

Staff Assignment Report Instructions

The new Staff Assignment Report can be accessed from two places within the DESE Web Application System:

- Core Data Collection System (Data Collection link under School Improvement): Select Reports, then Special Reports, then Staff Assignment Report. This single report replaces the previous “Inappropriate Certification” and “Staff Assignments by Program” reports
- Educator Qualifications (under Cross-Divisional Systems): Select Report Menu, then Staff Assignment Report.

What is new for this report?

The 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.

How do I run the report for all educators in my district?

Simply select the year for the report and click the “Run Report” button. This will provide every assignment for every educator reported in the district. The report includes both the state certification status and the federal Highly Qualified status for each applicable assignment.

How do I limit the report to certain schools or programs?

Use one or more of the selection options to limit the output of the report:

Schools: The default is all schools. Limit the report output to one or more schools by selecting the desired schools and clicking Add.

Program: The default is all program codes which identify special funding. Limit the report output to one or more program codes by selecting the desired programs and clicking Add. For example, to produce a Federally Paid report for NCLB Consolidated Application purposes, select programs 03, 04, 10, 13, 20, 21, 28, 29, 30, 31, 37 and 39.

CTE Program Type: The default is all career and technical education (CTE) Program Types. Limit the report output to one or more CTE program types by selecting the desired program types and clicking Add.

Special Report: There are three special reports:

- **No Certification – Teacher:** The report includes only teachers who do not have any active certification
- **Administrator:** The report includes all administrators (position codes 10 and 20) in your district.
- **Summer School:** The report includes only summer school assignments.

HQ Type: There are four highly qualified reports:

- **All:** The report includes all staff subject to federal highly qualified requirements including core content teachers, federally paid, or IDEA teachers and/or paraprofessionals.
- **Core Content:** The report includes all core content teachers as defined by NCLB. The definition of core content courses can be found at:

http://dese.mo.gov/divimprove/fedprog/grantmgmnt/documents/HQ_defined.pdf

- **Federally Paid:** The report includes teachers and/or paraprofessionals of courses evaluated for highly qualified requirements that are paid with federal (NCLB) funds. Please note that all instructional paraprofessionals in a Title I Schoolwide school must be qualified and will be included on this list.
- **IDEA:** The report includes special education teachers and/or paraprofessionals that are evaluated for highly qualified purposes

Not Appropriately Certificated, Not Highly Qualified or Both

- **Not Appropriately Certificated (Previous “Inappropriate Certification” Report):** To produce a report that lists out assignments for which the educator is not appropriately certificated (similar to the previous “Inappropriate Certification” report), check the box next to the “Not Appropriately Certificated” option. If the “All Assignments” radio button is selected, clicking “Run Report” will return all assignments (Appropriately or Not Appropriately Certificated) for any educators who have at least one assignment for which they are not appropriately certificated. If the “Selected Assignments Only” radio button is selected, clicking “Run Report” will return only those assignments for which the educator is not appropriately certificated (most similar to the previous Inappropriate Certification report).
- **Not Highly Qualified:** To produce a report that lists out the assignments for which the educator is not highly qualified, check the box next to the “Not Highly Qualified” option.
- **Both:** To produce a report that lists out the assignments for which the educator is not appropriately certificated and/or not highly qualified, check the box next to the “Both” option.

Course Range: To limit the report to a specific course code or range of course codes, type in the six digit course code or range of codes.

All Assignments or Selected Assignments Only: The “All Assignments” radio button is the default setting and results in all assignments displaying for those educators who meet the selection criteria. The “Selected Assignments Only” radio button limits the results to those assignments that match the selection criteria. For example, Mrs. Smith has two assignments, one Program Code 03 and the other has no program code. If Program Code 03 and “All Assignments” are selected, both of Mrs. Smith’s assignments will display on the report. If Program Code 03 and “Selected Assignments Only” are selected, only Mrs. Smith’s Program Code 03 assignment will display on the report.

Sort By: The Sort By option is used to sort the report by the educators’ last names or by school code.

What do the HQ Status codes mean?

- “P” indicates that the educator has demonstrated content expertise by passing a Praxis II test
- “H” indicates that the educator has demonstrated content expertise through a HOUSSE form
- “G” indicates that the educator was previously found to have demonstrated content expertise
- “Y” indicates that the educator is considered highly qualified based on certification status
- “N” indicates that the educator is not considered highly qualified

How often are the data in the report refreshed?

The information in these reports is not “live” data, but is updated Monday-Friday at approximately 2:00 am.

How do I get access to the Staff Assignment Report?

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.