Personnel

September 16, 2015

Vision

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

Mission

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

✓ All students are proficient and show growth in all assessed areas

✓ Every student graduates high school and is ready for college and career

✓ Every child has access to a high quality early childhood program

✓ Every school has effective teachers and leaders

✓ Every community effectively uses a world-class data system to improve student outcomes

Personnel Data

- All changes will be reflected in MAEP the day after your districts approves its personnel data.

- Approved data daily to capture all changes.

- All changes to a teacher's caseload and student roster will not be reflected until the next months file is submitted.

Personnel Data

- The only exception is school 500 because it is manually entered on the non-public student update screen.

- Changes can be made until December 10th.

- MSIS will check the student schedules against the teacher schedules.

- Use the student Matching and the Students Not Matching Report to determine which students are associated with the teacher.

- MSIS>Reports>Personnel Data>Teacher Schedule>Student Matching or Student Not Matching.

MAEP Edit Checks

- Start checking the TU edit report after month 1 (Make sure personnel had been approved).

- You will have until December 10th to make any needed changes.

- MSIS>Reports>Personnel Data>TU Edit>Sped

MAEP Edit Checks

- Special Program Field:
  - Enter per period on teacher's schedule.
  - Use Code 5 to indicate use of Special Education Funds – ONLY those teachers with a 5 in this field will pull into the MAEP edits.

- Reserved Field:
  - Use XX for any period that should not be part of the MAEP edit checks
  - 801008 – Homeroom
  - 902001 - National Certified - Teacher/Counselor/Librarian
  - 902005 - Mentor Teacher
  - 902002 - CCC (AHSA) - Speech Therapist/Audiologist

MAEP Edit Checks

- Use AS to indicate After School – any teacher with more than 100% Instructional time MUST have a least one period with an AS Bus Drivers need an AS on their Bus Driver period.

- Coaches (that coach after school) need an AS on their Coach period so that period won't prorate their MAEP. KEEP in mind that if they do the coaching during regular school hours, then their salary should be pro-rated.

MAEP Edit Checks

- Language Speech (132002) - MSIS checks for an endorsement of 215 or 216.

- Language Impaired (132003) MSIS will check for an endorsement of 215 or 216.

- Audiological Services (132035) - MSIS will check for an endorsement of 202.

- Special Educator/Assessment Team Member (132021) - MSIS will check for any 200 endorsement.

MAEP Edit Checks

- Transition Coordinator (132167):

  - 0 Student Count - MSIS will check the Course Code Endorsements.

  - Student Count - MSIS will check the Disability Endorsements.

- If a teacher fails the endorsement check for a Low Incidence (AU, DB, EMD, HI, MD, OHI, OI, TBI, VI) by individual period - MSIS will check the entire schedule to determine the majority of students served.

- Planning Periods:

  - MAEP allows only one per semester.
  - If using two:
  - S1/T1 and Carnegie Unit 100 to indicate Semester 1.
  - S2/T3 and CU 200 for the second.
  - (NOTE: Can use S1/T1 with CU of 000 to indicate all year)

- Concurrent Periods:

  – MSIS will select the period with the highest minutes to calculate MAEP.

  – If the periods are identical, MSIS will select the first one in the schedule.

  – MSIS will prorate salary based on the remaining Special Education courses in the schedule.

  – For concurrent regular education and Special Education courses, MSIS will prorate funding with a message of why and listing the concurrent periods.

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

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YEARS OF EXPERIENCE:    1      DISTRICT TIME:    61      DAYS EMPLOYED:    114      LEVEL ASSIGNMENT:

ADDRESS:                                                CITY:   _____              STATE/ZIP:

