

**Frequently Asked Questions
Explaining the Staff Assignment Report
February 2012**

Q. Is the Staff Assignment Report Available through Core Data?

A. Yes. It can be found under the 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.

Q: What does this report mean to the district and how are we supposed to be using this data?

A: This report functions as a report of the MOSIS Educator and Assignment files, and it provides the results of certification and highly qualified checks. Districts can use the report to check the accuracy of the data reported via MOSIS, and to identify where there are certification or highly qualified issues.

Q. When our district runs the Staff Assignment Report we get the following message, “No course assignments found for parameters selected.”

A. Your district does not have any educators who meet the criteria you have selected.

Q. What does Course Range refer to on the Staff Assignment Report?

A. This indicates the six digit State Course Number.

Q. What about standards based where teachers are teaching the elementary subjects to a grade level?

A. When elementary courses are departmentalized, they should be reported with the course code that reflects what they are teaching, for example 3rd grade math would be reported as course code 115800 Mathematics, grade level 3.

Q. Who do we contact to change our User Manager for our district?

A. The form to change, add, or delete a User Manager can be found at https://k12apps.dese.mo.gov/webapps/securityforms/MO-2356_USER_MANAGER_FORM.pdf or follow the link from the first page of the Web Applications. This form must be submitted to DESE by fax.

Q. Is this report available to be extracted into an Excel document?

A. Not at this time.

Q. I am getting an invalid subject on an Other Science class (exploratory science) for teacher certificated in 5-9 science. Can you fix this in the rules?

A. We would need to evaluate the class and the rule. Please contact the Office of Data System Management at 573-522-3207.

Q. Do we need to certify the district social worker? The appropriate certification message states, “License Required”.

A. Sending documentation of a degree in social work will allow us to clear the social worker.

Q. How does a lag in completing or processing educator certification paperwork impact the report?

A. Educators with pending certifications will show as not appropriately certificated on the report, however, as soon as the certificate is issued, the educator's data will be reprocessed automatically.

Q. Who do we contact with questions on why a teacher is determined to have invalid certification on the Staff Assignment Report?

A. First look at the "AC MSG" on the report which explains why the educator is not appropriately certificated for the assignment. If you still have questions, contact the Office of Data System Management at 573-522-3207.

Q. What does "no expertise" indicate on the Staff Assignment Report?

A. Highly qualified means the teacher:

1. Has obtained full State certification as a teacher or passed the State teacher licensing examination and holds a license to teach in the State, and does not have certification or licensure requirements waived on an emergency, temporary, or provisional basis;
2. Holds a minimum of a bachelor's degree; and
3. Has demonstrated subject-matter competency in each of the academic subjects in which the teacher teaches in a manner determined by the State and in compliance with Section 9101(23) of ESEA. In Missouri this is the Praxis II test.

If a teacher has "no expertise" it indicates that the teacher has not demonstrated subject-matter competency in the core academic subject they are teaching. This can be done via the Praxis II test or a HOUSSE form.

Q. What do the HQ Status codes mean?

A. "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, and "N" indicates that the educator is not considered highly qualified.

Q. Several of our Title I paid supplemental reading teachers have a Special Reading Certificate and are showing up as not highly qualified with the message no expertise, how can this be corrected?

A. These teachers would need to complete a Reading HOUSSE form.

Q. How do we address teachers who are from out of state if they are showing up as Not Highly Qualified due to "No Expertise"?

A: The educators will need to complete a HOUSSE form.

Q. Don't all Missouri certified teachers take the Praxis in their area and thus have all passed the Praxis?

A. No, not all Missouri certified teachers have taken and passed the Praxis in the content area(s) in which they are certificated.

Q. Our Title I paid supplemental reading teachers with a Masters degree show, "Supv Appr Req", why is this?

A. If your Title I paid supplemental reading teacher does not have a Special Reading Certificate, but does have a Master's degree, it will show "Supv Appr Req." They can be approved if their Master's degree is in Reading. Please contact the Office of Data System Management at 573-751-2643 if they have a Master's degree in Reading and it says "Supv Appr Req."

Q. Would Title I Reading teachers with a Masters degree be able to complete a HOUSSE form?

A. If the Master's degree is in Reading. Please contact the Office of Data System Management at 573-751-2643.

Q. Other educators (not Title I paid supplemental reading) have "Supv Appr Req" as their AC message. How do we get approval?

A. Contact your Area Supervisor.

Q. Our Early Childhood/Preschool teachers are showing up as not HQT (no expertise). They all have Elementary Education 1-6 and Early Childhood B-3 certificates. How would they become highly qualified?

A. A certificate alone does not make an educator highly qualified. They would need to pass the appropriate Praxis or complete a HOUSSE form.

Q. If a teacher has AC = Y, but has no code for HQ, does that mean that the course is not considered for HQ purposes by DESE.

A. Yes, only core content courses, federally paid assignments and special education assignments are evaluated for highly qualified purposes. The definition of core content courses can be found at:

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

Q. If an educator has updated their certificates or passed the Praxis will the system automatically update this report?

A. Yes.

Q. What does a blank course code mean?

A. It indicates that the course is a self-contained elementary course. For example, kindergarten would be a blank course code with the grade level K.

Q. Can a Title I paid kindergarten course cause a teacher to have an invalid certificate?

A. Kindergarten teachers need a certificate that covers grade level K (including Elementary K-8, Early Childhood PK-3 or B-3 certificates).

Q. Why does administrative certification show not appropriately certificated for PK?

A. Administrative certificates do not include PK at this time.

Q. We have two teachers assigned to monitor an online college class that are not in their certification area. How should they be coded?

A. They should have an "S" in the delivery system to indicate that they are monitoring a satellite-based/online instruction course.

Q. Do we make the coding changes within the Staff Assignment Report?

A. Coding changes should be done through MOSIS.

Q. What happens to a district if they have a teacher with no certification? Is there a penalty?

A. The Missouri School Improvement Program (MSIP) states that all administrators and teachers must be appropriately certificated for their assignments in accordance with the guidelines contained in Core Data Manual Exhibit 10. In order to receive a 'Met' for MSIP Standard 5.1, all teachers must have Missouri

certification and 95% must be appropriately certificated for their assignments. Also, districts cannot receive state aid for attendance attributed to teachers who have no certification (including substitute certification).

Q. How can a teacher become highly qualified if they are a first year certificated teacher with a bachelor's degree?

A. They will need to pass the appropriate Praxis test.

Q. Are paras who hold substitute certificates highly qualified?

A. Paras who hold sub certificates are highly qualified. They have 60 college hours.

Q. Is there an appeals process for HQT where the lag in certification causes the problem? Can documentation of certification request be provided to re-instate the 100% HQT rate for a district?

A. Final HQT determinations and letters will be sent in May.

Q. Why would someone need to complete a HOUSSE Form?

A. HOUSSE forms can be used to demonstrate subject matter competency. A lifetime certificate is a good example of someone that may need to complete a HOUSSE form. Lifetime certificate holders were certificated prior to Praxis II tests and could use a HOUSSE form to demonstrate subject matter competency.

Q. Can we submit HOUSSE forms to your office now?

A. We are in the process of implementing a new system that will allow you to complete HOUSSE forms online. You will also be able to upload documentation that supports the HOUSSE form through this new system. Districts will need to wait until the online HOUSSE form is available. Districts are still required to have HOUSSE forms and documentation on file in their district.