N STAR

NON-LICENSED FILE

FY 2026-27 EDITION

MINNESOTA

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) Non-Licensed (NA) File Guidance* handbook is part of the Staff Automated Report (STAR) Guidance Series. This handbook focuses exclusively on the Non-Licensed (NA) 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

EC: Employee Classification code

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

Non-Licensed 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 Non-Licensed (NA) file.

Inclusions

If a person meets all three of the following criteria, they must be included in the Non-Licensed (NA) file:

1. Not required to hold a PELSB-issued license;[1]
2. Directly employed by the reporting district;[2] and
3. Working on October 1 of the reporting year.

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

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

Exclusions

Exclude the following categories of people:

- **People Required to Hold a PELSB-Issued License.** People required to hold a PELSB-issued license should be reported in the Employment (LA) and or Assignment (LB) files as appropriate.
- **Other Exclusions.** Additionally, there are other categories of people to exclude:
    - School board members
    - Short-call substitutes
    - 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*. A district must still verify with the applicable licensing board that each of these people holds a valid license.

[2] Directly employed means on the district's payroll. The district can hire and fire. A person whose time is contracted through another district, organization, or entity should not be included.

Prep 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. Appendix C contains Employee Classifications.

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 on the next page.



Pre-Edit Audit: Non-Licensed (NA) 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. The number of search results should *approximately* match how many total non-licensed employees you would expect. Be sure to account for any employees who may legitimately have more than one record within the sandbox.

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.

Identifier Number. In the first column, click on the "Identifier Number" title. This will sort the records by the identifier 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.

Name. In the second column, click on the "Name" title. This will sort records by name. Perform cursory review to ensure all names conform to formatting requirements of Last Name, First Name Middle Initial. Carefully review each of the records to ensure that all required records are included. Double-check that all records for former employees have been deleted.

While records are sorted by name, be sure to do one final audit. Look for a single person with more than one record. A single person *can* have more than one record in the Non-Licensed (NA) file. A record should be created for each unique non-licensed employee classification the person holds. You are completing this audit to determine if someone is missing a record, or if there are duplicative records. Take the opportunity to either create missing records or delete duplicative records.

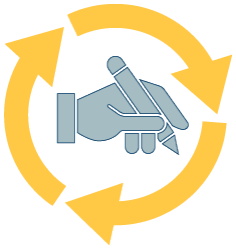
School Number. In the third column, click on the "School Number" title. This will sort records by school number. Carefully review the ensure that all these entries are accurate.

Classification. In the fourth column, click on the "Classification" title. This will sort records by classification code. Take the time to account for all required records. Example, do a headcount comparison to make sure all paraprofessional records have been created.

Gender. Make sure that all entries are coded either 'M' for Male, 'F' for Female, or 'U' for Undeclared.

Birth Date. Check for the oldest year of birth. You do this to get a sense of whether this is reasonable for your oldest non-licensed employee. Example, you would not expect to find a record with a birthdate over 80 years of age. Check for the youngest year of birth. Remember, you should not be including anyone younger than 18 years of age.

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.

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 into STARWES, re-run edits, clear validations.

Validations Stage Good Stuff to Know

- ✓ 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. Submit the file by selecting the Submit option under the Home category on the navigation bar. Click on the radio button to the right of the word "Non-Licensed." Click on the Submit button The non-licensed row in 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 Non-Licensed (NA) file.
    - 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 add records, run edits, clear validations, and submit files cycle 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 Non-Licensed (NA) file combine both employee and assignment information. This appendix contains a list of the required data elements for the Non-Licensed (NA) file. Use this reference to identify the information that must be collected and reported for each person. Detailed information for each unique element includes tips and tricks about clearing validation errors. The validations stage does not check for licensure violations. This stage simply ensures data conforms to STARWES coding parameters.

IDENTIFIER NUMBER



- **Number of Characters**: Nine (9)
- **Character Type**: Numeric
- **Range or Limits**: Nine-digit number between 000100000 and 999999999
- **Information**: The first four digits of the Identifier Number will be the district's number. The last five digits of the number can be any unique numerical sequence assigned by the district. Each non-licensed staff person must have their own *unique* number. DO NOT REPORT ALL ZEROS.

Validation Hints	• **Identifier Number is Invalid.** Must be nine (9) digit number. Each person must have unique number.

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.
- Must be formatted with three (3) numeric digits.

