

Domain: Staff

Section: Personal Information

Category: Name

A word or series of words by which a subject is known and distinguishable.

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Staff Member

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Staff Member

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Staff Member

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Staff Member

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Staff Member

Option Use: 0996 No option list available

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Staff Member

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Section: Personal Information

Category: Name

A word or series of words by which a subject is known and distinguishable.

Option Use: 0996 No option list available

0033 Alias

An assumed name, or a name by which an individual is otherwise known.

Entity Use: Staff Member

Option Use: 0996 No option list available

0132 Former Legal Name

A previously recognized legally accepted name that is no longer valid.

Entity Use: Staff Member

Option Use: 0996 No option list available

0157 Last/Surname at Birth

The original surname of an individual as identified at birth before any subsequent changes.

Entity Use: Staff Member

Option Use: 0996 No option list available

0189 Nickname

A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

Entity Use: Staff Member

Option Use: 0996 No option list available

0290 Tribal or Clan Name

A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

Entity Use: Staff Member

Option Use: 0996 No option list available

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Section: Personal Information

Category: Name

A word or series of words by which a subject is known and distinguishable.

0187 Name of Institution

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

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0308 Social Security Number (SSN)

The nine-digit number of identification assigned to the individual by the Social Security Administration.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0147 Identification System

A coding 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.

Entity Use: Staff Member

Option Use: 0328 *Driver's license number*

Option Use: 0339 *Health record number*

Option Use: 0338 *Medicaid number*

Option Use: 0399 *Professional certificate or license number*

Option Use: 0495 *School-assigned number*

Option Use: 0593 *District-assigned number*

Option Use: 0686 *State-assigned number*

Option Use: 0264 *Federal identification number*

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Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 0764 *Other federally assigned number*

Option Use: 0780 *Selective service number*

Option Use: 0004 *Social Security administration number*

Option Use: 0113 *US government Visa number*

Option Use: 0154 *Personal identification number*

Option Use: 9999 *Other*

0309 Identification Expiration Date

The month, day and year on which the identification document expires and is no longer valid.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0310 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."

Entity Use: Staff Member

Option Use: 2304 *Hispanic or Latino*

Option Use: 2305 *Non-Hispanic/Latino*

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Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0849 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. [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]. (See appendix A for further detail).

Entity Use: Staff Member

Option Use: 0998 *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 affiliations or community recognition.

Option Use: 0999 *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, Thailand, and Vietnam.

Option Use: 1000 *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."

Option Use: 1001 *Native Hawaiian or Other Pacific Islander* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Option Use: 1002 *White* A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

0850 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 Use: Staff Member

Option Use: 0996 *No option list available*

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Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0851 Sex

A person's gender.

Entity Use: Staff Member

Option Use: 1631 *Female* A woman or a girl.

Option Use: 1632 *Male* A man or a boy.

0314 Birthdate

The month, day, and year on which an individual was born.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0315 Birthdate Verification

The evidence by which an individual's date of birth is confirmed.

Entity Use: Staff Member

Option Use: 1003 *Baptismal or church certificate* A form, issued by a church, listing the birthdate and certifying the baptism of a child.

Option Use: 1004 *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.

Option Use: 1005 *Entry in family Bible* An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

Option Use: 1006 *Hospital Certificate* A certificate issued by a hospital verifying the name and birthdate of a child.

Option Use: 1007 *Parent's affidavit* A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

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Category: Background Information

Personal information about and particular to an individual, organization, or institution.

- Option Use:** 1008 *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.
- Option Use:** 1009 *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.
- Option Use:** 1010 *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.
- Option Use:** 1011 *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.
- Option Use:** 1012 *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 identifies the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.
- Option Use:** 1013 *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.
- Option Use:** 2382 *Life insurance policy* A policy that ensures insurance be paid to a beneficiary when the insured dies.
- Option Use:** 9999 *Other*

0852 City of Birth

The name of the city in which an individual was born.

Entity Use: Staff Member

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 0996 *No option list available*

0317 County of Birth

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

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0318 State of Birth Abbreviation

The abbreviation 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 outlying areas and their abbreviations can be found in appendix B).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0319 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 Use: Staff Member

Option Use: 0996 *No option list available*

0321 Name of Country of Birth

The name of the country in which an individual was born.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0322 Citizenship Status

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

Entity Use: Staff Member

Option Use: 1014 *Dual national*

An individual who is a citizen of one or more countries in addition to the United States

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Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 1015 *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 (e.g., alien students).

Option Use: 1016 *Resident alien*

An individual who has been admitted to the United States for permanent residency, but is not a citizen of the United States.

Option Use: 1017 *United States Citizen*

An individual who is a citizen of only the United States regardless of how this status was applied.

Option Use: 9999 *Other*

0323 Country of Citizenship Code

The code for the country to which an individual acknowledges citizenship. (Note: A list of countries and codes can be found in appendix C).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0324 Name of Country of Citizenship

The name of the country to which an individual acknowledges citizenship.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0325 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 Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0326 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.

Entity Use: Staff Member

Option Use: 1018 *U.S. passport*

Option Use: 1019 *Certificate of U.S. citizenship
(INS Form N-560 or N-561)*

Option Use: 1020 *Certificate of naturalization
(INS Form N-550 or N-570)*

Option Use: 1024 *Unexpired employment
authorization card (INS Form
I-688A)*

Option Use: 1022 *Alien registration receipt card
with photograph (INS Form I-
151 or I-155)*

Option Use: 1023 *Unexpired temporary resident
card (INS Form I-688)*

Option Use: 1024 *Unexpired employment
authorization card (INS Form
I-688A)*

Option Use: 1025 *Unexpired reentry permit (INS
Form I-327)*

Option Use: 1026 *Unexpired refugee travel
document (INS Form I-571)*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 1034 *Unexpired employment authorization document issued by the INS (other than those listed above)*

Option Use: 1028 *U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)*

Option Use: 1029 *Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)*

Option Use: 1030 *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*

Option Use: 1031 *Native American tribal document*

Option Use: 1032 *U.S. citizen ID card (INS Form I-197)*

Option Use: 1033 *ID card for use of resident citizen in the United States (INS Form I-179)*

Option Use: 1024 *Unexpired employment authorization card (INS Form I-688A)*

Option Use: 9999 *Other*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0327 Language Type

An indication of the function and context in which an individual uses a language to communicate.

Entity Use: Staff Member

Option Use: 1035 *Correspondence language* *The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.*

Option Use: 1036 *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.*

Option Use: 1037 *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.*

Option Use: 1038 *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.*

Option Use: 1039 *Other language proficiency* *Any language or dialect, other than the dominant language, in which an individual is proficient.*

Option Use: 9999 *Other*

0328 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 D).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0329 Name of Language

The name of the specific language or dialect that an individual uses to communicate.

Entity Use: Staff Member

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 0996 *No option list available*

0240 Religious Affiliation

The religion or religious group (e.g., the specific unified system of religious expression) with which the individual or institution most identifies.

Entity Use: Staff Member

Option Use: 0019 *Amish*

Option Use: 0020 *Assembly of God*

Option Use: 0021 *Baptist*

Option Use: 0022 *Buddhist*

Option Use: 0023 *Calvinist*

Option Use: 0024 *Catholic*

Option Use: 0025 *Eastern Orthodox*

Option Use: 0027 *Episcopal*

Option Use: 0028 *Friends*

Option Use: 0029 *Greek Orthodox*

Option Use: 0030 *Hindu*

Option Use: 0031 *Islamic*

Option Use: 0032 *Jehovah's Witnesses*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 0033 *Jewish*

Option Use: 0034 *Latter Day Saints*

Option Use: 0036 *Lutheran*

Option Use: 0038 *Mennonite*

Option Use: 0040 *Methodist*

Option Use: 0041 *Pentecostal*

Option Use: 0042 *Presbyterian*

Option Use: 2405 *Christian (no specific
denomination)*

Option Use: 0043 *Other Christian denomination*

Option Use: 0044 *Seventh Day Adventist*

Option Use: 0045 *Tao*

Option Use: 0046 *Unitarian Universalist*

Option Use: 0047 *Christian Scientist*

Option Use: 0048 *Nazarene*

Option Use: 9998 *None*

Option Use: 9999 *Other*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

0330 Marital Status

The condition of an individual with regard to marriage.

Entity Use: Staff Member

Option Use: 1040 *Legally separated*

Option Use: 1041 *Married*

Option Use: 1042 *Not married (never married, legally divorced, widowed, or marriage annulled)*

0331 Disability Status

A physical or mental impairment that substantially limits one or more major daily life activities. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0332 Highest Level of Education Completed

The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).

Entity Use: Staff Member

Option Use: 1043 *No school completed*

Option Use: 0789 *Pre-kindergarten*

Option Use: 0805 *Kindergarten*

Option Use: 0790 *First Grade*

Option Use: 0791 *Second Grade*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 0792 *Third Grade*

Option Use: 0793 *Fourth Grade*

Option Use: 0794 *Fifth Grade*

Option Use: 0795 *Sixth Grade*

Option Use: 0796 *Seventh Grade*

Option Use: 0798 *Eighth Grade*

Option Use: 0799 *Ninth Grade*

Option Use: 0800 *Tenth Grade*

Option Use: 0801 *Eleventh Grade*

Option Use: 1809 *12th grade, no diploma*

Option Use: 1044 *High school diploma*

Option Use: 2408 *High school completers (e.g.,
certificate of attendance)*

Option Use: 2409 *High school equivalency (e.g.,
GED)*

Option Use: 1046 *Adult Basic Education
Diploma*

Option Use: 0819 *Vocational certificate*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 1047 *Formal award, certificate or diploma (less than one year)*

Option Use: 1048 *Formal award, certificate or diploma (more than or equal to one year)*

Option Use: 1049 *Some college but no degree*

Option Use: 1050 *Associate's degree (two years or more)*

Option Use: 1051 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*

Option Use: 1052 *Graduate certificate*

Option Use: 1053 *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. Phar., Pod.D., D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*

Option Use: 1054 *Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)*

Option Use: 1055 *Specialist's degree (e.g., Ed.S.)*

Option Use: 1056 *Post-Professional degree*

Option Use: 1057 *Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)*

Domain: Staff

Section: Personal Information

Category: Background Information

Personal information about and particular to an individual, organization, or institution.

Option Use: 9999 Other

Domain: Staff

Section: Personal Information

Category: Military Status

Information about an individual's military service including dates of entry and discharge.

0333 Military Service Type

The branch of the Armed Forces in which an individual serves/served.

Entity Use: Staff Member

Option Use: 1058 *United States Air Force*

Option Use: 1059 *United States Army*

Option Use: 1060 *United States Coast Guard*

Option Use: 1061 *United States Marine Corps*

Option Use: 1062 *United States Navy*

Option Use: 1063 *National Guard*

0334 Military Duty Status

The current military status of an individual.

Entity Use: Staff Member

Option Use: 1064 *Active Duty*

An individual who is currently engaged in full-time military service.

Option Use: 1065 *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 Services System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.*

Domain: Staff

Section: Personal Information

Category: Military Status

Information about an individual's military service including dates of entry and discharge.

Option Use: 1066 *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.

Option Use: 1067 *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.

Option Use: 1068 *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.)

Option Use: 1069 *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.

Option Use: 9998 *None*

0335 Military Entry Date

The month, day, and year on which an individual entered the military service.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0336 Military Discharge Date

The month, day, and year on which an individual was discharged from the military service.

Entity Use: Staff Member

Domain: Staff

Section: Personal Information

Category: Military Status

Information about an individual's military service including dates of entry and discharge.

Option Use: 0996 *No option list available*

0337 Military Discharge Type

The type of discharge that an individual was granted upon leaving the Armed Forces.

Entity Use: Staff Member

Option Use: 1070 *Honorable discharge*

Option Use: 2410 *General discharge*

Option Use: 1071 *Dishonorable discharge*

0338 Military Reserve Obligation Ending Date

The month, day, and year on which an individual's obligation to the Military Reserve ends.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Staff Member

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0765 *Physical location address*

Option Use: 1073 *Other home address*

Option Use: 1074 *Employer's address*

Option Use: 1075 *Employment address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

0090 City

The name of the city in which an address is located.

Entity Use: Staff Member

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Staff Member

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Staff Member

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Staff Member

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Staff Member

Option Use: 0996 No option list available

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Section: Personal Information

Category: Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Staff Member

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Domain: Staff

Section: Personal Information

Category: Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone
number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Address/Contact Information

Information that can be used to direct communication to an individual, organization, or institution.

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Staff Member

Option Use: 0507 Home/personal

Option Use: 0518 Work

Option Use: 9999 Other

0120 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 Use: Staff Member

Option Use: 0996 No option list available

0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Personal Information

Category: Emergency Contact

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

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Emergency Contact

Domain: Staff

Section: Personal Information

Category: Emergency Contact

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

Option Use: 0996 *No option list available*

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Emergency Contact

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0765 *Physical location address*

Option Use: 1073 *Other home address*

Option Use: 1074 *Employer's address*

Option Use: 1075 *Employment address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Emergency Contact

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Emergency Contact

Option Use: 0996 *No option list available*

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Emergency Contact

Domain: Staff
Section: Personal Information
Category: Emergency Contact

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

Option Use: 0996 No option list available

0090 City

The name of the city in which an address is located.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Emergency Contact

Domain: Staff

Section: Personal Information

Category: Emergency Contact

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

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Emergency Contact

Option Use: 0996 No option list available

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Emergency Contact

Option Use: 0996 No option list available

Domain: Staff

Section: Personal Information

Category: Emergency Contact

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

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Emergency Contact

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Emergency Contact

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Emergency Contact

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

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Emergency Contact

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Emergency Contact

Option Use: 0507 *Home/personal*

Option Use: 0518 *Work*

Option Use: 9999 *Other*

0120 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 Use: Emergency Contact

Option Use: 0996 *No option list available*

Domain: Staff
Section: Personal Information
Category: Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

0340 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.

Entity Use: Staff Member

- Option Use:** 1076 *Vision evaluation* An examination used to measure an individual's ability to see.
- Option Use:** 1077 *Hearing evaluation* An examination used to measure an individual's ability to perceive sounds.
- Option Use:** 1078 *Speech and language evaluation* An examination used to measure an individual's ability to communicate orally with others.
- Option Use:** 1079 *Routine physical examination/screening* A physical examination used to assess an individual's general health condition.
- Option Use:** 1080 *Special physical examination* A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.
- Option Use:** 1081 *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.)
- Option Use:** 1082 *Employment evaluation* An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).
- Option Use:** 1083 *Psychological evaluation* An examination used to assess an individual's emotional, attitudinal, or behavioral condition.
- Option Use:** 9999 *Other*

Domain: Staff

Section: Personal Information

Category: Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

0341 Medical Examination Date

The month, day, and year on which a health evaluation occurred.

Entity Use: Staff Member

Option Use: 0996 No option list available

0342 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 Use: Staff Member

Option Use: 0996 No option list available

0343 Emergency Factor

An identification of a physical or medical condition of potential special significance during an emergency treatment.

Entity Use: Staff Member

Option Use: 1084 Allergy, aspirin

Option Use: 1085 Allergy, insect bite

Option Use: 1086 Allergy, iodine

Option Use: 1087 Allergy, penicillin

Option Use: 1088 Allergy, sulpha

Option Use: 1089 Allergy, multiple

Option Use: 1090 Asthma

Option Use: 1091 Contact lenses worn

Domain: Staff

Section: Personal Information

Category: Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

Option Use: 1092 *Diabetes*

Option Use: 1093 *Drug dependency*

Option Use: 1094 *Epilepsy*

Option Use: 1095 *Hearing impaired*

Option Use: 1096 *Heart disease*

Option Use: 1097 *Hemophilia*

Option Use: 1098 *Rheumatic fever*

Option Use: 1099 *Speech impaired*

Option Use: 1100 *Vision impaired*

Option Use: 9998 *None*

Option Use: 9999 *Other*

0344 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 Use: Staff Member

Option Use: 0996 *No option list available*

0345 Religious Consideration

A restriction or other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Use: Staff Member

Domain: Staff

Section: Personal Information

Category: Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

Option Use: 0996 *No option list available*

0346 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 Use: Staff Member

Option Use: 0996 *No option list available*

0347 Insurance Coverage

The nature of insurance covering an individual's hospitalization and other health or medical care.

