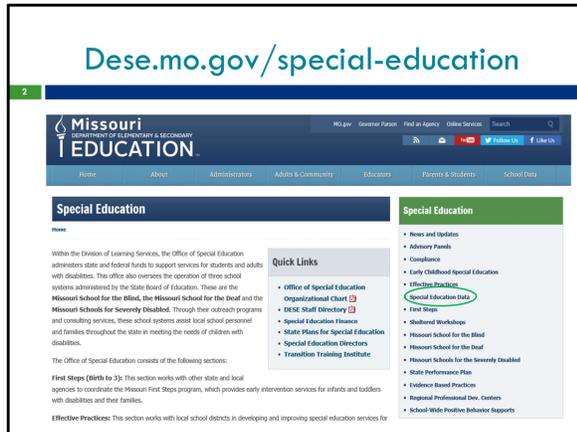
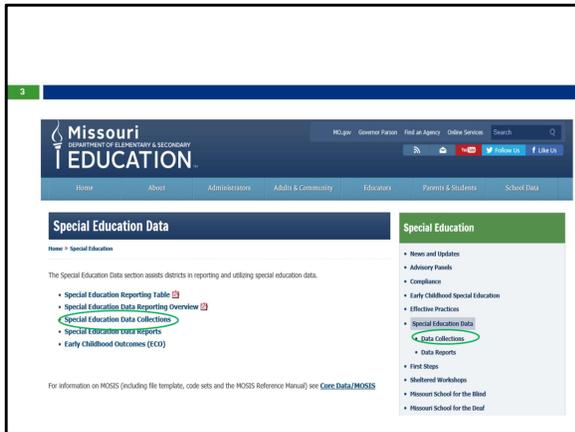


**Thank you for tuning in to this webinar on special education personnel reporting. This webinar will review the various code sets used for reporting special educators.**

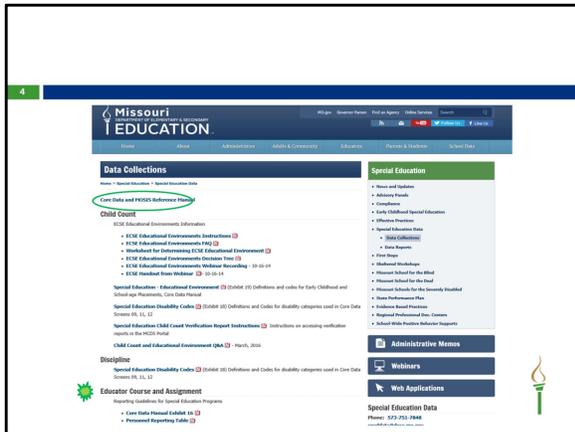


**First, I want to start by showing you where you can find the technical assistance documents for special education course and assignment reporting.**

**This is the Office of Special Education’s main page, from here, click on Special Education Data.**

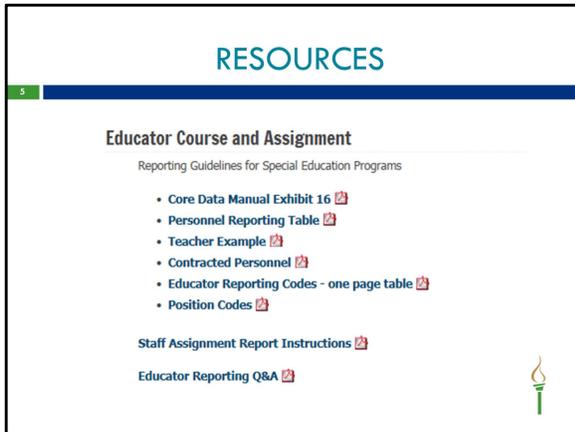


Then under **Special Education Data**, click on either one of the **Data Collections** links.



There is a link to the Core Data and MOSIS Reference Manual at the top of this page. I'll be referring to various Exhibits from the manual throughout this webinar.

Farther down on the page, you'll find a set of materials under the heading of Educator Course and Assignment.



The first link shown here is Exhibit 16 from the Core Data Manual. Its primary purpose is to define the special education course codes, and it is a good summary of the information that we're going to cover in the webinar.

Second is a document that pulls together a lot of information including examples and certification requirements. We'll look at this one later in this webinar.

Third is a simple example of the reporting for a special education teacher.

Fourth is information on reporting contracted personnel.

Fifth is a handy one-page table that lists out the codes used for special education teachers.

Sixth is a listing of position codes which comes from Core Data Manual Exhibit 3.