SPECIAL EDUCATION                     TOTAL 3 AND 4 YEAR OLDS:            TOTAL ENROLLMENT:            INSTRU
                                                                                                VOCATIONAL NO.
TERM/ PRD          GIFTED      SPED  LO    HI           FED        SCHE                                BY GR
SEM   NO.  COURSE  MIN   MIN  STUD  STUD  GRADE GRADE  UNITS PROG  RES  TYPE  COURSE TITLE            7   8   9
```

TERM/SEM	PRD NO.	COURSE	GIFTED MIN	MIN	SPED STUD	STUD	LO GRADE	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE
S1	1	132116	51		11	11	09	12	000	5		NM	OD-READING I (SPED)
S1	1	132136	51		1	1	12	12	000	5		NM	OD-EMPLOYMENT ENGLISH III - SECONDAI
S1	2	132116	51		8	8	09	11	000	5		NM	OD-READING I (SPED)
S1	2	132135	51		1	1	09	09	000	5		NM	OD-EMPLOYMENT ENGLISH I - SECONDARY
S1	3	132135	51		3	3	09	11	000	5		NM	OD-EMPLOYMENT ENGLISH I - SECONDARY
S1	4	132116	51		16	16	09	12	000	5		NM	OD-READING I (SPED)
S1	4	132118	51		2	2	09	09	000	5		NM	OD-READING II (SPED)
S1	5	132116	51		7	7	09	12	000	5		NM	OD-READING I (SPED)
S1	5	132135	51		1	1	10	10	000	5		NM	OD-EMPLOYMENT ENGLISH I - SECONDARY
S1	5	132204	51		1	1	09	09	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1
S1	6	851001	51		0		09	12	000	0		NM	INSTRUCTIONAL PLANNING TIME
S1	7	132116	51		6	6	09	12	000	5		NM	OD-READING I (SPED)
S1	7	132204	51		7	7	09	12	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1
S1	8	132204	51		5	5	09	10	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
190997	1	IC	221	000	000	000	000	11/14/05	06/30/06	11/18/05

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MAEP CLASS   1    MAEP PERCENT   61    MAEP SALARY   18593    MAEP SELECTED - SPECIAL EDUCATION.
SPED PRO-RATION. CERTIFICATE RECEIVED AFTER OCT 1. DISTRICT DAYS EMPLOYED USED IN PRO-RATION 184 DAYS.
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MAEP Edit Checks

MSIS will fail any teachers with:

– 0 Student Count – if you teacher has a period with a 0 student count, that means that NO student has that period in their schedule in MSIS.

– Students who do not have a Primary Disability – use the Student Matching report, look up each student on the Student Update screen to be sure each student has been assigned a primary disability.

MAEP Edit Checks

Instructional Time More Than 100% - MSIS will calculate this value.

The following formula is used to calculate instructional time > 100%:

- A - Total Number of regular contract days – MSIS pulls from the Days Employed data field on the District Info tab.
- B - Total number of instructional minutes per day – MSIS will calculate from the teacher's schedule.
- C - Total number of after hours contract days – data field is on the District Info tab.
- D - Total number of after hours instructional minutes per day – MSIS will pull minutes for the period with AS (After School) under the reserved field.

EXAMPLE: [(A * B) + (C * D)] / (A * B)

[(187 X 385) + (27 X 165)] / (187 * 385)

(71,995 + 4,455) / 71,995

76,450 / 71,995 = 1.07 or 107%

MAEP Edit Checks

- 3 and 4-year-olds in grade 52:

    - MSIS will calculate the number of 3 and 4-year- olds (as of September 1st) after monthly processing.

    - By State law, funded at 70%.

    - For Course 132023 (Infant and Toddler) and Lo/Hi Grade is 52, MSIS will not check the student count.

    - If you have a student assigned to grade 52 or 62 AND they are not 3 or 4-years-old, the teacher will fail the MAEP edit. This edit is also part of the MSD file edits to check the grade level and age of the student.

