**MONTH END STAFF CHANGES FORM**

(Refer to reverse for instructions on completion of this form)

**Education and Early Childhood Learning**

**Professional Certification Unit**

**DIVISION OR DISTRICT NAME**       **MONTH**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NEW/CHANGED STAFF INFORMATION (ADD ADDRESS INFORMATION BELOW) | | | | | | | | | |
| PSP # | SURNAME | GIVEN NAMES | POSITION(S)  [If more than one position, please show  allocation of time] | | SCHOOL  NUMBER | SCHOOL  NAME | SCHOOL % | START DATE DD/MM/YYYY | DIVISION % |
| Code and Description | % |
|  |  |  | → |  |  |  |  | /   / |  |
|  |  |  | → |  |  |  |  | /   / |  |
|  |  |  | → |  |  |  |  | /   / |  |
|  |  |  | → |  |  |  |  | /   / |  |
|  |  |  | → |  |  |  |  | /   / |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| new/changed name and address information | | | | | | | |
| PSP # | SURNAME | GIVEN NAMES | PREVIOUS NAME | NEW MAILING ADDRESS | CITY/TOWN | POSTAL CODE | PHONE NO |
|  |  |  |  |  |  |  | (   )     - |
|  |  |  |  |  |  |  | (   )     - |
|  |  |  |  |  |  |  | (   )     - |
|  |  |  |  |  |  |  | (   )     - |
|  |  |  |  |  |  |  | (   )     - |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STAFF DELETION/TRANSFER | | | | | | |
| PSP # | SURNAME | GIVEN NAMES | SCHOOL NUMBER | SCHOOL NAME | END DATE  DD/MM/YYYY | REASON FOR LEAVING |
|  |  |  |  |  | /   / | → |
|  |  |  |  |  | /   / | → |
|  |  |  |  |  | /   / | → |
|  |  |  |  |  | /   / | → |
|  |  |  |  |  | /   / | → |

# Guide to Completing the Month End Staff Changes Form

The Month End Staff Changes Form allows the Professional Certification Unit, Manitoba Education and Early Childhood Learning, to maintain accurate personal and employment information on certified school personnel in Manitoba.

The school division/district or school office can mail/fax this form on the last teaching day of each month to the **Professional Certification Unit,** **P.O. Box 700, Russell MB R0J 1W0.** For assistance please call **1-800-667-2378** or **1-204-773-2998** or by fax at **1-204-773-2411**.

*Reporting is only required for those months when there are staff changes subject to report. If you are reporting changes through EIS Collection refer to your EIS Collection User Manual for instructions.*

List each school/position on a separate line. Contact the Professional Certification Unit for school numbers. If you do not know a PSP number, please use birth date or Certificate Number.

# New/Changed Staff Information

New Staff Information refers to professional school personnel whom the school division/district or school has hired during the past month. Changed Staff Information refers to changes in school, full or part-time status, and position of certified school personnel employed by the school division/district or school.

**Instructions:**

1. Enter the PSP#, SURNAME and GIVEN NAME. If the PSP # is unknown use birth date or certificate number.

2. Enter the POSITION code and name and the approximate PERCENTAGE of time allocated for this position. If more than one position applies to this individual, or if the same position is in separate locations (i.e. school or division office), indicate the percentage of time for each on a separate line. The total % of all positions reported will equal 100%, even if the individual’s “Status with Division %” is part-time. **Select the position that *best fits* from the drop-down menu. A list of position codes is included below for your reference:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teachers:** include certified school personnel involved in direct student instruction in a group or one-on-one basis.   * 01 Classroom teacher * 02 Special Education Teacher * 04 Resource Teacher * 26 Technical Vocational Education Teacher * 30 Eng. Lang. Enrichment – Aboriginal Students Teacher * 83 Reading Recovery Teacher * 86 English as Additional Language Teacher | **School Administrators:** include certified school personnel who support the administration and management of the school.   * 06 Department Head * 07 Principal * 08 Vice-principal | **Pedagogical Support and other educators:** include certified professionals non-teaching personnel who provide services to students to support their instruction program.   * 15 Counsellor * 20 Librarian * 21 Assistant Librarian * 99 Unspecified | **Clinicians:** include all certified school clinicians.   * 90 Clinician – Audiology and Speech-Language Pathology * 91 Clinician – Physiotherapy * 92 Clinician – School Psychology * 93 Clinician – Occupational Therapy * 94 Clinician – Social Work * 95 Clinician – Reading | **Divisional Office:** include certified school personnel working at divisional level who have managerial and/or supervisory duties.   * 09 Superintendent * 10 Assistant Superintendent * 11 Special Education Coordinator * 12 Consultant * 13 Coordinator * 16 Director * 17 Assistant Director * 23 Supervisor * 24 Assistant Supervisor * 99 Unspecified |

