FY 2026-27
EDITION

STAR L_B

ASSIGNMENT FILE



PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

STAR primer	L_A employment file	L_B assignment file	N_A non-licensed file

Staff Automated Report (STAR) Guidance Series

About this Handbook

The *Staff Automated Report (STAR) Assignment (LB) File Guidance* handbook is part of the Staff Automated Report (STAR) Guidance Series. This handbook focuses exclusively on the Assignment (LB) file.

Guidance within this publication is not meant to be exhaustive. Rather, it provides a general sequence of steps to be completed. Supplement this information as needed with additional resources published online at https://mn.gov/pelsb/districts/star/ and by participating in the STAR working sessions held throughout the collection time period. STAR working sessions are included on the Board calendar found on PELSB's website homepage.

If you are responsible for completing STAR data entry for your district, before proceeding in this guidebook ensure you have a valid Education Identity and Access Management (EDIAM). Also, make sure you have been designated as a STAR Coordinator by the district's EDIAM IOwA, identified official with authority.

Questions related specifically to this publication, or licensure compliance in general, may be submitted to:

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SY2026-27 Dates of Note

- **Thursday, October 1, 2026**: STAR opens for submissions
- **Thursday, October 1, 2026**: Snapshot Date. *This is not the due date.*
- **Wednesday, November 25, 2026:** STAR closes for submissions.

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Acronyms

DB: Database, refers to PELSB's database

EDIAM: Education Identity and Access Management

MDE: Minnesota Department of Education

PELSB: Minnesota Professional Educators Licensing and Standards Board

SIS: Student Information System

STAR: Staff Automated Report

STARWES: Staff Automated Report Web Edit System

SY2026-27 Changes to Mode of Teaching

Effective SY2026-27, mode of teaching N for Independent Study and T for Team Teaching have been archived. The annual Staff Automated Report (STAR) does not connect assignments to student counts. The content instruction for a single student, independent study, does not differ from that of instruction provided for an entire classroom. This does ***NOT*** mean that teachers cannot continue to provide independent study instruction to students. They can. Districts will just report this time differently.

- If the student meets with the teacher during class time, either the student is in the teacher's class or the class allows the teacher to meet with the student at the same time, the independent study should not be reported separately.
- If the meeting occurs during the teacher's prep hour or outside of school hours, then make sure to increase the periods per week in the affected assignment record.
- Specialty teachers providing private lessons as part of students' academic day, this time should be accounted for within the affected assignment.

The Mode of Teaching designation for Team Teaching has also been archived. Team teaching was never meant to provide an exception to teaching aligned to content area and grade scope of license held. PELSB also identified a pattern of districts mistakenly dividing minutes per period between the teachers. This practice was skewing average salary calculations.

Assignment File Inclusions and Exclusions

An important note, ***PELSB does not make a distinction between temporary and permanent hires***. That is an employer designated status. If a person meets the three criteria included in the next section, they should be included in your district's Assignment (LB) file.

Inclusions

If a person meets all three of the following criteria, they must be included in the Assignment (LB) file:

1. Required to hold a PELSB-issued license;[1]
2. Providing instruction, related service support, or acting as an administrator within your district, even if not directly employed by your district;
3. *Completing that assignment effective* ***October 1*** *of the reporting year*. October 1 is the snapshot date.

Staff Serving in a Licensed *and* Non-Licensed Position

If a person is completing both a licensed and non-licensed assignment, they will need to have an Employment (LA), Assignment (LB), and Non-Licensed (NA) record.

Exclusions

Exclude the following categories of people:

- **NOT Required to Hold a PELSB-Issued License.** Anyone not required to hold a PELSB-issued license should not be reported in the Assignment (LB) file.
- **Other Exclusions.** Additionally, there are other categories of people to exclude:
    - School board members
    - Short-call substitutes, *unless employed as a Building Reserve Substitute*
    - Coaches
    - People under 18 years of age

[1] There are people who must be licensed, but their license is not issued by PELSB. Examples include occupational therapists, physical therapists, and speech-language pathologists *assistants*. Those individuals should be included in the Non-Licensed (NA) file.

