

Staff Automated Report (STAR): Planning for Success

A presentation for the SWWC R4 School Business Staff Conference

April 10, 2025

Ensuring all MN students have high quality educators | mn.gov/pelsb

This presentation will be recorded.



PELSB Mission & Vision

MISSION:

Ensuring all Minnesota students have high quality educators in their schools

VISION:

To ensure equitable education practices through high licensure standards, quality educator preparation

Board Members

1

Dr. Angela Osuji

Teacher - Metro

2

Dr. Lucy Payne

Teacher Preparation

3

Ms. Amy Aho

Teacher - Metro

4

Ms. Glazell Toledo

Teacher - Metro

5

Dr. Gift Saloka

Teacher – Special Education

6

Ms. Jennifer Trask

Teacher – Greater Minnesota

7

Ms. Shoemaker

Teacher – Greater Minnesota

8

Ms. Janie Yang

Teacher – Charter School

9

Dr. Kurt Stumpf

Superintendent

10

Mr. Justin Hoelscher

Cooperative Administrator

11

Open Seat

Public Member

12

Ms. Rochelle Dyer

Teacher Preparation

13

Dr. Quennel Cooper

Principal

Our Shared Commitment to Students

The educators licensed by PELSB demonstrate our shared commitment to Minnesota's students daily in myriad ways. No more so than as required by their respective code of ethics when administrators take care to only employ, recommend for employment, or assign appropriately licensed or permissioned personnel; and teachers only accept assignments for which they are licensed or hold a permission.



Introduction: Caren Custer

Licensure Compliance Specialist (aka STAR manager)

This was Kat Anthony-Wigle's previous role

Formerly PELSB Customer Service

10 years experience working in teacher preparation (Augsburg University, graduate program coordinator)

Proud Momma of a charter schoolteacher

Married my high school sweetheart (Go MPLS Roosevelt Teddies), proud 1st-gen college (Go Augsburg Auggies)

Our Time Together

Topic

FY 25 STAR Debrief

License Lookup: A Primary Resource

FY26 STAR: Planning for October 2025

You have PELSB's Attention: What were your districts' pain points?

Questions

FY25 STAR: Observable Patterns of Violations

1. Reporting Licensed Employees: A focus on Termed Employees (observed across all district types)
 1. MINN STAT 122A.40, subd. 3 (b) A school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.
2. 'Aspirational' vs Actual Employment (observed across all district types)



Connection?
Effective
Dates!

Reporting Licensed Employees: A focus on Termed Employees

Reporting Licensed Employees: A focus on Termed Employees, continued



A district hired Caren Custer in January 2025 to cover a leave of absence for the Phy Ed teacher. She was an awesome person but there was that unfortunate archery incident in spring, and she was not hired back. She would have an Employment record with the appropriate Employment Status Code, a hire date of 202501 (YYYYMM) and then a Term Code and Term Date 202506. No assignment records. This is important, only create an assignment record if the person is still working effective that current reporting year (e.g. October 1, 2025).



A district hired Severus Snape to teach Life Science in March 2025. He replaced the previous teacher who had to be put on emergency medical leave. Snape is still teaching this year. He would have both an Employment record (with that 202503-hire date) and assignment record only for what he's teaching on October 1, 2025.

'Aspirational' vs Actual Employment



A district hired Frenchy Facciano. The plan is that she will teach Cosmetology courses as soon as her license is awarded. Meanwhile, as of Oct. 1, 2025, she is working as a paraprofessional.

For FY26, Frenchy should only have a Non-Licensed record created. Let's say her license was not awarded until December 2025.

For FY27 STAR, the district would create a Licensed (LA) record with 202512 being the hired date as a licensed teacher. The assignment records would be created for the courses being taught as of Oct. 1, 2026. The district would delete the Non-Licensed record.

License Lookup: A Primary Resource

Historical Application Detail

Application Type	Date Registered	Status	Date of Action
Original	09/11/2024	Payment Received	09/11/2024

If the Date Registered date is greater than 30 days, the general assumption is that this person successfully made payment, but has not yet submitted required application documents (e.g. transcripts, verification of employment, etc.)

A File Folder Number (FFN), also referred to as a license number, is issued once payment has been successfully processed.

Existence of a File Folder Number does NOT mean that a license has been issued.

A person cannot serve as a Teacher of Record based solely on a File Folder Number having been issued. A district must verify a valid license has also been issued.

License Lookup: A Primary Resource

Let's use our good friend Kat Anthony-Wigle as an exemplar.

