

# Chapter 1

## INTRODUCTION

Education agencies and institutions maintain information about staff to help the education system function efficiently and effectively. Staff information is needed for daily administrative purposes, for making long-term program and policy decisions, and for monitoring efforts to improve the education system. Therefore, it is essential that staff information is collected according to established definitions, and updated on a regular basis.

This handbook focuses on the importance of consistency in defining and maintaining data at every level of the education system so that such data can be accurately aggregated and analyzed for schools, school districts, and states. In addition to providing data terms and their "best practice" definitions, the Handbook offers suggestions about organizing data in a staff accounting system to promote timely and effective use of staff information.

This handbook is intended to serve as a reference document for public and private education agencies, schools, early childhood centers, and other education organizations. It may also be useful to researchers; elected officials; and members of the public, including parents and taxpayers interested in information about individuals serving in the United States education system. Use of this handbook will vary from site to site. For example, it could be used to develop or standardize a local school district's staff accounting system. On the other hand, state education agencies designing and coordinating data collection activities among several state-level agencies might want to select standardized data elements to ensure comparability among agencies. Researchers might refer to the Handbook to identify terminology for designing data collection instruments or studies, and in otherwise working with the education system. Parents and the public may refer to the Handbook to improve their understanding of how staff information may be used.

The selection of data terms included in the Handbook reflects the combined best judgment of many individuals as to which staff data are useful in making appropriate, cost-effective, and timely decisions about providing quality educational services in schools and other education agencies. The terms included exemplify the types of information that could be collected about individual staff members and maintained in permanent or temporary personnel records. The Handbook is not

meant to prescribe what data any particular school or agency should collect. No governmental agency requires the use of all of the terms, definitions, and procedures included here; however, care has been taken to make sure that the definitions are consistent with many governmental reporting requirements existing at the time of publication. The reader is invited to view the U.S. Department of Education's web site at <http://www.ed.gov> for the most current laws and regulations regarding data collections for federal education programs.

### Uses of Staff Data

School or education agency officials often require information about an individual staff member or groups of staff members. For instance, an administrator may need to know about the availability of human resources to initiate a new program. Information about the background, education, and professional qualifications of current staff members could also be used to identify possible candidates to work on the program.

Schools, school districts, and state education agencies sometimes are more interested in how groups of teachers are doing than in the performance of individual teachers. For example, a school district might wish to study the relationship between staff development and teacher turnover rate. This type of analysis could be accomplished by using staff records that have had all personally identifiable information removed.

Staff information made available to school or agency officials in a standardized format can:

- Facilitate rational decision making about program development and change
- Enhance program evaluation by easy cross-tabulation of staff data
- Facilitate the estimation of future recruitment needs for individual schools and entire school systems
- Assist in developing sound education policies at all levels

- Aid in the comparison of information among communities and among states
- Improve the accuracy and timeliness of nationwide summaries of school staff information
- Improve the quality and potential impact of data available for education research and evaluation—locally, statewide, and nationwide
- Enhance reporting to the public about the condition and progress of education

Maintaining staff data in a computerized database can facilitate all of the uses described above. Automated data are more easily shared among levels of the education system as needed. Aggregations and analyses can be done with confidence that the data are meaningful if the data elements are consistently defined and maintained within the system.

This handbook does not specify which data should be maintained, or who should have access to any collected data. However, it provides guidance on how to maintain data in a computerized database to provide maximum utility and flexibility when making decisions about education staff.

## **Automation of Staff Information**

With the development of automated, secure management information systems, the ability of education decision makers to use meaningful information has significantly increased. These systems provide for day-to-day administrative needs such as payroll, staffing assignments, and maintenance of licensure records. In addition, automated data systems provide the flexibility to access and analyze data on issues such as supply and demand. Data stored and maintained according to standard formats and definitions can be exchanged with authorized personnel through direct computer-to-computer exchanges via an Intranet or the Internet. However, if the data are to be useful, staff information must be consistently entered into the system and updated continuously. This handbook addresses the issue of consistency in defining and maintaining education staff information.

An important concept underlying the use of this book is that data should be collected only once for each staff member rather than collecting the same data multiple times by different offices. Automated information systems allow relevant data elements to be shared among authorized individuals who need the data, even if these individuals work in a different part

of the education system. New data need only be entered when there are changes or additions to a staff member's file.

To ensure that appropriate and necessary data are maintained in the information system, it is important to consider what questions one might want to address about staffing. Furthermore, data managers may identify opportunities to do analyses by combining staff data with other types of data from within the information system. Carefully designed automated information systems can help increase the efficiency and effectiveness of the education system by allowing access to data by important decision makers. Chapter 3 contains more information about designing such a system.

## **Common Terminology**

Although the education system in the United States is primarily a local responsibility, with funding, administration, and control coming mostly from the local and state levels, education as a whole is a national issue. The U. S. Department of Education has been involved in activities focused on improving the coordination of its data collection activities. Under its aegis, the National Center for Education Statistics (NCES) has taken the lead in promoting the standardization of data elements and definitions used in education data collection activities, including those relevant to staffing issues. NCES has a mandate to collect "uniform and comparable data" in order to report on the condition of education in the United States. To assist in this mandate, NCES has been working with federal, state, and local education agency representatives to develop guidelines for the collection of comparable and complete data, such as those contained in this handbook. Working with the National Forum on Education Statistics (NFES), NCES has produced a number of important documents that are useful for effective decision making about education programs and individual students. These documents are described in the next chapter.

By adopting the practices, terminology, definitions, and formats set forth in NCES documents as "best practice" for education data collection, local, regional, and national data collectors and users would help ensure the data they use are comparable to those used by others involved in the education system. School leaders could share information more easily because data would be understandable and meaningful to everyone. Superintendents and principals would communicate better with each other. Chief state school officers would communicate more effectively with their colleagues in other states. As

the need arises, this common language would also facilitate information exchange between public and private educational systems. Finally, local, regional, and national decision makers in the United States education system would benefit from the flow of more uniform data.

As information is aggregated from the lowest level of data maintenance (i.e., a school) to the local education agency, to the state education agency, and, finally, to the national level, program designers and

policymakers would be able to make decisions based on a more accurate picture of current and projected needs. Conversely, information could then flow back down the education pipeline to lower levels of data maintenance, in a format that is more meaningful and useful in local decision making. In short, the reader is encouraged to use this handbook (and the other related NCES documents) as a tool for making appropriate decisions about the maintenance and use of data about education staff.



## Chapter 2

### THE HANDBOOK

The goal of this handbook is to promote standardized maintenance of accurate and complete data about individual school staff members and others involved in the provision of educational services to children. This handbook identifies terms that can be used to describe the background, qualifications, responsibilities, and performance of different types of educators and support staff, including teachers, administrators, support service staff, contractors, and volunteers.

The Handbook contains a set of terms and definitions that can be used at all levels of the education system, including early childhood education centers and elementary and secondary schools and districts; in all types of education organizations, including public schools, private schools, and schools run by private management companies; and by district, diocesan, regional, state, and federal education agencies. If staff data are collected and maintained according to standard definitions at the lowest level (the school or school district), data can be aggregated more easily to higher levels with the assurance that the data are comparable from individual to individual, from site to site, and from year to year. This will aid in looking at patterns of staffing over time and predicting staffing needs in the future.

Background information is usually collected when an individual is hired for the first time by a school, a school district, or other education organization. Much of this information (such as date and place of birth) will not change over the course of the staff member's career. This type of information should only be collected once, and it should become a part of the individual's permanent record. Additional paperwork should be necessary only if a change occurs (for example, a home address may change). Other types of information accumulate and change over the course of a staff member's career and need to be added to the record as appropriate. This type of information might include assignments, career development, and salary increases.

For the purpose of this handbook, a "staff member" is defined as an individual who performs specified activities for any public or private education institution or agency that provides instructional or support services to students or staff, at the early childhood through high school completion levels. A staff member may be:

- An "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings
- A "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of a management service contracted to work on site
- A "volunteer" who performs services on a voluntary and unpaid basis
- An in-kind service provider whose salary and/or expenses are paid by someone else, such as services provided by a partner or organization.
- An independent businessperson or contractor working at a school site

### **Purposes and Scope of the Handbook**

The purposes of this handbook are to:

1. Provide a common language that can be used to collect accurate, consistent, comparable, and complete data on staff.
2. Promote the development of policies to safeguard the confidentiality of the data and ensure appropriate use of staff data.
3. Describe how all relevant parties can maintain data in a way that promotes flexible and efficient use.

This handbook includes terms, and their definitions that can be used to collect and maintain information about individuals serving in the following types of organizations:

- Public and private education institutions and programs, including early childhood or pre-kindergarten programs; elementary, middle or junior high, and high schools; vocational-technical programs; special education programs; and adult high schools
- All types of education organizations, including schools, school districts/local education agencies, intermediate education units, education service districts, and state and federal education agencies

This handbook does not describe a mandated data collection system or instrument; rather, it encourages the standardization of terminology use across all levels. Although the Handbook covers information related to individuals serving through the secondary education level only, many of the terms may be applied and used interchangeably with postsecondary education. For example, terms describing personal identification, educational background, or certain employment conditions could be used to maintain information about individuals (both staff and students) at various education levels.

The data elements and definitions contained in the Handbook are relevant to any staff record whether or not it is a part of a computerized database. The data elements can be used to standardize how information is collected on paper documents, as well. This handbook, however, has been organized to facilitate the design and development of an automated staff accounting system because of the maintenance and communication advantages associated with such a system.

### **Common Terms and Definitions**

Many different types of decisions are made by, and about staff members; consequently, many different types of data are needed. For example, education organizations must be able to prove that employees meet the requirements for the positions they hold. Certain types of standard employment information must be maintained to meet reporting requirements of the Equal Employment Opportunity Commission (EEOC), the Social Security Administration (SSA), and other governmental agencies. Education organizations must have information for payroll and other necessary administrative functions; they also maintain information about staff assignments and performance. This handbook identifies types of data that are needed by education organizations both for general recordkeeping and for making decisions about effective staffing arrangements.

The selection of specific data elements to be maintained is often facilitated by the choice of an automated staff information system. Most staffing software packages are designed to maintain the data elements required for federal reporting, payroll, salary, and benefits. These are needed by all businesses, not just education. The maintenance of data about educational background, assignment, evaluation, and professional development may not, however, be consistent among software packages; in addition, they may not be particularly attuned to the needs of education organizations. This handbook contains a comprehensive listing of data elements

important to the education system, reflecting the needs of all types of education organizations.

Within software systems, or on paper data collection forms, the potential exists for data to be maintained in a variety of formats. As people fill out forms, they may interpret questions in different ways than originally intended. For each of the data elements in this handbook, therefore, a standard definition is included, and for many data elements there are lists of unique options. The value of clearly defining how data are collected and maintained cannot be overstated. When staff data are collected and maintained consistently and accurately, the data aggregated from schools and districts will be comparable. This will make the resulting information more useful for evaluation and decision making purposes.

### **Safeguarding Confidentiality and Ensuring Appropriate Use of Staff Data**

Education organizations must develop policies and procedures for collecting, maintaining, using, and disposing of staff data that are appropriate for local and state needs, and conform with applicable laws and regulations. Many parts of staff records are considered “public records,” subject to federal and state open records laws or the Freedom of Information Act (FOIA). As a result, education organizations must establish policies and procedures for making data available to the public upon request. At the same time, each education agency should be sensitive to the privacy rights of their staff, and have policies and procedures that protect against improper use of information about individual staff members.

The National Forum on Education Statistics and NCES have released a document called *Privacy Issues in Education Staff Records* (NCES 2000-363) to help education organizations with the appropriate use and confidential maintenance of staff data. In addition, NCES has produced a document on the security of technology systems as it relates to the maintenance of administrative records systems, called *Safeguarding Your Technology* (NCES 98-297). Both documents are described later in this chapter.

### **Development of Automated Staff Data Systems**

Increasing numbers of education organizations are computerizing their staff records because of the many advantages of automation. Typical software packages handle payroll data, scheduling, and other necessary administrative tasks. In addition, most

automated staff information systems offer flexibility in how data can be used within the education organization. For instance, by using information from an automated staff data system that is integrated with other data systems (e.g., finance, students, facilities), administrators can analyze and evaluate a number of factors that can affect the quality of educational services provided. Administrators could look at the educational background of the teaching staff, check on the availability of appropriately trained staff, identify teachers who are doing an outstanding job of instructing students, and predict where staffing shortages will occur. Such analyses can promote more efficient and effective decision making by administrators.

This handbook is not meant to provide a design for an automated staff accounting system. Indeed, the data elements included can be used in paper as well as computer records. This handbook does, however, provide a design for coding data so that they can be stored and flexibly used in a management information system. In addition, when staff information needs to be shared within the education organization, or with other agencies and organizations, it can be done more efficiently and, in some cases, more accurately if the data are maintained in an automated system. Automated systems also offer the capacity to protect the confidentiality of individual records by making data available only to those with a clear need to have access.

## Background of the Handbook

This handbook is one of a series of handbooks that provide guidance to education organizations on various different types of education data. This edition was developed with the assistance of many representatives of federal, state and local education agencies over the course of a year. The terms, definitions, and procedures recommended represent the combined best judgment of many experts participating in the cooperative development of the handbook series. They are presented as sound practices or principles to be interpreted and applied according to the identified needs and requirements of any education organization.

## NCES Handbooks and Other Guides

NCES has sponsored the revision of several handbooks that were a part of a series of terminology manuals called the *State Educational Records and Reports Series*, originally published between 1953 and 1974. These handbooks provide essential guidance about the importance of comparable and

complete data collected by school districts and state education agencies including data reported to the federal government each year. The handbooks reflect the growing importance of consolidated education data systems that allow different types of information to be brought together to improve education decision making.

- Last published in 1995, the *Staff Data Handbook: Elementary, Secondary and Early Childhood Education* is a revision of the document *Staff Accounting: Classifications and Standard Terminology for Local and State School Systems* (Handbook IV), originally published in 1965. Much of the earlier information has been included here; however many new data elements have been added, reflecting increased accountability requirements, new types of professional development, and payroll information.
- A new version of the *Student Data Handbook: Elementary, Secondary and Early Childhood Education* (NCES 2000-343)<sup>1</sup> was published in 2000. Previously called Handbook V, *Standard Terminology and Guide for Managing Student Data in Elementary and Secondary Schools, Community/Junior Colleges, and Adult Education*, this handbook was originally published in 1974 and revised in 1994, when its title was changed. This handbook provides a comprehensive listing of data elements that could be collected about students in schools, districts, or state education agencies. Many of the data elements are identical to the ones in the *Staff Data Handbook*. Appendix C lists the numbers of the identical data elements.
- Another handbook in the series is *Financial Accounting for Local and State School Systems* (Handbook II) (NCES 97-096R)<sup>2</sup>, last revised in 1990. Another revision is under way. This handbook covers basic concepts for financial management, which is relevant to staff data because, among other reasons, effective use of financial and human resources is essential to running education organizations.

Since 1995, NCES has published several other documents that support the automation and standardization of data collection.

- Based on discussions related to the Student Data Handbook and the SPEEDE/ExPRESS student transcript format (described in more detail later

<sup>1</sup><http://nces.ed.gov/pubs2000/studenthb>

<sup>2</sup><http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97096R>

in this chapter), a need for a standard course classification system was identified. To meet this need, in 1995 NCES published *A Pilot Standard National Course Classification System for Secondary Education* (NCES 95-480)<sup>3</sup>. Plans are under discussion to revise this document once the new student and staff data handbooks are complete. This handbook provides codes to link student and staff data, which can help education organizations answer questions about the provision of comparable courses across and within states. These codes can also be used to analyze teacher qualifications for particular courses.

- In June 1997, the National Forum on Education Statistics published *Basic Data Elements for Elementary and Secondary Education Information Systems* (NCES 97-531)<sup>4</sup>. This document describes the data element building blocks for an education information system. Based on the contents of the Student Data Handbook and the Staff Data Handbook, this document provides guidance to education staff responsible for developing a flexible and useful data system.
- *Protecting the Privacy of Student Records: Guidelines for Education Agencies* (NCES 97-527)<sup>5</sup>, written for the National Forum on Education Statistics and NCES, provides guidance regarding the safety and security of student records. This document focuses on practical procedures and policies to support strict control and appropriate release of student records, an issue that raised concerns during the development of the *Student Data Handbook*.
- *Technology @ Your Fingertips* (NCES 98-293)<sup>6</sup> was developed by NCES to provide guidance on the selection and implementation of administrative and instructional technology. This document contains guidelines, checklists, and case studies to help schools, districts, state education agencies, and postsecondary education institutions make effective technology decisions.
- Another document, *Safeguarding Your Technology* (NCES 98-297)<sup>7</sup>, focuses on technology equipment security, which is essential when maintaining automated records. Like *Technology @ Your Fingertips*, this

document includes guidelines, checklists, and case studies to assist staff from schools, districts, and state education agencies; and others responsible for planning, designing, and maintaining technology.

- *Privacy Issues in Education Staff Records* (NCES 2000-324)<sup>8</sup> discusses key concepts in protecting and managing staff records. It does not provide legal guidelines, but does address requirements of the federal Freedom of Information and Privacy Acts; and it offers principles of best practice.
- *Building an Automated Student Record System* (NCES 2000-324)<sup>9</sup> is a guide for local and state education agencies designing or upgrading an automated student information system. Guidelines, checklists, and real-life examples are included.

NCES also has participated in the development of formats for electronic record exchange of student and staff records through the American National Standards Institute's Electronic Data Interchange (EDI) subcommittee. The student record format is called SPEEDE/ExPRESS. SPEEDE stands for Standardization of Postsecondary Education Electronic Data Exchange, and ExPRESS stands for Exchange of Permanent Records Electronically for Students and Schools. (A personnel record format is currently under development.) Information on the education EDI standards can be obtained at <http://www.standardscouncil.org>.

## Handbook Revision Process

Beginning in 1998, the Administrative Records Development Project of the Council of Chief State School Officers (CCSSO), under contract to NCES and with the assistance of Evaluation Software Publishing, Inc. as subcontractors, began anew the process of revising and updating the student and staff data handbooks. As before, recommendations were sought from local, state, and federal education agency staff concerning needed changes and proposed new data elements. A working group was convened in March 2000 to review potential revisions and make additional suggestions. In addition, a federal working group consisting of individuals from the U.S. Department of Education was convened in May 2000 to provide input on changes in federal reporting requirements. Potential revisions were shared with many groups of education representatives, as well as with individuals who volunteered to review the new

<sup>3</sup><http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=95480>

<sup>4</sup><http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=97531>

<sup>5</sup><http://nces.ed.gov/pubs97/P97527>

<sup>6</sup><http://nces.ed.gov/pubs98/tech>

<sup>7</sup><http://nces.ed.gov/pubs98/safetech>

<sup>8</sup><http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2000363>

<sup>9</sup><http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2000324>

edition. Those who participated in the revision of this handbook are named in appendix A. Final revisions were submitted to NCES in Fall 2000, for publication in early 2001. A new process for continually revising the Handbook is described in detail later in this chapter. Annual changes will be finalized in January of each year and published on the NCES Web page. In addition, revised pages will be printed to accompany the printed document.

### **Electronic Handbook**

A Web-based version of this handbook is available at <http://nces.ed.gov/pubs2001/staffhb>. The online version of the *Staff Data Handbook* was created to allow a more “interactive” way to use the contents. A “List of Staff Data Elements” and an “Alphabetical Subject Area Index” allow the reader to move around to the data elements of interest. The online version also includes some direct links to references, which allows for updated information. The data element content is the same as in the currently available printed version. The chapters of the printed version are also included, and the on-screen “Table of Contents” can be used to review them. The electronic Handbook can be viewed through most browsers, and can be easily downloaded to the reader’s printer or desktop.

### **Criteria for Including Items in the Handbook**

Three basic criteria—data usefulness, effort to collect, and reporting requirements—were used in selecting data elements. Each data element included was judged according to the following criteria:

1. The data element is important and needed by many schools, school districts, or state education agencies to maintain vital information about staff background, qualifications, assignments, and evaluations.
2. The effort involved in accurately collecting and maintaining the data element is justifiable in terms of the value of the information.
3. The data element is needed for reporting information about staff to school districts or other administrative units, to state education agencies, to the federal government, and/or to parents or other constituencies in the community.

These or similar criteria may be helpful to state and local agencies and other education organizations, both public and private, in selecting items from this handbook.

One type of information that was considered but not included is a listing of references to federal surveys. Most federal education surveys ask that schools, school districts, or state education agencies report aggregate information about staff. However, a few federal sample surveys collect information about individual staff members. A listing of which individual staff-level data elements are collected in these federal surveys was omitted for two reasons. One is that the levels (staff, school, school district, and state) at which the information is collected varies from survey to survey, and it would be difficult to ensure a clear distinction of the appropriate level for each data element. A second reason is that this handbook is meant to represent “best practice” that is not expected to change for many years, while federal surveys can change from year to year or even between cycles. Data collectors, data users, and the public may, nevertheless, need to know which data specific surveys collect. Plans are underway to develop lists of these data elements in an electronic format through the United States Department of Education’s electronic network.

### **Sources of Definitions**

The definitions included for categories, data elements, options, and entities were taken primarily from existing sources; others were written with the assistance of participants in the development process. In some instances, laws or federal regulations specified what data elements should be used and how they should be defined. Some of the definitions were included in the previous Handbook and are still in common usage. Other definitions came from a variety of published sources, such as textbooks, federal publications, or other documents. For certain elements, comparisons were made among various local, state and federal sources, and a compromise definition was developed.

Most of the options lists were drawn from existing sources. Some were obtained through the American National Standards Institute (ANSI), others were included in the Student Data Handbook.

### **Basic Definitions**

Several terms are used throughout this handbook. These terms are defined here to ensure clarity when reviewing the rest of the document.

A staff member is defined here as an individual who performs specified activities for any public or private education institution or agency that provides instructional or support services to students or staff in an early childhood, elementary, or secondary educational program. Included are individuals such

as teachers; school and district administrators; special service providers; and other types of support staff, such as school bus drivers, cafeteria workers, security guards, and custodians.

The term school system is used to represent the education system as a whole, including schools, school districts and other local administrative units (such as dioceses) intermediate agencies (such as regional service centers), state education agencies, and the U.S. Department of Education. Both public and private schools are included, as are administrative agencies. The term's local education agency, local administrative unit, and school district refer to education institutions, agencies, and administrative units that exist primarily to operate schools or to contract for educational services. These units need not be coextensive with county, city, or town boundaries. They oversee the functioning of schools within specific boundaries or jurisdictions, and have instructional, administrative, and recordkeeping responsibility for students. The term education organization is used to describe any or all types of public or private education agencies, institutions, or other entities that maintain data about individuals employed in education (e.g., retirement systems, licensure commissions).

The term school is used to refer to any institution that provides preschool, elementary, and/or secondary instruction. This would include an early childhood center or preschool, a public or private school serving children in kindergarten through grade 12 (and even grade 13), a vocational or adult high school, and a school that is classified as ungraded. These schools have one or more teachers to give instruction or care, are located in one or more buildings, and have an assigned administrator.

The term researchers is used to describe those responsible for evaluating education programs, individuals conducting research activities about the status of schools and students, and others with analytical responsibilities—regardless of who is sponsoring the activities.

The term's data and information are used extensively through this handbook. Data are the raw facts about a person or other entity, such as the birthdate, a mark of "A" in a history course, or a residence address of "1234 Main Street." Information is compiled, combined, summarized, or reported data that, in context, has a significant meaning. For example, a teacher's education background and previous experience can be used as information to determine what teaching assignment they should have or the total number of teachers with licensure for the

courses they teach can be derived from an individual staff accounting system.

Chapter 4 contains terms and definitions for two levels of data maintenance: entities and data elements. In this handbook, an entity is a person, place, event, object, or concept about which data can be collected. A data element is a specific bit of data that can be defined and measured. When entities and data elements are combined, new unique data elements are created. For instance, the data element "Name of Institution" is defined each time it appears, but the corresponding entity is different for each appearance (e.g., Education Institution, Credentialing Organization, or Employer).

Data elements have been arranged into categories or groups of related data elements. For example, the category "Background Information" includes personal information about an individual, including data elements such as "Social Security Number," "Race," "Ethnicity," "Sex," "Birthdate," and "Language."

For many data elements, a free-form (open-ended) description is the appropriate response when designing a data collection instrument or system. For example, the possible responses for the data element "Name of Institution" are too numerous to list and must be keyed in by the user. However, many data elements in this handbook contain options. Options are possible alternatives or coded responses for data elements. Whenever possible, this handbook attempts to include an exhaustive and mutually exclusive list of options. For example, the data element "Sex" lists two options: "Male" and "Female." In this revised version, however, new code lists have been added that may not be comprehensive. The revision process described earlier in this chapter will allow additional options to be added as necessary or appropriate.

The options presented for each data element are generally illustrative, not mandatory. Education organizations may adjust, adapt, or replace them as needed to meet their requirements. In addition, schools and school districts may wish to create an options list for data elements if no list is included in this handbook. A subset of options might, in some instances, be sufficient when designing a data system or data collection instrument. Ideally, any modification should be done in such a way that it does not conflict with the basic handbook structure. In some instances, code lists are available from other sources and are referenced for a data element. For some data elements, a more extensive list of options might be needed and obtained from another source.

There are some instances where laws or regulations specify the options listed for some data elements. For example, some options are required for federal reporting to the Office of Special Education Programs of the U.S. Department of Education. Schools or school districts may also need to adjust their option lists to reflect the current reporting requirements as specified by revised law and regulations. Care should be taken in combining categories and data elements in individual records to ensure that data can be compared or aggregated with data or information from other sources. In some cases, examples of options are listed within a data element definition, but a comprehensive list is not included because major variations are possible due to local options or expectations. When a comprehensive list could not be developed, examples were included with the definition.

At the time of this handbook's revision, changes were being made to the way information about how the "Racial/Ethnic Group" elements will be reported to the federal government. This will obviously affect how information must be maintained by schools, districts, and states. Previously, there were five options for "Racial/Ethnic Group" used in education organizations: "American Indian or Alaskan Native," "Asian or Pacific Islander," "Black (not Hispanic)," "Hispanic," and "White (not Hispanic)." Each staff member was identified by one of these five options.

Recent work completed by the federal Office of Management and Budget requires that information about five categories of race, in addition to Hispanic ethnicity, must be recorded for all persons. Specifically, staff members should be allowed to indicate if they consider themselves to be any one or more of the following: "American Indian or Alaska Native," "Asian," "Black or African American," "Native Hawaiian or Other Pacific Islander," or "White." As a result, there will be major changes in how race and ethnicity information may be reported and maintained.

The U.S. Department of Education has not made its final recommendations on how aggregated data should be reported. For example, tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). Maintenance at the school district level of complete information will be

needed, therefore, to meet whatever requirements are eventually identified. While schools or school districts may wish to allow other more specific options than those included in the Handbook, new options should be designed in such a way that they can later be re-grouped or collapsed into the options included here, or as required by current law. (See appendix D for further explanation of Directive 15 and OMB's work.)

In chapter 5, entities and data elements are combined to describe how this handbook may be used to set up a staff accounting system. This chapter also provides suggested data element types and field lengths for readers creating an automated staff accounting system. In some cases, an assumption was made that coded options would be used instead of an open-ended response. However, the reader may choose not to use the suggested options.

## Contents of the Handbook

This handbook contains both general information about data collection activities and individual staff accounting systems, and specific information about what might be included in a staff record.

Chapter 1, "Introduction," provides an introduction to the Handbook and discusses the need for a common language and the potential technology offers in maximizing the usefulness of information obtained by education data collection efforts.

Chapter 2, "The Handbook," describes the purposes and the role of the Handbook, its contents and potential uses, and recognized limitations. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the process for implementing suggested changes has been included.

Chapter 3, "Building an Automated Staff Accounting System," describes a process for developing a staff accounting system, and the principles related to the development of such a system. Included are suggestions for policy development regarding the design of a staff accounting system, the kinds of data that should be collected, the updating of these data, the uses of the data, and the need to control access to individual staff records.

Chapter 4, "Definition of Terms," contains a comprehensive listing of data terms considered important to the management of schools, the appropriate assignment of personnel, and the provision of services and benefits to staff. Each entity listed refers to something, or someone, about which data should be maintained. Each data element refers to a particular aspect of staff data for which some need was perceived within the school system.

A “best practice” definition is included for each entity and data element. A data element’s definition may include options or classifications that describe the term, and which can be used as codes within a staff accounting system. In addition, potential entity uses are listed for each data element.

Chapter 5, “Applications of the Handbook,” is, for the most part, dedicated to the design of a potential staff accounting system that joins entities with data elements to describe how data could be maintained. A table is also provided with information about data element type and field length, attributes that could be useful to readers designing a data collection system, a survey, or a reporting format.

The glossary defines selected staff-related terms that are used in the text, but not defined in earlier chapters, as well as other important terms in staff data management. A detailed Index is also included

for easy reference. Following the Glossary and Index are 13 appendices with important supplemental information. The appendices include comprehensive lists of coding options for some of the data elements in chapter 4. Included are code designations for states and outlying areas, countries, languages, occupational groupings, medical conditions and treatments, and listings of federal education programs and the names of those who contributed to the development of this revision.

Users of the 1995 version of the *Staff Data Handbook* should note that Section B, Educational Background, and Section C, Professional Development, have been combined.

## Updates to the Handbook

Beginning with the revised version of this handbook, NCES has instituted a process for revising the Handbook on an as-needed basis. The expectation is that major revisions suggested in the four to five years following publication will be minimal, and a complete revision will not be needed for five or more years. To handle minor revisions or additions as they arise, the following procedures have been developed.

In order to identify needed changes or additions, NCES will compile suggestions and questions sent by letter or e-mail over the course of a year. In addition, the U.S. Department of Education staff will be contacted to determine if there are changes in reporting requirements that affect the handbook data elements. Suggestions and questions will be posted on the National Forum on Education Statistics listserv around December 1, at least two months before the Forum’s Winter meeting. At the Winter meeting, a group of Forum members will consider the proposed changes and decide which to include in the new revision.

