absence or Inactive should be reported with a Licensed Employment (LA) record only. The employment record for these staff should include the appropriate Leave of Absence or Inactive code (code #21-29). A list of these individuals will be listed on the last page of the Licensed Edit report. If a staff member was reported on the last submission as on Leave of Absence or Inactive, they **MUST** be reported every submission, even if nothing has been changed. STAR does not carry Leave of Absence or Inactive codes over each submission.

**USE GRADE LEVEL 99 FOR ASG-CDE:-----**

All assignments that are administrative or non-instructional require the grade level 99.

**WAS EMPLOYED HERE LAST YEAR-USE CODE 00**

This person was reported as actively employed at your district last year. Use the New Licensed Staff or New Non-licensed Staff code of 00 for returning staff.

**WAS NOT EMPLOYED HER LST YR USE CODE 01 OR 05**

This person was not reported as employed in your district last year; use code 01 Newly licensed staff (MN graduate or first assignment in licensed capacity or newly hired community expert) or 05 Newly licensed staff (out-of-state or country graduate – first time in licensed capacity).

**WAS REPORTED LAST YEAR – USE CODE 03**

This person was reported as actively employed in another district the previous year. Use New Licensed Staff code 03 transferred from another district the previous year.

**WHT ETHNIC FLAG MUST = Y OR N**

The White dropdown box must equal Y or N.

## WARNING MESSAGES

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Warning messages are prefaced by the word WARNING. These messages indicate that the information reported is outside of the STAR system parameters or is incorrect, but can still be possible.

Warning messages are the STAR System's way of asking you to double check the data you entered. If the information you entered is correct, then you can ignore the warning message. If the information is not correct, then you should correct it to avoid possible future problems.

Warning messages are listed below in alphabetical order:

### **WARNING: AVERAGE SALARY IS <\$16,000**

An average salary is calculated by dividing Contract Salary by the total calculated FTE. The FTE is calculated using Periods per Week, Length of Period, and Grade Level. To view an individual's calculated FTE go to the "View STAR Reports" tab on the STAR Web Edit System and open the "Licensed FTE Report." This is set as a Warning and not a fatal Error because there may be some instances where a salary this low is valid. Refer to page 48-49 for [FTE Calculation](#) and page 50 for [Average Salary Calculation](#).

#### **Things to check:**

- Is the Contract Salary reported correct? The salary reported should correspond with the Licensed FTE. For example, if a staff person serves half time in a licensed position and half time in a non-licensed position, the salary reported should reflect only the portion of time spent in the licensed position. We do not collect salary information for non-licensed positions.
- The total calculated FTE might be too low.
- Check to make sure there are no missing assignments.
- The total number of periods may be too low. Check each assignment record.
- Check the Length of Period for all assignment records. If 000 or between 45 and 60 is reported, the edit program defaults to 60 minutes for calculating the FTE.

### **WARNING: AVERAGE SALARY MAY BE TOO HIGH**

An average salary, is calculated by dividing Contract Salary by the total calculated FTE. The FTE is calculated using Periods per Week, Length of Period, and Grade Level. To view an individual's calculated FTE go to the "View STAR Reports" tab on the STAR Web Edit System and open the "Licensed FTE Report."

The salary parameters for this warning are pre-set by Assignment Code and are intended to flag possible reporting errors. This is set as a Warning and not a fatal Error because there may be some instances where a salary this high is accurate. Refer to page 48-49 for [FTE Calculation](#) and page 50 for [Average Salary Calculation](#).

#### **Things to check:**

- Is the Contract Salary reported correct? The salary reported should correspond with the Licensed FTE. For example, if a staff person serves half time in a licensed position and half time in a non-licensed position, the salary reported should reflect only the portion of time spent in the licensed position. We do not collect salary information for non-licensed positions.
- The total calculated FTE might be too low.
- Check to make sure there are no missing assignments.

- The total number of periods may be too low. Check each assignment record.
- Check the Length of Period for all assignment records. If 000 or between 45 and 60 is reported, the edit program defaults to 60 minutes for calculating the FTE.

