Minnesota Department of Education

STaff Automated Report (STAR) Manual

Section A – Basics of STAR System

This section contains the STAR elements which remain the same each year.

This section can be used each year without reprinting it.

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

Minnesota Department of Education
Educator Licensing
1500 Highway 36 West
Roseville, MN 55113-4266

STAR Web Edit System webpage
(http://education.state.mn.us/MDE/SchSup/DataSubLogin/STAR/index.html)

STAR Login page (https://w1.education.state.mn.us/STARWES/index.do)

All communications should be sent to mde.star@state.mn.us.

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IMPORTANT LICENSURE INFORMATION

For Administrators

The Code of Ethics for School Administrators (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 Board of Teaching (http://mn.gov/board-of-teaching/) to determine how to legally fill this need for teaching positions or the Board of School Administrators (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) a district or charter school will not contract with a person for educational services until they have verified through MDE License Look-up (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html) that the teacher has a valid Minnesota 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 at mde.star@state.mn.us.

For Teachers

The Code of Ethics for Minnesota Teachers (https://www.revisor.mn.gov/rules/?id=8700.7500) 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 MDE License Lookup. Teachers who have signed a special permissions signature page should verify the permission was received through the MDE License Lookup (some permissions may take up to a month to grant).

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/SchSup/DataSubLogin/SPS/index.html)

Minnesota Board of Teaching Special Permissions for Classroom Teaching webpage
(http://mn.gov/board-of-teaching/beaneducator/permissions/)

Directions regarding access to the SPS online application system can be found on the Minnesota Board of Teaching webpage.

BASIC INFORMATION ABOUT THE STAFF AUTOMATED REPORT

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) requires the Department of Education to collect, maintain, and store data about licensed and non-licensed staff from each district and charter school. STAR includes three different reports: STAR, Licensure Assignment Discrepancy Report, and Highly Qualified Report.

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 (except for social security numbers which are not required or used). 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 Highly Qualified data reported on STAR is used to determine compliance with No Child Left Behind (NCLB) requirements.

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.

When is the report due?

STAR data is reported two times each year. See STAR Manual: Section B for specific dates.

First Submission

- The first submission is a snapshot of October 1 (or the first week in October). The online STAR system opens on October 1 each year. The due date is at the end of November.

Second Submission

- The second submission is a snapshot of March 1 (or the first week in March). The online STAR system opens on March 1 of each year. The due date is 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 at a particular date. Since education is an ever-changing scene, 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. Read Section A and B of the STAR Manual to ensure you understand what is involved in the report.
2. Save the STAR Team email address (mde.star@state.mn.us). You will likely have a lot of questions. Please email, no matter how small or big the question, we are here for you.
3. Collect the data to report.
4. Upload or manually enter the data and run an edit.
5. Clear any errors or discrepancies. Run another edit if you have made changes.
6. Complete the HQ report.
7. Submit the final report

What staff do I include?

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 have 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 10-15.
- The LB Files will contain all staff, contracted or not, who provide services in an assignment requiring a license. More information for LB Files can be found on pages 16-21.
- The NA Files will contain all staff that have an assignment which does not require a license. More information for NA Files can be found on pages 22-26.

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. Be sure to run an edit after each upload to ensure the data is updated.

My district does not have a program to upload files, how do I manually enter the files?

There are two 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 make or 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 will create, change, or delete: LA, LB, or NA files. Then, on the left hand side, 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.

How do I run edits?

You can run an edit by clicking on the *Run Edits* tab. You will then click the button to run either the licensed or non-licensed files. You can certainly run both at the same time. The length of time running the edits will take depends on how many districts and reports are accessing the MDE systems and how much data your report includes.

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 page 43 for the calculation. This report can be opened as a PDF or Excel document.

A MAP OF THE STAR ONLINE SYSTEM

Home Page

Once you log into STAR you will open to a page titled "Welcome to the STAR Web Edit System Home Page." Across the top of the page you have the options of *Upload Files*, *Run Edits*, *Change/Create Files*, *View STAR Reports*, *Copy Files*, *Reporting Documents*, and *Error Messages*. Underneath those options you will see your user ID, district, and role on the left hand side. On the right hand side you will see a link for *Home* and *Log Off*. On the left hand side of the screen you will find links for the email address for the STAR Team, the *Licensure Assignment Discrepancy Report*, *Highly Qualified Reporting*, and the *Final Submission/Verification of All Data*. The rest of the page describes each of the top options.

