

# CTE Teacher Budget

**MSIS** 

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

December 2024



## 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



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6





**IDENTIFY** data elements being collected

**EXPLORE** the Teacher Budget Application

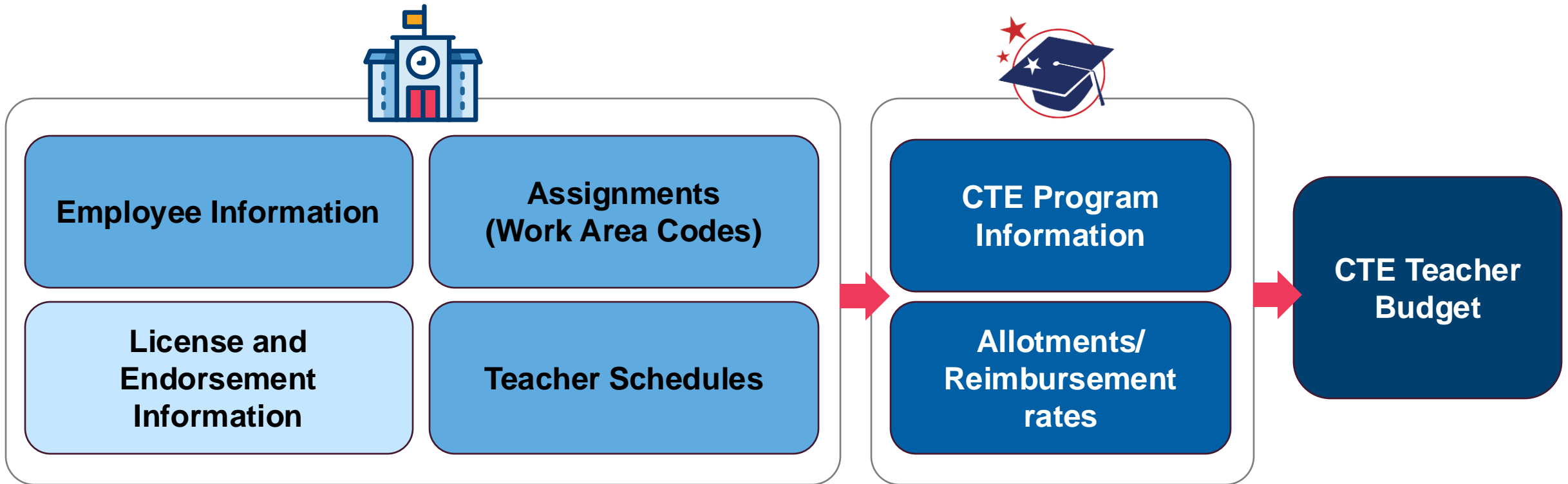
**REVIEW** the edit checks for the data

# CTE Teacher Budget

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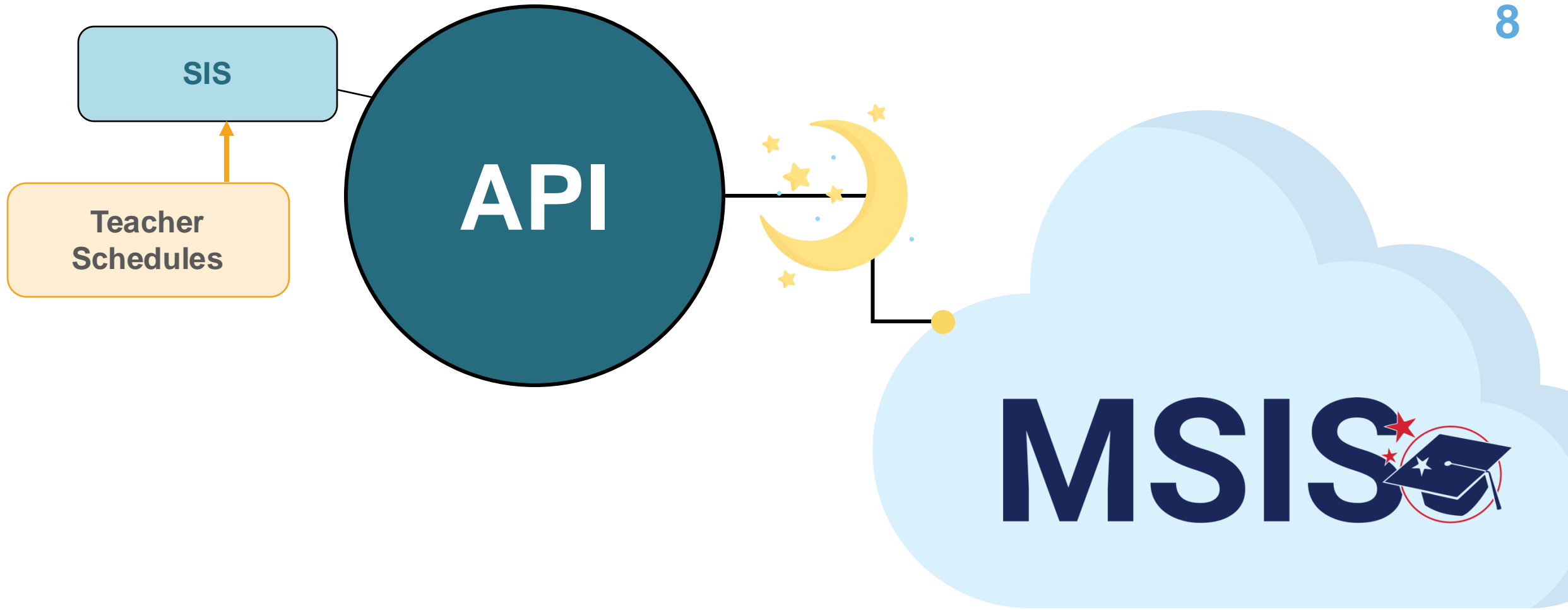
The CTE Teacher Budget program determines how much funding goes to districts, community colleges, Dept of Corrections, and Department of Human Services (Youth division/Oakley) for CTE personnel.

