

ANNOUNCEMENT – PERSONNEL Teacher Unit (TU) Edit

Your monthly student data file must be COMPLETED on the District/School=>Approve Imported Student Data screen. You must run the MAEP reports entitled Approval Dates by Date or Name (Reports=>Personnel Data=>MAEP) to verify if you have SUCCESSFUL status with a recent date (today you would want to see the current date). If you have COMPLETED and SUCCESSFUL, you are ready to begin the following steps below (pay close attention to #2):

Please complete all of the checks as outlined below. This will aid the process of insuring that personnel data is as accurate as possible.

The Teacher Unit Edit Report should be run by your Personnel Director and given to the program offices for verification of teacher schedules. In MSIS, go to Reports=>Personnel Data=>MAEP=>TU Edit. You can run the report for All programs, or select to run for Vocational, SPED, or Gifted only. This report prints each employee with all their personnel information and certificate information where applicable, and error/edit messages.

You should check each of your teachers and clean up their schedules as needed - especially those that are showing no MAEP funding. If you do not have any additional student schedule changes, you can begin the final review of your data. Go to "A" (pay close attention to #2).

A. Review:

1) When you run your TU Edit Reports, please look for things like:

- * Annual Salary errors - salaries must be updated or district time and days must be decreased
- * National Board Certified and Mentor Teacher course codes need an XX in the reserve field so they won't pro-rate your teacher
- * Remember, 3 and 4 year olds will NOT fund 100% - state law only allows 70% funding for these students
- * Reg ed courses will prorate the MAEP funding of your SPED teachers - this includes 801009 (SPED Early Work Release)
- * Keep in mind that your PBS teacher always will show an edit message. This will NEVER go away. The edits for these teachers are worked outside the system. As long as you are on the list that Program Management maintains in OSE, you will be fine.
- * Bus Drivers need an AS on their Bus Driver period if they have other codes listed on their schedule.
- * Coaches (that coach after school) need an AS on their Coaching period if they are also a Teacher (this would apply to Cheerleader Sponsors too)

2) No student count is going to cause your teacher to fail MAEP edits so the period with the 0 student counts should be removed from the teacher's schedule or students should be assigned before you submit your Month 3 file. Keep in mind that the total schedule must still total to 330 minutes for Accreditation.

3) New hires - if at all possible, enter these new personnel into MSIS before you lose access to the personnel screen

Remember you can find the following edits online:

SPED MAEP edits are found on the MSIS Special Education website (see the following link) and attached,

[Common MAEP Personnel Report Errors](#)

Gifted MAEP edits are found in the [Gifted Regulations 2013](#).

CTE MAEP edits are attached.

The following Accreditation Edit Reports should be run:

In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Accreditation Edit**. You can run the report for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Class Overload**. You can run the report for one or all schools in a district. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 28.2), enrollment in grades 05-08 (Standard 28.3) and enrollment in grades 05-12 (Standard 28.4).

In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Required Courses**. The report can be run for one school or all schools in a district. This report outlines the required 32.5 units in each high school (Standard 26 and Appendix B).

If you have additional student schedule changes, **Month 3 will be the last opportunity** you will have to make corrections. You will have to approve month 3 student data and see COMPLETED on the District approval screen **before December 6**.

Until **12 noon Friday, December 6th**, you will be able to make changes to your personnel information.

If you have any questions, please **send an email to** mdeapps@mdek12.org