

*GUIDE TO COMPLETING
THE PROFESSIONAL SCHOOL PERSONNEL
INFORMATION FORM*

September 2008

Education Administration Services Branch

Professional Certification Unit

**Education, Citizenship
and Youth**

Manitoba 

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This handbook contains detailed instructions, definitions of terms and examples for completing each section of the Professional School Personnel (PSP) form. This handbook should be made available to all certified administrative and/or instructional personnel (superintendents, teachers, principals, clinicians, supervisors, exchange teachers, teachers on Limited Teaching Permits, etc.) herein called “*Certified School/Division Personnel*” while the PSP forms are being completed and **should be retained in the Division Office/school for reference purposes**. Subject Table Handbooks/Subject Table Guides will also be required for completion of the PSP Form and for submission of senior high marks in June 2009.

1.0 Introduction

Purpose

The *Professional School Personnel Information* (PSP) form is used to update the computerized database maintained by Manitoba Education, Citizenship and Youth. The pre-printed PSP form lists current information from the database.

The information collected by the PSP forms is used to:

- provide a base for evaluation of education programs.
- monitor curriculum programs and education trends.
- provide statistical information in response to requests from authorized agencies.

Data collection is authorized under The Public Schools Act, Subsection 96 (d) and Manitoba Regulation 468/88R, subsection 40.1(2).

School principals are responsible (Manitoba Regulation 468/88R) for ensuring that PSP data is accurate and returned promptly.

Access to PSP Information

The PSP information is collected on behalf of Manitoba Education, Citizenship and Youth. It is strictly for use by the following authorized agencies and is otherwise maintained as confidential by Manitoba Education, Citizenship and Youth.

Authorized Agencies

- | | | |
|-----|---|--|
| (a) | Manitoba Education, Citizenship and Youth | -all information |
| (b) | Statistics Canada | -aggregate information only |
| (c) | Manitoba Teachers’ Society | -information pertaining to public schools only |
| (d) | School Boards | -information pertaining to their staff only |
| (e) | Teachers’ Retirement Allowance Fund | -all information |

2.0 Personnel required to complete PSP Information Forms

All certified school/division personnel should have a personalized pre-printed or blank PSP form for each school at which they teach and complete the PSP form as of September 30, or on the first working day, if appointed at any subsequent time during the school year.

1. All *certified* school/division personnel must complete a PSP form to reflect their current workload commencing September 2008.

Certified school/division personnel who are instructing in a semester, trimester or copernican school must submit workload at the beginning of each session.

2. All certified school/division personnel who change schools within a division or move from one division to another during the school year must complete a new PSP form at that time.
3. All certified school/division personnel who work in more than one school, must complete a separate form for each school.

Note: Certified school/division personnel who are currently on Leave of Absence, Parental Leave, Loan/Secondment, Extended Leave, etc. are to complete a PSP form when they return from leave.

4. Return your updated PSP form to the school principal's office.

3.0 Teaching/Activity Summary

Description of the PSP Information

On a pre-printed PSP form, current information from the Manitoba Education, Citizenship and Youth database are:

- (a) PSP number
- (b) Name of certified school/division personnel
- (c) School number and name
- (d) Division/district name

If the pre-printed information is incorrect, draw a single line through the incorrect information and print the correct information.

The Teaching/Activity Summary collects the following data:

- Subject/Activity Code and Description
- Grade/Level
- Semester
- Number of Classes
- Enrollment Male and Female
- Language of Instruction
- School Program

3.1 Subject/Activity Code and Description

All teachers will be using the Subject Table Guide/Subject Table Handbook to complete their Teaching/Activity Summary. If teaching vocational courses, please refer to the Subject Table Guide-Technology Education/Subject Table Handbook-Technology Education. Administrative personnel, clinicians, counsellors, etc. will refer to *Personnel Activities* in the Subject Table Guide/Subject Table Handbook for the correct activity code.