- Review each Special Ed teacher to make sure there is a funding percentage for each teacher. There should be a 5 in the Special Program Field on all Special Education teachers.

- Annual Salary errors - salaries must be updated.

- Check your contract employees make sure they have a 0 or 9.

- For teachers with more than 100% instructional time, MSIS will calculate the value for the teacher. If the calculation is incorrect, please contact the Office of Special Education with the SSN of the teacher and what you expect the calculation to be.

- Request a force for teachers with a 224 who have students in grades 07 and 08.

- Request a force for any teachers that have left this year.

- Request a force for new hires.

- Regular education courses will prorate the MAEP funding of your Special Education teachers - this includes 801009 (SPED Early Work Release).

- Teachers with course code 601013 Lead Teacher in their schedule, since that is a regular education course code, the MAEP Special Education percentages will be prorated.

- 3 and 4 year olds are funded at 70% - this is State law. Any teacher with a 3 and 4 year old count will NOT calculate at 100%.

- Look for the message: Last TU. Message means district has used ALL Special Ed Teacher Units allocated for the current school year.

Items to Check on MAEP TU Edit Report

- Check your Contract Employees – make sure ONLY the contract employees have this selection – these personnel will NOT be included in the MAEP edits.

- Do ALL teachers have a student count for EVERY period?
  - You will have month 1 to send your data, month 2 to clean your data, and month 3 will be you last chance to get it right.
  - Must populate a student count for every period in your teacher's schedules.

Items to Check on MAEP TU Edit Report

- – After Month 03 processing, no student count (unless there are school 500 students to associate with that period) will cause the teacher to fail MAEP and Accreditation edits.

- – Month 03 processing is the last chance to update student schedules and link them to teachers.

- – If report shows no Special Education students on a period, then NOWHERE in MSIS is that particular course code, period, and semester/term in a student's schedule.

Begin checking the
TU Edit Report after
Month 01 and District
Personnel have been
approved and run

Go to Reports->
Personnel Data->
MAEP-> TU Edit

Select SPED for
Program Type and All
for Selection

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

| ADDRESS: | 3098 Mt. Pleasant Road | | | | | | | | | CITY: | Gloster | | | | STATE/ZIP: | MS |

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT: INSTRUCTI
VOCATIONAL NO. OF
BY GRADE

TERM/ SEM	PRD NO.	COURSE	GIFTED MIN	MIN	SPED STUD	LO STUD	HI GRADE	GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE	7	8	9
S1	1	132153	51		1	1	11	11	000	5		NM	OD-JOB/LIFE LIFE SKILLS MATH I - SEX			
S1	1	132181	51		10	10	09	11	000	5		NM	OD-LIFE SKILLS SCIENCE I - SECONDAR			
S1	2	132165	51		7	7	10	12	000	5		NM	WORK STUDY - SECONDARY (9-12)			
S1	3	132181	51		9	9	09	12	000	5		NM	OD-LIFE SKILLS SCIENCE I - SECONDAR			
S1	3	132204	51		1	1	09	09	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S			
S1	4	851001	51		0	0	58	12	000	5		NM	INSTRUCTIONAL PLANNING TIME			
S1	5	132170	51		9	9	09	12	000	5		NM	OD-CAREER PREPARATION I - SECONDARY			
S1	6	132170	51		6	6	09	12	000	5		NM	OD-CAREER PREPARATION I - SECONDARY			
S1	6	132181	51		4	4	09	11	000	5		NM	OD-LIFE SKILLS SCIENCE I - SECONDAR			
