

October Monthly Educator & Assignment MOSIS/Core Data Webinar

Melissa Bardwell
Amber Castleman
Mary Corey
Kim Oligschlaeger

October 2015



Agenda

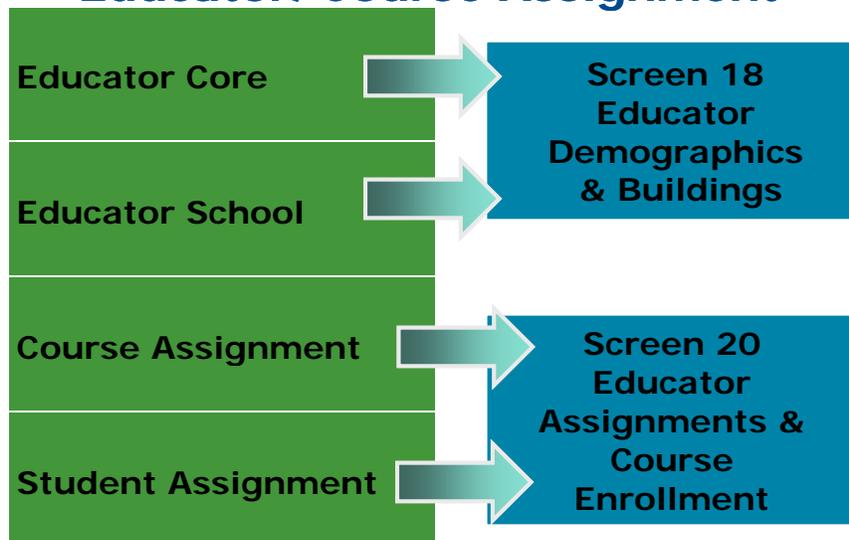
- Current Reporting
- October Educator and Assignment
- Questions

Current MOSIS Reporting

CYCLE	COLLECTION	DUE BY
August	Student Enrollment and Attendance	August 15
October	Student Core	October 15
	Educator Core	
	Educator School	
	Course Assignment	
December	Student Core	December 15
	Graduate Follow-Up	February 15
February	Student Core	February 15
April	Student Core	April 30
June	Student Core	June 30
	Student Enrollment and Attendance	
	Student Discipline Incident	
	Summer Course Assignment	
	Summer Student Assignment	
	Student Course Completion	
Referrals		

3

October Cycle – Educator/Course Assignment



4

October Cycle – Educator/Course Assignment

- ❑ Who do you report?
 1. Personnel requiring a certificate
 2. Aides/Paraprofessionals, Ancillary Personnel, Parent Educators if funded by state or federal programs
 3. Administrators involved with instructional programs
 - Contracted staff (non-district employees) are reported with the Fiscal Agent District Code, report 0 Salary and 0 FTE. Reference Exhibit 35.

5

October Cycle – Educator/Course Assignment

- ❑ Educator and Assignment Data
 - ❑ Throughout the school year changes may be necessary:
 - Educators/Courses that are added, or removed
 - Educators switch duties - Transfer Assignment button available
 - Adding second semester classes
 - ❑ Reported by the district providing the instruction unless a private/nonpublic/college is providing the instruction-then the home district should report.

6

Educator Core

Collection Version	Regular Term Salary
Current School Year	Extra Duty Salary
Reporting District Code	Minimum Salary Supplement
ED SSN	Career Ladder Stage
ED Legal Last Name	Highest Degree → Exhibit 8
ED Legal First Name	Public School Years – District
ED Legal Middle Name	Public School Years – Missouri
ED Legal Name Suffix	Public School Years – Public } Increase +1 each year
ED Date of Birth	Late Hire Date
ED Gender	Early Termination Date
ED Race/Ethnicity	ED Comments
ED Email	Fiscal Agent County District
Extended Contract Duration	Minimum Salary Days Worked
Extended Contract Salary	

7

Educator School

Collection Version
Current School Year
Reporting District Code
Reporting School Code
ED SSN
ED Legal Last Name
ED Legal First Name
Position Code → Exhibit 3
CTE Program Type → Exhibit 9
FTE
Salary → = Regular Term Salary + Extended Contract Salary
CTE Month
Late Start Date
Early End Date
Course Comment