The 4 digit number refers to the subject code taken from the Subject Table Guide/Subject Table Handbook and can be found to the left of the subject description.

- (i) If you are reporting a **personnel activity code**, enter the 4 digit code, description, and leave the rest of the fields blank, for example:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
9975	Resource	NA	0	0	0	0	01	EN

- (ii) If you are teaching a **combined class**, please enter each grade/level as a separate class. See the example below for a combined Math class for a Grade 1-2 split class:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
0080	Math	1	0	1	3	5	01	EN
0080	Math	2	0	1	9	8	01	EN

3.2 Grade/Level

Indicate the grade/level of the subject/activity code. Refer to the Subject Table Handbook, Subject Table Handbook-Technology Education for the appropriate grade/level of the corresponding subject code.

3.3 Semester

Indicate the semester in which the course is being taught. The following codes can be used:

Code Semester

- 1 Semester 1
- 2 Semester 2 (report at the beginning of the second semester)
- 0 Full Year
- 6 Quarter 1 (codes 6 – 9 are for schools on the Copernican System)
- 7 Quarter 2
- 8 Quarter 3
- 9 Quarter 4

3.4 Number of Classes

The number of classes (separate groups of students) of a subject/activity taught at the same grade/level by the same teacher.

3.5 Male Female

Enter the number of male and/or female students enrolled in the appropriate column.

3.6 Language of Instruction (LOI)

Enter the appropriate language of instruction code (refer to page 6 of this Guide for a complete list) for each subject/activity indicated. The field is 2 characters and should be entered with leading zeros.

- e.g. English would be entered as 01
French would be entered as 02
German would be entered as 03
Hebrew would be entered as 04
Ukrainian would be entered as 12

3.7 School Program Code

Indicate the school program code under which you are currently teaching each subject/activity:

- EN English Program
FR Français Program
IM French Immersion Program

For the *Français* and *French Immersion* school program, please refer to the French version of the Subject Table Handbook (Guide des matières enseignées) to obtain the correct subject/activity codes. For the *Senior Years Technology* school program please refer to the Subject Table Handbook - Technology Education to obtain the correct subject/activity codes.

If you teach in a **single** track school, all subjects should have the **same** *school program code*. If you teach in a **dual** track school, please indicate the specific *school program code* for each subject/activity.

E.G. ENGLISH PROGRAM SCHOOL:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
0001	English	5	1	1	12	19	01	EN
0080	Math	5	1	1	12	19	01	EN
0120	Science	5	1	1	12	19	01	EN
0403	Basic French 9-year	5	1	1	12	19	02	EN

E.G. FRANÇAIS PROGRAM SCHOOL:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
0407	Français	4	0	1	11	16	02	FR
0080	Mathématiques	4	0	1	11	16	02	FR
0120	Science	4	0	1	11	16	02	FR
0008	Anglais	4	0	1	11	16	01	FR

E.G. DUAL TRACK SCHOOL ENGLISH PROGRAM / FRENCH IMMERSION PROGRAM SCHOOL:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
0401	Français	8	0	1	15	15	02	IM
0080	Mathématiques	8	0	1	15	15	02	IM
0120	Science de la Nature	8	0	1	15	15	02	IM
0129	Sciences humaines	8	0	1	15	15	02	IM
0162	Physical Education	8	0	1	15	15	01	IM*
3953	Music-Band	8	0	1	15	15	01	IM*
0001	English Language Arts	8	0	1	15	15	01	IM*

*same school program code since the same 30 students are clearly in the French Immersion program.

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
3953	Music- Band	10G	1	1	23	25	01	EN
3953	Music- Band	10G	1	1	13	15	01	IM*

*French Immersion program students are in the same Band class as the English program students; in this case, they have been separated by School Program.