S1	6	132204	51		12	12	09	11	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S			
S1	8	601003	51		0		58	12	000	0	AS	NM	COACH OF ATHLETICS			

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
190501	1	EC	221	000	000	000	000	08/26/05	06/30/06	08/31/05
	1	ET	152	117	000	000	000	08/17/05	06/30/10	08/17/05
	1	SS	221	000	000	000	000	09/16/05	06/30/10	09/20/05
	1	ST	192	188	000	000	000	08/17/05	06/30/10	08/17/05

MAEP CLASS 1   MAEP PERCENT   100   MAEP SALARY   30000   MAEP SELECTED - SPECIAL EDUCATION. - LAST TU

LAST TU - district has used ALL Special Education Teacher
Units allocated to the district for the current school year.

TERM/ SEM	PRD NO.	COURSE	GIFTED MIN	MIN	STUD	SPED STUD	LO GRADE	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE
S1	1	132116	S1		11	11	09	12	000	5		NM	CD-READING I (SPED)
S1	1	132136	S1		1	1	12	12	000	5		NM	CD-EMPLOYMENT ENGLISH III - SECONDAR
S1	2	132116	S1		8	8	09	11	000	5		NM	CD-READING I (SPED)
S1	2	132135	S1		1	1	09	09	000	5		NM	CD-EMPLOYMENT ENGLISH I - SECONDARY
S1	3	132135	S1		3	3	09	11	000	5		NM	CD-EMPLOYMENT ENGLISH I - SECONDARY
S1	4	132116	S1		16	16	09	12	000	5		NM	CD-READING I (SPED)
S1	4	132118	S1		2	2	09	09	000	5		NM	CD-READING II (SPED)
S1	5	132116	S1		7	7	09	12	000	5		NM	CD-READING I (SPED)
S1	5	132135	S1		1	1	10	10	000	5		NM	CD-EMPLOYMENT ENGLISH I - SECONDARY
S1	5	132204	S1		1	1	09	09	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1
S1	6	851001	S1		0		09	12	000	0		NM	INSTRUCTIONAL PLANNING TIME
S1	7	132116	S1		6	6	09	12	000	5		NM	CD-READING I (SPED)
S1	7	132204	S1		7	7	09	12	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1
S1	8	132204	S1		5	5	09	10	000	5		NM	SPECIAL EDUCATION TUTORIAL /STUDY S1

YEARS OF EXPERIENCE: 1   DISTRICT TIME: 61   DAYS EMPLOYED: 114   LEVEL ASSIGNMENT:

ADDRESS: CITY: STATE/ZIP:

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT: INSTRU
VOCATIONAL NO.
BY GR
7   8   9

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS				VALID FROM	VALID TO	ISSUED
190997	1	IC	221	000	000	000	000	11/14/05	06/30/06	11/18/05

MAEP CLASS   1   MAEP PERCENT   61   MAEP SALARY   18593   MAEP SELECTED - SPECIAL EDUCATION.

SPED PRO-RATION. CERTIFICATE RECEIVED AFTER OCT 1. DISTRICT DAYS EMPLOYED USED IN PRO-RATION 184 DAYS.

Teacher did not have a previous certification. Salary was prorated based on the date the certificate was issued. Teachers should be certified as quickly as possible to avoid having their salary prorated.

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ENCE:    16           DISTRICT TIME:    100              DAYS EMPLOYED:    187            LEVE

   Box 539                                              CITY:    Gloster

ON                     TOTAL 3 AND 4 YEAR OLDS:    35              TOTAL ENROLLMENT:

           GIFTED           SPED  LO      HI                FED        SCHE
     MIN    MIN   STUD  STUD GRADE  GRADE   UNITS   PROG  RES  TYPE   COURSE TITLE
  1   51           0    0    62     08      000      5         NM     INSTRUCTIONAL PLANNING
  2   51          57   57    62     05      000      5         NM     LANGUAGE/SPEECH (L/S) TH


CLASS   TYPE    ENDORSEMENT AREAS                       VALID FROM      VALID TO       ISS
  1     EC      215   000   000   000   000            07/01/95        06/30/96       06/
  1     ET      116   117   000   000   000            07/01/97        06/30/07       05/
  2     SS      215   000   000   000   000            07/01/97        06/30/07       05/
    MAEP PERCENT   82        MAEP SALARY    34637            MAEP SELECTED - SPECIAL EDU
```

