2013-2014

Staff Reporting System Specifications and Procedures Manual

June 2013

STAFF REPORTING SYSTEM
SPECIFICATIONS AND PROCEDURES
MANUAL

School Year 2013-2014

Table of Contents

Introduction

The collection of staff data by the Maryland State Department of Education (MSDE) is authorized under Sections 2-205 and 5-109 of the *Education Article of the Annotated Code of Maryland.* Historically, the staff data have been used for the following purposes:

> ➢ monitoring compliance with federal and state laws;
> ➢ responding to federal reporting requests;
> ➢ responding to state legislative and State Board of Education data requests;
> ➢ producing annual statewide staff reports;
> ➢ providing information to local education agencies and the public;
> ➢ determining funding allocations by the state and school systems; and
> ➢ providing information for designing research and staff development plans.

Each school year, the twenty-four local education agencies (LEAs) in Maryland submit a report to MSDE containing data on staff members actively employed, as well as staff who separated during the reporting period. Based on the data received, MSDE prints summary information in various MSDE publications, including: (1) *Analysis of Professional Salaries;* (2) *Staff Employed at School and Central Office Levels; (3) Professional Staff by Type of Degree and Years of Experience;* and (4) *Professional Staff by Assignment, Race/Ethnicity and Gender.* These four reports are posted on the MSDE web site (www.marylandpublicschools.org).

Changes for 2013-2014

1. A State Assigned Teacher Identification (SATID) number is required for ALL staff.
2. MSDE will implement a web-based application this year. LEAs will have the ability to process files, run reports, and download files.

Due Dates

As of Date: **October 15, 2013**

Initial File Due: **Between October 15, 2013 and November 1, 2013**

Data Considered Final/
Verification Form Due: **November 15, 2013**

MSDE Contacts

Primary Contact: Kathy Donithan
                                          kdonithan@msde.state.md.us
                                          410-767-0078

Secondary Contact: Doug Strader
                                          dstrader@msde.state.md.us
                                          410-767-2055

Requirements for Reporting

1. Staff to Report

Report only the following staff:

1. staff on the payroll actively assigned as of **October 15, 2013**;
2. staff on the payroll as of **October 15, 2013** who are on a leave of absence;
3. professional staff and Title I funded nonprofessional staff who resigned or left the school system between **October 16, 2012** and **October 15, 2013**;
4. contractual personnel with a contract of one school year or more; and
5. long-term substitute teachers who have taught continuously for more than one school year.

Report all staff indicated above, regardless of the funding source. **Do not include per diem substitutes, temporary employees, and nonprofessional staff not funded by Title I funds who are no longer employed as of October 15, 2013.** Please confer with your finance budget office to confirm the appropriate budget codes for staff positions.

2. What to Report

There are two types of records in the Annual Staff Report. Type I records are the primary records for each staff member employed. The primary record includes the position with the highest full-time equivalency (FTE). Type II records are subsidiary records for staff members with multiple location codes, school numbers, budget codes, or position codes. The file layout for each type of record is given below.

Type I Record Layout

DATA ITEM	DESCRIPTION	LENGTH	POSITION
Record Type	1 = Type I	1	1
LEA	LEA Code 01-23, 30, 32	2	2-3
School Number	Must be valid MSDE number	4	4-7
Unique Statewide Identifier	State Assigned Teacher Identification (SATID)	10	8-17
Local Employee Number	Local assigned employee number; right justified with leading zeros	10	18-27
Last Name	No Punctuation	25	28-52
First Name	No Punctuation	15	53-67
Middle Name	Required - no punctuation. If no middle name, may be blank.	15	68-82
Generational Suffix	Jr, Sr, I, II, III, etc. - no punctuation	3	83-85
BC-Maiden Last Name	Birth Certificate - Maiden Last Name - no punctuation	25	86-110
Birth Date	YYYYMMDD	8	111-118
Gender	1 = Male; 2 = Female	1	119
Hispanic/Latino Ethnicity	Y = Yes; N = No	1	120

Type I Record Layout
(Continued)

DATA ITEM	DESCRIPTION	LENGTH	POSITION

Race Code
   American Indian or Alaska Native
   Asian
   Black or African American
   Native Hawaiian or Other Pacific Islander
   White
	At least one code must be identified – May include multiple.
	0 or 1 (i.e., 00300 for African
	0 or 2 American or
	0 or 3 10005 for American
	0 or 4 Indian & White)
	0 or 5
		
		1
		1
		1
		1
		1
			
			121
			122
			123
			124
			125

Social Security Number	Nine-digit SSN	9	126-134
Filler	Blank	1	135
Degree	See page 10 for valid degree codes	2	136-137
Years of Experience	Two-digit year, 1 digit month (YYM)	3	138-140
Tenure Status	Y, 0 - 9	1	141
Employment Date	Year, Month (YYYYMM)	6	142-147
Most Recent Date of LEA Separation	Year, Month (YYYYMM)	6	148-153
Cause of Separation	See pages 12-13 for valid separation codes	2	154-155
Contract Months	10-12, 99	2	156-157
Full-Time Equivalency	Four-digit FTE code (Three decimal places implied)	4	158-161
Previous Year of Employment	Four-digit year (YYYY)	4	162-165
Where Employed	State or LEA, two-digit code	2	166-167
State Residence	State, two-digit code	2	168-169
Type of Experience	X, P, N	1	170
Location	1-5, 7	1	171
Budget	See pages 15-16 for valid budget codes	10	172-181
Position	01-34	2	182-183
Salary	Salary to nearest dollar	6	184-189
Subject 1	See pages 17 &18 for valid subject codes	4	190-193
Subject 2	See pages 17 & 18 for valid subject codes	4	194-197
Subject 3	See pages 17 & 18 for valid subject codes	4	198-201
Subject 4	See pages 17 & 18 for valid subject codes	4	202-205
Subject 5	See pages 17 & 18 for valid subject codes	4	206-209
Subject 6	See pages 17 & 18 for valid subject codes	4	210-213
Targeted Assistance School (TAS) FTE	Four-digit FTE code (Three decimal places implied)	4	214-217
Title I Paraprofessional	I, O, N	1	218
Title I Qualified Paraprofessional	Y or N	1	219

Type II Record Layout

DATA ITEM	DESCRIPTION	LENGTH	POSITION
Record Type	2 = Type II	1	1
LEA	LEA Code 01-23, 30, 32	2	2-3
School Number	Valid MSDE school number	4	4-7
Unique Statewide Identifier	State Assigned Teacher Identification (SATID)	10	8-17
Local Employee Number	Local assigned employee number; right justified with leading zeros	10	18-27
Social Security Number	Nine-digit SSN	9	28-36
Location	1-5, 7	1	37
Budget	See pages 15-16 for valid budget codes	10	38-47
Position	01-34	2	48-49
Salary	Salary to nearest dollar	6	50-55
Targeted Assistance School (TAS) FTE	Four-digit FTE code (Three decimal places implied)	4	56-59
Title I Paraprofessional	I, O, N	1	60
Title I Qualified Paraprofessional	Y or N	1	61

