



ACCREDITATION DASHBOARD: PERSONNEL

Tab Name	Rule Description	Resolution	Additional Notes
28.5 Core Course Load	Standard 28.5 (Public) - 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.	Course Catalog contains "Core Subject" indicator. Checks Instructor of Record only.
28.2 Grades 1-4 Class Load	Standard 28.2 - 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.	Checks Instructor of Record only.
28.4 Grades 5-12 Class Load	Standard 28.4 - 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.	Checks Instructor of Record only. Checks Core subjects.
28.1 Kindergarten Class Load	Standard 28.1 - 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.	Checks Instructor of Record only.
1.1 Superintendent Endorsement	Standard 1.1 - The individual reported as the Superintendent does not have the correct endorsement.	Ensure that the correct individual is identified as the Superintendent in your Personnel data and that the proper endorsement (486, 487, or 488) is recorded in MECCA. Confirm SSN of individual reported as superintendent	Work Area Code of 511001 or 511002. FTE must be greater than 0. Endorsement must be 0486, 0487, 0488, 0486E, or 0496. License and Endorsement must be active (not expired and not revoked).
2.4.1 Counselor License	Standard 2.4.1 - The school failed to employ a full-time licensed school counselor. The license does	Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must provide documentation to the Office of	Work area Code of 551019, 601005, or 601017.

	not exist, is expired, or the FTE is less than one.	Accreditation that another individual who is properly licensed to provide support services is employed (i.e., nurse, social worker, psychometrist, psychologist, mental health professional, etc.,)	
Elementary Teacher Planning Minutes	Standard 24.2 (Public) 20.2 (NonPublic)- 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.
Instructional Time Required for Carnegie Units	Standard 13.2 (Public) 11.2 (NonPublic) - 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.
Librarian License Expired or Revoked Status	Standard 2.3 - The school failed to employ a full-time licensed school librarian.	Ensure the individual assigned in your SIS package as a librarian is properly and currently licensed/endorsed.	Work Area code must be 601007. FTE must be = 1.
Librarian not Properly Licensed	Standard 2.3 - The school failed to employ a full-time licensed school librarian.	Ensure the individual assigned in your SIS package as a librarian is properly and currently licensed/endorsed.	Work Area code must be 601007. Endorsements needed are 0438 or 0440. FTE must be = 1.
More than One Superintendent for District	Standard 1.1 - More than one individual in the district has an active assignment of Superintendent.	Ensure that only one individual has an active assignment of Superintendent in your Personnel data.	Work Area code of 51101 or 511002.
Principal License Does Not Exist	Standard 2.1 - The individual identified as the principal does not have a license.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	Work Area code of 601001. License must be active (not expired and not revoked).

Principal Grade Level Endorsement	Standard 2 - The individual identified as the principal does not have a proper endorsement.	Ensure the individual assigned in your SIS package 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.
Principal License Expired	Standard 2.1 - The individual identified as the principal has a license that has either expired or been revoked.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	Work Area code of 601001.
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.
Secondary Teacher Planning Minutes	Standard 24.1 (Public) 20.1 (Nonpublic) - 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.
Superintendent's License Expired	Standard 1.1 - The individual reported as the Superintendent has an expired or revoked license.	Ensure that the correct individual is identified as the Superintendent in your Personnel data and that the active license is recorded in MECCA.	Work Area code of 511001 or 511002.
Superintendent's License Not on File	Standard 1.1 - The individual reported as the Superintendent does not have a license on file.	Ensure that the correct individual is identified as the Superintendent in your Personnel data and that the license is recorded in MECCA. Confirm SSN of individual reported as superintendent.	Work Area code of 511001 or 511002.

<p>More than Five (5) Different Courses per Semester</p>	<p>Standard 25 (Public) 21 (Nonpublic) - 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.</p>	<p>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.</p>	<p>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.</p>
---	---	--	---



ACCREDITATION DASHBOARD: PERSONNEL

Tab Name	Rule Description	Resolution	Additional Notes
5% Endorsement Out of Area	Standard 2.2 - Certified staff in each school shall not have more than 5% 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).
Librarian Full-time Status	Standard 2.3 - The school failed to employ a full-time licensed school librarian.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least full time for enrollment of 500 or more students	Work area code 601007. FTE must be 1.
Librarian Half-time Status	Standard 2.3 - The school failed to employ a licensed school librarian for at least half- time.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least half time for 499 or less students.	Work area code 601007. FTE must be at least 0.5
Librarian on Staff	Standard 2.3 - The school failed to employ a licensed school librarian.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least full time for enrollment of 500 or more students or half time for 499 or less students. Confirm SSN of individual reported.	Work area code 601007.
School Principal Does Not Exist	Standard 2.1 - The school records failed to indicate a full time, appropriately licensed principal.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	Work area code 601001.
School Principal FTE	Standard 2.1 - The individual identified as the principal is not considered as full-time.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	Work area code 601001. FTE must be at least 1
School Principal Study Hall	Standard 2.2 - The individual identified as the principal cannot	Ensure the individual assigned in your SIS package is the principal and does not have more than one period of study hall.	Work area code 601001. Study Hall (Course 801002)

	have more than one period of study hall.		
Support Staff	Standard 2.4 - The school failed to employ a full-time licensed counselor or other properly licensed individual to provide student support services.	Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must provide documentation to the Office of Accreditation that another individual who is properly licensed to provide support services is employed (i.e., nurse, social worker, psychometrist, psychologist, mental health professional, etc.,)	Work area codes included - 131056, 601005, 601017, 902003, 131003, 601014, 601015, 131004, 751012, 751017, 751019, 902004, 131058, 131046, 131048, 131054, 601006. Check work area code catalog for required endorsements.