Once the changes have been determined, the Government Printing Office will be provided substitute pages for inclusion with the printed version. Changes and revised pages will also be made available electronically on the Handbook Homepage. Visitors to the site should be able to print the revised pages as they look in the printed document. In this and subsequent versions of the Handbook, readers will be encouraged to visit the NCES web site at <http://nces.ed.gov/pubs2001/staffhb> to obtain any recent revisions.

Suggestions for revisions can be submitted to NCES in the following ways:

1. Go to the Handbook web site (<http://nces.ed.gov/pubs2001/staffhb>) and follow the e-mail link for submitting changes.
2. Mail suggestions to:

Staff Handbook Changes  
c/o Beth Young  
National Center for Education Statistics  
U.S. Department of Education  
1990 K Street, NW  
Washington, DC 20006-5651

## Chapter 3

# BUILDING A STAFF ACCOUNTING SYSTEM

### Introduction

Information is needed about staff members from the time they enter into employment or service with a school, school district, or other education organization until they retire or depart. For example, a file is created as soon as a teacher applies for certification or licensure from a state licensing agency. Such a file generally lists completed coursework, including apprenticeships or student teaching, and recommendations for certification/licensure. As a part of the hiring process, the local administrative unit may request information about the applicant's background, such as home address, social security number, license, content areas of certification, experience, and other basic information. When the individual is assigned to a school, other information about that assignment, such as grade levels, courses taught, and school location is added to the record. In addition, the payroll office keeps information about the staff member's insurance plan(s), beneficiary, withholding requirements, and other data that are needed to ensure the staff member is paid and taxes and insurance are covered. Other information about the staff member might be kept at the assignment site, including an Emergency Contact name, extracurricular sponsorships, attendance, and appraisal ratings. Retirement systems for the state or school district also maintain files that might include the staff member's expected date of retirement, years of experience, and other related information. Although the exact content may differ, the types of data files mentioned above are generally kept for both teaching and non-teaching staff, including both licensed and unlicensed personnel.

Efficiency suggests that relevant information should be collected once and subsequently made available to all authorized users through an automated, distributed database arrangement or a consolidated computer database. For example, a staff member's address should be entered once into the system, and then accessed by anyone within the organization with a need to mail something to the staff member. Using standard terminology when developing a database can ensure that information will be correctly interpreted and useful. Staff records serve many purposes; but whatever their content, use, or storage medium, a staff record is basically a collection of information about a staff member.

A well-designed, automated staff accounting system yields many benefits, including the ability to extract information about individual staff members, schools, programs, and school systems for use in decision making. A second benefit may occur when staff records are added to an overall management information system that includes data about students, facilities, resources, curriculum materials, and budgeting for the school or school district. Ease of use means that authorized personnel can accomplish management activities more efficiently, especially if the data are comparable. In such an arrangement, staff accounting systems can play a key role in the overall functioning of the school system. In addition, such a system allows for more sophisticated analyses to be conducted, promoting improvement in the way instructional and other types of services are provided to students. With the growing number of schools and local education agencies, including those administered by private management companies, it is increasingly important to develop well-designed mechanisms for collecting accurate and timely information that can be used for policymaking.

Many state education agencies are beginning to collect more information about educators currently employed in school districts across the state. In conjunction with student and finance data provided by schools and districts, this staffing information can be used to evaluate the quality of the provided instruction, and to hold schools and districts accountable for student learning. As a result, a more efficient way is needed to move data from schools and districts to state education agencies, so as to make the data readily available for state-level policymaking. If the data are to be useful, standard definitions for data elements are essential.

### Description of a Staff Record

A staff record is, by definition, any recorded information about a staff member. Staff records can be described in terms of content (e.g., assignment information), use (e.g., ensuring that staff hold any required credentials), or by how they are stored (e.g., a computer disk). Staff records may be used for many purposes, including monitoring compliance with state laws and regulations; identifying staffing needs; scheduling teachers into classes; producing

paychecks; and completing reports for local, state, and federal authorities.

A staff record may be kept on file in a state education agency, a school district office, a school office, or another approved location. The record contains information collected from the staff member; from supervisors; and from other sources outside the school, such as Postsecondary institutions the staff member attended. A complete staff record may be a single file, or it may be made up of several separate records, each with specific contents or use, and each stored in a different way. It may be stored in a central location (such as a school district computer) for the convenience of authorized individuals requiring access to information contained in the record, or it can be stored as separate information by each office that uses the record. No matter where the record is stored, however, procedures must be in place to ensure that access is only granted to authorized individuals, and that it is updated as needed in a timely fashion.

### **Description of a Staff Accounting System**

Separate staff *records* become a staff *accounting system* when they are linked together or made accessible for one of several critical functions, such as generating reports, adding/deleting/modifying records, and conducting analyses. Staff accounting systems, like records, may be maintained as paper files, on microfilm, in computer files, or in some combination. To improve efficiency and data usefulness, many school districts and state education agencies have entered their staff records into computerized databases. As mentioned above, computer systems offer tremendous advantages over the traditional paper systems; however, most computerized systems still require paper records at various stages of implementation.

Numerous companies have developed software products designed to store and process staff records. Some school districts use personnel system software developed to be applicable for all types of businesses.

Others use software products developed specifically for education organizations, which provide applications for course scheduling and other education-specific activities, as well as linkages with other software such as student information products. Still other districts have software developed internally by staff or consultants. Using generic and education-specific products together (for example, specialized student records systems and a generic business accounting package) can sometimes be difficult, but it is possible. There are ways to ensure that essential information can be extracted and combined with other data for analytical purposes. Each education organization seeking to automate its staffing records, or to update an existing system, must determine the best system design and software solution for its unique needs. An important consideration will be maintaining the system as changes or improvements are needed, as well as the resources needed to keep the system working on a daily basis. The following information will help readers identify and implement the most appropriate automated system for their organizations.

### **Benefits of a Well-Designed Staff Accounting System**

A well-designed, comprehensive, and computerized staff accounting system offers many benefits. Some of the most important advantages are discussed below.

- **Ease in getting the required information**

Similar to an office's filing system, the adequacy of a staff accounting system is often judged by how much time and effort are required to find and retrieve information. An effective staff accounting system is thus designed to provide the required information upon request, easily and without burdensome trial-and-error searching. Therefore, a key part of the system's design should be the processes for access, retrieval, and reporting. Ideally, the queries that will be needed are anticipated and accommodated when the system is designed. For example, standard reports may be produced automatically and consistently on a predetermined schedule.

The Schools Interoperability Framework (SIF) is a computer industry initiative to develop specifications to ensure that K-12 instructional and administrative software applications work together more effectively. These specifications deal with the way information is stored, accessed, updated, and transferred. Among the types of software included are student information services, food services, grade book, human resources, financial management, instructional management, library automation, and transportation. SIF will enable diverse applications to interact and share data efficiently, reliably and securely, regardless of the host platform. For additional information, visit <http://www.sifinfo.org>.

- **Accuracy**

Data quality and accuracy are basic to a well-designed staff accounting system. However, a record system can be no more accurate than the data in it. Traditionally, paper records are not easily kept complete and up-to-date, nor are they readily accessible. While the use of a computer system in maintaining staff records helps to maximize accuracy

ensured from original collection, to data entry, to maintenance. Such accuracy provides users the confidence necessary to rely on their system.

- **Quicker response**

When information from a staff record is needed, it is often needed promptly. For example, when a staff member moves from one assignment to another, the staff record needs to reflect this change in a timely fashion. A well-designed staff record system makes access to, and modification of, records easy and timely. In addition, analyses of data in the system can be completed more efficiently to meet the needs of decision makers.

- **Cost savings**

A well-conceived and implemented staff accounting system can reduce the costs of handling the paperwork associated with recordkeeping and report production. While automation of staff records seems to provide the most efficiency, a common mistake made when automating a paper system is a failure to completely redesign the system to take advantage of the computer's capabilities. While initial costs may be high for developing a computerized data system, they can often be justified through future savings, increased access, and greater efficiency.

- **Moving data to different education agencies**

A well-designed automated staff accounting system allows for the easy and efficient movement of staff records among different levels of the education system. For instance, information on teacher licensure can be transmitted electronically to school districts seeking to hire an educator. Similarly, when a school employee retires, data can be efficiently transferred to the retirement system.

## Effective Uses of Staffing Data

Identifying data elements for inclusion in a staff accounting system is a very important step in designing a system; this will be discussed in more detail later in this chapter. It is important to identify

by providing formatting parameters, database structures, and codes, technology is by no means a guarantee of quality. However, once data are collected according to appropriate collection standards (see information on SEDCAR later in this chapter) and standard data definitions (such as appear in this handbook), computers can facilitate efforts to maintain data quality during information sharing, analyzing, and reporting. Data accuracy should be

the data elements essential to the functioning of the education system, and to make plans to collect and maintain those data. An important role of a staff accounting system is to provide administrators with the information they need to ensure that appropriate staff members have been assigned, and that the staff is functioning at the highest level possible.

Data elements should be selected for any of the following reasons:

1. The data are needed for administrative purposes to ensure an efficient education system.
2. The data are needed for reporting to school boards, state boards of education, and state and federal education agencies.
3. The data are needed to evaluate the quality of the instruction and services being provided.

Many state education agencies collect individual staff records and handle some of these needs at the state level. This reduces the burden on the districts, and also provides a database more useful for state-level analyses.

Readers selecting the content of a staff accounting system must remember that data should not be collected if they are not needed or if their accuracy is suspect. In particular, sensitive data should not be maintained unless an important purpose is being served, particularly if the information can be requested through the state's Open Records Act or Freedom of Information Act (FOIA).

Many ethical issues should be considered in conjunction with the collection and use of staffing data. Therefore, when selecting data elements for inclusion in a staff accounting system, it is vital to first consider how the data are supposed to be used as well as how they could be used.

## Best Practice—SEDCAR

Guidelines are available that describe "best practice" in collecting and reporting education data, including staff information. Called the *Standards for Education Data Collection and Reporting* (SEDCAR), these guidelines were developed

pursuant to the Hawkins-Stafford Amendments of 1988, which authorized an effort to improve the comparability, quality, and usefulness of education data. SEDCAR is a helpful guide to basic principles for ensuring good quality in the key phases of data collection, storage, and reporting. Anyone developing, redesigning, or taking charge of a staff accounting system can benefit from the collective experience of the large team of professionals brought together to develop SEDCAR.

## Design of a Staff Accounting System

A process for designing or redesigning a staff accounting system is described in the following ten steps. As with most systems, these steps and their associated issues are never finally resolved; rather, the design is ongoing and builds upon itself. However, the standards and principles on which the system is designed need to be continually monitored, and revised as needed.

### Step 1 - Identify the possible uses of the system.

The first step is to identify, describe, and agree upon the potential uses for an automated staff accounting system. These identified uses will determine the response to each of the next nine steps. The information in a staff record may have multiple uses. For example, within a state education agency, the certification/licensing office maintains files on each person licensed or certified as an educator in the state. These files contain transcripts, references, health information, criminal checks, and other evaluation materials. In some state education agencies, there may also be information on a staff member's current and past assignments and other relevant information, such as professional development activities. Often, a state education agency or other state department maintains staff records containing information for the retirement system. Within a school district, the personnel office uses staff records to store information about applicants, and to ensure that all requirements are met for employment. This information becomes a part of the permanent record when the person is hired. District accounting offices use staff records to ensure that paychecks are appropriately distributed and to record information about fringe benefits received by staff members. Schools maintain information about staff members' schedules, attendance, and evaluation, but they may also need certification or licensure information. Finally, schools, districts, and state education agencies use these files to report certain types of aggregate data to school boards, state education agencies and the public.

The deliberative process should include representatives from the offices of personnel, payroll, research/evaluation, and other areas with a need for staff information.

### Step 2 - Establish written policies and guidelines to ensure laws and regulations are enforced.

The system must be designed to comply with any regulations governing any of the identified uses. Such regulations may mandate the response to any or all of the following eight steps.

To ensure that legal requirements are met and ethical responsibilities carried out appropriately and effectively, education organizations are advised to establish their own written policies and guidelines for maintaining privacy and confidentiality of staff records. Before doing so, it will be necessary to compile and review local, state, and federal laws, existing administrative policies, union agreements, professional standards, and other relevant considerations particular to an agency or institution. Policies and guidelines should state principles and procedures regarding:

- Selecting appropriate data elements for staff records
- Collecting data elements accurately, consistently, and carefully
- Maintaining relevant, accurate, and confidential records
- Determining which organizations and individuals should be authorized to collect, maintain, and gain access to the system
- Carefully screening anyone who will handle confidential information
- Restricting access to records by unauthorized school personnel
- Safeguarding data (or restricting access) in the possession of a contracting organization
- Safeguarding individual staff records being transferred to other schools or school systems, state education agencies, and elsewhere
- Concealing the identity of individuals or institutions entitled to confidentiality, using appropriate procedures for aggregating, encoding, and releasing sensitive data
- Destroying records or data no longer needed

Education organizations may want to establish and maintain a committee to review policies, procedures, and activities involving staff records. The membership of this review committee might include representatives of various groups such as teachers, principals, non-certificated staff, personnel directors, accounting managers, and union representatives.

This committee should be responsible for ensuring that staff data are collected, stored, accessed, used, and discarded in such a way that the rights and welfare of staff members are protected.

Every education organization should periodically reassure itself, through appropriate administrative review, that its policies and procedures for protecting staff rights and welfare are being applied effectively. Organizations should also accept or delegate responsibility for continually monitoring local, state, and federal legislatures and other agencies authorized to enact new or modify regulations relevant to implementing a staff accounting system.

### **Step 3 - Determine the system contents.**

Both the identified uses and regulations determine the contents of a staff accounting system. Contents are the information areas or categories to be kept or excluded. Typical contents include:

- Personal information (address, background, military status, health information, etc.)
- Educational background and professional development (Postsecondary degrees and other types of training)
- Qualification information (areas of certification and experience)
- Current employment (job title, salary, insurance, etc.)
- Assignments (assignment type, program type, location, time period, etc.)
- Evaluation and career development (performance assessment, etc.)
- Separation from employment

The desired contents should be clearly defined before beginning Step 4 to ensure that all areas of the proposed staff record system are covered, and to eliminate unnecessary duplication. A key to an effective and efficient staff accounting system is for data to be entered only once, and updated in a single place, although different offices may have responsibility for updating certain data elements. This will ensure that data elements needed for more than one purpose are not maintained differently in different files.

### **Step 4 - Select data elements.**

In this step, each content area is further disaggregated into individual data elements—the lowest level of information contained in a record. For example, in the area of "staff background," information about race, ethnicity, sex, birthdate, language proficiency, etc., would each appear as a separate data element.

A critical data element for a staff accounting system is a unique identifier that can be used to ensure that all relevant information about a staff member can be merged. In most staff accounting systems, the Social Security Number (SSN) serves as the unique identifier. However, education organizations may want to consider assigning a different number (such as a random, computer-generated number) for the purposes of analysis and recordkeeping. In many integrated management information systems, teachers' identifiers are a key link to information about their students. Therefore, the use of a different identifier may help guard against the misuse of student or staff data.

Within this format, a critical aspect is the definition and coding of data elements. This handbook can be used to provide educators with some standards for definitions and, if deemed appropriate and useful, the data elements defined in chapter 4 may be included in a staff record system.

When developing or redesigning a staff accounting system, adopting standards set at a state or national level, or those of a specific software package will facilitate the exchange of data across systems. As more national standards develop, ensuring that local records and those standards match will allow schools and districts to take advantage of automated exchange and analysis methods. The Schools Interoperability Framework (SIF) activity, described earlier, is one effort underway to ensure that all education software packages work together seamlessly. Adoption of national standards does not mean that no local flexibility is possible in the selection or structuring of data. It simply means that for data elements that will be shared, consistent definitions are best, preferably definitions in common use. This will help users accurately interpret information when it is shared or analyzed.

### **Step 5 - Choose the storage media.**

Data are stored in many ways, ranging from handwritten paper documents; to microfilm or microfiche; to electronic data files on computer tape, disk, hard drive, DVD, zip disk, or CD-ROM. A staff accounting system may use any or all available media if linking or accessing each type of medium is feasible. Maintaining staff information in separate linkable databases, even on separate computers, may best serve security and confidentiality needs while ensuring that data can be merged for analytical purposes.

Several considerations are important in the selection of a storage medium, including the number and size of records, storage space available, the permanency

of the records, and the cost. Cost has at least two components: the cost of entering the data, or exchanging them between media; and the cost of purchasing components, such as filing cabinets, computer disks, microfilming equipment, etc. However, technical advances in computer data entry, storage, and retrieval are quickly making these aspects of staff records management less expensive, more efficient, less demanding of physical space, and more accessible to multiple users.

#### **Step 6 - Select a format for the records.**

The format of a staff record will be directly related to the characteristics of the selected storage medium. Paper records, for example, are often formatted to hold complete, standard English words or numbers. Abbreviations may be used to save space, but generally the format is designed to be easily read. As mentioned above, this handbook can be used in the development of such paper surveys or questionnaires to ensure that the information obtained is consistent with other data collections.

Computerized records, on the other hand, tend to use codes rather than words, and may even skip characters such as commas and decimal points to conserve space. In fact, a computerized record may look nonsensical to a reader without a code table and format description. To capitalize on computerized records, this handbook provides examples of how staff record information could be coded to save system space.

A computerized data system format is typically organized around the following components:

1. *Files*: Groups of records of similar format (e.g., a collection of records for multiple staff members).
2. *Records*: The information maintained about individual staff members.
3. *Fields*: The exact positions of a data element in a record. For example, in a data record that can hold 80 characters (from position #1 to position #80), the data element "birthdate" might be coded as 10141969 (October 14, 1969) and entered into the fields (or positions) 6-13. Other recorded data elements could occupy the remaining positions in the record.
4. *Data elements*: Single pieces of information (such as a birthdate).
5. *Options/codes*: Symbols or abbreviations that can be translated into a meaningful value for the data element (for example, the code for a female is 01 in data element 0200, Sex).

#### **Step 7 - Enter or import the data.**

Data must be brought into the system. Paper systems accept data that are handwritten, typed, or printed out from computers. In a computerized system, on the other hand, data can be entered directly through keying or optical scanning, or imported from another source. *SEDCAR* is an excellent resource for best practice standards for data collection and entry. Again, data will be entered only once in the most efficient staff accounting system. Instead of asking a staff member to complete a form, from which a clerk copies information onto a roster which is then keyed into a computer file, it is more efficient to have the staff member enter the data directly into a computer, or use an optical scan form that can be later imported directly into the file. Automated edit procedures can ensure that legal characters (i.e., characters accepted by the computer program) are entered, and can even allow for a clerk to edit the information as necessary before a permanent entry appears in the official file.

As with other phases of data collection, entry, and use, data confidentiality must be ensured. Therefore, those responsible for entering staff data into the system must be selected carefully, and they must be trained to maintain the data's confidentiality. The previously mentioned document, *Privacy Issues in Education Staff Records*, contains useful recommendations in this area.

#### **Step 8 - Develop procedures for accessing and processing data.**

Providing a way of getting to the data in order to use the information is probably the most important aspect of designing a data system. Earlier decisions about storage media and format are relevant to this step. In addition, the procedure by which different types of users will gain access to, and manipulate, the records should be described in detail at this stage. For example, if the storage medium is a file in a mainframe computer's memory, then access would be through a terminal, and users might need an identification (ID) code to access the file. On the other hand, data maintained in separate files or separate computers might need to be downloaded into a single computer so that analyses could be done. That computer would therefore need any software programs necessary to create reports or run such analyses. And, of course, individuals who need access to the staff records must have the equipment necessary to do their work, along with the security measures needed to restrict access.

#### **Step 9 - Implement security policies and procedures.**

Whether in a paper or an automated system, data must be accessible only to authorized users. Thus, policies must be developed to safeguard the records from improper use. In Step 9, the regulations, policies, and procedures detailed in Step 2 are implemented.

State education agencies, school districts, and schools must have policies detailing who has a legitimate right to information about individual staff members, and must provide procedures for providing this access. In addition, additional data security policies must address access to any sensitive data that may be in the staff member's record. As mentioned in Step 5, staff data are commonly maintained in separate databases to limit access to certain parts of the file.

Security policies should also ensure that records are not lost, stolen, vandalized, or otherwise rendered useless. Again, *SEDCAR* provides useful guidelines for ensuring the safety of records. In addition, because physical security cannot be completely guaranteed, all data must be "backed up." This could be as simple as storing a separate paper copy off site, in a location not likely to face the same disaster as the primary location. Computerized files can be simply backed up periodically, but the resulting back-ups should be stored off site. Extensive information about computer security can be found in *Safeguarding Your Technology*, an NCES document available from the Government Printing Office or online at <http://nces.ed.gov/pubs98/safetech>.

### **Step 10 - Maintain data integrity and system functioning.**

In this step, the most important thing is ensuring data quality. Anyone who comes in contact with a staff accounting system shares this responsibility. However, those with the largest stake in data quality are most likely to make the effort necessary to maintain the data's integrity and accuracy. In planning a staff accounting system, therefore, communicating the importance of high quality data to the staff is vitally important. Clear criteria for maintaining high quality data should be provided, and each organization with a staff accounting system should develop a routine or schedule for updating or adding data. Such a schedule is essential for timely and accurate calculation of official statistics.

### **Summary**

An efficient staff accounting system is as necessary in education as in any other business. Whether new or upgraded, such a system can become a valuable resource. Indeed, a well-designed staff accounting system can provide valuable information about staff members quickly and accurately. As with any major task, however, careful planning and implementation are required to ensure that the designers' goals are achieved and the system functions as desired.



## Chapter 4

### DATA ELEMENTS AND DEFINITIONS

This chapter contains data elements and definitions to describe staff members, assignments, educational background, relevant activities, and other information that could be maintained about an individual staff member. An attempt has been made to identify all types of information that might be useful for recordkeeping or reporting at the classroom, school, school district, state, and federal levels. The data elements in this chapter do not, however, constitute a required staff accounting system or data collection instrument. There is no federal mandate to collect all of the included information. Rather, this “dictionary” is meant to be used to help standardize information collection and reporting in order to facilitate and improve communication within the education community.

School administrators or staff members of a local or state education agency could use the data elements in this chapter to design a system for recording staff information or an information system with more than just staff records. Selecting which data elements to collect is the responsibility of the school, local education agency, or state education agency that directs the maintenance of these staff records.

Researchers could use the data elements and definitions in other ways. The data elements and their definitions could be used to design a survey to collect information about a sample of staff members, such as a randomly selected group of secondary mathematics teachers or even all staff members within a particular population, such as all elementary school principals within a school district. The data elements and their definitions could also be incorporated into survey instructions to ensure that comparable data are collected. Another use might be to identify data elements that could be used to evaluate a program or analyze student performance for a particular set of teachers. For example, teachers who completed a particular professional development program might be evaluated to determine the program’s effectiveness.

While the majority of the data elements and other terms in this chapter relate directly to individual staff members, in some instances they might more logically belong in a school record. For the most part, the included data elements are meant to provide important information about staff so that effective decisions can be made about the deployment of human resources. Others have nevertheless been

included because they help evaluate school quality and effectiveness.

This handbook makes no assumption about how staff-level information is collected or maintained; each data element is included only for the user’s consideration. Because of the sensitive nature of some of the data elements, however, only those data elements that are clearly needed should be collected and maintained in the staff accounting system, and plans should be made to remove some information that is no longer needed.

### How to Read This Chapter

This chapter contains the data elements and their definitions listed in seven sections that represent logical groups of data elements. Each data element is accompanied by a definition, any appropriate options, and suggested entity uses. As explained above, options and entity uses are components necessary to place data elements in their proper context. No attempt is made to dictate a structure for the maintenance of staff data. The structure presented here is simply one way that the information could be logically grouped.

A **SECTION TITLE**, typed in bold, upper case letters, describes what type of information is contained in this part of the chapter. Within each section, elements are then divided into **Categories**. Typed in bold with upper and lower case letters, each underlined category describes a group of related data elements. For example, the category “**Background Information**” includes the data elements “**Country of Birth**,” “**Marital Status**,” and “**Address**.” Categories have no assigned numbers, as they merely organize groups of data elements and provide clarification.

A **Data Element** is a bit of data that can be defined and measured. In this chapter, data elements are typed in bold using upper and lower case letters. Examples of data elements are “**Name of Individual**,” “**Race**,” and “**Birthdate**.” For identification purposes, each data element has been assigned a unique four-digit sequential “data element number.” It is important to note that when a data element appears in chapter 4 more than once, it retains the original number it was assigned at its first appearance. For example, although “**Name of Individual**” appears more than once, it is always

identified as number “0110.”

Where applicable, *Options* are indented beneath the data elements and typed in bold, italicized lower-case letters with the first letter capitalized. Options give recommended alternatives or responses for a data element; these options facilitate automated data processing. Options are listed either alphabetically or in a logical sequence, and each has an assigned code number. For example, “*01 Female*” and “*02 Male*” are options under the data element “**Sex**.” For some data elements, an exhaustive list could not be created even though such a list would have been useful. These cases were handled in two ways: either examples were included, or a partial list was created to meet a perceived user need. For some data elements, available options lists from other sources were referenced. Throughout, the options presented

are meant to be illustrative, not mandatory. In addition, a subset of options might be sufficient for certain applications.

It is important to note that some options lists are different in this version of the Handbook, such as those corresponding to data element “**0350 Language Code**.” Some data elements have additional options, either at the end of the list or inserted into the middle of the list (with revised numbering). Still others have options lists where none previously existed. Users of the earlier version should therefore compare the two lists before using their existing systems, and be aware that more changes will likely be made in the future.

**Entities** are persons, places, events, objects, or concepts about which data can be collected. For example, the data element “**Name of Individual**” could be collected to describe a staff member's Emergency Contact, an evaluator, or a health care provider; the entity thus places the data element into a context. A list of entities, definitions, and assigned code numbers precedes the listing of data elements and definitions. **Entity Uses** are listed for each data element.

A number of data elements in the Data Element Outline are marked with a dagger symbol (†). A panel of state and local education information system experts identified these data elements as essential for staff accounting systems. These should be given special consideration as they can provide valuable information for managing and evaluating education organizations, or for reporting data to the state or federal government.

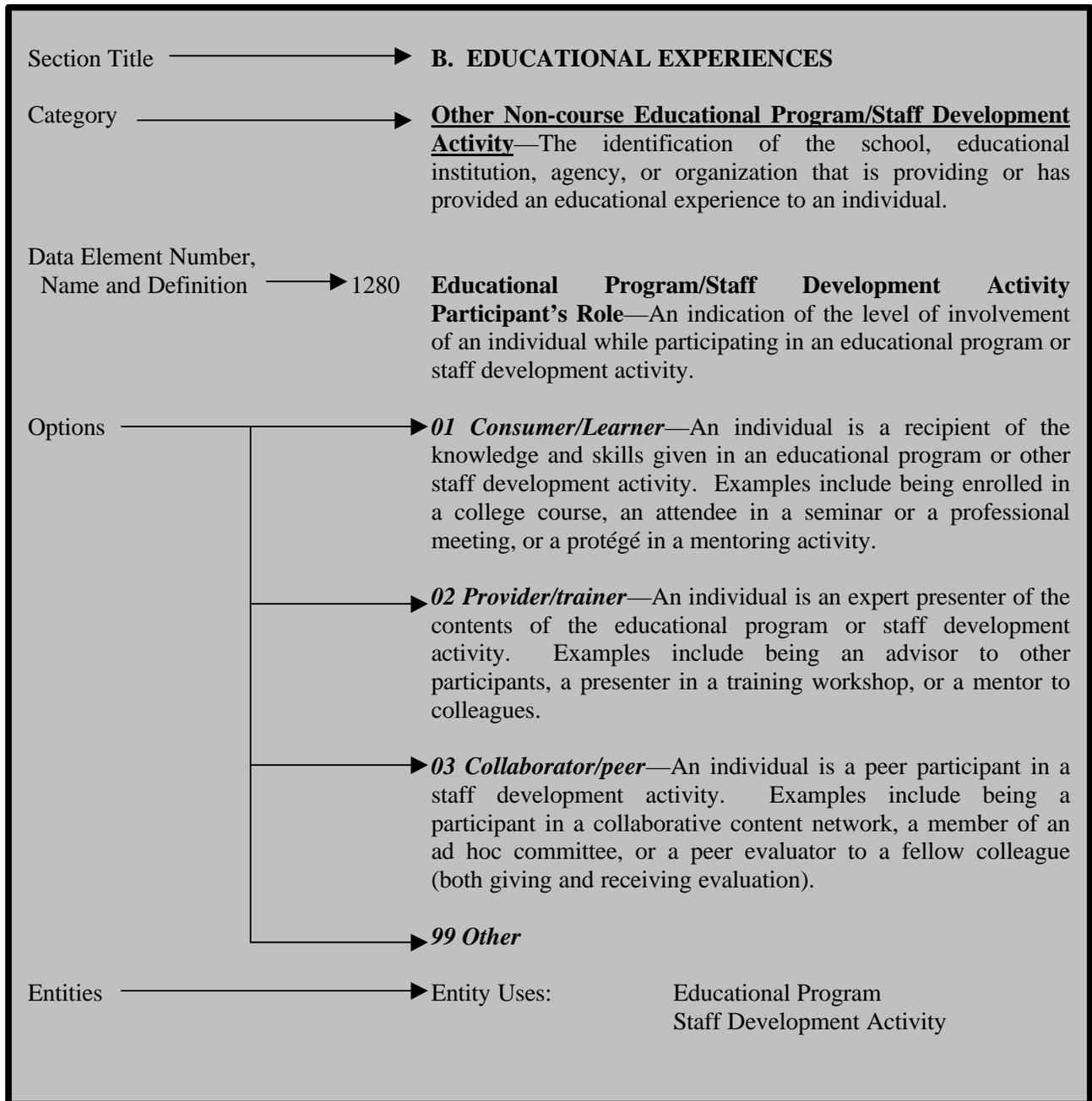
### Revised Numbering System

A revised numbering system has been used in this version of the Handbook because many new data elements were added. This should make it easier to insert new data elements in the future. Like the previous version, ten digits separate data element numbers, so that new data elements can be inserted when necessary. However, each new section begins with a thousands-level digit. For example, **SECTION C** begins with data element number 2010, “**Credential Type**,” and **SECTION D** begins with data element number 3010, “**Means of Introduction for Employment**.”