**We'll talk about the Staff Assignment Report later, but we have instructions for accessing and running the report here.**

**Lastly on this page is a question and answer document for educator reporting. We try to keep this current and update it when we have frequently asked questions.**

**This webinar is being recorded and we will post the recording on this page as well.**

## WHO TO REPORT

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



**So now, let's talk about who should be reported. The simple answer is that you need to report anyone who is providing special education and related services to students with disabilities. This includes your special education administrators, teachers, aides and therapists such as occupational, physical and speech/language therapists. All staff, whether employed or contracted by the district, should be reported.**

## MOSIS FILES

### 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

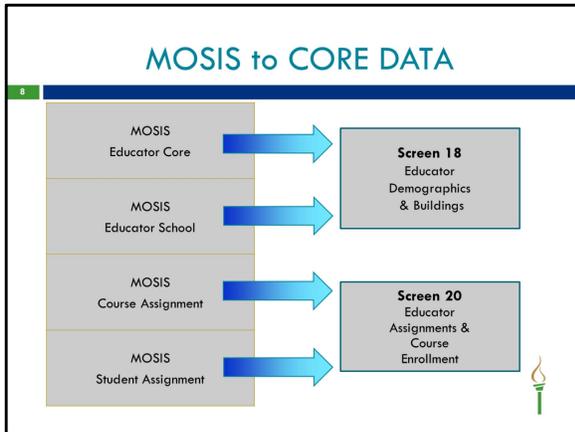
The data are reported to us through the MOSIS Data Collection system. The educator data is reported through the MOSIS October cycle. There are four separate files in which you report all of the required information. The first file is the Educator Core file, which contains the social security number, or SSN, and demographics including race, gender, salary, years of experience, etc.

The second file is the Educator School file which tells us what buildings or schools the educators are working in, and the position codes for the educators within the buildings. The Educator School file is tied to the Educator Core file by the school year, district code, and educator SSN.

The third file is the Course Assignment file which tells us what the educators are doing. This is where the majority of the information we're going to talk about is reported. Assignment information includes course code, delivery system, grade level, semester, program code, minutes, etc. This file is tied to the Educator School file by the educator's SSN, School, and position code.

The fourth file is the Student Assignment file which ties individual students to their teacher of record for each assignment.

**The four files are linked by SSN, then School and position code, then assignment number. Collectively, the files tell us who the educators are, where they are working, what assignments they have, and which students the teachers have in their classes.**



**The data is certified through MOSIS and populates the Core Data screens as shown here. It is often easier to look at an educator’s information in the Core Data Screens than through the MOSIS system, however if changes are needed, the changes have to be made through MOSIS.**

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



**We're going to touch on all of the reporting codes listed here. The chart shows you which codes are required for whom. You can see that most codes are required for everyone – teachers, aides, administrators and ancillary, including therapists & other non-teaching positions. One exception is that ancillary staff and administrators do not need a delivery system. Another exception is that aides, ancillary staff and administrators do not have caseloads or student assignments reported.**

**We are going to go through the various code sets and then try to pull them all together.**

SPECIAL EDUCATION PROGRAM CODES	
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

The first code set is the Program codes, which, along with course/assignment codes, define special education personnel. The program codes are reported in the Course Assignment file.

These four program codes are the only ones that should be used for special education personnel. The exception to that is if your district or building is pooling special education funds with other federal funds for either school-age or early childhood. In those cases, there are other program codes that should be used. The complete list of Program Codes can be found in Exhibit 13 of the MOSIS Core Data Manual.

Program Code 06 is the most widely used program code and designates K-12 special education. Program code 17 is for early childhood special education, and it's really important to have 17 on the ECSE records in order to have the data flow through to the ECSE final expenditure report.

Program Codes 09 and 19 are used for reporting cooperative or contractual situations where an educator is working in one district but is paid by another. 09 is used by the fiscal agent so that they can report FTE and salary information. 19 is used by the

**participating school district, and the assignment reported should be the actual special education assignment. Program code 19 is also used to report contracted personnel from an agency – such as contracted speech therapists, occupational therapists or physical therapists.**

**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 Z0 – 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)




**The next code set is Position Codes. I’ve listed a few that are specific to administration and ancillary staff. I’ve also listed some of the course codes associated with the position codes. The complete list of Position Codes is in Exhibit 3 of the MOSIS Core Data Manual.**

**Position code 10 is used for administrative staff, which includes special education directors. The course or assignment code for sped directors is 881900. You’ll note that I have the 1’s in the position code and course codes underlined – this is just to point out that there is a relationship between the first digit of the position code and the third digit of the course code.**

