# Wilmington Public Schools EPIMS Report Form

The Massachusetts Department of Education maintains the Education Personnel Information Management System (EPIMS), requiring all districts to report pertinent information on employees as of November, 2007. To this end, all staff are asked to fill in their information accurately for each of the required EPIMS fields.

The survey consists of 27 items and should take no more than 20 minutes to complete. All items are required and must be filled in accurately.

**1. Last name** – your full legal last name (as it appears on your teaching license, if you are a teacher). You can log in to ELAR to verify your information at <http://www.doe.mass.edu/licensure>.

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

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

**4. Gender** – Select [ ]  F [ ]  M [ ]  Non-binary

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

**6. Ethnicity** – Please check the box that best reflects your understanding of your heritage. This is not an exact science! Use your best judgment. Check all that apply.

**[ ]** Hispanic or Latino

[ ]  Not Hispanic or Latino

**Race: (You may select one or more races.)**

[ ]  Native American

[ ]  Asian

[ ]  Black or African American

[ ]  Native Hawaiian or Pacific Islander

[ ]  Caucasian

**7. 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 on August 20, 2015. You will enter 08/20/2015 as the date of hire. If you don’t know your start date, enter in August 29 of the year
you started.

**8. License / Certification 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/licensure>.

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

 Cert #1

Cert #2 (If Applicable)

Cert #3 (If Applicable)

**9. Year began teaching** – the year you were hired into your first teaching position, in any district (not just Wilmington). Non-teachers should write “Not Applicable” or leave blank.

**10. Degree Type 1** – Select the first degree earned (for example a Bachelor’s degree). If you do not have a college degree, see the other options from 008 - 014.

**Acceptable Values/Code Description:**

[ ]  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 D.M.D., M.D.,

O.D., D.O., D.Phar., Pod.D. or D.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

[ ]  008 Some college but no degree

[ ]  009 Post high school formal award, certificate or diploma (more than or equal to one year)

[ ]  010 Post high school formal award, certificate or diploma (less than one year)

[ ]  011 Post high school graduate (Grade 13)

[ ]  012 High school graduate-high school diploma or equivalent

[ ]  013 No high school diploma

[ ]  014 Certificate of Advanced Graduate Study (C.A.G.S.)

**11. Degree 1 Date:** – Write the date (mm/dd/yyyy) your first degree was awarded.

**12. Degree 1 Institution:** – Write the code for the college you attended to receive Degree 1. You must write in the name and the code. Write “0000” if not applicable. You can find a listing of Institution Codes in Appendix C of the [Massachusetts EPIMS Appendices](https://drive.google.com/open?id=1h_bUheNRCEDKYegtnAuBqpO1gr_DG0GfuRtv1jg7W5c).

Name of Institution:

Code:

**13. Degree 1 Subject** – Write your degree subject code from “Degree Subjects and Codes” table on the last page. Write “00” if not applicable.

**14. Degree Type 2** – Write the next degree earned (for example a Master’s degree or a second Bachelor’s degree). If you do not have a second college degree or an advanced degree you should write “000” Not Applicable.

**15. Degree 2 Date:** – Write the date (mm/dd/yyyy) Degree 2 was awarded.

**16. Degree 2 Subject** – Write your degree subject code from “Degree Subjects and Codes” table on the last page. Write “00” if not applicable.

Code:

**17. Degree 2 Institution** – Write the name of and code for the college you attended to receive Degree 2. You must write in the name and the code. Write “0000” if not applicable. You can find a listing of Institution Codes in Appendix C of the [Massachusetts EPIMS Appendices](https://drive.google.com/open?id=1h_bUheNRCEDKYegtnAuBqpO1gr_DG0GfuRtv1jg7W5c).

Name of Institution:

Code:

**18. Degree Type 3** – Write the third degree earned (for example a second Master’s degree or PhD). If you do not have an advanced degree you should write “000” Not Applicable.

**19. Degree Type 3 Date:** – Write the date (mm/dd/yyyy) Degree 3 was awarded.

**20. Degree 3 Subject** – Write your degree subject code from “Degree Subjects and Codes” table on the last page. Write “00” if not applicable.

**21. Degree 3 Institution** – Enter the code for the college you attended to receive Degree 3. You must write in the name and the code. Enter “0000” if not applicable. You can find a listing of Institution Codes in Appendix C of the [Massachusetts EPIMS Appendices](https://drive.google.com/open?id=1h_bUheNRCEDKYegtnAuBqpO1gr_DG0GfuRtv1jg7W5c).