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:

1. You MUST upload the LA and LB files at the same time or they will not load.
2. 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 this takes to run will depend on the amount of data you have entered and how many other districts and reports are accessing MDE's systems.

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," "Social Security Number," or "Name." Click on the file you want to open, make all changes needed, and click "Update This Record" or "Delete This Record."
- **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."
- **Search**: You can search for a record by file folder number, social security number, or name. Once you have entered the information, click "Go."

View STAR Reports

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

- **Edit Reports:** This section includes the licensed and non-licensed edit reports. If your edits are error-free, then a green sentence will state that underneath each report. If there are any errors, the sentence will be in red.
    - You can view the reports as either a pdf or excel document. The reports consist of any errors. These errors are only elements that DO NOT fit in the parameter of the report. The licensed report also includes a list of any staff who were reported with an assignment but no employment, reported on the prior submission with an assignment but not reported this submission, an overall demographic FTE report, an FTE report by school sites assigned to your district, unreported schools, and unreported staff. The non-licensed report includes any errors, an overall demographic FTE report, and an FTE report by school sites assigned to your district.
- **File Listing Reports:** This is a copy of the data reported in each area.
- **FTE Reports:** These reports summarize the FTE of each staff and their individual assignments.

On the left hand side of the page you will find:

- **Contact Us:** the email to contact the STAR Team. Any questions should be sent via email and **include your name, district number, and contact information** as well as your question.
- **Educator License Lookup:** This link is connected to the Teacher License Lookup. You can use this to find the name or file folder number of a teacher or confirm licensure information.
- **School Lookup:** This lists all the school sites assigned to your district, alphabetically, and the school number.
- **STAR MDE Lookup:** This is a handy little tool that is ONLY available when the STAR system is opened. This allows you to see five years of reported STAR data.
- **Licensure/Assignment Discrepancy Report:** This link brings you to another page which explains the Licensure/Assignment Discrepancy Report. You can open this report in two ways: a pdf or Excel document. This report will alert you to any licensure or assignment non-compliance issues. Please see page 27 to find out more information about this report.
- **Highly Qualified Reporting:** This link will bring to the highly qualified reports for licensed and non-licensed staff. Open both reports to ensure all staff are identified as HQ, Not HQ, or NA (HQ not applicable). If a staff member has a drop down box that is blank, then you need to identify the HQ status.
- **Final Submission/Verification of All Data:** This link brings you to the final submission page. You will check each box to indicate that you have completed each of the steps: obtained an error-free edit, opened your *Licensure/Assignment Discrepancy Report*, and opened the *Highly Qualified Report*. Once you have checked all three boxes, click the "Submit Final Data to MDE." 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.**

Copy Files
This section allows you to save a copy of each file. 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.

Reporting Documents
This tab will take you to the *STAR Web Edit Webpage* on the MDE website. On this page you will be able to access the documents to assist you in completing your report.

Error Messages
This section connects to a document that explains *Errors and Warnings* and how to fix them.

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 at mde.star@state.mn.us.

STAR DATA ELEMENTS

Licensed Staff Employment: LA Files

The LA Files offer a snapshot of the staff who are employed by your district or charter school and who do 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, then 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.

Also include:

- 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 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)
- Coaches

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 (http://education.state.mn.us/MDE/SchSup/DataSubLogin/STAR/index.html).

LA (Employment) Files Data Element Descriptions

District Number

This number is assigned by MDE. The contracting district reports the employment information for staff regardless of where services take place.

Value: 0001 – 9999

District Type

This element identifies the type of the school district. This number is assigned by MDE.

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

File Folder Number

This number is assigned by MDE to a candidate upon application for licensure or being granted 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 the Teacher License Lookup (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html) to find an individual's file folder number or the status of a license.

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

Reporting the social security number is optional. If you choose not to report this number, please use all zeroes for licensed staff. Do not create a bogus number as this will result in either an error for you or will update the staff's MDE file with the bogus social security number. Do not use any punctuation. ***You must use the same social security number for both the LA and LB files or you will receive an error.***

Reported Social Security numbers are transmitted via a secure (SSL) website and temporarily stored on a secure server. The number will be used only to identify that the information you provide and the information MDE has on file are the same. This will never be released to the public. NEVER email 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. If you receive an error, see page 33 for instructions on how to fix it.

Gender

Use an upper case letter: **M** for male or **F** for female.