Entity Use: Staff Member

Option Use: 2306 *Workplace*

Option Use: 1101 *Non-workplace/personal*

Option Use: 9998 *None*

Option Use: 9999 *Other*

0348 Health Care Plan

The description or title of the health care plan by which the individual is covered.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0349 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 Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff

Section: Personal Information

Category: Health Information

Information about an individual's health including immunizations and injuries as they relate to his or her employment. (Public Law 101-336, the American with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.)

0350 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 Use: Staff Member

Option Use: 0996 No option list available

0351 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Personal Information

Category: Immunizations

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

0352 Immunization Type

An indication of the type of immunization that an individual has satisfactorily received.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0353 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.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0354 Immunization Date

The month, day, and year on which an individual receives an immunization.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0355 Immunization Status Code

An indication of circumstances or situations affecting the immunizations of an individual.

Entity Use: Staff Member

Option Use: 1104 *First inoculation*

Option Use: 1105 *Second inoculation*

Option Use: 1106 *Third inoculation*

Option Use: 1107 *Fourth inoculation*

Option Use: 1108 *Fifth inoculation*

Domain: Staff

Section: Personal Information

Category: Immunizations

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

Option Use: 1109 *Sixth inoculation*

Option Use: 1110 *Seventh inoculation*

Option Use: 1111 *Eighth inoculation*

Option Use: 1112 *Ninth inoculation*

Option Use: 1113 *Medical exemption*

Option Use: 1114 *Personal exemption*

Option Use: 1115 *Religious exemption*

Option Use: 2392 *Legal/state exemption*

Option Use: 1116 *Already had the disease*

Domain: Staff

Section: Personal Information

Category: Injury

Information about any incident in which an individual is injured during the official performance of duties. (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.)

0356 Medical Condition Type

The code for the description of an injury that was sustained that might or does affect an individual's performance. (Note: A list of medical condition types and codes can be found in appendix F).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0357 Injury Description

A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0358 Injury Occurrence Date

The month, day, and year on which an individual was injured.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0359 Injury Occurrence Location

A designation or description of the site at which the injury took place.

Entity Use: Staff Member

Option Use: 1117 *At the workplace*

Option Use: 1118 *Not at the workplace but performing job duties*

Option Use: 9999 *Other*

0360 Witness to Injury

The individual or group of individuals that can give a firsthand account of the injury suffered by an individual.

Entity Use: Staff Member

Domain: Staff

Section: Personal Information

Category: Injury

Information about any incident in which an individual is injured during the official performance of duties. (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.)

Option Use: 0996 No option list available

0361 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 Use: Staff Member

Option Use: 0996 No option list available

0362 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.

Entity Use: Staff Member

Option Use: 0002 Yes

Option Use: 0232 No

Option Use: 9997 Unknown

0363 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 Use: Staff Member

Option Use: 0996 No option list available

0364 Health Award Benefit/Amount

The amount or type of benefits paid to an individual through worker's compensation.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Educational Experiences

Category: 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.

0187 Name of Institution

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

Entity Use: Education Institution

Option Use: 0996 *No option list available*

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Education Institution

Option Use: 0996 *No option list available*

0147 Identification System

A coding 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.

Entity Use: Education Institution

Option Use: 0495 *School-assigned number*

Option Use: 0175 *College Board/ACT code set of PK-grade 12 institutions*

Option Use: 0186 *LEA number for school*

Option Use: 0197 *SEA number for school*

Option Use: 0208 *NCES number for school*

Option Use: 0264 *Federal identification number*

Option Use: 0276 *Dunn and Bradstreet number (e.g., DUNS number)*

Option Use: 0764 *Other federally assigned number*

Domain: Staff
Section: Educational Experiences

Category: 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.

Option Use: 9999 Other

0187 Name of Institution

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

Entity Use: Service Provider

Option Use: 0996 No option list available

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Service Provider

Option Use: 0996 No option list available

0147 Identification System

A coding 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.

Entity Use: Service Provider

Option Use: 0495 School-assigned number

Option Use: 0593 District-assigned number

Option Use: 0686 State-assigned number

Option Use: 0264 Federal identification number

Option Use: 0276 Dunn and Bradstreet number
(e.g., DUNS number)

Option Use: 0764 Other federally assigned
number

Option Use: 9999 Other

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

0227 Program Name

The name of the program of instruction, training, services or benefits available through federal, state, or local agencies. (Note: A partial list of federally-funded educational programs is included in appendix M).

Entity Use: Educational Program

Option Use: 0996 No option list available

0215 Program Description

The description of instructional or non-instructional activities and procedures or services provided to the intended audience.

Entity Use: Educational Program

Option Use: 0996 No option list available

0365 Participation Status

An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

Entity Use: Educational Program

Option Use: 1119 *Currently enrolled/involved* An individual is enrolled or participating in an educational program or staff development activity at the present time.

Option Use: 1120 *Previously enrolled/involved* An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

Option Use: 1121 *Program completed* An individual has completed the educational course or program of study or the staff development activity.

0366 Entry Date

The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

Entity Use: Educational Program

Option Use: 0996 No option list available

0367 Withdrawal Date

The month, day, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

Entity Use: Educational Program

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

Option Use: 0996 *No option list available*

0368 Completion Date

The month, day, and year on which an individual completed a course, an education program or a staff development activity.

Entity Use: Educational Program

Option Use: 0996 *No option list available*

0369 Educational Program/Staff Development Activity Purpose

The primary reason an individual is involved in an educational program or staff development activity.

Entity Use: Educational Program

Option Use: 1122 *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.

Option Use: 1123 *Maintenance or improvement of skills or knowledge* An individual is involved in an educational program or a staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

Option Use: 1124 *Remediation of skills or knowledge* An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

0371 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.

Entity Use: Educational Program

Option Use: 1137 *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.

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- Option Use:** 1138 *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.
- Option Use:** 1139 *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 for a different or higher position in the future.
- Option Use:** 1140 *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.
- Option Use:** 2380 *General development* The contents of the educational program or staff development activity are not directly related to an individual's job or position but are necessary for an individual to fulfill the responsibilities or duties within the current job or position.

Domain: Staff

Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

0227 Program Name

The name of the program of instruction, training, services or benefits available through federal, state, or local agencies. (Note: A partial list of federally-funded educational programs is included in appendix M).

Entity Use: Staff Development Activity

Option Use: 0996 No option list available

0215 Program Description

The description of instructional or non-instructional activities and procedures or services provided to the intended audience.

Entity Use: Staff Development Activity

Option Use: 0996 No option list available

0365 Participation Status

An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

Entity Use: Staff Development Activity

Option Use: 1119 *Currently enrolled/involved* An individual is enrolled or participating in an educational program or staff development activity at the present time.

Option Use: 1120 *Previously enrolled/involved* An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

Option Use: 1121 *Program completed* An individual has completed the educational course or program of study or the staff development activity.

0366 Entry Date

The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

Entity Use: Staff Development Activity

Option Use: 0996 No option list available

0367 Withdrawal Date

The month, day, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

Entity Use: Staff Development Activity

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

Option Use: 0996 *No option list available*

0368 Completion Date

The month, day, and year on which an individual completed a course, an education program or a staff development activity.

Entity Use: Staff Development Activity

Option Use: 0996 *No option list available*

0369 Educational Program/Staff Development Activity Purpose

The primary reason an individual is involved in an educational program or staff development activity.

Entity Use: Staff Development Activity

Option Use: 1122 *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.

Option Use: 1123 *Maintenance or improvement of skills or knowledge* An individual is involved in an educational program or a staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

Option Use: 1124 *Remediation of skills or knowledge* An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

0371 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.

Entity Use: Staff Development Activity

Option Use: 1137 *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.

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- Option Use:** 1138 *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.
- Option Use:** 1139 *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 for a different or higher position in the future.
- Option Use:** 1140 *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.
- Option Use:** 2380 *General development* The contents of the educational program or staff development activity are not directly related to an individual's job or position but are necessary for an individual to fulfill the responsibilities or duties within the current job or position.

Domain: Staff
Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

0370 Educational Program/Staff Development Activity Anticipated

Outcome

The anticipated results of an individual's successful participation in an educational program or staff development activity.

Entity Use: Staff Member

- Option Use:** 1125 *Completion of high school credential* An individual is engaged in a program of studies leading to the award of a high school credential.
- Option Use:** 1126 *Obtain training for employment* An individual is engaged in an educational program to qualify for a particular type of job.
- Option Use:** 1127 *Completion of an initial degree program* An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate, but not a professional credential.
- Option Use:** 1128 *Completion of an initial degree program and professional credential requirements* An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate and a professional credential for his or her profession.
- Option Use:** 1129 *Seeking an initial professional credential* An individual is involved in an educational program to fulfill the requirements for obtaining a professional credential for his or her profession.
- Option Use:** 1130 *Completion of an additional degree program* An individual is engaged in a program of studies leading to the award of an additional academic degree, diploma, or certificate.
- Option Use:** 1131 *Obtaining an advanced-level credential* An individual is involved in an educational program to fulfill the requirements for obtaining an advanced-level credential in his or her profession.
- Option Use:** 1132 *Maintaining or renewing a credential* An individual is involved in an educational program to fulfill the requirements for obtaining a renewal of a professional credential or for being re-certified in his or her profession.
- Option Use:** 1133 *Meeting staff development requirements* An individual is involved in an educational program or staff development activity to fulfill requirements for his or her job.

Domain: Staff

Section: Educational Experiences

Category: Educational Program/Staff Development Activity

A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- Option Use:** 1134 *Qualifying for an advanced level job* An individual is involved in an educational program or staff development activity to fulfill requirements for a more advanced job than he or she currently holds.
- Option Use:** 1135 *Qualifying for a salary increase* An individual is involved in an educational program or staff development activity to fulfill requirements for a pay raise.
- Option Use:** 1136 *Personal improvement* An individual is involved in an educational program or staff development activity for personal improvement.
- Option Use:** 9999 *Other*

Domain: Staff
Section: Educational Experiences

Category: Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

0372 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 educational institution.

Entity Use: Educational Program

- Option Use:** 1145 *Area of interest* *An area of interest to the individual not necessarily leading to a degree or credential.*
- Option Use:** 1141 *Major* *A principal area of academic specialization chosen by an individual.*
- Option Use:** 1142 *Minor* *A secondary area of academic specialization chosen by an individual.*
- Option Use:** 1143 *Area of emphasis/concentration* *An area of academic specialization chosen by an individual other than his or her major or minor.*
- Option Use:** 1144 *Post-degree study* *An additional area of study that an individual undertakes after having already received his or her last degree or certificate.*

Domain: Staff
Section: Educational Experiences

Category: Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

0373 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. (Note: Refer to appendix G for more information).

Entity Use: Staff Member

Option Use: 1146 *Agricultural business and production*

Option Use: 1147 *Agricultural sciences*

Option Use: 1148 *Conservation and renewable natural resources*

Option Use: 1149 *Architecture and related programs*

Option Use: 1150 *Area, ethnic and cultural studies*

Option Use: 1151 *Marketing operations/marketing and distributing*

Option Use: 1152 *Communications*

Option Use: 1153 *Communications technologies*

Option Use: 1154 *Computer and information sciences*

Option Use: 1155 *Personal and miscellaneous services*

Option Use: 1156 *Education*

Option Use: 1157 *Engineering*

Domain: Staff
Section: Educational Experiences

Category: Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

- Option Use:** 1158 *Engineering-related technologies*
- Option Use:** 2371 *Foreign language and literature*
- Option Use:** 0551 *Home economics*
- Option Use:** 1159 *Vocational home economics*
- Option Use:** 1160 *Technology education/industrial arts*
- Option Use:** 1161 *Law and legal studies*
- Option Use:** 1162 *English language and literature/letters*
- Option Use:** 1163 *Liberal arts and sciences, general studies and humanities*
- Option Use:** 1164 *Library science*
- Option Use:** 1165 *Biological sciences/life sciences*
- Option Use:** 1166 *Mathematics*
- Option Use:** 1167 *Reserve Officers' Training Corp (ROTC)*
- Option Use:** 1168 *Military technologies*
- Option Use:** 0558 *Multi/Interdisciplinary studies*
- Option Use:** 1170 *Basic skills*

Domain: Staff
Section: Educational Experiences

Category: Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

- Option Use:** 1171 *Citizenship activities*
- Option Use:** 1172 *Health-related knowledge and skills*
- Option Use:** 1173 *Interpersonal and social skills*
- Option Use:** 1174 *Leisure and recreational activities*
- Option Use:** 1175 *Personal awareness and self-improvement*
- Option Use:** 1176 *Parks, recreation, leisure and fitness studies*
- Option Use:** 1177 *Philosophy and religion*
- Option Use:** 1178 *Theological studies and religious vocations*
- Option Use:** 1179 *Physical sciences*
- Option Use:** 1180 *Science technologies*
- Option Use:** 1181 *Psychology*
- Option Use:** 1182 *Protective Services*
- Option Use:** 1183 *Public administration and services*
- Option Use:** 1184 *Social sciences and history*
- Option Use:** 1185 *Construction trades*

Domain: Staff

Section: Educational Experiences

Category: Subject Matter Area of Study

Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

Option Use: 1186 *Mechanics and repairers*

Option Use: 1187 *Precision production trades*

Option Use: 1188 *Transportation and materials
moving workers*

Option Use: 1189 *Visual and performing arts*

Option Use: 1190 *Health Professions and
related sciences*

Option Use: 1191 *Business management and
administrative services*

Option Use: 9999 *Other*

Domain: Staff
Section: Educational Experiences

Category: 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.

0266 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.

Entity Use: Course

- Option Use:** 0827 *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).*
- Option Use:** 0828 *Semester* *One of two equal segments into which a school year is divided.*
- Option Use:** 0829 *Trimester* *One of three equal segments into which a school year is divided.*
- Option Use:** 0830 *Quarter* *One of four equal segments into which a school year is divided.*
- Option Use:** 0831 *Quinmester* *One of five equal segments into which a school year is divided.*
- Option Use:** 0832 *Mini-term* *A school term which is shorter than a regular session.*
- Option Use:** 0833 *Summer term* *A school term which takes place in the summer between two regular school terms.*
- Option Use:** 0834 *Intersession* *A short session which occurs between longer sessions.*
- Option Use:** 0835 *Long session* *A session that is longer than a semester but shorter than a full year.*
- Option Use:** 0837 *Twelve month* *An educational program that operates on a full twelve month cycle.*
- Option Use:** 9999 *Other*

Domain: Staff
Section: Educational Experiences

Category: 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.

0264 Session Beginning Date

The month, day, and year on which a session begins.

Entity Use: Course

Option Use: 0996 *No option list available*

0265 Session Ending Date

The month, day, and year on which a session ends.

Entity Use: Course

Option Use: 0996 *No option list available*

0107 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 Use: Course

Option Use: 0996 *No option list available*

0104 Course Description

A description of the content standards and goals covered in the course. Reference may be made to state or national content standards.

Entity Use: Course

Option Use: 0996 *No option list available*

0103 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.

Entity Use: Course

Option Use: 0533 *NCES Pilot Standard National Course Classification System Codes for Secondary Education*

Option Use: 0534 *State course code*

Domain: Staff
Section: Educational Experiences

Category: 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.

Option Use: 0535 *LEA course code*

Option Use: 0536 *School course code*

Option Use: 0537 *University course code*

Option Use: 0538 *Intermediate agency course code*

Option Use: 9999 *Other*

0102 Course Code

The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. (Note: A list of course codes and titles can be found in appendix N).

Entity Use: Course

Option Use: 0996 *No option list available*

0209 Principal Medium of Instruction

The principal medium by which the student receives instructional communication from his or her teacher(s).

Entity Use: Course

Option Use: 0603 *Computer-based* *Instruction facilitated by a computer using self-contained educational software with which learners interact.*

Option Use: 0604 *Correspondence* *Instruction which provides for the systematic exchange of materials between teacher and student by mail.*

Option Use: 0605 *Direct student-teacher interaction* *Instruction by one or more teachers physically present (e.g., by a single teacher or by a team of two or more teachers).*

Option Use: 0606 *Directed self-study* *Self-study, under the guidance of one or more teachers, which includes the use of self-teaching materials.*

Option Use: 0607 *Distance learning* *Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.*

Domain: Staff
Section: Educational Experiences

Category: 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.

Option Use: 0608 *Interactive telecommunications* Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

Option Use: 0609 *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.

Option Use: 0610 *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.