**Position code 30 is used for supervisors, and the one course code specific to special education is 883800 – process coordinators.**

**Position code 70 is for “other pupil services” – there are additional course codes that can apply to special educators, but I’ve only listed 887900 – Other Pupil Services. This should be used on very limited basis, for staff without teacher certification and when there is no other course code that is applicable.**

**Position code 90 is for ancillary staff including OTs, PTs, Audiologists, etc. There is a complete list of the corresponding course codes in the 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



**Since the prior slide mentioned the course code 887900 which is Other Pupil Personnel, I want to elaborate on that for a minute. 887900 should only be used for assignments that do not require DESE certification and should only be used when there isn't another applicable code. Some of the more common uses for 887900 are ABA providers, music therapists, and behavior interventionists.**

POSITION CODES: TEACHERS AND AIDES

- 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



**Position code 60 is for teachers. The course codes used for special education teachers start with “19”, and we’ll go through those codes next.**

**Position code 80 is for para-professionals or aides, and in general, you would use course codes 195000, 195010 or 195400 for special education aides. You will also report program and delivery system codes for paraprofessionals and aides just as you would for a teacher.**

**Comments are not required to describe assignments for aides or co-teachers but are certainly encouraged.**

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

The course codes shown here are used for special education teachers. Exhibit 10 in the MOSIS Core Data Manual includes all course and assignment codes. Exhibit 16 is specific to special education and defines each of the special education course codes. The document called “reporting of special education teaching assignments” provides examples for each of these teaching assignment codes, so we’re not going to go over all of these in detail. You can find this document by clicking on the “personnel reporting table” link in the Educator Course and Assignment section of the Special Education Data Collections page.

195000 and 195010 are the most commonly used, and designate that special education services are being provided in either core content areas or non-core content areas. We will touch on 195610-195640 in the next slide.

198600 for Case Management of IEPs only needs to be reported if the teacher has time allocated for case management during the week. This does NOT have to be reported for all special ed teachers. The same is true for 193000 & 193100 – you only need to use them if the teachers have time allocated for consultation or testing.

## 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



**195610, 20, 30, 40 are the course codes used for special education instruction in core content areas – they are called a lot of different things like “special ed math”, “special services English”, etc. They should be used to report classes taught by special education teachers where the special ed teacher is giving the grade in the core content area. They should only be used for grades 7-12. They should only be paired with self-contained delivery systems which include SC for self-contained and LI for low incidence self-contained.**

**A special education elementary teacher who is providing departmentalized instruction in a specific content area should be coded to 195000 and not to the 1956 codes.**

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

**There are a limited number of delivery systems that should be used for special educators. CO designates co-teaching or class within a class instruction. The CO delivery system would be used for a special education teacher when there is both a general education and special education teacher in a classroom.**

**IG designates individual or small group instruction where the special ed teacher is not the teacher of record. SLPs providing itinerant speech services would also be coded with the IG delivery system**

**SC and LI are for self-contained instruction. This designates that the special ed teacher has students assigned to him or her, and that the special ed teacher is giving a grade to the students. They are providing the primary instruction for the students, not supplementary instruction or supports. These would be considered teachers of record.**

**IN defines an ECSE integrated classroom that contains up to 50% non-disabled peers**

**PA is a delivery system that is used with aides to designate**

**personal assistants. All other aides are considered instructional aides.**

GRADE LEVEL CODES (EXH 12)	
17	
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)
	<ul style="list-style-type: none"> <li>○ Limit use of grade span codes, especially 17               <ul style="list-style-type: none"> <li>▪ Can cause inappropriate certification issues</li> </ul> </li> </ul>



**Grade level codes are shown here. When possible, use a single grade level code, like 3 for third grade. For situations when an assignment includes students from multiple grade levels, there are grade level codes that cover a span of grades. For example, grade level code 13 includes grades 9 through 12. You should limit the use of grade span codes, especially code 17, as they can cause certification issues if the assignment grade span is not covered by the educator’s certification grade span.**

## 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



**Remember that there are four MOSIS files used to report educator information. The fourth is the Student Assignment file, and it is used to list out the students tied to each teacher's assignment. In the general education world, this would mean listing the students in Mrs. Smith's 4<sup>th</sup> period Algebra 1 class, or in Mr. Jones' 2<sup>nd</sup> grade class.**

**We know that there are many situations where it doesn't make a lot of sense to report student assignments for special education teachers – for example in co-teaching classroom or for supplemental instruction. For those cases, we use a field called caseload in the Educator Assignment file. This is just the number of students whom the special education teacher is serving. For situations where students are in a classroom for a block of time and the special ed teacher is the teacher of record, for example, in self-contained classes or a special services math class, then the students would be listed in the student assignment file.**