If the gender differs from MDE files, an error will occur. If your information is correct, please send us an email. Unfortunately, MDE does not have the capabilities currently to identify transgender individuals.

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

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 make the determination.**

You must have a Y (yes) or N (no) for Ethnicity AND at least one Y for Race. All boxes must have a Y or N.

Ethnicity: **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Race: **American Indian or Alaskan Native:** A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. For example: China, India, Japan, or Korea.

Native Hawaiian or Pacific Islander: A person having origins in Hawaii or the South Pacific islands. For example: Polynesia, Maori, or New Zealand.

Black: A person having origin in any of the Black racial groups of Africa.

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

New Licensed Staff

This code is used to identify the current employment state of all license staff. When completing the second submission, leave this code the same as the first submission.

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 when using this code.
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 when using this code.
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: If reported with a termination code one submission should be deleted the next submission.

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, proceeded with zeroes, rounded up 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. 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 45 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.

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).
- 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, you will report the year of experience 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 in other districts, report Y.
- Total FTE across the state is used to determine the 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 on 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

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.

This includes:

- 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.
- 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 on 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
- Extracurricular activities
- 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.

LB (Assignment) Files Descriptions

District Number

This number is assigned by MDE. The district must report all assignments requiring a license, regardless of employment status.

Value: 0001 – 9999

District Type

This element identifies the type of the school district. This number is assigned by MDE.

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

File Folder Number

This number is assigned by MDE to a candidate upon application for licensure or being granted 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 the Teacher License Lookup (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html) to find an individual's file folder number or the status of a license.

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

A three-digit number (001-999) registered with MDE to identify a school within a district. School number is distinct from district number, even where the district consists of only one school.

- For staff who are 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/SchSup/DataSubLogin/SiteVerif/index.html).
- For information regarding your school numbers, school classifications, etc., contact MDE at mde.school-verify@state.mn.us.

Social Security Number

Reporting the social security number is optional. If you choose not to report this number, please use all zeroes for licensed staff. Do not create a bogus number as this will result in either an error for you or will update the staff's MDE file with the bogus social security number. Do not use any punctuation. ***You must use the same social security number for both the LA and LB files or you will receive an error.***

Reported Social Security numbers are transmitted via a secure (SSL) website and temporarily stored on a secure server. The number will be used only to identify that the information you provide and the information MDE has on file are the same. This will never be released to the public. NEVER email 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 license, see the STAR Manual: Section B or go to the STAR Web Edit Website. (http://education.state.mn.us/MDE/SchSup/DataSubLogin/STAR/index.html)
- For guidelines on reporting online classes, see STAR Manual: Section B.
- 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.

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 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 180100 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 or 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.

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 or 180100

16 – Pre-Kindergarten – **not valid with 180100**

17 – Kindergarten

18 – Elementary grades K-6 – not valid with 180101 or 180100

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

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)

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.

T Team Teaching – There are two uses for this code. Be sure to report the teacher with the assignment code that matches the teacher's license AND a T code.

1. 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.
2. 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.

X Extra Assignment – Report an X code 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.

L Online Learning – Report an L code 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. See STAR Manual: Section B for guidelines on how to report online assignments.

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 (grade level of 25 only) 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

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 with 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.
- 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

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 that 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 are not considered employees of the district and 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.

Also include:

- 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

District Number

This number is assigned by MDE. The district must report all assignments requiring a license, regardless of employment status.

Value: 0001 – 9999

District Type

This element identifies the type of the school district. This number is assigned by MDE.

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

A three-digit number (001-999) registered with MDE to identify a school within a district. School number is distinct from district number, even where the district consists of only one school.

- For staff who are 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/SchSup/DataSubLogin/SiteVerif/index.html).
- For information regarding your school numbers, school classifications, etc., contact MDE at mde.school-verify@state.mn.us.

Social Security Number

- Reporting the social security number is optional.
- If you choose to report the social security number, enter the nine-digit number without any punctuation.
- If you do not report the social security number, you will need to report a unique number using the following guidelines:
  - The first four digits use the four-digit DISTRICT NUMBER.
  - The remaining five digits, assign a number unique to each individual.
- Reported Social Security numbers are transmitted via a secure (SSL) website and temporarily stored on a secure server. The number will be used only to identify that the information you provide and the information MDE has on file are the same. This will never be released to the public.
- Districts will need to obtain a consent form from non-licensed staff to report social security numbers. Keep these consent forms in the employees' files. DO NOT send to MDE. You may use the consent form found on page 46.