STAFF NAME



- **Number of Characters**: Limited to forty-eight (48)
- **Character Type**: Alphabetic
- **Format**: Last Name, First Name MI
- **Information**: Enter name as it appears on employment eligibility document. Example, Robert not Bobby.

Validation Hint

- **Name is Invalid**. Make sure correctly formatted as Last Name, First Name MI.

BIRTH DATE



- **Number of Characters:** Eight (8)
- **Character Type**: Numeric
- **Format:** Enter as four-digit year, followed by two-digit month, and two-digit day. Example YYYYMMDD
- **Information**: Enter birthdate as it appears on employment eligibility document. Do not use dashes or slashes.

Validation Hint	
	• **Birth date is invalid.** Birthdate is missing or has bene entered incorrectly. Double-check formatting conforms to YYYYMMDD. Single digit days or months should be preceded with a zero. Example, January would be entered as 01 and not 1.

GENDER



- **Number of Characters**: One (1)
- **Character Type**: Alphabetic
- **Allowable Designations**: M for Male; F for Female; U of Undeclared
- **Information**: PELSB recognizes that gender is not binary. The agency continues to work on inclusive terminology for gender identification. Until such time PELSB can incorporate additional choices into its online systems, please use Undeclared, or "U," for individuals not identifying as male or female. We appreciate your understanding as we continue to bring our system up to date.

Validation Hints	
	• Make sure that each record has an entry. • Only use allowable designation: M for Male; F for Female; U for Undeclared

ETHNICITY



- **Number of Characters**: One (1)
- **Character Type**: Alphabetic
- **Format**: Y for Yes; N for No
- **Information**: This field indicates if the person identifies as Hispanic or Latino. By replying yes, this person will only be counted as Hispanic/ Latino even if additional race is reported.

Validation Hints

- **Ethnicity Hispanic/ Latino is Invalid**. Must have a reply of either Y for Yes or N for No.

RACE

RACE

- **Number of Characters**: One (1) for each sub-element
- **Character Type**: Alphabetic
- **Format**: Y for Yes; N for No
- **Information**: A response is required for each sub-element. At least one reply must be Y for Yes. Individuals who identify with more than one race will be categorized as multiracial in the PELSB database. They will count as two or more races in aggregated reports. Due to this, some districts choose to enter only one race. ***Please enter the race information which the staff person identifies.***

Validation Hints

- **Race [fill in the blank] is Invalid.** Any validation errors indicating a race is invalid means that the entry needs to have a reply that is either Y or N.
- **Race is Invalid**. At least one racial designation needs to be answered as Y for Yes.

More About Reporting on Race for STAR

PELSB is partnering with the state's IT Department to ensure the agency's databases conform to revised federal policy for collecting, maintaining, and reporting data on race and ethnicity. The Board will comply by the effective date of March 28, 2029.

PELSB has modeled race and ethnicity options on the federal reporting standards.

Hispanic/ Latino. The federal definition includes person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin; regardless of race including, but not limited to, Colombian, Ecuadorian, Guatemalan, Mexican, Puerto Rican, Salvadoran, Spaniard, Spanish, Spanish-American, etc.

American Indian or Alaskan Native. The federal definition includes people who have origins in any of the original peoples of Central, North, or South America and who maintain cultural identification through tribal affiliation or community recognition.

Asian. Includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, but not limited to, Asian Indian, Burmese, Chinese, Filipino, Hmong, Karen, Korean, Vietnamese, etc.

Native Hawai'ian or Other Pacific Islander. Includes persons having origins in any of the original peoples of Hawai'i, Guam, Samoa, or other Pacific Islands.

Black or African American. Includes persons having origins in any of the Black racial groups of Africa including, but not limited to, African American, Ethiopian, Oromo, Liberian, Nigerian, Somali, etc.

White or Caucasian. Includes people who have origins in any of the original peoples of Europe, the Middle East, or North Africa.

EMPLOYMENT STATUS



- **Number of Characters**: Two (2)
- **Character Type**: Numeric
- **Information**: Accurately reporting employment status is incredibly important. Take care to ensure employees are not incorrectly reported as newly hired for multiple years in a row.
- **Designations**:
  - **00**: Default Value/ Returning Staff
  - **20**: New Hire

Validation Hints	
	• **Employment Status is Invalid**. Make sure that each record has an entry and only use allowable designation.

EMPLOYEE CLASSIFICATION



Number of Characters: Six (6)

Character Type: Numeric

Information: If a person works in more than one non-licensed employee classification, make a unique record for each classification.

