Department of Elementary and Secondary Education
Tips for Reporting Contracted Personnel

MOSIS Excel Template, File layout and Business rules can be found on the web at: http://dese.mo.gov/data-system-management

Educator Core File

CollectionVersion	2017Oct1.0EdCore
CurrentSchoolYear	2017
ReportingDistrictCode	District's 6 digit county/district code
EDSSN	Educator's SSN
EDLastName	Smith
EDFirstName	Jane
EDMiddleName	
EDSuffix	
EDDateOfBirth	
EDGender	F
EDRaceEthnicity	M
EDEmail	jsmith@abcschool.org
EDExtConDur	
EDExtConSal	
EDRegTermSal	0
EDExtDutySal	
EDMinSalSupplmt	
EDCareerLadr	
EDHighDegree	Educator's highest Degree
EDYrExpDist	# of years experience
EDYrExpMo	# of years experience
EDYrExpPublic	# of years experience
EDLateHireDate	
EDEarlyTermDate	
EDComments	
EDFiscAgentCoDist*	Appropriate county/district code for your fiscal agent
EDMinSalDaysWrkd	

* If Fiscal Agent is a private company/individual, you can use
   county/district code 999999

Educator School File

CollectionVersion	2017Oct1.0EdSchool
CurrentSchoolYear	2017
ReportingDistrictCode	District's 6 digit county/district code
ReportingSchoolCode	School's 4 digit school code
EDSSN	Educator's SSN
LastName	Smith
FirstName	Jane
PosCode	90
CTEProgType	
FTE	0.00
Salary	0
CTEMonth	
LateStartDate	
EarlyEndDate	
CourseComm	contracted PT

Course Assignment File

CollectionVersion	2017Oct1.0CrsAssgn
CurrentSchoolYear	2017
ReportingDistrictCode	District's 6 digit county/district code
ReportingSchoolCode	School's 4 digit school code
EDSSN	Educator's SSN
LastName	Smith
FirstName	Jane
PosCode	90
CTEProgType	
AssignNum	10000000111
LocCourseNum	
LocCourseName	PT
LocSecNum	
CourseNum	889400
AssignStartDate	
AssignEndDate	
CourseSeqNum	
CourseGradeLevel	PK
CourseSem	0
CourseDeliverySys	
CourseProgCode	19
CourseMins	150.00
CourseCredit	
Caseload**	
CourseHours*	
AssignComment	contracted PT

*Not allowed for October Course Assignment
**caseload is optional for ancillary personnel

Highlighted fields;
Yellow - required   Blue - optional   White - conditional
   (these are taken directly from the Excel Template (web address above))
Purple - data reported for contracted personnel

More information on reporting Special Education teaching assignments can be found at https://dese.mo.gov/special-education/special-education-data/data-collections in the Educator Course and Assignment section.

Revised Sept-2016