







4

The screenshot shows the Missouri Department of Elementary and Secondary Education website. The 'Data Collections' section is highlighted with a red circle and includes links for 'Core Data and PRODS Reference Pages', 'Child Count', 'Special Education - Educational Environment', 'Special Education Health Codes', 'Special Education Child Count Verification Report Instructions', and 'Child Count and Educational Environment Q&A'. The 'Special Education' sidebar includes links for 'News and Updates', 'Policy Plans', 'Compliance', 'Special Education Data', 'Administrative Memos', 'Webinars', and 'Web Applications'.

5

RESOURCES

Educator Course and Assignment

Reporting Guidelines for Special Education Programs

- [Core Data Manual Exhibit 16](#)
- [Personnel Reporting Table](#)
- [Teacher Example](#)
- [Contracted Personnel](#)
- [Educator Reporting Codes - one page table](#)
- [Position Codes](#)

[Staff Assignment Report Instructions](#)

[Educator Reporting Q&A](#)

6

WHO TO REPORT

- All staff providing special education and related services to students with disabilities
 - Administrators
 - Teachers
 - Ancillary
 - Aides
- Employed and **contracted** staff

MOSIS FILES

7

Exhibit 36-Primary Keys

October Cycle Educator/Assignment Files

Educator Submission		Assignment Submission	
Educator Core Key	Educator School Key	Course Assignment Key	Student Assignment Key
EDC Current School Year	= EDS Current School Year	= CRS Current School Year	= STA Current School Year
EDC Reporting District Code	= EDS Reporting District Code	= CRS Reporting District Code	= STA Reporting District Code
EDC EDSSN	= EDS EDSSN	= CRS EDSSN	= STA EDSSN
	EDS Reporting School Code	= CRS Reporting School Code	= STA Reporting School Code
	EDS CTE Program Type	= CRS CTE Program Type	= STA CTE Program Type
	EDS Position Code	= CRS Position Code	= STA Position Code
		CRS Assignment Number	= STA Assignment Number
			STA State ID

MOSIS to CORE DATA

8

MOSIS Educator Core

➔

Screen 18
Educator Demographics & Buildings

MOSIS Educator School

➔

Screen 20
Educator Assignments & Course Enrollment

MOSIS Course Assignment

➔

Screen 20
Educator Assignments & Course Enrollment

MOSIS Student Assignment

➔

Screen 20
Educator Assignments & Course Enrollment

REPORTING CODES

9

	Teachers	Aides	Ancillary	Admin
Program Code	✓	✓	✓	✓
Position Code	✓	✓	✓	✓
Course Code	✓	✓	✓	✓
Delivery System	✓	✓		
Minutes	✓	✓	✓	✓
Grade Level	✓	✓	✓	✓
Caseload or Student Assignments	✓			

SPECIAL EDUCATION PROGRAM CODES

10

Program Code	Description (Exhibit 13)
06	K-12 Special Education
17	Early Childhood Special Education
09	Fiscal agent services provided to other districts; a code of 09 should have a corresponding code of 19 reported by the participating district; fiscal agent reports salary and FTE and a course code of 880010-contracted services
19	Participating district services provided by another district/co-op or other contracted personnel (OT, PT, Speech, etc.); salary and FTE are not reported; report appropriate special ed course/assignment code



POSITION CODES (EXH 3): ADMIN & ANCILLARY PERSONNEL

11

- Position Code 10 – Administration
 - 881900 – Special Ed Administrator
- Position Code 30 – Supervisor
 - 883800 – Special Ed Process Coordinator
- Position Code 70 – Other Pupil Services
 - 887900 – Other Pupil Personnel (not a teacher!)
 - Others (see Core Data Manual Exhibit 10)
- Position Code 90 – Ancillary
 - 889000 – Speech/Language Pathology
 - 889100 – Audiologist
 - 889300 – Occupational Therapy
 - 889400 – Physical Therapy
 - Others (see Core Data Manual Exhibit 10)




OTHER PUPIL PERSONNEL-887900

12

- Code 887900 should only be used for assignments:
 - Without a separate code
 - That do not require DESE certification and do not have another applicable course code (ABA, Music Therapy, Brailleists, etc.)
 - Shows up on Staff Assignment Report as requiring Supervisor Approval