Preparing for STARWES Operations

Before adding records into the Staff Automated Report Web Edit System (STARWES), data needs to be collected and coded to conform with STAR parameters.

Districts Have Multiple SIS Options

Districts have multiple options when it comes to collecting and retaining information on employees, students, and course scheduling. Some districts contract with SIS vendors. Others have their internal IT staff create bespoke databases. Still other districts are so small they may use a series of Excel files to track information.

PELSB has a Singular Guidance Option

What this means is that STARWES is the *only* system that each district has in common. This handbook will be based exclusively on STARWES. We trust district staff can make necessary adjustments as they navigate their internal system and PELSB's.

Before Starting within STARWES

Appendix A contains a list of all required data elements that need to be collected for the manual creation of records. Detailed information about each unique element is provided including tips and tricks about clearing validation errors. Appendix B contains information about the requirements for the Excel file direct upload and the Text file upload.

It is possible for a single individual to have multiple assignment records. If a person's assignment code, school number, grade level, and length of period is the same, then multiple assignments can be consolidated.

Download Last Year's Submission

In case you do not have your own copy of last year's submission; before getting started, PELSB recommends downloading the contents of each sandbox within STARWES:

1. Click on the name of the sandbox within the top navigation bar.
2. Do not enter anything into the fields, just click on the Search button. This returns the sandbox contents.
3. Scroll to the bottom of the screen.
4. Click the Download All button at the bottom left of the screen.

Nothing in the sandbox? Request a copy of last year's licensed files, Employment and Assignment, by emailing star.PELSB@state.mn.us Be sure to include the district number in the subject line. The Non-Licensed file must be requested from MDE.

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STARWES Order of Operations



☐ 1. Add Records

Manually create records within STARWES sandboxes, or upload via PELSB-provided Excel or Text file templates.



☐ 2. Audit (optional)

Use audit guide to catch and correct most commonly occurring errors or omissions.



☐ 3. Run Edits

Ensures records meet coding parameters. Repeat this stage as often as needed.



☐ 4. Validations

Errors generated for non-conforming coding. Cleared by district prior to file submissions. Repeat step as often as needed.



☐ 5. Submit Files

District's annual obligation is submission of files on or before published deadline.

https://mn.gov/pelsb/districts/star/ star.PELSB@state.mn.us Last updated: September 2026

STARWES Order of Operations

Let's get started! A gentle reminder, guidance within this publication is not meant to be exhaustive. Rather, it provides a general sequence of steps to be completed. Supplement this information as needed with additional resources published online at https://mn.gov/pelsb/districts/star/ and by participating in the STAR working sessions held throughout the collection time period. STAR working sessions are included on the Board calendar found on PELSB's website homepage.

Add Records



There are three methods of adding records into STARWES sandboxes:

1. Manually created records;
2. Excel file direct upload; or
3. Text file upload.

Manually created records. It is possible to manually create records within STARWES. This option is best for districts with small staff or for districts with limited staff turnover from year-to-year.

Excel file direct upload. PELSB provides a template that can be used to directly upload data into STARWES. Since the template is an Excel file, STAR Coordinators can copy and paste data extracted from their district's internal databases into the template.

Text file upload. Some software vendors have a module that enables districts to extract files to use for their STAR submission. Some of those extracted file versions initially begin as an Excel file. Each row of data must be modified to conform to strict formatting requirements. The resulting rows of data are then copied into a text file. It is the text file that gets uploaded into STARWES.

Add Records Stage Good Stuff to Know

- ✓ The link to access STARWES is published at: https://mn.gov/pelsb/districts/star/
- ✓ Within STARWES, the Clear/ Upload function clears the contents of the selected sandbox while simultaneously uploading the selected file. Even if the upload is unsuccessful, the sandbox contents will be cleared.

Audit

This stage is optional but strongly encouraged. Spending a few moments to catch and correct the most commonly occurring miscoding mistakes will reduce, and maybe even eliminate, validations errors that would need to be cleared. Reference the "Pre-Edit Audit" section which follows the next page.



