

**YOUR  
NAME** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

The Massachusetts Department of Education is launching the Education Personnel Information Management System (EPIMS), requiring all districts to report pertinent information on employee beginning November, 2007.

To this end, all staff is REQUIRED to fill in their information accurately for each of the required EPIMS fields.

The questionnaire consists of 29 items and should take no more than 15 minutes to complete. All items are required and must be filled in accurately. Any required codes or additional information is available at [www.melroseschools.com](http://www.melroseschools.com) or [http://www.doe.mass.edu/educators/e\\_license.html](http://www.doe.mass.edu/educators/e_license.html)

- 1. **Last Name** – your full legal last name, **as it appears on you teaching license**. You can log in to ELAR to verify your information at [http://www.doe.mass.edu/educators/e\\_license](http://www.doe.mass.edu/educators/e_license)

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- 2. **First Name** – your full legal first name; no nicknames, initials or abbreviated names

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- 3. **Middle Name** – your middle name (use NMN for no middle name)

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

\_\_\_\_\_

- 5. **Gender** – Select \_\_\_\_F or \_\_\_\_M

- 6. **License/Certificate Number** – the number assigned by the DOE at the time you registered to obtain your 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](http://www.doe.mass.edu/educators/e_license)

Non-licensed staff should write “00” Not Applicable.

Cert #1 \_\_\_\_\_

Cert #2(if applicable) \_\_\_\_\_

Cert #3(if applicable) \_\_\_\_\_

- 7. **Date of Hire** – Enter your most recent date of hire to work in the district. For example, you may have worked as a sub in the past but later got hired as a full time teacher September 1, 2005. You will enter, 09/01/2005 as your date of hire. If you don’t know your start date, enter September 1 of the year you started.

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**8. Race/Ethnicity** – Please check the ethnicity that best reflects your understanding of your heritage. Use your best judgment.

**Ethnicity**

Hispanic or Latino

Not Hispanic of Latino

**Race:** (You may select one or more races). A complete list of codes is attached.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

**9. Employment Status** – Choose a code from those listed below

01 - Working

02 - On Paid Leave

03 – On Unpaid Leave (i.e. Maternity Leave, etc.)

**The following list pertains to your degrees.**

For each degree you received, you will need to list the degree code, degree subject and the degree institution. Below are the codes for the degrees and subject areas. The institution codes can be found by logging onto [www.melroseschools.com](http://www.melroseschools.com) and click the EPIMS link on the front page.

You should list your degrees in the order you received them. For example; Degree #1 would be Bachelor’s Degree, **001**, Degree #2 Master’s Degree, **003**, etc. If you do not have a college degree, you should list **000**

Acceptable **Degree Type** Codes are as follows:

**000** – not applicable

**001** – Bachelor’s (Baccalaureate) Degree (e.g. B.A., A.B., B.S.)

**002** – Specialist’s degree (e.g. Ed.S.)

**003** – Master’s Degree (e.g. , M.A., M.S., M.ENG., M.ED., M.S.W., M.B.A.,M.L.S.)

**004** – Doctoral (Doctors) Degree (e.g. Ph.D., Ed.D.)

**005** – First-professional degree other than JD (e.g.,D.C. or D.C.M., D.D.S. or .DM.D., M.D.,O.D.,D.O., D. Phar., Pod.D. or P.P.M., D.V.M., L.L.B. or M.Div., M.H.L., B.D., or Ordination

**006** – Juris Doctor (J.D.)

**007** – Associate’s Degree

**014** – Certificate of Advanced Graduate Study (C.A.G.S.)

The following is a list of **Degree Subject** codes. Please list the degrees subject for each degree you received.