**WARNING: BTH YER NOT MATCH STATE="----"**

The birth year reported does not match the birth year that is currently on the MDE database. This is a warning and not a fatal error because the information on the MDE database may not be accurate. Disregard this warning if the information you reported is correct. If this is the case, upon final submission the reported birth date will overwrite what is currently on the MDE database.

**WARNING: ETHNIC NOT MATCH STATE="--"**

The ethnic code reported does not match the ethnic code that is currently on the MDE database. This is a warning and not a fatal error because the information on the MDE database may not be accurate. If your information is correct, upon final submission the reported ethnic code will overwrite what is currently on the MDE database. Please do not email the STAR Team about this warning, we cannot change ethnicity.

**WARNING: FOLDER NUMBER ALL ZEROES**

No folder number was reported. If MDE Educator Licensing has not yet assigned a folder number, use of all zeroes will generate a warning, but will not prevent submission of STAR data. All zeroes for a file folder number can be submitted, BUT it WILL generate a discrepancy on the Licensure Assignment Discrepancy Report. If a folder number has been assigned, the error message "STATE FOLDER NUMBER ASSIGNED = " --- ---- "will print. This error message will include the actual folder number that was assigned. The folder number indicated must be reported on ALL LA & LB records.

**WARNING: FTE > 1**

This is only acceptable if the person is working more than the typical workload. If this is not the case, the Periods per Week or the Length of Period should be reduced. To view an individual's calculated FTE go to the "View STAR Reports" tab and open the "Licensed FTE Report."

**WARNING: LAST NAME DOES NOT MATCH STATE**

The last name reported does not match the last name on the state database for the folder number reported. This is a warning and not a fatal error because the STAR System was able to accurately match the social security number, birth date, AND file folder number with what is on the MDE system. If this is the case, upon final submission the reported last name will overwrite what is currently on the MDE database. Please notify the staff that the last name was automatically updated on their licensure record at MDE.

**WARNING: LST NAME RPTD WILL UPDATE STATE**

The last name reported does not match the last name currently on the MDE database for this person. This is a warning and not a fatal error because the STAR System was able to accurately match the social security number, birth date, AND file folder number with what is on the MDE system. If your information is correct, upon final submission the reported last name will overwrite the last name currently on the MDE database. Please notify the staff that the last name was automatically updated on their licensure record at MDE.

**WARNING: SALARY AT OTH DIST-TOT = -----**

A salary has been reported by one or more districts for the same individual. The amount indicated in the warning message is the total of ALL salaries reported at ALL districts. An employment record (and salary) should only be reported at the district of employment. If your district is receiving services but does NOT

employ the individual, you should delete the Employment (LA) record. In this situation only the assignments (LB) should be reported.

**WARNING: SALARY TOO LOW FOR FULL-TIME**

The salary reported appears to be too low for full-time. This is a warning and not a fatal error because there may be some cases that a full-time employee does have a salary this low. If this person was accurately reported as full-time and the salary reported is accurate, disregard this warning message.

**WARNING: SOCIAL SECURITY # IS ZERO**

This warning is only for the Non-Licensed records. The non-licensed records should have a unique identifier reported. This should be a nine-digit number that starts with the four digit district number. If your district number is less than four digits, then precede with zeros.

**WARNING: TERM/INACT CODE >0 & ASSIGNMENTS**

In most cases if a termination or inactive code is valid as of snapshot date, there should not be any assignment records reported. Either the assignment record/s should be deleted or the Inactive/Transfer/Termination code changed to 00. The exception to this rule is in sharing or pairing agreements between districts when the district of employment has changed from the previous year.

**WARNING: TOO MANY PERIODS FOR PART-TIME**

If this person was accurately reported as P for part-time, then check Periods per Week and Length of Period. There may be duplicate records reported. This is a warning and not a fatal error because there may be some cases where a part-time employee does have a full-time workload as of snapshot date. If that is the case, you can disregard this warning message.

**WARNING: TOT EXP ON STATE DATABASE = ---**

The total number of years of experience you reported is less than the total years currently on the MDE database. If the information you reported is correct, you can disregard this error message. If this is the case, upon final submission the reported number of years of experience will overwrite what is currently on the MDE database.