Recommended Audits for Assignment (LB) File

Begin by displaying all records within the sandbox. Click on the name of the file in the navigation header. Do not enter anything into the fields. Instead, click on the Search button. This will display the contents of the sandbox.

Search results. With sandbox records displayed, check the search results figure at the upper-left of the table. A single licensed individual may have multiple records within the Assignment (LB) file. This means that you should check the number of search results to get a sense if there are a fewer number or greater number of records than expected.

General At-a-Glance Audit. Make sure that all fields contain an entry. Additionally, double-check that the data appears to be located within the appropriate fields. Example, if the formatting in an uploaded file is off the data will 'spillover' into adjacent columns. When this occurs, it is visually obvious. If this has occurred, it will be necessary to return to your upload file, correct the formatting, and re-upload the data and then re-run edits.

File Folder Number. In the first column, click on the "File Folder Number" title. This will sort the records by the file folder number. This number needs to be unique per person. Carefully review results to double-check you have not accidentally assigned the same number for more than one person. Every person in this file should have a file folder number. Make sure there are no records with all zeros in this field. Also, check the small numbers to make sure you did not accidentally use a license function code. For instance, 180100 seems to be one that frequently appears.

Name. The Name field in an Assignment (LB) record 'pulls' from the corresponding Employment (LA) record. What this means is that anyone whose time is contracted will not have a name displayed in their Assignment (LB) record. Another scenario is that a person had been directly employed by the district, the STAR Coordinator had deleted the Employment (LA) record and did not delete the person's Assignment (LB) record.

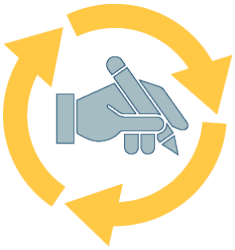
Sort the Assignment (LB) sandbox by name. Purposefully look for records without a name. If your district does ***not*** contract other districts or other educational entities for instruction, related service, or administration then the existence of records without names should be investigated. If your district ***does*** contract time to fill assignments, then verify that the records without names account for all such assignments.

School Number. Sort by School Number. Verify that all assignments to the triple zero (000) location should genuinely be reported at the district. Example, a superintendent should be assigned to School Number 000. A person with an instructional assignment should never be assigned to the district location. People serving as principals should be assigned to the School Number where they complete the assignment. Double-check that programs with a designated School Number, even though they may be physically located within a school, have reported staff. Example, an ALC program physically housed within a senior high school. Or an early education program within an elementary school.

While sandbox contents are sorted by School Number, complete a visual scan to compare against reported grade level for each record. Example, make sure that no assignment records with a reported School Number representing a senior high school have grade levels reported as 01 for 1st grade.

Assignment Code. Sort by assignment code. Complete a visual scan of grade level assignments in comparison with the assignment code. Generally, any assignment code beginning with the number nine (9) should be grade level 99. By that same token, any instructional assignment code (e.g., 180100 General Elementary Education) should ***NEVER*** be coded as grade level 99.

Run Edits



Once the records within the STARWES sandbox have been made as complete and accurate as possible, the STAR Coordinator needs to select the Run Edits option. Within STARWES, click on the name of the sandbox within the top navigation bar. Select the Run Edits option.

Run Edits Stage Good Stuff to Know

- ✓ Repeat this stage as often as needed.
- ✓ Do NOT Run Edits on Employment (LA) file until the Assignment (LB) file is also uploaded.

Validations

After the Run Edits stage is complete, click on the name of the sandbox within the top navigation bar. Select the Validations option.



Do you have a list of validation errors? If the number of records with validation errors is small, it is likely easiest to make corrections within the sandbox. After running edits, if there are hundreds of validation errors, PELSB recommends making needed corrections in the source of your data. Make corrections in the district's internal system, pull a new copy of data, upload it into STARWES, re-run edits, clear validations.

