

Special Education MAEP Personnel TU Edit Report

1. Begin checking the TU Edit Report after Month 01 and District Personnel have been approved and processed.
2. The Special Program Code of “5” must be entered on the teacher’s schedule in order to receive a Special Education MAEP Teacher Unit (TU) Edit Report for the teacher.
3. The table below indicates Special Education MAEP Personnel TU Edit Report common errors and resolutions.

Special Education MAEP Personnel TU Edit Report Errors	Resolutions
1. Duplicate Period/Program Code	1. This is not an error but a message letting you know which course MSIS used in the calculation. If both periods are correct, you don't need to do anything different.
2. Excessive Instructional Minutes	2. The teacher has too many instructional minutes. Check the period’s minutes listed on the report against the school demographics information and change the report’s information or the school’s demographics (if incorrectly listed)
3. Excessive Planning Periods	3. MAEP allows only one per semester. If you are using two: Use S1/T1 and Carnegie Unit (CU) 100 to indicate Semester 1 for the first one S2/T3 and Carnegie Unit 200 for the second one (NOTE: You can use S1/T1 with CU of 000 to indicate all year.)
4. Incorrect Contract Worker Coding	4. A contract worker is listed on the report, but is not coded in MSIS as a “Contract Worker”. Change the worker’s contract employee status from “N/A” to “SP” on the “Update District Employment Information” on the View General/Schedule Employee Data report in MSIS.
5. Invalid Annual Salary	5. The worker’s salary is not calculating correctly according to MSIS. Check the district time and the MAEP Scheduled Salary.
6. No Primary Disability	6. A student is missing their primary disability, so the report can’t verify the teacher’s certification information. Find the student with the missing disability and enter the disability.
7. No Special Ed Students and/or No 3/4 Year Old	7. You have no students entered for a period or periods. Enter students into the corresponding period(s).
8. No Valid Certificate/Missing Certification	8. The teacher certification information is not entered into MSIS. Check the teacher’s information in MSIS under “View Certification Data” and make sure the information is entered. Also make sure you entered the teacher’s correct social security number.
9. Non-Teaching/Program Code	9. Either the course code used is not funded by Special Education MAEP or you have incorrect and/or missing information in your reserve field.
10. Not Endorsed in Grade Range	10. The worker has more disabilities in a period that their certification(s) does not cover than disabilities that are. The worker must have a majority of disabilities covered by their certification(s) in the period. If there is an equal amount of disabilities in the period, then the worker must have certifications for all disabilities in that period instead of checking by period.