**WARNING: TOT FTE<1, FT-PT=F, OUT-DST=N**

The FTE is calculated using Periods per Week, Length of Period, and Grade Level. This is a warning and not a fatal error because there may be some cases in which a full-time employee does not have a full workload as of snapshot date. This should be the exception, not the rule. If this is the case, disregard this warning message. To view calculated FTE go to the “View STAR Reports” tab on the STAR Web Edit System and open the “Licensed FTE Report”.

***Things to Check:***

- Should the Full-time/Part-time indicator be P? (This determination is made at the district level.)
- Should the Out of District Assignment indicator be Y? If some of the assignments take place in another district a Y should be reported.
- Are all the assignments reported? Missing assignments would result in a lower FTE.

## LICENSED FULL-TIME EQUIVALENT

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The STAR edit program calculates a Full-Time Equivalent (FTE) that represents the amount of time per week reported in STAR Assignments. 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.

**The FTE calculation is based on the following STAR data:**

- Periods per Week
- Length of Period (zeroes reported and anything reported between 45-60 minutes are automatically converted to 60 minutes for purposes of the FTE calculation)
- Grade Level

### FTE Calculation:

***Periods per week X Minutes per period = Minutes per week***

***Minutes per week/60 = hours per week***

***Hours per week/Grade level (refer to grade table on next page) = STAR FTE***

**Step 1:** Multiply the Periods per Week times the Length of Period to get the minutes per week. NOTE: if reported Length of Period is 45 to 59 minutes in length, use 60 as the period length.

**Step 2:** Divide the minutes by 60 to convert to hours.

**Step 3:** The hourly figure becomes the numerator in the calculation.

**Step 4:** The denominator in the calculation depends on the grade level reported (with the exception of Block Schedules which use 15 as the denominator regardless of the grade level reported).

**Step 5:** Divide the hourly figure from step 3 by the denominator from step 4.

### To calculate a 1.0 FTE:

**For Traditional Schedules (not Block Schedules):**

- 30 hours per week = 1 FTE for all non-instructional staff (admin, nurses etc.)
- 30 hours per week = 1 FTE for pre-kindergarten and kindergarten teachers
- 30 hours per week = 1 FTE for grades K-6 teachers
- 25 hours per week = 1 FTE for grade level 25 (middle School) teachers
- 25 hours per week = 1 FTE for grades 7-12 teachers
- 30 hours per week = 1 FTE for grade 37 (all grades K-12)
- 30 hours per week = 1 FTE for grade level 30 (adult)

**Block Schedules: if the Length of Period is 75 minutes or greater:**

- 15 periods per week = 1 FTE (regardless of grade level)

**Variations to the above FTE Calculation:**

- If the calculated FTE for assignments reported with secondary or middle grades (this also includes grade level 37) is greater than 1.05 within the same district, the FTE will be recalculated using 30 as the denominator. This is an attempt to bring the FTE within the acceptable range.
- For period minutes greater than 74 (block hours) the FTE will be calculated using 15 as the denominator (regardless of the grade level). If the FTE for the teacher's assignments is greater than 1.05, then STAR will recalculate using 18 as the denominator. If the total FTE is still greater than 1.05 STAR will recalculate using 25 as the denominator.



STAR Grade Code	Actual Grade Level	FTE Denominator
16	Pre-Kindergarten	30
17	Kindergarten	30
1 – 6	1st grade – 6th grade (individual grade – match number)	30
18	Kindergarten – 6th grade range (all grades)	30
15	1st grade – 6th grade range (all grades)	30
26	5th grade – 6th grade (Middle School only)	25
25	5th grade – 8th grade range (Middle School – all grades)	25
27	7th grade – 8th grade (Middle School only)	25
7 – 12	7th grade – 12th grade (individual grade – match number)	25
23	7th grade – 9th grade range (junior high)	25
19	7th grade – 9th grade range (all grades)	25
24	9th grade – 12th grade range (all grades)	25
37	Kindergarten – 12th grade range (all grades)	30
30	Adult/Parent	30
99	Non-Instructional	30
BLOCK	All Block Schedule, no matter the grade level	15

**Examples:** (remember that all classes between 45-59 will be calculated as 60)

**Teacher A: Secondary English Teacher**

Assignment	Periods per Week	Minutes	Grade Level	Calculation of FTE
050400	5	55	7	$5 \times 60 = 300 / 60 = 5 / 25 = .20$
050100	5	55	8	$5 \times 60 = 300 / 60 = 5 / 25 = .20$
050300	5	55	9	$5 \times 60 = 300 / 60 = 5 / 25 = .20$
990300	10	55	99	$10 \times 60 = 600 / 60 = 10 / 30 = .33$
990150	3	42	99	$3 \times 42 = 126 / 60 = 2.1 / 30 = .07$

- Add all assignment FTEs:  $.2 + .2 + .2 + .33 = .93 + .07 = 1.00$
- If you want to bring closer to 1.0 then add 990150 (Teacher Prep).