Staff Name

The name should be reported as follows, in all capital letters with the comma: LAST, FIRST MIDDLE. Use only UPPERCASE characters.

Gender

Use an upper case letter: **M** for male or **F** for female.

Unfortunately, MDE does not have the capabilities currently to identify transgender individuals.

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 you reported it in the correct pattern.

Examples of birthdates: August 11, 1936 = 19360811

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 make the determination.**

You must have a Y (yes) or N (no) for Ethnicity AND at least one Y for Race. All boxes must have a Y or N.

Ethnicity: **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Race: **American Indian or Alaskan Native:** A person with origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. For example: China, India, Japan, or Korea.

Native Hawaiian or Pacific Islander: A person having origins in Hawaii or the South Pacific islands. For example: Polynesia, Maori, or New Zealand.

Black: A person having origin in any of the Black racial groups of Africa.

White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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: Section B. 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.

NCLB (No Child Left Behind) Highly Qualified Requirements for Paraprofessionals

Title I Paraprofessionals working under Title I, and all other Instructional Paraprofessionals in a Title I school-wide program, are required to be "Highly Qualified" (HQ).

The following are the options a district can use to determine the HQ 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.
    - A state approved local assessment.

See the MDE Paraprofessionals webpage for more information.
(http://education.state.mn.us/MDE/EdExc/Para/index.html)

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.

- Report based on the week of October 1 (fall submission) and March 1 (spring submission).
- 40 hours = 1.0 FTE
- 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

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. Click on the link and open the report as either a pdf or Excel document. 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 Clean Up Phase. If you are in need of assistance in cleaning the discrepancies, feel free to email the STAR Team. The discrepancy report will list the teachers in order of the school building in which they were reported, 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. 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. For charter schools, the authorizer may be notified of the discrepancies.

Here are the typical violations and suggestions on how to fix them.

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 not sure what assignment code to use, please email the STAR Team a course description.
- If you have reported the correct assignment and code, check with your administration to determine that you were given the correct information.
- If you were given the correct information, administration will need to apply for the appropriate permission via the Special Permission System. For questions, please have the administrator email the STAR Team at mde.star@state.mn.us.

Holds appropriate license but is expired

- Check the teacher's license status on the Teacher License Lookup (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html). If the teacher is fully licensed, but has an expired license for the subject area in which they are working, the teacher needs a variance.
    - ***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.

License is expired and teaching out of grade level

- Check the teacher's license status on the Teacher License Lookup (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html). If the teacher is fully licensed, but has an expired license for the subject area in which they are working, the teacher needs a variance.
    - ***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

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 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. Notify administration immediately.

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% of the time (keyboarding, physical education, art, or music).
- If the teacher is truly 33% of the time, you may need to adjust your periods per week or minutes per period.
- If the teacher is truly over 33%, then the teacher needs a permission. Contact administration immediately.

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 to the STAR Team at mde.star@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 will 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.
- If you know ahead of time that you have a TOSA or AOSA to report, you can email the job description at any time.
- Job descriptions are used to determine new assignment codes that are needed.

ERROR MESSAGES

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. The error messages are listed below in alphabetical order.

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. STAR Coordinator contact information can be found on the STAR Web Edit System. 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 web based "Minnesota School and District Information Verification System" (http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/). For information regarding your school numbers or school classifications email MDE School Verify at 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 web based "Minnesota School and District Information Verification System". For information regarding your school numbers or school classifications email MDE School Verify at 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 web based "Minnesota School and District Information Verification System" (http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/). For information regarding your school numbers or school classifications email MDE School Verify at 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 or annualized salary 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 (see FTE calculation on pages 43). 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 at mde.star@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 (YearMonthDay).

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 Teacher License Lookup link (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html).

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. That STAR coordinator must correct their data and run an edit again before you can. If the assignment in your district is an intentional overload, 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 O4
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 at Teacher License Lookup link.
(http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html).

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), I (Interactive Television), T (Team Teaching), X (Extra Assignment), L (Online Learning), or Blank.

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 the folder number you reported. One of three things could be the problem: you have the wrong file folder number reported with the name, the name you reported does not exactly match what is at MDE, or the teacher's name has changed since the last submission.