Guidance for Submitting the Staff File

1. Fill all data fields that are *applicable* to the person -- avoid missing data.

2. The following data elements need to be filled for professional staff members (position codes 01-25) and Title I funded nonprofessional staff who resigned or left the school system between **October 16, 2012** and **October 15, 2013**:

   - ➤ Degree *(positions 01-25 only)*
   - ➤ Years of Experience *(positions 01-25 only)*
   - ➤ Tenure Status *(teachers only)*
   - ➤ Most Recent Date of LEA Separation
   - ➤ Employment Date
   - ➤ Cause of Separation
   - ➤ Subject (*teachers only*)
   - ➤ Location
   - ➤ School Number
   - ➤ Full-Time Equivalency (*Title I paraprofessionals only)*

   They do not need *contract months, budget, and salary* data. These data elements should be left blank.

3. Nonprofessional staff (position codes 26-34) not funded by Title I funds, that resigned or left the school system between **October 16, 2012** and **October 15, 2013** should not be included in the file.

4. If a professional staff member *(position codes 08 - 24 only)* was hired on or after **October 16, 2012**, the following fields **must** be filled:

   - ➤ Employment Date
   - ➤ Year Employed (for staff with prior experience "P" or "N")
   - ➤ Where Employed (for staff with prior experience "P" or "N")
   - ➤ State Residence (for staff with no prior experience "X")
   - ➤ Type of Experience

5. School numbers are required for school level staff (location codes 2, 3, 4, and 5). For staff whose duties are mainly assigned at the central/regional office level (location code 1) and other (location code 7), the data field for the school number **must** be left blank.

6. The ***position*** code and the ***budget*** code for a staff member must logically match. For example, a superintendent should have a *position* code of 01 and a *budget* code of 20121 (see Appendix C).

7. If a staff member has more than one *location, school number, budget, or position* code and the *FTE* for the primary assignment is less than 90%, an additional record(s) is needed for the person.

8. Teachers must have *subject* codes for the area(s) being taught. **Elementary teachers teaching math, science, social studies, and English/reading should be reported with subject codes 0701-prekindergarten, 0702-kindergarten, or 0703-elementary education.**

9. ROTC teachers must be coded as position code "25 - Other Professional Personnel."

10. Do not report staff members as new hires if they retired and were rehired in the same reporting period.

Guidance for Submitting the Staff File
(Continued)

11. Demographic information reported in the staff file must be consistent with the demographic information in the Unique Teacher Identifier System (UTIS). Inconsistencies will result in validation errors.

12. **Subject codes reported in the staff data file must align with the subject codes reported in the Class Level Membership/Highly Qualified Teachers (CLM) file.**

13. **All staff members whose primary position is not a teacher, but teaches during the school year, must be reported with a type 2 record with position code 11 (teacher) and with a subject code for each subject taught.**

STAFF DATA DEFINITIONS

AND

CODING INSTRUCTIONS

Staff Data Definitions and Coding Instructions

Record Type   All full-time and part-time staff members who are on the payroll actively assigned as of **October 15, 2013** and all professional staff and Title I funded nonprofessional staff who resigned or left the school system between **October 16, 2012** and **October 15, 2013** must have a Type I record. If an individual's time is split between locations, school numbers, budget codes, or position codes, prorate the person's salary and report the additional information in subsequent Type II records. If an individual spends 90% or more of his or her time on the first assignment, 100% of the individual's FTE is reported in the Type I record.

1 = Primary record (Type I)   2 = Additional records (Type II)

LEA   The two-digit state designation of the local education agency:

01 Allegany	09 Dorchester	17 Queen Anne's
02 Anne Arundel	10 Frederick	18 St. Mary's
03 Baltimore County	11 Garrett	19 Somerset
04 Calvert	12 Harford	20 Talbot
05 Caroline	13 Howard	21 Washington
06 Carroll	14 Kent	22 Wicomico
07 Cecil	15 Montgomery	23 Worcester
08 Charles	16 Prince George's	30 Baltimore City
		32 The SEED School of MD

School Number   The four-digit code assigned to the school building. A list of valid school numbers for each LEA are available upon request. If a person is assigned to multiple schools, a separate record must be reported for each school (see the "Record Type" section). For staff whose duties are mainly assigned at the central/regional office level (location code 1) and other (location code 7), the data field for the school number must be left blank.

Unique Statewide Identifier   The ten-digit State Assigned Teacher Identification (SATID) assigned in the Unique Teacher Identifier System (UTIS). ***(Required for all positions.)***

Local Employee Number   Local assigned employee number, right justified with leading zeros.

Last Name   Indicate up to twenty-five (25) characters for the surname. Do not use punctuation.

First Name   Indicate up to fifteen (15) characters for the first name. Do not use nicknames, initials, or punctuation.

Middle Name   Indicate up to fifteen (15) characters for the middle name. Do not use punctuation.

Generational Suffix   This three character data element is used to identify records that include a generational suffix as part of the identified name. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values prefilled to the left without punctuation. Please use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V (v). Jr and II are unique occurrences and both are valid values. Please consistently report as indicated as per official birth documentation.

BC-Maiden Last Name   Indicate up to twenty-five (25) characters for the maiden name on birth certificate, if applicable. Do not use punctuation.

Birth Date   The four-digit year, two-digit month, and two-digit day to indicate the birth date.

Gender   One digit code for gender.

1 = Male; 2 = Female

Hispanic/Latino Ethnicity   Is the staff member Hispanic/Latino?

Y = Yes, of Hispanic/Latino Origin
N = No, not of Hispanic/Latino Origin

Race Code   The five character field to identify one or more races for the staff member. Each race will assume one position of this field. The position that identifies the staff member's race must be indicated with the appropriate race code. All other positions must be reported as "0". There must be at least one race designated and may have multiple designations (i.e., 00300 for African American or 10005 for American Indian & White):

Position 1   0 or 1 - American Indian or Alaska Native
Position 2   0 or 2 - Asian
Position 3   0 or 3 - Black or African American
Position 4   0 or 4 - Native Hawaiian or Other Pacific Islander
Position 5   0 or 5 - White

Social Security Number   Nine-digit Social Security Number (SSN).