E.G. FRENCH – IMMERSION PROGRAM SCHOOL:

Code	Subject	Grade/ Level	Semester	# of Classes	Male	Female	LOI	Prog.
0401	Français- Immersion Longue	7	0	1	14	12	02	IM
0080	Mathématiques	7	0	1	14	12	02	IM
0120	Sciences de la nature	7	0	1	14	12	02	IM
0021	English L.A.- Immersion	7	0	1	14	12	01	IM

4.0 GLOSSARY

Language Codes

CODE	LANGUAGE
66	Afrikaans
50	American Sign Language
20	Arabic
21	Bahasa
22	Belgian
71	Berber
72	Birom
68	Braille
23	Cantonese
24	Chinese
16	Cree
65	Creole
73	Croatian
25	Czech
17	Dakota Sioux
26	Danish
27	Dene
28	Dutch
01	English
29	Estonian
60	Fanti
09	Filipino
30	Finnish
31	Flemish
02	French
32	Frisian
33	Gaelic

CODE	LANGUAGE
03	German
34	Greek
79	Gujarati
35	Hausa
04	Hebrew
36	Hindi
37	Hungarian
38	Ibo
05	Icelandic
70	Indonesian
19	Island Lake Dialect
06	Italian
39	Japanese
40	Konkani
62	Korean
63	Laotian
07	Latin
41	Latvian
42	Lithuanian
77	Low German
74	Macedonian
69	Malay
15	Mandarin
43	Netherlandars
61	Norwegian
18	Ojibwe/Saulteaux
99	Other

CODE	LANGUAGE
64	Persian
45	Plattdeutsch
08	Polish
10	Portuguese
46	Punjabi
47	Romanian
48	Russian
75	Serbian
80	Serbo-Croatian
51	Singhalese
52	Slovak
53	Slovenian
11	Spanish
76	Swahili
54	Swedish
55	Tagalog
67	Tamil
56	Teluga
57	Telvau
81	Thai
12	Ukrainian
59	Urdu
13	Vietnamese
58	Welsh
78	Yoruba
14	Yiddish

Definition of Terms

ACTIVITY CODE	Code used to indicate non-teaching assignment.
CLASS	A group of students being instructed in the same subject (not necessarily the same grade/level).
COMBINED CLASS	A classroom situation where students of different grades or levels are combined into one class for instruction in a specific subject.
ENROLLMENT	Number of male and/or female students in a class.
FIELD	The line or space where specific information is recorded.
GRADE/LEVEL	<p>A class organized for the work of a particular year is a grade. A senior year class organized for the work of a particular year is a level. This includes:</p> <p>N = Nursery K = Kindergarten Grades = 1 to 12 Levels = 10M, 25G, 30G, 40S, etc.</p>
INSTRUCTIONAL PERSONNEL	All certified school/division personnel (superintendents, supervisors, principals, teachers, clinicians, etc.) who are <i>certified</i> or have a <i>Limited Teaching Permit</i> must complete a PSP form.
LANGUAGE OF INSTRUCTION	The language used while teaching a class a specific subject.
SCHOOL PROGRAM CODE	A school program is a set of courses leading to one of four specific school program diplomas.
NUMBER OF CLASSES/ SECTIONS	The number of separate groups of students taught the same subject code and level.
PSP FORM	The Professional School Personnel Form – completed by all instructional personnel.
PSP NUMBER	A unique ID number assigned to certified personnel for system identification purposes.
SCHOOL NUMBER	A unique number assigned to each school for system identification purposes.

**SUBJECT TABLE
HANDBOOK/SUBJECT
TABLE GUIDE**

A listing of all subject and activity information including code, description, credits (handbook only) and grade/level for the school year indicated.

**SUBJECT TABLE
HANDBOOK/SUBJECT
TABLE GUIDE –
TECHNOLOGY EDUCATION**

A list of all vocational and technology education courses including code, description, credits (handbook only) and grade/level for the school year indicated.

VOCATIONAL COURSES

Referred to as technology courses as listed in the Subject Table Handbook-Technology Education.

School Program Code Table

The table below indicates the four possible *School Program* codes:

EN	English
FR	Français
IM	French Immersion