Designations: Refer to Appendix C Non-Licensed Employee Classification Codes

Validation Hints	
	• Make sure that each record has an entry. • **Employee Classification is Invalid.** Only use allowable designation like those included in Appendix C. Double-check you have not accidentally entered a licensed assignment code.

HOURS PER WEEK



Number of Characters: Two (2)

Character Type: Numeric; must be whole number.

Range or Limits: Between 01-60.

Information: Enter the typical number of hours worked each week. Do not include overtime. A person working 1.00 FTE would be 40 hours. Fractions of an hour should be rounded to the nearest hour. Example, 36.5 would be entered as 37.

Validation Hints	• Make sure that each record has an entry. • **Hours per Week is Invalid**. Entries should be between 01 and 60.

FULL-TIME/ PART-TIME



- **Number of Characters**: One (1)
- **Character Type**: Alphabetic
- **Format**: F for Full-Time; P for Part-Time
- **Information**:
  - A person designated as full-time does not need to work year-round.
  - A person working 32 hours or more per week should be designated as Full-Time.
  - A person working less than 32 hours per week should be designated as Part-Time.
  - If this person completes more than one non-licensed employee classification, be sure each record only includes the number of hours worked for *that* classification.
  - 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.

Validation Hints

- If you have double-checked that the full-time/ part-time designation is accurate and that the hours per week have entered correctly, it's likely you have accidentally assigned more than one person the same identifier number. Copy the identifier number of the impacted individual. Paste that number into the Identifier Number field in the STARWES Non-Licensed sandbox. Make sure that the identifier Number has not been duplicated for another person. Fix if needed.
- **Part-Time is Invalid.** When Hours >=40. Any employee working 40 or more hours should be designated as F for Full-Time.
- **Total Hours per Week is Invalid.** Must enter a numeric code between 01-60.



- **Number of Characters:** Ten (1)
- **Character Type**: Alpha or Numeric
- **Information**: **This field is completely optional.** Use if desired to enter helpful reference. Example, you might use last name.

Validation Hints	There are no validation errors for the Local Use field.

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
A	Record Type Indicator	2	NA	Enter NA 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. Only required for upload method.
C	District Type	2	Numeric digits	Uncertain about district type? Use MDE ORGS to identify.
D	School Number	3	Numeric digits	Uncertain about school number? Use MDE ORGS to identify.
E	Identifier	9	Numeric digits	First four digits are district number, the next five digits district assigned. Needs to be unique to each person.
F	Staff Name	48	Last Name, First Name MI	Must match employment eligibility document.
G	Gender	1	Letter	F for Female; M for Male; U for Undeclared
H	Birth Date	8	Numeric digits	Do NOT use dashes or slashes. Entered YYYYMMDD. The values in the column must be this format, and not a formula.
I	Employment Status	2	Numeric digits	00 for returning staff; 20 for newly hired non-licensed staff.
J	Employee Classification	6	Numeric digits	Refer to respective tables in Appendix C for allowable code designations.
K	Hours Worked per Week	2	Numeric digits	Enter between 01-40.

Column	Element Name	Character Limit	Format	Notes
L	Full Time/ Part Time	1	Alpha character	F for 32 hours per week or more; P for less than 32 hours per week.
M	District Use	10	Characters or spaces	Optional use. A district may choose to use this field.
N	Hispanic/ Latino	1	Alpha	Enter Y for Yes; N for No; this is ethnicity query
O	American Indian or Alaskan Native	1	Alpha	Enter Y for Yes; N for No; this is race identity; one sub-element must have Y as reply.
P	Asian	1	Alpha	Enter Y for Yes; N for No; this is race identity; one sub-element must have Y as reply.
Q	Native Hawaiian or Other Pacific Islander	1	Alpha	Enter Y for Yes; N for No; this is race identity; one sub-element must have Y as reply.
R	Black or African American	1	Alpha	Enter Y for Yes; N for No; this is race identity; one sub-element must have Y as reply.
S	White	1	Alpha	Enter Y for Yes; N for No; this is race identity; one sub-element must have Y as reply.