Validations Stage Good Stuff to Know

- ✓ Every single record in the Assignment (LB) file will generate multiple errors if you complete the Run Edits stage before the Employment (LA) file has been uploaded. Save yourself the panic. Wait to Run Edits once both the Employment (LA) and Assignment (LB) files are uploaded and ready to be validated.
- ✓ Click on the Edit link to open record. Carefully read the error message at the top of the record. That message contains guidance on how to clear the error.
- ✓ When working within STARWES always be sure to click the Save button to save changes. Re-run edits after making changes to records to clear the validation errors.
- ✓ Repeat the add records stage and repeat the run edits stage as many times as needed.
- ✓ The goal is to have a message indicating "No records found."
- ✓ *This phase does not check for licensure violations. The validation phase ensures data meets STARWES coding parameters*.

Submit Files



Once all validation errors have been cleared the next step is to submit the file. The Employment (LA) and Assignment (LB) files need to be submitted together. Submit the files by selecting the Submit option under the Home category on the navigation bar. Click on the radio button to the right of the word "Licensed." Click on the Submit button The "Submitted Results" table will fill in with the date submitted timestamp and total count of records.

Submit Files Stage Good Stuff to Know

- ✓ *Clearing validation errors does not submit files. District staff must complete the submit file process.*

- ✓ STARWES generates an FTE document available for download upon submission of the Employment (LA) and Assignment (LB) files.
    - Download and review the contents of this document. Best practice would be to review each row of data. At minimum, sort by the FTE and look for the highest and lowest amounts. This allows identification of FTEs more than or lower than expected levels.
- ✓ A district can repeat the cycle of adding records, running edits, clearing validations, and submitting files as often as needed to correct records, but only if STARWES is still open for collection.
- ✓ Once all three files have been submitted, take a screenshot of the "Submitted Results" table for your own records. Download the FTE file for your own records.

Optional Operation Stage

A district's obligation is met once they have submitted all three of the required STAR files. If a district submits their files prior to the submission deadline, they may attempt to clear up any existing violations on their own. This is entirely optional. Alternatively, a district can choose to wait until PELSB contacts them during the data clean up phase.

Appendix A: Manual Records Creation Method

Required Data Elements

Records in the Employment (LA) file consist of demographic and salary-related information. This appendix contains a list of the required data elements for the Employment (LA) file. Use this reference to identify information that must be collected and reported for each person. Detailed information for each unique element includes tips and tricks for clearing validation errors. The validation stage does not check for licensure violations. This stage simply ensures data conforms to STARWES coding parameters.

FILE FOLDER NUMBER (FFN)



- **Number of Characters**: Seven (7)
- **Character Type**: Numeric
- **Range or Limits**: 0000001 to 9999999
- **Information**: A File Folder Number (FFN), also referred to as a license number, is issued by PELSB once an application payment has been successfully processed.
    - Existence of an FFN does NOT guarantee a license has been approved and awarded.
    - Use PELSB's License Lookup to verify accuracy of FFN, ***and existence of valid license***.
    - If employee's FFN is only six-digits then add a leading zero. For example, 123456 would be entered as 0123456.

Validation Hints	
	• **File Folder Number is Invalid.** Needs to be seven digits long. If FFN is only six digits add a leading zero. Example, FFN 123456 would be entered as 0123456. • **File Folder Number not found in Educators DB.** FFN does not exist. Check data entry accuracy.

SCHOOL NUMBER



- **Number of Characters**: Three (3)
- **Character Type**: Numeric
- **Range or Limits**: 000 and 999
- **Information**: The three-digit district type assigned by the Minnesota Department of Education (MDE). District numbers are available at the MDE Organization Reference Glossary.
    - School number is distinct from district number even when a district consists of a single school site.
    - If you have a program located within a school building, ensure that you have reported the program correctly. Some MDE divisions use STAR data to determine eligibility for finances, grants, and many other projects. *If the school has no staff reported that program may miss out on funding opportunities.*
    - The school number is reported for each assignment. It is entirely possible one person may be reported with multiple school numbers.