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: LAST, FIRST MIDDLE
- Check the Teacher License Lookup (http://education.state.mn.us/MDE/EdExc/Licen/TeachLicLook/index.html) to ensure what is on file at MDE is the same as what you are reporting
- If all your information is correct and
    - The last name has changed since the last submission; the teacher will need to print, complete, and mail the "Application for Duplicate License or Name Change Authorization" which can be found on the MDE Website under Educator Excellence: Licensing: Forms For Processes Not Yet Available Online (http://education.state.mn.us/MDE/EdExc/Licen/index.html). The STAR Team no longer updates name changes.
    - ➢ Please feel free to share this form with your entire staff.
    - The last name at MDE is slightly different than what you have, email the STAR Team at mde.star@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, the teacher will need to complete the above step to correct the name. 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 EXPER 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 numbers are reported and verified by school districts via the web based "Minnesota School and District Information Verification System" (http://education.state.mn.us/MDE/SchSup/DataSubLogin/SiteVerif/). For information regarding your school numbers or school classifications contact MDE School Verify at 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 by e-mail at mde.star@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
The social security number reported does not match what is currently on the state database for this folder number. If the social security number reported is incorrect, you must make the necessary corrections in EACH record (LA and LB) that the error message appears. If the reported social security number IS correct, then the state database is incorrect. If this is the case, you must contact the STAR team by e-mail at mde.star@state.mn.us. After this change is made, you must run an edit again to generate an error-free edit. DO NOT email social security numbers! Email the STAR team your contact information with the explanation that the social security number is wrong. A STAR team member will contact you by phone to receive the correct social security number. Make sure that the LA and LB record contain the same social security number.

SOCIAL SECURITY INVALID
No social security number or an invalid social security number was reported.

STAFF NAME IS INVALID
The staff name must be reported in the following format: LAST, FIRST MIDDLE

STATE FOLDER NUMBER ASSIGNED = " ------ "
A zero 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 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."

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. 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 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

Warning messages are prefaced by the word WARNING. These messages indicate that the information reported is outside of the STAR system parameters, but can still be possible. Warning messages only need to be fixed when the information is incorrect. **If you have checked the information and it is correct, then you can ignore the warning message.** Warning messages are listed below in alphabetical order:

WARNING: AVERAGE SALARY IS <$16,000

An average, or annualized, 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.

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, or annualized 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.

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.

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
Reporting of the social security number is preferred, but not required. It is used in conjunction with the folder number to ensure that the folder number has been accurately reported. If you are reporting an LA or LB file with all zeroes, you may disregard this warning.

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

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 FTEs in teacher and other school district contracts or any other FTE.

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:

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.
2. Divide the minutes by 60 to convert to hours.
3. The hourly figure becomes the numerator in the calculation.
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).
5. Divide the hourly figure from step 3 by the denominator from step 4.
6. See the next page for examples of the equation.

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

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, a re-calculation occurs using 30 as the denominator. This is an attempt to bring the FTE within the acceptable range.
- If the initial calculated FTE for a block schedule is greater than 1.05 within the same district, a re-calculation occurs, using 18 as the denominator. If it is still too high, another re-calculation occurs using 25 as the denominator. The re-calculations are an attempt to bring the FTE within the acceptable range.

EXAMPLES:

Teacher A assignments:

050400 – 5 periods at 55 minutes – grade 7

050100 – 5 periods at 55 minutes – grade 8

050300 – 5 periods at 55 minutes – grade 9

999812 – 10 periods at 55 minutes

Licensed FTE: 15 X 60 = 900/60 = 15/25 = .60

Teacher B assignments:

050194 – 10 periods at 40 minutes – grades 4/5

050300 – 5 periods at 55 minutes – grade 6

990310 – 15 periods at 55 minutes – grade 99

Licensed FTE: 10 X 40 = 400/60 = 6.66/30 = .22

5 X 60 = 300/60 = 5/30 = .16

15 X 60 = 900/60 = .5

.22 + .16 + .5 = .88

To bring to 1.0 FTE, you can add 990150 (teacher prep) for 3 periods a week at 55 minutes.

3 X 60 = 180/60 = 3/30 = .1 + .88 = .98

AVERAGE SALARY CALCULATION

The basic average salary is calculated by dividing the reported salary by the total calculated FTE. The salary for part-time employees will be calculated by the STAR Web Edit System as if the employee were fulltime.

The equation is salary divided by FTE equals basic 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).