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
A	Record Type Indicator	2	LA	Enter LA 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
D	School Number	3	Numeric digits	Uncertain about school number? Use MDE ORGS to identify.
E	Unique Identifier	9	Numeric digits	First four digits are district number, the next five digits district assigned. Needs to be unique to each person.
F	Staff Name	48	Last Name, First Name MI	Must match employment eligibility document.
G	Gender	1	Letter	F for Female; M for Male; U for Undeclared
H	Birth Date	8	Numeric digits	Do NOT use dashes or slashes. Entered YYYYMMDD. The values in the column must be this format, and not a formula.
I	Race/ Ethnicity	1	Enter 0 for all records	This is an artifact of a previous version of STAR. PELSB now models its collection on federal reporting. If using the Text upload, districts must enter a placeholder of zero (0) in each record.
J	Employment Status	2	Numeric digits	00 for returning staff; 20 for newly hired non-licensed staff
K	Employee Classification	6	Numeric digits	Refer to respective tables in Appendix B for allowable code designations.
L	Hours Worked per Week	2	Numeric digits	Enter between 01-40.

Column	Element Name	Character Limit	Format	Notes
M	Zero Fill	2	00	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.
N	Full Time/ Part Time	1	Alpha character	F for 32 hours per week or more; P for less than 32 hours per week.
O	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.
P	Hispanic/ Latino	1	Alpha	Enter Y for Yes; N for No
Q	American Indian or Alaskan Native	1	Alpha	Enter Y for Yes; N for No
R	Asian	1	Alpha	Enter Y for Yes; N for No
S	Native Hawaiian or Other Pacific Islander	1	Alpha	Enter Y for Yes; N for No
T	Black or African American	1	Alpha	Enter Y for Yes; N for No
U	White	1	Alpha	Enter Y for Yes; N for No
V	Filler	33	Spaces	Enter thirty-three (33) spaces in each row

Appendix C Non-Licensed Employee Classification Codes

- MINN. STAT. 122A.18, subd. 1 (c)(2) (2025); The Professional Educator Licensing and Standards Board (PELSB) is the agency designated to collect non-licensed on behalf of the Minnesota Department of Education (MDE). That data is shared as outlined in a data sharing agreement (MINN. STAT. 122A.18(c)(2), 2025).
- Unless otherwise noted, employee classification codes are sorted alphabetically by classification name within each section.

Administrators, Supervisors, and other Non-Licensed Professionals

Administrative Positions Not Requiring Licensure. Occupations which require administrative personnel, not elected or appointed officials, who are responsible for execution of policies or direction of school district operations. Include Director of Federal Programs, Athletic Director or Activities Director, Personnel Director, Data Processing Coordinator, **Charter School Director,** Director of Buildings and Grounds, Administrative Interns and other administrators, managers, directors of district-wide programs, and other administrators not included in any other category.

- 999970 Administrative Positions Not Requiring Licensure

Dean of Students, non-licensed. Monitor student attendance, handle day-to-day discipline functions, direct student activities, serve as athletic director, oversee extra-curricular activities, serve as a school representative at regional and state events, coordinate testing. They may also ***assist*** administration and counseling staff with enrollment of new students, scheduling, and transcript preparation. Able to serve as an active member of child study teams, crisis response teams, and student assistance teams when designated by the school administrator. Can contact parents, arrange and attend parent-teacher conferences, coordinate with administration or counseling staff for post-secondary opportunities and scholarships. A dean of students may NOT serve as the licensed administrator and or licensed administrator designee for student's Special Education IEP meetings. If a dean of students is suspending students or performing staff evaluations other than peer reviews of staff (summative or job retention-related evaluations, for example), the individual must be a licensed administrator. If the assignment is more representative of those duties of a principal or counselor, the individual must be appropriately licensed in those areas. In these cases, please use the appropriate assignment code to report.

- 999971 Dean of Students, non-licensed

Professional Non-Licensed Personnel. Professional and supervisory staff who provide non-instructional services to students. Include Health Supervisor, Transportation Supervisor and Youth Service Coordinator.

- 999965 Professional Non-Licensed Personnel

Clerical, Business Manager

Clerk or Secretary. Non-licensed staff members in positions requiring skills and training in all clerical work. Includes activities such as preparing, systematizing, or preserving written and electronic communications and reports; the operation of equipment such as typewriters, word processors, personal computers, and switchboards or multi-line phone systems. Includes bookkeepers, secretaries, clerk-typists, payroll clerks, personnel assistants, and receptionists.

- 999940 Clerical or Secretarial

School Business Office or Business Manager. Non-licensed personnel responsible for the financial activities and general operations of the school district.