Degree   The two-digit code for the degree status of **professional staff.** *(Professional staff only, position codes 01 – 25.)*

01	High school diploma	18	Nondegree APC (34 hours)
10	Fewer than high school diploma	20	Bachelor's degree
11	Fewer than 2 years of college	25	Bachelor's with Master's equivalent
12	2 years of college	30	Master's degree
13	3 years of college	35	Master's degree plus 30 semester hours
14	Bachelor's equivalent	40	Doctor's degree
16	Nondegree SPC (18 hours)		

Years of Experience   The three-digit code for total years (two digits) and months (one digit - expressed in decimals) of prior experience in the current position including experiences outside and inside the local unit. However, work-related experience not gained in the same field is not counted. New professional staff hired on or after **October 16, 2012** with no prior experience are given experience credit for the portion of the year they worked. For each month after October, deduct 1/10*.* Example: Newly hired, hired December 2012 with 12 years experience, should be reported as 128. ***(Professional staff only, position codes 01 – 25)***

	Month	Decimal Equivalent

Month	Decimal Equivalent
October 2012	1.0
November 2012	.9
December 2012	.8
January 2013	.7
February 2013	.6
March 2013	.5
April 2013	.4
May 2013	.3
June 2013	.2
July 2013	.2
August 2013	.2
September 2013	.1
October 2013	.0

Error example: INVALID/MISSING YRS EXPERIENCE

The type of experience is X (no prior experience), the Years of Experience is found on the chart above based on the Employment Date, State Residence is required.

Data Item	Incorrect Record	Correct Record
Years of Experience	**020**	**002**
Employment Date	082013	082013
Type of Experience	X	X
Previous Year of Employment	blank	blank
Where Employed	blank	blank
State Residence	**blank**	**State code**

Tenure Status   Report the tenure status of the teacher. ***(Teachers only, position code 11)**.*

Y = Yes
1 – 9 = Non-tenure Year
0 = Does not apply (i.e., retired rehired teachers)

Employment Date The six-digit code includes the year (four digits) and month (two digits) in which a staff member started the current assignment. (***Required for all staff.)***

Most Recent Date of The six-digit code for the year (four digits) and month (two digits) in which an
LEA Separation individual resigned or left the school system between **October 16, 2012** and **October 15, 2013**. (***Professional staff, position codes 01 – 25,* and Title I funded nonprofessional staff***).**

Cause of The two-digit code for cause of separation. ***(Professional staff, position codes***
Separation ***01 – 25, and Title I funded nonprofessional staff).***

    10   Death
    20   Retirement

Dropped
    31   For provisional or substandard certificate
    32   For failure to attend summer school
    33   For inefficiency/ineffectiveness
    34   For immorality, misconduct, insubordination, willful neglect of duty
    35   For decrease in enrollment or elimination of school by consolidation
    36   For rejection by Medical Board
    37   For being employed only as substitute
    38   For reduction in force
    39   For resignation before non-renewal recommendation

Work in (education)
    41   Another country
    42   Another state
    43   Another local unit or the Maryland State Department of Education
    44   A Maryland institution of higher education
    45   A nonpublic school
    46   Other type of position in the same local unit

Work in (other than education)
    51   Government services
    52   Business
    53   Defense work
    54   Armed services

Other Voluntary Resignation
    61   Study
    62   Move
    63   Marriage
    64   Maternity
    65   Home responsibility
    66   Personal illness
    67   Dissatisfied with teaching
    68   Other
    69   Cause unknown

Cause of	**Leave of Absence**	
Separation	71	For study
(continued)	72	For illness
	73	For maternity
	74	Armed services
	75	Other reasons

Contract Months   The two-digit code for the <u>type of contract</u> month assignment. **(*Professional staff only, position codes 01 – 25.*)**

10	Ten-month assignment
11	Eleven-month assignment
12	Twelve-month assignment
99	Contractual assignment

Full-Time   The four-digit FTE code (expressed to three decimal points) computed on the basis of a
Equivalency   standard work week (40 hours) for *all* positions**. (*All active staff and Title I paraprofessionals who resigned or left the school system between October 16, 2012 and October 15, 2013*.)**

Example:

Full-Time (40 hours/week - all assignments together)	Report FTE as 1000
Half-Time (20 hours/week - all assignments together)	Report FTE as 0500
¼ Time (10 hours/week - all assignments together)	Report FTE as 0250

Previous Year of   The four-digit code indicating the last school year in which the person worked (e.g.,
Employment   2013 means the 2012-2013 school year*). (*Newly hired professional staff, position codes 08 – 24, with prior experience only.*)**

Where Employed   The two-digit code of the state or LEA where the person worked before the current assignment. If he or she was employed in a Maryland public school system, a LEA code must be used. *(**Newly hired professional staff, position codes 08 – 24, with prior experience only.**)*

Employed in Maryland:

Public School - use LEA codes on page 9
Nonpublic School - enter "MD"

	Employed out of Maryland:					
Where Employed						
(continued)	AL	Alabama	KY	Kentucky	ND	North Dakota
	AK	Alaska	LA	Louisiana	OH	Ohio
	AZ	Arizona	ME	Maine	OK	Oklahoma
	AR	Arkansas	MA	Massachusetts	OR	Oregon
	CA	California	MI	Michigan	PA	Pennsylvania
	CO	Colorado	MN	Minnesota	RI	Rhode Island
	CT	Connecticut	MS	Mississippi	SC	South Carolina
	DE	Delaware	MO	Missouri	SD	South Dakota
	FL	Florida	MT	Montana	TN	Tennessee
	GA	Georgia	NE	Nebraska	TX	Texas
	HI	Hawaii	NV	Nevada	UT	Utah
	ID	Idaho	NH	New Hampshire	VT	Vermont
	IL	Illinois	NJ	New Jersey	VA	Virginia
	IN	Indiana	NM	New Mexico	WA	Washington
	IA	Iowa	NY	New York	WV	West Virginia
	KS	Kansas	NC	North Carolina	WI	Wisconsin
					WY	Wyoming
	DC	District of Columbia	CZ	Canal Zone	PR	Puerto Rico
	AS	American Samoa	GU	Guam	TT	Trust Territories
	CM	Northern Mariana Islands	OC	Other Country	VI	Virgin Islands

State Residence   The two-digit code indicating the state from which the new employee came. If the new hire was previously a Maryland resident, enter "MD." (***Newly hired* professional staff, *position codes 08 – 24, with no prior experience only.*)**

Type of Experience   The one digit code for prior experience of ***professional staff. (Newly hired professional staff, position codes 08 – 24 only.)***

    X   No prior experience
    P   Most recent experience in public school
    N   Most recent experience in nonpublic school or outside of education

Location   The one digit location code for the level at which the employee is working:

    1   Central Office - The majority of duties are at the central or regional offices.
    2   Elementary - The majority of duties are at the elementary school level (grades prekindergarten through 5).
    3   Secondary - The majority of duties are at the secondary school level (grades 9 through 12).
    4   Middle - The majority of duties are at the middle school level (grades 6 through 8).
    5   Combined - The majority of duties are at the combined school level (combinations of elementary, secondary, and/or middle).
    7   Other - Duties do not fit into above categories (e.g., floating teachers).