### SENSITIVITY OF DATA ELEMENTS

Some data elements in the Handbook are considered sensitive. Their inclusion was decided very carefully, recognizing the complexities of the school environment and the need for essential information when making decisions about educators and other types of staff. In addition, some data elements reflect federal, state, and local data collection requirements. Each agency or unit planning to collect and maintain information about individual staff members must determine which of these should be collected; how the data are maintained; and who will have access to the data, taking into consideration federal, state, and local laws and regulations. Suggestions regarding what data to include, and how to decide who has access to certain types of data, are included in chapters 2 and 3.

The following example provides a visual overview of how these elements and definitions are arranged.



## Data Element Outline

The following entries outline the organization of the section headings, categories, and data elements (with the data element numbers) included in this handbook. A number of data elements in the Data Element Outline are marked with a dagger (†), which denotes data elements identified as essential for inclusion in a staff information system.

### A. PERSONAL INFORMATION

#### Name

0010	†	First Name
0020	†	Middle Name
0030	†	Last/Surname
0040	†	Generation Code/Suffix
0050		Personal Title/Prefix
0060		Alias
0070		Former Legal Name
0080		Last/Surname at Birth
0090		Nickname
0100		Tribal or Clan Name
0110		Name of Individual
0120		Name of Institution

#### Background Information

0130	†	Social Security Number (SSN)
0140	†	Identification Number
0150	†	Identification System
0160		Identification Expiration Date
0170	†	Hispanic or Latino Ethnicity
0180	†	Race
0190		National/Ethnic Origin Subgroup
0200	†	Sex
0210	†	Birthdate
0220		Birthdate Verification
0230		City of Birth
0240		County of Birth
0250		State of Birth Code
0260		Name of State of Birth
0270		Country of Birth Code
0280		Name of Country of Birth
0290		Citizenship Status
0300		Country of Citizenship Code
0310		Name of Country of Citizenship
0320		First Entry Date (into the U.S.)
0330		Employment Eligibility Verification
0340		Language Type
0350		Language Code
0360		Name of Language
0370		Religious Background
0380		Marital Status
0390		Disability Status
0400	†	Highest Level of Education Completed

#### Military Status

0410		Military Service Type
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0420	†	Military Duty Status
0430		Military Entry Date
0440		Military Discharge Date
0450		Military Discharge Type
0460		Military Reserve Obligation Ending Date

#### Address/Contact Information

0470	†	Address Type
0480	†	Street Number/Name
0490	†	Apartment/Room/Suite Number
0500	†	City
0510		County
0520	†	State Code
0530	†	Name of State
0540	†	Zip Code
0550		Country Code
0560		Name of Country
0570		Complete Permanent Address
0580	†	Communication Status
0590		Communication Number Type
0600	†	Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address
0630		Web Site Address (URL)

#### Emergency Contact

0110		Name of Individual
0570		Complete Permanent Address
0580		Communication Status
0590		Communication Number Type
0600		Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address

#### Health Information

0640		Medical Examination Type
0650		Medical Examination Date
0660		Medical Examination Results
0670		Emergency Factor
0680		Other Health Data and Medical Conditions
0690		Religious Consideration
0700		Special Adaptation Requirements
0710		Insurance Coverage
0720		Health Care Plan
0730		Hospital Preference
0740		Medical Waiver
0750		Other Special Health Needs, Information, or Instructions

Immunizations

0760 Immunization Type  
0770 Immunizations Mandated by State Law for Participation  
0780 Immunization Date  
0790 Immunization Status Code

Injury

0800 Injury Type Code  
0810 Injury Description  
0820 Injury Occurrence Date  
0830 Injury Occurrence Location  
0840 Witness to Injury  
0850 Physician Diagnosing Injury  
0860 Worker's Compensation Claim Filed  
0870 Worker's Compensation Claim Filing Date  
0880 Health Award Amount/Benefit

**B. EDUCATIONAL EXPERIENCES**

Education Institution Information

0120 † Name of Institution  
0110 Name of Individual  
1010 Institution Type  
0140 † Identification Number  
0150 † Identification System  
0470 Address Type  
0480 Street Number/Name  
0490 Apartment/Room/Suite Number  
0500 City  
0510 County  
0520 State Code  
0540 Zip Code  
0550 Country Code  
0580 Communication Status  
0590 Communication Number Type  
0600 Communication Number  
0610 Electronic Mail Address Type  
0620 Electronic Mail Address  
0630 Web Site Address (URL)

Educational Program/Staff Development Activity

1020 † Program Title  
1030 † Program Description  
1040 Participation Status  
1050 Entry Date  
1060 Withdrawal Date  
1070 † Completion Date

Program Support

1080 Program Support/Funding Source  
1090 Educational Program/Staff Development Activity Compensation  
1100 Educational Program/Staff

1110 Development Activity Arrangement Educational Program/Staff  
1120 Development Activity Purpose Educational Program/Staff  
1130 Development Activity Anticipated Outcome Educational Program/Staff  
1130 Development Activity Relevance

Subject Matter of Study

1140 † Level of Specialization  
1150 † Postsecondary Subject Matter Area

Course Work Taken

1160 Session Type  
1170 Session Beginning Date  
1180 Session Ending Date  
1190 † Course Title  
1200 † Course Description  
1210 Course Code System  
1220 Course Code  
1230 Principal Medium of Instruction  
1240 Grade Earned in Course  
1250 Credit Type Earned  
1260 Credits Earned in Course/Staff Development Activity  
1270 Grade Point Average (GPA): Cumulative

Other Non-course Educational Program/Staff

Development Activity

1280 Educational Program/Staff Development Activity Participant's Role  
1290 Educational Program/Staff Development Activity Format  
1300 Educational Program/Staff Development Activity Involvement  
1310 Educational Program/Staff Development Activity Intensity  
1320 Educational Program/Staff Development Activity Frequency  
1330 Educational Program/Staff Development Activity Contact Hours  
1340 Educational Program/Staff Development Activity Duration  
1350 Educational Program/Staff Development Activity Location  
1240 Grade Earned in Course  
1250 Credit Type Earned  
1260 Credits Earned in Course/Staff Development Activity

Recognition Earned

1360 † Degree/Certificate Title  
1370 † Degree/Certificate Type

1380	Degree/Certificate Distinctions
1390 †	Degree/Certificate Conferring Date
1400	Honor or Award
1410	Educational Program/Staff Development Activity Outcomes

2340	Fee Amount
2350	Fee Payment Status
2360	Fee Payment Date

### C. QUALIFICATION INFORMATION

#### Credential Information

2010 †	Credential Type
2020 †	Non-Educator Credential Type
2030	Non-Teaching Educator Credential Type
2040 †	Teaching Credential Type
2050 †	Teaching Credential Basis
2060 †	Credential Description
0140 †	Identification Number
0150 †	Identification System
2070	Date Credential Requirement Met
2080 †	Credential Issuance Date
2090 †	Credential Expiration Date
2100	Initial Credential Issuance Requirements
2110	Background Check Type
2120	Background Check Description
2130	Background Check Completion Date
2140	Induction Program Mentor
2150	Credential Renewal Requirement
2160	Number of Units Required for Credential Renewal
2170	Credential Renewal Units Attempted
2180	Credential Renewal Units Earned
2190	Staff Advisor for Credential Renewal
2200	Credential Renewal Date
2210	Program Sponsor
0110	Name of Individual
0120	Name of Institution
0570	Complete Permanent Address
0580	Communication Status
0590	Communication Number Type
0600	Communication Number
0620	Electronic Mail Address
0630	Web Site Address (URL)

#### Assessment Information

2220	Assessment Purpose
2230	Assessment Title/Description
2240	Assessment Code
2250	Assessment Standard Indicator
2260	Assessment Type
2270	Assessment Content
2280	Assessment Content Level
2290	Assessment Date
2300	Assessment Score/Results

#### Credential Characteristics

2310	Credential Authorized Function
2320 †	Authorized Instructional Level
2330 †	Field or Area Authorized

#### Credential Revocation Information

2370	Credential Revocation Date
2380	Credential Revocation Reason

#### Publications

2390	Publication Type
2400	Publication Description

#### Prior Experience

0120	Name of Institution
0570	Complete Permanent Address
0110	Name of Individual
0580	Communication Status
0590	Communication Number Type
0600	Communication Number
0620	Electronic Mail Address
2410	Business Type
2420	Employment Status
2430	Employment Start Date
2440	Employment End Date
2450	Condition of Employment
2460	Employment Separation Reason
2470	Nature of Prior Employment
2480	Teaching Assignment
2490	Instructional Level

#### Years of Employment Experience

2500 †	Years of Prior Teaching Experience
2510 †	Years of Prior Education Experience
2520 †	Years of Prior Related Experience
2530	Total Number of Years of Prior Experience

#### Internship/Apprenticeship

2540	Internship/Apprenticeship Description
2550	Internship/Apprenticeship Beginning Date
2560	Internship/Apprenticeship Ending Date
2570	Internship/Apprenticeship Results

#### Related Travel Activities

2580	Travel Location
2590	Travel Purpose
2600	Travel Beginning Date
2610	Travel Ending Date

#### Other Interests

2620	Avocational Interests and Skills
2630	Other Areas of Informal Qualification
2640	Special Contact Group Empathies
0120	Name of Institution
2650	Years of Participation
2660	Office Held
2670	Office Term Beginning Date
2680	Office Term Ending Date

1400 Honor or Award

**D. CURRENT EMPLOYMENT**

Entry into Employment

3010 Means of Introduction for Employment  
0110 Name of Individual  
0120 Name of Institution  
0570 Complete Permanent Address  
0580 Communication Status  
0590 Communication Number Type  
0600 Communication Number  
0610 Electronic Mail Address Type  
0620 Electronic Mail Address  
0630 Web Site Address (URL)  
3020 Application Date  
3030 Application Status  
2110 Background Check Type  
2120 Background Check Description  
2130 Background Check Completion Date  
3040 Position Assessment Type  
3050 Position Assessment Date  
3060 Position Assessment Results  
3070 Software Application Type  
3080 Software Application Title  
3090 Software Application Experience Level  
3100 Prior Year Status

Employment Conditions

3110 † Hire Date  
2420 † Employment Status  
3120 † Contractual Term  
3130 † Contract Beginning Date  
3140 † Contract Ending Date  
3150 Seniority Date  
3160 Tenure Date  
3170 Contract Days of Service Per Year  
3180 † Employment Time Annually  
3190 † Full-Time Equivalency (FTE)  
3200 Full-Time Status  
3210 Hours of Service per Day  
3220 Days of Service per Week  
3230 † Hours of Service per Week  
3240 Scheduled Work Time Daily  
3250 Scheduled Work Days Weekly  
3260 Scheduled Work Months Annually  
3270 † Position Title  
3280 † Position or Classification Number  
3290 Unique Position Number  
3300 Fair Labor Standards Act Coverage  
3310 Substitute Status  
3320 Vehicle Driver's License Type  
3330 Vehicle Driver's License Expiration Date  
3340 Authorized/Insured to Use Organization Vehicles  
3350 Authorized/Insured to Use Own Vehicles

Salary Compensation

3370 Pay Grade  
3380 Pay Step  
3390 Pay Range  
3400 † Base Salary or Wage  
3410 † Earning Rates of Pay  
3420 Unit of Basis for Measurement  
3430 Other Compensation Type  
3440 † Supplemental Pay Type  
3450 Salary for Overtime  
3460 Overtime Identifier  
3470 Compensation Description  
3480 Compensation Eligibility  
3490 † Compensation Amount

Benefit Compensation

3500 Fringe Benefit Type  
3510 Eligibility Status  
3520 Ineligibility Reason  
3530 Coverage Description  
3540 Coverage Type  
3550 Coverage Identifier  
3560 Coverage Amount  
3570 Special Terms  
3580 Coverage Beginning Date  
3590 Coverage Ending Date  
3600 Vesting Percentage  
3610 Anticipated Use Date  
3620 Actual Use Date  
0120 Name of Institution  
0570 Complete Permanent Address  
0580 Communication Status  
0590 Communication Number Type  
0600 Communication Number  
0620 Electronic Mail Address

Employee Benefit Contribution

3630 Benefit Contributor Type  
3640 Benefit Contribution Type  
3650 Benefit Contribution

Beneficiary

0110 Name of Individual  
3670 Relationship to Staff Member  
0570 Complete Permanent Address  
0580 Communication Status  
0590 Communication Number Type  
0600 Communication Number  
0610 Electronic Mail Address Type  
0620 Electronic Mail Address

Payroll Information

3680 Gross Income Amount  
3690 Adjusted Income Amount  
3700 Advance Pay  
3710 Payroll Calculation Cycle  
3720 Payroll Deduction Type

Chapter 4 - Data Elements and Definitions  
Data Element Outline

3730	Payroll Tax Treatment Status
3740	Deduction Period
3750	Deduction Amount
3760	Annual Maximum Payroll Deduction Allowed
3770	Electronic Deposit Bank Routing Number
3780	Electronic Deposit Bank Account Number
3790	Bank Account Type
3800	Deposit Amount
3810	Deposit Date
3820	Earned Income Credit

Tax Withholding Information

3830	Form Type
3840	Form Date
0520	State Code
3850	Marital Status
3860	Number of Dependents
3870	Allowances Number

Attendance Status

3880	† Leave Type
3890	Leave Substitution Status
3900	Leave Payment Status
3910	† Maximum Leave Allowed
3920	Leave Accrued
3930	† Hours of Leave Used
3940	Leave Beginning Date
3950	Leave Ending Date
3960	Leave Balance

Grievances

3970	Grievance Description
3980	Grievance Date
3990	Grievance Action
4000	Grievance Resolution Date
4010	Grievance Action/Outcome

**E. ASSIGNMENTS**

Assignment Information

5010	† Job Classification
5020	Assignment Description
2480	† Teaching Assignment
2490	† Instructional Level
5030	Scope of Activity
5040	Itinerant Teacher
5050	Essential Personnel Identifier
5060	Time Period Classification
5070	Time Period
1160	Session Type
5080	Activity Beginning Date
5090	Activity Ending Date
5100	Total Days in Session
5110	Total of Hours in a School Day

Operational Unit to Which Assigned

0120	Name of Institution
0140	† Identification Number
0150	† Identification System
0570	Complete Permanent Address
0580	† Communication Status
0590	Communication Number Type
0600	† Communication Number
0610	Electronic Mail Address Type
0620	Electronic Mail Address
0630	Web Site Address (URL)
5120	Location
5130	Facility Type
5140	School Type Code
0110	Name of Individual

Schedule for Current Assignment

3190	† Full-Time Equivalency (FTE)
3200	Full-Time Status
3240	Scheduled Work Time Daily
3250	Scheduled Work Days Weekly
3260	Scheduled Work Months Annually

Staff Assignment Workload

5150	† Elementary Subject/Course
1210	† Course Code System
1220	Course Code
1190	Course Title
5160	Unique Course Code
5170	State University Course Requirement
1230	Principal Medium of Instruction
5180	Language of Instruction
5190	Number of Students in Class

Program Information

5200	† School Grade Level Classification
5210	† Program Type
1080	Program Support/Funding Source
5220	† Function Type

Activity Sponsorships

5230	Activity Title
5240	Activity Code
5250	Activity Description
5260	Activity Involvement Beginning Date
5270	Activity Involvement Ending Date
5280	Amount of Activity Involvement

Other Assignment Information

5290	Unit of Work
5300	Time Expended
5310	† Percent of Total Time
5320	Number of Days in Attendance
5330	Number of Days Absent
5340	Number of Days Tardy

## F. EVALUATION AND CAREER DEVELOPMENT

### Quality of Performance

6010	†	Evaluation Purpose
6020		Evaluation Periodicity
6030	†	Evaluation Date
6040		Evaluation Recommendation
6050	†	Evaluation System
6060	†	Evaluation Score/Rating
6070	†	Evaluation Scale
6080	†	Evaluation Outcome
0110		Name of Individual
3270		Position Title
0120		Name of Institution
0140		Identification Number
0150		Identification System
0570		Complete Permanent Address
0580		Communication Status
0590		Communication Number Type
0600		Communication Number
0610		Electronic Mail Address Type
0620		Electronic Mail Address

### Career Development Alternatives

5010		Job Classification
5210		Program Type
5220		Function Type
6090		Readiness for Assignment of Greater Responsibility
6100		Career Development Needs
6110		Preparation Type
6120		Preparation Location
6130		Preparation Duration
6140		Preparation Funding

### Complaint

6150		Source of Complaint
6160		Date of Complaint
6170		Nature of Complaint
6180		Resolution of Complaint

## G. SEPARATION FROM EMPLOYMENT

2440	†	Employment Separation Date
7010	†	Employment Separation Type
2460	†	Employment Separation Reason
7020		Severance Pay
7030		Reemployment Eligibility
7040		Reason Not Eligible for Reemployment

## ENTITY LIST

- 01 Assignment**—A specific group of activities for which a staff member has been given responsibility.
- 02 Beneficiary**—An individual identified to receive the income or inheritance from an insurance policy, trust or will.
- 03 Course**—Information about the organization of subject matter and related learning experience provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).
- 04 Credential**—An active certificate, license, permit, or other documentation held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), post-secondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.
- 05 Credentialing Organization**—An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.
- 06 Educational Program**—A program that is provided by a public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.
- 07 Education Institution**—A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.
- 08 Emergency Contact**—An individual who is to be notified in the event of an emergency involving a staff member.
- 09 Employee Benefit**—Any type of compensation: 1) provided in a form other than direct wages; and 2) established by or paid for in part, in kind, or completely by the employer or a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.
- 10 Employee Benefit Carrier**—An organization or institution that administers benefit plans or services to a staff member.
- 11 Employee Benefit Contributor**—An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.
- 12 Employer**—A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.
- 13 Evaluation**—The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.
- 14 Evaluator**—An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.
- 15 Immediate Supervisor**—An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.
- 16 Mentor**—An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.
- 17 Organization Membership**—An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.
- 18 Public Service**—A service performed for the benefit of the public, especially within a

governmental system, either as a member of the civil service or as an elected official.

- 19 Recruiter**—An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.
- 20 Staff Development Activity**—A planned, structured process through which an individual improves his or her job-related knowledge, skills, or attitudes. Such a process is designed to enable an employee to grow within a profession or organization or to attain an initial or additional credential.
- 21 Staff Development Provider**—An individual or organization who provides a planned, structured process through which an individual improves his or her job-related knowledge, skills, or attitudes. Such a process is designed to enable an employee to grow within a profession or organization or to attain an initial or additional credential.

- 22 Staff Member**—An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee, or an employee of a management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) an independent contractor or businessperson working at a school site.

## **ABBREVIATIONS USED IN THIS REPORT**

**ACT**—American College Testing

**CEU**—Continuing Education Unit

**EDI**—Electronic Data Interchange

**FOIA**—Freedom of Information Act

**FTE**—Full-Time Equivalent

**IHE**—Institution of Higher Education

**INS**—Immigration and Naturalization Services

**IPEDS**—Integrated Postsecondary Education Data System

**LEA**—Local Education Agency (school district)

**NBPTS**—National Board for Professional Teaching Standards

**NCES**—National Center for Education Statistics

**OMB**—Office of Management and Budget

**SEA**—State Education Agency

**SEDCAR**—Standards for Education Data Collection and Reporting

**SPEEDE/ExPRESS**—Standardization of Postsecondary Education Electronic Data Exchange/Exchange of Permanent Records Electronically for Students and Schools

**URL**—Unique Resource Locator

**USED**—United States Department of Education



Entity Uses: Staff Member

0110 **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

**Background Information**—Personal information about and particular to an individual, organization, or institution.

0130 † **Social Security Number (SSN)**—The nine-digit number of identification assigned to the individual by the Social Security Administration.

Entity Uses: Staff Member

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Staff Member

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver's license number
- 02 Health record number
- 03 Medicaid number
- 04 Professional certificate or license number
- 05 School-assigned number
- 06 District-assigned number
- 07 State-assigned number
- 08 Selective service number
- 09 Migrant number (not applicable for this entity)
- 10 Social Security Administration number
- 11 US government Visa number
- 12 Personal identification number (used for access into system)
- 13 Family unit number (not applicable for this entity)
- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
- 15 LEA number for school (not applicable for this entity)
- 16 SEA number for school (not applicable for this entity)
- 17 SEA number for LEA (not applicable for this entity)
- 18 NCES number for school (not applicable for this entity)
- 19 NCES number for a LEA (not applicable for this entity)
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
- 23 American College Testing (ACT) Program number (not applicable for this entity)
- 24 Federal identification (not applicable for this entity)
- 25 Dunn and Bradstreet number (not applicable for this entity)
- 99 Other

Entity Uses: Staff Member

0160 **Identification Expiration Date**—The month, day and year on which the identification document expires and is no longer valid.

Entity Uses: Staff Member

0170 † **Hispanic or Latino Ethnicity**—An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

*01 Hispanic or Latino*  
*02 Non-Hispanic/Latino*

Entity Uses: Staff Member

0180 † **Race**—The general racial category which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.<sup>1</sup> [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one.]

*01 American Indian or Alaska Native*—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

*02 Asian*—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

*03 Black or African American*—A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

*04 Native Hawaiian or Other Pacific Islander*—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

*05 White*—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Staff Member

0190 **National/Ethnic Origin Subgroup**—The national or ethnic subgroup of a person other than "American." Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, or Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal registration could be listed for Alaska Natives or American Indians (e.g., Navaho).

Entity Uses: Staff Member

0200 † **Sex**—A person's gender.

*01 Female*—A woman or a girl.  
*02 Male*—A man or a boy.

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<sup>1</sup> These categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Derivatives No. 15) by the Office of Management and Budget (OMB). While these categories do not reflect the current reporting requirements for all federal programs, they will be required for reporting data on individuals according to the schedule set by OMB (January 2003). See appendix D for further detail.

Entity Uses: Staff Member

0210 † **Birthdate**—The month, day, and year on which an individual was born.

Entity Uses: Staff Member

0220 **Birthdate Verification**—The evidence by which an individual's date of birth is confirmed.

**01 Baptismal or church certificate**—A form, issued by a church, listing the birthdate and certifying the baptism of a child.

**02 Birth certificate**—A written statement or form issued by an office of vital statistics verifying the name and birthdate of a child as reported by the physician attending at the birth.

**03 Entry in a family Bible**—An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

**04 Hospital certificate**—A certificate issued by a hospital verifying the name and birthdate of a child.

**05 Parent's affidavit**—A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

**06 Passport**—Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

**07 Physician's certificate**—A certificate issued by the physician attending at birth, verifying the name and birthdate of a child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

**08 Previously verified school records**—A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

**09 State-issued ID (e.g., from Department of Public Safety)**—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

**10 Driver's license**—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally allows the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

**11 Immigration document (e.g., passport and immigration visas)**—An official document issued by a national government that would formally identify the holder of the document.

**98 None**

**99 Other**

Entity Uses: Staff Member

0230 **City of Birth**—The name of the city in which an individual was born.

Entity Uses: Staff Member

0240 **County of Birth**—The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

Entity Uses: Staff Member

0250 **State of Birth Code**—The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

*(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)*

Entity Uses: Staff Member

0260 **Name of State of Birth**—The name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

Entity Uses: Staff Member

0270 **Country of Birth Code**—The code for the name of the country in which an individual was born.

*(Note: A list of countries and codes can be found in appendix F.)*

Entity Uses: Staff Member

0280 **Name of Country of Birth**—The name of the country in which an individual was born.

Entity Uses: Staff Member

0290 **Citizenship Status**—The description that best identifies the status of an individual's citizenship and/or residency in the United States.

**01 Dual national**—An individual who is a citizen of one or more countries in addition to the United States.

**02 Non-resident alien**—An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students).

**03 Resident alien**—An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.

**04 United States citizen**—An individual who is a citizen of only the United States regardless of how this status was acquired.

**99 Other**

Entity Uses: Staff Member

0300 **Country of Citizenship Code**—The code for the country to which an individual acknowledges citizenship.

*(Note: A list of countries and their codes can be found in appendix F.)*

Entity Uses: Staff Member

0310 **Name of Country of Citizenship**—The name of the country to which an individual acknowledges citizenship.

Entity Uses: Staff Member

0320 **First Entry Date (into the United States)**—The month, day, and year of an individual’s initial arrival into the United States in order to establish residency.

Entity Uses:                      Staff Member

0330 **Employment Eligibility Verification**—The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to prove his or her eligibility to be legally employed in the United States.<sup>2</sup>

*01 U.S. passport*

*02 Certificate of U.S. citizenship (INS Form N-560 or N-561)*

*03 Certificate of naturalization (INS Form N-550 or N-570)*

*04 Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization*

*05 Alien registration receipt card with photograph (INS Form I-151 or I-551)*

*06 Unexpired temporary resident card (INS Form I-688)*

*07 Unexpired employment authorization card (INS Form I-688A)*

*08 Unexpired reentry permit (INS Form I-327)*

*09 Unexpired refugee travel document (INS Form I-571)*

*10 Unexpired employment authorization document issue by the INS which contains a photograph (INS Form I-688B)*

*11 U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)*

*12 Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)*

*13 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal*

*14 Native American tribal document*

*15 U.S. citizen ID card (INS Form I-197)*

*16 ID card for use of resident citizen in the United States (INS Form I-179)*

*17 Unexpired employment authorization document issued by the INS (other than those listed above)*

*99 Other*

Entity Uses:                      Staff Member

0340 **Language Type**—An indication of the function and context in which an individual uses a language to communicate.

*01 Correspondence language*—The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

*02 Dominant language*—The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

*03 Home language*—The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

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<sup>2</sup> Options for this data element are extracted from the Employment Eligibility Verification Form I-9 (Revised 12-21-91), available from the Immigration and Naturalization Service of the U.S. Department of Justice.

**04 Native language**—The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

**05 Other language proficiency**—Any language or dialect, other than the dominant language, in which an individual is proficient.

**99 Other**

Entity Uses:                      Staff Member

0350 **Language Code**—The code for the specific language or dialect that an individual uses to communicate.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses:                      Staff Member

0360 **Name of Language**—The name of the specific language or dialect that an individual uses to communicate.

Entity Uses:                      Staff Member

0370 **Religious Background**—The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

- 01 Amish**
- 02 Assembly of God**
- 03 Baptist**
- 04 Buddhist**
- 05 Calvinist**
- 06 Catholic**
- 07 Eastern Orthodox**
- 08 Episcopal**
- 09 Friends**
- 10 Greek Orthodox**
- 11 Hindu**
- 12 Islamic**
- 13 Jehovah's Witnesses**
- 14 Jewish**
- 15 Latter Day Saints**
- 16 Lutheran**
- 17 Mennonite**
- 18 Methodist**
- 19 Pentecostal**
- 20 Presbyterian**
- 21 Other Christian denominations**
- 22 Seventh Day Adventist**
- 23 Tao**
- 24 Unitarian Universalist**
- 25 Christian Scientist**
- 26 Nazarene**
- 98 None**
- 99 Other**

Entity Uses:                      Staff Member

0380 **Marital Status**—The condition of an individual with regard to marriage.

*01 Legally separated*

*02 Married*

*03 Not married (never married, legally divorced, widowed, or marriage annulled)*

Entity Uses: Staff Member

0390 **Disability Status**—A physical or mental impairment that substantially limits one or more major daily life activities.<sup>3</sup>

Entity Uses: Staff Member

0400 † **Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent or the highest degree received).

*01 No school completed*

*02 Nursery school*

*03 Kindergarten*

*04 1st, 2nd, 3rd, or 4th grade*

*05 5th, 6th, 7th, or 8th grade*

*06 9th grade*

*07 10th grade*

*08 11th grade*

*09 12th grade, no diploma*

*10 High school graduate*

*11 High school diploma or the equivalent*

*(e.g., GED or recognized homeschool)*

*12 Adult Basic Education Diploma*

*13 Post graduate (Grade 13)*

*14 Vocational certificate*

*15 Formal award, certificate or diploma (less than one year)*

*16 Formal award, certificate or diploma (more than or equal to one year)*

*17 Some college but no degree*

*18 Associate's degree (two years or more)*

*19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*

*20 Graduate certificate*

*21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D.,*

*M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B.*

*or J.D., M.Div., M.H.L., B.D., or Ordination)*

*22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)*

*23 Specialist's degree (e.g., Ed.S)*

*24 Post-Professional degree*

*25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)*

*99 Other*

Entity Uses: Staff Member

**Military Status**—Information about an individual's military service including dates of entry and discharge.

0410 **Military Service Type**—The branch of the Armed Forces in which an individual serves/served.

*01 United States Air Force*

*02 United States Army*

*03 United States Coast Guard*

<sup>3</sup> Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

**04 United States Marine Corps**  
**05 United States Navy**  
**06 National Guard**

Entity Uses: Staff Member

0420 † **Military Duty Status**—The current military status of an individual.

**01 Active duty**—An individual who is currently engaged in full-time military service.

**02 Ready reserve, selected reserve**—An individual assigned to a unit designated by his or her Service and approved by the Chairman of the Joint Chiefs of Staff as essential to wartime missions. These units have priority for training, equipment, and personnel over other Reserve elements. Individual Mobilization Augmentees are members of the Selected Reserve not attached to an organized Reserve unit. They are assigned to an Active component organization, the Selective Service System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.

**03 Ready reserve, individual ready reserve (IRR)**—An individual assigned to a manpower pool of pre-trained members who have already served in Active component units or in the Selected Reserve. IRR members are liable for involuntary active duty and fulfillment of mobilization requirements.

**04 Ready reserve, inactive national guard (ING)**—An individual assigned to the Army National Guard who is on inactive status. (The Air National Guard does not maintain members in the ING.) Members of the ING are attached to National Guard units but do not participate in training activities. Upon mobilization under the required authority, they would report to their units. To remain members of the ING, individuals must report annually.

**05 Standby reserve**—An individual who has completed all obligated or required service or has been removed from the Ready Reserve due to circumstances of civilian employment, ineligibility for mobilization, temporary hardship, or disability. They maintain affiliation, but are not assigned to a unit and do not perform training. (Army National Guard and Air National Guard do not have a Standby Reserve.)

**06 Retired reserve**—An individual placed on retired status based upon the completion of 20 or more qualifying years of individual or combined Reserve and Active component service.