CTE Directors or Contacts enter staff information that is used to calculate funding reimbursement amounts.



# Data Collection

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# Permission: Personnel

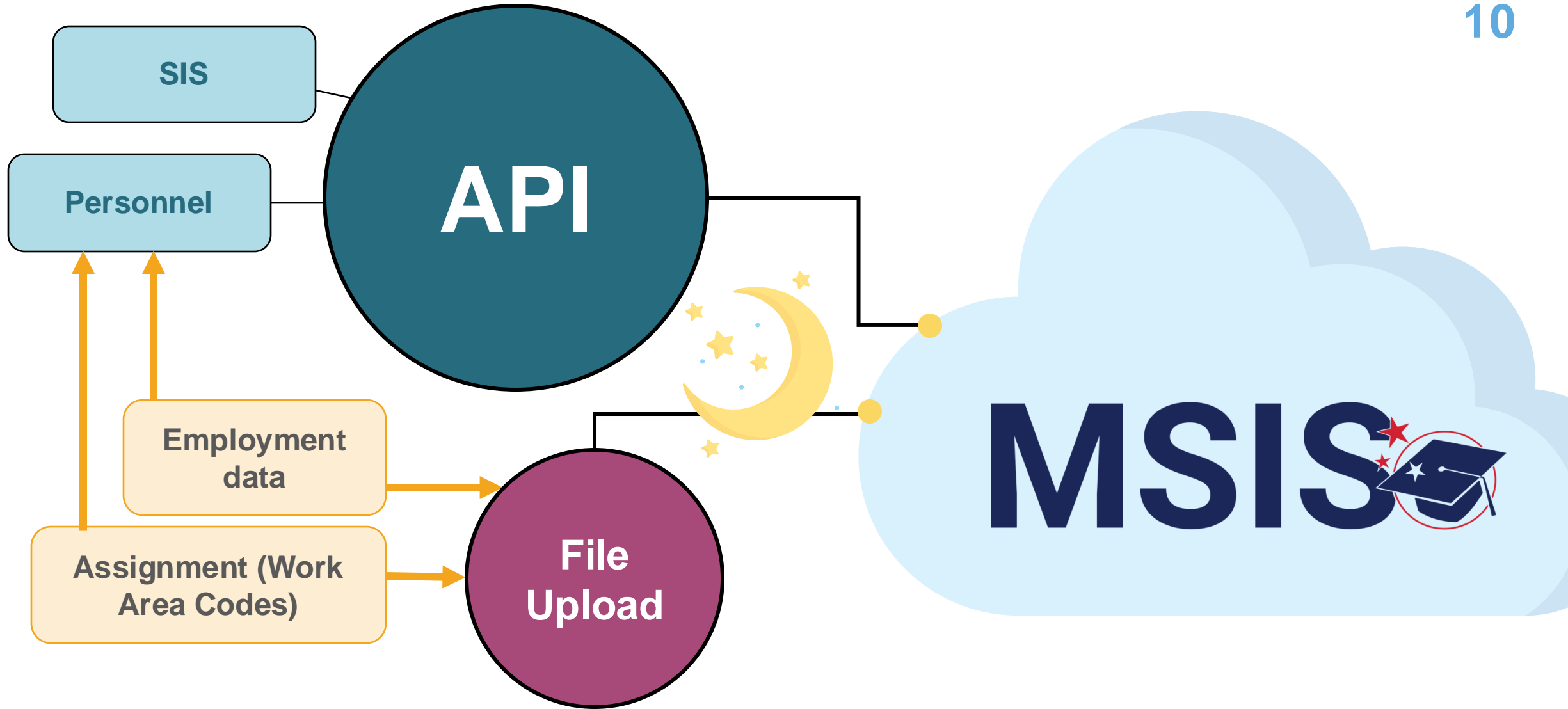
District: Gray County | School: All | School Year: 2021-2022 | Semester: 2021-2022 | Teacher Name: All | Course Code: All

### Teacher Schedules

LEA ID	LEA Name	Teacher Name	School ID	School Name	Term/ Semester	Period Number	Course Code	Course Title	Classroom Position Type	Minutes	Low Grade	High Grade	Number of Students	Carnegie Units	Program Code	Responsible Organization
###	LEA Name	Last Name, First Name	###	School Name	S1	02	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S1	03	000000	Instructional Planning	Instructor of Record	99	09	12	0	0	0	
			###	School Name	S1	04	000000	Physical Science	Course Proctor	99	09	09	23	1.0	0	0000
			###	School Name	S1	05	000000	Earth and Space Science	Instructor of Record	99	09	12	17	0.5	0	
			###	School Name	S1	06	000000	Earth and Space Science	Instructor of Record	99	09	12	21	0.5	0	
			###	School Name	S1	08	000000	Coach of Athletics	Instructor of Record	20	09	12	23	0.5	0	
			###	School Name	S2	01	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S2	04	000000	Physical Science	Course Proctor	99	09	09	23	1.0	0	0000
			###	School Name	S2	05	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S2	06	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
###	LEA Name	Last Name, First Name	###	School Name	S1	02	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S1	03	000000	Instructional Planning	Instructor of Record	99	09	12	0	0	0	
			###	School Name	S1	04	000000	Physical Science	Course Proctor	99	09	09	23	1.0	0	0000
			###	School Name	S1	05	000000	Earth and Space Science	Instructor of Record	99	09	12	17	0.5	0	
			###	School Name	S1	06	000000	Earth and Space Science	Instructor of Record	99	09	12	21	0.5	0	
			###	School Name	S1	08	000000	Coach of Athletics	Instructor of Record	20	09	12	23	0.5	0	
			###	School Name	S2	01	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S2	04	000000	Physical Science	Course Proctor	99	09	09	23	1.0	0	0000
			###	School Name	S2	05	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	
			###	School Name	S2	06	000000	Earth and Space Science	Instructor of Record	99	09	12	23	0.5	0	