Budget   Budget codes are listed below. For all budget codes, right zero fill the data field up to 10 digits (e.g., "20121" should be entered as "2012100000"). The ***position*** code and the ***budget*** code for a staff member must logically match (see Appendix C). Detailed descriptions of the following budget codes can be found in the *Financial Reporting Manual for Maryland Public Schools, Revised 2009* (pages 47-63). ***(Not for staff who resigned or left the school system between October 16, 2012 and October 15, 2013.)***

LEA Administration

20121   General Support (Board of Education Services and Executive Administration)
20122   Business Support (Fiscal Services, Purchasing Services, Printing, Publishing, and Duplicating Services)
20123   Centralized Support (Planning, Research, Development, and Evaluation Services; Information Services; Human Resource Services; and Data Processing Services)

Mid-level Administration

202l5   Office of the Principal (School Administration)
2021501   Basic/Supplemental Programs (Activities in the Office of the Principal)
2021502   Career & Technology Programs (Activities in the Office of the Principal)

20216   Instructional Administration and Supervision
2021601   Instructional Program Direction and Improvement
2021602   Career & Technology Program Direction and Improvement
2021604   Professional Media Support Services

Instruction

20301   Regular Programs
20302   Special Programs
20303   Career & Technology Education Programs
20304   Gifted and Talented Programs
20308   School Library Media Programs
20309   Instructional Staff/Curriculum Development
20310   Guidance Services
20311   Psychological Services
20312   Adult Education

Special Education

20604   Public School Instruction Programs
20609   Instructional Staff/Curriculum Development
20615   Office of the Principal
20616   Instructional Administration and Supervision

Budget   <u>**Other Categories**</u>
(continued)

207	Student Personnel Services
208	Student Health Services
209	Student Transportation Services
210	Operation of Plant
21030	Warehousing and Distributing Services
21031	Operating Services
211	Maintenance of Plant
214	Community Services
215	Capital Outlay (land and land improvement, building and additions, remodeling)
21534	Land and Land Improvements
21535	Buildings and Additions
21536	Remodeling
3200	School Construction Fund
5200	Food Service Fund
7200	Reimbursable Positions/Consortium Agency

Position   The two-digit code for assignment level of position. Detailed descriptions for the following positions are provided in Appendix A.

01	Superintendent
02	Deputy Superintendent
03	Asst., Assoc., Area Superintendent
04	Director/Manager/Comptroller
05	Coordinator/Consultant
06	Supervisor
07	Other Administrator
08	Principal
09	Assistant Principal
10	School Department Chairperson**/**Other School-Level Administrator
11	Teacher/Instructor
12	Staff Developer/Teacher Trainer
13	Other Instructional Professional Personnel
14	Audiologist/Hearing Therapist
15	Occupational Therapist
16	Physical Therapist
17	Speech Pathologist/Therapist
18	Other Therapist/Diagnostician
19	Librarian/Media Consultant
20	Guidance Counselor
21	Psychologist
22	Student Personnel Worker
23	School Social Worker
24	Nurse/Hygienist/Health Professional
25	Other Professional Personnel
26	Teacher Aide/Teaching Assistant
27	Library/Media Center Aide
28	Other Aide

Position	29	Secretary/Clerk
(continued)	30	Technical Personnel
	31	Transportation Personnel
	32	Crafts and Trades Personnel
	33	Manual Laborer
	34	Service Worker

The position code and budget code for a staff member should logically match each other. (For example, a librarian is not given a budget code of "20310" for guidance counselors.) If a person's position code does not fit into any of the above categories, a similar position should be chosen for the person.

Salary

Report the portion of the annual salary for each part of the position to the nearest dollar. For staff who have multiple records (one Type I and one or more Type II records), the parts of the salary **must** add up to the total salary. This field should be right justified and zero filled. *(Not for staff who resigned or left the school system on or after October 16, 2012.)*

Subject

Subject codes listed below are required for **classroom teachers only**. A maximum of six subject codes may be used for current teaching areas. **Elementary teachers teaching math, science, social studies, and English/reading should be reported with subject codes 0701-prekindergarten, 0702-kindergarten, or 0703-elementary education.** *(Teachers, position code 11 only.)*

0100	Art
0201	Agriculture
0202	Bookkeeping (or Accounting)
0203	Business
0204	Cooperative Education (or Work-Based Learning Coordinator)
0205	Health Occupations
0206	Family and Consumer Science (Home Economics)
0207	Technology Education (Industrial Arts)
0208	Marketing Education
0210	Trades and Industry
0300	Computer Science
0400	Dance
0500	Drama/Theater
0600	Driver Education
0701	Prekindergarten
0702	Kindergarten
0703	Elementary Education
0801	English
0802	Journalism
0803	Reading
0900	ESOL
1001	French
1002	German
1003	Latin
1004	Russian
1005	Spanish
1006	Other Foreign Language

Subject	1007	Multiple Language Course
(continued)	1008	Arabic
	1009	Chinese
	1010	Italian
	1011	Japanese
	1100	Health
	1200	Mathematics
	1300	Music
	1400	Outdoor Education
	1500	Physical Education
	1601	Biology
	1602	Chemistry
	1603	Earth/Space
	1604	General Science
	1605	Geology
	1606	Physical Science
	1607	Physics
	1608	Environmental Science
	1701	Economics
	1702	Geography
	1703	History
	1704	Political Science
	1705	Psychology
	1706	Social Studies
	1707	Sociology
	1801	Special Education Infant – Grade 3
	1802	Special Education Grades 1 - 8
	1803	Special Education Grades 6 - Adult
	1804	Hearing Impaired
	1805	Severely/Profoundly Disabled
	1806	Visually Impaired
	2000	Other (Non-Core Academic Subjects)

Targeted Assistance School (TAS) Staff FTE

Four-digit full-time equivalent status (expressed to three decimal points) for staff funded by a Title I, Part A Targeted Assistance School (TAS) Program. For staff who work with both TAS and school-wide (SW), report only the FTE attributable to their TAS responsibilities. Leave this field blank for staff who are not Title I.

(Required for all Title I TAS professional and nonprofessional staff who are active or have left the school system between October 16, 2012 and October 15, 2013.)

Title I Paraprofessional

Indicate whether the staff person is Title I [serving in a school-wide (SW) Title I school or funded by Title I Targeted Assistance (TAS)] *and is a paraprofessional as defined by Title I, Part A*. Staff in position codes 26-28 or other positions that are considered paraprofessionals may not be Title I paraprofessionals, even though they serve in a Title I SW school or are funded by Title I TAS. Title I paraprofessionals must meet the definition of either instructional or non-instructional paraprofessional below.

Title I
Paraprofessional
(continued)

I = Instructional Paraprofessional: An employee of an LEA who provides **instructional support** in a program supported with Title I, Part A funds (i.e., staff who are funded by TAS or serving in a SW program). This support, under the direct supervision of a highly qualified teacher, includes: (1) providing one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; and (2) providing instructional services to students.