**98 None**

Entity Uses: Staff Member

0430 **Military Entry Date**—The month, day, and year on which an individual entered the military service.

Entity Uses: Staff Member

0440 **Military Discharge Date**—The month, day, and year on which an individual was discharged from the military service.

Entity Uses: Staff Member

0450 **Military Discharge Type**—The type of discharge that an individual was granted upon leaving the Armed Forces.

**01 Honorable**  
**02 General**  
**03 Dishonorable**

Entity Uses: Staff Member

0460 **Military Reserve Obligation Ending Date**—The month, day, and year on which an individual's obligation to the Military Reserve ends.

Entity Uses: Staff Member

**Address/Contact Information**—Information that can be used to direct communication to an individual, organization, or institution.

0470 † **Address Type**—The type of address listed for an individual or organization.

*01 Permanent home address—physical location of home*

*02 Other home address*

*03 Mailing address—other address or P.O. Box address*

*04 Campus address*

*05 Employer's address*

*06 Employment address*

*07 Organization's address*

*99 Other*

Entity Uses: Staff Member

0480 † **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Staff Member

0490 † **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: Staff Member

0500 † **City**—The name of the city in which an address is located.

Entity Uses: Staff Member

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Staff Member

0520 † **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

*(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)*

Entity Uses: Staff Member

0530 † **Name of State**—The name of the state (within the United States) or extra-state jurisdiction in which an address is located.

Entity Uses: Staff Member

0540 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Staff Member

0550 **Country Code**—The code for the country in which an address is located.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Staff Member

0560 **Name of Country**—The name of the country in which an address is located.

Entity Uses: Staff Member

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

0580 † **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Staff Member

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*  
*02 Answering service*  
*03 Beeper number*  
*04 Telephone extension*  
*05 Home facsimile number*  
*06 Home telephone number*  
*07 Night telephone number*  
*08 Other residential facsimile number*  
*09 Other residential telephone number*  
*10 Appointment telephone number*  
*11 Personal cellular number*  
*12 Personal telephone number*  
*13 Telex number*  
*14 Tele-mail*  
*15 Voice mail*  
*16 Work cellular number*  
*17 Work facsimile number*  
*18 Work telephone number*  
*99 Other*

Entity Uses: Staff Member

0600 † **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Staff Member

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*  
*02 Work*  
*99 Other*

Entity Uses: Staff Member

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Staff Member

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Staff Member

**Emergency Contact**—An individual who is to be notified in the event of an emergency involving a staff member.

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Emergency Contact

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*

*02 Answering service*

*03 Beeper number*

*04 Telephone extension*

*05 Home facsimile number*

*06 Home telephone number*

*07 Night telephone number*

*08 Other residential facsimile number*

*09 Other residential telephone number*

*10 Appointment telephone number*

*11 Personal cellular number*

*12 Personal telephone number*

*13 Telex number*

*14 Tele-mail*

*15 Voice mail*

*16 Work cellular number*

*17 Work facsimile number*

*18 Work telephone number*

*99 Other*

Entity Uses: Emergency Contact

0600 **Communication Number**— The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses:                      Emergency Contact

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*

*02 Work*

*99 Other*

Entity Uses:                      Emergency Contact

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses:                      Emergency Contact

**Health Information** —Information about an individual's health including immunizations and injuries as they relate to his or her employment. <sup>4</sup>

0640 **Medical Examination Type**—A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process or impairment.

*01 Vision evaluation*—An examination used to measure an individual's ability to see.

*02 Hearing evaluation*—An examination used to measure an individual's ability to perceive sounds.

*03 Speech and language evaluation*—An examination used to measure an individual's ability to communicate orally with others.

*04 Routine physical examination/screening*—A physical examination used to assess an individual's general health condition.

*05 Special physical examination*—A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

*06 Physical examination for sports participation*—An examination used to determine an individual's fitness to participate in the physical education program and/or interscholastic athletics. This examination is often required by an education institution, or local or state agency. (Not generally used for staff.)

*07 Employment evaluation*—An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

*08 Psychological evaluation*—An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

*99 Other*

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<sup>4</sup> Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

Entity Uses: Staff Member

0650 **Medical Examination Date**—The month, day, and year on which a health evaluation occurred.

Entity Uses: Staff Member

0660 **Medical Examination Results**—A written report outlining specific findings of an individual's health examination or health test as determined by a qualified professional.

Entity Uses: Staff Member

0670 **Emergency Factor**—An identification of a physical or medical condition of potential special significance during an emergency treatment.

- 01 Allergy, aspirin*
- 02 Allergy, insect bite*
- 03 Allergy, iodine*
- 04 Allergy, penicillin*
- 05 Allergy, sulpham*
- 06 Allergy, multiple*
- 07 Asthma*
- 08 Contact lenses worn*
- 09 Diabetes*
- 10 Drug dependency*
- 11 Epilepsy*
- 12 Hearing impaired*
- 13 Heart disease*
- 14 Hemophilia*
- 15 Rheumatic fever*
- 16 Speech impaired*
- 17 Vision impaired*
- 98 None*
- 99 Other*

Entity Uses: Staff Member

0680 **Other Health Data and Medical Condition**—Information concerning an individual's health which is not provided in the above data elements (e.g., consideration for healthy life choices such as “non-smoker”).

Entity Uses: Staff Member

0690 **Religious Consideration**—A restriction or other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Uses: Staff Member

0700 **Special Adaptation Requirements**—The description of special adaptation due to health or religious reasons that an individual needs to perform his or her duties.

Entity Uses: Staff Member

0710 **Insurance Coverage**—The nature of insurance covering an individual's hospitalization and other health or medical care.

- 01 Workplace*
- 02 Non-workplace / personal*
- 03 None*

**99 Other**

Entity Uses: Staff Member

0720 **Health Care Plan**—The description or title of the health care plan by which the individual is covered.

Entity Uses: Staff Member

0730 **Hospital Preference**—The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

Entity Uses: Staff Member

0740 **Medical Waiver**—The description or special notation, if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

Entity Uses: Staff Member

0750 **Other Special Health Needs, Information, or Instructions**— The description or detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

Entity Uses: Staff Member

**Immunizations**—Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

0760 **Immunization Type**—An indication of the type of immunization that an individual has satisfactorily received.

Entity Uses: Staff Member

0770 **Immunizations Mandated by State Law for Participation**—An indication that an immunization is specifically required by an organization or governing body. Some diseases for which immunizations are most frequently required include: Diphtheria, Hepatitis B, Influenza, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella (German measles), Rubeola (measles), Small Pox, Tetanus, Tuberculosis (BCG), and Rh. Immune Globulin.

*01 Required*  
*02 Not required*

Entity Uses: Staff Member

0780 **Immunization Date**—The month, day, and year on which an individual receives an immunization.

Entity Uses: Staff Member

0790 **Immunization Status Code**—An indication of circumstances or situations affecting the immunization of an individual.

*01 First inoculation*  
*02 Second inoculation*  
*03 Third inoculation*  
*04 Fourth inoculation*  
*05 Fifth inoculation*  
*06 Sixth inoculation*  
*07 Seventh inoculation*

- 08 Eighth inoculation*
- 09 Ninth inoculation*
- 10 Medical exemption*
- 11 Personal exemption*
- 12 Religious exemption*
- 13 Already had the disease*
- 99 Other*

Entity Uses: Staff Member

**Injury**—Information about any incident in which an individual is injured during the official performance of duties.<sup>5</sup>

0800 **Injury Type Code**—The code for the description of an injury that was sustained during the official performance of duties that might or does affect an individual's job performance.

*(Note: A list of medical conditions and their codes can be found in appendix H.)*

Entity Uses: Staff Member

0810 **Injury Description**—A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Uses: Staff Member

0820 **Injury Occurrence Date**—The month, day and year on which an individual was injured.

Entity Uses: Staff Member

0830 **Injury Occurrence Location**—A designation or description of the site at which the injury took place.

- 01 At the workplace*
- 02 Not at the workplace but performing job duties*
- 99 Other*

Entity Uses: Staff Member

0840 **Witness to Injury**—The individual or group of individuals that can give a firsthand account of the injury suffered by an individual.

Entity Uses: Staff Member

0850 **Physician Diagnosing Injury**—The medical specialist who identifies or determines the nature and cause of the injury or disease suffered by an individual, through an evaluation of the patient's history, a medical examination, or a review of laboratory results.

Entity Uses: Staff Member

0860 **Worker's Compensation Claim Filed**—An indication as to whether a claim was filed in a system of no-fault insurance that pays benefits to employees for accidental injuries or diseases related to the employee's work.

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<sup>5</sup> Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.

*01 Yes*  
*02 No*  
*97 Unknown*

Entity Uses: Staff Member

0870 **Worker's Compensation Claim Filing Date**—The month, day and year on which an individual filed an insurance claim for his or her injury.

Entity Uses: Staff Member

0880 **Health Award Amount/Benefit**—The amount or type of benefits paid to an individual through worker's compensation.

Entity Uses: Staff Member

## B. EDUCATIONAL EXPERIENCES

This section contains information about the education institution or staff development activity an individual attends or has attended, the subject matter area studied, degrees and certificates earned, additional credit hours/continuing education units received, academic awards and honorary degrees, and other training.

Entity Uses:                      Course  
    Education Institution  
    Educational Program  
    Staff Development Activity  
    Staff Development Provider  
    Staff Member

**Education Institution Information**—The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

0120 † **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses:                      Education Institution  
    Staff Development Provider

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses:                      Staff Development Provider

1010 **Institution Type**—An indication of the type of institution or organization providing the educational experience to the individual.

- 01 *Institution of Higher Education (IHE)*
- 02 *Vocational School*
- 03 *Community College*
- 04 *Public elementary/secondary school*
- 05 *Private elementary/secondary school*
- 06 *Local education agency (LEA)*
- 07 *Joint IHE/LEA*
- 08 *Regional or intermediate governmental agency*
- 09 *State governmental agency*
- 10 *Business*
- 11 *Foundation or other charitable organization*
- 12 *Union*
- 13 *Parent/teacher organization*
- 14 *Military*
- 15 *Religious organization*
- 16 *Fraternal organization*
- 99 *Other*

Entity Uses:                      Education Institution  
    Staff Development Provider

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Education Institution  
Staff Development Provider

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

*01 Driver's license number (not applicable for these entities)*  
*02 Health record number (not applicable for these entities)*  
*03 Medicaid number (not applicable for these entities)*  
*04 Professional certificate or license number*  
*05 School-assigned number*  
*06 District-assigned number*  
*07 State-assigned number*  
*08 Selective service number (not applicable for these entities)*  
*09 Migrant number (not applicable for these entities)*  
*10 Social Security Administration number*  
*11 US government Visa number (not applicable for these entities)*  
*12 Personal identification number (used for access into system) (not applicable for these entities)*  
*13 Family unit number (not applicable for these entities)*  
*14 College Board/ACT code set of PK-grade 12 institutions*  
*15 LEA number for school*  
*16 SEA number for school*  
*17 SEA number for LEA*  
*18 NCES number for school*  
*19 NCES number for a LEA*  
*20 Other agency (e.g., Roman Catholic diocese or association member)*  
*21 Integrated Postsecondary Education Data System (IPEDS) number*  
*22 College Board Admission Testing Program (ATP) number*  
*23 American College Testing (ACT) Program number*  
*24 Federal identification*  
*25 Dunn and Bradstreet number*  
*99 Other*

Entity Uses: Education Institution  
Staff Development Provider

0470 **Address Type**—The type of address listed for an individual or organization.

*01 Permanent home address—physical location of home*  
*02 Other home address*  
*03 Mailing address—other address or P.O. Box address*  
*04 Campus address*  
*05 Employer's address*  
*06 Employment address*  
*07 Organization's address*  
*99 Other*

Entity Uses: Education Institution  
Staff Development Provider

0480 **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Education Institution  
Staff Development Provider

0490 **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Chapter 4 - Data Elements and Definitions

Data Element Definitions

B. Educational Experiences

Entity Uses: Education Institution  
Staff Development Provider

0500 **City**—The name of the city in which an address is located.

Entity Uses: Education Institution  
Staff Development Provider

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Education Institution  
Staff Development Provider

0520 **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

*(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)*

Entity Uses: Education Institution  
Staff Development Provider

0540 **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Education Institution  
Staff Development Provider

0550 **Country Code**—The code for the country in which an address is located.

*(Note: A list of countries and their codes can be found in appendix F.)*

Entity Uses: Education Institution  
Staff Development Provider

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Education Institution  
Staff Development Provider

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*





Entity Uses: Educational Program  
Staff Development Activity

1090 **Educational Program/Staff Development Activity Compensation**—An indication of the type of financial support an individual receives for participating in an educational program or staff development activity.

**01 Time paid**—An individual's participation in an educational program or staff development activity is paid for at least in part through salary or time compensation.

**02 Stipend only**—An individual's participation in an educational program or staff development activity is compensated not through salary or time compensation but with a fixed and regular payment of allowance.

**03 Travel/expense reimbursement**—An individual's expenses incurred while traveling to, or participating in, an educational program or staff development activity are paid for or reimbursed.

**04 Tuition and/or fees**—An individual's full or partial costs of participating in an educational program or staff development activity including tuition and fees are paid for or reimbursed.

**05 No compensation**—An individual's participation in an educational program or staff development activity is not compensated by any other individual or organization but by him or herself.

**99 Other**

Entity Uses: Staff Member

1100 **Educational Program/Staff Development Activity Arrangement** —An indication of the manner in which an individual's participation in an educational program or staff development activity has been scheduled.

**01 Released time, substitute provided**—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. A substitute is arranged to perform the job duties on his or her behalf.

**02 Released time from duties, no substitute provided**—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. No substitute is arranged to perform the job duties on his or her behalf.

**03 Scheduled time**—An individual's time for participating in an educational program or staff development activity is built into his or her work schedule.

**04 Off-the-job**—An individual's participation in an educational program or staff development activity takes place while he or she is off-duty.

Entity Uses: Staff Member

1110 **Educational Program/Staff Development Activity Purpose**—The primary reason an individual is involved in an educational program or staff development activity.

**01 Acquisition of new skills or knowledge**—An individual is involved in an educational program or a staff development activity to acquire new skills or knowledge he or she does not already possess.



Entity Uses: Staff Member

1130 **Educational Program/Staff Development Activity Relevance**—An indication as to whether the contents of an educational program or staff development activity are directly related to an individual's performance of job duties.

**01 Related to current job**—The contents of the educational program or staff development activity are directly related and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

**02 Related to advancement within the current job**—The contents of the educational program or staff development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

**03 Related to a different job or higher position**—The contents of the educational program or staff development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties of a different or higher position in the future.

**04 Not related**—The contents of the educational program or staff development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her work.

Entity Uses: Educational Program  
Staff Development Activity

**Subject Matter Area of Study**—Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

1140 † **Level of Specialization**—The extent to which an individual concentrates upon a particular subject matter area during his or her period of study at an education institution.

**01 Major**—A principal area of academic specialization chosen by an individual.

**02 Minor**—A secondary area of academic specialization chosen by an individual.

**03 Area of emphasis/concentration**—An area of academic specialization chosen by an individual other than his or her major or minor.

**04 Post-degree study**—An additional area of study that an individual undertakes after having already received his or her last degree or certificate.

**05 Area of interest**—An area of interest to the individual not necessarily leading to a degree or credential.

Entity Uses: Educational Program

1150 † **Postsecondary Subject Matter Area**—The descriptive name of an academic or vocational discipline studied by an individual in an educational program or staff development activity.<sup>6</sup>

**01 Agricultural business and production**

**02 Agricultural sciences**

**03 Conservation and renewable natural resources**

**04 Architecture and related programs**

<sup>6</sup> This list of options has been extracted from the Classification of Instructional Programs, published in 1991 by the National Center for Education Statistics, available from the Government Printing Office and on the NCES web site at <http://www.ctdhe.org/dherpts/cip/cipman.pdf>. Refer also to Appendix N for more information.

*05 Area, ethnic and cultural studies*  
*08 Marketing operations/marketing and distribution*  
*09 Communications*  
*10 Communications technologies*  
*11 Computer and information sciences*  
*12 Personal and miscellaneous services*  
*13 Education<sup>7</sup>*  
*14 Engineering*  
*15 Engineering-related technologies*  
*16 Foreign languages and literatures*  
*19 Home economics*  
*20 Vocational home economics*  
*21 Technology education/industrial arts*  
*22 Law and legal studies*  
*23 English language and literature/letters*  
*24 Liberal arts and sciences, general studies and humanities*  
*25 Library science*  
*26 Biological sciences/life sciences*  
*27 Mathematics*  
*28 Reserve Officers' Training Corp (ROTC)*  
*29 Military technologies*  
*30 Multi/interdisciplinary technologies*  
*32 Basic skills*  
*33 Citizenship activities*  
*34 Health-related knowledge and skills*  
*35 Interpersonal and social skills*  
*36 Leisure and recreational activities*  
*37 Personal awareness and self-improvement*  
*31 Parks, recreation, leisure and fitness studies*  
*38 Philosophy and religion*  
*39 Theological studies and religious vocations*  
*40 Physical sciences*  
*41 Science technologies*  
*42 Psychology*  
*43 Protective services*  
*44 Public administration and services*  
*45 Social sciences and history*  
*46 Construction trades*  
*47 Mechanics and repairers*  
*48 Precision production trades*  
*49 Transportation and materials moving workers*  
*50 Visual and performing arts*  
*51 Health professions and related sciences*  
*52 Business management and administrative services*  
*99 Other*

Entity Uses:

Staff Member

**Course Work Taken**—Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

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<sup>7</sup> A complete list of sub-option codes for "13 Education" can be found in appendix I.

**01 Full school year**—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

**02 Semester**—One of two equal segments into which a school year is divided.

**03 Trimester**—One of three equal segments into which a school year is divided.

**04 Quarter**—One of four equal segments into which a school year is divided.

**05 Quinmester**—One of five equal segments into which a school year is divided.

**06 Mini-term**—A school term which is shorter than a regular session.

**07 Summer term**—A school term which takes place in the summer between two regular school terms.

**08 Intersession**—A short session which occurs between longer sessions.

**09 Long session**—A session that is longer than a semester but shorter than a full year.

**10 Twelve month**—An educational program that operates throughout the year.

**99 Other**

Entity Uses: Course

1170 **Session Beginning Date**—The month, day, and year on which a session begins.

Entity Uses: Course

1180 **Session Ending Date**—The month, day, and year on which a session ends.

Entity Uses: Course

1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Course

1200 † **Course Description**—A description of the course taken by an individual.

Entity Uses: Course

1210 **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

**01 NCES Pilot Standard National Course Classification System Codes**

**02 NCES Classification of Secondary School Courses**

**03 State course code**

**04 LEA course code**

**05 School course code**

**06 University course code**

**07 Intermediate agency course code**

**99 Other**

Entity Uses: Course

1220 **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Course

1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

**01 Computer-based course**—Instruction facilitated by a computer using self-contained educational software with which learners interact.

**02 Correspondence course**—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

**03 Direct student-teacher interaction**—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

**04 Directed self study**—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

**05 Distance learning**—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

**06 Interactive telecommunications**—Two way voice or data exchange between an instructor and student via phone, data lines, or video.

**07 Center-based instruction**—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

**08 Independent study**—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

**09 Internship**—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

**99 Other**

Entity Uses: Course

1240 **Grade Earned in Course**— A final indicator of student performance in a class as submitted by the instructor.

Entity Uses: Course

1250 **Credit Type Earned**— The type of credits or units of value awarded for the completion of a course.

**01 Carnegie unit**—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

**02 Semester hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

**03 Trimester hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

**04 Quarter hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

**05 Quinmester hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

**06 Mini-term hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

**07 Summer term hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

**08 Intersession hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

**09 Long session hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

**10 Twelve month hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

**11 Continuing education unit (CEU)**—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

**12 Vocational credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

**13 Adult education credit**—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

**14 Credit by examination**—A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

**15 Correspondence credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

**16 Military credit**—A term frequently used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

**17 Converted occupational experience credit**—A term frequently used to indicate the number of hours received by an individual based on life experience.

**18 Staff development credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

**19 No credit**—A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

**99 Other**

Entity Uses: Course

- 1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Course

- 1270 **Grade Point Average (GPA): Cumulative**—A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled.

Entity Uses: Staff Member

**Other Non-Course Educational Program /Staff Development Activity**—A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- 1280 **Educational Program/Staff Development Activity Participant's Role**—An indication of the level of involvement of an individual while participating in an educational program or staff development activity.

**01 Consumer/learner**—An individual is a recipient of the knowledge and skills given in an educational program or other staff development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protege in a mentoring activity.

**02 Provider/trainer**—An individual is an expert presenter of the contents of the educational program or staff development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

**03 Collaborator/peer**—An individual is a peer participant in a staff development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

**99 Other**

Entity Uses: Educational Program  
Staff Development Activity

- 1290 **Educational Program/Staff Development Activity Format**—A designation of the specific category explaining how an educational program or staff development activity is organized.

**01 Computer-based course**—An activity in which individuals obtain educational instruction facilitated by a computer using self-contained educational software with which learners interact.

**02 Conference**—An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

**03 Committee**—An activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

**04 Collaborative activity**—An activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new



1300 **Educational Program/Staff Development Activity Involvement**—A description of an individual's level of involvement in an educational program or staff development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

Entity Uses: Educational Program  
Staff Development Activity

1310 **Educational Program/Staff Development Activity Intensity**—The total number of sessions an individual is expected to participate in an educational program or staff development activity.

Entity Uses: Educational Program  
Staff Development Activity

1320 **Educational Program/Staff Development Activity Frequency**—The average number of sessions per month that an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program  
Staff Development Activity

1330 **Educational Program/Staff Development Activity Contact Hours**—The total number of hours or portion of hours in which an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program  
Staff Development Activity

1340 **Educational Program/Staff Development Activity Duration**—The average number of hours or portion of hours that an individual participates in an educational program or staff development activity session.

Entity Uses: Educational Program  
Staff Development Activity

1350 **Educational Program/Staff Development Activity Location**—An indication as to the location at which an educational program or staff development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

Entity Uses: Educational Program  
Staff Development Activity

1240 **Grade Earned in Course**—An indication of the grade earned or rating received by an individual for completing a course or staff development activity.

Entity Uses: Educational Program  
Staff Development Activity

1250 **Credit Type Earned**—The type of credits or units of value received for the completion of a course or staff development activity.

**01 Carnegie unit**—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

**02 Semester hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

**03 Trimester hour credit**—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.



1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Educational Program  
Staff Development Activity

**Recognition Earned**—Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

1360 † **Degree/Certificate Title**—The name of the degree or certificate earned by an individual. This includes honorary degrees conferred upon an individual.

Entity Uses: Staff Member

1370 † **Degree/Certificate Type**—The type of degree or certificate earned by an individual.

- 01 *High school diploma - regular*
- 02 *High school diploma - modified*
- 03 *High school diploma - endorsed*
- 04 *High school diploma - advanced (e.g., Regents)*
- 05 *International Baccalaureate diploma*
- 06 *High school equivalency diploma/GED diploma*
- 07 *Adult Basic Education Diploma*
- 08 *Certificate of attendance*
- 09 *Certificate of completion*
- 10 *Alternate credential*
- 11 *Post graduate (Grade 13)*
- 12 *Vocational certificate*
- 13 *Formal award, certificate or diploma (less than one year)*
- 14 *Formal award, certificate or diploma (more than or equal to one year)*
- 15 *Associate's degree (two years or more)*
- 16 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*
- 17 *Graduate certificate*
- 18 *First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*
- 19 *Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)*
- 20 *Specialist's degree (e.g., Ed.S)*
- 21 *Post-Professional degree*
- 22 *Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)*
- 99 *Other*

Entity Uses: Staff Member

1380 **Degree/Certificate Distinctions**—A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

Entity Uses: Staff Member

1390 † **Degree/Certificate Conferring Date**—The month, day, and year on which an individual received a degree or certificate.

Entity Uses: Staff Member

1400 **Honor or Award**—A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

1410 **Educational Program/Staff Development Activity Outcomes**—The description of any products, honors, or recognition resulting from participation in an educational program or staff development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

Entity Uses:                      Educational Program  
   Staff Development Activity

### C. QUALIFICATION INFORMATION

Section C, Qualification Information, includes information about credentials, prior related experience, internships/apprenticeships, related travel activities, and other interests.

Entity Uses:	Credential Credentialing Organization Employer Evaluator Immediate Supervisor Mentor Organization Membership Public Service Staff Member
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**Credential Information**—Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), post-secondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

2010 † **Credential Type**—An indication of the category of credential an individual holds.

**01 Certification**—The process by which an agency or organization grants recognition to persons who have met certain predetermined qualifications specified by an agency or organization.

**02 Licensure**—The process by which an agency of government grants permission to persons meeting predetermined qualifications to engage in a given occupation and/or to use a particular title, or grants permission to institutions to perform specialized functions.

**03 Registration**—The process by which an individual registers with a governmental agency or a non-governmental agency or organization for approval to perform specialized functions.

**04 Endorsement**—The process by which the individual's primary professional certification is supplemented, which fulfills the national professional standards for the endorsement area, but is not guaranteed to meet the criteria of all states.

**99 Other**

Entity Uses:	Credential
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2020 † **Non-Educator Credential Type**—An indication of the type of non-educator certificate, license, or permit that is issued by a government agency, professional association, or other organization to perform services other than teaching or other educator responsibilities (e.g., school board member, school nurse, registrar, database administrator, computer support personnel, psychologist).

*(Note: A list of regulated occupations and professions and their codes can be found in appendix J.)*

Entity Uses:	Credential
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2030 **Non-Teaching Educator Credential Type**— An indication of the type of non-teaching educator certificate, license or permit that is issued by a government agency, professional association, or other organization that qualifies a person to hold certain administrative or education support positions. This credential often also requires the possession of a valid teaching credential (e.g., superintendents, principals, assistant principals, supervisors).

Entity Uses:	Credential
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2040 † **Teaching Credential Type**—An indication of the category of a legal document giving authorization to perform teaching assignment services.

- 01 Regular/standard*
- 02 Probationary/initial*
- 03 Provisional*
- 04 Professional*
- 05 Master*
- 06 Specialist*
- 07 Temporary*
- 08 Emergency*
- 09 Nonrenewable*
- 10 Retired*
- 11 Substitute*
- 12 Teacher assistant*
- 13 Intern*
- 99 Other*

Entity Uses:                      Credential

2050 † **Teaching Credential Basis**—An indication of the pre-determined criteria for granting the teaching credential that an individual holds.

*01 4-year bachelor's degree*—Teaching credential is granted upon the completion of a regular 4-year degree teacher training program at an institution of higher education.

*02 5-year bachelor's degree*—Teaching credential is granted upon the completion of a regular 5-year degree teacher training program at an institution of higher education.

*03 Master's degree*—Teaching credential is granted upon the completion of a master's degree teacher training program at an institution of higher education.

*04 Doctoral degree*—Teaching credential is granted upon the completion of a doctoral degree at an institution of higher education.

*05 Met state testing requirement*—Teaching credential is granted upon the completion of state testing requirements (for non-education majors).

*06 Special/alternative program completion*—Teaching credential is granted upon an individual's fulfillment of predetermined criteria through an alternative program other than the completion of a degree teacher training program.

*07 Relevant experience*—Teaching credential is granted upon an evaluation and recognition of an individual's technical skills and experience (e.g., a vocational education teacher who had extensive experience in woodworking).

*08 Credentials based on reciprocity with another state*—Teaching credential is granted through an interstate licensure agreement to an individual who is certified in another state.

*99 Other*

Entity Uses:                      Credential

2060 † **Credential Description**—An indication of the title or description of a credential that an individual holds.

Entity Uses:                      Credential

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Credential

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

*01 Driver's license number (not applicable for this entity)*

*02 Health record number (not applicable for this entity)*

*03 Medicaid number (not applicable for this entity)*

*04 Professional certificate or license number*

*05 School-assigned number*

*06 District-assigned number*

*07 State-assigned number*

*08 Selective service number (not applicable for this entity)*

*09 Migrant number (not applicable for this entity)*

*10 Social Security Administration number (not applicable for this entity)*

*11 US government Visa number (not applicable for this entity)*

*12 Personal identification number (used for access into system) (not applicable for this entity)*

*13 Family unit number (not applicable for this entity)*

*14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*

*15 LEA number for school (not applicable for this entity)*

*16 SEA number for school (not applicable for this entity)*

*17 SEA number for LEA (not applicable for this entity)*

*18 NCES number for school (not applicable for this entity)*

*19 NCES number for a LEA (not applicable for this entity)*

*20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*

*21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*

*22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*

*23 American College Testing (ACT) Program number (not applicable for this entity)*

*24 Federal identification (not applicable for this entity)*

*25 Dunn and Bradstreet number (not applicable for this entity)*

*99 Other*

Entity Uses: Credential

2070 **Date Credential Requirement Met**—The month, day, and year on which the individual met the requirement necessary to receive a credential.

Entity Uses: Credential

2080 † **Credential Issuance Date**—The month, day, and year on which an active credential was issued to an individual.

Entity Uses: Credential

2090 † **Credential Expiration Date**—The month, day and year on which an active credential held by an individual will expire.

Entity Uses: Credential

2100 **Initial Credential Issuance Requirements**—An indication of any requirements necessary for an individual to receive an initial credential.

- 01 Education completion
- 02 Fee payment
- 03 Practical experience
- 04 References
- 05 Background/security verification
- 06 Test/assessment
- 07 Completion of induction program
- 08 Completion of professional development plan
- 09 Professional development/in-service credits
- 10 Portfolio completed successfully
- 11 Advisor approval
- 12 Fingerprinting
- 13 Tuberculosis screening
- 14 Drug testing
- 15 Chest X-ray
- 16 Oath of allegiance
- 17 Compliance with state tax laws
- 98 None
- 99 Other

Entity Uses: Credential

- 2110 **Background Check Type**—An indication of the type of employment and/or other records that are investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

- 01 Criminal records
- 02 Previous employment references
- 03 Personal references
- 04 Credentials
- 99 Other

Entity Uses: Credential

- 2120 **Background Check Description**—A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

Entity Uses: Credential

- 2130 **Background Check Completion Date**—The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

Entity Uses: Credential

- 2140 **Induction Program Mentor**—The name of the individual who offered guidance and assistance to the individual during the induction period.