**Teacher B: Music Teacher (Elementary and Secondary)**

Assignment	Periods per Week	Minutes	Grade Level	Calculation of FTE
022300	30	30	18	$30 \times 30 = 900 / 60 = 15 / 30 = .5$
022501	5	55	27	$5 \times 60 = 300 / 60 = 5 / 25 = .2$
022501	5	55	24	$5 \times 60 = 300 / 60 = 5 / 25 = .2$
990150	5	30	99	$5 \times 30 = 150 / 60 = 2.5 / 30 = .08$

- Add all assignment FTEs:  $.5 + .2 + .2 + .08 = .98$

**Teacher C: Middle Math teacher and non-licensed Media Aide**

Assignment	Periods per Week	Minutes	Grade Level	Calculation of FTE
110505	3	85	26	$3 \times 85 = 255 / 60 = 4.25 / 15 = .28$
110301	3	85	27	$3 \times 85 = 255 / 60 = 4.25 / 15 = .28$

- Non-licensed Media Aide = 15 Hours
- Add all assignment FTEs:  $.28 + .28 = .56$
- This teacher will be reported with an LA, LB, and NA record.

## AVERAGE SALARY CALCULATION

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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 STAR Web Edit System as if the employee were fulltime.

**The equation is salary/FTE = 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).

If the Out-of-District indicator reported on the LA Files is Y, FTEs reported in other districts are added together to come up with the total FTE. The average salary calculation for these individuals is not performed when you Run Edits because we may not have all the FTE information from all of the districts at the time that you run your edit.

The average salary calculation for all Out of District = Y individuals is performed during the STATEWIDE Edit process that occurs after all districts have completed error-free edits.

**The equation is FTE district 1 plus FTE district 2 equals total FTE.**

**Salary divided by total FTE equals basic average salary.**

Example: A teacher employed in your district has a salary of \$45,000 and an Out-of-District indicator of Y. The FTE in your district is .25 and another district has reported an FTE of .50. This teacher's average salary would be \$60,000 (45,000 divided by (.25 + .50) = 60,000).

## STAR Report District Name Change Information and Directions

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### STAR Coordinator Directions

If you receive a name error or if you know you will receive a name change, please use the form on the next page (page 51).

1. Educator Licensing requires official documentation to make a name change. It has been agreed that districts can verify and request the name change during the STAR submission sessions. We require that you list what documentation was used to verify the name change (social security card, marriage certificate, divorce decree, official court decree, etc.) in order to fulfill the requirements of Educator Licensing's policies. You are required only to name the documentation used (on the form), we do not require a copy.
2. The educator will complete all the requested information on the form; please be sure to give the educator the "Educator Directions" on this page with the educator.
3. Both your email and the educator's email are required. The new license with their information will be sent to the email they provide. Although rare, there have been occasions we have required additional information to verify the person in our records is the same person in your employment.
4. An electronic version of this form along with a separate "Educator Directions" is available on request.
5. Once completed, email the form to the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us.

### EDUCATOR Directions

Give this section to the educator. By completing and signing the STAR Report District Name Change Request you verify that you are aware of and agree to the following:

1. The district or charter school is required to report to the State of Minnesota your employment under the name that is reported to the state and federal tax agencies. You are receiving this form because your name is different on your educator license file and it needs to be changed.
2. By completing and signing this document you are agreeing to allow Educator Licensing to officially change your name on your license file by request of the district or charter school. The form will be entered into your file as official documentation.
3. The district or charter school is required to verify the name change with official documentation. The district or charter school will identify what documentation they require for this verification.
4. If any of the information provided on the form is different from what is already in our records (i.e.: mailing address, email address, etc.) the information will be updated.
5. Even if your information is still the same, we require this information to allow us to identify that we are making the change to the correct record. If any information is missing we will have difficulty confirming we have the correct file. This will delay the name change, which will delay the STAR Report completion, which will delay the district or charter schools ability to meet their deadline, which will effectively cause the entire district or charter school to be out of compliance with the law. Please be sure to provide all requested information.
6. Once your name has been updated, the license will go through the "printing" process and you will receive an email notifying you how to print your new license.