Option Use: 0611 *Internship* Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

Option Use: 9999 *Other*

0374 Grade Earned in Course

A final indicator of student performance in a class as submitted by the instructor.

Entity Use: Course

Option Use: 0996 *No option list available*

0108 Credit Type Earned

The type of credits or units of value awarded for the completion of a course.

Entity Use: Course

Option Use: 0585 *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.

Option Use: 0586 *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.

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 0587 *Trimester hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.*
- Option Use:** 0588 *Quarter hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.*
- Option Use:** 0589 *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 (i.e., one of five equal segments into which a school year is divided).*
- Option Use:** 0590 *Mini-term hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.*
- Option Use:** 0591 *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.*
- Option Use:** 0592 *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.*
- Option Use:** 0595 *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.*
- Option Use:** 0596 *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.*
- Option Use:** 0597 *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).*
- Option Use:** 0598 *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).*

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 0599 *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.*
- Option Use:** 0600 *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.*
- Option Use:** 0601 *Converted occupational experience credit* *A term frequently used to indicate the number of hours received by an individual based on life experience.*
- Option Use:** 9998 *None*
- Option Use:** 9999 *Other*

0375 Credits Earned in Course/Staff Development Activity

The number of credits earned by an individual for completing a course or staff development activity.

Entity Use: Course

Option Use: 0996 *No option list available*

0376 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 Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Educational Experiences

Category: 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.

0377 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.

Entity Use: Educational Program

Option Use: 1197 *Consumer/learner* *An individual who is a recipient of the training provided in an education 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 protégé in a mentoring activity.*

Option Use: 1198 *Provider/trainer* *An individual who 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.*

Option Use: 1199 *Collaborator/peer* *An individual who 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).*

Option Use: 9999 *Other*

0378 Educational Program/Staff Development Activity Format

A designation of the specific category explaining how an educational program or staff development activity is organized.

Entity Use: Educational Program

Option Use: 1192 *Computer-based course* *Instruction facilitated by a computer using self-contained educational software with which learners interact.*

Option Use: 1200 *Conference* *An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.*

Option Use: 1201 *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.*

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 1202 *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 program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.
- Option Use:** 1193 *Correspondence course* Instruction which provides for the systematic exchange of materials between teacher and student by mail.
- Option Use:** 0607 *Distance learning* Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.
- Option Use:** 1203 *Instructor provided course* An activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.
- Option Use:** 0608 *Interactive telecommunications* Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.
- Option Use:** 2032 *Internship experience* A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.
- Option Use:** 1204 *Mentoring/coaching* An activity in which an individual provides or receives professional advice and support to or from another fellow colleague.
- Option Use:** 1205 *Networking with professionals in the field* An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 1206 *Professional collaboration* An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.
- Option Use:** 1207 *Professional organization* An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.
- Option Use:** 1208 *Research and/or publication* An activity in which an individual participates in a research or publication effort on a specific topic.
- Option Use:** 1209 *Self-instruction* An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.
- Option Use:** 1210 *Training course* An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.
- Option Use:** 9999 *Other*

0379 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 Use: Educational Program

Option Use: 0996 *No option list available*

Domain: Staff
Section: Educational Experiences

Category: 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.

0380 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 Use: Educational Program

Option Use: 0996 No option list available

0381 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 Use: Educational Program

Option Use: 0996 No option list available

0382 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 Use: Educational Program

Option Use: 0996 No option list available

0383 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 Use: Educational Program

Option Use: 0996 No option list available

0384 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 Use: Educational Program

Option Use: 0996 No option list available

0374 Grade Earned in Course

A final indicator of student performance in a class as submitted by the instructor.

Entity Use: Educational Program

Domain: Staff
Section: Educational Experiences

Category: 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.

Option Use: 0996 *No option list available*

0108 Credit Type Earned

The type of credits or units of value awarded for the completion of a course.

Entity Use: Educational Program

Option Use: 0585 *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.*

Option Use: 0586 *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.*

Option Use: 0587 *Trimester hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.*

Option Use: 0588 *Quarter hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.*

Option Use: 0589 *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 (i.e., one of five equal segments into which a school year is divided).*

Option Use: 0590 *Mini-term hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.*

Option Use: 0591 *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.*

Option Use: 0592 *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.*

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 0595 *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.*
- Option Use:** 0596 *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.*
- Option Use:** 0597 *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).*
- Option Use:** 0598 *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).*
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- Option Use:** 0601 *Converted occupational experience credit* *A term frequently used to indicate the number of hours received by an individual based on life experience.*
- Option Use:** 9998 *None*
- Option Use:** 9999 *Other*

0375 Credits Earned in Course/Staff Development Activity

The number of credits earned by an individual for completing a course or staff development activity.

Entity Use: Educational Program

Option Use: 0996 *No option list available*

Domain: Staff
Section: Educational Experiences

Category: 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.

0377 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.

Entity Use: Staff Development Activity

Option Use: 1197 *Consumer/learner* *An individual who is a recipient of the training provided in an education 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 protégé in a mentoring activity.*

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Option Use: 1199 *Collaborator/peer* *An individual who 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).*

Option Use: 9999 *Other*

0378 Educational Program/Staff Development Activity Format

A designation of the specific category explaining how an educational program or staff development activity is organized.

Entity Use: Staff Development Activity

Option Use: 1192 *Computer-based course* *Instruction facilitated by a computer using self-contained educational software with which learners interact.*

Option Use: 1200 *Conference* *An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.*

Option Use: 1201 *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.*

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 1202 *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 program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.
- Option Use:** 1193 *Correspondence course* Instruction which provides for the systematic exchange of materials between teacher and student by mail.
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- Option Use:** 0608 *Interactive telecommunications* Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.
- Option Use:** 2032 *Internship experience* A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.
- Option Use:** 1204 *Mentoring/coaching* An activity in which an individual provides or receives professional advice and support to or from another fellow colleague.
- Option Use:** 1205 *Networking with professionals in the field* An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 1206 *Professional collaboration* An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.
- Option Use:** 1207 *Professional organization* An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.
- Option Use:** 1208 *Research and/or publication* An activity in which an individual participates in a research or publication effort on a specific topic.
- Option Use:** 1209 *Self-instruction* An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.
- Option Use:** 1210 *Training course* An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.
- Option Use:** 9999 *Other*

0379 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 Use: Staff Development Activity

Option Use: 0996 *No option list available*

Domain: Staff
Section: Educational Experiences

Category: 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.

0380 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 Use: Staff Development Activity

Option Use: 0996 No option list available

0381 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 Use: Staff Development Activity

Option Use: 0996 No option list available

0382 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 Use: Staff Development Activity

Option Use: 0996 No option list available

0383 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 Use: Staff Development Activity

Option Use: 0996 No option list available

0384 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 Use: Staff Development Activity

Option Use: 0996 No option list available

0374 Grade Earned in Course

A final indicator of student performance in a class as submitted by the instructor.

Entity Use: Staff Development Activity

Domain: Staff
Section: Educational Experiences

Category: 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.

Option Use: 0996 *No option list available*

0108 Credit Type Earned

The type of credits or units of value awarded for the completion of a course.

Entity Use: Staff Development Activity

Option Use: 0585 *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.*

Option Use: 0586 *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.*

Option Use: 0587 *Trimester hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one trimester.*

Option Use: 0588 *Quarter hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for one quarter.*

Option Use: 0589 *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 (i.e., one of five equal segments into which a school year is divided).*

Option Use: 0590 *Mini-term hour credit* *A term frequently used to indicate the number of hours of instruction per week (or equivalent) for a course taken for a mini-term.*

Option Use: 0591 *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.*

Option Use: 0592 *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.*

Domain: Staff
Section: Educational Experiences

Category: 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.

- Option Use:** 0595 *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.*
- Option Use:** 0596 *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.*
- Option Use:** 0597 *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).*
- Option Use:** 0598 *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).*
- Option Use:** 0599 *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.*
- Option Use:** 0600 *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.*
- Option Use:** 0601 *Converted occupational experience credit* *A term frequently used to indicate the number of hours received by an individual based on life experience.*
- Option Use:** 9998 *None*
- Option Use:** 9999 *Other*

0375 Credits Earned in Course/Staff Development Activity

The number of credits earned by an individual for completing a course or staff development activity.

Entity Use: Staff Development Activity

Option Use: 0996 *No option list available*

Domain: Staff
Section: Educational Experiences

Category: Recognition Earned

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

0390 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 Use: Educational Program

Option Use: 0996 No option list available

0390 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 Use: Staff Development Activity

Option Use: 0996 No option list available

Domain: Staff
Section: Educational Experiences

Category: Recognition Earned

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

0385 Degree/Certificate Title

The name of the degree or certificate earned by an individual. This includes honorary degrees conferred upon an individual.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0386 Degree/Certificate Type

The type of degree or certificate earned by an individual.

Entity Use: Staff Member

Option Use: 1045 *High school diploma or the equivalent (e.g., GED or recognized homeschool)*

Option Use: 1046 *Adult Basic Education Diploma*

Option Use: 0819 *Vocational certificate*

Option Use: 1047 *Formal award, certificate or diploma (less than one year)*

Option Use: 1048 *Formal award, certificate or diploma (more than or equal to one year)*

Option Use: 1049 *Some college but no degree*

Option Use: 1050 *Associate's degree (two years or more)*

Option Use: 1051 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*

Option Use: 1052 *Graduate certificate*

Domain: Staff
Section: Educational Experiences

Category: Recognition Earned

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

Option Use: 1053 *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. Phar., Pod.D., D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*

Option Use: 1054 *Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)*

Option Use: 1055 *Specialist's degree (e.g., Ed.S.)*

Option Use: 1056 *Post-Professional degree*

Option Use: 1057 *Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)*

Option Use: 9999 *Other*

0387 Degree/Certificate Distinctions

A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0388 Degree/Certificate Conferring Date

The month, day, and year on which an individual received a degree or certificate.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0389 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 Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0391 Credential Type

An indication of the category of credential an individual holds. (Note: A list of regulated occupations and professions except school teachers can be found in appendix J).

Entity Use: Credential

Option Use: 1218 *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.

Option Use: 1219 *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.

Option Use: 1220 *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.

Option Use: 1221 *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.

0392 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 except school teachers can be found in appendix J).

Entity Use: Credential

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0393 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 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). (Note: A list of regulated occupations and professions except school teachers can be found in appendix J).

Entity Use: Credential

Option Use: 0996 *No option list available*

0394 Teaching Credential Type

An indication of the category of a legal document giving authorization to perform teaching assignment services.

Entity Use: Credential

Option Use: 1222 *Regular/standard*

Option Use: 1223 *Probationary/initial*

Option Use: 1224 *Provisional*

Option Use: 1225 *Professional*

Option Use: 1226 *Master*

Option Use: 1227 *Specialist*

Option Use: 1228 *Temporary*

Option Use: 1229 *Emergency*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1230 *Nonrenewable*

Option Use: 1231 *Retired*

Option Use: 1232 *Substitute*

Option Use: 1233 *Teacher assistant*

Option Use: 1234 *Intern*

Option Use: 9999 *Other*

0395 Teaching Credential Basis

An indication of the pre-determined criteria for granting the teaching credential that an individual holds.

Entity Use: Credential

Option Use: 1235 *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.*

Option Use: 1236 *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.*

Option Use: 1237 *Master's degree* *Teaching credential is granted upon the completion of a master's degree teacher training program at an institution of higher education.*

Option Use: 1238 *Doctoral degree* *Teaching credential is granted upon the completion of a doctoral degree at an institution of higher education.*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1239 *Met state testing requirement* *Teaching credential is granted upon the completion of state testing requirements (for non-education majors).*

Option Use: 1240 *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.*

Option Use: 1241 *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).*

Option Use: 1242 *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.*

0396 Credential Description

An indication of the title or description of a credential that an individual holds.

Entity Use: Credential

Option Use: 0996 *No option list available*

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Credential

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0147 Identification System

A coding 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.

Entity Use: Credential

Option Use: 0399 *Professional certificate or license number*

Option Use: 0495 *School-assigned number*

Option Use: 0593 *District-assigned number*

Option Use: 0686 *State-assigned number*

Option Use: 9999 *Other*

0398 Credential Issuance Date

The month, day, and year on which an active credential was issued to an individual.

Entity Use: Credential

Option Use: 0996 *No option list available*

0399 Credential Expiration Date

The month, day, and year on which an active credential held by an individual will expire.

Entity Use: Credential

Option Use: 0996 *No option list available*

0400 Initial Credential Issuance Requirements

An indication of any requirements necessary for an individual to receive an initial credential.

Entity Use: Credential

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1243 *Education completion*

Option Use: 1262 *Fee payment*

Option Use: 1245 *Practical experience*

Option Use: 1246 *References*

Option Use: 1265 *Background/security
verification*

Option Use: 1248 *Test/assessment*

Option Use: 1249 *Completion of induction
program*

Option Use: 1250 *Completion of professional
development plan*

Option Use: 1251 *Professional development/in-
service credits*

Option Use: 1252 *Portfolio completed
successfully*

Option Use: 1253 *Advisor approval*

Option Use: 1254 *Fingerprinting*

Option Use: 1255 *Tuberculosis screening*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1256 *Drug testing*

Option Use: 1257 *Chest x-ray*

Option Use: 1258 *Oath of allegiance*

Option Use: 1259 *Compliance with state tax laws*

Option Use: 9998 *None*

Option Use: 9999 *Other*

0401 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.

Entity Use: Credential

Option Use: 1420 *Criminal records*

Option Use: 1421 *Previous employment records*

Option Use: 1422 *Personal references*

Option Use: 1423 *Credentials*

Option Use: 9999 *Other*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0402 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 Use: Credential

Option Use: 0996 *No option list available*

0403 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 Use: Credential

Option Use: 0996 *No option list available*

0404 Induction Program Mentor

The name of the individual who offered guidance and assistance to the individual during the induction period.

Entity Use: Credential

Option Use: 0996 *No option list available*

0405 Credential Renewal Requirement

An indication of any requirements necessary for an individual to renew a credential.

Entity Use: Credential

Option Use: 1260 *Education hours completed*

Option Use: 1261 *Degree completed*

Option Use: 1262 *Fee payment*

Option Use: 1245 *Practical experience*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1246 *References*

Option Use: 1265 *Background/security verification*

Option Use: 1248 *Test/assessment*

Option Use: 1249 *Completion of induction program*

Option Use: 1250 *Completion of professional development plan*

Option Use: 1251 *Professional development/in-service credits*

Option Use: 1271 *Advisor/Mentor approval*

Option Use: 1255 *Tuberculosis screening*

Option Use: 1256 *Drug testing*

Option Use: 1257 *Chest x-ray*

Option Use: 1258 *Oath of allegiance*

Option Use: 2307 *Recertification points received*

Option Use: 1272 *Time on the job*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 1259 *Compliance with state tax laws*

Option Use: 9998 *None*

Option Use: 9999 *Other*

0406 Number of Units Required for Credential Renewal

The number of professional development or re-certification units required to renew a credential.

Entity Use: Credential

Option Use: 0996 *No option list available*

0407 Credential Renewal Units Attempted

The number of professional development or re-certification units attempted by the individual.

Entity Use: Credential

Option Use: 0996 *No option list available*

0408 Credential Renewal Units Earned

The number of professional development or re-certification units earned by the individual.

Entity Use: Credential

Option Use: 0996 *No option list available*

0409 Staff Advisor for Credential Renewal

The individual in charge of advising the individual on the requirements for renewal of credentials.

Entity Use: Credential

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0410 Credential Renewal Date

The month, day, and year on which the individual met the requirements necessary to renew a credential.