**Coming Soon!**





### Staff.Employment

- Employee Name
- SSN
- Years of Experience



### Staff.Assignments

- Assignment (Work Area Code)
- FTE percent for assignment

MSIS Resource Library | October 2: Personnel File Upload (including National Board) ([Slide deck](#) and [Recording](#))

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report							
Last Refresh Date: 11/15/2024							
LEA ID	LEA Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Male	SCH FOOD SERV WORKER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Male	PARAPROFESSIONAL
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	PARAPROFESSIONAL
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Male	SCHOOL SECURITY OFFI
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	PARAPROFESSIONAL
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	TEACHER - NON CERTIFIED
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Male	Custodian
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Male	PARAPROFESSIONAL
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	TEACHER
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0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Male	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Male	PERMANENT SUBSTITUTE
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	PARAPROFESSIONAL



**Permission:  
Personnel**

**MSIS**

**Coming Soon!**

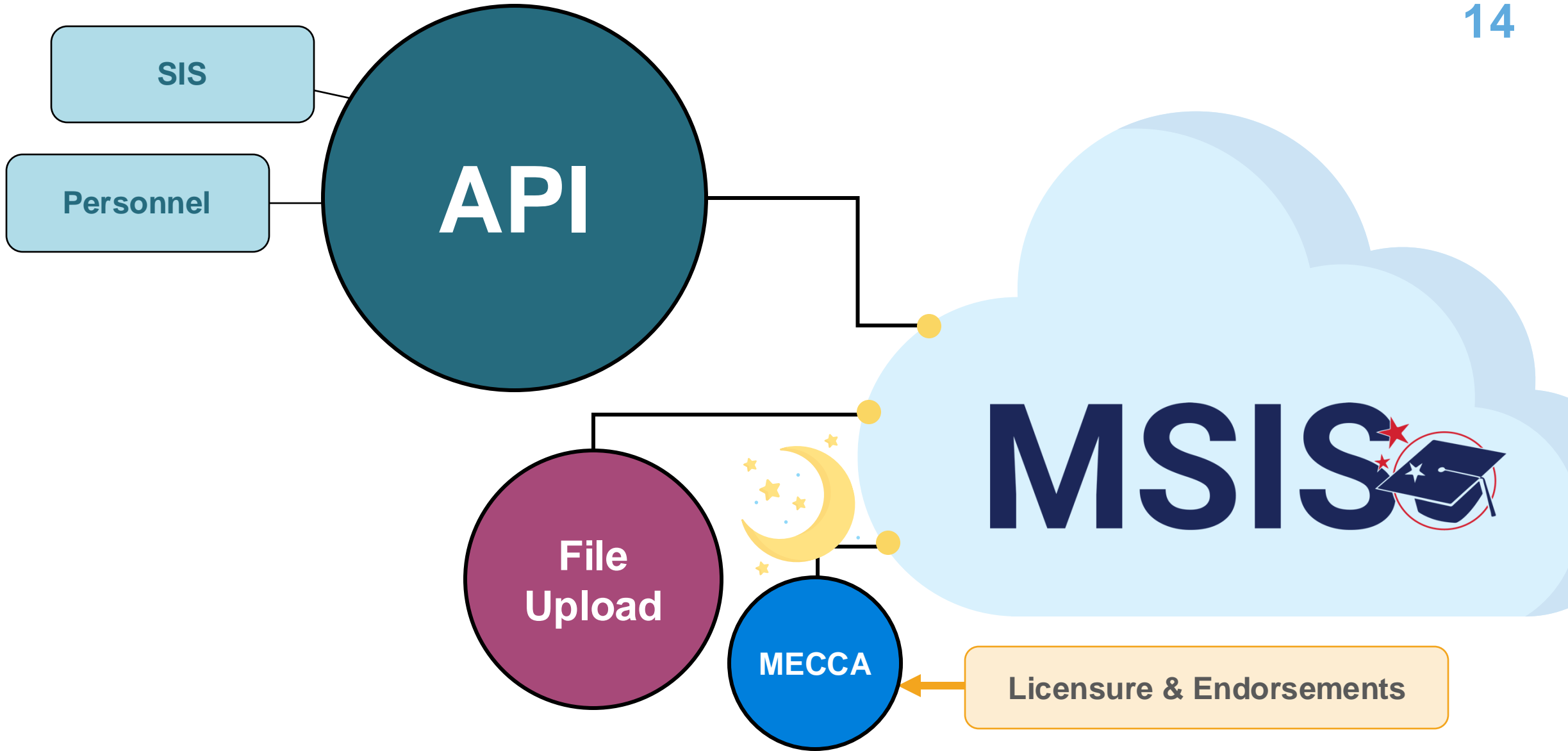


# Permission: Personnel

School		School Year		Employee Name		
All		2024-2025		All		
<b>Personnel Listing Report</b> <span style="float: right;">Last Refresh Date: 11/15/2024</span>						
Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
TEACHER	7/24/2024	6/30/2025	187	2	700003 - Elementary Teacher	1.00
SCH FOOD SERV WORKER	7/24/2024	6/30/2025	184	7	751025 - Cafeteria Worker	1.00
PARAPROFESSIONAL	7/24/2024	6/30/2025	187	3	801003 - Teacher Assistant	1.00
PARAPROFESSIONAL	7/24/2024	8/31/2024	187	3	801003 - Teacher Assistant	1.00