Name of Institution:

Code:

**22. School Code** – Check the box for the school(s) in which you work. Staff working in more than one school should check all that apply.

|  |  |  |
| --- | --- | --- |
| [ ]  | Boutwell Early Childhood Center | 03420005 |
| [ ]  | Wildwood School | 03420015 |
| [ ]  | Woburn Elementary School | 03420020 |
| [ ]  | Shawsheen Elementary School | 03420025 |
| [ ]  | North Intermediate School  | 03420060 |
| [ ]  | West Intermediate School | 03420080 |
| [ ]  | Wilmington Middle School | 03420330 |
| [ ]  | Wilmington High School | 03420505 |
| [ ]  | District Staff\* | 00 |

 \* E.g. Student Support Services, Central Office, etc.

**23. Employment Status** – Choose code from below.

[ ]  01 = Working

[ ]  02 = On Paid Leave

[ ]  03 = On Unpaid Leave (e.g. Maternity leave etc.)

**24. Classification** – Write your Job Classification Code. You can find a list of codes in Appendix E of the [Massachusetts EPIMS Appendices](https://drive.google.com/open?id=1h_bUheNRCEDKYegtnAuBqpO1gr_DG0GfuRtv1jg7W5c).

**25. Teacher/Paraprofessional Assignment** – Write your work assignment. Write “000” if Not Applicable. You can **find** a list of Assignment Codes in Appendix F of [Massachusetts EPIMS Appendices](https://drive.google.com/open?id=1h_bUheNRCEDKYegtnAuBqpO1gr_DG0GfuRtv1jg7W5c).

**26. 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. For example, a SPED teacher who works with grades 4 and 5 would use code “88”. Likewise, a PE teacher that provides PE instruction to all grade levels would be coded as “99”. Select “00’ if Not Applicable.

**Acceptable Values/Code Description:**

[ ]  00 = Grade does not apply to this assignment

[ ]  PK = Pre-Kindergarten

[ ]  K = Kindergarten

[ ]  01 = Grade 1

[ ]  K01 = Grade K/1

[ ]  0102 = Grade 1/2

[ ]  02 = Grade 2

[ ]  03 = Grade 3

[ ]  04 = Grade 4

[ ]  05 = Grade 5

[ ]  06 = Grade 6

[ ]  07 = Grade 7

[ ]  08 = Grade 8

[ ]  09 = Grade 9

[ ]  10 = Grade 10

[ ]  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.

**27. Full Time Equivalent (FTE)** – Select your full time equivalent percentage below. If you are unsure, please check with your immediate supervisor.

[ ] 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%)

**Thank you for taking the time to fill out this form!**

# Degree Subjects and Codes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Subject** | **Code** |  | **Degree Subject** | **Code** |
| Not Applicable | 00 |  | Advertising/Marketing | 34 |
| American Studies | 01 |  | Aeronautical/Aerospace Science & Engineering | 35 |
| Anthropology | 02 |  | African/African-American Studies | 36 |
| Visual Art | 03 |  | Agricultural/Forestry/Horticultural Studies/Wildlife Studies | 37 |
| Astronomy | 04 |  | Animal/Veterinary Science | 38 |
| Biochemistry | 05 |  | Communication Disorders | 39 |
| Biology | 06 |  | Communications/Journalism/Broadcast/Public Relations | 40 |
| Business/Finance/Economics/Accounting | 07 |  | Culinary Arts | 41 |
| Chemistry | 08 |  | Criminal Justice/Criminology | 42 |
| Computer Technology | 09 |  | Early Childhood | 43 |
| Drama/Theatre Arts/Dance | 10 |  | Engineering: All Types | 44 |
| Earth Science/Geology | 11 |  | English as a Second Language | 45 |
| English/Literature/Composition | 14 |  | International Relations/Diplomacy | 46 |
| Foreign Language | 15 |  | Liberal Arts | 47 |
| Geography/Government | 16 |  | Library Information Science | 48 |
| Health Education | 18 |  | Media Arts/Library/T.V./Radio/Film Production, Design, or Marketing | 49 |
| History | 19 |  | Natural Sciences/Ecology/Marine/Environmental | 50 |
| Mathematics | 21 |  | Pharmaceutical Sciences | 51 |
| Music | 22 |  | Physical Sciences | 52 |
| Nursing | 23 |  | Public Administration/Public Policy | 53 |
| Philosophy | 24 |  | Law | 54 |
| Physical Education | 25 |  | Social Work/Guidance/School Counseling | 55 |
| Physics | 26 |  | Interdisciplinary Studies | 56 |
| Political Science/Sociology | 27 |  | Speech Language & Hearing Disorders | 57 |
| Psychology | 28 |  | Sports Medicine/Exercise Science/Athletic Training/Recreational Exercise | 58 |
| Religion | 29 |  | Travel and Tourism | 59 |
| Special Education | 30 |  | Women Studies | 60 |
| Education | 33 |  | Other | 70 |