8

Course Assignment

Collection Version	State Course Number	→ Exhibit 10
Current School Year	Assignment Start Date	
Reporting District Code	Assignment End Date	
Reporting School Code	Course Sequence Number	→ Exhibit 11
ED SSN	Course Grade Level	→ Exhibit 12
Educator Last Name	Course Semester	
Educator First Name	Course Delivery System	→ Exhibit 14
Position Code	Course Program Code	→ Exhibit 13
CTE Program Type	Course Minutes	→ Exhibit 9
Assignment Number	Course Credit	
Local Course Number	Caseload	
Local Course Name	Course Total Hours	
Local Section Number	Assignment Comment	
	Combined Course	→ Exhibit 14

9

Student Assignment

Collection Version	Dual Credit Site	} Exhibit 26
Current School Year	Receiving Coll/Dist Code	
Reporting District Code	Sending District Code	
Reporting School Code	Sending School Code	
MOSIS ID	ED SSN	
Local Student ID	Position Code	
Student Legal Last Name	CTE Program Type	
Student Legal First Name	Disadvantaged	→ Exhibit 23
Student Legal Middle Name	IEP Disability (Primary)	→ Exhibit 18
Student Legal Name Suffix	Adult	
Student Date of Birth	Local Course Number	
Student Grade Level	Local Course Name	
Student Gender	Local Section Number	
Race/Ethnicity	State Course Number	
Assignment Number		

10

October Cycle – Educator/Course Assignment

- ❑ Every Educator Core/Educator School record expects a Course Assignment record.
- ❑ Every Course Assignment record expects an Educator Core/Educator School record.

Educator Submission		Assignment Submission	
Educator Core Key	Educator School Key	Course Assignment Key	Student Assignment Key
EDC.CurrentSchoolYear	> EDS.CurrentSchoolYear	> CRS.CurrentSchoolYear	> STA.CurrentSchoolYear
EDC.ReportingDistrictCode	> EDS.ReportingDistrictCode	> CRS.ReportingDistrictCode	> STA.ReportingDistrictCode
EDC.EDSSN	> EDS.EDSSN	> CRS.EDSSN	> STA.EDSSN
	> EDS.ReportingSchoolCode	> CRS.ReportingSchoolCode	> STA.ReportingSchoolCode
	> EDS.CTEProgType	> CRS.CTEProgType	> STA.CTEProgType
	> EDS.PosCode	> CRS.PosCode	> STA.PosCode
		> CRS.AssignNum	> STA.AssignNum
			> STA.StateID

Reporting Guidelines Exhibits

- ❑ Exhibit 14A – Embedded Credit
- ❑ Exhibit 15 – ESEA/NCLB Federal Programs
- ❑ Exhibit 16 – Special Education Programs
- ❑ Exhibit 17A – Early Childhood Education Programs
- ❑ Exhibit 17B – Parent Educator Programs
- ❑ Exhibit 25 – State Approved Gifted Programs
- ❑ Exhibit 27 – Career Education Programs
- ❑ Exhibit 28 – Supervised Employment
- ❑ Exhibit 29 – School Age Community/Afterschool Programs
- ❑ Exhibit 33 – Appropriate Certification/HQT Reqs
- ❑ Exhibit 35 – Reporting Educators
- ❑ Exhibit 36 – Educator/Assignment Primary Keys
- ❑ Exhibit 39 – After School Tutoring

12

October Cycle – MOSIS Transfer Assignment

Home > 2015 October Assignment > Latest Trial > All Course Assignments > 00000000

Element	Value	Type	Rule	Definition
CollectionVersion	2015Oct1.0CrAssign	Error	CRS00002	Each course : matching Cur
CurrentSchoolYear	2015			
ReportingDistrictCode	401401 - MO VIRTUAL INSTRUCTION PROGRAM	Student Assignments		
ReportingSchoolCode	1050	Transfer Assignment		
EDSSN	000000000			
LastName	Castleman			
FirstName	Amber			
PosCode	60 - TEACH			
CTEProgType				
AssignNum	1234			
LocCourseNum				
LocCourseName				
LocSecNum				
CourseNum	990000 - PLANNING TIME			
AssignStartDate				
AssignEndDate				
CourseSeqNum				
CourseGradeLevel	10 - Grade10			
CourseSem	1 - FirstSem			
CourseDeliverySys				
CourseProgCode				
CourseMins	250			
CourseCredit				
CaseLoad				
CourseHours				
AssignComment				
CombinedCourse				