## STAR REPORT DISTRICT NAME CHANGE REQUEST

**Instructions:** Educator completes and signs the form. The STAR Coordinator or HR director will complete the documentation used to verify name change, sign the form, and email it to the STAR Team at [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).

Today's Date:

File Folder Number:

Former  
Name:

Last Name

First Name

Middle Name

New  
Name:

Last Name

First Name

Middle Name

Birth Date:

Phone Number (including area code):

Permanent Mailing Address:

City, State, and Zip Code:

Email Address (this is important as licenses are no longer mailed, but instructions to print the license are emailed. Please provide an email that is accessible at all times of the year)

Documentation Used to Verify the Name Change:

### Educator Statement

*By signing this document I authorize my district STAR Coordinator to request the Professional Educator Licensing and Standards Board to change my name on my license record. I also acknowledge that any information provided on this form will be updated on my record.*

### District Official Statement

*By signing this document I verify that as a district official I have used the above listed documentation to determine the educator's legal name change and have assured the teacher is aware that this request will officially change their license record.*

Educator Signature

(electronic signature not accepted)

District Official Signature

(electronic signature not accepted)

District Official Email Address:

## Special Permissions and the Educator

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Please give this document to educators for whom your district will be seeking a Special Permission (variance, waiver, community expert).

***Educators are required to ensure they only accept positions for which they hold a license or permission. It is your responsibility to ensure you have the required license or permission. In the case of permissions your district will ask you to sign a signature page and submit it through the Special Permission System. If your district is seeking a Personnel Variance, Appeal Variance, Waiver, or Community Expert permission please do the following:***

**Personnel Variances and Appeal Variances** – Check your [Educator License Lookup](#) record within two to four weeks to verify the permission has been received. Special Permissions can be found through the “Details” button. Ensure that all districts in which you will be working under the variance are listed on your record for the appropriate school year. If the permissions is not present, or a school district is missing, then you will contact the district applying for the permission’s human resource department.

**Waiver and Community Expert** – These permissions are examined by the Board of Teaching board members once a month. Check your [Educator License Lookup](#) record within a month to verify the permission has been received. Special Permissions can be found through the “Details” button. Ensure that all districts in which you will be working under the waiver or community expert are listed on your record for the appropriate school year. If the permissions is not present, or a school district is missing, then you will contact the district applying for the permission’s human resource department.

**Special Education** – Not all special education permissions required all districts be listed on the special permission. If you have questions about this, please check with your district’s human resource department.

**American Sign Language (ASL)** – Please note that ASL is NOT considered a Special Education License, but IS a world language license. This means that each district you will provide ASL services to on a variance or community expert permission MUST be listed on your Educator License Lookup or you will be out of compliance.

**Provided Services** – Providing services to a district includes traveling to the district and working within the building/on campus, teaching an online class, and teaching via ITV (Interactive Television).

**Human Resource Department Contact information:**

## STAR DATA COLLECTION FORMAT

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

**Please ensure:**

- All alpha characters are UPPERCASE
- Total record length is 140 characters
- Right justify all numeric fields
- Left justify all alpha fields

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

DATA ELEMENT	NUMBER OF CHARACTERS
Record Type Indicator	2
Contracting District Number	4
Contracting District Type	2
File Folder Number	6
Social Security Number	9
Staff Name	48
Gender	1
Birth Date	8
Race/Ethnicity	1
New Licensed Staff	2
Inactive/Transfer/Termination	2
Contract Base 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
Filler	18

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

DATA ELEMENT	NUMBER OF CHARACTERS
Record Type Indicator	2
District of Service Number	4
District of Service Type	2
File Folder Number	6
School Number of Assignment	3
Social Security Number	9
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
District Use	10
Filler	85

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

DATA ELEMENT	NUMBER OF CHARACTERS
Record Type Indicator	2
Contracting District Number	4
Contracting District Type	2
School Number of Assignment	3
Social Security Number	9
Staff Name	48
Gender	1
Birth Date	8
Race/Ethnicity	1
New Non-Licensed Staff	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

## STAR REPORTING CHECKLIST

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All of these steps can be repeated as many times as required until the system has been closed.