SCHOOL SECURITY OFFI	7/24/2024	6/30/2025	187	16	751063 - School Safety Officer (SSO)	1.00
PARAPROFESSIONAL	7/24/2024	6/30/2025	187	1	801003 - Teacher Assistant	1.00
TEACHER - NON CERTIFIED	7/24/2024	6/30/2025	187	2	700004 - Secondary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	3	700003 - Elementary Teacher	1.00
Custodian	9/6/2024	6/30/2025	193	0	751026 - Janitor/Maid	1.00
TEACHER	7/24/2024	6/30/2025	187	1	700003 - Elementary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	1	700003 - Elementary Teacher	1.00
PARAPROFESSIONAL	7/24/2024	6/30/2025	187	3	801003 - Teacher Assistant	1.00
TEACHER	7/24/2024	6/30/2025	187	0	700003 - Elementary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	11	700003 - Elementary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	3	700003 - Elementary Teacher	1.00
PARAPROFESSIONAL	7/24/2024	6/30/2025	187	1	801003 - Teacher Assistant	1.00
TEACHER	7/24/2024	8/31/2024	187	1	700004 - Secondary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	2	700003 - Elementary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	0	700004 - Secondary Teacher	1.00
TEACHER - NON CERTIFIED	7/24/2024	6/30/2025	187	3	700004 - Secondary Teacher	1.00
TEACHER	7/24/2024	6/30/2025	187	4	700003 - Elementary Teacher	1.00
PERMANENT SUBSTITUTE	7/24/2024	6/30/2025	187	5	700004 - Secondary Teacher	1.00
PARAPROFESSIONAL	7/24/2024	6/30/2025	187	2	801003 - Teacher Assistant	1.00

**MSIS**

**Coming Soon!**





# Permission: Personnel

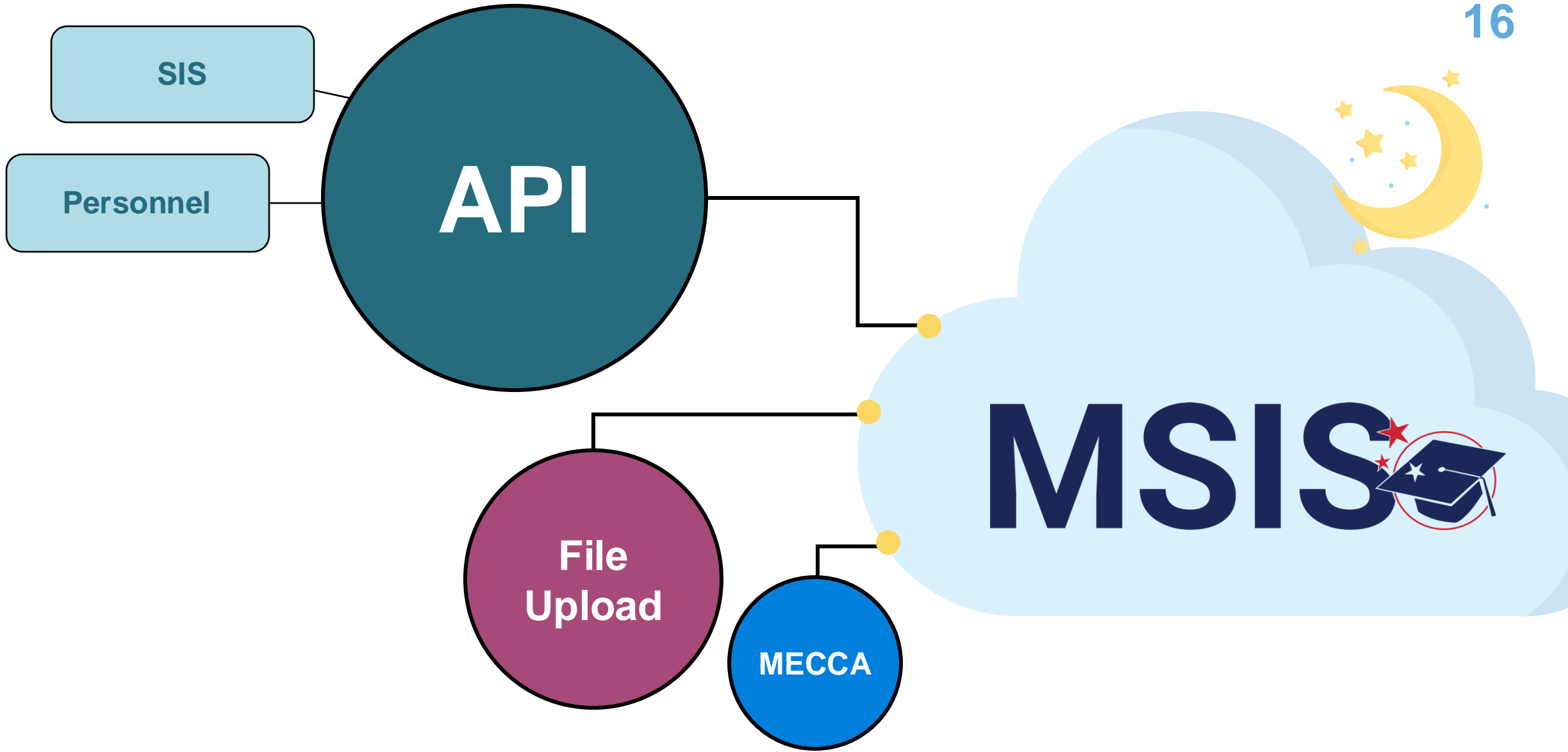
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0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	Black or African American	Female	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	PARAPROFESSIONAL
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0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Male	TEACHER
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Male	PERMANENT SUBSTITUTE
0000	LEA Name	Last Name, First Name	XXX-XX-XXXX	No	White	Female	PARAPROFESSIONAL