DEGREE SUBJECT	DEGREE CODE
Not Applicable	00
American Studies	01
Anthropology	02
Visual Art	03
Astronomy	04
Biochemistry	05
Biology	06
Business/Finance/Economics/Accounting	07
Chemistry	08

Computer Technology	09
Drama/Theatre Arts/Dance	10
Earth Science/Geology	11
English/Literature/Composition	14
Foreign Language	15
Geography/Government	16
Health Education	18
History	19
Mathematics	21
Music	22
Nursing	23
Philosophy	24
Physical Education	25
Physics	26
Political Science/Sociology	27
Psychology	28
Religion	29
Special Education	30
Education	33
Advertising/Marketing	34
Aeronautical/Aerospace Science & Engineering	35
African/African-American Studies	36
Agricultural/Forestry/Horticultural Studies/Wildlife Studies	37
Animal/Veterinary Science	38
Communication Disorders	39
Communications/Journalism/Broadcast/Public Relations	40
Culinary Arts	41
Criminal Justice/Criminology	42
Early Childhood	43
Engineering: All Types	44
English as a Second Language	45
International Relations/Diplomacy	46
Liberal Arts	47
Library Information Science	48
Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing	49
Natural Sciences/Ecology/Marine/Environmental	50
Pharmaceutical Sciences	51
Physical Sciences	52
Public Administration/Public Policy	53
Law	54
Social Work/Guidance/School Counseling	55
Interdisciplinary Studies	56
Speech Language & Hearing Disorders	57
Sports Medicine/Exercise Science/Athletic Training/Recreational Exercise	58
Travel and Tourism	59
Women Studies	60
Other	70

**10. Degree type #1.** This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select “000” not applicable.

Degree type #1 code \_\_\_\_\_

**11. Degree Institute Code #1.** Write the institute code for the first degree you earned. See [www.melroseschools.com](http://www.melroseschools.com) the click on the EPIMS link for list of codes. Write “0000” if not applicable.

Degree Institute Code #1 \_\_\_\_\_

12. **Degree subject #1.** Write the subject code from the list above. Write “00” if not applicable.

Degree subject #1 code\_\_\_\_\_

13. **Degree type #2.** This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select “000” not applicable .

Degree type #2 code\_\_\_\_\_

14. **Degree Institute Code #2.** Write the institute code for the first degree you earned. See [www.melroseschools.com](http://www.melroseschools.com) the click on the EPIMS link for list of codes. Write “0000” if not applicable.

Degree Institute Code #2\_\_\_\_\_

15. **Degree subject #2.** Write the subject code from the list above. Write “00” if not applicable

Degree subject #2 code\_\_\_\_\_

16. **Degree type #3.** This is the first degree you earned (for example a Bachelor’s Degree). If you do not have a degree you should select. “000” not applicable

Degree type #3 code\_\_\_\_\_

17. **Degree Institute Code #3.** Write the institute code for the first degree you earned. See [www.melroseschools.com](http://www.melroseschools.com) the click on the EPIMS link for list of codes. Write “0000” if not applicable.

Degree Institute #3 Code\_\_\_\_\_

18. **Degree subject #3.** Write the subject code from the list above. Write “00” if not applicable

Degree subject #3 code\_\_\_\_\_

19. **Federal Salary Source** (Business Manager will fill in.)\_\_\_\_\_

20. **School Codes:** Check the schools at which you work. Staff working at more than one school should check all that apply

X	School	School Codes
	Early Learning Center	1780003
	Hoover School	1780017
	Horace Mann School	1780025
	Lincoln School	1780020
	Roosevelt School	1780035
	Winthrop School	1780050
	Melrose Veterans Memorial Middle School	1780305
	Melrose High School	1780505
	District Staff	00

21. **Classification** – Write your Job Classification code from the Job Classification list by visiting this website: [www.melroseschools.com](http://www.melroseschools.com) and click on the EPIMS link on the front page.

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22. **Teacher/Paraprofessional Assignment** - Write your work assignment. Elementary teachers are “001”. Middle School, grade 6 is “001”; grade 7 and 8 are “002”. High School teachers are ”002”. All of the rest of the codes are for special education teachers and paraprofessionals. You can obtain a complete list of the codes by visiting this website: [www.melrosseschools.com](http://www.melrosseschools.com) and click on the EPIMS link on the front page. Use “000” if not applicable.

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23. **Grade-** Use code “88” if you **work with more than one grade level** and code “99” if you work with all grade levels in your school. Use “0”: not applicable if grade does not pertain to your assignment.  
**An example of code “88”** would be a special education teacher who works with grades 4 and 5 but not all the grades in the school.  
**An example of code “99”** would be a physical education teacher who teaches grades K-5, therefore all grade levels in the school.