Teacher has a total of 57 students, of these 35 are 3 and 4-year-olds (22 are older). MSIS prorates the teacher's salary and percentage based on the 70% funding allowed for these students.

$$((35/57) * .70) + (22/57) = (0.6140 * .70) + 0.3860 =$$
$$0.4298 + 0.3860 = 0.8158 \text{ or } 82\%$$

TU Edit Report

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YEARS OF EXPERIENCE:    21         DISTRICT TIME:    100        DAYS EMPLOYED:  192        LEVEL ASSIGNMENT:

ADDRESS:   1230 EATONVILLE ROAD                                 CITY:   HATTIESBURG                STAT

SPECIAL EDUCATION                   TOTAL 3 AND 4 YEAR OLDS:     2            TOTAL ENROLLMENT:   40
                                                                                         VOCATI
TERM/ PRD              GIFTED      SPED  LO    HI          FED      SCHE
SEM   NO.   COURSE    MIN  MIN  STUD STUD GRADE GRADE  UNITS PROG  RES  TYPE  COURSE TITLE                7

S1     1   132002    265        30   30   52    06    000     5         NM   LANGUAGE/SPEECH (L/S) THERAPY

S1     2   851001     41         0    0   52    06    000     5         NM   INSTRUCTIONAL PLANNING TIME

S1     7   132002    100        10   10   07    58    000     5         NM   LANGUAGE/SPEECH (L/S) THERAPY


CERTIFICATION

CERTIFICATE NO    CLASS    TYPE    ENDORSEMENT AREAS                   VALID FROM    VALID TO    ISSUED

 108617             1       SS     215    000    000    000    000     07/01/97     06/30/03    05/15/97

                    1       SS     215    000    000    000    000     07/01/03     06/30/08    01/17/03

 MAEP CLASS   1    MAEP PERCENT   99     MAEP SALARY   39679       MAEP SELECTED - SPECIAL EDUCATION.
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Teacher was prorated because of the 2 students
that were 3 and 4-years-old. This edit prevents any
teachers with 3 and 4-year-olds to be calculated at
100%. They will always be less than 100%.

MISSISSIPPI DEPARTMENT OF EDUCATION

| YEARS OF EXPERIENCE: | 0 | DISTRICT TIME: | 66 | DAYS EMPLOYED: | 126 | LEVEL ASSIGNMENT: |

ADDRESS: 127 Hinton Dr.   CITY: Hattiesburg   STATE/

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT:

VOCATION

TERM/SEM	PRD NO.	COURSE	GIFTED MIN	MIN	SPED STUD	LO STUD	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE	7
S1	1	132128	73		2	2	05	05	000	5		NM	SPECIAL EDUCATION READING (K-8)
S1	1	132129	73		2	2	06	06	000	5		NM	SPECIAL EDUCATION LANGUAGE ARTS - E1
S1	2	132020	48		1	1	04	04	000	5		NM	HOME/HOSPITAL (HH)
S1	3	132020	48		1	1	04	04	000	5		NM	HOME/HOSPITAL (HH)
S1	4	132149	50		4	4	03	04	000	5		NM	SPECIAL EDUCATION MATH - ELEMENTARY
S1	5	851001	55		0		62	06	000	0		NM	INSTRUCTIONAL PLANNING TIME

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
189557	1	IC	221	000	000	000	000	12/13/05	06/30/06	12/13/05
	1	SS	224	000	000	000	000	07/01/05	06/30/06	06/28/05

MAEP CLASS   1   MAEP PERCENT   66   MAEP SALARY   19800   MAEP SELECTED - SPECIAL EDUCATION.

Teacher was prorated to 66% because their district time was entered by the district as 66%. Passes all other MAEP edits – has a student count for each period and is properly endorsed for the students they are serving.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

| YEARS OF EXPERIENCE: | 29 | DISTRICT TIME: | 100 | DAYS EMPLOYED: | 187 | LEVEL ASSIGNMENT: |

ADDRESS: CITY: |_____| STATE/ZIP

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT: INS
                                                                                                  VOCATIONAL

| TERM/ | PRD | | | GIFTED | | SPED | LO | HI | | FED | | SCHE | | BY |
SEM	NO.	COURSE	MIN	MIN	STUD	STUD	GRADE	GRADE	UNITS	PROG	RES	TYPE	COURSE TITLE	7	8
S1	1	132135	55		1	1	58	58	000	5	II	NM	OD-EMPLOYMENT ENGLISH I - SECONDARY		
S1	2	132170	55		1	1	58	58	000	5	II	NM	OD-CAREER PREPARATION I - SECONDARY		
S1	3	132153	55		1	1	58	58	000	5	II	NM	OD-JOB/LIFE LIFE SKILLS MATH I - SE		
S1	4	132181	55		1	1	09	09	000	5	II	NM	OD-LIFE SKILLS SCIENCE I - SECONDAR		
S1	5	851001	55		0		62	12	000	0	II	NM	INSTRUCTIONAL PLANNING TIME		

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
90741	1	SS	205	210	000	000	000	07/01/97	06/30/05	05/06/05
	1	SS	205	210	000	000	000	07/01/05	06/30/10	05/06/05

CONTRACT EMPLOYEE NOT FUNDED BY MAEP.