13

October Cycle – MOSIS Transfer Assignment

Transfer Assignment

Educator SSN and Name: Castleman, Amber (00000000) ←

Assignment Number	State Course Number	Local Course Number	Local Course Name	Sequence	Semester
1234	990000				1

Course/Assignment End Date (mm/dd/yyyy) 10/25/2014

Replacement Educator ←

Provide required information on the educator for which the chosen assignment(s) are to be transferred. Multiple assignments can be transferred to an educator; however, you can only transfer assignments to a single educator at a time. This process may be repeated for additional educators. (Attention: Checking the No Replacement button indicates this assignment ends with no replacement.)

* Replacement Educator SSN (No Dashes)

Replacement Educator First Name

Replacement Educator Last Name

* Course/Assignment Start Date (mm/dd/yyyy) 10/26/2014

* Required if "No Replacement" (below) is not checked.

No Replacement: There is no replacement for these assignments.

←

14

October Cycle – MOSIS Combined Courses

- ❑ Reported in combined class field on Course Assignment record.
- ❑ Report a number 1-99 for each set of combined classes using the same number.
- ❑ Report classes of two or more subjects or sequences that are taught during the same period by the same educator
- ❑ Divide the minutes by the number of combined classes

15

October Cycle – MOSIS Combined Courses

- ❑ Scenario:
 - Mel teaches American History 1st hour
 - Mel also teaches Government 1st hour
 - 1st hour period = 50 minutes daily
 - 250 minutes per week

16

October Cycle – MOSIS Combined Courses

Element	Value	Element	Value
CollectionVersion	2015Oct1.0CrAssign	CollectionVersion	2015Oct1.0CrAssign
CurrentSchoolYear	2015	CurrentSchoolYear	2015
ReportingDistrictCode	401401 - MO VIRTUAL INSTRUCTION PROGRAM	ReportingDistrictCode	401401 - MO VIRTUAL INSTRUCTION PROGRAM
ReportingSchoolCode	1050	ReportingSchoolCode	1050
EDSSN		EDSSN	
LastName	Bardwell	LastName	Bardwell
FirstName	Mel	FirstName	Mel
PosCode	60 - TEACH	PosCode	60 - TEACH
CTEProgType		CTEProgType	
AssignNum	1234	AssignNum	5678
LocCourseNum		LocCourseNum	
LocCourseName		LocCourseName	
LocSecNum		LocSecNum	
CourseNum	156661 - AMERICAN HISTORY	CourseNum	156651 - AMERICAN GOVERNMENT
AssignStartDate		AssignStartDate	
AssignEndDate		AssignEndDate	
CourseSeqNum		CourseSeqNum	
CourseGradeLevel	10 - Grade10	CourseGradeLevel	10 - Grade10
CourseSem	1 - FirstSem	CourseSem	1 - FirstSem
CourseDeliverySys		CourseDeliverySys	
CourseProgCode		CourseProgCode	
CourseMins	125	CourseMins	125
CourseCredit		CourseCredit	
Caseload		Caseload	
CourseHours		CourseHours	
AssignComment		AssignComment	
CombinedCourse	1	CombinedCourse	1

17

Team Teaching

- Team Teaching – Leader - Leader of a team of teachers providing joint instruction within the same subject and group of students. Enrollment (student assignment) is reported only for the team leader
- Team Teaching – Member - Additional members of a team of teachers providing joint instruction within the same subject and group of students. Enrollment (student assignment) is reported only for the team leader

Educator	Course	Course Name	Delivery System	Minutes	Enrollment
Jones, Joe	016741	AGBUS MKT	T1	265	Student Assignment tied to this leader
Smith, Sam	016741	AGBUS MKT	1	0	

18

Reporting Virtual/Online Courses

- ❑ Is there a human teacher?
 - If YES, who?
 - 1) District Teacher – report with V delivery system if a virtual class
 - 2) Virtual Provider Teacher – report virtual teacher’s EDSSN and V delivery system
 - If in addition to a virtual teacher there is a supervising teacher, report Study Hall (999999)
 - 3) College Teacher – Null EDSSN, V delivery system if virtual/online.
 - If NO, report supervising teacher with an S delivery system