**Acceptable Values/Code Description:**

- \_\_\_0 = Grade does not apply to this assignment
- \_\_\_PK= Pre-Kindergarten
- \_\_\_K = Kindergarten
- \_\_\_1 = Grade 1
- \_\_\_2 = Grade 2
- \_\_\_3 = Grade 3
- \_\_\_4 = Grade 4
- \_\_\_5 = Grade 5
- \_\_\_6 = Grade 6
- \_\_\_7 = Grade 7
- \_\_\_8 = Grade 8
- \_\_\_9 = Grade 9
- \_\_\_10 = Grade 10
- \_\_\_11 = Grade 11
- \_\_\_12 = Grade 12
- \_\_\_88 = This assignment teaches multiple grades.
- \_\_\_99 = This assignment teaches all grades in the school.

24. **Subject Area –Course** – Elementary and self contained classroom teachers should use the code”99999”. Middle School and High School teachers should leave this blank. Use “0” not applicable if subject area does not pertain to your assignment.

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25. **Class Section** – Elementary teachers should use homeroom number. High School and Middle School should leave blank. If class does not apply to your assignment write “0”.

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26. **Full Time Equivalent (FTE)** – Full Time equivalent percentage must be selected below. If you are unsure, please check with a supervisor.

- \_\_\_ 1.000 = a full time employee (100%)
- \_\_\_ 0.800 = four days a week (80%)
- \_\_\_ 0.600 = three days a week (60%)
- \_\_\_ 0.500 = ½ time employee (50%)
- \_\_\_ 0.400 = two days a week (40%)
- \_\_\_ 0.200 = one day a week (20%)

If you teach in more than one school, please indicate below the school and the number days.

x	School	Number of Days
	Early Learning Center	
	Hoover School	
	Horace Mann School	
	Lincoln School	
	Roosevelt School	
	Winthrop School	
	Melrose Veterans Memorial Middle School	
	Melrose High School	
	District Staff	

**27. Highly Qualified Teacher Status** – This section pertains only to teachers. If you are **not** a teacher enter “00”.

If you are a teacher and need to determine if you are “Highly Qualified” as defined by the No Child Left Behind, please visit this website: [www.melroseschools.com](http://www.melroseschools.com) and click on the EPIMS link on the front page to find the chart on determining your status.

- \_\_\_00 = Not Applicable
- \_\_\_01 = Yes (**you are** highly qualified)
- \_\_\_02 = No (**not yet** highly qualified)

**28. Subject Matter Competency** – Indicate how you achieved “Highly Qualified” status for each course you teach.

If your answer to question #27 was **NO**, your answer to this question should be “01” has not yet demonstrated subject matter competency to this question.

If you answered “00” Not Applicable to question #27 you should answer “00” Not Applicable to this question.

If you have multiple accreditations for teaching a course, enter what you consider to be your strongest credential for being “Highly Qualified” in the subject matter of that course. For a chart on how to determine your Subject Matter Competency, please visit : [www.melroseschools.com](http://www.melroseschools.com) and click on the EPIMS link on the front page.

**Acceptable Values/Code Description:**

- 00 = Not Applicable
- 01 = Has not yet demonstrated subject matter competency.
- 02 = Passed the Massachusetts Test for Educators Licensure (MTEL) appropriate Subject Matter Test.
- 03 = Completion of appropriate academic major.
- 04 = Completion of appropriate graduate degree.
- 05 = Completion of comparable coursework equivalent to an undergraduate academic major.
- 06 = Advanced certification or credentialing.
- 07 = Massachusetts High Objective Uniform State Standard of Evaluation (HOUSSE\*): an approved Individual Professional Development Plan (IPDP) aligned with HOUSSE requirements.

Course 1 \_\_\_Choose Value

Course 2 \_\_\_Choose Value

Course 3 \_\_\_Choose Value

Course 4 \_\_\_Choose Value

Course 5 \_\_\_Choose Value