Contract Employees are not pulled into the MAEP edits. These must be paid out of another source of funds other the State Special Education MAEP funds. Don't use 5, use a 9 or 0 for contract workers.

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

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  1            DISTRICT TIME:    100          DAYS EMPLOYED:    214

                                                        CITY:

           TOTAL 3 AND 4 YEAR OLDS:                          TOTAL E

 GIFTED            SPED   LO        HI              FED         SCHE
    MIN    STUD    STUD   GRADE     GRADE    UNITS  PROG   RES  TYPE    COURSE T
 )               0      0     59       12      000     5            NM   EMPLOYMEN



 TYPE      ENDORSEMENT AREAS                          VALID FROM      VALI

 CTABLE CODE.

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131038 is a Non-Teaching Course Code – keep in mind that MAEP
is for teaching course codes only. You should use either 0 or 9.

TU Edit Report

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YEARS OF EXPERIENCE:    13         DISTRICT TIME:   100        DAYS EMPLOYED:   187        LEVEL ASSIGNMENT:

ADDRESS:                .                                      CITY:                        STATE/ZIP:    MS 3

SPECIAL EDUCATION                  TOTAL 3 AND 4 YEAR OLDS:              TOTAL ENROLLMENT:              INSTRUCTION
                                                                                              VOCATIONAL NO. OF S
TERM/ PRD              GIFTED      SPED LO      HI            FED       SCHE                                BY GRADE L
TEM   NO.   COURSE   MIN   MIN   STUD STUD GRADE   GRADE  UNITS PROG  RES  TYPE  COURSE TITLE      7    8    9   10

1     1     132145   50          4    4   58      58     000    5          NM   FUNCTIONAL MATH - SECONDARY
1     2     132123   50          4    4   58      58     000    5          NM   FUNCTIONAL WRITING - SECONDARY
1     3     132192   50          4    4   58      58     000    5          NM   MOTOR SKILLS - SECONDARY
1     4     132105   50          4    4   58      58     000    5          NM   COMMUNITY LIVING SKILLS - SECONDARY
1     5     132131   50          4    4   58      58     000    5          NM   SPECIAL EDUCATION LANGUAGE ARTS - S
1     6     132186   50          4    4   58      58     000    5          NM   SELF HELP SKILLS - ELEMENTARY
1     7     851001   50          0    0   52      12     000    5          NM   INSTRUCTIONAL PLANNING TIME

CERTIFICATION

CERTIFICATE NO    CLASS    TYPE    ENDORSEMENT AREAS                      VALID FROM    VALID TO     ISSUED

142927              1       EC     223     000     000     000     000   07/01/93     06/30/94     09/23/93
                    1       EC     221     000     000     000     000   07/01/94     06/30/95     09/20/94
                    1       ET     116     117     223     000     000   07/01/97     06/30/03     05/15/97
                    1       ET     116     117     223     000     000   07/01/03     06/30/08     04/21/03

MAEP CLASS   1     MAEP PERCENT    100     MAEP SALARY    36240       MAEP SELECTED - SPECIAL EDUCATION. MAEP FORCE SELECT
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This teacher failed at least one of the MAEP edits. In these cases, the Office of Special Education will review your data (and will most likely request additional information from you) and decide if the teacher should be forced or not. If a teacher is forced, you will see the message above.

| YEARS OF EXPERIENCE: | 27 | | DISTRICT TIME: | 100 | | DAYS EMPLOYED: | 187 | | LEVEL ASSIGNMENT: | |

ADDRESS: CITY: STATE/ZIP

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT: INS

VOCATIONAL

TERM/ SEM	PRD NO.	COURSE	GIFTED MIN	MIN	STUD	SPED STUD	LO GRADE	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE	7	BY 8
S1	1	132140	50		13	13	08	10	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	2	132140	50		14	14	08	10	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	3	851001	50		0	0	52	12	000	5		NM	INSTRUCTIONAL PLANNING TIME		
S1	4	132140	50		15	15	08	10	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	5	132140	50		9	9	08	09	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	6	132140	50		12	12	09	10	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	7	132140	50		15	15	08	10	000	5		NM	SECONDARY INCLUSION GRADES 7-12		
S1	9	132020	50		1	1	58	58	000	5	AS	NM	HOME/HOSPITAL (HH)		

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
111297	1	SS	210	205	000	000	000	07/01/97	06/30/04	05/15/97
	1	SS	210	205	000	000	000	07/01/04	06/30/09	06/28/04

MAEP CLASS   1   MAEP PERCENT   120   MAEP SALARY   52224   MAEP SELECTED - SPECIAL EDUCATION.