Entity Uses: Credential

- 2150 **Credential Renewal Requirement**—An indication of any requirements necessary for an individual to renew a credential.

- 01 Education hours completed
- 02 Degree completed

- 03 *Fee payment*
- 04 *Practical experience*
- 05 *References*
- 06 *Background/security verification*
- 07 *Test/assessment*
- 08 *Completion of induction program*
- 09 *Completion of professional development plan*
- 10 *Professional development/in-service credits completed*
- 11 *Portfolio successfully completed*
- 12 *Advisor/Mentor approval*
- 13 *Tuberculosis screening*
- 14 *Drug testing*
- 15 *Chest x-ray*
- 16 *Oath of allegiance*
- 17 *Recertification points received*
- 18 *Time on the job*
- 19 *Compliance with state tax laws*
- 98 *None*
- 99 *Other*

Entity Uses:                      Credential

2160 **Number of Units Required for Credential Renewal**—The number of professional development or recertification units required to renew a credential.

Entity Uses:                      Credential

2170 **Credential Renewal Units Attempted**—The number of professional development or re-certification units attempted by the individual.

Entity Uses:                      Credential

2180 **Credential Renewal Units Earned**—The number of professional development or re-certification units earned by the individual.

Entity Uses:                      Credential

2190 **Staff Advisor for Credential Renewal**—The individual in charge of advising the individual on the requirements for renewal of credentials.

Entity Uses:                      Credential

2200 **Credential Renewal Date**—The month, day, and year on which the individual met the requirements necessary to renew a credential.

Entity Uses:                      Credential

2210 **Program Sponsor**—An indication of the type of organization or institution responsible for sponsoring an individual seeking alternative credentialing from a state agency.

- 01 *Local education agency (LEA)*
- 02 *State education agency (SEA)*
- 03 *Institution of higher education (IHE)*
- 04 *Joint IHE/LEA*
- 05 *Private or religious association*
- 06 *Local association, other than private or religious*
- 07 *National association, other than private or religious*

- 08 Private/for-profit group*
- 09 Intermediate education agency*
- 10 Regional group*
- 99 Other (e.g., military)*

Entity Uses:                      Credential

0110 **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses:                      Mentor

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses:                      Credentialing Organization

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses:                      Credentialing Organization  
Mentor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses:                      Credentialing Organization  
Mentor

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses:                      Credentialing Organization  
Mentor



*04 Observation*  
*05 Simulation*  
*06 Transcript review*  
*99 Other*

Entity Uses: Credential

2270 **Assessment Content**—An indication of the specific content (i.e., subject matter) on which an individual is evaluated through an assessment.

*01 Basic mathematics*  
*02 Basic reading*  
*03 Spelling*  
*04 Writing*  
*05 Basic language arts*  
*06 General knowledge*  
*07 Credential subject matter*  
*08 Knowledge of teaching/pedagogy*  
*09 Technology/computer literacy*  
*10 Teaching performance*  
*11 Administrator knowledge*  
*12 Administrator performance*  
*99 Other*

Entity Uses: Credential

2280 **Assessment Content Level**—An indication of the level (i.e., basic or advanced) of the content on which an individual is evaluated through an assessment.

Entity Uses: Credential

2290 **Assessment Date**—The month, day, and year on which a credential assessment was administered.

Entity Uses: Credential

2300 **Assessment Score/Results**—An indication of the evaluated performance of an individual on a credential assessment. Included should be indication of the type score received and any other relevant interpretive information.

Entity Uses: Credential

**Credential Characteristics**—Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

2310 **Credential Authorized Function**—A functional area within which an individual is authorized to serve by an active credential (e.g., English teaching, vocational education, special education, career counseling, principal, or superintendent).

Entity Uses: Credential

2320 † **Authorized Instructional Level**—The instructional level or levels within which an individual is authorized to serve by an active credential.

*01 Early childhood*  
*02 Pre-kindergarten*  
*03 Kindergarten*

- 04 *Elementary school*
- 05 *Elementary/Middle school level*
- 06 *Middle/Junior high school*
- 07 *Senior high school*
- 08 *Secondary level*
- 09 *All levels*
- 99 *Other*

Entity Uses:                      Credential

2330 † **Teaching Field or Area Authorized**—An indication of a teaching field within which an individual is authorized to teach by an active teaching credential. In a departmentalized organization, a teaching field is a major subdivision of the educational program such as language arts, mathematics, music, distributive education, or physical education. In a non-departmentalized situation or in a self-contained classroom, a general teaching level such as elementary or secondary may be the most accurate designation of a teaching field.

- 01 *Early childhood/pre-kindergarten*
- 02 *Kindergarten*
- 03 *Elementary*
- 04 *Accounting*
- 05 *Business and management*
- 06 *Other business*
- 07 *English or language arts*
- 08 *Journalism/communications*
- 09 *Reading*
- 10 *Speech*
- 11 *Architecture or environmental design*
- 12 *Dance*
- 13 *Drama/Theater*
- 14 *Music*
- 15 *Visual Arts*
- 16 *Chinese*
- 17 *French*
- 18 *German*
- 19 *Italian*
- 20 *Japanese*
- 21 *Latin*
- 22 *Russian*
- 23 *Spanish*
- 24 *Other languages*
- 25 *Computer Science*
- 26 *Mathematics*
- 27 *Biology or life science*
- 28 *Chemistry*
- 29 *Earth/space science/geology*
- 30 *General science*
- 31 *Health education*
- 32 *Physical science*
- 33 *Physics*
- 34 *Other natural sciences*
- 35 *American Indian/Native American studies*
- 36 *Anthropology*
- 37 *Civics*
- 38 *Economics*
- 39 *Geography*
- 40 *History*

- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses:                      Credential

2340 **Fee Amount**—The amount of money required from an individual as a fee for receiving a credential.

Entity Uses:                      Credential

2350 **Fee Payment Status**—An indication of the amount of money received from an individual as payment toward fees required for receipt of a credential.

Entity Uses:                      Credential

2360 **Fee Payment Date**—The month, day, and year on which fee payment was made by an individual for receipt of a credential.

Entity Uses: Credential

**Credential Revocation Information**—Information concerning revocation of an individual’s certificate, license, permit, or other credential held.

2370 **Credential Revocation Date**—The month, day and year on which a credential was revoked.

Entity Uses: Staff Member

2380 **Credential Revocation Reason**—The basis of the decision to revoke a credential (e.g., lapsed, felony conviction).

Entity Uses: Staff Member

**Publications**—Information about an individual’s professional public communication and/or performance.

2390 **Publication Type**—An indication of the nature of an individual’s professional public communication and/or performance.

*01 Book*

*02 Peer journal article*

*03 Non-peer journal article*

*04 Fine arts performance (e.g., play, dance, multi-media event, art show, musical performance)*

*05 Presentation/paper at a conference or professional association meeting*

*06 Newspaper article*

*99 Other*

Entity Uses: Staff Member

2400 **Publication Description**—A description of the title, location/appearance, date, and/or other information related to an individual's publication.

Entity Uses: Staff Member

**Prior Experience**—Information about an individual’s employment prior to current employment.

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Employer

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employer

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Immediate Supervisor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses:                   Employer  
   Immediate Supervisor

0590   **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*  
*02 Answering service*  
*03 Beeper number*  
*04 Telephone extension*  
*05 Home facsimile number*  
*06 Home telephone number*  
*07 Night telephone number*  
*08 Other residential facsimile number*  
*09 Other residential telephone number*  
*10 Appointment telephone number*  
*11 Personal cellular number*  
*12 Personal telephone number*  
*13 Telex number*  
*14 Tele-mail*  
*15 Voice mail*  
*16 Work cellular number*  
*17 Work facsimile number*  
*18 Work telephone number*  
*99 Other*

Entity Uses:                   Employer  
   Immediate Supervisor

0600   **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses:                   Employer  
   Immediate Supervisor

0620   **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses:                   Employer  
   Immediate Supervisor

2410   **Business Type**—An indication of the general nature of an organization or institution.

*01 Public school*  
*02 Private school*  
*03 Local education agency*  
*04 Intermediate education agency*  
*05 State education agency*  
*06 Federal education agency*  
*07 Private education organization*  
*08 Other government (institutions outside the field of education)*  
*09 Other non government organization (organizations outside the field of education)*  
*10 Military*  
*11 Self-employed*  
*99 Other*

Entity Uses: Employer

2420 **Employment Status**—The condition under which an individual has agreed to serve an employer.

**01 Probationary**—An individual who does not meet all of the prerequisites for status as a permanent employee.

**02 Contractual**—An individual who has an employment agreement that specifies the length and type of service.

**03 Substitute/temporary**—An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).

**04 Tenured or permanent**—An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

**05 Volunteer/no contract**—An individual who provides services but does not receive remuneration.

**06 Employed or affiliated with outside organization**—An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

**07 Contingent upon funding**—An individual whose employment is contingent upon continued funding to sustain the position.

**08 Non-contractual**—An individual who is employed and is subject to continuance by the governing authority without due process.

**99 Other employment status**

Entity Uses: Staff Member

2430 **Employment Start Date**—The month, day, and year on which an individual began self-employment or employment with an organization or institution.

Entity Uses: Staff Member

2440 **Employment End Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

2450 **Condition of Employment**—Information concerning the employment contract between an individual and an organization.

Entity Uses: Staff Member

2460 **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

**01 Other employment in education**—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

**02 Other employment outside of education**—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

**03 Retirement**—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

**04 Family/personal relocation**—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

**05 Change of assignment**—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

**06 Formal study or research**—Separation resulting from an individual leaving an employer to study or undertake research activities.

**07 Illness/disability**—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

**08 Homemaking/caring for a family member**—Separation resulting from an individual's decision to become a homemaker, spend time rearing his or her children, or to care for his or her parent/guardian.

**09 Layoff due to budgetary reduction**—Separation resulting from a decrease in the monies available to an organization for staffing.

**10 Layoff due to organizational restructuring**—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

**11 Layoff due to decreased workload**—Separation resulting from a reduction in the amount of work to be done.

**12 Discharge due to unsuitability**—Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

**13 Discharge due to misconduct**—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

**14 Discharge due to continued absence or tardiness**—Separation resulting from not being present or being late for work on a frequent basis.

**15 Discharge due to a falsified application form**—Separation resulting from untrue or misleading information provided on the employment application.

**16 Discharge due to credential revoked or suspended**—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

**17 Discharge due to unsatisfactory work performance**—Separation resulting from job activities carried out below a standard of quality.

**18 Death**—Separation resulting from the death of an individual.

**19 Personal reason**—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

**20 Lay off due to lack of funding**—Separation resulting from the position being eliminated due to lack of funds.

**21 Lost credential**—Separation resulting from the individual losing the credential required for the position.

**97 Reason unknown**—Separation resulting from an individual leaving an agency or system for an unknown reason.

**99 Other**

Entity Uses:                      Staff Member

2470 **Nature of Prior Employment**—The descriptive name (e.g., teaching, office/clerical, custodial) of the occupation or job duties performed by an individual.

Entity Uses:                      Staff Member

2480 **Teaching Assignment**—The teaching field taught by an individual.

- 01 *Early childhood/pre-kindergarten*
- 02 *Kindergarten*
- 03 *Elementary*
- 04 *Accounting*
- 05 *Business and management*
- 06 *Other business*
- 07 *English or language arts*
- 08 *Journalism/communications*
- 09 *Reading*
- 10 *Speech*
- 11 *Architecture or environmental design*
- 12 *Dance*
- 13 *Drama/Theater*
- 14 *Music*
- 15 *Visual Arts*
- 16 *Chinese*
- 17 *French*
- 18 *German*
- 19 *Italian*
- 20 *Japanese*
- 21 *Latin*
- 22 *Russian*
- 23 *Spanish*
- 24 *Other languages*
- 25 *Computer Science*
- 26 *Mathematics*
- 27 *Biology or life science*
- 28 *Chemistry*
- 29 *Earth/space science/geology*
- 30 *General science*
- 31 *Health education*
- 32 *Physical science*
- 33 *Physics*
- 34 *Other natural sciences*
- 35 *American Indian/Native American studies*
- 36 *Anthropology*
- 37 *Civics*
- 38 *Economics*

- 39 *Geography*
- 40 *History*
- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses:                      Staff Member

2490 **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

**01 Remedial**—Instruction offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

**02 Special education**—Instruction that adapts the curriculum, materials, or teaching methods for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, developmental delay, hearing impairment, mental

retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

**03 Basic**—Instruction focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

**04 General**—Instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

**05 Honors**—Advanced level instruction designed for students who have earned honors status according to educational requirements.

**06 Gifted and talented**—Advanced level instruction designed for students who have qualified for and enrolled in a school, institution, or district gifted and talented program.

**07 International Baccalaureate**—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

**08 Advanced Placement**—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

**09 College level**—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

**10 Untracked**—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

**11 Limited English/bilingual**—Instruction designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

**12 Accepted as a high school equivalent**—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

**99 Other**

Entity Uses:                      Assignment

**Years of Employment Experience**—Information about the total number of years an individual has been employed, including the number of years of education-related experience.

2500 † **Years of Prior Teaching Experience**—The total number of years that an individual has previously held a teaching position in one or more education institutions.

Entity Uses:                      Staff Member

2510 † **Years of Prior Education Experience**—The total number of years that an individual has previously held an education position (including positions as a teacher and administrator).

Entity Uses: Staff Member

2520 † **Years of Prior Related Experience**—The total number of years of employment in a non-education area related to the field in which an individual is currently employed (e.g., 10 years of employment as an automotive mechanic for an individual teaching automotive in a vocational education program).

Entity Uses: Staff Member

2530 **Total Number of Years of Prior Experience**—The cumulative total number of years (e.g., 3 years, 2.5 years) an individual has previously held employment.

Entity Uses: Staff Member

**Internship/Apprenticeship**—Information about any period during which an individual formally served as an intern or an apprentice prior to or during current employment.

2540 **Internship/Apprenticeship Description**—A description of the type of internship or apprenticeship (including student or practice teaching) formally served by an individual.

Entity Uses: Staff Member

2550 **Internship/Apprenticeship Beginning Date**—The month, day, and year on which an individual began an experience as an intern or apprentice.

Entity Uses: Staff Member

2560 **Internship/Apprenticeship Ending Date**—The month, day, and year on which an individual finished an experience as an intern or apprentice.

Entity Uses: Staff Member

2570 **Internship/Apprenticeship Results**—A description of the outcomes or recommendations resulting from completion of an internship or apprenticeship.

Entity Uses: Staff Member

**Related Travel Activities**—Information on an individual's travel activities prior to or during current employment which is significant to his or her job requirements or qualifications.

2580 **Travel Location**—The city, state and/or country of the destination of a trip taken by an individual.

Entity Uses: Staff Member

2590 **Travel Purpose**—The purpose of a trip taken by an individual.

Entity Uses: Staff Member

2600 **Travel Beginning Date**—The month, day, and year on which an individual embarked on a trip.

Entity Uses: Staff Member

2610 **Travel Ending Date**—The month, day, and year on which an individual returned from a trip.

Entity Uses: Staff Member

**Other Interests**—Information on individual's other interests, including group memberships and participation and offices held in an organization.

2620 **Avocational Interests and Skills**—Description of a hobby or other interest or skill of an individual. These may include but are not limited to singing, art, music, writing, public speaking, and youth work.

Entity Uses: Staff Member

2630 **Other Areas of Informal Qualification**—Other areas or fields in which an individual has some special informal qualification or occupational training (e.g., as an artist).

Entity Uses: Staff Member

2640 **Special Contact Group Empathies**—Notation of an individual's interest and ability to work with special contact groups, based on factors such as bilingualism, racial or ethnic background, or religion.

Entity Uses: Staff Member

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity uses: Public Service  
Organization Membership

2650 **Years of Participation**—The number of years that an individual belonged to an organization or association or served as an elected public official.

Entity Uses: Public Service  
Organization Membership

2660 **Office Held**—The title of a position of trust and leadership held by an individual in an organization, association, or political office.

Entity Uses: Public Service  
Organization Membership

2670 **Office Term Beginning Date**—The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association or political office began.

Entity Uses: Public Service  
Organization Membership

2680 **Office Term Ending Date**— The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association or political office ended.

Entity Uses: Public Service  
Organization Membership

1400 **Honor or Award**— A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

## D. CURRENT EMPLOYMENT

Section D, Current Employment, includes information about an individual's current employment in an organization. Information is contained in this section on the staff member's entry, conditions of employment, compensation, benefits, attendance, and formal grievances.

Entity Uses:	Beneficiary
	Employee Benefit
	Employee Benefit Carrier
	Employee Benefit Contributor
	Recruiter
	Staff Member

**Entry into Employment**—Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

3010 **Means of Introduction for Employment**—The manner in which an individual was initially introduced to an employer or the way in which the employer became aware of an individual's availability for employment.

**01 Advertisement**—The individual responded to an employer's advertisement in, for example, a newspaper, radio, web site, or professional journal.

**02 Assignment/appointment**—The individual was selected or designated by an employer to fill a position (e.g., a political appointment).

**03 Employee-initiated effort**—The individual, through his or her own efforts, initiated contact with an employer.

**04 Employment agency**—The individual was introduced to an employer through an intermediate placement agency or union.

**05 Peace Corps/Overseas Military**—The individual was introduced to an employer through an arrangement by the Peace Corps or Overseas Military.

**06 Recruitment effort**—The individual was introduced to an employer through a format (e.g., placement office) or informal effort on the part of the organization to recruit individuals through colleges, universities, vocational institutes, or other institutions.

**07 Staff recommendation**—The individual was introduced to an employer by a current employee.

**08 Student teaching or internship**—The individual was introduced to an employer during the period of student teaching or internship and was subsequently hired.

**09 Educator database service/network**—The individual was introduced to an employer by an organization or system that serves as a source of information about individuals in search of teaching positions.

**10 Work-related organization recommendation**—The individual was introduced to an employer and recommended for employment by a work-related organization (e.g., a member of a religious order assigned to one of the order's schools).

**11 Internet**—The individual initiated contact with an employer, responded to an employer's posting on the Internet, or used other Internet job search services.

**99 Other**

Entity Uses: Staff Member

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Recruiter

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Recruiter

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Recruiter

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Recruiter

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*

*02 Answering service*

*03 Beeper number*

*04 Telephone extension*

*05 Home facsimile number*

*06 Home telephone number*

*07 Night telephone number*

*08 Other residential facsimile number*

*09 Other residential telephone number*

*10 Appointment telephone number*

*11 Personal cellular number*

*12 Personal telephone number*

*13 Telex number*

*14 Tele-mail*

*15 Voice mail*

*16 Work cellular number*

*17 Work facsimile number*

*18 Work telephone number*

*99 Other*

Entity Uses: Recruiter

0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Recruiter

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*

*02 Work*

*99 Other*

Entity Uses: Recruiter

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Recruiter

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Recruiter

3020 **Application Date**—The month, day, and year on which the individual filed the employment application.

Entity Uses: Staff Member

3030 **Application Status**—An indication of the status of the individual's employment application.

*01 Active*

*02 Inactive*

Entity Uses: Staff Member

2110 **Background Check Type**—An indication of the type of employment and/or other records that is investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

*01 Criminal records*

*02 Previous employment records*

*03 Personal references*

*04 Credentials*

*99 Other*

Entity Uses: Staff Member

2120 **Background Check Description**—A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

Entity Uses: Staff Member

2130 **Background Check Completion Date**—The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

Entity Uses: Staff Member

3040 **Position Assessment Type**—An indication of the type of an assessment administered to an individual for skills that are required for the position (e.g., keyboarding, spelling, grammar, editing, data entry, and driving).

Entity Uses: Staff Member

3050 **Position Assessment Date**—The month, day, and year on which an assessment was administered for skills that are required for the position.

Entity Uses: Staff Member

3060 **Position Assessment Results**—An indication of the results of the assessment for skills that are required for the position.

Entity Uses: Staff Member

3070 **Software Application Type**—An indication of the type of software application that is required for the position in question (e.g., spreadsheet, word processing, database, Internet use, web development, statistical analysis).

Entity Uses: Staff Member

3080 **Software Application Title**—An indication of the title of a software application required for the position in question.

Entity Uses: Staff Member

3090 **Software Application Experience Level**—An indication of the individual's level of skill or experience using the software application (e.g., expert, intermediate, novice or years of experience).

Entity Uses: Staff Member

3100 **Prior Year Status**—An indication of an individual's professional or personal experience during the year before an application for employment is filed.

*01 Teaching in this school*

*02 Teaching in another elementary or secondary school in this school system*

*03 Teaching in a public elementary or secondary school in a different school system in this state*

*04 Teaching in a public elementary or secondary school in another state*

*05 Teaching in a private elementary or secondary school*

*06 Student at a college or university*

*07 Teaching in a preschool*

*08 Teaching at a college or university*

*09 Working in a position in the field of education, but not as a teacher*

*10 Working in an occupation outside the field of education*

*11 Caring for family members*

*12 Military service*

*13 Unemployed and seeking work*

*14 Retired from another job*

*99 Other*

Entity Uses: Staff Member

**Employment Conditions**—Information concerning the employment contract between an individual and an organization.

3110 † **Hire Date**—The month, day, and year on which an individual was hired for a position.

Entity Uses: Staff Member

2420 † **Employment Status**— The condition under which an individual has agreed to serve an employer.

**01 Probationary**—An individual who does not meet all of the prerequisites for status as a permanent employee.

**02 Contractual**—An individual who has an employment agreement that specifies the length and type of service.

**03 Substitute/temporary**—An individual who is employed on a per diem basis (e.g., year-to-year, term-to-term, or day-to-day).

**04 Tenured or permanent**—An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

**05 Volunteer/no contract**—An individual who provides services but does not receive remuneration.

**06 Employed or affiliated with outside organization**—An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

**07 Contingent upon funding**—An individual whose employment is contingent upon continued funding to sustain the position.

**08 Exempt**—An individual who is employed in such a manner that he or she is not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

**99 Other employment status**

Entity Uses:                      Staff Member

3120 † **Contractual Term**—The length of the contract under which an individual is employed by an employer.

**01 Short-term**—A contract covering a period of less than one school or calendar year.

**02 Annual**—A contract covering a period of one school or calendar year.

**03 Continuing**—A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action by the parties involved.

**04 Renewable**—A contract which can continue into another contractual period through appropriate action by the parties involved.

**05 Multiyear**—A contract covering a period of more than one school or calendar year.

**99 Other**—A contract or agreement other than those described above such as a letter of intent or an unwritten agreement.

Entity Uses:                      Staff Member

3130 † **Contract Beginning Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to begin (or the date on which the agreement is made valid).

Entity Uses:                      Staff Member

3140 † **Contract Ending Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to end (or the date on which the agreement is no longer valid).

Entity Uses: Staff Member

3150 **Seniority Date**—The month, day, and year on which an individual's seniority in a position was established.

Entity Uses: Staff Member

3160 **Tenure Date**—The month, day, and year on which the individual obtained tenure.

Entity Uses: Staff Member

3170 **Contract Days of Service Per Year**—The number of days per year that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3180 † **Employment Time Annually**—The annual amount/unit of time an individual is employed to perform an assignment for an employer (e.g., 180 days, nine months, ten months, full year).

Entity Uses: Staff Member

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Staff Member

3200 **Full-time Status**—An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

*01 Full-time*

*02 Part-time*

Entity Uses: Staff Member

3210 **Hours of Service per Day**—The average number of hours per work day that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3220 **Days of Service per Week**—The average number of days per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3230 † **Hours of Service per Week**—The average number of hours per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3240 **Scheduled Work Time Daily**—The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Staff Member

3250 **Scheduled Work Days Weekly**—The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Staff Member

3260 **Scheduled Work Months Annually**—The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Staff Member

3270 † **Position Title**—The descriptive name of an individual's position.

Entity Uses: Staff Member

3280 † **Position or Classification Number**—An indication of the level or category of an individual's position as assigned by the employer.

Entity Uses: Staff Member

3290 **Unique Position Number**—A unique number that is used for identifying a position within an organization.

Entity Uses: Staff Member

3300 **Fair Labor Standards Act Coverage**—Identification of the status of an individual's assignment, as governed by the provisions of the Fair Labor Standards Act, which establishes a federal minimum wage and eligibility for receiving overtime pay. Coverage depends upon the extent of managerial responsibility, use of independent discretion, position qualifications, and pay level of the assignment.

**01 Nonexempt**—An individual's assignment is covered by the federal minimum wage provisions with eligibility for overtime pay.

**02 Exempt**—An individual's assignment is not covered by the Fair Labor Standards Act to be eligible for overtime pay.

Entity Uses: Staff Member

3310 **Substitute Status**—An indication of an individual's willingness to perform services for an employer on an as-needed basis.

**01 Willing**—The individual agrees to work on a substitute basis, however, he or she is not currently doing so.

**02 Not willing**—The individual does not agree to work on a substitute basis.

**03 Currently substituting**—The individual is currently working on a substitute basis.

Entity Uses: Staff Member

3320 **Vehicle Driver's License Type**—An indication of the type of operator license an individual is required to have in order to operate that type of vehicle/machinery.

**01 Automobile**

**02 School bus**

**03 Heavy equipment**

**04 Commercial vehicle**

**05 Motorcycle**

**99 Other**

Entity Uses: Staff Member

3330 **Vehicle Driver's License Expiration Date**—The month, day, and year on which the individual's vehicle driver's license expires.

Entity Uses: Staff Member

3340 **Authorized/Insured to Use Organization Vehicles**—An indication of whether the individual is authorized and/or insured to use the employer's vehicles to conduct official business.

**01 Yes**

**02 No**

Entity Uses: Staff Member

3350 **Authorized/Insured to Use Own Vehicles**—An indication of whether the individual is authorized and/or insured to use his or her vehicles to conduct official business.

**01 Yes**

**02 No**

Entity Uses: Staff Member

3360 **Union Membership/Name**—The name of the labor organization of which the individual is a member.

Entity Uses: Staff Member

**Salary Compensation**—Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

3370 **Pay Grade**—Identification of the class of an individual's position grouped by salary range.

Entity Uses: Staff Member

3380 **Pay Step**—An identification of the class of an individual's position within a grade, which is grouped by salary range.

Entity Uses: Staff Member

3390 **Pay Range**—The pay rates assigned to a class or group of positions which define the appropriate compensation options.

Entity Uses: Staff Member

3400 † **Base Salary or Wage**—The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

Entity Uses: Staff Member

3410 † **Earning Rates of Pay**—The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties.

Entity Uses: Staff Member

3420 **Unit of Basis for Measurement**—The cycle of time elements or other basis based on which an amount is calculated.

- 01 Hour*
- 02 Day*
- 03 Half-week*
- 04 Week*
- 05 Two weeks*
- 06 Half months*
- 07 Month*
- 08 Two months*
- 09 Quarter*
- 10 Summer term*
- 11 Half-year*
- 12 Year*
- 13 Current pay period*
- 14 Quarter-to-date*
- 15 Year-to-date*
- 16 Inception-to-date*
- 17 Per occasion or job completion*
- 18 Unit*
- 19 Visit*
- 99 Other*

Entity Uses:                      Staff Member

3430 **Other Compensation Type**—An indication of the category of income, wages, or benefits an individual receives as compensation for service in compliance with the employment agreement.

- 01 Supplemental pay/compensation*
- 02 Fringe Benefit*
- 03 In-kind compensation*
- 99 Other*

Entity Uses:                      Staff Member

3440 † **Supplemental Pay Type**—An indication of the type of additional monetary compensation to an individual for his or her performance, position, additional duties or responsibilities, professional development or qualification, or extended time of work.

- 01 Bonus for student performance of school*
- 02 Bonus for student performance of class*
- 03 Merit bonus*
- 04 Hazard pay*
- 05 Locality supplement*
- 06 Position bonus*
- 07 Shortage position supplement*
- 08 Saving bonus*
- 09 Voluntary transfer*
- 10 Bilingual work*
- 11 Co-curricular activities*
- 12 Coaching supplement*
- 13 Curriculum work*
- 14 Department chair*
- 15 Extra-curricular activities*
- 16 General additional duties*

- 17 Longevity*
- 18 Mentoring*
- 19 Special education*
- 20 Technology responsibilities*
- 21 Training*
- 22 Tutoring*
- 23 Advance skill supplement*
- 24 Assessment*
- 25 Certification*
- 26 Credit/course completion supplement*
- 27 Degree supplement*
- 28 Education time*
- 29 Professional affiliation supplement*
- 30 Extended salary*
- 31 Overtime*
- 32 Sabbatical*
- 33 Summer salary*
- 99 Other*

Entity Uses:                      Staff Member

3450    **Salary for Overtime**—The amount paid to an individual in either a temporary or permanent position for services rendered that are additional to those performed in the normal work period for which he or she is compensated under regular or temporary salary or wage rate.

Entity Uses:                      Staff Member

3460    **Overtime Identifier**—The amount of time at which an individual begins to earn overtime pay rather than base pay.

Entity Uses:                      Staff Member

3470    **Compensation Description**—A description of the compensation (salary, supplemental pay, fringe benefits, in-kind compensation, or other) an individual receives for the position.

Entity Uses:                      Staff Member

3480    **Compensation Eligibility**—The maximum amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual is eligible to receive for performance of duties within a position.

Entity Uses:                      Staff Member

3490 † **Compensation Amount**—The amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual receives for performance of duties within a position.

Entity Uses:                      Staff Member

**Benefit Compensation**—Information about the annual agree-upon benefits or other non-salary compensation to be received by an individual for employment.

3500    **Fringe Benefit Type**—An indication of the type of compensation or benefit in a form other than direct wages, provided in whole or in part by an employer to the employee.