NON-LICENSED SOCIAL SECURITY CONSENT FORM

Request for Non-Licensed Employee Social Security Number	
Return completed and signed request form to your school district at:	
Our school district is participating in a State of Minnesota computer reporting system for licensed and non-licensed staff. Data from this system will be aggregated and used to comply with state and federal reporting requirements, to calculate the training and experience index, and for determining licensure violations. The system will use the Social Security Number as a means of accurately recording staff data. We request that you complete this form by PRINTING all requested information. Please sign and return this request whether or not you provide the Social Security Number so that we can meet state information needs. Thank you for your assistance.	
Employee's Full Name (Last, First Middle):	
District of Employment:	
Birth date (Month, Date, Year):	Social Security Number:
I verify that the information provided above is accurate. Employee Signature Date In accordance with the Federal Data Privacy Act of 1974 and the State of Minnesota Privacy Law (M.S. Section 13.43), you do not have to provide the Social Security number. If you do not wish to provide the Social Security number, our district will assign a unique number for you.	

NAME CHANGE PROCEDURE

Dear Staff:

In October and March of each year all Minnesota public school districts and charter schools are required to complete a report for the Minnesota Department of Education (MDE) called the Staff Automated Report (STAR). This report contains employee and assignment information.

If the name being reported by the district does not match the name on your file in Educator Licensing the name must be updated in order for STAR to be completed. Districts are required to use the name as it appears on an employee's social security card; if the name in the STAR system and the name on the social security card do not match, then you will need to update your name with MDE Educator Licensing. This needs to be done as soon as possible.

Complete the *Application for Duplicate License or Name Change Authorization* form found on the Minnesota Department of Education Webpage found under Educator Excellence: Licensing: Forms for Processes Not Yet Available Online (http://education.state.mn.us/MDE/EdExc/Licen/index.html).

Mail this application to Educator Licensing with the appropriate documents.

If you are requesting a duplicate license mailed to you, you must include a $1 processing fee. This process takes 10-15 days.

If you only need the name updated or are completing the update as a part of your licensure renewal application, do NOT send the $1 processing fee.

It is very important your name change is completed as soon as possible. If you are updating your name during the following times, please do NOT request a duplicate license as this will prevent the district from completing the required report on time:

- September 29 – November 22
- February 27 – April 22

Please notify Human Resource as soon as you have confirmed the name change has been made.

STAR DATA COLLECTION FORMAT

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

Data Element Name	Data Element Character Length
Licensed Staff Employment Record Layout	**VALUE = "LA"**
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	**VALUE = "LB"**
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

Data Element Name	Data Element Character Length
Non-Licensed Staff Record Layout	**VALUE = "NA"**
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

NOTES:

- All alpha characters are UPPERCASE
- Total record length is 140 characters
- Files blocked at 9 records per block (1260 characters per block)
- Right justify all numeric fields
- Left justify all alpha fields

STAR REPORTING CHECKLIST

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. Once you have reviewed and 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: Highly Qualified Reporting.
	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 not what you meant to enter, make changes and run edits again.
	5. If the information on the report is what you meant to enter, you will need to check to make sure you have received the correct assignment and grade level.

Part 3 continued:	
	6. If the person listed as out of compliance is doing that assignment and: a. The person has an expired license or no license, notify administration that the person should be removed from their assignment until the issue is rectified.
	b. The person has a license, but not in the assignment they are doing, the person will need a permission (variance, waiver, etc.). Notify administration about this need.
	c. The person is no longer in the position, email the STAR Team the date the person left 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 about the discrepancy.
	e. The discrepancy report states to “Submit a job description,” email the job description to the STAR Team.
	7. If any changes are made, you will need to run an edit again.
	8. Once you have either cleared all the discrepancies or confirmed all individuals are true discrepancies, move to Part 4: Highly Qualified Report.
PART 4: HIGHLY QUALIFIED (HQ) REPORT	
	1. Click on the Highly Qualified Reporting link on the left side of the page.
	2. Open the Licensed Staff Report.
	3. Check to see that staff have either a Yes, No, or NA listed next to their name.
	4. If there is a blank box with a drop down arrow, you will need to determine if the person is HQ or not.
	5. Save any changes you made.
	6. Open the Non-Licensed Staff Report and repeat steps 3-5.
	7. Save a copy of both reports for your records and then move to Part 5: Final Submission of All Data.
PART 5: FINAL SUBMISSION OF ALL DATA	
	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 three check boxes on this page, one for each of the reports. Click each box to indicate you have reviewed all three reports.
	3. Click the Final Submission and District Verification of All Data button. If the final submission is successful, a statement in blue will verify the date and time of final submission.