3. Enter the **SCHOOL NAME** and **SCHOOL NUMBER**. Contact the Professional Certification Unit for school numbers. List each school on a separate line.

4. Enter **SCHOOL %**. This refers to the % of time an individual spends at a school in a division. The sum of all School % must equal 100% within the division, even if the individual’s “Division %” is part time.

5. Enter **START DATE**. Enter the beginning date of the contract between the division and the individual as Day/Month/Year, i.e. 21/09/2015.

6. Enter **DIVISION %**. Enter part-time percent in whole numbers, i.e. 50, 40, 25.

7. If there is nothing to report in this section print “NIL” and return as instructed above.

## New/Changed Name & Address Information

New/Changed Name and Address information is used to report personal changes which occurred during the month relating to professional personnel currently employed by the school division/district or school.

**Instructions:**

1. **Report the address of the certified school personnel who are new to the Division/District**. Also report any changes in address which occurred during the month. Fill out the PSP number (or birth date/Certificate # if PSP number is unknown), Surname and Given Name, New Mailing Address, City/Town, Postal Code, and Phone Number.

2. Report Name Changes by filling out the PSP number (or birth date/Certificate # if PSP number is unknown), Surname and Given Name (new), and Previous Name.

3. If there is nothing to report in this section print “NIL” and return as instructed above.

## Staff Deletion/Transfer

Staff deletion refers to professional school personnel who have ceased employment with the school division/district or school during the past month. *NOTE*: This does include personnel commencing Maternity/Parental/Adoptive Leave.

Staff transfer is used to delete a professional school personnel currently employed by the school division/district in a school for the reason of transfer to another school. The school they are transferring to will be recorded in the New/Changed Staff Information section.

**Instructions:**

1. Enter the PSP number, Surname and Given Names, School Number and School Name. If a PSP number is unavailable use birth date or Certificate Number.

2. Enter the date the delete/transfer commenced as Day Month Year, i.e. 21/09/2015.

3. **Enter the reason for leaving that best fits from the drop-down menu. A list of leave reason codes is included below for your reference:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract** | **Changes within division** | **Absence** | **Other type of leave** |
| * 14 Term contract expired * 15 Resignation * 32 Loan/Secondment * 37 Contract terminated/cancelled * 39 Dismissed * 60 Retired * 70 Deceased * 87 Laid Off | * 18 Change in % employed * 45 Transfer between schools | * 30 Maternity/Parental/Adoptive Leave * 31 Professional/Educational Leave * 33 Sick Leave * 34 Deferred Salary Leave Plan * 35 Leave of Absence * 40 Attend University * 88 Long Term Disability | * 11 Teaching elsewhere in Manitoba * 12 Teaching outside Manitoba * 13 On Exchange Program * 16 End of Exchange Program * 89 School Closed * 99 Unspecified |

4. When a delete reason changes, i.e. from 35-Leave of Absence to 60-Retired or 30-Maternity/Parental/Adoptive Leave to 15-Resignation, record the change.

5. If there is nothing to report in this section print “NIL” and return as instructed above.

This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used to maintain a record of annual teaching activities. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Professional Certification Unit, Box 700, Russell MB R0J 1W0, telephone 1-800-667-2378

or 1-204-773-2998.