Period 9 is an After School (AS)
period for the teacher. This teacher's time is more than
100% - MSIS have calculated at 120%.

```
YEARS OF EXPERIENCE:    28      DISTRICT TIME:   100      DAYS EMPLOYED:   187      LEVEL ASSIGNMENT:              ANNUAL SA
ADDRESS:                                        CITY:                             STATE/ZIP:   MS 38803
SPECIAL EDUCATION                 TOTAL 3 AND 4 YEAR OLDS:              TOTAL ENROLLMENT:              INSTRUCTIONAL TIME MO
                                                                                               VOCATIONAL NO. OF STUDENTS
TERM/ PRD         GIPTED      SPED  LO    HI           FED       SCHE                                   BY GRADE LEVEL
SEM   NO.   COURSE   MIN   MIN  STUD STUD GRADE GRADE UNITS PROG  RES  TYPE  COURSE TITLE                7   8   9  10  11  12
S1    1    132147   50        4    4   58   10   000   5       NM   SPECIAL EDUCATION MATH - SECONDARY
S1    2    132131   50        7    7   58   11   000   5       NM   SPECIAL EDUCATION LANGUAGE ARTS - S
S1    3    132196   50        7    7   58   11   000   5       NM   SPECIAL EDUCATION HEALTH - SECONDAR
S1    4    132111   50        7    7   58   11   000   5       NM   PERSONAL/SOCIAL SKILLS - SECONDARY
S1    5    851001   50        0    0   58   12   000   5       NM   INSTRUCTIONAL PLANNING TIME
S1    6    132101   50        7    7   58   10   000   5       NM   DAILY LIVING SKILLS - SECONDARY
S1    7    200121   50       25        09   12   105   2       N6   FAMILY DYNAMICS (VOCATIONAL)
S2    7    200121   50       24        09   12   205   2       NM   FAMILY DYNAMICS (VOCATIONAL)

CERTIFICATION
CERTIFICATE NO   CLASS   TYPE   ENDORSEMENT AREAS                     VALID FROM   VALID TO    ISSUED
  103923          1      EC     220    000    000    000    000       07/01/88    06/30/89    09/30/88
                  1      EC     331    000    000    000    000       07/01/92    06/30/93    10/20/92
                  1      EC     221    000    000    000    000       02/15/01    06/30/03    02/16/01
                  1      SS     207    999    143    000    000       07/01/97    06/30/05    05/15/97
                  1      SS     221    000    000    000    000       05/23/03    06/30/10    05/23/03
                  1      SS     207    143    221    000    000       07/01/05    06/30/10    05/23/03
                  1      ST     322    000    000    000    000       07/01/97    06/30/05    05/15/97
                  1      ST     322    000    000    000    000       07/01/05    06/30/10    05/23/03

  MAEP CLASS   1    MAEP PERCENT   17    MAEP SALARY   7398    MAEP SELECTED - VOCATIONAL EDUCATION. MAEP FORCE SELECT
  MAEP CLASS   1    MAEP PERCENT   66    MAEP SALARY   28723   MAEP SELECTED - SPECIAL EDUCATION. MAEP FORCE SELECT

VOCATIONAL EDUCATION
VOC EDIT - FORCE SELECT MAEP PERCENT 0               VOC EDIT - FORCE SELECT MAEP SALARY 0
TOTAL VOCATIONAL % 0                                 TEACHER BUDGET - FAMILY & CONSUMER SCIENCES % 16
INVALID SCHEDULE TYPE - INCONSISTENT SCHEDULE TYPES
```

Teacher teaches both Special Education and CTE courses – MAEP allows funding from both sources – the total can not exceed 100% (keep in mind that vocational always displays only 50% of their part because the rest of the teacher's salary is paid from the vocational teacher budget).