## ASSIGNMENTS AND MINUTES

19

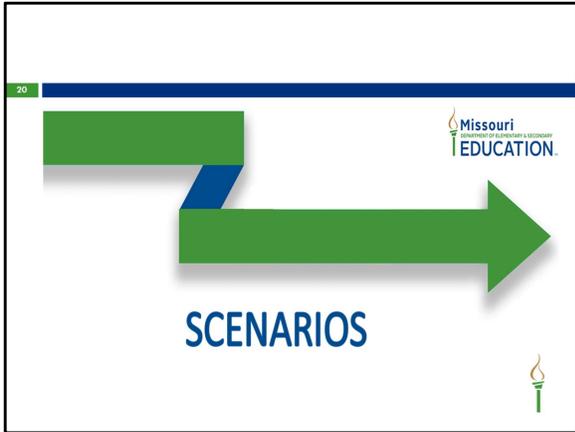
- Each line reported is considered a course or assignment
- Each assignment should include the average number of minutes per week
- Total minutes reported should sum to the building's instructional time



**An educator's assignment is described by the code sets we've just talked about – the program code tells us that it's a special ed assignment; the position code tells us whether the person is an administrator, teacher, aide or ancillary personnel; the course and grade level codes tell us what they are teaching or doing; and the delivery systems tell us how instruction is being delivered. When the appropriate codes are used in combination, we have a good picture of how many special educators are out there, and what they are doing.**

**Each combination of codes reported for an educator is called an assignment, and each assignment includes the number of minutes per week that the educator is doing this assignment. The total number of minutes reported across the assignments should sum to the building's instructional time for a full-time educator.**

**Some educators will only have a small number of assignments reported, others will have more depending on the variety of position codes, course codes and delivery systems needed to describe how they are spending their time.**



**Now we're going to pull all of the pieces together and go through some specific reporting scenarios.**

SPECIAL EDUCATION TEACHER						
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

As I mentioned before, the codes collectively describe what the educators are doing. The information you see here are some coding examples for a special education teacher. The first row shows 195000 which is special ed instruction in core content areas, at the high school grade span of 13. Program code 06 designates special ed k-12 services. The delivery system of IG indicates that the teacher is providing supplementary special education services to twenty students for 500 minutes a week.

The second row or assignment is also 195000, but the grade level and delivery system indicates that the teacher is co-teaching with a regular education teacher in a 9<sup>th</sup> grade classroom for 250 minutes each week.

The third row or assignment tells us that the special educator is the teacher of record for five students in a 10<sup>th</sup> grade self-contained math class.

The fourth row indicates that the teacher has 250 minutes of plan time each week.

PERSONNEL REPORTING TABLE				
Course/ Assignment Name and Number <sup>1</sup>	Delivery System <sup>2,3</sup>	Examples	State Certification Requirement <sup>4</sup>	Report caseload number or student assignments? <sup>5</sup>
Direct Service/ Instruction Special Education - Core Content Areas  195000	CO or IG	<ul style="list-style-type: none"> <li>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).</li> <li>The special education teacher provides instructional support on a resource basis to special education students (IG).</li> </ul>	Any Special Education Certificate	Caseload Number
Direct Service/ Instruction Special Education - Core Content Areas  195000	SC or LI	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 195010-195040. <ul style="list-style-type: none"> <li>The special education teacher provides the primary math, communication arts, science and social studies instruction and gives the grades to students with disabilities.</li> </ul>	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"> <li>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).</li> <li>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).</li> </ul>	Any Special Education Certificate	Caseload Number

For more information on reporting special education teachers, please see the Personnel Reporting Table available on the DESE website. The document provides examples of various combinations of course codes and delivery systems, along with the state certification requirements. This is a good resource to use if you're trying to determine how a special education teacher should be reported.

The first example on the page shows the 195000 course code which is special education instruction in core content areas with a delivery system of CO or IG. Examples are given for both co-teaching and individual small group. It provides you the state certification requirement which, in this case, is any special education certificate and the last column indicates that you would generally report a caseload number in the course assignment file rather than student assignments in the student assignment file.

Again, this document is a good resource if you are trying to determine the best way to report your special education teachers.