- 999905 School Business Office or Business Manager

Early Education

Please note, the School Readiness Plus program has ended. Those respective employee classifications, 999977 and 999979, have been archived **(NEW SY26-27, classifications archived).**

Early Childhood Screening Personnel

Early Childhood Screening Personnel. Non-licensed personnel must have been trained by MDE or the Minnesota Department of Health professional staff to administer the health or developmental screening measures to be performed. Use this code for medical personnel who do not hold a PELSB license or for non-licensed individuals who are working under the supervision of a medical or licensed personnel who must be present at the screening site. DO NOT report any non-licensed individuals if they are NOT employed by the district.

- 999985 Early Childhood Screening Personnel

School Readiness Staff

School Readiness Staff. Non-licensed staff member who works in a School Readiness program.

- 999981 School Readiness Staff

Voluntary Prekindergarten Staff, Coordinator

VPK Staff. Non-licensed staff member who works in a Voluntary Prekindergarten (VPK) program.

- 999982 VPK Staff

VPK Coordinator. A Voluntary Pre-Kindergarten Program Coordinator is a non-licensed staff member whose job may include developing, implementing, and coordinating the programs for delivery of VPK services, evaluate VPK programs, provide training and consultation to teaching staff in VPK programs, scheduling of VPK programs, budgeting, identification of students for services, coaching other educators, work with staff, parents or community members to address the educational needs of students.

- 999978 VPK Coordinator, *non-licensed*



KEY INFORMATION: NOT QUALIFIED, QUALIFIED, QUALIFIED NOT REQUIRED

Categorizations of "Qualified" and "Not Qualified" relate to definitions in state and or federal legislation, often specific to eligibility for certain funding. All questions related to these designations should be directed to the Minnesota Department of Education (MDE).

Classroom Support

General Classroom Instructional Aides

General Classroom Instructional Aides. These non-licensed staff members are assigned to assist teachers or other staff in providing educational services to students on a regularly scheduled basis. Include playground aides who regularly direct efforts to fulfill education needs of specific groups of students.

- 999801 General Classroom Aide, *not qualified*
- 999802 General Classroom Aide, *qualified*
- 999803 General Classroom Aide, *qualified not required*

Title I Instructional Aides

Title I Instructional Aides. These non-licensed staff members work under the direction of a licensed classroom teacher to provide educational support services to Title I students. Non-licensed staff members working in a Title I *program* must meet federal qualification requirements even if their respective position is not paid with Titel I funds.

- 999811 Title I Aide, *not qualified*
- 999812 Title I Aide, *qualified*

Special Education Instructional Aides

Special Education Instructional Aides. These non-licensed staff members work under the direction of a licensed classroom teacher to provide educational support to students with disabilities. They do not provide direct instruction. Child development aides should be included in this category.

- 999821 Special Education Aide, *not qualified*
- 999822 Special Education Aide, *qualified*
- 999823 Special Education Aide, *qualified not required*

Student Support, Programmatic Support

Non-Instructional Support Paraprofessionals

Paraprofessional, Non-instructional Support. Use this assignment for paraprofessionals whose duties are completely outside of the classroom. For example, front office, playground, or the lunchroom. If these duties are a portion of a classroom paraprofessional's regular duties, do ***not*** report this separate from the classroom role.

- 999825 Paraprofessional, non-instructional support

Aides, Coaches, Coordinators

American Indian Education Coordinator

Coordinator, American Indian Education. Minnesota Statutes 2025, section 124D.76: Any district or participating school that conducts American Indian education programs pursuant to sections 124D.71 to 124D.82 must employ one or more full-time or part-time dedicated American Indian education program coordinators in a district with 100 or more state identified American Indian students enrolled in the district. A dedicated American Indian education program coordinator must promote communication, understanding, and cooperation between the schools and the community and must visit the homes of children who are to be enrolled in an American Indian education program to convey information about the program.

- 999972 Coordinator, American Indian Education, *non-licensed*

Gifted and Talented Education Coach and Coordinator

Gifted and Talented Education Coach. A non-instructional position focused on addressing the academic needs of advanced learners in a district, building, or classroom setting, or with individual students. The coach may work with staff, parents, and or community members to address the educational needs of individual students and or plan for school strategies or academic competitions (e.g. Lego Robotics, Math Masters, Stock Market Game, and Future Problem Solvers).

