

NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

2024 – 2025
Instructional Manual for Completing
PER02 Personnel Report
For Positions Which Do Not Require
a Teaching License
Due September 30, 2023

Kirsten Baesler
State Superintendent
Department of Public Instruction
600 East Boulevard Avenue Dept. 201
Bismarck, ND 58505-0440
www.nd.gov/dpi

The superintendent or designee of your county may ask for copies of the paperwork.
Contact that office if you need directions.

For assistance, contact:

- Jill Frohlich – 701-328-2268
- Special Education Paraprofessionals – 701-328-2277
- Speech-Language Pathologists – 701-328-2277
- Speech-Language Pathology Paraprofessionals – 701-328-2277
- Title I Paraprofessionals – 701-328-2282

PLEASE DO NOT USE MANUALS FROM PREVIOUS YEARS

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Privacy Act Statement

Under Section 7(b) of the Privacy Act [5 USC Section 552a(e)(3)], this information is made available.

Authority: North Dakota Century Code 15.1-27-02 grants the North Dakota Department of Public Instruction (NDDPI) permission to compile personnel reports for licensed and unlicensed school employees.

Principal Uses: This data is utilized for statistical, federal reporting (in aggregate form), and school approval, as well as for confirming teacher licensure and school approval.

Usage: The Education Standards and Practices Board's (ESPB) teacher licensing regularly examined the records against the data submitted in this report. Your responses are required.

Disclosure: Please submit these forms completely to avoid a delay in receiving state foundation money or a loss of school approval.

General Instructions For Completing Non-licensed Personnel Report (PER02)

The personnel (PER02) report applies to employees working in non-teaching positions and those who do not have to apply for a teaching license from the Education Standards and Practices Board. Both technical and auxiliary staff and professional Personnel are covered in the PER02 report. All non-licensed staff employees, including those working for the district, public schools, career and technical centers, special education units, BIE, state institution schools, and private schools, must complete a PER02 report.

Reporting: The State Automated Reporting System (STARS) (<https://apps.nd.gov/dpi/stars/>) houses the PER02 report. Non-personnel employed in your district the previous year are included in the PER02 report. Review the information and make the necessary modifications following this publication's guidelines. You have to create a new record for every new PER02 employee. A former employee of the district must be removed from the system. Personnel employed to provide support services to kids with disabilities, including those hired under contract from another agency (such as occupational therapists), must be reported by special education personnel.

Reporting Requirements: The personnel form (PER02) for nonlicensed positions must be completed for staff members who are performing activities that, although in the service of the Local Education Agency (LEA), relate to those areas which do not require a teaching license issued by Education Standards and Practices Board. This includes professional personnel as well as technical/ancillary personnel.

All personnel in a position not requiring a license employed by an LEA, including public schools, career and technology centers, special education units, schools operated by the BIE, state institution schools, and nonpublic schools, must complete a PER02 form.

Special education personnel must report all employed personnel providing support services to students with disabilities, including personnel contracted to provide services to students with disabilities from another agency (e.g., occupational therapists).

Position Coding: Please refer to the PER02 position codes in this document when completing the report. Understanding the required information and planning how the responses will be gathered and organized will help you select the optimal response, as these position codes correspond with the ones in STARS.

Multiple Assignments/Schools: If an employee provides services at more than one school within a district or across multiple districts, they must individually name each district or school on each PER02 report. Employees who provide services district-wide (e.g., business manager or supervisor) must only be listed once on the PER02 report.

Submission Date/Procedures: The PER02 must be submitted by September 30. It is advised to print copies of the online PER02 report after it has been submitted for your records. Your county superintendent or designee might need copies of the paperwork.

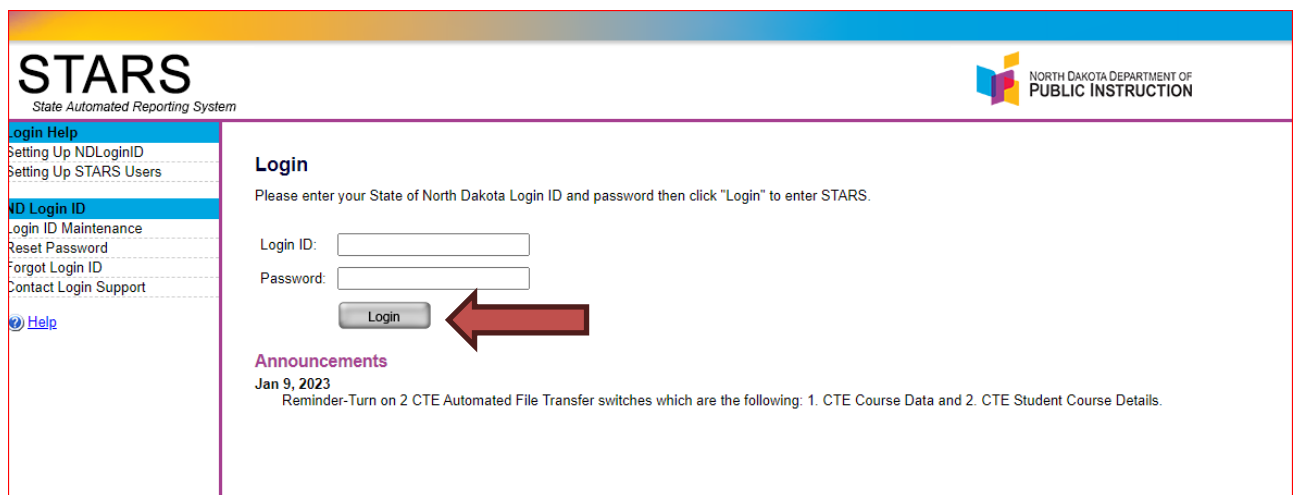
Records Retention: It is suggested that records for the current year and the four years prior be maintained.