Entity Use: Credential

Option Use: 0996 *No option list available*

0411 Program Sponsor

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

Entity Use: Credential

Option Use: 0099 *Post secondary institution*

Option Use: 0209 *Career/Technical/Vocational Institution*

Option Use: 0211 *Public elementary/secondary school*

Option Use: 0212 *Private elementary/secondary school*

Option Use: 0622 *Local/community government*

Option Use: 0214 *Regional or intermediate educational agency*

Option Use: 0617 *State government*

Option Use: 0997 *Business*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

- Option Use:** 0749 *Foundations and other charitable organizations*
- Option Use:** 0772 *Unions*
- Option Use:** 0731 *Parent/Teacher organizations*
- Option Use:** 0797 *Federal government (e.g., BIA, Military, US Department of Education)*
- Option Use:** 0218 *Religious organization*
- Option Use:** 0219 *Fraternal organization*
- Option Use:** 1275 *Non-profit organization*
- Option Use:** 9999 *Other*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0187 Name of Institution

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

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Credentialing Organization

Option Use: 0123 Mailing/Shipping Address - other address or P.O. Box address

Option Use: 0124 Organization's mailing address

Option Use: 0765 Physical location address

Option Use: 2382 Other organization address

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Credentialing Organization

Domain: Staff

Section: Qualification Information

Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 0996 No option list available

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0090 City

The name of the city in which an address is located.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Credentialing Organization

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 0996 *No option list available*

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Credentialing Organization

Option Use: 0996 *No option list available*

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Credentialing Organization

Option Use: 0996 *No option list available*

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Credentialing Organization

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Credentialing Organization

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Credentialing Organization

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Credentialing Organization

Option Use: 0767 *Organization*

Domain: Staff
Section: Qualification Information
Category: 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), postsecondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

Option Use: 9999 Other

0120 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 Use: Credentialing Organization

Option Use: 0996 No option list available

0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

Entity Use: Credentialing Organization

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

0412 Credential Assessment Purpose

The reason for which an assessment is being conducted.

Entity Use: Credential

Option Use: 1276 *Initial credentialing*

Option Use: 1277 *Continuation of credential*

Option Use: 1278 *Renewal of credential*

Option Use: 9999 *Other*

0066 Assessment Title

The title or name of the assessment.

Entity Use: Credential

Option Use: 0996 *No option list available*

0413 Credential Assessment Code

The code used by a state or local education agency or a testing organization to identify a particular assessment given to an individual.

Entity Use: Credential

Option Use: 0996 *No option list available*

0414 Credential Assessment Standard Indicator

An indication as to whether an assessment conforms to a standard.

Entity Use: Credential

Option Use: 0430 *Local standard*

Domain: Staff
Section: Qualification Information
Category: Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

Option Use: 0431 *Statewide standard*

Option Use: 0432 *Regional standard*

Option Use: 0433 *National Board for
Professional Teaching
Standards (NBPTS) standard*

Option Use: 0434 *Association standard*

Option Use: 0435 *School Standard*

Option Use: 0438 *Other standard*

0415 Credential Assessment Type

The category of an assessment based on format and content.

Entity Use: Credential

Option Use: 1279 *Computer*

Option Use: 1280 *Paper/pencil*

Option Use: 1281 *Portfolio (i.e., artifacts of
actual performance)*

Option Use: 1282 *Observation*

Option Use: 1283 *Simulation*

Domain: Staff
Section: Qualification Information
Category: Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

Option Use: 1284 *Transcript review*

Option Use: 9999 *Other*

0416 Credential Assessment Content

An indication of the specific content (e.g., subject matter) on which an individual is evaluated through an assessment.

Entity Use: Credential

Option Use: 1285 *Basic mathematics*

Option Use: 1286 *Basic reading*

Option Use: 0565 *Spelling*

Option Use: 1287 *Writing*

Option Use: 1288 *Basic language arts*

Option Use: 1289 *General knowledge*

Option Use: 1290 *Credential subject matter*

Option Use: 1291 *Knowledge of
teaching/pedagogy*

Option Use: 1292 *Technology/computer literacy*

Option Use: 1293 *Teaching performance*

Domain: Staff
Section: Qualification Information
Category: Credential Assessment Information

The general classification of a credential assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

Option Use: 1294 *Administrator knowledge*

Option Use: 1295 *Administrator performance*

Option Use: 9999 *Other*

0417 Credential Assessment Content Level

An indication of the level (e.g., basic or advanced) of the content on which an individual is evaluated through an assessment.

Entity Use: Credential

Option Use: 0996 *No option list available*

0418 Credential Assessment Date

The day, month, and year on which a credential assessment was administered.

Entity Use: Credential

Option Use: 0996 *No option list available*

0259 Score Results

The description of a meaningful raw score or statistical expression of the performance of a student or group of students on an assessment.

Entity Use: Credential

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: 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.

0419 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 Use: Credential

Option Use: 0996 *No option list available*

0420 Authorized Instructional Level

The instructional level or levels within which an individual is authorized to serve by an active credential.

Entity Use: Credential

Option Use: 0787 *Infants/Toddler*

Option Use: 0788 *Preschool*

Option Use: 0789 *Pre-kindergarten*

Option Use: 0805 *Kindergarten*

Option Use: 0790 *First Grade*

Option Use: 0791 *Second Grade*

Option Use: 0792 *Third Grade*

Option Use: 0793 *Fourth Grade*

Option Use: 0794 *Fifth Grade*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 0795 *Sixth Grade*

Option Use: 0796 *Seventh Grade*

Option Use: 0798 *Eighth Grade*

Option Use: 0799 *Ninth Grade*

Option Use: 0800 *Tenth Grade*

Option Use: 0801 *Eleventh Grade*

Option Use: 0802 *Twelfth Grade*

Option Use: 0803 *Grade 13*

Option Use: 2359 *Postsecondary*

Option Use: 0013 *Adult*

Option Use: 0804 *Ungraded*

Option Use: 9999 *Other*

Domain: Staff
Section: Qualification Information
Category: 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.

0421 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.

Entity Use: Credential

Option Use: 1296 *Early childhood*

Option Use: 0805 *Kindergarten*

Option Use: 1304 *Elementary*

Option Use: 1305 *Accounting*

Option Use: 1306 *Business and management*

Option Use: 1307 *Other business*

Option Use: 1308 *English or language arts*

Option Use: 1309 *Journalism/communications*

Option Use: 0560 *Reading*

Option Use: 1310 *Speech*

Option Use: 1311 *Architecture or environmental design*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 0684 *Dance*

Option Use: 1312 *Drama/Theater*

Option Use: 1313 *Music*

Option Use: 1314 *Visual Arts*

Option Use: 1315 *Chinese*

Option Use: 1316 *French*

Option Use: 1317 *German*

Option Use: 1318 *Italian*

Option Use: 1319 *Japanese*

Option Use: 1320 *Latin*

Option Use: 1321 *Russian*

Option Use: 1322 *Spanish*

Option Use: 1323 *Other languages*

Option Use: 1324 *Computer Science*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 1166 *Mathematics*

Option Use: 1325 *Biology or life science*

Option Use: 1326 *Chemistry*

Option Use: 1327 *Earth/space science/geology*

Option Use: 1328 *General science*

Option Use: 1329 *Health education*

Option Use: 1330 *Physical science*

Option Use: 1331 *Physics*

Option Use: 1332 *Other natural sciences*

Option Use: 1333 *American Indian/Native
American studies*

Option Use: 1334 *Anthropology*

Option Use: 1335 *Civics*

Option Use: 1336 *Economics*

Option Use: 0547 *Geography*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 0550 *History*

Option Use: 1337 *Humanities*

Option Use: 1338 *Law*

Option Use: 1339 *Philosophy*

Option Use: 1340 *Political science and
government*

Option Use: 1181 *Psychology*

Option Use: 1342 *Religion*

Option Use: 0563 *Social studies*

Option Use: 1343 *Sociology*

Option Use: 1344 *Other area or ethnic studies*

Option Use: 1345 *Other social studies/social
sciences*

Option Use: 1346 *Basic skills or remedial
education*

Option Use: 0251 *Bilingual education*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 0256 *English as a Second Language*

Option Use: 2381 *Gifted and talented*

Option Use: 0557 *Military science*

Option Use: 0559 *Physical education*

Option Use: 2043 *Special education*

Option Use: 1348 *Autism*

Option Use: 1349 *Deaf and hard-of-hearing*

Option Use: 1350 *Developmentally delayed*

Option Use: 1351 *Early childhood special
education*

Option Use: 1352 *Emotionally disturbed or
behavior disorders*

Option Use: 1353 *Learning disabilities*

Option Use: 1354 *Mentally disabled*

Option Use: 1355 *Mildly/moderately disabled*

Option Use: 1356 *Orthopedically impaired*

Domain: Staff
Section: Qualification Information
Category: 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.

- Option Use:** 1358 *Speech/language impaired*
- Option Use:** 1359 *Traumatically brain-injured*
- Option Use:** 1360 *Visually impaired*
- Option Use:** 1361 *Other special education*
- Option Use:** 1362 *Agriculture or natural resources*
- Option Use:** 1363 *Business/office*
- Option Use:** 1364 *Career education*
- Option Use:** 1153 *Communications technologies*
- Option Use:** 1366 *Cosmetology*
- Option Use:** 1367 *Family and consumer science (home economics)*
- Option Use:** 1368 *Food services*
- Option Use:** 1369 *Health professions and occupations*

Domain: Staff
Section: Qualification Information
Category: 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.

Option Use: 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*

Option Use: 1371 *Other vocational/technical education*

Option Use: 9999 *Other*

0422 Fee Amount

The amount of money required from an individual as a fee for receiving a credential.

Entity Use: Credential

Option Use: 0996 *No option list available*

0423 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 Use: Credential

Option Use: 0996 *No option list available*

0424 Fee Payment Date

The month, day, and year on which fee payment was made by an individual for receipt of a credential.

Entity Use: Credential

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: Credential Revocation Information

Information concerning revocation of an individual's certificate, license, permit, or other credential held.

0425 Credential Revocation Date

The month, day, and year on which a credential was revoked.

Entity Use: Staff Member

Option Use: 0996 No option list available

0426 Credential Revocation Reason

The basis of the decision to revoke a credential (e.g., lapsed, felony conviction).

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Qualification Information

Category: Publications

Information about an individual's professional public communications and/or performance.

0427 Publication Type

An indication of the nature of an individual's professional public communication and/or performance.

Entity Use: Staff Member

Option Use: 1372 *Book*

Option Use: 1373 *Peer journal article*

Option Use: 1374 *Non-peer journal article*

Option Use: 1375 *Fine arts performance (e.g., play, dance, multi-media event, art show, musical performance)*

Option Use: 1376 *Presentation/paper at a conference or professional association meeting*

Option Use: 1377 *Newspaper article*

Option Use: 9999 *Other*

0428 Publication Description

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

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

0437 Instructional Level

An indication of the general nature of instruction provided throughout a course.

Entity Use: Assignment

Option Use: 0568 Remedial

A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

Option Use: 0569 Special education course

A course that adopts 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, developmental delay, and other health impairments.

Option Use: 0570 Basic

A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

Option Use: 0571 General

A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

Option Use: 0572 Honors level

An advanced level course designed for students who have earned honors status according to educational requirements.

Option Use: 0573 Gifted and talented level

An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

- Option Use:** 0574 *International Baccalaureate program* 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.
- Option Use:** 0575 *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.
- Option Use:** 0576 *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).
- Option Use:** 0577 *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.
- Option Use:** 0578 *English Language Learner (ELL)* 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.

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 0579 *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.

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

0187 Name of Institution

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

Entity Use: Employer

Option Use: 0996 *No option list available*

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Employer

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0124 *Organization's mailing address*

Option Use: 0765 *Physical location address*

Option Use: 2382 *Other organization address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Employer

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Employer

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 0996 No option list available

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Employer

Option Use: 0996 No option list available

0090 City

The name of the city in which an address is located.

Entity Use: Employer

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Employer

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employer

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: Prior Experience

Information about an individual's employment prior to current employment.

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employer

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Employer

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Employer

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Employer

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Employer

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 0996 *No option list available*

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Employer

Option Use: 0996 *No option list available*

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Employer

Option Use: 0996 *No option list available*

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Employer

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Employer

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Employer

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Employer

Option Use: 0767 *Organization*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 9999 *Other*

0120 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 Use: Employer

Option Use: 0996 *No option list available*

0429 Business Type

An indication of the general nature of an organization or institution.

Entity Use: Employer

Option Use: 0099 *Post secondary institution*

Option Use: 0209 *Career/Technical/Vocational Institution*

Option Use: 0211 *Public elementary/secondary school*

Option Use: 0212 *Private elementary/secondary school*

Option Use: 0622 *Local/community government*

Option Use: 0214 *Regional or intermediate educational agency*

Option Use: 0617 *State government*

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 0997 *Business*

Option Use: 0749 *Foundations and other
charitable organizations*

Option Use: 0772 *Unions*

Option Use: 0731 *Parent/Teacher organizations*

Option Use: 0797 *Federal government (e.g.,
BIA, Military, US Department
of Education)*

Option Use: 0218 *Religious organization*

Option Use: 0219 *Fraternal organization*

Option Use: 1275 *Non-profit organization*

Option Use: 9999 *Other*

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Immediate Supervisor

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Immediate Supervisor

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Immediate Supervisor

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Immediate Supervisor

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Immediate Supervisor

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Immediate Supervisor

Option Use: 0996 *No option list available*

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Immediate Supervisor

Option Use: 0996 *No option list available*

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Immediate Supervisor

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Immediate Supervisor

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Immediate Supervisor

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Immediate Supervisor

Option Use: 0507 *Home/personal*

Option Use: 0518 *Work*

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 9999 Other

0120 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 Use: Immediate Supervisor

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

0613 Employment Status

The category which most clearly reflects the nature and degree of an individual's participation in the work force.

Entity Use: Staff Member

- Option Use:** 1378 *Probationary* An individual who does not meet all of the prerequisites for status as a permanent employee.
- Option Use:** 1379 *Contractual* An individual who has an employment agreement that specifies the length and type of service.
- Option Use:** 1380 *Substitute/temporary* An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).
- Option Use:** 1381 *Tenured or permanent* An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.
- Option Use:** 1382 *Volunteer/no contract* An individual who provides services but does not receive remuneration.
- Option Use:** 1383 *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.
- Option Use:** 1384 *Contingent upon funding* An individual whose employment is contingent upon continued funding to sustain the position.
- Option Use:** 1385 *Non-contractual* An individual who is employed and is subject to continuance by the governing authority without due process.
- Option Use:** 1386 *Other employment status*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

0431 Employment Start Date

The month, day, and year on which an individual began self-employment or employment with an organization or institution.

Entity Use: Staff Member

Option Use: 0996 No option list available

0433 Condition of Employment

Information concerning the employment contract between an individual and an organization.

Entity Use: Staff Member

Option Use: 0996 No option list available

0434 Employment Separation Reason

The primary reason for the termination of the employment relationship.

Entity Use: Staff Member

Option Use: 1387 *Other employment in education* Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

Option Use: 1388 *Other employment outside of education* Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

Option Use: 1389 *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.

Option Use: 1390 *Family/personal relocation* Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

- Option Use:** 1391 *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.
- Option Use:** 1392 *Formal study or research* Separation resulting from an individual leaving an employer to study or undertake research activities.
- Option Use:** 1393 *Illness/disability* Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.
- Option Use:** 1394 *Homemaking/caring for a family member* Separation resulting from an individual's decision to become a homemaker, to spend time rearing his or her children, or to care for his or her parent/guardian.
- Option Use:** 1395 *Layoff due to budgetary reduction* Separation resulting from a decrease in the monies available to an organization for staffing.
- Option Use:** 1396 *Layoff due to organizational restructuring* Separation resulting from changes in the administrative, personnel or executive structure of an organization.
- Option Use:** 1397 *Layoff due to decreased workload* Separation resulting from a reduction in the amount of work to be done.
- Option Use:** 1398 *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.
- Option Use:** 1399 *Discharge due to misconduct* Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use:	1400	<i>Discharge due to continued absence or tardiness</i>	<i>Separation resulting from not being present or being late for work on a frequent basis.</i>
Option Use:	1401	<i>Discharge due to a falsified application form</i>	<i>Separation resulting from untrue or misleading information provided on the employment application.</i>
Option Use:	1402	<i>Discharge due to credential revoked or suspended</i>	<i>Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.</i>
Option Use:	1403	<i>Discharge due to unsatisfactory work performance</i>	<i>Separation resulting from job activities carried out below a standard of quality.</i>
Option Use:	1404	<i>Death</i>	<i>Separation resulting from the death of an individual.</i>
Option Use:	1405	<i>Personal reason</i>	<i>Separation resulting from an individual leaving an agency or system for unspecified personal reasons.</i>
Option Use:	1406	<i>Lay off due to lack of funding</i>	<i>Separation resulting from the position being eliminated due to lack of funds.</i>
Option Use:	1407	<i>Lost credential</i>	<i>Separation resulting from the individual losing the credential required for the position.</i>
Option Use:	1408	<i>Reason unknown</i>	<i>Separation resulting from an individual leaving an agency or system for an unknown reason.</i>
Option Use:	9999	<i>Other</i>	

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

0435 Nature of Prior Employment

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

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0436 Teaching Assignment

The teaching field taught by an individual.