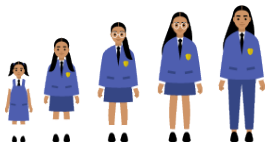
Validation Hints

- **School Number is Invalid**. Only school numbers assigned by MDE are valid. Double-check for accurate data entry. Also, entries must be three numeric digits in length.
- **School Number 000 is Invalid for Principal and Instructional Assignments**. Principal and instructional staff must be reported with the school number where they are completing the assignment.
- **School Number is Invalid for Superintendent**. Superintendent assignments must be designated at 000, the district designation.



- **Number of Characters**: Six (6)
- **Character Type**: Numeric
- **Recommendation**: If the license held by a person is known use the *Licensure Assignment Table* to find allowable assignments. If the assignment needing to be filled is known, and the desired information is allowable licenses, use the *Assignment Licensure Table*.
- **Designations**: Refer to the Compliance Tables, either the Licensure Assignment Table or the Assignment Licensure Table. Both are published here: https://mn.gov/pelsb/districts/star/

Validation Hints	
	• **Assignment Code is Invalid**. Code not in database. Verify you have not accidentally used the license function code. Refer to Compliance Tables published online: https://mn.gov/pelsb/districts/star/



- **Number of Characters**: Two (2)
- **Character Type**: Numeric
- **Information**: Use specific grade levels whenever possible. If a teacher's license does not cover a grade level within a grouped grade range and the teacher is not working with that grade level, do not use the grouped grade level code. Example, a person's license is 1-6 Elementary Education do NOT designate as 18: ELEM grades K-6 because a validation error will be generated. For elementary grade level assignments, if a class roster is comprised of multiple grade levels of students you can create more than one assignment record. Example, if this is a mixed grade class of 2nd and 3rd grade students, create one record for 15 periods at 02: 2nd grade and the other record with 15 periods of 03: 3rd grade.
- **Designations**: Use the most accurate designation for students being served and or assignment being completed.
    - **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; use this grade level for transition students in SPED.
    - **15**: Elementary grades 1-6; NOT valid with assignment codes 180101, 180100, 180160, or 180170.
    - **16**: Prekindergarten; use for ages 4-5 or mixed preschool ages.
    - **17**: Kindergarten
    - **18**: Elementary grades K-6; NOT valid with assignment codes 180101, 180100, 180160, or 180170.
    - **19**: Secondary grades 7-12
    - **24**: Senior High grades 9-12
    - **26**: Middle School grades 5-6; do not use if course is on elementary schedule
    - **27**: Middle School grades 7-8

- **28**: Middle Schol grades 5-8; only use if all four grade levels on educator's license.
- **30**: Adult/ Parent Student; only use with assignment codes 890100 and 180401; transition students in SPED should be designated as 12: 12th grade.
- **37**: K-12; only use for assignment codes 021620, 022310, 022401, 022511, 890200, 890300, or 190000-199999. This designation should only be used when the teacher is working with students in grades K-12 *in the same building*. MDE should have designated this school as K-12.
- **40**: Ages birth through 2 years old
- **41**: Ages 3 through 5 years old
- **99**: Administrative and non-instructional assignments; use for all assignment codes beginning with 9, reserve building substitute assignment code 899999; and the following CTE codes 000110, 000115, 000111, and 000710.

Validation Hints	
	• **Grade Level 99 is Invalid for Instructional Assignments**. All records for teachers providing instruction to students require one of the designations between 01 through 41. • **Grade Level is Invalid**. Field is blank or entry is not an allowed designation. • **Grade Level is Invalid for Non-Instructional Assignments**. All assignments completed by people holding a related service or administrative license should be designated Grade Level 99. All non-instructional assignments completed by people holding a teaching license should also be coded as Grade Level 99. The Assignment Licensure Table has been annotated with grade level designation guidance.