O = Other Paraprofessional: An employee of an LEA who provides **non-instructional support** in a program supported with Title I, Part A funds (i.e., staff who are funded by TAS or serving in a SW program). This support includes: (1) acting as a non-instructional translator; (2) conducting parental involvement activities with adults; (3) providing non-instructional assistance in a computer lab; (4) providing non-instructional support in a library or media center; or (5) providing non-instructional personal care services for special education students.

N = Not a Title I paraprofessional.

Further guidance may be found at *http://www.ed.gov/policy/elsec/guid/paraguidance.doc*.

(Required for all professional and nonprofessional staff who are active or have left the school system between October 16, 2012 and October 15, 2013.)

Title I
Qualified
Paraprofessional

Required for all Title I **instructional** paraprofessionals. Paraprofessionals are qualified if they meet the following requirements: (1) completed 2 years of study at an institution of higher education; (2) obtained an associate's (or higher) degree; or (3) met a rigorous standard of quality and been able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Y = Yes, Title I paraprofessional is qualified
N = No, Title I paraprofessional is not qualified

(Instructional Paraprofessionals only, Title I Paraprofessional = I.)

APPENDIX A

DESCRIPTION OF POSITIONS

APPENDIX A

Description of Positions

Official-Administrative: *Performs management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.*

01   **Superintendent** - Serves as the chief executive officer and primary advisor to the board of education.

02   **Deputy Superintendent** - Performs high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration and performs the duties of the superintendent in his or her absence.

03   **Asst., Assoc., Area Superintendent** - Performs high-level executive management functions for a superintendent in areas such as personnel, instruction, business, transportation, food service, maintenance, operation, facility management, etc.

04   **Director/Manager/Comptroller** - Directs activities and/or services within an instructional program or area of instruction or directs individuals and manages functional supporting services under the direction of a senior staff member.

05   **Coordinator/Consultant** - Coordinates, manages, or directs activities and/or services at the system-wide level within a program area.

06   **Supervisor** - Performs professional supervisory services such as evaluation, teacher development, dissemination, curriculum development, admissions and recruitment, etc.

07   **Other Administrator** - Other official/administrative personnel such as:

     Executive Assistant - Performs professional activities assisting an executive officer in directing and managing the functions of a school system or school.

     Ombudsperson - Receives and investigates complaints made by individuals against alleged abuses resulting from capricious acts by administrative officials.

     Administrative/Supervisory/Ancillary Services Officer - Performs professional management, administrative, research, analytical, supervisory, and/or ancillary services for a senior executive. This includes personnel responsible for services such as evaluation, teacher development, dissemination, curriculum development, admission and recruitment, marketing and development.

08   **Principal** - Performs the highest level of executive management functions in an individual school, a group of schools, or units of a school system.

09   **Assistant Principal** - Performs high-level executive management functions in an individual school, a group of schools, or units of a school system.

10   **School Department Chairperson/Other School-level Administrator** - Coordinates, manages, or directs activities and/or services within a school.

Professional*:*   *Performs duties requiring a high degree of knowledge and skills generally acquired through at least a baccalaureate degree (or its equivalent obtained through special study and/or experience) including skills in the field of education, educational psychology, educational social work, or an education therapy field. If classification is responsible for program or area direction, coordination, or management, report under one of the Official Administrative classifications.*

11   Teacher/Instructor - provides instruction to prekindergarten, kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.

12   Staff Developer/Teacher Trainer - Plans, coordinates, and implements instructional inservice training activities that help individuals identify future career options and improve skills necessary to achieve them; provides instruction, learning experiences and/or professional development activities to teachers during a particular time period or in a given discipline.

13   Other Instructional Professional Personnel - Other instructional professionals who work with students to support their success as students or citizens, including:

Remedial Specialist - Performs activities concerned with developing specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

Athletic Coach/Student Activity Advisor - Instructs individuals in the fundamentals of a competitive sport or non-athletic activity.

Work Study Coordinator - Plans and conducts a work study program for students through establishing contacts with employers and employment agencies.

14   Audiologist/Hearing Therapist - Provides services including identification of hearing loss; determination of the range, nature, and degree of hearing loss; provision of habilitating activities such as language habilitation, auditory training, speech reading, hearing evaluation, and speech conservation; creation and administration of programs for prevention of hearing loss; counseling and guidance of students, parents/guardians, and teachers regarding hearing loss; and determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid.

15   Occupational Therapist - Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development.

16   Physical Therapist - Facilitates habilitation and compensation for deficits in foundation skills necessary for classroom and/or basic job performance; areas of emphasis include gross motor skills, functional mobility and gait, musculoskeletal alignment, strength, endurance, and positioning.

17   Speech Pathologist/Therapist - Diagnoses communicative disorders; plans, directs and participates in individual or group therapy sessions which focus on the habilitation of specific articulation problems involving: (1) speech sounds that are omitted, replaced by substitute sounds, or distorted; (2) voice problems in which pitch, loudness, or quality of voice are affected; or (3) stuttering.

18   Other Therapist/Diagnostician - Other professionals engaged in habilitation, including:

Recreational Therapist - Plans, organizes and directs medically-approved recreation programs for patients.

Rehabilitation Counselor - Provides a combination of treatment and education services designed to restore maximum functionality, a sense of well-being, and a personally satisfying level of independence in individuals who have temporary or permanent disabilities.

Education Diagnostician - Diagnoses students who might need special education services and/or other educational interventions.

19   **Librarian/Media Consultant** – Develops, plans for, and manages the use of teaching and learning resources, including the maintenance of equipment, content materials, services, multimedia, and information sources.

20   **Guidance Counselor** - Guides individuals, families, groups, and communities by assisting them in problem solving, decision making, discovering meaning, and articulating goals related to personal, educational, and career development.

21   **Psychologist** - Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.

22   **Student Personnel Worker** - Works with the family, school, and community to determine the cause of and to provide solutions for students who are experiencing serious attendance, academic and/or discipline problems in order to promote positive educational development.

23   **School Social Worker** - Provides social services for clients who may be individuals, families, groups, communities, organizations, or society in general through investigation and diagnosis of student problems arising from home, school, or community.

24   **Nurse/Hygienist/Health Professional** - Evaluates student health problems or risks, treats minor injuries or defects, or provides referrals for health services. Included are dental hygienists, dentists, registered nurses practitioner, ophthalmologist, optometrist, and other health professionals excluding therapists.

25   **Other Professional Personnel** - Other non-instructional, non-managerial professional personnel including:

Accountant/Auditor/Analyst - Designs and maintains financial, staff, student, program, or property records; summarizes, analyzes, audits, or verifies records; controls and certifies expenditures and receipts, and/or examines, evaluates, and makes recommendations in areas of cost systems, curriculum, educational sectors, or other areas including management, research, assessment, policy, budget, and personnel.

Accreditation Officer - Reviews and evaluates an organizational unit to certify the observation of legal requirements or prescribed operating standards.