**MSIS**

**Coming Soon!**









# Teacher Budget Application

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- ✓ MDE established Teacher Budget Slots for each district.
- ✓ CTE Directors “fill” these slots by assigning the staff member(s) teaching that area or is filling the given role.
- ✓ Each Teacher Budget Slot contains the following information:
  - School Year
  - District ID and Name
  - School ID and Name
  - Location (DC, RV, SC, or VC)
  - Budget Code
  - CIP Code
  - Program Name
  - Reimbursement Rate (% of salary that will be reimbursed)
  - Approved Percent of Slots (100% = 1 slot)
  - FTE/Course Percent Flag

MDE CTE Home About Contact

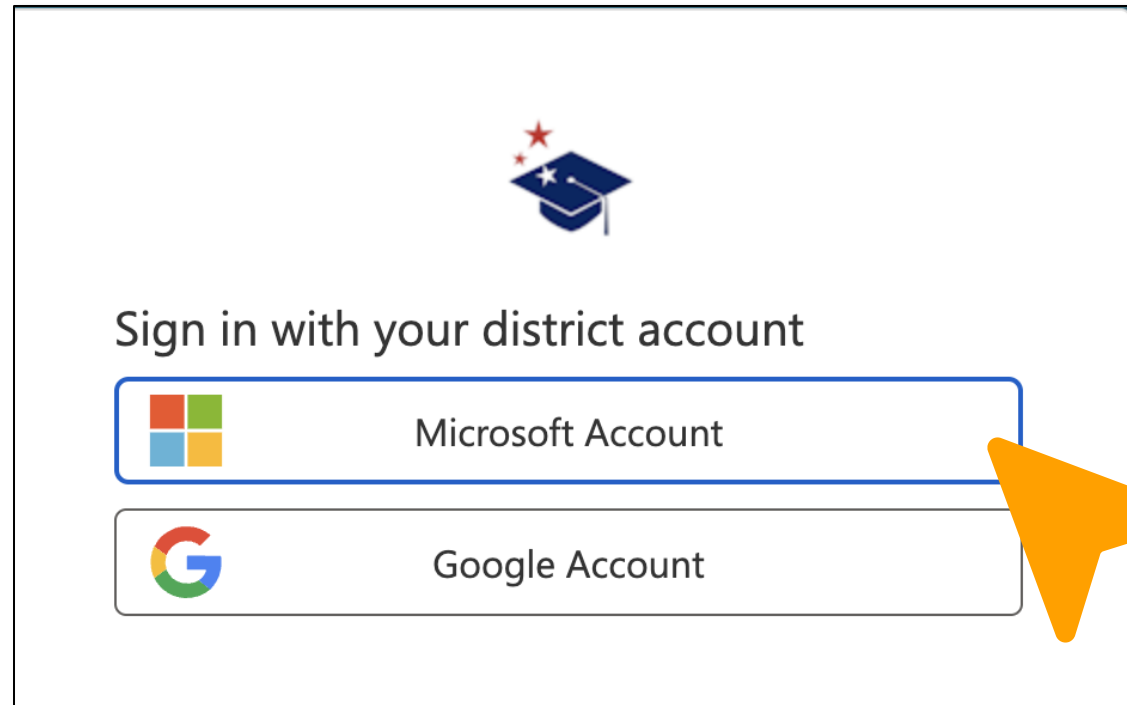
Search..

CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
<a href="#">000111</a>	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00
<a href="#">000122</a>	CTE Assist. Center Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2P28P	1.00	0.00	1.00
<a href="#">000241</a>	Student Services Coordinator	Faulkner County Schools (0000)	Faulkner City High School (000)	V2B11P	1.00	0.00	1.00
<a href="#">520101</a>	Business/Commerce, General	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	0.89	0.00	0.89
<a href="#">199999</a>	Family and Consumer Sciences	Faulkner County Schools (0000)	Faulkner City High School (000)	W5N51S	1.00	0.25	0.75
<a href="#">520701</a>	Entrepreneurship	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	.49	0.00	0.49



## District Users will sign in using their district credentials.

Users with access to the CTE SharePoint will have access to the Teacher Budget Application.



Site Navigation

MDE CTE Home About Contact

Search..

CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
<a href="#">000111</a>	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00
<a href="#">000122</a>	CTE Assist. Center Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2P28P	1.00	0.00	1.00
<a href="#">000241</a>	Student Services Coordinator	Faulkner County Schools (0000)	Faulkner City High School (000)	V2B11P	1.00	0.00	1.00
<a href="#">520101</a>	Business/Commerce, General	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	0.89	0.00	0.89
<a href="#">199999</a>	Family and Consumer Sciences	Faulkner County Schools (0000)	Faulkner City High School (000)	W5N51S	1.00	0.25	0.75
<a href="#">520701</a>	Entrepreneurship	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	.49	0.00	0.49

- 3 **CIP Code**  
*Click on code to access slot assignments*
- 4 **Program Title**
- 5 **District Name (Number)**
- 6 **School Name (Number)**

- 7 **Budget Code**
- 8 **Total Slots**  
MDE assigned slots the district can assign to staff
- 9 **Allocated Slots**  
District has assigned staff to these slots
- 10 **Available Slots**  
(Total slots – Allocated slots)

Search..