TERM/ SEM	PRD NO.	COURSE	GIFTED MIN	MIN	SPED STUD	LO STUD	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE

YEARS OF EXPERIENCE: 15   DISTRICT TIME: 100   DAYS EMPLOYED: 187   LEVEL ASSIGNMENT:

ADDRESS: 700 C. R. 419   CITY: HOUSTON   STATE/ZI

SPECIAL EDUCATION   TOTAL 3 AND 4 YEAR OLDS: TOTAL ENROLLMENT: I
                                                                                           VOCATIONA

TERM/ SEM	PRD NO.	COURSE	GIFTED MIN	MIN	SPED STUD	LO STUD	HI GRADE	GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE		7
S1	1	132128	90		8	8	56	05	000	5		NM	SPECIAL EDUCATION READING (K-8)		
S1	2	132134	60		3	3	05	05	000	5		NM	ELEMENTARY INCLUSION GRADES K-6		
S1	3	132134	60		3	3	05	05	000	5		NM	ELEMENTARY INCLUSION GRADES K-6		
S1	4	851001	45		0	0	56	05	000	5		NM	INSTRUCTIONAL PLANNING TIME		
S1	6	132134	60		7	7	05	05	000	5		NM	ELEMENTARY INCLUSION GRADES K-6		
S1	7	132134	60		7	7	05	05	000	5		NM	ELEMENTARY INCLUSION GRADES K-6		
S1	8	851004	120		0		56	05	000	9		NM	IN-SCHOOL TUTORIAL		

CERTIFICATION

CERTIFICATE NO	CLASS	TYPE	ENDORSEMENT AREAS					VALID FROM	VALID TO	ISSUED
136883	1	SS	221	222	000	000	000	07/01/97	06/30/05	05/15/97
	1	SS	221	222	000	000	000	07/01/05	06/30/10	07/26/03
	1	ST	322	999	000	000	000	07/01/97	06/30/05	05/15/97
	1	ST	996	000	000	000	000	07/01/97	06/30/05	05/15/97
	1	ST	322	996	000	000	000	07/01/05	06/30/10	07/26/03

MAEP CLASS 1   MAEP PERCENT 73   MAEP SALARY 27156   MAEP SELECTED - SPECIAL EDUCATION.

Teacher passed Special Education MAEP edits but they also teach one regular education course, so their MAEP was prorated based on the minutes – 27% of their time (regular ed min/total instructional minutes = 120 min/450 min) is spent teaching the regular ed course and 73% of their time is spent teaching Special Education courses.

TU Error List Report


```
ERROR LIST FOR ALLOCATION OF M.A.E.P. TEACHER UNITS
                        2011 - 2012
MIESSEJ                                                              MSIS
August 22, 2012                                              Page 1 of 1
Wednesday, 04:11 PM


4820        ABERDEEN SCHOOL DIST

NOT ENOUGH TEACHER UNITS

PROGRAM TYPE     TEACHING UNITS (T.U.)    ACTUAL T.U.   T.U. REMAINING    T.U. CHECK
REGULAR                    0.00              72.60         -72.60      NOT ENOUGH T.U.
VOCATIONAL                 2.50               2.50           0.00          ENOUGH T.U.
SPECIAL ED.               18.49              17.89           0.60          ENOUGH T.U.
GIFTED                    99.00               1.00          98.00          ENOUGH T.U.
 - INTELLECTUALLY                             1.00
 - ACADEMICALLY                               0.00
 - ARTISTICALLY                               0.00
 - CREATIVELY                                 0.00



                        END OF REPORT
```

Use the <u>TU Error List Report</u> to check that you have used all your allocated Teacher Units. The TU Error List report will also list if there are not have enough TUs in a specific area under the TU Remaining column.

- MAEP uses the endorsement codes on the Disability Codes - <u>NOT</u> the endorsement codes on the Course Codes table

  – Mississippi Student Information System determines the majority of the primary disabilities per class using the Student Update screen to decide which endorsements should be checked

  – If there are an equal number of two or more primary disabilities, MSIS will check all the endorsements (Ex: 1 MD Student and 1 SLD Student, MSIS checks that the teacher is endorsed in both MD and SLD).