Specific Instructions for Completing the Non-licensed Personnel Forms (PER02)

Before logging into STARS, you must have your Login ID and Password. If you need help, please see the following links.

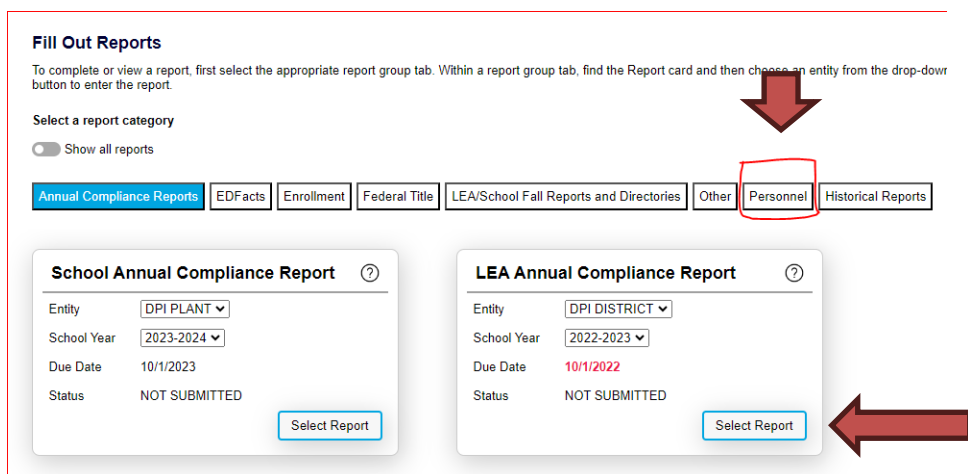
- If you do not have a Login ID or password, follow these instructions <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/LoginID.pdf>.
- If you have a Login ID and password and you need permissions set up, follow this link: <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/Manageusers.pdf>
- [STARS Reporting Permissions](#)

Log into STARS – <https://apps.nd.gov/dpi/stars/> with a Login ID and Password. The screen should look like this:



Step 2. Enter your Login ID and Password, then click Login button

Step 3. Click the Personnel tab, then click select report button of the Non-Licensed Personnel (PER02)



Fill Out Reports

To complete or view a report, first select the appropriate report group tab. Within a report group tab, find the Report card and then choose an entity from the drop-down list. Choose a school year from the drop-down list and click the "S" button to enter the report.

Select a report category

☐ Show all reports

Annual Compliance Reports | EDFacts | Enrollment | Federal Title | LEA/School Fall Reports and Directories | Other | **Personnel** | Historical Reports

Teacher Effectiveness

Entity: DPI PLANT

School Year: 2022-2023

Due Date: 6/30/2023

Status: NOT SUBMITTED

Select Report

Licensed Personnel (MIS03)

Entity: Academy for Children

School Year: 2023-2024

Due Date: 9/30/2023

Status: NOT SUBMITTED

Select Report

Nonlicensed Personnel (PER02)

Entity: DPI DISTRICT

School Year: 2023-2024

Due Date: 9/30/2023

Status: NOT SUBMITTED

Select Report

Summer School Licensed Personnel (MIS03)

Entity: DPI PLANT

School Year: 2023-2024

Due Date: 6/1/2023

Status: NOT SUBMITTED

Select Report

For New Employee that is not in the PER02 in STARS, you will need to click on [+ Add Nonlicensed Personnel](#)

The screen will look like this (below). Enter the First Name, Middle Initial, and Last Name of the person you are entering. The system will generate a State ID. You will want to click on Add New Non-licensed Personnel School Year.

[Return to Nonlicensed Personnel List](#)

DPI PLANT

County No. 99 LEA No. 999 School No. 9999

Nonlicensed Personnel

State ID:

First Name: Middle Initial: Last Name:

Name	State ID	Date of Birth
No nonlicensed personnel were found matching the search criteria.		
Add New Nonlicensed Personnel School Year		
Add New Nonlicensed Personnel		

Then you will fill out the information below.

Demographics

State ID:

First Name:

Mickey

Middle Initial:

M

Last Name:

Mouse

Maiden Name:

Date of Birth:

MM/DD/YYYY

Gender:

Ethnicity:

[Select]

Race (check all that apply):

- ☐ American Indian or Alaskan Native
☐ Asian
☐ Native Hawaiian or Other Pacific Islander
☐ Black or African American
☐ White

Hourly Wage:

Last Year:

Days Employed:

Last Year: 180

For School Use Only (Optional)

School's Employee Number:

Experience

Is this your first year of teaching?:

- ☐ Yes

Last Year:

Years Employed:

Last Year:

Responsibilities

Major Assignment

Position Title:

Last Year:

Area of Responsibility:

Last Year:

% Time:

Last Year:

Other Assignment 1

Position Title:

Last Year:

Area of Responsibility:

Last Year:

% Time:

Last Year:

FTE Total (From major and other assignments)

FTE:
35

Education

Level:

Last Year:

Click Save and Validate in the upper right corner of your screen.

For Previous Employee Select the Name:

	Name
	BILLY CHARMING
	BUCHOLZ BRIAN

The screen should look like this:

DPI PLANT

County No. 99 LEA No. 999 School No. 9999

Demographics

State ID:
324393

First Name: CHARMING **Middle Initial:** **Last Name:**

Maiden Name:

Date of Birth: 

Gender:

Ethnicity:

Race (check all that apply):

- ☒ American Indian or Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ Black or African American
- ☐ White

Please review the information and update it as necessary. Click Save and Validate in the upper right corner of your screen.