Entity Use: Staff Member

Option Use: 1296 *Early childhood*

Option Use: 0805 *Kindergarten*

Option Use: 1304 *Elementary*

Option Use: 1305 *Accounting*

Option Use: 1306 *Business and management*

Option Use: 1307 *Other business*

Option Use: 1308 *English or language arts*

Option Use: 1309 *Journalism/communications*

Option Use: 0560 *Reading*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 1310 *Speech*

Option Use: 1311 *Architecture or environmental design*

Option Use: 0684 *Dance*

Option Use: 1312 *Drama/Theater*

Option Use: 1313 *Music*

Option Use: 1314 *Visual Arts*

Option Use: 1315 *Chinese*

Option Use: 1316 *French*

Option Use: 1317 *German*

Option Use: 1318 *Italian*

Option Use: 1319 *Japanese*

Option Use: 1320 *Latin*

Option Use: 1321 *Russian*

Option Use: 1322 *Spanish*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 1323 *Other languages*

Option Use: 1324 *Computer Science*

Option Use: 1166 *Mathematics*

Option Use: 1325 *Biology or life science*

Option Use: 1326 *Chemistry*

Option Use: 1327 *Earth/space science/geology*

Option Use: 1328 *General science*

Option Use: 1329 *Health education*

Option Use: 1330 *Physical science*

Option Use: 1331 *Physics*

Option Use: 1332 *Other natural sciences*

Option Use: 1333 *American Indian/Native
American studies*

Option Use: 1334 *Anthropology*

Option Use: 1335 *Civics*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 1336 *Economics*

Option Use: 0547 *Geography*

Option Use: 0550 *History*

Option Use: 1337 *Humanities*

Option Use: 1338 *Law*

Option Use: 1339 *Philosophy*

Option Use: 1340 *Political science and
government*

Option Use: 1181 *Psychology*

Option Use: 1342 *Religion*

Option Use: 0563 *Social studies*

Option Use: 1343 *Sociology*

Option Use: 1344 *Other area or ethnic studies*

Option Use: 1345 *Other social studies/social
sciences*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

Option Use: 1346 *Basic skills or remedial education*

Option Use: 0251 *Bilingual education*

Option Use: 0256 *English as a Second Language*

Option Use: 2381 *Gifted and talented*

Option Use: 0557 *Military science*

Option Use: 0559 *Physical education*

Option Use: 2043 *Special education*

Option Use: 1348 *Autism*

Option Use: 1349 *Deaf and hard-of-hearing*

Option Use: 1350 *Developmentally delayed*

Option Use: 1351 *Early childhood special education*

Option Use: 1352 *Emotionally disturbed or behavior disorders*

Option Use: 1353 *Learning disabilities*

Domain: Staff
Section: Qualification Information
Category: Prior Experience
Information about an individual's employment prior to current employment.

- Option Use:** 1354 *Mentally disabled*
- Option Use:** 1355 *Mildly/moderately disabled*
- Option Use:** 1356 *Orthopedically impaired*
- Option Use:** 1358 *Speech/language impaired*
- Option Use:** 1359 *Traumatically brain-injured*
- Option Use:** 1360 *Visually impaired*
- Option Use:** 1361 *Other special education*
- Option Use:** 1362 *Agriculture or natural resources*
- Option Use:** 1363 *Business/office*
- Option Use:** 1364 *Career education*
- Option Use:** 1153 *Communications technologies*
- Option Use:** 1366 *Cosmetology*
- Option Use:** 1367 *Family and consumer science (home economics)*
- Option Use:** 1368 *Food services*

Domain: Staff

Section: Qualification Information

Category: Prior Experience

Information about an individual's employment prior to current employment.

Option Use: 1369 *Health professions and occupations*

Option Use: 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*

Option Use: 1371 *Other vocational/technical education*

Option Use: 9999 *Other*

Domain: Staff
Section: Qualification Information
Category: 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.

0438 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 Use: Staff Member

Option Use: 0996 No option list available

0439 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 Use: Staff Member

Option Use: 0996 No option list available

0440 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 Use: Staff Member

Option Use: 0996 No option list available

0441 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Qualification Information

Category: Internship/Apprenticeship

Information about any period during which an individual formally served as an intern or an apprentice prior to or during current employment.

0442 Internship/Apprenticeship Description

A description of the type of internship or apprenticeship (including student or practice teaching) formally served by an individual.

Entity Use: Staff Member

Option Use: 0996 No option list available

0443 Internship/Apprenticeship Beginning Date

The month, day, and year on which an individual began an experience as an intern or apprentice.

Entity Use: Staff Member

Option Use: 0996 No option list available

0444 Internship/Apprenticeship Ending Date

The month, day, and year on which an individual finished an experience as an intern or apprentice.

Entity Use: Staff Member

Option Use: 0996 No option list available

0445 Internship/Apprenticeship Results

A description of the outcomes or recommendations resulting from completion of an internship or apprenticeship.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff
Section: Qualification Information
Category: 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.

0446 Travel Location

The city, state and/or country of the destination of a trip taken by an individual.

Entity Use: Staff Member

Option Use: 0996 No option list available

0447 Travel Purpose

The purpose of a trip taken by an individual.

Entity Use: Staff Member

Option Use: 0996 No option list available

0448 Travel Beginning Date

The month, day, and year on which an individual embarked on a trip.

Entity Use: Staff Member

Option Use: 0996 No option list available

0449 Travel Ending Date

The month, day, and year on which an individual returned from a trip.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Qualification Information

Category: Other Interests

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

0450 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 Use: Staff Member

Option Use: 0996 No option list available

0451 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 Use: Staff Member

Option Use: 0996 No option list available

0452 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 Use: Staff Member

Option Use: 0996 No option list available

0187 Name of Institution

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

Entity Use: Staff Member

Option Use: 0996 No option list available

0453 Years of Participation

The number of years that an individual belonged to an organization or association or served as an elected public official.

Entity Use: Staff Member

Domain: Staff

Section: Qualification Information

Category: Other Interests

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

Option Use: 0996 No option list available

0454 Office Held

The title of a position of trust and leadership held by an individual in an organization, association, or public political office.

Entity Use: Staff Member

Option Use: 0996 No option list available

0455 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 Use: Staff Member

Option Use: 0996 No option list available

0456 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 Use: Staff Member

Option Use: 0996 No option list available

0389 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Recruiter

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Recruiter

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Recruiter

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Recruiter

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Recruiter

Option Use: 0996 No option list available

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Recruiter

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

0187 Name of Institution

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

Entity Use: Recruiter

Option Use: 0996 *No option list available*

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Recruiter

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0765 *Physical location address*

Option Use: 1073 *Other home address*

Option Use: 1074 *Employer's address*

Option Use: 1075 *Employment address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Recruiter

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Recruiter

Option Use: 0996 *No option list available*

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Recruiter

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

Option Use: 0996 No option list available

0090 City

The name of the city in which an address is located.

Entity Use: Recruiter

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Recruiter

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Recruiter

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Recruiter

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Recruiter

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Recruiter

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Recruiter

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Recruiter

Option Use: 0996 No option list available

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Recruiter

Option Use: 0996 No option list available

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Recruiter

Option Use: 0996 No option list available

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Recruiter

Option Use: 0096 Main telephone number

Domain: Staff
Section: Current Employment

Category: Entry into Employment

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

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Recruiter

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Recruiter

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Recruiter

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

Option Use: 0507 *Home/personal*

Option Use: 0518 *Work*

Option Use: 9999 *Other*

0120 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 Use: Recruiter

Option Use: 0996 *No option list available*

0304 Web Site Address (URL)

Unique Resource Locator. The unique address of a Web page.

Entity Use: Recruiter

Option Use: 0996 *No option list available*

Domain: Staff
Section: Current Employment

Category: Entry into Employment

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

0457 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.

Entity Use: Staff Member

- Option Use:** 1410 *Advertisement* *The individual responded to an employer's advertisement in, for example, a newspaper, radio, web site, or professional journal.*
- Option Use:** 1411 *Assignment/appointment* *The individual was selected or designated by an employer to fill a position (e.g., political appointment)*
- Option Use:** 1412 *Employee-initiated effort* *The individual, through his or her own efforts, initiated contact with an employer.*
- Option Use:** 1413 *Employment agency* *The individual was introduced to an employer through an intermediate placement agency or union.*
- Option Use:** 0357 *Peace Corps/Overseas Military* *The individual was introduced to an employer through an arrangement by the Peace Corps or Overseas Military.*
- Option Use:** 1414 *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.*
- Option Use:** 1415 *Staff recommendation* *The individual was introduced to an employer by a current employee.*
- Option Use:** 1416 *Student teaching or internship* *The individual was introduced to an employer during the period of student teaching or internship and was subsequently hired.*
- Option Use:** 1417 *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.*

Domain: Staff
Section: Current Employment

Category: Entry into Employment

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

Option Use: 1418 *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).*

Option Use: 1419 *Internet* *The individual initiated contact with an employer, responded to an employer's posting on the Internet or used other Internet job search services.*

Option Use: 9999 *Other*

0458 Application Date

The month, day, and year on which the individual filed the employment application.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0459 Application Status

An indication of the status of the individual's employment application.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0401 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.

Entity Use: Staff Member

Option Use: 1420 *Criminal records*

Option Use: 1421 *Previous employment records*

Option Use: 1422 *Personal references*

Option Use: 1423 *Credentials*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

0402 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 Use: Staff Member

Option Use: 0996 No option list available

0403 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 Use: Staff Member

Option Use: 0996 No option list available

0460 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 Use: Staff Member

Option Use: 0996 No option list available

0461 Position Assessment Date

The month, day, and year on which an assessment was administered for skills that are required for the position.

Entity Use: Staff Member

Option Use: 0996 No option list available

0462 Position Assessment Results

An indication of the results of the assessment for skills that are required for the position.

Entity Use: Staff Member

Option Use: 0996 No option list available

0463 Software Application Type

An indication of the type of software application for which training has been received (e.g., spreadsheet, word processing, database, Internet use, web development, statistical analysis).

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Entry into Employment

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

0464 Software Application Title

An indication of the title of a software application required for the position in question.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0465 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 Use: Staff Member

Option Use: 0996 *No option list available*

0466 Prior Year Status

An indication of an individual's professional or personal experience during the year before an application for employment is filed.

Entity Use: Staff Member

Option Use: 1424 *Teaching in this school*

Option Use: 1425 *Teaching in another elementary or secondary school in this school system*

Option Use: 1426 *Teaching in a public elementary or secondary school in a different school system in this state*

Option Use: 1427 *Teaching in a public elementary or secondary school in another state*

Option Use: 1428 *Teaching in a private elementary or secondary school*

Option Use: 1429 *Student at a college or university*

Domain: Staff
Section: Current Employment

Category: Entry into Employment

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

Option Use: 1430 *Teaching in a preschool*

Option Use: 1431 *Teaching at a college or university*

Option Use: 1432 *Working in a position in the field of education, but not as a teacher*

Option Use: 1433 *Working in an occupation outside the field of education*

Option Use: 1434 *Caring for family members*

Option Use: 1435 *Military service*

Option Use: 1436 *Unemployed and seeking work*

Option Use: 1437 *Retired from another job*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0467 Hire Date

The month, day, and year on which an individual was hired for a position.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0613 Employment Status

The category which most clearly reflects the nature and degree of an individual's participation in the work force.

Entity Use: Staff Member

Option Use: 1378 *Probationary* *An individual who does not meet all of the prerequisites for status as a permanent employee.*

Option Use: 1379 *Contractual* *An individual who has an employment agreement that specifies the length and type of service.*

Option Use: 1380 *Substitute/temporary* *An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).*

Option Use: 1381 *Tenured or permanent* *An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.*

Option Use: 1382 *Volunteer/no contract* *An individual who provides services but does not receive remuneration.*

Option Use: 1383 *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.*

Option Use: 1384 *Contingent upon funding* *An individual whose employment is contingent upon continued funding to sustain the position.*

Option Use: 1385 *Non-contractual* *An individual who is employed and is subject to continuance by the governing authority without due process.*

Option Use: 1386 *Other employment status*

Domain: Staff
Section: Current Employment
Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0468 Contractual Term

The length of the contract under which an individual is employed by an employer.

Entity Use: Staff Member

Option Use: 1439 *Short-term*

A contract covering a period of less than one school or calendar year.

Option Use: 0410 *Annual year*

A contract covering a period of one school or calendar year.

Option Use: 1440 *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.

Option Use: 1441 *Renewable*

A contract which can continue into another contractual period through appropriate action by the parties involved.

Option Use: 1442 *Multiyear*

A contract covering a period of more than one school or calendar year.

Option Use: 9999 *Other*

0469 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 Use: Staff Member

Option Use: 0996 *No option list available*

0470 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 Use: Staff Member

Option Use: 0996 *No option list available*

0471 Seniority Date

The month, day, and year on which an individual's seniority in a position was established.

Entity Use: Staff Member

Domain: Staff

Section: Current Employment

Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

Option Use: 0996 *No option list available*

0472 Tenure Date

The month, day, and year on which an individual obtained tenure.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0473 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 Use: Staff Member

Option Use: 0996 *No option list available*

0474 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 Use: Staff Member

Option Use: 0996 *No option list available*

0475 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 Use: Staff Member

Option Use: 0996 *No option list available*

0476 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.

Entity Use: Staff Member

Option Use: 2015 *Full-time employment*

Option Use: 2016 *Part-time employment*

Domain: Staff
Section: Current Employment
Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0477 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 Use: Staff Member

Option Use: 0996 No option list available

0478 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 Use: Staff Member

Option Use: 0996 No option list available

0480 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 Use: Staff Member

Option Use: 0996 No option list available

0481 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 Use: Staff Member

Option Use: 0996 No option list available

0482 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 Use: Staff Member

Option Use: 0996 No option list available

0208 Position Title

The descriptive name of an individual's position.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment
Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0483 Position or Classification Number

An indication of the level or category of an individual's position as assigned by the employer.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0484 Unique Position Number

A unique number that is used for identifying a position within an organization.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0485 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.

Entity Use: Staff Member

Option Use: 1443 *Nonexempt*

An individual's assignment is covered by the federal minimum wage provisions with eligibility for overtime pay.

Option Use: 1438 *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.

0486 Substitute Status

An indication of an individual's willingness to perform services for an employer on an as-needed basis.

Entity Use: Staff Member

Option Use: 1444 *Willing*

The individual agrees to work on a substitute basis, however, he or she is not currently doing so.

Option Use: 1445 *Not willing*

The individual does not agree to work on a substitute basis.

Option Use: 1446 *Currently substituting*

The individual is currently working on a substitute basis.

Domain: Staff
Section: Current Employment

Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0487 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.

Entity Use: Staff Member

Option Use: 1447 *Automobile*

Option Use: 1448 *School bus*

Option Use: 1449 *Heavy equipment*

Option Use: 1450 *Commercial vehicle*

Option Use: 1451 *Motorcycle*

Option Use: 9999 *Other*

0488 Vehicle Driver's License Expiration Date

The month, day, and year on which the individual's vehicle driver's license expires.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0489 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.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0490 Authorized/Insured to Use Own Vehicles

An indication of whether the individual is authorized and/or insured to use his or her own vehicles to conduct official business.

Entity Use: Staff Member

Option Use: 0002 *Yes*

Option Use: 0232 *No*

Domain: Staff

Section: Current Employment

Category: Employment Conditions

Information concerning the employment contract between an individual and an organization.

0491 Union Membership/Name

The name of the labor organization of which the individual is a member.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Current Employment

Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

0492 Pay Grade

Identification of the class of an individual's position grouped by salary range.

Entity Use: Staff Member

Option Use: 0996 No option list available

0493 Pay Step

An identification of the class of an individual's position within a grade, which is grouped by a salary range.

Entity Use: Staff Member

Option Use: 0996 No option list available

0494 Pay Range

The pay rates assigned to a class or group of positions which define the appropriate compensation options.

Entity Use: Staff Member

Option Use: 0996 No option list available

0495 Base Salary or Wage

The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

Entity Use: Staff Member

Option Use: 0996 No option list available

0496 Earning Rates of Pay

The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties.

