

QUESTIONS AND ANSWERS

Since problems encountered by one school district may also occur in other districts, this appendix has been set up to address issues either not contained in other sections of the manual or requiring more explicit instructions. If you would like your questions included in this section of the manual, please contact the OTSS MSIS Director.

General Questions

1. What impact does the personnel data collection have on the School Report Card?

Data provided through the MSIS Personnel data collection system is used in several categories on the School Report Card and can have a significant impact on the standings of your district. Items on the Report Card using data from the personnel records include: Number of Carnegie Units Taught, Classroom Teacher/Pupil Ratio, Number of Teachers, Number of Vocational Teachers, and Number of AP Courses Offered.

2. What if new staff quit before the end of the school year? Must we report them?

That depends. If the new staff were paid during the current school term, they must be reported even though they are no longer employed with the district. If they were hired but did not show up for work, or worked but were not paid out of this year's budget, they should not be shown with personnel for the current school term.

3. Can I use one period to show a teacher's schedule if the same subject is taught all day?

The answer is yes for some circumstances.

One period block can be used for Pre-K (651001) and Kindergarten (651002) course codes. One period block can also be used to show the **caseload of a special education teacher** when that teacher works with one disability group all day long. Of course, if the SPED teacher works with both elementary and secondary students with the same disability, two period blocks would be required, one for the appropriate course code for each of those education levels. In addition to the period block showing the class, the planning period for the teacher must be indicated on the schedule in addition to the teaching course.

4. Do we need to show both semesters for a secondary teacher (grades 07-12) on the schedule?

Yes. MSIS allows ample period blocks to reflect all subjects taught in both semesters. The period number should reflect the period in the school day and the Carnegie Unit should reflect the semester the course is being taught.

ALTERNATIVE PROGRAMS

5. How do I show the director of an alternative school/program?

Use course code 609901- ALTERNATIVE PROGRAM
DIRECTOR/ADMINISTRATOR.

6. If a teacher teaches in an alternative consortium, which district reports the teacher as an employee?

Individuals working for an alternative consortium are employees of the "lead" district.

ASSISTANT READING INSTRUCTOR

7. Why can't this code be used for any grade?

The Assistant Reading Instructor, 801001, position is restricted, by State law, to use with grades Kindergarten - Grade 03.

TITLE I

8. How do I show School Wide Title I teachers when "1" is not a valid special program code for the course they teach?

To indicate Title I funding for courses taught in a School Wide program, enter "SW" in the reserved field. Doing so will designate Title I funding. SW should be used **ONLY WHEN A 1 IS NOT AN ACCEPTABLE ENTRY**. You should never use "SW" and "1" in the same period block.

9. How do I know whether to show Compensatory Reading or Compensatory Math or the regular reading or math course as Title I?

Courses approved for Title I funding should be noted in your plan approved by the Title I Office. If you are unsure of the status, contact the Director of Innovative Support at 359-3499.

10. What course code do I use to show the Home-School Liaison?

The Home-School Liaison work area code is 551023. This code is used to report staff employed to coordinate parental involvement and other school activities relating to parents, students, and the school. The required endorsement code is Any Valid License, which includes licensed teachers, counselors, administrators, etc.

The Home-School Liaison Aide (work area code 751050) is an **aide** who is employed to assist the Home-School Liaison.

CONTRACTS WITH TWO DISTRICTS AT THE SAME TIME

11. If a person contracts with more than one school district, should that person be reported in personnel for each respective district?

Yes. Report the employee in each district with which the individual has a contract.

SEMINAR/ADVISOR

12. How do I show the Seminar/Advisor period for a teacher's modular block schedule? Course Code 851006 has been established to identify the position.

GIFTED PROGRAMS

13. What if a gifted class in the secondary school is made up of both regular and gifted students?

Use two period blocks. On the first line of the two period blocks, indicate the academic course code for the regular students, the number of regular students, low/high grade range, Carnegie Units, and the school number. On the second of the two period blocks, indicate the appropriate course code for the category of gifted students. All Gifted courses have a unique number that can be found in the Course/Work Area Code listing under the Category "Gifted". The course titles are preceded by "G-". On the second line, continue to specify the number of gifted students, the low/high grade range, Carnegie Units, the school number, and Special Program Code of "6".

LEAD TEACHERS

14. What code do I use to show a lead teacher in a regular program?

Use 601013 to show a lead teacher. Leave the Special Program field blank if the employee is a lead teacher in a regular program. If the employee was a Title I lead teacher, "1" would be entered in the Special Program field.

RESERVED FIELD

15. When do we need to put AS in the reserved field?

On any period block that is after normal school hours. For example, a teacher that drives a bus or coaches after school would have AS in the reserved field for the period that has bus driver or coach on it.

SPECIAL PROGRAM CODE

16. Should the Special Program Code field always remain blank for Instructional Planning Time, 851001?

No. Leaving the field blank in some instances can adversely affect funding. If all courses taught during the 330 minutes instructional day indicate the Special Program Code (i.e. **1** for Title I, **2** for Vocational Education, **5** for Special Education, **6** for Gifted Education, or **9** for Other), then duplicate that Special Program Code for the Instructional Planning Period on the schedule.