- 999984 Coach, Gifted and Talented Education, *non-licensed*

Gifted and Talented Education Coordinator. This Coordinator does ***not*** work directly with students. A Gifted and Talented Education Program Coordinator serves as liaison to district and building leadership and whose job is to develop, implement, and coordinate the programs for delivery of Gifted Education services; to evaluate those programs; and to provide training and consultation to teaching staff in those programs. The coordinator may also have responsibility for scheduling, budgeting, identification of students for services, and coaching other educators. May also work with staff, parents or community members to address the educational needs of individual students and or planning school strategies.

- 999983 Coordinator, Gifted and Talented, *non-licensed*

Library Media Aide. Staff who support the daily operation of the school library and assist with the organization, circulation, and maintenance of library and audiovisual materials. Duties may include clerical, technical, and physical tasks that facilitate access to resources and ensure the library environment functions smoothly. Library media aides work under the direction of a licensed library media specialist. In schools without a licensed media specialist, aides provide routine library support but do not assume the instructional, programmatic, or leadership responsibilities of a licensed library media professional.

- 999915 Library Media Aide, *non-licensed*

Health Services

Health Office Paraprofessional

Health Office Paraprofessional. Health office paraprofessionals include any individual working in the health office that is not required by PELSB or the Board of Nursing to hold a nursing license. If the person holds an active nursing license issued by the Minnesota Board of Nursing and is providing nursing services report as 999936.

- 999826 Health Office Paraprofessional

Nurse

Nurse. Provides nursing to prekindergarten through grade 12 students in a school setting. This classification is used for nurses who do not hold a PELSB School Nurse license and are employed by the district. This would include individuals hired under an Alternative Health Plan, building nurses supervised by a PELSB-licensed School Nurse, a public health nurse that does not hold a PELSB School Nurse license, nurses working one-to-one with a student on an IEP and doesn't hold a PELSB School Nurse license, LPNs or RNs who work in the health office, and other licensed nurses who do not hold a PELSB School Nurse license.

- 999936 Nurse

Student Support Health Services

Student Support or Health Services. Non-supervisory staff who are employed by the district or charter school to provide student support health services. Includes health professionals in positions that do not require licensure by PELSB such as physicians, dentists, physical therapists, occupational therapists, music therapists, chemical dependency counselors, interpreters for hearing impaired, and personal care attendants. ***Supervisors of these should be reported under Professional Non-Licensed Personnel 999965.***

- 999935 Student Support or Health Services

Nutrition Services

Cook Manager. Has overall supervisory responsibility for a school food service operation, under the supervision of a director or administrator. Include Assistant Cook Manager, Head Cook, and Food Service Manager.

- 999947 Cook Manager

Dietitian. Staff that practice the integration and application of scientific principles of food, nutrition, biochemistry, physiology, food management, and behavioral and social sciences to achieve and maintain human health through the provision of nutrition care services. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999930 Dietitian.

Food Service Director. Major responsibilities include planning, organizing, directing, administering, and evaluating a school food service and nutrition education program for a school district or multiple units. Include Supervisor, Manager, Coordinator, and School Nutrition Programs Administrator.

- 999946 Food Service Director

Food Service Worker. Staff performing food and cafeteria services. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999945 Food Service Worker

Plant Operations and Trades

Custodian. Include workers responsible for cleaning buildings, preserving security of school property, and keeping school safe for occupancy and use. May include cleaning, sweeping, disinfecting, moving furniture, keeping school entrances appropriately locked or unlocked, keeping such facilities as fire escapes and panic bars in working order, and guard duties. Include custodian supervisors. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999950 Custodian

Laborer. Staff that performs manual labor and not classified in other employee classification. Include garage laborers, car washers, gardeners, grounds keepers, or activities such as lifting, digging, mixing, loading, or pulling operations. Also include supervisors of the laborer workers. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999975 Laborer

Skilled Crafts. Occupations which require special manual skills and thorough, comprehensive knowledge of special processes involved. These skills are acquired through on-the-job training and experience, apprenticeship, or other formal training programs. Include mechanics, repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations and carpenters. Include the supervisors of skilled crafts workers. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999960 Skilled Crafts

Specialty Skilled Workers

Communications and Marketing

Graphic Artist. Occupations requiring a combination of knowledge and manual skills obtained by approximately two years of post-high school education or through equivalent on-the-job training. Include graphic artists, drafters, photographers, technical illustrators, and similar occupations that cannot be properly classified in other activity assignments. If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.