19

Scenario – Virtual Course (no college credit) district employed or virtual provider employed

ED_CORE		ED_SCHOOL		CRS		STA	
CollectionVersion		CollectionVersion		CollectionVersion		CollectionVersion	
CurrentSchoolYear		CurrentSchoolYear		CurrentSchoolYear		CurrentSchoolYear	
ReportingDistrictCode		ReportingDistrictCode		ReportingDistrictCode		ReportingDistrictCode	
EDSSN	SSN Virtual Teacher	ReportingSchoolCode		ReportingSchoolCode		ReportingSchoolCode	
EDLastName		EDSSN	SSN Virtual Teacher	EDSSN	SSN Virtual Teacher	StateID	
EDFirstName		LastName		LastName		LocalStudentID	
EDMiddleName		FirstName		FirstName		StudentLastName	
EDSuffix		PosCode	60	PosCode	60	StudentFirstName	
EDDateOfBirth		CTEProgType		CTEProgType		StudentMiddleName	
EDGender		FTE	0 if not district employee	AssignNum		StudentNameSuffix	
EDRaceEthnicity		Salary	0 if not district employee	LocCourseNum		StudentDateOfBirth	
EDEmail		CTEMonth		LocCourseName		StudentGradeLevel	
EDExtConDur		LateStartDate		LocSecNum		StudentGender	
EDExtConSal		EarlyEndDate		CourseNum	State Course Code	StudentRaceEthn	
EDRegTermsSal	0 if not district employee	CourseComm		AssignStartDate		AssignNum	
EDExtDutySal				AssignEndDate		DualCreditSite	
EDMinSaSuplnt				CourseSeqNum		ReceivingCoIDistCode	
EDCareerLadr				CourseGradeLevel		SendDistCode	
EDHighDegree				CourseSem		SendSchoolCode	
EDYrExpDist				CourseDeliverySys	V	EDSSN	SSN Virtual Teacher
EDYrExpMo				CourseProgCode		PosCode	60
EDYrExpPubl				CourseMins		CTEProgType	
EDLateHireDate				CourseCredit		Disadvantaged	
EDEarlyTermDate				CaseLoad		EPDisability	
EDComments				CourseHours		Adult	
EDFiscaAgentCoDist	401401 or 999999 if not district employee			AssignComment		LocCourseNum	
EDMinSaDaysWkrd				CombinedCourse		LocCourseName	
						LocSecNum	
						CourseNum	State Course Code

20

Scenario – College credit from college instructor (Dual Enrollment) On College Campus, On High School Campus or Virtual

ED_CORE	ED_SCHOOL	CRS	STA
CollectionVersion	CollectionVersion	CollectionVersion	CollectionVersion
CurrentSchoolYear	CurrentSchoolYear	CurrentSchoolYear	CurrentSchoolYear
ReportingDistrictCode	ReportingDistrictCode	ReportingDistrictCode	ReportingDistrictCode
EDSSN	ReportingSchoolCode	ReportingSchoolCode	ReportingSchoolCode
EDLastName	EDSSN	EDSSN	Null
EDFirstName	LastName	LastName	LocalStudentID
EDMiddleName	FirstName	FirstName	StudentLastName
EDSuffix	PosCode	PosCode	60
EDDateOfBirth	CTEProgType	CTEProgType	StudentMiddleName
EDGender	FTE	AssignNum	#
EDRaceEthnicity	Salary	LocCourseNum	StudentDateOfBirth
EDEmail	CTEMonth	LocCourseName	StudentGradeLevel
EDExtConDur	LateStartDate	LocSecNum	StudentGender
EDExtConSal	EarlyEndDate	CourseNum	State Course Code
EDRegTermSal	CourseComm	AssignStartDate	AssignNum
EDExtDutySal		AssignEndDate	#
EDMinSalSuplmt		CourseSeqNum	DualCreditSite
EDCareerLadr		CourseGradeLevel	COLL
EDHighDegree		CourseSem	ReceivingCollDistCode
EDYrExpDist		CourseDeliverySys	College Code
EDYrExpMo		CourseProgCode	SendDistCode
EDYrExpPublic		CourseMins	SendSchoolCode
EDLateHireDate		CourseCredit	EDSSN
EDEarlyTermDate		CourseHours	Null
EDComments		AssignComment	PosCode
EDFiscAgentCoDist		CombinedCourse	60
EDMinSalDaysWrkd			CTEProgType
			Disadvantaged
			EPDisability
			Adult
			LocCourseNum
			LocCourseName
			LocSecNum
			CourseNum
			State Course Code