POSITION CODES: TEACHERS AND AIDES

13

- Position Code 60 – Teacher
 - Course codes start with “19”
 - Should generally NOT include course codes that start with 88
- Position Code 80 - Aide
 - Course codes 195000 or 195010 for K-12
 - Course code 195400 for ECSE




SPECIAL EDUCATION COURSE CODES FOR TEACHERS (EXH 10 & 16)

14

Course Code	Description
195000	Direct Service/Instruction Special Education Core
195010	Direct Service/Instruction Special Education Non-Core
195100	Direct Service/Instruction Visually Impaired
195200	Direct Service/Instruction Hearing Impaired
195300	Direct Service/Instruction Severe Developmental Delay
195400	Direct Service/Instruction ECSE
195500	Direct Service/Instruction Speech/Language Pathology
195610-195640	Departmentalized Instruction in English Language Arts, Math, Science, Social Studies
195700, 195800	Community-based and Work Experience Instruction
193000, 193100	Consult with General/Special Ed Teachers and Testing
198600	Case Management of IEPs



MORE ON 195610-40

15

- Special Education Departmentalized Instruction in English language arts, Mathematics, Science, and Social Studies
- Only use for grades 7-12
- Only use delivery systems SC or LI
- Indicates that the special ed teacher is teacher of record (gives the grade in the core content area)
- If teaching students of two or more different subjects or course sequence levels (or grade levels) at the same time period you can report multiple lines and sequence the items using the CC (combined course) field









SPECIAL EDUCATION DELIVERY SYSTEMS (EXH 14)

Delivery System	Used For	Description
CO	Teachers	Co-teaching, class within a class
IG	Teachers & Aides	Individual/small group instruction
SC & LI	Teachers	Self-contained and Low Incidence Self-contained
IN	ECSE Teachers	Classroom that has both ECSE students and up to 50% non-disabled peers
PA	Aides	Personal Assistant

GRADE LEVEL CODES (EXH 12)

Code	Description
PK-12	Individual grade level codes
13	High School (typically grades 9-12)
14	Junior High or Middle School (ONLY grades 7-9)
15	Middle School or Junior High (ONLY grades 4-8)
16	Elementary (ONLY grades K-8)
17	Any combination of grades K-12 that includes a greater grade span than those included in 13-16. This code is typically used for superintendents, nurses, etc.
18	Elementary (ONLY grades PK-3)

Limit use of grade span codes, especially 17

- Can cause inappropriate certification issues

CASELOAD OR STUDENT ASSIGNMENT?

- Delivery system of CO or IG
 - Report caseload number in Educator Assignment file
- Delivery system of SC, LI or IN
 - Report students in Student Assignment file
- Rules with some exceptions



ASSIGNMENTS AND MINUTES

19

- Each line reported is considered a course or assignment
- Each assignment should include the average number of minutes per week
- Total minutes reported should sum to the building's instructional time




SCENARIOS

20




SPECIAL EDUCATION TEACHER

21

Course Code	Course Name	Grade Level	Program Code	Delivery System	Minutes	Caseload or Student Assignments
195000	SpEd Core	13	06	IG	500	20: Caseload
195000	SpEd Core	09	06	CO	250	10: Caseload
195620	SpEd Math	10	06	SC	250	5: Assignments
990000	Planning Time	NA	NA	NA	250	NA

