



ACCREDITATION DASHBOARD: NONPUBLIC PERSONNEL

Tab Name	Rule Description	Resolution	Additional Information
24.5 Core Course Load	Standard 24.5 - the total number of students taught by an individual teacher in academic core subjects (math, English, science, history) at anytime during the school year must not exceed 150 students.	Ensure the teacher is not assigned to more than 150 students anytime during the school year. Exemptions: a teacher providing instruction through district sharing or online or virtual courses is exempt. Ensure a lab facilitator or principal designee is responsible for assigning grades at the receiving/shared district.	
24.2 Grades 1-4 Class Load	Standard 24.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	
24.4 Grades 5-12 Class Load	Standard 24.4 - Student-teacher ratios exceed 33 to 1 students per teacher.	Ensure the student-teacher ratio is not more than 33 students per teacher for grades 5-12.	
24.1 Kindergarten Class Load	Standard 24.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten students may be enrolled.	Ensure the student teacher ratio is not more than 22 kindergarten students per teacher, or not more than 27 kindergarten students per teacher if an assistant teacher is also assigned.	
Elementary Teacher Planning Minutes	Standard 20.2 - Instructional planning time for elementary teachers must be at least 150 minutes per week, excluding lunch period.	Ensure instructional planning time for elementary teachers is at least 150 minutes per week and does not include lunch period.	Checks Instructor of Record courses only. Checks courses active in first Semester (Full School Year, Semester or Trimester 1, or Quarter 1 and 2). Includes teachers with at least 3 courses on schedule. The planning period minutes are multiplied by 5 to determine weekly minutes. Part-time teachers are excluded from this check.

Instructional Time Required for Carnegie Units	Standard 11.2 - A minimum of 140 instructional hours must be provided for each Carnegie unit of credit, and 70 instructional hours for each 1/2 Carnegie unit of credit.	Ensure each Carnegie unit has a minimum of 140 instructional hours per school year, and a minimum of 70 instructional hours per school year for 1/2 Carnegie unit of credit. Exceptions are: remedial instructional programs, dual enrollment/dual credit, correspondence courses, and innovative programs authorized by the MDE.	Checks Instructor of Record courses only. Online courses are excluded. Courses that offer .25 Carnegie Units require 45 hours.
Secondary Teacher Planning Minutes	Standard 20.1 - Instructional planning time for secondary teachers (grades 9-12) must be at least 225 minutes per week.	Ensure instructional planning time for secondary teachers is at least 225 minutes per week and does not include lunch period. Secondary teachers should have at least one planning period.	Checks Instructor of Record courses only. Checks courses active in first Semester (Full School Year, Semester or Trimester 1, or Quarter 1 and 2). Includes teachers with at least 3 courses on schedule. The planning period minutes are multiplied by 5 to determine weekly minutes. Part-time teachers are excluded from this check.
More than Five (5) Different Courses per Semester	Standard 21 - Secondary teachers (grades 9-12) may only have three (3) courses in different subjects per semester, or only five (5) courses in the same subject per semester.	Ensure the secondary teacher is assigned to no more than three (3) different course subjects per semester, or no more than five (5) in the same subject per semester.	Checks Instructor of Record courses only. Checks courses active in first Semester (Full School Year, Semester or Trimester 1, or Quarter 1 and 2). Excludes courses 801002, 851001, 000251, and 000252. Excludes special education, online, and dual credit courses. The error message will tell you if it's an error of too many subjects or too many courses and will also list the courses.
Principal Grade Level Endorsement	Standard 2 - The individual identified as the principal does not have a proper endorsement.	Ensure the individual assigned is the principal and does not have more than one period of study hall.	Work Area code of 601001. Must have endorsement of 0480, 0486, or 486E OR for grade 8

			and above - 0488, OR for grade 9 or below - 0487.
Endorsement for Assignment	Standard 2 - The individual does not have the correct endorsement.	Ensure that the correct individual is identified for this position in your Personnel data and that the required endorsement(s) are recorded in MECCA.	Endorsements needed and held will be part of error message. Can also refer to Work Area Code Catalog. Checks for FTE > 0 only.
Endorsement for Course	Standard 2 - The individual does not have the correct endorsement.	Ensure that the correct individual is identified for this position in your Personnel data and that the required endorsement(s) are recorded in MECCA.	Checks Instructor of Record only. Endorsements needed and held will be part of error message. Can also refer to Course Code report/catalog.
School Leader Does Not Exist	Standard 2.1 - The school failed to employ a full-time, appropriately licensed, administrator (principal, superintendent, director, or headmaster).	Ensure the individual assigned is the principal or superintendent, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles	Work Area code of 601001. License must be active (not expired and not revoked).
10% Endorsement Out of Area	Standard 2.2 - Certified staff in each school shall not have more than 10% of FTE units working outside of the area of endorsement	Ensure that staff have the correct endorsements for the courses on their schedules.	Checks Instructor of Record only. Percent is determined by (minutes out of area divided by total minutes).