Dual Credit	Dual Enrollment
High School Instructor	College Instructor
Receiving both high school and college credit	Receiving both high school and college credit
Dual Credit Site Code: ▪ DIST ▪ ITV	Dual Credit Site Code: ▪ COLL
Receiving Coll/Dist Code	Receiving Coll/Dist Code
Sending District/School Code	Sending District/School Code

Scenario – College Credit from a district instructor (Dual Credit)

ED_CORE		ED_SCHOOL		CRS		STA	
CollectionVersion		CollectionVersion		CollectionVersion		CollectionVersion	
CurrentSchoolYear		CurrentSchoolYear		CurrentSchoolYear		CurrentSchoolYear	
ReportingDistrictCode		ReportingDistrictCode		ReportingDistrictCode		ReportingDistrictCode	
EDSSN	SSN	ReportingSchoolCode		ReportingSchoolCode		ReportingSchoolCode	
EDLastName		EDSSN	SSN	EDSSN	SSN	StateID	
EDFirstName		LastName		LastName		LocalStudentID	
EDMiddleName		FirstName		FirstName		StudentLastName	
EDSuffix		PosCode		PosCode	60	StudentFirstName	
EDDateOfBirth		CTEProgType		CTEProgType		StudentMiddleName	
EDGender		FTE		AssignNum	#	StudentNameSuffix	
EDRaceEthnicity		Salary		LocCourseNum		StudentDateOfBirth	
EDEmail		CTEMonth		LocCourseName		StudentGradeLevel	
EDExtConDur		LateStartDate		LocSecNum		StudentGender	
EDExtConSal		EarlyEndDate		CourseNum	State Course Code	StudentRaceEthn	
EDRegTermSal		CourseComm		AssignStartDate		AssignNum	#
EDExtDutySal				AssignEndDate		DualCreditSite	DIST, ITV
EDMinSalSupplmt				CourseSeqNum		ReceivingColIDistCode	College Code
EDCareerLadr				CourseGradeLevel		SendDistCode	
EDHighDegree				CourseSem		SendSchoolCode	
EDYrExpDist				CourseDeliverySys		EDSSN	SSN
EDYrExpMo				CourseProgCode		PosCode	60
EDYrExpPublic				CourseMins		CTEProgType	
EDLateHireDate				CourseCredit		Disadvantaged	
EDEarlyTermDate				CaseLoad		EPDisability	
EDComments				CourseHours		Adult	
EDFiscAgentCoDist				AssignComment		LocCourseNum	
EDMinSalDaysWrkd				CombinedCourse		LocCourseName	
						LocSecNum	
						CourseNum	State Course Code

23

Speech/Language

- SLP Direct Service Instruction by SLPs
 - Position Code 60 – Teacher
 - Course Code 195500 – SLP
 - Requires SLP Certification or Licensure
- SLP Direct Service Instruction by Implementers
 - Position Code 60 – Teacher
 - Course Code 195500 – SLP
 - Requires annual approval as implementer
- Speech/Language - Ancillary
 - Position Code 90 – Ancillary
 - Course Code 889000 – Speech Language
 - Requires SLP Certification or Licensure, or SLP-Assistants

24

Staff Assignment Report

- Report of Appropriate Certification and Highly Qualified status of educators
- Available through
 - Data Collection (Core Data): Reports, Special Reports, Staff Assignment Report
 - Educator Qualifications: Report Menu, Staff Assignment Report

25

Contact Us

Email: coredata-mosis@dese.mo.gov
Phone: 573-522-3207

Special Education Questions:
Phone: 573-751-7848

Career Education Questions:
Phone: 573-751-3524

Federal Program Questions:
Phone: 573-751-2643



The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.