**CIP Code**

*Click on code to access slot assignments*

CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
<a href="#">000111</a>	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00
<a href="#">000122</a>	CTE Assist. Center Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2P28P	1.00	0.00	1.00
<a href="#">000241</a>	Student Services Coordinator	Faulkner County Schools (0000)	Faulkner City High School (000)	V2B11P	1.00	0.00	1.00
<a href="#">520101</a>	Business/Commerce, General	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	0.89	0.00	0.89
<a href="#">199999</a>	Family and Consumer Sciences	Faulkner County Schools (0000)	Faulkner City High School (000)	W5N51S	1.00	0.25	0.75
<a href="#">520701</a>	Entrepreneurship	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	.49	0.00	0.49

**Office of CTE has adjusted the allocation and the district must re-validate**

NOTE: This may recalculate salary reimbursement



CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000111	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00

Available Slots: 

[Add Employee](#)

For each staff selected to fill a slot, the CTE Director must provide the following information:

Employee SSN

CTE Days  
Employed

CTE Percent

Salary

First-year Teacher

CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000111	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00

Available Slots:

Add Employee

1

Enter SSN

Name

CTE Days Employed

CTE Percent Time  
  
Years of Experience

Contract Salary

First-Year Teacher?  
 First-Year Teacher?

Save Delete

Name, CTE Percent Time & Years of Experience will prepopulate

If the user enters the SSN for a staff member that is not found in the district's MSIS Personnel data, an error will display.



**Staff member not found. Please check with your MSIS staff to ensure that the staff member has been reported to MSIS.**

CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000111	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00

Available Slots:

Add Employee

Enter SSN

Name

CTE Days Employed

First-Year Teacher?  
 First-Year Teacher?


CTE Percent Time

Years of Experience

Contract Salary

Save Delete

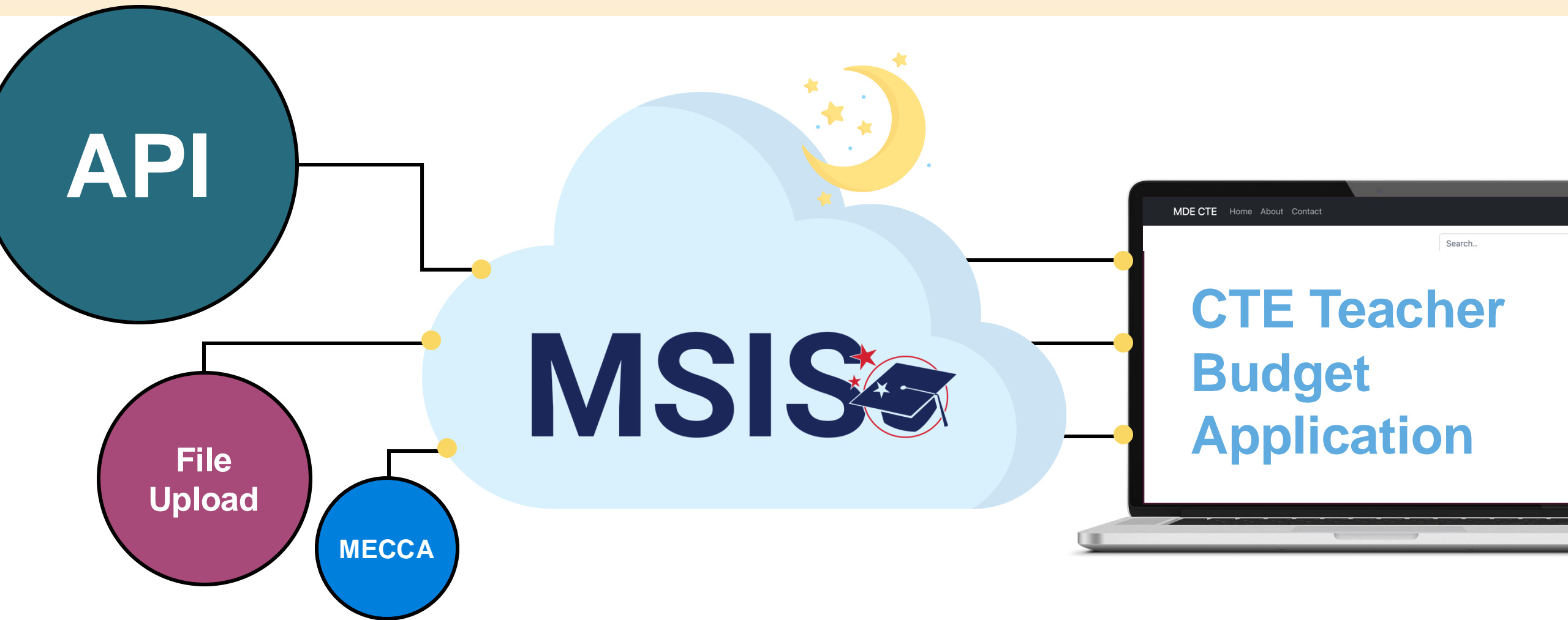
CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000111	CTE District Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N28S	1.00	0.00	1.00

Available Slots: 


[Add Employee](#)