Admissions Officer/Registrar - Examines academic records of students to determine eligibility for graduation or for entrance to school; coordinates and directs registration activities, including compilation and analysis of registration data for administrative use.

ADP Personnel (Computer Programmer/System Analyst/Application Support Specialist) - Performs system programming, applications programming, operational research, system analysis, or computer support services such as: (1) determining the information requirements of management; (2) informing management what can be made available through the use of automated equipment; (3) advising on conversions and system changes; (4) advising management about modification of computer programs required; (5) writing computer programs; and/or (6) assisting individual computer users to resolve hardware and software issues.

Architect - Performs activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities.

Attendance Officer - Monitors compulsory attendance laws.

Benefits Specialist - Organizes and provides information to employees about organizational fringe benefits.

Dietitian/Nutritionist - Plans and directs food service menu preparation including determining the nutritional value of food for meals.

Engineer - Applies scientific and mathematical principles to practical ends such as the design, construction, and operation of efficient and economical structures, equipment, and systems.

Family/Community Support Coordinator - Fosters ties between the school, family, and/or community by providing services such as family education, integrating community services, and directing intervention.

Interpreter - Translates consecutively or instantaneously from one language into another language.

Lawyer - Practices law and performs such activities as conducting lawsuits, drawing up legal documents, and advising on legal rights.

Legislative Liaison - Coordinates with the legislature in the preparation of legislation, provides information to legislative committees and members, and testifies before such bodies.

Negotiator - Performs such activities as resolving labor/management problems and helping to settle disputes and effect compromises. This includes representatives of either management or labor.

Network Administrator - Coordinates the inputs, outputs, and use of computer networks.

Personnel Officer/Specialist - Performs activities concerned with staff recruitment, selection, training, and assignment.

Planning/Research/Evaluation/Development Specialist - Performs activities concerned with electing or identifying the goals, priorities, objectives, and projected trends of an organization; formulating the courses of action necessary to fulfill objectives; expanding opportunities for funds from outside parties, and investigating products and determining the value or effect of plans, programs, and activities by appraisal of data and activities in light of specified goals and objectives (e.g., personnel evaluator).

Public Relations/Information Services Officer/Writer/Editor - Performs activities to foster good relations between the LEA and the public as a whole by planning and conducting programs to disseminate accurate information through such media as newspapers, radio and television, and public forums, and civic activities, and by writing and reviewing material for and directing preparation of publications.

Statistician - Plans surveys; collects, summarizes and interprets numerical data; applies statistical theory and methods to provide usable information.

Other Noninstructional Professional - Other assignments requiring a high degree of knowledge and skills usually acquired through at least a baccalaureate degree.

Paraprofessional:　　　　*Assists professional individuals*

26　　**Teacher Aide/Teaching Assistant** - Assists a teacher with routine activities associated with teaching. Includes bilingual aides, special education aides, tutors, and others who assist with the instructional program.

27　　**Library/Media Center Aide** - Assists in the maintenance and operation of a library by aiding in the selection, ordering, cataloging, processing, and circulation of teaching and learning resources.

28　　**Other Aide** - Other school-level and central-office paraprofessionals, including:

Assistant Counselor/Career Aide - Assists students, parents, teachers, or other staff, under the supervision or direction of a counselor, by helping individuals make plans and decisions in relation to education, career, or personal development.

Computer Aide - Assists and provides direction to computer users.

Extra-curricular Activity Aide - Supervises school-sponsored activities that are not related to curriculum, including all direct and personal services that are planned for student enjoyment.

Psychological Assistants - Assists a psychologist with routine activities associated with providing psychological services.

Support Personnel:　　　*Paraprofessional, technical, clerical, crafts and trades, laborers, and service workers who support the instructional or noninstructional operations of the school.*

29　　**Secretary/Clerk** - Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Establishes and maintains an adequate and efficient system for controlling records (e.g., registration, admission, attendance) of an organization.

30　　**Technical Personnel** - Performs tasks requiring a combination of basic scientific knowledge and manual skills which can be obtained through approximately two years of postsecondary education such as that which is offered in community/junior colleges and technical institutes or through equivalent special study and/or on-the-job training. Includes the following:

Computer Technician - Installs and maintains computer hardware and software.

Drafter - Drafts detailed drawings such as writing diagrams, layout drawings, mechanical detail drawings, and drawings of intermediate and final assemblies used to manufacture, assemble, install, and repair electronic components, printed circuit boards, and other equipment.

Graphic Artist - Plans and arranges art layouts which illustrate programs or processes for publication, demonstration, and more effective communication.

Inspector - Examines the condition of equipment and buildings as they relate to safety and health.

Media Technologist - Maintains and programs audio, video, and other media equipment.

Psychometrist - Measures the intellectual, social, and emotional development of individuals through the administration and interpretation of psychological tests.

Purchasing Agent - Buys supplies, equipment, and materials used in the operation of an organization.

Foreman/Crew Leader - Supervises the day-to-day operations of a group of skilled, semiskilled, or unskilled workers, including central garages and central duplicating activities.

31   **Transportation Personnel** - Includes bus drivers, other vehicle operators, driver trainers, bus monitors, crossing guards, and bus aides.

32   **Crafts and Trades Personnel** - Performs tasks requiring high manual skill level which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs, including:

Construction Trades - Builds, repairs, or maintains property and equipment.

Electrical and Electronic Repairers - Installs and repairs electric and electronics equipment.

Mechanics/Electrician/Plumber - Installs, inspects, repairs, and serves operating systems and equipment such as machinery, heating, air conditioning, electrical systems, vehicles, and water and drainage systems.

Other Crafts/Trades - Other skilled crafts persons, such as locksmiths and printers.

33   **Manual Laborer** - Performs tasks requiring some manual skills which can be conducted with no special training. This includes individuals performing lifting, digging, mixing, loading, and pulling operations. Include:

Construction Laborer - Works on construction projects in a utility capacity, such as measuring distances, signaling operators of construction equipment, mixing concrete, assisting technical staff in construction projects.

Freight/Stock/Materials Handler - Loads, unloads, and moves freight, stock, and other materials manually or with equipment that does not require technical skills.

Groundskeeper/Gardener - Maintains grounds that are owned, rented, or leased and used by the LEA, or works a plot of ground where herbs, flowers, fruits, or vegetables are cultivated.

34 **Service Worker** - Performs tasks regardless of level of difficulty which relate to both protective and nonprotective support services. Includes:

Custodian/Maintenance Worker/Guard - Performs plant housekeeping, maintenance, and security services.

Attendant - Garage or parking lot attendant who patrols and monitors areas to prevent thefts and secure property.

Food Service Worker - Prepares and cooks foodstuffs, advises and assists personnel in food service systems, or serves food to students and adults.