Entity Use: Staff Member

Option Use: 0996 No option list available

0497 Unit of Basis for Measurement

The cycle of time elements or other basis based on which an amount is calculated.

Entity Use: Staff Member

Option Use: 2310 Hour

Option Use: 2354 Days

Domain: Staff
Section: Current Employment
Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

- Option Use:** 1452 *Half-week*
- Option Use:** 1453 *Week*
- Option Use:** 1454 *Two weeks*
- Option Use:** 1455 *Half-month*
- Option Use:** 1456 *Month*
- Option Use:** 1457 *Two months*
- Option Use:** 2355 *Quarters*
- Option Use:** 2356 *Summer terms*
- Option Use:** 1458 *Half-year*
- Option Use:** 1459 *Year*
- Option Use:** 1460 *Current pay period*
- Option Use:** 1461 *Quarter-to-date*
- Option Use:** 1462 *Year-to-date*
- Option Use:** 1463 *Inception-to-date*
- Option Use:** 1464 *Per occasion or job completion*
- Option Use:** 1465 *Unit*
- Option Use:** 1466 *Visit*

Domain: Staff
Section: Current Employment

Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

Option Use: 9999 *Other*

0498 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.

Entity Use: Staff Member

Option Use: 1467 *Supplement pay/compensation*

Option Use: 1468 *Fringe Benefit*

Option Use: 1469 *In-kind compensation*

Option Use: 9999 *Other*

0499 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.

Entity Use: Staff Member

Option Use: 1470 *Bonus for student
performance of school*

Option Use: 1471 *Bonus for student
performance of class*

Option Use: 1472 *Merit bonus*

Option Use: 1473 *Hazard pay*

Option Use: 1474 *Locality supplement*

Option Use: 1475 *Position bonus*

Option Use: 1476 *Shortage position supplement*

Domain: Staff
Section: Current Employment
Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

Option Use: 1477 *Saving bonus*

Option Use: 1478 *Voluntary transfer*

Option Use: 1479 *Bilingual work*

Option Use: 1480 *Co-curricular activities*

Option Use: 1481 *Coaching supplement*

Option Use: 1482 *Curriculum work*

Option Use: 1483 *Department chair*

Option Use: 1484 *Extra-curricular activities*

Option Use: 1485 *General additional duties*

Option Use: 1486 *Longevity*

Option Use: 1487 *Mentoring*

Option Use: 2043 *Special education*

Option Use: 1488 *Technology responsibilities*

Option Use: 1489 *Training*

Option Use: 0715 *Tutoring*

Option Use: 1490 *Advance skill supplement*

Option Use: 1491 *Assessment*

Domain: Staff
Section: Current Employment
Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

Option Use: 1492 *Certification supplement*

Option Use: 1493 *Credit/course completion supplement*

Option Use: 1494 *Degree supplement*

Option Use: 1495 *Education time*

Option Use: 1496 *Professional affiliation supplement*

Option Use: 1497 *Extended salary*

Option Use: 1498 *Overtime*

Option Use: 1499 *Sabbatical*

Option Use: 9999 *Other*

0500 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 Use: Staff Member

Option Use: 0996 *No option list available*

0501 Overtime Identifier

The amount of time at which an individual begins to earn overtime pay rather than base pay.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Current Employment

Category: Salary Compensation

Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

0502 Compensation Description

A description of the compensation (salary, supplemental pay, fringe benefits, in-kind compensation, or other) an individual receives for the position.

Entity Use: Staff Member

Option Use: 0996 No option list available

0503 Compensation Eligibility

The maximum amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual receives for performance of duties within a position.

Entity Use: Staff Member

Option Use: 0996 No option list available

0504 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0506 Eligibility Status

An appraisal as to whether an individual is or is not eligible for a given benefit plan.

Entity Use: Employee Benefit

Option Use: 1549 *Eligible* An individual meets all criteria necessary to participate in a plan.

Option Use: 1550 *Eligible, but coverage declined* An individual meets all criteria necessary to participate in a plan, but has refused coverage.

Option Use: 1551 *Not eligible for participation* An individual does not meet all criteria necessary to participate in a plan.

0507 Ineligibility Reason

A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

Entity Use: Employee Benefit

Option Use: 0996 *No option list available*

0508 Coverage Description

A description or title of the actual plan, program, or policy by which an individual is provided coverage.

Entity Use: Employee Benefit

Option Use: 0996 *No option list available*

0509 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 Use: Employee Benefit

Option Use: 0996 *No option list available*

0510 Coverage Identifier

Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

Entity Use: Employee Benefit

Option Use: 0996 *No option list available*

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0511 Coverage Amount

The total amount or degree to which an individual is entitled benefits.

Entity Use: Employee Benefit

Option Use: 0996 No option list available

0512 Special Terms

A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

Entity Use: Employee Benefit

Option Use: 0996 No option list available

0513 Coverage Beginning Date

The month, day, and year on which an individual's benefit plan becomes effective.

Entity Use: Employee Benefit

Option Use: 0996 No option list available

0514 Coverage Ending Date

The month, day, and year on which an individual's benefit plan ends.

Entity Use: Employee Benefit

Option Use: 0996 No option list available

0515 Vesting Percentage

The current percentage of a benefit plan to which a plan participant has earned a vested interest.

Entity Use: Employee Benefit

Option Use: 0996 No option list available

0516 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 Use: Employee Benefit

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0517 Actual Use Date

The 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 Use: Employee Benefit

Option Use: 0996 *No option list available*

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0187 Name of Institution

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

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Employee Benefit Carrier

Option Use: 0123 Mailing/Shipping Address -
other address or P.O. Box
address

Option Use: 0124 Organization's mailing address

Option Use: 0765 Physical location address

Option Use: 2382 Other organization address

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0090 City

The name of the city in which an address is located.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Employee Benefit Carrier

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Employee Benefit Carrier

Option Use: 0996 No option list available

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Employee Benefit Carrier

Option Use: 0096 Main telephone number

Option Use: 0350 Alternate telephone number

Option Use: 0359 Answering service

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Employee Benefit Carrier

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Employee Benefit Carrier

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Employee Benefit Carrier

Option Use: 0767 *Organization*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0120 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 Use: Employee Benefit Carrier

Option Use: 0996 *No option list available*

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0187 Name of Institution

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

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Employee Benefit Contributor

Option Use: 0123 Mailing/Shipping Address -
other address or P.O. Box
address

Option Use: 0124 Organization's mailing address

Option Use: 0765 Physical location address

Option Use: 2382 Other organization address

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0090 City

The name of the city in which an address is located.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Employee Benefit Contributor

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Employee Benefit Contributor

Option Use: 0096 Main telephone number

Option Use: 0350 Alternate telephone number

Option Use: 0359 Answering service

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Employee Benefit Contributor

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Employee Benefit Contributor

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Employee Benefit Contributor

Option Use: 0767 *Organization*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0120 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 Use: Employee Benefit Contributor

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

0505 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.

Entity Use: Staff Member

Option Use: 1501 *Social Security Old Age Insurance*

Option Use: 1502 *Social Security Survivor Insurance*

Option Use: 1503 *Social Security Disability Insurance*

Option Use: 1504 *Medicare for the Aged and Disabled Hospital Insurance*

Option Use: 1505 *Medicare for the Aged and Disabled Supplementary Medical Insurance*

Option Use: 1506 *Other Social Security benefits*

Option Use: 1507 *Employee Retirement Income Security Act (ERISA)*

Option Use: 1508 *Defined benefit plan*

Option Use: 1509 *Defined contribution plan*

Option Use: 1510 *Other pension plan*

Option Use: 1511 *Individual retirement account (IRA)*

Option Use: 1512 *Health insurance - health maintenance organization (HMO)*

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 1513 *Health insurance - preferred provider organization (PPO)*

Option Use: 1514 *Other health plan*

Option Use: 1515 *Dental care plan*

Option Use: 2313 *Prescription drug plan*

Option Use: 1516 *Vision plan*

Option Use: 1517 *Mental health and substance abuse benefits*

Option Use: 1518 *Retiree health insurance*

Option Use: 1519 *Health promotion program*

Option Use: 1520 *Consolidated Omnibus Budget Reconciliation Act (COBRA)*

Option Use: 1521 *Worker's compensation*

Option Use: 1522 *Non-occupational temporary disability insurance plan*

Option Use: 1523 *Short-term disability plan-employment based private program*

Option Use: 2314 *Long-term disability plan - employment based private program*

Option Use: 1606 *Sick leave*

Leave granted an individual for treatment and recovery from a health condition.

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

- Option Use:** 1597 *Annual leave* *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.*
- Option Use:** 1527 *Leave sharing/leave bank*
- Option Use:** 1599 *Compensatory leave time* *Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.*
- Option Use:** 1600 *Family and medical leave* *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.*
- Option Use:** 1530 *Other leave*
- Option Use:** 1531 *Uniform and laundry fees*
- Option Use:** 1532 *Transportation subsidy*
- Option Use:** 1533 *Parking subsidy*
- Option Use:** 1534 *Recreation subsidies*
- Option Use:** 1535 *Child care*
- Option Use:** 1536 *Car*
- Option Use:** 1537 *Housing allowances*
- Option Use:** 1538 *Tuition for children of staff*

Domain: Staff
Section: Current Employment
Category: Benefit Compensation

Information about the annual agreed-upon benefits or other non-salary compensation to be received by an individual for employment.

Option Use: 1539 *Employee assistance program*

Option Use: 1540 *Long-term care insurance*

Option Use: 1541 *Group life insurance plan*

Option Use: 1542 *Survivor benefits*

Option Use: 1543 *Educational assistance benefits*

Option Use: 2312 *Legal service plan*

Option Use: 1545 *Dependent care*

Option Use: 1546 *Stock ownership plan*

Option Use: 1548 *Other direct subsidies*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: 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.

0518 Benefit Contributor Type

An indication of the category of an individual or institution that donates to an employee's benefit plan.

Entity Use: Employee Benefit Contributor

Option Use: 1552 *Employer*

Option Use: 1553 *State education agency/state government*

Option Use: 0066 *Local education agency (e.g., school district, diocese)*

Option Use: 1554 *Regional education service center*

Option Use: 1555 *Community organization, business, or group*

Option Use: 1556 *Other organization, business, or group*

Option Use: 1557 *Individual employee*

Option Use: 1558 *Individual other than employee*

Option Use: 9999 *Other*

0519 Benefit Contribution Type

An indication of the form of donation an individual or institution gives to an employee's benefit plan.

Entity Use: Employee Benefit Contributor

Option Use: 1560 *In-kind*

Option Use: 1559 *Monetary*

Option Use: 9999 *Other*

Domain: Staff

Section: Current Employment

Category: 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.

0520 Benefit Contribution Amount

The monetary amount or description of the contribution given to an employee's benefit plan.

Entity Use: Employee Benefit Contributor

Option Use: 0996 No option list available

0521 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 Use: Employee Benefit Contributor

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: 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.

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Beneficiary

Option Use: 0996 No option list available

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Beneficiary

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: 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.

0522 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 Use: Beneficiary

Option Use: 0996 *No option list available*

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Beneficiary

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0765 *Physical location address*

Option Use: 1073 *Other home address*

Option Use: 1074 *Employer's address*

Option Use: 1075 *Employment address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Beneficiary

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Beneficiary

Option Use: 0996 *No option list available*

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Beneficiary

Domain: Staff
Section: Current Employment

Category: 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.

Option Use: 0996 No option list available

0090 City

The name of the city in which an address is located.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Beneficiary

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Beneficiary

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Beneficiary

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Beneficiary

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: 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.

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Beneficiary

Option Use: 0996 No option list available

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Beneficiary

Option Use: 0996 No option list available

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Beneficiary

Option Use: 0996 No option list available

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Beneficiary

Option Use: 0096 Main telephone number

Domain: Staff
Section: Current Employment

Category: 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.

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Beneficiary

Option Use: 0996 *No option list available*

0151 International Code Number

The international code for the telephone number.

Entity Use: Beneficiary

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Beneficiary

Domain: Staff
Section: Current Employment

Category: 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.

Option Use: 0507 *Home/personal*

Option Use: 0518 *Work*

Option Use: 9999 *Other*

0120 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 Use: Beneficiary

Option Use: 0996 *No option list available*

Domain: Staff
Section: Current Employment

Category: Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

0523 Gross Income Amount

The amount of income and supplemental pay earned before deductions for the specific time period.

Entity Use: Staff Member

Option Use: 0996 No option list available

0524 Adjusted Income Amount

The amount of income and supplemental pay earned after deductions for the specific time period.

Entity Use: Staff Member

Option Use: 0996 No option list available

0525 Advance Pay

The amount paid to an individual prior to services rendered (e.g., deposit).

Entity Use: Staff Member

Option Use: 0996 No option list available

0526 Payroll Calculation Cycle

The time element that governs the amount calculated in payroll to an employee.

Entity Use: Staff Member

Option Use: 0996 No option list available

0527 Payroll Deduction Type

The type of money to be withheld or deducted from the employee's paycheck.

Entity Use: Staff Member

Option Use: 1561 Federal income tax

Option Use: 1562 State income tax

Option Use: 1563 Local income tax

Option Use: 1564 Social Security FICA

Option Use: 1565 Medicare

Domain: Staff
Section: Current Employment
Category: Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

Option Use: 1566 *State teacher retirement system*

Option Use: 1567 *State public employee retirement system*

Option Use: 1568 *Industrial/professional insurance*

Option Use: 1569 *Group medical insurance*

Option Use: 1570 *Group dental insurance*

Option Use: 1571 *Term life insurance*

Option Use: 1572 *Permanent life insurance*

Option Use: 2411 *Profit sharing*

Option Use: 1573 *Profit sharing*

Option Use: 1574 *Retirement plan - 401(k) or 403(b)*

Option Use: 1575 *Charity*

Option Use: 1576 *Annuity*

Option Use: 1577 *Child/dependent care benefits reimbursement*

Option Use: 1578 *Child support disbursement unit*

Option Use: 1579 *Alimony payment*

Domain: Staff
Section: Current Employment

Category: Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

Option Use: 1580 *Credit union*

Option Use: 1581 *Recreation fee*

Option Use: 1582 *Parking fee*

Option Use: 1583 *Uninsured medical expenses*

Option Use: 1584 *Section 457*

Option Use: 1585 *Loan repayment*

Option Use: 9999 *Other*

0528 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.

Entity Use: Staff Member

Option Use: 1586 *Pre-tax*

Option Use: 1587 *After tax*

Option Use: 1588 *Non-taxed*

0529 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 Use: Staff Member

Option Use: 0996 *No option list available*

0530 Deduction Amount

The amount of money to be withheld or deducted from the employee's paycheck.

Entity Use: Staff Member

Domain: Staff
Section: Current Employment

Category: Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

Option Use: 0996 *No option list available*

0531 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 Use: Staff Member

Option Use: 0996 *No option list available*

0532 Electronic Deposit Bank Routing Number

An identification number uniquely assigned to a bank for the purpose of conducting electronic transfers of funds.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0533 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 Use: Staff Member

Option Use: 0996 *No option list available*

0534 Bank Account Type

The type of bank account that is under an individual's name.

Entity Use: Staff Member

Option Use: 1589 *Checking*

Option Use: 1590 *Savings*

Option Use: 1591 *Money Market*

Option Use: 9999 *Other*

0535 Deposit Amount

The amount that is deposited into an individual's bank account.

Entity Use: Staff Member

Domain: Staff
Section: Current Employment

Category: Payroll Information

Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

Option Use: 0996 No option list available

0536 Deposit Date

The month, day, and year on which the deposit was made to an individual's bank account.

Entity Use: Staff Member

Option Use: 0996 No option list available

0537 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: 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.

0538 Form Type

An indication of the type of form that is required to be filled out by an individual for tax records.

Entity Use: Staff Member

Option Use: 1592 *Federal W-4 form*

Option Use: 1593 *State form*

Option Use: 9999 *Other*

0539 Form Date

The month, day, and year on which the required tax form is filled out by the individual.

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Staff Member

Option Use: 0996 *No option list available*

0330 Marital Status

The condition of an individual with regard to marriage.

Entity Use: Staff Member

Option Use: 1040 *Legally separated*

Option Use: 1041 *Married*

Option Use: 1042 *Not married (never married, legally divorced, widowed, or marriage annulled)*

Domain: Staff

Section: Current Employment

Category: 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.

