



TO: School District Business Managers
FROM: Kimberly C. McCurley, Director *KCM*
RE: FY 2017 - Master Teacher Data
DATE: January 19, 2017

Personnel information entered into MSIS is used by the Office of School Financial Services to reimburse your school district the \$6,000 supplement for individuals holding national board certification in the five areas listed below. Detailed instructions for entering this information in MSIS can be found on the Office of School Financial Services website <http://www.mde.k12.ms.us/OSFS/MT>.

In February, the Office of School Financial Services will pull the information from the Personnel/Accreditation Reports so that certificates for personnel eligible for prorated supplements received by February 15th are included. It is important that as teachers become nationally certified you update their personnel records.

Codes to use on Personnel/Accreditation Reports:

- 902001 NBPTS (National Board for Professional Teaching Standards)
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- 902002 CCC (Certificate of Clinical Competence issued by American Speech & Hearing Association)
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- 902003 NCSC – (National Certified SCHOOL Counselor issued by the National Counselor's Assn.)
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- 902004 NCSN – (National Certified School Nurse) - Must contact the Office of School Financial Services prior to adding this code – limited to 35.
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- 902010 CALT – (National Certified Academic Language Therapist) – Must contact the Office of Educator Licensure prior to adding this code – limited to 20.

Please Note: Teachers may be added in MSIS based on their notification letter. They need to provide you a copy of their actual certificate as soon as they receive it. This information is subject to verification as part of the State Auditor's Office audit of MSIS processes – be sure that you have the proper documentation on file in each individual teacher's folder.

For NURSES, do not add any newly certified school nurses until you have contacted the Office of School Financial Services. For CALT supplements, do not add any newly certified academic language therapists until you have contacted the Office of Educator Licensure. The number of allowable certified school nurses and certified academic language therapists are limited by the Legislature.

Reimbursement of Initial Fees:

Please continue to submit requests for reimbursement of fees associated with the initial cost of obtaining the certification. Remember you must provide proof of completion of the certification process including submitting proof of payment.