- 01 Social Security old age insurance*
- 02 Social Security survivor insurance*
- 03 Social Security disability insurance*
- 04 Medicare for the aged and disabled hospital insurance*

- 05 *Medicare for the aged and disabled supplementary medical insurance*
- 06 *Other Social Security benefits*
- 07 *Employee Retirement Income Security Act (ERISA)*
- 08 *Defined benefit plan*
- 09 *Defined contribution plan*
- 10 *Other pension plans*
- 11 *Individual retirement account (IRA)*
- 12 *Health insurance—health maintenance organization (HMO)*
- 13 *Health insurance—preferred provider organization (PPO)*
- 14 *Other health plan*
- 15 *Dental care plan*
- 16 *Prescription drug plan*
- 17 *Vision plan*
- 18 *Mental health and substance abuse benefits*
- 19 *Retiree health insurance*
- 20 *Health promotion program*
- 21 *Consolidated Omnibus Budget Reconciliation Act (COBRA)*
- 22 *Worker's compensation*
- 23 *Non-occupational temporary disability insurance plan*
- 24 *Short-term disability plan-employment based private program—employment-based private Program*
- 25 *Long-term disability plan- employment based private—employment-based private program*
- 26 *Sick leave*
- 27 *Annual leave*
- 28 *Leave sharing/leave bank*
- 29 *Compensatory time*
- 30 *Family and medical leave*
- 31 *Other leave*
- 32 *Uniform and laundry fees*
- 33 *Transportation subsidy*
- 34 *Parking subsidy*
- 35 *Recreation subsidies*
- 36 *Child care*
- 37 *Car*
- 38 *Housing allowances*
- 39 *Tuition for children of staff*
- 40 *Employee assistance program*
- 41 *Long-term care insurance*
- 42 *Group life insurance plan*
- 43 *Survivor benefits*
- 44 *Educational assistance benefits*
- 45 *Legal service plan*
- 46 *Dependent care*
- 47 *Stock ownership plan*
- 48 *Profit sharing plan*
- 49 *Other direct subsidies*
- 99 *Other*

Entity Uses:                      Staff Member

3510    **Eligibility Status**—An appraisal as to whether an individual is or is not eligible for a given benefit plan.

*01 Eligible*—An individual meets all criteria necessary to participate in a plan.

*02 Eligible, but coverage declined*—An individual meets all criteria necessary to participate in a plan, but has refused coverage.

**03 Not eligible**—An individual does not meet all criteria necessary to participate in a plan.

Entity Uses: Employee Benefit

3520 **Ineligibility Reason**—A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

Entity Uses: Employee Benefit

3530 **Coverage Description**—A description or title of the actual plan, program, or policy by which an individual is provided coverage.

Entity Uses: Employee Benefit

3540 **Coverage Type**—The specific type of plan (e.g., family coverage, high option, low option, term, whole life) by which an individual is covered.

Entity Uses: Employee Benefit

3550 **Coverage Identifier**—Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

Entity Uses: Employee Benefit

3560 **Coverage Amount**—The total amount or degree to which an individual is entitled benefits.

Entity Uses: Employee Benefit

3570 **Special Terms**—A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

Entity Uses: Employee Benefit

3580 **Coverage Beginning Date**—The month, day, and year on which an individual's benefit plan becomes effective.

Entity Uses: Employee Benefit

3590 **Coverage Ending Date**—The month, day, and year on which an individual's benefit plan ends.

Entity Uses: Employee Benefit

3600 **Vesting Percentage**—The current percentage of a benefit plan to which a plan participant has earned a vested interest.

Entity Uses: Employee Benefit

3610 **Anticipated Use Date**—The earliest possible month, day, and year on which a benefit will be paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

3620 **Actual Use Date**—The month, day, and year on which a benefit was paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*  
*02 Answering service*  
*03 Beeper number*  
*04 Telephone extension*  
*05 Home facsimile number (not applicable to this entity)*  
*06 Home telephone number (not applicable to this entity)*  
*07 Night telephone number*  
*08 Other residential facsimile number (not applicable to this entity)*  
*09 Other residential telephone number (not applicable to this entity)*  
*10 Appointment telephone number*  
*11 Personal cellular number*  
*12 Personal telephone number*  
*13 Telex number*  
*14 Tele-mail*  
*15 Voice mail*  
*16 Work cellular number*  
*17 Work facsimile number*  
*18 Work telephone number*  
*99 Other*

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Employee Benefit Carrier  
Employee Benefit Contributor

**Employee Benefit Contributions**—Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

3630 **Benefit Contributor Type**—An indication of the category of an individual or institution that donates to an employee's benefit plan.

- 01 Employer
- 02 State education agency/state government
- 03 Local education agency
- 04 Regional education service center
- 05 Community organization, business, or group
- 06 Other organization, business, or group
- 07 Individual employee
- 08 Individual other than employee
- 99 Other

Entity Uses: Employee Benefit Contributor

3640 **Benefit Contribution Type**—An indication of the form of donation an individual or an institution gives to employee's benefit plan.

- 01 Monetary
- 02 In-kind
- 99 Other

Entity Uses: Employee Benefit Contributor

3650 **Benefit Contribution Amount**—The monetary amount or description of the contribution given to employee's benefit plan.

Entity Uses: Employee Benefit Contributor

3660 **Payment Required per Pay Period**—The monetary amount that must be paid each pay period in order for an individual to be covered by or participate in an employee benefit program.

Entity Uses: Employee Benefit Contributor

**Beneficiary**—Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Beneficiary

3670 **Relationship to Staff Member**—An indication of an employee's relationship with an individual or organization (e.g., a charity to which benefits are designated).

Entity Uses: Beneficiary

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Beneficiary

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Beneficiary

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*  
*02 Answering service*  
*03 Beeper number*  
*04 Telephone extension*  
*05 Home facsimile number*  
*06 Home telephone number*  
*07 Night telephone number*  
*08 Other residential facsimile number*  
*09 Other residential telephone number*  
*10 Appointment telephone number*  
*11 Personal cellular number*  
*12 Personal telephone number*  
*13 Telex number*  
*14 Tele-mail*  
*15 Voice mail*  
*16 Work cellular number*  
*17 Work facsimile number*  
*18 Work telephone number*  
*99 Other*

Entity Uses: Beneficiary

0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Beneficiary

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*  
*02 Work*  
*03 Other*

Entity Uses: Beneficiary

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Beneficiary

**Payroll Information**—Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

3680 **Gross Income Amount**—The amount of income and supplemental pay earned before deductions for the specific time period.

Entity Uses: Staff Member

3690 **Adjusted Income Amount**—The amount of income and supplemental pay earned after deductions for the specific time period.

Entity Uses: Staff Member

3700 **Advance Pay**—The amount paid to an individual prior to services rendered (e.g., deposit).

Entity Uses: Staff Member

3710 **Payroll Calculation Cycle**—The time element that governs the amount calculated in payroll to an employee.

Entity Uses: Staff Member

3720 **Payroll Deduction Type**—The type of money to be withheld or deducted from the employee's paycheck.

- 01 *Federal income tax*
- 02 *State income tax*
- 03 *Local income tax*
- 04 *Social Security FICA*
- 05 *Medicare*
- 06 *State teacher retirement system*
- 07 *State public employee retirement system*
- 08 *Industrial/professional insurance*
- 09 *Group medical insurance*
- 10 *Group dental insurance*
- 11 *Term life insurance*
- 12 *Permanent life insurance*
- 13 *Profit sharing*
- 14 *Retirement plan—401(k) or 403(b)*
- 15 *Charity*
- 16 *Annuity*
- 17 *Child/dependent care benefits reimbursement*
- 18 *Child support disbursement unit*
- 19 *Alimony payment*
- 20 *Credit union*
- 21 *Recreation fee*
- 22 *Parking fee*
- 23 *Uninsured medical expenses*
- 24 *Section 457*
- 25 *Loan repayment*
- 99 *Other*

Entity Uses: Staff Member

3730 **Payroll Tax Treatment Status**—An indication of whether a payroll deduction is made prior to or after taxes have been withheld, according to rules of the taxing authorities.

- 01 *Pre-tax*
- 02 *After tax*
- 03 *Non-taxed*

Entity Uses: Staff Member

3740 **Deduction Period**—The length of time in which money is withheld or deducted from the employee’s paycheck, which begins on the month, day, and year on which the deduction is first made, and ends on the month, day, and year on which the last deduction is made.

Entity Uses: Staff Member

3750 **Deduction Amount**—The amount of money to be withheld or deducted from the employee’s paycheck.

Entity Uses: Staff Member

3760 **Annual Maximum Payroll Deduction Allowed**—The maximum allowable amount of money within a year that would be withheld or deducted from the employee’s paycheck.

Entity Uses: Staff Member

3770 **Electronic Deposit Bank Routing Number**—An identification number uniquely assigned to a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3780 **Electronic Deposit Bank Account Number**—An identification number uniquely assigned to an account within a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3790 **Bank Account Type**—The type of bank account that is under an individual’s name.

- 01 Checking*
- 02 Saving*
- 03 Money Market*
- 99 Other*

Entity Uses: Staff Member

3800 **Deposit Amount**—The amount that is deposited into an individual’s bank account.

Entity Uses: Staff Member

3810 **Deposit Date**—The month, day, and year on which the deposit was made to an individual’s bank account.

Entity Uses: Staff Member

3820 **Earned Income Credit**—The amount of tax credit available to an eligible individual that he or she can use to reduce his or her tax liability.

Entity Uses: Staff Member

**Tax Withholding Information**—Information about deductions by an employer from employee compensation for the payment of federal and state income tax. It is paid in a prescribed manner to the taxing authority.

3830 **Form Type**—An indication of the type of form that is required to be filled out by an individual for tax records.

- 01 Federal W-4 form*
- 02 State form*
- 99 Other*

Entity Uses: Staff Member

3840 **Form Date**—The month, day, and year on which the required tax form is filled out by the individual.

Entity Uses: Staff Member

0520 **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

*(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)*

Entity Uses: Staff Member

3850 **Marital Status**—An indication of the marital condition of an individual for tax purposes.

**01 Married**

**02 Single**

**03 Married but withholding at single rate**

Entity Uses: Staff Member

3860 **Number of Dependents**—The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Uses: Staff Member

3870 **Allowances Number**—The total number of personal allowances an individual is claiming on his or her tax withholding form.

Entity Uses: Staff Member

**Attendance Status**—Information about any legitimate absence from duty assignments by an individual.

3880 † **Leave Type**—An indication of the class or kind of leave for which an employee is eligible to take with approval.

**01 Administrative**—Leave granted an individual for special situations necessitating leave not authorized elsewhere.

**02 Annual**—Leave granted an individual for use at his or her discretion (upon pre-approval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

**03 Bereavement**—Leave granted an individual to be taken upon the death of an immediate family member. With approval of an employer, bereavement period can last for an extended period of time.

**04 Compensatory time**—Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.

**05 Family**—Leave granted an individual for the following reasons: 1) childbirth and care for the child (maternity); 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

**06 Government-requested**—Leave granted an individual for government-requested reasons such as jury duty, court witnessing, and voting.

**07 Military**—Leave granted an individual because of requirements for service in the armed forces.

**08 Personal**—Leave granted an individual for personal reasons, including emergency circumstances.

**09 Release time**—Leave granted an individual for participating in professional development activities.

**10 Sabbatical**—Leave, sometimes referred to as leave of absence, granted an individual following a designated number of consecutive years of service, to provide members of the instructional staff with an opportunity for self-improvement through activities such as graduate study, occupational experience or training, travel, writing, or recuperation.

**11 Sick**—Leave granted an individual for treatment and recovery from a health condition.

**12 Suspension**—Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.

**99 Other**

Entity Uses:                      Staff Member

3890 **Leave Substitution Status**—An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

**01 No substitution**

**02 Substitution by an individual without proof of required credentials**

**03 Substitution by an individual with proof of required credentials**

Entity Uses:                      Staff Member

3900 **Leave Payment Status**—An indication as to whether an individual receives compensation from the employer during a period of leave.

**01 With pay**

**02 Without pay**

Entity Uses:                      Staff Member

3910 † **Maximum Leave Allowed**—The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

Entity Uses:                      Staff Member

3920 **Leave Accrued**—The actual number of hours of leave earned but not yet taken by an individual.

Entity Uses:                      Staff Member

3930 † **Hours of Leave Used**—The number of hours of leave an individual has taken.

Entity Uses:                      Staff Member

3940 **Leave Beginning Date**—The month, day, and year on which the individual begins his or her leave.

Chapter 4 - Data Elements and Definitions

Data Element Definitions

D. Current Employment

Entity Uses: Staff Member

3950 **Leave Ending Date**—The month, day, and year on which the individual ends his or her leave.

Entity Uses: Staff Member

3960 **Leave Balance**—The current number of hours of leave available for use by an individual.

(Note: Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in chapter 5.)

Entity Uses: Staff Member

**Grievances**—Information relating to any official grievances filed by, or on behalf of, the employee regarding his or her employment.

3970 **Grievance Description**—Any statement or official expression submitted by an employee as a grievance about his or her employment.

Entity Uses: Staff Member

3980 **Grievance Date**—The month, day, and year on which a grievance was filed by an employee.

Entity Uses: Staff Member

3990 **Grievance Action**—Any action taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

4000 **Grievance Resolution Date**—The month, day, and year on which a resolution of a grievance was announced.

Entity Uses: Staff Member

4010 **Grievance Outcome**—An indication of the action(s) taken or not taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

## E. ASSIGNMENTS

Section E, Assignments, includes information about an individual's assignment, operational unit, schedule, workload, program area, and function.

Entity Uses:                      Assignment  
   Immediate Supervisor

**Assignment Information**—Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

5010 † **Job Classification**—A description of the specific group of duties and responsibilities of a position.

*(Note: A list of options and their codes can be found in appendix K.)*

Entity Uses:                      Assignment

5020 **Assignment Description**—Further description of a staff assignment that fully defines the activity, as necessary. For example, a "teacher" assignment would be defined in terms of the grade levels taught or the types of duties involved (e.g., lead teacher for a class of third graders).

Entity Uses:                      Assignment

2480 † **Teaching Assignment**—The teaching field taught by an individual.

- 01 Early childhood/pre-kindergarten*
- 02 Kindergarten*
- 03 Elementary*
- 04 Accounting*
- 05 Business and management*
- 06 Other business*
- 07 English or language arts*
- 08 Journalism/communications*
- 09 Reading*
- 10 Speech*
- 11 Architecture or environmental design*
- 12 Dance*
- 13 Drama/Theater*
- 14 Music*
- 15 Visual Arts*
- 16 Chinese*
- 17 French*
- 18 German*
- 19 Italian*
- 20 Japanese*
- 21 Latin*
- 22 Russian*
- 23 Spanish*
- 24 Other languages*
- 25 Computer Science*
- 26 Mathematics*
- 27 Biology or life science*
- 28 Chemistry*
- 29 Earth/space science/geology*
- 30 General science*
- 31 Health education*

- 32 *Physical science*
- 33 *Physics*
- 34 *Other natural sciences*
- 35 *American Indian/Native American studies*
- 36 *Anthropology*
- 37 *Civics*
- 38 *Economics*
- 39 *Geography*
- 40 *History*
- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses:                      Assignment

2490 † **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

**01 Remedial**—A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

**02 Special education**—A course that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

**03 Basic**—A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

**04 General**—A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

**05 Honors**—An advanced level course designed for students who have earned honors status according to educational requirements.

**06 Gifted and talented**—An advanced level course designed for students who have qualified for and enrolled in a school, institution, or district gifted and talented program.

**07 International Baccalaureate**—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

**08 Advanced Placement**—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

**09 College level**—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

**10 Untracked**—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

**11 Limited English/bilingual**—A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

**12 Accepted as a high school equivalent**—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

**99 Other**

Entity Uses: Assignment

5030 **Scope of Activity**—The range or extent of an individual's current assignment.

**01 Statewide**—An assignment consisting of activities which extend or apply to an entire state.

**02 More-than-agency wide**—An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

**03 Agency wide**—An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

**04 Multi-operational unit but less-than-agency wide**—An assignment consisting of activities which extend or apply to more than a single unit (e.g., a school) but which are not agency wide in their application.

**05 Single operational unit**—An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

Entity Uses: Assignment

5040 **Itinerant Teacher**— An indication of whether a teacher provides instruction in more than one instructional site.

**01 Yes**

**02 No**

Entity Uses: Assignment

5050 **Essential Personnel Identifier**—An indication as to whether an individual is considered by his or her employer to have job assignments essential during an emergency situation necessitating that his or her attendance at work is required regardless of any liberal leave or emergency administrative leave announcement.

**01 Essential**

**02 Non-essential**

Entity Uses: Assignment

5060 **Time Period Classification**—An indication of the manner in which yearly time periods are accounted for.

**01 Calendar year**—A twelve-month period beginning January 1 and ending December 31.

**02 Fiscal year**—A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

Entity Uses: Assignment

5070 **Time Period**—A specific fiscal or calendar year.

Entity Uses: Assignment

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

**01 Full school year**—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

**02 Semester**—One of two equal segments into which a school year is divided.

**03 Trimester**—One of three equal segments into which a school year is divided.

**04 Quarter**—One of four equal segments into which a school year is divided.

**05 Quinmester**—One of five equal segments into which a school year is divided.

**06 Mini-term**—A school term which is shorter than a regular session.

**07 Summer term**—A school term which takes place in the summer between two regular school terms.

**08 Intersession**—A short session which occurs between longer sessions.

**09 Long session**—A session that is longer than a semester but shorter than a full year.

**10 Twelve month**—An educational program that operates throughout the year.

**99 Other**

Entity Uses: Assignment

5080 **Activity Beginning Date**—The month, day, and year on which an activity began.

Entity Uses: Assignment

5090 **Activity Ending Date**—The month, day, and year,

Entity Uses: Assignment

5100 **Total Days in Session**—The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: Assignment

5110 **Number of Hours in School Day**—The number of hours (and portion of hours) in the day in which the school is normally in session.

Entity Uses: Assignment

**Operational Unit to Which Assigned**—The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Assignment

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Assignment

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

*01 Driver's license number (not applicable to this entity)*

*02 Health record number (not applicable this entity)*

*03 Medicaid number (not applicable to this entity)*

*04 Professional certificate or license number (not applicable to this entity)*

- 05 *School-assigned number (not applicable to this entity)*
- 06 *District-assigned number (not applicable to this entity)*
- 07 *State-assigned number (not applicable to this entity)*
- 08 *Selective service number (not applicable to this entity)*
- 09 *Migrant number (not generally used for staff) (not applicable to this entity)*
- 10 *Social Security Administration number (not applicable to this entity)*
- 11 *US government Visa number (not applicable to this entity)*
- 12 *Personal identification number (used for access into system) (not applicable to this entity)*
- 13 *Family unit number (not generally used for staff) (not applicable to this entity)*
- 14 *College Board/ACT code set of PK-grade 12 institutions)*
- 15 *LEA number for school*
- 16 *SEA number for school*
- 17 *SEA number for LEA*
- 18 *NCES number for school*
- 19 *NCES number for a LEA*
- 20 *Other agency (e.g., Roman Catholic diocese or association member)*
- 21 *Integrated Postsecondary Education Data System (IPEDS)*
- 22 *College Testing (ACT) Program numbers*
- 23 *Federal identification*
- 24 *Dunn and Bradstreet number*
- 99 *Other*

Entity Uses:                      Assignment

- 0570    **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses:                      Assignment  
   Immediate Supervisor

- 0580    **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses:                      Assignment  
   Immediate Supervisor

- 0590    **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 *Alternate telephone number*
- 02 *Answering service*
- 03 *Beeper number*
- 04 *Telephone extension*
- 05 *Home facsimile number*
- 06 *Home telephone number*
- 07 *Night telephone number*
- 08 *Other residential facsimile number*
- 09 *Other residential telephone number*
- 10 *Appointment telephone number*
- 11 *Personal cellular number*
- 12 *Personal telephone number*
- 13 *Telex number*
- 14 *Tele-mail*
- 15 *Voice mail*

*16 Work cellular number*  
*17 Work facsimile number*  
*18 Work telephone number*  
*99 Other*

Entity Uses:                   Assignment  
   Immediate Supervisor

0600   **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses:                   Assignment  
   Immediate Supervisor

0610   **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*  
*02 Work*  
*99 Other*

Entity Uses:                   Assignment  
   Immediate Supervisor

0620   **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses:                   Assignment  
   Immediate Supervisor

0630   **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses:                   Assignment

5120   **Location**—The description of the place where an activity takes place.

Entity Uses:                   Assignment

5130   **Facility Type**—The functional or organizational classification of a location where an activity takes place.

*01 Community facility*—A building or site belonging to the community and used by an education institution.

*02 Home of student*—The residence of a student.

*03 Hospital*—A building or site belonging to or used by a hospital, sanatorium, or convalescent home.

*04 Intermediate education unit office*—A building or site that houses an administrative unit smaller than the state education agency that exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. This unit may operate schools and contract schools services, but does not exist primarily to render such services.

*05 Local administrative unit/local education agency office*—A building or site that houses the administrative unit at the local level, which exists primarily to operate schools or to contract for

educational services. These units may or may not be coextensive with county, city, or town boundaries.

**06 Religious school office**—A building or site that houses an administrative unit at a religious regional or district level (e.g., Roman Catholic Diocesan district), which exists primarily to operate schools and related educational services.

**07 Residential facility**—A building or site, belonging to or used by an education institution, at which students are boarded and lodged as well as instructed.

**08 School building**—A building or site that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; and has one or more assigned administrators.

**09 Shared education facility**—A building or site that belongs to either a public or private school or system but which is used by both. This includes private schools that are used for public school classes or programs.

**10 State education agency office**—A building or site that houses the organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state.

**11 Support facility**—A building or site, not otherwise identified, which is not necessarily used for instructional purposes. This includes administrative offices, carpools, garages, or warehouses.

**12 Vocational training center**—A building or site that is used to provide vocational education and training.

**13 Prison**—A place for the confinement of persons in lawful detention.

Entity Uses:                      Assignment

5140 **School Type Code**—An indication of the type of education institution as classified by its focus.

**01 Regular**—A school providing instruction and educational services that do not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools.

**02 Alternative**—A school that: 1) addresses needs of students which cannot typically be met in a regular school; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

**03 Magnet/special program emphasis**—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

**04 Montessori**—A school that places primary emphasis on use of the Montessori method of educating young children. This method focuses on training of the senses and guidance rather than rigid control of the child's activity so as to encourage self-education.

**05 Special education**—A school that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities,

orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

**06 Vocational/technical**—A school that focuses primarily on providing formal preparation for semi-skilled, skilled, technical or professional occupations for high school-aged students who have opted to develop or expand their employment opportunities, often in lieu of preparing for college entry.

**07 Charter school**—A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction. It operates in pursuit of a specific set of education objectives determined by the school's developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; complies with federal civil rights laws, and operates in accordance with state law.

**99 Other**

Entity Uses: Assignment

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Immediate Supervisor

**Schedule for Current Assignment**—Information about the specific time schedule for a current assignment of an individual.

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Assignment

3200 **Full-Time Status**— An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

**01 Full-time**  
**02 Part-time**

Entity Uses: Assignment

3240 **Scheduled Work Time Daily**— The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Assignment

3250 **Scheduled Work Days Weekly**— The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Assignment

3260 **Scheduled Work Months Annually**— The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Assignment

**Staff Assignment Workload**—Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

5150 † **Elementary Subject/Course**—A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

*01 Computer science programming*  
*02 Computer skills/literacy*  
*03 Elective activities*  
*04 English as a Second Language*  
*05 Fine Arts—Art*  
*06 Fine Arts—Dance*  
*07 Fine Arts—Drama/Theater*  
*08 Fine Arts—Music*  
*09 Family and consumer sciences*  
*10 Foreign language and literature*  
*11 Geography*  
*12 Handwriting/penmanship*  
*13 Health*  
*14 History*  
*15 Industrial arts*  
*16 Keyboarding/typing*  
*17 Language arts*  
*18 Library skills*  
*19 Mathematics/arithmetic*  
*20 Military science*  
*21 Multi/interdisciplinary studies*  
*22 Physical education*  
*23 Reading*  
*24 Religious education and theology*  
*25 Science*  
*26 Social studies*  
*27 Spelling*  
*28 Study skills*  
*29 Test preparation*  
*99 Other*

Entity Uses: Assignment

1210 † **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

*01 NCES Pilot Standard National Course Classification System Codes*  
*02 NCES Classification of Secondary School Courses*  
*03 State course code*  
*04 LEA course code*  
*05 School course code*  
*06 University course code*  
*07 Intermediate agency course code*  
*99 Other*

Entity Uses: Assignment

1220 † **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Assignment

- 1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Assignment

- 5160 **Unique Course Code**—A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

Entity Uses: Assignment

- 5170 **State University Course Requirement**—Code indicating that the course meets the state university admission requirements for a particular area.

*01 Yes*

*02 No*

*97 Unknown*

Entity Uses: Assignment

- 1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

*01 Computer-based course*—Instruction facilitated by a computer using self-contained educational software with which learners interact.

*02 Correspondence course*—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

*03 Direct student-teacher interaction*—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

*04 Directed self study*—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

*05 Distance learning*—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

*06 Interactive telecommunications*—Two way voice of data exchange between an instructor and student via phone, data lines, or video.

*07 Center-based instruction*—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

*08 Independent study*—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

*09 Internship*—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

**99 Other**

Entity Uses: Assignment

5180 **Language of Instruction**—The language that is used for presenting the instructional materials.

Entity Uses: Assignment

5190 **Number of Students in Class**—The number of students for the classroom for which the individual is responsible for providing learning experiences and care during a particular time period or in a given discipline.

Entity Uses: Assignment

**Program Information**—Information about the nature of the program to which an individual is assigned.

5200 † **School Grade Level Classification**—An indication of the grade levels served by the school.

**01 Early childhood/pre-kindergarten**—A schooling level that provides care and education for children from birth, but not including, to kindergarten (usually age 5) which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.

**02 Kindergarten**—A schooling level that provides educational experiences for children in the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school.

**03 Elementary school**—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level from after kindergarten to the eighth grade, as defined by applicable state laws and regulations.

**04 Middle/intermediate/junior high school**—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the elementary and senior high school, as defined by applicable state laws and regulations.

**05 High school**—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the middle/intermediate/junior high school and grade 12, as defined by applicable state laws and regulations.

**06 Community/junior college**—A schooling level that is separately organized to provide up to two years of postsecondary instruction for academically qualified high school students and/or graduates.

**07 Adult school**—A schooling level that is separately organized to provide instruction for adults and youths beyond the age of compulsory school attendance.

**08 System wide/agency wide school**—A school that is not organized according to typical schooling levels but is organized according to an individual system/agency (e.g., K-12 school, district level school).

**09 Ungraded**—A school with mixed age classrooms where students are grouped by their skills or abilities.

**10 All grades**—A schooling level that is organized to provide instruction for all students in early childhood, kindergarten, elementary grades, intermediate grades, and high school grades.

Entity Uses: Assignment

5210 † **Program Type**—The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

*(Note: A list of options and their codes can be found in appendix L.)*

Entity Uses: Assignment

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

*01 Federal government*  
*02 State government*  
*03 Local government*  
*04 Intermediate agency or government*  
*05 Local education agency (LEA)*  
*06 Institution of Higher Education (IHE)*  
*07 Joint IHE/LEA*  
*08 School*  
*09 Business*  
*10 Community*  
*11 Self (tuition/fees)*  
*12 Parent/teacher organization*  
*13 Individuals (endowments)*  
*14 Foundations and other charitable organization*  
*15 Religious organization*  
*16 Union*  
*17 Fraternal organization*  
*18 Insurance*  
*19 Military*  
*99 Other*

Entity Uses: Assignment

5220 † **Function Type**—The purpose of the program activities to which an individual was assigned as related to students.

*(Note: A list of options and their codes can be found in appendix M.)*

Entity Uses: Assignment

**Activity Sponsorships**—Information about an individual's sponsorship of students' cocurricular or extracurricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

5230 **Activity Title**—The title that identifies a particular cocurricular or extracurricular activity.

Entity Uses: Assignment

5240 **Activity Code**—The code used to identify the cocurricular or extracurricular activity in which the individual was involved.

*01 Archery*  
*02 Badminton*  
*03 Baseball*

- 04 Basketball
- 05 Bowling
- 06 Boxing
- 07 Crew
- 08 Cross country
- 09 Diving
- 10 Field hockey
- 11 Fencing
- 12 Football
- 13 Golf
- 14 Gymnastics
- 15 Ice hockey
- 16 Lacrosse
- 17 Martial arts
- 18 Polo
- 19 Racquetball
- 20 Rugby
- 21 Sailing
- 22 Skiing
- 23 Soccer
- 24 Softball
- 25 Squash
- 26 Swimming
- 27 Synchronized swimming
- 28 Team handball
- 29 Tennis
- 30 Track and field
- 31 Volleyball
- 32 Water polo
- 33 Wrestling
- 34 Rodeo
- 35 Scuba diving
- 36 Team manager
- 37 Cheerleading
- 38 Other sport
- 39 Student body president
- 40 Student body officer
- 41 Class president
- 42 Class officer
- 43 Other student leadership and government
- 44 Music—Vocal
- 45 Music—Instrumental
- 46 Music—Theory and Composition
- 47 Band
- 48 Orchestra
- 49 Jazz ensemble
- 50 Chorus
- 51 Other music
- 52 Theater/Drama
- 53 Art and graphic design
- 54 Dance
- 55 Dance team
- 56 Drill team
- 57 Other performing arts
- 58 Journalism
- 59 Broadcasting
- 60 Year book

- 61 *Literary magazine*
- 62 *Other*
- 63 *Speech/Debate*
- 64 *Drama club*
- 65 *Language club*
- 66 *Science club*
- 67 *Art club*
- 68 *Computer club*
- 69 *Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)*
- 70 *Future Teachers of America*
- 71 *National Future Farmers of America (FFA)*
- 72 *Family, Career and Community Leaders of America*
- 73 *Health Occupations Students of America*
- 74 *Distributive Education Clubs of America (DECA)*
- 75 *Technology Student Association (TSA)*
- 76 *Vocational Industrial Clubs of America*
- 77 *Business Professionals of America*
- 78 *Peer counseling*
- 79 *Tutoring*
- 80 *Students Against Drunk Driving (SADD)*
- 81 *Key Club*
- 82 *Boy Scouts*
- 83 *Girl Scouts*
- 84 *4H*
- 85 *Chess club*
- 86 *Sorority*
- 87 *Fraternity*
- 88 *Other club or organization*
- 89 *National Forensics League*
- 90 *National Honor Society*
- 91 *State Honor Society*
- 92 *Academic Team/Knowledge Bowl*
- 93 *National Beta Club*
- 94 *Mu Alpha Theta*
- 95 *Psi Eta (Science Honorary)*
- 96 *Thespian Society*
- 97 *Other honor society*
- 99 *Other*

Entity Uses:                      Assignment

5250    **Activity Description**—The description of a particular cocurricular or extracurricular activity in which the individual was involved.