Enter SSN <input type="text"/>	Name <input type="text"/>	CTE Days Employed <input type="text" value="0"/>	CTE Percent Time <input type="text" value="0"/>	Contract Salary <input type="text" value="0.00"/>
		First-Year Teacher? <input type="checkbox"/> First-Year Teacher?	Years of Experience <input type="text" value="0"/>	<b>6</b> <a href="#">Save</a> <a href="#">Delete</a>

# Edit checks



CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000273	Computer Science & Engineering	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N24S	0.40	0.00	0.40

Available Slots: 

[Add Employee](#)

Enter SSN <input type="text" value="123-456-7890"/>	Name <input type="text" value="Melissa Banks"/>	CTE Days Employed <input type="text" value="187"/>	CTE Percent Time <input type="text" value="100"/>	Contract Salary <input type="text" value="55,000"/>
		First-Year Teacher? <input type="checkbox"/> First-Year Teacher?	Years of Experience <input type="text" value="15"/>	<a href="#">Save</a> <a href="#">Delete</a>

Employee approved. Reimbursed salary \$6,230.00 Slots Used .34



CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000273	Computer Science & Engineering	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N24S	0.40	0.34	0.06

Available Slots: 0.06

Add Employee


Add additional employees as needed to fill available slots

Delete

Enter SSN .....	Name MELISSA BANKS	CTE Days Employed 180	CTE Percent Time 50	Contract Salary 20000.00	
Assigned By / On sai.bolla@mdek12.org 12/3/2024 11:14:04 PM	Reimbursement Salary 4000.00	Slot Consumed 0.5	Certification A	First-Year Teacher? <input checked="" type="checkbox"/>	Years of Experience 13



CIP Code	Program	District (Number)	School (Number)	Budget Code	Total Slots	Allocated Slots	Available Slots
000273	Computer Science & Engineering	Faulkner County Schools (0000)	Faulkner City High School (000)	V2N24S	0.40	0.00	0.40

Available Slots: 

[Add Employee](#)

Enter SSN <input type="text" value="123-456-7890"/>	Name <input type="text" value="Melissa Banks"/>	CTE Days Employed <input type="text" value="187"/>	CTE Percent Time <input type="text" value="100"/>	Contract Salary <input type="text" value="55,000"/>
		First-Year Teacher? <input type="checkbox"/> First-Year Teacher?	Years of Experience <input type="text" value="15"/>	<a href="#">Save</a> <a href="#">Delete</a>

Employee is not approved. The employee does not hold the proper license or endorsements. Endorsements required: 927,983, Endorsements held: 0302,0117,0192,0181,0181,0144,0188,0117,0990,0992,0192,0992,0144,0302,0188

# Edit checks



- ✘ All required fields must be entered**
  - Required fields are Employee SSN, CTE Days Employed, CTE Percent, and Salary.

Employee not approved. Required fields are missing. Please enter Employee SSN, CTE Days Employed, CTE Percent, and Salary

- ✘ The staff member must have all required fields from MSIS data**
  - Required fields Years of Experience

Employee not approved. Years of Experience is missing in MSIS. Please check with your MSIS staff to ensure that this value is reported.

- ✘ The staff member must hold the endorsements required for the CIP Code**
  - Staff member's endorsements must match those required by the position CIP code(s).

Employee is not approved. The employee does not hold the proper license or endorsements. Endorsements required: [list endorsements]  
Endorsements held: [list endorsements]

**✘ A single person/SSN cannot be over 100% CTE Percent (checking within and across districts).**

- Check across all data entered for this SSN and total up CTE Percent. It cannot exceed 100.

Employee is not approved. The total CTE Percent for the employee exceeds 100%.

**✘ CTE Percent must match either FTE or CTE schedule amount.**

- This check does not apply to districts who are PostSecondary or to District 2562.

Employee is not approved. The CTE Percent must match the CTE course load percent or the FTE assignment from MSIS.



Where are errors  
**corrected?**





MDE CTE Home About Contact

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<a href="#">000122</a>	CTE Assist. Center Director	Faulkner County Schools (0000)	Faulkner City High School (000)	V2P28P	1.00	0.00	1.00
<a href="#">000241</a>	Student Services Coordinator	Faulkner County Schools (0000)	Faulkner City High School (000)	V2B11P	1.00	0.00	1.00
<a href="#">520101</a>	Business/Commerce, General	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	0.89	0.00	0.89
<a href="#">199999</a>	Family and Consumer Sciences	Faulkner County Schools (0000)	Faulkner City High School (000)	W5N51S	1.00	0.25	0.75
<a href="#">520701</a>	Entrepreneurship	Faulkner County Schools (0000)	Faulkner City High School (000)	V2V11S	.49	0.00	0.49





# CTE Teacher Budget

**VEFE 110 Reports  
will no longer be generated.**

# CTE Placements

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# CTE Placements (Legacy MSIS)