0541 Number of Dependents

The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Use: Staff Member

Option Use: 0996 No option list available

0542 Allowances Number

The total number of personal allowances an individual is claiming on his or her tax withholding form.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: Attendance Status

Information about any legitimate absence from duty assignments by an individual.

0543 Leave Type

An indication of the class or kind of leave for which an employee is eligible to take with approval.

Entity Use: Staff Member

Option Use: 1596 *Administrative*

Leave granted an individual for special situations necessitating leave not authorized elsewhere.

Option Use: 1597 *Annual leave*

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.

Option Use: 1598 *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.

Option Use: 1599 *Compensatory leave time*

Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.

Option Use: 1600 *Family and medical leave*

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.

Option Use: 1601 *Government-requested*

Leave granted an individual for government-requested reasons such as jury duty, court witnessing, and voting.

Option Use: 1602 *Military leave*

Leave granted an individual because of requirements for service in the armed forces.

Option Use: 1603 *Personal*

Leave granted an individual for personal reasons, including emergency circumstances.

Option Use: 1604 *Release time*

Leave granted an individual for participating in professional development activities.

Domain: Staff
Section: Current Employment
Category: Attendance Status

Information about any legitimate absence from duty assignments by an individual.

- Option Use:** 1605 *Sabbatical leave* *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.*
- Option Use:** 1606 *Sick leave* *Leave granted an individual for treatment and recovery from a health condition.*
- Option Use:** 1607 *Suspension* *Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.*
- Option Use:** 9999 *Other*

0544 Leave Substitution Status

An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

Entity Use: Staff Member

- Option Use:** 1608 *No substitution*
- Option Use:** 1609 *Substitution by an individual without proof of required credentials*
- Option Use:** 1610 *Substitution by an individual with proof of required credentials*

0545 Leave Payment Status

An indication as to whether an individual receives compensation from the employer during a time of leave.

Entity Use: Staff Member

- Option Use:** 1611 *With pay*
- Option Use:** 1612 *Without pay*

Domain: Staff
Section: Current Employment

Category: Attendance Status

Information about any legitimate absence from duty assignments by an individual.

0546 Maximum Leave Allowed

The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

Entity Use: Staff Member

Option Use: 0996 No option list available

0547 Leave Accrued

The actual number of hours of leave earned but not yet taken by an individual.

Entity Use: Staff Member

Option Use: 0996 No option list available

0548 Hours of Leave Used

The number of hours of leave an individual has taken.

Entity Use: Staff Member

Option Use: 0996 No option list available

0549 Leave Beginning Date

The month, day, and year on which the individual begins his or her leave.

Entity Use: Staff Member

Option Use: 0996 No option list available

0550 Leave Ending Date

The month, day, and year on which the individual ends his or her leave.

Entity Use: Staff Member

Option Use: 0996 No option list available

0551 Leave Balance

The current number of hours of leave available for use by an individual.

Entity Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff
Section: Current Employment

Category: Grievances

Information relating to any official grievances filed by, or on behalf of, the employee regarding his or her employment.

0552 Grievance Description

Any statement or official expression submitted by an employee as a grievance about his or her employment.

Entity Use: Staff Member

Option Use: 0996 No option list available

0553 Grievance Date

The month, day, and year on which a grievance was filed by an employee.

Entity Use: Staff Member

Option Use: 0996 No option list available

0554 Grievance Action

Any action taken by the employer as a result of a grievance filed by an employee.

Entity Use: Staff Member

Option Use: 0996 No option list available

0555 Grievance Resolution Date

The month, day, and year on which a resolution of a grievance was announced.

Entity Use: Staff Member

Option Use: 0996 No option list available

0556 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 Use: Staff Member

Option Use: 0996 No option list available

Domain: Staff

Section: Assignments

Category: 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.

0557 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 H).

Entity Use: Assignment

Option Use: 0996 *No option list available*

0558 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 Use: Assignment

Option Use: 0996 *No option list available*

0436 Teaching Assignment

The teaching field taught by an individual.

Entity Use: Assignment

Option Use: 1296 *Early childhood*

Option Use: 0805 *Kindergarten*

Option Use: 1304 *Elementary*

Option Use: 1305 *Accounting*

Option Use: 1306 *Business and management*

Option Use: 1307 *Other business*

Option Use: 1308 *English or language arts*

Option Use: 1309 *Journalism/communications*

Option Use: 0560 *Reading*

Option Use: 1310 *Speech*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 1311 *Architecture or environmental design*

Option Use: 0684 *Dance*

Option Use: 1312 *Drama/Theater*

Option Use: 1313 *Music*

Option Use: 1314 *Visual Arts*

Option Use: 1315 *Chinese*

Option Use: 1316 *French*

Option Use: 1317 *German*

Option Use: 1318 *Italian*

Option Use: 1319 *Japanese*

Option Use: 1320 *Latin*

Option Use: 1321 *Russian*

Option Use: 1322 *Spanish*

Option Use: 1323 *Other languages*

Option Use: 1324 *Computer Science*

Option Use: 1166 *Mathematics*

Option Use: 1325 *Biology or life science*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 1326 *Chemistry*

Option Use: 1327 *Earth/space science/geology*

Option Use: 1328 *General science*

Option Use: 1329 *Health education*

Option Use: 1330 *Physical science*

Option Use: 1331 *Physics*

Option Use: 1332 *Other natural sciences*

Option Use: 1333 *American Indian/Native
American studies*

Option Use: 1334 *Anthropology*

Option Use: 1335 *Civics*

Option Use: 1336 *Economics*

Option Use: 0547 *Geography*

Option Use: 0550 *History*

Option Use: 1337 *Humanities*

Option Use: 1338 *Law*

Option Use: 1339 *Philosophy*

Option Use: 1340 *Political science and
government*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 1181 *Psychology*

Option Use: 1342 *Religion*

Option Use: 0563 *Social studies*

Option Use: 1343 *Sociology*

Option Use: 1344 *Other area or ethnic studies*

Option Use: 1345 *Other social studies/social sciences*

Option Use: 1346 *Basic skills or remedial education*

Option Use: 0251 *Bilingual education*

Option Use: 0256 *English as a Second Language*

Option Use: 2381 *Gifted and talented*

Option Use: 0557 *Military science*

Option Use: 0559 *Physical education*

Option Use: 2043 *Special education*

Option Use: 1348 *Autism*

Option Use: 1349 *Deaf and hard-of-hearing*

Option Use: 1350 *Developmentally delayed*

Domain: Staff

Section: Assignments

Category: 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.

- Option Use:** 1351 *Early childhood special education*
- Option Use:** 1352 *Emotionally disturbed or behavior disorders*
- Option Use:** 1353 *Learning disabilities*
- Option Use:** 1354 *Mentally disabled*
- Option Use:** 1355 *Mildly/moderately disabled*
- Option Use:** 1356 *Orthopedically impaired*
- Option Use:** 1358 *Speech/language impaired*
- Option Use:** 1359 *Traumatically brain-injured*
- Option Use:** 1360 *Visually impaired*
- Option Use:** 1361 *Other special education*
- Option Use:** 1362 *Agriculture or natural resources*
- Option Use:** 1363 *Business/office*
- Option Use:** 1364 *Career education*
- Option Use:** 1153 *Communications technologies*
- Option Use:** 1366 *Cosmetology*
- Option Use:** 1367 *Family and consumer science (home economics)*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 1368 *Food services*

Option Use: 1369 *Health professions and occupations*

Option Use: 1370 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*

Option Use: 1371 *Other vocational/technical education*

Option Use: 9999 *Other*

0437 Instructional Level

An indication of the general nature of instruction provided throughout a course.

Entity Use: Assignment

Option Use: 0568 *Remedial*

A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

Option Use: 0569 *Special education course*

A course that adopts 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, developmental delay, and other health impairments.

Option Use: 0570 *Basic*

A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

Option Use: 0571 *General*

A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

Domain: Staff

Section: Assignments

Category: 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.

- Option Use:** 0572 *Honors level* An advanced level course designed for students who have earned honors status according to educational requirements.
- Option Use:** 0573 *Gifted and talented level* An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.
- Option Use:** 0574 *International Baccalaureate program* 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.
- Option Use:** 0575 *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.
- Option Use:** 0576 *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).
- Option Use:** 0577 *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.
- Option Use:** 0578 *English Language Learner (ELL)* 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.

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 0579 *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.

0559 Scope of Assignment

The range or extent of an individual's current assignment.

Entity Use: Assignment

Option Use: 1613 *Statewide* An assignment consisting of activities which extend or apply to an entire state.

Option Use: 1614 *More-than-agency wide* An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

Option Use: 1615 *Agency wide* An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

Option Use: 1616 *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.

Option Use: 1617 *Single operational unit* An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

0560 Itinerant Teacher

An indication of whether a teacher provides instruction in more than one instructional site.

Entity Use: Assignment

Option Use: 0002 *Yes*

Option Use: 0232 *No*

0561 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.

Entity Use: Assignment

Option Use: 1618 *Essential*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 1619 *Non-essential*

0562 Time Period Classification

An indication of the manner in which yearly time periods are accounted for.

Entity Use: Assignment

Option Use: 1620 *Calendar year*

A twelve-month period beginning January 1 and ending December 31.

Option Use: 1621 *Fiscal year*

A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

0563 Time Period

A specific fiscal or calendar year.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0266 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.

Entity Use: Assignment

Option Use: 0827 *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).

Option Use: 0828 *Semester*

One of two equal segments into which a school year is divided.

Option Use: 0829 *Trimester*

One of three equal segments into which a school year is divided.

Option Use: 0830 *Quarter*

One of four equal segments into which a school year is divided.

Domain: Staff

Section: Assignments

Category: 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.

Option Use:	0831 <i>Quinmester</i>	<i>One of five equal segments into which a school year is divided.</i>
Option Use:	0832 <i>Mini-term</i>	<i>A school term which is shorter than a regular session.</i>
Option Use:	0833 <i>Summer term</i>	<i>A school term which takes place in the summer between two regular school terms.</i>
Option Use:	0834 <i>Intersession</i>	<i>A short session which occurs between longer sessions.</i>
Option Use:	0835 <i>Long session</i>	<i>A session that is longer than a semester but shorter than a full year.</i>
Option Use:	0837 <i>Twelve month</i>	<i>An educational program that operates on a full twelve month cycle.</i>
Option Use:	9999 <i>Other</i>	

0828 Teaching Assignment Beginning Date

The month, day, and year on which a teaching assignment begins.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0829 Teaching Assignment Ending Date

The month, day, and year on which a teaching assignment ends.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0285 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 Use: Assignment

Option Use: 0996 *No option list available*

Domain: Staff

Section: Assignments

Category: 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.

0195 Number of Hours in School Day

The number of hours (or portion of hours) in the day in which the school is normally in session.

Entity Use: Assignment

Option Use: 0996 No option list available

Domain: Staff

Section: Assignments

Category: 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).

0187 Name of Institution

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

Entity Use: Assignment

Option Use: 0996 No option list available

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Assignment

Option Use: 0996 No option list available

0147 Identification System

A coding 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.

Entity Use: Assignment

Option Use: 0243 College Board Admission Testing Program (ATP) number

Option Use: 0186 LEA number for school

Option Use: 0197 SEA number for school

Option Use: 0763 SEA number for LEA

Option Use: 0208 NCES number for school

Option Use: 0216 NCES number for LEA

Option Use: 0222 Other agency number (e.g., Roman Catholic diocese or association number)

Domain: Staff

Section: Assignments

Category: 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).

Option Use: 0233 *Integrated Postsecondary
Education Data System
(IPEDS) number*

Option Use: 0264 *Federal identification number*

Option Use: 0276 *Dunn and Bradstreet number
(e.g., DUNS number)*

Option Use: 0764 *Other federally assigned
number*

Domain: Staff

Section: Assignments

Category: Schedule for Current Assignment

Information about the specific time schedule for a current assignment of an individual.

0475 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 Use: Assignment

Option Use: 0996 No option list available

0476 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.

Entity Use: Assignment

Option Use: 2015 Full-time employment

Option Use: 2016 Part-time employment

0480 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 Use: Assignment

Option Use: 0996 No option list available

0481 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 Use: Assignment

Option Use: 0996 No option list available

0482 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 Use: Assignment

Option Use: 0996 No option list available

Domain: Staff

Section: Assignments

Category: 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.

0122 Elementary Subject/Course

A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

Entity Use: Assignment

Option Use: 0539 *Computer science programming*

Option Use: 0540 *Computer skills/literacy*

Option Use: 0541 *Elective activities*

Option Use: 0256 *English as a Second Language*

Option Use: 0542 *Fine Arts - Art*

Option Use: 0543 *Fine Arts - Dance*

Option Use: 0544 *Fine Arts - Drama/Theater*

Option Use: 0545 *Fine Arts - Music*

Option Use: 2371 *Foreign language and literature*

Option Use: 0547 *Geography*

Option Use: 0548 *Handwriting/penmanship*

Option Use: 0549 *Health*

Option Use: 0550 *History*

Option Use: 0551 *Home economics*

Option Use: 0552 *Industrial arts*

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 0553 *Keyboarding/typing*

Option Use: 0554 *Language arts*

Option Use: 0555 *Library skills*

Option Use: 0556 *Mathematics/arithmetic*

Option Use: 0557 *Military science*

Option Use: 0558 *Multi/Interdisciplinary studies*

Option Use: 0559 *Physical education*

Option Use: 0560 *Reading*

Option Use: 0561 *Religious education and
theology*

Option Use: 0562 *Science*

Option Use: 0563 *Social studies*

Option Use: 0565 *Spelling*

Option Use: 0566 *Study skills*

Option Use: 0567 *Test preparation*

Option Use: 9999 *Other*

0103 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.

Entity Use: Assignment

Domain: Staff

Section: Assignments

Category: 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.

Option Use: 0533 *NCES Pilot Standard National Course Classification System Codes for Secondary Education*

Option Use: 0534 *State course code*

Option Use: 0535 *LEA course code*

Option Use: 0536 *School course code*

Option Use: 0537 *University course code*

Option Use: 0538 *Intermediate agency course code*

Option Use: 9999 *Other*

0107 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 Use: Assignment

Option Use: 0996 *No option list available*

0292 Unique Course Code

A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

Entity Use: Assignment

Option Use: 0996 *No option list available*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

0023 Activity Title

The title that identifies a particular co-curricular or extra-curricular activity.

Entity Use: Assignment

Option Use: 0996 No option list available

0679 Activity Involvement Code

The code used to identify the co-curricular or extra-curricular activity in which the individual is involved.

