



EPIMS Data collection Survey for Marblehead Public Schools

Staff and faculty are asked to complete the EPIMS Data Collection Survey by Friday, November 16, 2007. This information is mandated by the DOE for the report that replaces DSSR.

Please gather all of your data before beginning data entry. You can use this worksheet to complete your data collection. You have the option of taking the survey online or on the paper copy which will be provided to you. All needed codes are provided in a **red EPIMS binder** (available in your building administrative office) or can also be found on our school website: <http://www.marblehead.com/schools/epims>.

Once you begin the online survey, you must complete it in one sitting.

1. First name – your full legal first name; no nicknames, initials or abbreviated names

Answer _____

2. Middle name – your middle name or middle initial (use NMN for no middle name)

Answer _____

3. Last name – your full legal last name as it appears on their teaching license. You can login to ELAR to verify your information at http://www.doe.mass.edu/educators/e_license.html

Answer _____

4. School – Select the school(s) in which you work. Staff working in more than one school should check all that apply.

- _____ Central Office
- _____ Marblehead High School
- _____ Marblehead Veterans Middle School
- _____ Village School
- _____ Bell School
- _____ Coffin School
- _____ Gerry School
- _____ Glover School
- _____ Eveleth School

5. Date of Birth – Enter your date of birth in the format mm/dd/yyyy (e.g. 05/02/1978)

Answer _____

6. Gender – Select F or M _____

7. License / Certification Number – the number assigned by the DOE at the time they registered to obtain their license. All licensed staff must enter this number. You can log in to ELAR to check this information at http://www.doe.mass.edu/educators/e_license.html
Non-licensed staff should select 00 Not Applicable.

Answer _____

8. Race/Ethnicity – Select one of the 63 codes that best reflects your understanding of your heritage. This is not an exact science! Use your best judgment. A listing of race codes is available online at <http://www.marblehead.com/schools/EPIMS/race> or if submitting paper survey, find codes in the red book in your principal's office.

Answer _____

9. Employment Status – Please select one of the following:
(01=Working; 02=On Paid Leave; 03=On Unpaid Leave; 04=Exited)

Answer _____

10. Date of Hire – Enter your most recent date of hire to work in the district. For example, you may have been a sub in the past but later got hired as a full time teacher September 1, 2005. You will enter 09/01/2005 as their date of hire.

Answer _____

11. Degree Type 1 – Select the first degree earned (for example a Bachelor's degree). If you do not have a college degree you should write 000=Not Applicable. For paper survey, choices are contained in red book.

Answer _____

12. Degree Institution Code 1 – Enter the code for the college you attended to receive degree 1 (above). You must type in the **code** only (not college name) into text field. A listing of college codes is available online at <http://www.marblehead.com/schools/EPIMS/collegecodes>

If submitting paper survey, please find codes in the red book in your principal's office.

Enter 0000 if Not Applicable.

Answer _____

13. Degree Subject 1 – Select your degree subject code from the 70 listed in the dropdown. Select 00 if Not Applicable. If submitting paper survey, find codes in the red book in your principal's office.

Answer _____

14. Degree Type 2 – Select the second degree earned (for example a **second Bachelor's degree or Master's**). If you do not have a college degree you should select 000 Not Applicable. For paper survey, choices are in red book in principal's office.

Answer _____

15. Degree Institution Code 2 – Enter the code for the college you attended to receive degree 2 (above). Type in the **code** only (not college name) into text field. A listing of college codes is available online at <http://www.marblehead.com/schools/EPIMS/Collegecodes>

If submitting paper survey, please find codes in the red book in your principal's office.

Enter 0000 if Not Applicable.

Answer _____

16. Degree Subject 2 – Select your degree subject code from the 70 listed in the dropdown. Select 00 if Not Applicable. If submitting paper survey, find codes in the red book in your principal's office.

Answer _____

17. Degree Type 3 – Select the third degree earned (for example a third Master's degree or PhD). If you do not have a college degree you should select 000 Not Applicable. For paper survey, choices are listed in red book.

Answer _____

18. Degree Institution Code 3 – Enter the code for the college you attended to receive degree 3 (above). Type in the **code** only (not college name) into text field. A listing of college codes is available online at <http://www.marblehead.com/schools/EPIMS/Collegecodes>

If submitting paper survey please find codes in the red book in your principal's office.

Enter 0000 if Not Applicable.

Answer _____

19. Degree Subject 3 – Select your degree subject code from the 70 listed in the dropdown. Select 00 if Not Applicable. For paper survey, choices are listed in the red book.

Answer _____

20. Classification – Select your job title from the dropdown. A listing of job titles and descriptions is available online at <http://www.marblehead.com/schools/EPIMS/jobclassificationcodes>
If using paper survey, please find codes in red book.

Answer _____

21. Teacher/Paraprofessional Assignment – Select your work assignment.
Elementary teachers are 0001.
Middle and high school teachers are 0002.
Write 000 if Not Applicable.
All the rest of the codes are for special education, specialists and paraprofessional staff.
Online codes can be found at <http://www.marblehead.com/schools/EPIMS/assignment>
If using paper survey, please find codes in red book.

Answer _____

22. Grade – Please enter code on this line (Answer) _____.
The predominant grade for which you provide services.

- | | |
|--|---------------|
| 00 = Grade does not apply to this assignment | 04 = Grade 4 |
| PK = Pre-Kindergarten | 05 = Grade 5 |
| K = Kindergarten | 06 = Grade 6 |
| 01 = Grade 1 | 07 = Grade 7 |
| K01 = Grade K/1 | 08 = Grade 8 |
| 0102 = Grade 1/2 | 09 = Grade 9 |
| 02 = Grade 2 | 10 = Grade 10 |
| 03 = Grade 3 | 11 = Grade 11 |
| | 12 = Grade 12 |

88 = Multiple — This assignment provides instruction or services to students in multiple grades. The grade multiple should be used to report a special education classroom teacher or the teacher of an ELL class.

99 = All — The individual in this assignment provides instruction or services to all grade levels in the school. A music teacher in an elementary school that provides music instruction to all grade level would be reported as “All” in the grade field.

23. Full Time Equivalent (FTE) – Your full time equivalent percentage must be typed into the text field. Make sure you use decimal point. If you are unsure, please check with your immediate supervisor. Some general guidelines

1.00 = a full time employee (100%)

.8 = four days a week (80%)

.6 = three days a week (60%)

.5 = half time employee (50%)

.4 = two days a week (40%)

.2 = one day a week (20%)

Answer _____

24. NCLB Instructional Paraprofessional/Tutor Requirements –

Acceptable Values/Code Description:

00 = Not Applicable (not employed as a paraprofessional or tutor)

01 = Associate's (or higher) Degree; or 2 years/48 credit hours of study at an institution of higher education

02 = Formal Standardized Tests: Parapro or WorkKeys

03 = Formal Local Assessment:

Individual Paraprofessional Training Plans that include end-of-year course assessments or products.

Aligned with the *Learning Guidelines for Title I Instructional Paraprofessionals* and *Guidelines for Creating Local Assessment Programs for Title I Paraprofessionals*.

04 = Paraprofessional, not qualified by the above categories

Answer _____