



FROM: Office of Data System Management

TO: MOSIS, Core Data, Special Education Contacts; Superintendents; MOSIS Listserv Subscribers

DATE: February 8, 2012

SUBJECT: NEW Staff Assignment Report

The new Staff Assignment Report is now available. This new Staff Assignment Report combines the previous "Inappropriate Certification" and "Staff Assignments by Program" reports. In addition to state certification status, the new report includes the federal Highly Qualified status for assignments subject to Highly Qualified requirements.

To facilitate use of this report, a Question/Answer document is available at: http://www.dese.mo.gov/dsm/coredata/documents/dsm_staff_assign_instructions_02_12.pdf.

In addition, a webinar has been scheduled for Wednesday, February 15th at 10:00am. The webinar can be accessed from the following link: <http://desemo.adobeconnect.com/r1mvqxmfgw4/>.

The new report is currently available through the Educator Qualifications web application (under Cross-Divisional Systems in the User Application listing). When in the Educator Qualification web application, click on Report Menu, then Staff Assignment Report. (The new report is not yet available through the Core Data Collection System but will be soon.)

District personnel with certain DESE Web Application access have automatically been granted access to the new report. If you do not have access, but need it, submit a Web Systems User ID Request Form (<http://dese.mo.gov/dsm/websystemuserid.htm>) to your school district's User Manager or follow the directions on the form. On the form, under Cross-Divisional Systems, on the Educator Qualifications line, indicate the access level needed (1-View Only, 2-Data Entry or 3-Authorized Representative). Any of these levels will allow access to the Staff Assignment Report.