Has clock hours? Used Once in a Lifetime 1-Year Renewal? Collecting Teacher Retirement from TRA? Need to teach 5-12 CommArts/Lit?

Issued To: KATHERINE E ANTHONY-WIGLE
File Folder Number: 380859

Standard License Detail

Student Level	Scope	Function Code	Function Description	Recommending Institution	Expiration Date
7-12	Tier 4	050000	ENGLISH/LANGUAGE ARTS		06/30/2023

If you have been or are currently employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified and approved by the district's local continuing education committee. If you are currently residing in Minnesota but have never been employed by a Minnesota school district, renewal of this license will require completion of 125 clock hours verified and approved by your local school district's continuing education committee. If you do not live in Minnesota and have never been employed in Minnesota, you may renew your license by submitting an official transcript verifying 12 quarter or 8 semester credits in the licensure area(s) or in general education courses. These credits must have been earned within the five year period immediately preceding the renewal. All of the renewal options indicated above must include specific professional development requirements in rules that are in effect at the time of renewal.

FY26 STAR: Planning for October 2025

PELSB ASK! Please (re)confirm the following to anyone who can possibly benefit from this information.

- <https://mn.gov/pelsb/districts/data-submissions/star/> Remains the online repository of all STAR-related information.
- **STAR-Related Communications.** All STAR-related communications will come from either: star.pelsb@state.mn.us or from pelsb@public.govdelivery.com
 - Subscribe to govdelivery messages
<https://public.govdelivery.com/accounts/MNPELSB/subscriber/qualify> (bottom-right of mn.gov/pelsb “Subscribe for e-mail updates”

Looking Ahead to FY26

FY26 STAR snapshot date is October 1, 2025.

- **Tier 3 and Tier 4 Renewals.** An application to renew a license may be submitted after January 1 in the year of expiration. For all licensed personnel, whose licenses will expire June 30, 2025, please do everything possible to support them in renewing licenses as promptly as possible. Use the online renewal system for faster processing.
- **Tier 1 Renewals.** Valid for one academic year. This license may be renewed after July 1st in the year of expiration. Use online renewal for payment; submit district verification by mail or dropping off in person.
- **Tier 2 Renewals.** Valid for two academic years. This license may be renewed after July 1st in the year of expiration. Use online renewal for payment; submit district verification by mail or dropping off in-person.
- **Permissions. Out of Field Permissions (OFP), Cross-Curricular Delivery Permission (CCDP), and Discretionary Variances (DV).** Valid for one academic year. Permissions may be renewed after July 1st in the year of expiration. For OFP: please ensure you have followed posting requirements!

Tell Us All About It...

You have PELSB's
attention.

What were and or are
the pain points, as it
relates to STAR?

PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

Minnesota Educator License

General Information and Instructions: a partial or incomplete application packet will be returned to the applicant for completion and resubmission. To ensure the submission of a complete packet, review and follow the instructions and checklist. If you have never previously held licensure with PELSB, you must use the online licensing system to apply.

A completed Conduct Review Statement must be included with the application.

If you have questions, call 651-539-4200, go to the [website](#) at [http://www.pelsb.state.mn.us](#)

A check or money order payable to "PELSB" must be included with the application.

- Initial/First Time Minnesota Educator License Applicant
- Request a fingerprint card from PELSB. Include with application.
- Existing Minnesota License Holders Applicant

Section	
MINNESOTA FILE FOLDER NUMBER	Enter MN File Folder Number, if applicable.
Last Name	First Name
Social Security Number/ITIN (required) <input type="checkbox"/> Check here if you do not have a SSN/ITIN	
Contact Information:	Daytime Telephone Number
Home Address:	Street
Designated Address:	Street
Ethnicity/Race (optional; choose all that apply)	<input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White
Enter the name of the LICENSURE FIELD(S) you are requesting: ie: Professional Educator License	
<input checked="" type="checkbox"/> Check here if you are adding a new field <input type="checkbox"/> Check here if you are adding a new field reported before applying <input type="checkbox"/> Check here if you are moving from one field to another	
Education Level	0 - No Degree 1 - Associate Degree 2 - Bachelor's Degree 3 - Master's Degree 4 - Doctorate
University or Institution Program	Located at (city and state)
Code	Field

Questions?



Contact License Compliance @ PELSB



(651) 539-4180



star.PELSB@state.mn.us



mn.gov/pelsb



1021 Bandana Blvd. E.
Suite 222
St. Paul, MN 55108