APPENDIX B

STAFF REPORTING SYSTEM
RECORD REQUIREMENTS

APPENDIX B

Staff Reporting System
Record Requirements

Record Edits

Before sending the staff report to MSDE, data should be thoroughly examined by LEA personnel to detect errors, and errors must be corrected. In previous years, common errors were found to be associated with full-time equivalency, type of experience, missing subject codes for teachers, school number, budget code, position code, salary, and failure to provide separation data for staff who are no longer employed.

Logical Edits

Staff	Degree	Years of Experience	Tenure Status (Position 11 Only)	Employment Date	Separation Date	Separation Cause	Contract Months	FTE	Previous Year of Employment	Where Employed	State Residence	Type of Experience	Location	School Number (For Locations 2,3,4,5 Only)	Budget	Salary	Subject (Position 11 Only)	Targeted Assistance School (TAS) Staff FTE	Title I Paraprofessional	Title I Qualified Paraprofessional
Professional Staff (Positions 01-25)	R	R	R	R			R	R					R	R	R	R	R	TAS Staff	R	Only if Title I Paraprofessional = I
Separated Staff (Professional staff, positions 01-25, and Title I funded nonprofessional staff)	R*	R*	R	R	R	R		R**					R	R			R	TAS Staff	R	Only if Title I Paraprofessional = I
New Hires With No Experience (Positions 08-24)	R	R	R	R			R	R		R	'X'	R	R	R	R	R	R	TAS Staff	R	Only if Title I Paraprofessional = I
New Hires With Public School Experience (Positions 08-24)	R	R	R	R			R	R	R	R		'P'	R	R	R	R	R	TAS Staff	R	Only if Title I Paraprofessional = I
New Hires With Nonpublic School or Outside of Education Experience (Positions 08-24)	R	R	R	R			R	R	R	R		'N'	R	R	R	R	R	TAS Staff	R	Only if Title I Paraprofessional = I
Nonprofessional (Positions 26-34)				R	Staff Funded by Title I only	Staff Funded by Title I only		R					R	R	R	R		TAS Staff	R	Only if Title I Paraprofessional = I

R=Required

 * Required for professional staff only (positions 01-25)

** Required for separated Title I funded paraprofessional staff only.

Specific Record Requirements

Type I Records

Data Item	Valid Codes	Field Length	Field Position	Professional Staff (Pos. 01-25)	New Hires Only (Pos. 08-24)	Separated Professional Staff & Title I Funded Nonprofessional Staff	Nonprofessional Staff (Pos. 26-34)
Record Type	1	1	1	Required	Required	Required	Required
LEA	01-23, 30, 32	2	2-3	Required	Required	Required	Required
School Number	Valid MSDE school number	4	4-7	Required (if location 2-5)	Required (if location 2-5)	Required (if location 2-5)	Required (if location 2-5)
Unique Statewide Identifier	State Assigned Teacher ID (SATID)	10	8-17	Required	Required	**Required**	**Required**
Local Employee Number	10 digits	10	18-27	Optional	Optional	Optional	Optional
Last Name	No Punctuation	25	28-52	Required	Required	Required	Required
First Name	No Punctuation	15	53-67	Required	Required	Required	Required
Middle Name	No Punctuation	15	68-82	Req. if avail.	Req. if avail.	Req. if avail.	Req. if avail.
Generational Suffix	Jr, Sr, I, II, III, etc. - no punctuation	3	83-85	Req. if applic.	Req. if applic.	Req. if applic.	Req. if applic.
BC-Maiden Last Name	No Punctuation	25	86-110	Req. if applic.	Req. if applic.	Req. if applic.	Req. if applic.
Birth Date	YYYYMMDD	8	111-118	Required	Required	Required	Required
Gender	1, 2	1	119	Required	Required	Required	Required
Hispanic/Latino Ethnicity	Y, N	1	120	Required	Required	Required	Required
Race Code	0-5 (5 digits)	5	121-125	Required	Required	Required	Required
SSN	9 digits	9	126-134	Required	Required	Required	Required
Filler	Blank	1	135				
Degree	01, 10-14, 16, 18, 20, 25, 30, 35, 40	2	136-137	Required	Required	Required (positions 01-25 only)	
Years of Experience	Year, Month (YYM)	3	138-140	Required	Required	Required (positions 01-25 only)	
Tenure Status	Y, 0 - 9	1	141	Teachers Only	Teachers Only	Teachers Only	
Employment Date	Year, Month (YYYYMM)	6	142-147	Required	Required	Required	Required
Most Recent Date of LEA Separation	Year, Month (YYYYMM)	6	148-153			Required	
Cause of Separation	10, 20, 31-39, 41-46, 51-54, 61-69, 71-75	2	154-155			Required	
Contract Months	10-12, 99	2	156-157	Required	Required		
Full-Time Equivalency	Four-digit code, three decimal places implied	4	158-161	Required	Required	Required (Title I paraprofessional staff only)	Required
Previous Year of Employment	Year (YYYY)	4	162-165		Required		
Where Employed	State or LEA code	2	166-167		Required		
State Residence	State code	2	168-169		Required		
Type of Experience	X, P, N	1	170		Required		
Location	1-5, 7	1	171	Required	Required	Required	Required
Budget	See valid budget codes	10	172-181	Required	Required		Required
Position	01-34	2	182-183	Required	Required	Required	Required
Salary	Annual salary, rounded to nearest whole dollar	6	184-189	Required	Required		Required
Subject 1	0100-2000	4	190-193	Teachers Only	Teachers Only	Teachers Only	
Subject 2	0100-2000	4	194-197	Teachers Only	Teachers Only	Teachers Only	
Subject 3	0100-2000	4	198-201	Teachers Only	Teachers Only	Teachers Only	
Subject 4	0100-2000	4	202-205	Teachers Only	Teachers Only	Teachers Only	
Subject 5	0100-2000	4	206-209	Teachers Only	Teachers Only	Teachers Only	
Subject 6	0100-2000	4	210-213	Teachers Only	Teachers Only	Teachers Only	
Targeted Assistance School (TAS) Staff FTE	Four-digit code, three decimal places implied	4	214-217	TAS Staff	TAS Staff	TAS Staff	TAS Staff
Title I Paraprofessional	I, O, N	1	218	Required	Required	Required	Required
Title I Qualified Paraprofessional	Y or N	1	219	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I