Entity Use: Assignment

Option Use: 0721 4 H

Option Use: 0729 Academic Team/Knowledge Bowl

Option Use: 0628 Archery

Option Use: 0683 Art and graphic design

Option Use: 0700 Art club

Option Use: 0629 Badminton

Option Use: 0677 Band

Option Use: 0630 Baseball

Option Use: 0631 Basketball

Option Use: 0633 Bowling

Option Use: 0718 Boy Scouts

Option Use: 0691 Broadcasting

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0713 *Business Professionals of America*

Option Use: 0634 *Boxing*

Option Use: 0667 *Cheerleading*

Option Use: 0725 *Other club or organization*

Option Use: 0722 *Chess club*

Option Use: 0680 *Chorus*

Option Use: 0671 *Class officer*

Option Use: 0670 *Class president*

Option Use: 0701 *Computer club*

Option Use: 0635 *Crew*

Option Use: 0636 *Cross country*

Option Use: 0684 *Dance*

Option Use: 0685 *Dance team*

Option Use: 0707 *Distributive Education Clubs of America (DECA)*

Option Use: 0637 *Diving*

Option Use: 0696 *Drama club*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0688 *Drill team*

Option Use: 0705 *Family, Career and
Community Leaders of
America*

Option Use: 0694 *Family consumer science*

Option Use: 0639 *Fencing*

Option Use: 0638 *Field hockey*

Option Use: 0640 *Football*

Option Use: 0724 *Fraternity*

Option Use: 0702 *Future Business Leaders of
America - Phi Beta Lambda
(FBLA - PBL)*

Option Use: 0703 *Future Teachers of America*

Option Use: 0719 *Girl Scouts*

Option Use: 0641 *Golf*

Option Use: 0642 *Gymnastics*

Option Use: 0706 *Health Occupations Students
of America*

Option Use: 0735 *Other honor society*

Option Use: 0644 *Ice hockey*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0679 *Jazz ensemble*

Option Use: 0690 *Journalism*

Option Use: 0717 *Key Club*

Option Use: 0645 *Lacrosse*

Option Use: 0697 *Language club*

Option Use: 0693 *Literary magazine*

Option Use: 0646 *Martial arts*

Option Use: 0732 *Mu Alpha Theta*

Option Use: 0674 *Music - Instrumental*

Option Use: 0676 *Music - Theory and
Composition*

Option Use: 0673 *Music - Vocal*

Option Use: 0681 *Other music*

Option Use: 0730 *National Beta Club*

Option Use: 0726 *National Forensics League*

Option Use: 0704 *National Future Farmers of
America (FFA)*

Option Use: 0727 *National Honor Society*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0678 *Orchestra*

Option Use: 0714 *Peer counseling*

Option Use: 0689 *Other performing arts*

Option Use: 0647 *Polo*

Option Use: 0733 *Psi Eta (Science Honorary)*

Option Use: 0648 *Racquetball*

Option Use: 0664 *Rodeo*

Option Use: 0649 *Rugby*

Option Use: 0650 *Sailing*

Option Use: 0699 *Science club*

Option Use: 0665 *Scuba diving*

Option Use: 0651 *Skiing*

Option Use: 0652 *Soccer*

Option Use: 0653 *Softball*

Option Use: 0723 *Sorority*

Option Use: 0695 *Speech/Debate*

Option Use: 0668 *Other sport*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0672 *Other student leadership and government*

Option Use: 0655 *Squash*

Option Use: 0658 *Team handball*

Option Use: 0728 *State Honor Society*

Option Use: 0708 *Technology Student Association (TSA)*

Option Use: 0716 *Students Against Drunk Driving (SADD)*

Option Use: 0932 *Student body officer*

Option Use: 0659 *Tennis*

Option Use: 0669 *Student body president*

Option Use: 0666 *Team manager*

Option Use: 0682 *Theater/Drama*

Option Use: 0656 *Swimming*

Option Use: 0734 *Thespian Society*

Option Use: 0657 *Synchronized swimming*

Option Use: 0660 *Track and field*

Option Use: 0715 *Tutoring*

Domain: Staff

Section: Assignments

Category: Activity Sponsorships

Information about an individual's sponsorship of students' co-curricular or extra-curricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

Option Use: 0712 *Vocational Industrial Clubs of America*

Option Use: 0661 *Volleyball*

Option Use: 0662 *Water polo*

Option Use: 0663 *Wrestling*

Option Use: 0692 *Year book*

Option Use: 9999 *Other*

0020 Activity Description

The description of a particular co-curricular or extra-curricular activity in which the individual is involved.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0680 Activity Involvement Beginning Date

The month, day, and year on which the individual began to participate in the activity.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0681 Activity Involvement Ending Date

The month, day, and year on which the individual ceased to participate in the activity.

Entity Use: Assignment

Option Use: 0996 *No option list available*

0682 Amount of Activity Involvement

An indication of the degree to which the individual is involved in the activity (e.g., number of hours per week).

Entity Use: Assignment

Option Use: 0996 *No option list available*

Domain: Staff

Section: Assignments

Category: 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.

0830 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 Use: Assignment

Option Use: 0996 No option list available

0831 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 Use: Assignment

Option Use: 0996 No option list available

0832 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 Use: Assignment

Option Use: 0996 No option list available

0637 Number of Days in Attendance

The number of days an individual is present when school is in session during a given reporting period.

Entity Use: Assignment

Option Use: 0996 No option list available

0638 Number of Days Absent

The number of days an individual is absent when school is in session during a given reporting period.

Entity Use: Assignment

Option Use: 0996 No option list available

0639 Number of Tardies

The number of days an individual is late when school is in session during a given reporting period.

Entity Use: Assignment

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0833 Evaluation Purpose

The reason that an appraisal of an individual's performance is conducted.

Entity Use: Evaluation

Option Use: 2316 *End of probationary period* An appraisal of an individual's performance marking the end of a trial period of employment.

Option Use: 2317 *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.

Option Use: 2318 *Evaluation for licensure* An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

Option Use: 2319 *Periodic evaluation* An appraisal of an individual's performance in accordance with rules or policies.

Option Use: 2320 *Problem resolution* An appraisal of an individual's performance conducted to solve difficult work-related situations.

Option Use: 9999 *Other*

0834 Evaluation Periodicity

The interval at which an individual's appraisal occurs.

Entity Use: Evaluation

Option Use: 2321 *Monthly* An appraisal of an individual's performance conducted once a month.

Option Use: 2322 *Quarterly* An appraisal of an individual's performance conducted at regular intervals four times a year.

Option Use: 2323 *Semi-annually* An appraisal of an individual's performance conducted twice a year.

Option Use: 2324 *Annually* An appraisal of an individual's performance conducted once each year.

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

Option Use: 2325 *Post-probationary* *An appraisal of an individual's performance conducted after a trial period of employment.*

Option Use: 2326 *As needed* *An appraisal of an individual's performance conducted when necessary.*

Option Use: 9999 *Other*

0836 Evaluation Recommendations

The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

Entity Use: Evaluation

Option Use: 2327 *Eligible for promotion* *An individual has performed in a manner that warrants advancement to a higher position.*

Option Use: 2328 *Merit pay* *An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.*

Option Use: 2329 *Regular salary/step increase* *An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.*

Option Use: 2330 *Granted tenure* *An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.*

Option Use: 2342 *Granted license* *An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.*

Option Use: 2331 *Retained in position* *An individual has met the requirements of his or her job in an adequate manner.*

Option Use: 2332 *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.*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

- Option Use:** 2333 *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.*
- Option Use:** 2334 *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.*
- Option Use:** 2335 *Lateral reassignment* *An individual has performed in a manner that warrants reassignment of a lateral nature.*
- Option Use:** 2336 *Demotion* *An individual has performed in a manner that warrants placement in a lower position.*
- Option Use:** 2337 *Dismissal* *An individual has performed in a manner that warrants removal from employment.*
- Option Use:** 2338 *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.*
- Option Use:** 2339 *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.*
- Option Use:** 2340 *Put on administrative leave* *An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.*
- Option Use:** 2341 *Credential revoked* *An individual has performed in a manner that warrants the removal of his or her credential.*
- Option Use:** 9999 *Other*

0564 Evaluation System

The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Use: Evaluation

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

Option Use: 0996 No option list available

0565 Evaluation Score/Rating

The actual quantitative or qualitative assessment of an individual's performance.

Entity Use: Evaluation

Option Use: 0996 No option list available

0566 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 Use: Evaluation

Option Use: 0996 No option list available

0567 Evaluation Outcome

The result of an assessment of an individual's performance.

Entity Use: Evaluation

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0131 First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Use: Evaluator

Option Use: 0996 No option list available

0184 Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Evaluator

Option Use: 0996 No option list available

0844 Middle Initial

The first letter of the secondary name given to an individual at birth, baptism, or during another naming ceremony.

Entity Use: Evaluator

Option Use: 0996 No option list available

0156 Last/Surname

The name borne in common by members of a family.

Entity Use: Evaluator

Option Use: 0996 No option list available

0135 Generation Code/Suffix

An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Use: Evaluator

Option Use: 0996 No option list available

0207 Personal Title/Prefix

An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Use: Evaluator

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0208 Position Title

The descriptive name of an individual's position.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0187 Name of Institution

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

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0146 Identification Code

A unique number or alphanumeric code assigned to a space, room, site, building, individual, organization, or institution by a school, school system, a state, or other agency or entity.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0147 Identification System

A coding 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.

Entity Use: Evaluator

Option Use: 0399 *Professional certificate or license number*

Option Use: 0495 *School-assigned number*

Option Use: 0593 *District-assigned number*

Option Use: 0686 *State-assigned number*

Option Use: 9999 *Other*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0025 Address Type

The type of address listed for an individual or organization.

Entity Use: Evaluator

Option Use: 0123 *Mailing/Shipping Address - other address or P.O. Box address*

Option Use: 0765 *Physical location address*

Option Use: 1073 *Other home address*

Option Use: 1074 *Employer's address*

Option Use: 1075 *Employment address*

0272 Street Number/Name

The street number and street name or post office box number of an address.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0037 Apartment/Room/Suite Number

The apartment, room, or suite number of an address.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0081 Building/Site Number

The number of the building on the site, if more than one building shares the same address.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0090 City

The name of the city in which an address is located.

Entity Use: Evaluator

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

Option Use: 0996 No option list available

0186 Name of County

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

Entity Use: Evaluator

Option Use: 0996 No option list available

0100 County FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the county. (Note: A five digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Evaluator

Option Use: 0996 No option list available

0268 State FIPS (Federal Information Processing Standard) Code

The Federal Information Processing Standard (FIPS) numeric code for the state. (Note: A two digit FIPS code that identifies states across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. The phone number is 703-605-6000 or visit <http://www.ntis.gov>).

Entity Use: Evaluator

Option Use: 0996 No option list available

0267 State Abbreviation

The abbreviation for the state (within the United States) or outlying area in which an address is located. (Note: A list of states and outlying areas and their abbreviations can be found in appendix B).

Entity Use: Evaluator

Option Use: 0996 No option list available

0188 Name of State

The name of the state (within the United States) or outlying area in which an address is located.

Entity Use: Evaluator

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0305 Zip Code

The five or nine digit zip code portion of an address.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0099 Country Code

The code for the country in which an address is located. (Note: A list of countries and codes can be found in appendix C.)

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0185 Name of Country

The name of the country in which an address is located.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0281 Telephone Status

A description of preferred communication type or special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, TTY used, no one available to answer the telephone during certain hours).

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0280 Telephone Number Type

The type of communication number listed for an individual or organization.

Entity Use: Evaluator

Option Use: 0096 *Main telephone number*

Option Use: 0350 *Alternate telephone number*

Option Use: 0359 *Answering service*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

Option Use: 0370 *Beeper number*

Option Use: 2364 *Facsimile number*

Option Use: 0400 *Appointment telephone number*

Option Use: 0426 *Telex number*

Option Use: 0437 *Telemail*

Option Use: 0448 *Voice mail*

Option Use: 0478 *Instant messaging number*

Option Use: 0486 *Media conferencing number*

0151 International Code Number

The international code for the telephone number.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0279 Telephone Number

The telephone number including the area code, and extension, if applicable.

Entity Use: Evaluator

Option Use: 0996 *No option list available*

0121 Electronic Mail Address Type

The type of electronic mail (e-mail) address listed for an individual or organization.

Entity Use: Evaluator

Option Use: 0507 *Home/personal*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

Option Use: 0518 Work

Option Use: 9999 Other

0120 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 Use: Evaluator

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0557 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 H).

Entity Use: Evaluation

Option Use: 0996 *No option list available*

0229 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. (List: A list of options and their codes can be found in appendix I.)

Entity Use: Evaluation

Option Use: 0996 *No option list available*

0568 Function Type

The purpose of the program activities to which an individual is assigned as related to students. (Note: A list of function types can be found in appendix K).

Entity Use: Evaluation

Option Use: 0996 *No option list available*

0569 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.

Entity Use: Evaluation

Option Use: 2343 *Immediately eligible* *Ready for greater responsibility or assignment of broader scope at the present time.*

Option Use: 2344 *In the future* *Ready for greater responsibility or assignment of broader scope in the future with more training or experience.*

Option Use: 2345 *Not ready* *Not ready for the greater responsibility or assignment of broader scope.*

Option Use: 9999 *Other*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0570 Career Development Needs

A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

Entity Use: Evaluation

Option Use: 1622 *No preparation or additional experience required* No need of further preparation prior to an individual assuming a specified future assignment.

Option Use: 1623 *Job specialization required* Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

Option Use: 1624 *Task assignment required* Exposure to a temporary task would provide experience valuable to an individual's career development.

Option Use: 1625 *Job rotation required* Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

Option Use: 1626 *Formal preparation/credentials required* Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

Option Use: 9999 *Other*

0571 Preparation Type

A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Use: Evaluation

Option Use: 0996 *No option list available*

0572 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 Use: Evaluation

Option Use: 0996 *No option list available*

Domain: Staff
Section: Evaluation and Career Development

Category: 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.

0573 Preparation Duration

The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Use: Evaluation

Option Use: 0996 No option list available

0574 Preparation Funding

The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Use: Evaluation

Option Use: 0996 No option list available

Domain: Staff
Section: Evaluation and Career Development

Category: Complaint

Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

0575 Source of Complaint

The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Use: Evaluation

Option Use: 0996 No option list available

0576 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 Use: Evaluation

Option Use: 0996 No option list available

0577 Nature of Complaint

The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Use: Evaluation

Option Use: 0996 No option list available

0578 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 Use: Evaluation

Option Use: 0996 No option list available

Domain: Staff
Section: Separation from Employment

Category: Separation from Employment

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.

0579 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 Use: Staff Member

Option Use: 0996 No option list available

0580 Employment Separation Type

A designation of the type of separation occurring between an individual and the organization.

Entity Use: Staff Member

Option Use: 2346 *Voluntary separation* A decision made solely by the involved employee (e.g., a resignation)

Option Use: 2347 *Involuntary separation* A decision made solely by the employer (e.g., a layoff or discharge).

Option Use: 2348 *Mutual agreement* A decision arrived at jointly by both the employee and the employer.

Option Use: 9999 *Other*

0434 Employment Separation Reason

The primary reason for the termination of the employment relationship.

Entity Use: Staff Member

Option Use: 1387 *Other employment in education* Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

Option Use: 1388 *Other employment outside of education* Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

Option Use: 1389 *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.

Domain: Staff
Section: Separation from Employment

Category: Separation from Employment

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.

- Option Use:** 1390 *Family/personal relocation* Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.
- Option Use:** 1391 *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.
- Option Use:** 1392 *Formal study or research* Separation resulting from an individual leaving an employer to study or undertake research activities.
- Option Use:** 1393 *Illness/disability* Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.
- Option Use:** 1394 *Homemaking/caring for a family member* Separation resulting from an individual's decision to become a homemaker, to spend time rearing his or her children, or to care for his or her parent/guardian.
- Option Use:** 1395 *Layoff due to budgetary reduction* Separation resulting from a decrease in the monies available to an organization for staffing.
- Option Use:** 1396 *Layoff due to organizational restructuring* Separation resulting from changes in the administrative, personnel or executive structure of an organization.
- Option Use:** 1397 *Layoff due to decreased workload* Separation resulting from a reduction in the amount of work to be done.
- Option Use:** 1398 *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.
- Option Use:** 1399 *Discharge due to misconduct* Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.
- Option Use:** 1400 *Discharge due to continued absence or tardiness* Separation resulting from not being present or being late for work on a frequent basis.

Domain: Staff
Section: Separation from Employment

Category: Separation from Employment

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.

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|--------------------|---|--|
| Option Use: | 1401 <i>Discharge due to a falsified application form</i> | <i>Separation resulting from untrue or misleading information provided on the employment application.</i> |
| Option Use: | 1402 <i>Discharge due to credential revoked or suspended</i> | <i>Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.</i> |
| Option Use: | 1403 <i>Discharge due to unsatisfactory work performance</i> | <i>Separation resulting from job activities carried out below a standard of quality.</i> |
| Option Use: | 1404 <i>Death</i> | <i>Separation resulting from the death of an individual.</i> |
| Option Use: | 1405 <i>Personal reason</i> | <i>Separation resulting from an individual leaving an agency or system for unspecified personal reasons.</i> |
| Option Use: | 1406 <i>Lay off due to lack of funding</i> | <i>Separation resulting from the position being eliminated due to lack of funds.</i> |
| Option Use: | 1407 <i>Lost credential</i> | <i>Separation resulting from the individual losing the credential required for the position.</i> |
| Option Use: | 1408 <i>Reason unknown</i> | <i>Separation resulting from an individual leaving an agency or system for an unknown reason.</i> |
| Option Use: | 9999 <i>Other</i> | |

0581 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 Use: Staff Member

Option Use: 0996 *No option list available*

Domain: Staff
Section: Separation from Employment

Category: Separation from Employment

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.

0582 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.

Entity Use: Staff Member

Option Use: 1627 *Eligible for reemployment* The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

Option Use: 1628 *Not eligible for reemployment* The organization should not rehire the individual.

Option Use: 1629 *Eligible on a conditional basis* The organization should rehire the individual provided specified conditions are met.

0583 Reason Not Eligible for Reemployment

A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Use: Staff Member

Option Use: 0996 *No option list available*