Entity Uses:                      Assignment

5260    **Activity Involvement Beginning Date**—The month, day, and year on which the individual began to participate in the activity.

Entity Uses:                      Assignment

5270    **Activity Involvement Ending Date**—The month, day, and year on which the individual ceased to participate in the activity.

Entity Uses:                      Assignment

5280 **Amount of Activity Involvement**—An indication of the degree to which the individual was involved in the activity (e.g., number of hours per week).

Entity Uses: Assignment

**Other Assignment Information**—Other information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

5290 **Unit of Work**—The number of objects serviced or recipients served by an individual's efforts. Examples of units of work, which form the basis for establishing the measure of an individual's efforts, include students, groups of students, square feet (for cleaners or painters), drops or outlets (for electricians).

Entity Uses: Assignment

5300 **Time Expended**—The amount of time relevant to measuring the unit of work in which the individual is engaged. Units of work may be measured in hours, days, weeks, months, or sessions. A painter employed by the hour might be measured by the number of squares (e.g., 10 feet by 10 feet) painted per hour, while a psychometrist's efforts would be measured by the number of students assessed per week or per session.

Entity Uses: Assignment

5310 † **Percent of Total Time**—A derived number expressing the time spent fulfilling an assignment as a percentage of the total work time possible for an individual.

Entity Uses: Assignment

5320 **Number of Days in Attendance**—The number of days an individual is present when school was in session during a given reporting period.

Entity Uses: Assignment

5330 **Number of Days Absent**—The number of days an individual is absent when school was in session during a given reporting period.

Entity Uses: Assignment

5340 **Number of Days Tardy**—The number of days an individual was late when school is in session during a given reporting period.

Entity Uses: Assignment

**F. EVALUATION AND CAREER DEVELOPMENT**

Section F, Evaluation and Career Development, includes information that relates to an individual's performance and growth in his or her current employment. In addition to providing information about quality of job performance, this section describes factors that may bear upon an individual's future career alternatives such as the need for additional training or experience.

Entity Uses:                      Evaluation  
    Evaluator  
    Staff Member

**Quality of Performance**—Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

6010    **Evaluation Purpose**—The reason that an appraisal of an individual's performance is conducted.

**01 End of probationary period**—An appraisal of an individual's performance marking the end of a trial period of employment.

**02 Evaluation for advancement**—An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

**03 Evaluation for licensure**—An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

**04 Periodic evaluation**—An appraisal of an individual's performance in accordance with rules or policies.

**05 Problem resolution**—An appraisal of an individual's performance conducted to solve difficult work-related situations.

**99 Other**

Entity Uses:                      Evaluation

6020    **Evaluation Periodicity**—The interval at which an individual's appraisal occurs.

**01 Monthly**—An appraisal of an individual's performance conducted once a month.

**02 Quarterly**—An appraisal of an individual's performance conducted at regular intervals four times a year.

**03 Semi-annually**—An appraisal of an individual's performance conducted twice a year.

**04 Annually**—An appraisal of an individual's performance conducted once each year.

**05 Post-probationary**—An appraisal of an individual's performance conducted after a trial period of employment.

**06 As needed**—An appraisal of an individual's performance conducted when necessary.

**99 Other**

Entity Uses:                      Evaluation

6030 † **Evaluation Date**—The month, day, and year on which an individual was evaluated.

Entity Uses: Evaluation

6040 **Evaluation Recommendations**—The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

**01 Eligible for promotion**—An individual has performed in a manner that warrants advancement to a higher position.

**02 Merit pay**—An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.

**03 Regular salary/step increase**—An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

**04 Granted tenure**—An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

**05 Granted license**—An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

**06 Retained in position**—An individual has met the requirements of his or her job in an adequate manner.

**07 Removed from probationary status**—An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

**08 Placed on probation**—An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

**09 Reassigned for career development needs**—An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

**10 Lateral reassignment**—An individual has performed in a manner that warrants reassignment of a lateral nature.

**11 Demotion**—An individual has performed in a manner that warrants placement in a lower position.

**12 Dismissal**—An individual has performed in a manner that warrants removal from employment.

**13 Extended probation**—An individual has performed in a manner that warrants the extension of an original trial period of employment and placement in the position.

**14 Recommended for additional training**—An individual has performed in a manner that indicates additional training is needed to meet or fulfill his or her job requirements.

**15 Put on administrative leave**—An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.

**16 Lost credential**—An individual has performed in a manner that warrants the removal of his or her credential.

**99 Other**

Entity Uses: Evaluation

6050 † **Evaluation System**—The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Uses: Evaluation

6060 † **Evaluation Score/Rating**—The actual quantitative or qualitative assessment of an individual's performance.

Entity Uses: Evaluation

6070 † **Evaluation Scale**—The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

Entity Uses: Evaluation

6080 † **Evaluation Outcome**—The result of an assessment of an individual's performance.

Entity Uses: Evaluation

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

3270 **Position Title**— The descriptive name of an individual's position.

Entity Uses: Evaluator

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator

0140 **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Evaluator

0150 **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

*01 Driver's license number (not applicable for this entity)*

*02 Health record number (not applicable for this entity)*

*03 Medicaid number (not applicable for this entity)*

*04 Professional certificate or license number*

*05 School-assigned number*

*06 District-assigned number*

*07 State-assigned number*

*08 Selective service number (not applicable for this entity)*

*09 Migrant number (not applicable for this entity)*

*10 Social Security Administration number (not applicable for this entity)*

*11 US government Visa number (not applicable for this entity)*

*12 Personal identification number (used for access into system) (not applicable for this entity)*

*13 Family unit number (not applicable for this entity)*

- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- 15 LEA number for school (not applicable for this entity)*
- 16 SEA number for school (not applicable for this entity)*
- 17 SEA number for LEA (not applicable for this entity)*
- 18 NCES number for school (not applicable for this entity)*
- 19 NCES number for a LEA (not applicable for this entity)*
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- 23 American College Testing (ACT) Program number (not applicable for this entity)*
- 24 Federal identification (not applicable for this entity)*
- 25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses:                      Evaluator

- 0570    **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address (generally used when component parts are not required or requested separately).

Entity Uses:                      Evaluator

- 0580    **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses:                      Evaluator

- 0590    **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses:                      Evaluator

- 0600    **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Evaluator

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

*01 Home/personal*

*02 Work*

*99 Other*

Entity Uses: Evaluator

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses: Evaluator

**Career Development Alternatives**—An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

5010 **Job Classification**— A description of the specific group of duties and responsibilities of a position.

*(Note: A list of options and their codes can be found in appendix K.)*

Entity Uses: Evaluation

5210 **Program Type**— The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

*(Note: A list of options and their codes can be found in appendix L.)*

Entity Uses: Evaluation

5220 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

*(Note: A list of options and their codes can be found in appendix M.)*

Entity Uses: Evaluation

6090 **Readiness for Assignment of Greater Responsibility**—The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

*01 Immediately eligible*—Ready for greater responsibility or assignment of broader scope at the present time.

*02 In the future*—Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

*03 Not ready*—Not ready for greater responsibility or assignment of broader scope.

Entity Uses: Evaluation

6100 **Career Development Needs**—A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

**01 No preparation or additional experience required**—No need of further preparation prior to an individual assuming a specified future assignment.

**02 Job specialization required**—Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

**03 Task assignment required**—Exposure to a temporary task would provide experience valuable to an individual's career development.

**04 Job rotation required**—Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

**05 Formal preparation/credentials required**—Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

**99 Other**

Entity Uses: Evaluation

6110 **Preparation Type**—A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Uses: Evaluation

6120 **Preparation Location**—The location where the recommended training takes place (e.g., within an organization, at an outside firm, or at an education institution).

Entity Uses: Evaluation

6130 **Preparation Duration**—The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Uses: Evaluation

6140 **Preparation Funding**—The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Uses: Evaluation

**Complaint**— Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

6150 **Source of Complaint**—The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6160 **Date of Complaint**—The month, day, and year on which a statement or official expression is submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6170 **Nature of Complaint**—The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6180 **Resolution of Complaint**—Any action taken by the employer to resolve the complaint filed by another individual against the employee about his or her employment.

Entity Uses:

Evaluation

## G. SEPARATION FROM EMPLOYMENT

Section G, Separation from Employment, includes information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

Entity Uses: Staff Member

2440 † **Employment Separation Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

7010 † **Employment Separation Type**—A designation of the type of separation occurring between an individual and the organization.

**01 Voluntary**—Separation resulting from a decision made solely by the involved employee (e.g., a resignation)

**02 Involuntary**—Separation resulting from a decision made solely by the employer (e.g., a layoff or discharge).

**03 Mutual agreement**—Separation resulting from a decision arrived at jointly by both the employee and the employer.

**99 Other**

Entity Uses: Staff Member

2460 † **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

**01 Other employment in education**—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

**02 Other employment outside of education**—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

**03 Retirement**—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

**04 Family/personal relocation**—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

**05 Change of assignment**—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

**06 Formal study or research**—Separation resulting from an individual leaving an employer to study or undertake research activities.

**07 Illness/disability**—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

**08 Homemaking/caring for a family member**—Separation resulting from an individual’s decision to become a homemaker, or deciding to spend time rearing his or her children, or to care for his or her parent/guardian.

**09 Layoff due to budgetary reduction**—Separation resulting from a decrease in the monies available to an organization for staffing.

**10 Layoff due to organizational restructuring**—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

**11 Layoff due to decreased workload**—Separation resulting from a reduction in the amount of work to be done.

**12 Discharge due to unsuitability**—Separation resulting from the incompatibility of an individual’s work style or skills with the requirements of his or her position.

**13 Discharge due to misconduct**—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

**14 Discharge due to continued absence or tardiness**—Separation resulting from not being present or late for work on a frequent basis.

**15 Discharge due to a falsified application form**—Separation resulting from untrue or misleading information provided on the employment application.

**16 Discharge due to credential revoked or suspended**—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

**17 Discharge due to unsatisfactory work performance**—Separation resulting from job activities carried out below a standard of quality.

**18 Death**—Separation resulting from the death of an individual.

**19 Personal reason**—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

**20 Lay off due to lack of funding**—Separation resulting from the position being eliminated due to lack of funds.

**21 Lost credential**—Separation resulting from the individual losing the credential required for the position.

**97 Reason unknown**—Separation resulting from an individual leaving an agency or system for an unknown reason.

**99 Other**

Entity Uses:                      Staff Member

7020 **Severance Pay**—The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

Entity Uses:                      Staff Member

7030 **Reemployment Eligibility**—The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

*01 Eligible for reemployment*—The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

*02 Not eligible for reemployment*—The organization should not rehire the individual.

*03 Eligible on a conditional basis*—The organization should rehire the individual provided specified conditions are met.

Entity Uses:                      Staff Member

7040 **Reason Not Eligible for Reemployment**—A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Uses:                      Staff Member

## CHAPTER 5

### APPLICATIONS OF THE HANDBOOK

One use of this handbook can be the development of more standardized methods of maintaining administrative data about educators and other staff with education-related responsibilities. More and more schools, school districts, and state education agencies are working together to identify essential pieces of information that should be collected about these individuals. These data are used for simple record keeping and reporting as well as for performing analytical studies for informed decision making. Software developers may use this handbook to assist in the development of products that will meet the needs of the schools for a variety of purposes.

The selection of data elements for inclusion in a data collection activity must be done with care and sensitivity to the confidentiality of information. Data elements should be selected if they meet identified needs for administrative or analytical purposes.

Because so many local, state, and federal education agencies, both public and private, see the utility of computerizing the collection of data on personnel, there is much interest in developing standard formats to promote comparability. This chapter provides one possible design of a staff record system using the data terms and entities from Chapter 4.

Another possible application of this handbook and the information in this chapter is in the design of a data collection instrument and the format for how data will be entered into a computer format for analysis. Researchers who use these data elements and formats will benefit when they try to compare or combine data sets for further analyses. Federal and other types of data collectors may be able to ensure greater comparability of data obtained from administrative records systems if their data collection requirements are consistent with how data are maintained. For instance, if field lengths used by data providers and data collectors are consistent with the handbook, data collectors may be assured that essential data will not be truncated or cut off when transferred from administrative record systems.

#### **Proposed Staff Data System Application**

In the table that follows, data elements are grouped by categories and entities to look more like a data collection scheme. Again, data elements are the

specific bits of data that can be defined and measured. Entities are the persons, places, events, objects, or concepts about which data can be collected. For each data element, there is a serial (or sequential) number within the section. For example, the first occurrence of **Communication Number**, meaning "communication number of the staff member," has a serial number of "A57." When the data element **Communication Number** occurs again, relating to the Emergency Contact, the serial number is "A65." Each number is unique to the occurrence of the data element in conjunction with an entity.

In the second column, the data element has the entity number to which it refers. Again, the data element can occur with more than one entity. In the third column, the data element has the sequential "data element number", which is an indication of where the data element and definition occur in order in Chapter 4 of the *2001 Staff Data Handbook*. Each data element has only one data element number though it may be used in more than one instance and with different entities. This four-digit number provides a unique identification code for each data element in the scheme. In a computer database, this four-digit number could identify a "field" or discrete piece of information. The data element number used in the *1995 Staff Data Handbook* for each entity is referenced in the fifth column.

For each data element there also is a "data element type" listed in the sixth column and a "field length" listed in the seventh column. Using the formats of many federal data collections (See the List of Sources for the list of surveys used), data element types and field lengths were chosen. Field lengths were chosen by identifying the longest length used in any current federal reporting format for each data element (if any) or the recommended length used in the *Student Data Handbook for Elementary, Secondary or Early Childhood Education*. These data element attributes are not meant to be mandatory; they are provided as examples. The state and local education agencies who participated in the field tests of the handbook were asked to provide input into the appropriateness of these attributes. Hence, the types and field lengths listed reflect an attempt to arrive at "best practice" attributes.

The possible data element types are as follows:

- **Identifier (ID)** - This is a data element that is defined in a code set or list of options. An options list is provided for most of the data elements identified as ID
- **Alpha/Numeric (AN)** - This is a data element for which any value is appropriate, that is, letters and numbers can be used in any combination. Generally, this type is used when no standard code list exists or where descriptive information is desired.
- **Numeric (N)** - This is a data element that must be a numeric value. These data elements can be further broken down to indicate an implied decimal and the number of places to the right of the decimal.
- **Floating Decimal (R)** - This data element type is a special numeric type. The decimal must be included in the value that appears. If the decimal does not appear, the number is assumed to be whole and the decimal appears at the right of the value.
- **Date (DT)** - This data element type is specifically defined as a date. The format will be given in the definition specified in the data collection instrument. All dates in this handbook are assumed to have eight digits, with the first two digits being the month, the next two digits being the day, and the last four digits being the year.

Only a maximum suggested field length has been included here. In designing a data collection system, a minimum length is also generally specified. Again, these field lengths are illustrative, not mandated. For numeric data elements that could contain a decimal, the number of places to the right of the decimal are included in the field length. Thus data element “**3400 Base Salary or Wage**” has a field length of 8.2,

indicating that there could be a total of *ten* (10) digits with *eight* (8) digits to the left of the decimal and *two* (2) digits to the right of the decimal. If the amount included in this data element is rounded to the nearest dollar, then the final two digits would be zero.

Following the data element attributes in the eighth column is the page number on which the data element definition may be found in this handbook. At the end of each table, there are notes about particular data elements to assist the user.

Please note that in the table starting on page 138, data elements in conjunction with entities are listed only once. That is, there is only one set of fields for information about an entity, such as an employer. When designing a database, it is useful to allow for possible multiple entries or information loops. Multiple entries are those entries where a data element occurs more than once. For instance, there could be multiple entries possible for types of assignment given to a staff member. In addition, information is sometimes required for each of the multiple entities, requiring the use of loops. Loops can consist of one or more data elements, repeated as necessary, to fully describe multiple entries. For instance, if a staff member has more than one academic degree, a data system should maintain data about the name of the institution of higher education, major or area of specialization, and other relevant items about each one.

This handbook attempts to provide a comprehensive list of entities and data elements. There are, however, other possible entities and data elements and many other possible combinations of entities and data elements that might be useful in designing a staff record system. This application is offered simply as an example of how the handbook information could be used in the design of a staff record system.

Users of the new Handbook version should note that the serial number may have changed because new data elements have been added.

Serial Number—Sequential number unique to each use of the data element.

Entity Number—Numeric code representing a particular entity.

2001 Data Element Number—2001 Staff Handbook unique data element number.

Section Title

Category

1995 Data Element Number—1995 Staff Handbook unique data element number

**A. PERSONAL INFORMATION**

<i>Serial Number</i>	<i>Entity Number</i>	<i>2001 Data Element Number</i>	<i>Data Elements</i>	<i>1995 Data Element Number</i>	<i>Data Element Type</i>	<i>Field Length</i>	<i>Page on which Defined</i>
			<u>NAME</u>				
A58	01	0600	Communication Number	0480	AN	30	
A59	01	0610	Electronic Mail Address Type		AN	10	
A60	01	0620	Electronic Mail Address	0500	AN	30	

Data Element Name

Data Element Type

Field Length

Page on which Data Element is Defined

**A. PERSONAL INFORMATION**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<b>NAME</b>				
A1	22	0010	First Name	0010	AN	12	33
A2	22	0020	Middle Name	0020	AN	12	33
A3	22	0030	Last/Surname	0030	AN	20	33
A4	22	0040	Generation Code/Suffix	0040	AN	3	33
A5	22	0050	Personal Title/Prefix	0050	AN	8	33
A6	22	0060	Alias	0060	AN	35	33
A7	22	0070	Former Legal Name	0070	AN	35	33
A8	22	0080	Last/Surname at Birth	0080	AN	20	33
A9	22	0090	Nickname	0090	AN	20	33
A10	22	0100	Tribal or Clan Name	0100	AN	20	33
			<b>BACKGROUND INFORMATION</b>				
A11	22	0130	Social Security Number (SSN)		AN	9	34
A12	22	0140	Identification Number <sup>1</sup>	0130	AN	30	34
A13	22	0150	Identification System	0140	ID	2	34
A14	22	0160	Identification Expiration Date		DT	8	34
A15	22	0170	Hispanic or Latino Ethnicity		ID	2	35
A16	22	0180	Race <sup>2</sup>	0150	ID	2	35
A17	22	0190	National/Ethnic Origin Subgroup	0160	AN	60	35
A18	22	0200	Sex	0170	ID	2	35
A19	22	0210	Birthdate	0180	DT	8	36
A20	22	0220	Birthdate Verification	0190	ID	2	36
A21	22	0230	City of Birth	0200	AN	30	36
A22	22	0240	County of Birth	0210	AN	16	36
A23	22	0250	State of Birth Code	0220	ID	2	37
A24	22	0260	State of Birth		AN	30	
A25	22	0270	Country of Birth Code	0230	ID	4	37
A26	22	0280	Name of Country of Birth		AN	30	37
A27	22	0290	Citizenship Status	0240	ID	2	37
A28	22	0300	Country of Citizenship Code <sup>3</sup>	0250	ID	4	37
A29	22	0310	Name of Country of Citizenship		AN	30	37
A30	22	0320	First Entry Date (into the United States)		DT	8	38
A31	22	0330	Employment Eligibility Verification	0260	ID	2	38
A32	22	0340	Language Type <sup>4</sup>	0270	ID	2	38
A33	22	0350	Language Code	0280	ID	4	39
A34	22	0360	Name of Language		AN	20	39
A35	22	0370	Religious Background	0290	ID	2	39

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
A36	22	0380	Marital Status	0300	ID	2	39
A37	22	0390	Disability Status		AN	60	40
A38	22	0400	Highest Level of Education Completed	0310	ID	2	40
			<u>MILITARY STATUS</u>				
A39	22	0410	Military Service Type	0320	ID	2	40
A40	22	0420	Military Duty Status	0350	ID	2	41
A41	22	0430	Military Entry Date	0340	DT	8	41
A42	22	0440	Military Discharge Date	0350	DT	8	41
A43	22	0450	Military Discharge Type	0360	ID	2	41
A44	22	0460	Military Reserve Obligation Ending Date	0370	DT	8	42
			<u>ADDRESS/CONTACT INFORMATION<sup>5</sup></u>				
A45	22	0470	Address Type	0380	ID	2	42
A46	22	0480	Street Number/Name	0390	AN	35	42
A47	22	0490	Apartment/Room/Suite Number	0400	AN	10	42
A48	22	0500	City	0410	AN	30	42
A49	22	0510	County	0420	AN	16	42
A50	22	0520	State Code	0430	ID	2	42
A51	22	0530	Name of State		AN	30	42
A52	22	0540	Zip Code	0440	AN	10	42
A53	22	0550	Country Code	0450	ID	4	43
A54	22	0560	Name of Country		AN	30	43
A55	22	0580	Communication Status	0470	AN	60	43
A56	22	0590	Communication Number Type		ID	2	43
A57	22	0600	Communication Number	0480	AN	25	43
A58	22	0610	Electronic Mail Address Type		ID	2	43
A59	22	0620	Electronic Mail Address	0500	AN	80	44
A60	22	0630	Web Site Address (URL)		AN	80	44
			<u>EMERGENCY CONTACT<sup>6</sup></u>				
A61	08	0110	Name of Individual <sup>7</sup>	0110	AN	45	44
A62	08	0570	Complete Permanent Address <sup>8</sup>	0460	AN	60	44
A63	08	0580	Communication Status	0470	AN	60	44
A64	08	0590	Communication Number Type		ID	2	44
A65	08	0600	Communication Number	0480	AN	25	45

Chapter 5 - Applications of the Handbook  
A. Personal Information

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<u>HEALTH INFORMATION</u>				
A66	22	0640	Medical Examination Type <sup>9</sup>	0530	ID	2	45
A67	22	0650	Medical Examination Date	0540	DT	8	46
A68	22	0660	Medical Examination Results	0550	AN	80	46
A69	22	0670	Emergency Factor		ID	2	46
A70	22	0680	Other Health Data and Medical Conditions	0560	AN	80	46
A71	22	0690	Religious Consideration		AN	35	46
A72	22	0700	Special Adaptation Requirements	0570	AN	80	46
A73	22	0710	Insurance Coverage		ID	2	46
A74	22	0720	Health Care Plan		AN	35	47
A75	22	0730	Hospital Preference		AN	35	47
A76	22	0740	Medical Waiver		AN	35	47
A77	22	0750	Other Special Health Needs, Information, or Instructions		AN	60	47
			<u>IMMUNIZATIONS<sup>10</sup></u>				
A78	22	0760	Immunization Type	0590	ID	6	47
A79	22	0770	Immunizations Mandated by State Law for Participation	0600	ID	2	47
A80	22	0780	Immunization Date	0610	DT	8	47
A81	22	0790	Immunization Status Code	0620	ID	2	47
			<u>INJURY<sup>11</sup></u>				48
A82	22	0800	Injury Type Code	0630	ID	6	48
A83	22	0810	Injury Description	0660	AN	120	48
A84	22	0820	Injury Occurrence Date	0640	DT	8	48
A85	22	0830	Injury Occurrence Location	0650	AN	60	48
A86	22	0840	Witness to Injury		AN	45	48
A87	22	0850	Physician Diagnosing Injury		AN	45	48
A88	22	0860	Worker's Compensation Claim Filed		ID	2	48
A89	22	0870	Worker's Compensation Claim Filing Date	0670	DT	8	49
A90	22	0880	Health Award Amount/Benefit		AN	60	49

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<sup>1</sup> Loop A12-A14 may be used for multiple entries.

<sup>2</sup> Multiple entries may be necessary, for Data Element 0180 (Race), the federal Office of Management and Budget has adopted guidelines requiring that individuals be allowed to indicate their ethnicity and select any or all of 5 racial categories. Systems adopting these new requirements may use multiple entries for Data Elements 0180 (race) or may develop a set of codes that uniquely identifies each possible race and ethnicity combination. See appendix I for further detail.

<sup>3</sup> Multiple entries may be necessary.

<sup>4</sup> Loop A32-A34 may be used for multiple entries.

<sup>5</sup> Loop A45-A60 may be used for multiple entries.

<sup>6</sup> Loop A61-A65 may be used for multiple entries.

<sup>7</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>8</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>9</sup> Loop A66-A68 may be used for multiple entries.

<sup>10</sup> Loop A78-A81 may be used for multiple entries.

<sup>11</sup> Loop A82-A90 may be used for multiple entries.

**B. EDUCATIONAL EXPERIENCES**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<b>EDUCATION INSTITUTION INFORMATION<sup>1</sup></b>				
B1	07	0120	Name of Institution	0120	AN	60	50
B2	07	1010	Institution Type		ID	2	50
B3	07	0140	Identification Number <sup>2</sup>	0130	AN	30	50
B4	07	0150	Identification System	0140	ID	2	50
B5	07	0470	Address Type	0380	DT	2	51
B6	07	0480	Street Number/Name	0390	AN	35	51
B7	07	0490	Apartment Room/Suite Number	0400	AN	10	51
B8	07	0500	City	0410	AN	30	52
B9	07	0510	County	0420	AN	16	52
B10	07	0520	State Code	0430	AN	2	52
B11	07	0540	Zip Code	0440	AN	10	52
B12	07	0550	Country Code	0450	AN	4	52
B13	07	0580	Communication Status	0470	AN	60	52
B14	07	0590	Communication Number Type		ID	2	52
B15	07	0600	Communication Number	0480	AN	25	53
B16	07	0610	Electronic Mail Address Type		ID	2	53
B17	07	0620	Electronic Mail Address	0500	AN	80	53
B18	07	0630	Web Site Address (URL)		AN	80	53
			<b>STAFF DEVELOPMENT PROVIDER<sup>3</sup></b>				
B19	21	0120	Name of Institution	0120	AN	60	50
B20	21	0110	Name of Individual <sup>4</sup>	0110	AN	45	50
B21	21	1010	Institution Type		ID	2	50
B22	21	0140	Identification Number <sup>5</sup>	0130	AN	30	50
B23	21	0150	Identification System	0140	ID	2	51
B24	21	0470	Address Type	0380	ID	2	51
B25	21	0480	Street Number/Name	0390	AN	35	51
B26	21	0490	Apartment Room/Suite Number	0400	AN	10	51
B27	21	0500	City	0410	AN	30	52
B28	21	0510	County	0420	AN	16	52
B29	21	0520	State Code	0430	AN	2	52
B30	21	0540	Zip Code	0440	AN	10	52
B31	21	0550	Country Code	0450	AN	4	52
B32	21	0580	Communication Status	0470	AN	60	52
B33	21	0590	Communication Number Type		ID	2	52
B34	21	0600	Communication Number	0480	AN	25	53

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
B35	21	0610	Electronic Mail Address Type		ID	2	53
B36	21	0620	Electronic Mail Address	0500	AN	80	53
B37	21	0630	Web Site Address (URL)		AN	80	53
			<u>EDUCATIONAL PROGRAM<sup>6</sup></u>				
B38	06	1020	Program Title	0780	AN	35	53
B39	06	1030	Program Description	0780	AN	60	53
B40	06	1040	Participation Status	0680	ID	2	53
B41	06	1050	Entry Date	0690	DT	8	54
B42	06	1060	Withdrawal Date	0700	DT	8	54
B43	06	1070	Completion Date	0790	DT	8	54
B44	06	1080	Program Support/Funding Source	0980	ID	2	54
B45	06	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B46	06	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>STAFF DEVELOPMENT ACTIVITY<sup>7</sup></u>				
B47	20	1020	Program Title	0780	AN	35	53
B48	20	1030	Program Description	0780	AN	60	53
B49	20	1040	Participation Status	0680	ID	2	53
B50	20	1050	Entry Date	0690	DT	8	54
B51	20	1060	Withdrawal Date	0700	DT	8	54
B52	20	1070	Completion Date	0790	DT	8	54
B53	20	1080	Program Support/Funding Source	0980	ID	2	54
B54	20	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B55	20	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>PROGRAM SUPPORT</u>				
B56	22	1090	Educational Program/Staff Development Activity Compensation	1000	ID	2	55
B57	22	1100	Educational Program/Staff Development Activity Arrangement	0990	ID	2	55
B58	22	1120	Educational Program/Staff Development Activity Anticipated Outcome	0860	ID	2	56

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>SUBJECT MATTER AREA OF STUDY<sup>8</sup></u>				
B59	22	1140	Level of Specialization	0710	ID	2	57
B60	22	1150	Postsecondary Subject Matter Area	0720	ID	2	57
			<u>COURSE WORK TAKEN<sup>9</sup></u>				
B61	03	1160	Session Type		ID	2	58
B62	03	1170	Session Beginning Date		DT	8	59
B63	03	1180	Session Ending Date		DT	8	59
B64	03	1190	Course Title <sup>10</sup>	0730	AN	60	59
B65	03	1200	Course Description	0730	AN	80	59
B66	03	1210	Course Code System		ID	2	59
B67	03	1220	Course Code		AN	30	60
B68	03	1230	Principal Medium of Instruction		ID	2	60
B69	03	1240	Grade Earned in Course		AN	35	60
B70	03	1250	Credit Type Earned		ID	2	60
B71	03	1260	Credits Earned in Course	0750	AN	4	62
B72	22	1270	Grade Point Average (GPA): Cumulative		R	5	62
			<u>OTHER NON-COURSE EDUCATIONAL PROGRAM<sup>11</sup></u>				
B73	06	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B74	06	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B75	06	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B76	06	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B77	06	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B78	06	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B79	06	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B80	06	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B81	06	1240	Grade Earned in Course	0740	AN	15	64
B82	06	1250	Credit Type Earned	0745	ID	2	64

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
B83	06	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B84	06	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>STAFF DEVELOPMENT ACTIVITY</u> <sup>12</sup>				
B85	20	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B86	20	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B87	20	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B88	20	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B89	20	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B90	20	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B91	20	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B92	20	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B93	20	1240	Grade Earned in Course	0740	AN	15	64
B94	20	1250	Credit Type Earned	0745	ID	2	64
B95	20	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B96	20	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>RECOGNITION EARNED</u> <sup>13</sup>				
B97	22	1360	Degree/Certificate Title	0800	AN	60	66
B98	22	1370	Degree/Certificate Type		ID	2	66
B99	22	1380	Degree/Certificate Distinctions	0810	AN	45	66
B100	22	1390	Degree/Certificate Conferring Date	0820	DT	8	66
B101	22	1400	Honor or Award <sup>14</sup>	0830	AN	45	66

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<sup>1</sup> Loop B1-B18 may be used for multiple entries.