Specific Record Requirements

Type II Records

Data Item	Valid Codes	Field Length	Field Position	Professional Staff (Pos. 01-25)	New Hires Only (Pos. 08-24)	Separated Professional Staff & Title I Funded Nonprofessional Staff	Nonprofessional Staff (Pos. 26-34)
Record Type	2	1	1	Required	Required	Required	Required
School System	01-23, 30, 32	2	2-3	Required	Required	Required	Required
School Number	Valid MSDE school number	4	4-7	Required (if location 2-5)	Required (if location 2-5)	Required (if location 2-5)	Required (if location 2-5)
Unique Statewide Identifier	State Assigned Teacher ID (SATID)	10	8-17	Required	Required	**Required**	**Required**
Local Employee Number	10 digits	10	18-27	Optional	Optional	Optional	Optional
SSN	9 digits	9	28-36	Required	Required	Required	Required
Location	1-5, 7	1	37	Required	Required	Required	Required
Budget Code	See valid budget codes	10	38-37	Required	Required		Required
Position	01-34	2	48-49	Required	Required	Required	Required
Salary	Annual salary, rounded to nearest whole dollar	6	50-55	Required	Required		Required
Targeted Assistance School (TAS) Staff FTE	Four-digit code, three decimal places implied	4	56-59	TAS Staff	TAS Staff	TAS Staff	TAS Staff
Title I Paraprofessional	I, O, N	1	60	Required	Required	Required	Required
Title I Qualified Paraprofessional	Y or N	1	61	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I	Only if Title I Paraprofessional = I

APPENDIX C

VALID BUDGET CODES BY POSITION

Valid Budget Codes by Position

Position Code	Position Description	Budget Code
01	Superintendent	2012100000
02	Deputy Superintendent	2012100000, 2012200000, 2012300000, 2021600000
03	Asst., Assoc., Area Supt.	2012100000, 2012200000, 2012300000, 2021600000, 2021601000
04	Director/Manager/Comptroller	2012100000, 2012200000, 2012300000, 2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2021602000, 2021604000, 2061500000, 2061600000, 2070000000, 2080000000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000, 7200000000
05	Coordinator/Consultant	2012100000, 2012200000, 2012300000, 2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2021602000, 2021604000, 2061500000, 2061600000, 2070000000, 2080000000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000, 7200000000
06	Supervisor	2012100000, 2012200000, 2012300000, 2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2021602000, 2021604000, 2061500000, 2061600000, 2070000000, 2080000000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000, 7200000000
07	Other Administrator	2012100000, 2012200000, 2012300000, 2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2021602000, 2021604000, 2061500000, 2061600000, 2070000000, 2080000000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000, 7200000000
08	Principal	2021500000, 2021501000, 2021502000, 2061500000, 7200000000
09	Assistant Principal	2021500000, 2021501000, 2021502000, 2061500000, 7200000000
10	School Department Chairperson/ Other School-level Administrator	2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2030100000, 2060400000, 2061500000, 5200000000, 7200000000
11	Teacher/Instructor	2030100000, 2030200000, 2030300000, 2030400000, 2030800000, 2030900000, 2031000000, 2031100000, 2031200000, 2060400000, 2060900000, 2021600000, 2061600000, 7200000000
12	Staff Developer/Teacher Trainer	2030100000, 2030200000, 2030300000, 2030400000, 2030800000, 2030900000, 2031000000, 2031100000, 2031200000, 2060400000, 2060900000, 2021600000, 2061600000, 7200000000
13	Other Instructional Personnel	2030100000, 2030200000, 2030300000, 2030400000, 2030800000, 2030900000, 2031000000, 2031100000, 2031200000, 2060400000, 2060900000, 2021500000, 2021600000, 2061600000, 7200000000
14	Audiologist/Hearing Therapist	2060400000, 2061600000, 7200000000
15	Occupational Therapist	2060400000, 2061600000, 7200000000
16	Physical Therapist	2060400000, 2061600000, 7200000000
17	Speech Pathologist/Therapist	2060400000, 2061600000, 2080000000, 7200000000
18	Other Therapist/Diagnostician	2060400000, 2061600000, 7200000000
19	Librarian/Media Consultant	2030100000, 2030800000, 2030900000
20	Guidance Counselor	2030100000, 2030200000, 2031000000
21	Psychologist	2021600000, 2030100000, 2031100000
22	Student Personnel Worker	2070000000
23	School Social Worker	2070000000
24	Nurse/Hygienist/Health Professional	2080000000
25	Other Professional Personnel	All budget codes
26	Teacher Aide/Teaching Assistant	2030100000, 2030200000, 2030300000, 2030400000, 2030800000, 2030900000, 2031000000, 2031100000, 2031200000, 2060400000, 2060900000, 2070000000, 2080000000, 2140000000
27	Library/Media Center Aide	2030100000, 2030800000, 2030900000, 2070000000
28	Other Aide	2021500000, 2021501000, 2021502000, 2021600000, 2021601000, 2021602000, 2021604000, 2030100000, 2030200000, 2030300000, 2030400000, 2030800000, 2030900000, 2031000000, 2031100000, 2031200000, 2060400000, 2060900000, 2061600000, 2070000000, 2080000000, 2090000000, 2140000000, 7200000000
29	Secretary/Clerk	All budget codes
30	Technical Personnel	2012200000, 2012300000, 2021604000, 2030800000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000
31	Transportation Personnel	2080000000, 2090000000, 2103000000, 2140000000, 5200000000, 7200000000
32	Crafts and Trades Personnel	2012200000, 2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000
33	Manual Laborer	2090000000, 2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 2150000000, 2153400000, 2153500000, 2153600000, 3200000000, 5200000000
34	Service Worker	2100000000, 2103000000, 2103100000, 2110000000, 2140000000, 5200000000, 7200000000

APPENDIX D

ANNUAL STAFF DATA VERIFICATION FORM

MARYLAND STATE DEPARTMENT OF EDUCATION
Division of Curriculum, Assessment, and Accountability
200 West Baltimore Street
Baltimore, Maryland 21201-2595

ANNUAL STAFF DATA VERIFICATION
SCHOOL YEAR 2013-2014

I certify that the data submitted to the Maryland State Department of Education (MSDE) includes all full-time and part-time staff members who are on the payroll actively assigned as of **October 15, 2013** and all professional staff and Title I funded nonprofessional staff who resigned or left the school system between **October 16, 2012** and **October 15, 2013**. All MSDE summary reports have been verified and the following counts are accurate:

I understand that the data will be used for the following purposes:

1. monitoring compliance with federal and state laws;
2. responding to federal reporting requests;
3. responding to state legislative and State Board of Education data requests;
4. producing the following annual statewide staff reports: (1) *Analysis of Professional Salaries;* (2) *Staff Employed at School and Central Office Levels; (3) Professional Staff by Type of Degree and Years of Experience;* and (4) *Professional Staff by Assignment, Race/Ethnicity and Gender*;
5. providing information to local education agencies and the public;
6. determining funding allocations by the state and school systems; and
7. providing information for designing research and staff development plans.

_____
Local Education Agency

_____   _____
Signature of Superintendent of Schools   Date

_____   _____
Name of Contact Person (please type or print)   Telephone Number

_____   _____
E-mail Address   Fax Number

NOTE: This form must be returned by **November 15, 2013** to:

Kathy Donithan
Division of Curriculum, Assessment, and Accountability
Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201-2595
Fax: (410) 333-2017