## 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




**This provides a little more detail about co-teaching assignments. Co-teaching models can look different, but the underlying assumption is that the general education teacher is the teacher of record and is therefore giving the grades to all the students in the class. Since many co-teaching classrooms are covering core content areas, the special education teacher will use a course code of 195000. CO for co-teaching is the appropriate delivery system, and a caseload number would be reported for the special education teacher rather than student assignments.**

**The general education teacher would use the general education course number (or blank if at the elementary level) and, as teacher of record, would have all of the students listed in the student assignment file.**

**Please note that there is nothing that links the two educators together in the reported data.**

SPEECH/LANGUAGE				
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

There are several different ways to report the provision of speech/language services. The first one listed here would be used by SLPs who are primarily doing diagnostic work or evaluations, or those that are supervising speech implementers or SLP assistants or aides. These folks would be reported with course code 889000 and position code 90. Qualifications are SLP certification through DESE or licensure through the Board of Healing Arts.

The second one listed would be used by SLPs who are providing speech/language services to students. These folks would be reported as a teacher with position code 60, course code 195500 and most likely the IG delivery system for individual/small group delivery. Qualifications are SLP certification through DESE or licensure through the Board of Healing Arts.

Next, speech implementers are reported as teachers with position code 60, course code 195500 and delivery system IG. Implementers require annual approval through the Office of Special Education Compliance section.

And, if you have SLP Assistants or Aides, meaning folks who have licensure through the Board of Healing Arts, you would code them as an aide with position code 80, course code 195500 and delivery system IG.

**It is not necessary to divide SLP time between 889000 and 195500, you can report all of the minutes using the primary code.**

## 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



**Occupational therapists are reported with program code 06 for special education K-12, 17 for Early Childhood Special Education, or 19 for contracted staff. The position code is 90 for ancillary personnel. The course code is 889300 for occupational therapists. You can leave the delivery system and caseload blank as that does not need to be reported. Qualifications are licensure issued by the Missouri Board of Occupational Therapy. COTAs are coded the same way 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



**Coding for Physical Therapists is very similar to Occupational Therapists. The program code would be 06, 17, or 19, and the position code is 90. The course code is 889400 for physical therapists. You can leave the delivery system and caseload fields blank. The qualification is licensure issued by the Missouri Board of Healing Arts. Physical Therapy Assistants are coded exactly the 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>



**When reporting the ECSE personnel, using the correct coding is extremely important. Invalid codes could cause personnel not to pull over for ECSE Final Expenditure Report and could impact your reimbursements.**

**Reporting ECSE personnel is very similar to reporting other special education personnel. The key differences are to use a grade level of PK and a program code of 17.**

**Contracted ECSE staff should be reported under program code 19 and grade level PK.**

**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



**Early Childhood Special Education teachers are reported with a position code of 60 and course code of 195400 for direct service and instruction in ECSE.**

**The delivery system depends on how the special education instruction is being delivered. You can have teachers in a center based or self-contained teacher using either a SC or CO delivery system. Integrated classrooms use a delivery system of IN, itinerant teachers would use a delivery system of IG for individual small group and if you have teachers in low incidence classrooms you would use a delivery system of LI.**

**Again its really important to have a grade level of PK and a program code of 17 to define those ECSE teachers.**

## 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



**ECSE paraprofessionals or aides are reported with position code 80 and course code 195400. The delivery systems are based on the type of classroom or services that are being delivered. The PA delivery system would be used for personal aides or assistants. Again, make sure you're reporting grade level PK and 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




**The Staff Assignment Report is a great resource to review what has been reported for special education staff. The report joins up all of the assignment data we have just been talking about with the certification information that we have on educators. It shows whether staff are appropriately certificated for their assignments.**

**The report is available the day after the October MOSIS files are certified and it is available in two places under the DESE web applications. One is under Data Collection or Core Data System and you can get to that through the reports option. The second place is through a web application called Educator Qualifications where the staff assignment report is located under the report menu.**

**If you want to only see the special education staff on the staff assignment report you can limit the report by use of program codes or course code range. This is a good report to review because it will help you identify any reporting errors that might need to be fixed or if there are any certification issues that need to be addressed.**

## 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>



**The Staff assignment report lists out all educators in the district. The Educator Credentials system is another report that gives you the same information from the staff assignment report, but it only displays one educator at a time.**

**The web link is shown here. This site is publically available and can be used to search for educators by district or educator ID. It lists out the certificates an educator holds in addition to the course assignment information for the educators.**



SPECIAL EDUCATION DATA CONTACTS	
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Website:	<a href="https://dese.mo.gov/special-education">https://dese.mo.gov/special-education</a>

**Shown here is contact information for the Special Education data staff. Feel free to contact us if you need assistance with reporting your special education staff.**