- **Number of Characters**: One (1)
- **Character Type**: Alpha or Numeric
- **Information**: **Effective SY2026-27, mode of teaching N for Independent Study and T for Team Teaching have been archived.**
- **Designations**: Choose the single designation which most accurately reflects the delivery method of instruction.
    - **0**: Default, leave blank or enter zero (0). Use when a teacher is providing instruction in-person. This is also the designation to use for related service personnel and administrators.
    - **C**: College in the Classroom. Use for concurrent enrollment. Only when the Minnesota public school is providing the teacher.
    - **I**: Interactive Television (ITV). Reported by the district receiving the services from *another* district via ITV.
    - **L**: Online Learning. Reported by the district receiving the online instruction, regardless of the individual's employment status. This designation allows the FTE to exceed 1.05. In scenarios where a full-time online teacher provides instruction simultaneously for multiple districts, PELSB recommends districts contracting for instruction time coordinate with employer district how to report.
    - **M**: Immersion Programs. Use for language immersion teaching programs.
    - **P**: Permission for Cross-Curricular Delivery. Use when the assignment is allowable because the person holds the Cross-Curricular Delivery Permission (CCDP).
    - **S**: Special Education Multidisciplinary Team. Use when a special education teacher is a member of a formal Special Education Multidisciplinary Team whose members work together to serve a shared group of students among whom a variety of disabilities are represented. At least one (1) member of the team must hold a license assigned to each student's disability area.
    - **X**: Extra Assignment. Use for overload assignments or assignments that will cause FTE to exceed 1.05. Any assignments which cause an individual's combined total FTE across all districts to exceed 1.05 must be designated as Mode of Teaching X.

Validation Hints

- **Teaching Mode is Invalid**. Entry is blank or is not an allowable designation.
- **Teaching Mode ITV is Invalid**. This designation is intended by the non-employer districts receiving instruction. The reporting employer reports as default mode.

PERIODS PER WEEK (TOTAL)



- **Number of Characters**: Two (2)
- **Character Type**: Numeric
- **Range**: Between 01-08.
- **Information**: To determine total periods per week per unique assignment code, multiply number of times course occurs in a single day by the number of days the course occurs within a week. Specific to the school number and grade levels of students for that assignment code. Example, a teacher having three daily courses of 7th grade math three days per week, in the same school number, would have a ***total*** of nine (9) periods per week. If a district's secondary program runs on a 25-hour schedule, five periods per day lasting 45-60 minutes each, use the assignment code 990175 Teacher Planning, Professional Time to account for the non-instructional time. This assignment is solely for teachers.

Validation Hints

- **Periods per Week in Invalid**. Entry must be numeric digits between 01-80.

LENGTH OF PERIOD (SINGULAR)



- **Number of Characters**: Three (3)
- **Character Type**: Numeric
- **Range**: Between 010 and 180. District may leave as three zeros (000) which defaults to 60 minutes.
- **Information**: Indicates the total number of minutes of a ***SINGLE*** period. Classes lasting between 45-60 minutes can be reported as triple zero (000).

Validation Hints

- **Period Length is Invalid**. Entries must be between 000 and 180 minutes.



- **Number of Characters**: Ten (10)
- **Character Type**: Alpha or Numeric
- **Information**: This field is completely optional. Use if desired to enter helpful reference. Example, enter employee's last name. If using the Text file upload method and not using this field for any information you must enter ten spaces.

Validation Hints	• There are no validation errors for this element.

Appendix B: Document Upload Method

There are two upload methods. One uses an Excel template directly upload. The other initially uses an Excel template from which the information is copied and pasted into a Text file. Ultimately, the *Text* file is the uploaded document. Reference respective tables in Appendix A for detailed information about each data element, including allowable code designations.

Excel Template Direct Upload

Districts wishing to use the Excel template direct upload method should request the templates by emailing star.PELSB@state.mn.us This method became effective September 30, 2025. For SY2026-27, PELSB will continue to directly oversee use of this method to ensure districts are able to successfully upload documents.

The Excel template used for this method contains the following columns. Be prepared to collect and enter all the required data.