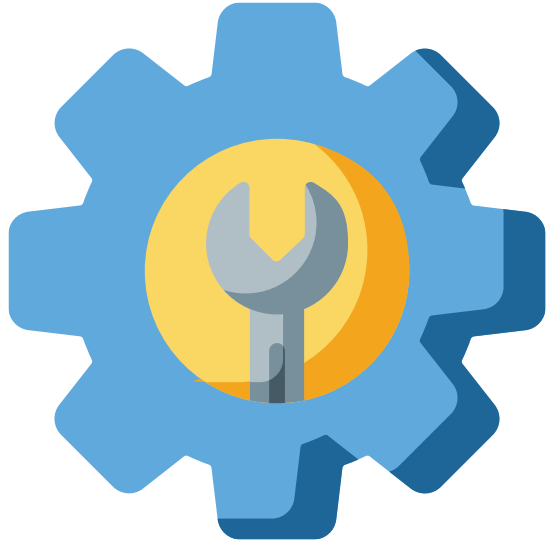






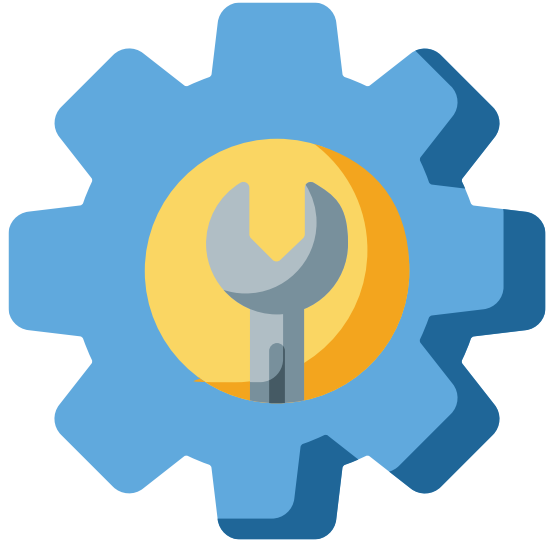
# Support & Resources

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Having problems with the  
CTE Teacher Budget  
Application?

**mdenet@mdek12.org**

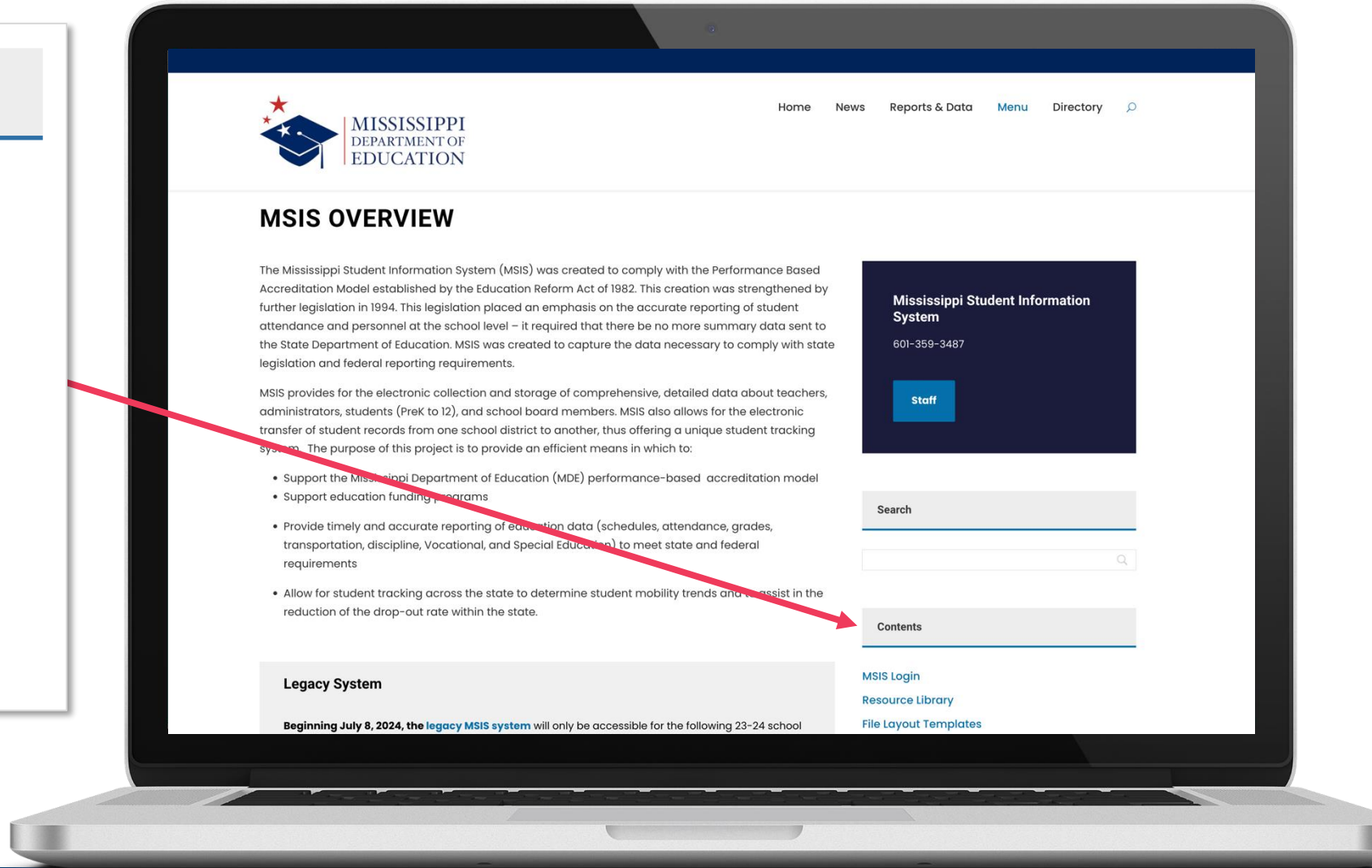


Have questions about MSIS data or reports?

Have questions about legacy MSIS (Placements)?

**mde****apps**@mdek12.org

- Contents
- MSIS Login
- Resource Library**
- File Layout Templates
- Reporting Calendar
- Security Documents
- Help Desk
- Training
- Accreditation Standards
- Vendor Resources





# MSIS Team

[msis2@mdek12.org](mailto:msis2@mdek12.org)

[mdek12.org](http://mdek12.org)



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