### **PART 1: STAR DATA REPORTING**

1. Enter the data into the STAR online system by:
  - a. manipulating the existing data in the system
  - b. uploading the data from your system into the online system
  - c. manually entering the data with the Change/Create tab
2. Run the licensed and non-licensed edits (can be done separately or at the same time)
3. View the edit report for licensed and non-licensed files
4. Correct any errors that are present, this can be done by:
  - a. making the changes on your system and uploading again
  - b. using the Change/Create tab to manually make changes
5. Run edits again if any files were changed (licensed or non-licensed)
6. Once the edits are error-free, move to Part 2: Error Free STAR Edits

### **PART 2: ERROR FREE STAR EDITS**

1. Click on the View STAR Reports tab.
2. Review the Employment LA File Listing, Assignment LB File Listing, and Non-Licensed NA File Listing reports to ensure the data is correct.
3. Save or print the three File Listing reports for your records. These will NOT be available once the next STAR submission begins.
4. Review the Licensed FTE Report to verify all data is correct.
5. Save or print the FTE Report for your records.
6. If you have made any changes, make sure to repeat steps 2 through 6 of Part 1 again. If everything was correct and you have confirmed the data on the reports are correct and saved or printed the reports, move to Part 3: Licensure/Assignment Discrepancy Report.

### **PART 3: LICENSURE/ASSIGNMENT DISCREPANCY REPORT**

1. Click on the Licensure/Assignment Discrepancy Report link on the left side of the page and open the report
2. If the report is clear, you have no discrepancies and can move to Part 4: Final Submission.
3. If there are discrepancies present, review the data to determine if what you have reported is correct.



4. If the information on the report is incorrect, return to part 1 and make the required changes and run edits again.
5. If the information on the report is correct, you will need to check to make sure you have received the correct assignment and grade level.
6. If the educator listed as out of compliance is doing that reported assignment and:
  - a. The educator has an expired license or no license, remove the educator from the assignment until the issue is rectified. Email the [STAR Team](mailto:star.pelsb@state.mn.us) at star.pelsb@state.mn.us the date the person was removed from the position. An override will be completed to show the person is no longer in the position.
  - b. The person has a license, but not in the assignment they are doing, the person will need a permission (variance, waiver, etc.).
  - c. The person is no longer in the position, email the STAR Team the date the person left the position. An override will be completed to show the person is no longer in the position.
  - d. The person is truly out of compliance and there is nothing that can be done to correct it, email the STAR Team this information. This will prevent the STAR Team from contacting you about the discrepancy. Also, please notify the appropriate Administrator who should begin steps to rectify this issue.
  - e. The discrepancy report states to “Submit a job description,” email the job description to the STAR Team. This should describe the duties of the job.
  - f. The discrepancy report states “STAR Team Manual Check.” These are ESL teachers reported teaching core content. To determine if this is the correct code, check to see if the teacher is providing the only instruction in the content area and/or awarding credit for the content. If they are not, if their service is only supplemental or consultative, then change the assignment code to English as a Second Language (not content specific) 060206.
7. If any changes are made, you will need to return to Part 1.
8. Once you have either cleared all the discrepancies or confirmed all individuals are true discrepancies, move to Part 4: Final Submission.

#### **PART 4: FINAL SUBMISSION**

1. Once you have completed all the parts and the data is complete and accurate, click the Final Submission button on the left hand side of the page.
2. You will find two check boxes on this page, one for each of the reports. Click each box to indicate you have reviewed both the reports.
3. Click the Final Submission and District Verification of All Data button.
  - a. If you have not reviewed your discrepancy report the final submission will be denied. You will need to open the discrepancy report and then complete Part 4 steps again.
  - b. If the final submission is successful, a statement in blue will verify the date and time of final submission.