Column	Element Name	Character Limit	Format	Notes
Farthest Left Column	Delete Column Prior to Upload: Employee Name	N/ A	N/ A	This column should only be included in the working version of the template. Include the Employee Name to make it easier to audit and correct the file. ***Remove this column before uploading!***
The following column designations will apply once the Employee Name column is removed from the working version of your file template.				
A	Record Type Indicator	2	LB	Enter LB for each row; this element is required only for upload method.
B	District Number	4	Numeric digits	Use leading zeros when required. Example, Special School District 1 Minneapolis Public Schools would be entered as 0001.
C	District Type	2	Numeric digits	Uncertain about district type? Use MDE ORGS to identify.
D	File Folder Number	7	Numeric digits	Add leading zeros if FFN is 6-digits in length. Example, FFN 123456 would be entered as 0123456.
E	School Number	3	Numeric digits	Uncertain about school number? Use MDE ORGS to identify.
F	Assignment Code	6	Numeric digits	Use Compliance Tables published online by PELSB.
G	Grade Level	2	Numeric digits	Refer to allowable designations, including descriptions for Grade Level.
H	Mode of Teaching	1	Alpha or Numeric	Refer to allowable designations, including descriptions for Mode of Teaching.

Column	Element Name	Character Limit	Format	Notes
I	Periods per Week	2	Numeric digits	Total number of periods per week, per assignment record. Detailed information provided in Periods per Week table.
J	Length of Period	3	Numeric digits	Length of period for a singular period. Detailed information provided in Length of Period table.
K	District Use	10	Alpha or Numeric	Optional use. A district may choose to use this field.

Text File Upload

Both the Excel template and directions for the Excel to Text file transfer are published here: https://mn.gov/pelsb/districts/star/

- PELSB makes available an Excel template which districts can use for this upload method. The Excel file contains three tabs, one for each respective file: Employment (LA), Assignment (LB), or Non-Licensed (NA).
- Character limits are exact. Any deviation will result in unsuccessful file upload.
- Once all data is entered into the Excel template, final column must be copied and pasted into Notepad. Use of Notepad is important to ensure the upload works correctly.

The Excel template used for this method contains the following columns. Be prepared to collect and enter all the required data.

Column	Element Name	Character Limit	Format	Notes
Farthest Left Column	Delete Column Prior to Upload: Staff Name	N/ A	N/ A	This column should only be included in the working version of the template. Include the Staff Name to make it easier to audit and correct the file. ***Remove this column before copying final column into Text file!***
The following column designations will apply once the Staff Name column is removed from the working version of your file template.				
A	Record Type Indicator	2	LB	Enter LB for each row; this element is required only for upload method.
B	District Number	4	Numeric digits	Use leading zeros when required. Example, Special School District 1 Minneapolis Public Schools would be entered as 0001.
C	District Type	2	Numeric digits	Uncertain about district type? Use MDE ORGS to identify.
D	File Folder Number	7	Numeric digits	Add leading zeros if FFN is 6-digits in length. Example, FFN 123456 would be entered as 0123456.
E	School Number	3	Numeric digits	Uncertain about school number? Use MDE ORGS to identify.
F	Social Security Number	9	Enter 9 zeros	Please do NOT enter SSN. Enter nine (9) zeros for each row of records.
G	Assignment Code	6	Numeric digits	Use Compliance Tables published online by PELSB.
H	Grade Level	2	Numeric digits	Refer to allowable designations, including descriptions for Grade Level.
I	Mode of Teaching	1	Alpha or Numeric	Refer to allowable designations, including descriptions for Mode of Teaching.

Column	Element Name	Character Limit	Format	Notes
J	Periods per Week	2	Numeric digits	Total number of periods per week, per assignment record. Detailed information provided in Periods per Week table.
K	Length of Period	3	Numeric digits	Length of period for a singular period. Detailed information provided in Length of Period table.
L	Zero Fill	2	Enter 2 zeros	This is an artifact of a previous version of STAR. If using the Text upload, districts must enter a placeholder of two zeros (00) in each record.
M	Number of Pupils	3	Enter 3 zeros	This is an artifact of a previous version of STAR. If using the Text upload, districts must enter a placeholder of three zeros (000) in each record.
N	District Use	10	Characters or spaces	Optional use. A district may choose to use this field. Each record must contain 10 characters and or spaces.
O	Filler	84	Spaces	This is an artifact of a previous version of STAR. If using the Text upload, districts must enter a placeholder of 84 spaces in each record.