PERSONNEL REPORTING TABLE

22

Course/ Assignment Name and Number ¹	Delivery System ²	Examples	State Certification Requirement ³	Report caseload number or student assignments? ⁴
Direct Service/ Instruction Special Education - Core Content Areas 195000	CO or IG	<ul style="list-style-type: none"> The special education teacher co-teaches mathematics with a general education teacher. The general education teacher gives the grades to the special education students in the class (CO). The special education teacher provides instructional support on a resource basis to special education students (IG) 	Any Special Education Certificate	Caseload Number
Direct Service/ Instruction Special Education - Core Content Areas 195000	SC or LI	<p>Report simultaneous or combined instruction of two or more core content areas, i.e. math, science, social studies and/or communication arts, during the same time period under this course code, unless reported separately under course numbers 195610-195640</p> <ul style="list-style-type: none"> The special education teacher provides the primary math, communication arts, science and social studies instruction and gives the grades to students with disabilities 	Any Special Education Teaching Certificate	Student Assignments
Direct Service/ Instruction Special Education - Non-Core Content Areas 195010	CO or IG	<ul style="list-style-type: none"> The special education teacher co-teaches a keyboarding class with a general education teacher. The general education teacher gives the grades to the special-education students in the class (CO) The special education teacher provides instructional support on a resource basis to special education students from the general education career exploration class and from the general education personal finance class (IG) 	Any Special Education Certificate	Caseload Number

CO-TEACHING

23

- Special Education Teacher:**
 - 195000 or 195010
 - CO delivery system
 - Caseload number; no student assignments
- General Education Teacher:**
 - General education course number
 - Blank or other delivery system as appropriate (not CO)
 - Student assignments
- No reported linkage between the two teachers






SPEECH/LANGUAGE

24

Title	Role	Course Code/ Delivery System	Position Code	Requirement
Speech/ Language	Diagnostic/ Evaluation/ Supervision	889000	90	SLP certification or licensure
Speech/ Language	Speech Services	195500/IG	60	SLP certification or licensure
Speech Implementers	Speech Services	195500/IG	60	Annual approval by Compliance
Speech/ Language Assistant/ Aide	Speech Services	195500/IG	80	Licensure through State Board of Healing Arts



OCCUPATIONAL THERAPIST

25

- Program code: 06, 17, 19 (contracted)
- Position code: 90 ancillary
- Course code: 889300 – occupational therapist
- Delivery system: leave blank
- Caseload: leave blank
- Occupational Therapists require licensure issued by MO Board of Occupational Therapy
- COTAs: coded same as OTs



PHYSICAL THERAPIST

26

- Program code: 06, 17, 19 (contracted)
- Position code: 90 – ancillary
- Course code: 889400 – physical therapist
- Delivery system: leave blank
- Caseload: leave blank
- Physical Therapists require licensure issued by MO Board of Healing Arts
- PTAs: coded same as PTs



ECSE PERSONNEL

27

- Follow same general rules as other special education personnel
- Critical points
 - Grade level must be PK
 - Program code must be 17, or 19 if contracted
 - Use the Core Data Personnel Detail page
 - Using invalid codes will result in the educator not pulling over to the ECSE Final Expenditure Report
 - <http://dese.mo.gov/financial-admin-services/special-education-finance/early-childhood-special-education-finance>



ECSE TEACHER

28

- Position code: 60 – Teacher
- Course code: 195400 – Direct Service/Instruction ECSE
- Delivery system
 - Center Based/Self-Contained Teacher – SC CO
 - If SC report student assignment
 - If CO report caseload number
 - Integrated Classroom – IN
 - Report student assignment
 - Itinerant – IG
 - Report caseload number
 - Severe/Low Incidence – LI
 - Report student assignment
- Grade level: PK
- Program code: 17



ECSE PARAPROFESSIONAL

29

- Position code: 80 - Aide
- Course code: 195400 – Direct Service/Instruction ECSE
- Delivery system
 - Center Based / Self-Contained: CO, IG or SC
 - Integrated Classroom: IN
 - Severe/Low Incidence Classroom: LI
 - Personal Aide: PA
- Grade Level: PK
- Program Code: 17



STAFF ASSIGNMENT REPORT

30

- Report of assignments and certification status of educators
- Available the day after MOSIS files certified via DESE web apps:
 - Data Collection (Core Data)
 - Reports, Staff Assignment Report
 - Educator Qualifications
 - Report menu, Staff Assignment Report
- Special Education specific:
 - Select program codes 06, 09, 17, 19 and/or
 - Select course range 190000 to 199999 or other specific course codes



EDUCATOR CREDENTIALS

31

- Provides certification and course/assignment information for educators
- Search by District or Educator ID
- <https://apps.dese.mo.gov/HQT/CredentialListerChecker.aspx>






SPECIAL EDUCATION DATA CONTACTS

32

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