<sup>2</sup> Loop B3-B4 may be used for multiple entries.

<sup>3</sup> Loop B19-B37 may be used for multiple entries.

<sup>4</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>5</sup> Loop B22-B23 may be used for multiple entries.

<sup>6</sup> Loop B38-B46 may be used for multiple entries.

<sup>7</sup> Loop B47-B55 may be used for multiple entries.

<sup>8</sup> Loop B59-B60 may be used for multiple entries.

<sup>9</sup> Loop B61-B72 may be used for multiple entries.

<sup>10</sup> Loop B64-B71 may be used for multiple entries.

<sup>11</sup> Loop B73-B84 may be used for multiple entries.

<sup>12</sup> Loop B85-B96 may be used for multiple entries.

<sup>13</sup> Loop B97-B101 may be used for multiple entries.

<sup>14</sup> Multiple entries may be necessary.

**C. QUALIFICATION INFORMATION**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<b>CREDENTIAL INFORMATION<sup>1</sup></b>				
C1	04	2010	Credential Type	1050	ID	2	68
C2	04	2020	Non-Educator Credential Type	1060	ID	4	68
C3	04	2030	Non-Teaching Educator Credential Type		AN	60	68
C4	04	2040	Teaching Credential Type	1070	ID	2	69
C5	04	2050	Teaching Credential Basis	1080	ID	2	69
C6	04	2060	Credential Description	1090	AN	60	69
C7	04	0140	Identification Number <sup>2</sup>	0130	AN	30	70
C8	04	0150	Identification System	0140	ID	2	70
C9	04	2070	Date Credential Requirement Met		DT	8	70
C10	04	2080	Credential Issuance Date	1100	DT	8	70
C11	04	2090	Credential Expiration Date	1110	DT	8	70
C12	04	2100	Initial Credential Issuance Requirements	1120	ID	2	70
C13	04	2110	Background Check Type		ID	2	71
C14	04	2120	Background Check Description		AN	60	71
C15	04	2130	Background Check Completion Date		DT	8	71
C16	04	2140	Induction Program Mentor		AN	45	71
C17	04	2150	Credential Renewal Requirement	1120	ID	2	71
C18	04	2160	Number of Units Required for Credential Renewal		N	3	72
C19	04	2170	Credential Renewal Units Attempted		N	3	72
C20	04	2180	Credential Renewal Units Earned		N	3	72
C21	04	2190	Staff Advisor for Credential Renewal		AN	45	72
C22	04	2200	Credential Renewal Date		DT	8	72
C23	04	2210	Program Sponsor <sup>3</sup>	1210	ID	2	72
C24	05	0120	Name of Institution	0120	AN	60	73
C25	05	0570	Complete Permanent Address <sup>4</sup>	0460	AN	60	73
C26	05	0580	Communication Status	0470	AN	60	73
C27	05	0590	Communication Number Type		ID	2	73
C28	05	0600	Communication Number	0480	AN	80	73
C29	05	0620	Electronic Mail Address	0500	AN	80	73
C30	05	0630	Web Site Address (URL)		AN	60	74

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<b>ASSESSMENT INFORMATION<sup>5</sup></b>				
C31	04	2220	Assessment Purpose <sup>6</sup>	1220	ID	2	74
C32	04	2230	Assessment Title/Description	1230	AN	60	74
C33	04	2240	Assessment Code		AN	30	74
C34	04	2250	Assessment Standard Indicator	1240	ID	2	74
C35	04	2260	Assessment Type	1250	ID	2	74
C36	04	2270	Assessment Content	1260	ID	2	15
C37	04	2280	Assessment Content Level	1270	AN	30	15
C38	04	2290	Assessment Date	1280	DT	8	15
C39	04	2300	Assessment Score/Results	1290	AN	80	15
			<b>CREDENTIAL CHARACTERISTICS</b>				15
C40	04	2310	Credential Authorized Function <sup>7</sup>	1140	AN	45	15
C41	04	2320	Authorized Instructional Level	1150	ID	2	15
C42	04	2330	Teaching Field or Area Authorized	1170	ID	2	76
C43	04	2340	Fee Amount	1340	N	10.2	77
C44	04	2350	Fee Payment Status	1350	N	10.2	77
C45	04	2360	Fee Payment Date	1360	DT	8	77
			<b>CREDENTIAL REVOCATION INFORMATION</b>				78
C46	04	2370	Credential Revocation Date		DT	8	78
C47	04	2380	Credential Revocation Reason		AN	60	78
			<b>PUBLICATIONS<sup>8</sup></b>				78
C48	22	2390	Publication Type	1370	ID	2	78
C49	22	2400	Publication Description	1380	AN	60	78
			<b>PRIOR EXPERIENCE<sup>9</sup></b>				78
C50	12	0120	Name of Institution	0120	AN	60	78
C51	12	0570	Complete Permanent Address <sup>10</sup>	0460	AN	60	78
C52	15	0110	Name of Individual	0110	AN	45	78
C53	12	0580	Communication Status	0470	AN	60	78
C54	12	0590	Communication Number Type		ID	2	79
C55	12	0600	Communication Number	0480	AN	25	79
C56	12	0620	Electronic Mail Address	0500	AN	80	79
C57	12	2410	Business Type	1390	ID	2	79
C58	22	2420	Employment Status	1400	ID	2	80

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
C59	22	2430	Employment Start Date	1410	DT	8	80
C60	22	2440	Employment End Date	1420	DT	8	80
C61	22	2450	Condition of Employment		AN	60	80
C62	22	2460	Employment Separation Reason	1430	ID	2	80
C63	22	2470	Nature of Prior Employment	1440	AN	80	82
C64	01	2480	Teaching Assignment <sup>11</sup>	1450	ID	2	82
C65	01	2490	Instructional Level <sup>12</sup>	1460	AN	45	83
			<u>IMMEDIATE SUPERVISOR</u>				
C66	15	0110	Name of Individual	0110	AN	45	78
C66	15	0580	Communication Status	0470	AN	60	78
C67	15	0590	Communication Number Type		ID	2	79
C68	15	0600	Communication Number	0480	AN	25	79
C69	15	0620	Electronic Mail Address	0500	AN	80	79
			<u>MENTOR</u>				
C70	16	0110	Name of Individual	0110	AN	45	78
C71	16	0570	Complete Permanent Address <sup>13</sup>	0460	AN	60	73
C72	16	0580	Communication Status	0470	ID	60	78
C73	16	0590	Communication Number Type		AN	2	79
C74	16	0600	Communication Number	0480	AN	25	79
			<u>YEARS OF EMPLOYMENT EXPERIENCE</u>				
C75	22	2500	Years of Prior Teaching Experience	1470	N	4.1	84
C76	22	2510	Years of Prior Education Experience	1480	N	4.1	85
C77	22	2520	Years of Prior Related Experience	1490	N	4.1	85
C78	22	2530	Total Number of Years of Prior Experience	1500	N	4.1	85
			<u>INTERNSHIP/ APPRENTICESHIP<sup>14</sup></u>				
C79	22	2540	Internship/Apprenticeship Description	1510	AN	80	85
C80	22	2550	Internship/Apprenticeship Beginning Date	1520	DT	8	85

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
C81	22	2560	Internship/Apprenticeship Ending Date	1530	DT	8	85
C82	22	2570	Internship/Apprenticeship Results		AN	60	85
			<u>RELATED TRAVEL ACTIVITIES</u> <sup>15</sup>				
C83	22	2580	Travel Location <sup>16</sup>	1540	AN	45	85
C84	22	2590	Travel Purpose	1550	AN	80	85
C85	22	2600	Travel Beginning Date	1560	DT	8	85
C86	22	2610	Travel Ending Date	1570	DT	8	85
			<u>OTHER INTERESTS</u>				86
C87	22	2620	Avocational Interests and Skills	1580	AN	80	86
C88	22	2630	Other Areas of Informal Qualification	1590	AN	80	86
C89	22	2640	Special Contact Group Empathies	1600	AN	60	86
			<u>Public Service</u> <sup>17</sup>				
C90	18	0120	Name of Institution	0120	AN	60	73
C91	18	2650	Years of Participation	1610	N	4.2	86
C92	18	2660	Office Held	1620	AN	30	86
C93	18	2670	Office Term Beginning Date	1630	DT	8	86
C94	18	2680	Office Term Ending Date	1640	DT	8	86
C95	22	1400	Honor or Award <sup>18</sup>	0830	AN	45	86
			<u>ORGANIZATIONAL MEMBERSHIP</u> <sup>19</sup>				
C96	17	0120	Name of Institution	0121	AN	60	73
C97	17	2650	Years of Participation	1610	N	4.2	86
C98	17	2660	Office Held	1620	AN	30	86
C99	17	2670	Office Term Beginning Date	1630	DT	8	86
C100	17	2680	Office Term Ending Date	1640	DT	8	86
C101	22	1400	Honor or Award <sup>20</sup>	0830	AN	45	86

<sup>1</sup> Loop C1-C47 may be used for multiple entries.

<sup>2</sup> Loop C7-C8 may be used for multiple entries.

<sup>3</sup> Multiple entries may be necessary.

<sup>4</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>5</sup> Loop C31-C39 may be used for multiple entries.

<sup>6</sup> Loop C40-C42 may be used for multiple entries.

<sup>7</sup> Multiple entries may be necessary.

<sup>8</sup> Loop C48-C49 may be used for multiple entries.

<sup>9</sup> Loop C50-C69 may be used for multiple entries.

<sup>10</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>11</sup> Multiple entries may be necessary

<sup>12</sup> Multiple entries may be necessary

- <sup>13</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.
- <sup>14</sup> Loop C79-C82 may be used for multiple entries.
- <sup>15</sup> Loop C83-C86 may be used for multiple entries.
- <sup>16</sup> Multiple entries may be necessary.
- <sup>17</sup> Loop C90-C95 may be used for multiple entries.
- <sup>18</sup> Multiple entries may be necessary.
- <sup>19</sup> Loop C96-C101 may be used for multiple entries.
- <sup>20</sup> Multiple entries may be necessary.

**D. CURRENT EMPLOYMENT**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<b>ENTRY INTO EMPLOYMENT</b>				
D1	22	3010	Means of Introduction for Employment	1650	ID	2	87
D2	19	0110	Name of Individual <sup>1</sup>	0110	AN	45	88
D3	19	0120	Name of Institution	0120	AN	60	88
D4	19	0570	Complete Permanent Address <sup>2</sup>	0460	AN	60	88
D5	19	0580	Communication Status	0470	AN	60	88
D6	19	0590	Communication Number Type		ID	2	88
D7	19	0600	Communication Number	0480	AN	25	88
D8	19	0610	Electronic Mail Address Type		ID	2	89
D9	19	0620	Electronic Mail Address	0500	AN	80	89
D10	19	0630	Web Site Address (URL)		AN	80	89
D11	22	3020	Application Date		DT	8	89
D12	22	3030	Application Status		ID	2	89
D13	22	2110	Background Check Type <sup>3</sup>		ID	2	89
D14	22	2120	Background Check Description		AN	60	89
D15	22	2130	Background Check Completion Date		DT	8	89
D16	22	3040	Position Assessment Type <sup>4</sup>		AN	60	89
D17	22	3050	Position Assessment Date		DT	8	90
D18	22	3060	Position Assessment Results		AN	60	90
D19	22	3070	Software Application Type <sup>5</sup>		AN	60	90
D20	22	3080	Software Application Title		AN	30	90
D21	22	3090	Software Application Experience Level		AN	30	90
D22	22	3100	Prior Year Status		ID	2	90
			<b>EMPLOYMENT CONDITIONS<sup>6</sup></b>				
D23	22	3110	Hire Date	1410	DT	8	90
D24	22	2420	Employment Status	1400	ID	2	90
D25	22	3120	Contractual Term	1660	ID	2	91
D26	22	3130	Contract Beginning Date	1670	DT	8	91
D27	22	3140	Contract Ending Date	1680	DT	8	92
D28	22	3150	Seniority Date		DT	8	92
D29	22	3160	Tenure Date		DT	8	92
D30	22	3170	Contract Days of Service Per Year		N	5.2	92
D31	22	3180	Employment Time Annually	1690	AN	16	92

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D32	22	3190	Full-time Equivalency (FTE) <sup>7</sup>	1700	N	5.2	92
D33	22	3200	Full-time Status	1710	ID	2	92
D34	22	3210	Hours of Service per Day	1720	N	5.2	92
D35	22	3220	Days of Service per Week	1730	N	4.1	92
D36	22	3230	Hours of Service per Week	1740	N	6.2	92
D37	22	3240	Scheduled Work Time Daily	1750	AN	24	92
D38	22	3250	Scheduled Work Days Weekly	1760	AN	80	93
D39	22	3260	Scheduled Work Months Annually	1770	AN	80	93
D40	22	3270	Position Title <sup>8</sup>	1780	AN	45	93
D41	22	3280	Position or Classification Number	1790	AN	30	93
D42	22	3290	Unique Position Number		AN	30	93
D43	22	3300	Fair Labor Standards Act Coverage	1800	ID	2	93
D44	22	3310	Substitute Status	1810	ID	2	93
D45	22	3320	Vehicle Driver's License <sup>9</sup> Type		ID	2	93
D46	22	3330	Vehicle Driver's License Expiration Date		DT	8	94
D47	22	3340	Authorized/Insured to Use Organization Vehicles		ID	2	94
D48	22	3350	Authorized/Insured to Use Own Vehicles		ID	2	94
D49	22	3360	Union Membership/Name		AN	45	94
			<b>SALARY COMPENSATION<sup>10</sup></b>				
D50	22	3370	Pay Grade	1820	AN	60	94
D51	22	3380	Pay Step		AN	60	94
D52	22	3390	Pay Range	1830	AN	60	94
D53	22	3400	Base Salary or Wage	1840	N	10.2	94
D54	22	3410	Earning Rates of Pay	1850	AN	60	94
D55	22	3420	Unit of Basis for Measurement		ID	2	95
D56	22	3430	Other Compensation Type		ID	2	95
D57	22	3440	Supplemental Pay Type		ID	2	95
D58	22	3450	Salary for Overtime	1890	N	10.2	96
D59	22	3460	Overtime Identifier	1900	N	10.2	96
D60	22	3470	Compensation Description		AN	60	96
D61	22	3480	Compensation Eligibility		AN	60	96
D62	22	3490	Compensation Amount	1930	N	10.2	96
			<b>BENEFIT COMPENSATION<sup>11</sup></b>				
D63	09	3500	Fringe Benefit Type	2010	ID	2	96
D64	09	3510	Eligibility Status	2020	ID	2	97

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D65	09	3520	Ineligibility Reason	2030	AN	60	98
D66	09	3530	Coverage Description	2040	AN	80	98
D67	09	3540	Coverage Type	2050	AN	60	98
D68	09	3550	Coverage Identifier	2060	AN	45	98
D69	09	3560	Coverage Amount	2070	N	10.2	98
D70	09	3570	Special Terms	2080	AN	80	98
D71	09	3580	Coverage Beginning Date	2090	DT	8	98
D72	09	3590	Coverage Ending Date	2100	DT	8	98
D73	09	3600	Vesting Percentage	2110	N	5.2	98
D74	09	3610	Anticipated Use Date	2120	DT	8	98
D75	09	3620	Actual Use Date	2130	DT	8	98
D76	10	0120	Name of Institution	0120	AN	60	99
D77	10	0570	Complete Permanent Address <sup>12</sup>	0460	AN	60	99
D78	10	0580	Communication Status	0470	AN	60	99
D79	10	0590	Communication Number Type		ID	2	99
D80	10	0600	Communication Number	0480	AN	25	99
D81	10	0620	Electronic Mail Address	0500	AN	80	99
			<b>EMPLOYEE BENEFIT CONTRIBUTOR<sup>13</sup></b>				
D82	11	0120	Name of Institution	0120	AN	60	99
D83	11	0570	Complete Permanent Address <sup>14</sup>	0460	AN	60	99
D84	11	0580	Communication Status	0470	AN	60	99
D85	11	0590	Communication Number Type		ID	2	99
D86	11	0600	Communication Number	0480	AN	25	99
D87	11	0620	Electronic Mail Address	0500	AN	80	99
			<b>EMPLOYEE BENEFIT CONTRIBUTION<sup>15</sup></b>				
D88	09	3630	Benefit Contributor Type	2140	ID	2	100
D89	09	3640	Benefit Contribution Type	2150	ID	2	100
D90	09	3650	Benefit Contribution Amount	2160	AN	60	100
D91	09	3660	Payment Required per Pay Period	2170	N	10.2	100
			<b>BENEFICIARY<sup>16</sup></b>				
D92	02	0110	Name of Individual <sup>17</sup>	0110	AN	45	100
D93	02	3670	Relationship to Staff Member	2180	AN	60	100
D94	02	0570	Complete Permanent Address <sup>18</sup>	0460	AN	60	100
D95	02	0580	Communication Status	0470	AN	60	101
D96	02	0590	Communication Number Type		ID	2	101

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D97	02	0600	Communication Number	0480	AN	25	101
D98	02	0610	Electronic Mail Address Type		ID	2	101
D99	02	0620	Electronic Mail Address	0500	AN	80	101
			<u>PAYROLL INFORMATION</u>				
D100	22	3680	Gross Income Amount		N	10.2	101
D101	22	3690	Adjusted Income Amount		N	10.2	102
D102	22	3700	Advance Pay		N	10.2	102
D103	22	3710	Payroll Calculation Cycle		AN	45	102
D104	22	3720	Payroll Deduction Type		ID	2	102
D105	22	3730	Payroll Tax Treatment Status		ID	2	102
D106	22	3740	Deduction Period		AN	45	103
D107	22	3750	Deduction Amount	2000	N	10.2	103
D108	22	3760	Annual Maximum Payroll Deduction Allowed		N	10.2	103
D109	22	3770	Electronic Deposit Bank Routing Number		AN	20	103
D110	22	3780	Electronic Deposit Bank Account Number		AN	20	103
D111	22	3790	Bank Account Type		ID	2	103
D112	22	3800	Deposit Amount		N	10.2	103
D113	22	3810	Deposit Date		DT	8	103
D114	22	3820	Earned Income Credit		N	10.2	103
			<u>TAX WITHHOLDING INFORMATION</u>				
D115	22	3830	Form Type		ID	2	103
D116	22	3840	Form Date		DT	8	104
D117	22	0520	State Code		ID	2	104
D118	22	3850	Marital Status		ID	2	104
D119	22	3860	Number of Dependents		N	2	104
D120	22	3870	Allowances Number		N	4	104
			<u>ATTENDANCE STATUS</u> <sup>19</sup>				
D121	22	3880	Leave Type	2190	ID	2	104
D122	22	3890	Leave Substitution Status	2200	ID	2	105
D123	22	3900	Leave Payment Status	2210	ID	2	105
D124	22	3910	Maximum Leave Allowed	2220	N	5.2	105
D125	22	3920	Leave Accrued	2230	N	5.2	105
D126	22	3930	Hours of Leave Used	2240	N	5.2	105
D127	22	3940	Leave Beginning Date	2250	DT	8	105
D128	22	3950	Leave Ending Date		DT	8	106
D129	22	3960	Leave Balance	2260	N	5.2	106
			<u>GRIEVANCES</u> <sup>20</sup>				
D130	22	3970	Grievance Description	2270	AN	80	106
D131	22	3980	Grievance Date	2280	DT	8	106

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D132	22	3990	Grievance Action	2290	AN	80	106
D133	22	4000	Grievance Resolution Date		DT	8	106
D134	22	4010	Grievance Action/Outcome		AN	80	106

<sup>1</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>2</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>3</sup> Loop D13-D15 may be used for multiple entries.

<sup>4</sup> Loop D16-D18 may be used for multiple entries.

<sup>5</sup> Loop D19-D21 may be used for multiple entries.

<sup>6</sup> Loop D23-D49 may be used for multiple entries.

<sup>7</sup> Derived from constituent data elements: 3180 Employment Time Annually.

<sup>8</sup> Loop D40-D42 may be used for multiple entries.

<sup>9</sup> Loop D45-D46 may be used for multiple entries.

<sup>10</sup> Loop D50-D62 may be used for multiple entries.

<sup>11</sup> Loop D63-D81 may be used for multiple entries.

<sup>12</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>13</sup> Loop D82-D87 may be used for multiple entries.

<sup>14</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>15</sup> Loop D88-D91 may be used for multiple entries.

<sup>16</sup> Loop D92-D99 may be used for multiple entries.

<sup>17</sup> Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.

<sup>18</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>19</sup> Loop D121-D129 may be used for multiple entries.

<sup>20</sup> Loop D130-D134 may be used for multiple entries.

E. ASSIGNMENTS

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<u>ASSIGNMENT INFORMATION<sup>1</sup></u>				
E1	01	5010	Job Classification	2300	ID	4	107
E2	01	5020	Assignment Description	2310	AN	80	107
E3	01	2480	Teaching Assignment	1450	ID	2	107
E4	01	2490	Instructional Level	1460	ID	2	109
E5	01	5030	Scope of Activity	2320	ID	2	110
E6	01	5040	Itinerant Teacher		ID	2	110
E7	01	5050	Essential Personnel Identifier	2330	ID	2	110
E8	01	5060	Time Period Classification	2340	ID	2	110
E9	01	5070	Time Period	2350	AN	15	110
E10	01	1160	Session Type	2360	ID	2	110
E11	01	5080	Activity Beginning Date	2370	DT	8	111
E12	01	5090	Activity Ending Date	2380	DT	8	111
E13	01	5100	Total Days in Session		N	4.2	111
E14	01	5110	Number of Hours in School Day		N	4.2	111
			<u>OPERATIONAL UNIT TO WHICH ASSIGNED<sup>2</sup></u>				
E15	01	0120	Name of Institution	0120	AN	60	111
E16	01	0140	Identification Number <sup>3</sup>	0130	AN	30	111
E17	01	0150	Identification System	0140	ID	2	111
E18	01	0570	Complete Permanent Address <sup>4</sup>	0460	AN	60	112
E19	01	0580	Communication Status	0470	AN	60	112
E20	01	0590	Communication Number Type		ID	2	112
E21	01	0600	Communication Number	0480	AN	25	113
E22	01	0610	Electronic Mail Address Type		ID	2	113
E23	01	0620	Electronic Mail Address	0500	AN	30	113
E24	01	0630	Web Site Address (URL)		AN	60	113
E25	01	5120	Location	2390	AN	45	113
E26	01	5130	Facility Type	2400	ID	2	113
E27	01	5140	School Type Code		ID	2	114
			<u>IMMEDIATE SUPERVISOR</u>				
E28	15	0110	Name of Individual	0110	AN	45	
E29	15	0570	Complete Permanent Address <sup>5</sup>	0460	AN	60	112
E30	15	0580	Communication Status	0470	AN	60	112
E31	15	0590	Communication Number Type		ID	2	112
E32	15	0600	Communication Number	0480	AN	25	113
E33	15	0610	Electronic Mail Address Type		ID	2	113

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
E34	15	0620	Electronic Mail Address	0500	AN	80	113
			<u>SCHEDULE FOR CURRENT ASSIGNMENT</u> <sup>6</sup>				
E35	01	3190	Full-time Equivalency (FTE) <sup>7</sup>	1700	N	5.2	115
E36	01	3200	Full-time Status	1710	ID	2	115
E37	01	3240	Scheduled Work Time Daily	1750	AN	24	115
E38	01	3250	Scheduled Work Days Weekly	1760	AN	80	115
E39	01	3260	Scheduled Work Months Annually	1770	AN	80	115
			<u>STAFF ASSIGNMENT WORKLOAD</u> <sup>8</sup>				
E40	01	5150	Elementary Subject/Course		ID	2	116
E41	01	1210	Course Code System <sup>9</sup>		ID	2	117
E42	01	1220	Course Code		AN	30	117
E43	01	1190	Course Title		AN	60	117
E44	01	5160	Unique Course Code		AN	45	117
E45	01	5170	State University Course Requirement		ID	2	117
E46	01	1230	Principal Medium of Instruction		ID	2	117
E47	01	5180	Language of Instruction		AN	45	118
E48	01	5190	Number of Students in Class		N	3	118
			<u>PROGRAM INFORMATION</u>				
E49	01	5200	School Grade Level Classification	2450	ID	2	118
E50	01	5210	Program Type	2460	ID	4	119
E51	01	1080	Program Support/Funding Source <sup>10</sup>	0980	ID	2	119
E52	01	5220	Function Type	2470	ID	4	119
			<u>ACTIVITY SPONSORSHIPS</u> <sup>11</sup>				
E53	01	5230	Activity Title		AN	35	119
E54	01	5240	Activity Code		ID	3	119
E55	01	5250	Activity Description		AN	60	121
E56	01	5260	Activity Involvement Beginning Date		DT	8	121
E57	01	5270	Activity Involvement Ending Date		DT	8	121
E58	01	5280	Amount of Activity Involvement		AN	45	122
			<u>OTHER ASSIGNMENT INFORMATION</u>				
E59	01	5290	Unit of Work	2420	AN	45	122
E60	01	5300	Time Expended	2430	AN	45	122

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
E61	01	5310	Percent of Total Time <sup>12</sup>	2440	N	5.2	122
E62	01	5320	Number of Days in Attendance		N	4.1	122
E63	01	5330	Number of Days Absent		N	4.1	122
E64	01	5340	Number of Days Tardy		N	3	122

<sup>1</sup> Loop E1-E14 may be used for multiple entries.

<sup>2</sup> Loop E15-E27 may be used for multiple entries.

<sup>3</sup> Loop E16-E17 may be used for multiple entries.

<sup>4</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>5</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>6</sup> Loop E35-E39 may be used for multiple entries.

<sup>7</sup> Derived from constituent data element: 3180, Employment Time Annually.

<sup>8</sup> Loop E40-E48 may be used for multiple entries.

<sup>9</sup> Loop E41-E42 may be used for multiple entries.

<sup>10</sup> Multiple entries may be necessary.

<sup>11</sup> Loop E53-E58 may be used for multiple entries.

<sup>12</sup> Derived from constituent data elements: 3180 Employment Time Annually, 3190 Full-time Equivalency (FTE), 3240 Scheduled Work Time Daily, 3250 Scheduled Work Days Weekly, 3260 Scheduled Work Months Annually.

## F. EVALUATION AND CAREER DEVELOPMENT

Serial Number	Entity Number	2001 Data Element Number	Data Elements	1995 Data Element Number	Data Element Type	Field Length	Page on which Defined
			<b>QUALITY OF PERFORMANCE<sup>1</sup></b>				
F1	13	6010	Evaluation Purpose	2480	ID	2	123
F2	13	6020	Evaluation Periodicity	2490	ID	2	123
F3	13	6030	Evaluation Date	2500	DT	8	124
F4	13	6040	Evaluation Recommendation <sup>2</sup>		ID	2	124
F5	13	6050	Evaluation System	2520	AN	45	125
F6	13	6060	Evaluation Score/Rating	2530	AN	45	125
F7	13	6070	Evaluation Scale	2540	AN	80	125
F8	13	6080	Evaluation Outcome	2510	AN	80	125
F9	14	0110	Name of Individual <sup>3</sup>	0110	AN	45	125
F10	14	3270	Position Title	1780	AN	45	125
F11	14	0120	Name of Institution	0120	AN	60	125
F12	14	0140	Identification Number <sup>4</sup>	0130	AN	30	125
F13	14	0150	Identification System	0140	ID	2	125
F14	14	0570	Complete Permanent Address <sup>5</sup>	0460	AN	60	126
F15	14	0580	Communication Status	0470	AN	60	126
F16	14	0590	Communication Number Type		ID	2	126
F17	14	0600	Communication Number	0480	AN	25	126
F18	14	0610	Electronic Mail Address Type		ID	2	127
F19	14	0620	Electronic Mail Address	0500	AN	80	127
			<b>CAREER DEVELOPMENT ALTERNATIVES<sup>6</sup></b>				
F21	13	5010	Job Classification	2300	ID	4	127
F22	13	5210	Program Type	2460	ID	4	127
F23	13	5220	Function Type	2470	ID	4	127
F24	13	6090	Readiness for Assignment of Greater Responsibility	2550	ID	2	127
F25	13	6100	Career Development Needs <sup>7</sup>	2560	ID	2	127
F26	13	6110	Preparation Type	2570	AN	45	128
F27	13	6120	Preparation Location	2580	AN	45	128
F28	13	6130	Preparation Duration	2590	AN	30	128
F29	13	6140	Preparation Funding	2600	AN	30	128
			<b>COMPLAINT<sup>8</sup></b>				
F30	13	6150	Source of Complaint		AN	22	128
F31	13	6160	Date of Complaint		DT	22	128
F32	13	6170	Nature of Complaint		AN	22	128
F33	13	6180	Resolution of Complaint		AN	22	129

<sup>1</sup> Loop F1-F29 may be used for multiple entries.

<sup>2</sup> Multiple entries may be necessary.

<sup>3</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>4</sup> Loop F12-F13 may be used for multiple entries.

<sup>5</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>6</sup> Loop F21-F29 may be used for multiple entries.

<sup>7</sup> Loop F25-F29 may be used for multiple entries.

<sup>8</sup> Loop F30-F33 may be used for multiple entries.

**G. SEPARATION FROM EMPLOYMENT**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
G1	22	2420	Employment Separation Date	1420	DT	8	130
G2	22	7010	Employment Separation Type	2610	ID	2	130
G3	22	2460	Employment Separation Reason <sup>1</sup>	1430	ID	2	130
G4	22	7020	Severance Pay	2620	N	10.2	131
G5	22	7030	Reemployment Eligibility	2630	ID	2	132
G6	22	7040	Reason Not Eligible for Reemployment	2640	AN	45	132

<sup>1</sup> Multiple entries may be necessary.