- 999925 Graphic Artist

Technology-Related

Computer Programmer or Operator. Occupations requiring combination of knowledge and manual skills obtained through approximately two years of post-high school education or equivalent on-the-job training. Do NOT include word processor workers, report these with the Clerical or Secretarial code 999940.

- 999920 Computer Programmer or Operator

Technology Coordinator or Non-Licensed Technology Integrationist. The primary point of contact for technology related information is at the district or site level. Duties may include providing help to teachers on how to use technology in support of learning, providing general technical support, managing local and wide area networks, and making technology related purchasing decisions. A Non-Licensed Technology Integration Specialist assists teachers to incorporate technology into curriculum, assists teachers and districts in incorporating or developing curriculum including or focusing on technology, can coach teachers in the use of technology, and can assist in locating technologies to benefit the educational environment. This could include staff development.

- **999919** Technology Coordinator or Non-Licensed Technology Integrationist

Transportation

Transportation. Staff responsible for transporting students, primarily bus drivers. Crossing guards should also be reported in this category. ***Do not include transportation supervisors, report those under Professional Non-Licensed Personnel 999965.***

- **999955** Transportation

Other Non-Licensed Personnel

Non-Licensed ABE-ESL Teacher. Works with learners who have aged out of the compulsory attendance requirement for secondary schools as set forth in Minnesota Statutes. Use this classification code for individuals who are teaching ESL in an Adult Basic Education (ABE) program and fall under Minnesota Statute 122A.26, subd.3 which states that a person who holds a bachelor's or master's degree in language acquisition can teach ESL classes in an ABE program without being a licensed educator. To determine what degrees are acceptable, you will want to contact the Adult Basic Education department at the Minnesota Department of Education (MDE).

- 999969 Non-Licensed ABE-ESL Instructor

Other Non-Licensed Personnel. Non-supervisory staff, such as community workers, attorneys, architects, engineers, accountants, security personnel, and other non-instructional personnel, who do not fit in any other category. Also include receptionists, hall monitors, day care providers, parent involvement facilitator, Community Education Coordinator, Department or Chair, Program or Coordinator; Tutor or after school enrichment, in school suspension monitor, computer lab monitor, or study hall monitor. ***If district contracts with a vendor for these services, do NOT include persons the vendor assigns to fulfill contractual obligations.***

- 999980 Other Non-Licensed Personnel

At-a-Glance Non-Licensed Employee Classifications

Administrators, Supervisors, and other Non-Licensed Professionals

- 999970 Administrative Positions not Requiring Licensure
- 999971 Dean of Students, *non-licensed*
- 999965 Professional Non-Licensed Personnel

Clerical, Business Manager

- 999940 Clerical or Secretarial
- 999905 School Business Office or Business Manager

Early Education

- 999985 Early Childhood Screening Personnel, *non-licensed*
- 999981 School Readiness Staff, *non-licensed*
- 999982 Voluntary PreK Staff, *non-licensed*
- 999978 VPK Coordinator, *non-licensed*

Classroom Support

- 999801 General Classroom Aide, *not qualified*
- 999802 General Classroom Aide, *qualified*
- 999803 General Classroom Aide, *qualified not required*
- 999811 Title I Aide, *not qualified*
- 999812 Title I Aide, *qualified*
- 999821 Special Education Aide, *not qualified*
- 999822 Special Education Aide, *qualified*
- 999823 Special Education Aide, *qualified not required*

Student Support, Programmatic Support

- 999825 Paraprofessional, *non-instructional support*
- 999972 Coordinator, American Indian Education, *non-licensed*
- 999984 Coach, Gifted and Talented Education, *non-licensed*
- 999983 Coordinator, Gifted and Talented, *non-licensed*
- 999915 Library Media Aide, *non-licensed*

Health Services

- 999826 Health Office Paraprofessional
- 999936 Nurse
- 999935 Student Support or Health Services, *non-licensed*

Nutrition Services

- 999947 Cook Manager
- 999930 Dietitian
- 999946 Food Service Director
- 999945 Food Service Worker

Plant Operations and Trades

- 999950 Custodian
- 999975 Laborer
- 999960 Skilled Crafts

Specialty Skilled Workers

- 999925 Graphic Artist
- 999920 Computer Programmer or Operator
- 999919 Technology Coordinator or Non-Licensed Technology Integrationist
- 999955 Transportation

Other Non-Licensed Personnel

- 999969 Non-Licensed ABE-ESL Instructor
- 999980 Other Non-Licensed Personnel